

Suzuka International Friendship Association (SIFA) Office
Relocation and Change of Business Days and Hours

Suzuka International Friendship Association will relocate its office on Tuesday, July 23, 2024, and will change its business days and hours as follows.

1. New location

2nd floor, Suzuka City Cultural Hall (Suzukashi Bunka-kaikan)
 810no Jike-cho, Suzuka City

※See : <https://www.suzuka-hall.jp/cultural-hall>

2 Business Days and Hours

(Before and After Comparison Chart)

	Before Relocation (until July 22 nd)	After Relocation (from July 23 rd)
Business Days	Monday – Friday	Tuesday – Saturday (except for days when the Bunka Kaikan is closed)
Business Hours	8:30 a.m. – 5:15 p.m.	9:00 a.m. – 5:15 p.m.

3 Notice of temporary closure due to office relocation

Due to our office relocation, our business hours will be as follows from July 15th (Monday, holiday) to July 22nd (Monday). We apologize for any inconvenience this may cause and appreciate your understanding.

(Business hours from July 15 to July 22)

Date	Business hours etc.	
July 15 th (Mon., holiday)	Closed	
July 16 th (Tue.)		
July 17 th (Wed.)	Open	○Phone and email support only
July 18 th (Thu.)		※The current office (Annex 3, Suzuka City Hall) is unmanned.
July 19 th (Fri.)		
July 20 th (Sat.)	Closed	
July 21 st (Sun.)		
July 22 nd (Mon.)		
July 23 rd (Tue.)	Start of normal business hours	

○From July 17 (Wed.) to 19 (Fri.), only telephone and e-mail services will be available.

The current office (Annex 3, Suzuka City Hall) will be unmanned.

4 Future Business Schedule

(1) July 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Open (8:30~17:15)	2 Open (8:30~17:15)	3 Open (8:30~17:15)	4 Open (8:30~17:15)	5 Open (8:30~17:15)	6 Closed	7 Closed
8 Open (8:30~17:15)	9 Open (8:30~17:15)	10 Open (8:30~17:15)	11 Open (8:30~17:15)	12 Open (8:30~17:15)	13 Closed	14 Closed
15 (holiday) Closed	16 Closed (Bunka Kaikan Closed day)	17 Open (Phone & email only)	18 Open (Phone & email only)	19 Open (Phone & email only)	20 Closed	21 Closed
22 Closed	23 Open (9:00~17:15)	24 Open (9:00~17:15)	25 Open (9:00~17:15)	26 Open (9:00~17:15)	27 Open (9:00~17:15)	28 Closed
29 Closed	30 Open (9:00~17:15)	31 Open (9:00~17:15)				

(2) August 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Open (9:00~17:15)	2 Open (9:00~17:15)	3 Open (9:00~17:15)	4 Closed
5 Closed	6 Open (9:00~17:15)	7 Open (9:00~17:15)	8 Open (9:00~17:15)	9 Open (9:00~17:15)	10 Open (9:00~17:15)	11 Closed
12 (holiday) Closed	13 Closed (Bunka Kaikan Closed day)	14 Open (9:00~17:15)	15 Open (9:00~17:15)	16 Open (9:00~17:15)	17 Open (9:00~17:15)	18 Closed
19 Closed	20 Open (9:00~17:15)	21 Open (9:00~17:15)	22 Open (9:00~17:15)	23 Open (9:00~17:15)	24 Open (9:00~17:15)	25 Closed
26 Closed	27 Open (9:00~17:15)	28 Open (9:00~17:15)	29 Open (9:00~17:15)	30 Open (9:00~17:15)	31 Open (9:00~17:15)	