# Minami Alps Tourism Reservation System Usage Guide

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# 0. Basic information

There is a link to basic information such as terms of use at the bottom of the reservation page. Please refer to it as necessary. (This is written in Japanese only. Please understand.)

| System terms |                   | Standard travel   | Travel agency     | Notation  | based on the Act on      |         |
|--------------|-------------------|-------------------|-------------------|-----------|--------------------------|---------|
| of Use       | Site Terms of Use | agency contract   | registration card | Specified | Commercial Transactions  |         |
| システム利用規約     |                   | 標準旅行業約款           | 旅行業登録票            |           | 引法に基づく表記                 |         |
| 個人情報保護方針     | (プライバシーポリシー)      | 運営会社情報            | トレッキングの感          | 染症対策      | 登山バス・乗合タクシー時刻表           | 問い合わせ   |
| Privacy      | policy            | Operating company | y Measures aga    | ninst     | Climbing Bus/Shared Taxi | Inquiry |
|              |                   | information       | infectious dis    | eases     | Timetable                | , ,     |
|              |                   |                   | during trekkir    | ng        |                          |         |

# 1. Top Menu

Click "Book a Mountain Lodge(山小屋予約)".

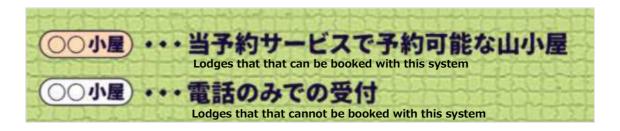


#### 2. Select a Mountain

Select the name of the mountain or mountain lodge.



Standard notation for mountain lodges is as follows.



南アルプス山岳観光予約システム 南ぶすリザーブ **▲**◆会員登録 予約検索 口座情報登録 ひログイ 七丈小屋 090-3226-2967まで直接お電話ください。 北沢峠こもれび山荘 ▲ 馬の背ヒュッテ 地麗岳 仙文小屋 (御座石温泉 登山口 Hirogawara Sanso Lodge 仙文ヶ岳 地蔵ヶ岳 **西** 風風小屋 仙丈少岳 観音岳 (広河原山荘) 薬師岳。 Shirane-Oike 伊那荒金岳 白根御池小屋 Lodge A 北岳肩の小屋 一 両俣小星 Kitadake Sanso 北岳山荘 中白细山 自根三山 -大崖頭山 夜叉抻峠小屋 無機山 4 異鳥小屋 夜叉神ヒュッテ 安倍荒食品

When you click on a lodge that cannot be booked with this system, the phone number will be shown.

\*For inquiries on matters other than reservations, call the lodge directly.

#### Mountain Lodge Telephone Numbers

- Hirogawara Sanso Lodge: 090-2677-0828
  - \*When Hirogawara Sanso Lodge is closed (April 1 to June 24), contact Yamanashi Kotsu (055-223-0831).

4 大門沢小屋

- Shirane-Oike Lodge: 090-3201-7683
- Kitadake Sanso Lodge: 090-4529-4947 (in 2022, the mountain lodge is closed and the campground is open.)

# 3. Select a Mountain Lodge

The upper row shows available dates as "Available:  $\bigcirc\bigcirc$ ". The number indicates the remaining guest capacity. Unavailable dates are marked with an "x" (closed or fully booked).

The lower row shows the rate per adult per night for lodging only. Rates may vary depending on the date.

Click the mountain lodge and type of accommodation on the left, then click "Available: 00" for your preferred date on the right.



# 4. Enter Quantity

Enter the number of adults, the number of children, and the number of nights in the boxes at the top of the screen.

When staying multiple nights, first select "Number of nights".

\*Booking a different lodge each night is also possible during a consecutive stay.

Ex) 1st night  $\Rightarrow$  Shirane Oike Lodge / 2nd night  $\Rightarrow$  Kitadake Sanso Lodge



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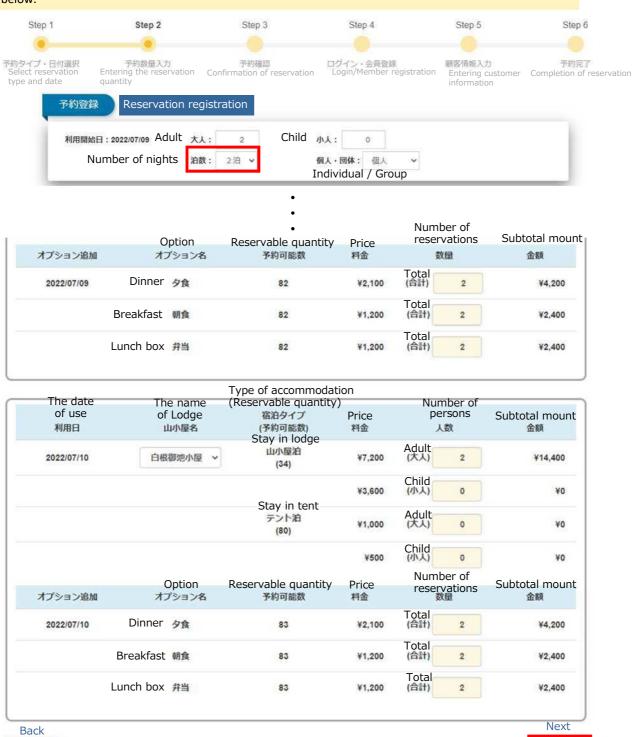


