

クロネコヤマトの

海外引越



ヤマト運輸

# Shipping Information from Hong Kong to Japan



Address:

25/F., Port 33, 33 Tseuk Luk Street, San Po Kong, Kowloon,  
Hong Kong



TEL:

2375-6268 (JAPANESE) • 2262-0635 (ENGLISH / CHINESE)



Contact  
Persons:

NAKAGIRI(中桐) • CRYSTAL • YOYO



E-mail:

[moving@yamatohk.com.hk](mailto:moving@yamatohk.com.hk)



日本語対応



ENGLISH AVAILABLE



## When you have decided to move overseas, please contact us with the following information.

### NAME

Please provide your full name.

### NAME OF YOUR COMPANY

Please provide the full name of your company.

### ADDRESS & CONTACTS

Please provide your full address, company / mobile phone number and email address.

### DATE OF DEPARTURE

If the date of departure has not been decided yet, please let us know the expected range of dates of departure.

### DESTINATION

If the exact address has not been decided yet, please let us know the approximate prefecture or area.

### PREFERRED DATE FOR ONSITE SURVEY

Please let us know your preferred date and time for our staff to conduct an onsite survey.



## After receiving contact from you, we will arrange an onsite survey and send you a quotation.

### WEIGHT / VOLUME ESTIMATION

We will estimate a total weight/volume of items to be shipped. Please let us know which item you would like to take as hand-carry or dispose.

**If you plan to purchase and ship new items before moving to Japan, please inform our staff during the onsite survey. You would have to submit a copy of the receipt for those items.**

### QUOTATION

After the onsite survey, our staff in charge will send you a quotation with price.



## If you have decided to choose Yamato, please send us the "Overseas Moving Application Form" .

### ACCEPTANCE OF QUOTATION

If you decide to use our service, please contact us.

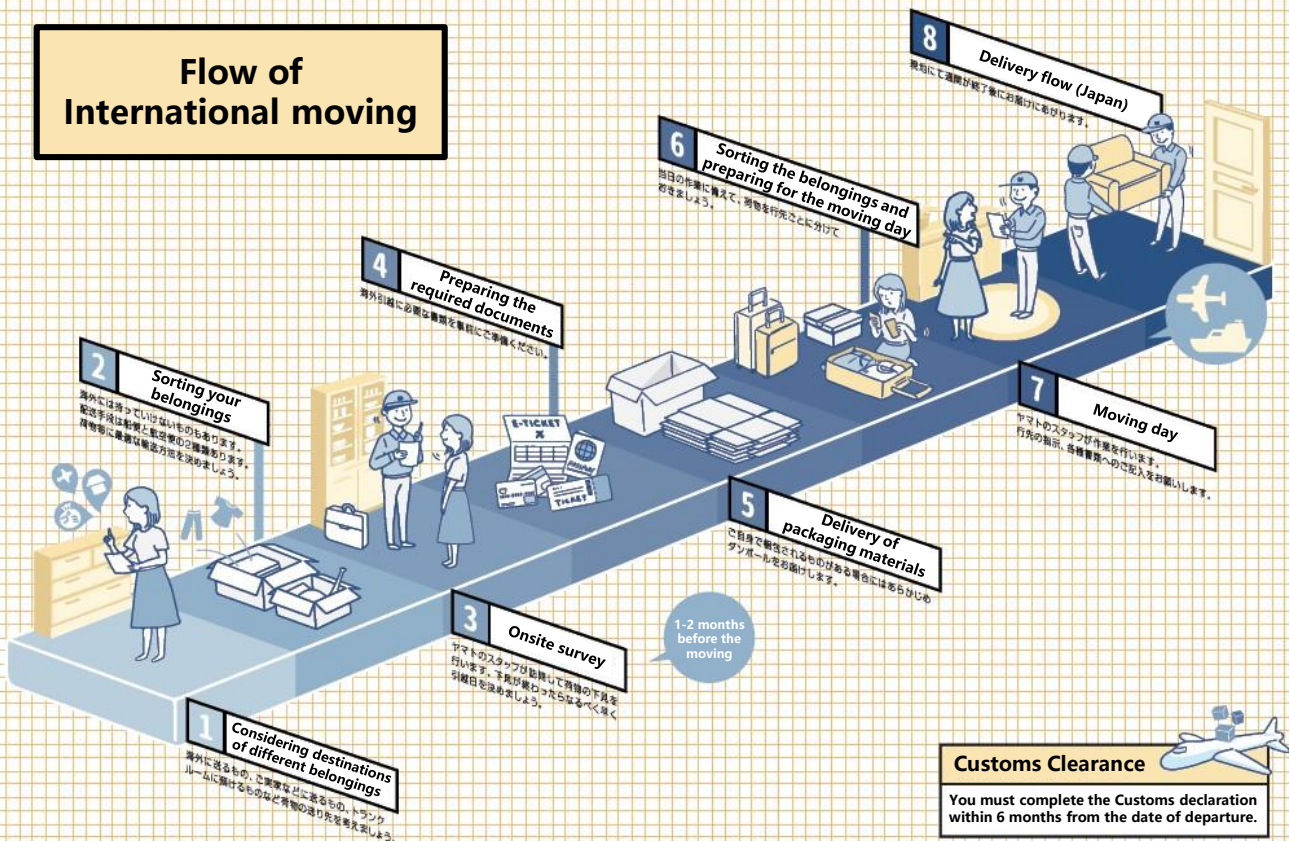
### APPLICATION

Our staff-in-charge will send you an "Overseas Moving Application Form" template. Please fill in all the necessary information and submit the application form to us.

### DATE OF MOVING

We will discuss with you about the date of moving in consideration of your date of departure and/or preferred delivery date.

## Flow of International moving



## Onsite survey

We conduct the onsite survey in order to check the total amount of items, and know the destination and shipment methods, etc. in advance. If your company would pay for you and there are regulations, we will guide you based on the contents to make sure that the luggage amount is within the regulations.



# 1 Preparations before moving

## Do you have luggage stored in storehouses or your family' s house?



It is recommended to move these items to your new house first, before the items shipped via sea vessel are delivered. Please reserve time for moving these items while the schedule gets tighter after entering Japan.

### Belongings stored in storehouses

Before moving the items to your new place, you would have to contact with the respective storage company and undergo procedures. It could take around 1 week for the items to be taken out of storehouse and delivered.

### Regarding the procedures of taking out items from storehouse

Please contact with our staff (Hong Kong Yamato/Japan Yamato).



### Belongings stored in your family' s houses

Procedures of local moving in Japan and notice to your family in advance is required.



## Please check if there are any items that belong to the serviced apartment or landlord.



To avoid confusion and mixing up with your personal belongings, please place items that belong to the serviced apartment or landlord (e.g. remote controller of air conditioner, keys etc.) on a designated place.

## Please inform the landlord and/or apartment reception before moving.



Depending on the arrangement of your apartment, there might be special rules and regulations for moving out. "Application for moving" before the moving day might also be compulsory in some apartments.

Please enquire the apartment management company or landlord for more details.

Please kindly inform your apartment receptionist or landlord of your moving and the specific date to ensure the smooth moving procedures.

## 2 How to sort your belongings

Please separate new items from other used luggage.



