

## HOTEL ACCOMMODATION GENERAL INFORMATION & PAYMENT CONDITIONS

### ■Room reservation will be handled by MIJ Co., Ltd.

Address 5-28-4-202, Nogata, Nakano-ku Tokyo, 165-0027 JAPAN

Tel & Fax Tel : +81-3-5364-9500 Fax : +81-3-5364-9556

E-mail [japanopen2017@mij18.com](mailto:japanopen2017@mij18.com) (Attention to Mr. Chihiro Murata)

### ■Official Hotel

Hotel New Otani Tokyo Garden Tower

Address 4-1, Kioi-cho, Chiyoda-ku Tokyo 102-8578 Japan

Tel +81-3-3265-1111 Fax +81-3-3221-2619

### ■Hotel room reservation

#### 1st step :

Please send your complete Hotel booking form by e-mail or fax no later than

**08 of August 2017 (Tue.)**

No guarantee can be given with respect to late booking.

#### 2nd step :

We are requested to send complete hotel rooming lists with **100%** of total amount no later than **21 of August 2017 (Mon.)** Japan time.

### ■Bank Information

Name of Bank Bank of Tokyo-Mitsubishi UFJ

Name of Branch Nogata Branch (#153)

Address of Bank 5-30-18, Nogata, Nakano-ku Tokyo, 1650027 Japan

Name of Account MIJ Co., Ltd

Account Number Ordinary deposit / 0054957

Swift # BOTKJPJT

**We accept to your payment by Japanese Yen Only, not Doller or Euro.**

**Please make your payment of all bank handling charge on your side and in Japan too.**

### ■Credit Card

If you like to pay by credit card for payment, associations are requested to complete and return the Credit card Authorization form as attached.

We accept to VISA and MASTER card only.

**We request you to 2.5% handling charge of total amount.**

## CREDIT CARD AUTHORIZATION

To be charged on my following credit card.

- VISA  
 MASTER

Credit card number :

Expiry Date :

Month	Year
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Security cord :

Name of card holder :

Authorized signature :

### CANCELLATION POLICY

Same as Cash and credit card payment.

If notice of cancellation is received by MIJ, 21 or more days of check-in date at the official hotel : 30% of cancelled total amount.

If notice of cancellation is received by MIJ within 20 to 8 days of check-in date at the official hotel : 50% of cancelled total amount.

If notice of cancellation is received by MIJ within 7 to 4 days of check-in date at the official hotel : 80% of cancelled total amount.

If notice of cancellation is received by MIJ within 3-days of check-in date at the official hotel : 100% of cancelled total amount.