

## GUIDELINES FOR PROSPECTIVE OVERSEAS BUYERS

**Please make sure to read the Conditions of Sale for Mallet Auction before submitting your bids. NO cancellations are accepted after the auction.**

### IMPORTANT NOTICE FOR ALL BIDDERS

**COMMISSION FEE:16.5%** of the hammer price will be added on to the final hammer price on a per-lot basis. For example: if the final hammer price is 1,500,000 JPY (Hammer Price: 1,000,000, JPY +16.5% Commission Fee: 165,000 JPY=Total Purchase Price: 1,165,000 JPY)

If you bid via Invaluable live auction, the commission fee will be **21.5%** of the hammer price (16.5% from Mallet Auction plus 5% from Invaluable).

No Japanese taxes will be imposed on your purchases.

#### REGISTRATION FOR NEW CUSTOMER:

If this is the first time you bid with us, please send us a photocopy or a scan of your ID (Passport, ID card or driver's license) by **6:00 PM JST, one day prior to the auction date** at the latest.

E-mail:art@mallet.co.jp Fax:+81-3-5216-2481

#### ABSENTEE BIDDING IN WRITTEN FORM:

If you wish to leave a bid, please fill out the absentee bids form with maximum bid amount and send it back to us via email or fax by **6:00 PM JST, one day prior to the auction date** at the latest.

Please note that we only accept bids in Japanese Yen.

#### TELEPHONE BIDDING:

In order to submit your telephone bids, please fill out the telephone bids form and send it back to us via email or fax. **You must intend to bid within or above the estimate range. To be qualified for telephone bidding, you must fill in a backup bid amount at minimum the lower estimate in the telephone bid form. The telephone bid shall be treated as written bid in case of any failure during the phone call or the connection.** We assume NO responsibility for failure to execute a telephone bid for any reason.

The telephone lines are limited 7 bids per customer per auction, reserved on a first-come, first-served basis. It must be applied no later than **6:00 PM JST, two days prior to the auction date.**

#### ONLINE LIVE BIDDING:

A) If you wish to participate in our sale via Online live bidding, please log into your Mallet web account and apply from the "ONLINE LIVE BIDS" page by **6:00 PM JST, one day prior to the auction date** at the latest. Online live bidding requires an application for each auction in advance.

B) If you register with Invaluable, you will be able to bid online via Invaluable platform as well. In this case, however, there will be an extra 5% Invaluable commission fee to be added on to your invoice.

#### ONLINE LIVE STREAMING

We have an online live stream during auction via YouTube. Please do NOT use this service during your phone bidding as there is a time lag.

## **FEES PAYABLE UPON SUCCESSFUL PURCHASE:**

### **1. MALLET INTERNATIONAL COMMISSION FEES**

There is a commission fee which will be added to the final hammer price on a per-lot basis.

The fee is 16.5% of the final hammer price.

If you bid via Invaluable live auction, the commission fee will be 21.5% of the hammer price (16.5% from Mallet Auction plus 5% from Invaluable). No Japanese taxes will be imposed on your purchases.

### **2. PAYMENT/ DUE DATE**

If your bids were successful, we will send you an invoice after the auction by e-mail. Please send the remittance via wire transfer to the bank account below in Japanese Yen **within ten days after the date of the auction**. The client is responsible for wire transfer bank charges, not Mallet International. Please make sure to select the "Pay beneficiary in full" option when making your transfer at the bank, or we will not receive the full intended amount. If the bank charges are not paid, you will be invoiced for these charges. **We do not accept credit cards for auction purchases.**

Beneficiary Bank: Sumitomo Mitsui Banking Corporation

SWIFT code/BIC code: SMBCJPJT

Branch Name: Ginza Branch

Beneficiary Name: Mallet International Inc.

Beneficiary's Account Number: 026-8504954 (Ordinary Account)

Bank Address: 6-10-1 Ginza, Chuo-ku, Tokyo, Japan 104-0061

**IMPORTANT:** If the payment is not confirmed within 12 days from the date of the auction, you will be charged an additional default interest to the outstanding balance

### **3. PACKING/ SHIPPING**

Mallet International can make packing/shipping arrangements at your expense if requested. The packing fee will be approximately 12,000 to 30,000 JPY depending on the item.

Shipping fee quotes are available upon request, and for further assistance with your shipping arrangements, please contact us at any time. Clients are most welcome to send shipping and packing fees together with the main purchase cost. We will make arrangements upon receipt of your payment. Clients with FedEx, DHL, UPS or TNT Express accounts can have shipping costs charged directly to their account.

Please note that Mallet International will NOT be taking on any personal requests when filling out documents for customs and shipping as we are obliged to follow international customs and shipping regulations. Thank you for your understanding.

In addition to the expenses mentioned above, you may also be liable to taxes/custom duties on the shipment upon entry to the destination country. It will be charged directly to the recipient and unfortunately, we are unable to estimate the possible charges. For further details, please contact your local customs office.

#### **4. INSURANCE**

We can arrange insurance for shipping item(s) on your behalf, the fee will be 0.37% of the total purchase price. The minimum price is 3,000 JPY. If the purchase price is less than 810,000 JPY, the cost of insurance will be 3,000 JPY regardless of the original purchase price.

ENQUIRIES: [art@mallet.co.jp](mailto:art@mallet.co.jp)