

## MEMO 008 – TRAINING & BUSINESS DEV'T. GROUP –2018

**FROM:** Megaworld International –Business Development Group  
**TO:** MWI SALES TEAMS  
**CC:** MMA/ GROUP HEADS  
**RE:** SUBMISSION OF CONTRACTS  
**DATE:** FEBRUARY 27, 2018

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We are going paperless!

Effective March 1, 2018, all our Sales Agency Agreements can now be submitted to Business Development Group in soft copies. We highly suggest that you fill out these forms using any of these:

- Adobe Acrobat Reader *(can be downloaded via App Store or Android Play Store)*
- CamScanner *(can be downloaded via App Store or Android Play Store)* **\*highly recommended for e-signature use**
- Clearly scanned document copies

You may submit the fully accomplished forms to **James Tiu** [trainingbd9.mwi@gmail.com](mailto:trainingbd9.mwi@gmail.com) & copy **Manel Labit** [trainingbd5.mwi@gmail.com](mailto:trainingbd5.mwi@gmail.com)

Kindly attach the following requirements:

### **I. For Marketing Associates (MAs), Marketing Manager (MMs) & Marketing Director (MDs)**

- Soft copy of passport or any government- issued ID – to verify accuracy of your name.
- 1x1 high resolution ID picture – used for ID purposes (preferably white background)
- 3 specimen signature (on a separate sheet of paper)

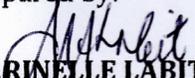
### **II. For Marketing Partner**

- Company profile
- Copy of registration papers
- Marketing Partner's structure
- Soft copy of passport or any government- issued ID of the company representative
- 3 specimen signature of the company representative (on a separate sheet of paper)

As with the previous memo, Training & Business Development shall refuse to accept non-compliant forms. We shall only encode those applications with complete compliance.

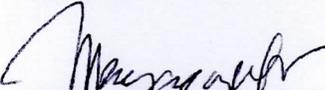
For your guidance and strict implementation.

Prepared by:

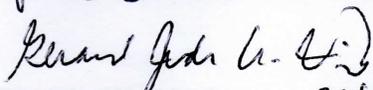
  
**MARINELLE LABIT**

*Business Development Asst. Supervisor*

Noted by:

  
**MARK ANTHONY AGAPITO**

*Senior Supervisor - Business Development*

  
**GERARD JUDE VITO** 2/27/18  
*SAVP, Training and Business Development.*

Approved by:

  
**MA. VICTORIA ACOSTA** 2/27/18  
*Senior Vice President*