



# Tokyo 2020 Customs & Freight Forwarding Guide

November 2019

# Table of Contents

<b>1. Introduction</b>	
1.1. About this Guide .....	05
1.2. List of venues .....	06
1.3. Gateway to the Tokyo Metropolitan Area .....	09
1.4. Customs Procedures in Japan.....	13
<b>2. Related Organisations and Key Contacts</b>	
2.1. Customs Authorities.....	14
2.2. The Tokyo Organising Committee of the Olympic and Paralympic Games (Tokyo 2020 Organising Committee) .....	14
2.3. Official Customs Broker .....	15
2.4. Official Logistics Service Partner for Tokyo 2020.....	15
2.5. Official Non-Life Insurance Partner .....	16
2.6. Brand Protection .....	16
2.7. Consideration for Sustainability.....	17
<b>3. General Import Clearance Procedures</b>	
3.1. Overview.....	18
3.2. Tariffs and Internal Consumption Taxes.....	18
3.3. Import Declaration .....	19
3.4. Documents Required for Import Declaration .....	20
3.5. Bonded Transport.....	20
3.6. International Postal Matters.....	21
3.6.1. Items unable to be sent by international mail.....	21
3.6.2. Prohibited and restricted items for import into Japan .....	21
3.6.3. Shipping documents.....	22
3.7. Goods Delivered by Courier .....	22
3.7.1. Items unable to be sent by home delivery service .....	22
3.7.2. Prohibited and restricted items for import into Japan .....	22
3.7.3. Shipping documents.....	22
<b>4. Freight - Shipping Information</b>	
4.1. Packing.....	23

<b>5. Passengers - Customs Information</b>	
5.1. Flow from Arrival through to Entry into the Country.....	24
5.2. Declaration Forms for Customs Procedures.....	25
5.3. Notes on Declaration to Customs Authorities.....	25
<b>6. Import/Export Clearance Procedures for Games Stakeholders</b>	
6.1. Outline.....	26
6.2. Import Regulations and Requirements.....	27
6.3. Things To Do As Advance Preparation.....	27
6.3.1. If There Is An Importer In Japan .....	27
6.3.2. If There Is No Importer In Japan .....	28
6.3.3. If Choose Tokyo 2020 As Your ACP.....	28
6.4. Things Importers Have To Do For Each Shipment.....	29
6.4.1 Apply for TOP-01-A issued by Tokyo 2020 .....	29
6.4.2 Issuance of TOP-02 For Deposit Exempted Of Re-Export Duty Exemption.....	29
6.5. Duty exemption system.....	30
6.5.1. Duty Exemption Of Re-Export Items.....	30
6.5.2. Duty Exemption On Items Imported For Donation Purposes .....	36
6.5.3. Items Imported For Free Distribution .....	36
6.5.4 Duty Exemption Of Accompanied Baggage/Unaccompanied Baggage (Mainly NOC/NPC Cargo) ...	37
6.5.5. Duty Exemption Of ATA Carnet .....	39
<b>7. Import of Specific Goods</b>	
7.1. Prohibited and restricted goods for import .....	41
7.2. Food, Plants, and Meat Products (Including Dairy Products) .....	41
7.2.1. Food.....	41
7.2.2. Plant.....	43
7.2.3. Animals, meat products, dairy products, etc.....	44
7.2.4. Animals (animals besides those required to undergo quarantine procedures).....	45
7.3. Drugs, Medical Devices, Cosmetics and Others.....	46
7.3.1 Importing medication and medical devices for personal use.....	46
7.3.2 Importing medication and medical devices for team or group use.....	48
7.3.3 Doping Surveillance.....	51
7.3.4 Further information .....	51
7.4. Temporary Import of Vehicles.....	55

7.5. Liquors and Tobaccos.....	56
7.6. Guide Dogs and Service Dogs.....	57
7.7. Dog Food and Veterinary Drugs.....	58
7.8. Cash and Traveller's Cheques.....	59
7.9. Firearms and Ammunition.....	59

## 8. Export Customs & Clearance Procedures

8.1. General Export Clearance Procedures.....	62
8.2. Export Clearance Procedures For Re-Export.....	62
8.3. Prohibited and Regulated Goods for Export.....	63

## Appendix

# 1. Introduction

The Games of the XXXII Olympiad (Tokyo 2020) will be held over a 17 day period from 24 July to 9 August 2020. The Tokyo 2020 Paralympic Games will be held over a 13 day period from 25 August to 6 September 2020.

Games of the XXXII Olympiad (Tokyo 2020)	Transition Period	Tokyo 2020 Paralympic Games
24 July – 9 August 2020	10 August – 24 August 2020	25 August – 6 September 2020

## 1.1. About this Guide

This guide is intended for all people and organisations (hereinafter referred to as the “Games Stakeholders”; for details, refer to Appendix 2) involved in the Olympic and Paralympic Games Tokyo 2020 (Tokyo 2020 Games). It provides an overview of the formalities for exporting and importing equipment and supplies to and from Japan for use in connection with the Games.

Games Stakeholders are responsible for arranging their own freight and customs clearance. In cooperation with the official customs broker, Tokyo 2020 Logistics will help Games Stakeholders to achieve prompt and appropriate customs clearance and transport. This guide summarises the necessary information for the Tokyo 2020 Games, such as customs clearance regulations and formalities and key contacts. Referring to this guide should help Games Stakeholders exporting and importing equipment and supplies to and from Japan.

This document contains information as general guidance only and should not in any way be considered legally binding. Any questions or clarifications should be directed to the Tokyo 2020 Organising Committee. Consultation will be provided in cooperation with the official customs broker.

## 1.2. List of venues

The locations of each venue, Olympic Village/Paralympic Village, IBC, MPC are as follows. “Six keys to the gate” are required for bump-in and bump-out during lock-down period. Detailed information will be published in “Venue Delivery Guide” which is scheduled to be issued in February 2020.

### Olympic Venues

Venue	Location	Sport/Discipline
Olympic Stadium	10-1, Kasumigaokamachi, Shinjuku-ku, Tokyo	Opening and Closing Ceremonies/Athletics/ Football
Tokyo Metropolitan Gymnasium	17-1, 1chome, Sendagaya, Shibuya-ku, Tokyo	Table Tennis
Yoyogi National Stadium	1-1, 2chome, Jinnan, Shibuya-ku, Tokyo	Handball
Nippon Budokan	2-3, Kitanomarukouen, Chiyoda-ku, Tokyo	Judo/Karate
(TBD)	(TBD)	Athletics (Race Walk)
Tokyo International Forum	5-1, 3chome, Marunouchi, Chiyoda-ku, Tokyo	Weightlifting
Kokugikan Arena	3-28, 1chome, Yokoami, Sumida-ku, Tokyo	Boxing
Equestrian Park	1-1, 2chome, Kamiyoga, Setagaya-ku, Tokyo	Equestrian (Dressage, Eventing, Jumping)
Musashino Forest Sport Plaza	290-11, Nishimachi, Chofu-shi, Tokyo	Badminton/Modern Pentathlon (Fencing)
Tokyo Stadium	376-3, Nishimachi, Chofu-shi, Tokyo	Football/Rugby/Modern Pentathlon (Swimming, Fencing, Riding, Laser-Run)
Musashinonomori Park	3chome, Asahicho, Fuchu-shi Nishimachi, Chofu-shi 5・6chome, Osawa, Mitaka-shi	Cycling (Road (Road Race: Start))
Ariake Arena	11, 1chome, Ariake, Koto-ku, Tokyo	Volleyball (Volleyball)
Ariake Gymnastics Centre	10-1, 1chome, Ariake, Koto-ku, Tokyo	Gymnastics
Ariake Urban Sports Park	7, 1chome, Ariake, Koto-ku, Tokyo	Cycling (BMX Freestyle, BMX Racing)/ Skateboarding
Ariake Tennis Park	2-22, 2chome, Ariake, Koto-ku, Tokyo	Tennis
Odaiba Marine Park	1chome, Daiba, Minato-ku, Tokyo	Aquatics (Marathon Swimming)/Triathlon
Shiokaze Park	1, Higashiyashio, Shinagawa-ku, Tokyo	Volleyball (Beach Volleyball)
Aomi Urban Sports Park	1, 1chome, Aomi, Koto-ku, Tokyo	Basketball (3x3 Basketball)/Sport Climbing
Oi Hockey Stadium	1-19, 4chome, Yashio, Shinagawa-ku, Tokyo 2-1, 1chome, Tokai, Ota-ku, Tokyo	Hockey
Sea Forest Cross-Country Course	3chome Chisaki, Aomi, Koto-ku, Tokyo	Equestrian (Eventing, (Cross Country))
Sea Forest Waterway	3chome Chisaki, Aomi, Koto-ku, Tokyo	Canoe (Sprint)/Rowing
Kasai Canoe Slalom Centre	1-1, 6chome, Rinkaicho, Edogawa-ku, Tokyo	Canoe (Slalom)

Venue	Location	Sport/Discipline
Yumenoshima Park Archery Field	1-4, 2chome Chinai, Yumenoshima, Koto-ku, Tokyo	Archery
Tokyo Aquatics Centre	2-1, 2chome, Tatsumi, Koto-ku, Tokyo	Aquatics (Swimming, Diving, Artistic Swimming)
Tatsumi Water Polo Centre	8-10, 2chome, Tatsumi, Koto-ku, Tokyo	Aquatics (Water Polo)
Makuhari Messe Hall A	2-1, Nakase, Mihama-ku, Chiba-shi, Chiba	Taekwondo/Wrestling
Makuhari Messe Hall B	2-2, Nakase, Mihama-ku, Chiba-shi, Chiba	Fencing
Tsurigasaki Surfing Beach	6961-1, Torami, Ichinomiya-machi, Chosei-gun, Chiba	Surfing
Saitama Super Arena	8, Shintoshin, Chuuou-ku, Saitama-shi, Saitama	Basketball (Basketball)
Asaka Shooting Range	4, 9chome, Ooizumigakuenmachi, Nerima-ku, Tokyo	Shooting
Kasumigaseki Country Club	3398, Kasahata, Kawagoe-shi, Saitama	Golf
Enoshima Yacht Harbour	12-2, 1chome, Enoshima, Fujisawa-shi, Kanagawa	Sailing
Izu Velodrome	1826, Oono, Izu-shi, Shizuoka	Cycling (Track)
Izu MTB Course	1826, Oono, Izu-shi, Shizuoka	Cycling (Mountain Bike)
Fuji International Speedway	694 Nakahinata Oyama-Cho Sunto-Gun Shizuoka	Cycling (Road (Road Race: Finish, Individual Time Trial))
Fukushima Azuma Baseball Stadium	1, Kamikotoba, Sabara, Fukushima-shi, Fukushima	Baseball/Softball
Yokohama Baseball Stadium	Yokohamakouen, Naka-ku, Yokohama-shi, Kanagawa	Baseball/Softball
Sapporo Dome	1, Hitsujigaoka, Toyohira-ku, Sapporo-shi, Hokkaido	Football
Miyagi Stadium	40-1, Azatate, Sugaya, Rifu-cho, Miyagi-gun, Miyagi	Football
Ibaraki Kashima Stadium	26-2, Ushiroyama, Jinkoji, Kashima-shi, Ibaraki	Football
Saitama Stadium	500, Nakanoda, Midori-ku, Saitama-shi, Saitama	Football
International Stadium Yokohama	3300, Kozukuemachi, Kohoku-ku, Yokohama-shi, Kanagawa	Football
Olympic Village	5chome Chinai, Harumi, Chuo-ku, Tokyo(TBD)	
IBC/MPC Tokyo International Exhibition Centre (Tokyo Big Sight)	11-1, 3chome, Ariake, Koto-ku, Tokyo	

## Paralympic Venues

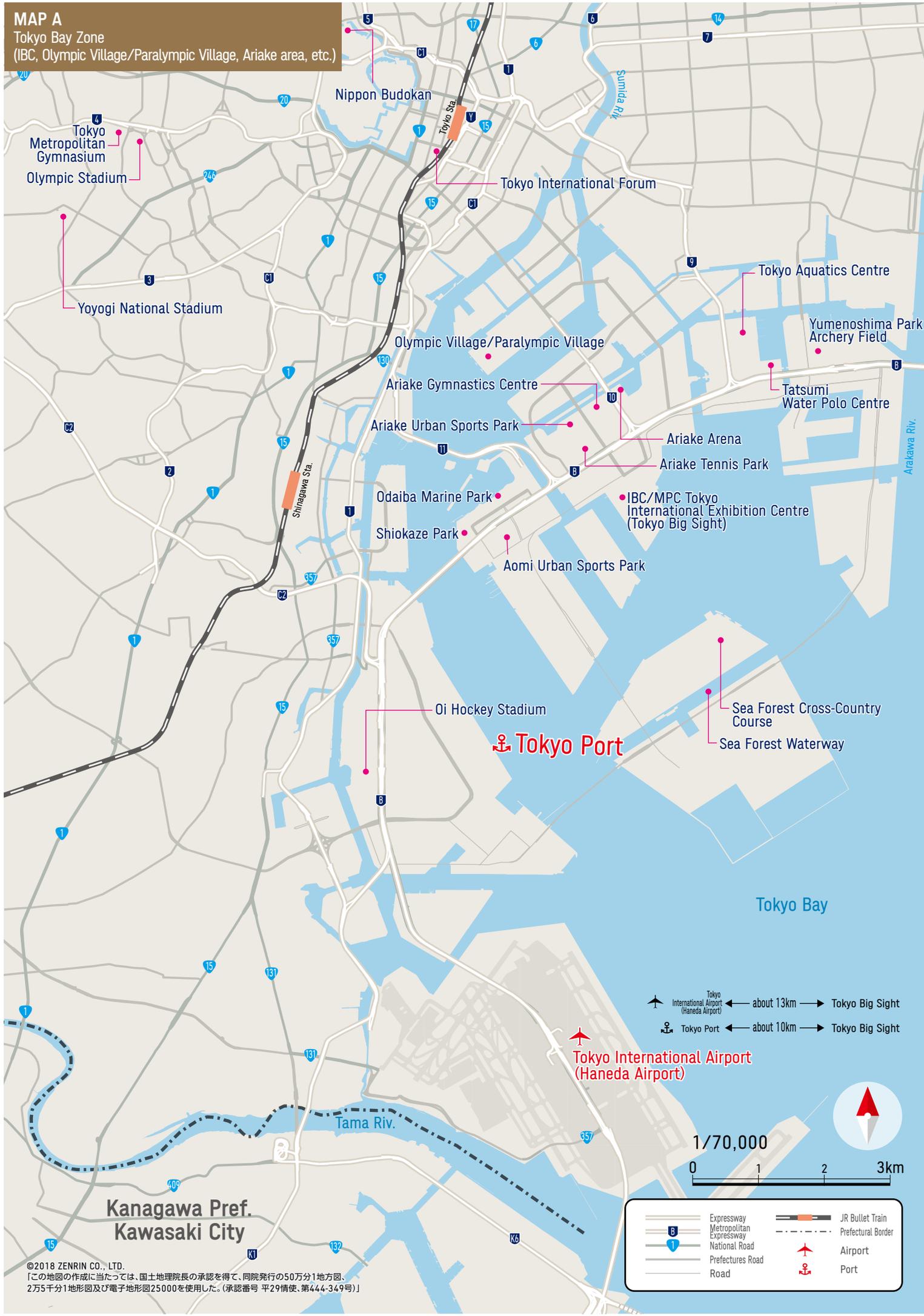
Venue	Location	Sport/Discipline
Olympic Stadium	10-1, Kasumigaokamachi, Shinjuku-ku, Tokyo	Opening and Closing Ceremonies/Athletics
Tokyo Metropolitan Gymnasium	17-1, 1chome, Sendagaya, Shibuya-ku, Tokyo	Table Tennis
Yoyogi National Stadium	1-1, 2chome, Jinnan, Shibuya-ku, Tokyo	Badminton/Wheelchair Rugby
Nippon Budokan	2-3, Kitanomarukouen, Chiyoda-ku, Tokyo	Judo
Tokyo International Forum	5-1, 3chome, Marunouchi, Chiyoda-ku, Tokyo	Powerlifting
Equestrian Park	1-1, 2chome, Kamiyoga, Setagaya-ku, Tokyo	Equestrian
Musashino Forest Sport Plaza	1-41, 1chome, Tobitakyuu, Chofu-shi, Tokyo	Wheelchair Basketball
Ariake Arena	11, 1chome, Ariake, Koto-ku, Tokyo	Wheelchair Basketball
Ariake Gymnastics Centre	10-1, 1chome, Ariake, Koto-ku, Tokyo	Boccia
Ariake Tennis Park	2-22, 2chome, Ariake, Koto-ku, Tokyo	Wheelchair Tennis
Odaiba Marine Park	1chome, Daiba, Minato-ku, Tokyo	Triathlon
Aomi Urban Sports Park	1, 1chome, Aomi, Koto-ku, Tokyo	Football 5-a-side
Sea Forest Waterway	3chome Chisaki, Aomi, Koto-ku, Tokyo	Canoe/Rowing
Yumenoshima Park Archery Field	1-4, 2chome Chinai, Yumenoshima, Koto-ku, Tokyo	Archery
Tokyo Aquatics Centre	2-1, 2chome, Tatsumi, Koto-ku, Tokyo	Swimming
Makuhari Messe Hall A	2-1, Nakase, Mihama-ku, Chiba-shi, Chiba	Sitting Volleyball
Makuhari Messe Hall B	2-2, Nakase, Mihama-ku, Chiba-shi, Chiba	Taekwondo/Wheelchair Fencing
Makuhari Messe Hall C	2-3, Nakase, Mihama-ku, Chiba-shi, Chiba	Goalball
Asaka Shooting Range	4, 9chome, Ooizumigakuenmachi, Nerima-ku, Tokyo	Shooting
Izu Velodrome	1826, Oono, Izu-shi, Shizuoka	Cycling (Track)
Fuji International Speedway	694 Nakahinata Oyama-Cho Sunto-Gun Shizuoka	Cycling (Road) Start and Finish
Paralympic Village	5chome Chinai, Harumi, Chuo-ku, Tokyo(TBD)	
IBC/MPC Tokyo International Exhibition Centre (Tokyo Big Sight)	11-1, 3chome, Ariake, Koto-ku, Tokyo	

### 1.3. Gateway to the Tokyo Metropolitan Area

The Port of Tokyo and the Port of Yokohama serve as the two main international trading ports when Games Stakeholders export and import equipment and supplies by sea. The Port of Tokyo is an urban commercial port that is responsible for distributing goods for industrial and residential needs in the metropolis. The Port of Tokyo can also accommodate large container ships. Ariake is a landfill site behind each pier, and it lies adjacent to IBC, MPC and many competition venues. The area is surrounded by advanced traffic networks including highways. The Port of Yokohama is located northwest of Tokyo Bay and is the nearest port from the Enoshima sailing competition venue. Connected to wide-area road networks and harbour roads, the Port of Yokohama provides seamless distribution services to the Tokyo metropolitan area.

A large number of air cargos are assumed to arrive at Haneda Airport and Narita International Airport. Haneda Airport is located in Tokyo, the largest consumption area in Japan, and offers accessibility to many airlines and around-the clock availability. Haneda Airport is linked to 48 cities in Japan and 31 cities outside Japan and provides excellent accessibility to main distribution bases in Japan, such as Toyosu Market (former: Tsukiji Market) and Ota Market. Because of Haneda's excellent accessibility, location and capability, in recent years the volume of air cargo has been increasing and the expansion of cargo terminal facilities is underway in order to cope with future growing demands. The international air cargo handling volume of Narita International Airport is ranked at fifth place in the world, and this airport handles approximately 60 per cent of the total volume of cargos in Japan. In addition, Narita International Airport boasts the highest amount of trade among all ports, including seaports in Japan. Moreover, a large number of logistics companies' facilities are located around Narita Airport, and various efforts, such as the project by the Forklift & Pallet Building Council, are proceeding in order to upgrade refrigerated warehouse functionality and improve the quality of cargo handling as Japan's top trading port.

