



***PANDUAN PERNIAGAAN
SHUANG HOR***

**SHUANG HOR
BUSINESS MANUAL**

PANDUAN PERNIAGAAN SHUANG HOR

Kandungan

Kaedah Pengagihan Bonus, Anugerah Dan Ganjaran

Pendahuluan	2
Bab 1: Penentuan Bonus	2
Bab 2: Penentuan Anugerah	9
Bab 3: Cara Memberi Ganjaran	11
I. Diamond Dihadiah Kereta	
II. Menikmati Bonus Tahunan	
III. Membawa Peluang Pelancongan	
Bab 4: Penajaan Antarabangsa	13

Cara-cara Memesan Stok & Maklumat tentang Pemulangan Stok

Bab 1 : Cara Memesan Stok Melalui Online di Malaysia, Singapura	21
Bab 2 : Cara-cara Lain yang Memesan Stok di Malaysia	22
Bab 3 : Cara-cara Lain yang Memesan Stok di Singapura	23
Bab 4 : Maklumat tentang Pemulangan Stok di Malaysia dan Singapura	24

Peraturan Perniagaan

Pendahuluan	25
Bab 1 : Definisi	25
Bab 2 : Bagaimana Menjadi Seorang Pengedar	26
Bab 3 : Hak Pengedar	27
Bab 4: Hak Dan Tanggungjawab Pengedar Vice Manager Dan Ke Atas	28
Bab 5 : Prinsip Pemeliharaan Rangkaian Pengedar	29
Bab 6 : Previu Penyampaian Peluang	30
Bab 7 : Penggunaan Nama Shuang Hor	31
Bab 8 : Peraturan Untuk Bangsa Asing Yang Menjalankan Perniagaan Shuang Hor	31
Bab 9 : Cara Pengendalian Kes Penentangan Kontrak	31
Bab 10 : Kesahan Undang-undang Dan Konsensus	33
Bab 11 : Dasar Privasi (Malaysia)	33
Bab 12 : Dasar Privasi (Singapura)	35

Kaedah Pengagihan Bonus, Anugerah Dan Ganjaran

Pendahuluan

Cara pengagihan bonus, pemberian anugerah dan ganjaran Syarikat Shuang Hor adalah berdasarkan prinsip adil dan saksama, ia juga paling bernilai untuk menggalakkan para pengedar mencipta puncak kegemilangan. Asalkan anda sudi mencurahkan tenaga dan usaha, anda pasti dapat memperoleh hasil lumayan di alam tuah ini.

Bagi sesebuah perniagaan yang berjaya, selain mesti memiliki satu sistem sempurna sebagai tunjangan, pengusaha juga harus mengenali serta memahami prinsip-prinsip yang berkaitan dengan perniagaan ini secara mendalam. "Cara Pengagihan Bonus, Anugerah Dan Ganjaran" yang ditetapkan oleh Syarikat Shuang Hor dijelaskan seperti berikut:

Kami akan berbincang 2 bahagian utama dalam "Cara Pengagihan Bonus, Anugerah Dan Ganjaran" Syarikat Shuang Hor:

I. Bahagian Bonus

Bonus adalah dikira berdasarkan "nilai mata PV yang dicapai" pada bulan tersebut, ia terdiri daripada bonus prestasi dan bonus kepimpinan.

1. Bonus Prestasi

- Dikira berdasarkan jumlah nilai mata PV untuk penjualan produk anda dan organisasi downline anda pada bulan tersebut dengan merujuk kepada jadual standard bonus prestasi.
- Bonus prestasi harus dikira berdasarkan bentuk rangkaian asalnya.

2. Bonus Kepimpinan

- Kesemuanya 7 jenis bonus kepimpinan dari 1 Elit sehingga 13 Elit. Bahagian bonus ini telah dicipta berdasarkan tahap menegak dan melintang pada rangkaian penajaan anda.

II. Bahagian Anugerah

Anugerah Syarikat Shuang Hor telah dibahagikan kepada 7 jenis, iaitu pengedar Vice Manager, Senior Vice Manager, Special Vice Manager, Diamond, Double Diamond, Triple Diamond dan Gold Diamond.

Bonus dan anugerah Shuang Hor adalah dikira secara berasingan. Dengan lain kata, mungkin anda hanya mencapai anugerah Senior Vice Manager, jika anda memiliki 7 talian Elit pada bulan tersebut, anda masih boleh terima bonus kepimpinan 7 Elit. Dapatlah kita lihat bahawa, taraf anugerah tidak akan mempengaruhi jumlah bonus yang diterima, ia boleh berkembang serentak, juga dapat berkembang secara berasingan.

Sekarang, marilah kita menyelami kandungan penting dalam "Cara Pengagihan Bonus, Anugerah Dan Ganjaran" berdasarkan perkara-perkara berikut:

Bab 1 : Penentuan Bonus

I. Definisi Nama-nama Berkenaan

1. Nilai Mata PV (dipanggil PV)

- Nilai mata tetap bagi setiap produk, nilai mata ini tidak akan dipengaruhi oleh inflasi.
- Peratusan standard bonus yang dicapai setiap bulan ditentukan dengan berdasarkan perbezaan nilai mata PV ini. Ia juga dijadikan standard penentuan pelbagai anugerah dan ganjaran.
- Unit pengiraan ialah "mata".

2. Asas Pengiraan Bonus (dipanggil BV)

- Merupakan asas ukuran untuk mengira jumlah bonus.
- Asas pengiraan bonus akan diubahsuai mengikut inflasi.
- Unit pengiraan ialah :
"RM" untuk Malaysia
"\$" untuk Singapura

3. Jaminan Pendapatan Terendah

Setiap pengedar yang layak terima bonus kepimpinan 1 - 13 Elit, semasa terima pelbagai taraf bonus kepimpinan, pengedar itu mesti membekalkan jaminan pendapatan terendah kepada upline yang layak, iaitu hasil pengiraan daripada 13,000 mata bertukar kepada BV, kemudian didarab dengan standard peratusan pelbagai bonus kepimpinan (6.7% - 0.7%).

4. Standard Pengedar Elit

Untuk mencapai standard pengedar Elit, seseorang itu mesti memenuhi salah satu daripada syarat berikut pada bulan itu:

- Kumpulan individu mencapai standard bonus prestasi tertinggi 28% (13,000 mata atau lebih), ataupun
- Salah satu kumpulan yang ditaja itu mencapai standard bonus prestasi tertinggi 28%, pada masa yang sama kumpulan individunya mencapai 6,500 mata atau lebih, ataupun
- Terdapat 2 kumpulan atau lebih daripada kumpulan yang ditaja itu mencapai standard bonus prestasi tertinggi 28%.

5. Prestasi Kumpulan Individu

Jumlah nilai mata PV individu anda semasa membeli stok dan prestasi pengedar downline yang belum mencapai standard pengedar Elit dalam rangkaian downline anda.

II. Rancangan Perniagaan

Jualan Langsung Shuang Hor

Pendapatan anda dalam Perniagaan Shuang Hor akan semakin meningkat berikutan dengan usaha dan kejayaan anda dalam menjalankan penjualan dan penajaan. Cara pengiraan pelbagai jenis bonus dalam Perniagaan Shuang Hor telah dijelaskan seperti berikut:

A. Bonus Prestasi

1. Standard Penerimaan

- Anda akan layak terima bonus prestasi di peringkat tertentu jika nilai mata PV penjualan produk anda dan rangkaian downline anda dapat mencapai standard bonus prestasi pada bulan itu.
- Bonus prestasi akan diagihkan setiap bulan.

2. Cara Pengiraan

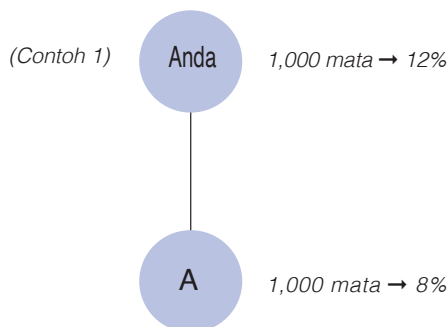
Nilai mata PV anda didarab dengan peratus standard bonus prestasi yang dicapai oleh rangkaian anda, kemudian ditambahkan dengan perbezaan bonus prestasi downline anda, menghasilkan bonus prestasi individu anda. Rujuk kepada contoh 1.

Semua contoh berikut mengandaikan Malaysia: $1PV = 1BV$, Singapura: $1PV = 0.375BV$ untuk memudahkan pengiraan anda. Pendapatan sebenar anda harus dikira berasaskan kadar PV/BV terbaru yang diumumkan dalam majalah bulanan. Jadual standard bonus prestasi ditunjukkan untuk memudahkan rujukan anda:

Jadual Standard Bonus Prestasi

Nilai Mata PV Bulanan	Peratus Standard Bonus Prestasi (%)
400 ~ 799	4
800 ~ 1,599	8
1,600 ~ 3,199	12
3,200 ~ 5,199	16
5,200 ~ 8,799	20
8,800 ~ 12,999	24
13,000 atau ke atas	28

Contoh 1: Andaikan anda dan downline A masing-masing mencapai 1,000 mata pada bulan itu, cara pengiraan bonus prestasi individu anda adalah seperti berikut :



Nilai mata PV individu anda ditambahkan dengan nilai mata PV downline A dapat mencapai standard prestasi 12%. Bonus prestasi individu anda ialah:

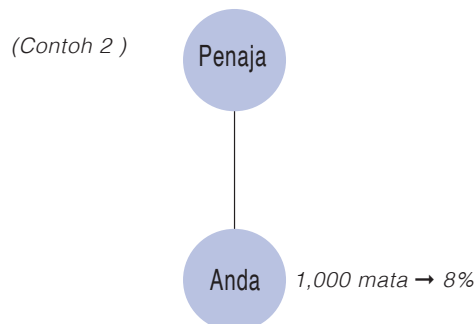
$$\text{Malaysia: } [1,000 \times 1BV \times 12\%] + [1,000 (A) \times 1BV \times (12\% - 8\%)] = \text{RM}120.00 + \text{RM}40.00 = \text{RM}160.00$$

$$\text{Singapura: } [1,000 \times 0.375BV \times 12\%] + [1,000 (A) \times 0.375BV \times (12\% - 8\%)] = \text{S\$}45.00 + \text{S\$}15.00 = \text{S\$}60.00$$

1. Perkembangan Dari Penjualan

Peratus bonus prestasi setiap bulan adalah ditentukan oleh nilai mata PV penjualan produk anda dan rangkaian downline anda pada bulan itu. Dengan lain kata, semakin tinggi nilai mata PV setiap bulan, semakin tinggi peratus standard bonus prestasi anda pada bulan itu, seperti contoh 2 dan 3.

Contoh 2: Andaikan nilai mata PV anda pada bulan itu ialah 1,000 mata, pendapatan anda adalah seperti berikut:

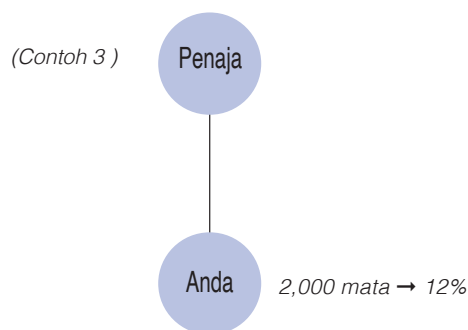


Bonus prestasi anda ialah:

$$\text{Malaysia: } 1,000 \times 1BV \times 8\% = \text{RM}80.00$$

$$\text{Singapura: } 1,000 \times 0.375BV \times 8\% = \text{S\$}30.00$$

Contoh 3: Andaikan nilai mata PV anda pada bulan seterusnya ialah 2,000 mata, maka pendapatan anda adalah seperti berikut:



Bonus prestasi anda ialah:

$$\text{Malaysia: } 2,000 \times 1BV \times 12\% = \text{RM}240.00$$

$$\text{Singapura: } 2,000 \times 0.375BV \times 12\% = \text{S\$}90.00$$

B. Bonus Kepimpinan

Perniagaan Shuang Hor ialah satu perniagaan yang dijalankan untuk selama-lamanya. Penerimaan bonus prestasi semata-mata satu permulaan. Selain memperkembangkan rangkaian secara melintang, anda juga harus membuat penajaan dan bimbingan dalam rangkaian secara menegak.

Semasa mengira bonus kepimpinan 1-13 Elit, cara menentukan bilangan talian Elit ialah $[(a + b) \div c] + d$ (angka bulat)

a : Nilai mata PV individu

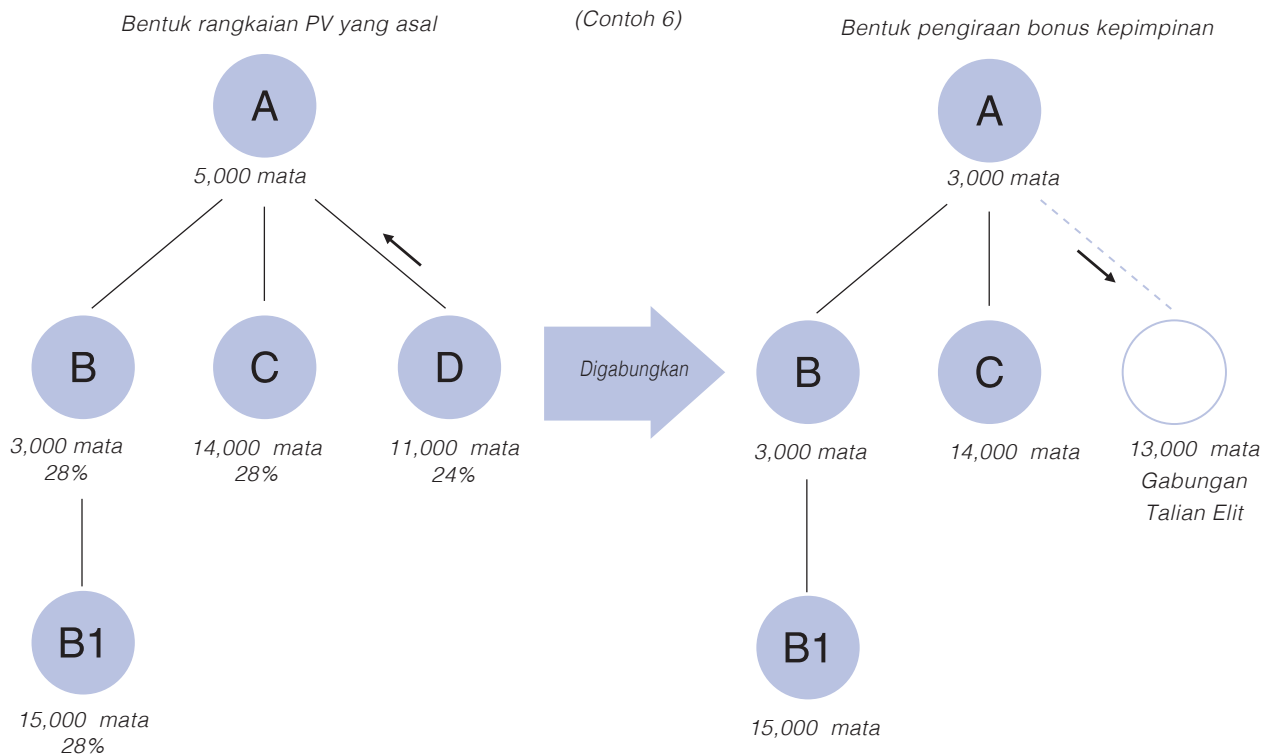
b : Jumlah nilai mata downline yang belum mencapai standard bonus prestasi tertinggi 28%

c : 13,000 mata

d : Bilangan talian Elit yang asal (termasuk talian Elit antarabangsa)

Sekiranya bentuk penyusunan nilai mata yang diperoleh dengan kaedah tersebut tidak memenuhi standard pengedar Elit, pengiraan bonus kepimpinan harus dikira berdasarkan bentuk rangkaian nilai mata PV yang asal.

Penjelasan mengenai penentuan bilangan talian Elit adalah seperti berikut :



Contoh 6 : Penjelasan Tentang Gabungan PV Untuk Pengedar A

1. Nilai mata PV untuk pengedar A ialah 5,000 mata, downline pengedar D hanya mencapai 11,000 mata pada bulan tersebut iaitu belum mencapai standard bonus prestasi tertinggi 28%, jadi nilai mata PV boleh digabungkan.
2. Walaupun downline pengedar B mencapai hanya 3,000 mata, tetapi downline bagi B iaitu B1 sudah mencapai standard bonus prestasi tertinggi 28%. B dan C boleh dianggap sebagai talian Elit bagi A, jadi ia tidak termasuk dalam skop gabungan PV.
3. Jumlah nilai mata PV kepunyaan A dan D ialah 16,000 mata, satu talian Elit boleh dihasilkan. Baki 3,000 mata akan dikekalkan pada A, jadi pengedar A mempunyai 3 talian Elit pada bulan itu dan dapat memenuhi standard penerimaan bonus kepimpinan 3 Elit.

Bonus Kepimpinan 1 Elit (6.7%)

1. Standard Penerimaan

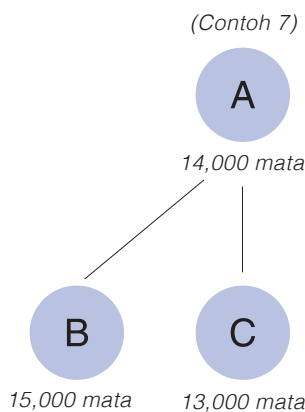
- Downline yang anda taja itu sudah mencapai standard pengedar Elit, manakala diri anda juga mencapai standard pengedar Elit.
- Bonus kepimpinan 1 Elit akan diagihkan pada setiap bulan.
- Jaminan pendapatan terendah 6.7% :
Apabila anda layak terima bonus kepimpinan 1 Elit, anda harus memberi jaminan pendapatan terendah 6.7% kepada upline anda yang memenuhi syarat prestasi 1 Elit.

2. Cara Pengiraan

(1) Penerimaan Keseluruhan Jumlah

Apabila kumpulan individu anda mencapai nilai mata PV 13,000 atau ke atas, pengiraan berdasarkan jumlah nilai mata PV semua downline generasi pertama anda yang mencapai standard pengedar Elit selepas ditukar kepada BV, didarabkan dengan 6.7% seperti contoh 7.

Untuk memudahkan pengiraan anda, gambar rajah berikut mengandaikan bentuk pengiraan bonus kepimpinan adalah bentuk rangkaian selepas penyusunan mata.
Malaysia: $1PV = 1BV$, Singapura: $1PV = 0.375BV$.



Dalam contoh 7, prestasi kumpulan individu bagi A mencapai 14,000 mata. Jadi bonus kepimpinan 1 Elit yang diterima oleh A ialah :

Malaysia: $(15,000 + 13,000) \times 1BV \times 6.7\% = RM1,876.00$

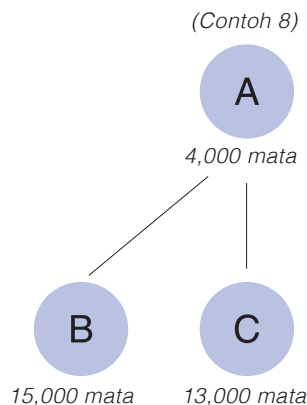
Singapura: $(15,000 + 13,000) \times 0.375BV \times 6.7\% = S\703.50

(2) Penerimaan Sebahagian Jumlah

Jika prestasi kumpulan individu anda belum mencapai 13,000 mata, ia tidak cukup untuk memberikan jaminan pendapatan terendah 6.7% kepada upline anda. Kekurangan itu mesti ditolak daripada bonus kepimpinan 1 Elit yang anda terima. Jadi anda hanya layak terima sebahagian daripada bonus kepimpinan, seperti contoh 8.

Cara Pengiraan

$\{(Prestasi\ kumpulan\ individu\ anda + jumlah\ nilai\ mata\ PV\ semua\ downline\ generasi\ pertama\ yang\ mencapai\ standard\ pengedar\ Elit - 13,000\ mata) \times nilai\ asas\ pengiraan\ bonus\ (BV) \times 6.7\% \}$



Dalam contoh 8, prestasi kumpulan individu bagi A mencapai 4,000 mata. Jadi bonus kepimpinan 1 Elit yang diterima oleh A ialah:

Malaysia: $(4,000 + 15,000 + 13,000 - 13,000) \times 1BV \times 6.7\% = RM1,273.00$

Singapura: $(4,000 + 15,000 + 13,000 - 13,000) \times 0.375BV \times 6.7\% = S\477.38

Bonus Kepimpinan 3 Elit (4%)

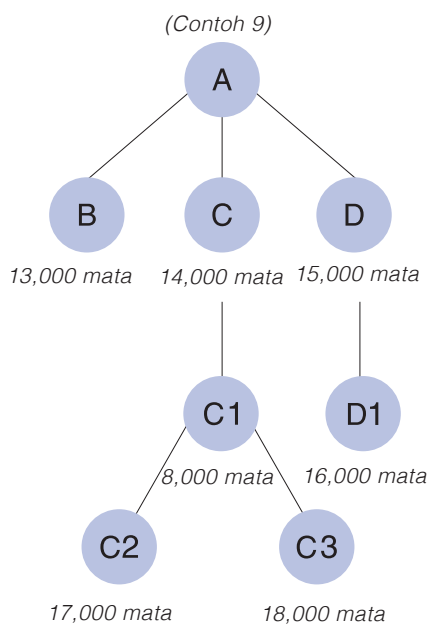
1. Standard Penerimaan

- 3 atau lebih rangkaian downline anda dapat mencapai standard pengedar Elit pada bulan itu.
- Bonus kepimpinan 3 Elit akan diagihkan pada setiap bulan.
- Jaminan pendapatan terendah 4% :
Apabila anda layak terima bonus kepimpinan 3 Elit, anda harus memberi jaminan pendapatan terendah 4% kepada upline anda yang memenuhi syarat prestasi 3 Elit.