**Please sort and separate your luggage before the moving day.**

(For your whole family)

Passport, ID card,  
Visas, Residence  
Permit

Shoes to wear  
during  
departure

Key (keycard, door key,  
office key, car key,  
suitcase key, etc.)

Expensive  
accessories/  
watches/gems/  
precious metals

Driving license

Seal

Credit card,  
cash card

Essential medicine

Bankbooks, cash,  
securities, stock  
certificates, bills

Irreplaceable,  
precious items



**After arrival, please send necessities (clothes, utensils, etc.) ASAP.  
Sending food via aircraft is not recommended due to the strict check.**



- If there are new & unused items, please prepare the copies of their receipts.



**Large items (e.g. furniture) or not urgently needed items  
(e.g. bookshelves) are recommended to be shipped via sea vessel.**



During rainy season, please prepare  
desiccant in advance to prevent molds.

Packing insect repellents and food together  
might cause the food to deteriorate.









- It is recommended to take Japanese kimono, fur jackets, coats, etc. as **hand-carry**. (Their deterioration/fading will not be covered by the insurance.)
- To prevent worm bites and molds on clothes, you could remove moisture from the clothes or pack your belongings with insect repellents and desiccant.
- It is recommended to ship fragile items, liquids, creamy items, dry batteries, electrical appliances, etc. via sea vessel.
- If there are new & unused items, please prepare the copies of their receipts.



**For daily necessities and items that are needed right after arrival,  
e.g. school supplies, textbooks, underwear, medicine, etc.,  
please take them as hand-carry.**



### 3 Carton boxes

TYPE  DIMENSION (cm)	A    46 × 92 × 24	C    46 × 66 × 33	D    33 × 46 × 33	G    35 × 127 × 31
VOLUME	0.1 M3	0.1 M3	0.05 M3	0.14 M3
WEIGHT	20 KG	20 KG	10 KG	28 KG
IMAGE				
ITEMS TO HOLD	Suit Jacket Japanese kimono	Clothes Kitchen items Miscellaneous goods	Books Utensils (Heavy items)	Golf items

If you would like to pack the stuff by your own, please contact us for delivery of the packaging materials at least 3 business days before the moving day.

When packing by yourself, please refer to “4. How To Fill In Packing List” and get the packing list filled.

# 4 Marine Cargo Insurance

The amount of the insurance premium is based on the insured value written on the packing list.

You may refer to **"Explanation about Marine Cargo Insurance for the Insured"**.

Outline of terms and conditions of the insurance	Page 1-2 Page 2	"(7) Insurance Period" "(8) Insured Value and Insured Amount"
Caution: Notice such as disadvantageous fact of this insurance	Page 3	"(4) Cargoes Excluded from subject matter insured" "(6) Other examples of risks not covered"

## Important Notice

Not all risks are covered, cargo excluded from subject matter insured. Please read it carefully. The amount written within this document is the limit. Please read the following information before application and make sure that you agree on the application for insurance contract will be based on the INSTITUTE CARGO CLAUSES and all other applicable clauses. Any other conditions, terms, requirements, please do not exceed the Relocation Support Team's insurance scope.

English law and practice. In addition, "Waiver of Subrogation Clause" applied to the policy so that the insurance company waives subrogation right against the carrier.

### (5) Outline

This marine cargo insurance shall cover the loss of or damage to internationally transported cargoes caused by or resulting from fire, explosion, theft, non-delivery, breakage and any other incidental risks. Cargo owner is assumed to be responsible for the insurance coverage optionally with bearing the expense themselves. For more details of risks covered or not covered under this insurance, please see "(6) Risks Covered" in this section and "(8) Other examples of risks not covered" in "3. Other explanation for fact of this insurance".

### (6) Risks Covered

#### ① Marine Risks

Institute Cargo Clauses (A) / (A) is applied to this insurance. Examples of Risks covered under ICC(A) are as below.

	Excluded	Perils, Losses and Damage Covered (For details, please see the relevant clauses.)
Total loss of cargo on a vessel of sea	Explosion	Fire, lightning, volcanic eruption or lightning
Partial loss of cargo on a vessel of sea	Wet damage caused by rain or snow	Breakage, bending, denting, scratching
Partial loss of cargo on a vessel of sea	Theft, pilferage, non-delivery	Leakage or shortage by external causes
Partial loss of cargo on a vessel of sea	General Average and Salvage Charges, Jettison	Washing onboard

(8) Institute Cargo Clauses (All) (covering seminotes by post) shall be applied to transportation by air. Coverage shall be applied with ICC(A) but General Average is not covered under ICC(A).

## Page 1

### (7) Insurance Period (Commencement and Termination of Coverage)

#### ■ Marine Risks / Strikes Risks

This insurance attaches from the time the goods are first moved at the place of storage (at the place named in the contract of insurance) for the purpose of the immediate loading into or onto the carrying vehicle or other conveyance for the commencement of transit, continue during the ordinary course of transit and terminate either:

- ① on delivery of the goods at the place of destination named in the Policy, or
- ② on the expiry of 90 days (or 30 days in case of aircraft) after completion of discharge outside of the goods hereby insured from the overseas vessel (or aircraft) at the final port (or airport) of discharge, whichever shall first occur.

With regard to Marine Risks, notwithstanding foregoing, in case the insured goods are stored at the intermediate premises and/or warehouses before loading to or after discharging from the overseas vessel or aircraft, it is also agreed that the period for storage shall not exceed 90 days counting from when the goods are delivered to such warehouse. In case the period for storage exceeds 90 days, this insurance shall be suspended and reattaches when the goods hereby insured are first moved in such warehouse for the purpose of the immediate loading into or onto the carrying vehicle or other conveyance for transportation.

With regard to Marine Risks, notwithstanding foregoing this insurance covers the risks during the period of packing and/or unpacking under the control of the contractor and/or his employee (or their agent).

\* With regard to terrorism risks, the "Termination of Transit Clauses (Terr)" shall be applied to all the risks covered. Terrorism risks are not covered during the storage of the subject matter insured on land.

#### ■ War Risks

The coverage attaches only to the subject-matter insured if any part of it is loaded onto an overseas vessel (or aircraft) and terminates either:  
① when the subject-matter insured or to any part that is loaded from an overseas vessel (or aircraft) at the final port (or airport) or place of discharge, or  
② on expiry of 15 days counting from midday of the day of arrival of the vessel (or aircraft) at the final port (or airport) or place of discharge, whichever shall first occur.

No insurance cover exists during the period the subject-matter insured is on land.

### (8) Insured Value and Insured Amount

#### ■ Insured Value

"Insured Value" is to be the value of the subject-matter insured at the place and time of departure of shipment. Therefore, the insured value for the goods and personal effects has to be depreciated from the price which they have been purchased.

#### ■ Insured Amount

"Insured Amount" is the amount of the items stated in "Packing List" supplied by cargo owner prior to commencement of the insurance. "Insured Amount" is the maximum amount which the insurance company shall be liable to pay in the event of damage to the subject-matter insured occurs resulting from risks recoverable under the insurance. Insured Amount should be fixed in a similar fashion to the Insured Value. Customers shall be requested to declare the Insured Amount of each item by "Packing List". If an insured amount is not fixed appropriately, customers would suffer disadvantages as follows.

