

## Travel Service Handling Fees

Thank you for choosing Meitetsu World Travel, INC.

In accordance with the Travel Agency Act and the Standard General Conditions of Travel Agency Business, the following charges will apply to your Tour Contract. Thank you for your understanding.

[Application Fee]

A minimum of 20% of the total Tour Price is required as a deposit upon application for the tour. The Application Fee will be allocated as part of the Tour Price.

### Domestic Arranged Tour Contract

Category		Details (Conditions and other factors)	Price
Handling Fee	FIT・Group	Arrangement of Accommodation Facility Only	Maximum of 20% of the total Tour Price Per Arrangement [Minimum Amount of 1,100 JPY]
		Arrangement of Transportation Facility other than JR (Japan Railway) and Airline Tickets (In case of arranging Private Railway lines, Ferry and other means of transportation Only)	Maximum of 20% of the total Tour Price Per Arrangement [Minimum Amount of 1,100 JPY]
		Arrangement of Airline Tickets Only	Maximum of 20% of the total Tour Price Per Arrangement Per Section [Minimum Amount of 1,100 JPY]
		Arrangement of Travel Vouchers Only	Maximum of 20% of the total Tour Price Per Arrangement [Minimum Amount of 1,100 JPY]
		Combined Arrangement of Transportation, Accommodation and similar facilities	Maximum of 20% of the total Tour Price Per Arrangement [Minimum Amount of 2,200 JPY]
	Group Tour	Arrangement for a group of 8 or more persons	Maximum of 20% of the total Tour Price
Tour Conductor Arrangement Fee		Excluding actual expenses for Accommodation, Transportation and similar travel costs	33,000 JPY per Tour Conductor per day
Alteration Charge		Alteration for Accommodation, Transportation and similar facilities	1,100 JPY per alteration
Cancellation Charge		Cancellation for Accommodation, Transportation and similar facilities	1,100 JPY per cancellation
Communication		In case of contact with the local destination	550 JPY per case (excluding the

Charge	or other parties, by request of the customer	actual cost for contact)
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"Tour Price" refers to the expenses paid to transportation, accommodation and other similar facilities, in order to receive travel services (consumption tax included).

1. Consumption tax is included in all Travel Service Handling Fees.
2. In case of cancellation of the tour at the request of the customer, the Travel Service Handling Fee will be required after commencement of arrangements.
3. In case the customer requests alteration for reservation details or cancellation of the tour, the cancellation charges or penalty fee charged by the transportation, accommodation and similar facilities will be applied in addition to the Alteration Charge or Cancellation Charge mentioned above.
4. In case of cancellation or refund of JR (Japan Railway) tickets or airline tickets, the Alteration Charge, Cancellation Charge, or refunds regarding the Travel Service Handling Fees will not be applied, however, cancellation charges or reimbursement charges charged by the transportation facility will be applied.
5. Consecutive stays at the same accommodation facility will be treated as a single case.
6. "Arrangement for Travel Voucher and similar documents" refers to arrangements of sightseeing, meals, entrance, and other services, excluding TDR (Tokyo Disney Resort) and USJ (Universal Studios Japan).
7. Actual communication costs, including telephone, shipping charges, and similar expenses will be applied separately.
8. Consultation fees will be applied in total.
9. Alterations, cancellations, and refunds of the services mentioned above will only be handled at the branch or office initially arranged the reservation.

## Overseas Arranged Tour Contract

### 1) Airline Tickets or Land Arrangements Only

Category		Details (Conditions and other factors)		Price
Airline Tickets	Handling Fee	1. International Airline Tickets Departing from Japan	For both cases 1 and 2, the same amount will be applied, irrespective of whether only a reservation is made or only a ticket is issued.	Maximum of 20% of the total Tour Price Per person per itinerary [Minimum Amount of 5,500 JPY]
		2. Airline Tickets from / to Overseas Destinations Only		Maximum of 20% of the total Tour Price Per person per itinerary [Minimum Amount of 5,500 JPY]
	Alteration Charge / Cancellation Charge	1. International Airline Tickets Departing from Japan	[1] Standard Fare Ticket / Standard Discount Fare Ticket [2] Tickets other than mentioned	*For cases [1]-[3], the regulations stipulated by the airline company regarding issuance / alteration / cancellation will be applied, when there is one. *For cases [1]-[3],

		above	cancellation charges,	
		2. Airline Tickets from / to Overseas Destinations Only	refunds and other fees will be applied	5,500 JPY per person per itinerary
		3. Exchange, Re-issuance, settlement of unused tickets	separately.	5,500 JPY per person per itinerary

Category		Details (Conditions and other factors)		Price
Hotel	Handling Fee	Reservation		Maximum of 20% of the total Tour Price per arrangement [Minimum Amount of 3,300 JPY]
	Alteration Charge / Cancellation Charge	Alteration or Cancellation of the reservation	Cancellation charges and other fees charged	3,300 JPY
		Exchange, Re-issuance, settlement of unused vouchers and similar documents	by hotels or similar accommodation facilities will be applied separately	3,300 JPY per Voucher and similar documents

