



# Oxfam Trailwalker JP

The world's greatest team challenge

オックスファム・トレイルウォーカー

## Oxfam Trailwalker Japan 2008 Instructions for Registration

30th November, 2007

### Registration Form

- Please fill in all required fields. Uncompleted 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* pay the registration fee.
- It is possible to register even if you do not have four members at the time of registration by submitting the team leader information. However, only teams of four can be permitted to compete, so you must have four members at least until 18<sup>th</sup> April, 2008 and inform the Trailwalker Office.
- Please assign a team leader who will be the primary contact for the Oxfam Japan Trailwalker Office.
- We are considering giving an award for best company or organization. If your team prefers to be counted on company/organization basis, please be sure to fill in the company/organization name.

### Registration Fee Payment

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

1) Credit Card Charge  
After confirmation of your registration form, we will E-mail you a "Registration Fee Payment Form" with a reservation number. Please send us the form with your credit card information by FAX (FAX Number: 03-3834-1940) within 10 days after you receive the E-mail. If you need a receipt, please indicate so on the form. After we confirm your credit card information, we will issue a team registration confirmation.

This will complete your registration.

#### 2) Payment at Japan Post Bank or Post Office

After confirmation of your registration form, we will E-mail you "Registration Fee Payment Form" with a reservation number. Please complete the payment at Japan Post Bank or Post Office and send us the form with the receipt of the postal remittance slip by FAX (FAX Number: 03-3834-1940) within 10 days after you receive the E-mail. If you need a receipt, please indicate so on the form. After we receive the form with the receipt, we will issue a team registration confirmation. This will complete your registration.

### [Postal Money Transfer]

**Account Number: 00140 - 6 - 53804**

**Account Name: Oxfam TW**



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- If payment is not received within 10 days registration will be canceled.
- Please understand that we cannot issue refunds for any reason, including but not limited to, cancellation.
- Oxfam Japan will issue and send a receipt after receipt of the application fee . This may take one to two months if payment by credit card and about 1 week in case of Bank or Post Office transfer.

## Privacy Policy

### Oxfam Respects Your Privacy

- The Oxfam Japan Trailwalker Office will use your personal information for: 1) sending necessary event materials (fundraising kit, map book, etc.) 2) communicating necessary information about the event, and 3) preparing for and running of Oxfam Trailwalker Japan 2008. Your information will not be given out to third parties.
- Oxfam Trailwalker e-newsletter will be sent to all members e-mail addresses provided including the team leader.
- We are happy to send you Oxfam Japan information, news and latest updates. However, if you do not wish to receive the information, please mark the blank "No, I do not want Oxfam Japan to send information to me."

### [ Inquiry ]

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