

## INFORMATION FOR BUSINESS VISITORS TO JAPAN

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**Commercial Department**  
**British Embassy Tokyo**  
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### **Arrival in Tokyo: getting into Tokyo**

1. The international airport for Tokyo (Narita) is about 70 kms from Central Tokyo. Public transport is safe, reliable, easy to use and fast. The following instructions will help guide you to the Embassy or your hotel.

### **Arrival at Narita Airport**

2. As at most airports, follow the arrival signs through Quarantine and Immigration, collect baggage and then exit the customs area proceeding through either the red or green channel.

### **Travel to Tokyo**

3. **Do not take a taxi to downtown Tokyo unless you are prepared for a long ride and a huge bill.**
4. The most convenient way to Tokyo is to take the so-called “Limousine Bus” either to the Tokyo City Air Terminal (TCAT) or, if known, direct to your hotel. Buses depart every ten or fifteen minutes for TCAT. Hotels are served less frequently, but it is well worth asking when the next bus for your hotel is: you may not have to wait long during usual arrival hours, and it is a convenient door-to-door service. Tickets can be purchased from the counter immediately opposite the exit from the Customs area. Tickets cost ¥ 2,900 to TCAT (major credit cards – Amex, Visa or Mastercard - can be used) and the ticket has printed on it the time of the bus and the bus stop from which the bus departs the terminal. If you have baggage, keep the tag which will be handed to you when your baggage is loaded onto the bus as this will be needed to reclaim your baggage.
5. From TCAT, there is a choice of taxi or subway line to take you to your hotel or to the Embassy. The cost of a taxi from TCAT to the Embassy or any of the central hotels (New Otani, Imperial, Okura and many others) should not be more than ¥4,000. It is not necessary to tip the taxi driver. If you have some knowledge of the Tokyo subway [underground] system already (not necessary but recommended), TCAT has its own subway station – Suitengu-mae. This is on the Hanzomon Line which can take you directly to the Embassy (Hanzomon Station); tickets cost ¥160 for a single fare. If you are staying at a hotel, you may need to change subway lines depending on where you are staying.
6. Alternative methods of travel to Tokyo include the JR Narita Express Train (NEX) to Tokyo Station or Shinjuku Station or the Keisei Skyliner Train to Ueno Station. Both train services operate from the basement level of each terminal at Narita. The NEX regular fare is ¥3,110 and the Skyliner regular is ¥ 1,920 (credit cards are not accepted). Both take about an hour to reach Tokyo. If you use the train, make sure you know which area you are going to: Tokyo Station is reasonably close to the Embassy but the other two are some distance away.

## **Leaving Tokyo**

7. The most convenient way of getting to Narita from Tokyo is again the Limousine Bus service from TCAT or your hotel. Some airlines (not British Airways or Virgin Atlantic) have check-in facilities at TCAT. Passengers departing on these airlines can check their baggage with the airline before boarding the bus to Narita. If you intend to do this, you will need to check into TCAT at least three hours before flight departure time. You can also complete immigration formalities at TCAT. If you are not able to check in with an airline at TCAT, you may still use the Limousine Bus service to Narita Airport. You will, however, need to be at TCAT at least 4 hours before your flight departs.
8. You can get to TCAT by subway: Suitengu-mae station on the Hanzomon line; exit No1 connects directly with TCAT. You could also get a taxi, from your hotel or somewhere nearer such as Tokyo Station. From the latter, TCAT is in theory a 10-minute ride but it could take much longer if traffic is heavy.
9. You may also take the Limousine Bus service from most major hotels. Check with the hotel for departure times. If you have any baggage, keep the tag which will be handed to you when your baggage is loaded onto the bus as this will be needed to reclaim your baggage.
10. The NEX departs from several major stations in Tokyo (Tokyo, Shinjuku, Ikebukuro etc) to Narita and it is necessary to reserve and pay for seats prior to your journey. Tickets cost ¥2,940 - ¥3,110 depending on departure station (and more in peak season eg New Year, Golden Week). The Skyliner departs from Keisei Ueno Station, 3 minutes walk from JR Ueno Station; reservations can be made on arrival at the station.

## **Airport Tax**

11. Japanese Departure Tax is included/prepaid with your airfare.

### **Banks: where to withdraw money in Tokyo**

Japan is essentially a cash-based society. You should always ensure that you have enough cash with you. Whilst you can use your credit cards at major hotels, shops, high-class restaurants and in some taxis in Tokyo as a rule you will not be able to use them in smaller shops or train stations. Personal sterling cheques are also not accepted. Traveller's cheques can be cashed at most hotels.

Banks open from 09:00-15:00 Monday to Friday. Despite the abundance of cash machines most do not accept foreign issued credit or debit cards even when they display the Visa or Mastercard symbols. The only bank in Tokyo that will allow you to withdraw money with your UK debit/credit card is Citibank. Full details of and directions to all their branches can be found on the following website:

<http://www.citibank.com/locations/ap/jp/jp/tokyo/tokyo.htm>

The nearest Citibank branches to the Embassy and Hotel New Otani are:

**Akasaka Mitsuke branch** (10 mins. walk from Hotel New Otani near Akasaka Mitsuke station)

**Roppongi Crossing branch** (Short distance from Exit 3 of Roppongi station on Hibiya subway line)

**Aoyama branch** (Short distance from exit A1 at Omote Sando station (Ginza/Hanzomon/Chiyoda subway lines))

### **Yucho (Yubin Chokin) – Postal Saving's ATM or Cash Dispenser;**

Fortunately, the Japanese postal system has recently linked all of its ATMs to the international Cirrus and Plus cash networks making it simple for travellers to obtain cash in Japan. In addition, VISA, Master and American Express credit cards and debit cards belonging to the Visa Electron and Maestro networks can also be used. You will find postal ATMs in most large post offices. Most postal ATMs are open 9am to 5pm on weekdays, 9am to noon on Saturday, and are closed on Sunday and national holidays. Press the button marked "English Guidance" for English Instructions when using these machines. The closest postal ATM to the embassy is at the post office situated across the road opposite exit 3 of Hanzomon Station.

### **Commercial Department: Guide to services**

#### **Advice and Market Research**

The Embassy's Commercial Officers are available to advise companies on the Japanese market and to discuss companies' business plans for Japan and how the Embassy can support them. But we do ask for adequate notice when appointments are being made: there

is a heavy demand for Commercial Officers' time from the many thousands of business visitors who call on the Embassy in the course of a year. More detailed market research and in-market support such as programme-arranging or help with publicity is available through UK Trade & Investment's Online Market Introduction Services: these should be commissioned from the Embassy at least 10-12 weeks in advance of your visit via your local Business Link or Devolved Administration in the UK. Please see the UK Trade & Investment website ([www.uktradeinvest.gov.uk](http://www.uktradeinvest.gov.uk)) for more detail about the services available, and the Embassy website ([www.uknow.or.jp](http://www.uknow.or.jp)) for how to contact the relevant Commercial Officer.

