



Travel Agency Handling Fees (Domestic Travel)

(Explanatory Document of the Terms of Transaction set forth in Article 12-4 of the Travel Agency Act)

Thank you very much for your patronage.

The following travel service fees will be charged in dealing with customers' travel.

Handling Fees for Arranged Tours (Domestic)

| Division | Content | | Cost (Tax Excluded) |
|---|--|---|--|
| Arrangement Fees | Combined Transportation and Accommodation Arrangements | For arranged group tours of 10 or more people | Up to 15% of total travel costs |
| | | Independent tours (9 people or less) | 3,000 yen/person per case |
| | Accommodation Voucher Only | For arranged group tours of 10 or more people | Up to 15% of the accommodation voucher face value |
| | | Independent tours (9 people or less) | 1,000 yen/person per case |
| | Transportation Only | | 3,000 yen/person per case |
| | Car Rental, Pick-up/Drop-off Service, Admission Tickets, and Other Services | | 1,000 yen/person per case |
| Tour Conducting Fee (excluding actual travel costs such as accommodation and transportation fees) | | | 30,000 yen/tour conductor per day |
| Processing Fee for Changes in Reservations/Arrangements | Combined Transportation and Accommodation Arrangements | For arranged group tours of 10 or more people | 15% of the changed portion's tour price before the change |
| | | Independent tours (9 people or less) | 3,000 yen/person per case |
| | Change of Transportation Reservation/Arrangements | | 3,000 yen/person per case |
| | Change of Accommodation Reservations/Arrangements (this includes the switching of accommodation tickets, if necessary) | | 1,000 yen/person per case |
| | Car Rental, Pick-up/Drop-off Service, Admission Tickets, and Other Services | | 1,000 yen/person per case |
| Cancellation Procedures | Combined Transportation and Accommodation Arrangements | For arranged group tours of 10 or more people | 15% of the cancelled portion's travel price |
| | | Independent tours (9 people or less) | 3,000 yen per case |
| | Cancellation of Transportation Arrangements (includes the fare adjustment of unused boarding passes/tickets) | | 3,000 yen per case |
| | Cancellation of Accommodation Arrangements (includes the fare adjustment of unused accommodation vouchers) | | 1,000 yen per case |
| | Tour, Car Rental, Pick-up/Drop-off Service, Admission Tickets, and Other Services | | 1,000 yen/person per case |
| Communication Fees | In the case of urgent communications to make on-site arrangements at the customer's request, etc. | | 1,000 yen per case (communication charges such as telephone fees not included) |

- (Note)
1. "Arranged group tours" refers to when two or more people travel on the same itinerary, with a representative appointed.
 2. The lower limit for combined arrangements of transportation and accommodation shall be the total amount of the respective handling charges.
 3. One airplane/train/bus/boat ticket etc. shall be considered as one case in regards to the arrangement/change/cancellation of transportation services.
 4. When staying at the same accommodation facility for consecutive nights, these will be consolidated and treated as one case.
 5. Regarding the arrangement, change and/or cancellation of car rentals, pick-up/drop-off services, admission tickets and other services, one product per person will be treated as one case.
 6. In the case of change or cancellation at the request of the customer, the cancellation fee set by the transportation carrier and/or accommodation etc., as well as the above-mentioned reservation and arrangement change processing fee and/or cancellation procedure fees will be charged.
 7. Consumption tax is not included in the above rates. Prices that include consumption tax will be charged.

Consultation Fees (Domestic Travel)

| Division | Content | Cost (Tax Excluded) |
|--|--|--|
| Tourist Travel | (1) Consultation for the development of customer's travel itineraries | Basic rate of 5,000 yen up to three correspondences, 1,000 yen per exchange thereafter |
| | (2) Travel itinerary development | 1,000 yen per day of travel |
| | (3) Quotation of necessary travel costs (in the event of combined transportation and accommodation arrangements) | Basic rate of 3,000 yen plus 1,000 yen per day of travel |
| | (4) Transportation fare/cost quotation | 3,000 yen per case |
| | (5) Providing information regarding the place of travel, transportation and accommodations | 3,000 yen per document (A4 size) |
| On-Site Consultation at the Customer's Request | | The charges from (1) to (5) above, plus an additional 5,500 yen |

- (Note)
1. Transportation expenses for customer-requested on-site consultations will be charged separately.
 2. Consumption tax is not included in the above rates. Prices that include consumption tax will be charged.

Other Fees

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|--------------------------------|---|---|
| Airport Pick-up/ Drop-off etc. | (1) Airport pick-up and drop-off. Only available at customer's request. | 15,000 yen per dispatched employee (transportation and accommodation costs not included) |
| | (2) Airport pick-up and drop-off: late night, early morning, Sunday and holidays. Only available at customer's request. | An additional 5,000 yen in addition to the fee outlined in (1), per dispatched employee (transportation and accommodation costs not included) |

- (Note) Consumption tax is not included in the above rates. Prices that include consumption tax will be charged.

The original text was written in Japanese. This English translation has been prepared by UNA Laboratories. If any discrepancies should arise between the Japanese and English texts, the former shall prevail at all times.