

EXPO2005 GUIDELINES  
FOR  
OFFICIAL PARTICIPANTS

**GL9-3**

**Guidelines for Handling Sales Proceeds**

(February 2005)



Japan Association for the 2005 World Exposition

The Japan Association for the 2005 World Exposition will issue guidelines for use by official participants for all aspects of the exposition, from preparation of module-based buildings to the operation of pavilions.

Guidelines will be numbered sequentially as follows: GL1-1, GL1-2, GL1-3...followed by GL2-1, GL2-2, GL2-3, etc, where each serial number is based on and derived from one of the Special Regulations of Expo 2005 Aichi, Japan, e.g., all guidelines headed with GL1 are based on Special Regulation No.1, those headed with GL2 on Special Regulation No.2, and so on.

Guidelines will be issued as needed rather than in numerical order. For example, GL4-1, **Design Guidelines on Modular Buildings for Official Participants**, will be issued as a first priority as it contains information required at an early stage for official participants to plan their respective exhibition projects. Official participants are requested to follow these guidelines in their preparations, and are invited to contact the following location for any inquiries or clarifications of the guidelines.

Official Participation Group

Japan Association for the 2005 World Exposition

Address: Iino Building 7F

2-1-1 Uchisaiwaicho, Chiyoda-ku

Tokyo 100-0011 Japan

E-mail : [ofipat@expo2005.or.jp](mailto:ofipat@expo2005.or.jp)

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## Introduction

GL9-3 “Guidelines for Handling Sales Proceeds” (hereinafter referred to as “these Guidelines”) have been developed by the Japan Association for the 2005 World Exposition (hereinafter referred to as the “Association”) to ensure accurate and efficient handling of sales proceeds etc. by official participants within the Site of the 2005 World Exposition, Aichi, Japan (hereinafter referred to as the “Exhibition”), in accordance with Paragraph 4, Article 8 of Special Regulation No. 9 concerning commercial activities by official participants (hereinafter referred to as the “Special Regulation”).

These Guidelines include the procedures for authorizing the Association to commission cash collection and delivery services needed in daily management of cash takings, and for credit card purchase management, required if official participants wish to accept payment by credit card.

## I. Sales Proceeds Management Procedures

### 1. Recording of commercial transactions and reporting of sales proceeds to the Association

#### (1) Use of cash registers

- 1) Official participants shall, in accordance with Paragraph 2, Article 8 of the Special Regulation, install cash registers designated by the Association, ring up all sales on said cash registers and record all takings in the cash register journal.
- 2) Official participants shall always issue receipts for customer purchases.
- 3) Official participants shall store their cash register journal rolls in safe place during the Exhibition period, and shall promptly submit such journal rolls to the Association should they be required.

#### (2) Handling credit card purchases

- 1) In accordance with Paragraph 2, Article 8 of the Special Regulation, official participants are allowed to accept payments by credit cards approved by the Association.
- 2) Credit cards approved by the Association shall be those issued by 14 domestic credit card companies designated by the Association, and those issued by companies and other organizations affiliated with the designated credit card companies. These credit cards include Visa, Diners, Master, American Express and JCB's international cards.

[14 credit card companies designated by the Association]

AEON CREDIT SERVICE CO., LTD.

Orient Corporation

Credit Saison Co., Ltd.

JCB Co., Ltd.

American Express International, Inc. (Japan)

Citi Card Japan, Inc.

JACCS CO., LTD (Japan Consumer Credit Service)

Central Finance Co., Ltd.

DC CARD CO., LTD.

TOYOTA FINANCE CORPORATION

Nippon Shinpan Co., Ltd.

Sumitomo Mitsui Card Company, Limited

UCS Co., Ltd.

UC CARD Co., Ltd.

UFJ Card Co., Ltd.

- 3) Official participants wishing to accept credit card payments in their commercial activities shall submit to the Association an Application for Handling Credit Card Purchases (Form 1). Based on such application, a managing credit card company (a company representing the 14 domestic credit card companies designated by the Association) shall explain to and consult with official participants in Japan regarding contract details and other issues. On that occasion, the managing company shall also provide information on documents necessary for such contracts.

Submit applications to:

Operations Support Team, Official Participation Group  
c/o Japan Association for the 2005 World Exposition  
1533-1 Ibaragabasama, Nagakute-cho, Aichi 480-1101 Japan  
e-mail: ofipat@expo2005.or.jp  
Tel. 0561-61-7318  
Fax. 0561-61-7607

- 4) Official participants shall pay to the relevant credit card company 3% of the purchase price as handling fee for credit card purchases. The sum of credit card sales for the period comprising the first day through the last day of each month will be paid by the credit card company on the 15th of the following month, as a rule. The money will be paid into the bank account designated by the official participant. For details of credit card purchase management, refer to the Credit Card Instruction Manual.

(3) Selling goods on credit

As stipulated in Paragraph 3, Article 8 of the Special Regulation, official participants may not sell goods on credit. However, this limitation does not apply to purchases using credit cards approved by the Association.

