

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.

※JPY = Japanese Yen

[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		
	For arranging sightseeing, admission, meals, and other services	Within 20% per arrangement (minimum fee JPY 1,100)	
	For no-coupon accommodation arrangements with affiliated credit cards		
	Confirmation and ticketing for reserved transportation	JPY 1,100 per case	
Change procedures fees	Reservation changes for accommodations and transportation	JPY 1,100 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	JPY 1,100 per each transportation, accommodation, etc.	
Planning fees	For consignment based travel planning	Less than 20% of total trip cost	
Guide service fees	Guide service	JPY 33,000 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	JPY 550 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) JPY 2,200, JPY 2,200 per 30 minutes thereafter	
	Preparation of travel itineraries	JPY 2,200 per case	
	Preparation of travel cost estimates	JPY 2,200 per case	
	Provision of information on travel destinations and transportation/accommodations, etc.	JPY 1,100 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 JPY1,100)	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.)	JPY 3,300 per section JPY 1,100 for each additional section	
	Admission and reservations for local sightseeing and other services	JPY 3,300 per arrangement	
	International flight reservations	Up to 20% for travel to/from Japan JPY 5,500 per itinerary for local air tickets only	
Change procedures fees	Reservation changes for hotels, rental cars (including coupon switching and reissuing)	JPY 2,200 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)	JPY 3,300 per arrangement	
	Reservation changes for sightseeing and other services	JPY 3,300 per arrangement	
	Flight changes	JPY 5,500 per arrangement	
Cancellation fees	Reservation cancellation and refunds for hotels, rental cars	JPY 2,200 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	JPY 3,300 per arrangement	
	Flight cancellations	JPY 5,500 per arrangement	
Guide service fees	Guide service	JPY 66,000 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	JPY 16,500 per driver	A separate charge will be incurred for transportation and accommodations.
Communications fees	When we contact the local destination at customer request	JPY 3,300 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) JPY 5,500, JPY 3,300 per 30 minutes thereafter	
	Preparation of travel itinerary (when not covered by a travel contract)	JPY 5,500 per case	JPY 2,200 if a travel contract is concluded.
	Preparation of a travel cost estimate (when not covered by a travel contract)	JPY 5,500 per case	JPY 2,200 if a travel contract is concluded.
	Provision of information on travel destinations and transportation/accommodations, etc.	JPY 1,100 per document (A4 size)	
	On-site consultation at customer request	JPY 5,500 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	JPY 3,300 per person	
Immigration records	(1) Procurement and preparation of immigration documents (ED Cards, customs declarations, etc.) and preparation of completed examples of immigration documents JPY 4,400 per person per country (2) Additional preparation of immigration documents (ED Cards, customs declarations, etc.) or completed examples thereof. JPY 1,100 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 JPY 8,800 per person per country (ii) Preparation of application forms JPY 4,400 per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer JPY 5,500 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 JPY 13,200 per person per country (ii) Preparation of application forms JPY 6,600 per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer JPY 8,800 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 JPY 22,000 per person per country (ii) Preparation of application forms JPY 11,000 per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer JPY 13,200 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 JPY 33,000 per person per country (ii) Preparation of application forms JPY 16,500 per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer JPY 16,500 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 JPY 33,000 per person per country (ii) Preparation of application forms JPY 16,500 per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer JPY 16,500 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 JPY 44,000 per person per country (ii) Preparation of application forms JPY 22,000 per person per country (iii) Confirmation of required documents, and acquisition thereof on behalf of the customer JPY 22,000 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 JPY 11,000 per person per case (b) Online preparation fee for DS-160 (i) Tourism and short-term commercial (B1/B2) JPY 16,500 per person per case (ii) Other than above JPY 19,800 per person per case (c) Confirmation of required document content JPY 11,000 per person per case (d) Consulting (individual consultation, etc.) JPY 22,000 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 JPY 11,000 per person per case (b) Online preparation fee for DS-160 (i) Tourism and short-term commercial (B1/B2) JPY 16,500 per person per case (ii) Other than above JPY 19,800 per person per case (c) Confirmation of required document content JPY 16,500 per person per case (d) Consulting (individual consultation, etc.) JPY 22,500 per person per case (9) US ESTA (a) Registration and issuance of confirmation certificate, etc. JPY 4,400 per person per case (b) Confirmation and correction of registration details JPY 4,400 per person per case (c) Preparation of (a) or (b) above and US (including Guam and Northern Mariana Islands) immigration records JPY 5,500 per person per case (10) UK visas <Japanese nationals> Application form preparation (E-Application entry) JPY 19,800 per person per case (11) UK visas <foreign nationals> Application form preparation (E-Application entry) JPY 22,000 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 JPY 26,400 per person per case (b) Preparation of study abroad visa application (E-Application entry) and acquisition on behalf of the applicant *Aged under 18 JPY 33,000 per person per case (c) Confirmation of required documents, and acquisition thereof on behalf of the customer JPY 22,000 per person per case (13) Australia ETAS (a) ETAS registration and issuance of a confirmation certificate JPY 3,300 per person per case (b) ETAS validation confirmation JPY 1,100 per person per case (c) Reissuance of ETAS confirmation certificate JPY 1,100 per person per case (d) Referral to Embassy when ETAS registration not possible JPY 2,200 per person per case (14) Other (a) Procedures for visa exemption and travel authorization, and preparation of documents on behalf of the customers JPY 2,200 per person per case (b) Confirmation, coordination, and consultation with embassies, consulates, and procurement agents in relation to (a) above JPY 5,500 per person per case (c) When emergency procedures are required Fees for (1) through (13) are an additional JPY 11,000 per person per case (d) When special visa procedures are required Fees for (1) through (8) and (10) through (12) are an additional JPY 5,500 per person per case. (e) When a travel contract is not involved Fees for (1) through (13) are an additional JPY 11,000 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 JPY 5,500 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 JPY 8,800 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. JPY 5,500 per document (2) Preparation of English itinerary, Power of Attorney, reference letter, affidavit, and Letter of Certificate JPY 3,300 per document (3) Airline flight reservation confirmation and hotel reservation confirmation documents JPY 2,200 per document (4) Acquisition of local acceptance certificates such as invitation letters, etc. on behalf of the customer JPY 3,300 per document	
Passport	(1) Preparation of passport application documents on behalf of the customer JPY 4,400 per person per case (2) Application on behalf of the customer JPY 5,500 per person per case (3) Receipt on behalf of the customer (only for applications for passport extensions and changes of written details) JPY 5,500 per person per case (4) When urgent or special procedures are required Fees for (1) through (3) are an additional JPY 5,500 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 JPY 5,500 per person per case (2) Application for or receipt of official seal certifications (authentication) from embassies or consulates on behalf of the customer JPY 5,500 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 JPY 5,500 per person per case (4) Application for or receipt of notarization by a notary public JPY 5,500 per person per case (5) Acquisition of medical inspection documents from quarantine stations, public health centers, and clinics on behalf of the customer JPY 5,500 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 JPY 5,500 per person per case (2) Accompaniment to the prefectural passport office to receive a passport JPY 5,500 per person per case (3) Accompaniment to embassies/consulates for visa procedures JPY 5,500 per person per case (4) Accompaniment and guidance for obtaining police certificates, health certificates, and graduation certificates JPY 5,500 per person per case (5) Accompaniment and guidance to quarantine stations, public health centers, and clinics JPY 5,500 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) JPY 6,600, JPY 3,300 per 30 minutes thereafter (2) On-site consultation at the customer's request Basic fee (up to 30 minutes) JPY 12,100, JPY 8,800 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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