

Travel business fee schedule



Thank you for your continued patronage.

In accordance with the Travel Agency Act, we disclose the following travel business fee schedule for our customers.

[1] Domestic travel

Description	Fee	Notes	
Handling fees	For combined travel arrangements involving transportation, accommodation, and other services	Within 20% of the total trip cost	
	For arranging only accommodation and transportation	Within 20% per arrangement (minimum fee <u>1,100 Yen</u>)	
	For arranging sightseeing, admission, meals, and other services		
	For no-coupon accommodation arrangements with affiliated credit cards		
	Confirmation and ticketing for reserved transportation		
Change procedures fees	Reservation changes for accommodations and transportation	<u>1,100 Yen</u> per each transportation, accommodation, etc.	A. Charged for changes and cancellations after procurement has commenced. B. Separate charge for cancellation and penalty fees specified by the transportation/accommodation institution in addition to the fees on the left. C. Change of flight ticket will only be handled at the same location where that ticket was purchased.
Cancellation fees	Reservation cancellations and refunds for accommodations and transportation	<u>1,100 Yen</u> per each transportation, accommodation, etc.	
Planning fees	For consignment based travel planning	Less than 20% of total trip cost	
Guide service fees	Guide service	<u>33,000 Yen</u> per guide per day	A separate charge will be incurred for guide accommodations and any other expenses incurred by guide accompaniment.
Communications fees	For communications for local emergency procurement, cancellations, and changes at customer request	<u>550 Yen</u> per case	A separate charge for actual telephone and fax costs will be required.
(Travel consultation contract) Consultation fees	Consultation and advice for preparing travel plans	Basic fee (up to 30 minutes) <u>2,200 Yen</u> , <u>2,200 Yen</u> per 30 minutes thereafter	
	Preparation of travel itineraries	<u>2,200 Yen</u> per case	
	Preparation of travel cost estimates	<u>2,200 Yen</u> per case	
	Provision of information on travel destinations and transportation/accommodations, etc.	<u>1,100 Yen</u> per document (A4 size)	
	On-site consultation at customer request	Actual transportation expenses for the above	

Notes: (1) No refund will be made for handling and planning fees when the trip is cancelled at customer request after a coupon discount has been given.
(2) Transportation above refers to transportation institutions other than Japan Railway (JR), including airlines, private railways, busses, and ferries, etc.
(3) The above prices include consumption tax.

[2] Overseas travel

Description	Fee	Notes	
Handling fees	For travel with multiple arrangements, such as flight and hotel, etc.	Within 20% of the total trip cost	
	Hotel, rental car reservations	Within 20% per hotel or per arrangement (minimum fee <u>1,100 Yen</u>)	A. Free for coupon issuance only. B. Free when issuing pass tickets that do not require a reservation. C. Per arrangement and per performance.
	Local transportation (ferries, rail, busses etc.)	<u>3,300 Yen</u> per section <u>1,100 Yen</u> for each additional section	
	Admission and reservations for local sightseeing and other services	<u>3,300 Yen</u> per arrangement	
	International flight reservations	Up to 20% for travel to/from Japan <u>5,500 Yen</u> per itinerary for local air tickets only	
Change procedures fees	Reservation changes for hotels, rental cars (including coupon switching and reissuing)	<u>2,200 Yen</u> per hotel or per arrangement	A. The charges on the left are incurred for multiple procurements as well. B. Admission tickets cannot be changed, cancelled, or refunded. C. Change of flight ticket will only be handled at the same location where that ticket was purchased. D. A separate charge will be incurred for the change or cancellation fees of the service provider, such as airline or hotel, and the overseas travel agent or reseller.
	Reservation changes for transportation such as ferries, rail, and busses, etc. (including coupon switching and reissuing)	<u>3,300 Yen</u> per arrangement	
	Reservation changes for sightseeing and other services	<u>3,300 Yen</u> per arrangement	
	Flight changes	<u>5,500 Yen</u> per arrangement	
Cancellation fees	Reservation cancellation and refunds for hotels, rental cars	<u>2,200 Yen</u> per hotel or per arrangement	
	Reservation cancellation and refunds for transportation such as ferries, rail, and busses, etc. (including transportation passes)	15% of the face value of each ticket	
	Reservation cancellation and refunds for sightseeing and other services	<u>3,300 Yen</u> per arrangement	
	Flight cancellations	<u>5,500 Yen</u> per arrangement	
Guide service fees	Guide service	<u>66,000 Yen</u> per guide	A separate charge will be incurred for guide accommodations and any other expenses incurred by guide accompaniment.
Planning fees	For consignment based travel planning	Less than 20% of total trip cost	
Airport transfer service fees	Pick-up and drop-off services	<u>16,500 Yen</u> per driver	A separate charge will be incurred for transportation and accommodations.
Communications fees	When we contact the local destination at customer request	<u>3,300 Yen</u> per case	A separate charge will be incurred for actual costs for telephone, telex, and other communication.
(Travel consultation contract) Consultation fees	Consultation and advice for preparing travel plans	Basic fee (up to 30 minutes) <u>5,500 Yen</u> , <u>3,300 Yen</u> per 30 minutes thereafter	
	Preparation of travel itinerary (when not covered by a travel contract)	<u>5,500 Yen</u> per case	2,200 Yen if a travel contract is concluded.
	Preparation of a travel cost estimate (when not covered by a travel contract)	<u>5,500 Yen</u> per case	2,200 Yen if a travel contract is concluded.
	Provision of information on travel destinations and transportation/accommodations, etc.	<u>1,100 Yen</u> per document (A4 size)	
	On-site consultation at customer request	<u>5,500 Yen</u> additional cost to the above	A transportation fee will be charged separately.