## **Publicity**

The Embassy issues over 600 press releases every year on behalf of a wide-range of British companies. If you have news that you would like to publicise in Japan, we should be glad to issue it as a press release in Japanese to the specialist and trade press.

The Embassy also publishes two full colour, Japanese-language magazines: SPARK (quarterly) and Quality Britain (annually). These cover the industrial/technological and consumer/lifestyle sectors respectively. Advertisement opportunities are available in both.

If you are visiting Japan on a UK Trade & Investment-supported trade mission, members of the press covering your specific sector will have been invited to the mission reception, although of course we cannot guarantee that they will attend. Our Press and Public Affairs Section can also arrange interviews with press representatives during your stay in Japan.

If you have any enquiries on any of these points, please contact the Embassy's Press and Public Affairs Section (tel: 5211 1100, fax: 3230 0624).

## **New Hall**

The Embassy's New Hall, where mission briefings and receptions are held, is available for hire by British or Japanese companies involved in promoting British exports to Japan. The fees are ¥75,000 (up to 4 hours) and ¥115,000 (more than 4 hours): extremely reasonable by Tokyo standards. The Hall has full audio-visual facilities (available for hire on a per item basis) and can be used for conferences, seminars, product displays and receptions – but not for actual commercial transactions. Catering arrangements must be made by the hirer of the hall, but a kitchen is attached for this purpose. Similar arrangements apply to the hire of some Embassy compound houses (¥85,000 for up to 4 hours; ¥135,000 for more than 4 hours). Please speak to the Commercial Officer responsible for your sector, who will be able to advise you in more detail on hiring conditions.

## **Japanese Government Import Promotion**

The Japanese Government has devoted much effort over recent years to promoting imports and helping foreign companies enter the market. The **Japan External Trade Organisation (JETRO)**, who support UK Trade & Investment's exports to Japan campaign, eg through the provision of interpreters, produce a range of material in English on various product sectors. JETRO's databases are extensive and can be used to identify potential Japanese customers for foreign products. They also run a programme for foreign business people to help them deepen their understanding of the Japanese market. JETRO's Business Support Centres in Tokyo, Yokohama, Nagoya, Osaka, Kobe and Fukuoka offer free office space for up to four months (sometimes longer) to foreign companies seeking to enter the Japanese market.

The Embassy maintains close contact with JETRO, and your Commercial Officer will be able to advise you on how to use any of these support schemes. JETRO's London office and Trade Advisers resident in the UK (stationed in London and Birmingham) should be your main point of contact. But if you wish to visit JETRO's offices while you are in Tokyo, please let us know. Visit their website at [www.jetro.go.jp](http://www.jetro.go.jp).

The **British Market Council (BMC)** is another strong supporter of UK Trade & Investment's export promotion activities. BMC's membership comprises Japanese private companies and public organisations including JETRO, the British Chamber of Commerce in Japan and the Japan Chamber of Commerce and Industry. The BMC funds a variety of Embassy activities, including research missions from the UK to investigate specific product sectors, sending experts to the UK to see what we have to offer in particular sectors, publications on UK industry sectors and organising seminars in the regions of Japan to help carry our export promotion message to a wider range of Japanese companies. If you wish to know more details about BMC's activities, please let us know.

## Doing Business in Japan

### TEN DOs AND DON'Ts FOR BUSINESS VISITORS TO JAPAN

**Despite what some books say about the uniqueness of Japan, there is nothing mystical about doing business in this country. Business is business here as elsewhere, and increasingly cosmopolitan. So you need not worry unduly about the niceties of Japanese etiquette. But a few general points are worth remembering:**

1. Take things slowly. English comprehension is usually not as good as it appears. Many Japanese are too polite to let you know when they do not fully understand. Keep what you say simple and straightforward. The same is true if an interpreter is used. Speak in short bursts which can be easily translated. Don't ask rhetorical questions. Don't use sporting metaphors. Only make very simple jokes, if you have to. And don't try to do business in Japanese unless you are very confident indeed. For follow-up meetings at least, you should provide your own interpreter, as a matter of basic courtesy.

2. Never be late. Punctuality is crucial ! Tokyo is a crowded city which can be difficult to get around. Leave plenty of time to allow for traffic hold-ups. Keep to the timetable for your meetings. Don't try to change or cancel appointments at the last minute unless you have absolutely no alternative. Don't overrun the designated period unless your interlocutor clearly wants to extend it.

3. Take business cards with you and have plenty available. They should be printed in Japanese on the reverse and be standard size (90 x 55mm). Business cards in other sizes do not fit the card boxes which sit on practically every Japanese desk and so are likely to be discarded.

4. Construct a short but warm introductory statement for each meeting. This should not be a sales pitch. It should explain why you are here, how long you will be here, the sort of people you are seeing and any particular previous contact you have had with Japan. You could refer briefly to the long-standing warm ties between the UK and Japan. If appropriate/possible, show interest in your host's background, education, family, hobbies etc. Give information about your own if asked. This is part of the sharing of contacts which helps to build up a relationship. No need to go over the top. But it does no harm to indulge in some well-placed flattery.

5. Then, after you and your interlocutor have made your respective introductory statements, make your sales pitch. Decide what are the five or six crucial points you want to get across. Do not be worried if you feel you wish to refer to a previously prepared note. Your interlocutor may well do this.

6. Do not be afraid of silences. Sit tight and wait for something to happen. It is a common Western flaw in the Far East to feel that silences have to be filled. In

negotiations, for instance, this normally means that the Westerner ends up conceding something.

7. If, on the other hand, you are on the receiving end of a barrage of detailed and apparently pointless questions, try to bear with them and answer them. This is both a sign of interest in your business and a means of testing a potential partner.

8. Personal posture is important. Sit firmly in chairs at meetings even if they are armchairs. Do not slump, don't cross your legs and maintain a fairly formal style. Don't blow your nose noisily. Don't drink tea offered to you before your host has invited you to do so. Shake hands at the beginning and at the end of meetings.

9. If you are taking gifts, make sure that they are well wrapped, if possible professionally. Tatty wrapping paper is a British disease; as are tatty, cheap gifts. They indicate a discourtesy to the recipient. Do not give the gift until the end of the meeting. Do not be fazed if you have given a gift and not received one. You will have scored a point. Don't open the gift immediately upon receiving it: if it is not very good, you will embarrass your host. If you open it, your host will also have to open yours and that could embarrass you.