When staying at a mountain lodge, entering the number of adults and children will automatically fill the boxes below with the number of guests and quantity of options (dinner, breakfast, boxed lunches).



| The date<br>of use<br>利用日 | of         | e name<br>Lodge<br>山小屋名 | (Reservable quantity)<br>宿泊タイプ<br>(予約可能数)<br>Stay in lodge | Price<br>料金 | Numb<br>perso | ons    | Subtotal mount<br>金額 |
|---------------------------|------------|-------------------------|--|-------------|---------------|--------|----------------------|
| 2022/07/09                | 白根         | 御池小屋 ~                  | 山小屋泊<br>(33)   | ¥7,200      | Adult<br>(大人) | 2      | ¥14,400              |
|                           |            |                         | Q  | ¥3,600      | Child<br>(小人) | 0      | ¥o                   |
|                           |            |                         | Stay in tent<br>テント泊<br>(80)                               | ¥1,000      | Adult<br>(大人) | 0      | ¥0                   |
|                           |            |                         |  | ¥500        | Child<br>(小人) | 0      | ¥0                   |
|                           |            |                         | B 11 12  | ъ.          | Numb          |        | Subtotal moun        |
| オプション追加                   | <i>t</i> . | )ption<br>アション名         | Reservable quantity<br>予約可能数                               | Price<br>料金 | reserv<br>数   | ations | 金額                   |
| 2022/07/09                | Dinner     | 夕食                      | 82   | ¥2,100      | Total<br>(合計) | 2      | ¥4,200               |
|                           | Breakfast  | 朝食                      | 82   | ¥1,200      | Total<br>(合計) | 2      | ¥2,400               |
|                           | Lunch box  | 弁当                      | 82   | ¥1,200      | Total<br>(合計) | 2      | ¥2,400               |

# When 2 or more is entered for number of nights, a field for the number of nights will be added to the boxes below.



Once you have entered the information, click the "Next" button.

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H次

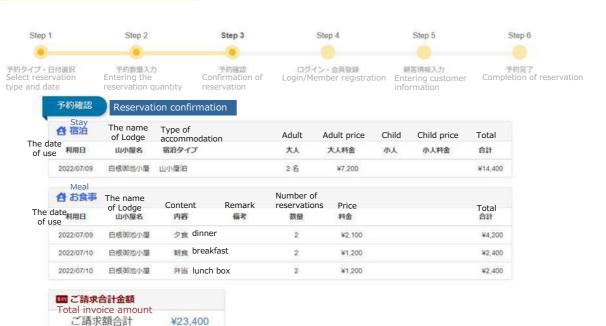
#### 5. Confirm Your Reservation

The details of your reservation and the room charge will be displayed.

Read the precautions thoroughly and check the box.

\*The precautions are subject to change at any time.

#### Click the "Next" button.



#### Guidance on terms of use and precautions

#### [About payment procedures]

- . As a general rule, reservations must be made before the date of use (the departure date of the trip).
  - Individual customers (7 people or less) 4 days in advance
     Group customers (8 people or more) 8 days in advance
  - Please see "How to use" at the bottom of the site for details.
- Even after the payment procedure is completed, no cancellation fee will be charged until 4 days before the date of use (8 days for group customers)

#### Cancellation fee (cancellation fee)

- Individual customers (7 people or less): 3 days before 50%, 80% the day before, 100% on the day
- Group customers (8 people or more): 7 days before 20%, 3 days before 50%, 80% on the previous day, 100% on the day However, depending on the payment method, a refund fee may be charged.

#### [Regarding change of reservation schedule]

- If there is no change in the usage amount, you can change the usage date up to two times without a fee if it is two days before the usage date.
  - "You can change (postpone) the date of use only within the same fiscal year (it cannot be postponed to the next year)

#### [About cancellation in bad weather]

• In the event of extremely bad weather such as a typhoon or heavy rain, or in the event that the mountain huts and related parties judge that hiking is difficult due to the closure of forest roads, we will send an e-mail asking you to consider canceling your reservation. If you cancel your reservation from this email, you can cancel without a cancellation fee. If you wish to cancel due to bad weather, etc., please contact us by email or phone. We will process the cancellation of your reservation. (Please be careful not to cancel by yourself.) Although there is no cancellation fee, a refund fee may be charged depending on the payment method. We recommend that you pay by credit card, which does not incur a refund fee.

#### [Please check your e-mail reception settings]

- After completing the reservation, you will receive an email from the system "no-reply@mail-minamialps-yoyaku.com" titled "Reservation Completion Notice". Please set your settings to allow reception.
- If you do not receive the e-mail, please be sure to contact us by phone (080-6775-7012) or e-mail (minami-alps@oriconsul.com).
   It is possible that the e-mail address you registered is incorrect.

I checked the precautions.





#### Precautions

| Once your reservation is complete, you will receive an e-mail entitled "Reservation Complete" from no-          |
|---|
| reply@mail-minamialps-yoyaku.com through this system. If necessary, adjust your e-mail settings so that you can |
| receive e-mails from this domain.   |

O In the event that you do not receive an e-mail, <u>please call or e-mail us</u>. There may have been a mistake in the e-mail address you registered.

O <u>Up to 3</u> reservations per user can be made at one time. Reservations that have already been paid for are not included in the number of reservations held. (Corporate clients may book up to 20 rooms at one time.)