2. Cara Pengiraan

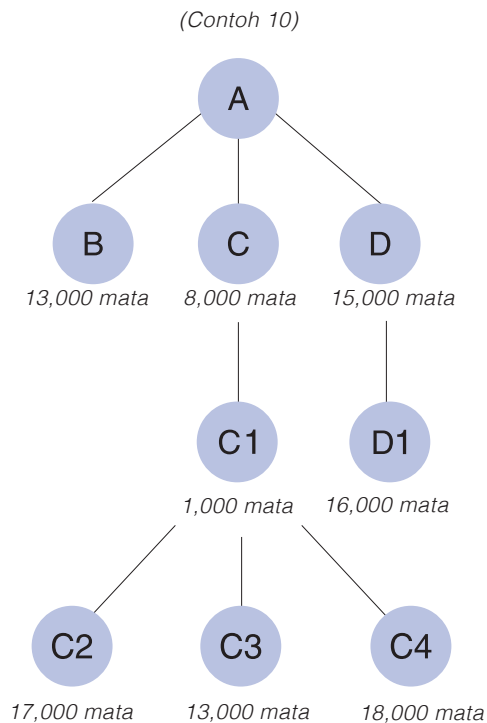
- Bermula dari downline generasi kedua yang memenuhi standard pengedar Elit sehingga pengedar Elit generasi pertama bagi downline pertama yang layak terima bonus kepimpinan 3 Elit atau ke atas. Jumlah PV semua rangkaian pengedar ditukar kepada BV, kemudian didarab dengan 4%, bonus kepimpinan 3 Elit akan diperolehi.

(1) Penerimaan Keseluruhan Jumlah : Kumpulan Elit generasi pertama anda sudah mencapai nilai mata PV 13,000 atau ke atas, seperti contoh 9.



Dalam contoh 9, disebabkan downline generasi pertama bagi A, iaitu B, C dan D masing-masing mencapai 13,000 mata atau lebih, jadi A layak terima keseluruhan jumlah bonus kepimpinan 3 Elit, iaitu jumlah nilai mata PV untuk C1, C2, C3 dan D1 ditukar kepada BV, kemudian didarabkan dengan 4%, jumlahnya ialah RM2,360.00 / S\$885.00.

(2) Penerimaan Sebahagian Jumlah : Jika prestasi kumpulan individu pengedar Elit generasi pertama anda belum mencapai 13,000 mata, ia tidak cukup untuk memberikan jaminan pendapatan terendah kepada upline anda, jadi kekurangan itu mesti ditolak daripada bonus kepimpinan 3 Elit yang anda terima itu, seperti contoh 10.



Contoh 10 : Disebabkan downline generasi pertama bagi A iaitu C tidak mencapai 13,000 mata, jadi A hanya layak terima sebahagian daripada bonus kepimpinan 3 Elit, iaitu jumlah nilai mata PV bagi C, C1, C2, C3 dan C4 ditolak dengan 13,000 mata, ditambahkan lagi dengan nilai mata PV untuk D1, kemudian ditukar kepada BV, dan seterusnya didarabkan dengan 4%, jumlahnya ialah RM2,400.00 / S\$900.00.

Bonus Kepimpinan 5 Elit (2.7%)

Bonus Kepimpinan 7 Elit (1.3%)

Bonus Kepimpinan 9 Elit (0.7%)

Bonus Kepimpinan 11 Elit (0.7%)

Bonus Kepimpinan 13 Elit (0.7%)

Jika terdapat 5 rangkaian atau lebih downline mencapai standard pengedar Elit pada bulan tersebut, anda layak terima bonus kepimpinan 5 Elit. Jika anda mempunyai 7 rangkaian atau lebih downline mencapai standard pengedar Elit pada bulan tersebut, anda layak terima bonus kepimpinan 7 Elit dan seterusnya sehingga mencapai bonus kepimpinan 13 Elit.

III. Model Penerimaan Bonus

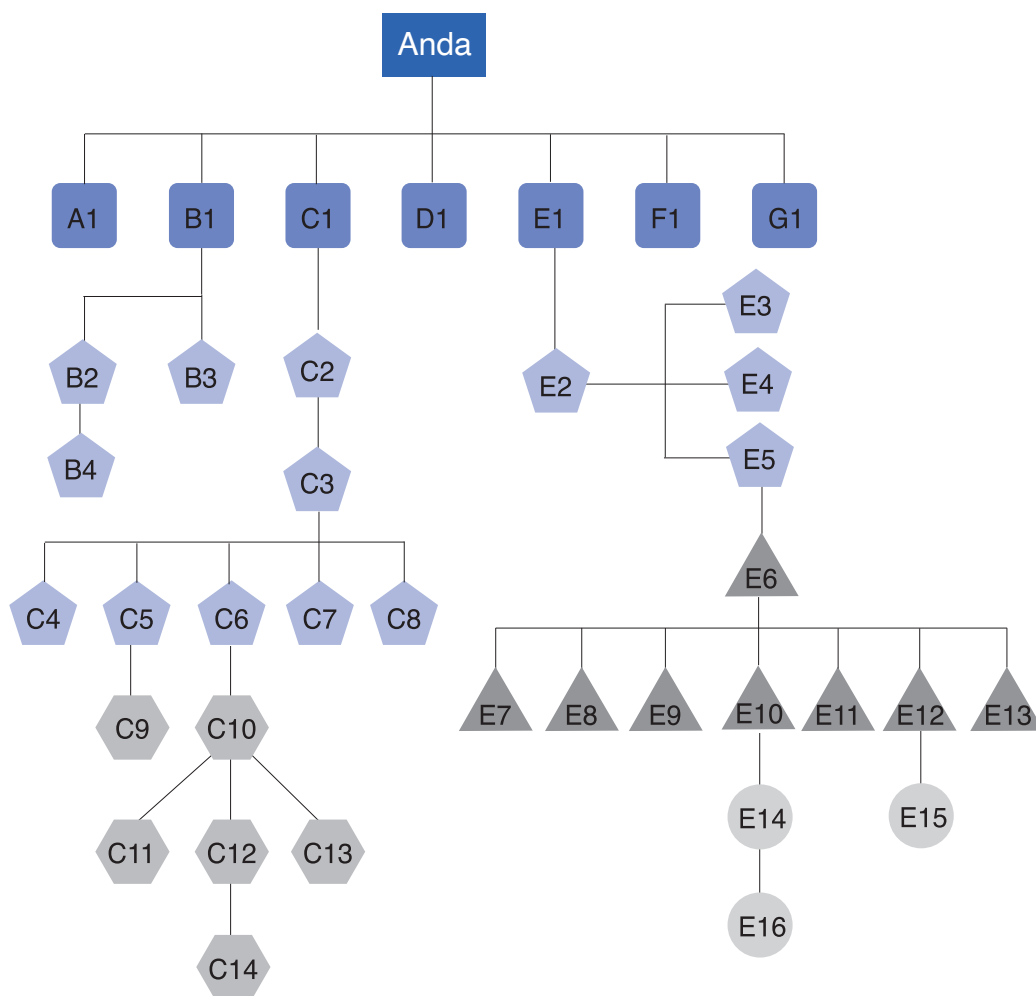
Skop penerimaan bonus kepimpinan 1 ~ 7 Elit adalah dijelaskan secara ringkas seperti berikut, manakala bonus kepimpinan 9 ~ 13 Elit juga boleh dikira mengikut cara yang sama.

Andaikan gambar rajah berikut adalah bentuk rangkaian selepas penyusunan mata untuk memudahkan pengiraan anda.

Malaysia: 1PV = 1BV, Singapura: 1PV = 0.375BV. Setiap titik ialah 13,000 mata.

Skop penerimaan berbagai jenis bonus adalah ditunjukkan seperti berikut :

Bonus Prestasi (28%)	:	
Bonus Kepimpinan 1 Elit (6.7%)	:	
Bonus Kepimpinan 3 Elit (4%)	:	
Bonus Kepimpinan 5 Elit (2.7%)	:	 + 
Bonus Kepimpinan 7 Elit (1.3%)	:	 +  + 



Jumlah Penerimaan Bonus

Nama Bonus	Jumlah	Cara Pengiraan	Skop Yang Dirangkumi
Bonus Prestasi	RM3,640.00 S\$1,365.00	$13,000 \times BV \times 28\%$	
Bonus Kepimpinan 1 Elit	RM6,097.00 S\$2,286.38	$13,000 \times BV \times 7 \times 6.7\%$	A1,B1,C1,D1,E1,F1,G1
Bonus Kepimpinan 3 Elit	RM7,280.00 S\$2,730.00	$13,000 \times BV \times 14 \times 4\%$	B2,B3,B4 C2,C3,C4,C5,C6,C7,C8 E2,E3,E4,E5
Bonus Kepimpinan 5 Elit	RM7,722.00 S\$2,895.75	$13,000 \times BV \times 22 \times 2.7\%$	B2,B3,B4 C2,C3,C4,C5,C6,C7,C8 E2,E3,E4,E5 E6,E7,E8,E9,E10,E11,E12,E13
Bonus Kepimpinan 7 Elit	RM4,732.00 S\$1,774.50	$13,000 \times BV \times 28 \times 1.3\%$	B2,B3,B4 C2,C3,C4,C5,C6,C7,C8 C9, C10,C11,C12,C13,C14 E2,E3,E4,E5 E6,E7,E8,E9,E10,E11,E12,E13
Pendapatan anda pada bulan itu: RM29,471.00 atau S\$11,051.63			

- Contoh-contoh yang ditunjukkan di atas semata-mata satu permulaan. Anda harus menentukan sendiri setakat mana perkembangan anda dan berapa bonus dapat diterima. Asalkan anda terus menjalankan penajaan dan duplikasi, Perniagaan Shuang Hor anda pasti dapat berjaya untuk selama-lamanya.

Bab 2 : Penentuan Anugerah

Anugerah Syarikat Shuang Hor telah dibahagikan kepada 7 jenis. Setiap anugerah itu menandakan pujian syarikat terhadap pencapaian anda. Kelayakan anugerah itu adalah ditentu berdasarkan talian Elit anda yang pasti itu. Talian Elit yang pasti = $A + B + C$

A : Talian Elit yang asal

B : Talian Elit antarabangsa

C : Bilangan talian Elit yang dihasilkan oleh komputer melalui penyusunan mata, iaitu nilai mata PV individu ditambah dengan jumlah PV downline yang belum mencapai standard bonus prestasi tertinggi 28%, kemudian dibahagi dengan 13,000 mata untuk mendapat angka bulatnya.

I. Pendedar Elit

Untuk menjadi seorang pendedar Elit yang layak, seseorang pendedar mesti memenuhi salah satu daripada syarat-syarat berikut pada bulan itu:

- Kumpulan individu mencapai standard bonus prestasi tertinggi 28% (13,000 mata atau lebih), atau
- Memiliki satu kumpulan penajaan yang mencapai bonus prestasi tertinggi 28% dan prestasi kumpulan individu mesti mencapai 6,500 mata atau lebih, atau
- Memiliki dua kumpulan penajaan yang mencapai bonus prestasi tertinggi 28%.

II. Pendedar Vice Manager

1. Pendedar Vice Manager

1. Standard Kelayakan

Pendedar itu mesti mencapai standard pendedar Elit untuk 2 bulan berturut-turut dalam tahun fiskal.

2. Standard Layak Semula

Pendedar itu mesti mencapai standard pendedar Elit untuk 2 bulan berturut-turut dalam tahun fiskal seterusnya. (Di antara bulan Januari hingga Disember)

3. Standard Anugerah

- a. Dianugerahkan dalam Perhimpunan Pendedar-pendedar Shuang Hor, dihadiahkan pin VM dan sijil pencapaian VM.
 - b. Melahirkan perasaannya dalam majalah suku tahunan Shuang Hor dan gambar akan diletakkan dalam majalah.
 - c. Dijemput untuk menghadiri Seminar Kepimpinan VM Baru selama 2 hari 1 malam yang dianjurkan oleh Syarikat Shuang Hor.
 - d. Layak menyertai Seminar Luar Negeri VM cemerlang.
- (Perhatian: a, b, c diadkan kepada pendedar yang layak buat kali pertama.)

2. Pendedar Senior Vice Manager

1. Standard Kelayakan

(Sudah layak sebagai VM), pendedar itu mesti menaja 3 kumpulan individu yang mencapai standard bonus prestasi 28% dalam satu bulan.

2. Standard Layak Semula

(Sudah layak sebagai VM), pendedar itu mesti mengekalkan 3 kumpulan yang mencapai standard bonus prestasi 28% dalam sebulan pada 12 bulan tahun fiskal seterusnya. (Di antara bulan Januari hingga Disember)

3. Standard Anugerah

- a. Dianugerahkan dalam Perhimpunan Pendedar-pendedar Shuang Hor, dihadiahkan pin Senior VM dan sijil pencapaian Senior VM.
 - b. Melahirkan perasaannya dalam majalah suku tahunan Shuang Hor dan gambar akan diletakkan dalam majalah.
 - c. Layak menyertai Seminar Luar Negeri VM cemerlang.
- (Perhatian: a, b diadkan kepada pendedar yang layak buat kali pertama.)

3. Penedar Special Vice Manager

1. Standard Kelayakan

(Sudah layak sebagai VM), penedar itu mesti menaja 5 kumpulan individu yang mencapai standard bonus prestasi 28% dalam satu bulan.

2. Standard Layak Semula

(Sudah layak sebagai VM), penedar itu mesti mengekalkan 5 kumpulan yang mencapai standard bonus prestasi 28% dalam sebulan pada 12 bulan tahun fiskal seterusnya. (Di antara bulan Januari hingga Disember)

3. Standard Anugerah

a. Dianugerahkan dalam Perhimpunan Penedar-penedar Shuang Hor, dihadiahkan pin Special VM dan sijil pencapaian Special VM.

b. Melahirkan perasaannya dalam majalah suku tahunan Shuang Hor dan gambar akan diletakkan dalam majalah.

c. Layak menyertai Seminar Luar Negeri VM cemerlang.

(Perhatian: a, b diadkan kepada penedar yang layak buat kali pertama.)

III. Penedar Diamond

1. Penedar Diamond

1. Standard Kelayakan

(Sudah layak sebagai VM), penedar itu mesti menaja 7 kumpulan individu yang mencapai standard bonus prestasi 28% dalam 6 bulan berturut-turut atau sekurang-kurangnya 9 bulan dalam setahun. (Tidak diadkan tahun fiskal)

2. Standard Layak Semula

(Sudah layak sebagai VM), penedar itu mesti mengekalkan 7 kumpulan yang mencapai standard bonus prestasi 28% dalam 3 bulan dan 3 kumpulan yang mencapai standard bonus prestasi 28% dalam 6 bulan pada 12 bulan tahun fiskal seterusnya. (Di antara bulan Januari hingga Disember)

3. Standard Anugerah

a. Dianugerahkan dalam Perhimpunan Penedar-penedar Shuang Hor, dihadiahkan pin Diamond dan sijil pencapaian Diamond.

b. Gambar diletakkan di halaman depan majalah dan laporan temu bual akan diterbitkan dalam majalah suku tahunan Shuang Hor.

c. Nama disenaraikan dalam ruangan Tokoh Kejayaan Kilang Yung Kien Taiwan.

d. Layak menyertai Seminar Luar Negeri VM cemerlang yang dianjurkan oleh Syarikat Shuang Hor di negara-negara jiran.

e. Layak menyertai Seminar Luar Negeri Diamond yang dianjurkan oleh Syarikat Shuang Hor di seluruh dunia.

f. Memenuhi salah satu syarat anugerah kereta untuk penedar Diamond.

g. Layak menikmati bonus tahunan.

h. Layak dijemput oleh Syarikat Shuang Hor untuk menyampaikan ceramah dalam pelbagai majlis dan seminar.

(Perhatian: a, b, c diadkan kepada penedar yang layak buat kali pertama.)

2. Penedar Double Diamond / Triple Diamond / Gold Diamond

1. Standard Kelayakan

(Sudah layak sebagai VM), penedar itu mesti menaja 9, 11 atau 13 kumpulan individu yang mencapai standard bonus prestasi 28% sekurang-kurangnya 6 bulan (tidak perlu berturut-turut) di antara 12 bulan dalam tahun fiskal. (Dikira dari bulan pertama mencapai kelayakan 9, 11 atau 13 Elit)

2. Standard Layak Semula

(Sudah layak sebagai VM), penedar itu mesti mengekalkan 9, 11 atau 13 kumpulan yang mencapai standard bonus prestasi 28% sekurang-kurangnya 6 bulan (tidak perlu berturut-turut) pada 12 bulan tahun fiskal seterusnya. (Di antara bulan Januari hingga Disember)

3. Standard Anugerah

a. Dianugerahkan dalam Majlis Anugerah Diamond Shuang Hor, dihadiahkan pin, sijil pencapaian dan trofi Double Diamond / Triple Diamond / Gold Diamond.

b. Dianugerahkan dalam majalah suku tahunan Shuang Hor.

c. Nama disenaraikan dalam ruangan Tokoh Kejayaan Kilang Yung Kien Taiwan.

d. Layak menyertai Seminar Luar Negeri VM cemerlang yang dianjurkan oleh Syarikat Shuang Hor di negara-negara jiran.

e. Layak menyertai Seminar Luar Negeri Diamond cemerlang yang dianjurkan oleh Syarikat Shuang Hor di seluruh dunia.

f. Layak menikmati bonus tahunan.

g. Layak dijemput oleh Syarikat Shuang Hor untuk menyampaikan ceramah dalam pelbagai majlis dan seminar.

(Perhatian: a, b, c diadkan kepada penedar yang layak buat kali pertama.)

Bab 3 : Cara Memberi Ganjaran

I. Menjejak Alam Kekayaan Shuang Hor • Diamond Dihadiah Kereta

1. Standard Kelayakan

1. Apabila anda sudah layak menjadi seorang Diamond, anda akan dihadiahkan sebuah kereta. Sekiranya kelayakan anda diperolehi dengan menggabungkan talian Elit penajaan antarabangsa, talian Elit antarabangsa ini harus ditolak dari pengiraan. Apabila mencapai syarat-syarat Diamond tempatan, barulah anda layak dihadiahkan kereta, iaitu menaja 7 kumpulan 28% dalam negeri untuk 6 bulan berturut-turut atau 9 bulan tidak berturut-turut dalam 12 bulan. Selepas penyusunan mata, jika lebih daripada 1 talian Elit dihasilkan, hanya 1 talian Elit akan diambil kira.
2. Pengedar-pengedar yang mematuhi undang-undang dalam Peraturan Perniagaan Shuang Hor dan tidak pernah dikenakan hukuman.

2. Cara Penghadiah Kereta

Malaysia:

1. Pengedar yang layak untuk kali pertama dikehendaki membuat permohonan dari tempoh masa 1 bulan sebelum dianugerah hingga jangka masa 3 bulan selepas mencapai anugerah. Permohonan lewat akan dianggap menarik diri.
2. Pengedar yang layak untuk kali kedua atau seterusnya, boleh memohon dengan Syarikat Shuang Hor sama ada hendak membeli kereta atau tidak.
3. Sekiranya kereta yang dibeli berharga lebih daripada RM60,000, anda dikehendaki menanggung baki wang lebih itu. Jika kereta itu berharga kurang daripada RM60,000, Syarikat Shuang Hor akan membayar jumlah wang berdasarkan harga kereta itu.
4. Kereta itu mesti dibeli atas nama pemohon atau pasangan.