**MAP A**  
 Tokyo Bay Zone  
 (IBC, Olympic Village/Paralympic Village, Ariake area, etc.)



Tokyo Metropolitan Gymnasium  
 Olympic Stadium  
 Yoyogi National Stadium

Nippon Budokan  
 Tokyo Sta.  
 Tokyo International Forum

Tokyo Aquatics Centre  
 Yumenoshima Park Archery Field  
 Tatsumi Water Polo Centre

Olympic Village/Paralympic Village  
 Ariake Gymnastics Centre  
 Ariake Urban Sports Park  
 Ariake Arena  
 Ariake Tennis Park  
 Odaiba Marine Park  
 Shiokaze Park  
 Aomi Urban Sports Park  
 IBC/MPC Tokyo International Exhibition Centre (Tokyo Big Sight)

Oi Hockey Stadium  
 Tokyo Port  
 Sea Forest Cross-Country Course  
 Sea Forest Waterway

Tokyo Bay

International Airport (Haneda Airport) ← about 13km → Tokyo Big Sight  
 Tokyo Port ← about 10km → Tokyo Big Sight

Tokyo International Airport (Haneda Airport)

1/70,000

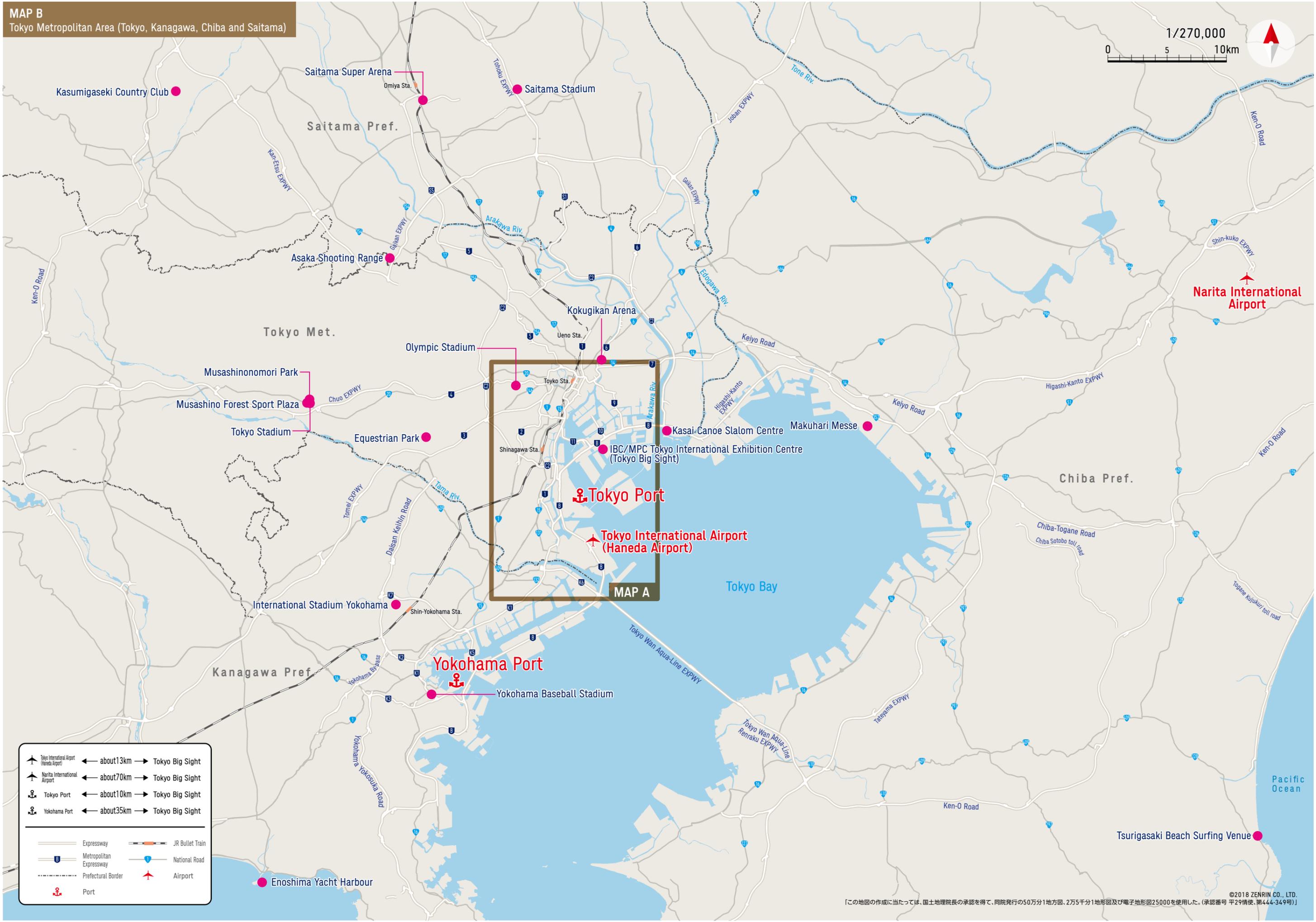
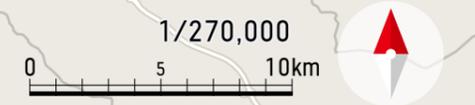
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Kanagawa Pref.  
 Kawasaki City

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	Expressway		JR Bullet Train
	Metropolitan Expressway		Prefectural Border
	National Road		Airport
	Prefecture Road		Port
	Road		

**MAP B**  
Tokyo Metropolitan Area (Tokyo, Kanagawa, Chiba and Saitama)

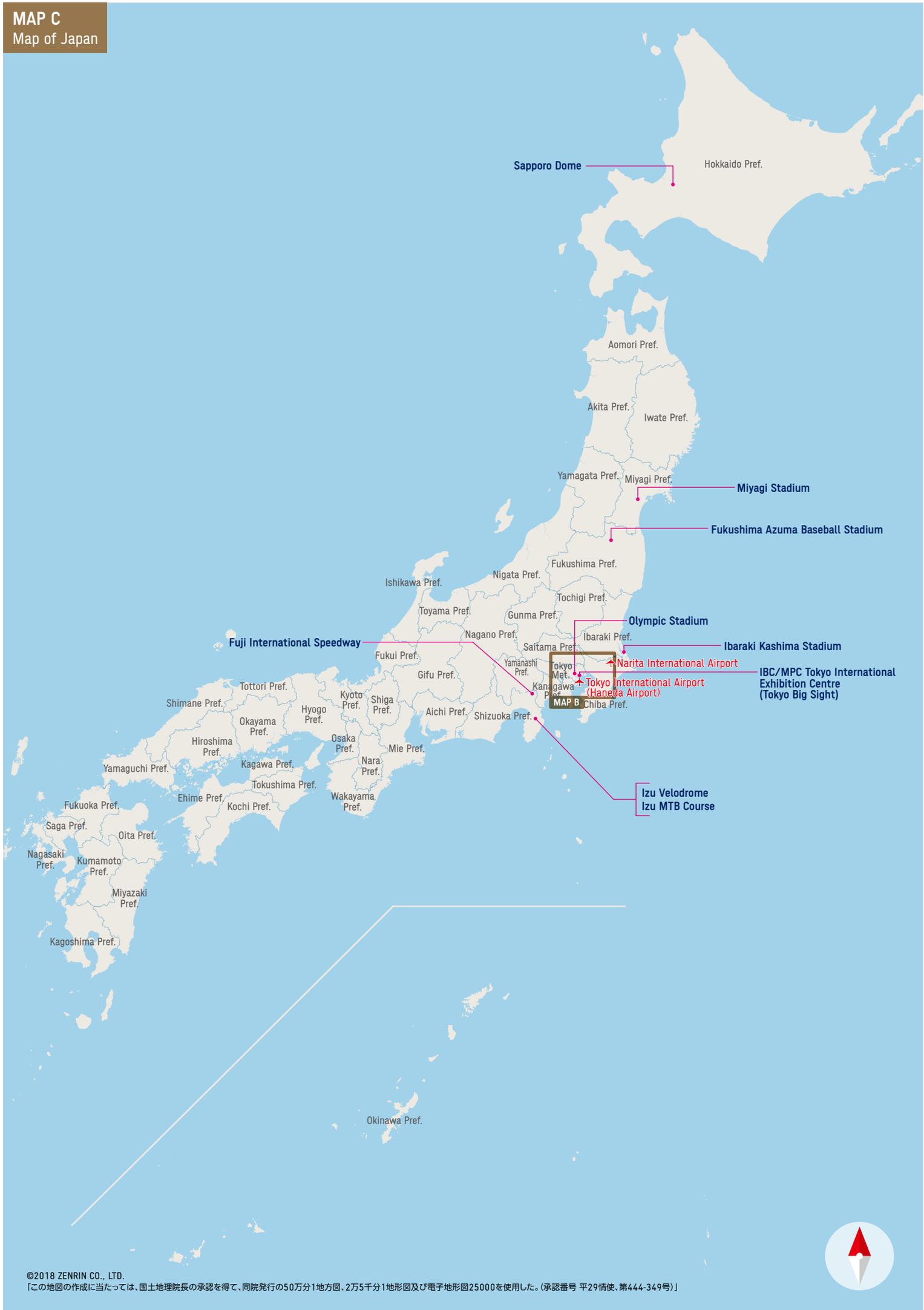


	← about 13km →	Tokyo Big Sight
	← about 70km →	Tokyo Big Sight
	← about 10km →	Tokyo Big Sight
	← about 35km →	Tokyo Big Sight

	JR Bullet Train
	National Road
	Airport

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## 1.4. Customs Procedures in Japan

People who intend to import or export goods must declare the product names, quantities, prices and other necessary information of goods at the customs clearance office that has jurisdiction over the bonded area where the cargo is stored and receive necessary inspections. Then, pay taxes such as customs duties and domestic consumption tax, and obtain permission of import/export. In addition, people who intend to import or export goods that requires permission or approval for import/export pursuant to laws and regulations other than tariff-related laws and regulations (hereinafter referred to as “other laws and regulations”) shall receive customs import/export permission. It is necessary to obtain the permission/approval prescribed in these laws and regulations in advance and to prove to the customs office that the permit/approval has been obtained at the time of import/export declaration (or examination).

Formalities required for the customs authorities and other administrative agencies are normally processed efficiently by an information processing system called “Nippon Automated Cargo and Port Consolidated System (NACCS)”. This system enables tax payment procedures to be handled online without having to visit customs offices or other related administrative agencies. Moreover, goods information can be accessed in real time, making it possible to respond to inquiries promptly.

Export and import declarations require expert knowledge such as laws, so it is common to entrust declaration procedures to specialist customs brokers.

## 2. Related Organisations and Key Contacts

### 2.1. Customs Authorities

Japan Customs strives to clear customs for imported and exported goods, collect taxes such as tariffs, control smuggling and carry out other necessary duties for orderly trade development in order to achieve the following three missions: maintaining a safe and secure society, providing appropriate and fair taxation such as tariffs, and facilitating trade. As the regional branch offices of the Ministry of Finance, eight custom offices are located in Hakodate, Tokyo, Yokohama, Nagoya, Osaka, Kobe, Moji, and Nagasaki. In addition, there is also the Okinawa Regional Customs. As of July 2019, these customs offices have 68 customs branch offices, 104 customs stations and customs branch stations, as well as 10 customs monitoring stations and customs branch monitoring stations, each of which takes charge of customs duties in each area.

For details, refer to <http://www.customs.go.jp/english/index.htm>. The information can be displayed in either Japanese or English.

### 2.2. The Tokyo Organising Committee of the Olympic and Paralympic Games (Tokyo 2020 Organising Committee)

Tokyo was elected as the host city of the Olympic and Paralympic Games Tokyo 2020 at the 125th International Olympic Committee (IOC) Session held in Buenos Aires, Argentina, on 7 September 2013.

On 24 January 2014, The Tokyo Organising Committee of the Olympic and Paralympic Games was established as a general incorporated association by the Japanese Olympic Committee (JOC) and the Tokyo Metropolitan Government. On 1 January 2015, it became a public interest incorporated foundation.

Tokyo 2020 Logistics liaises with Yamato Holdings Co., Ltd., (appointed as an official freight forwarder covering customs clearance work as well) to provide prompt and efficient freight transport and customs clearance services for Games Stakeholders.

The Tokyo Organising Committee of the Olympic and Paralympic Games  
Customs and Freight Forwarding Section, Logistics Department, Transport and Accommodation Bureau

Address : 23rd Floor, Harumi Island Triton Square Office Tower Y  
1-8-11 Harumi Chuo-ku, Tokyo, 104-6123 Japan

E-mail : [customs@tokyo2020.jp](mailto:customs@tokyo2020.jp)

Attn. : Masasumi KITO / Tetsuro HIYOSHI

## 2.3. Official Customs Broker

The Tokyo Organising Committee of the Olympic and Paralympic Games appointed Yamato Global Logistics Japan Co., Ltd., (affiliated with Yamato Holdings Co., Ltd., the official Logistics service partner of Tokyo 2020) as the official customs broker.

As a customs broker equipped with organised systems for cargo security management and in compliance with Japanese laws, Yamato Global Logistics Japan Co., Ltd., provides international logistics services under the certification of an Authorised Economic Operator (AEO) accredited by the Director General of Tokyo Customs. While closely cooperating with each other, the Tokyo 2020 Organising Committee and Yamato Global Logistics Japan Co., Ltd., will proceed with prompt and appropriate formalities for goods exported and imported by Games' stakeholders.

For any inquiries or questions about customs procedures for the Olympic and Paralympic Games Tokyo 2020, please contact the following:

Official customs broker  
Yamato Global Logistics Japan Co., Ltd.

Address : 5F Tsukiji First Nagaoka Bldg., 2-3-4 Tsukiji, Chuo-Ku, Tokyo 104-0045, JAPAN

Telephone : +81-3-6278-8095 (9:00 - 17:00 Weekday)

E-mail : [tokyo2020ygl@y-logi.com](mailto:tokyo2020ygl@y-logi.com)

Website : <https://www.y-logi.com/ygl/english/index.html>

## 2.4. Official Logistics Service Partner for Tokyo 2020

As the official Logistics service partner for Tokyo 2020, Yamato Holdings Co., Ltd., aims to contribute to the success of the Olympic and Paralympic Games Tokyo 2020 and the creation of a legacy for the future. Yamato Holdings will support Games operation by providing high value-added distribution services that ensures smooth management of the Games and also achieves both the highest level of efficiency and safety and reduced environmental impact.

Yamato Holdings will celebrate its 100th anniversary in 2019, and is promoting "Value-Networking Design", which contributes to Japanese economy growth strategies through the evolution of distribution from "cost" to "means of creating a value". Yamato Holdings now deploys more than 7,000 offices in Japan and abroad and aims to becoming Asia's top logistics and living support solution provider. All group companies are working together to strengthen their business in Japan and globally, especially in the expanding Asian market.

For details on the Yamato Group, refer to <http://www.yamato-hd.co.jp/english/index.html> or contact the official customs broker

## 2.5. Official Non-Life Insurance Partner

The official Non-Life Insurance Partner for Tokyo 2020 is Tokio Marine & Nichido Fire Insurance Co., Ltd., a leading property insurance company in Japan. Tokio Marine & Nichido Fire Insurance is the largest company under the umbrella of the Tokio Marine Group. Established in 1879, the company has been providing a wide range of products, including marine cargo insurance and transport insurance, and is expanding its business in both domestic and overseas markets. Tokio Marine Group is also known as one of the world's largest underwriters in the marine insurance field.

Games Stakeholders are responsible for arranging insurance for their respective properties during the entire process, including the period of the Tokyo 2020 Games. The consigners are requested to arrange appropriate insurance that covers the risk of damage to containers, goods, and packages during transport, storage, and return. The consigners are also responsible for any risk during storage of equipment, materials, and other goods.

For details on insurance, refer to <https://www.tokiomarine-nichido.co.jp/en> or consult with the official customs broker.

## 2.6. Brand Protection

Intellectual properties including the emblems and designations associated with the Olympic and Paralympic Games are protected by the Trade Marks Act, Unfair Competition Prevention Act, Copyright Act, and other relevant laws in Japan. When bidding for the Olympic and Paralympic Games, the Government of Japan pledged the International Olympic Committee and the International Paralympic Committee to comply with the Olympic Charter and protect the intellectual properties of the Olympic and Paralympic Games properly. Due to the above reasons, if customs officers discover any goods that are suspected to infringe on the intellectual property of any brand related to the Olympic and Paralympic Games during import clearance, a thorough inspection for illegal use of the Tokyo 2020 brands will be conducted in Japan.

The following organisations, associations, and businesses are authorised to use the official Games-related marks and designations:

- 1.Sponsors and broadcasting rights holders of the Tokyo 2020 Games;
- 2.Host cities, ministries, and municipalities hosting the Tokyo 2020 Games;
- 3.News media, such as newspapers, TV broadcasters, and magazines (restricted to news purposes only);
- 4.The Japanese Olympic Committee and the Japanese Paralympic Committee;
- 5.Local governments (rights and items that can be used are restricted to only those granted by the Tokyo 2020 Organising Committee);
- 6.Other organisations, associations, or businesses which the Tokyo 2020 Organising Committee determines appropriate to use the marks or designations.

## 2.7. Consideration for Sustainability

Based on discussions with experts and other scholars and professionals, as well as the global trends of discussions including the “Sustainable Development Goals” adopted by the UN Sustainable Development Summit in September 2015, the Tokyo 2020 Organising Committee has drawn up a management plan for sustainability by deciding the following five main themes to be undertaken for the Tokyo 2020 Games: “ climate change (Carbon Management)”, “resource management”, “atmospheric air, water, green, biodiversity, etc.”, “consideration for human rights, labour, Fair Business Practices, etc.”, and “participation, cooperation, and information transmission (Engagement)”. When exporting, importing, or delivering equipment or supplies for Games management, Games Stakeholders are also strongly requested to select distribution that attaches great importance to sustainability. This includes CO<sub>2</sub> emissions reduction by making transport vehicles and warehouse space more efficient, use of appropriate packing materials in accordance with the “Regulation of Wood Packaging Material in International Trade” (ISPM15), environmental consideration by minimising cushioning materials, and prevention of invasive alien species from affecting ecosystems and other environments.

# 3. General Import Clearance Procedures

## 3.1. Overview

Importing goods requires import declarations to the customs authorities and payment of tariffs and internal consumption taxes (including consumption taxes, liquor taxes and cigarette taxes). Some goods may require permission, approval, or authorisation under other laws and regulations.

(Refer to 7 “Import of Special Goods”.) It is necessary to go through the prescribed formalities to obtain tax incentives for goods. In principle, tax incentive schemes do not apply to goods imported for commercial purposes.

Japan Customs employs a Nippon Automated Cargo and Port Consolidated System (NACCS) through which customs offices, customs brokers, warehouses, container yards, and other ministries and government offices are linked with each other. This system allows users to perform a number of customs clearance formalities (such as tax payment and export/import declarations including confirmation of permission, approval, or authorisation under other laws and regulations) by entering and sending information only once. The necessary formalities related to export/import and port facilities can be performed for all related administrative agencies.

► Details regarding the import of prohibited items and regulated items are available at Item 6.2 “Importation regulations and requirements” and Article 7 “Import of Specific Goods” respectively. Please ensure you confirm all items prior to shipping.

## 3.2. Tariffs and Internal Consumption Taxes

In Japan, tariff rates are determined according to the tariff classification code (HS code), and tariffs are imposed by using the prices or quantities of the imported goods as the base of taxation. Consumption taxes are imposed on the amount that is calculated by adding the total amount of tariff, liquor tax, and other taxes to the assessed value (based on CIF).

When goods for which concessions are made under the Economic Partnership Agreement (EPA) are imported from a country that has concluded an EPA agreement with Japan, a tariff lower than the normal rate will be applied if the necessary requirements (such as submitting a certificate of origin) are met.

### 3.3. Import Declaration

Goods that have arrived in Japan are transferred to bonded areas and stored until import formalities are completed.

After it is confirmed that the goods have been transferred to a bonded area, in principle, an import declaration with the necessary documents attached must be submitted to the customs office that has jurisdiction over the bonded area where the goods are stored.

Because payment of tariff and internal consumption tax is required to get an import permit, in principle, tax payment must be declared at the same time as the import declaration.

Nowadays, the NACCS is widely used to perform electronic declaration formalities.

#### **Person Who Performs Import Declaration Procedure**

Import declarations and tax payment are to be performed by the person who intends to import the cargo.

The person who intends to import the cargo can perform the procedure of import declaration etc. by himself/herself. It is also possible to ask the customs broker to perform the procedure on behalf of the person who intends to import cargo. Expert knowledge is required for import declaration procedures and are conducted in Japanese at NACCS which is the Japanese Customs System, so it is common to entrust the procedures to customs brokers.