Notes: (1) Change and cancellation fees are incurred as soon as procurement is commenced.
(2) PEX rate airline tickets must be sold by the date specified by each airline, and post sale cancellation and refunds depend on the regulations thereof under each airline. See "Regulations on Handling PEX Rate Airline Tickets" for more details.
(3) When the same procurement is made multiple times simultaneously, it is counted as one procurement irrespective of the number of persons. However, if the procurement date, usage date, usage route or institution are different, they each count as separate procurements.
(4) The above prices include consumption tax.

[3] Travel agent operations

Description	Fee	Notes
Validity of passports and visas	3,300 Yen per person	
Immigration records	(1) Procurement and preparation of immigration documents (ED Cards, customs declarations, etc.) and preparation of completed examples of immigration documents 4,400 Yen per person per country (2) Additional preparation of immigration documents (ED Cards, customs declarations, etc.) or completed examples thereof. 1,100 Yen for each additional country	When we cannot obtain immigration documents, we will prepare a completed example and
Visa	(1) Tourist visas <Japanese nationals> *except for US, US ESTA, UK, Australia ETAS, and Australia E-Application. (i) Visa application preparation, confirmation of required documents, and acquisition thereof on behalf of the customer 8,800 Yen per person per country (ii) Preparation of application forms 4,400 Yen per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer 5,500 Yen per person per country (2) Tourist visas <foreign nationals> *except for US, US ESTA, UK, Australia ETAS, and Australia E-Application. (i) Visa application preparation, confirmation of required documents, and acquisition thereof on behalf of the customer 13,200 Yen per person per country (ii) Preparation of application forms 6,600 Yen per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer 8,800 Yen per person per country (3) Commercial/business visas <Japanese nationals> *except for US, US ESTA, UK, Australia ETAS, and Australia E-Application. (i) Visa application preparation, confirmation of required documents, and acquisition thereof on behalf of the customer 22,000 Yen per person per country (ii) Preparation of application forms 11,000 Yen per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer 13,200 Yen per person per country (4) Commercial/business visas <foreign nationals> *except for US, US ESTA, UK, Australia ETAS, and Australia E-Application. (i) Visa application preparation, confirmation of required documents, and acquisition thereof on behalf of the customer 33,000 Yen per person per country (ii) Preparation of application forms 16,500 Yen per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer 16,500 Yen per person per country (5) Special purpose visas (such as study abroad, long-term stay, etc.) <Japanese nationals> *except for US, US ESTA, UK, Australia ETAS, and Australia E-Application. (i) Visa application preparation, confirmation of required documents, and acquisition thereof on behalf of the customer 33,000 Yen per person per country (ii) Preparation of application forms 16,500 Yen per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer 16,500 Yen per person per country (6) Special purpose visas (such as study abroad, long-term stay, etc.) <foreign nationals> *except for US, US ESTA, UK, Australia ETAS, and Australia E-Application. (i) Visa application preparation, confirmation of required documents, and acquisition thereof on behalf of the customer 44,000 Yen per person per country (ii) Preparation of application forms 22,000 Yen per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer 22,000 Yen per person per country (7) US visas <Japanese nationals> (a) Obtaining interview reservation approval form from the US Embassy website on behalf of the customer 11,000 Yen per person per case (b) Online preparation fee for DS-160 (i) Tourism and short-term commercial (B1/B2) 16,500 Yen per person per case (ii) Other than above 19,800 Yen per person per case (c) Confirmation of required document content 11,000 Yen per person per case (d) Consulting (individual consultation, etc.) 22,000 Yen per person per case (8) US visas <foreign nationals> (a) Obtaining interview reservation approval form from the US Embassy website on behalf of the customer 11,000 Yen per person per case (b) Online preparation fee for DS-160 (i) Tourism and short-term commercial (B1/B2) 16,500 Yen per person per case (ii) Other than above 19,800 Yen per person per case (c) Confirmation of required document content 16,500 Yen per person per case (d) Consulting (individual consultation, etc.) 27,500 Yen per person per case (9) US ESTA (a) Registration and issuance of confirmation certificate, etc. 4,400 Yen per person per case (b) Confirmation and correction of registration details 4,400 Yen per person per case (c) Preparation of (a) or (b) above and US (including Guam and Northern Mariana Islands) immigration records 5,500 Yen per person per case (10) UK visas <Japanese nationals> Application form preparation (E-Application entry) 19,800 Yen per person per case (11) UK visas <foreign nationals> Application form preparation (E-Application entry) 22,000 Yen per person per case (12) Australian visas (E-Application) *Refer to (1) through (6) for visas other than the Australian study visa. (a) Preparation of study abroad visa application (E-Application entry) and acquisition on behalf of the applicant *Aged 18 and over 26,400 Yen per person per case (b) Preparation of study abroad visa application (E-Application entry) and