

# ESTABLISHMENT OF LIFESTYLE CENTRE FORM (SG-08)

\*Atomy Distribution Pte Ltd. reserves the right to the approval of the establishment of Lifestyle Centre.

APPLICANT'S DETAILS	
NAME	
MEMBER ID	
NRIC	
E-mail Address	
Mobile Number	

<b>APPLICANT PHOTO</b>
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QUESTIONNAIRE	* Kindly answer the following question by <b>encircling</b> your answer.	
Have you achieved the Sales Master or higher mastership for <b>3(three) times</b> in the recent <b>3(three) months</b> ?	YES	NO
Have you prepared all the necessary equipment for the Lifestyle Centre (e.g. computer, projector/TV, whiteboard, tables, chairs, etc.)? <b>Refer to checklist</b>	YES	NO
Have you referred all requirement stated in ATOMY CENTRE INTERIOR GUIDE BOOK?	YES	NO
Is the tenancy agreement document for the proposed premise under the name of the same applicant?	YES	NO

DETAILS FOR THE PROPOSED SITE OF THE LIFESTYLE CENTRE		
Proposed Name of Centre <i>(Must Include the City Location)</i>		
Complete Address of Proposed Site for the Lifestyle Centre		
Rental Per Month ( <b>SGD</b> )	Number of Floors	Usable Space (in <b>sq. meters</b> )

\*Requirements to be Submitted along with the Duly Signed Form (incomplete requirements will NOT be processed):

1. Copy of NRIC (Front & Back)
2. Draft of Contract of Lease
3. Exterior Picture of the Building with adjacent buildings
4. Interior Picture of the Centre & 5. Picture of Centre Entrance
6. Business Plan ( eg Seminar and Activities schedule, Charity Activities, volunteers list for Atomy Success System.)
7. List of Centre Committee Members (At least 2 more Atomy Singapore Members to help the Centre operation.)

**NOTE: CENTRES MUST BE LOCATED IN COMMERCIAL AREAS.**

## Atomy Distribution Pte Ltd.

1 Commonwealth Lane #07-16, One Commonwealth, Singapore 149544

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## WAIVER

By signing below, I declare that all details provided are true and correct to the best of my knowledge and I am aware that and shall accept any unfavorable outcome from the application in case the information is found to be false or untrue.

**NRIC (FRONT)**

**NRIC (BACK)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Important Note:** Please sign every page and submit Original Application Form with all copies of related supporting documents and send to company office stating "Attention to Marketing" on the envelope of the letter.

*For office use only:*

Date Received:	Remarks:		
Application Status: <input type="checkbox"/> Completed Date: _____			