- ① In case an insured amount is lower than an insured value (over insurance):  
Insurance company shall pay the amount of loss or damaged item or actual cost of replacement or repair with limit of the amount insured of the damaged item.
- ② In case an insured amount is higher than an insured value (under insurance):  
Insurance company shall not pay a part of the insured amount over the insured value because insurance company's liability shall be limited to the insured value.

## Page 2

Rate and shown with the percent War & Strikes Cargo Premium Rate in case of the overseas vessel will classification, Insurance Condition

### (1) Maturity refund, Policy

Insurance company shall not pay

#### 1) Cancellation refund

Insurance company shall not pay for the cancellation of this insurance.

#### 2) Payment of Insurance

Insurance company shall pay for it

- ① the actual amount of loss damaged amount of each item stated in
- ② sue and labor charge, general termination of contract of carriage The limit of liability of insurance and labor charge)
- ③ the cost of inspection, the charge of the subject-matter insured at accident exceed ¥300,000,-
- ④ the following extra costs for company shall not be liable for:  
(1) The cost of transporting it  
(2) Expedited shipping costs  
(3) The cost of collecting the

### 2. Caution: Notice such as di

#### (1) Cooling-off

A cooling-off period shall not be

#### (2) Duty of disclosure, duty

Before applying this insurance, personal effects.

If descriptions of the contents of the package are not accurate, the insurance company shall not be liable for an insurance claim in case that description of "Pack" details contents of the change. Relocation Support Team If cargo insurance company shall not be liable for an insurance claim in case that description of "Pack" details contents of the change. According to the notice of cash premium or receive an equivalent

### (3) Cancellation and/or Alteration

Besides the cancellation of violation of Cargo Owners, either Yamato Transport Co., Ltd. Global Strategy Department Overseas Relocation Support Team or insurance company reserve the right to cancel this insurance by giving a 30 days' previous notice in writing of intention of terminate. With regard to War risks and Strike Risks, either Yamato Transport Co., Ltd. Global Strategy Department Overseas Relocation Support Team or insurance company reserves the right to cancel this insurance by giving a 30 days' (or 48 hours' regarding Strike Risks in respect of sendings to or from a particular country) previous notice in writing.

## Page 3

### (4) Cargoes Excluded from subject matter insured

- any cash, notes such as check and bill, stamps, deeds, tickets, traveler's cheques or like like,
- furs, jewellery, watch, valuables, works of art such as pictures, sculptures, antiques and the like, valued over JPY500,000,- (or the equivalent in other currencies) per each or set,
- automobiles, motorcycles and motorbikes
- livestock, plants and seeds,
- perishable foods and the like,
- computer programme, data and the like which are recorded onto recording medium such as tape, floppy disks, DRAM and the like,
- memorial goods, private letters, collections, diplomas, licenses, prescriptions, designs, sketches, models, molds, wooden objects, patterns, documents, accounts books and the like, the cost of which is difficult to prove objectively, and impossible to obtain its substitute,

### (5) Credit Risks

In the events where insurance company suffers a financial difficulty, all the payments such as claims or return premiums will be temporarily frozen or reduced depending on the financial circumstances of insurance company. Insurance company is a member of "Non-Life Policyholders Protection" scheme and this insurance is within the scope of the scheme for cases the person(s) effecting the insurance is:  
① an individual  
② a company with not more than 10 employees  
③ a condominium management union.  
Under "Non-Life Policyholders Protection" scheme, all the payment such as claims or return premium will be guaranteed up to JPY10,000,000.-.

### (6) Other examples of risks not covered

- Insurance company shall not be liable for:  
- a damage or expense attributable to willful misconduct of the Assured  
- a damage or expense due to stain, moth, vermin, wear, tear and gradual deterioration,  
- a damage or expense stated in "Packing List" supplied by cargo owner prior to commencement of this insurance,  
- claims for items which are carried by cargo owner,  
- loss damage or expense caused by insufficiency or unsuitability of packing ("packing" shall be deemed to include stowage in a container) or preparation of the subject-matter insured (except the case such packing or preparation shall be carried out by other than the Assured or their employee and after the commencement of this insurance),





- loss damage or expense caused by inherent vice or nature of the subject-matter insured.
  - loss damage or expense caused by delay
  - loss damage or expense arising from atomic or radioactive contamination etc.
  - loss damage or expense directly or indirectly caused by or contributed to by or arising from any chemical, biological, bio-chemical, or electromagnetic weapon, the use of any weapon or device employing atomic or nuclear fission and/or fusion or other like reaction or radioactivity or matter,
  - loss damage or expense caused by insolvency or financial default of the owners, shippers, charterers or operators of the vessel (except the case that the Assured are not aware of the ordinary course of business could not be aware that such insolvency or financial default could prevent the normal prosecution of the voyage),
  - loss damage or expense caused by unseaworthiness of vessel or craft or unfitness of vessel or craft for the safe carriage of the subject-matter insured, where the Assured are not aware of the unseaworthiness or unfitness, at the time the subject-matter insured is loaded therein
  - loss damage or expense caused by unfitness of container or conveyance for the safe carriage of the subject-matter insured, where loading therein or therefrom is not completed
  - loss damage or expense caused by terrorism during storage, but the subject-matter insured other than in the ordinary course of transit,
  - loss or damage due to mechanical, electrical or electronic breakdown &/or deterioration unless there is evidence of external damage to the insured item or its kind,
  - loss, damage or expenses due to out of tune, looseness, springs and natural disorder to musical instruments,
  - loss damage or expense caused by climatic conditions, extremes of temperature,
  - claims for depreciation due to damage (only the cost of repair shall be paid),
  - loss damage or expense which has been found to be covered by other insurance
  - ① over 180 days after the completion of the insurance matters, the final destination, or
  - ② over 210 days after completion of discharge from the overseas vessel or aircraft, whichever shall first occur.
  - unreasonable cost to change packing &/or labels in case damage occurred only to packing &/or labels (only the cost is recoverable)
  - loss of or damage to subject-matter insured(s) which are stored, allocated and/or distributed at the warehouse caused by or resulting from flood in Netherland &/or Thailand.
  - loss of or damage to subject-matter insured(s) which are stored, allocated and/or distributed at the warehouse caused by or resulting from directly or indirectly by earthquake, volcanic eruption and/or accidents (including tsunamis and fire) arising therefrom.
  - loss of or damage to subject-matter insured(s) which are stored, allocated and/or distributed at the warehouse caused by or resulting from strikes, riots, civil commotions etc.
  - loss damage or expense arising from war risks during the period when the subject-matter insured is on land.
  - Loss, damage, liability or expense arising from cyber attack unless the Assured is an individual (An individual shall not include a sole proprietorship).
- Insurance company shall not be deemed to provide cover and no insurer shall be liable to pay any claim or provide any benefit hereunder to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose that insurer to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, Japan, United Kingdom or United States of America. \*Risks covered / not covered is determined by Institute Cargo Clauses and other special clauses applied to this insurance.

### 3. Other explanation for fact of this insurance



# 5 How to write the Packing List

Packing list is a document to be submitted to the Customs.  
Please mark the quantity accurately and concretely. SET / LOT is not accepted.

