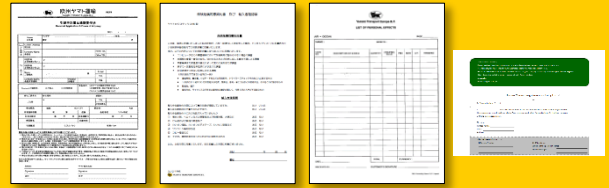


1. For Bookings and Further Information, Please Visit Our Website or Call Us on 0208 427 3538

[Http://www.yamatoeurope.com/japanese/index.htm](http://www.yamatoeurope.com/japanese/index.htm)

Yamato Transport Europe B.V. London Branch

Documentation**2. Documentation (below 1,2,3,4 are to be sent after ordering)**

1. Application form & Power of attorney
(FILL IN AND RETURN TO US BEFORE COLLECTION DATE))
2. Insurance indemnity agreement and freight security
3. Packing list
4. Ocean Marine Cargo Insurance Entry Form
(Documents 2, 3, 4 to be FILLED IN AND PASS TO OUR STUFF ON THE COLLECTION DATE)
5. A Copy of your Passport (Face Page).
6. A Copy of your Visa for staying in Japan (Except Japanese Passport Holders).
7. A Company Headed letter which states that you intend to stay in Japan for at least 1 x year. (Except Japanese Passport Holders).
8. Any documents which prove that you have been living in the UK for at least 12 x months i.e. a utility bill, Company headed letter. (Except British Passport Holders)
(Documents 5,6,7,8, are to be sent from us before the collection date, these documents are must be required for the custom clearance in Japan)
9. We also require a copy of your flight ticket leaving from the UK to Japan.

3. Delivery of packing materials

We will aim to deliver your Packing Materials at a date & time convenient to you (cartons, tapes and all relevant documentation) . Upon booking, please ensure to inform us of the number of cartons you require. *Delivery of packing materials is on strictly one delivery basis only. Due to a changed service level upon collection, surplus packing materials may be chargeable if they can be unaccountable. Packing materials are not available for delivery at weekends and bank holidays. Normal delivery times are between 9am – 4.30pm Monday to Friday only.

4. Packing

Packing must be performed by the customer in a safe and sensible manner (furniture and other large items can be packed by our staff at an additional charge) .

Please complete packing list and other documentation before collection. See separate page for packing list example.

The weight of each carton box should not exceed 25kg.

5. Collection Date

Please call to our Harrow office (020-8427-3538).

Collections are not available at weekends and bank holidays. Normal collection times are between the hours of 9am – 4.30pm

6. Day of Collection

Door collection only (all items must be packed by the customer before the date of collection) .

Please have ready all relevant documentation shown below. We have a pdf writable packing list format, too.

7. Payment

Payment in GBP only (Payment can be made in advance prior to the shipment leaving UK) . We accept for payment by credit card or other bank debit cards.

8. IMPORTANT Declaration of Unaccompanied Luggage to Customs on the arrival to Japan

Declare to Customs of Unaccompanied Luggage on Arrival to Japan.

To Find out More, please see our separate page on How to Declare to Customs of Unaccompanied Luggage.

9. Delivery in Japan

Delivery of your boxes will be by Yamato in Japan.

(Our staff will Contact you prior to your delivery to arrange a convenient time For You.)

Delivery will be made to your appointed room.

NOTE; Delivery times are between MON – FRI excluding weekends and bank holidays. Unpacking and collection of empty boxes are not included.

**[Contact in Japan] Yamato Logistics Co., Ltd**

Overseas Life Support Service Company

Toll Free: 0120-804-814

TEL : 03-5542-8680

FAX ; 03-5542-3022

E-mail : impmoving@y-logi.com

HP : <http://www.y-logi.com/service/kaigai/index.html>