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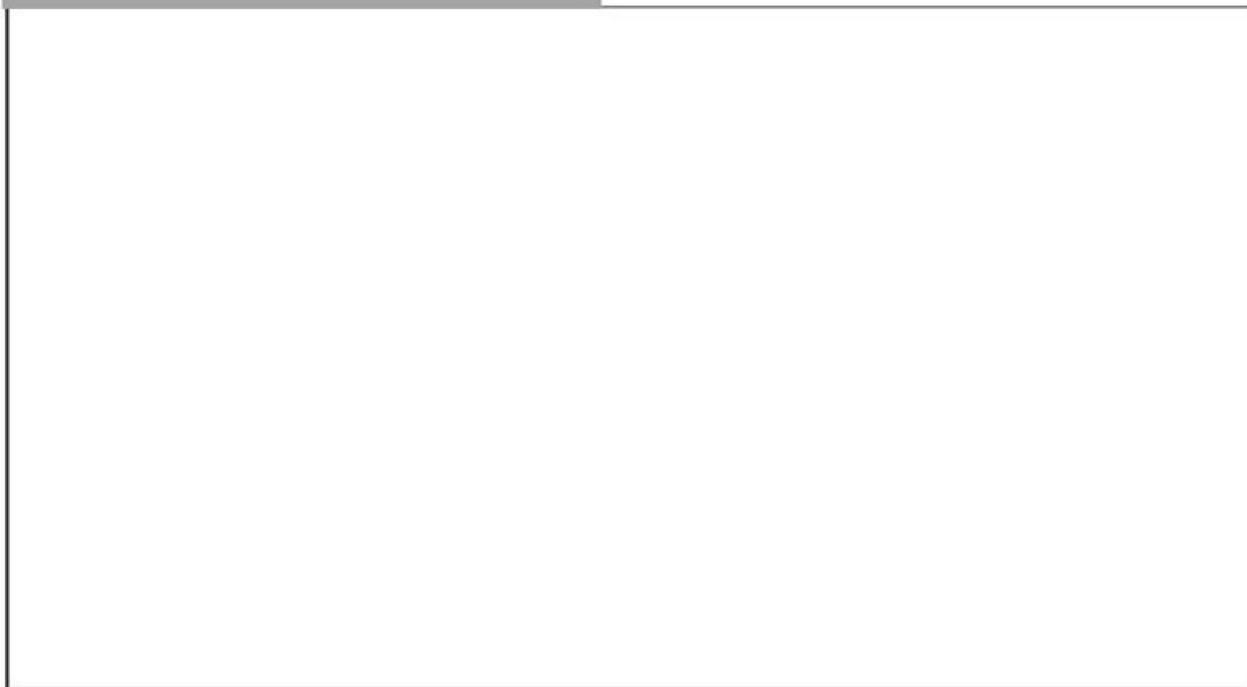
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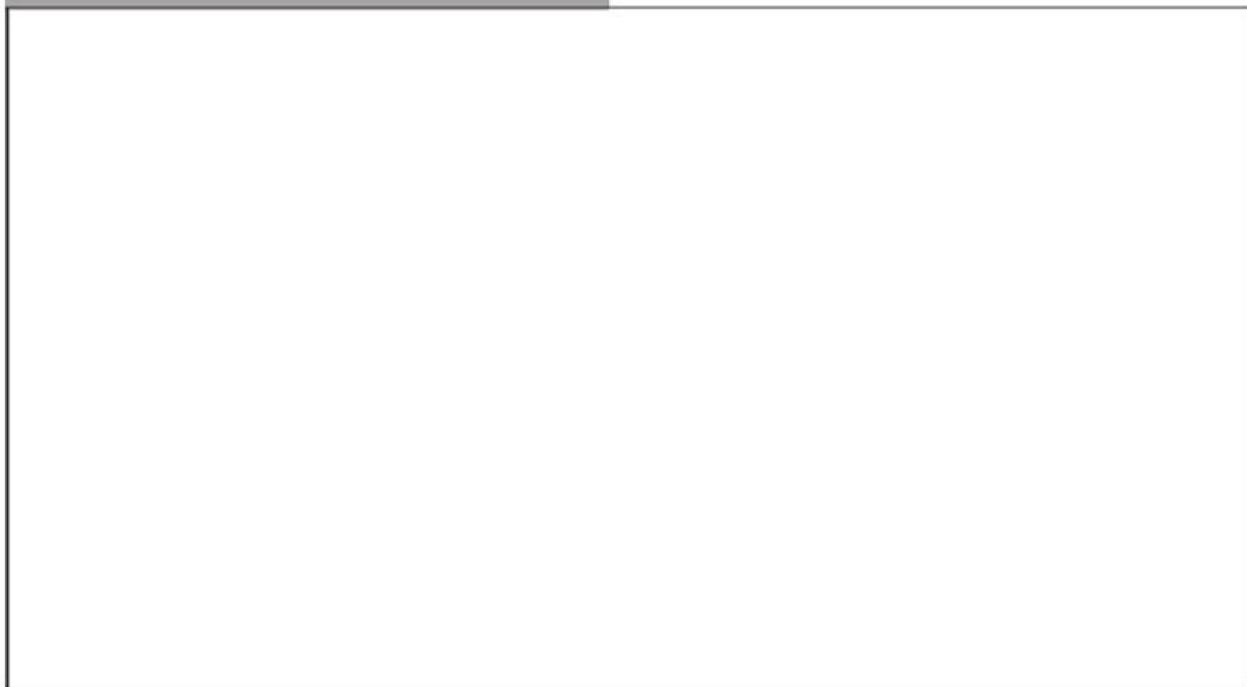