- Ex) (1) Reservations for 7/10 (unpaid), 8/23 (unpaid), and 9/6 (unpaid)  $\Rightarrow$  3
  - (2) Reservations for 7/10 (paid), 8/23 (unpaid), and 9/6 (unpaid) ⇒ 2 reservations (one more reservation available)
- O Private rooms cannot be reserved through this system. Please call the mountain lodge directly.

Shirane Oike Lodge: Telephone: 090-3201-7683

Hirogawara Sanso Lodge: Telephone: 090-2677-0828

\*When Hirogawara Sanso Lodge is closed (4/1 to 6/24), contact Yamanashi Kotsu (055-223-0831).

O Waiting Lists

This system has no waiting list feature. More features will be added in the future.

# 6. Register as a Member

- (1) Login: If you are already a registered member, login using your e-mail address and password here.
- (2) Register as a member: Register as a member, then make your reservation.
- (3) Make a reservation as a guest: Make a reservation without registering as a member.



To register as a member, enter the following information.

Registering as a member saves you from having to enter your information the next time you visit the website.

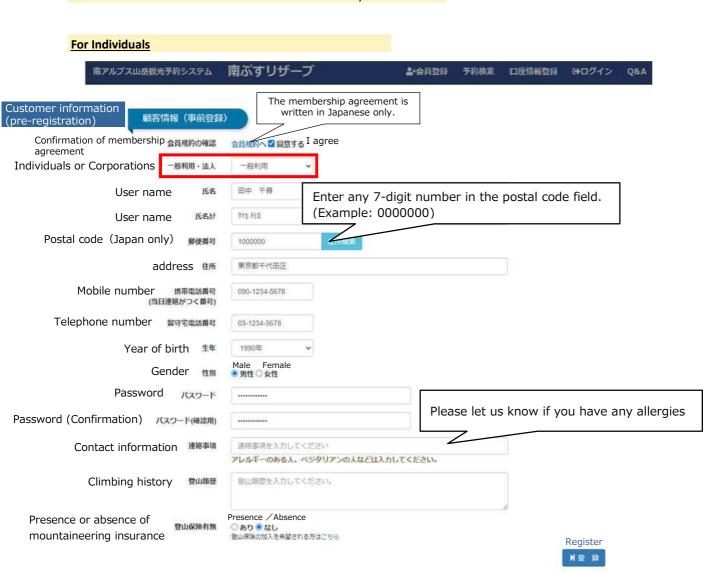
\*The information entered differs between individuals and corporations (travel agencies, etc.).

#### <Authenticate E-Mail Address>

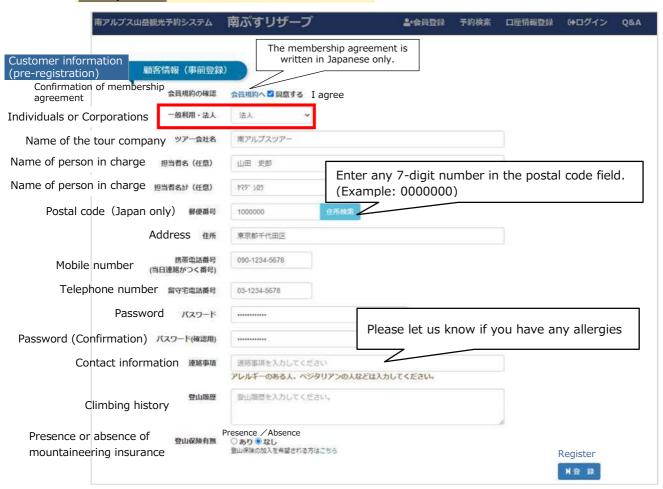
| メールアドレス<br>E-mail address<br>認識番号<br>Back Authentication Number | minami@alps.ne.jp | 認証器号送信<br>Send Authentication Number | Next<br>M次へ |
|---|-------------------|--------------------------------------|-------------|
|---|-------------------|--------------------------------------|-------------|

Enter your e-mail address and press the Send Authentication Number button.

Enter the authentication number in the e-mail sent to you.



#### **For Corporations**



Click the "Edit" button by Accompanying Guest Information at the bottom of the screen.

Overwrite any information entered incorrectly and save.



Enter the following information on accompanying guest(s).

\*Information can be entered later. Information entered incorrectly may also be overwritten.

Once you have entered the information, click the "Save" button.