Singapura:

1. Pengedar Diamond yang memenuhi syarat "Diamond Dihadiah Kereta", anda boleh memohon wang berjumlah S\$22,500 dengan Syarikat Shuang Hor sama ada hendak membeli kereta atau tidak.
2. Sila membuat permohonan dari tempoh masa 1 bulan sebelum dianugerah sehingga jangka masa 3 bulan selepas mencapai anugerah. Permohonan lewat akan dianggap menarik diri.
3. Sekiranya kereta yang dibeli berharga lebih daripada S\$22,500, anda dikehendaki menanggung baki wang lebih itu. Jika kereta itu berharga kurang daripada S\$22,500, Syarikat Shuang Hor akan membayar jumlah wang berdasarkan harga kereta itu.
4. Kereta itu mesti dibeli atas nama pemohon atau pasangan.

3. Cara Pembayaran

Malaysia:

1. Pada bulan anda mencapai kelayakan penghadiah kereta, syarikat akan membayar wang pendahuluan berjumlah RM18,000 bersama-sama cukai jalan untuk tahun pertama, bayaran pendaftaran dan bayaran insurans kepada anda.
2. Permohonan untuk membeli kereta kedua atau seterusnya, sekiranya hendak membeli kereta, cara pembayaran adalah seperti perkara 1 di atas. Jika pengedar itu enggan membeli kereta, syarikat akan membayar anda RM18,000 sebagai ganjaran pada bulan anda layak dihadiahkan kereta.
3. Baki wang RM42,000 sama ada hendak membeli kereta atau tidak, syarikat akan membayar mulai bulan kedua anda mencapai anugerah dengan mendarabkan ukuran bonus kepimpinan 1 Elit dengan 2.8% setiap bulan selama 2 tahun sehingga jumlah itu habis dibayar. Sekiranya anda tidak dapat terima kesemua RM42,000 dalam 2 tahun, tempoh masa pembayaran ansuran masih ditetapkan dalam masa 2 tahun.

Singapura:

1. Cara pembayaran untuk membeli kereta: Pada bulan anda mencapai anugerah Diamond, Syarikat Shuang Hor akan membayar wang pendahuluan berjumlah S\$6,750 bersama-sama cukai jalan untuk tahun pertama, bayaran pendaftaran dan bayaran insurans kepada anda.
2. Cara pembayaran untuk enggan membeli kereta: Jika anda enggan membeli kereta, syarikat akan membayar S\$6,750 kepada anda mulai bulan anda mencapai anugerah.
3. Baki wang S\$15,750 sama ada hendak membeli kereta atau tidak, syarikat akan membayar mulai bulan kedua anda mencapai anugerah dengan mendarabkan ukuran bonus kepimpinan 1 Elit dengan 2.8% setiap bulan selama 2 tahun sehingga jumlah itu habis dibayar. Sekiranya anda tidak dapat terima kesemua S\$15,750 dalam 2 tahun, tempoh masa pembayaran ansuran masih ditetapkan dalam masa 2 tahun.

4. Standard Layak Semula

1. Mulai anda mencapai kelayakan penghadiah kereta, sekiranya dapat memenuhi "Standard Kelayakan Kereta" 4 tahun kemudian dan masih bertaraf Diamond, anda boleh memohon ganjaran kereta mengikut "Kaedah Penghadiah Kereta."

II. Mencapai Anugerah Diamond Menikmati Bonus Tahunan

1. Matlamat

Sebagai ganjaran terhadap sumbangan pengedar-pengedar Diamond dalam Perniagaan Shuang Hor, syarikat akan mengagihkan bonus tahunan kepada pengedar-pengedar Diamond yang layak.

2. Kelayakan

Pengedar yang dapat memenuhi syarat Diamond baru atau Diamond yang layak semula pada tahun tersebut. Diamond hanya layak menikmati bonus tahunan Diamond jika dipastikan mematuhi Peraturan Perniagaan Shuang Hor dan tidak pernah dikenakan hukuman.

3. Tarikh Pengagihan

Dibayar sekaligus pada akhir bulan Januari tahun kemudian.

4. Standard Pengagihan

1. Pengagihan bonus Diamond adalah berdasarkan kaedah mata.
2. Apabila anda menaja satu kumpulan yang mencapai prestasi 28%, dan diri anda mencapai standard sebagai pengedar Elit, anda akan mendapat 1 mata.
3. Jumlah mata individu pada tahun tersebut adalah penambahan jumlah mata bulanan pada tahun itu.
4. Pengiraan dengan mata termasuk gabungan talian untuk pengiraan bonus, tetapi tidak termasuk talian Elit penajaan antarabangsa.

5. Cara Pengiraan

Jumlah Bonus Tahunan Untuk Pengedar Diamond Pada Tahun Fiskal:

$$\text{Jumlah Peruntukan Bonus Tahunan Syarikat} \times \frac{\text{Jumlah mata individu Diamond pada tahun itu}}{\text{Jumlah mata semua pengedar Diamond yang memenuhi syarat pada tahun itu}}$$

III. Mencapai Kejayaan Membawa Peluang Pelancongan

1. Seminar Luar Negeri Vice Manager Cemerlang

1.1 Kelayakan untuk penyertaan

Pengedar yang layak menyertai "Seminar Luar Negeri Vice Manager Cemerlang" merupakan pengedar Shuang Hor berstatus VM dan ke atas pada tahun lalu, mematuhi Peraturan Perniagaan Shuang Hor dan tidak ditamatkan hak pengedaran kerana menyalahi Peraturan Perniagaan Shuang Hor sebelum menyertai Seminar Luar Negeri.

1.2 Standard kelayakan

- (1) Pengumpulan nilai mata PV untuk Seminar Luar Negeri VM Cemerlang dikira berdasarkan tahun fiskal Syarikat Shuang Hor (1hb Januari sehingga 31hb Disember)
- (2) Standard kelayakan untuk peserta kali pertama adalah 16,000 mata.
Standard kelayakan untuk peserta kali kedua dan seterusnya ialah 21,000 mata.
- (3) Pengedar bertaraf Diamond pada tahun itu tidak dihadkan oleh kedua-dua standard kelayakan tersebut.

1.3 Cara Pengiraan

- (1) Bonus prestasi individu anda dibahagi dengan 4 kemudian didarab dengan 3/4.
- (2) Bonus kepimpinan 1 Elit anda didarab dengan 3/4.
- (3) Bonus kepimpinan antarabangsa 1 Elit anda didarab dengan 3/4.
- (4) Pengumpulan nilai mata PV untuk Seminar Luar Negeri VM Cemerlang = (1) + (2) + (3)

2. Seminar Luar Negeri Diamond

2.1 Kelayakan untuk penyertaan:

Pengedar yang layak menyertai Seminar Luar Negeri Pengedar Diamond merupakan pengedar Shuang Hor yang layak sebagai Diamond pada tahun lalu, mematuhi Peraturan Perniagaan Shuang Hor dan tidak ditamatkan hak pengedaran kerana menyalahi Peraturan Perniagaan Shuang Hor sebelum menyertai Seminar Luar Negeri.

- Semua perbelanjaan untuk kedua-dua seminar luar negeri itu termasuk tiket penerbangan, penginapan, makanan dan sebagainya adalah ditanggung dan diataurkan sepenuhnya oleh Syarikat Shuang Hor. Setiap hak pengedaran hanya dihadkan 2 orang peserta, iaitu nama pemohon dan pasangan dalam borang permohonan. Pengedar-pengedar yang memenuhi syarat-syarat tersebut tetapi tidak dapat menyertai adalah dianggap menarik diri.

Bab 4 : Penajaan Antarabangsa

1. Apakah Penajaan Antarabangsa

Semua pengedar Shuang Hor dikehendaki mematuhi undang-undang penajaan antarabangsa untuk memperkembangkan Perniagaan Shuang Hor di negara-negara yang telah ditubuhkan syarikat oleh Kumpulan Shuang Hor serta menikmati kebaikan penajaan antarabangsa, ini dinamakan “penajaan antarabangsa.”

Namun sistem penajaan antarabangsa ini tidak sesuai digunakan sebagai aktiviti penajaan di antara Malaysia, Singapura dan Indonesia. Dengan lain kata, Malaysia, Singapura dan Indonesia dianggap sebagai pasaran tunggal. Penajaan yang dijalankan di antara pengedar-pengedar Malaysia, Singapura dan Indonesia tidak dianggap sebagai penajaan antarabangsa.

Penaja Antarabangsa

Andaikan Kumpulan Shuang Hor telah mendirikan syarikat seberang laut di negara yang ditaja, secara kebetulannya anda mempunyai seorang kawan B di negara yang ditaja. Apabila anda memperkenalkan kawan B untuk menjadi pengedar Syarikat Shuang Hor di situ, anda dipanggil “penaja antarabangsa”, seperti Q dalam gambarajah.

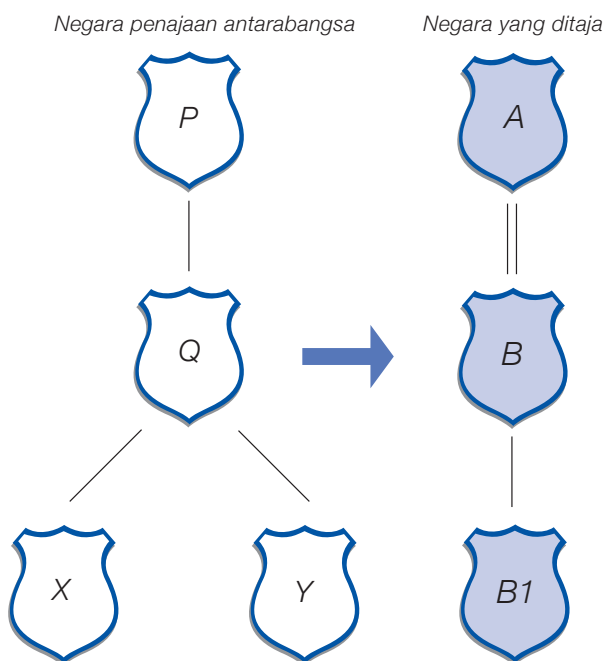
Wakil Penaja

Apabila anda ingin memperkenalkan kawan B di negara ditaja untuk menjadi pengedar Shuang Hor di negara itu, anda harus minta Syarikat Shuang Hor di situ memperkenalkan kepada anda atau anda mencari sendiri seorang pengedar tempatan A untuk menaja dan membimbing kawan B anda. Pengedar A ini dinamakan “wakil penaja.”

Pengedar Antarabangsa (Orang Yang Ditaja)

Kawan B di negara yang ditaja telah menyertai Perniagaan Shuang Hor di situ mengikut prosedur penajaan antarabangsa, dia dipanggil “pengedar antarabangsa.”

Carta Penajaan Antarabangsa



Simbol	Lambang
	Penajaan langsung
	Wakil penaja
→	Penaja antarabangsa
P	Penaja upline bagi Q
Q	Penaja antarabangsa
X, Y	Pengedar dalam negara yang ditaja oleh Q
A	Wakil penaja
B	Pengedar Antarabangsa
B1	Pengedar dalam negara yang ditaja oleh B

2. Prosedur Penajaan Antarabangsa

Sekiranya anda sudah mempunyai sasaran penajaan di negara seberang laut yang didirikan syarikat oleh Kumpulan Shuang Hor, maka penajaan boleh dijalankan mengikut prosedur penajaan antarabangsa yang ditetapkan oleh Syarikat Shuang Hor.

Prosedur Penajaan Antarabangsa



3. Hak Penajaan Antarabangsa

Untuk menjamin hak pengedar dalam penajaan antarabangsa dan bersesuaian dengan perkembangan keseluruhan Kumpulan Shuang Hor di peringkat antarabangsa, pelbagai jenis hak dan ganjaran yang dihasilkan melalui sistem penajaan antarabangsa akan dikendalikan dengan penangguhan 1 bulan. Dengan lain kata, bonus antarabangsa atau bilangan talian Elit antarabangsa yang dihasilkan oleh negara yang ditaja pada bulan itu (misalnya prestasi Januari) hanya boleh diambil kira dalam negara penajaan antarabangsa pada bulan seterusnya (prestasi Februari).

Semua contoh-contoh berikut mengandaikan $1PV = 1BV$, dengan kadar pertukaran 1:1 untuk memudahkan pengiraan anda. Standard bonus prestasi tertinggi bagi negara penajaan antarabangsa dan negara yang ditaja ialah 28%. “Jadual Standard Bonus Prestasi” ditunjukkan untuk rujukan anda.

Jadual Standard Bonus Prestasi

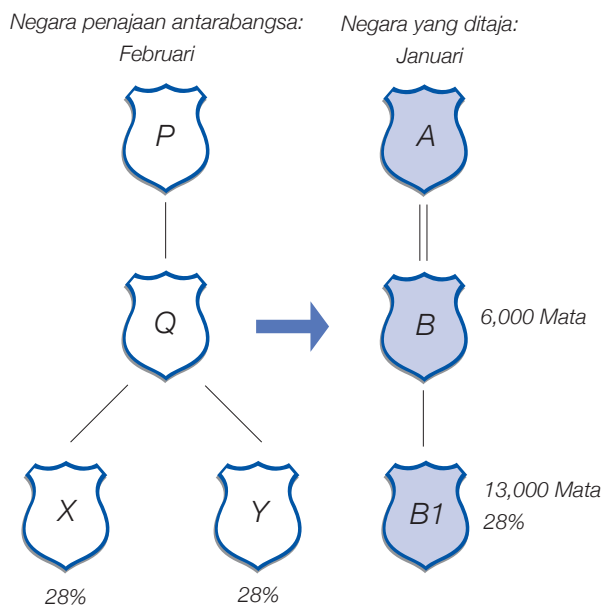
PV Bulanan	% Standard Bonus Prestasi (%)
400 ~ 799	4
800 ~ 1,599	8
1,600 ~ 3,199	12
3,200 ~ 5,199	16
5,200 ~ 8,799	20
8,800 ~ 12,999	24
13,000 dan ke atas	28

I) Hak Penaja Antarabangsa

1. Standard Penentuan Anugerah

Penentuan kelayakan penaja antarabangsa harus mengambilkira talian yang mencapai standard pengedar Elit dalam penajaan antarabangsa, seperti contoh 1:

(Contoh 1)



Dalam contoh 1, pengedar antarabangsa B hanya mencapai PV 6,000 mata pada bulan Januari, tetapi pengedar downline B dalam negara iaitu B1 telah mencapai standard pengedar Elit, jadi B boleh dianggap sebagai satu talian Elit antarabangsa dan perlu diambilkira untuk menentukan kelayakan Q dalam negara. Pada bulan Februari, Q sudah layak menjadi seorang pengedar Senior VM.

2. Standard Penentuan Ganjaran

2.1 PV untuk Seminar Luar Negeri Vice Manager Cemerlang

Mendarabkan "bonus kepimpinan 1 Elit antarabangsa" dengan 3/4 untuk pengiraan PV.

2.2 Kelayakan Seminar Luar Negeri Diamond

Menggabungkan talian bertaraf pengedar Elit dalam penajaan antarabangsa untuk pengiraan kelayakan.

2.3 Penghaddiahan Kereta Untuk Diamond

Bilangan talian yang mencapai standard pengedar Elit disebabkan penajaan antarabangsa tidak akan diambil kira.

2.4 Bonus Tahunan Diamond

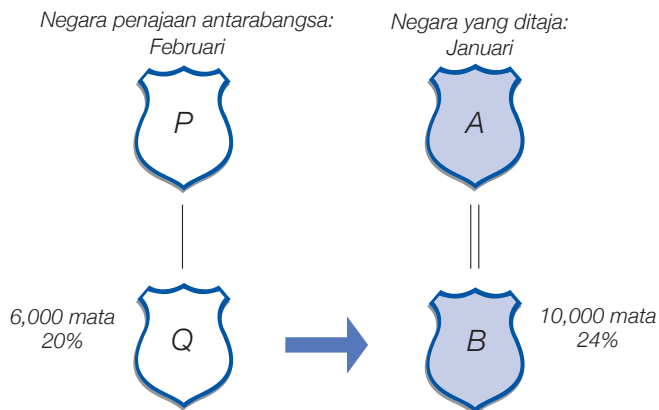
Talian Elit antarabangsa tidak akan dimasukkan dalam pengiraan.

3. Standard Pengiraan Bonus

3.1 Bonus Prestasi

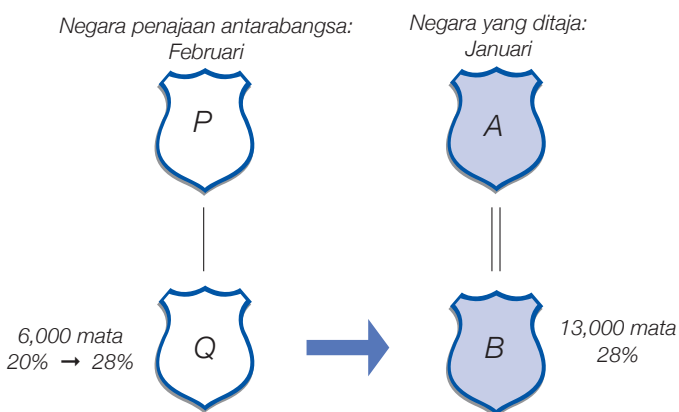
Nilai mata PV yang dihasilkan oleh pengedar antarabangsa dalam negara yang ditaja itu tidak boleh dimasukkan dalam pengiraan kumpulan individu penaja antarabangsa seperti contoh 2. Apabila talian penajaan antarabangsa mencapai standard pengedar Elit, maka bonus boleh dikira berdasarkan standard bonus prestasi tertinggi seperti contoh 3.

(Contoh 2)



Dalam contoh 2, penaja antarabangsa Q tidak boleh menambahkan PV individu menjadi 16,000 mata (6,000 + 10,000) kemudian dikira dengan standard bonus prestasi tertinggi sebanyak 28%. Q hanya boleh mengira bonus berdasarkan 20% bagi 6,000 mata di situ.

(Contoh 3)

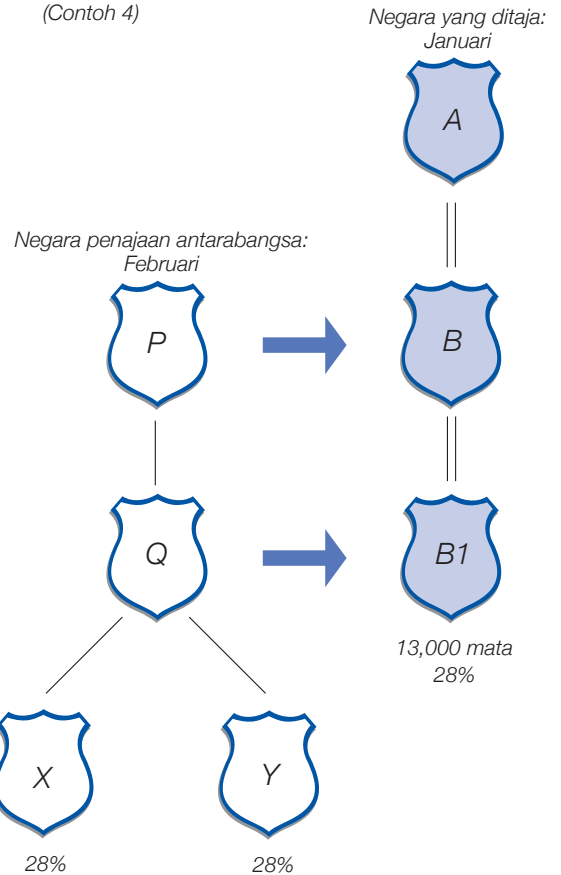


Dalam contoh 3, pengedar antarabangsa B telah mencapai standard pengedar Elit. Q boleh mengirakan bonus berdasarkan standard bonus prestasi tertinggi 28%.

3.2 Bonus Kepimpinan

Pengiraan pelbagai jenis bonus kepimpinan dalam negara bagi penaja antarabangsa harus menggabungkan talian penajaan antarabangsa yang sudah mencapai standard pengedar Elit, ia harus dikira berdasarkan taraf tertinggi yang dicapai, seperti contoh 4.

(Contoh 4)



Dalam contoh 4, penaja antarabangsa Q telah menaja 2 talian downline X dan Y dalam negara yang berjaya mencapai standard pengedar Elit. Manakala pengedar antarabangsa B1 mencapai standard pengedar Elit pada bulan Januari. Jadi Q layak menjadi seorang pengedar Senior VM pada bulan Februari serta memenuhi standard penerimaan bonus kepimpinan 3 Elit.

Talian penajaan antarabangsa B bagi penaja antarabangsa P tidak mencapai prestasi pada bulan Januari. Walaupun downline B iaitu B1 telah mencapai standard pengedar Elit, tetapi B1 merupakan pengedar antarabangsa yang ditaja oleh orang lain, jadi P tidak boleh membawa talian B balik ke negara penajaan untuk dikira pada bulan kedua, melainkan pengumpulan nilai mata PV untuk B dalam negara dapat mencapai 6,500 mata atau B berjaya menaja satu lagi rangkaian downline dalam negara yang mencapai standard pengedar Elit, barulah B boleh dianggap sebagai satu talian Elit antarabangsa.