(4) Reporting of daily sales proceeds

- 1) In accordance with Paragraph 1, Article 8 of the Special Regulation, official participants shall report their daily sales proceeds to the Association. Official participants shall complete a Daily Sales Report (Form 3) prescribed by the Association, and submit the report to the Association, with all cash register-generated sales total reports attached (by pasting). Before entering the information, carefully read the instructions for completing the Sales Report in Form 3.
- 2) Daily Sales Reports must be deposited in a Report collection box installed in each Amount Receiving Center (ARC) provided at the Exhibition Site. Official participants shall deposit in the collection box on a daily basis (a) a Daily Sales Report (with all cash register-generated sales total reports attached) and (b) credit card slips (for credit card company use) for the relevant sales via credit cards. These documents must be placed into the bag provided by the Association to each

official participant, the bag being closed with a clip or the like to prevent the documents from getting out of the bag in the box.

- 3) Official participants using a combination of electronic cash register (AR-400) and sales reporting terminal (IP-3100), or a cash register brought in by the official participant and a sales reporting terminal (IP-3100), shall, after closing out cash registers at the end of each business day, enter the sales total data on the sales reporting terminal (IP-3100) and transmit the data to the Association.

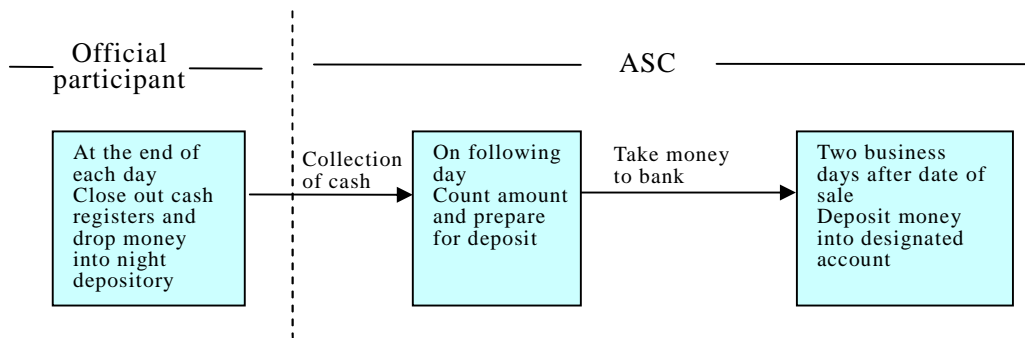
## 2. Handling of cash

In accordance with Paragraph 1, Article 8 of the Special Regulation, official participants shall deposit cash takings for each business day into a night depository installed in each ARC. By so doing, the money will be deposited into the nonresident ordinary account in Japanese yen that the official participant (or operation consignee the official participant employs to conduct commercial activities in the Exhibition Site, if applicable) has opened at a bank specified by the Association (UFJ Bank, Nagoya Eigyobu (Nagoya Main Office)) in accordance with GL9-2 “Guidelines for Paying Expenses, Opening Bank Accounts and Related Procedures.”

### (1) Work flow from closing out of cash registers to depositing of proceeds into official

- 1) Official participants, after closing out their cash registers at the end of each business day, shall deposit the day’s takings into a night depository installed in an ARC. The locations of ARCs at the Exhibition Site are shown in Attachment “Amount Receiving Center (ARC) Locations.” Note that takings to be deposited are limited to cash (in Japanese currency). After putting the money into a night depository, the official participant must receive a receipt generated by the depository and check the amount thereon. The deposited sum recorded on the receipt will be deposited into your bank account.
- 2) The official participant must then put into a Daily Sales Report collection box (installed in the ARC) a Daily Sales Report (with all cash register-generated sales total reports attached) and credit card slips (for credit company use) for the relevant sales via credit cards.
- 3) An entrusted cash handling service company (Asahi Security Co., Ltd.: hereinafter referred to as “ASC”) shall then daily collect cash stored in the night depositories and deposit it into the respective bank accounts of official participants (or of the operation consignee the official participant employs to conduct commercial activities at the Exhibition Site, if applicable).
- 4) Proceeds shall be deposited into bank accounts two bank business days after the date of sale. Takings for Thursdays, Fridays and Saturdays will be added up and deposited into bank accounts on Monday of the following week.

- 5) Once official participants drop money into a night depository and receive a receipt, ASC shall be responsible for controlling the money.






(2) Floats

- 1) Official participants are responsible for preparing change funds necessary for daily business.
- 2) To store change funds for the following day, official participants may use float lockers installed in the ARCs. Note that the Association shall accept no responsibility for control of cash stored in the float lockers; users are solely responsible for ensuring security.
- 3) For money changing, official participants may use money-changing machines installed in the ARCs.