In addition, if the import declarant(who intends to import cargo) is an individual who does not have an address or residence in Japan, or is a corporation that does not have a head office or main office, instead of these persons, it is necessary to establish an Attorney for Customs Procedure (hereinafter referred to as "ACP") who will perform the import declaration procedure, fill out the information in the necessary documents and notify the customs office where the import declaration will be performed in advance.

In this case, the ACP will be responsible for customs import/export declaration, attendance of inspections, payment of customs duties, etc. on behalf of the person who does not have an address or residence in Japan.

Tokyo 2020 can be a customs administrator for Games Stakeholders. For details, refer to 6.3.3 "If Choose Tokyo 2020 As Your ACP".

#### **Examinations And Inspections By The Customs Authorities**

Declaration documents that have been submitted are examined by the customs authorities, and physical inspections such as X-ray inspections may be conducted if necessary.

#### **Payment Of Tariff And Other Taxes, And Obtaining An Import Permit**

When the examinations and inspections by the customs authorities are completed, the payment statement of tariff and consumption tax that was submitted together with the declaration documents is returned. This payment statement must be taken to a bank counter or post office deposit counter in order to make payment. If an electronic declaration was made on the NACCS, payment can be made via a real-time direct debit system.

In principle, after confirming that tariff and other taxes have been paid, the customs office permits import by examining the documents for the declared goods and conducting other necessary inspections. If import is permitted, an import permit will be issued. If a declaration is submitted via the NACCS, an import permit will be sent to the terminal of the relevant customs broker or service provider, who will then forward the import permit to the consigner.

### Collection In Japan

Once an import permit has been issued by the customs office, the importer can collect the imported goods from the bonded area and distribute them within the country.

## 3.4. Documents Required for Import Declaration

When an import declaration is submitted, a set of documents such as an invoice, bill of lading or air waybill, and packing list must be attached to the import declaration.

### Necessary documents

<b>Invoice</b>	A document prepared in the country where the goods are shipped from that indicates product names, quantities, prices and other details about the goods, signed by the consigner of the goods.
<b>Bill of lading (B/L) or air waybill (AWB)</b>	A negotiable instrument assuring that the goods have been received by the shipping company at the embarkation point, are to be transported to the specified destination, and are to be delivered to the recipient of the goods at the port of discharge.
<b>Insurance premium statement</b>	Required when the goods are insured.
<b>Freight statement</b>	A document that states freight shipping costs to the port of arrival.
<b>Packing list</b>	A document that describes the package shape, quantity, weight, capacity, and other details about the goods.
<b>Verification based on other laws and regulations (other than Customs laws)</b>	For goods that require permission, approval, or authorisation under other laws and regulations (such as the Plant Protection Act and the Act on Domestic Animal Infectious Diseases Control), documents proving that the relevant permission, approval, or authorisation has been received are required. (Depending on the laws and regulations, inspection certificates issued by relevant government agencies in the country of export are also required.)
<b>Tax exemption/reduction statement</b>	To claim tax exemption or reduction, a tax exemption/reduction statement must be submitted to the customs authorities (This statement must be prepared by the customs broker or importer.)

## 3.5. Bonded Transport

Foreign goods arriving in Japan (goods without import permit) can be transported only between mutually bonded areas (or other similar areas) in the original form of foreign goods by submitting a foreign freight forwarding declaration (also serving as a checklist) to the customs authorities and

receiving approval for bonded transport. In this case, if the customs authorities recognise that there is no problem with the goods in terms of regulations after considering the transport conditions and other circumstances, the customs authorities can collectively approve transport of all foreign goods to be sent during the specified period. For approval, if deemed necessary, the customs authorities may inspect the goods to be transported or may request the provision of a customs import deposit equivalent to the amount of tariff.

When the foreign goods arrive at the transport destination, the person who has received approval must present a waybill to the customs office at the place of arrival and receive a confirmation of arrival.

## 3.6. International Postal Matters

Postal matters sent to Japan are subject to customs clearance formalities and other necessary inspections at the post offices of Japan Post Co., Ltd., where Branch Customs Offices for Overseas Mail or other similar offices are located.

In principle, international postal matters with an assessed value of JPY 200,000 or less, do not require an import declaration, and the amount of tax is calculated by the customs authorities.

International postal matters with assessed value exceeding JPY 200,000 are in principle subject to import declarations, and a notice of customs clearance formalities is sent from Japan Post Co., Ltd., to each addressee (recipient). In this case, each recipient of the notice must prepare documents required for import declarations (such as invoices) and then request Japan Post Co., Ltd., or a customs broker to undertake customs clearance formalities, or submit an import declaration to the customs authorities themselves.

International postal matters on which taxes are imposed cannot be received unless relevant taxes are paid.

\* If permission, approval, or authorisation is required for international postal matters in accordance with other laws and regulations, the addressee must receive permission, approval, or authorisation from the respective competent ministries.

### 3.6.1. Items unable to be sent by international mail

Please note that some items are prohibited from being sent by international mail. These items include Dangerous Goods (defined as those items which may cause danger to aircraft) and items listed as prohibited goods in the Universal Postal Convention. Please check the item(s) you wish to send beforehand. Please ask post office staff in the country from which the item(s) are to be sent for further details on prohibited items.

### 3.6.2. Prohibited and restricted items for import into Japan

Please note that there are a number of items for which import into Japan are prohibited or restricted, and other items that require specific import procedures. You are therefore kindly requested to thoroughly check all items you wish to import into Japan in advance.

- ▶ For details on prohibited items, refer to 7.1 "Prohibited and restricted goods for import"
- ▶ For details on restricted items, refer to 7.2 "Import of Specific Goods"

### 3.6.3. Shipping documents

To ensure the successful delivery of your international postal matters, please indicate the following information clearly and accurately on the invoice.

- ✓ Name of destination
- ✓ Full address of destination
- ✓ Name of consignee (recipient)
- ✓ Mobile phone number of consignee (recipient)

## 3.7. Goods Delivered by Courier

Goods can be delivered to a particular recipient within Japan by door-to-door courier services via a customs broker. However, if permission, approval, or authorisation is required for such courier-delivered goods in accordance with other laws and regulations, the recipient must receive permission, approval, or authorisation in accordance with other laws and regulations.

### 3.7.1. Items unable to be sent by home delivery service

Please note that there are some items that cannot be sent by express home delivery service including Dangerous Goods (defined as those items which may cause danger to aircraft). Please check the item(s) you wish to send beforehand.

Please ask a relevant home delivery service contractor in the country from which the item(s) are to be sent for further details on prohibited items.

### 3.7.2. Prohibited and restricted items for import into Japan

Please note that there are a number of items for which import into Japan are prohibited or restricted, and other items that require specific import procedures. You are therefore kindly requested to thoroughly check all items you wish to send to Japan in advance.

▶ For details on prohibited items, refer to 7.1 "Prohibited and restricted goods for import"

▶ For details on restricted items, refer to 7.2 "Import of Specific Goods"

### 3.7.3. Shipping documents

To ensure the successful delivery of your freight, please indicate the following information clearly and accurately on the invoice.

- ✓ Name of destination
- ✓ Full address of destination
- ✓ Name of consignee (recipient)
- ✓ Mobile phone number of consignee (recipient)

## 4. Freight - Shipping Information

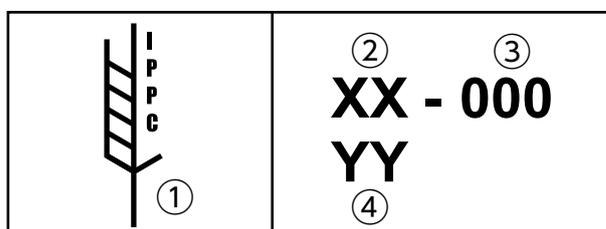
### 4.1. Packing

Goods should be packed properly to reduce the risk of damage during transport and storage.

\* To prevent damage due to diseases caused by pest insects attached to wood, wood packaging materials of all shipments must go through quarantine inspections. To avoid the risk of delays in customs clearance procedures and other problems, please refrain from using wood packaging materials without an IPPC mark in accordance with "Guidelines for Regulating Wood Packaging Material in International Trade" (ISPM No.15).

**Wood packaging materials: wood or wooden products (such as pallets and dunnage) that are used to hold, protect, or transport goods**

Marks indicating sterilized wood packaging materials



①IPPC mark

②Two-character ISO country code indicating the production country of wood packaging material

③Registration number of the producer of wood packaging material

④Code indicating the sterilisation method

For detailed information about wood packaging, refer to the following link:

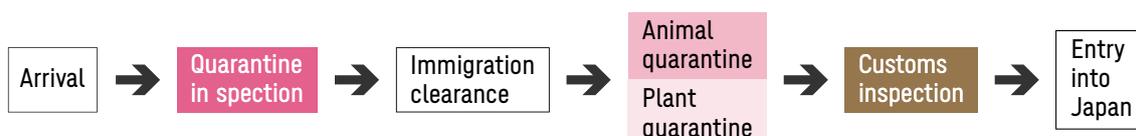
<http://www.pps.go.jp/english/woodpack/index.html>

# 5. Passengers - Customs Information

For the tax exemption procedure applicable to passenger baggage described in this chapter, refer also to 6.5.4 “Duty Exemption Of Accompanied Baggage/Unaccompanied Baggage (Mainly NOC/NPC Cargo)”.

## 5.1. Flow from Arrival through to Entry into the Country

Flow of each step



### STEP 1 Quarantine inspection

Anyone who has become ill should undertake quarantine procedures.

If a health-related questionnaire is distributed in the airplane, enter the necessary items in the questionnaire and submit it to the quarantine counter.

### STEP 2 Immigration clearance

Prepare your passport and follow the immigration procedures.

### STEP 3 Baggage claim

Collect your checked baggage in the baggage claim area. For the number of the carousel where your baggage is unloaded, check your airline company and flight number on the nearest display board.

### STEP 4 Animal quarantine and plant quarantine

If you bring meats, fruits, animals, plants, or other similar items into Japan, they must be subject to import inspections after you receive your hand baggage.

### STEP 5 Customs inspection

Take your accompanied baggage to the customs inspection area, submit the customs declaration form and have the baggage inspected.

## 5.2. Declaration Forms for Customs Procedures

- For people who declare personal effects (all people), submit **1** copy of the **customs declaration form (Appendix 4)**.
- For people who have unaccompanied articles, submit **2** copies of the **customs declaration form (Appendix 4)**.
- For people who bring in cash or other similar valuables equivalent to/over than JPY 1,000,000, submit **1** copy of **“Declaration of Carrying of Means of Payment, Etc.” (Appendix 5)**

\* “Declaration of Personal Effects and Unaccompanied Articles” (Appendix 4) is available in airplanes, ships, or customs inspection areas at airports or seaports.

\* “Declaration of Carrying of Means of Payment, Etc.” (Appendix 5) is available in customs inspection areas.

## 5.3. Notes on Declaration to Customs Authorities

To prevent terrorism and smuggling by international crime syndicates and other criminals, the customs authorities conduct the following inspections for all people entering Japan:

- Whether they have any goods prohibited or restricted from being imported into Japan.
- Whether they have any amount of cash or other similar valuables that must be declared.

\* In Japan, drugs such as cannabis and cocaine, pistols, and explosives are prohibited in principle. Even small amounts are not allowed and are subject to detection.

# 6. Import/Export Clearance Procedures for Games Stakeholders

## 6.1. Outline

Upon arrival in Japan, Games Stakeholders are required to complete necessary import clearance procedures for all personal items and cargos. Games Stakeholders are required to personally complete import clearance procedures for all imported personal items and cargos upon their arrival in Japan. In addition, customs brokers commissioned by Games Stakeholders are required to perform customs clearance procedures for cargo with the cooperation of Tokyo 2020 as necessary.

### **STEP 1** Select the forwarder and confirm the importer

Games Stakeholders are free to choose logistics company/customs broker. Please select a logistics company/customs broker early, and arrange the transport and customs clearance procedures of the Games-related items. If there is no importer in Japan, Tokyo 2020 can be an Attorney for Customs Procedure (ACP). If required, please contact Tokyo 2020 Logistics FA ([customs@tokyo2020.jp](mailto:customs@tokyo2020.jp)) as soon as possible.

### **STEP 2** Confirm customs clearance procedures before shipping

When shipping items such as liquors, pharmaceuticals, or meats, fruits, animals, plants products to Japan, please consult with your logistics company/customs broker in advance about regulations and import procedures in Japan that apply to the items. The official customs broker ([tokyo2020ygl@y-logi.com](mailto:tokyo2020ygl@y-logi.com)) has set up a direct contact line for the inquiries regarding customs clearance procedures for Games Stakeholders. Please feel free to contact them at the same time.

### **STEP 3** Packing and labeling

To prevent the risk of damage or loss during transport, pack the items and label them appropriately. Please use appropriate materials in accordance with "International Standards For Phytosanitary Measures No.15" (ISPM15) and be mindful of environmental impacts of your packing choices. For details, refer to 4.1 "Packing".

### **STEP 4** Create customs documents

Please create customs documents such as invoices and packing list with the cooperation of logistics company/customs broker. When preparing customs clearance documents, please consider the purpose of the Games-related items after import. Tokyo 2020 recommend using the recommended format for (TOP-03) (Appendix 6) for invoices. Refer to 6.5.1.2 "Invoice Creation Guidelines (For Import)" for the creation guideline.

### **STEP 5** Adjust cargo transport schedule

Please contact the logistics company/customs broker early and make an air or ship transport reservation to ensure that the Games-related items will arrive properly in Japan.

### **STEP 6** Contact Tokyo 2020 logistic FA

Please obtain necessary documents such as "Confirmation letter for Tokyo 2020 related goods (TOP-01-A)" (hereinafter referred to as "TOP-01-A") issued by Tokyo 2020 Logistics FA and "Pledge(TOP-02)" (hereinafter referred to as "TOP-02") issued by Tokyo 2020 Financial FA for prompt import clearance procedures of the Games-related items. For details, refer to 6.4 "Things Importers Have To Do For Each Shipment".

## **STEP 7** Import clearance procedures

Please perform appropriate import clearance procedures by the customs broker which is selected by Games Stakeholders. To ensure identification of Games-related items, please attach TOP-01-A when declaring to the customs. In addition, deposit can be exempted by attaching TOP-02.

## 6.2. Import Regulations and Requirements

Some goods imported into Japan may affect the Japanese economy, public health, public safety, and customs. Those goods are subject to “import restrictions” under respective laws and regulations of Japan. The effectiveness of these laws and regulations is secured by associating them with the import permit system of the Customs Law.

Therefore, when an attempt is made to import goods that require permission, approval, or authorisation under other laws and regulations, import will not be permitted unless proof of such permission, approval, or authorisation is presented to the customs office during examinations or inspections related to the import declaration, and this proof is confirmed by the customs office. Some laws and regulations may require a certificate or other documents issued by relevant government agencies or other organisations in the country of export before issuing permission, approval or authorisation. Laws and regulations should be checked in advance.

To promptly perform the procedures for importing Games-related equipment, supplies and other goods into Japan, Games Stakeholders should obtain the necessary permission, approval, or authorisation in advance. Therefore, if there are any questions before shipping the goods, consult with the official customs broker, related ministries, or other organisations.

▶ Refer to 7 “Import of Specific Goods” for the prohibited or restricted goods.

## 6.3. Things To Do As Advance Preparation

To perform import clearance procedures in Japan, the importer must be a resident in Japan.

Games Stakeholders can import goods by setting up their own importers in Japan, or if there is no importer in Japan, by appointing an “Attorney for Customs Procedure (ACP)” from a Japanese resident. It is possible to request Tokyo 2020 to be the ACP.

### 6.3.1. If There Is An Importer In Japan

Even if Games Stakeholders perform import clearances by appointing importers independently in Japan, they can claim a duty exemption if duty exemption conditions are met.

The official customs broker has set up a direct contact line ([tokyo2020ygl@y-logi.com](mailto:tokyo2020ygl@y-logi.com)) for the inquiries regarding customs clearance procedures for Games Stakeholders. Please feel free to contact them.

### 6.3.2. If There Is No Importer In Japan

If a person who does not reside in Japan performs customs procedures, it is necessary to appoint an “Attorney for the Customs Procedures (ACP)” who will perform the customs procedures on behalf, and notify the Customs where you will perform customs procedures in advance. Companies and organizations that Tokyo 2020 recognizes as a Games Stakeholders can request Tokyo 2020 as the ACP. Please contact Tokyo 2020 as follows if you have this request.

### 6.3.3. If Choose Tokyo 2020 As Your ACP

**STEP 1** Please email the following information to Tokyo 2020 Logistics FA ([customs@tokyo2020.jp](mailto:customs@tokyo2020.jp)).

- ✓ Name of Games Stakeholder
- ✓ Address of Games Stakeholder
- ✓ Phone number of Games Stakeholder
- ✓ Representative’s name of Games Stakeholder

\* Customs may require a letter of attorney which is for Tokyo 2020 from Games Stakeholders, or proof of existence which is issued by a public institution.

**STEP 2** Tokyo 2020 will fill out necessary items of “Report on the Attorney for the Customs Procedures (C7500)” and “Report on release the Attorney for the Customs Procedures (C7510)”, and then send it as PDF files by email to Games Stakeholders.

**STEP 3** Games Stakeholders should check the contents of C7500 form and C7510 form, and send scanned documents back to Tokyo 2020 Logistics FA ([customs@tokyo2020.jp](mailto:customs@tokyo2020.jp)) by e-mail after signing.

**STEP 4** Tokyo 2020 will submit C7500 to Japan Customs, and then send C7500 with the receipt number back to Games Stakeholders as a PDF file. Please send the copy of the notification form that has been accepted by Japan Customs to the customs broker who will perform your import/export clearance procedures.

\* The application for C7500 form usually takes about one week, so please schedule sufficient time to apply for. It is not necessary to submit the form for each shipment. In addition, there are no fees associated with this process if you request Tokyo 2020 to be your ACP.

### Points To Keep In Mind When Requesting Tokyo 2020 As Your ACP

- Even if Tokyo 2020 is the ACP, if any of responsibilities or customs duties are required for the actual imported cargos, Games Stakeholders as the importers have the responsibilities to pay for it.
- If Tokyo 2020 is the ACP, Tokyo 2020 strongly recommend using the official customs broker. If Games Stakeholders use a customs broker other than the official customs broker, we may ask for further details in some cases.

## 6.4. Things Importers Have To Do For Each Shipment

### 6.4.1 Apply for TOP-01-A issued by Tokyo 2020

By attaching an TOP-01-A issued by Tokyo 2020 at the time of import declaration, it will be recognized as the Games-related items so that the customs clearance will be performed faster.

Games Stakeholders should apply for TOP-01-A to Tokyo 2020 for each shipment according to the following procedure.

**STEP 1** Games Stakeholders should send the TOP-01-B (Appendix 7) and invoice (cargo list) with the necessary information to Tokyo 2020 Logistics FA ([customs@tokyo2020.jp](mailto:customs@tokyo2020.jp)) by email one week before Shipping.

▶“Confirmation letter for Tokyo 2020 related goods (TOP-01-B)” form (Appendix 7)

**STEP 2** After confirming the contents of TOP-01-B and invoice (cargo list), if there are no problems, Tokyo 2020 will send TOP-01-A to Games Stakeholders by email.

**STEP 3** TOP-01-A will be issued for each shipment. It is necessary when performing import clearance procedures, therefore, please send TOP-01-A to your customs broker who will perform the import clearance procedures.

\* If you add a new shipment after receiving the TOP-01-A, you must submit the required information for the new shipment to receive the TOP-01-A issued by Tokyo 2020 again. Please send the invoice (cargo list) that clearly identifies what items are additional items and TOP-01-B to Tokyo 2020 for reconfirmation.

### 6.4.2 Issuance of TOP-02 For Deposit Exempted Of Re-Export Duty Exemption

For performing re-export duty exemption import declaration clearance, please also request the TOP-02 at the same time when you request for TOP-01-A.

When importing goods without paying customs duties or consumption tax by applying reexport exemption, customs may be required to secure a tax equivalent. When importing event-related goods, if the goods are not re-exported or discarded without disposal approval application, customs duties exempted at the time of import will be collected. However, if it is difficult for the importer to pay, Tokyo 2020 will issue TOP-02 pledged to bear customs duties. By providing TOP-02 when performing import declaration, deposit can be exempted.