10. Accept offers of hospitality with the same grace with which they are made. Entertainment outside the office is another way in which Japanese hosts test a potential business relationship before committing themselves fully. Try to enter into the spirit of things. On taking the first drink at meals, toast your host by raising your glass to him/her and to those around you before you drink. Don't drink until it is time for these toasts to take place. And if you are called on to sing - have a go ! If your Japanese hosts are able to enjoy themselves singing with you, they will probably enjoy doing business with you.

**Above all, be patient. Do not expect quick returns. They may come. But for many Japanese companies, the emphasis is more on developing the sort of trust and mutual confidence that will lead to a strong, enduring relationship than on getting down to business instantly. This is why Japan is a market requiring a strategic approach rather than an opportunistic one. It is also why the potential for long-term achievement is so great.**

## **Earthquake Preparedness**

Japan lies in a major earthquake zone. The country is subject to frequent tremors of varying intensity, the vast majority of which will not cause any damage or injury. There is, however, always the possibility of a strong earthquake occurring, and despite much research and speculation, it is very difficult to predict if and when such a quake might strike.

### **During an Earthquake**

1. First, stay calm. Do not rush out of doors.
2. Open a door to secure a way out.
3. Get under a table to protect yourself from falling furniture and objects.
4. If you are outside, there is great danger from falling window glass, signs and from cement block walls. Take refuge in a sturdy, modern building if you can, but at the very least protect your head with your hands or bag.
5. If you are in a department store, cinema or underground shopping centre, follow the instructions given by the staff and do not panic. Even if you cannot understand the instructions given follow the example of the Japanese around you. According to the Tokyo Metropolitan Government, underground malls are considered comparatively safe during an earthquake.
6. If you are in a lift, press all the buttons on the panel and get off as soon as the lift stops. If you get trapped, call for help on the interphone. Do not use lifts during the earthquakes or fires.
7. If you are on train, hold on to something secure and follow the instructions broadcast in the train. In a tube station, follow the same advice and avoid rushing to the exit as this causes dangerous panic.

## **General Information**

### **Shopping**

Tokyo is the most expensive city in the world. There are no restrictions on taking local currency out of the country. Major credit cards are accepted in most hotels and higher class restaurants and shops, although cash is preferred. Personal sterling cheques are not accepted. Travellers cheques can be cashed at most hotels.

There is a bewildering array of high quality consumer goods available in Tokyo offering the shopper a vast choice. The main shopping areas are Ginza and Aoyama (for luxury goods), Shibuya and Shinjuku. Bargains, however, are hard to find. Japanese hi-tech consumer electronics, laptops and cameras may be cheaper outside Japan. However, a visit to Akihabara "Electric Town" is worthwhile for consumer electronics if only to see the range of goods available. Some bargains may be found in shopping areas immediately surrounding main railway stations such as Shinjuku and Ikebukuro. There are also shopping arcades in major international hotels such as the Imperial and the New Otani but these are very expensive. Tokyo also boasts a large number of high class department stores which can be found all over town. The most prestigious, Mitsukoshi at Nihonbashi, is worth a visit. The Oriental Bazaar (closed on Thursdays) has a good selection of gifts at reasonable prices and is in Omotesando (about 20 minutes by taxi from the Embassy, or take the Hanzomon subway line to Omotesando, fare ¥160).

### **Restaurants**

There is a wide range of restaurants in Tokyo, covering all Western and Eastern cuisines, and at all prices. A selection of dishes is often displayed outside the restaurant, in plastic model form, to give an idea of the menu. Below is a small selection of restaurants close to the British Embassy itself:

#### **Around the British Embassy, Hanzomon**

**Tony Roma's** - American food. English menu available.

Turn left out of the Embassy front gates. Four minutes walk down the main road. Good lunch sets. Reasonably priced.

Address: 1 Sanbancho, Chiyoda-ku, Tokyo

Tel: 03-3222-3440

**Piccolo's** - French style. French menu available.

Turn right out of the Embassy front gates. Four minutes walk down the road (cross straight over at main junction to Tokyo FM building). The restaurant is situated in the basement (access by stairs from the street). Good lunch sets. Reasonably priced.

Address: B1 FM Centre, 1-7 Kojimachi, Chiyoda-ku, Tokyo

Tel: 03-3221-0235

**Diamond Plaza** - Western and Chinese restaurants.

Immediately behind the Embassy compound. Turn right out of the Embassy front gates then take first right (pricey).

**Ganges** – Indian curry house. English menu available.

Situated across the road from Diamond Plaza next to Hanzomon Post Office. Reasonably priced.

Address: 2-14 Kojimachi, Chiyoda-ku, Tokyo

Tel: 03-3234-5220

**Elio's** – Italian. English/Italian menu available. Reasonably priced at lunchtimes, can be pricey in evenings.

Situated 1 min. walk from Exit 1 of Hanzomon station along side street behind main street, Shinjuku Dori.

Restaurant bills include a 10% service charge plus local taxes. It is not necessary to tip further. There is also a selection of smaller restaurants offering cheap meals, such as noodles etc, or take out sandwiches.

Address: 1F Hanzomon House, 2-5-2 Kojimachi, Chiyoda-ku, Tokyo

Tel: 03-3239-6771

There is also a range of restaurants (Japanese/Chinese/Italian/Indian,etc.) around the Hotel New Otani, particularly along the side street, Tamachi Dori, from Akasaka Mitsuke station Belle Vie exit. Please ask at the hotel reception for a map and full details. Here are a few suggestions:

#### Around Hotel New Otani, Akasaka Mitsuke

**West Park Café** - Californian style cuisine/English menu available/reasonably priced

Located 2<sup>nd</sup> floor of Akasaka Excel Hotel Tokyu 5-10 mins walk from Hotel New Otani.

Address: 2F Akasaka-Tokyu Plaza, 14-3 Nagata-cho, Chiyoda-ku, Tokyo

Tel: 03-3580-9090

**Akasaka Jidaiya** - Japanese style casual dining/English menu available. Samurai photo service is available.

Located close to Akasaka station 20 mins walk from Hotel New Otani

Address: 1F Naritaya-Bldg, 3-14-3 Akasaka, Minatoku, Tokyo

Tel: 03-3588-0489

**Moti** - Indian/English menu available

Located close to Akasaka station 20 mins walk from Hotel New Otani

Address: 3F Kanenami Bldg, 2-14-31 Akasaka, Minato-ku, Tokyo

Tel: 03-3584-6640

**The Taj** - Indian/English menu available

Located on the right hand side of Sotobori Dori after Akasaka Mitsuke station

Address: 3-2-7 Akasaka, Mitano-ku, Tokyo

Tel: 03-3586-6606

**Hina Sushi** - Japanese sushi/reasonably priced

Located close to Hotel New Otani.

