

Tokyo Office Visitors' Guide

A helpful guide for those planning to visit the Tokyo Office of Sullivan & Cromwell LLP

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Disclosure: We have no financial or other interests in any organization or product mentioned in this guide.

OFFICE ADDRESS, PHONE & FAX



Sullivan & Cromwell LLP
Otemachi First Square
1-5-1 Otemachi
Chiyoda-ku, Tokyo 100-0004

Tel: 001-81-3-3213-6140
Fax: 001-81-3-3213-6470



OFFICE HOURS

Office hours are from 09:00 to 17:30 on weekdays. A small evening support staff is generally on duty until 22:00 on weekdays. Access is available 24 hours a day, seven days a week, with an office key box access card. Contact the Tokyo Office Manager if access is required when the office is not open.



AIRPORT INFORMATION

Narita Airport Website - <http://www.narita-airport.jp/en/index.html>

BY RAIL:

- Take the Narita Express Train to Tokyo Station
- Take a cab to your destination from Tokyo Station

BY BUS:

- Take the Airport Limousine Bus to your destination in Tokyo. The check-in counter is in the Arrival Lobby.



BANKING

ATM Cash Machines:

ATM's are located at most banks. Use the VISA ATM Locator website at <http://visa.via.infonow.net/locator/global/jsp/SearchPage.jsp> or the MasterCard ATM Locator website at <http://www.mastercard.com/atmlocator/index.jsp> to find the nearest branch.

Here is a list of the 3 closest ATM machines to the Tokyo Office:

- Citibank, N.A.
- Bank of Tokyo Mitsubishi
- Mizuho Bank

Bank Opening & Closing Times:

Banks are open, Monday to Friday 09:00 - 15:00. All banks are closed on weekends and public holidays.

Credit Cards:

Credit cards can be used in most of the city's restaurants, shops, hotels, bars and nightclubs. Cash advances on your Visa and MasterCard can be obtained from most banks.

Currency and Travelers Checks:

Currency and Travelers Checks can be exchanged at banks, hotels and post offices.



COURIER SERVICES

A courier service is available in Tokyo at hotels for dropping off at the designated locations.

Federal Express Drop-off locations: http://www.fedex.co.jp/jp_english/dropoff/#fedex_ship_centers



EMERGENCY SERVICES

To contact the police, dial **110**. For fire or ambulance services, dial **119**. Calls to these emergency numbers are free from any public or private telephone. In case of accident, most major hospitals have 24-hour accident and emergency departments.



ENTERTAINMENT

Lonely Planet - http://www.lonelyplanet.com/destinations/north_east_asia/tokyo/

Japan Travel and Living Guide - <http://www.japan-guide.com/>

Marunouchi Area Guide (right next to the Tokyo office) - <http://www.japan-guide.com/e/e3037.html>

Japan National Tourist Organization - <http://www.jnto.go.jp/eng/>



HOTEL ACCOMMODATIONS

Palace Hotel 1-1-1 Marunouchi, Chiyoda-ku, Tokyo	Tel: 03 3211-5211 Fax: 03 3211-6987
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Imperial Hotel 1-1-1 Uchisaiwaicho, Chiyoda-ku, Tokyo	Tel: 03 3504-1111 Fax: 03 3581-9146
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Marunouchi Hotel 1-6-3 Marunouchi, Chiyoda-ku, Tokyo	Tel: 03 3217-1111 Fax: 03 3217-1205
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Four Seasons Hotel Tokyo at Marunouchi Pacific Century Place Marunouchi 1-11-1 Marunouchi, Chiyoda-ku, Tokyo	Tel: 03 5222-7222 Fax: 03 5222-1255
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Conrad Tokyo 1-9-1 Higashi-Shinbashi, Minato-ku, Tokyo	Tel: 03 6388-8000 Fax: 03 6388-8001
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MAPS

Frommer's Tokyo - <http://www.frommers.com/destinations/tokyo/>

Japan National Tourist Organization Map Search - <http://www.jnto.go.jp/mapindex/E/index.html>



