

All procedures related to consular issues including authentication (issuing visas) for commercial documents have to follow the time schedule below.

## **I. Open Days and Hours**

### **Application Days and Hours**

Application Days: Monday, Wednesday, Friday

Application Hours: 9:30-11:30

### **Pick-Up Days and Hours**

#### **For applications by applicants themselves**

Pick-Up Days: Monday, Wednesday, Friday

Monday Application ----- Wednesday Pick-up\*

Wednesday Application ----- Friday Pick-up\*

Friday Application ----- Monday Pick-up\*

\*these pick-up days apply unless you were notified in advance

Pick-Up Hours: 13:30~14:30

#### **For application by travel agencies or any kind of agencies**

Pick-Up Days: Monday, Wednesday, Friday after one week from the application day

Monday Application ----- Next Monday Pick-up\*

Wednesday Application ----- Next Wednesday Pick-up\*

Friday Application ----- Next Friday Pick-up\*

\*these pick-up days apply unless you were notified in advance

Pick-Up Hours: 13:30~14:30

### **Notes**

The Embassy is closed on Saturdays and Sundays and

Public National Holidays of both Syria and Japan

Information on necessary documents, application manual, process of attaining a visa, visa fees, requirements for documents etc, are written on the following pages.

## II. Procedures for Invoice & Certificate of Origin Applicants (インボイス・原産地証明書)

### 1. Authentication by the Chamber of Commerce and Industries

Commercial invoices and certificates of origin must be authenticated by the Chamber of Commerce and Industries. Please be reminded that we **DO NOT** accept rubber seals, but the seal has to be a handwriting signature. However, for the sake of smooth procedures, we only accept rubber seals of the Chamber of Commerce of Tokyo, Osaka, Nagoya, Kobe, and Takasago as exceptions. We also accept rubber stamps from the Chamber of Commerce and Industries of Korea.

Please check the following items on **BOTH** the commercial invoices and certificates of origin

1. Seals of the Chamber of Commerce and Industries
2. The consignee address in Syria.
3. Declaration "We hereby certify that the goods are not of Israeli Origin, that they do not contain any Israel materials and that they are not being exported from Israel" is clearly written.
4. The same invoice number and date.

### 2. What to Bring to the Embassy

1. An original commercial invoice and a certificate of origin. (Please staple them)
2. A copy of both a commercial invoice and a certificate of origin. (Please staple them)
3. A small note indicating the contact information of a company and you may calculate the application fee in advance and mention it. (Calculation formula for invoice fee is written below)

SAMPLE

① ABC Co., Ltd. # 03-1234-5678
② C/I 55,500 yen
C/O 1.100 yen

### 3. Application Fees

- I. Certificate of Origin: 1,100 yen fixed
- II. Invoice: **Minimum 6,000 yen ~ Max. 161,300 yen.**

Calculation is below.

	Calculation	In Yen	in Dollar	in Euro
Invoice Amount		¥1,234,567	\$12,345.67	Euro 12,345.67
Conversion to Syrian Pound	① <u>Yen: X 0.1042</u> ② <u>Dollar: X 11.2</u> ③ <u>Euro X 13.93</u>	① SP128,641.881	② SP138,271.504	③ SP171,975.183
	Round decimals up to unit	SP 128,642	SP 138,272	SP 171,976
Fee in Syrian Pound	X 1%	SP 1,286.42	SP 1,382.72	SP 1,719.76
	Round up to upper units of 5	SP 1290	SP 1,385	SP 1,720
Conversion to Yen	÷ 0.1042	¥12380.038	¥13291.746	¥16506.717
<b>Fee in Yen</b>	Round up to upper units of 100	<b>¥12400</b>	<b>¥13300</b>	<b>¥16600</b>

### III. Procedures for Other Commercial Documents Applicants (インボイス以外の商業用証書)

#### 1. Authentication by either the Chamber of Commerce and Industries or Ministry of Foreign Affairs.

Any certificate including legal documents other than commercial invoices and certificates of origin must be authenticated by either the Chamber of Commerce or industries or the Ministry of Foreign Affairs. Please be reminded that we **DO NOT** accept rubber seals, but the seals have to be handwriting signature. However, for the sake of smooth procedures, we only accept rubber seals of the Chamber of Commerce of Tokyo, Osaka, Nagoya, Kobe, and Takasago as exceptions. We also accept rubber stamps from the Chamber of Commerce and Industries of Korea.

Please check the following points on the document

1. Seals by the Chamber of Commerce and Industries or the Ministry of Foreign Affairs are stamped.
2. Any sentences or phrases indicating Syria

#### 2. What to Bring to the Embassy

Please prepare items below when you come to the embassy.

1. An original document
2. one copy of the original document
3. A small note indicating the contact information of a company and the application fee.

SAMPLE

① ABC Co., Ltd. # 03-1234-5678 ② 1,800 yen
--

#### 3. Fees

- I. Documents without currency indication ----- 1,800 yen fixed
- II. Documents with currency indication ----- 6,000 yen fixed