Address: B1F Nanbu Bldg, 3-3 Kioi-cho, Chiyoda-ku, Tokyo

Tel: 03-3230-1884

## **Media**

### **BBC World Service Frequencies (Best Reception)**

Local time		
1300-1800	21715 KHz	15280 KHz
2000-2300	9740 KHz	
0700-0900	11955 KHz	

In addition to local English-language newspapers, the “Financial Times” is printed and published in Tokyo daily, and BBC Worldwide Television is also available in some hotels on the CS Baan satellite. The 18.00 and 21.00 BBC Television UK news bulletins are rebroadcast each morning (in English and Japanese) on NHK Satellite 2 channel: check local newspapers for timing.

## **Miscellaneous**

**Entertainment:** Tokyo has many lively entertainment areas. The area most used to accommodating foreigners is Roppongi. The Ginza and Akasaka areas can be very expensive. Shinjuku at night, particularly the Kabuki-cho area, is not recommended.

**Tap water** in Japan is clean and safe to drink.

**Taxis:** cabs are clean and drivers are generally courteous but few speak English. It is always worthwhile having the name and address of your destination written down in Japanese. A member of staff or your hotel concierge will be pleased to help. Beware of the passenger door, which opens and close automatically (only the kerbside door is used). Tipping is not customary.

**Time difference:** Japan is GMT+9 hours in winter and GMT+8 hours in summer.

**Walking:** it is possible, interesting and, apart from a few side streets around Shinjuku, completely safe to walk around Tokyo, day or night.

**Subway:** Tokyo’s subways are clean, safe and quick. Maps are available in English at all major hotels and at most subway stations. A map is attached at the end of this brief.

**Voltage:** the voltage is 100 volts AC, 50 cycles.

### Hotels in Tokyo

(Hotel tax and service charge (10%) are not included in the price.)

#### *Near the Embassy*

● **Grand Arc Hanzomon**

1-1 Hayabusa-cho, Chiyoda-ku

Tel:3288-0111 Fax:3288-0096

[www.grandarc.com](http://www.grandarc.com) (J only)

**price:** S ¥12,805~ T ¥20,790~ (single use ¥16,947~)

**nearest station:** Hanzomon (Hanzomon Line)

● **Diamond Hotel**

25 Ichibancho, Chiyoda-ku

Tel:3263-2211 Fax:3263-2222

[www.diamond-hotel.co.jp](http://www.diamond-hotel.co.jp) (J only)

**price:** S ¥13,960~ T ¥23,100

**\*including tax & service charge**

**nearest station:** Hanzomon (Hanzomon Line)

#### *Akasaka Area*

● **Hotel Okura**

2-10-4 Toranomom, Minato-ku

Tel:3582-0111 Fax:3582-3707

Reservation: 0120-00-3751

[www.hotelokura.co.jp](http://www.hotelokura.co.jp)

**price:** D¥42,000 (single use ¥36,750) T ¥44,100 (single use ¥38,850)

**nearest station:** Toranomom (Ginza Line), Kamiyacho (Hibiya Line)

● **Hotel New Otani**

4-1 Kioi-cho, Chiyoda-ku

Tel:3265-1111 Fax:3221-2619

[www.newotani.co.jp](http://www.newotani.co.jp)

**price:** D/T ¥37,800 (single use ¥32,550~)

**nearest station:** Akasaka-mitsuke (Marunouchi Line)

● **Capitol Tokyu Hotel**

2-10-3 Nagata-cho, Chiyoda-ku

Tel:3581-4511 Fax:3581-5822

[www.capitoltokyu.com](http://www.capitoltokyu.com)

**price:** S ¥30,000~ D/T ¥43,890~ (single use ¥38,115~)

**nearest station:** Kokkaigijjido-mae (Chiyoda Line), Tameike-sanno (Ginza Line)

● **Akasaka Prince Hotel**

1-2 Kioi-cho, Chiyoda-ku

Tel:3234-1111 Fax:3262-5163

[www.princehotels.co.jp/akasaka](http://www.princehotels.co.jp/akasaka)

**price:** S ¥28,900~ D ¥35,900~ T/ ¥38,200

**nearest station:** Akasaka-mitsuke (Marunouchi Line), Nagatacho (Hanzomon Line)

- **ANA Hotel** 1-12-33 Akasaka, Minato-ku  
Tel:3505-1111 Fax:3505-1155  
[www.anahotels.com](http://www.anahotels.com)

**price:** S ¥31,185~ D/T ¥40,425~  
**nearest station:** Tameike-sanno (Ginza Line)

- **Akasaka Excel Hotel Tokyu** 2-14-3 Nagata-cho, Chiyoda-ku  
Tel:3580-2311 Fax:3580-6066  
[www.tokyu-checkin.com](http://www.tokyu-checkin.com)

**price:** S ¥19,000 D ¥27,000 T ¥23,000  
**nearest station:** Akasaka-mitsuke (Marunouchi Line, Ginza Line)

#### *Near Tokyo Station*

- **Palace Hotel** 1-1-1 Marunouchi, Chiyoda-ku  
Tel:3211-5211 Fax:3211-6987  
[www.palacehotel.co.jp](http://www.palacehotel.co.jp)

**price:** S ¥25,200~ D/ ¥34,650~  
**nearest station:** Ohtemachi (Chiyoda Line), Tokyo (JR)

- **Hotel Sardonyx Tokyo** 1-13-7 Hatchobori, Chuo-ku  
Tel:3553-7200 Fax:3553-7100  
[www.hotel-sardonyx.com](http://www.hotel-sardonyx.com) (J only)

**price:** S ¥9,435 D/T ¥16,275 (single use ¥14,175)  
**\*with breakfast, no service charge required, tax is not included in the price**  
**nearest station:** Hatchobori (JR)

- **Yaesu Fujiya Hotel** 2-9-1 Hatchobori, Chuo-ku  
Tel:3273-2111 Fax:3273-2180  
[www.yaesufujiya.com](http://www.yaesufujiya.com)

**price:** S ¥14,537~ D ¥19,635~ T ¥27,920~  
**\*Breakfast included., Service charge and tax are included in the price**  
**nearest station:** Tokyo (JR)

