

Education Center Application Form

*** Atomy Philippine Distribution Trading Inc. reserves the right to the approval of the establishment of Education Center.**

APPLICANT'S DETAIL			
NAME		MEMBER ID	
TIN		CONTACT NUMBER	
ADDRESS			
EMAIL ADDRESS			
SPONSOR NAME		SPONSOR ID	

QUESTIONNAIRE	* Kindly answer the following question by encircling your answer.	
Have you achieved the Sales Master or higher mastership for 3(three) times in the recent 3(three) months ?	YES	NO
Have you prepared all the necessary equipment for education center (e.g. computer, projector/TV, whiteboard, tables, chairs, etc.)?	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 EDUCATION CENTER		
Proposed Name of Center (Must Include the City Location)		
Complete Address of Proposed Site for Education Center (Must include the Room Number, Floor, Zipcode, Baranggay and City)		
Rental Per Month (PHP)	Number of Floors	Usable Space (in sq. meters)

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

1. Picture of TIN ID (front and back)
2. Copy of Tenancy Agreement or Draft of Contract of Lease
3. Exterior Picture of the Building with adjacent buildings
4. Interior Picture of the Center
5. Picture of Center Entrance

NOTE: CENTERS MUST BE LOCATED IN COMMERCIAL AREAS.

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Atomy Philippine Distribution Trading Inc.

12th Floor, A Place Building, Coral Way Drive, MOA Complex, CBP 1,
Pasay City, Metro Manila, Philippines

Tel: +63-2-8776-8177

Fax : +63-2-8776-8191

Smart : 0999 815 6366

Globe : 0906 447 9087

Email : atomyph@atomy.kr

Website : www.atomy.com/ph

Education Center Application Form

WAIVER

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

FRONT PICTURE OF TIN CARD

BACK PICTURE OF TIN CARD

Signature Over Printed Name

Date

Important Note:

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

For Office Use Only:

Date Received:	Remarks:		
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Application Status: Completed Date, _____

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EXTERIOR PHOTO OF THE BUILDING

INTERIOR PHOTO OF THE BUILDING

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PICTURE OF CENTER ENTRANCE

ADDITIONAL PICTURE

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ADDITIONAL PICTURE

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Education Center Agreement Form

Atomy Philippine Distribution Trading Inc. ("The Company"), agrees to enter into this Agreement with _____, with TIN number _____ and Member ID _____
(Name of Center Head)

No: _____, on _____.
(dd/mm/yy)

Date of validity of The Agreement is 1 (one) year, and 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**.

THIS AGREEMENT IS BASED ON THE FOLLOWING PROVISIONS:

1) Qualification of Center Head

- 1.1 Must be a **TIN VERIFIED Atomy Philippine Member**.
- 1.2 Must achieve Sales Master or higher mastership for **3 (three) times** in the recent **3 (three) months**.
- 1.3 **Not a member of any other multi-level marketing company.**
- 1.4 Has not been involved with any kind of criminal activity or has a pending case in the criminal court.
- 1.5 Willing to contribute his/her time for Atomy business and devote him/herself to providing services to the center members.
- 1.6 Not received any suspension in previous year.

2) Responsibilities and rights if the Center Leader

- 2.1 Bear all the responsibility of continuously managing and running education programs to educate the Atomy members of "The Company" on the rules and regulations with regards 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".
- 2.3 Keep members informed of the latest update from "The Company".
- 2.4 Advise member not to engage in public advertising activities or internet sales of Atomy products.
- 2.5 Provide monthly education schedule to "The Company" at the end of every month.
- 2.6 Must not sell Atomy products in the center or on any other website.

Education Center Agreement Form

- 2.7 Must not mislead members by providing false or exaggerated information regarding company and products.
- 2.8 Must not engage in or recommend other multi-level marketing businesses, advertise or sell the products to existing Atomy members.
- 2.9 Resolve and intervene in member dispute.
- 2.10 Support to company activities including One Day Seminar and Success Academy.

3) Prohibited activities in the center

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

4) Protection of members' personal information

- 4.1 "Center Head" or management staff(s) must ensure that members' personal information (e.g. ID, password, address, contact number, TIN ID number, credit/debit card number, etc.) are **well protected** and **not disclosed to third parties without consent from members**. Strict action will be taken once discovered.

