

Oxfam Trailwalker Japan 2010

Instruction of registration

13th October, 2009

[Registration Form]

- Please fill in all required fields. Please be aware that Incomplete registration forms will not be accepted.
- We accept registration on a “First come, first served” basis. Registration is complete when you submit the registration form and make payment of the registration fee.
- Even if you do not have four members yet it is possible for you to register provided information about your team leader is submitted.
However, since only teams of four can be permitted on the day, you must have four members and inform Trailwalker office before 9th April, 2010.
- We will have a start time of 9:00 or 9:30. Please indicate which is more preferable to you.
- Please assign a team leader who will be a primary contact for communication between your team and Oxfam Japan Trailwalker Office.
- If your team would prefer to be counted on a company / organization basis, please make sure you select “company/organization” for the team category and fill in the company / organization name.

[Payment of the Registration Fee]

- The registration fee is JPY 60,000 per team (JPY 15,000 per individual). Payment should be made per team.
- There are 2 methods of payment
 - 1) Credit card charge (VISA or Master card), 2) Payment at Japan Post Bank or Post Office

1) Credit Card Charge

Entering your credit card information on the on-line form will complete your team's registration.

2) Payment at Japan Post Bank or Post Office

Please complete the payment at Japan Post Bank or Post Office within 10 days of registration. And download “Registration Fee Payment Form” on our website (http://www.trailwalker.jp/en/entrant/team_registration_form/).

And FAX both the form and a copy of the receipt of the postal remittance to us (FAX Number: 03-3834-1025) with your reservation number.

If you need a receipt, please indicate so on the form. Once we have received your FAX of both the form and the receipt of remittance, we will issue an official confirmation of your team registration. This will complete your registration.



[Postal Money Transfer]**Account Number: 00120-8-599284****Account Name: トクヒ)オックスファム ジャパン**

* When you transfer the money from other bank, please specify the account information listed below.

(The screen on the ATM will only display Japanese.)

- ◆Bank name: ゆうちょ銀行
- ◆Bank No.: 9900
- ◆Branch No.: 019
- ◆Branch name: 〇一九店
- ◆Account: 当座預金
- ◆Account No.: 0599284
- ◆Account holder: トクヒ)オックスファム ジャパン

- If you fail to complete the payment within 10 days, we will determine that you do not wish to register and will be obliged to cancel your registration.
- Please understand that we cannot refund under any circumstances or for any reason, including but not limited to that of cancellation.
- Once Oxfam Japan has received the requisite amount by postal transfer or from your credit card company, we will issue and send a receipt
(1or 2 months later in the case of credit card payment, or about 1 week later in the case of payment at Japan Post Bank or Post Office).

[Privacy Policy]

- Oxfam Japan Trailwalker Office will use your personal information when 1) sending necessary materials about the event (fundraising kit, map book, etc.) 2) communicating necessary information relating to the event, and 3) preparing and running the operation of Oxfam Trailwalker Japan 2010.
- Oxfam Trailwalker e-newsletter will be delivered to all members' (including team leader) e-mail address provided.
- We are happy to send you information on Oxfam Japan news and latest updates. If you would prefer not to receive such information, please check the "No, I do not wish to receive further information from Oxfam Japan." section of the form.