#### *Shinjuku Area*

- **Park Hyatt** 3-7-1-2 Nishi Shinjuku, Shinjuku-ku  
Tel:5322-1234 Fax:5322-1288  
[www.parkhyatttokyo.com](http://www.parkhyatttokyo.com)

**price:** D/T ¥55,650～

**nearest station:** Tocho-mae (Oedo Line), Hatsudai (Keio Line), Shinjuku

- **Tokyo Hilton International** 6-6-2 Nishi Shinjuku, Shinjuku-ku  
Tel:3344-5111 Fax:3342-6094  
[www.hilton.com](http://www.hilton.com)

**price:** D/T ¥35,000～ (single use ¥29,000～)

**nearest station:** Nishi Shinjuku (Marunouchi Line)

- **Century Hyatt** 2-7-2 Nishi Shinjuku, Shinjuku-ku  
Tel:3349-0111 Fax:3344-5575  
[www.centuryhyatt.co.jp](http://www.centuryhyatt.co.jp)

**price:** D/T ¥19,900～

**nearest station:** Tocho-mae (Oedo Line), Shinjuku

- **Keio Plaza Hotel** 2-2-1 Nishi Shinjuku, Shinjuku-ku  
Tel:3344-0111 Fax:3344-0247  
[www.keioplaza.co.jp](http://www.keioplaza.co.jp)

**price:** S ¥17,000～ D/T ¥20,000～

**nearest station:** Tocho-mae (Oedo Line), Shinjuku

### *Ginza Area*

- **Hotel Seiyo Ginza** 1-11-2 Ginza, Chuo-ku  
Tel:3535-1111 Fax:3535-1110  
[www.seiyo-ginza.com](http://www.seiyo-ginza.com)

**price:** Standard ¥45,000～

**nearest station:** Kyobashi (Ginza Line)

- **Imperial Hotel** 1-1-1 Uchisaiwai-cho, Chiyoda-ku  
Tel:3504-1111 Fax:3581-9146  
[www.imperialhotel.co.jp](http://www.imperialhotel.co.jp)

**price:** D/T ¥39,000～ (single use ¥34,000～)

\* Breakfast included.

**nearest station:** Hibiya (Chiyoda Line)

- **Four Seasons Hotel Tokyo at Marunouchi** Pacific Century Place Marunouchi  
1-11-1 Marunouchi, Chiyoda-ku  
Tel: 5222-7222 Fax:5222-1255

**price:** Standard Rates ¥49,000～

**nearest station:** Tokyo (JR Line)

● **Daiichi Hotel Tokyo**

1-2-6 Shimbashi, Minato-ku  
Tel:3501-4411 Fax:3595-2634  
[www.daiichihotel-tokyo.com](http://www.daiichihotel-tokyo.com)

**price:** D/T ¥36,205～ (single use T ¥31,385～)

**nearest station:** Shimbashi (JR, Ginza Line)

● **Ginza Tobu Hotel**

6-14-10 Ginza, Chiyoda-ku  
Tel:3546-0111 Fax:3546-8990  
[www.tobuhotel.co.jp/ginza](http://www.tobuhotel.co.jp/ginza) (J only)

**price:** S ¥17,850～ D/T ¥29,400～ (single use ¥24,150)

**nearest station:** Higashi Ginza (Hibiya Line)

● **Mandarin Oriental Tokyo**

2-1-1 Nihonbashi Muromachi, Chuo-ku  
Tel: 3270-8800 Fax:3270-8828  
[www.mandarinoriental.com/tokyo](http://www.mandarinoriental.com/tokyo)

**price:** ¥65,100 ～

**nearest station:** Mitsukoshi Mae (Ginza or Hanzomon Line)

*Others*

● **Four Seasons Hotel at Chinzanso**

2-10-8 Sekiguchi, Bunkyo-ku  
Tel:3943-2222 Fax:3943-2300  
[www.fourseasons.com](http://www.fourseasons.com)

**price:** Standard Rates ¥41,000～

**nearest station:** Edogawabashi (Yurakucho Line)

● **Westin Hotel**

1-4-1 Mita, Meguro-ku  
Tel:5423-7000 Fax:5423-7600  
[www.westin-tokyo.co.jp](http://www.westin-tokyo.co.jp)

**price:** D/T ¥53,550～ (available for 1~3 people)

**nearest station:** Ebisu (JR, Hibiya Line)

● **Shibuya Excel Hotel Tokyu**

Shibuya Mark City Bldg, 1-12-2 Dogenzaka,  
Shibuya-ku  
Tel:5457-0109 Fax:5457-0309  
[www.tokyuhotels.co.jp](http://www.tokyuhotels.co.jp)

**price:** S ¥20,790～ T ¥26,565～

**nearest station:** Shibuya (JR, Toyoko Line, Ginza Line, Hanzomon Line)

- **Ariake Washington Hotel** 3-1 Ariake, Koto-ku  
Tel:5564-0111 Fax:5564-0525  
www.wh-rsv.com/english/tokyo\_bay\_ariake/index.html  
**price:** S ¥9,950～ D ¥16,000～ T ¥18,000～ (including tax & service charge)  
**nearest station:** Kokusai Tenjijo Seimon (Yurikamome Line)

**Hotel Pacific Tokyo** 3-13-3 Takanawa, Minato-ku  
Tel:3445-6711 Fax:3445-6810  
www.starwoodhotels.com/lemeridien/index.html  
**price:** S ¥22,000～ D/T ¥25,000～  
**nearest station:** Shinagawa (JR)

- **Takanawa Prince Hotel** 3-13-1 Takanawa, Minato-ku  
Tel:3447-1111 Fax:3446-0849  
[www.princehotels.co.jp/takanawa-e/](http://www.princehotels.co.jp/takanawa-e/)  
**price:** D/T ¥16,000～  
**nearest station:** Shinagawa (JR)

- **Crown Plaza Hotel METROPORITAN** 1-6-1 Nishi Ikebukuro, Toshima-ku  
Tel:3980-1111 Fax:3980-5600  
**price:** S ¥16,000～ D/T ¥20,000～  
**nearest station:** Ikebukuro (JR)

- **Shiba Park Hotel** 1-5-10 Shibakoen, Minato-ku  
Tel:3433-4141 Fax:5470-7519  
[www.shibaparkhotel.com](http://www.shibaparkhotel.com)  
**price:** S ¥14,175～ D/T ¥21,575～ (single use ¥17,850)  
**nearest station:** Onarimon (Toei Mita Line), Daimon (Oedo Line)

- **Sunshine Prince Hotel** 3-1-5 Higashi Ikebukuro, Toshima-ku  
Tel:3988-1111 Fax:3988-7878  
[www.princehotels.co.jp/sunshine](http://www.princehotels.co.jp/sunshine)  
**price:** S ¥17,400～ T/D ¥23,100～  
**nearest station:** Ikebukuro (JR)