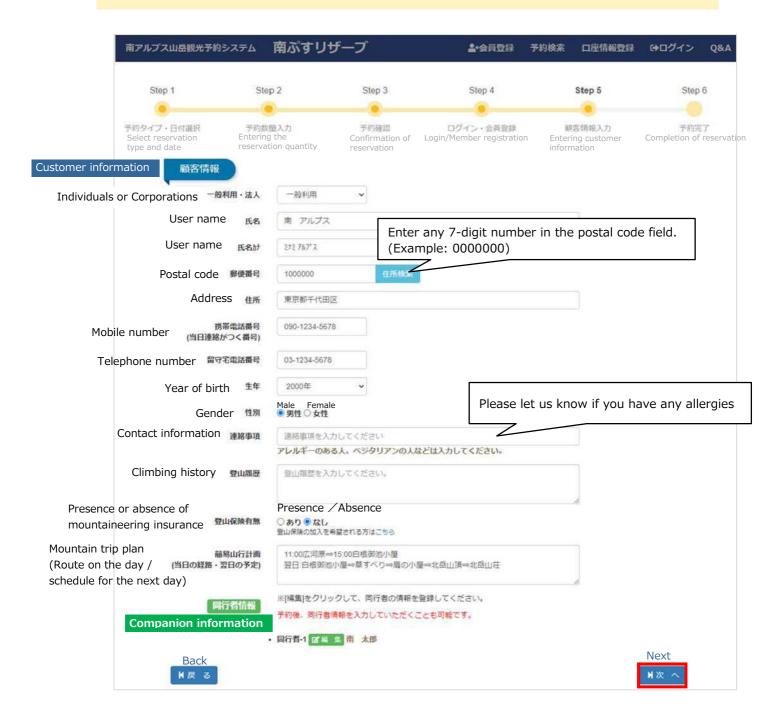
|        | 南アルプス山岳観光予約システム                               | 南ぷすリザーブ  | ♣·会員登録 予約検索 口座情報登録 Q&A                             |
|--------|---|--|--|
|        | 同行者情報   | ompanion informa                                   | ation  |
|        | User name 氏名                                  | 南 太郎   | Enter any 7-digit number in the postal code field. |
|        | User name 氏名計                                 | ミナミ 90ウ  | (Example: 0000000)                                 |
| Postal | code (Japan only) 解便番号                        | 1000000  | 4.所等   |
|        | Address 住所                                    | 東京都千代田区  |  |
|        | Mobile number 電話舞号                            | 090-1234-5678                                      |  |
|        | Year of birth ##                              | 2000年 🗸  |  |
|        | Gender 性別                                     | Male Female<br>・ 男性 〇 女性 性別は必須で                    | टर्न.  |
|        | Mail address メールアドレス                          | minami_@alps.jp                                    |  |
|        | address<br>firmation) <sup>メールアドレス(確認用)</sup> | minami_@alps.jp                                    | Please let us know if you have any allergies       |
| Co     | ntact information 連絡事項                        | 連絡事項を入力してくださ                                       |  |
|        |   | アレルギーのある人、ベジグ                                      | タリアンの人などは入力してください。                                 |
| (      | Climbing history <sup>登山區度</sup>              | 登山順歴を入力してくださ                                       | eu.  |
|        | e or absence of g山保険有無<br>neering insurance   | Presence / Absence<br>○ あり ® なし<br>登山保険の加入を希望される方法 | Save_  |
|        | ₩戻る Back                                      |  | 州設 走   |

Once you have registered an accompanying guest, their name will be displayed.



Once you have entered the information, click the "Next" button.

When you click "Next", a Reservation Complete e-mail will be sent to the e-mail address listed.



| 0 | Once your reservation is complete, you will receive an e-mail entitled "Reservation Complete" from no-reply@mail-    |
|---|--|
|   | minamialps-yoyaku.com through this system. If necessary, adjust your e-mail settings so that you can receive e-mails |
|   | from this domain.  |

O In the event that you do not receive an e-mail, <u>please call or e-mail us</u>. There may have been a mistake in the e-mail address you registered.

Telephone: 080-6775-7012

E-mail address: minami-alps@oriconsul.com

# 7. Payment Procedures

#### **Precautions**

Changing your reservation after payment is restricted when paying with wire transfer or convenience store payment; we recommend confirming your reservation before paying. (For details, see Page 18.)

Please complete payment procedures between 30 days prior to your visit to the day before cancellation fees are incurred (4 days before your visit for individuals, 8 days for groups). Reservations made 3 days or fewer before your visit (3 days prior – the day of your visit) are already within the cancellation fee period, and so we ask that you pay on the same day that you make the reservation. (The date of your visit can be postponed or rescheduled up to 2 days prior to the original date of your visit, provided there is no change in the fee.)

Select your payment method at the bottom of the screen. Choose from the following options.

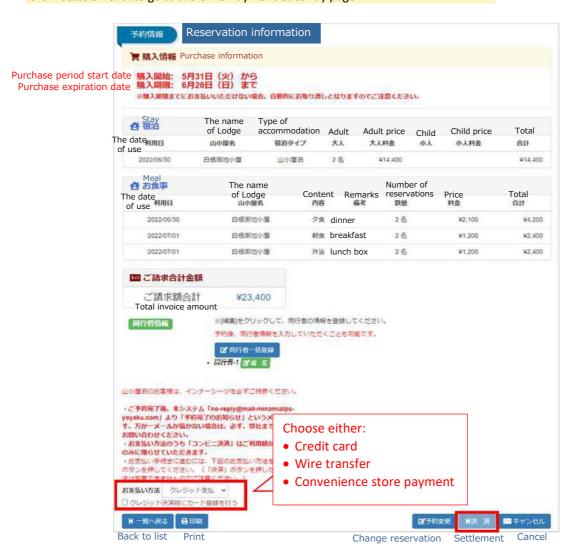
- · Credit card payment
- Wire transfer

\*Transfer fees will be borne by the customer. Thank you for your understanding.

· Convenience store payment

\*Convenience store payment is limited to payments of ¥2,000 or more.

Click "settelement" to go to the GMO Payment Gateway page.