(3) ARCs and equipment installed in ARCs

- 1) Locations of ARCs (See Attachment “Amount Receiving Center (ARC) Locations.”)  
ARCs will be established in three locations: on the EXPO Administration Office Premises (Global Common 5), and at North Gate and Seto Gate.
- 2) Operating hours  
ARCs will be open from one hour before to one hour and a half after Exhibition hours, as a rule.  
If an official participant cannot deposit money during operating hours owing to unusual circumstances, contact ARC. (ARC phone numbers and other information will be communicated separately.)
- 3) Equipment installed in ARCs
  - (a) Night depository
  - (b) Money changer
  - (c) Float locker
  - (d) Daily Sales Report collection box



(a) Night depository	(b) Money changer	(c) Float locker
		

#### (4) Submission of Authorization Forms for Commissioning Collection and Delivery Services

To use ARCs, official participants shall enter necessary information in Authorization Forms for Commissioning Collection and Delivery Services (Form 2), place signature or seal thereon and submit two original forms to the Association no later than February 28. This form is designed to authorize the Association to commission services ranging from collection of takings deposited in night depositories to entry of deposits in each official participant's bankbook. Before submitting the Authorization Forms, official participants must carefully read the attached Cash Collection and Delivery Regulations and fully understand the content.

Submit Authorization Forms to:

Operations Support Team, Official Participation Group

c/o Japan Association for the 2005 World Exposition

1533-1 Ibaragabasama, Nagakute-cho, Aichi 480-1101 Japan

e-mail: [ofipat@expo2005.or.jp](mailto:ofipat@expo2005.or.jp)

Tel. 0561-61-7318

Fax. 0561-61-7607

#### (5) Other information

- 1) Official participants shall not be charged for use of ARCs, so long as these Guidelines are followed. Official participants will be provided, free of charge, key cards and Daily Sales Report bags that will be needed in light of security. In the event of loss of or damage to any of these items, official participants will be required to pay a reissuance charge to ASC.
- 2) Before the opening of the Exhibition, the Association will explain to official participants how to operate a night depository and other equipment, using actual machines. The date, place and other information relating to such explanatory meeting will be communicated separately.

### 3. Verification of sales proceeds by Association

#### (1) Verification of sales proceeds

The Association shall verify sales proceeds of each official participant on a daily basis, by examining the Daily Sales Report submitted by the official participant, sales data transmitted via the POS terminal (or sales reporting terminal), report from ASC, credit card payment data recorded in the cash register journal rolls and other data.

If any doubtful point is found in an official participant's report as a result of such verification work, the Association will ask the official participant for an explanation.

#### (2) Inspection of handling of sales proceeds

If it is deemed necessary, the Association shall inspect how official participants handle their sales proceeds. If improper handling is found, the Association will offer guidance to the official participant in question to rectify the practice.

### 4. Payment of royalties

(1) Royalties calculation shall be based on the amount obtained by deducting consumption taxes from the gross sales total verified through procedures described in 3 (1) above (obtained amount is referred to as "net sales total"). The Association shall calculate royalties by multiplying net sales total by a certain rate.

(2) The Association will prepare and send a bill for royalties, along with utilities and other expenses, to official participants. Upon receipt of such bills, official participants shall make payments as specified by GL9-2 "Guidelines for Paying Expenses, Opening Bank Accounts and Related Procedures." For past-due payment of royalties, the official participant may be charged delinquent interest. Note that the Association will not issue receipts for payment of royalties and other expenses (see 3.(1) of GL9-2).

## II. Cash Registers

### 1. Types of cash registers

(1) In accordance with Paragraph 2, Article 8 of the Special Regulation, official participants shall process all sales proceeds from commercial activities using cash registers designated by the Association. The types of such cash registers are shown below. Such registers will be loaned free of charge to official participants, although the Association will decide the number of such units to be provided, considering the content and scale of each official participant's commercial activities.

- 1) Point-of-sale (POS) terminal (ST-98)
- 2) Electronic cash register (AR-400) (in combination with a sales reporting terminal (IP-3100))

Note: A sales reporting terminal (IP-3100) is necessary for processing credit cards and reporting sales totals (transmitting daily sales data) to the Association. An electronic cash register (AR-400) is easy to use; minimal training is required for familiarity with operation.

- (2) Official participants planning to use equipment other than the cash registers designated by the Association shall communicate such plan to the Association. Even in such a case, the official participant must transmit daily sales data to the Association using a sales reporting terminal (IP-3100) provided free of charge by the Association.

## 2. How to operate cash registers

The Association shall separately develop and distribute a Cash Register Operation Manual regarding the cash registers designated by the Association.

## 3. In the event of cash register failure

The vendor will promptly deal with any problem or failure in a cash register provided by the Association. The vendor's contact information will be communicated at a later date.

## 4. Sale of journal rolls

- (1) For cash registers designated by the Association, official participants must use journal rolls specified by the Association.
- (2) Such journal rolls will be available in the ARC on the EXPO Administration Office Premises. The prices, times of sale and other information will be communicated at a later date.

## 5. Explanation of operating methods

Before opening the Exhibition, the Association will explain to official participants how to operate cash registers designated by the Association, using actual machines. The date, place and other information relating to such explanatory meeting will be communicated separately.