## HOTELS IN OSAKA

**price range: high**

Hankyu Int'l	(06)6377-2100
Westin	(06)6440-1111
Hilton	(06)6347-7111
New Otani	(06)6941-1111
Swissôtel Nankai Osaka	(06)6646-1111
Nikko	(06)6244-1111

**Middle**

Hotel Riva Nankai	(06)6213-8281
ANA Hotel Osaka	(06)6347-1112
Osaka Daiichi	(06)6341-4411
Rihiga Royal	(06)6448-1121
Ramada Hotel Osaka	(06)6372-8181
Osaka Shin Hankyu Hotel	(06)6372-5101
Mitsui Urban Hotel Osaka Bay Tower	(06)6577-1111
Hotel Grandvia Osaka	(06)6344-1235
Osaka Tokyu Inn	(06)6315-0109
Miyako Hotel Osaka	(06)6773-1111
Tennoji Miyako Hotel	(06)6628-3200

**Low**

Hotel Do Sports Plaza	(06)6245-3311
RihgaGrand Hotel	(06)6202-1212
Mitsui Garden Hotel Osaka Yodoyabashi	(06)6223-1131

rates as of May 2006 (subject to change)

### **Monthly Apartment (from 1 month)**

- JAF PLAZA

Tel: 03-5366-6356

Fax: 03-5379-2747

E-mail: [info@jafplaza.com](mailto:info@jafplaza.com)

URL: <http://www.jafnet.co.jp/>

Price: From ¥160,000/month

Location: Shin Okubo, Roppongi, Shinjuku 3 chome

- SPACE DESIGN

Tel: 03-3502-7777

Fax: 03-3502-7512

E-mail:

URL: <http://www.bureau.co.jp/>

Price: From ¥180,000/month (24m<sup>2</sup>/Hakozaki)

Location: Toranomom, Ichiban-cho, Hakozaki, Hirakawa-cho

## Interpreters

The Embassy maintains a list of interpreters who are willing to work for visiting British business people. Their charges are less than half normal commercial rates.

The interpreters are perfectly competent to deal with general business conversations. But they are not normally specialised or professionally qualified interpreters. Anyone expecting to have a very technical or difficult discussion, especially one involving specialised terminology, should consider employing a properly qualified interpreter from one of the agencies which provides these services. The Embassy can supply a list of such agencies if required. The main hotels in Tokyo can also arrange interpreters at fairly short notice, although their costs, too, are normally higher than those charged by the interpreters on the Embassy list.

The interpreters on the Embassy list normally need to be booked some time in advance, but occasionally they are available also at short notice (although this may mean that we are unable to get your first choice of interpreter). The Embassy is always glad to introduce business people in need of interpreters to one of those on the list. But the Embassy is not an agency and cannot therefore be responsible in any way, either on matters of payment or conditions under which the interpreters work, or for the standard of services which are provided by interpreters.

A note about the terms of employment for the interpreters is attached. The terms have been agreed by the interpreters themselves. Some of the interpreters on the Embassy list have in the past experienced difficulties in getting prompt and full payment for their services. It should be noted that when interpreters are expected to work overtime, or even to be available against the possibility that they might have to work overtime, they will require payment at overtime rates. Furthermore, an interpreter's availability to do overtime cannot be guaranteed, unless arranged in advance. If interpreters are invited to lunches, dinners or parties, it should be made absolutely clear whether the invitation is being extended for social reasons or whether they are being asked to work overtime. In this way misunderstandings can be avoided.

The interpreters should always be paid in cash and they will also normally expect full payment for cancellations unless made well in advance. In no circumstances can the Embassy pay the interpreters and reclaim from companies. Again, if interpreters are asked to accompany business people on shopping trips, they will count this as part of their day's work; if this is over the usual 7 hours, they will expect payment at overtime rates. The rates of remuneration quoted have been agreed by the interpreters. Japan is not a country where haggling is customary and interpreters are unlikely to be willing to work for less than the advertised rates. It should also be borne in mind that two half-days on separate days will be counted at twice the half-day rate, ie Yen 32,000 in the case of B type of work for example, and not the one-day of Yen 27,000.

The Embassy is always interested to hear whether the interpreters on the list have performed satisfactorily. If you have any particular comments about them, we should be grateful to see them.

## TERMS OF EMPLOYMENT FOR INTERPRETERS

### 1. Rates

Type of work	Description	Tokyo		Outside Tokyo
		Full day	Half day	Full day
A	General ie non-technical seminars, presentations, press conferences, speeches (consecutive interpretation only); Technical company visits and trade fairs	Yen 32,000	Yen 20,000	Yen 34,000
B	Non-technical company visits and trade fairs	Yen 27,000	Yen 16,000	Yen 29,000
C	Bilingual receptionist work (no interpretation)	Yen 15,000	N/A	Yen 15,000

Tokyo is defined as the Tokyo Metropolitan area consisting of Tokyo's 23 wards (or “23 *ku*” in Japanese). Outside Tokyo includes all municipalities (cities, towns and villages, or “*shi*”, “*cho*” and “*son*” in Japanese) in the outer areas of Tokyo, in addition to the other prefectures.

Trips to Outside Tokyo areas will be charged at a full day rate (ie no half day rate).

A full day means between 3½ and 7 working hours plus a one-hour lunch break. A half day is up to 3½ hours. If a half day runs over 3½ hours, the full day rate will automatically become payable. Trips outside of Tokyo will be charged at a full day rate (ie no half day rate).

For overtime in excess of 7 hours, Yen 4,000 will be charged per hour or part hour for A & B types of work, and Y2,000 for C type of work. Before 8 am and after 6 pm an extra Yen 1,000 per hour or part hour will be charged in addition to the usual daily rate and/or hourly overtime rate for A & B types of work, and Y500 for C type of work.

All rates are calculated from the time of meeting up with the interpreter until the client and interpreter part company ie including travelling time. The interpreter should also be paid for any time spent in a preliminary briefing meeting.

Higher rates may be payable in certain circumstances, depending on the nature of the work and the availability of interpreters.

2. **Payment**  
Direct payment in cash only.
  
3. **Travel Expenses**  
To be met by client in addition to basic fee.
  
4. **Cancellation**  
Full fee in case of cancellation on day of assignment or previous day for whatever reason unless the interpreter herself cancels.  
  
In case of cancellation with less than a week's notice, 30% of normal fee.
  