If you have food	If you have alcohol	If you have cosmetics / external preparations	If you have new items
Please mark its name and quantity.  Food list is required.	Please mark its type, alcohol percentage and volume.  Food list is required.	Please mark its product name, capacity and quantity.  Medicine list is required.	For new items, please mark its selling price.  Please mark "new" on the packing list.

種別  船便(SEA)  航空便(AIR)

Please tick the box of your shipment.

## PACKING LIST

お客様名 NAME	<input checked="" type="checkbox"/> MR <input type="checkbox"/> MS	TARO YAMATO	お届け先都市名 CITY OF DEST.	TOKYO
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- ご案内1) 新品の品物は、NEWに○をしてください。  
 新品の品物に対して、USEDに○はしないでください。  
 ご案内2) 使用中の品物は、USEDに○をしてください。

Please mark the quantity of each item.

C/NO.	DESCRIPTION (品名) JAPANESE (日本語)	DESCRIPTION (品名) ENGLISH (英語)	CONDITION (状態)	QUANTITY (数量)	VALUE (価格)
1	靴下		NEW / <input checked="" type="radio"/> USED	20	2000
	下着		NEW / <input checked="" type="radio"/> USED	20	4000
2	シャツ		NEW / <input checked="" type="radio"/> USED	10	2000
	子供用の本		NEW / <input checked="" type="radio"/> USED	30	5000
3	化粧品		<input checked="" type="radio"/> NEW / USED	2	5000
	台所用品		NEW / <input checked="" type="radio"/> USED	3	3000
4	おもちゃ		NEW / <input checked="" type="radio"/> USED	25	5000
			NEW / USED		

Please mark "old" and "new" for each item.

Please mark one item in one line only.

Please number the carton boxes and mark the items by boxes.

Please mark the insured value of each item.  
 The value cannot be "blanked" or "0 (zero) dollar".

引取責任者署名 (YAMATO) \_\_\_\_\_

お客様署名 (CUSTOMER) \_\_\_\_\_

Please sign here.



# 6 Calculation of volume / weight



The price for sea shipment is determined by the total volume of items.

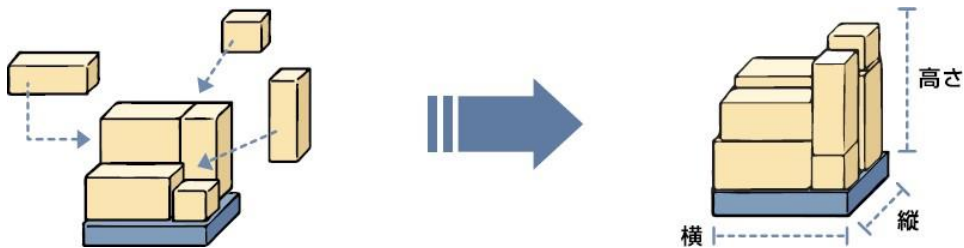
The calculation is as follows:

$$\text{Volume (m3)} = \text{Width (m)} \times \text{Length (m)} \times \text{Height (m)}$$

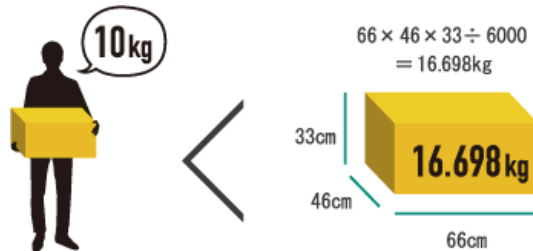
※ The price is calculated in the unit of 0.5 m3, with 1.0 m3 as the minimum.

After the moving, cartons / baggage of different sizes are collected and stacked.

After the baggage is further wrapped, the total volume will be calculated.



The price for air freight is determined by the choosing the larger measurement between gross weight and volume weight of the baggage.

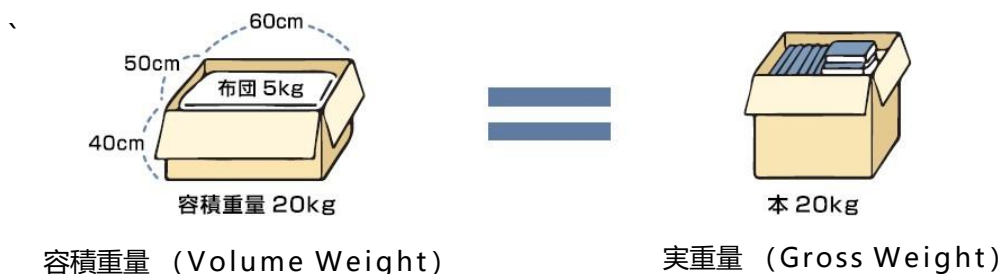


The calculation is as follows:

$$\text{Volume weight (kg)} = \text{Width (m)} \times \text{Length (m)} \times \text{Height (m)} \div 6,000$$

※ The price is calculated in the unit of 10 kg.

If there are multiple carton boxes, the total gross weight and volume weight will be calculated and compared. When there are large boxes holding light items (e.g. duvet), size will be taken into consideration and volume weight will be adopted.



# 7 When shipping items to Japan...

## Declaration of unaccompanied baggage is required when the shipper enters Japan.

Declaration of personal effects and unaccompanied articles upon arrival at Japan

Completion of Customs Clearance within 6 months from the day of declaration of personal effects and unaccompanied baggage

## A shipper must fulfill the below requirements in length of stay and qualification.

### For people with Japanese nationality

Have been staying at the origin for more than 1 year

- ※ For those who have been staying for a long period of time, please prepare both pre-renewed visa and the current valid visa.
- ※ For those who have been staying at the origin for less than 1 year, please inform us beforehand. Documents such as Residence Permit, lease agreement and utility bill might be required.

### For people with other nationalities

Please provide proof that you are allowed to stay in Japan for more than 1 year.

## Please inform us your type of business transfer since the required documents differ.

### Solo assignment

Please write your own personal information onto the Overseas Moving Application Form.

Please prepare the required documents of yourself.

### Moving with family

Besides your personal information, please also write the information of your spouse and/or children onto the Overseas Moving Application Form.

Passport copies of your spouse and/or children are also included in the required documents.

## Please inform us who would be entering Japan and who would be conducting the Customs Declaration since the requirements of shipment might differ.

Please conduct the Customs Declaration by yourself. You will send the baggage in the name of yourself.

- ※ If you plan to return to Japan temporarily and conduct the Customs Declaration, please inform us.

The declarer of the customs declaration is limited to 1 person so only items for 1 person can be shipped.

Items that do not belong to yourself cannot be picked up.

If your family is entering Japan before you

Please let your spouse to conduct the Customs Declaration and ship the baggage in the name of him/her.

Basically, items of those who has not conducted the Customs Declaration cannot be shipped.