申込期限: 2005 年 2 月 28 日

提出先:

2005 年日本国際博覧会協会

公式参加者支援グループ

運営支援チーム 宛

Due date: February 28, 2005

Submit to:

Operations Support Team

Official Participation Group

Japan Association for the 2005 World  
Exposition**クレジットカード取扱申込書**Application for Handling Credit Card Purchases

日付

Date: 年 月 日  
(Y) (M) (D)

財団法人 2005 年日本国際博覧会協会 御中

To: Japan Association of the 2005 World Exposition

政府代表名又は政府代表代理名

Name of Commissioner General of Section,  
or Name of signatory \_\_\_\_\_

サイン

Signature \_\_\_\_\_

コモン

Global Common No. \_\_\_\_\_

国 名

Name of country \_\_\_\_\_

商業活動に関する第9号特別を遵守し、協会が承認するクレジットカードの取扱いを  
 申込む。

なお、後日クレジットカード幹事会社より契約内容等の説明を受けたのち、正式な契  
 約手続きを行う。

We hereby apply for the handling of purchases using credit cards approved by the  
 Association in accordance with Special Regulation No. 9 concerning commercial activities  
 by official participants.

We will follow official contract procedures after receiving an explanation by the  
 managing credit card company, regarding contract details and other issues, at a later date.

**様式 2**  
**Form 2**

本様式は、原本 2 通を 2 月 2 8 日までに提出してください。  
Two original forms must be submitted no later than February 28.

申込日  
Date 平成 年 月 日  
(Y) (M) (D)

**集配金サービス契約委任申込書**  
**Authorization Form for Commissioning Collection and Delivery Services**

財団法人 2005 年日本国際博覧会協会 御中  
株式会社 UFJ 銀行 御中

私は、売上金取扱に関するガイドライン及び集配金サービス規定を承認のうえ、株式会社 UFJ 銀行および株式会社アサヒセキュリティが提供する集配金サービスについて、私を代理して株式会社 UFJ 銀行、株式会社アサヒセキュリティとの間で集配金サービスに関する契約を締結する行為を、財団法人 2005 年日本国際博覧会協会に委任します。下記期間中は、当該委任を解除又は解約いたしません。

なお、本申込により売上金の所有権については、財団法人 2005 年日本国際博覧会協会に異動しないことを確認します。

To: Japan Association for the 2005 World Exposition

To: UFJ Bank Limited

We hereby authorize the Japan Association for the 2005 World Exposition to commission on our behalf cash collection and delivery services provided by UFJ Bank Limited and Asahi Security Co., Ltd. During the period specified below, we will not cancel such authorization or commission.

We confirm that this authorization does not involve transfer of the ownership of our sales proceeds to the Japan Association of the 2005 World Exposition.

1. 公式参加者

Official participant

参加国名 Official name of participating country			
政府代表名 または 代表代理名 Name of Commissioner General of Section, or Name of signatory	サイン Signature		
連絡先 Contact	部署名 Department	お名前 Person in charge	
	TEL -	FAX -	

2. 対象店舗

Establishment to be covered

名称 Name of establishment			
店舗 所在地 Location			
連絡先 Contact	ご連絡責任者名 Person in charge		
	TEL -	FAX -	
期間 Period	平成 17 年 3 月 日 ~ 平成 17 年 月 日 From March (D), 2005 to (M) (D), 2005		
提供 業務 Services available	業務名 Description of service	適用 To be used	備考 Remarks
1	売上現金の口座入金業務 Depositing cash takings into bank accounts		
2	入金機・両替機・つり銭ロッカーの利用 Use of night depository, money changer and float locker		

3. 商業活動委託運営業者（商業活動を事業者へ委託する場合）

Operation consignee (if official participant employs third-party operator to conduct commercial activities)

ご住所 Company address	〒 -		
お名前 Company name	代表者印 / Representative's seal		
連絡先 Contact	部署名 Department	お名前 Person in charge	
	TEL -	FAX -	

4. 入金口座 (GL9-2 諸料金支払が이드ラインに基づく「参加者台帳」登録口座を記入)

(事業者に商業活動を委託する場合、その事業者の「参加者台帳」登録口座を記入)

Bank account (Enter information regarding bank account specified in your Participant Register (used for billing process) under GL9-2 "Guidelines for Paying Expenses, Opening Bank Accounts and Related Procedures.")

(In case of operation consignee, enter information on bank account specified in company's Participant Register.)

株 式 会 社 UFJ Bank Limited	名古屋営業部 Nagoya Eigyoubu	届出印 Registered seal/ signature for account
口座種別 Account type	普通 Ordinary	
口座番号 Account No.		
口座名義人 Name of account holder		

店番	店名	C I F 番号

- 10 -

検 印	印鑑照合	係 印
内線 ( )		

## Cash Collection and Delivery Rules

### Article 1 (Purpose)

The Cash Collection and Delivery Rules (hereinafter referred to as the “Rules”) set forth basic rules for collecting sales proceeds (cash in Japanese currency) (hereinafter referred to as the “Collection Service”) from users of this service (hereinafter “Service Users”) and recording deposits of such sales proceeds in designated accounts held at UFJ Bank (hereinafter referred to as the “Bank”).