5. **Briefing Materials**  
It is most important to provide informative materials about the client's background and about the subject matter of the assignment, eg company brochures, product catalogues, as far in advance as possible (the more technical the subject, the more detailed the information required). At the minimum you should at least provide a briefing or have a discussion with the interpreter regarding the purpose of your visit before holding any meetings.
  
6. **Ancillary Services**  
Translation, typing and other secretarial services should be negotiated separately.

**INTERPRETER APPLICATION**

**APPLICANT'S NAME:**

**TYPE OF WORK (please  as appropriate):**    **A**                    **B**                    **C**

**PRODUCT/OBJECT:**

<b><u>DATE:</u></b>	<b><u>TIME:</u></b>	<b><u>COMPANY/PLACE</u></b>
/	: - :	F1/Hf
/	: - :	F1/Hf
/	: - :	F1/Hf

**NB) Trips to Outside Tokyo areas will be charged at a full day rate (ie no half day rate).**

**MEETING POINT & TIME:**

**OTHERS:**

**Attached Information: (Please provide a copy of the following as necessary)**

\*Company Brochure            \*Map            \*Schedule            \*Other

I hereby certify that I accept the “Terms of Employment for Interpreters” and that the above application is confirmed.

Date \_\_\_\_\_ Signature \_\_\_\_\_

-----  
***INTERPRETER ARRANGEMENT***

\_\_\_\_\_ has been booked according to the above application.  
His/her contact details are as follows:

Address:

Tel:

Fax:

Mobile:

E-mail:

I would be grateful if the applicant could contact the interpreter directly to make arrangements on when and where to meet, and to give the interpreter necessary background briefing.

### **JAPAN RAIL PASS: travelling in Japan**

The Japan Rail Pass can only be bought outside Japan. If you only need to make one long-distance train journey from Tokyo to Osaka and fly out from Kansai airport, it may not be worth buying a pass as other discount tickets are available, However, for more frequent train journeys, a Japan Rail Pass will definitely save you time and money. It allows travel on virtually all of Japan Rail's services throughout Japan. It is valid for seven, fourteen or twenty-one days. Please note that it is not valid for the *Nozomi* Shinkansen (the fastest of the bullet trains). You can purchase the Japan Rail Pass in the UK at the Japan Centre on Piccadilly, London or by contacting the Japan National Tourist Organisation in London (contact details on p.29).



## **Mobile phone Companies**

### **UK Companies**

#### **Cellhire plc**

Add: Park House, Clifton Park, York, YO30 5PB (World Headquarters)  
Tel: 0800 610 610 (+44 1904 610610)  
Fax: 0800 410 410 (+44 1904 611028)  
Email: york@cellhire.com  
URL: <http://www.cellhire.co.uk/>

#### **Mobell Communications Ltd**

Add: The Winding House, Walkers Rise, Rugeley Road, Hednesford, Staffordshire WS12 0QU  
Tel: 0800 24 35 24 (+44 1543 426 999)  
Fax: +44 1543 426 126  
Email: website.enquiries@mobell.com  
URL: <http://www.mobell.co.uk/>

### **Japanese companies**

It is possible to apply from the UK via ENGLISH pages of these websites, although it may prove difficult to access these pages if you do not read Japanese.

#### **World Cellura Phone Rental**

Add: Kokusai Akasaka Bldg 3F, Akasaka 2-4-5, Minato-ku, Tokyo 107-0052  
Tel: 81 3-3830-1462, 0120-045-070 (within Japan)  
Fax: 81 3-3224-1002  
URL: <http://www.worldke-tai.com/english>

#### **G-Phone Co Ltd**

Add: 1-9, Tomioka 2-chome, Koto-ku, Tokyo 135-0048  
Tel: 81-(0)3-5245-5790  
Fax: 81-(0)3-5245-3415  
URL: <http://www.g-phone.co.jp/service/inbound/eng-index.html>  
Mon – Fri 9.00 – 19.00 (Closed on Sat, Sun, Japanese Holidays and New Year holidays).

## **PRE-PAID MOBILE PHONES**

In the case of frequent and periodical visitors to Japan, there is a way to purchase a pre-paid mobile phone at discount stores or mobile phone shops. For example, DoCoMo sells “Pre-call”. When you purchase a phone and pre-paid card, you are requested to show your ID (passport). Please be aware that a pre-paid card expires within 90 days.

## **Smoking Policy in Chiyoda Ward**

**ATTENTION ALL SMOKERS – consider where you are before you light up!**

In an attempt to clean up the air and the streets of the ward, Chiyoda Ward, within which the British Embassy is situated, introduced a new non-smoking policy on 1 October 2002. Under this policy, smoking is not allowed in the following areas: Yotsuya, Ichigaya, Iidabashi, Kojimachi, Akihabara, Ochanomizu, Kanda and Yurakucho. There are red “no smoking” signs on the pavements in all these areas.

However, this ban on smoking is not all encompassing. Smoking is allowed around Hanzomon Station (closest station to the Embassy) and around the Embassy itself, as well as the area around Nagata-cho (head of government) and Marunouchi (main business district). In principle, you can smoke in these areas but you should not throw cigarette butts on the ground. However, given the ambiguity of the new rules, we would recommend that you take care when lighting up in order to avoid possible fines of up to ¥20,000.

## Useful & Emergency Telephone Numbers

### USEFUL ADDRESSES

British Embassy (Eikoku Taishikan)  
1 Ichibancho, Chiyoda-ku, Tokyo 102-8381  
Tel: (03) 5211-1100  
Fax: (03) 3265-5580  
(Commercial Section)

**Embassy Duty Officer: Tel: 090 8515 8314**  
**(out of hours emergencies)**

(In the case of lost/stolen passports, please report the loss/theft to the Police and call the Embassy as soon as possible during working hours)

### Emergency

Tokyo British Clinic (24 hours)	Tel:	03 5458 6099
Tokyo Medical & Surgical Clinic (24 hours)	Tel:	03 3436 3028
	Fax	03 3436 5024
Empire Dental Clinic	Tel:	03 3356 2910
Tokyo Clinic Dental Office	Tel:	03 3431 4225
American Pharmacy	Tel:	03 5220-7716
Police	Tel:	110
Fire and Ambulance	Tel:	109
Kojimachi Police Station (Close to the Embassy)	Tel:	03 3234 0110
St. Luke's International Hospital 9-1 Akashi-cho, Chuo-ku	Tel:	03 3541-5151
Nippon Medical School 1-1-5 Sendagi, Bunkyo-ku	Tel:	03 3822 2131