## ESTABLISHMENT OF LIFESTYLE CENTRE FORM (SG-08)

### EXTERIOR PHOTO OF THE BUILDING



### INTERIOR PHOTO OF THE BUILDING



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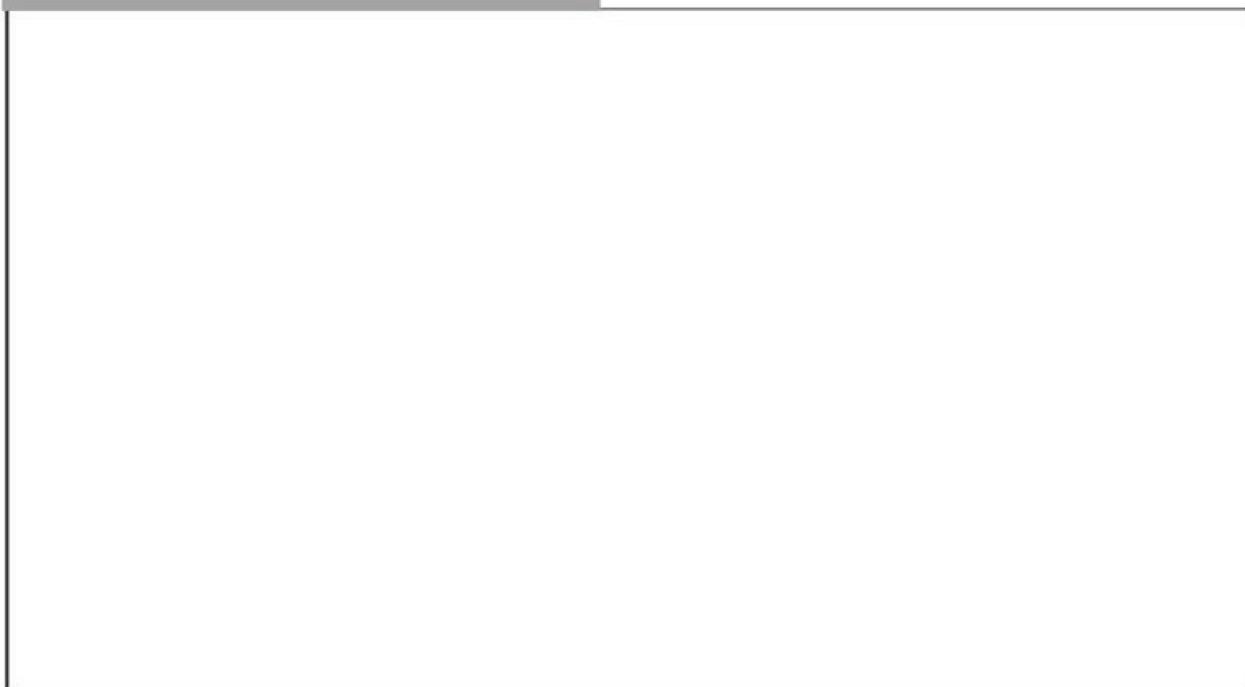
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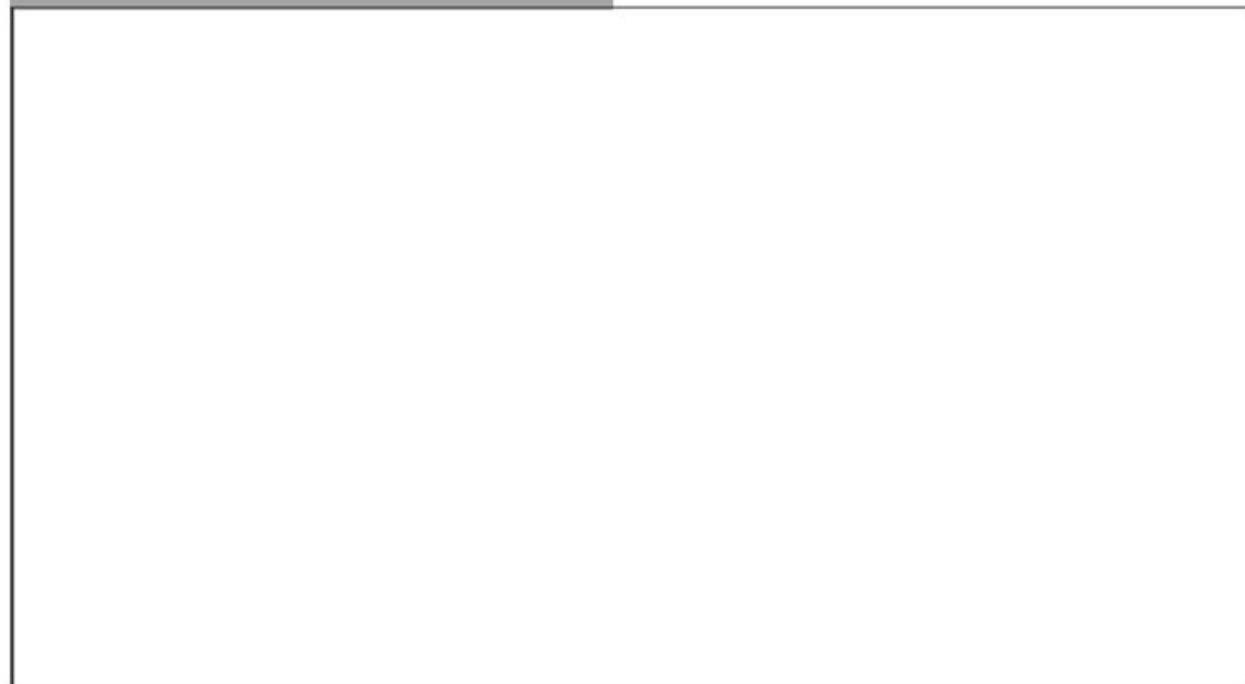