### Article 2 (Scope of service)

1. The Bank shall perform the following services:

- (1) Verifying delivered sales proceeds
- (2) Recording deposits of sales proceeds
- (3) Preparing bills and coins for money changing
- (4) Any other tasks incidental to services specified above.

2. Asahi Security Co., Ltd. (hereinafter the “Security Service Company”) shall perform the following services:

- (1) Collecting and organizing sales proceeds
- (2) Delivering sales proceeds to the Bank
- (3) Delivering bills and coins and replenishing the money changing machine
- (4) Any other tasks incidental to services specified above.

### Article 3 (Contract)

By consenting to the provisions set forth in these Rules, Service Users shall delegate to the Japan Association for the 2005 World Exposition (hereinafter the “Association”) the authority to execute contracts with the Bank and the Security Service Company, on behalf of Service Users.

### Article 4 (Collection/organization and delivery of sales proceeds to the Bank)

1. Service Users shall deposit sales proceeds in cash in the night depository installed by the Security Service Company, thereby commissioning the Security Service Company to deliver said sales proceeds to and deposit them with the Bank.
2. When a Service User places sales proceeds into the night depository, a receipt for the amount deposited is output by the depository. The amount printed on the receipt is regarded as the sales proceeds deposited by the Service User and as the amount the Service User commissions to be deposited with the Bank.
3. The Security Service Company shall organize Service Users’ sales proceeds collected from the night depository and shall deliver them to the Bank by the second bank business day after they have been deposited in the night depository (exclusive of deposit day).

### Article 5 (Organizing, verifying and recording of deposits)

1. The Bank shall verify sales proceeds delivered by the Security Service Company as to their correctness, and shall then deposit the verified amount to the designated account of each Service User on the same day of delivery by the Security Service Company (or, if delivery is made on a bank holiday, on the immediately following bank business day). However, if the Bank cannot record delivered sales proceeds as deposited on the day of delivery, due to a system failure or any other unavoidable reason, the Bank shall notify each Service User thereof, and shall deposit such funds in their respective accounts as soon as possible. In such case, the Bank shall retroactively record said deposits on the day actually

delivered (on an initial reckoning basis).

A deposit contract between Service User and Bank shall be regarded as concluded and effected upon recording of the deposit to the designated account of the Service User.

2. If the amount verified by the Bank is not consistent with the amount indicated on the relevant deposit request slip prepared by the Security Service Company, the Bank shall record the deposit in the amount verified by the Bank. The Bank shall then check with the Security Service Company regarding the inconsistency. If the inconsistency is not resolved by this check, the Bank shall immediately notify the Service User involved.
3. In these Rules, the term “organizing” shall be defined as a process by which Service User sales proceeds collected from the night depository are sorted out by types of bills and coins to facilitate the Bank deposit recording process, which shall be performed by the Security Service Company on behalf of the Bank.  
The term “verifying” shall be defined as a process of checking that the sum of the cash organized by the Security Service Company agrees with that on the deposit request slips created by the Security Service Company.

#### Article 6 (Completion of delivery)

1. The delivery of sales proceeds from a Service User to the Security Service Company shall be deemed completed when the Service User has deposited its sales proceeds into the night depository (hereinafter the “Depository”) installed by the Security Service Company.
2. It is understood that depositing sales proceeds in the Depository in accordance with Paragraph 1 above shall not transfer ownership of said sales proceeds from the Service User to the Association or the Security Service Company.
3. The delivery of Service User sales proceeds from the Security Service Company to the Bank shall be deemed completed when the Security Service Company delivers the sales proceeds to the Bank after the Security Service Company has opened its designated cash container and organized the collected sales proceeds.

#### Article 7 (Transportation)

The Security Service Company shall use its own vehicle to transport sales proceeds collected from the Depository, which vehicle shall be equipped with radio and other security devices as a rule. In addition to the driver, two security guards employed by the Security Service Company shall ride in the vehicle.

#### Article 8 (Security guards of the Security Service Company)

1. To perform the services specified in these Rules, all security guards assigned by the Security Service Company to the duty of transporting sales proceeds shall be healthy and honest individuals with a strong sense of responsibility, well trained in the relevant services.
2. Security guards of the Security Service Company assigned to the duty of transporting sales proceeds shall wear the uniform and cap of the Security Service Company and always carry employee photo ID cards, which shall be presented whenever requested by Service Users or the Bank.