### Transport etc.

Narita Airport Flight Information <a href="http://www.narita-airport.jp/en/index.html">www.narita-airport.jp/en/index.html</a>	Tel:	0476 34 5000
Narita Airport Customs	Tel:	0476 32 2802
Tourist Information Centre	Tel:	03 3502 1461 (English OK)
Haneda Airport Information <a href="http://www.tokyo-airport-bldg.co.jp/english/index.html">www.tokyo-airport-bldg.co.jp/english/index.html</a>	Tel:	03 5757 8111
Kansai International Airport Information <a href="http://www.kansai-airport.or.jp/english/index.htm">www.kansai-airport.or.jp/english/index.htm</a>	Tel:	0724 55 2500

**AIRLINES**

Tokyo City Air Terminal (T-CAT) (Flight information)		03-3665-7111
British Airways	Reservations	03-3593-8811
	Narita Airport	0476-32-7222
Virgin Atlantic Airways	Reservations	03-3499-8811
	Narita Airport	0476-30-3611
Cathay Pacific Airways	Reservations	03-3504-1531
	Narita Airport	0476-32-7650
Japan Air Lines	Reservations/Enquiries	0120-255931 (toll free)

**British Chamber of Commerce in Japan**

3rd Floor, Kenkyusha Eigo Centre Bldg,  
2, Kagurazaka 1-chome, Shinjuku-ku, Tokyo 162-0825  
Tel: (03) 3267-1901  
Fax: (03) 3267-1903

**British Consulate-General, Osaka**

19th Fl, Epson Osaka Bldg,  
5-1, Bakuro-machi 3-chome, Chuo-ku, Osaka 541-0059  
Tel: (06) 6120-5600 (out of hours consular assistance available)  
Fax: (06) 6281-1731

**British Consulate, Nagoya**

15th Floor, Nishiki Park Bldg,  
2-4-3 Nishiki, Naka-ku, Nagoya 460-0003  
Tel: (052) 223-5031  
Fax: (052) 223-5035

## **Useful addresses in the UK**

### **Embassy of Japan**

101-104 Piccadilly  
London W1J 7JT  
Tel: 020-7465-6500  
Fax: 020-7491-9347  
e-mail: [info@jpembassy.org.uk](mailto:info@jpembassy.org.uk)  
URL: <http://www.uk.emb-japan.go.jp/>

### **JETRO, London (Japan Trade Centre)**

MidCity Place  
71 High Holborn  
London WC1V 6AL  
Tel: 020-7421-8300  
Fax: 020-7421-0009  
URL: <http://www.jetro.go.jp/uk>

### **Japanese Chamber of Commerce and Industry**

2<sup>nd</sup> Fl, Salisbury House  
29 Finsbury Circus  
London EC2M 5QQ  
Tel: 020-7628-0069  
Fax: 020-7374-2280  
e-mail: [chamber@jcci.org.uk](mailto:chamber@jcci.org.uk)

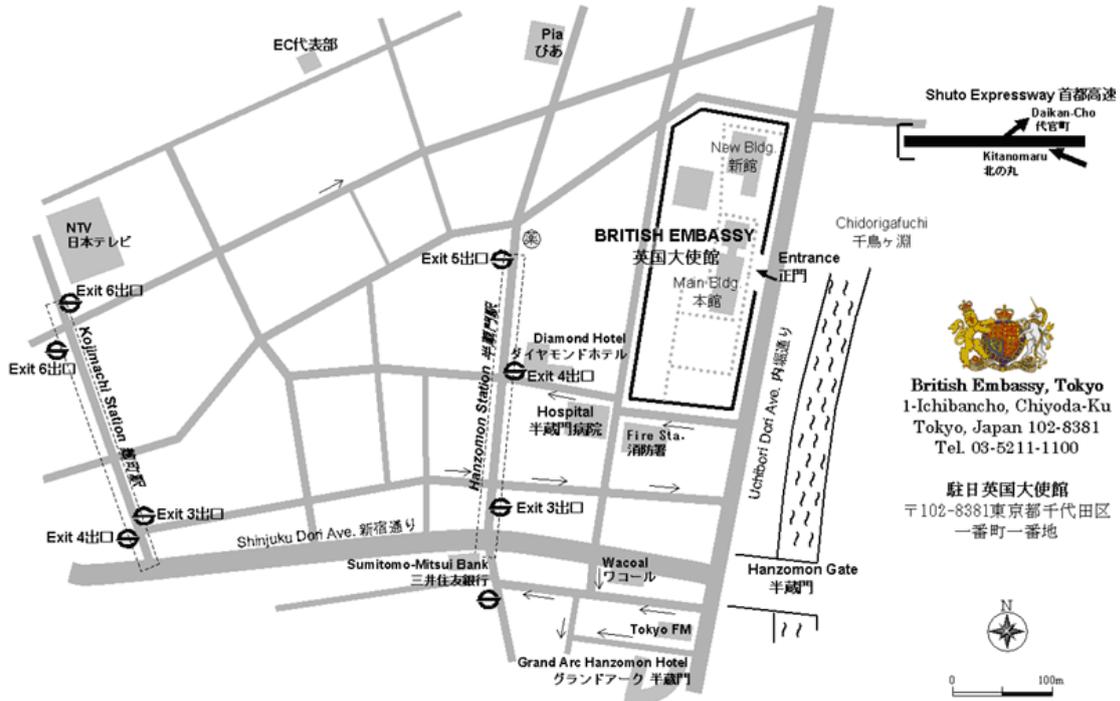
### **Japan National Tourist Organisation (JNTO)**

Heathcoat House  
20 Saville Row  
London W1S 3PR  
Tel: 020-7734-9638  
Fax: 020-7734-4290  
e-mail: [info@jnto.co.uk](mailto:info@jnto.co.uk)  
URL: <http://www.seejapan.co.uk/>

### **Daiwa Ango-Japanese Foundation**

Daiwa Foundation Japan House  
13/14 Cornwall Terrace  
London NW1 4QP  
Tel: 020-7486-4348  
Fax: 020-7486-2914  
URL: <http://www.daiwa-foundation.org.uk>

## MAP TO THE BRITISH EMBASSY, TOKYO



Metropolitan Subway Hanzomon Line Hanzomon Station Exit 4 - five minutes' walk 営団地下鉄半蔵門線半蔵門駅4番出口より徒歩5分  
 Metropolitan Subway Yurakucho Line Kojimachi Station Exit 3 - ten minutes' walk 営団地下鉄有楽町線麹町駅3番出口より徒歩10分

## FOR USE WITH TAXI DRIVERS ETC

**Please take me to:**

下記の場所までお願いいたします。

1. **British Embassy** 英国大使館
2. **Hotel New Otani** ニューオータニホテル