## ESTABLISHMENT OF LIFESTYLE CENTRE FORM (SG-08)

### PICTURE OF CENTRE ENTRANCE



### ADDITIONAL PICTURE



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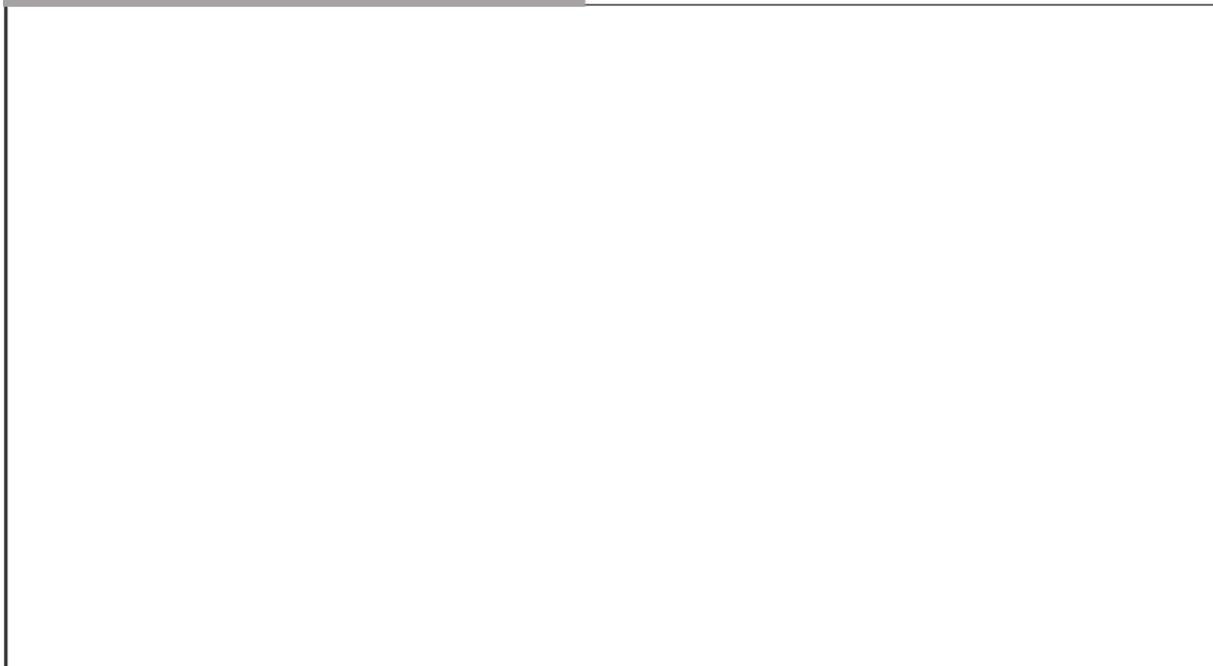
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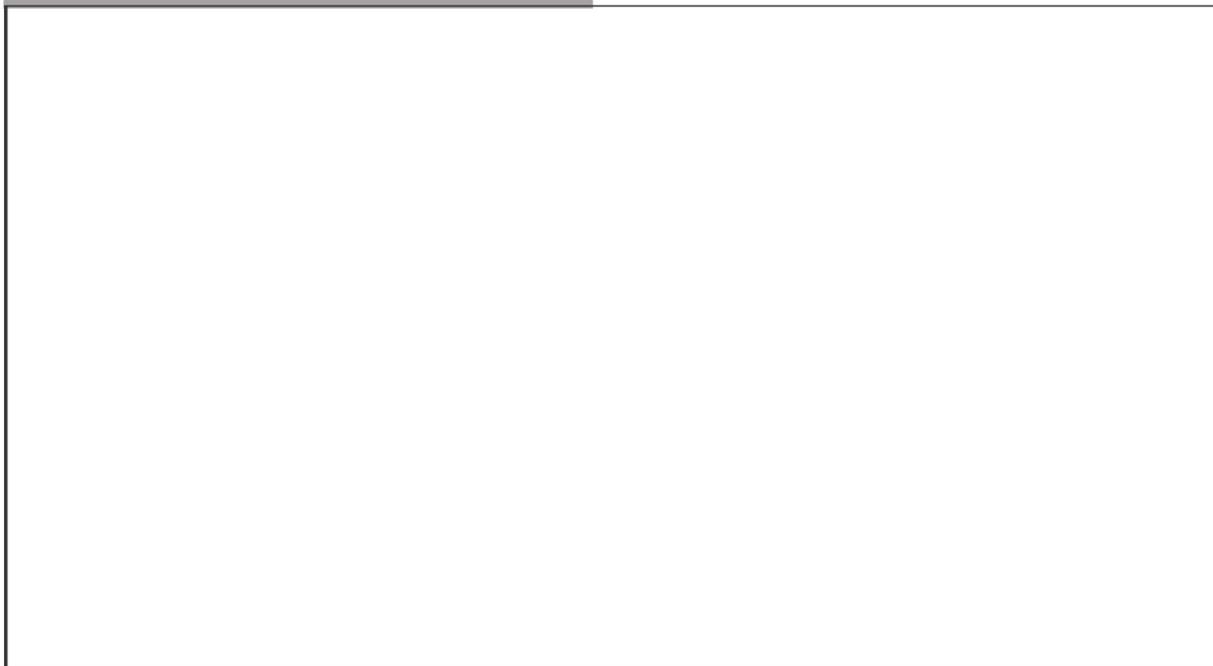


## ESTABLISHMENT OF LIFESTYLE CENTRE FORM (SG-08)

### ADDITIONAL PICTURE



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# Lifestyle Centre Agreement Form

**Atomy Distribution Pte Ltd.** ("The Company"), agrees to enter into this Agreement

With \_\_\_\_\_, with **NRIC** \_\_\_\_\_ and  
(Name of Centre Manager)

**Member ID No:** \_\_\_\_\_, on \_\_\_\_\_.  
(dd/mm/yy)

Date of validity of the Agreement is 1 (one) year, and the renewal shall be done 1(one) month prior to the expiry date under mutual agreement between the two parties. Should all the terms and conditions of The Agreement be met and there are *no Special Circumstances that Risk Disqualification of this Agreement* in any way, the renewal of the Agreement shall be **automatic**.