#### Article 9 (Reporting of accident during collection/delivery and actions to be taken)

If during performance of its services hereunder the Security Service Company becomes aware of an accident or it is feared that an accident may occur, the Security Service Company shall immediately take necessary actions such as securing the safety of the transported cash and the security guards, and immediately dispatching emergency staff to the accident scene. At the same time, the Security Service Company shall report the accident to Service Users and the Bank, and shall consult with them to decide a solution and determine the remedial measures to be taken.

#### Article 10 (Compensation for damage)

1. If the Bank causes any damage to any Service User as a result of an accident or matter attributable to the Bank, and relating to any service within the scope of its services as designated in these Rules, the Bank shall be liable for and compensate such damage, excepting the following cases:
  - (1) Damage caused by natural disaster,
  - (2) Damage caused by war, riot, political or social disturbance or any other similar accident beyond the control of the Bank, or
  - (3) Damage resulting from any difference between the sales proceeds amount verified by the Bank and the amount indicated on the relevant deposit request slips as prepared by the Security Service Company under commission from the Service User, that is not attributable to the Bank.
2. If the Security Service Company causes damage to a Service User as a result of an accident or matter occurring during the performance of its service hereunder, and if such accident is attributable to the Security Service Company and relating to any service within the scope of its services as designated in these Rules, the Security Service Company shall be liable for and compensate such damage, excepting the following cases:
  - (1) Damage caused by natural disaster,
  - (2) Damage caused by war, riot, political or social disturbance or any other similar accident beyond the control of the Security Service Company, or
  - (3) Damage caused by prohibition of transportation, unpacking or confiscation, in accordance with law or exercise of public rights, or any other cause beyond the control of the Security Service Company,
  - (4) Damage caused by delay in transportation resulting from traffic congestion or stagnation not attributable to the Security Service Company, or
  - (5) Damage caused by inconsistency of counts of sales proceeds or money change not attributable to the Security Service Company.
3. The limit to compensation for damage paid by the Security Service Company in accordance with Paragraph 2 above shall be 500 million yen per incident.
4. Damage incurred by Service Users shall be calculated as follows:
  - (1) Loss of cash shall be determined based on the face value.
  - (2) Expenses for communicating with relevant parties and for travel incurred in the course of actions taken to recover direct damage from the accident, or prevent the expansion of damage, shall also be compensated.
5. Loss of profit to Service Users, or incidental expenses related thereto, resulting from suspension or interruption of Service Users' operation for any reason, shall not be compensated.

#### Article 11 (Claim for damages and proof of damage)



1. A Service User shall, as soon as possible after becoming aware of damage, make a claim for such damage in writing to the Bank and/or the Security Service Company and thereby notify the Bank and/or the Security Service Company. Such Service User shall present proof of cause for attributing such damage to the Bank and/or the Security Service Company, and proof of the scope of said damage.
2. If a Service User makes a claim for damage against the Bank and/or the Security Service Company in accordance with the preceding Article, materials evidencing the damage amount shall be presented by such Service User to the Bank and/or the Security Service Company and a certificate of such damage amount shall be delivered to the Bank and/or the Security Service Company.

#### Article 12 (Confidentiality)

Service User, Association, Bank and Security Service Company shall not disclose to any third party, during or after the effective term of the services hereunder, any confidential business matters of the other parties hereto that they may come to know of in connection with the services hereunder.

#### Article 13 (No cost)

There shall be no cost to Service Users for receiving the services hereunder.

#### Article 14 (Suspension of service)

If the Bank and the Security Service Company determine, upon mutual consultation, that provision of the services hereunder is impossible due to closure of a Service User's business site, or natural disaster, riot, or any other situation beyond the control of the Bank and the Security Service Company, the Bank and the Security Service Company may suspend provision of the services hereunder until such situation is resolved.

#### Article 15 (Other matters)

Service Users, Association, Bank and Security Service Company shall cooperate and keep faith with each other, and shall faithfully adhere to the rules set forth in these Rules. Any matters not provided for hereunder, or any doubt regarding these Rules, shall be resolved by mutual consultation among Service Users, Association, Bank and Security Service Company, and shall be agreed in writing.