Category		Details (Conditions and other factors)		Price
Transfers, Guides, Restaurants, Optional Tours and other arrangements	Handling Fee			3,300 JPY per arrangement
	Alteration Charge / Cancellation Charge		Cancellation charge and similar charges will be applied separately.	3,300 JPY

Category		Details (Conditions and other factors)		Price
Railroad, Bus, Vessel	Handling Fee	Reservation	The issuance of passes and vouchers that do not require reservations is free of charge.	5,500 JPY per arrangement
	Alteration Charge / Cancellation Charge	Alteration or Cancellation of the reservation	Cancellation Charges and similar fees charged by transportation facilities and similar facilities will be applied separately.	3,300 JPY
		Exchange, Re-issuance, and settlement of unused pass, Vouchers and similar documents		

Category		Details (Conditions and other factors)		Price
Rental Car	Handling Fee	Reservation		2,200 JPY per arrangement
	Alteration Charge / Cancellation Charge	Alteration or Cancellation of the reservation	Cancellation Charges and similar fees charged by the Rental Car company and similar facilities will	2,200 JPY
		Exchange, Re-issuance, and		

Charge	settlement of unused Voucher and similar documents	be applied separately.	Voucher and similar documents
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Category		Details (Conditions and other factors)		Price
Local Admission Ticket	Handling Fee	Reservation	Alteration or Cancellation is not applied	5,500 JPY per arrangement
Communication Charge		In case of contact with the local destination or other parties, by request of the customer		3,300 JPY per arrangement

## 2) Combined Arrangement of Transportation, Accommodation and similar facilities

Category		Details (Conditions and other factors)		Price
Handling Fee				Maximum of 20% of the total Tour Price per arrangement
Alteration Charge		-Applied to alteration after completion of Tour Contract -Cancellation and similar charges charged by transportation, accommodation, overseas travel agents and similar facilities will be applied separately.		The amount specified at the time of the contract
Cancellation Charge		Cancellation and similar charges charged by transportation, accommodation, overseas travel agent and similar facilities will be applied separately.		The amount specified at the time of the contract
Tour Conductor Arrangement Fee		Excluding actual expenses for Accommodation, Transportation and other similar travel costs.		66,000 JPY per Tour Conductor per day

"Tour Price" refers to the expenses paid to transportation, accommodation and other similar facilities, in order to receive travel services (consumption tax included).

- Consumption tax is included in all Travel Service Handling Fees.
- In case of alteration or cancellation of the tour at the request of the customer, the Travel Service Handling Fee will be required after commencement of arrangements.
- Actual communication costs, including telephone, shipping charges, and similar expenses will be applied separately.
- "Local Admission Ticket" refers to arrangements of musicals, concerts, sports events, and similar events requiring reservation.
- Regarding same arrangement: When arranging same itinerary simultaneously for multiple persons, the arrangement will be counted as "single case". In case where the date of arrangement, date of usage, facilities arranged, arranged section, transportation and similar facilities are different, then, each case will be counted as "single case".
- Alterations, cancellations, and refunds of the services mentioned above will only be handled at the branch or office initially arranged the reservation.
- Refunds may not be applied.
- Consultation fees will be charged in total.

## Travel Consultation Contract

### Domestic Tour Consultation Contract

Category	Details (Conditions and other factors)	Price
Consultation Charges	1. Consultation for planning tour itinerary	2,200 JPY per 30 minutes
	2. Creating Tour Itinerary	2,200 JPY per consultation
	3. Quotation for required amount for tour	2,200 JPY per consultation
	4. Information on tour destination, transportation, accommodation, and similar facilities (Per A4 sized sheet)	1,100 JPY per consultation
	5. In-person consultation by request of the customer	Additional 5,500JPY of (1)-(4) above. Actual expenses for transportation will be applied separately

Consumption tax is included in all Travel Service Handling Fees.

### Overseas Tour Consultation Contract

Category	Details (Conditions and other factors)	Price
Consultation Charges	1. Consultation for planning tour itinerary	3,300 JPY per 30 minutes
	2. Creating Tour Itinerary	3,300 JPY per consultation
	3. Quotation for required amount for tour	3,300 JPY per consultation
	4. Information on tour destination, transportation, accommodation, and similar facilities (Per A4 sized sheet)	1,100 JPY per consultation
	5. In-person consultation by request of the customer	Additional 5,500 JPY of (1)-(4) above Actual expenses for transportation will be applied separately

Consumption tax is included in all Travel Service Handling Fees.