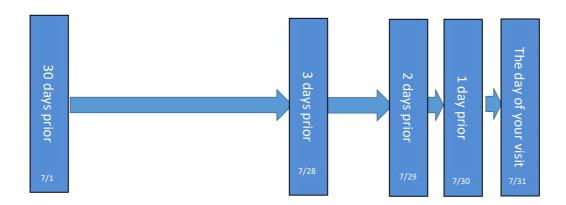


#### **Precautions**

- O The method of payment cannot be changed midway through processing.
- O If payment is not completed by the deadline, your reservation will be canceled automatically.
- O Payment cannot be made more than 30 days prior to your visit (you will receive an e-mail when payment is possible).

#### Payment Deadline for Individual Guests (Parties of 7 Guests or Fewer)

- Guests must complete payment at least 4 days prior to the day of their visit.
- Reservations made between 3 days prior to your visit and the day of your visit require that you complete payment on the day you made the reservation.
- If payment is not completed by the deadline, your reservation will be canceled automatically.
- Even after payment procedures are complete, you may change the date of use up to 2 times up to 2 days prior to your visit.



- Ex 1 If you book a mountain lodge for 7/31 on 7/22, your payment will be due 7/27. (A cancellation fee will be incurred starting 3 days prior to your visit)
- Ex 2 If you book a mountain lodge for 7/31 on 7/30, your payment will be due 7/30. (The date the reservation is made is within the cancellation fee period)

Payment Deadline for Groups (Parties of 8 or More)

• Guests must complete payment at least 8 days prior to the day of their visit.

# 8. Changing Your Reservation

#### **Precautions**

O Changes to your reservation may be restricted. Instructions for changing your reservation using the system are shown below, but if you are unable to change your reservation using the system, please call.

#### (1) When there has been no change in the payment amount

Even after payment procedures are complete, <u>you may change the date of use up to 2 times</u>, provided you do so at least 2 days prior to your visit and that the payment amount remains unchanged.

Use this when rescheduling your reservation due to severe weather, etc.

#### (2) When there has been a change in the payment amount

Changes to reservations when the payment amount changes will be handled according to the following chart.

Be aware that, for wire transfers and convenience store payments, change is restricted (the system does not permit changes).

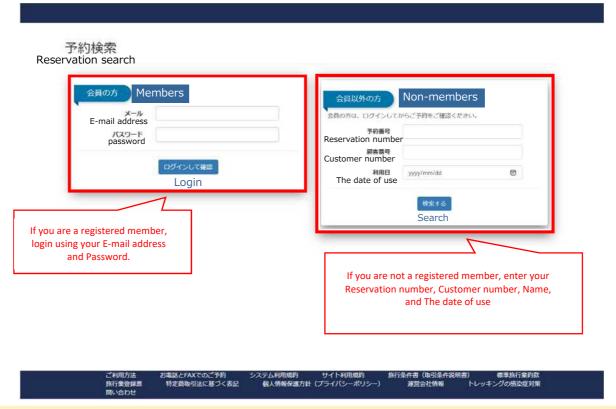
|                            | Staying in a mountain lodge/tent                      |                |                           |  |  |  |  |
|----------------------------|---|----------------|---------------------------|--|--|--|--|
| Payment method             | Credit card   | Wire transfer  | Convenience store payment |  |  |  |  |
| Changing the Lodge         | Possible up to 4 days prior (8 days prior for groups) | Not possible*1 | Not possible*2            |  |  |  |  |
| Changing the No. of Guests | Possible up to 4 days prior (8 days prior for groups) | Not possible*1 | Not possible*2            |  |  |  |  |
| Changing Options           | Possible up to 4 days prior (8 days prior for groups) | Not possible*1 | Not possible*2            |  |  |  |  |

OWhen the payment amount has changed when paying by credit card, the payment agency system will refund the entire payment prior to change, then deduct the payment amount after change. Refunds may take some time depending on the system of the credit card company.

<sup>\*1:</sup> For wire transfers, \*2: For convenience store payments, changes to the details of your reservation cannot be made in the system after payment is complete. Those who wish to change the details of their reservations are asked to call directly. (080-6775-7012) Please note that a refund processing fee will be charged.

#### Visit the following URL to search reservations.

https://www.minamialps-yoyaku.jp/SearchReservations



Registered members can also log in and confirm their reservations by clicking the "Confirm Reservation" link on the top page.



#### Select "Change reservation".

#### 予約情報 Reservation information

演購入情報 Purchase information

Purchase expiration date 購入期限: 10月22日(金) まで

※購入期限までにお支払いいただけない場合、自動的にお取り消しとなりますのでご注意ください。

Please note that if payment is not made by the deadline, the order will be automatically cancelled.

|        | The name<br>of Lodge<br>山小屋名 | Type of accommodation | Adult | Adult price<br>大人料金 | Child<br>小人 | Child price | Total<br>合計 |
|--------|------------------------------|-----------------------|-------|---------------------|-------------|-------------|-------------|
| or use | 北岳山井                         | 川川際泊                  | 1.2   | ¥7.700              | 3.7         | 3.X11M      | ¥7.700      |



To prevent infectious diseases, guests staying at Kitadake Sanso and Shirane Oike Hut must bring their own inner sheets.

