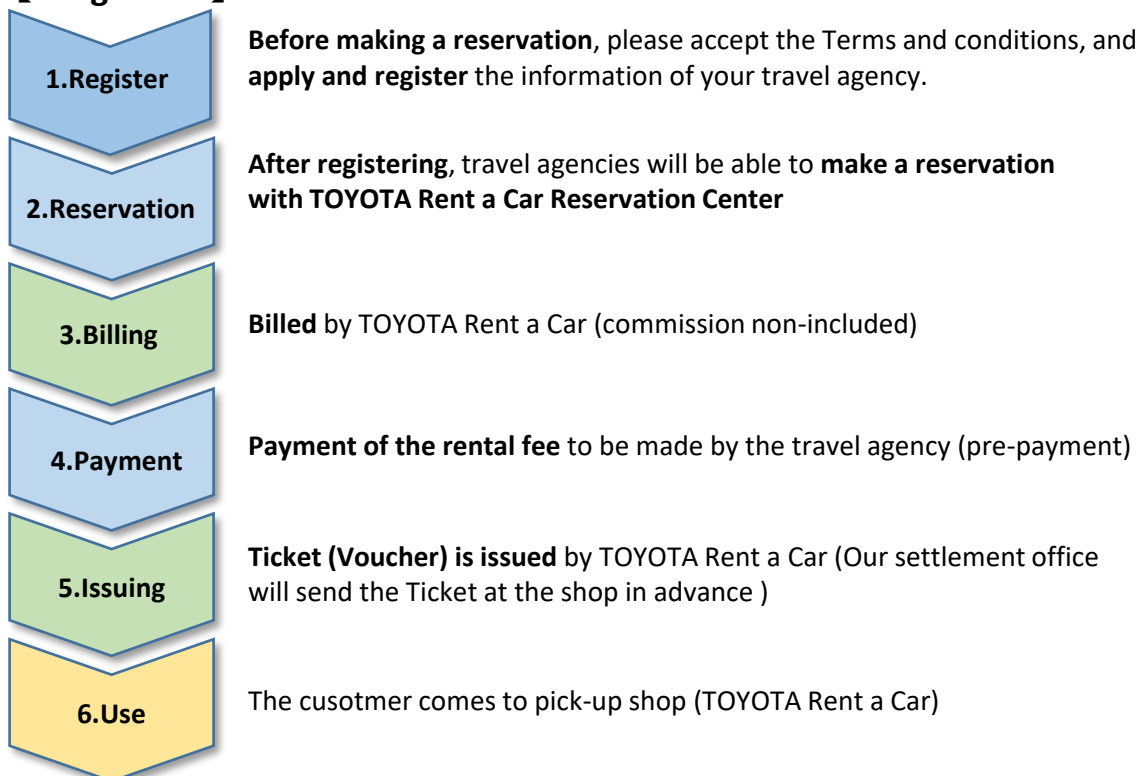


# 【Travel agencies that do not have a contract with TOYOTA Rent a Car】 Use of Tickets (Voucher)

When using a Toyota rental car under the ticket (voucher) system (treated as a boat ticket), in order to comply with various laws and regulations, it is **necessary to register in advance**.

## 【Usage Flow】



## 【Terms and Conditions of Business】

Please check the items on the registration form and the "Terms and Conditions of Use" on the next page.

## 【How to register (Registration)】

Please access the application form (MicrosoftForms) from the URL below and submit (register).

- ◇URL (Japanese) : <https://forms.office.com/r/vBH8gzNAXp>
- ◇URL (English) : <https://forms.office.com/r/4065VN2icw>

## 【Points of attention】

- If you do not pre-register or if your application is incomplete, we will not be able to complete the transaction, including reservations.
- If you are not registered as a “travel agency”, you will not be eligible for this system.
- This registration is not required, if you are able to make transactions using tickets (voucher) issued by our contracted agencies, such as Zen-Ryo Coupon Association of Zen-Ryo Co.

## 《Terms and Conditions of use》

### 1) Rates and Terms

- Same as the contents of TOYOTA Rent a Car plan "My Drive".
  - \*The latest information at the time of reservation will be applied.  
Please contact TOYOTA Rent a Car Reservation Center for the latest information.
  - \*Please note that you are required to register in advance for transactions.  
If you do not register, or if your registration is incomplete,  
**you will not be able to make any transactions, including reservations.**

### 2) How to make a reservation (Reservation Method)

- Make a phone call or fax the TOYOTA Car Rent a Car Reservation Center.

### 3) Reservation Deadline

- 7 business days prior to the pick-up date (Business days = Saturdays, Sundays, National holidays and Year-end and New Year holidays are excluded)

### 4) Billing

- Invoice sent by fax or email about 2 weeks prior to pick-up date  
(If you have a travel Agency in Japan and need the original invoice, we will send it by mail upon your request within Japan.)
  - \*The amount billed will exclude the commission fee to your company.
  - \*Please cover the bank transfer fee at your expense. There are two transfer fees as written below.
    - ① The bank charge when the fee is transferred.
    - ② (For no bank account in Japan) 2,500 JPY is charged when TOYOTA Rent a Car receives the transferred fee (Service fee on receiving overseas remittances and Yen exchange handling charge)

### 5) Due Date of Payment

- By 15:00, 6 business days prior to the pick-up date (including the pick-up date).

### 6) Sending the Ticket (Voucher)

- Up to 2 business days after payment is confirmed.
  - \*Our settlement office will send the Ticket at the shop in advance.

### 7) If the payment is not receive by the deadline

- If payment is not confirmed by the deadline stated in (5) above,  
we will not be able to issue tickets (vouchers). Thus, the following will apply.
  - \*Payment on site by the customer (no commission)If it will be applied, please contact the TOYOTA Rent a Car Reservation Center.

### 8) Refund

- In case of refund due to cancellation or issuance of no-show certificate, please send the original ticket (voucher) and no-show certificate to the TOYOTA Rent a Car Settlement Office, along with a written note (a memo is fine) indicating the bank account information to which the refund should be made. Refunds are made to your company on the 15th and last day of each month (the refund will arrive on that day), and the original ticket must be received by us in the morning, 2 business days prior to the refund date.