



**Secretariat of the Alliance for Healthy Cities**  
c/o Promotion Committee for Healthy Cities  
Kanda-surugadai 2-1-19-1112, Chiyoda-ku, Tokyo 101-0062, JAPAN  
Tel. & Fax. 81 3 5577 6780 e-mail: [alliance.ith@tmd.ac.jp](mailto:alliance.ith@tmd.ac.jp);  
URL: <http://www.alliance-healthycities.com/>

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January 15, 2013

Dr Kyong-Won LEE  
Officer in charge  
Healthy City Team of Health Promotion Department  
Seoul Metropolitan Government  
Sejong-Daero 39, Jung-gu, Seoul 100-743  
Republic of Korea

Dear Dr Kyong-Won LEE,

**Re: Invoice of the Membership Fee, 2013**

Please find the enclosed invoice of the membership fee.

As for the remittance of the membership fee, we would like to call your special attention to following points.

1. Explanation of Annual Fee

We would like to explain the language regarding the annual membership fee. To be clear, the fee is based on a calendar year (1 January – 31 December) and cannot be pro-rated or reduced. It remains the same: US\$500.

2. Bank Charges

In the process of remitting the membership fee, it is expected that bank charges will be incurred on both sides of a sender, i.e., an Alliance member, and a recipient, i.e., the Secretariat. We would like to ask the Alliance members to bear both of the bank charges – an unknown amount to be incurred in your country and US\$25 dollars to be incurred on a Japanese bank. This means that each respective member of the Alliance is to remit \$525 in total to the Secretariat and bear a bank charge to be incurred in your country as well. We would like to ask for your understanding on the limited financial resources of the Alliance.

3. Invoice Number

When you process the remittance, we would like you to mention the name of the city/organization and the invoice number (I013301-XXXX) in space for correspondence, so we will know the remittance is from you.

We greatly appreciate your cooperation.

With best regards,

Keiko Nakamura, MD, PhD  
Secretariat of the Alliance for Healthy Cities

# INVOICE

To: Seoul Metropolitan Government

Healthy City Team  
45 4ga Namdaemunroo, Jung-gu, Seoul 100-743  
Republic of Korea

DATE: January 15, 2013  
INVOICE #: I013301-0403  
DUE DATE: March 29, 2013

DESCRIPTION	AMOUNT
Membership fee for the period from January 2013 to December 2013	US\$500.00
Domestic bank charge	US\$25.00
<i>Notes:</i> <i>When you make wire transfer at a bank, please arrange that bank charges arising outside Japan in connection with the remittance will be borne by the payer. Thank you.</i>	
Wire transfer information is as follows:	
Bank name:	Mizuho Bank, Ltd.
Branch name:	Kudan Branch (Branch #: 532)
Bank address:	Kudan Fuji Bldg., 2-4, Kanda-Jinbocho, Chiyoda-ku, Tokyo 101-0051, Japan
Swift code (number):	MHBKJPJT
Bank account:	Ordinary account Account #: 9109161 Currency: US\$
Account name:	Alliance for Healthy Cities
<b>TOTAL</b>	<b>US\$525.00</b>

## Alliance for Healthy Cities

Secretariat of the Alliance for Healthy Cities  
c/o Professor Keiko Nakamura  
Promotion Committee for Healthy Cities  
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