- After your reservation is completed, you will receive an email from this system "no-reply@mail-minamialps-yoyaku.com" titled "Reservation Completion Notice". If you do not receive the e-mail, please be sure to contact us by phone or e-mail.
   Of the payment methods, "convenience store payment" is limited.
- Of the payment methods, "convenience store payment" is limited only when the amount used exceeds 2,000 yen.
- In the case of bank transfer, the transfer fee will be borne by the
  customer, note that.
   To proceed to the payment procedure, select the
  payment method below and press the "Payment" button. (Please note
  that you cannot change the payment method after pressing the
  "Settlement" button.)

お支払い方法 クレジット支払 ~

□クレジット決済時にカード登録を行う

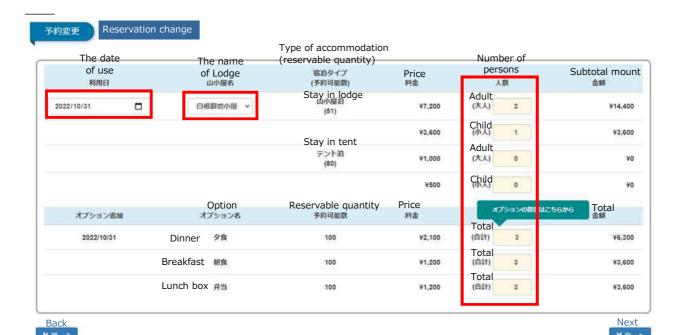
H 一覧へ戻る 日 印刷 Back to list Print 【プラ約変更 N決 済 ■キャンセル < note> Sites beyond this should not be handled by the browser's back button.

Settlement

Cancel

Change reservation

Credit card payments, bank transfers, and convenience store payments are made using the GMO Payment Gateway.



| 予約確認                                  | Reservat                     | ion confirmation               |             |                     |             |                     |             |
|---------------------------------------|------------------------------|--------------------------------|-------------|---------------------|-------------|---------------------|-------------|
| Stay<br>合宿泊<br>The date<br>of use 利用日 | The name<br>of Lodge<br>山小屋名 | Type of accommodation<br>宿泊タイプ | Adult<br>大人 | Adult price<br>大人料金 | Child<br>小人 | Child price<br>小人料金 | Total<br>合計 |
| 2022/10/31                            | 白根御池小屋                       | 山小屋泊                           | 2名          | ¥7,200              | 1名          | ¥3,600              | ¥18,000     |
| Meal                                  |                              |                                |             |                     |             |                     |             |

| Meal<br>合お食事          | The name         |               |              | Number of          |             |             |
|-----------------------|------------------|---------------|--------------|--------------------|-------------|-------------|
| The date利用日<br>of use | of Lodge<br>山小屋名 | Content<br>内容 | Remark<br>偏考 | reservations<br>数量 | Price<br>料金 | Total<br>合計 |
| 2022/10/31            | 白根御池小屋           | 夕食 Dinner     |              | 3                  | ¥2,100      | ¥6,300      |
| 2022/11/01            | 白根御池小屋           | 朝食 Breakfas   | st           | 3                  | ¥1,200      | ¥3,600      |
| 2022/11/01            | 白根御池小屋           | 弁当 Lunch be   | ox           | 3                  | ¥1,200      | ¥3,600      |

| 国 ご請求合計金額<br>Total invoice amount |         |
|-----------------------------------|---------|
| ご請求額合計                            | ¥31,500 |

#### Guidance on terms of use and precautions

#### [About payment procedures]

- · As a general rule, reservations must be made before the date of use (the departure date of the trip).
  - · Individual customers (7 people or less) 4 days in advance
  - · Group customers (8 people or more) 8 days in advance
  - Please see "How to use" at the bottom of the site for details.
- Even after the payment procedure is completed, no cancellation fee will be charged until 4 days before the date of use (8 days for group customers).

#### Cancellation fee (cancellation fee)

- · Individual customers (7 people or less): 3 days before 50%, 80% the day before, 100% on the day
- Group customers (8 people or more): 7 days before 20%, 3 days before 50%, 80% on the previous day, 100% on the day However, depending on the payment method, a refund fee may be charged.

#### [Regarding change of reservation schedule]

- If there is no change in the usage amount, you can change the usage date up to two times without a fee if it is two days before the usage date.
  - \*You can change (postpone) the date of use only within the same fiscal year (it cannot be postponed to the next year)

#### [About cancellation in bad weather]

In the event of extremely bad weather such as a typhoon or heavy rain, or in the event that the mountain huts and related parties judge that
hiking is difficult due to the closure of forest roads, we will send an e-mail asking you to consider canceling your reservation. If you cancel
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by email or phone. We will process the cancellation of your reservation. (Please be careful not to cancel by yourself.)
 Although there is no cancellation fee, a refund fee may be charged depending on the payment method. We recommend that you pay by
credit card, which does not incur a refund fee.

#### [Please check your e-mail reception settings]

- After completing the reservation, you will receive an email from the system "no-reply@mail-minamialps-yoyaku.com" titled "Reservation Completion Notice". Please set your settings to allow reception.
- If you do not receive the e-mail, please be sure to contact us by phone (080-6775-7012) or e-mail (minami-alps@oriconsul.com).
   It is possible that the e-mail address you registered is incorrect.

I checked the precautions.