## 6.5. Duty exemption system

Based on requirements and procedures on duty exemption in accordance with Japanese customs-related legislation, Games Stakeholders may be subject to various duty exemption systems when importing personal items or cargos.

\* Items imported for commercial purposes are not subject to duty exemption. It is necessary to pay customs duties according to general customs procedures.

### 6.5.1. Duty Exemption Of Re-Export Items

Cargo that is temporarily imported into Japan for the Games and re-exported after the Games will be subject to re-export duty exemption. Cargo under this system will not be required to pay customs duties or consumption tax when importing. However, in principle the cargo must be re-exported within one year from the date of import permission. If it is not re-exported within one year, the customs duties and consumption tax, which was exempted at the time of import will be collected immediately.

However, if the Games-related items will be in Japan for more than one year for the Games purpose, the period can be extended with the approval of the head of Japan Customs. If it is necessary to extend the period, please submit the request to the customs broker who has performed the import clearance procedures as soon as possible.

If the request to the customs broker who has performed the import clearance procedures is less than 30 days from the re-export deadline (one year from the import permit date), the period extension request may not be submitted in time and duties and tax may be collected.

In addition, when importing cargo under re-export duty exemption system, Japan Customs may require deposit equivalent to the customs duties and consumption tax <sup>\*1</sup>.

Cargo imported under the re-export duty exemption system must be re-exported or discarded.

If the cargo is not exported or discarded within the deadline (one year from the import permit date, or, the extended deadline which has been approved by the head of Japan Customs), or be used for purposes other than the Games-related usage, or transferred to another person, distributed, consumed or lost, etc. so that the cargo is not to be re-exported or discarded, the importer will be immediately charged for the duties which have been exempted.

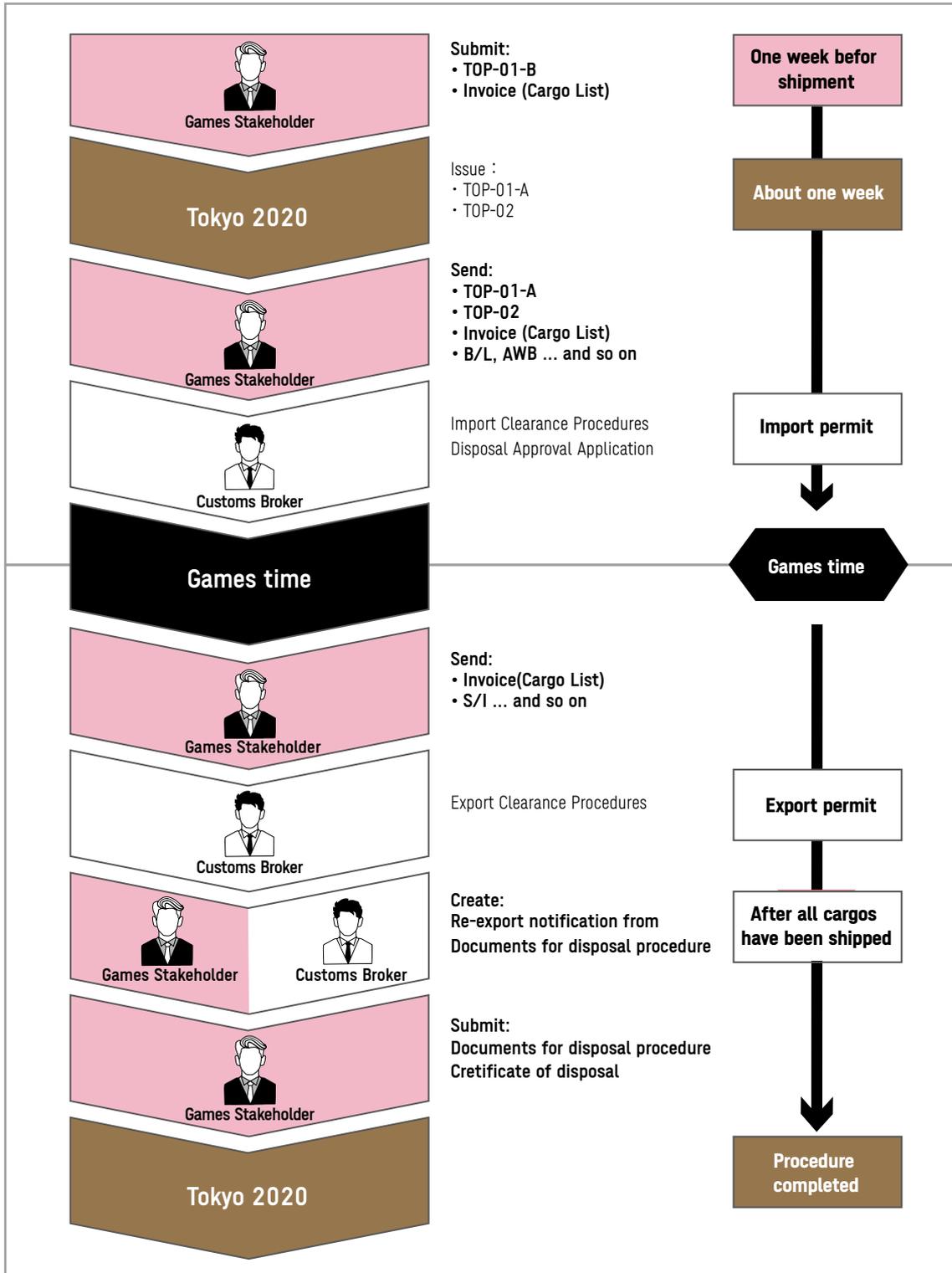
\*1 In some cases, Tokyo 2020 can issue TOP-02 which can make deposit for re-export duty exemption cargos be exempted. For details, refer to 6.4.2 "Issuance of TOP-02 For Deposit Exempted Of Re-Export Duty Exemption". In addition, the official customs broker ([tokyo2020ygl@y-logi.com](mailto:tokyo2020ygl@y-logi.com)) has set up a direct contact line for the inquiries regarding customs clearance procedures for Games Stakeholders. Please feel free to contact them.

Note:

\* Please be sure to request the same customs broker for import clearance and re-export clearance. If it is subject to re-export duty exemption, customs clearance procedures will be required at the time of import and re-export, and the re-export duty exemption will be finalized once the re-export is confirmed by Japan Customs. In order to establish the duty exemption, please ensure that the exempted cargo is managed until re-exported. If you request a re-export declaration clearance from another customs broker different from import, the risk of incomplete procedures will increase. If the application of re-export declaration is incomplete, the duty that was exempted while import will be collected and it cannot be re-applied for duty exemption again.

If you have any questions, please contact the official customs broker.

### 6.5.1.1. Import/Export Flow



## 6.5.1.2. Import Declaration Procedures

**STEP 1** Please send the following documents to Tokyo 2020 for confirmation one week before shipment.

- ✓ Confirmation letter for Tokyo 2020 related goods (TOP-01-B)(Appendix 7)

Please fill out the necessary information.

- ✓ Invoice (Cargo List)

Please follow the invoice creation guideline below to create the invoice.

If it is subject to re-export duty exemption, it is necessary to confirm the identity of the cargo at the time of import and re-export, therefore, please create the invoice (cargo list) included information which can be confirmed the identity of the cargo such as identification symbol, serial number, etc. as much as possible.

### Invoice Creation Guideline (For import)

- When using the official recommended format(TOP-03) (Appendix 6)

Enter one of the following in the “Uses after import” column

- R (Re-export after games)

Items to be re-exported after the Games.

- S (Sell)

Items to be sold after being imported to Japan.

\* In this case, it is necessary to pay customs duties at the time of import.

- O(Other)

Items that may be discarded during the Games or after the Games.

- When using your own form

Please make the following items are clear.

- R (Re-export after games)

Items to be re-exported after the Games.

- S (Sell)

Items to be sell after being imported to Japan.

\* In this case, it is necessary to pay customs duties at the time of import.

- O(Other)

Items that may be discarded during the Games or after the Games.

\* Please note when using the SOC containers:

When using SOC containers and staying in Japan for more than a year from the date of import permission, the container itself must be included in the invoice and submit to the customs authorities to obtain import permission. Make sure that the container number, tare weight, container price, and place of origin are listed on invoice.

**STEP 2** Upon completion of checks to ascertain Games Stakeholders qualifications and the content of items, TOP-01-A with a confirmation number and TOP-02 will be sent (the confirmation number will be required when shipping).

\* It takes around one week for issuing TOP-01-A and TOP-02 from Tokyo 2020. Therefore, please schedule sufficient time to ship cargos.

\* If you add a new shipment after receiving TOP-01-A and TOP-02, you must submit the required information for the new shipment to receive TOP-01-A and TOP-02 issued by Tokyo 2020 again. Please send the invoice (cargo list) that clearly identifies what items are additional items and TOP-01-A to Tokyo 2020 for reconfirmation.

**STEP 3** After confirming by Tokyo 2020, please send the following documents to your customs broker.

✓ **TOP-01-A and TOP-02**

By submitting TOP-01-A at the time of import declaration, it will be recognized as the Games-related items so that the import clearance procedures will be performed faster. In addition, by submitting the TOP-02 at the same time, deposit for re-export duty exemption cargos will be exempted.

✓ **Invoice (Cargo List)**

Please use the same invoice (cargo list) which has been confirmed by Tokyo 2020.

✓ **Bill of lading B/L (Air Waybill AWB)**

The number/actual weight indicated on the invoices(cargo list) must match the number/actual weight indicated on the B/L (AWB).

✓ **Customs Power of Attorney**

If you have sent the customs power of attorney to the same customs broker in the past, you do not have to send it again.

✓ **Insurance Premium statement**

If it is insured, please send it to the customs broker.

✓ **Freight Statement**

It is required if the invoice price does not include the freight fee.

✓ **Packing list**

✓ **Permit/Approval Certificate of Verification based on Other Laws and Regulations**

It is necessary for customs clearance when there are items that have to be permitted or approved.

✓ **Tax exemption/reduction statement**

Necessary when it is subject to re-export duty exemption at the time of import.

**STEP 4** Games Stakeholders should follow the procedures below.

- Items that will be re-exported after the Games or items that are possible to be discarded after the Games are apply to re-export duty exemption. Please declare the items under re-export duty exemption system after import permission.
- For items that are possible to be discarded during or after the Games, please submit the disposal approval application at the time of import clearance.

**STEP 5** Please be sure to re-export items that have been duty-exempted as re-export cargo (items marked "R" on invoice).

\*Even if it becomes unusable due to damage, re-export is required.

\*If the cargos are finally not to be re-exported, the duties which have been exempted will be collected.

**STEP 6** Quantity of items that are possible to be discarded (items marked "O" on invoice) must be managed. Games Stakeholders will need to work with the customs broker who performs the import declaration to manage the items until re-export or destruction is complete. For items that have been submitted for disposal approval but are to be re-exported eventually, it is necessary to perform export clearance. For items to be discarded, it is necessary to create and submit a disposed item list.

## BL and Case mark instruction

### [ BL instruction ]

Games Stakeholders must fill out the following information in the air waybill or the bill of lading when shipping goods related to the Tokyo 2020 Games.

#### ✓ Consignee

- [ If there is an importer ]

Importer name

- [ If appointed Tokyo 2020 as your ACP ]

Games Stakeholders' name: C/O TOKYO 2020

*e.g.### OLYMPIC COMMITTEE C/O TOKYO 2020*

### [ Case mark instruction ]

To ensure identification of each Games-related shipment, the following information must be included in the “Case Mark (Shipping Mark)” for air cargoes or LCL cargoes, or the “Van Mark” for FCL cargoes.

#### ✓ “For Tokyo 2020 Only”

### 6.5.1.3. Export Declaration Procedures

*\* Please request the same customs broker for import declaration and re-export declaration.*

The duty exemption for cargo that is subject to re-export duty exemption will be finalized once re-export is confirmed. In order to finalize the duty exemption, the procedures to customs authorities is necessary when re-exporting the duty exempted subject cargo. In addition, procedures such as quantity reporting and disposal processing are also required when disposing of duty-exempted cargo. Therefore, it is necessary for Games Stakeholders to manage cargo from import to re-export. However, it is necessary to manage cargos statement from import to export.

The customs broker that receives the request needs to compare the cargo at the time of import and re-export, and check disposed items. Therefore, if there is insufficient information on import, it will be difficult to perform the procedures.

In order to avoid the risk of collecting duty that has been exempted at the time of import, please request the same customs broker for performing import declarations, re-export declarations and disposal procedures.

#### **STEP 1** Please send the following documents to the customs broker

##### ✓ Invoice (Cargo List)

Please follow the invoice creation guideline below to create the invoice.

If it is subject to re-export duty exemption, it is necessary to confirm the identity of the cargo at the time of import and re-export, therefore, please create the invoice (cargo list) included information which can be confirmed the identity of the cargo such as identification symbol, serial number, etc. as much as possible.

### Invoice Creation Guideline (For Export)

- Items marked “R (Re-export after games)” when importing  
Re-export is necessary. Please create an invoice by following the Items below.  
(\* If the following items are not observed, the duty that has been exempted at the time of import is possible to be collected.)
    - The name of each item should be the same as importing invoice
    - The quantity per item should be the same as importing. If there is a shortage, duty exempted at the time of import will be collected.

(If the cargo is divided into multiple shipments when re-exporting, it must be ensured that the total quantity matches the quantity at the time of import.)
  - Items marked “O (Other)” when importing  
For items scheduled to be discarded but eventually re-exported should to be listed on the invoice.  
(\* If the item name on the export invoice is different from the import invoice, the duty that has been exempted at the time of import will be collected.)
- \* Please note when using the SOC containers:  
In order to stay in Japan for more than one year from the date of import permission, SOC containers that have been performed import declaration have to be declared to customs authorities when re-exporting as the same way with cargos. Make sure that the container number, tare weight, container price, and place of origin are listed on invoice.

#### ✓ Customs Power of Attorney

If you have sent the customs power of attorney to the same customs broker in the past, you do not have to send it again.

#### ✓ Packing list

#### ✓ Permit/Approval Certificate of Verification based on Other Laws and Regulations

It is necessary for customs clearance when there are items that have to be permitted or approved under Verification based on Other Laws and Regulations such as Export Trade Control Order and so on.

### STEP 2 Games Stakeholders should follow the procedures below.

- For items which are imported by re-export duty exemption systems (excluding disposed items), be sure to follow the procedures for notification of export, etc. If the duty exemption conditions are not met, the duty exempted at the time of import will be collected.
- If items that have been applied for disposal approval application but eventually re-exported, please perform export declaration.
- If items that have been applied for disposal approval application and not be re-exported, it is necessary to create a disposed item list and complete the disposal procedure.  
\* Please follow the instructions of Tokyo 2020 regarding disposal procedures, such as discarding items at designated locations.
- Please make sure that the number of each item that applied for disposal approval after importing matches the number of each item that are finally to be re-exported and the number of each item on the disposed item list.

### STEP 3 After all cargos have been re-exported, please submit the disposed item list to the customs broker who performed your import clearance in order to perform disposal procedures of the items that need to be discarded. Please note the following items when creating the disposed item list.

- The total number of each item at the time of import must match the total number of each re-exported item and the total number of each item on the disposed item list.
- If disposed item list is not submitted, duty that was exempted while import will be collected.

## BL and Case mark instruction

### [ BL instruction ]

Games Stakeholders must fill out the following information in the air waybill or the bill of lading when shipping goods related to the Tokyo 2020 Games.

#### ✓ Shipper

- [ If there is an exporter ]  
Exporter name
- [ If appointed Tokyo 2020 as your ACP ]  
Games Stakeholders' name: C/O TOKYO 2020  
- e.g.### OLYMPIC COMMITTEE C/O TOKYO 2020

### [ Case mark instruction ]

To ensure identification of each Games-related shipment, the following information must be included in the “Case Mark (Shipping Mark)” for air cargoes or LCL cargoes, or the “Van Mark” for FCL cargoes.

#### ✓ “For Tokyo 2020 Only”

## 6.5.2. Duty Exemption On Items Imported For Donation Purposes

Items imported into Japan for use in connection with the Games and donated to local governments can be duty exemption.

Eligible targets who are allowed for receiving donations with duty exemption importation are schools, museums, goods display, research institutes, and testing laboratories run by national or local governments and so on. Event Games Stakeholders who donate the Games-related items to these organizations should consult Tokyo 2020 in advance.

\* If you donate after import, it cannot be reimbursed the tax you have paid such as customs duty etc. unless you have performed duty exemptions including re-export duty exemption at the time of import.

## 6.5.3. Items Imported For Free Distribution

Items imported to be distributed must be paid customs duties at the time of import. However, pamphlets and other items distributed free of charge at the Olympic Museum etc. may be imported duty exemption.

Games Stakeholders who import free distribution such as pamphlets and so on at the Olympic Museum, etc. please consult with the official customs broker ([tokyo2020ygl@y-logi.com](mailto:tokyo2020ygl@y-logi.com)) in advance.

#### 6.5.4 Duty Exemption Of Accompanied Baggage/Unaccompanied Baggage (Mainly NOC/NPC Cargo)

Accompanied baggage and unaccompanied baggage that are brought into Japan by Games Stakeholders can be imported duty exemption by going through the necessary procedures. Personal belongings and professional equipment are duty exemption regardless of value if they are approved to be used personally used by the immigrant (including their accompanying family member) who performs the declaration. For other items, the duty exemption scope is determined. (Examples of personal belongings: Foodstuffs for personal consumption, medical and pharmaceutical items, clothing, work-related items, souvenirs)

Please refer to the following list regarding the scope of duty exemption items **other than** personal belongings and professional equipment.

Scope of duty exemption for accompanied baggage and unaccompanied baggage excluding personal belongings and professional equipment (total amount of accompanied baggage and unaccompanied baggage)		
* As of September 2019		
Items	Amount or value	
Alcoholic	3 bottles (760ml)	
Perfumes (excluding eau de cologne and eau de toilette)	2 ounces (one ounce = 28ml)	
Tobacco Products	Cigars	100 cigars
	Cigarettes	400 cigarettes
	Heat-not-burn tobacco	20 individual packages, etc *Examples of the allowance for heat-not-burn tobacco IQOS: 400 pieces, glo: 400 pieces, Ploom TECH: 100 capsules
	Other kinds of tobacco	500g
Others	<p>JPY 200,000 (total at overseas market prices)</p> <p>1. In such case that the total amount exceeds JPY 200,000, items up to the value of JPY 200,000 shall be exempt from duties, but all other items shall be subject to the payment of duties.</p> <p>2. If a single item is valued at over JPY 200,000, for example if a handbag is valued at JPY 250,000, then the importer shall be liable for the payment of duties for the full amount of JPY 250,000.</p> <p>3. Single items for which the overseas market price is less than JPY 10,000 shall, in principle, be exempt from duties (e.g. 9 bars of chocolate valued at JPY 1,000 each, or 2 ties valued at JPY 5,000 each shall be exempt from the payment of duties)</p>	

\*1 Commodities and commercial samples are subject to duty and/or tax following the tariff rate depends on the classification of items.

\*2 Alcoholic drinks and tobacco-related products shall not be eligible for duty exemption if being imported by a minor (i.e. under 20 years of age).

\*3 Other than items such as toys, which will clearly be used for children under the age of six will not be eligible for duty exemption.

#### 6.5.4.1. Accompanied Baggage

Unconditional duty exemption is applied to personal belongings and professional equipment hand-carried into Japan.

When importing, payment of customs duties is not required, and re-export of items will not be subject to duty exemption-related important matters.

Duties will be imposed on items exceeding the duty exemption range. (Refer to the above table regarding the scope of duty exemption)

#### Import Procedures

When entering Japan, please submit your “Customs Declaration Form” (customs form C-5360) (Refer to Appendix 4) to the customs officer.

#### 6.5.4.2. Unaccompanied Baggage (Mainly NOC/NPC Cargo)

Unconditional tax exemption is applied for personal belongings and professional equipment that clear customs within six months of entry into Japan.

When importing, payment of customs duties is not required, and re-export of items will not be subject to duty exemption-related important matters.

#### Batch declaration procedures conducted by a representative

When the personal belongings, sports equipment, uniforms, etc. of a team group (a group including athletes, supervisors, coaches, medical staff and other Games competition team-related members) are shipped together by containers and so on, it is recommended to import them as unaccompanied baggage. When importing team cargo as unaccompanied baggage, the representative performs batch declaration clearance procedures for the team when entering Japan.

