

## List of Travel Agency Service Fees

### International Travel

In accordance with the Travel Agency Act, the following charges will apply:

#### Handling Fees

Fee Categories	Details		Applicability	Amount
Travel Arrangement	Arrangement of both Transportation and Accommodation	Groups of 10 passengers or more	Full Travel Fee of Arrangement	20% of Travel Expenses
		Groups of less than 10 passengers	Per Arrangement	JPY3,240
	Arrangement of Transportation	Domestic flights (within Japan) on LCCs such as Jetstar, Peach, Vanilla Air, and SpringJapan	Per Per Passenger and Per Route	JPY3,240
		Flights departing outside Japan	Per Per Passenger and Per Route	JPY3,240
		All others not stipulated above	Per Per Passenger and Per Route	JPY1,080
Arrangement of Accommodation		Per Person	JPY3,240	
System Use	Transportation Booking and Arrangement	On LCCs such as Jetstar, Peach, Vanilla Air, and SpringJapan	Per Per Passenger and Per Route	6% of Nominal Fare (See Notes 5)
Tour Guide Fee (Excluding Accommodation and Transportation Expenses)			Per Tour Guide Per Day	JPY64,800
Rectification(s)/Change(s)	Changes to both Transportation and Accommodation Arrangements	Groups of 10 passengers or more	Travel Fee before Change of Part Arranged	20% of Travel Fee
		Groups of less than 10 passengers	Per Change	JPY8,640
	Change to Transportation		Per Passenger	JPY16,200
	Change to Accommodation		Per Person	JPY2,160
Cancellation(s)	Cancellation of both Transportation and Accommodation Arrangements	Groups of 10 passengers or more	Fees Incurred for Cancellations	20% of Travel Fee
		Groups of less than 10 passengers	Per Cancellation	JPY16,200
	Cancellation of Air Ticket(s)		Per Per Passenger and Per Route	JPY16,200
	Cancellation of Unused Air Ticket(s)		Nominal Fare Per Cancellation	15% of Nominal Fare
	Cancellation of Accommodation		Per Cancellation	JPY2,160
Communication(s)	Urgent Local Communication(s) on behalf of Client(s) for Arrangements		Per Communication (Excludes Telephone Call(s) and Telegraph/Telegram Fees)	JPY4,320

Note:

- "Groups" refer to individuals traveling together in a same party with an appointed leader.
- The handling fees herein will apply and be added to the cancellation fees of the travel service provider for all changes and cancellations requested by customers.
- Accommodation at one hotel/place for consecutive nights shall be considered as ONE arrangement.
- All fees stipulated herein are inclusive of the Goods and Services Tax (GST).
- Nominal fare charges stipulated herein are based on exchange rates at time of processing.

#### Travel Agency Fees

Fee Categories	Details		Applicability	Amount
Passport	(1) Passport Application Process (Application Form-Filling)		Per Person	JPY32,400
	(2) Physically accompanying applicant to the respective Bureau for Application and/or Collection in addition to the Passport Application Process (1)		Per Person	Fee of (1) plus 5,400 JPY (Travel Expenses not included)
	(3) Submission or collection on behalf of the applicant (if legally permissible) in addition to the Passport Application Process (1)		Per Person	Fee of (1) plus 5,400 JPY (Travel Expenses not included)
	(4) Handle all Emergency Travel Procedures on behalf of the applicant in addition to the Passport Application Process (1)			Price Specified at Time of Contract
Travel Records Provision - Immigration Cards (Departure/Arrival)	(1) Travel Records		Per Person Per Country	JPY5,400
Visa	(1) Tourist Visa Application - Form-Filling and/or Form-Filling including submission and collection by agent		Per Person Per Country	JPY32,400
	(2) Application for Commercial or Working Visa - Form-Filling and/or Form-Filling including submission and collection by agent		Per Person Per Country	JPY43,200
	(3) Special Travel Visa such as Immigrant, Student, Service, Long Term Visit etc.		Per Person Per Country	JPY54,000
	(4) Visa Application by Agent (Procedure Proxy Expenses not included)		Per Person	JPY10,800
	(5) Expedited Visa Application		Stipulated to (1)	Additional JPY10,800
	(6) Procedure for Visa Exemption		(Per Country) JPY10,800	(Per Country) JPY10,800
Quarantine	Physically accompanying applicant to Quarantine Stations, Public Health Centers/Clinics, etc., or being the acting-agent for acquiring the quarantine seal approval		JPY108,000 (Treatment, Travel Expenses not included)	JPY108,000 (Treatment, Travel Expenses not included)
Certificates	Physically accompanying applicant or Agent Application for Certificate of Criminal Record, Military Certificate, Health Certificate, Graduation Certificate, etc.		Per Certificate	JPY108,000 (Travel Expenses not included)
Re-entry Permit	Application for Re-entry Permit		Per Permit	JPY21,600
Other	Services not stipulated above		Per Service	Full Cost of Service

Note:

- All fees stipulated herein shall be charged per 1 person or per 1 case.
- Each applicable fee shall be added up and charged in one sum price.
- All fees stipulated herein are inclusive of the Goods and Services Tax (GS)

#### Consultation Fee

Fee Categories	Details		Applicability	Amount
Sightseeing Tour(s)	(1) Consultation of Customer Travel Plans and Budgets		Basic Fee (Up to 30 Minutes)	JPY7,560
			Every 30 Minutes Thereafter	JPY4,320
	(2) Planning of Travel/Tour Itineraries		Per Additional Tour Day	JPY6,480
			Per Additional Tour Day	JPY6,480
	(3) Estimation of Mandatory Expenses (Arrangement of Transportation and Accommodation are together)		Per Additional Tour Day	JPY1,080
(4) Estimation/Quotation of Transportation Agencies Rate(s)		Per Estimate/Quote	JPY5,400	
(5) Information on Activities, Transportation, Accommodation, etc.		Per Printed A4 Page	JPY2,160	
Business Trip Consultation(s)	Additional JPY5,400 + Fees Stipulated from (1) to (5) Above			

\* Fees stipulated herein are inclusive of the Goods and Services Tax (GST)

Notwithstanding change(s) and/or cancellation(s) due to customer, transportation and/or airline circumstances, the above Handling and Consultation Fees are not subject to refund(s).

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