If you are entering Japan with your family together

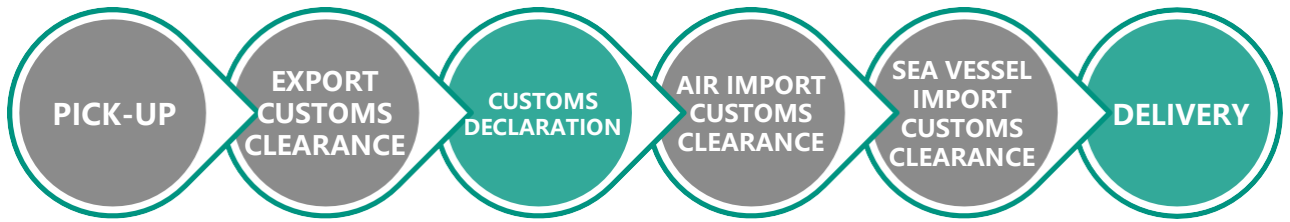
Please conduct the Customs Declaration by yourself so that the baggage will be shipped in the name of yourself.

- ※ If you plan to return to Japan temporarily and conduct the Customs Declaration, please inform us.

The amount of items allowed to be shipped depends on the total number of declarers of the Customs Declaration.

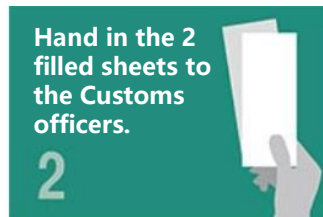
Items that do not belong to yourself and your family members (declarers of the Customs Declaration) cannot be picked up.

## 8 Procedures and Delivery Flow



After your entry into Japan, staff of our service center will guide you through Customs Clearance and delivery.

Import Customs Clearance is possible after you have entered the country, so the items will be collected and delivered according to your day of entry.



Please note that the Customs mobile app cannot be used.

You may scan this QR code to get more information, such as how to write the Customs Declaration sheets and where to submit them.



## 9 Number of days required (shipping to Tokyo)

### AIR FREIGHT

About 10 ~ 14 days

### SEA SHIPMENT

About 30 ~ 40 days

- Having all the required documents prepared for the import Customs clearance is the condition to ship the items within above period of days.
- The above number of days is for reference only. If the place of delivery is farther than the above city (i.e. Tokyo), extra days might be taken. The required days might also change due to factors like public holidays, peak season, shipping/flight schedule and Customs procedures.
- The free storage period for baggage in Japan is one month after the completion of import Customs clearance (air freight/sea shipment).

# 10 How to receive your baggage

	AIR FREIGHT	SEA SHIPMENT
Baggage limitation	<p>Yes</p> <p>For each carton:</p> <ul style="list-style-type: none"> <li>The total length of width, length and height <b>cannot be longer than 160 cm.</b></li> <li>It <b>cannot be heavier than 25 kg.</b></li> </ul>	<p>No</p>
Delivery method	<p>Ta-Q-Bin</p> <p>If the total weight has exceeded 151 kg, or the total length any carton's width, length and height has exceeded 200 cm, or any carton is heavier than 30kg, the baggage will be delivered by Yamato International Moving Centre. <b>Under this situation, the details about delivery condition, specified delivery time and material retrieval service will be the same as sea shipment.</b></p>	<p>Yamato International Moving Centre</p>
Delivery condition	<p>Delivered to the doorway</p> <p>Delivery only</p>	<p>Delivered to individual rooms as requested</p> <p>Assembly and installation of furniture that Yamato dismantled is included in the service.</p>
Specified delivery time	<p>Yes</p> <p>After Customs clearance, our service centre will consult you about your preferred delivery date and time. The items will then be delivered accordingly.</p>	<p>Yes</p> <p>After Customs clearance, our service centre will consult you about your preferred delivery date and time. The items will then be delivered accordingly.</p>
Material retrieval service	<p>No</p> <p>Please dispose the materials in accordance to the regulations of your local organization or prefecture.</p>	<p>Yes</p> <p>Please contact the service centre in charge of delivery.</p>

We do NOT provide disposal services for items that become disused after your entry into Japan (including air conditioner, television, refrigerator, washing machine, computer and other moving waste. Please dispose these waste by yourself.

# 11 Required Documents for Customs Clearance

Document		Sea shipment	Air freight	Submit to HK Yamato
1	<input type="checkbox"/> Passport copy (Profile page) ※ <u>Please prepare both your and your family's passport copies if you are entering Japan with them.</u>	○	○	○
2	<input type="checkbox"/> (For Japanese national only) Copy of Departure Stamp on your passport when you left Japan ※ <u>Only the shipper's copy is required.</u>	○	○	○
3	For Japanese national <input type="checkbox"/> Copy of Hong Kong Work Visa ※ <u>At least 1 year of validity period including the date of return</u> ※ <u>Please prepare both your and your family's passport copies if you are entering Japan with them.</u>	○	○	○
	For non-Japanese national <input type="checkbox"/> Copy of Japan Work Visa <b>OR</b> Copy of Japan Residence Card ※ <u>At least 1 year of validity period</u> ※ <u>Please prepare both your and your family's passport copies if you are entering Japan with them.</u>	○	○	○
4	<input type="checkbox"/> Overseas Moving Application Form (Please send to us at least 5 days before the moving.)	○	○	○
5	<input type="checkbox"/> E-ticket copy	○	○	○
6	<input type="checkbox"/> Marine Cargo Insurance Form (for household & personal effects) ※ Will be prepared by HK Yamato if you use our insurance services.	○	○	○
7	<input type="checkbox"/> Power of Attorney / Consent Form for Shipment to Japan	○	○	○
8	<input type="checkbox"/> (For new items only) Proof of item's price (e.g. receipt)	○	○	○
9	<input type="checkbox"/> Food list (if you are shipping food)	○	○	○
10	<input type="checkbox"/> Medicine list (if you are shipping medicines)	○	○	○
11	<input type="checkbox"/> DVD Media list (Only for people sending video-related items via air)	-	○	○
12	<input type="checkbox"/> Packing list      ※ Will be prepared by HK Yamato	○	○	○
13	<input type="checkbox"/> Invoice              ※ Will be prepared by HK Yamato	○	○	○
14	<input type="checkbox"/> 2 Customs Declaration sheets After submitting the two sheets to the Customs, one of them will be returned. ※ <u>Please refer to the end of this handout: "Procedures after arrival in Japan"</u> .	○ If there are multiple shipments, please make a combined Declaration.		Submit to the arrival airport counter

# 12 Items that cannot be shipped

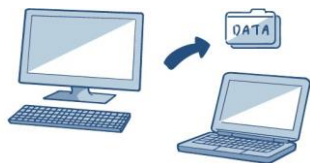
Inspection/disposal fee will be charged by Japan Customs if prohibited items are found in Customs inspection.  
Please note that you will be responsible for the cost.