5) Location, facilities and furnishing

- 5.1 Must **not set up** in a place originally for *residential purpose, ground floor of a property, shopping mall*. Kindly seek approval and advise from "The Company" before signing tenancy agreement.
- 5.2 **Size of center must be at least 80 sq. meters** and maximum of 180 sq. meters.
- 5.3 "Center Leader" shall set up and maintain necessary equipment/infrastructure such as, but not limited to, telecommunication devices, fax, infrastructural facility, office equipment etc., and other fundamental facilitations necessary for the management of the Education Center, which "Center Head" shall duly bear all costs involved.

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- 2.7 Must not mislead members by providing false or exaggerated information regarding company and products.
- 2.8 Must not engage in or recommend other multi-level marketing businesses, advertise or sell the products to existing Atomy members.
- 2.9 Resolve and intervene in member dispute.
- 2.10 Support to company activities including One Day Seminar and Success Academy.

3) Prohibited activities in the center

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5.4 Prior approval for decoration inside and outside of the education center is needed before operation. "Center Head" shall submit their floor plan, picture or any other documents for approval.

6) Limitations to the use of company name and production of publicity materials

6.1 Exaggeration or falsification product performance for advertisement is not allowed.
Only official resources from the company are allowed to be distributed to the members.

6.2 Use of flyers, bulletins, posters, banners and name cards designed and produced voluntarily is strictly forbidden. "The Company" is responsible to decide and provide the posters and banners for interior decoration.

6.3 Any form of image that claims to be representing the company (e.g. use of billboard that uses words like "Distribution Trading", "official", "formal", "endorsed", etc. that leads to confusion is forbidden).

7) Approval needed for changes made to the center

7.1 Prior approval from "The Company" is needed whenever any changes made to the center. Those changes including change of "Center Head", relocation of center, etc.

8) Conditions of cancellation or closing of center

8.1 Does not conform to the rules and regulations of education center.

8.2 Does not participate in "The Company" official training or seminars without any proper explanation for more than three months.

8.3 Occurrence of complaints resulting from violation of the regulation of "The Company" by the center head or members of the center.

8.4 Does not provide education schedule monthly for more than three months.

8.5 Three (3) **Consecutive** absences in Success Academy.

9) Termination of Education Center

9.1 A duly signed termination form must be sent to the company office, **30 days** before the proposed termination date of the center.

9.2 The termination of center must be approved by the main office. Closing the centers *without* the company's approval will correspond to sanctions of center head's account and the sponsor.

Education Center Agreement Form

We, the undersigned, agree to all the provisions listed above, breach of The Agreement may result in the cancellation or termination to the appointment of Center Head and establishment of Atomy Education Center. **I also understand that the announcement of approval for approved application will ONLY be every 30th of Month.**

THE COMPANY (Where to send the application form)

Company Name : Atomy Philippine Distribution Trading Inc.

Address: Unit 5007, 12th Flr., A – Place Bldg.,
Coral Way Drive, Brgy. 76, Central Business Park 1,
Island A, Pasay City

Tel. No.: (02) 776 - 8177

Email: atomyph@atomy.kr

THE CENTER HEAD

NAME		MEMBER ID	
TIN		CONTACT NUMBER	
NAME OF EDUCATION CENTER	<i>*Atomy + City Name + Center Name + Center, e.g. Atomy Manila Ace Center.</i>		
COMPLETE ADDRESS OF CENTER	<i>(Must include the Room Number, Floor, Zipcode, Baranggay and City)</i>		
EMAIL ADDRESS OF CENTER			

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Application Status:	<input type="checkbox"/> Completed	Date, _____
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Education Center Membership Request Form

Center Heads can only request for Center Membership for their downlines **ONCE**. Change in center affiliation after your first request **MUST** be done by your member/s already.

I _____ center head of _____,
(center head name) (center name)

is requesting to transfer the following people with member ID's including **all their downlines** to my center, this _____.
(date / month / year)

You only need to write the Name & Member ID's of the **leaders from your right and left group. Their downlines automatically be included upon registration. **For Crosslines**, just write their name and member ID as well.*

NAME	MEMBER ID

Signature Over Printed Name

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