acquisition on behalf of the applicant *Aged under 18 33,000 Yen per person per case (c) Confirmation of required documents, and acquisition thereof on behalf of the customer 22,000 Yen per person per case (13) Australia ETAS (a) ETAS registration and issuance of a confirmation certificate 3,300 Yen per person per case (b) ETAS validation confirmation 1,100 Yen per person per case (c) Reissuance of ETAS confirmation certificate 1,100 Yen per person per case (d) Referral to Embassy when ETAS registration not possible 2,200 Yen per person per case (14) Other (a) Procedures for visa exemption and travel authorization, and preparation of documents on behalf of the customers 2,200 Yen per person per case (b) Confirmation, coordination, and consultation with embassies, consulates, and procurement agents in relation to (a) above 5,500 Yen per person per case (c) When emergency procedures are required Fees for (1) through (13) are an additional 11,000 Yen per person per case (d) When special visa procedures are required Fees for (1) through (8) and (10) through (12) are an additional 5,500 Yen per person per case. (e) When a travel contract is not involved Fees for (1) through (13) are an additional 11,000 Yen per person per case (f) Arranging appointments with embassies, consulates, and procurement agents on behalf of the customer for visa procedures Fees for (1) through (8) and (10) through (12) are an additional 5,500 Yen per person per case. (g) Application procedures when requesting a visa application to a procurement agent Fees for (1) through (8) and (10) through (12) are an additional 8,800 Yen per person per case.	A. A separate charge will be incurred for visa fees paid to the relevant country. B. We may not be able to accept all requests for special visas, such as immigration, etc. C. A separate charge will be incurred for visa eligibility confirmation when a special investigation is required.
Document preparation on behalf of customer	(1) English resume, company letter of recommendation, business trip order, proof of cost sharing, proof of leave, proof of employment, etc. 5,500 Yen per document (2) Preparation of English itinerary, Power of Attorney, reference letter, affidavit, and Letter of Certificate 3,300 Yen per document (3) Airline flight reservation confirmation and hotel reservation confirmation documents 2,200 Yen per document (4) Acquisition of local acceptance certificates such as invitation letters, etc. on behalf of the customer 3,300 Yen per document	
Passport	(1) Preparation of passport application documents on behalf of the customer 4,400 Yen per person per case (2) Application on behalf of the customer 5,500 Yen per person per case (3) Receipt on behalf of the customer (only for applications for passport extensions and changes of written details) 5,500 Yen per person per case (4) When urgent or special procedures are required Fees for (1) through (3) are an additional 5,500 Yen per person	A. We handle requests for new, replacement, extension, or content modification of applications. B. We cannot receive on behalf of the customer in the case of new and replacement applications. C. Does not include the cost of the passport stamps and certificates.
Various certificates	(1) Application for or receipt of official seal certifications (authentication) from the Ministry of Foreign Affairs on behalf of the customer 5,500 Yen per person per case (2) Application for or receipt of official seal certifications (authentication) from embassies or consulates on behalf of the customer 5,500 Yen per person per case (3) Application for or receipt of official seal certifications (authentication) from public offices or the chamber of commerce on behalf of the customer 5,500 Yen per person per case (4) Application for or receipt of notarization by a notary public 5,500 Yen per person per case (5) Acquisition of medical inspection documents from quarantine stations, public health centers, and clinics on behalf of the customer 5,500 Yen per person per case	A. A separate charge will be incurred for actual fees paid to each institution, such as certification and notarization fees, etc.
Accompaniment	(1) Accompaniment to the prefectural passport office to apply for a passport 5,500 Yen per person per case (2) Accompaniment to the prefectural passport office to receive a passport 5,500 Yen per person per case (3) Accompaniment to embassies/consulates for visa procedures 5,500 Yen per person per case (4) Accompaniment and guidance for obtaining police certificates, health certificates, and graduation certificates 5,500 Yen per person per case (5) Accompaniment and guidance to quarantine stations, public health centers, and clinics 5,500 Yen per person per case	
(Travel consultation contract) Consultation fees	(1) Travel consultation and information provision for special purposes such as study abroad, long-term stay, immigration, and international marriage, etc. Basic fee (up to 30 minutes) 6,600 Yen, 3,300 Yen per 30 minutes thereafter (2) On-site consultation at the customer's request Basic fee (up to 30 minutes) 12,100 Yen, 8,800 Yen per 30 minutes thereafter	

Notes: (1) The above prices do not include the actual cost of phone calls, communications fees, and postage fees. Those actual costs may be billed separately.

(2) Separate charges will be incurred for transportation costs, postage costs, and translation for document preparation.

(3) These fees will be charged even if the customer cannot obtain the visa because of their situation.

(4) These fees will not be refunded if the trip is cancelled.

(5) The above prices include consumption tax.

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