

MEMO 024 - TRAINING & BUSINESS DEV'T GROUP - 2025

FROM: Megaworld International - Business Development Group
TO: Territory Heads
CC: MMA/Group Heads
RE: **IPA Position and Double Entry Contract through Live Form**
DATE: February 1, 2025

Due to the high volume of duplicate contract entries (*those IPA submitted with redundant details such as accreditation date, birthdate, etc.*) received by the Business Development Group through the live form, all International Property Affiliates (including Marketing Associates, Marketing Managers, Marketing Directors, Marketing Brokers, and Marketing Partners) must adhere to the following guidelines before signing the Sales Agency Agreement.

1. For New and Renewal IPAs
 - a. The **Date of Accreditation** must be the date the IPA signed the contract or on/before the sale based on the RROP date. The sales must be within the contract period.
 - b. The email address used for signing in the live form must be the correct **EMAIL ADDRESS** of the actual IPA. *For instance, certain IPAs utilize individuals' email addresses.*
 - c. The **full name of the IPA** must **match** the name on the **submitted valid ID**.
 - d. IPA should be at the **legal age of 18 years old**.
 - e. MM and MD must have proof of approved endorsement from their territory head for their appointments or promotions, except for MAs.

Non-compliance with the guidelines above would mean cancellation of the contract and the exclusion of newly signed Marketing Associate contracts from Recruit, Race, and Rise.

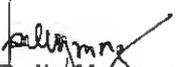
To avoid double entries, kindly note the following guidelines below:

1. Before clicking "submit" as the IPA finishes the live form, make sure to **check** the details of your information, especially the **active email address** and the **seller role hierarchy** (SCM, CM, ACM, MD, MM, MA)
2. Check **the email's inbox first** to confirm if the IPA has received the contract.
3. If the IPA is unable to find his contract, the IPA or his upline must email the Business Development Group (mwi.businessdevelopment@megaworld-marketing.com) before signing another one.

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This memo will be strictly implemented by the Business Development Group on February 1, 2025.

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