MEDICAL FACILITIES

Tokyo Medical & Surgical Clinic (English speaking clinic)
No. 32 Mori Bldg. 2F
3-4-30 Shiba Koen, Minato-ku, Tokyo 105-0011
Tel: 03 3436-3028

Medical Resources in the Tokyo Area - <http://japan.usembassy.gov/e/acs/tacs-tokyodoctors.html>



TELEPHONE INFORMATION

OUTSIDE Japan:

If you are dialing from outside Japan, dial the international access code from the country you are calling from, then the Japan code 81, then the full local number omitting the first 0 from the local code.

FROM Japan:

To dial abroad from Japan, first dial the code of an international telephone carrier, such as 0033, 001, 0041, etc. and then dial 010 international access code, followed by the country code. The way to call out differs. Some phones require us to dial only 010 followed by the country code, etc. See below for a quick list of country codes or access the International Dial Codes website at <http://www.countrycallingcodes.com/>:

Australia – 61
Austria – 43
Belgium – 32
Brazil – 55
France – 33
Germany – 49
Greece – 30
Hong Kong – 852
India – 91
Ireland – 353
Israel – 972
Italy – 390

Netherlands – 31
New Zealand – 64
Norway – 47
Portugal – 3512
South Africa – 27
Spain – 34
Sweden – 46
Switzerland – 41
UK – 44
USA – 1

INTERNATIONAL PHONE CARDS:

KDDI Super World Card, a pre-paid phone card can be bought from selected convenience stores or via the internet. They are sold in denominations of 5,350, 3,200 and 1,050 yen. The card will be pre-charged to the value shown on the card face.

Callers can then use the card to call from almost any touch tone telephone or phone box to call either domestic or international numbers.

MOBILE PHONES:

If you are traveling to Tokyo, it is most likely that your cell phone from home will not work in Japan. You can rent one at the airport.

Cellular Hire:

Terminal 1: http://www.narita-airport.jp/en/guide/service/list/svc_19_t1.html

Terminal 2: http://www.narita-airport.jp/en/guide/service/list/svc_19_t2.html

PUBLIC PHONES:

Most pay phones take coins and/or telephone cards. Very few take credit cards.



RESTAURANTS

Tokyo Gourmet Navigation - <http://www.gnavi.co.jp/en/> - Online Restaurant Guide



SHOPPING

Offices are generally open Monday to Friday from 09:00 to 17:30. Most shops are open from 10:00 to 20:00 on weekdays and on weekends.



TRANSPORT SERVICES

PUBLIC TRANSPORT:

Tokyo Metro (subway)- <http://www.tokyometro.jp/e/index.html>

Tokyo JR East Lines - <http://www.jreast.co.jp/e/index.html> - Bullet train information

TAXI:

You can hail a cab on the street easily. If you need to call one, please ask one of the secretaries.



VISA / PASSPORTS & IMMIGRATION

VISAS:

Citizens of the following countries only require a valid passport to visit Japan: USA, Hong Kong and Australia, a visit of up to 90 days; France, a visit up to 3 months; Germany and UK, a visit up to 6 months. However, they are unable to work without a work permit.

LOST or STOLEN PASSPORTS abroad for Japanese:

If your passport is lost or has been stolen, it is important that you report this to the local police and to the Japanese Embassy or Consulate. Further information can be sourced from:

<http://www.seikatubunka.metro.tokyo.jp/guide/overseas/>



WEATHER

Daily Yomiuri Weather - <http://www.yomiuri.co.jp/index-e.htm> - for Local Weather Forecasts

TBS Weather - <http://www.tbs.co.jp/eng/headline/weather.htm> - for Local Weather Forecasts

<http://www.weather.com/outlook/travel/businesstraveler/local/JAXX0085>

INTELI CAST - <http://www.intellicast.com/> - For Local, National and International Weather Forecasts

