

TRAVEL SERVICE FEES

Mitsukoshi Isetan Nikko Travel Co., Ltd.
Effective: February 1, 2021

OVERSEAS TRAVEL – ARRANGEMENT FEES

Service	Fee
Combined transportation and accommodation arrangements	Up to 20% of total travel cost
Accommodation reservation/arrangement	Up to 20% of reservation cost, per provider and per booking (minimum JPY 1,100)
Rail, bus, ferry, and other transportation reservations	Up to 20% of reservation cost, per person and per provider (minimum JPY 1,100)
Rental car arrangements	Up to 20% of reservation cost, per provider and per booking (minimum JPY 2,200)
Local tours, transfers and guides	Up to 20% of operation cost, per provider and per booking (minimum JPY 1,100)
Charter vessels, charter buses, exclusive use of restaurants and other services Admission tickets cannot be changed or refunded.	Up to 20% of cost per booking and per provider (minimum JPY 5,500).
International and local air tickets	Up to 20% of cost per booking and per provider (minimum JPY 6,600)
Tour escort service	JPY 66,000 per escorting staff per day (excluding travel expenses)

OVERSEAS TRAVEL – CHANGE/CANCELLATION FEES

Service	Fee
Arrangements including transportation and accommodation services	Up to 20% of the travel costs
Accommodation arrangements, reservations	Up to 20% of reservation cost, per reservation and per facility (Minimum of 1,100 JPY)
Reservations for train, bus, boat and other means of transportation	Up to 20% of reservation cost, per reservation (Minimum of 550 JPY)
Reservation and operations for Car rental	Up to 20% of reservation cost per reservation. (Minimum of 2200 JPY)
Escort, Guide and assistance for arrival/departure at and from destination	Up to 20% of set fees, per reservation (minimum of 1,100 JPY)
Private Charter boat, bus, privatization of restaurants and other related services	Up to 20% of operation fees, per reservation (Minimum of 5,500 JPY)
International flights, flights departing and arriving at and from destination	20% of reservation costs, per person and per flight. (minimum of 6,600 JPY)
Communication charges for urgent local arrangements arising from customer's request	JPY 3,300 per communication (Phone call and telegram fees are calculated separately)

Notes

- 1-In case of changes or cancellations upon customer's request, the above cancellation/change fees will be charged additionally to the cancellation/change fees fixed by each transportation/accommodation facility.
- 2-Consecutive stays at the same accommodation are treated as a single booking
- 3-All fees listed above include consumption tax.

PASSPORT AND VISA ASSISTANCE

PASSPORT ASSISTANCE	
(1) Passport application procedures (Preparation of documents for application only)	-
Item (1) and accompaniment to prefectural government office for submission of application or collection of passport)	-
Item (1) and application or collection from a third party	-
Item (1) and travel documents emergency procedures	-
VISA ASSISTANCE	
Arrival/Departure Record preparation	JPY 4,400 per country
Tourist visa application (Application preparation and submission)	JPY 6,600 per country
Business Visa or for Business purposes (Application, preparation, submission)	Fees disclosed at the time of contract
Emigration, labor visa, study abroad and other long stay visa (Application, preparation, submission)	Fees disclosed at the time of contract

Procedures when entrusting Visa Application to a third party	Fees disclosed at the time of contract
Urgent Applications	Fees disclosed at the time of contract
Application for reduction of Visa Application fees	Fees disclosed at the time of contract
Other assistance not included above	Actual application costs

Notes:

- 1-The above fees apply per person or per application.
- 2-Each fees written above shall be combined and charged as total
- 3-All fees listed above include consumption tax.

OVERSEAS TRAVEL - CONSULTATION FEES

Service	Fee
Travel planning consultation	Base fees: JPY 5,500 (up to 30 minutes) Extra JPY 3,300 each additional 30 minutes
Itinerary preparation and production	JPY 3,300 per day of travel
Quotation for combined travel arrangements (accommodations and transportations)	Base fees of JPY 3,300 plus JPY 3,300 per day of travel
Transportation fare estimation and quotation	JPY 3,300 per request
Destination/travel information documentation	JPY 1,100 per A4 page
Consultation concerning special travel purposes such as study abroad, emigration, international marriage etc.	

In case of consultation at the customer's preferred location, transportation costs arising will be charged in addition to all the above.

Note: All fees listed above include consumption tax

OTHER FEES

Airport assistance/meet-and-greet (At the customer's request only)	JPY 11,000 per dispatched staff member (In addition to transport/accommodation)
Airport assistance/meet-and-greet at nighttime, on Sundays or holidays (At the customer's request only)	Fees disclosed at the time of contract

DOMESTIC TRAVEL - ARRANGEMENT FEES

Service	Fee
Transportation and accommodation combined arrangements	Up to 20% of total travel cost
Accommodation reservation and operations	Up to 20% per case and reservation (minimum JPY 1,100)
Rail, bus, ferry, air and other transportation reservations	Up to 20% per case and reservation (minimum JPY 1,100)
Rental car arrangements	Up to 20% per case and reservation (minimum JPY 2,200)
Local tours, meet and greets, transfers and guides	Up to 20% per case and reservation (minimum JPY 1,100)
Charter services (boat, bus), exclusive use of restaurants and others (No refund or modification for entrance tickets)	Up to 20% per case and reservation (minimum JPY 5,500)
Tour escort service	JPY 33,000 per escorting staff and per day

DOMESTIC TRAVEL - CHANGE/CANCELLATION FEES

Arrangements including accommodation and transportation services	Up to 20% of the travel cost
Accommodation reservations and operations	Up to 20% of the reservation cost per booking and per facility (Minimum of JPY 1,100)
Train, bus, boat, air and other transportation services reservation	Up to 20% of the cost, per provider and per person (Minimum of JPY550)
Rental car services	Up to 20% of the reservation cost, per booking and per provider (Minimum of JPY 2,200)
Local tours, meet and greets, transfers, guides	Up to 20% of the reservation cost, per booking and per service (Minimum of JPY 1,100)
Private charters (Boat, bus...) and exclusive use of restaurants and other services Entrance tickets are non-refundable and cannot be changed	Up to 20% of the reservation cost per service and per reservation. (Minimum of JPY5,500)

Communication charges for urgent local arrangements arising from customer's request	JPY550 communication (Phone call and telegram fees are calculated separately)
---	---

Notes:

1-In case of changes or cancellation upon the customer's request, the above cancellation/change fees will be charged additionally to the cancellation/change fees fixed by each transportation/accommodation facility.

2-Consecutive stays at the same accommodation are treated as a single booking

3-All fees listed above include consumption tax.

DOMESTIC TRAVEL - CONSULTATION FEES

Travel planning consultation	Base fees of JPY 2,200 (up to 30 minutes) and JPY 2,200 for each additional 30 minutes
Itinerary preparation and edition	JPY 2,200 per day of travel
Travel cost estimation and quotation	JPY 2,200 per request
Transportation fare estimation and quotation	JPY 2,200 per request
Destination/travel information documentation	JPY 1,100 per A4 page

In case of consultation at the customer's preferred location, transportation costs arising will be charged in addition to all the above.

Note: All fees listed above include consumption tax.