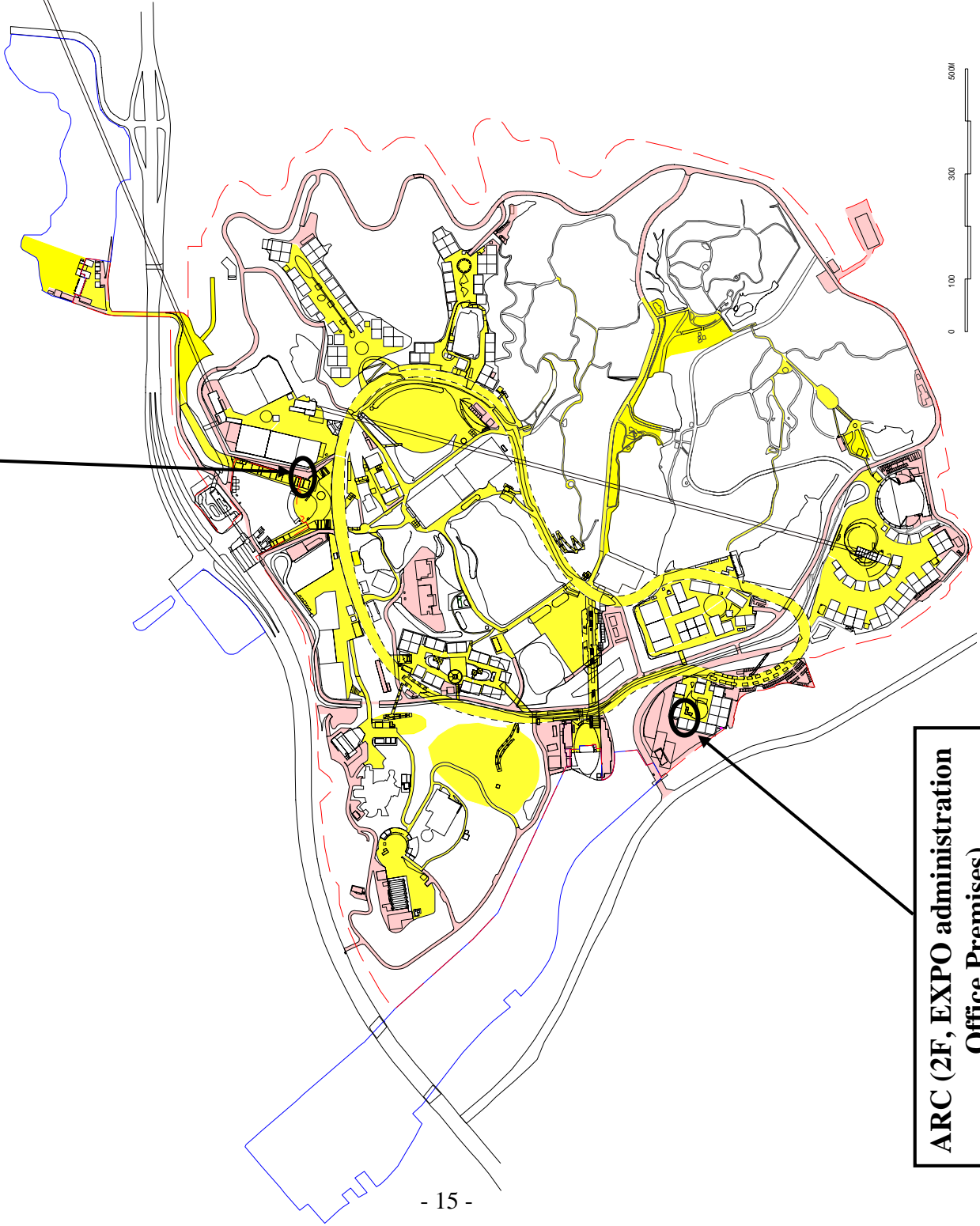
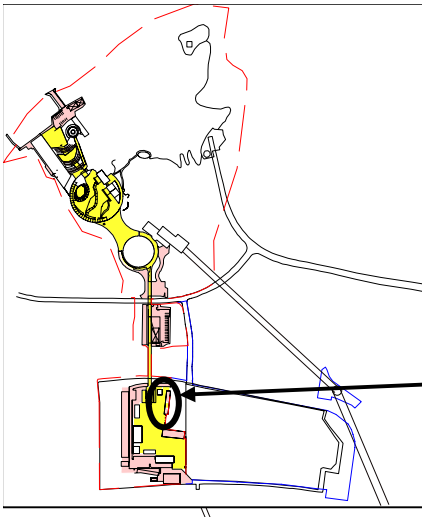
End of Document

**Amount Receiving Center (ARC) Locations**

**ARC (North Gate)**

**ARC (Seto Gate)**

**ARC (2F, EXPO administration  
Office Premises)**



# 売 上 報 告 書

## Daily Sales Report

営 業 日 / Date of sale
年 月 日 ( )
(Y) (M) (D)

作成者 Prepared by	責任者 Approved by

精算レシート貼付欄  
Paste sales total reports here.

公式参加者名 Name of official participant	
運営事業者名 Name of operation consignee	
テナントコード Tenant code	
店 舗 名 Name of establishment	

区 分 Category			金 額 ( 円 ) Amount (yen)							
売上 Sales	現金売上 Cash sales	(1)								
	クレジット売上 Credit card sales	(2)								
		(3)								
税込総売上 Gross sales total before tax		(4)								
控除 Deduction	消費税額 Consumption taxes	(5)								
控除合計 Total deduction		(5)								
純売上 = (4) - (5) Net sales total = (4)-(5)		(6)								
入金機への現金投入額 Amount of cash deposited in night depository										

### 記入上の留意点

本報告書は、毎日の営業終了時に、金銭登録機を精算（締め処理）し、精算レシートに表示された、(1)現金売上、(2)クレジットカード売上、(4)総売上、(5)消費税、(6)純売上を記入のうえ、必ず提出して下さい。また、現金入金機への投入金額もあわせて記載してください。