4. Standard Pengiraan Dan Penerimaan

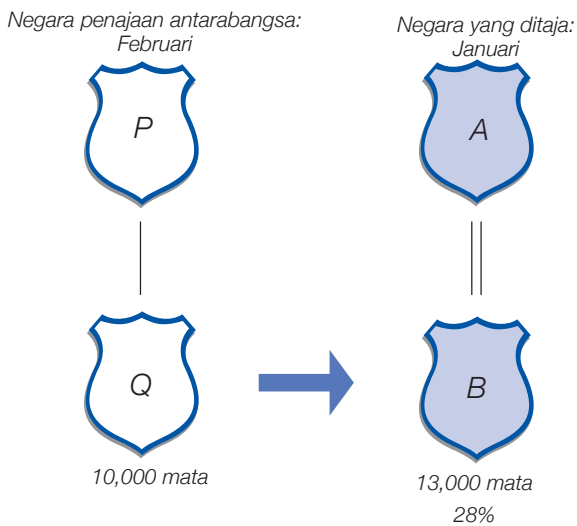
Bonus Kepimpinan Antarabangsa

4.1 Bonus Kepimpinan Antarabangsa 1 Elit

Standard Penerimaan : Apabila talian penajaan antarabangsa anda mencapai standard pengedar Elit, anda juga memenuhi salah satu syarat berikut:

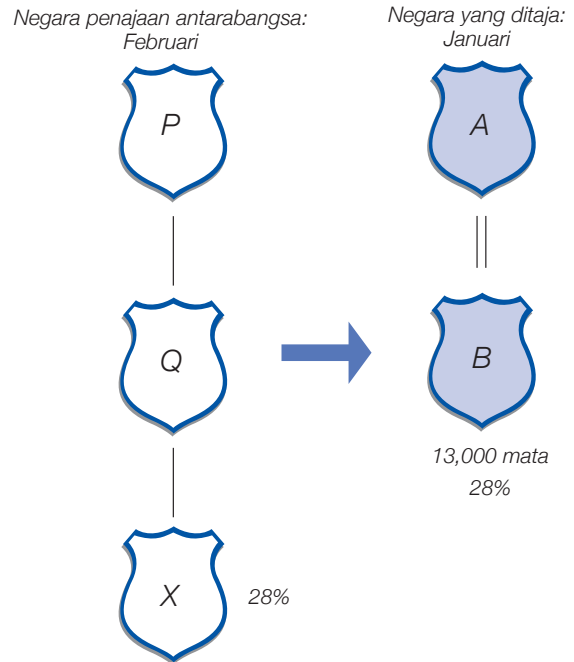
1. Nilai mata PV kumpulan individu di negara sendiri mesti mencapai 6,500 mata atau lebih seperti contoh 5, atau
2. Menaja 1 atau lebih talian downline yang mencapai standard pengedar Elit dalam negara sendiri seperti contoh 6, atau
3. Satu talian penajaan antarabangsa yang lain juga mencapai standard pengedar Elit, iaitu menaja 2 talian penajaan antarabangsa yang mencapai standard pengedar Elit seperti contoh 7.

(Contoh 5)



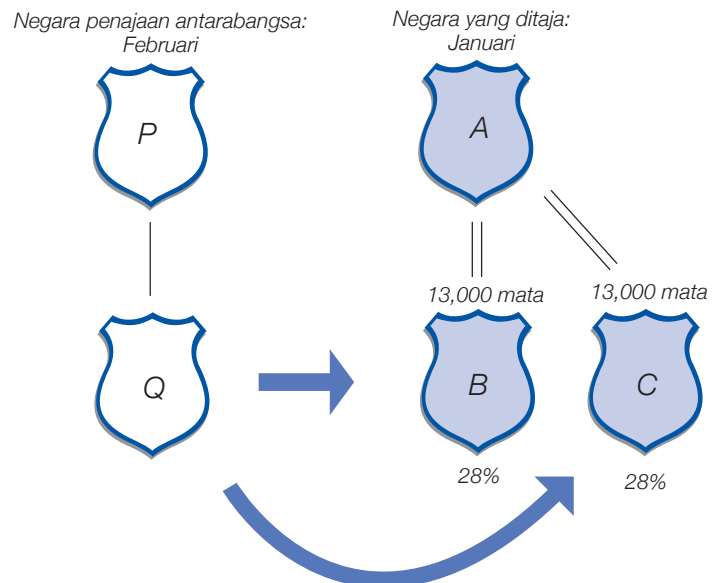
Dalam contoh 5, pengedar antarabangsa B sudah mencapai standard pengedar Elit, manakala nilai mata PV bagi Q dalam negara telah melebihi 6,500 mata, jadi dia layak menerima 1/2 jaminan pendapatan terendah untuk bonus kepimpinan antarabangsa 1 Elit.

(Contoh 6)



Dalam contoh 6, pengedar antarabangsa B dan downline dalam negara bagi Q iaitu X sudah mencapai standard pengedar Elit, jadi Q layak menerima 1/2 jaminan pendapatan terendah untuk bonus kepimpinan antarabangsa 1 Elit.

(Contoh 7)

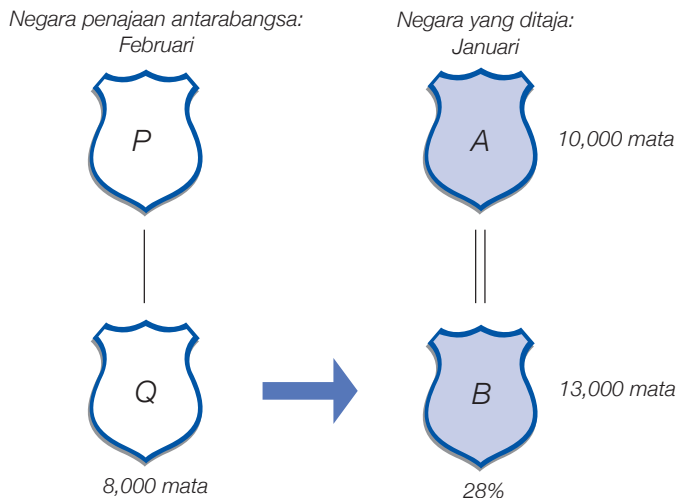


Dalam contoh 7, pengedar-pengedar antarabangsa B dan C masing-masing mencapai standard pengedar Elit, jadi Q juga layak menerima 1/2 jaminan pendapatan terendah untuk bonus kepimpinan antarabangsa 1 Elit.

Cara Pengiraan:

Dikira berdasarkan 1/2 daripada jaminan pendapatan terendah bonus kepimpinan 1 Elit dalam negara yang ditaja didarab dengan kadar pertukaran, bakinya akan diterima oleh upline pengedar antarabangsa yang layak, seperti contoh 8.

(Contoh 8)



Dalam contoh 8, andaikan jaminan pendapatan terendah untuk bonus kepimpinan 1 Elit dalam negara yang ditaja ialah $13,000 \times 1BV \times 6.7\%$, maka bonus kepimpinan antarabangsa 1 Elit bagi Q ialah: $(13,000 \times 1BV \times 6.7\%) \times 1/2 \times \text{kadar pertukaran}$.

4.2 Bonus Kepimpinan Antarabangsa 3 Elit Dan Ke Atas

Standard Penerimaan: Apabila talian penajaan antarabangsa anda mencapai standard prestasi 3 Elit dan ke atas, pada masa yang sama pencapaian prestasi anda di negara sendiri (termasuk talian penajaan antarabangsa) sudah mencapai kelayakan 3 Elit dan ke atas.

Cara Pengiraan

1. Dikira bermula dari generasi kedua downline yang mencapai standard pengedar Elit dalam penajaan antarabangsa sehingga downline pengedar Elit generasi pertama bagi downline pertama yang layak menerima bonus kepimpinan 3 ~13 Elit. 30% daripada bonus kepimpinan 3 Elit dan ke atas yang diperolehi daripada rangkaian jualan langsung penajaan antarabangsa akan dijadikan bonus kepimpinan antarabangsa 3 Elit dan ke atas, seperti contoh 9.
2. Apabila downline bagi pengedar antarabangsa juga merupakan seorang pengedar antarabangsa bagi negara penajaan antarabangsa yang lain pada masa yang sama, maka skop pengiraan bonus kepimpinan antarabangsa tidak boleh merangkumi prestasi rangkaian downline pengedar antarabangsa itu dengan syarat jaminan pendapatan terendah dipertimbangkan sebelum pemisahan. Cara pengiraannya adalah sama seperti pengiraan bonus kepimpinan 3 Elit atau ke atas dalam negara.

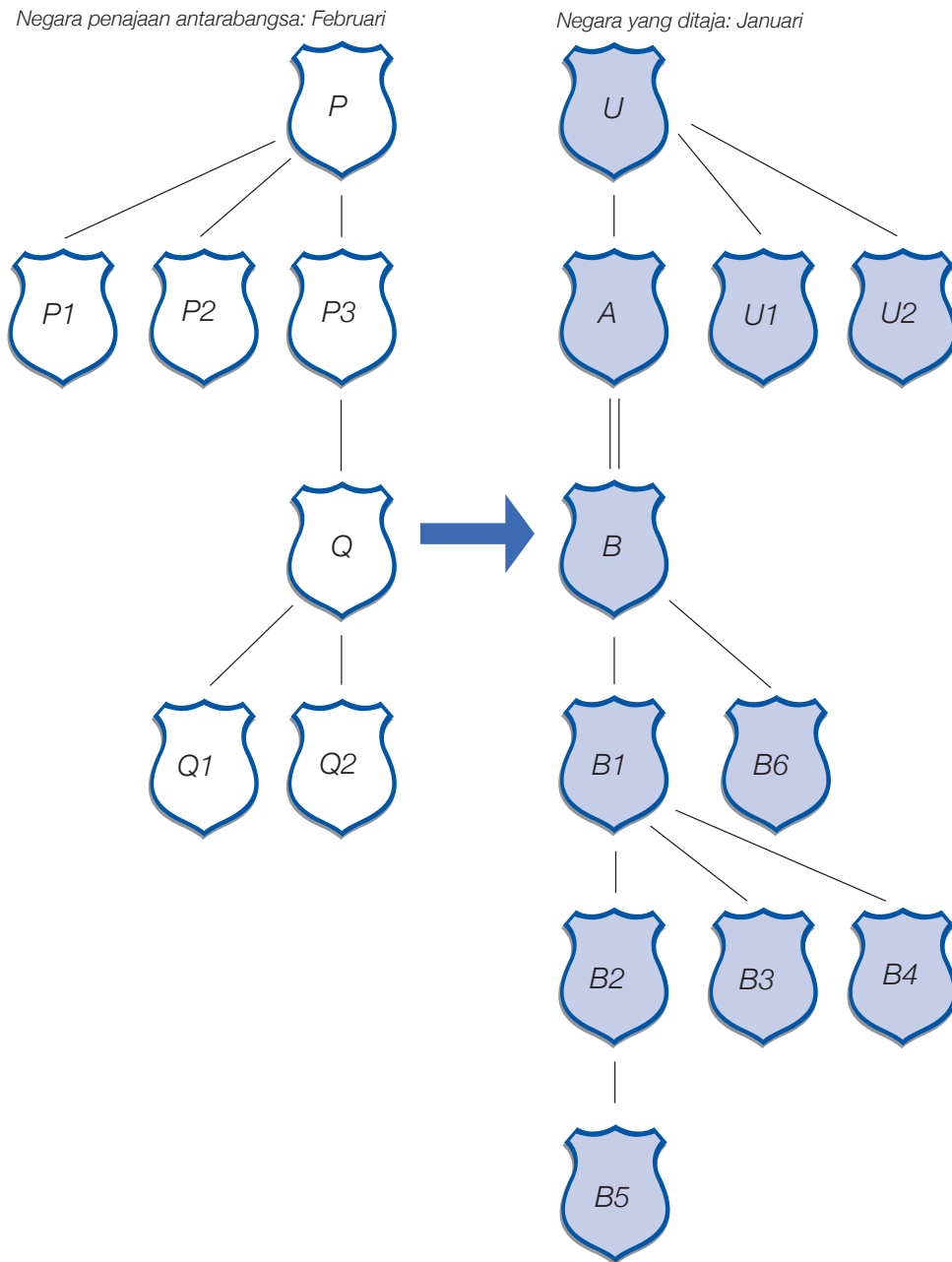
Untuk memudahkan pengiraan anda, semua contoh berikut mengandaikan setiap PV bagi negara penajaan antarabangsa dan negara yang ditaja ialah 13,000 mata, peratusan bonus kepimpinan adalah sama.

Standard peratusan pelbagai jenis bonus kepimpinan telah ditunjukkan untuk memudahkan rujukan anda:

Jadual Standard Bonus Kepimpinan

Jenis Bonus	Standard % Bonus Kepimpinan (%)
Bonus Kepimpinan 1 Elit	6.7
Bonus Kepimpinan 3 Elit	4.0
Bonus Kepimpinan 5 Elit	2.7
Bonus Kepimpinan 7 Elit	1.3
Bonus Kepimpinan 9 Elit	0.7
Bonus Kepimpinan 11 Elit	0.7
Bonus Kepimpinan 13 Elit	0.7

(Contoh 9)



Dalam contoh 9, penaja antarabangsa Q memiliki 2 talian Elit dalam negara, tambahan lagi dengan talian penajaan antarabangsanya B, maka sudah memenuhi standard penerimaan bonus kepimpinan antarabangsa 3 Elit. Cara pengiraan adalah seperti berikut:

Pengedar	Bonus Kepimpinan Antarabangsa
Q	Bonus Kepimpinan 1 Elit = $13,000 (B) \times 1BV \times 6.7\% \times 1/2 \times \text{kadar pertukaran}$ Bonus Kepimpinan 3 Elit = $[13,000 \times 5 (B1, B2, B3, B4, B6) \times 1BV \times 4\%] \times 30\% \times \text{kadar pertukaran}$

Bonus kepimpinan antarabangsa 3 Elit yang diterima oleh pengedar Q akan ditolak dari bonus upline U yang layak menerima bonus kepimpinan 3 Elit.

II) Hak Wakil Penaja

1. Standard Penentuan Anugerah

Boleh mengambilkira talian pengedar antarabangsa yang mencapai standard pengedar Elit sebagai standard penilaian kelayakan dan penentuan anugerah.

2. Standard Penentuan Ganjaran

Boleh mengambilkira nilai mata PV yang dihasilkan oleh pengedar antarabangsa itu sebagai standard penentuan pelbagai jenis ganjaran.

3. Standard Pengiraan Bonus

3.1 Bonus Prestasi

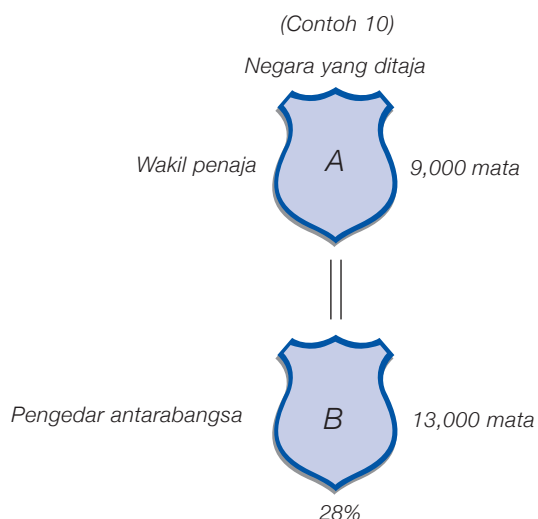
Boleh mendapat bahagian perbezaan bonus prestasi pengedar antarabangsa itu sehingga pengedar itu mencapai standard bonus prestasi tertinggi.

3.2 Bonus Kepimpinan 1 Elit

Sekiranya wakil penaja mencapai standard pengedar Elit serta membimbing pengedar antarabangsa itu mencapai standard pengedar Elit, maka boleh mendapat baki bonus kepimpinan selepas menolak bonus kepimpinan antarabangsa 1 Elit seperti contoh 10.

3.3 Bonus Kepimpinan 3 Elit Dan Ke Atas

Boleh mengambilkira nilai mata PV penajaan antarabangsa itu yang mencapai standard pengedar Elit untuk pengiraan pelbagai bonus kepimpinan. Mereka yang layak terima bonus kepimpinan bahagian itu harus menolak 30% daripadanya untuk dijadikan bonus kepimpinan antarabangsa 3 Elit dan ke atas.



Dalam contoh 10, pengedar antarabangsa B dan wakil penajanya A telah mencapai standard pengedar Elit. Jadi A boleh mendapat baki bonus selepas tolak bonus kepimpinan antarabangsa 1 Elit.

Cara-cara Memesan Stok & Maklumat tentang Pemulangan Stok

Semua pengedar Shuang Hor boleh memesan melalui online, memesan stok terus dengan Syarikat atau pusat-pusat pembekalan produk.

Bab 1: Cara Memesan Stok Melalui Online di Malaysia, Singapura

1) *Pemesanan Stok Melalui Online (Isnin hingga Ahad): 5.00am ~ 11:00pm*

Laman web: www.shuanghor.com.my ● www.shuanghor.com.sg

- a) *Pengedar boleh memesan stok melalui online dan boleh juga membantu downline dalam kumpulan pengedar untuk memesan stok.*
- b) *Pengedar boleh membantu downline dari negara hak pengedaran termasuk Malaysia, Singapura dan Indonesia untuk memesan stok melalui online, cuma borang pemesanan negara hak pengedaran mesti diasingkan dan setiap borang pemesanan mesti lengkap transaksi kewangannya barulah dapat diteruskan pemesanan stok untuk negara hak pengedaran yang lain pula.*
- c) *Harga stok adalah mengikut senarai harga negara hak pengedaran dan mesti dibayar mengikut nilai mata wang negara tersebut. Tukaran mata wang asing hendaklah mengikut kadar yang ditetapkan oleh bank pengeluar kad kredit pembayar.*
- d) *Cara Pembayaran: Dihadkan kepada Kad Kredit Peribadi Pengedar (Visa / Master)*
- e) *Jika hari urusan terakhir bulanan di Malaysia, Singapura dan Indonesia jatuh pada hari kelepasan am atau hari Ahad, maka semua rekod transaksi pemesanan stok melalui online pada tarikh tersebut akan dianjak ke hari pertama bulan yang berikutnya secara automatik, dan nilai mata PV akan dimasukkan ke bulan yang berikutnya.*
- f) *Waktu penggalan tarikh urusan terakhir bulanan Pemesanan Stok Melalui Online ialah 12:00 tengah hari.*
- g) *Maklumat Penghantaran Stok:*
 - i) *Pilih Perkhidmatan Kurier*
 - *Malaysia: Tempahan yang telah siap dibayar sebelum 12:30pm akan diuruskan pada hari kerja yang sama. Tempahan yang dibayar selepas 12:30pm akan diuruskan pada hari kerja pertama yang berikutnya.*
 - *Singapura: Tempahan yang telah siap dibayar sebelum 12:30pm akan diuruskan pada hari kerja yang sama. Tempahan yang dibayar selepas 12:30pm akan diuruskan pada hari kerja pertama yang berikutnya.*
 - ii) *Pilih Pengambilan stok di kaunter*
 - *Tidak terikat dengan sekatan waktu di atas, malah boleh mengambil stok pada jam 12:00 tengah hari pada hari yang berikutnya.*
- h) *Bayaran pengangkutan Pemesanan Stok Melalui Online, sila rujuk carta "jumlah yang ditetapkan untuk pengangkutan percuma" untuk Pemesanan Stok Segera dan Pemesan Stok Melalui Pemindahan Telegrafik di negara itu. Tetapi Pemesanan Stok Melalui Online yang dibuat pada waktu yang berbeza pada hari yang sama tidak boleh digabungkan untuk pengangkutan percuma.*

Bab 2: Cara-cara Lain Yang Memesan Stok di Malaysia

Pusat Pembekalan Produk Kuala Lumpur

No. 54, Jalan Tago 2, Taman Perindustrian Tago,
Sri Damansara, 52200 Kuala Lumpur, Malaysia.
Tel: +60-3-6275 8818 WhatsApp: +60-12-463 6641

Pusat Pembekalan Produk Kota Kinabalu

Lot B-G-7, B-G-8, B-G-9, & B-G-10, Ground Floor,
Plaza Impian Inanam, Lorong Plaza Impian Inanam,
88400 Kota Kinabalu, Sabah, Malaysia.
Tel: +60-88 396 011
WhatsApp: +60-12 463 6692

Pusat Pembekalan Produk Pulau Pinang

No. 148, Tingkat 3, Jalan Hutton,
10050 Pulau Pinang, Malaysia.
Tel: +60-4-226 4848 WhatsApp: +60-12-463 6625

Pusat Pembekalan Produk Kuching

Sublot 11, Royal Bay Commercial Centre,
Jalan Buruh, 93450 Kuching,
Sarawak, Malaysia.
Tel: +60-82 552 470
WhatsApp: +60-12 463 6001

Pusat Pembekalan Produk Johor Bahru

No. 19-25, Jalan Utama 43, Taman Mutiara Rini,
81300 Skudai, Johor, Malaysia.
Tel: +60-7-554 7668 WhatsApp: +60-12-463 6642

Pusat Servis Miri

Lot 2122, 1st Floor, Block 4, MCLD Jalan Krokop Utama,
Krokop 98000 Miri, Sarawak, Malaysia.
Tel: +601-6-851 9765 / +60-12-8771016

Cara-cara Memesan Stok

1) Pemesanan Stok Segera (Isnin hingga Jumaat dan hari tambahan urusan Sabtu yang terakhir dalam sebulan):

8:30am ~ 4:30pm.