Back

**K**戻る

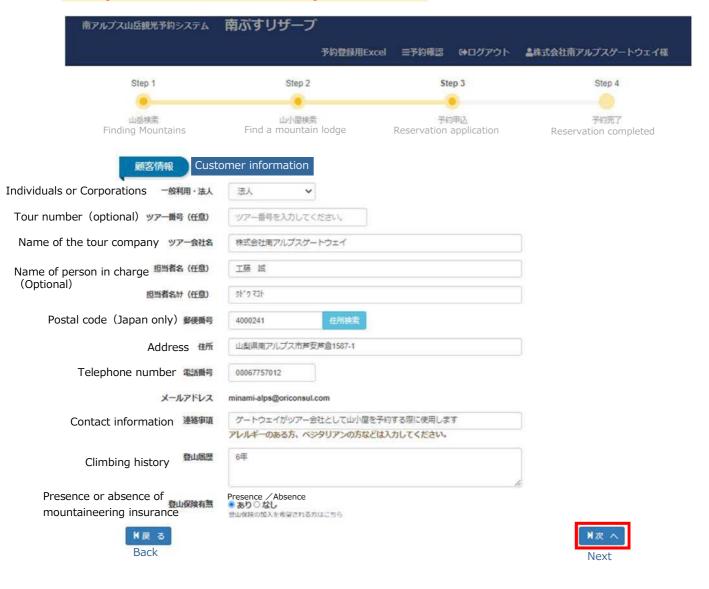
Next

₩次へ(顧客登録)

If the guest information is correct, select "Next".

To change guest information, follow the instructions on the screen below.

\*The registered e-mail address cannot be changed.



#### Finally, press the "Confirm" button to complete your changes.

この段階ではまだ予約変更は確定しておりません。 予約変更を確定するためには、確定ボタンを押してください。

At this stage, the reservation change is not confirmed yet. To confirm the reservation change, please press the confirm button.

## 支払処理

#### Payment processing

| 会 宿泊 Stay The name of Lodge 山小屋名 | THE HUITE              |      | Adult | Adult price | Child | Child price | Total  |
|----------------------------------|------------------------|------|-------|-------------|-------|-------------|--------|
|                                  | accommodation<br>宿泊タイプ | 大人   | 大人料金  | 小人          | 小人料金  | 合計          |        |
| 2021/10/31                       | 北岳山荘                   | 山小屋泊 | 1名    | ¥7,700      |       |             | ¥7,700 |

# 歴 ご請求合計金額 Total invoice amount ご請求額合計 ¥7,700

To prevent infectious diseases, guests staying at Kitadake Sanso and Shirane Oike Hut must bring their own inner sheets.

· After your reservation is completed, you will receive an email from this system "no-repty@mail-minamialps-yoyaku.com" titled "Reservation Completion Notice". If you do not receive the e-mail, please be sure to contact us by phone or e-mail.

Of the payment methods, "convenience store payment" is limited only when the amount used exceeds 2,000 yen.

 In the case of bank transfer, the transfer fee will be borne by the customer, note that.
 To proceed to the payment procedure, select the payment method below and press the "Payment" button. (Please note) that you cannot change the payment method after pressing the "Settlement" button.)

お支払い方法 クレジット支払 ~

□クレジット決済時にカード登録を行う

Confirm Settlement Back to top page







< note> Sites beyond this should not be handled by the browser's back button.

Credit card payments, bank transfers, and convenience store payments are made using the GMO Payment Gateway.

# 9. Cancelling Your Reservation

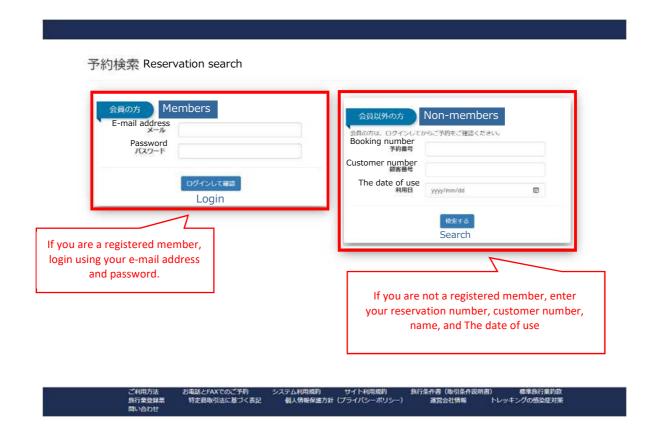
#### **Precautions**

Once a reservation has been canceled, it cannot be reversed.

If you accidentally cancel your reservation, we ask that you make a new reservation.

Visit the following URL to search reservations.

https://www.minamialps-yoyaku.jp/SearchReservations



Registered members can also log in and confirm their reservations by clicking the "Confirm Reservation" link on the top page.

Select the "Booking number" for the reservation you wish to change.





When your reservation is successfully canceled, the screen below will be shown.



ご利用方法 お電話とFAXでのご予約 システム利用規約 サイト利用規約 旅行条件書(取引条件説明書) 標準旅行業約款 旅行業登録票 特定商取引法に基づく表記 個人情報保護方針(プライパシーポリシー) 運営会社情報 トレッキングの感染症対策 問い合わせ

#### [Precautions for Cancellations Due to Severe Weather]

- O We will waive cancellation fees for cancellations due to severe weather, suspected COVID-19 infection, or when refraining from activities to prevent the spread of infection, even if it is within the period in which cancellation fees are incurred. However, due to the nature of the system, cancellation fees will be charged automatically when the guest tries to cancel a reservation on the system within the period in which cancellation fees are incurred, so if you wish to cancel for the aforementioned reasons, please call or e-mail us.
- O When forest roads are closed due to severe weather or other reasons, you will receive an e-mail entitled "Request to Cancel Your Reservation". Canceling your reservation using the procedures in this e-mail will allow you to cancel your reservation without any cancellation fees.
- O If you have accidentally canceled your reservation, please contact us (we will waive the cancellation fees).

