

MEMO 005 - TRAINING & BUSINESS DEV'T. GROUP -2017

FROM: Megaworld International -Business Development Group
TO: Regional Administrative Assistants/ Regional Administrative Officers
CC: VPs/ AVPs/ Territory Heads/ Group Heads/MMA
RE: Contract Requirements
DATE: October 25, 2017

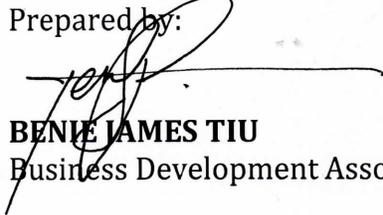
Please be informed that all sales agency agreements submitted to Business Development Group must comply the following requirements.

- 1.) Completely filled-out agent details
- 2.) Signature or e-signature of respective heads
- 3.) Passport copy or 2 valid government IDs
- 4.) 1x1 corporate ID picture (colored)

Effective immediately, all sales agency agreements with incomplete requirements shall not be accepted by our group.

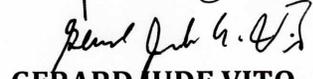
Annexed in this memo are references in properly filling out the contract. For your information and strict compliance.

Prepared by:


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Noted by:


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Senior Supervisor -Business Development


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Approved by:


MA. VICTORIA ACOSTA
Senior Vice President