Please follow the procedure below:

#### [Before Departure]

##### **STEP 1** Games Stakeholders should send team member list) and item list to Tokyo 2020 Logistics FA ([customs@tokyo2020.jp](mailto:customs@tokyo2020.jp)) by email one week before shipping.

- \* Please do not include any accompanied baggage that you will carry on the plane on the item list.
- \* If cargo is shipped directly to Japan from a country other than the country you departed, it has to be indicated so.
- \* When a team performs batch declaration for unaccompanied baggage, the upper limit of duty exemption scope will be the duty exemption scope for per person x the number of team members. Duty of items that exceed the limit will be collected. (Please check the chart “Scope of duty exemption for accompanied baggage and unaccompanied baggage excluding personal belongings and professional equipment” at the beginning of this chapter. In addition, please consult in advance if the team members will take different flights into Japan because the procedure may be different.
- \* Animals and livestock products must be inspected by Animal Quarantine Service, and plants by the Plant Protection Stations. Regardless of the accompanied baggage or unaccompanied baggage, and regardless of the amount and usage, all of them are subject to quarantine.
- \* It is prohibited to bring prohibited and restricted goods (refer to 7.1 “Prohibited and restricted goods for import”) into Japan.

**STEP 2** After confirming the contents of item list, Tokyo 2020 will contact Games Stakeholders if there are items that exceed the duty exemption limit.

**STEP 3** It is necessary to specify “UNACCOMPANIED BAGGAGE” on the B/L and other shipping documents when shipping. Please also write down the representative name and team name, and contact information in Japan.

[When Entering Japan]

**STEP 4** The group representative should clearly indicate “Do you have Unaccompanied Articles?” on the “Customs Declaration form” (Appendix 4), and submit 2 copies of the declaration form and team member list to the customs officer.

**STEP 5** Receive 1 copy of the “Customs Declaration Form” that has been confirmed by the customs authorities, and send following documents as set to your customs broker.

Documents required to obtain import permission for batch declaration of Unaccompanied baggage
1.“Customs Declaration form”(Appendix 4) which has been confirmed by the customs authorities
2.Team member list
3.Item List
4.Bill of lading B/L (Air Waybill AWB)

#### 6.5.5. Duty Exemption Of ATA Carnet

Japan is a member of the ATA Convention (Convention for carnet for Temporary Import of Goods), and it is a simple procedure for temporarily bringing in goods such as professional equipment, product samples, and exhibits for exhibitions. And it is possible to receive duty-free handling.

In order to receive such handling, a notebook called ATA Carnet is required. This ATA Carnet will be issued by the Chamber of Commerce in member countries for temporarily imported goods that are supposed to be re-exported within one year from the date of issue. Please note that ATA Carnet cannot be used for goods intended for manufacturing, processing, repair, leasing, sales or consumption in Japan.

The issuing organization may charge a fee for issuing Carnet. Additionally, they will ask Carnet holders to provide guarantees or deposit to ensure re-export from the importing country.

ATA Carnet can be a very convenient means of customs clearance if it meets the conditions, but there are a few points to be careful.

\* When re-exporting the cargo imported with ATA Carnet, Customs will confirm that the cargo listed in the Carnet is the same at the time of import and export. Therefore, if goods imported temporarily by ATA Carnet are not re-exported within the due date, regardless of theft, loss, transfer, or other reasons, or the customs records are not correctly written on Carnet, the carnet holder needs to pay the customs duties of the importing country. If deposit is provided at the time of carnet issuance, the deposit may not be returned for a long period until the payment of customs duties, etc. is completed.

\* If permission or approval is required by other laws and regulations, you have to obtain permission or approval based on the provisions of other laws and regulations and verify with customs at the time of examination or inspection related to import/export declaration. If not, import and export will not be permitted.

\* If the import declarant is not the holder of ATA Carnet, in principle, a document (a letter of attorney, etc.) is required to prove that the import declarant is authorized by the holder to import cargo with the ATA Carnet.

\* Carnet users should do the following:

- When re-exporting from a country where import clearance has been done using the Carnet, be sure to use Carnet for customs clearance. (And vice versa. Cargo will be considered as general cargo and customs duties may applied if not using the Carnet.)
- Re-export cargo by the expiration date of the ATA Carnet or the re-export period.
- Please make sure at each customs clearance, that customs officials fill out the necessary information and seal the customs stamp.

\* If you have any questions, please contact the official customs broker.

<b>ATA Carnet Member Countries.</b>		As of November 2019
EU Members (28 countries)	Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom	
Europe (14 countries)	Albania, Andorra, Belarus, Bosnia and Herzegovina, Gibraltar, Iceland, North Macedonia, Moldova, Montenegro, Norway, Russia, Serbia, Switzerland, Ukraine	
Asia-Pacific (16 countries)	Australia, China, Hong Kong, India, Indonesia, Japan, Kazakhstan, Macao, Malaysia, Mongolia, New Zealand, Pakistan, Republic of Korea, Singapore, Sri Lanka, Thailand	
Middle East (7 countries)	Bahrain, Iran, Israel, Lebanon, Qatar, Turkey, UAE	
North, Central and South America (5 countries)	Brazil, Canada, Chile, Mexico, United States	
Africa (8 countries)	Algeria, Cote d'Ivoire, Madagascar, Mauritius, Morocco, Senegal, South Africa, Tunisia	

# 7. Import of Specific Goods

## 7.1. Prohibited and restricted goods for import

**The goods listed below are prohibited from importing into Japan in accordance with the tariff-related laws and regulations. Importing any of these prohibited goods will result in legal punishment.** If any of the prohibited or restricted goods (such as small arms and pharmaceuticals related to the Games) must be brought into Japan, it is necessary to obtain permission, approval, or authorisation from relevant ministries in Japan.

### Prohibited and restricted goods for import

- **Psychoactive drugs, cannabis, opium, opium poppy, stimulant drugs (including ingredients), opium pipes**
- **Designated drugs (except drugs imported for medical or similar purposes)**
- Guns, cannons, and bullets for guns and cannons, as well as gun components
- Explosive substances
- Gunpowder
- Specific materials related to prohibition of chemical weapons and regulations and other restrictions for specific goods
- Class I pathogens, Class II pathogens, and other pathogens related to prevention of infectious diseases and medical treatments for patients with infectious diseases
- Coins, paper money, banknotes, revenue stamps or postage stamps (including vouchers representing postage, other than postage stamps). Counterfeits, imitations, and counterfeit cards (including blank cards) that imitate negotiable instruments
- Books, pictures, sculptures, and other goods that should affect public safety and customs
- Child pornography
- Goods that infringe patent rights, utility models, design rights, trademark rights, copyrights, neighbouring rights, layout-design exploitation rights, or plant breeders' rights
- Goods that infringe intellectual properties

## 7.2. Food, Plants, and Meat Products (Including Dairy Products)

\* All Games related parties who intends to import food (animals, meat products, dairy products, plants, etc.) that are subject to quarantine must be examined by the Animal Quarantine Service or Plant Protection Stations. When receiving an inspection, it is necessary to submit an inspection certificate issued by the government agency of the exporting country, which requires a very time-consuming process. Therefore, it is not recommended.

### 7.2.1. Food

#### Bringing Food into Japan By NOC/NPC

When NOCs/NPCs bring foods into Japan, it can be brought in without any special notification or permission on the condition that the members of the team will consume them by themselves.

\* Please note that foods imported without special permission should not be offered to the general public, outside your team. Please note that submission of notification is necessary for Foods to be distributed to the general public, so please consult with the Logistics FA of the Organizing Committee or an official customs broker before shipping.

- \* For detailed information about Meat product/Dairy product, refer to the title "Meat product/Dairy product etc."
- \* Notifications and permissions are not required for items that individuals bring in by themselves.
- \* Please note that "Food" includes tableware, containers and packaging, and infant toys. (e.g.: mugs, dishes, spoons, etc.)

## Bringing Food into Japan By RHBs

RHBs are required to submit notification based on the Food Sanitation Law when bringing in food.

- \* Please note that "Food" includes tableware, containers and packaging, and infant toys. (e.g. : mugs, dishes, spoons, cookware, kitchenware, etc.)
- \* Website of Quarantine Information Office, Ministry of Health, Labour and Welfare (in English)  
<http://www.mhlw.go.jp/english/topics/importedfoods/index.html>

## Bringing Food into Japan By Individuals

No notification or permission is required for food items that individuals bring for their own consumption. The indicated amount should be within 10kg.

- \* For detailed information about Meat product/Dairy product, refer to the title "Meat product/Dairy product etc."

## Outline of food

Food, etc.	
Overview	If food or other similar goods are imported for sales or business purposes, from a safety point of view, notifications are required in accordance with the Food Sanitation Act. Without notifications, food and other similar goods cannot be used for sales or business purposes.
Items that need no notification	Food and other similar goods that are obviously not to be used for sales or business purposes within Japan. Examples: <ul style="list-style-type: none"> <li>• Food and other similar goods for personal use</li> <li>• Food and other similar goods with a weight of 10kg or less</li> <li>• Food and other similar goods for display purposes</li> <li>• Food and other similar goods that will be provided free of charge for athletes who participate in the Tokyo 2020 Games</li> </ul>
Items that need notification	The following items other than those listed above: <ul style="list-style-type: none"> <li>• Food</li> <li>• Food additives</li> <li>• Tools</li> <li>• Containers and packages</li> <li>• Toys for toddlers</li> </ul> <p>* The importer must have Japanese residence and live in Japan.</p>
Note	Foods applicable to quarantine cannot be imported without receiving quarantine inspections. Examples: Meat products, raw meats, and fruit and vegetables
For inquiries	Website of Quarantine Information Office, Ministry of Health, Labour and Welfare (in English) <a href="http://www.mhlw.go.jp/english/topics/importedfoods/index.html">http://www.mhlw.go.jp/english/topics/importedfoods/index.html</a>

## 7.2.2. Plant

### Bringing Plants into Japan

Stakeholders who wish to import plants must undergo the Plant Protection Stations. Tokyo 2020 does not recommend Games Stakeholders to bring plants into Japan as Games Stakeholders must submit the certificate issued by the government agency of the exporting country by inspection, and the procedure is very time consuming.

### Outline of plant

Plant	
Overview	Plants to be imported into Japan must be inspected at the Plant Protection Stations. All plants are subject to quarantine inspections, regardless of the mode of transport such as general cargo, personal effects, or international postal matters and also regardless of the quantity (many or few) or usage such as gifts or personal consumption.
Prohibited items for import	The following plants and other items that are shipped from prohibited areas for import, or imported via such areas, are prohibited from being imported into Japan: <ul style="list-style-type: none"><li>• Designated plants</li><li>• Noxious animals and plants including insects, ticks, and bacteria</li><li>• Soil</li><li>• Plants and other items with soil attached</li></ul>
Items that need no inspection	<ul style="list-style-type: none"><li>• Timber, preserved wood</li><li>• Woodwork, bamboo products</li><li>• Processed timber products such as furniture and fixtures</li><li>• Cane, corks</li><li>• Jute bags, cotton</li><li>• Processed tea</li><li>• Dried bamboo shoots</li><li>• Dried fruit such as apricots and persimmons</li></ul>
Import conditions database	(in English) <a href="http://www.pps.go.jp/eximlist/Pages/exp/conditionE.xhtml">http://www.pps.go.jp/eximlist/Pages/exp/conditionE.xhtml</a>
For inquiries	Website of Plant Protection Station (in English) <a href="https://www.contactus.maff.go.jp/j/pps/form/qa_e.html">https://www.contactus.maff.go.jp/j/pps/form/qa_e.html</a>

### 7.2.3. Animals, meat products, dairy products, etc.

#### Bringing Animals, meat products, dairy products, etc. into Japan

Stakeholders who wish to import animals, meat products, dairy products, etc. must undergo the Animal Quarantine Service. Tokyo 2020 does not recommend this as Games Stakeholders must submit the certificate issued by the government agency of the exporting country by inspection and the procedure is very time consuming.

\* For guide dogs and service dogs, refer to 7.6 "Guide Dogs and Service Dogs".

For more details, please refer to the followings:

#### Outline of animals, meat products, dairy products, etc.

Animals, meat products, dairy products, etc.	
Overview	Animals, meat products, dairy products, and other similar goods to be imported into Japan must be inspected at the Animal Quarantine Service. All such goods are subject to quarantine inspections, regardless of the mode of transport such as general cargo, personal effects, or international postal matters and regardless of the quantity (many or few) or usage such as gifts or personal consumption. To undergo any inspections, it is necessary to submit an inspection certificate issued by the relevant government agency of the country of export.
Prohibited items for import	<p>With regard to highly infectious malignant diseases of domestic animals (currently, rinderpest, foot-and-mouth disease, swine fever, African swine fever, and highly pathogenic avian influenza), some livestock products and other similar goods are prohibited from being imported into Japan, depending on the occurrence situations of these diseases and the preventive measures against the diseases and other controls in the disease occurrence area.</p> <p>For details, refer to Appendix 3.</p> <p>In addition to the above diseases, due to the occurrence situations of other diseases, some livestock products and other similar goods are temporarily prohibited from being imported into Japan, so always check the following information:</p> <p><a href="http://www.maff.go.jp/aqs/english/news/bse.html">http://www.maff.go.jp/aqs/english/news/bse.html</a>  <a href="http://www.maff.go.jp/aqs/english/news/hpai.html">http://www.maff.go.jp/aqs/english/news/hpai.html</a></p>
Main items applicable to animal quarantine	<ol style="list-style-type: none"> <li>1.The following animals and their carcasses <ul style="list-style-type: none"> <li>• Even-toed ungulates and horses</li> <li>• Chickens, quails, pheasants, ostriches, guinea fowls and turkeys, as well as ducks, geese, and other birds belonging to the order "duck"</li> <li>• Dogs</li> <li>• Rabbits</li> <li>• Honey bees</li> </ul> </li> <li>2.Eggs of chickens, quails, pheasants, ostriches, guinea fowls, turkeys and ducks</li> <li>3.Bones, meats, fat, blood, skins, hairs, feathers, horns, hoofs, tendons and internal organs of the animals listed in 1.</li> <li>4.Raw milk, milk and other goods of the animals listed in 1 (milk, skim milk, cream, butter, cheese, condensed milk, powdered milk and other products consisting of milk as main ingredients). *However, personal effects and unaccompanied articles are excluded.</li> <li>5.Semen, fertilised eggs, unfertilized eggs, excrements and urine of the animals listed in 1.</li> <li>6.Bone meal, meat meal, meat and bone meal, blood meal, hide powder, feather meal, hoof and horn meal, and powdered organs of the animals listed in 1.</li> <li>7.Sausages, hams and bacons made up of the items in 3 as ingredients.</li> </ol>
For inquiries	<p>Website of Animal Quarantine Service (in English)</p> <p><a href="http://www.maff.go.jp/aqs/english/index.html">http://www.maff.go.jp/aqs/english/index.html</a></p>

## 7.2.4. Animals (animals besides those required to undergo quarantine procedures)

### Bring Animals (animals besides those required to undergo quarantine procedures) into Japan

\* For guide dogs and service dogs, refer to 7.6 "Guide Dogs and Service Dogs".

#### Outline of Animals (animals besides those required to undergo quarantine procedures)

Animals (animals besides those required to undergo quarantine procedures)	
Overview	To prevent outbreaks of infectious diseases transmitted from imported animals to humans (zoonoses), animals are prohibited from entering Japan. However, some animals may be admitted into Japan if they are eligible under the Notification System for the Importation of Animals. Under this system, any person wishing to bring an animal into Japan must submit a written declaration giving the specified information on the animal(s) to be imported accompanied by a proof of health certificate from the relevant authority of the country from which the animal is to be exported to a Japanese quarantine station. Once these have procedures have been satisfactorily completed, the animal may be given leave to enter Japan.
Animals prohibited from import into Japan	The following animals are considered particularly likely to transmit infectious diseases to humans and are accordingly prohibited from entering Japan: Chinese ferret-badger, bats, monkeys, racoon dog, masked palm civet, prairie dog, Natal multimammate mouse.
Animals eligible under the Notification System for the Importation of Animals.	The following animals are eligible under the Notification System for the Importation of Animals into Japan. (Animals that have already been quarantined will not be required to undergo 'Notification System for the Importation of Animals' procedures at the quarantine station when entering Japan.)  1. Living animals (1) Rodents (2) Lagomaorphs (only the pika, or Ochotonaidae) (3) Other land mammals (4) Avian (bird) species 2. Bodies of deceased animals (1) Rodents (2) Lagomaorphs (only the pika, or Ochotonaidae) (3) Rodents hermetically sealed in formaldehyde or ethanol solution. 3. Lagomaorphs (only the pika, or Ochotonaidae) hermetically sealed in formaldehyde or ethanol solution.
Important points	Animals eligible for import into Japan under the Notification System for the Importation of Animals may be imported into Japan on condition that all required information and a proof of health certificate from the relevant authority of the country from which the animal is to be exported are submitted to a quarantine station upon entry into Japan. Please be advised, however, that it may be difficult for owners of such rodents as hamsters, squirrels, etc. to obtain health certification from the relevant authority of the exporting country.
Enquiries	Website of the Ministry of Health, Labour and Welfare (information about the import of animals into Japan, quarantine stations, etc. in English) <a href="https://www.mhlw.go.jp/english/index.html">https://www.mhlw.go.jp/english/index.html</a>

## 7.3. Drugs, Medical Devices, Cosmetics and Others

### 7.3.1 Importing medication and medical devices for personal use

#### 7.3.1.1 General medicines for personal use

Importation of general medications medical devices is allowed up certain quantities without prior declaration (see Annex 1). The quantities are subject to inspection by customs.

If bringing more than the allowed quantities of personal medications or medical devices, a special import certificate called “Yakkan Shoumei” must be obtained prior to arrival in Japan from the Regional Bureau of Health and Welfare of Japan’s Ministry of Health, Labor and Welfare of your arrival point. Details of applying for a Yakkan Shoumei certificate can be found here:

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

#### 7.3.1.2 Narcotics for personal medical use

Any person who intends to enter Japan carrying narcotics (e.g. morphine, fentanyl) for personal medical use is required to obtain an advance permission from the Director-General of one of the eight Regional Bureaus of Health and Welfare. The same applies when exporting unused items. The application process for narcotic for personal medical use can be found here:

<http://www.ncd.mhlw.go.jp/en/application.html>. Please be aware that the contact to submit the necessary documents to obtain an advanced permission is different from the one for a Yakkan Shoumei certificate. A Yakkan Shoumei certificate is not required when bringing medical narcotics into Japan.

Codeine/dihydrocodeine combination medications containing less than 1 per cent of codeine or dihydrocodeine are not deemed as legally defined narcotics and are handled as general medications.

#### 7.3.1.3 Psychotropics for personal medical use

Quantities of psychotropics allowed to be imported for personal medical use are restricted by total weight of the drug which can be found here: <http://www.ncd.mhlw.go.jp/img/en/total.pdf>

If the quantities exceed the amount indicated in the Table, you need a copy of the legal prescription or a written certificate by a doctor indicating the name and home address of the patient and the name and quantities of the psychotropic medication that the patient is bringing into Japan.

A Yakkan Shoumei certificate is required when the quantities exceed one-month supply of psychotropics for personal medical use, and is also required for any injectable forms of psychotropics, regardless of the quantity.

When you export unused items or the ones that have been acquired in Japan for any reason, you will also need to have a copy of the prescription or a written certificate by a doctor.

<http://www.ncd.mhlw.go.jp/en/application.html>

#### 7.3.1.4 Vitamins, supplements, energy drinks and other Quasi-Drugs for personal medical use

Quasi-Drugs is a medicine that has a mild effect on the human body defined by the Pharmaceutical and Medical Device Act and products such as energy drinks, gargles, vitamins and supplements might be applied. Up to a two-months supply (according to the manufacturers dosage and administration) can be imported into Japan, without prior declaration. A Yakkan Shoumei certificate is required when the quantities exceed 2 months supply.

#### 7.3.1.5 Importing cosmetics

The quantity of cosmetics allowed to be imported is limited to less than 120 small-size units (containing less than 60g or 60ml) per one item, excluding foundations, powders, lip sticks, cosmetics for eyebrows, eyes and cheeks, nail-related cosmetics and perfumes, or less than 24 units of standard size items. Cosmetics are defined by the following list.