<b>Explosives/ Dangerous goods</b>	Gunpowder, Gas Cylinders (e.g. Spray Can), Flammable items / substances (e.g. matches, lighters), Items that include Lithium Battery, Poisons (e.g. poisonous drugs), Weapons (e.g. Hunting Rifles, Air Guns, Knives with blades longer than 15 cm), Swords with blades longer than 5.5 cm ※ Model Guns, Stun Guns, Imitation Swords are also prohibited.		
<b>Plants &amp; Animals</b>	Plants and animals prohibited by the Washington Convention (including related products such as products made of crocodile leather and ivory), Seeds, Bulbs, Soil (including items attached to soil), Straw products, Living Plants & Animals		
<b>Food</b>	Fresh, raw food, meat product (with meat extract), dairy product		
<b>Valuables</b>	Cash, Securities (bills, cheque, coupons), Precious metals, Antiques, Items whose value is hard to estimate, Credit cards, Passports, Licences, etc.		
<b>Books &amp; Documents</b>	Pornography, political documents	<b>Counterfeit &amp; Infringing Goods</b>	Counterfeit items, pirated items
<b>Others</b>	<ul style="list-style-type: none"> <li>• Vehicles (automobile, motorbike, electric bike)</li> <li>• Marijuana &amp; Stimulant products</li> <li>• Large quantity of medicines</li> <li>• Items that rot easily</li> <li>• Items that cannot be sent without import license &amp; approval</li> </ul>		

※ Lithium batteries (including appliances that have built-in lithium batteries) are only allowed in shipment via aircraft.

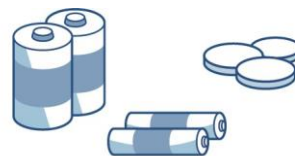


**You would need to provide CITES documents during Customs clearance if you are trying to bring items that violate the Washington Convention (such as ivory piano keyboard and erhu) into Japan. For CITES documents, please enquire the shop where you purchased the items. If you cannot provide the necessary CITES documents, those items would not be able to be shipped.**



### Computer Devices

Please perform data backup beforehand. For laptop, please bring it with you as hand-carry. For desktop, it is recommended to be shipped via sea vessel.



### Dry Cell Batteries

For safety reason, please remove dry cell batteries from the shipping items if possible.

# 13 Caution Items

- Inspection/disposal fee will be charged by Japan Customs if prohibited items are found in Customs inspection. Please note that you will be responsible for the cost.
- We do not recommend shipping food via air due to the strict inspection.

## Items subject to Animal and Plant Quarantine Inspections



Generally items that are subject to animal and plant quarantine inspections are forbidden to be shipped.

For items under plant quarantine inspections, the Certificate of Inspection issued by the place of origin is required.

If you fail to provide the Certificate of Inspection during Customs clearance, the items will be destroyed and disposed and you might be penalized. Please pay extra attention on it.



## Food

- Since, Rice (polished rice, white rice, brown rice), cereals, beans, seeds (chia seeds, wolfberries, acai berries, quinoa, chickpeas, etc.) and dry vegetables (dried radish, etc.) are subject to the inspection, they are not allowed for shipment.
- Food that meets any of the following conditions are not allowed for shipment:
  1. Not a commercial good for retail sale (food purchased at wet markets etc.)
  2. Not in a sealed container (food in tappers or bags)
  3. Not unopened (Food with open seal)
- Seasoning, spices and dried fruits (except dried strawberries) are subject to inspection. However, if all of the following conditions are met, the items can be shipped:
  1. Commercial good for retail sale
  2. Put in a sealed container
  3. Unopened

## Items Related to Plant Quarantine

- Ornaments, clothing and crafts made of plants or plant parts could be subject to inspection depending on how processed the item is. Plant items purchased in the wet market are also subject to inspection.
  1. Christmas tree, pine cones (did not undergo processes of painting/coating)
  2. Handmade ornaments, clothing and crafts made of plants
  3. Dried flowers (preserved or frozen)
  4. Uncooked popcorn

## Items related to Animal Quarantine

- Since meat products (jerky, ham, sausage, bacon, meat buns, etc.) are subject to inspection, they are not accepted in shipment.

# 13 Caution Items

- Inspection/disposal fee will be charged by Japan Customs if prohibited items are found in Customs inspection.  
Please note that you will be responsible for the cost.
- **Please take your over-the-counter (OTC) medicines and prescription medicines (Japanese/overseas) as hand-carry.**

	Japanese	Overseas
Medications & Quasi-drugs (including hair restorer)	<p>Over-the-counter medicines: At most a 2-month supply can be taken.</p> <p><b><u>Shipment of prescription medicines has been suspended due to the strict Customs inspection.</u></b></p>	<p>It is hard to identify the ingredients in overseas OTC and prescription medicines.</p> <p><b><u>In order not to violate the Customs Act in Japan, shipment of them are suspended.</u></b></p>
Topical medications (except prescription drugs)	<p>At most 24 of each item can be taken.</p> <p>For contact lenses, 1 DAY: At most 120 2 WEEK: At most 8</p>	
Cosmetics	<p>Shampoo, Conditioner, Styling gel, Hair color products, Face wash, Soap, Toothpaste, Shaving lotion, Bath oil/salt, Lotion, Toner, Perfume, Cologne, Hand cream, Sunscreen, Cleansing cream, Face powder, Foundation, Lipstick, Lip balm, Eye shadow, Eyeliner, Mascara, Blusher</p>	
Home use medical equipment	<p>At most 1 set</p> <p>Home use medical equipment that can be purchased at electronics stores, such as blood pressure monitor and electric massager. CPAP machine (including parts and accessories), nebulizer, etc. cannot be shipped even if they are for home use.</p>	
Veterinary drugs, cosmetics	<p>They cannot be shipped.</p>	
New items / Overseas items	<p>New items: Items that have been acquired locally within 6 months as personal items, and furniture that has been acquired locally within 1 year (purchased items, gifts, second-hand purchased items, etc.)</p> <p><u>Even if the item was acquired more than 6 months or 1 year ago, if the Customs judges it as a new item, it will be treated as a new item.</u> (Unless if there is proof that it was purchased more than 6 months/1 year ago.)</p>	
Vehicles / Drones	<p>Ships such as Kayaks, Electric bikes, Electric kid cars, Segway, Electric vehicles (Kickboards/Skateboards/Hoverboards/Rollers/Scooters) cannot be shipped.</p> <p>Drones (new/old) with a total weight of more than 100g cannot be shipped.</p>	
Others	<p>Items whose value (as a single item/set) exceeds 500,000 yen, such as fur, jewellery, artwork like sculptures/antiques, cannot be shipped.</p>	



# 13 Caution Items



The following items might cause fire or other accidents in airplanes. Violators would be subject to serious penalties.

## Examples

### Spray can



### Nail polish & remover



### Perfume (Cologne & Toilette)



### Items with a sign/description of "NO OPEN FLAMES"



### Aroma oil



### Lithium batteries/Items containing lithium batteries ※ Including game controller



### Ink ※ Except those from specific manufacturers



### Detergent, Bleach, Spray ※ contains ethanol / alcohol ※ With the sign "No mixing"



### Hair dye



### Firework



### Hand warmer



### Oil/Gas lighter · Matches



### Rice cooker, Bread maker



### Other dangerous goods

- Cracker
- Aerosol spray/inhaler
- Helium gas
- High-percentage alcohol
- Oil paint
- Adhesive
- Incense
- Cosmetics with alcohol
- Insect repellent
- Charcoal
- Mercury thermometer/barometer
- Insecticide
- Magnet

# 14 Duty-free Items

**Rice cannot be shipped as luggage for moving.  
Please take it as hand-carry.**

Every entrant can have a range of duty-free exemption for his/her baggage for personal use. Both hand luggage and unaccompanied baggage are included in the range.

