

## MEMO 027 - TRAINING & BUSINESS DEV'T GROUP - 2025

FROM: Megaworld International - Business Development Group  
TO: Territory Heads  
CC: MMA/Group Heads  
RE: **Implementation of Online Renewal Contract via Live Form Process**  
DATE: March 1, 2025

To improve the efficiency of our online contract application, we're introducing a more convenient process for contract renewals through the Live Form. This update will help reduce processing time, particularly when entering personal information and submitting requirements. With this new process, our IPA will have a seamless experience, taking less than a minute to complete.

### Key Policy Updates:

#### 1. Live Form & Soft copy Submission

- a. All renewal applications must be submitted through the online Live Form or a soft copy document.
- b. IPA must complete all required fields before submission. Kindly click the link below for your reference of your renewal.

<https://docs.google.com/document/d/1nvfbvsIBjXRHUaMmGkm741qr3SL9NsOU/edit?usp=sharing&oid=115765678205198808364&rtpof=true&sd=true>

#### 2. Automated Confirmation & Contract Status

- a. Upon successful submission, IPA will receive an email of their renewal.
- b. Within 24 hours (*Monday to Friday*), IPA will receive their new contract via their registered email address.
- c. Status updates can be monitored through email.

Please comply to this new policy for a smooth processing of your Sales Agency Agreement (SAA). Should you have any concerns or require further clarification, please email us at [mwi.businessdevelopment@megaworld-marketing.com](mailto:mwi.businessdevelopment@megaworld-marketing.com).

This policy will be strictly enforced by the Business Development Group effective immediately.

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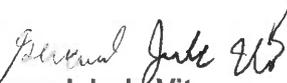
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