精算レシートは、本報告書に貼付してください。

また、クレジットカードによる売上分がある場合、該当取引のクレジット伝票(クレジット会社用)も本報告書とともに提出して下さい。

テナントコードは、金銭登録機に貼付されている8桁の番号を記載して下さい。

本報告書は、飲食・物販ごとに店舗単位で1枚提出して下さい。複数台の金銭登録機を使用している場合は、各金銭登録機の精算レシートを合計して1枚にまとめたうえで本用紙に記入して下さい。

「(6)純売上」がロイヤルティ計算の対象となります。

本報告書は、毎日の営業終了後、クレジットカード売上分のクレジット伝票(クレジット会社用)とともに、ARC(入金機室)まで提出して下さい。

### Instructions for Completing Sales Report

1. Close out your cash register at the end of each business day, and enter in this Report (1) cash sales, (2) credit card sales, (4) gross sales total, (5) consumption taxes, and (6) net sales total that are shown on the sales totals report generated by the cash register. In addition to these items, enter the amount of cash deposited in the night depository.
2. Paste cash register sales totals report on this Report.
3. If you sold goods via credit cards, submit, with this Report, credit card slips (for credit card company use) of the relevant transactions.
4. For tenant code, write the eight-digit number labeled on each cash register.
5. This Report must be submitted according to establishment (food and beverage facility or sales facility). If you use more than one cash register, add up data generated by all cash registers and enter the sum for each category on one Daily Sales Report.
6. Royalties calculation will be based on net sales total (6).
7. At the end of each business day, this Report must be submitted to the ARC together with credit card slips (for credit card company use) for relevant sales via credit cards.

**[Cash Register Specifications]**

(1) In accordance with Paragraph 2, Article 8 of the Special Regulation, official participants shall process all sales proceeds of commercial activities using cash registers designated by the Association. The types of such cash registers are shown below. These cash registers will be loaned free of charge to official participants, although the Association will decide the number of such units to be provided, considering the content and scale of each official participant's commercial activities.


1) Point-of-sale (POS) terminal (ST-98)

2) Electronic cash register (AR-400) (in combination with a sales reporting terminal (IP-3100))


Note: A sales reporting terminal (IP-3100) is necessary for processing credit cards and reporting sales totals (transmitting daily sales data) to the Association.

(2) Official participants planning to use equipment other than the cash registers designated by the Association shall communicate such plan to the Association. Even in such a case, the official participant must transmit daily sales data to the Association using a sales reporting terminal (IP-3100) loaned free of charge by the Association.


**[POS Terminal (ST-98)]**

Appearance	
Dimensions, weight (W) × (D) × (H)	POS terminal body: 314 mm × 500 mm × 446 mm; approx. 15 kg Cash drawer: 460 mm × 500 mm × 115 mm; approx. 11 kg
Voltage, power consumption	AC100V ± 10%、110W
Functions	<ol style="list-style-type: none"> <li>Sales registration Department entry: Presetable (Price presetable) PLU entry: Presetable via liquid-crystal color touch panel</li> <li>Reading and resetting</li> <li>Sales reporting Capable of transmitting sales totals data to a server</li> <li>Credit card processing Capable of registering sales on credit cards</li> </ol>
Installation	<ol style="list-style-type: none"> <li>Users must provide cables for POS terminal connection with LAN port installed in terminal box in the building.</li> <li>Users must secure a plug outlet (100 V) near the POS terminal, provide a table on which the terminal is to be placed and a space for the table.</li> </ol>
Other information	<ul style="list-style-type: none"> <li>Liquid-crystal color display, touch panel</li> <li>Drop-in paper roll loading, high-speed printer (printing speed: 220 mm per second)</li> </ul>

**[Electronic Cash Register (AR-400)]**

Appearance	
Dimensions, weight (W) × (D) × (H)	Main unit (including cash drawer): 400 mm × 425 mm × 350 mm; approx. 12 kg
Voltage, power consumption	AC100V±10%, 40W
Functions	1. Sales registration (department entry) 2. Reading and resetting
Installation	· Users must secure a plug outlet (100 V) near the POS terminal, provide a table on which a POS terminal is to be placed and a space for the table.
Other information	· Drop-in paper roll loading, high-speed printer (printing speed: 58 mm per second)

**[Sales reporting terminal (IP-300)]**

Appearance	
Dimensions, weight (W) × (D) × (H)	Main unit: 135 mm × 223 mm × 130 mm; approx. 1.3 kg
Voltage, power consumption	AC100V, 37W
Functions	1. Sales reporting Capable of transmitting sales totals data to a server 2. Credit card processing Capable of registering sales on credit cards
Installation	· Users must provide cables for a sales reporting terminal connection with LAN port installed in terminal box in the building. · Users must secure a plug outlet (100 V) near the sales reporting terminal, provide a table on which the terminal is to be placed and a space for the table.
Other information	· Touch panel and color display