Rice	Within 100kg every year / 1 adult Up to 10kg per shipment / 1 adult								
Alcoholic Beverages	Up to 3 bottles (760 mL each)								
Tobacco	<table><tr><td>① Cigarettes</td><td>200 sticks</td></tr><tr><td>② Heated tobacco products</td><td>10 pieces</td></tr><tr><td>③ Cigars</td><td>50 sticks</td></tr><tr><td>④ Others</td><td>250g</td></tr></table> <div style="border: 1px solid black; padding: 5px; margin-left: 20px; width: fit-content;">iQOS: 200 sticks glo™: 200 sticks Ploom TECH: 50 pieces</div>	① Cigarettes	200 sticks	② Heated tobacco products	10 pieces	③ Cigars	50 sticks	④ Others	250g
① Cigarettes	200 sticks								
② Heated tobacco products	10 pieces								
③ Cigars	50 sticks								
④ Others	250g								
Perfume Except Toilette	2 ounces (1 ounce is approximately 28mL)								
Others	<p>① When the total value has exceeded ¥ 200,000, items whose value is calculated within ¥ 200,000 can be duty-free, while the remaining will become subject to taxation.</p> <p>② Item whose unit price exceeds ¥ 200,000 will be fully taxed.</p>								

# 15 Contact

Contact person	<p><b>Yamato Transport Co. (Country code : 81)</b></p> <p><b>Overseas Relocation Support Service Service Centre (For Moving to Japan from Overseas)</b></p> <p><b>Since there are different person-in-charge for different countries, please kindly tell us where you are going to and your full name.</b></p>
Contact (Japan only)	<p><b>0120-804-814   Working hours 9:00 – 17:00 (Except weekends &amp; public holidays)</b></p>



Thank you for using our international moving service.

“Customs declaration sheets” are required in import Customs clearance.

**Since mobile apps and e-gates (APC) cannot be used, please make sure that you have passed through the normal gates.**

Once you have arrived at the airport, please follow the procedures below.

**IMPORTANT**

**Procedures after entering Japan**

**STEP 1**

Please fill in **2** Customs Declaration sheets when before entering Japan. ※1

**[IMPORTANT]** When entering the country, please pass through the normal gate instead of e-gates (since entry stamp is required.) If you have passed through the e-gates, please request a stamp from the Customs officer.

※1 Please refer to “Example of Customs Declaration Form”(Page 3).

**STEP 2**

Submit the **2** completed sheets to the Customs officer and get **1** of them with stamp.

**STEP 3**

Hand in the sheet to the Yamato counter at the arrival airport.

**[IMPORTANT]** You might be told to keep the returned Customs Declaration Form by yourself, but you must submit the form to the Yamato counter at the arrival lobby.

If you are not able to submit the sheet...

- because there is no Yamato counter at arrival airport
- because you forgot to submit the sheet
- because the Yamato counter is out of service

In this case, please submit the required documents to the below address.

**Since Customs Declaration sheet cannot be reissued, please mail the letter via simplified registered mail (簡易書留).**

**Required documents**

- ① Customs Declaration Form (Original & with stamp)
  - ② Passport copy (The pages showing photograph, entry stamp and exit stamp)
  - ③ Visa (Residence permit) copy (At least 1 year of validity period including the date of return)
  - ④ (For NON-JAPANESE NATIONALS) Visa and/or Residence card of Japan (At least 1 year of validity period)
- (②・③ are required to prove your stay in foreign countries.)

**Address (By post)**

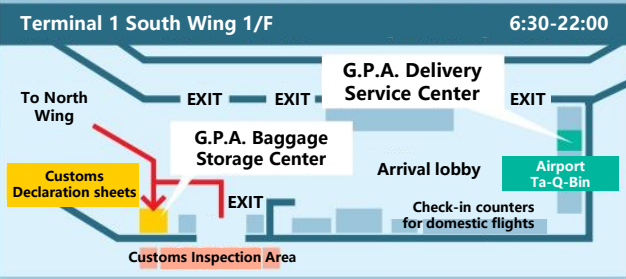
To staff in charge of Unaccompanied Baggage  
Overseas Relocation Support Operation Branch | YAMATO TRANSPORT CO., LTD.  
201, IACT Narita Logistics Center, 114-7 Aza Imorito, Iwayama, Shibayamamachi, Sanbugun,  
Chiba 〒289 1608

# YAMATO Counter for submitting Customs Declaration sheet

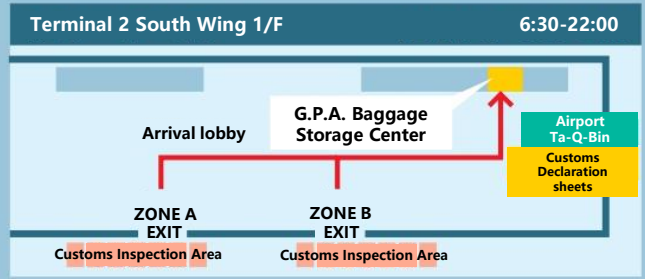
Please submit the declaration sheet **with customs stamp** to the YAMATO counter at the arrival airport below.

**[IMPORTANT]** Depending on different airports, working hours of the counter and the locations of counters for Customs Declaration and Airport Ta-Q-Bin may differ. For more details, please visit the webpage of the counter.

## Narita International Airport

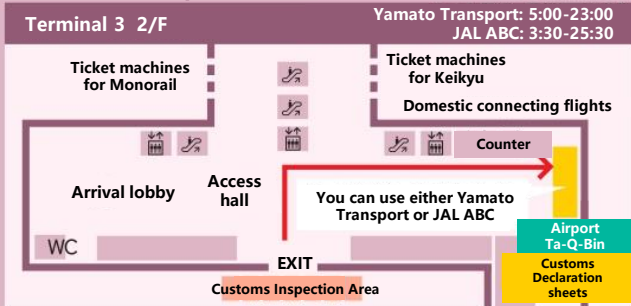


## Consignment Counter: G.P.A. Baggage Storage Center



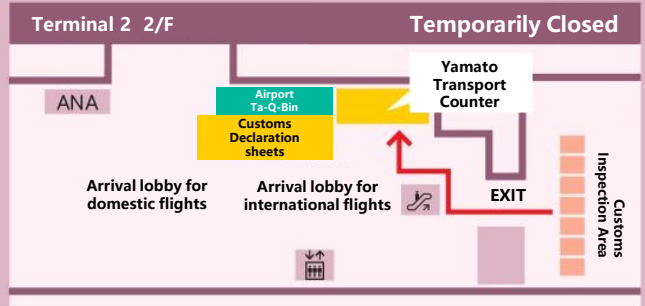
**[IMPORTANT]** : There is no baggage storage counter in Terminal 1 North Wing & Terminal 3, please go to Terminal 1 South Wing 1/F.

