



MEGAWORLD INTERNATIONAL

MEMO 011 – TRAINING & BUSINESS DEV'T. GROUP –2019

FROM: Megaworld International-Business Development Group
TO: MWI Sales Team
CC: MMA/Group Heads/Key Officers
RE: Submission of Sales Agency Agreements
DATE: September 17, 2019

Dear MWI Sales Team,

Effective immediately, we are requiring all agents to submit agency agreements with fully accomplished Agent Information Sheet (AIS) as necessary. **All reservation documents without agency agreements will be put on hold as this will be an additional requirement** by Megaworld's Management Information Group upon submission of reservation documents.

Megaworld is undergoing a total overhauling of our system to streamline our current processes and allow a more efficient workflow of our systems through a project called NOAH. It is currently being rolled phase-per-phase and we are already in the process of migrating agent data.

Further, please make sure that the effectivity dates of the accomplished agency agreements always cover the reservation date of your sales. For future reference, you may confer with Business Development Group at mwi.businessdevelopment@megaworld-marketing.com.

For your information and strict compliance.

Thank you and God bless!

Noted by:


MARK ANTHONY AGAPITO
Assistant Manager
Training and Business Development


GERARD JUDE VITO
Senior Assistant Vice President
Training and Business Development

Approved by:


MA. VICTORIA ACOSTA
Senior Vice President
Megaworld Corporation