

Travel Service Handling Fee Schedule

1. Basic Policy

The Company may charge the following travel service handling fees for travel consultation, preparation of travel plans, quotations, arrangements for transportation, accommodation, meals, tourism, experiences, guides, interpreters, experts, facility use, change and cancellation procedures, visa and travel document procedures, and other travel services.

Travel service handling fees may be charged separately from travel prices, transportation costs, accommodation costs, facility fees, meal costs, guide fees, interpreter fees, expert honoraria, admission fees, insurance premiums, taxes, public charges, and other actual costs.

2. Handling Fees for Arranged Travel - Domestic Travel

Accommodation arrangements: JPY 1,100 or more per arrangement, or up to 20% of the accommodation cost.

Transportation arrangements: JPY 1,100 or more per arrangement, or up to 20% of the transportation cost.

Meal and restaurant arrangements: JPY 1,100 or more per arrangement, or up to 20% of the arrangement cost.

Tourism facilities, cultural facilities, and experience programs: JPY 3,300 or more per arrangement, or up to 20% of the arrangement cost.

Guides, interpreters, lecturers, experts, and similar personnel: JPY 5,500 or more per arrangement, or up to 20% of the arrangement cost.

Combined arrangements: Up to 20% of the total travel price.

Special arrangements, non-public facilities, VIP services, exclusive use, and similar matters: Individually quoted.

3. Handling Fees for Arranged Travel - Overseas Travel

Accommodation arrangements: JPY 3,300 or more per arrangement, or up to 20% of the accommodation cost.

Transportation arrangements: JPY 3,300 or more per arrangement, or up to 20% of the transportation cost.

Meal and restaurant arrangements: JPY 3,300 or more per arrangement, or up to 20% of the arrangement cost.

Tourism facilities, cultural facilities, and experience programs: JPY 5,500 or more per arrangement, or up to 20% of the arrangement cost.

Guides, interpreters, lecturers, experts, and similar personnel: JPY 11,000 or more per arrangement, or up to 20% of the arrangement cost.

Combined arrangements: Up to 20% of the total travel price.

Special arrangements, non-public facilities, VIP services, exclusive use, and similar matters: Individually quoted.

4. Planning Fees for Custom-Order Package Tours

Planning and itinerary preparation for domestic custom-order package tours: Up to 20% of the total travel price, or JPY 55,000 or more.

Planning and itinerary preparation for overseas custom-order package tours: Up to 20% of the total travel price, or JPY 110,000 or more.

Planning design for inspection and training travel: JPY 55,000 or more, or individually quoted.

Specialized planning relating to culture, arts, food culture, regional resources, and similar themes: JPY 55,000 or more, or individually quoted.

Planning design for high-value-added travel and VIP travel: JPY 110,000 or more, or individually quoted.

Preparation of proposals, planning documents, and itinerary drafts: JPY 33,000 or more, or individually quoted.

Major changes to planning content: Individually quoted according to the nature of the change.

5. Change Handling Fees

Changes to domestic travel arrangements: JPY 1,100 or more per item, or up to 20% of the changed amount.

Changes to overseas travel arrangements: JPY 3,300 or more per item, or up to 20% of the changed amount.

Changes to guides, interpreters, experts, facility use, and similar arrangements: JPY 5,500 or more per item, or up to 20% of the changed amount.

Changes to special arrangements, exclusive use, non-public facilities, and similar matters: Individually quoted.

6. Cancellation Handling Fees

Cancellation of domestic travel arrangements: JPY 1,100 or more per item, or up to 20% of the cancelled amount.

Cancellation of overseas travel arrangements: JPY 3,300 or more per item, or up to 20% of the cancelled amount.

Cancellation of guides, interpreters, experts, facility use, and similar arrangements: JPY 5,500 or more per item, or up to 20% of the cancelled amount.

Cancellation of special arrangements, exclusive use, non-public facilities, and similar matters: Individually quoted.

Cancellation handling fees may be charged separately from cancellation fees, penalties, refund handling fees, actual costs, and other charges imposed by transportation providers, accommodation facilities, facilities, guides, interpreters, experts, planning collaborators, and other related parties.

7. Visa and Travel Document Procedure Fees

Guidance on passports, visas, entry requirements, and similar matters: JPY 3,300 or more per case.

Assistance with preparation of visa application documents: JPY 11,000 or more per case.

Application and receipt agency services for visas and similar documents: JPY 16,500 or more per case.

Urgent procedures and special cases: Individually quoted.

The Company does not guarantee the issuance of passports, visas, entry permits, or other permissions necessary for travel.

8. Travel Consultation Fees

Travel planning consultation: JPY 5,500 or more per 30 minutes.

Preparation of travel plans and itinerary drafts: JPY 33,000 or more per case.

Preparation of travel cost quotations: JPY 11,000 or more per case.

Provision of information on destinations, transportation, accommodation, facilities, and similar matters: JPY 5,500 or more per 30 minutes.

Specialized consultation relating to culture, arts, food culture, regional resources, and similar themes: JPY 11,000 or more per 30 minutes.

Consultation relating to inspection travel, training travel, and high-value-added travel: JPY 11,000 or more per 30 minutes.

Consultation relating to planning cooperation, supervision, and content design: Individually quoted.

9. Communication and Emergency Response Fees

Communication costs: Actual cost.

Postage, courier, printing, and similar costs: Actual cost.

After-hours response: JPY 11,000 or more per case, or individually quoted.

Urgent arrangements or urgent change response: JPY 22,000 or more per case, or individually quoted.

Local trouble response: Individually quoted.

10. Notes on Application

1. The above fees may be charged separately from travel prices, transportation costs, accommodation costs, facility fees, meal costs, guide fees, interpreter fees, expert honoraria, admission fees, insurance premiums, taxes, public charges, and other actual costs.
2. Fees may vary depending on travel content, arrangement details, number of participants, season, difficulty of arrangements, urgency, workload, and conditions of partners, facilities, experts, and other parties.
3. Special arrangements, non-public facilities, exclusive use, VIP services, arrangements for experts, cultural figures, lecturers, and inspection or training programs for government agencies, companies, educational institutions, and similar entities shall be individually quoted.
4. Cancellation fees, change fees, penalties, refund handling fees, and actual costs may be incurred separately.
5. Cancellation, changes, termination, and refunds of travel contracts shall be governed by the Company's travel conditions, contract documents, the Standard General Conditions of Travel Agency Business, and each travel product page.
6. Matters not specified in this fee schedule shall be governed by quotations, travel conditions, contract documents, and other conditions separately presented by the Company.

Date of Establishment

Established: May 21, 2026

SERIKA TOURISM Co., Ltd.

Representative Director: Chinatsu Jingu