Pengedar boleh memesan dan mengambil stok di kaunter Pusat Pembekalan Produk Kuala Lumpur, Johor Bahru, Pulau Pinang, Kota Kinabalu atau Kuching dengan wang tunai, kad kredit (Master / Visa) atau kad debit.

2) Pemesanan Stok Melalui Pemindahan Telegrafik: Isnin hingga Jumaat. Pengedar boleh mendail talian atau whatsapp 010-468 0436 untuk memesan stok. Pengedar-pengedar boleh membayar dengan cara-cara berikut:

Cara Pembayaran Untuk Memesan Stok

I) Membayar melalui bank (bayaran prosedur akan dibiayai oleh pihak syarikat):

Ruang penerima sila tuliskan: **Shuang Hor Enterprise (M) Sdn. Bhd.**

● Public Bank Berhad: Nombor akaun 3-9990647-36

Sila tuliskan nombor pengedaran anda di ruang rujukan slip pembayaran.

● Maybank: Nombor akaun 5-14011-53677-6

Selepas pembayaran dibuat, sila dail 010-468 0436 untuk memaklumkan "Masa Transaksi" di atas slip pembayaran.

II) Bank Internet (Pembayaran):

● Public Bank Berhad (bayaran prosedur akan dibiayai oleh pihak syarikat).

Bank Internet www.pbepbank.com.my (membayar melalui "Bill Payment")

- Klik "Payment / Recharge" – pilih "Bill Payment" – pilih penerima (Shuang Hor Enterprise (M) Sdn. Bhd.) – sila masukkan nombor pengedaran anda di ruang "Distributor file No."

● Maybank Berhad (bayaran prosedur: setiap urusan dikenakan bayaran RM0.50).

Bank Internet www.maybank2u.com.my (membayar melalui "Bill Payment")

- Klik "Bill Payment" – view all payees by category – Direct Selling - pilih (Shuang Hor Enterprise (M) Sdn. Bhd.) – sila masukkan nombor pengedaran anda di ruang "Bill account No."

III) Bayaran dengan kad kredit bukan di kaunter pengeluaran stok:

a) 9:00am ~ 11:00am: Tempahan stok akan diuruskan pada hari yang sama selepas pembayaran berjaya.

b) Selepas pukul 11:00am: Tempahan stok akan diuruskan pada hari urusan seterusnya.

- Bayaran dengan kad kredit bukan di kaunter pengeluaran stok buat kali pertama, sila lengkapkan "Borang Permohonan Penggunaan Kad Kredit Pengedar", kemudian faks atau menghantar salinan kad pengenalan, muka depan dan belakang kad kredit ke Syarikat Shuang Hor untuk menguruskan prosedur pembayaran dengan kad kredit. Cara pembayaran ini hanya berkesan selepas fail dibentuk oleh pihak syarikat.
- Apabila penggunaan dibenarkan, setiap pemesanan stok hanya perlu melengkapkan "Borang Tempahan Pengedar Pembayaran Dengan Kad Kredit" dan "Borang Tempahan". Sila whatsapp 010-468 0436, kemudian menghubungi 010-468 0436 sebelum pukul 11:00am untuk memastikan pihak syarikat telah menerima faks tempahan stok anda.

Bayaran Pengangkutan

Dearah	Stok yang ditempah kurang daripada	Bayaran Pengangkutan
Semenanjung Malaysia	RM500	RM10
Malaysia Timur	RM500	RM10

* Dalam satu bayaran.

Perkara yang perlu diberi perhatian ketika menerima stok:

- 1) Setelah menerima butiran dan bayaran pesanan stok, Syarikat akan memastikan transaksi tersebut telah dimuktamadkan dan menghubungi syarikat kurier untuk menyerahkan stok yang dipesan pada hari itu juga. Lazimnya, syarikat kurier akan menyerahkan stok pesanan dalam tempoh 3~5 hari kerja di alamat yang ditetapkan bermula dari tarikh penerimaan stok. Stok ditempah pada tarikh urusan terakhir bulanan dan Sabtu terakhir bulan diserahkan kepada syarikat kurier pada hari kerja berikutnya.
- 2) Semasa menerima stok, sila pastikan perkara-perkara yang berikut:
 - (a) pembungkusan tiada cacat cela.
 - (b) stok yang diterima betul dan jumlahnya tepat.
 - (c) Nombor Sales Invoice dan Nama yang tertera di atasnya tepat dan betul.Jika berlaku sebarang keadaan yang sebaliknya, sila hubungi Shuang Hor di talian +60-3-2389 2973 dalam tempoh 3 hari dari tarikh penerimaan stok untuk memohon penggantian stok; jika aduan diterima selepas tempoh tersebut, Syarikat menganggap pemesan mengakui menerima stok dengan baik.
- 3) Jika anda masih belum menerima stok yang dipesan setelah berjaya membuat transaksi pesanan stok pada hari ketiga, atau anda ingin mengetahui cara membuat pesanan stok dan pembayaran, sila hubungi talian +60-3-2389 2973 untuk pertanyaan.

Bab 3: Cara-cara Lain Yang Memesan Stok di Singapura

Shuang Hor (Singapore) Pte Ltd

66 Kallang Pudding Road, #05-02, Hor Kew Business Centre, Singapore 349324.

Tel: +65-6846 9288

Cara-cara Memesan Stok

- 1) **Pemesanan Stok Segera** (Isnin hingga Jumaat dan hari tambahan urus niaga Sabtu yang terakhir dalam sebulan): 9:00am ~ 6:00pm
Pegedat boleh menempah dan mengambil stok di kaunter Syarikat Shuang Hor dengan wang tunai, Nets Card atau kad kredit (Master/ Visa).
- 2) **Pemesanan Stok Melalui Pemindahan Telegrafik**: Isnin hingga Jumaat dan hari tambahan urusniaga Sabtu yang terakhir dalam sebulan: 9:00am ~ 6:00pm.

Cara Pembayaran Untuk Memesan Stok

Pegedat boleh mendail talian percuma 1-800-846 8107 untuk menempah stok, kemudian memasukkan wang ke akaun berikut (bayaran prosedur akan dibiayai oleh pihak syarikat). Ruang penerima sila tuliskan: **Shuang Hor (Singapore) Pte Ltd**

- **OCBC Bank: Nombor akaun 501-575500-001**

Bayaran Pengangkutan

- Sekiranya alamat penghantaran stok berada di Singapura dan jumlah stok yang ditempah kurang daripada S\$200.00, pegedat dikehendaki membayar S\$10.00 lebih sebagai bayaran pengangkutan.
- * Dalam satu bayaran.

Perkara yang perlu diberi perhatian ketika menerima stok:

- 1) Setelah menerima butiran dan bayaran pesanan stok, Syarikat akan memastikan transaksi telah dimuktamadkan dan menghubungi syarikat kurier untuk menyerahkan stok pada hari itu. Lazimnya, syarikat kurier akan menyerahkan stok dalam tempoh 1-2 hari kerja di alamat yang ditetapkan bermula dari tarikh penerimaan stok.
- 2) Semasa menerima stok, sila pastikan perkara-perkara yang berikut:
 - (a) pembungkusan tiada cacat cela.
 - (b) stok yang diterima betul dan jumlahnya tepat.
 - (c) Nombor Sales Invoice dan Nama yang tertera di atasnya tepat dan betul.Jika berlaku sebarang keadaan yang sebaliknya, sila hubungi Pusat Perkhidmatan Pelanggan Shuang Hor di talian 1-800-846 8107 dalam tempoh 3 hari dari tarikh penerimaan stok untuk memohon penggantian stok; jika aduan diterima selepas tempoh tersebut, Syarikat menganggap pemesan mengakui menerima stok dengan baik.
- 3) Jika anda masih belum menerima stok yang dipesan setelah berjaya membuat transaksi pesanan stok pada hari ketiga, atau anda ingin mengetahui cara membuat pesanan stok dan pembayaran, sila hubungi talian 1-800-846 8107 untuk pertanyaan.

Bab 4: Maklumat tentang Pemulangan Stok di Malaysia & Singapura

1. Tempoh permohonan untuk pemulangan stok:

Pengedar mesti membuat permohonan dalam tempoh 30 hari bermula dari tarikh penamatan keahliannya.

* Pengedar yang diberhentikan keahliannya kerana melanggar Peraturan Perniagaan Shuang Hor tidak akan diterima permohonan pemulangan stoknya.

2. Skop pemulangan stok:

Baki stok yang dibeli sendiri dan belum dijual lagi. Produk-produk berikut tidak boleh dipulangkan.

- a) Alat bimbingan yang tiada pengiraan nilai mata PV.
- b) Produk-produk yang tidak boleh dijual lagi kerana telah digunakan, tarikh luput keluaran telah tamat atau kualiti produk telah dimusnahkan...dan lain-lain.

3. Kaedah pemulangan stok:

Semua pengedar hanya boleh memulangkan stok di kaunter-kaunter Pusat Pembekalan Produk Shuang Hor. Pemulangan stok melalui pos tidak akan dilayan.

4. Bahan-bahan lampiran:

- a) Borang Permohonan untuk Pengunduran Hak Pengedaran.
- b) "Sales invoice" asal pengedar:
 - Malaysia: Tarikh "sales invoice" tidak boleh melebihi 30 hari dari tarikh penempahan stok
 - Singapura: Tarikh "sales invoice" tidak boleh melebihi 60 hari dari tarikh penempahan stok
- c) Borang permohonan untuk Pemulangan Stok.
- d) Produk yang hendak dipulangkan.

5. Pengiraan harga produk yang dipulangkan:

Pengiraan berdasarkan 100% harga pengedar bagi produk yang hendak dipulangkan.

6. Bayaran servis:

Pihak syarikat akan mengenakan 10% daripada harga produk (harga pengedar) yang dipulangkan sebagai bayaran servis.

7. Cara pengiraan jumlah wang yang dipulangkan:

Jumlah wang yang dipulangkan perlu tolak bayaran servis dan jumlah bonus yang telah dibayar kepada pemohon termasuk :

- a. Bonus Prestasi
- b. Bonus Kepimpinan
- c. Pelbagai bonus ganjaran lain, seperti bonus Diamond, bonus pembelian kereta, belanja untuk seminar luar negeri dan lain-lain lagi. Lebihan bonus yang diterima oleh upline pemohon selepas pemulangan produk juga akan ditolak, seperti:
 - (i) Bonus Prestasi
 - (ii) Bonus Kepimpinan
 - (iii) Pelbagai bonus ganjaran lain, seperti bonus Diamond, bonus pembelian kereta, belanja untuk seminar luar negeri dan lain-lain lagi.

8. Kaedah pemulangan wang:

Baki wang akan dibayar melalui cek kepada pemohon yang layak. (Pembayaran akan dibuat dalam masa 30 hari)

9. Lampiran:

Jika terdapat sebarang perubahan atau penambahan perkara tentang pemulangan stok, pengubahsuaian akan menjadi sah selepas diumumkan dalam suku tahunan majalah Shuang Hor atau dokumen-dokumen sah Shuang Hor Enterprise (M) Sdn. Bhd. dan Shuang Hor (Singapore) Pte Ltd.

Peraturan Perniagaan

Pendahuluan

Peraturan Perniagaan ini berperanan sebagai penghubung di antara Shuang Hor Enterprise (M) Sdn. Bhd. dan Shuang Hor (Singapore) Pte Ltd. dengan pengedar-pengedar. Ia juga sesuai digunakan dalam perhubungan pemasaran sesama pengedar.

Matlamat panduan ini ialah untuk menjamin hak pengedar dalam rancangan jualan langsung serta memupuk keharmonian di antara pengedar-pengedar supaya semua pengedar yang menjual produk dapat menikmati peluang keuntungan yang adil dan saksama, hak juga dapat dijamin dengan sepenuhnya.

Bab 1 : Definisi

1.1 Syarikat Shuang Hor

"Syarikat Shuang Hor" dalam Peraturan Perniagaan ini bermakna Shuang Hor Enterprise (M) Sdn. Bhd. atau Shuang Hor (Singapore) Pte Ltd. Nama ini tidak membawa maksud lain melainkan diberi penerangan khas.

1.2 Pengedar

Selepas ditaja oleh seorang penaja dan permohonan anda diluluskan oleh Syarikat Shuang Hor, anda akan berhak menjual produk-produk Shuang Hor dan menaja orang lain untuk menjadi pengedar downline. Anda juga digelar "Pengedar yang berkuasa terhadap produk Shuang Hor."

1.3 Penaja

Apabila anda ditaja oleh seorang pengedar Shuang Hor untuk menyertai Perniagaan Shuang Hor, maka pengedar itu ialah penaja anda dalam Perniagaan Shuang Hor.

1.4 Orang Yang Ditaja

Apabila anda ditaja oleh seorang pengedar Shuang Hor untuk menyertai Perniagaan Shuang Hor, anda adalah orang yang ditaja oleh penaja itu dalam Perniagaan Shuang Hor.

1.5 Hak Pengedaran

Selepas anda menjadi pengedar Shuang Hor, anda dapat menikmati semua hak dan kebaikan dalam Perniagaan Shuang Hor. Hak pengedaran yang anda miliki dalam Perniagaan Shuang Hor termasuk membeli produk, menjual, menaja, membimbing, menikmati bonus, terima anugerah dan sebagainya.

1.6 Pengedar Upline (Downline)

Apabila anda ditaja oleh seorang penaja untuk menjadi pengedar Shuang Hor, penaja itu ialah pengedar upline anda, manakala anda ialah pengedar downline bagi penaja itu.

1.7 Borang Permohonan Untuk Penukaran Hak Pengedaran

Borang permohonan untuk menukarkan hak pengedaran disebabkan oleh masalah pekerjaan atau perkara-perkara lain.

1.8 Borang Permohonan Untuk Memberhentikan Hak Pengedaran

Borang permohonan di mana seseorang itu sudi memberhentikan semua hak yang dinikmatinya sebagai seorang pengedar Shuang Hor.

1.9 Previu Penyampaian Peluang (OPP)

Menerangkan produk dan sistem Perniagaan Shuang Hor kepada kawan-kawan baru.

1.10 Prinsip Harga Tunggal Untuk Produk

Semasa seseorang pengedar itu menyertai Perniagaan Shuang Hor, dia harus mematuhi prinsip harga tunggal untuk penjualan produk supaya dapat memelihara hak semua pengedar.

Bab 2 : Bagaimana Menjadi Seorang Pengedar

2.1 Permohonan

- 2.1.1 Sesiapa sahaja yang memiliki mana-mana kelayakan berikut, selepas ditaja oleh "pengedar yang berkuasa terhadap produk Shuang Hor" (digelar pengedar), dia boleh memohon "hak pengedaran terhadap produk Shuang Hor" (digelar hak pengedaran) daripada Syarikat Shuang Hor. Pemohon yang cukup 18 tahun atau lebih, dan tidak berada di bawah pengawasan undang-undang barulah boleh menjadi pengedar Shuang Hor. Mereka yang dapat membuktikan dirinya telah berkahwin tidak dikenakan had ini. Seorang individu di Singapura boleh menjadi pengedar Shuang Hor apabila mencapai umur 21 tahun dan tidak hilang kelayakan untuk mengikat perjanjian di bawah sebarang undang-undang yang mengawalinya. Jika pemohon itu berumur antara 18 tahun dan di bawah 21 tahun, surat persetujuan dari penjaga diperlukan.
- 2.1.2 Selain syarat-syarat yang ditetapkan tersebut, pemohon juga tidak berlaku keadaan-keadaan seperti berikut :
- 2.1.2.1 Pernah dibatalkan hak pengedaran kerana melanggar peraturan Perniagaan Shuang Hor.
- 2.1.2.2 Pernah mencemar reputasi Syarikat Shuang Hor.
- 2.1.2.3 Keadaan-keadaan yang dianggap tidak layak memohon hak pengedaran oleh Syarikat Shuang Hor.
- 2.1.3 Orang-orang asing yang ingin membuat permohonan, sila rujuk kepada Bab 8 "Peraturan Untuk Bangsa Asing Yang Menjalankan Perniagaan Shuang Hor".

2.2 Prosedur

Mereka yang ingin memohon sebagai pengedar Shuang Hor harus melengkapkan "borang permohonan pengedar yang berkuasa terhadap produk Shuang Hor" (dipanggil borang permohonan), kemudian menyerah atau mengirimkan borang itu ke Syarikat Shuang Hor.

2.3 Pemberian Kuasa

Syarikat Shuang Hor akan memaklumkan pemohon melalui surat mengenai keputusan permohonan ini. Syarikat Shuang Hor berhak mempertimbangkan permohonan tanpa perlu memberitahu alasan tentang permohonan yang ditolak itu (termasuk permohonan untuk pembaharuan keahlian).

2.4 Sah

Hak pengedaran menjadi sah hanya selepas "kad pengedaran" diserahkan oleh pihak Syarikat Shuang Hor.

2.5 Tempoh Masa Pemberian Kuasa

Bermula dari tarikh pengeluaran "kad pengedaran" sehingga 31hb Disember tahun seterusnya.

2.6 Pembaharuan Keahlian

Apabila permohonan untuk pembaharuan keahlian diluluskan, maka hak pengedaran yang asal itu dapat diteruskan.

- 2.6.1 Pengedar-pengedar yang diberi kuasa oleh syarikat harus membaharui keahlian sebelum penamatan tempoh masa pemberian kuasa, syarikat berhak membuat pertimbangan terhadap pembaharuan keahlian.
- 2.6.2 "Pembaharuan Keahlian Segera" boleh diuruskan di syarikat atau kaunter pusat-pusat pembekalan produk oleh pemohon sendiri. Tempoh masa permohonan bermula dari 1hb Oktober sehingga 31hb Disember pada tahun pemberian kuasa. Manakala tempoh masa permohonan untuk "Pembaharuan Keahlian Melalui Pos" bermula dari 1hb Oktober sehingga 15hb Disember pada tahun pemberian kuasa, (berdasarkan cap pos). Permohonan lewat tidak akan dilayan.
- 2.6.3 Tempoh sah bagi pembaharuan keahlian yang lulus adalah bermula dari 1hb Januari sehingga 31hb Disember pada tahun seterusnya.
- 2.6.4 Mereka yang tidak membaharui keahlian, tempoh hak pengedarannya akan tamat berdasarkan tarikh dalam Perkara 2.5 "Tempoh Masa Pemberian Kuasa".
- 2.6.5 Selepas tempoh sah berakhir, sekiranya pengedar itu ingin memohon hak pengedaran Shuang Hor semula, permohonan hanya boleh dibuat selepas 6 bulan tempoh sah itu berakhir, pemohon juga tidak mempunyai sikap-sikap berikut:
- 2.6.5.1 Tempoh masa 6 bulan yang disebutkan dalam perkara ini bermakna pengedar itu dilarang menjalankan aktiviti-aktiviti berikut dalam tempoh masa itu. Sekiranya pengedar yang ingin memohon penyertaan semula atau dibenarkan menyertai semula selepas tempoh masa itu didapati pernah menjalankan aktiviti-aktiviti berikut, pihak syarikat berhak menolak permohonan itu atau membatalkan hak pengedarannya .
- 2.6.5.2 Dilarang menjual apa-apa produk Shuang Hor dengan menggunakan identiti sebagai pengedar Shuang Hor.
- 2.6.5.3 Dilarang menjalankan aktiviti penajaan dengan menggunakan identiti sebagai pengedar Shuang Hor.
- 2.6.5.4 Dilarang menghadiri apa-apa aktiviti yang dianjurkan oleh Syarikat Shuang Hor atau Sistem dengan menggunakan identiti sebagai pengedar Shuang Hor.
- 2.6.6 Selepas tamat tempoh pemberian kuasa, jika pengedar ingin kembali ke rangkaian asal penaja, dia boleh memohon hak pengedaran Shuang Hor semula. Hak yang diperolehi ialah hak pengedaran baru. Downline yang asalnya tidak boleh dikekalkan dan tidak dihadkan oleh tempoh masa 6 bulan yang disebutkan di depan. Sekiranya penaja asal itu kehilangan hak pengedaran, maka taraf uplinenya akan dipertingkatkan.

