

# New Customer Enrollment

## Required Information for Enrollment

- Identity Card Number (including spouse's, if applicable) for registration purpose
- Valid Malaysia Address and valid Malaysia Contact Number for correspondences and product delivery
- Valid Credit Card/Debit Card Number or completed FPX form for setting up of Method of Payment. Customer authorizes Melaleuca to deduct payment directly from the designated Method of Payment.
- Valid Bank Account Number (under Enrollee's name) for commission payment
- Business Kit number for proof of purchase

Paperwork must be completed for successful enrollment. All enrollment forms must be clearly filled out, signed and submitted at the enrollment counters. Melaleuca staff will verify the necessary information and time-stamp on the forms to acknowledge the enrollment.

Multiple enrollment form submissions must be submitted with 1st generation on top followed by 2nd generation and likewise. Any submissions with more than 10 generations must be accompanied by a summary outline on top of the stack in order to ensure accurate entry. The top sheet should have a diagram showing the placement of each customer – for example, who is on the 1st generation, who is on the 2nd generation and which ME they are placed under, who is on the 3rd generation and which ME they are placed under, and so forth.

## How to Complete Melaleuca Independent Marketing Executive Agreement (IMEA) Form

Following these simple guidelines will help ensure timely processing of your new customer's account information.

### Section 1. Independent Marketing Executive

- Complete with valid Malaysia address and valid Malaysia contact number for correspondences and product delivery.
- Fill in the name of the Assist clearly. An Assist is a marketing executive who helps another marketing executive to present the Melaleuca program. The Assist receives the Value Pack commission on the first Value Pack purchased by the new Customer or Marketing Executive.
- Leave the Customer Number blank unless someone other than the Enroller has assisted in the enrollment of a new Customer and sale of the Value Pack.

### Section 2. Tools for Success and Income

- Select your preferred level of participation.
  - Level 1: Preferred Customer – I just want to purchase and enjoy Melaleuca products.
  - Level 2: Part-time Referral Bonus – I will devote 5-10 hours a week to build my Melaleuca business.
  - Level 3: Significant Referral Bonus – I will devote 10-20 or more hours a week to build my Melaleuca business.
- Clearly select your Method of Payment. If FPX is selected, ensure that the FPX authorization form is completed and submitted.
- Indicate the Business Kit number as a proof of purchase.

## How to Complete Melaleuca Customer Membership Agreement (CMA) Form

Following these simple guidelines will help ensure timely processing of your new customer's account information.

### Section 3. Choose Your Backup Order (Required for all Preferred Customers)

- Mark your Backup Order selection. If Select Pack is marked, fill in your name, home phone number and the products to be included on the reverse side of the CMA form.

### Section 4a. Lead/Enroller

- Fill in the name of the Lead/Enroller. A Lead/Enroller is a marketing executive who provided the name of the new Preferred Customer.

### Section 4b. Presentation By

Fill in the name of the Presenter. A Presenter is a marketing executive who gave the majority of the presentation of Melaleuca products or business opportunity that resulted in the enrollment of the Preferred Customer.