# 10. Payment Deadlines and Cancellation Fees

Payment deadlines and cancellation fees are as follows.
You may change the date of use up to 2 times, provided you do so at least 2 days prior to your visit and that the payment amount remains unchanged.

# **Cancellation Fees**

# For Individual Guests (Parties of 7 Guests or Fewer)

| 3 to 2 days prior to your visit   | 50% of the total amount  |  |  |
|-----------------------------------|--------------------------|--|--|
| The day prior to your visit       | 80% of the total amount  |  |  |
| The day of your visit or no shows | 100% of the total amount |  |  |

# For Tours & Groups (Parties of 8 Guests or More)

| 7 to 4 days prior to your visit   | 20% of the total amount  |  |  |
|-----------------------------------|--------------------------|--|--|
| 3 to 2 days prior to your visit   | 50% of the total amount  |  |  |
| The day prior to your visit       | 80% of the total amount  |  |  |
| The day of your visit or no shows | 100% of the total amount |  |  |

#### \*Precautions:

- Your payment will be refunded without any cancellation fees in the event of severe weather or when mountain roads are closed and the tourist association deems hiking impossible.
- •The same applies to those who may have contracted an infectious disease. Please contact us.

(A refund processing fee may be charged depending on the method of payment.)

#### 11. Refunds

The method for processing refunds depends on the method of payment.

■ When Paying by Credit Card

Refunds will be processed automatically by the credit card company at a later date.

Nothing is required on the part of the guest.

■ When Paying by Wire Transfer or Convenience Store Payment

Bank information must be registered to receive a refund.

The registration process is as follows.

Click "Register Bank Information" on the Select a Mountain Lodge screen (P. 2).



Enter the required information on the page below and click the "Register" button to register it.

| 口坐情報登録<br>or customers who have paid by | bank transfer or convenience store payment, th          | ne refund amount due to cancellation et   |
|---|---|---|
| ill be refunded to the designate        | ed financial institution account, so please register    | r the information of the refund destinati |
| 顧客番号<br>Customer number                 | 顧客番号を数字で入力してください。                                       | <b>砂</b> 莲                                |
| 金融機関名<br>Financial institution name     | 金融機関名を入力してください。   | 63  |
| 金融機関名 か<br>Financial institution name   | 金融機関名がを半角で入力してください。                                     | <b>60</b>                                 |
| 支店名 か<br>Branch name                    | 支店名かを半角で入力してください。                                       | <b>66</b>                                 |
| 口座区分<br>Category of account             | 〇 普蓬 〇 当座<br>Ordinary savings account / Current account |   |
| 口座番号<br>Account number                  | 口座番号を数字で入力してください。                                       | <u>88</u>                                 |
| 口座名義人 か<br>Account holder name          | 口座名義人がを半角で入力してください。                                     | 80  |



refund destination.

## 12. Header Menu

## When you are unable to log in

- 1 Click "Minami Alps Tourism Reservation System" to go to the top menu.
- 2 Click "Register as a Member" and register as a member.
- 3 Click "Log in" and enter your e-mail and password to log in.



#### Once you have logged in

- 1 Click "Confirm Reservation" to confirm your reservation.
- 2 Click "Logout" to log out.



# 13. Making a Reservation by Telephone or Fax

To make a reservation by telephone or fax, follow the steps below. To ensure that there are no mistakes, we ask that you send us a fax after making a tentative reservation by telephone.

Reservation via postal mail is possible as well; please make a reservation at least 2 weeks prior to the date of your visit.

Reservation Flow by Phone and FAX (For those living in Japan) STEP1: Inquiries by phone (080-6775-7012) Application for reservation request 1) name of lodge 2 Date of stay 3 Reservation number of people 4 Presence or absence of options (meals) 5 applicant name 7 phone number 8 year of birth ··· Locations to be handled by Check availability the customer Reservation available The operator makes a tentative STEP2: Application of detailed application contents by FAX Download the fax form from HP Fill it out and fax it to 03-6311-7563 Minami Alps Gateway Co., Ltd. will contact you to confirm your reservation. STEP3: Payment of travel expenses · Standard travel agency terms and conditions Sending of relevant documents Travel condition book (Transaction terms manual) · Document showing reservation details Payment by the customer · Documents for payment · Please pay the travel fee by the method that will be notified separately from the deadline to 4 days before the start date of the trip, · A prescribed cancellation fee will be charged for cancellation after application. · In the case of severe bad weather such as typhoons, or if the tourist association etc. determines that the forest road is closed and it is impossible to climb, the cancellation fee will be refunded free of charge. (However, we will deduct the refund fee.)) · In addition, you can change the date of use up to two times free of charge up to two days before the date of use. In case of bad weather, please consider postponing the date of use. STEP4: Sending of final documents · final documents Sending of final documents QR code · Please bring the paper printed with the QR code sent to you and join the trip. · When staying at Kitadake Sanso or Shirane Oike Participation in travel lodge please be sure to bring your own inner sheets,