- 2.7 Sekiranya pengedar itu membekalkan butir-butir yang tidak tepat dalam borang permohonan atau borang pembaharuan keahlian (termasuk bukan tandatangan pengedar sendiri), Syarikat Shuang Hor berhak menolak permohonan itu.

2.8 Memberhentikan Hak Pengedaran

Pengedar-pengedar dikehendaki memaklumkan syarikat dengan mengepikan maklumat berkenaan yang lengkap sekiranya ingin menamatkan hak pengedarannya dengan rela hati. Mereka yang ingin memulangkan stok boleh membuat permohonan mengikut prosedur pemulangan stok.

2.8.1 Selepas memberhentikan hak pengedaran, pengedar dilarang bersikap seperti berikut:

2.8.1.1 Dilarang menjual apa-apa produk Shuang Hor dengan menggunakan identiti sebagai pengedar Shuang Hor.

2.8.1.2 Dilarang menjalankan aktiviti penajaan dengan menggunakan identiti sebagai pengedar Shuang Hor.

2.8.1.3 Dilarang menghadiri mana-mana aktiviti yang dianjurkan oleh Syarikat Shuang Hor atau Sistem dengan menggunakan identiti sebagai pengedar Shuang Hor.

2.8.2 Jika pengedar itu ingin memohon hak pengedaran semula selepas memberhentikan hak pengedaran, permohonan hanya boleh dibuat selepas 6 bulan tempoh sah itu berakhir. Tempoh masa 6 bulan yang disebutkan bermakna pengedar itu dilarang menjalankan aktiviti-aktiviti seperti Perkara 2.8.1 dalam tempoh masa itu. Sekiranya pengedar yang ingin memohon penyertaan semula atau dibenarkan menyertai semula selepas tempoh masa itu didapati pernah menjalankan aktiviti-aktiviti tersebut, pihak syarikat berhak menolak permohonan itu atau membatalkan hak pengedarannya.

Bab 3 : Hak Pengedar

3.1 Memesan Stok, Menukar Stok dan Memulangkan Stok

Semua pengedar Shuang Hor boleh membuat pesanan stok secara langsung dengan Syarikat atau Pusat Pembekalan Produk. Untuk keterangan lanjut dan perkara-perkara yang perlu diberi perhatian, sila rujuk halaman 21 buku ini di bawah tajuk Cara-cara Memesan Stok dan halaman 24 di bawah tajuk Maklumat tentang Pemulangan Stok.

3.2 Prestasi Penjualan

3.2.1 Produk yang dibeli setiap bulan harus dijual lebih daripada 70% barulah dapat menikmati pelbagai jenis bonus untuk jumlah produk yang dibeli pada bulan itu.

3.2.2 Harus menjual produk Shuang Hor kepada 10 orang pelanggan yang berlainan barulah dapat terima bonus prestasi kumpulan individu.

3.3 Penajaan

Pengedar berhak menaja orang lain untuk menjadi pengedar

3.3.1 Pengedar yang ditaja mesti membeli satu set Starter Kit yang berharga RM26. (\$\$10.50 untuk pengedar Singapura).

3.3.2 Penaja dilarang memaksa orang yang ditaja melakukan perkara-perkara berikut:

3.3.2.1 Membeli atau menyimpan produk atau alat bimbingan perniagaan yang ditetapkan oleh penaja.

3.3.2.2 Membeli tiket masuk untuk seminar atau perhimpunan pengedar-pengedar.

3.3.2.3 Membeli apa-apa maklumat untuk memperkembangkan perniagaan.

3.3.2.4 Minta downline membayar bayaran yang tidak setara dengan kos dengan alasan menganjurkan ceramah, mengadakan majlis, seminar, mencetak bahan-bahan dan sebagainya.

3.3.3 Penaja harus menyatakan peraturan-peraturan dalam Perniagaan Shuang Hor, Akta Jualan Langsung 1993, Peraturan Jualan Langsung 2001 (Skim & Kelakuan) dan peraturan-peraturan yang ditetapkan oleh Pertubuhan Jualan Langsung Malaysia dengan jujur sebelum orang yang ditaja itu menandatangani borang permohonan. Penaja dilarang bersikap pura-pura, menipu, merahsiakan sesuatu dan elakkan perkara-perkara yang boleh menimbulkan salah faham, kemudian barulah minta orang yang ditaja itu menandatangani borang permohonan. (Pengedar Singapura tertakluk kepada Perkara 3.3.4)

3.3.4 Penaja mesti menjelaskan semua peraturan dalam Panduan Perniagaan Shuang Hor dengan jelas dan jujur sebelum orang yang ditaja itu menandatangani borang permohonan. Penaja juga mesti memberitahu Akta 1973 (Larangan) Pemasaran Multi-Peringkat Dan Jualan Piramid, Pindaan Akta 2000 (Larangan) Pemasaran Multi-Peringkat Dan Jualan Piramid, Peraturan 2000 tentang Pemasaran Multi-Peringkat Dan Jualan Piramid (sistem pemasaran dan rancangan) dan perkara penting yang ditetapkan dalam Peraturan 2001 tentang Pemasaran Multi-Peringkat Dan Jualan Piramid (sistem pemasaran dan rancangan). Penaja dilarang bersikap pura-pura, menipu, merahsiakan sesuatu, memeras ugut, memaksa dan elakkan perkara-perkara yang boleh menimbulkan salah faham sebelum meminta orang yang ditaja itu menandatangani "borang permohonan pengedar yang berkuasa terhadap produk Shuang Hor".

3.4 Perhatian Semasa Menjual Produk

3.4.1 Harus menjual produk mengikut cara penggunaan yang dicetak pada label produk atau keterangan dalam dokumen-dokumen sah. Produk hanya boleh dijual dalam negara yang diidentifikasikan hak pengedarannya.

3.4.2 Dilarang memperbesar-besarkan kemujaraban produk.

3.4.3 Dilarang mempamerkan atau menjual produk Shuang Hor di tempat-tempat awam, (seperti : gerai, kedai, pasar dan tempat-tempat lain), juga dilarang mengamanahkan pihak ketiga untuk menjualkan produk, atau mempamerkan produk-produk Shuang Hor dan alat bimbingan. Ini dapat menjamin pengguna-pengguna berpengetahuan mendalam tentang produk-produk Shuang Hor serta menyalurkan prinsip penjualan produk Shuang Hor.

3.4.4 Tidak bermakna pengedar itu memiliki hak penjualan individu atau hak wilayah.

3.4.5 Dilarang menjual produk Shuang Hor atau alat bimbingan perniagaan kepada pengedar yang bukan dari kumpulan tajaan sendiri (dilarang membekalkan stok kepada rangkaian silang) demi memelihara hak semua pengedar.

3.4.6 Dilarang menjual produk-produk bukan keluaran Shuang Hor dengan menggunakan nama Syarikat Shuang Hor.

3.4.7 Perbandingan Dan Penceraian: Apabila perlu membuat perbandingan di antara produk, perbandingan harus dibuat bersesuaian dengan kenyataan dan bukti. Jangan menggunakan cara perbandingan yang salah atau kurang adil.

3.4.8 Pengedar jualan langsung tidak dibenarkan membuat jualan di internet, jualan lelong, ataupun membekalkan stok kepada orang lain untuk membuat jualan lelong atau jualan di internet ataupun melalui saluran lain.

3.5 Harga Tunggal

Pengedar dilarang menaik atau menurunkan harga produk Shuang Hor sesuka hati dengan tujuan meragut keuntungan atau bertujuan untuk melariskan jualan.

3.6 Perkongsian Dan Pengunduran

- 3.6.1 Apabila seseorang pengedar memohon untuk menyertai atau selepas menyertai Perniagaan Shuang Hor, pasangan hidup akan menjadi pekongsinya dalam Perniagaan Shuang Hor. Pasangan suami isteri akan memiliki 1 hak pengedaran. Pengedar dilarang menjadikan teman yang tidak berdaftar dalam perkahwinan sebagai pekongsi melainkan syarat-syarat lain yang disebut dalam Peraturan Perniagaan ini.
- 3.6.2 Perkongsian bermakna pasangan pengedar menjalankan urusan bersama-sama. Sekiranya salah seorang daripada pekongsi itu menyalahi Peraturan Perniagaan Shuang Hor atau tindakannya menjejaskan hak Syarikat Shuang Hor, kesalahan itu harus ditanggung oleh kedua-dua orang pekongsi. Jika tindakan salah itu telah membawa kerugian kepada Syarikat Shuang Hor, maka kedua-dua orang pekongsi dikehendaki menanggung kerugian itu bersama-sama.
- 3.6.3 Apabila salah seorang daripada pekongsi ingin mengundur bukan disebabkan oleh penceraian, ini bermakna hubungan perkongsian telah ditamatkan. Kontrak di antara pasangan suami isteri itu dengan Syarikat Shuang Hor akan ditamatkan. Permohonan diperlukan jika salah seorang daripada pasangan itu ingin terus menjalankan Perniagaan Shuang Hor. Selepas dinilai oleh pihak Syarikat Shuang Hor dan didapati pengedar itu tidak pernah menyalahi peraturan perniagaan, Syarikat Shuang Hor akan memulihkan hak pengedaran yang telah ditamatkan itu dan pengedar itu boleh meneruskan hak pengedarannya. Sekiranya pengedar itu mengundur kerana hendak menjalankan aktiviti syarikat jualan langsung yang lain, maka Syarikat Shuang Hor akan menolak permohonan pekongsinya untuk meneruskan atau mengembalikan hak pengedaran itu.
- 3.6.4 Jika salah seorang daripada pasangan itu mengundur disebabkan kematian, hak pengedaran itu tidak akan dipengaruhi atas sebab itu. Seorang lagi berhak mewaris dan menguruskan perniagaan itu dengan sepenuhnya. Pengedar itu boleh memohon untuk menambahkan seorang pekongsi baru.
- (i) Selain memenuhi syarat mengenai kelayakan pengedar dalam Peraturan Perniagaan Shuang Hor, pekongsi baru itu mesti pasangan sah kepada pemohon itu.
- (ii) Jika pekongsi baru itu ingin menjadikan teman hidup sebagai pekongsinya, persetujuan secara bertulis tentang pengunduran mesti didapatkan dari pekongsi yang asal itu.
- 3.6.5 Pembentukan perkongsian baru mengikut keadaan (i) dan (ii) tersebut, pengedar dan pekongsinya harus mewaris hak mengikut kontrak penyertaan yang asal. Kes pasangan itu akan diuruskan seperti perkongsian biasa kecuali Syarikat Shuang Hor menetapkan peraturan lain. Jika pekongsi baru sudah memiliki hak pengedaran sendiri, hak pengedaran itu akan dibubarkan.

3.7 Perkahwinan

Jika kedua orang pengedar ingin berkahwin, permohonan boleh dibuat untuk mengekalkan rangkaian masing-masing atau memohon untuk membatalkan salah satu hak pengedaran dan berkongsi dengan pasangannya. Maka downlinenya tetap menjalankan perniagaan dengan rangkaian yang asal.

3.8 Penceraian

- 3.8.1 Apabila pengedar ingin bercerai dengan pasangannya, hak pengedaran akan menjadi milikan pemohon. Sekiranya wujud kompromasi di antara kedua-dua pihak, maka kes ini akan diuruskan mengikut kompromasi.
- 3.8.2 Selepas pihak itu berundur, permohonan untuk penyertaan semula diperlukan.

3.9 Pengedar dilarang menunjukkan dirinya sebagai pewakil, ejen, diupah atau ditugaskan oleh syarikat dalam mana-mana urusan secara terbuka atau samar-samar. Pengedar juga dilarang memberi jaminan bagi pihak syarikat secara terbuka atau samar-samar.

- 3.9.1 Pengedar hanya berhak menjual produk-produk Shuang Hor dan menaja kawan baru serta melaksanakan tanggungjawab seorang pengedar dalam tempoh berkuasa yang sah.
- 3.9.2 Apabila tempoh berkuasa yang sah sudah tamat, tindakan menjual apa-apa produk Shuang Hor dengan apa-apa cara adalah dianggap menjejaskan hak Syarikat Shuang Hor.

3.10 Pengedar harus menjelaskan kepada downline bahawa perhubungan di antara upline dan downline adalah berdikari. Hubungan di antara mereka ialah memperkembangkan perniagaan, penjualan produk dan sebagainya. Tiada sebarang hubungan diupah, menjadi agen, diamanahkan atau hubungan lain dari segi undang-undang. Pengedar bertanggungjawab untuk melatih dan membimbing downline yang ditaja olehnya.

3.11 Pengedar dilarang membuat permintaan, cadangan, jaminan atau pengumuman di publik terhadap syarikat dan produk Shuang Hor. Melainkan sudah diumumkan oleh Syarikat Shuang Hor dalam dokumen-dokumen sah atau sudah dipersetujui oleh Syarikat Shuang Hor secara bertulis. Pengedar dikehendaki menanggung segala kerugian yang dialami oleh syarikat atau tindakan undang-undang yang dikenakan kepada syarikat sekiranya melakukan kesalahan itu.

3.12 Pengedar dikehendaki mematuhi semua undang-undang di negara yang diidentifikasikan hak pengedarannya serta menjamin supaya Syarikat Shuang Hor tidak didakwa atau mengalami sebarang kerugian.

3.13 Pengedar dilarang menjalankan penjualan atau kerja penajaan yang berkaitan dengan Syarikat Shuang Hor di tempat atau negara yang belum dijejaki oleh Syarikat Shuang Hor atau perusahaan-perusahaan yang diceburinya.

3.14 Pengedar dilarang menceburi atau menjalankan jualan langsung yang lain (dilarang memegang jawatan sebagai pekongsi, pengarah, pengawas, kerja sampingan atau penasihat syarikat jualan langsung lain di mana cara pengurusan atau produknya sama atau agak serupa dengan Syarikat Shuang Hor) atau menjual produk-produk yang serupa dengan produk Syarikat Shuang Hor. Pengedar juga dilarang menaja atau memperkenalkan pengedar Syarikat Shuang Hor untuk menceburi bidang jualan langsung yang lain.

- 3.15** Pengedar dilarang menggugat atau menggunakan cara yang serong supaya downline menempah stok dengannya. Juga dilarang menyalahgunakan, mengubahsuai atau mengawal prestasi yang dicapai oleh downline untuk mencapai tujuan tertentu.
- 3.16** Apabila prestasi bulanan seseorang pengedar itu mencapai standard Elit dan ke atas, Syarikat Shuang Hor berhak mengalihkan sejumlah wang daripada jumlah bonus yang akan diagihkan kepada pengedar itu ke dalam akaun tertentu untuk tujuan perbelanjaan sewa tempat mesyuarat dan sebagainya.

Perhatian: Jadual Jumlah Wang Yang Ditetapkan

Taraf	Jumlah Wang (RM)	Jumlah Wang (S\$)
Standard Prestasi 1 Elit	30	11.00
Standard Prestasi 3 Elit	50	18.00
Standard Prestasi 5 Elit	70	26.00
Standard Prestasi 7 Elit	100	37.00
Standard Prestasi 9 Elit	150	56.00
Standard Prestasi 11 Elit	150	56.00
Standard Prestasi 13 Elit	150	56.00

- 3.17** Dilarang menyalahi peraturan-peraturan perniagaan dan elakkan tindakan yang boleh mempengaruhi operasi rangkaian.

Bab 4 : Hak Dan Tanggungjawab Pengedar Vice Manager Dan Ke Atas

4.1 Tanggungjawab

- 4.1.1 Mesti mengekalkan simpanan stok dan alat bimbingan yang cukup serta menetapkan masa menjalankan Perniagaan Shuang Hor untuk memenuhi keperluan urusan perniagaan individu.
- 4.1.2 Mengadakan seminar secara rutin untuk melatih dan merangsang downline-downlinenya. Pengedar downline yang tidak dapat hadir harus dihubungi melalui telefon atau surat, sedia memberi bantuan pada setiap masa. Memberi bantuan dan cadangan terhadap aktiviti-aktiviti yang dianjurkan oleh downline.
- 4.1.3 Sentiasa berhubung dengan downline.
- 4.1.4 Mengawasi serta memastikan semua pengedar downline dapat mematuhi peraturan Syarikat Shuang Hor.
- 4.1.5 Menyalurkan mesej yang disampaikan oleh Syarikat Shuang Hor kepada pengedar-pengedar dalam rangkaian individu, termasuk pengumuman tentang masa dan tempat seminar, informasi produk, latihan pendidikan dan perhatian kepada pengedar-pengedar untuk memperkembangkan Perniagaan Shuang Hor.

4.2 Kelayakan Semula

- 4.2.1 Hak dan anugerah pengedar Vice Manager dan ke atas akan dikekalkan mulai hari terima anugerah hingga tahun fiskal seterusnya. (1hb Januari hingga 31hb Disember) Pengedar itu dikehendaki layak semula dalam tahun fiskal supaya hak dan anugerah tidak ditamatkan dalam tahun fiskal seterusnya.
- 4.2.2 Kelayakan pengedar akan ditentukan oleh Syarikat Shuang Hor berdasarkan "Kaedah Pengagihan Bonus, Anugerah Dan Ganjaran".

Bab 5 : Prinsip Pemeliharaan Rangkaian Pengedar

5.1 Penukaran Rangkaian (Menukar Penaja)

- 5.1.1 Pengedar perlu mengajukan permohonan kepada Syarikat Shuang Hor untuk menukar rangkaian tetapi downline generasi pertamanya akan diangkat menjadi downline kepada uplinenya.
- 5.1.2 Pemohon pertukaran rangkaian seharusnya mendapatkan persetujuan daripada rangkaian penajaan asal dan penaja daripada rangkaian penajaan yang telah ditukar, pengedar Vice Manager generasi pertama serta Diamond generasi pertama dengan menandatangani (Borang Pertukaran Penaja), barulah boleh memohon menukar rangkaian, syarat tidak terikat dengan pemberhentian aktiviti selama 6 bulan, hanya boleh diguna pakai untuk sekali sahaja: atau
- 5.1.3 Mengisi "Borang Memberhentikan Hak Pengedaran", bermula dari tarikh mendapat kelulusan Syarikat Shuang Hor secara bertulis sehingga cukup 6 bulan, barulah boleh menyertai semula. Walau bagaimanapun, dalam tempoh 6 bulan tersebut pemohon perlu mematuhi peraturan 2.8.1
- 5.1.4 Oleh sebab mana-mana downline daripada rangkaian asal pengedar yang menukar rangkaian atau menyertai semula itu ingin menukar menjadi downline rangkaian yang baharu pada masa yang sama atau pada masa akan datang, beliau perlu berhentikan hak pengedaran selama 2 tahun barulah boleh memohon menyertai downline rangkaian yang baharu; oleh yang demikian, mana-mana downline dalam rangkaian asal yang ingin menjadi downline mendalam rangkaian baharu perlu berhenti hak pengedaran selama 4 tahun.
- 5.1.5 Demi menjaga kepentingan rangkaian penajaan asal serta mengekalkan integriti rangkaian jualan langsung, Syarikat Shuang Hor mempunyai hak yang mutlak dalam menentukan permohonan penukaran rangkaian pengedar. Semua permohonan penukaran rangkaian mesti mendapatkan kelulusan secara bertulis daripada Syarikat Shuang Hor baru dikira sah.