Atomy Distribution Pte. Ltd is therein referred to as "The Company".

## THIS AGREEMENT IS BASED ON THE FOLLOWING PROVISIONS:

### 1) Qualification of the Centre Manager

- 1.1 Must be a Singapore Citizen or PR who is an Atomy Singapore Member.
- 1.2 Must have achieved Sales Master or Higher Mastership for **3(three) times in the recent 3(three) months**.
- 1.3 **Not a member of any other direct selling/network marketing company.**
- 1.4 Has not been involved with any kind of criminal activity or has any criminal cases pending in court.
- 1.5 Willing to contribute time for Atomy business and devote himself/herself to providing services to the Centre members.
- 1.6 Not received any suspension before.

### 2) Responsibilities and Rights of the Centre Manager

- 2.1 Bears all the responsibility of continuously managing and running education programmes to educate the Atomy members of "The Company" on the rules and regulations with regard to the registration, termination, compensation plan, purchase of products and settlement of payment, member's Code of Conduct, etc.
- 2.2 Attending **One Day Seminars** and **Success Academy** facilitated by "The Company". If the Centre Manager is not able to attend, he/she needs to inform "The Company" and any other committee members must participate in the seminar.
- 2.3 Keep Members informed of the latest updates from "The Company".
- 2.4 Advise members not to engage in public advertising activities or internet sales of Atomy

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- Products and take the responsibility to act and advise members to cease such activities that are not following company guidelines.
- 2.5 Provide monthly education/training schedule to “The Company” at the last week of every month.
  - 2.6 Must not sell Atomy Products in the Centre or any other website, and also must not be involved in any sales that involve cash transactions in the Centre and direct members to the Atomy website for their purchase of products.
  - 2.7 Must not mislead members with false or exaggerated information regarding the Company and its products.
  - 2.8 Must not be engaged in or recommend any other direct selling marketing business, advertise or sell their products to existing Atomy Members.
  - 2.9 Intervene in and resolve member dispute.
  - 2.10 Support all the Company activities including One Day Seminars and Success Academies, “The Company’s” Corporate Social Responsibility (CSR) and member development programmes.
  - 2.11 Must not be absent for 3 (three) consecutive Success Academy attendance, which will disqualify him/her as the Centre Manager.

### 3) Prohibited Activities in Lifestyle Centre

- 3.1 **The Centre is strictly to be used for Atomy business ONLY.** Re-rent of the property to other tenants and/or use for different purposes is not permitted.
- 3.2 Dislodgement from management of Centre through the use of third parties to exercise managerial authority is strictly prohibited, and involved parties shall be dealt with disciplinary action when discovered.
- 3.3 **Sales activities of any kind is prohibited within the Lifestyle Centre.** Other prohibited activities include excessive use of the outdoor exhibition, placing of price tags and setting up selling stalls.

### 4) Protection of Members’ Personal Information

- 4.1 The Centre Manager and/or the appointed Centre committee members must ensure that members’ personal information (e.g. ID, password, address, contact number, NRIC number, credit/debit card number, etc.) are well protected and not disclosed to third parties adhering to the Personal Data and Protection Act 2012 and all subsidiary legislation related thereto. Non-compliance will result in termination of membership.

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## 5) Location, Facilities and Furnishing

- 5.1** The Lifestyle Centre must not be set-up in a place originally intended for *residential purpose, in a ground floor of a property and/or a shopping mall*. The tenancy agreement would be signed only upon approval from the Company.
- 5.2** The size of Centre must be at least 80 square meters and maximum of 180 square meters.
- 5.3** The Centre Manager shall set up and maintain the necessary equipment/ infrastructure such as, but not limited to, telecommunication devices, fax, infrastructural facility, office equipment etc., and other fundamental facilities necessary for the management of the Lifestyle Centre, which the Centre Manager shall duly bear all costs involved.
- 5.4** Prior approval for decoration inside and outside of the Lifestyle Centre is needed before operation. The Centre Manager shall submit their floor plan, picture or any other documents for approval.