### Contract for Overseas Travel Procedures Arrangement Services

Category	Detail (Conditions and other factors)	Price
Passport	Preparing documents for applying passport	-Actual expenses for passport revenue stamps, certificates / seals, transportation costs, and postage costs and similar costs will be applied separately 4,400 JPY per passport
	Agency service application for a passport or agency service receipt in accordance with the law	- Including applications for re-issuance, page additions, and related services. 5,500 JPY per passport
	Guidance and accompaniment to the Prefectural Government-related offices for passport application or collection	- The actual transportation costs of the employee accompanying the customer or handling the agency service application / 5,500 JPY per passport
	Emergency travel procedures or special travel procedures	6,600 JPY per passport

		receipt, and the actual postage costs will be applied separately	
Immigration Cards and similar documents	Agency Service Preparation for Immigration Card and similar documents	In case required documents from the country of destination are unobtainable, request for document preparation cannot be undertaken	4,400 JPY per person per country
	Additional Preparation for Immigration Card and similar documents		1,100 JPY per person per country
VISA	1. Preparation of Tourist VISA application documents, or preparation and agent service acquisition of the documents.	Actual expenses, including transportation costs of the employee (due to accompaniment or remote consulate location) and postage costs related to acquisition, will be charged separately.	8,800 JPY per person per country
	2. Preparation of Business VISA application documents, or preparation and agent service acquisition of the documents.	Actual expenses, including the VISA fee and similar charges paid to the destination country will be applied separately.	22,000 JPY per person per country
	3. Preparation of VISA application documents for special purposes, including immigration, study abroad, long-term stay, or preparation and agency service acquisition of the documents.	Translation fees for document preparation will be applied separately.	22,000 JPY per person per country
	4. When entrusting the procedures in 1. through 3. to a VISA acquisition agency		5,500 JPY per person per country
	5. Emergency travel procedures, or VISA procedures for countries requiring special procedures (including non-Japanese nationals).		Additional 11,000 JPY of 1-4 above
	6. Preparation of documents pertaining to VISA waiver cases.	Documents pertaining to VISA waiver cases	2,200 JPY per person per case
	7. Registration for the U.S. Electronic System for Travel Authorization (ESTA) and Canada (eTA), issuance of the confirmation certificate, and verification and correction of the registered information.		5,500 JPY per person per registration
	8. Registration and issuance of confirmation certificates under		5,500 JPY per person

	electronic travel authorization systems or similar systems for countries excluding the United States.		
	9. Verification of the registration for Item 8.		3,300 JPY per verification
	10. Re-issuance of the confirmation certificate for item 8.		3,300 JPY per case
	11. Agency service for Re-entry Permit application procedures		13,200 JPY per person
	12. Preparation of itineraries and reservation confirmation documents in English.		5,500 JPY per document
	13. Agency service for the preparation of VISA application documents excluding Item 12, includes: Company Letter of Recommendation, Business Trip Authorization, English Curriculum Vitae, and English Letter of Guarantee.	Liability for the contents of the documents and the seal of certification lies with the customer.	5,500 JPY per country
	14. Agency service for acquisition of Letters of Invitation		Within 33,000 JPY per country
	15. Agency service for application and collection of Official Certification from Government Authorities, including the Ministry of Foreign Affairs, foreign embassies and consulates.	Actual expenses for the certification fee paid for each relevant organization, transportation costs, and postage costs will be applied separately.	5,500 JPY per person per case
	16. Letter of Guarantee, Affidavit, and Letter of Certificate		5,500 JPY per document
	17. Agency service for the application and collection of notarizations at the Notary Office.		5,500 JPY per person per case
	18. Procedures and services not associated with a travel contract (subject to approval by the Company)		Additional 11,000 JPY per person per country
Various Certifications	Agency service for acquiring Notarized Documents	-Actual expenses paid to relevant organizations and similar entities will be applied separately. - Actual transportation costs will be applied separately.	5,500 JPY per document
	Guidance and accompaniment for acquiring health certificates, police certificates, and related		5,500 JPY per case

	documents.		
Quarantine	Accompanying and guidance to quarantine stations, health centers, clinics, or similar facilities, or agency service for obtaining endorsement of vaccination certificates.	Actual transportation costs will be applied separately.	5,500 JPY per person

1. The total of each applicable fee (consumption tax included) will be applied.
2. The fees mentioned above are not to be refunded, regardless of trip cancellation.
3. The fees above will be applied regardless of whether the customers are unable to obtain the VISA due to their personal circumstances.
4. Actual communication costs, including telephone, postage charges, and similar expenses will be charged separately.

### Transfer services to / from Airport and similar destinations

Category	Details (Conditions and other factors)		Price
Transfer services to / from Airport and similar destinations (per attendant)	1. New Tokyo International Airport (NRT), Kansai International Airport (KIX)	Actual expenses for Accommodation, Transportation and other similar travel costs will be applied separately	16,500 JPY
	2. Other International Airports		11,000 JPY
	3. Each City Air Terminals		5,500 JPY
	When 1. or 2. above is performed late at night, early in the morning, or on a Sunday or national holiday.	Late at night, early in the morning refers to 10:00 P.M. at night and 5:00 A.M. in the morning.	Additional 5,500 JPY per item above

Consumption tax is included in all Travel Service Handling Fees.

\*The governing language of this document should be Japanese. Only the Japanese original should have the effect of a contract, and the English translation is made for reference purpose and should have no effect.