- 5.2** Pendedar dilarang membantu atau menyeru pendedar lain meninggalkan rangkaian penajaan asalnya secara langsung atau tidak langsung supaya dapat mengekalkan keharmonian dalam rangkaian penajaan asal pendedar itu serta menjamin hak penajaan pendedar uplinenya. (Dilarang merampas rangkaian)
- 5.3** Pendedar-pendedar yang ingin bertukar rangkaian dilarang menyertai rangkaian lain atas nama orang lain dan menjalankan tugas sebagai pendedar terlebih dahulu sebelum prosedur penukaran rangkaian itu tamat.
- 5.4 Perwarisan**
- 5.4.1 Apabila seorang pendedar telah meninggal dunia, pewaris untuk pendedar itu harus memohon dengan pihak syarikat supaya mewariskan hak pengedaran dan bonus yang sudah dikenal pasti tetapi masih belum diterima oleh pendedar itu serta bonus-bonus yang akan diterima pada masa depan. Perwarisan ini akan dilaksanakan sejajar dengan undang-undang negara asal secara ketat. Undang-undang mengenai hak pengedaran mengikut negara asal akan dijadikan panduan dalam pertimbangan; walau bagaimanapun, Shuang Hor mempunyai hak untuk membuat keputusan muktamad.
- 5.4.2 Jika terdapat beberapa orang pewaris, hanya seorang wakil boleh memohon dengan pihak syarikat. Semasa membuat permohonan, dokumen-dokumen yang perlu dilampirkan ialah borang permohonan, surat rekomen, surat wasiat, sijil kematian dan tandatangan semua pewaris. Keputusan Shuang Hor adalah muktamad. Pewaris yang dinamakan akan menjadi benefisiari tunggal untuk mewarisi semua faedah, jika dalam proses perwarisan itu memerlukan sebarang perbelanjaan, pemohon perlu menanggung segala perbelanjaan yang berkaitan.
- 5.4.3 Pewaris yang sah perlu membuat permohonan perwarisan dalam tempoh 6 bulan dari tarikh kematian pendedar, jika pemohon gagal berbuat demikian, permohonan tidak akan diproses oleh Shuang Hor; namun permohonan yang telah mendapat kebenaran untuk dilanjutkan oleh Syarikat tidak terikat dengan klausa ini.
- 5.4.4 Jika hak pengedaran yang diwaris itu tidak menghasilkan sebarang bonus dalam tempoh masa 1 tahun, maka hak pengedaran yang asal itu akan dibubarkan oleh pihak syarikat. Tempoh masa 1 tahun yang disebut di atas bermakna satu tahun sebelum pihak syarikat mengemaskinikan pembubaran hak pengedaran tahunan (1hb Jan-31hb Disember).
- 5.4.5 Jika pewaris itu bukan pendedar Syarikat Shuang Hor, dia tidak akan menjadi pendedar secara automatic disebabkan perwarisan itu kecuali mereka yang memenuhi syarat-syarat dalam perkara ini. Mereka tidak berhak menikmati hak dan ganjaran seseorang pendedar. Jika pewaris itu ialah seorang pendedar atau sudah mendaftarkan diri sebagai pendedar, maka hak dan ganjaran yang dinikmatinya tidak akan dipengaruhi kerana perwarisan tersebut.
- 5.4.6 Jika pewaris ialah seorang pendedar Syarikat ini dan merupakan downline langsung kepada pendedar yang meninggal dunia, pewaris boleh memohon untuk menggabungkan kedua-dua hak pengedaran tersebut.
- 5.5 Pemindahan**
- 5.5.1 Pendedar yang berstatus Special Vice Manager dan ke atas, perlu mendapat persetujuan daripada pasangannya untuk memohon memindahkan hak pengedarannya daripada Syarikat Shuang Hor.
- 5.5.2 Penerima pindahan perlu memenuhi semua syarat yang berikut:
- 5.5.2.1 Penerima pindahan mestilah seorang pendedar Syarikat Shuang Hor.
- 5.5.2.2 Mesti seorang saudara sedarah.
- 5.5.3 Pemindahan hak pengedaran yang belum mendapat kelulusan Syarikat Shuang Hor adalah tidak sah; apabila pemindahan hak pengedaran yang telah mendapat kelulusan Syarikat Shuang Hor, semua faedah pendedar asal dan pasangannya akan dipindahkan kepada penerima pindahan.
- 5.5.4 Permohonan pemindahan hak pengedaran hanya dibenarkan sekali sahaja, sebaik sahaja permohonan diluluskan oleh Syarikat Shuang Hor, ia tidak boleh dibatalkan, walau bagaimanapun, jika penerima pindahan terlibat dalam kes kehilangan hak perwarisan, maka ia tidak tertakluk dalam hal ini.
- 5.5.5 Pada masa permohonan, jika penerima pindahan dan pemegang serah hak berada dalam hubungan sebagai upline dan downline, maka mereka perlu memilih untuk bergabung rangkaian.
- 5.5.6 Hak faedah dan kewajipan lain yang berkaitan akan diuruskan mengikut peraturan yang tertera dalam Bab 3 Buku Panduan Perniagaan.
- 5.5.7 Permohonan Pemindahan Hak Pengedaran perlu mengemukakan dokumen yang berikut:
- 5.5.7.1 Borang permohonan.
- 5.5.7.2 Perakuan meterai pemohon, pasangan dan penerima pindahan.

Bab 6 : Previu Penyampaian Peluang

Semasa pendedar menjemput seseorang untuk menjalankan Previu Penyampaian Peluang (penajaan), pastikan prospek yang ditaja itu tidak terima maklumat yang salah atau tertipu melalui cara penajaan dan jemputannya. Pendedar dilarang memperkenalkan Perniagaan Shuang Hor dengan menggunakan alasan-alasan berikut :

6.1 Semasa Jemputan

- 6.1.1 Berkumpul dengan memberi alasan mengadakan aktiviti sosial atau kegiatan bukan urusanniaga.
- 6.1.2 Dengan alasan menjalankan penyelidikan pasaran untuk sesuatu keadaan.
- 6.1.3 Menjemput orang datang dengan alasan hendak memberi upahan.

6.2 Semasa Previu Penyampaian Peluang

- 6.2.1 Boleh mendapat untung dengan menaja orang lain sebagai pendedar.
- 6.2.2 Memperbesar-besarkan jumlah pendapatan dan kelebihan yang boleh diperoleh oleh seseorang pendedar.
- 6.2.3 Memberi jaminan bonus dan pendapatan yang tetap.

Bab 7 : Penggunaan Nama Shuang Hor

7.1 Cap Dagang Shuang Hor

- 7.1.1 Cap Dagang Shuang Hor -- Nama Syarikat Shuang Hor, logo produk dan cap perkhidmatan telah didaftarkan. Cap dagang itu tidak boleh digunakan dengan sewenang-wenangnya tanpa persetujuan secara bertulis atau tanpa diberi hak oleh Syarikat Shuang Hor.
- 7.1.2 Sekiranya cap dagang itu perlu digunakan atas urusan perniagaan Shuang Hor, pengedar itu harus membuat permohonan secara bertulis dan lanjutan penggunaan cap dagang hanya dianggap sah jika permohonan dibuat pada setiap tahun.

7.2 Hakcipta Shuang Hor

Syarikat Shuang Hor memiliki hakcipta untuk penerbitan majalah suku tahunan, penulisan, pita video, corak kesenian, ceramah dan sebagainya. Hakcipta adalah terpelihara. Dilarang menyalin sebahagian atau keseluruhan karya tanpa keizinan. Syarikat Shuang Hor akan menuntut gantirugi dan membatalkan hak pengedaran jika mendapati tindakan itu telah menjejaskan hak dan reputasi syarikat.

- 7.2.1 Dokumen maklumat - Dokumen-dokumen sah Syarikat Shuang Hor boleh dipetik dengan mendapat persetujuan dari Syarikat Shuang Hor untuk memenuhi keperluan kumpulan individu pengedar. Tetapi harus menegaskan perkataan "Petikan ini diizinkan oleh Syarikat Shuang Hor".
- 7.2.2 VCD dan DVD - Sekiranya perlu membuat rakaman untuk seminar atau sebarang ceramah yang dianjurkan oleh Syarikat Shuang Hor, terlebih dahulu dapatkan keizinan secara bertulis dari Syarikat Shuang Hor. VCD atau DVD itu tidak boleh digunakan menjangkau skop penyerahan hak termasuk kawasan, kegunaan dan keadaan yang diluluskan itu.

7.3 Alat Bimbingan Perniagaan

- 7.3.1 Alat bimbingan perniagaan yang direka dan diterbit oleh pengedar sendiri perlu mendapat keizinan dari Syarikat Shuang Hor secara bertulis kemudian diberi kuasa oleh syarikat sebelum digunakan.
- 7.3.2 Sekiranya alat bimbingan perniagaan itu bertentangan dengan urusan perniagaan Shuang Hor hingga menjejaskan hak dan reputasi Syarikat Shuang Hor, syarikat berhak menuntut pampasan daripada pengedar itu.

7.4 Untuk mengelakkan pengedar-pengedar melanggar akta-akta perniagaan serta menjaga reputasi Syarikat Shuang Hor, pengedar dilarang mengiklankan produk-produk atau Perniagaan Shuang Hor melalui media elektronik, internet atau media percetakan, atau memperkembangkan perniagaannya melalui cara promosi lain.

7.5 Pengedar dilarang membeli apa-apa produk, katalog atau alat bimbingan yang dicetak dengan logo Shuang Hor dari sumber lain melainkan negara yang diidentifikasikan hak pengedarannya.

7.6 Pengedar dilarang mengumpulkan, mengganggu, menukar, membatalkan atau mempergunakan maklumat-maklumat pengedar Shuang Hor melalui internet, media elektronik dan percetakan supaya dapat menjaga hak semua pengedar dan nama Syarikat Shuang Hor.

Bab 8 : Peraturan Untuk Bangsa Asing Yang Menjalankan Perniagaan Shuang Hor

8.1 Perkara ini hanya sesuai digunakan oleh bangsa bukan Malaysia dan bukan Singapura yang berusia 18 tahun ke atas dan ada penempatan sah.

8.2 Di Singapura atau Malaysia, orang asing hanya dibenarkan menjadi pengedar jualan langsung secara "badan usaha" sahaja. Dia dikehendaki mengepilkkan salinan pasport dan dokumen-dokumen berkenaan lalu mengisi borang permohonan. Pemohon yang memenuhi syarat di negara-negara berkenaan boleh memohon untuk menjadi pengedar Shuang Hor.

8.3 Pemohon dari negara asing juga boleh membentuk syarikat untuk menjalankan penjualan dimana kelulusan perlu didapati dari Syarikat Shuang Hor terlebih dahulu. Syarikat Shuang Hor berhak mempertimbang serta menolak permohonan itu tanpa sebarang alasan.

8.4 Keuntungan yang diperolehi oleh pemohon dengan menjalankan Perniagaan Shuang Hor di negara yang diidentifikasikan hak pengedaran harus dilaporkan serta membayar cukai menurut undang-undang negara yang diidentifikasikan hak pengedarannya. Sila rujuk kepada akauntan atau peguam jika terdapat sebarang pertanyaan mengenai soal percukaian.

8.5 Butir-butir mengenai pengaliran wang asing harus dikendalikan menurut undang-undang negara yang diidentifikasikan hak pengedarannya.

8.6 Tempoh Masa Berkuasa

Tempoh pemberian kuasa adalah mengikut ketetapan perkara 2.5, namun apabila pengusaha syarikat yang didaftarkan sebagai "Perniagaan Membuat Keuntungan" sudah berhenti beroperasi, maka hak kuasa jualan langsungnya akan terbatal secara sendirinya.

Bab 9 : Cara Pengendalian Kes Penentangan Kontrak

9.1 Perlaksanaan "Cara Pengendalian Kes Penentangan kontrak" ialah untuk mengekalkan serta memastikan operasi normal bagi rangkaian jualan langsung. Sekiranya pengedar melanggar peraturan Perniagaan Shuang Hor, atau perbuatannya telah mengganggu operasi rangkaian, Syarikat Shuang Hor akan mengambil tindakan untuk penentangan kontrak.

9.2 Jika Pengedar didapati melanggar mana-mana kesalahan yang berkaitan dengan Perkara 9.3 dan siasatan Syarikat mendapati pelanggaran itu adalah benar, maka tindakan yang diambil hendaklah mengikut kewajaran ringan atau beratnya kes tersebut, dengan cara memberi amaran, memberhentikan hak pengedaran, membatalkan kelayakan keahlian pengedar atau membatalkan sendiri kelayakan keahlian, bagi membetulkan perbuatan salah laku pengedar.

Pemberhentian hak pengedaran yang disebut dalam Perkara 9.2 Peraturan Perniagaan merujuk kepada "Memberhentikan hak kelayakan faedah pengedar, termasuk menaja, membeli stok, kenaikan pangkat, pengiktirafan, menerima bonus, kelayakan pelancongan ke luar negara, menyertai seminar, pelbagai kegiatan dan sebagainya yang berkaitan dengan semua faedah kelayakan keahlian pengedar".

9.3 Pengedar dilarang melakukan tindakan-tindakan berikut :

- 9.3.1 Merampas rangkaian
 - 9.3.1.1 Kumpulan downline yang meninggalkan kumpulan asal disebabkan oleh tindakan merampas rangkaian harus kembali ke rangkaian asalnya.
 - 9.3.2 Membekalkan stok kepada rangkaian silang.
 - 9.3.3 Perbuatan mempamerkan produk, menjual produk di internet, jualan lelong atau membekalkan stok untuk orang lain untuk menjualnya di internet atau membuat jualan lelong dan jualan di saluran lain.
 - 9.3.4 Mengamanahkan seseorang yang bukan pengedar untuk menjual produk.
 - 9.3.5 Menghasut orang lain atau bertindak untuk menyalahi pendidikan Sistem sehingga membawa kerugian kepada Syarikat Shuang Hor.
 - 9.3.6 Membuat pengiklanan di surat khabar atau media-media lain dengan menggunakan nama Shuang Hor.
 - 9.3.7 Sengaja menjejaskan hak dan reputasi syarikat melalui tindakan atau pertuturan.
 - 9.3.8 Menggunakan hak cipta Syarikat Shuang Hor tanpa kebenaran.
 - 9.3.9 Upline menghasut downline supaya menyimpan stok dengan banyak.
 - 9.3.10 Menandatangani borang permohonan atau borang pembaharuan keahlian bagi pihak lain tanpa makluman secara bertulis atau mengamanahkan kuasa secara lisan.
 - 9.3.11 Penaja tidak memberitahu dan menjelaskan kepada orang yang ditaja itu dengan jujur tentang peraturan perniagaan sebelum dia menandatangani borang permohonan.
 - 9.3.12 Menjelaskan fungsi-fungsi produk dengan berniat jahat, menipu atau memperbesar-besarkan kemujarabannya dengan tidak jujur.
 - 9.3.13 Menunjukkan penjualannya ada hak daerah atau hak kebenaran yang tunggal, menjalankan penajaan dan penjualan di negara atau daerah yang belum didirikan Syarikat Shuang Hor.
 - 9.3.14 Memegang jawatan sebagai pekongsi, pengarah, pengawas, kerja sampingan atau penasihat syarikat jualan langsung lain di mana cara pengurusan atau produknya sama atau agak serupa dengan Syarikat Shuang Hor atau menjual produk-produk yang serupa dengan produk Syarikat Shuang Hor, menaja atau memperkenalkan pengedar Syarikat Shuang Hor untuk menceburi bidang jualan langsung yang lain.
 - 9.3.15 Menunjukkan dirinya sebagai pewakil, ejen, diupah atau ditugaskan oleh Syarikat Shuang Hor dalam mana-mana urusan secara terbuka atau samar-samar. Memberi jaminan bagi pihak Syarikat Shuang Hor secara terbuka atau samar-samar, membuat permintaan, cadangan, jaminan atau pengumuman di publik terhadap syarikat dan produk Shuang Hor tanpa mendapat persetujuan dari Syarikat Shuang Hor secara bertulis.
 - 9.3.16 Menjalankan aktiviti Perniagaan Shuang Hor dengan apa-apa cara atau nama dalam tempoh 6 bulan selepas hak pengedaran diberhentikan.
 - 9.3.17 Menyertai rangkaian lain dengan nama orang lain dan menjalankan tugas sebagai pengedar terlebih dahulu sebelum prosedur penukaran rangkaian itu diluluskan.
 - 9.3.18 Minta downline membayar bayaran yang tidak setara dengan kos dengan alasan menganjurkan ceramah, mengadakan majlis, seminar, mencetak bahan-bahan dan sebagainya.
 - 9.3.19 Menjual produk Shuang Hor yang diimport dari negara lain ke negara yang diidentifikasikan hak pengedaran, atau mengeksport produk Shuang Hor dari negara yang diidentifikasikan hak pengedaran ke negara-negara lain untuk dijual.
 - 9.3.20 Menawarkan bonus, hadiah atau bentuk ganjaran lain yang bukan ditetapkan oleh Shuang Hor kepada downline dengan tujuan menjalankan penajaan dan malariskan jualan produk. Tindakan ini telah mengganggu persaingan adil dalam rangkaian jualan langsung Syarikat Shuang Hor.
- 9.4** Sekiranya salah satu pekongsi itu menarik diri, pihak yang lain akan terus memiliki hak pengedaran (pemilik terus) mengikut Perkara 3.6.4. Manakala pihak yang menarik diri itu sekiranya didapati berniat untuk mengelakkan Perkara 9.3.14 atau menjejaskan hak Syarikat Shuang Hor dengan alasan menarik diri, maka pasangan itu dianggap menyalahi undang-undang selepas dibuktikan oleh pihak Syarikat Shuang Hor. Selain memberhentikan hak pengedaran pemilik terus itu, pihak syarikat juga berhak menuntut ganti rugi daripada pemilik terus sekiranya tindakan itu telah membawa kerugian kepada Syarikat Shuang Hor.
- 9.5** Sekiranya pasangan pengedar itu bercerai, selepas kes itu diuruskan mengikut Perkara 3.8, dan didapati pihak yang menarik diri itu berniat untuk mengelakkan Perkara 9.3.14 atau menjejaskan hak Syarikat Shuang Hor dengan alasan bercerai, maka pasangan itu dianggap menyalahi undang-undang selepas dibuktikan oleh pihak Syarikat Shuang Hor. Selain memberhentikan hak pengedaran pemilik terus itu, pihak syarikat juga berhak menuntut ganti rugi daripada pemilik terus sekiranya tindakan itu telah membawa kerugian kepada Syarikat Shuang Hor.
- 9.6** Jika seseorang pengedar menyalahi peraturan-peraturan dalam Perkara 3 "Hak Pengedar" atau Perkara 9 "Cara Pengendalian Kes Penentangan Kontrak" dan kesalahannya telah dibuktikan oleh Syarikat Shuang Hor, tindakan yang akan diambil ialah memberi amaran atau membatalkan hak pengedaran mengikut keseriusan kes.
- 9.7** Sekiranya pengedar menyalahi mana-mana peraturan perniagaan, Syarikat Shuang Hor akan memaklumkan pengedar itu secara bertulis untuk menetapkan masa dan tempat supaya pengedar itu berpeluang untuk memberi penjelasan. Jika pengedar itu gagal hadir pada masa yang ditetapkan untuk memberi penjelasan, pihak syarikat berhak memberhentikan hak pengedarannya sehingga pengedar itu hadir untuk memberikan penjelasan.
- 9.8** Bagi semua kes melanggar peraturan-peraturan tersebut, selain diuruskan dengan "Cara Pengendalian Kes Penentangan Kontrak", Syarikat Shuang Hor akan mengambil tindakan undang-undang sekiranya kes itu melibatkan hal undang-undang.
- 9.9** Jika pengedar dibatalkan hak pengedaran kerana melanggar peraturan perniagaan, hak pengedar downlinenya akan diambil alih oleh pengedar uplinenya.

Bab 10 : Kesahan Undang-undang Dan Konsensus

Pengedar harus faham bahawa Peraturan Perniagaan ini dan perkara-perkara yang digubal atau diumumkan oleh Syarikat Shuang Hor adalah dipersetujui oleh kedua-dua pihak dan sah dari segi undang-undang. Penjelasan dan pelaksanaan perkara-perkara adalah berdasarkan undang-undang negara yang diidentifikasikan hak penganugerahan.

Bab 11 : Dasar Privasi - Malaysia

Shuang Hor Enterprise (M) Sdn Bhd mengakui bahawa privasi anda adalah sangat penting kepada anda dan kepada kebanyakan orang. Dasar Privasi kami diperincikan di bawah dan kami menyarankan agar anda membacanya dengan teliti. Dasar ini boleh berubah dari semasa ke semasa dan semua perubahan akan disiarkan di Laman Web Shuang Hor, Majalah suku tahunan Shuang Hor dan Peraturan Perniagaan. Oleh itu, sila semak kembali secara tetap. Kami mengumpul data peribadi hanya jika anda ialah atau menjadi Penganugerah dan kami menggunakan maklumat itu terutamanya untuk membantu kami memahami keperluan anda agar kami dapat memberi khidmat yang lebih baik.

Akta Perlindungan Data 2010, yang terpakai bagi semua syarikat dan firma yang ditubuhkan di Malaysia, telah diperkenalkan oleh pihak Kerajaan untuk mengawal selia pemprosesan data peribadi dalam transaksi komersial. Akta ini menghendaki kami memaklumkan kepada anda berkenaan hak-hak anda berkaitan dengan data peribadi anda yang dikumpulkan dan diproses, dan juga tujuan pemprosesan tersebut. Ia juga menghendaki kami mendapatkan persetujuan anda untuk memproses data peribadi anda.

I. Objektif:

Dasar ini bertujuan mengenal pasti keperluan standard tentang mengumpul, mengendalikan, memelihara, melindungi, mendedahkan, mengekalkan dan mengarkibkan serta mengedar maklumat peribadi kakitangan dan Penganugerah Shuang Hor Enterprise (M) Sdn Bhd.

II. Skop:

Dasar ini melibatkan mereka yang terdiri daripada kakitangan, Penganugerah Shuang Hor Enterprise (M) Sdn Bhd dan pihak ketiga yang memproses data peribadi ini atas nama Shuang Hor Enterprise (M) Sdn Bhd.

