



ASIAN-PACIFIC POSTAL UNION EC MEETING REGISTRATION FORM
with HOTEL RESERVATION/VISA SUPPORTING LETTER REQUEST FORM

2-6 September 2019 Tokyo, Japan

Please indicate the meetings you will be attending

- 2-5 September 2019 : EC Meeting
- 6 September 2019 : Excursion

PERSONAL INFORMATION:

Name (Dr. / Mr. / Ms.)

Given Name	Middle Name	Surname
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Administration/Organization _____

Present Post (Title) _____

Business Address (PO BOX not allowed) _____

City _____ Postal Code _____

Country _____ (Where you live)

Office Phone No. _____ Office Fax No. _____

E-mail address _____

Organization Data APPU member countries Observer

Type Ministry, Government, Diplomatic Representation Regulator Designated operator

Other ()

APPU EC Meeting Information for Participants

FLIGHT INFORMATION:	
Arrival Flight No. _____	
Arrival Date _____	Time _____
Arrival Airport <input type="checkbox"/> Narita Airport <input type="checkbox"/> Haneda Airport <input type="checkbox"/> Other (airport name: _____)	
Departure Flight No. _____	
Departure Date _____	Time _____
Departure Airport <input type="checkbox"/> Narita Airport <input type="checkbox"/> Haneda Airport <input type="checkbox"/> Other (airport name: _____)	
HOTEL RESERVATION FORM (GRAND NIKKO TOKYO DAIBA):	
GRAND NIKKO TOKYO DAIBA: 2-6-1, Daiba, Minato-ku, Tokyo 135-8701, Japan	
<input type="checkbox"/> Twin or Double for single use	JPY 23,960 per night, JPY 25,040 for Friday night
<input type="checkbox"/> Twin or Double for two persons	JPY 25,920 per night, JPY 28,280 for Friday night
Check-in Date _____ Time _____	
Check-out Date _____ Time _____	
Total _____ nights For Twin or Double Booking (2 persons), I will share with _____	
Cancellation policy:	
- Non-arrival without notification:	100% of room rates for number of stays
- Cancelled on or later than the day:	
14 days prior to arrival:	80 % of room rates for number of stays
30 days prior to arrival:	70 % of room rates for number of stays
60 days prior to arrival:	50 % of room rates for number of stays
PAYMENT INFORMATION:	
Payment method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
Credit Card Brand / No. _____ / _____	
Expiry Date _____	
Name on the Card _____	
Note:	
<i>Payment for accommodation should be made directly to the Hotel, GRAND NIKKO TOKYO DAIBA. Please notify your credit card information even if your payment is made by cash.</i>	

APPU EC Meeting Information for Participants

EXCURSION:		
Excursion Tour <input type="checkbox"/> Yes <input type="checkbox"/> No		
The number of people _____		
VISA SUPPORTING LETTER REQUEST:		
<input type="checkbox"/> Need <input type="checkbox"/> NOT Need		
PASSPORT INFORMATION:		
※Please attach Photo-Copy of PASSPORT (the page which includes photo and passport number)		
Passport No. _____	Nationality _____	
Date of Birth _____	Date of Expiry _____	
HOTEL INFORMATION:		
※Please fill in this form in case of staying at unofficial hotel		
Name of the Hotel: _____		
Address: _____		
Check-in Date _____	Check-out Date _____	
OTHERS:		
<ul style="list-style-type: none"> • Accompanying person: <input type="checkbox"/> Yes <input type="checkbox"/> No • Do you have any food allergy? : _____ 		
Accompanying Person		
Name (<input type="checkbox"/> Dr. / <input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.)		
_____	_____	_____
Given Name	Middle Name	Surname
Passport No. _____	Nationality _____	
Date of Birth _____	Date of Expiry _____	

NOTE: Please use CAPITAL LETTERS to complete the form and return it to:

Email: appuec-japan-2019@ml.soumu.go.jp

DEADLINE: Friday, 21 June, 2019