## 6) Limitations to the Use of the Company Name and the Production of Publicity Materials

- 6.1** Exaggeration or falsification of product performance for advertisement is strictly prohibited and the Centre Manager will be responsible for any violation or any legal action taken.
- 6.2** “The Company” will be responsible for the provision of posters and banners for the interior of the Lifestyle Centre. Use of any flyers, bulletins, posters, banners and name cards designed and **produced without the approval of “The Company” is prohibited.**
- 6.3** Any form of image that claims to be representing the company (e.g. use of billboard that uses words like “Distribution or Trading”, “official”, “formal”, “endorsed”, etc. that leads to confusion is not permitted).

## 7) Approval Needed for Changes Made to the Lifestyle Centre

- 7.1** Prior approval from “The Company” is needed for any changes that are made to the Centre. Those changes include change of “Centre Manager”, relocation of Centre, etc.

## 8) Conditions for the Cancellation or Closing of the Lifestyle Centre

- 8.1** Infringement of the rules and regulations of “The Company”.
- 8.2** The Centre Manager does not participate in “The Company” official training or seminars as expected by “The Company”.
- 8.3** Occurrence of complaints resulting in the violation of the regulations of “The Company” by the Centre Manager or members of the Centre.
- 8.4** Does not provide education schedule as required by “The Company”.

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### 8.5 The Centre Manager misses 3 (three) Consecutive Sessions in the Success Academy.

#### 9) Termination of the Lifestyle Centre

- 9.1 A duly signed termination form must be sent to the company office, **30 days** before the proposed termination date of Centre.
- 9.2 The termination of the Centre must be approved by “The Company”. Closing the Centres without “The Company’s” approval will correspond to sanctions of the Centre Manager’s account and the sponsor.

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# Lifestyle Centre Agreement Form

I, the undersigned, agree to all the provisions listed above, breach of The Agreement may result in the cancellation or termination to the appointment of Centre Manager and establishment of the Atomy Lifestyle Centre. **I also understand that the announcement of approval for approved application will ONLY be every 30<sup>th</sup> of the month.**

## THE COMPANY *(Where to send the application form)*

**Company Name:** Atomy Distribution Pte Ltd.

**Address:** 1 Commonwealth Lane #07-16, One Commonwealth, Singapore 149544

**Tel. No:** +65 6659 2278

**Email:** [sg.atomy@atomy.com.sg](mailto:sg.atomy@atomy.com.sg)

## THE CENTRE MANAGER

NAME		MEMBER ID	
NRIC		CONTACT NUMBER	
NAME OF LIFESTYLE CENTRE			
COMPLETE ADDRESS OF CENTRE			
EMAIL ADDRESS OF CENTRE			

### **Important Note:**

**Please sign in every page** and submit Original Application Form with all copies of related supporting documents and send to the company office by stating "Attention to Marketing" on the envelope of the letter.

*\*Note: You can send the soft copy of the application to the email address, [sg.atomy@atomy.com.sg](mailto:sg.atomy@atomy.com.sg) first but must submit the Original Application Form later.*

*For office use only:*

Date Received:	Remarks:		
Application Status: <input type="checkbox"/> Completed Date: _____			

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# Lifestyle Centre Application Form

To all applicants for Centre Managers appointment, kindly take note of the required documents for applying for setting up of a regular Lifestyle Centre.

## **Required Documents for Establishment of the Centre**

1. Centre Application Form
2. Copy of The Agreement (that the lessor already informed the lessee about the renting of place but *doesn't* involve any rental fee yet) as the proof of lease
3. Exterior Photos of the Centre Location (including neighborhood)
4. Interior Photos of the Centre (including all areas/aspects)
5. Proposed Business Plan including the operation schedule of the Centre and activities plan.
6. Centre Manager Applicant Resume
7. List of Centre Committee Members and their designation for the receiving of deliveries, assistance to members, seminar facilitator, etc.
8. Authorization Letter to transfer (from the Centre Manager).

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