<b>Hair cosmetics</b>	Hair oil, Hair dye, Set lotion, Chick, Bottled oil, Hair cream, Hair tonic, Hair liquid, Hair spray, Pomade
<b>Hair washing cosmetics</b>	Hair wash powder, shampoo, conditioner, treatment
<b>Lotions</b>	After shaving lotion, general lotion, cologne, shaving lotion, hand lotion, sun lotion, sunscreen lotion
<b>Creams</b>	After shaving cream, cleansing cream, cold cream, shaving cream, milky lotion, burnishing cream, hand cream, sun cream
<b>Cosmetic masks</b>	cosmetics for masks
<b>Foundation</b>	creamy foundation, liquid foundation, solid foundation
<b>White powder</b>	Cream powder, solid powder, talcum powder, kneading powder, baby powder, body powder, water powder
<b>Lipstick</b>	Lipstick, lip cream
<b>Eyebrow cheek cosmetics</b>	Eye cream, eye shadow, Eyeliner, blusher, mascara, eyebrows
<b>Nail cosmetics</b>	Beauty nail enamel, beauty nail enamel remover
<b>Perfume</b>	General perfume, paste perfume, powder perfume
<b>Bath cosmetics</b>	Bath oil, bath salts
<b>Cosmetic oil</b>	Cosmetic oil, baby oil
<b>Face wash</b>	Facial cleansing cream, skin cleansing powder, facial cleansing foam
<b>Soaps</b>	Cosmetic soap
<b>Toothpaste</b>	Toothpaste

#### 7.3.1.6 Items illegal to be imported at any time

Refer to Annex 2 for items which are illegal to import at any time.

### 7.3.2 Importing medication and medical devices for team or group use

General medications or medical devices required by NOC/NPC delegations or other Games related groups (collectively called “Groups”) must be declared by the Chief Medical Officer or a designated doctor representing the delegation or Group to the Tokyo Organising Committee of the Olympic and Paralympic Games (Tokyo 2020) and obtain permission and an approval certificate in advance from the relevant Regional Bureau of Health and Welfare. Other team members such as physiotherapists cannot submit the declaration (Please inform MED FA separately of importing by Groups other than NOC/NPC delegations, such as IFs.).

A declaration is required for the following items:

- General drugs, quasi-drugs, in vitro diagnostics (medical test kits)
- General medical devices
- Cosmetics

#### 7.3.2.1 Process

- STEP 1** The Medical Doctor (Chief Medical Officer) submits declaration by email to Tokyo 2020 3 months prior to entry
- STEP 2** Tokyo 2020 checks if there is any insufficiency on the declaration forms
- STEP 3** At the same time, Tokyo 2020 confirms the dates and points of arrival and departure of the Medical Doctors, and their flights
- STEP 4** Each Regional Bureau of Health and Welfare issues a necessary certificate for entry into Japan after examining the declaration documents.
- STEP 5** After receiving confirmation by the Regional Bureau of Health and Welfare, Tokyo 2020 will email the Medical Doctor to send the certificate to them.

The Medical Doctors who have applied for the importation permission are required to bring unused drugs and medical devices back to their own country.

One certificate is issued per declaration. Each certificate has an expiring date. The term of validity starts when the applicant (Chief Medical Officer) enters Japan and expires when he or she departs. However, while the certificate is valid, it is useful for reentry. If the other doctors import drugs and medical devices before or after the stay of Chief Medical Officer in Japan, all the relevant doctors' names are required on the declaration form. Alternatively, each doctor can submit the declarations to obtain a separate certificate.

The medications and medical devices imported must be used exclusively for members of the authorised NOC/NPC delegation or Group, and must not be used for members of any other Groups. Tokyo 2020 assumes no responsibility for any health care provided to their own members by the Medical doctors. It

is the responsibility of each NOC/NPC delegation or Groupe to ensure their Medical Doctors' malpractice/liability insurance is in place. Medical Doctors shall be also responsible for managing and using the imported medications or medical devices in an appropriate manner.

When drugs and medical devices are needed before or after the presence of the Chief Medical Officer in Japan, e.g. for camps, another designated doctor shall be in responsible for the import and management of the drugs and medical devices.

Please be noted that importation of psychotropic and narcotic medications for group use is prohibited. According to Japanese laws and regulations, they are allowed to import and export for personal use only.

#### 7.3.2.2 Completing the Declaration Form

The template for submitting list of imported medications and medical devices are put together at the end of the Guide (Appendix 8-11).

The names of NOC/NPC delegation, President and the doctor (Medical doctor) and a signature of the Medical Doctor are required. (If multiple doctors submit the declaration together, all their names and signatures are required.) Their addresses in their home country are required for the column of the Address. Contacts available in Japan are preferable.

For drugs, both of product names and ingredients are required. The amount of respective ingredients contained (mg/tablet) is also needed.

Please count the number of drugs by minimum unit such as tablet, not by box. However, if there is no other way but to count by box, please add to the declaration form the information about the number of tablets per box.

#### 7.3.2.3 Period of declaration

The review of submitted declarations may take up to 3 months. Please ensure that declarations are submitted at minimum 3 months prior to the date of import.

**For the Olympic Games: from 1st February to 31st March 2020**

**For the Paralympic Games: from 1st March to 30th April 2020**

If Groups such as a broadcaster import drugs and medical devices before 8th July 2020, the deadline of declaration is 3 months before the date of import.

#### **7.3.2.4 Bring into Japan By Accompanied Baggage/Unaccompanied Baggage**

Drugs and medical devices for Groups' use shall be imported as accompanied or unaccompanied baggage of the medical doctors who has applied.

Special procedures are required for importing drugs and medical devices as general cargo, such as to separate them from the other baggage. Therefore, we don't recommend importing drugs and medical devices as general cargo, but if you do, please contact Tokyo 2020's official customs broker in advance. ([tokyo2020ygl@y-logi.com](mailto:tokyo2020ygl@y-logi.com))

#### **7.3.2.5 Medication and devices for use at both the Olympics and Paralympic Games**

If the same or multiple Medical Doctor are qualified to keep using and managing the drugs and medical devices properly throughout the Olympic Games, the transition period, and the Paralympic Games, one declaration covering the Olympic and Paralympic Games can be submitted. Drugs and medical devices during the transition period to the Paralympic Games shall be properly stored.

#### **7.3.2.6 At Customs**

Medical Doctors (or their customs clearing agent) are required to present the certificate to the relevant customs for their stamp to bring the drugs and medical devices into Japan. Please keep the original stamped certificate during the doctor's stay. The original certificate cannot be copied. Please note that only one certificate can be used even if signed by multiple doctors.

If you forget to bring your issued certificate, please notify the Tokyo 2020 staff before you enter the Customs at the airport. Certificates may be reissued by Tokyo 2020 staff but please note that it may take some time depending on the location and time.

Drugs that have not been declared and approved cannot be imported. It will be temporarily stored or disposed of in consultation with Customs but the relevant organisation may bear the extra costs. In addition, please note that because of these additional procedures it may take extra time for the Medical Doctors to enter the country.

#### **7.3.2.7 Before leaving**

Medical Doctors shall submit usage reports to the designated offices (Polyclinic) including Polyclinic in the Village by a day before their embarkation. All medications and devices must be exported back to the country of origin at the end of the Games.

#### 7.3.2.8 Where to submit declarations

Please send the completed documentation to the Tokyo 2020 Medical Services at the following address:

Tokyo 2020 Medical Services Functional Area  
The Tokyo Organising Committee of the Olympic and Paralympic Games

34th Floor, Harumi Island Triton Square Office Tower X  
1-8-10 Harumi Chuo-ku, Tokyo, 104-6034 Japan  
E-mail: [noc-npc.medical@tokyo2020.jp](mailto:noc-npc.medical@tokyo2020.jp)

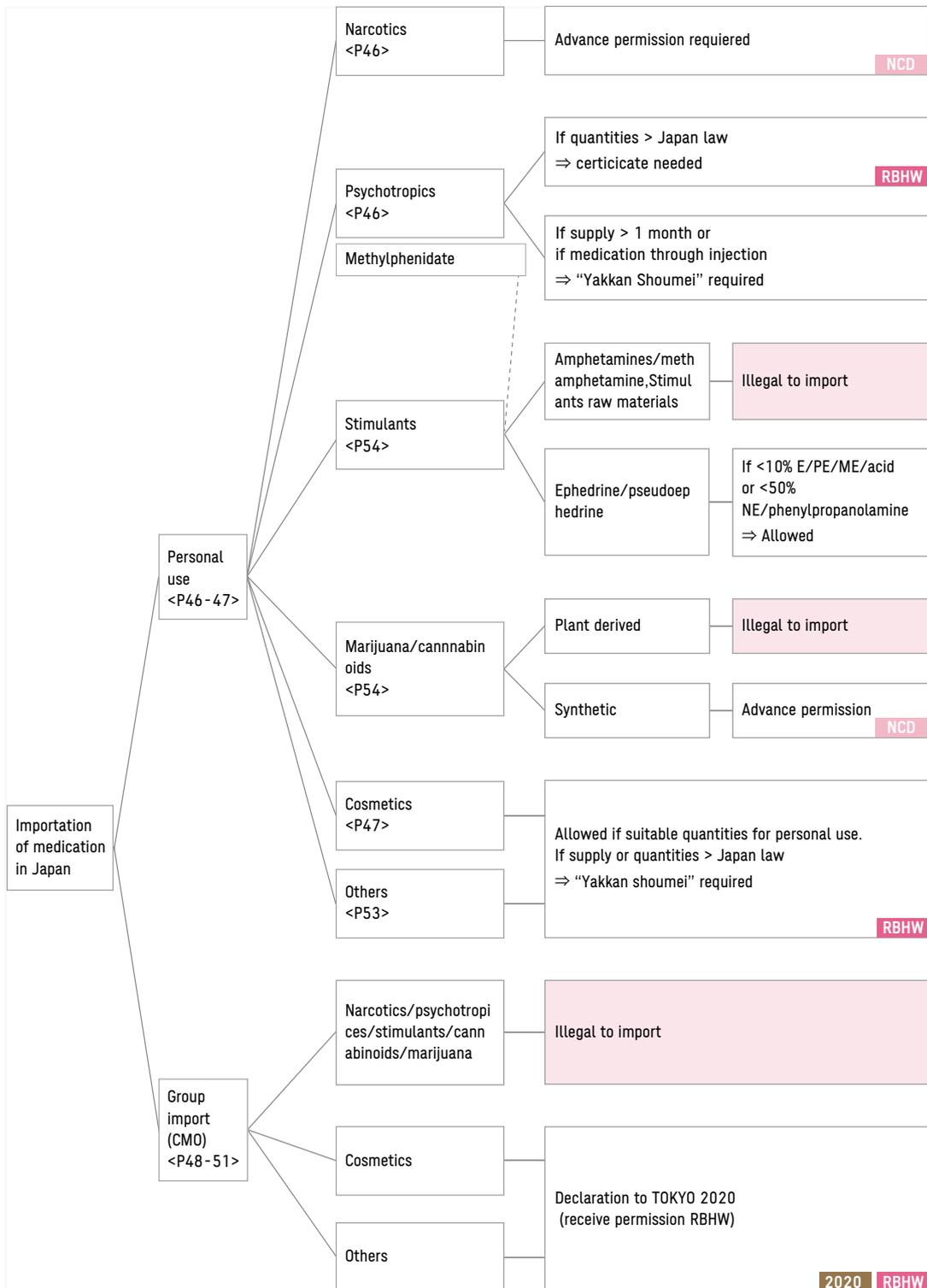
#### 7.3.3 Doping Surveillance

When NOC/NPC delegations and its relevant people bring medications or medical devices into Japan without going through appropriate procedures specified by Tokyo 2020 or when doping is suspected, Tokyo 2020 may inform national or international anti-doping-related agencies (e.g. ITA/IPC/WADA/JADA/JSC) of the fact and relevant information (including personal information about the violator).

#### 7.3.4 Further information

Please contact Tokyo 2020 for procedures for importing general medications and medical devices for either personal or group use: [noc-npc.medical@tokyo2020.jp](mailto:noc-npc.medical@tokyo2020.jp)

## Overview of importation of medication in Japan



- RBHW (Regional Bureau of Health and Welfare) is responsible for issuing “Yakkan Soumei.”
- NCD (Narcotics Control Department) is a department of RBHW which is responsible for importation and exportation of the controlled and prohibited medication.

## (Annex 1)

Allowed quantity of medications and substances to import for personal use which does not require a “Yakkan Shoumei” certificate but requires an inspection at the Customs

(1) Drugs/Quasi-Drugs		
Category	Allowed quantity	Example
Drug for external use (excluding powerful or potentially harmful drugs, prescription medications, buccals, troches, and suppositories)	Less than 24 units (standard size) per 1 item	Non-prescription skin medications and eye drops
Powerful or potentially harmful drugs, prescription medications, and prescription drugs for in-vitro diagnostics	Up to a one-month supply according to dosage and administration	
Other drugs, quasi-drugs and drugs for in-vitro diagnostics than the above	Up to a two-months' supply according to dosage and administration	Ovulation test kits

(2) Cosmetics		
Category	Allowed quantity	Example
Cosmetics	Less than 24 units (standard size) per 1 item	For example, in the case of lipstick, less than 24 regardless of brand or color
	Less than 120 small-size units (containing less than 60g or 60ml) per one item, excluding foundations, powders, lip sticks, cosmetics for eyebrows, eyes and cheeks, nail-related cosmetics and perfumes	

(3) Medical Devices		
Category	Allowed quantity	Example
Personal medical devices for home use	1 set	Electric massager
Disposable medical devices	Quantities to be used within two months	Sanitary tampons Disposable contact lenses

(4) Injectable medications		
Category	Allowed quantity	Example
Medications (e.g. insulin for self injection) and syringes for the medications	Up to a one-month supply according to dosage and administration and syringes used for the medications	—

\*Personal importation of the items listed in the “List of items requiring inspections by the Ministry of Health, Labour and Welfare regardless of quantity” is not allowed without a legal prescription by a doctor. (List available at: <http://www.mhlw.go.jp/topics/0104/dl/tp0401-1a.pdf> (in Japanese only).) The list indicates dietary supplements that include medical ingredients, abortion pills, thalidomide-related drugs and such.

\*The personal import of professional medical devices under the direction of a doctor, such as a CPAP machine, requires a permit regardless of quantity.

## (Annex 2)

### Substances which are illegal to import at any time

The Stimulants Control Act has been revised, and with the permission for the treatment of your own illness, you may import and export drugs from stimulant raw materials (such as Vyvanse) for personal use. Although the enforcement date is undecided, it will be made informed of you as soon as it is decided.

<b>Narcotics, Stimulants and other drug</b>	<ul style="list-style-type: none"><li>• Diacetylmorphine (heroin)</li><li>• Opium powder,</li><li>• Stimulants (methamphetamine/amphetamine)</li></ul> <p>Regarding the import of ADHD (Attention-deficit hyperactivity disorder) treatments, methylphenidate (Ritalin, Concerta) may be carried for individual use, and advance application or possession of necessary document is required if the amount to be brought in exceeds 2.16g. However, amphetamine (Adderall) is not allowed into Japan under domestic laws.</p> <p>(Stimulant raw materials) Importation (or exportation) of stimulant raw materials such as ephedrine and pseudoephedrine is prohibited. However, the followings are not considered as stimulant raw ingredients according to the Stimulants Control Act and are allowed to be imported (or exported). Medications containing:</p> <ul style="list-style-type: none"><li>• no more than 10% of ephedrine or pseudoephedrine; or</li><li>• no more than 10% of methylephedrine; or</li><li>• no more than 10% of phenylacetic acid; or</li><li>• no more than 50% of norephedrine or phenylpropanolamine</li></ul> <p>Please go to the following link to find the latest information about the stimulant raw materials: <a href="http://www.ncd.mhlw.go.jp/en/application.html">http://www.ncd.mhlw.go.jp/en/application.html</a></p>
<b>Marijuana</b>	<p>Marijuana plants (cannabis, sativa, L.) or cannabis-derived products (dried cannabis, cannabis resin, etc.)</p> <p>Medical cannabis may NOT be imported under the Cannabis Control Act. However, synthetic THC fall under the different law (Narcotics and Psychotropics Control Act) and may be allowed for personal medical use through advance application.</p> <ul style="list-style-type: none"><li>• Plant-derived THC (Sativex), Prohibited under any circumstances</li><li>• Synthetic THC (Cesamet, Marinol), Allowed for personal medical use through the advance application</li></ul> <p>CBD products made from anything other than the mature stems or seeds of cannabis, fall under the Cannabis Control Act as cannabis, and are also NOT allowed to be imported. If they plan to import CBD products, documentation clarifying the products do not fall under the cannabis category are required.</p>
<b>Designated chemical substances</b>	<ul style="list-style-type: none"><li>• Isobutyl nitrite (known as "Rush")</li><li>• 5-MeO-MIPT</li><li>• Salvinorin A, etc.</li></ul>
<b>Others</b>	<p>Drugs that contain ingredients made from listed animals or plants protected by the Washington Convention (CITES: the Convention on the International Trade of Endangered Species of Wild Fauna and Flora), including the following examples: Rhinoceros horn; tiger bone; musk deer secretion; and bear gall bladder</p>

## 7.4. Temporary Import of Vehicles

If Games Stakeholders temporarily bring vehicles into Japan, the vehicles will be exempt from taxes by importing them in either of the following ways and re-exporting them within one year:

- Importing vehicles in accordance with “Customs Convention on the Temporary Importation of Private Road Vehicles”
- Importing vehicles by claiming re-export duty exemptions in accordance with the Customs Tariff Act of Japan.

### Temporary import procedure in accordance with “Customs Convention on the Temporary Importation of Private Road Vehicles” (If vehicles are imported from member countries by using ATA Carnets)

Before import clearance, ATA Carnets must be authenticated by the Japan Automobile Federation (JAF).

<http://www.jaf.or.jp/e/carnet.htm>

#### 1. Procedure before authentication

Send the following necessary documents to JAF:

- ✓ Photocopies of the cover and first page of the ATA Carnet
- ✓ A list of addresses and names of all persons (other than the registered holder of the ATA Carnet) who will drive the imported vehicle. (This list is not required if the only driver of the vehicle will be the registered holder of the ATA Carnet. Separate lists must be created for residents and non-residents of Japan on the condition that their use of the vehicle can be recognised as personal.)

#### 2. Authentication procedure

The registered holder of the ATA Carnet must bring the original copy of the ATA Carnet to the authentication reception counter of JAF.

\*Under unavoidable circumstances, it is possible to entrust this procedure to a proxy. (In this case, the proxy must obtain a power of attorney from the registered holder of the ATA Carnet.)

Contact details in Japan, scheduled timing of re-export, and other necessary matters must be provided in two copies of a signed certificate. JAF will check the ATA Carnet and fill in the necessary entries on the certificate. The certificate verified by JAF, the passport of the registered holder of the ATA Carnet, and the ATA Carnet must be submitted to the customs office. One copy of the certificate stamped with the seal of the customs office must be kept together with the ATA Carnet.

\* The driver must always have these documents when driving the vehicle.

#### Note:

- If anyone other than the registered holder of the ATA Carnet drives the vehicle in Japan, it is necessary to submit an “Application for an approval on the use by an Exchange resident of the car temporarily admitted without payment of import duties and taxes” or “Report on the use by a third person of the car temporarily admitted without payment of import duties and taxes” and other necessary certificates and documents separately to the customs authorities to apply for approval. (These application and notification forms can be obtained from JAF.)
- Japanese law stipulates that it is compulsory to purchase mandatory vehicle liability insurance for all vehicles driven in Japan.
- Japanese law stipulates that, in accordance with the “Customs Convention on the Temporary Importation of Private Road Vehicles”, it is compulsory for all vehicles running in Japan to always bear the registration certificates designated by the above convention.
- Vehicles registered in countries that do not participate in the above convention must be registered again in Japan. Otherwise, such vehicles cannot be driven in Japan even if they have been cleared through customs by using ATA Carnets.