## Haneda International Airport

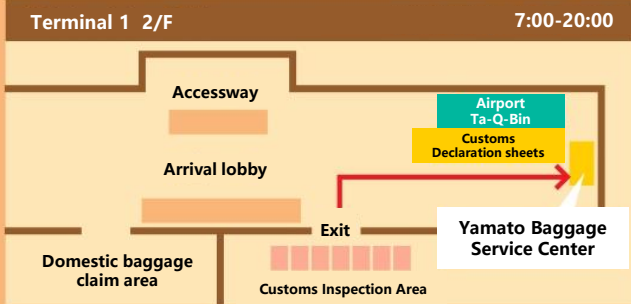


## Consignment Counter: Yamato Transport | JAL ABC

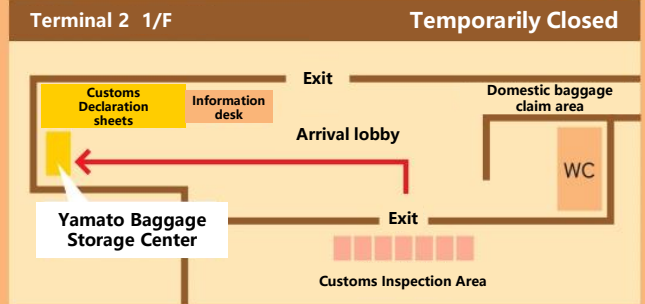
## Consignment Counter: Yamato Transport



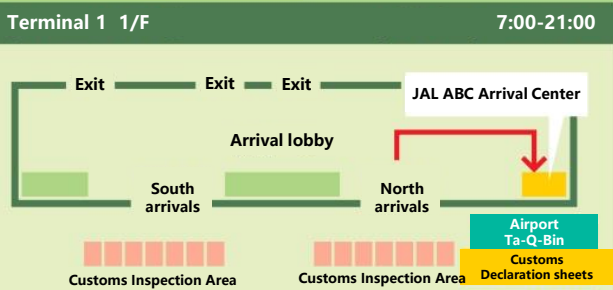
## Chubu Centrair International Airport



## Consignment Counter: Yamato Transport

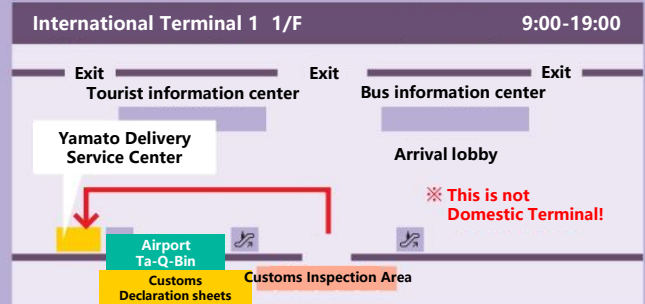


## Kansai International Airport



## Consignment Counter: JAL ABC

## Fukuoka Airport



## Consignment Counter: Yamato Transport

If you have any questions, please contact us

For the customers of overseas removal / Unaccompanied Kokusai TA-Q-Bin (SEA) (9:00 ~ 17:00)

0120-804-814

For The customers of Unaccompanied Kokusai TA-Q-Bin (AIR) (9:00 ~ 17:00)

0120-801-062

# Information about customs declaration

There are some important points to complete the declaration sheets.

Please write the number of family members who entered Japan at the same time as you.

Please write your job or profession.

Please write your name.

(-A-) Japan Customs  
Customs Form C No.5390-B

### CUSTOMS DECLARATION

**Declaration of Personal Effects and Unaccompanied Articles**  
Please fill in the following information and submit to Customs.  
(Only one written declaration per family is required.)

Flight No./ Date of Arrival in Japan	Name of vessel Year	Port of embarkation Month	Day
Name Last name (or Surname) First & middle name			
Address in Japan (Accommodation) Tel ( )			
Nationality	Year	Occupation	
Date of Birth	Year	Month	Day
Passport No.			
Number of Dependents	Adult	Under 20 years old	Under 6 years old

(-B-)

### ※ Description of Personal Effects

(If all your answers to 1. and 3. of side A are "No", you need not fill in this section.)  
\* Regarding the column of "Description of other goods", if the total market value of each personal item does not exceed ¥100,000, you need not write on this section.

Alcoholic Beverages	Bottles	Customs use only
Tobacco Products	Cigarettes	Pieces
	Cigars	Pieces
	Others	g
Perfume		oz
Description of other goods	Quantity	Market Value

Please fill in the applicable items only if you bring them with you. Please do not fill the items of the unaccompanied (removal) shipment.

※ Please answer with a "C" mark to the following questions

### 1. Are you bringing the following into Japan ?

(Please refer to side B.)

① Prohibited Article(s) or Restricted Article(s)	Yes	No
② Goods exceeding duty-free allowance	Yes	No
③ Commercial goods or samples	Yes	No
④ Any items you have been requested from someone else to bring into Japan	Yes	No

\* If your answer to any of the questions above is "Yes," please list your belongings in "Description of Personal Effects" on side B.

### ① PROHIBITED ARTICLES

- Narcotic drugs, stimulants, marijuana, psychotropic substances, MDMA etc.
- Firearms such as pistols, revolvers and machine guns, and bullets or parts thereof.
- Explosives, gunpowder, materials for chemical weapons, germs such as anthrax, etc.
- Counterfeit, altered or imitated coins, bank notes or securities, and forged credit cards.
- Obscene or immoral materials, and child pornography.
- Articles which infringe upon intellectual property rights (patent, utility model, design, trademark, copyright, neighboring right, etc.)

Here are the descriptions of prohibited and restricted items, so please read them carefully.

### 2. Cash, Checks (including T/C), Promissory Notes, Securities which exceed the amount of ¥1,000,000 or its equivalent.

Yes No

\* If you choose "Yes," please submit "DECLARATION OF CARRYING OF MEANS OF PAYMENT, ETC" to Customs.

### ② RESTRICTED ARTICLES

- Hunting guns, air guns, swords, etc.
- Internationally protected endangered animals, plants, or their products (crocodiles, cobras, turtles, ivory, musk, cactus, etc.)
- Live animals and plants, meat products (including sausage etc), vegetables, fruits, rice etc. (Quarantine inspection is required prior to Customs inspection.)

### 3. Do you have Unaccompanied Articles ?

Yes ( PKG(S) ) No

\* If you have any unaccompanied articles, please submit this Declaration Form in duplicate. Unaccompanied articles shall be imported within 6 months from the date of your arrival. The sealed declaration must be presented at the time of clearance of the unaccompanied articles.

### ③ Duty-Free Allowance (excluding crew member)

- \* 3 bottles (750ml/bottle) of alcoholic beverages.
- \* 400 cigarettes (If you are a Japanese resident, please contact a Customs officer)
- \* There is no duty-free allowance for alcoholic beverages and tobacco products for those under 20 years old.
- \* 2 ounces of perfume
- \* Goods for personal use that were purchased abroad with a total market value not exceeding ¥200,000.
- \* When the price of an article exceeds ¥200,000, duties and/or taxes will be imposed on its entire value.
- \* As for children under 6 years old, duty-free allowances are limited to the articles owned for their personal use.

Duty free is not applied to your business goods and product samples.

**(NOTICE)**  
As regulated by laws and regulations concerned, you are required to declare all the articles that you have purchased or acquired abroad and are bringing into Japan.  
Any false declaration or failure to declare may be subject to penalty in laws and regulations concerned.

As regulated in laws and regulations concerned, every person entering Japan is required to submit this Declaration Form to Customs.

I declare that the above particulars are true and correct.

Signature

Please sign here.

All questions must be checked.

Please check Yes, and write the total packages of your shipment. (includes ocean and air)