To drive a vehicle in Japan, drivers must possess one of the following driving licences:

- A Japanese driving licence
- An international driving licence based on the Geneva Convention on Road Traffic
- A licence for driving cars and other vehicles issued in one of the following six countries and one region: Switzerland, Slovenia, Germany, France, Belgium, Monaco and Chinese Taipei. A Japanese translation prepared by a person designated by ordinance must be provided together with the driving licence)

## 7.5. Liquors and Tobaccos

### Liquors

To import liquors, formalities such as notifications to related ministries are required by law.

#### For sales purposes

“Notification Form for Importation of Foods, etc.” must be submitted to the Quarantine Information Office with jurisdiction over the place of import.

An liquors sales licence may be required to sell imported liquors. Contact the liquors advising officer at your nearest tax office regarding formalities for application for an liquors sales licence and other issues.

\* Import for sales purposes are not subject to tax exemptions.

#### For personal use

If the total weight of the liquors to be imported is 10kg or less, formalities such as notifications are not required.

If liquors are imported as personal effects or unaccompanied articles, up to three bottles (approximately 760 ml each) will be exempt from tariffs, consumption tax, and liquors tax.

### Tobaccos

To import tobaccos such as cigarettes and cigars for sales purposes, registration for a specified sales business is required by pertinent laws and regulations.

(Import for personal use does not require a registration.)

If the person entering the country imports tobacco for personal use as personal effects or unaccompanied articles, no tax will be imposed as long as the total quantity of the tobacco does not exceed the specified limit.

(For details, refer to 6.5.4 “Duty Exemption Of Accompanied Baggage/Unaccompanied Baggage (Mainly NOC/NPC Cargo)”

## 7.6. Guide Dogs and Service Dogs

If Games Stakeholders are going to import guide dogs and service dogs into Japan, it is necessary for the exporting country to make preparations in accordance with the Japanese import conditions for rabies and other conditions. The import conditions vary depending on whether the exporting country/region is “designated region” or “non-designated region”.

Designated regions	
Six regions	Iceland, Australia, New Zealand, Fiji, Hawaii, Guam

When exporting from a non-designated region, microchip implanting, rabies vaccination, rabies antibody test, etc. are required, and these preparations take at least 180 days. Even when exporting from a “designated region”, there are conditions such as microchip implanting and proof of residence in the exporting country, so it is necessary to prepare with sufficient time.

Necessary procedures such as microchip transplantation, rabies vaccination, and rabies antibody test must be completed before arriving in Japan. You will have an import inspection check by Animal Quarantine Service when you arrive in Japan. If your import conditions are confirmed as satisfied, the procedure will be completed within 12 hours and guide/service dogs can be picked up. However, if the conditions are not met, guide/service dogs will be subject to quarantine at a detention facility of Animal Quarantine Service for up to 180 days. Depending on the result of inspection, import may not be approved.

In addition, the importer must submit “NOTIFICATION FOR IMPORT OF DOGS UNDER THE RABIES PREVENTION LAW AND THE DOMESTIC ANIMAL INFECTIOUS DISEASES CONTROL LAW” to Animal Quarantine Service at the expected airport of entry, by mail, fax, or e-mail not less than 40 days before arrival in Japan.

Import procedures such as necessary inspections, documents vary depending on whether they are “designated regions” or “non-designated regions”. For detailed information, please be sure to check the “Import procedures” in the following link.

<http://www.maff.go.jp/aqs/english/animal/dog/index.html>

(Animal Quarantine Service HP)

Please note that the importer is responsible for all the import procedures at their own expense.

In addition, if you are going to bring guide/service dogs via airports other than Narita International Airport or Tokyo (Haneda) International Airport, please check the link below to make sure which airports you can bring in.

[http://www.maff.go.jp/aqs/english/animal/dog/pdf/aqs\\_contact\\_list\\_en.pdf](http://www.maff.go.jp/aqs/english/animal/dog/pdf/aqs_contact_list_en.pdf)

\* Import quarantine certificate cannot be reissued. Import quarantine certificate is necessary when exporting, so please keep it in a safe place.

## 7.7. Dog Food and Veterinary Drugs

If dog food is imported (as personal effects or unaccompanied articles) when guide dogs or service dogs enter Japan, inspection certificates issued by the relevant government agency of the country of export may be required.

In principle, dog food must be subject to animal quarantine inspections at the airport or seaport of arrival in Japan. For smooth entry into the country, we recommend that details of the imported goods, such as product names, container types (cans, bottles, bags, etc.), and photographs, are sent to the Animal Quarantine Service at the airport or seaport of arrival before entry into the country.

The procedure for importing veterinary drugs is as follows:

**STEP 1** If people with legal permission or approval import veterinary drugs or other similar goods, they must submit respective permits or photocopies of the permits to the customs authorities upon import declaration.

- Veterinary drug manufacturers and sellers, veterinary extracorporeal diagnostic agent manufacturers and sellers, etc.

**STEP 2** If people without legal permission import veterinary drugs or other similar goods, they must submit a request for confirming the import of veterinary drugs in the prescribed format to the Ministry of Agriculture, Forestry and Fisheries and then submit the confirmed documents to the customs authorities upon import declaration.

Example : Veterinary drugs for experimental research, testing, product samples and other purposes.

**STEP 3** Veterinary drugs that do not require the submission of a request for confirming the import of veterinary drugs in the prescribed format to the Ministry of Agriculture, Forestry and Fisheries:

- If the owner of the applicable animal\* imports veterinary drugs or other goods to be used for that animal as personal effects or unaccompanied articles according to the following:
  - ✓ No more than two boxes per item or no more than two months' worth of usage.
- If veterinary drugs or other similar goods to be imported satisfy all the following conditions:
  - ✓ Veterinary drugs or other similar goods are used for medical examination and treatment by a veterinarian.
  - ✓ Veterinary drugs or other similar goods are used for animals other than the applicable animal\*
  - ✓ Quantities of veterinary drugs or other similar goods are no more than two pieces per item.

\*"Applicable animal" refers to cows, horses, pigs, chickens, quails, honeybees, and farmed aquatic animals to be used as food.

For inquiries:

Dog food: Animal Quarantine Service at the airport or seaport of arrival. (Refer to Appendix 1)

Veterinary drugs: Branch of the Ministry of Agriculture, Forestry and Fisheries at the airport or seaport of arrival. (Refer to Appendix 1)

## 7.8. Cash and Traveller's Cheques

Cash or other similar valuables equivalent to more than JPY 1,000,000 (or JPY 100,000 for export to North Korea) brought into or taken out of Japan must be declared at the customs office upon entry into or departure from Japan.

<p><b>Cases requiring a declaration</b></p>	<p>1.If the total amount of the following items exceeds the amount equivalent to JPY 1,000,000 (or JPY 100,000 for export to North Korea):</p> <ul style="list-style-type: none"> <li>• Cash (Japanese Yen and foreign currencies)</li> <li>• Cheques (including traveller's cheques)</li> <li>• Promissory notes</li> <li>• Negotiable instruments (share certificates, government bonds, etc.)</li> </ul> <p>2.If the weight of gold bullion (purity: 90% or higher) exceeds 1kg</p> <p>*If gold bullion (regardless of purity or weight) and other goods that are carried into Japan exceed the duty-free concessions, it is also necessary to separately fill out a "Declaration of Personal Effects and Unaccompanied Articles" form (as consumption taxes or other taxes will be imposed). For details, ask the customs officer.</p>
<p><b>Declaration method</b></p>	<p>Submit a "Declaration of Carrying of Means of Payment, Etc." form to the customs authorities. (Declaration forms can be obtained from the customs offices at airports and seaports in Japan.)</p>

## 7.9. Firearms and Ammunition

Tokyo 2020 Olympic and Paralympic Games will be held in a secure environment in Japan, supported by its very strict rules and regulations in various aspects regarding firearms and ammunition. Athletes who participate in Shooting Competition must follow the Japanese law and take necessary procedures to ensure fair execution of the law. Tokyo 2020 will provide services and support to the athletes for smooth operation of the Games in compliance with the law. Customs & Freight Forwarding Guide provides only an overview of it. Athletes and coaches are strongly recommended to refer "Firearms and Ammunition Guide", which will be available on Tokyo 2020 Connect in November 2019, for comprehensive understanding.

Examples of legal regulations related to firearms and ammunition are as follows.

- Only the athlete who received permission can possess, store, carry or transport his/her firearms.
- Permitted firearms and ammunition cannot be shared with nor lent to another person.
- Permission is required to
  - ✓ Import or export firearms and ammunition
  - ✓ Acquire, transfer, or dispose ammunition
  - ✓ Consume (shoot) over 400 rounds of ammunition a day
- Athletes cannot possess, store, or carry more than 800 rounds of ammunition.
- Firearms and ammunition must be within reach of the athlete who received permission unless it is stored in the armory.
- The permit must always be carried with the firearm when carrying and or during transport.

Various permission and other legal documents are required to participate in shooting competition in Japan.

For athletes to receive support from Tokyo 2020 for the import/export and transport of firearms and ammunition, the following conditions must be met.

- ✓ Firearms or ammunition should be used for the Games and carried by the athlete himself/herself.
- ✓ Athlete arrives and departs at either Narita International Airport or Tokyo (Haneda) International Airport.
- ✓ Olympic Athlete arrives between 14 July and 3 August 2020 and departs between 25 July and 12 August 2020
- ✓ Paralympic Athlete arrives between 18 August and 6 September 2020 and departs between 31 August and 9 September 2020
- ✓ Submit necessary information such as arrival and departure of each athlete, firearms and ammunition to Tokyo 2020 by the deadline. (Tokyo 2020 will apply on behalf of shooting athletes for getting the permission of import, export and transport after receiving the mentioned information.)

Shooting athletes must submit the information centered on the following items to Tokyo 2020 by 31 May 2020 (Olympic) or 30 June 2020 (Paralympic) via "Firearms Registration System". The link to the system will be uploaded in Tokyo 2020 Connect by 30 November 2019.

- Applicant Information
  - Name
  - Copy of the Passport (including Nationality, Date of Birth, and Sex)
- Firearm Information
  - Serial Number
  - Type of Firearm, Brand Name, and Manufacturer
  - Length of the Barrel
  - Overall Length
  - Caliber, Type of Magazine, Number of Loaded Ammunition, and Suitable Ammunition
  - Market Price
- Ammunition Information
  - Type, Quantity, and Name of Ammunition
  - Plan for Acquisition, Transfer or Consumption of Ammunition (Anticipated Period, Quantity, and Adversary Party of Acquisition, Transfer, or Consumption of Ammunition)
  - Package Amount
  - Importer (the Athlete)
- Flight Information
  - Airport of Arrival and Departure
  - Date and Time of Arrival and Departure
  - Flight Number (including Connection Airport if Applicable)

Please be sure that in case the information submitted to Tokyo 2020 is not correct, or there is any necessary information missing by the deadline, the athlete will not receive a permission and therefore cannot participate in the Games.

If an athlete does not meet the criteria mentioned above, he or she must import, export, transport and store firearms and ammunition according to the Japanese law on his/her own. In this case, the athlete is responsible for obtaining all the required legal documents from the relevant government authorities and for transporting the firearms and ammunition to the armory in the Asaka Shooting Range on an agreed date and time. Taking firearms and ammunition to the Olympic Village/Paralympic Village is strictly prohibited.

The designated agency appointed by Tokyo 2020 will sell ammunition at the Asaka Shooting Range for competition and training to the athletes participating the Games who applied to Tokyo 2020 in advance.

If an athlete wishes to use a desired or preferred manufacture of ammunition, the NOC/NPC/manufacturer should import the ammunition via an agent or dealer in Japan or Tokyo, business as usual and as a normal commercial activity. Then, at a mutually agreed time and place the Tokyo 2020 appointed ammunition contractor will receive the ammunition from the agent outside the venue and then transfer it to the athlete in the venue, in accordance with Japanese law. The Tokyo 2020 will appoint and announce their ammunition contractor and contact details by the end of 2019.

# 8. Export Customs & Clearance Procedures

## 8.1. General Export Clearance Procedures

When Games Stakeholders attempt to export goods, in principle, they must transport the goods to a bonded area.

They must submit an export declaration to the customs authorities and receive permission by undergoing the necessary inspections for the goods.

The export declaration procedure involves completing an export declaration form in the prescribed format that lists the product names, quantities, prices and other necessary information regarding the goods and submitting it to the customs authorities together with invoices and other necessary documents.

Export declarations can also be undertaken by the customs brokers entrusted by exporters on behalf of the exporters.

If the goods to be exported require permission, approval, or authorisation under other laws and regulations, export will not be permitted unless proof of such permission, approval, or authorisation is presented to the customs authorities during examination or inspection related to the export declaration, and this proof is confirmed by the customs authorities.

## 8.2. Export Clearance Procedures For Re-Export

\* Please be sure to request the same customs broker for export clearance and re-export clearance.

If it is subject to re-export duty exemption, customs clearance procedures will be required at the time of import and re-export, and the re-export duty exemption will be finalized once the re-export is confirmed by Japan Customs. In order to establish the duty exemption, please ensure that the exempted cargo is managed until re-exported.

If you request a re-export clearance from another customs broker different from import, the risk of incomplete procedures will increase. If the application of export declaration is incomplete, the duty that was exempted while import will be collected, and cannot be re-applied for duty exemption again.

If you have any questions, please contact the official customs broker.

## 8.3. Prohibited and Regulated Goods for Export

### Prohibited goods for export in accordance with tariff-related laws and regulations

- \* Narcotic drugs, psychoactive drugs, cannabis, opium, opium poppy and stimulant drugs (including ingredients)
- \* Child pornography
- \* Goods that infringe patent rights, utility models, design rights, trademark rights, copyrights, neighbouring rights, or plant breeders' rights
- \* Goods that infringe on intellectual properties

If permission, approval, or authorisation is required under other laws and regulations, export will not be permitted unless proof of such permission, approval, or authorisation is presented to the customs authorities during examination or inspection related to the export declaration, and this proof is confirmed by the customs authorities.

Main items and the pertinent ministries are shown in the following table.

Item	Related ministries
Weapons, chemical weapons, narcotics, items applicable to the Washington Convention, etc. * <sup>1</sup>	Security Export Licensing Division of the Ministry of Economy, Trade and Industry, etc.
Narcotic drugs, Items listed in Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), etc.	Trade Licensing Division of Ministry of Economy, Trade and Industry
Important cultural properties, important works of art, natural monuments, etc.	Cultural Affairs Division of the Agency for Cultural Affairs
Birds, wild animals and their artefacts, bird eggs, etc.	Wildlife Division of the Ministry of the Environment, etc.
Narcotic drugs, psychoactive drugs, cannabis and, stimulant drugs (including ingredients), opium and opium poppy	Ministry of Health, Labour and Welfare
Dogs, cats, raccoons, foxes and skunks	Food Safety and Consumer Affairs Bureau of the Ministry of Agriculture, Forestry and Fisheries
Horses, chickens, ducks, sausages and hams	
Plants that belong to flowering plants, pteridophytes or bryophytes, insects, ticks, etc.	
Meat products, dairy products (excluding imported as accompanied luggage), eggs, etc.	
Used cars	Ministry of Land, Infrastructure, Transport and Tourism

\*<sup>1</sup>Japan is a member of the "Wassenaar Arrangement", an international agreement on export control of conventional arms, and has strict control over export cargo to foreign countries. Managed items are listed by the Export Trade Control Order based on the "Control Lists" of the Wassenaar Arrangement. is needed. An export license must be obtained when exporting goods that exceed regulatory limits. Please check with the official customs broker for detailed information on how to obtain the license. In addition, if you are required to prove that the regulatory values are not exceeded at the time of export, you will be required to submit the parameter sheet.

\* Cash or other similar valuables equivalent to more than JPY 1,000,000 (or JPY 100,000 for export to North Korea) brought into or taken out of Japan must be declared at the customs office upon entry into or departure from Japan. Refer to 7.8 "Cash and Traveller's Cheques" for check.

# Appendix

## Appendix 1 List of Useful English Websites

<p><b>Customs</b></p>	<p>About general customs formalities such as export and import customs clearances in Japan  <a href="http://www.customs.go.jp/english/index.htm">http://www.customs.go.jp/english/index.htm</a></p> <p>About duty free concessions of goods brought into Japan as personal effects or unaccompanied articles  <a href="http://www.customs.go.jp/english/summary/passenger.htm">http://www.customs.go.jp/english/summary/passenger.htm</a></p>
<p><b>Animal quarantine</b></p>	<p>General information about animal quarantine in Japan  <a href="http://www.maff.go.jp/aqs/english/index.html">http://www.maff.go.jp/aqs/english/index.html</a></p> <p>About formalities for bringing animal products into Japan  <a href="http://www.maff.go.jp/aqs/english/product/import.html">http://www.maff.go.jp/aqs/english/product/import.html</a></p> <p>About formalities for bringing dogs and cats into Japan  <a href="http://www.maff.go.jp/aqs/english/animal/dog/index.html">http://www.maff.go.jp/aqs/english/animal/dog/index.html</a></p> <p>About products prohibited from being brought into Japan, and their production countries  <a href="http://www.maff.go.jp/aqs/english/news/im_prohibit.html">http://www.maff.go.jp/aqs/english/news/im_prohibit.html</a></p> <p>About pet food  <a href="http://www.maff.go.jp/e/policies/ap_health/petfood/index.html">http://www.maff.go.jp/e/policies/ap_health/petfood/index.html</a></p> <p>About veterinary drugs  <a href="http://www.maff.go.jp/nval/english/index.html">http://www.maff.go.jp/nval/english/index.html</a></p>
<p><b>Plant protection</b></p>	<p>General information about plant protection in Japan  <a href="http://www.pps.go.jp/english/index.html">http://www.pps.go.jp/english/index.html</a></p> <p>Database for checking the conditions of import into Japan according to the production country or goods  <a href="http://www.pps.go.jp/eximlist/Pages/exp/conditionE.xhtml">http://www.pps.go.jp/eximlist/Pages/exp/conditionE.xhtml</a></p> <p>Information about wood packaging  <a href="http://www.pps.go.jp/english/woodpack/index.html">http://www.pps.go.jp/english/woodpack/index.html</a></p>
<p><b>Food Pharmaceuticals Medical equipment Narcotics</b></p>	<p>General information about food, pharmaceuticals, medical equipment, etc. in Japan  <a href="http://www.mhlw.go.jp/english/">http://www.mhlw.go.jp/english/</a></p> <p>About quarantine for food imported into Japan  <a href="http://www.mhlw.go.jp/english/topics/importedfoods/index.html">http://www.mhlw.go.jp/english/topics/importedfoods/index.html</a></p> <p>Information about prohibited drugs, narcotics, etc. in Japan  <a href="http://www.ncd.mhlw.go.jp/en/index.html">http://www.ncd.mhlw.go.jp/en/index.html</a></p> <p>About bringing pharmaceuticals for personal use into Japan  <a href="http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html">http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html</a></p>
<p><b>Intellectual properties Cultural properties</b></p>	<p>General information about the protection of copyrights and cultural properties for goods taken out of Japan  <a href="http://www.bunka.go.jp/english/index.html">http://www.bunka.go.jp/english/index.html</a></p>
<p><b>Re-export</b></p>	<p>General information about security trade such as export regulations  <a href="http://www.meti.go.jp/english/index.html">http://www.meti.go.jp/english/index.html</a></p> <p>About goods regulated by the Washington Convention, and their production countries  <a href="http://www.meti.go.jp/english/policy/external_economy/CITES">http://www.meti.go.jp/english/policy/external_economy/CITES</a></p> <p>Requirements for re-exporting precision equipment such as broadcasting equipment  <a href="http://www.meti.go.jp/policy/anpo/securityexportcontrol1.html">http://www.meti.go.jp/policy/anpo/securityexportcontrol1.html</a></p>
<p><b>Tokyo Organising Committee of the Olympic and Paralympic Games</b></p>	<p>Competition venues of the Olympic and Paralympic Games, and other related information  <a href="https://tokyo2020.org/en/">https://tokyo2020.org/en/</a></p>
<p><b>Official customs broker</b></p>	<p>About Yamato Global Logistics Japan Co., Ltd. (official customs broker)  <a href="https://www.y-logi.com/ygl/english/index.html">https://www.y-logi.com/ygl/english/index.html</a></p>
<p><b>Logistics partner</b></p>	<p>About Yamato Holdings Co., Ltd. (freight forwarding partner)  <a href="http://www.yamato-hd.co.jp/english/index.html">http://www.yamato-hd.co.jp/english/index.html</a></p>
<p><b>Official insurer</b></p>	<p>Tokio Marine &amp; Nichido Fire Insurance Co., Ltd. (official insurer)  <a href="http://www.tokiomarine-nichido.co.jp/en/">http://www.tokiomarine-nichido.co.jp/en/</a></p>

## Appendix 2 List of Games Stakeholders

### Corporations and organisations

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- International Olympic Committee  
International Paralympic Committee
  - IOC Television & Marketing Services
  - The Olympic Foundation for Culture and Heritage
  - Olympic Broadcasting Services
  - Olympic Channel Services
  - The Olympic Partners
  - IOC licensees
  - IOC suppliers
  - Rights-Holding Broadcasters
  - National Olympic Committees  
National Paralympic Committees
  - International Sports Federations
  - Next Host City
  - Candidate Cities
  - World Anti-Doping Agency
  - The Court of Arbitration of Sport
- 

### Individuals

---

- Officers and employees of the above corporations and associations
  - Athletes
  - Team officials (such as coaches)
  - Referees
  - Ceremony performers
  - Media and broadcasting officials
-

## Appendix 3 Prohibited Areas and Items for Import (Related to Malignant Infectious Diseases of Domestic Animals)

### 1. Cloven-hoofed animals other than pigs and wild boars (Targeted diseases: Rinderpest, Foot and Mouth Disease) 24 October 2019 Updated

Areas (Countries/Areas)	Live animals	Semen, Embryos	Ham, Sausage and Bacon	Meat and Viscera
<p>1) Areas at <b>VERY LOW RISK</b> from which the targeted diseases are highly unlikely to be introduced into Japan through the import of live animals and their products, under comprehensive consideration of the outbreak situation and control/preventive measures, etc. of the targeted diseases</p> <p>&lt;Europe&gt; Iceland, Ireland, Italy, United Kingdom (Great Britain and Northern Ireland only), Austria, The Netherlands, Croatia, San Marino, Switzerland, Sweden, Spain, Slovenia, Czech Republic, Denmark, Germany, Norway, Hungary, Finland, France, Belgium, Poland, Portugal, Lithuania, Liechtenstein</p> <p>&lt;The Americas&gt; USA (Mainland, Hawaii and Guam only), Canada, Argentina (Province of Santa Cruz, Chubut, Tierra Del Fuego, Neuquen, Buenos Aires (District of Patagones only) and Rio Negro only), El Salvador, Guatemala, Costa Rica, Chile, The Dominican Republic, Nicaragua, Panama, Brazil (State of Santa Catalina only), Belize, Honduras, Mexico</p> <p>&lt;Oceania&gt; Australia, Northern Mariana Islands, New Caledonia, New Zealand, Vanuatu (43 regions)</p>	<p><b>Import Allowed</b> The inspection certificate issued by the exporting country must be accompanied</p>			
<p>2) Areas at <b>LOW RISK</b> from which the targeted diseases are unlikely to be introduced into Japan through the import of live animals and their products, under comprehensive consideration of the outbreak situation and control/preventive measures, etc. of the targeted diseases</p> <p>&lt;Asia&gt; Singapore</p> <p>&lt;Europe&gt; Bosnia Herzegovina, Romania (3 regions)</p> <p><b>Import - prohibition Area</b></p>	<p><b>Import Prohibited*1</b></p>	<p><b>Import Prohibited*1 or *2</b></p>	<p><b>Import Prohibited*2</b></p>	
<p>3) Areas at <b>UNDENIABLE RISK</b> from which the targeted diseases could be introduced into Japan through the import of live animals and their products</p> <p>(Areas other than 1) and 2)</p>	<p><b>Import Prohibited</b></p>		<p><b>Import Prohibited*3,*4</b></p>	

\*1 a) Animals raised in the farms designated by the exporting country

b) Semen and Embryos derived from animals raised in the farms designated by the exporting country, and collected and processed at the facilities designated by the exporting country

c) Ham, Sausage and Bacon derived from animals which had been raised in the farms designated by the exporting country, and processed at the facilities designated by the exporting country can be imported (The inspection certificate issued by the exporting country must be accompanied)

\*2 Products that had been heat-processed in accordance with the criteria specified by the Minister of MAFF at the facilities designated by the Minister of MAFF or the exporting country can be imported (The inspection certificate issued by the exporting country must be accompanied)

\*3 Products that had been heat-processed in accordance with the criteria specified by the Minister of MAFF at the facilities designated by the Minister of MAFF can be imported (The inspection certificate issued by the exporting country must be accompanied)

\*4 Uruguay beef (Means beef etc. to be exported to Japan from Uruguay) that had been maturation in accordance with the criteria specified by the Minister of MAFF at the facilities designated by the Minister of MAFF can be imported (The inspection certificate issued by the animal health authority of Uruguay must be accompanied)

## 2. Pigs and Wild boars

(Targeted diseases: **Rinderpest, Foot and Mouth Disease, Classical Swine Fever, African Swine Fever**)

19 September 2018 Updated

Areas (Countries/Areas)	Live animals	Semen, Embryos	Ham, Sausage and Bacon	Meat and Viscera
<p>1) Areas at <b>VERY LOW RISK</b> from which the targeted diseases are highly unlikely to be introduced into Japan through the import of live animals and their products, under comprehensive consideration of the outbreak situation and control/preventive measures, etc. of the targeted diseases</p> <p>&lt;Europe&gt; Iceland, Ireland, Italy (excluding Sardinia island), United Kingdom (Great Britain and Northern Ireland only), Austria, The Netherlands, San Marino, Switzerland, Sweden, Spain, Slovenia, Czech Republic, Denmark, Germany, Norway, Hungary, Finland, France (excluding the departments of Bas-Rhin, Meurthe-et-Moselle and Moselle), Belgium, Poland, Portugal</p> <p>&lt;The Americas&gt; USA (Mainland, Hawaii and Guam only), Canada, Costa Rica, Chile, Panama, Brazil (State of Santa Catalina only), Mexico</p> <p>&lt;Oceania&gt; Australia, Northern Mariana Islands, New Caledonia, New Zealand, Vanuatu</p> <p>(33 regions)</p>	<p><b>Import Allowed</b></p> <p>The inspection certificate issued by the exporting country must be accompanied</p>			
<p><b>Import - prohibition Area</b></p>	<p>2) Areas at <b>UNDENIABLE RISK</b> from which the targeted diseases could be introduced into Japan through the import of live animals and their products</p> <p>(Areas other than 1)</p>		<p><b>Import Prohibited</b></p>	<p><b>Import Prohibited*</b></p>

\* Products that had been heat-processed in accordance with the criteria specified by the Minister of MAFF at the facilities designated by the Minister of MAFF can be imported (The inspection certificate issued by the exporting country must be accompanied)

### 3. Poultry (Targeted disease: **Highly Pathogenic Avian Influenz**)

26 July 2019 Updated

Areas (Countries/Areas)	Live animals	Semen, Embryos	Ham, Sausage and Bacon	Meat and Viscera	Egg
<p>1) Areas at <b>VERY LOW RISK</b> from which the targeted disease is highly unlikely to be introduced into Japan through the import of live animals and their products, under comprehensive consideration of the outbreak situation and control/preventive measures, etc. of the targeted disease</p> <p>&lt;Asia&gt; Singapore, Thailand, Philippine, Malaysia, &lt;Middle East&gt; Turkey &lt;Europe&gt; Ukraine (excluding the autonomous republic of Crimea, city of Sevastopol, province of Donetsk and Luhansk), United Kingdom (Great Britain and Northern Ireland only), Austria, The Netherlands, Sweden, Spain, Denmark, Germany, Hungary, Finland, France, Bulgaria, Belgium, Poland, Portugal, Latvia, Lithuania &lt;The Americas&gt; USA (Mainland, Hawaii and Guam only), Canada, Argentina, Costa Rica, Columbia, Chile, Brazil, Peru &lt;Oceania&gt; Australia, New Caledonia, New Zealand, (33 regions)</p>					
<p><b>Import - prohibition Area</b></p>	<p>2) Areas at <b>UNDENIABLE RISK</b> from which the targeted disease could be introduced into Japan through the import of live animals and their products (Areas other than 1))</p>	<p><b>Import Prohibited</b></p>		<p><b>Import Prohibited*</b></p>	

Import Allowed  
The inspection certificate issued by the exporting country must be accompanied

\* Products that had been heat-processed in accordance with the criteria specified by the Minister of MAFF at the facilities designated by the Minister of MAFF can be imported (The inspection certificate issued by the exporting country must be accompanied)

4. Straw from grain and Forage for feed (Targeted disease: **Foot and Mouth Disease**)

27 June 2018 Updated

Areas (Countries/Areas)	Straw from grain and Forage for feed
<p>1) Areas at <b>VERY LOW RISK</b> from which the targeted disease is highly unlikely to be introduced into Japan through the import of live animals and their products, under comprehensive consideration of the outbreak situation and control/preventive measures, etc. of the targeted disease</p> <p>&lt;Europe&gt; Iceland, Ireland, Italy, United Kingdom (Great Britain and Northern Ireland only), Austria, The Netherlands, Croatia, San Marino, Switzerland, Sweden, Spain, Slovenia, Czech Republic, Denmark, Germany, Norway, Hungary, Finland, France, Belgium, Poland, Portugal, Lithuania, Liechtenstein</p> <p>&lt;The Americas&gt; USA (Mainland, Hawaii and Guam only), Canada, Argentina (Province of Santa Cruz, Chubut, Tierra Del Fuego, Neuquen, Buenos Aires (City of Patagones only) and Rio Negro only), El Salvador, Guatemala, Costa Rica, Chile, The Dominican Republic, Nicaragua, Panama, Brazil (State of Santa Catalina only), Belize, Honduras, Mexico</p> <p>&lt;Oceania&gt; Australia, Northern Mariana Islands, New Caledonia, New Zealand, Vanuatu (43 regions)</p>	<p><b>Animal Quarantine is Not Required</b></p>
<p><b>Import - prohibition Area</b></p> <p>2) Areas at <b>UNDENIABLE RISK</b> from which the targeted disease could be introduced into Japan through the import of live animals and their products (Areas other than 1))</p>	<p><b>Import Prohibited*</b></p>

\*Products that had been heat-processed in accordance with the criteria specified by the Minister of MAFF at the facilities designated by the Minister of MAFF can be imported (The inspection certificate issued by the exporting country must be accompanied)  
**Prohibited areas are subject to change depending on the occurrence of malignant infectious diseases of domestic animals, so please check the latest information on the Animal Quarantine Service homepage.**  
[http://www.maff.go.jp/aqs/english/news/im\\_prohibit.html](http://www.maff.go.jp/aqs/english/news/im_prohibit.html)





(Submitter's Copy)  
**DECLARATION OF CARRYING OF MEANS OF PAYMENT, ETC.**  
 EXPORT OR  IMPORT

Please complete and submit this declaration form to Customs if you depart or enter Japan with the following items on your person:  
 i) Means of payment and securities mentioned below in 1 (1) exceeding 1 million JPY(\*) or its equivalent in total  
 \* 0.1 million JPY in case you bound for North Korea  
 ii) Precious metal, as mentioned below in 1 (2), exceeding 1 kg in total weight  
 iii) Both (i) and (ii)

To: The Director General of Customs	Date of declaration
Last (Family) name	
First & middle name(s)	
Address	
Date of Birth	
Nationality	
Passport No.	

Declaration is as follows:

1 Kinds and amounts or weights of means of payment, etc. to be exported (or imported)

(1) Means of payment or securities

Currency and Coins \_\_\_\_\_  
 (amount in original currency)

Checks (including T/C) \_\_\_\_\_

Promissory notes \_\_\_\_\_

Securities \_\_\_\_\_

Total amount (Omit any fractional amount less than 1 million JPY(\*) or its equivalent) ¥ \_\_\_\_\_  
 \* 0.1 million JPY in a case that you are bound for North Korea

(2)  Precious metal (limited to gold of not less than 90% purity)  
 Total weight (Omit any fractional weight less than 1 kg) \_\_\_\_\_ kg

2 Place of destination or shipment

Export [Flight No. / Vessel Name: \_\_\_\_\_]  
 [Place of disembarkation: \_\_\_\_\_]

Import [Flight No. / Vessel Name: \_\_\_\_\_]  
 [Place of embarkation: \_\_\_\_\_]

3 Expected date of export (or import)

Day of declaration  Day after declaration

Signature

For official use only	
Date of permission	

(Reverse side)

Instructions

- 1 Check the applicable box(es) of listed means of payment.
- 2 Print your name clearly.
- 3 Enter the amount of means of payment and securities in the original currency, expressed as follows:
  - (1) Means of payment (currency and coins, checks (including T/C) and promissory notes): face value
  - (2) Securities (securities [T. Bonds, equity, etc.] as defined in paragraph 1, Article 2 of the Financial Instruments and Exchange Law [Law No. 25, 1948]): price or value (whichever is higher) of the following
    - ① Current price at the day of declaration
    - ② Book value
    - ③ Acquisition price
  - (3) Omit any fractional amount less than 1 million JPY(\*) or its equivalent when you enter the total amount.  
 \* 0.1 million JPY in a case that you are bound for North Korea
  - (4) Foreign Exchange rates as defined in Article 1 of the Regulation for Enforcement of the Customs Tariff Law (MOF Ordinance No. 16, 1969) should be used in converting foreign currencies into Japanese Yen.
  - (5) Please use the "Others" box below if you require more space. Be advised, however, that this must also be completed in triplicate.
- 4 Omit any fractional weight less than 1 kg when you enter the total weight of precious metal.
- 5 "Day after declaration" means that your scheduled date of departure is the day after you submit this form to Customs.
- 6 If you have any questions, please ask a Customs official.

(Others)

[ Penalty ]

Those who carry means of payment and securities exceeding 1 million JPY(\*) or its equivalent, or gold exceeding 1 kg on their person to export or import, must complete this declaration form and declare to Customs, which has jurisdiction over the airport or the port where they depart or enter the country, on the day of or the day before exportation or importation, according to the Article 67 of the Customs Law (Law No. 61, 1954). Those who (attempt to) export or import without declaration or with false or fraudulent declaration may be subject to a penalty for violation of the Customs Law.

\* 0.1 million JPY in a case that you are bound for North Korea

**Import****INVOICE**

SHIPPER	CONSIGNEE	NOTIFY	INVOICE No.	
			Confirmation No.	
			DATE	
			CASE MARK	
SHIPMENT PER	ON/ABOUT	FROM	TO	PAYMENT TERM

TOTAL AMOUNT :

Page of Cargo List : 1

Total quantity :

Signature



# Appendix 7 Confirmation letter for Tokyo 2020 related goods (TOP-01-A)(TOP-01-B)

Date: date/month

Tokyo 2020 大会関連貨物の確認証 (TOP-01-A)  
Confirmation letter for Tokyo 2020 related goods

確認証番号 Confirmation No. \_\_\_\_\_

20\_\_\_\_年\_\_\_\_月\_\_\_\_日  
(20YY/MM/DD)

-----  
※大会ステークホルダー確認事項 Confirmation by Games Stakeholders (TOP-01-B)

大会ステークホルダー名 Games Stakeholders name \_\_\_\_\_

宣誓者氏名 Declarant name \_\_\_\_\_

宣誓日 Declaration date 20\_\_\_\_年\_\_\_\_月\_\_\_\_日

(20YY/MM/DD)

輸入者 Importer		輸入者符号 Importer code	
B/L 番号 B/L number		インボイス番号 Invoice number	
輸入形態 Mode of transport		輸入時期 Expected time of import	
添付のインボイス記載の貨物は Tokyo2020 に関連した用途に用いるため、輸入される貨物ですか。 Will the goods included in the attached invoice(s) be imported into Japan for use in relation to Tokyo2020?		はい・いいえ Yes/No	
輸入に際して関税関係法令以外の法令により許可・承認を必要とする貨物については、他の法令の規定に基づき別途許可・承認を受けていますか。 With the goods whose importation require license/authorization under the laws/regulation other than customs laws, has necessary license/authorization been already obtained?		はい・いいえ Yes/No	
本確認証により日本に輸入する貨物について、以下が含まれていないことを確認しましたか。 With the goods imported into Japan accompanying this confirmation letter, please confirm that they do not include the below: 1. インボイスに記載のない貨物 Goods not listed in the invoice(s) 2. 商業貨物（日本において販売される貨物） Commercial goods (goods for sale in Japan) 3. 麻薬、鉄砲、爆発物等の日本への持込みが禁止又は制限されている貨物 Goods whose importation into Japan are prohibited or restricted, (e.g., narcotics, guns and explosives etc.)		はい・いいえ Yes/No	
再輸出に係る免税プログラムのための担保免除の誓約書を要求しますか。 We request the Tokyo Organising Committee of the Olympic and Paralympic Games ("TOCOG") to issue a pledge letter which will exempt us from submitting deposit required for the goods under Re-export duty exemption at the time of import.		はい・いいえ Yes/No	

私は、表面の確認内容について誤りが無いことを宣誓します。また、再輸出免税等の免税制度の利用にあたっては、きちんと要件を遵守いたします。

I hereby declare that the confirmation made in the front page are accurate. In addition, in case I use duty exemption programs, such as Re-export duty exemption, I will properly conform to conditions required under a program in question.

## Appendix 8

Date: date /month /year

To the Minister of Health, Labour and Welfare

### **Drugs, Quasi-Drugs and Medical Devices to be Brought into Japan**

The drugs, quasi-drugs and medical devices to be brought into Japan as remedies for the members of our national delegation on the occasion of the XXXII Olympiad / the Tokyo 2020 Paralympic Games are as listed in the documents attached to this paper.

Furthermore, I declare that the following articles shall be strictly observed concerning the importation of the items concerned:

1. The drugs, quasi-drugs and medical devices to be brought into Japan will be used on my responsibility for the purpose of diagnosis, remedies and prevention of diseases exclusively for the members of our delegation, and none will be sold or transferred to others.
2. Before our delegation leaves Japan, I will report on the number of used, unused or disposed drugs, quasi-drugs and medical devices to the Minister of Health, Labour and Welfare.
3. After the Games, all unused drugs, quasi-drugs and non-disposable medical devices that were brought into Japan will be disposed or taken back home.

**Name of Delegation:** \_\_\_\_\_

**Name of Representative:** \_\_\_\_\_

**Name of Doctor:** \_\_\_\_\_

**Signature (Doctor):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

## Appendix 9

### List of Drugs, Quasi-Drugs and Medical Devices to be Brought into Japan

Import Report		Usage Report (Quantity)		
Name of product	Quantity	Used	Unused (or non-disposable medical devices)	Disposed

(Example)

Sample

List of Drugs, Quasi-Drugs and Medical Devices to be Brought into Japan

Import Report		Usage Report (Quantity)		
Name of product	Quantity	Used	Unused (or non-disposable medical devices)	Disposed
Aspirin tablet 200mg	100 tablets	20 tablets		80 tablets
Tetracilin capsule 50mg	60 capsules	10 capsules	50 capsules	
Anaphylaxis Emergency Treatment Kit (containing : 1 syringe of Epinephrine intermuscular injecton 1ml and 4 tablets of Chlopheniramine 2mg)	1 kit		1 kit	
Stethoscope (non-disposable)	1 set		1 set	

## Appendix 10

(Name of Event)

(Name of Group)

Mr./Ms. (Name of Medical Doctor or Doctor licensed in Japan)

### Confirmation letter

This letter confirms that the drugs, quasi-drugs and medical devices in the attached list are used for (Name of Event) by (Name of Group), not imported as a regular business.

The validity time of this letter is from the date of issuance to date /month /year (the last day of the Event).

date /month /year

\_\_\_\_\_ Regional Bureau Health and Welfare  
Pharmaceutical Inspector  
Poisonous Substance and Deleterious Substance Inspector

Space provided for verification by the Customs

First	Second	Third	Fourth	Fifth	Sixth

Please fill the above underlined parts.

## Appendix 11

Date: date /month /year

To the Minister of Health, Labour and Welfare

### **(Report) Used, Unused or Disposed Drugs, Quasi-Drugs and Medical Devices**

I report on the number of used, unused or disposed drugs, quasi-drugs and medical devices which were brought into Japan as documents attached to this paper.

**Name of Delegation:** \_\_\_\_\_

**Name of Representative:** \_\_\_\_\_

**Name of Doctor:** \_\_\_\_\_

**Signature (Doctor):** \_\_\_\_\_



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