III. Definisi:

- Data peribadi ialah apa-apa maklumat dalam sebarang format (elektronik atau bercetak) yang mengenal pasti seorang individu dari segi transaksi komersial. Ia termasuk maklumat yang jelas seperti nama, alamat dan alamat e-mel tetapi ia juga termasuk maklumat biometrik seperti cap jari atau sampel tisu. Jika ia boleh digunakan untuk mengenal pasti atau mengesan anda – secara sendirian atau bersama maklumat lain – maka itu merupakan maklumat peribadi.
 - 1) Jantina, umur dan tarikh lahir
 - 2) Alamat dan nombor telefon
 - 3) Maklumat pasangan
- Data peribadi sensitif mengandungi unsur-unsur data peribadi yang memerlukan perlindungan privasi dan keselamatan tambahan. Misalnya, apa-apa maklumat mengenai kesihatan atau keadaan seseorang berkenaan hal kesihatan, atau lain-lain. Pengeluaran pengenalan pasti oleh pihak Kerajaan (seperti nombor Kumpulan Wang Simpanan Pekerja atau Cukai Pendapatan) juga merupakan data peribadi sensitif:
 - 1) Rekod maklumat peribadi dan gambar
 - 2) Bangsa
 - 3) Maklumat kesihatan: sejarah penyakit, kecacatan
 - 4) Maklumat akaun bank, nombor kad pengenalan kebangsaan berkomputer dan passport.
 - 5) Kerakyatan, maklumat kewarganegaraan
 - 6) Maklumat Syarikat peribadi

IV. Pernyataan Dasar-dasar Privasi menyatakan bagaimana kami menghormati kepentingan kedua-dua Data Peribadi kakitangan dan Penganugerah kami:

- Kami memberi NOTIS kepada individu tentang bagaimana data peribadi mereka digunakan.
- Kami mendapatkan PERSETUJUAN untuk pemprosesan data peribadi.
- Mana-mana yang sesuai, kami memberi AKSES kepada individu, peluang untuk menyemak semula dan membetulkan data peribadi yang disimpan oleh Shuang Hor Enterprise (M) Sdn Bhd .
- Kami hanya MENGGUNAKAN dan MEMINDAHKAN data peribadi bagi tujuan perniagaan Shuang Hor Enterprise (M) Sdn Bhd, sejajar dengan notis kami, Dasar Privasi kami dan undang-undang Malaysia yang berkenaan.
- Kami MELINDUNGI data peribadi dengan pelindung-pelindung yang sesuai.
- Data peribadi yang diproses tidak akan DISIMPAN lebih lama daripada yang diperlukan.

Umum

1. Bagaimana Kami Mengumpul Data Peribadi

Kami mengumpul Data Peribadi daripada anda dengan pelbagai cara dan di beberapa poin yang berbeza. Kami boleh mengumpul Data Peribadi anda melalui salah satu daripada laman web kami, melalui telefon, faksimile, apabila anda mengisi dan menyerahkan borang permohonan untuk menjadi Pendedar.

Sedapat mungkin, kami cuba mendapatkan Data Peribadi secara terus daripada anda. Namun begitu, ada masa-masa tertentu kami mungkin mendapatkan Data Peribadi anda daripada orang lain. Misalnya, apabila anda membuat permohonan menggunakan dua nama.

Jika anda memberikan Data Peribadi orang lain kepada kami, kami percaya bahawa anda telah memaklumkan, atau membuatkan mereka sedia maklum bahawa anda akan, atau mungkin, memberikan maklumat mereka kepada kami, dan pelbagai pihak ketiga yang kami mungkin berikan kepadanya, dan tujuan-tujuan berkaitan yang kami dan pihak ketiga akan menggunakannya serta bagaimana mereka boleh mengaksesnya. Jika anda belum melakukannya, atau tidak akan melakukan perkara-perkara ini, anda mesti memberitahu kami sebelum anda memberikan Data Peribadi yang berkaitan.

Kami mungkin berkongsi Data Peribadi yang anda berikan melalui pelbagai cara di atas dengan entiti-entiti berkaitan Shuang Hor yang lain dan/atau rakan kongsi perniagaan yang dipercayai yang kami berkolaborasi dengannya, serta pihak yang menyediakan perkhidmatan kepada Laman Web kami. Apabila kami menggunakan khidmat ejen atau kontraktor pihak ketiga bukan tergabung, kami juga memastikan mereka mematuhi tujuan Dasar Privasi ini.

Dari semasa ke semasa, kami mungkin memberikan Data Peribadi sebagai respons kepada perintah mahkamah, sepina, atau penyelidikan kerajaan. Kami juga berhak melaporkan kepada agensi penguatkuasaan undang-undang sebarang aktiviti yang kami percaya secara jujur menyalahi undang-undang. Kami mungkin menyiarkan Data Peribadi apabila kami percaya bahawa penyiaran sedemikian perlu untuk menguatkuasakan atau mengenakan Syarat-syarat Penggunaan kami atau bagi melindungi hak, harta, dan keselamatan orang lain dan diri kami.

Sekiranya Shuang Hor Enterprise (M) Sdn Bhd atau entiti-entitinya yang berkaitan bergabung dengan atau dibeli oleh entiti perniagaan yang lain, atau aset masing-masing dibeli, anda seharusnya menjangkakan bahawa kami akan berkongsi beberapa atau kesemua Data Peribadi anda dengan syarikat-syarikat yang mengambil alih peranan untuk memberi khidmat kepada anda dan pengguna Laman Web kami yang lain.

2. Pendedar

Jika anda seorang Pendedar, anda akan menerima nasihat dan maklumat daripada pasukan penasihat perniagaan peribadi anda sendiri dan rangkaian sokongan yang terdiri daripada Pendedar yang menaja dan organisasi pendedar atasan anda. Untuk membenarkan komunikasi sedemikian, kami mungkin berkongsi maklumat hubungan anda dengan Pendedar yang menaja dan organisasi pendedar atasan anda. Mereka telah bersetuju untuk tidak berkongsi maklumat anda dengan mana-mana pihak ketiga bukan tergabung, dan diwajibkan mematuhi tujuan Dasar Privasi ini. Dalam menyokong perniagaan anda, maklumat tentang anda dan pesanan anda kemungkinan dikongsi dengan Pendedar yang menaja dan Pendedar atasan terdekat anda. Walau bagaimanapun, anda mempunyai peluang untuk memberitahu kami jika anda tidak mahu mana-mana Maklumat Peribadi yang Boleh Dikenal Pasti dikongsikan selain Pendedar atasan terdekat anda.

3. Pilihan Anda

Keberanian anda sentiasa diperoleh terlebih dahulu. Kami tidak akan menggunakan atau berkongsi Data Peribadi yang dikumpul dengan cara yang tidak berkaitan dengan tujuan anda memberikan maklumat, termasuk yang diterangkan di atas, tanpa memberikan anda pilihan, sama ada untuk membenarkan mana-mana penggunaan yang tidak berkaitan.

4. Mengakses dan Membetulkan Maklumat Anda

Kami mengambil langkah yang wajar bagi memastikan bahawa mana-mana Data Peribadi yang kami kumpul adalah tepat, terkini, lengkap dan boleh dipercayai untuk penggunaan yang dimaksudkan. Jika anda ingin mengemaskinikan atau membetulkan Data Peribadi anda yang anda telah berikan kepada kami, anda boleh menyunting maklumat anda dalam talian selepas melengkapkan pendaftaran, atau hubungi kami seperti yang dinyatakan di bahagian "Hubungi Kami" di bawah dan kami akan membantu anda.

5. Perubahan Terhadap Pernyataan Ini

Mana-mana pengemaskinian atau perubahan terhadap syarat-syarat Pernyataan Privasi ini akan disiarkan di sini di Laman Web Shuang Hor, Majalah suku tahunan Shuang Hor dan tarikh versi yang terbaru disiarkan di bawah. Sila semak kembali dengan kerap, terutamanya sebelum anda menyerahkan mana-mana Data Peribadi di Laman Web kami, untuk melihat sama ada Pernyataan Privasi ini telah berubah. Jika sebarang perubahan secara material melibatkan penggunaan Data Peribadi yang sebelum ini diberikan kepada kami, kami akan mendapatkan persetujuan anda sebelum penggunaan retroaktif mana-mana perubahan material. Dengan menggunakan Laman Web kami, anda memperakukan penerimaan Pernyataan Privasi ini berkuat kuasa pada waktu penggunaan.

6. Hubungi Kami

Jika anda mempunyai sebarang kemusykilan tentang penggunaan Data Peribadi anda atau mahu mengakses dan membetulkan data peribadi anda atau tentang Dasar Privasi ini, sila pos atau hantar e-mel ke:

Alamat surat-menyurat:

Shuang Hor Enterprise (M) Sdn. Bhd.

No.54, Jalan Tago 2, Taman Perindustrian Tago,

Sri Damansara, 52200 Kuala Lumpur, Malaysia

Alamat e-mel: service@shuanghor.com.my

Kami akan berusaha sebanyak mungkin untuk menjawab soalan-soalan yang ditanya oleh anda.

Bab 12 : Pernyataan Dasar Privasi - Singapura

Shuang Hor (S) Pte Ltd (“Syarikat”) Pernyataan Dasar Privasi

Pernyataan ini menerangkan Dasar Privasi Syarikat ini dan amalan yang akan dipatuhi berhubung dengan data peribadi yang berkaitan dengan penganalisis Syarikat ini. Pernyataan ini disediakan mengikut Akta Perlindungan Data Peribadi (Act 26 of 2012) (“PDPA”).

1. Data Peribadi

Anda dengan ini bersetuju bahawa Syarikat ini, subsidiari dan syarikat bersekutunya (semua sekali, “Kumpulan”) boleh mengumpul, menyimpan, memproses, mendedahkan, mengakses, mengkaji semula dan/atau menggunakan data peribadi (termasuk data peribadi sensitif) tentang diri anda, sama ada yang diperolehi daripada anda atau daripada sumber lain, bagi tujuan yang diterangkan seperti di bawah ini:-

- i. untuk memproses permohonan anda;
- ii. untuk menghubungi anda dan menyokong keahlian penganalisis anda atau mengadakan tinjauan dalaman serta aktiviti yang berkaitan;
- iii. untuk mentadbir pembayaran dan faedah anda;
- iv. untuk diterbitkan dalam iklan, promosi dan komunikasi Syarikat ini;
- v. untuk mentadbir penyertaan anda dalam perjumpaan, bengkel, acara-acara atau kempen pelancongan Syarikat ini;
- vi. untuk memberikan maklumat dan latihan yang berkaitan dengan produk dan perkhidmatan Syarikat ini, peluang perniagaan dan produk serta perkhidmatan rakan perniagaan Syarikat ini kepada anda;
- vii. untuk respons kepada pertanyaan anda;
- viii. untuk mematuhi undang-undang yang berkaitan, membantu apa-apa siasatan kerajaan atau polis dan/ atau mendapatkan nasihat legal bagi memastikan pematuhan kepada Aturan & Peraturan Penganalisis Syarikat ini, Kod Etika dan dasar-dasar serta prosedur yang lain; dan
- ix. tujuan-tujuan lain, secara langsung atau tidak langsung berhubung dengan mana-mana yang di atas dan juga aktiviti Syarikat.

Untuk mengelakkan keraguan, jika anda memberikan data peribadi orang lain (contohnya, ahli keluarga) kepada Syarikat ini, anda perlu mendapatkan persetujuan orang itu supaya data mereka ditangani mengikut pernyataan privasi.

2. Kualiti Data

Syarikat ini akan mengambil langkah-langkah yang wajar untuk memastikan bahawa data peribadi yang dikumpulkan, digunakan atau didedahkan adalah tepat, lengkap dan terkini.

3. Keselamatan Data

Syarikat ini akan mengambil langkah-langkah yang wajar untuk melindungi data peribadi yang ada padanya daripada salah guna, kehilangan dan juga akses, pengubahsuaian atau pendedahan oleh pihak yang tidak sah.

Syarikat ini tidak akan menyimpan data peribadi ini untuk tempoh yang lebih lama daripada yang diperlukan, dan akan mengambil langkah-langkah yang wajar untuk memusnahkan atau nyah pengenalan selama-lamanya data peribadi yang tidak diperlukan lagi.

4. Akses dan Pembetulan

Anda layak diberi hak untuk mengakses data peribadi tentang diri anda yang berada dalam milikan atau di bawah kawalan organisasi, dan maklumat tentang cara data peribadi itu digunakan atau didedahkan dalam tempoh setahun sebelum tarikh permintaan. Anda boleh membuat permohonan ini secara bertulis kepada Orang yang Dilantik (sebagaimana huraian di bawah ini) untuk mendapatkan sebarang maklumat seperti ini. Syarikat berhak mengenakan bayaran (merupakan kos pentadbiran permintaan anda) untuk memberikan maklumat seperti ini, dan menolak permohonan anda, jika pada pendapat organisasi bahawa hal ini berlaku dalam kadar kekerapan yang tidak munasabah.

Syarikat ini juga akan membetulkan data secepat mungkin jika anda telah meminta pihaknya supaya membetulkan kesilapan atau ketinggalan dalam data peribadi tentang anda yang disimpan oleh Syarikat, kemudian menghantar data peribadi yang telah dibetulkan itu kepada setiap organisasi yang mana data peribadi anda telah dihantar sebelum ia dibetulkan, jika berkaitan, melainkan organisasi tersebut tidak memerlukan data peribadi yang telah dibetulkan untuk apa-apa tujuan legal atau perniagaan.

Walau bagaimanapun, Syarikat ini boleh memilih untuk tidak memberi anda akses kepada atau membetulkan maklumat seperti ini, menurut pengecualian di bawah PDPA. Ini akan termasuk kes-kes seperti:

- i. Syarikat telah berpuas hati dengan alasan-alasan munasabah bahawa pembetulan itu tidak patut dilakukan;
- ii. Permintaan untuk mengakses itu adalah dangkal dan menyusahkan atau maklumat yang diminta itu hanya remeh-temeh;
- iii. Data peribadi yang dikaitkan dengan pendakwaan dan semua prosiding yang berkenaan dengan pendakwaan itu belum selesai lagi;
- iv. Data peribadi ini, jika didedahkan, akan mendedahkan kerahsiaan maklumat komersial, pada pendapat seorang yang waras, membahayakan kedudukan kompetitif organisasi; dan
- v. Data peribadi yang telah dikumpulkan ini digunakan atau didedahkan untuk tujuan penyiasatan dan prosiding bersangkutan serta rayuan yang belum selesai.

5. Aliran Data Rentas Sempadan

Jika data peribadi anda dipindahkan ke sebuah negara atau wilayah di luar Singapura, misalnya, jika data peribadi diperlukan untuk tujuan penyeliaan, pentadbiran atau operasi di syarikat lain dalam Kumpulan, kami akan memastikan bahawa penerima selepas itu memberikan perlindungan standard kepada data peribadi anda supaya yang dipindah itu adalah sama dengan yang dibekalkan di dalam ini.

6. Pertanyaan dan Aduan

Jika anda mempunyai sebarang pertanyaan atau permintaan atau ingin membuat permohonan berkaitan dengan maklumat atau data peribadi anda, sila pos atau hantar e-mel kepada:

Alamat Pos:

Shuang Hor (S) Pte Ltd

66 Kallang Pudding Road, #05-02, Hor Kew Business Centre, Singapore 349324.

Alamat e-mel: service@shuanghor.com.sg

Kami akan berusaha bersungguh-sungguh untuk mengatasi masalah anda atau membetulkan setiap masalah yang anda bawa kepada perhatian kami bagi memastikan pematuhan Syarikat ini kepada Akta perlindungan data yang berkenaan.

- *Shuang Hor Enterprise (M) Sdn. Bhd. dan Shuang Hor (Singapore) Pte Ltd. mempunyai hak pindaan sepenuhnya terhadap perkara-perkara dalam “Peraturan Perniagaan” ini.*
- *Jika terdapat sebarang percanggahan dalam kandungan “Peraturan Perniagaan” versi Bahasa Cina atau Bahasa Malaysia, sila rujuk kepada versi Bahasa Inggeris sebagai standard.*

SHUANG HOR BUSINESS MANUAL

Contents

Bonuses, Levels of Status, and Methods of Awards

Forewords	38
Chapter 1 : Understanding Bonuses	38
Chapter 2 : Confirmation of Status	45
Chapter 3 : Methods of Awards	47
I. Diamond Car Award	
II. Diamond Year-End Bonus	
III. Overseas Seminars	
Chapter 4 : International Sponsoring	49

Methods of Ordering & Returning Goods

Chapter 1 : Online Ordering for Malaysia, Singapore	57
Chapter 2 : Other Ordering Methods for Malaysia	57
Chapter 3 : Other Ordering Methods for Singapore	58
Chapter 4 : Details on Returning of Goods for Malaysia & Singapore	59

Business Rules and Regulations

Forewords	60
Chapter 1 : Terminology Used and Definitions	60
Chapter 2 : How To Become A Shuang Hor Distributor	61
Chapter 3 : Distributor Rights and Obligations	62
Chapter 4 : The Rights and Obligations of Distributors with Status of Vice Manager and Above	64
Chapter 5 : Principles of Maintaining Lines of Sponsorship	65
Chapter 6 : OPP	66
Chapter 7 : Use of Company Name	66
Chapter 8 : Rules Governing Foreigners Involving in Shuang Hor Business	66
Chapter 9 : Handling of Violations	67
Chapter 10: Legal Validity and Consensus	68
Chapter 11: Privacy Policy – Malaysia	68
Chapter 12: Privacy Policy – Singapore	70

Bonuses, Levels of Status, and Methods of Awards

Forewords

The various bonuses, levels of status, and methods of awards for Shuang Hor are entirely based on the principle of being equitable and fair to all concerned. Moreover, they are aimed at encouraging distributors at all levels to achieve the pinnacles of success. As long as you are willing to commit in the business and work for it, you will be handsomely rewarded through this opportunity of limitless abundance.

However, a successful business must always be backed by a perfected scheme. At the same time, distributors should also ensure that they fully understand the essential points of the scheme. In view of this, details on “Bonuses, Levels of Status, and Methods of Awards” of Shuang Hor are given below for your study:

There are two major parts in the “Bonuses, Levels of Status, and Methods of Awards”:

I. Bonuses

The various bonuses are computed wholly based on “PV achieved” during the current month, and are further divided into two categories – the Performance Bonuses and Leadership Bonuses.

1. Performance Bonuses:

- The computation is based on the total sales of products in PV generated by you and your downline group(s) in accordance with the Performance Bonus Schedule.
- The Performance Bonuses shall be calculated in accordance with the actual structure of your network.

2. Leadership Bonuses:

- A total of seven (7) Leadership Bonuses ranging from 1~13 -Elite shall be awarded to those who qualify. This part of the bonuses is designed based on the width and depth of the network you have sponsored.

II. Levels of Status

Shuang Hor offers a total of seven (7) levels of status, ranging from Vice Manager Distributor, Senior Vice Manager Distributor, Special Vice Manager Distributor, and Diamond Distributor to Gold Diamond Distributor.

The bonuses and levels of status of Shuang Hor are totally separated as far as their computations are concerned. In other words, you may have only achieved the status of Senior Vice Manager Distributor, but if you possess seven Elite Lines in the current month, you are entitled to the 7-Elite Leadership Bonus. It can thus be seen that the rank of a particular status does not affect the awards of various bonuses, and the two may not necessarily grow at the same pace.

Through the following chapters, we shall now study in details the “Bonuses, Levels of Status, and Methods of Awards” of Shuang Hor.

Chapter 1 : Understanding Bonuses

I. Definitions of related terms

● Point Value (PV)

1. PV is the value assigned to each product and is not affected by inflation.
2. This value is used as a measurement to determine the percentage bracket of bonuses achieved each month, which becomes the basis for the entitlement of various statuses and awards.
3. The unit used for computation purposes is “point”.

● Bonus Value (BV)

1. BV is the basis for conversion into bonuses.
2. BV shall adjust with inflation.
3. The currencies used for computation purposes are:
“RM” for Malaysia
“S\$” for Singapore

● Minimum Income

Each qualifier of the 1~13 -Elite Leadership Bonuses shall ensure his or her qualified upline a minimum income, an amount equivalent to 13,000 points upon converting to BV multiplied by the standard percentages (6.7% ~ 0.7%).

● Elite Distributor Status

You have to fulfil one of the following three conditions in order to qualify yourself as an Elite Distributor for the current month:

1. Your personal group attains the highest percentage bracket of Performance Bonus at 28% (PV of 13,000 points or above); OR
2. One of your personally sponsored groups achieves the highest percentage bracket of Performance Bonus at 28% and your personal group PV achieves 6,500 points or above; OR
3. Two or more of your personally sponsored groups achieve the highest percentage bracket of Performance Bonus at 28%.

● Personal Group PV

Your Personal Group PV is your personal monthly purchase plus the total PV generated by all your downline distributors who have not yet qualified as Elite Distributors.

II. Shuang Hor Marketing Plan

Your income generated from Shuang Hor Business shall grow through your retailing efforts and successful sponsoring. The various types of bonuses and their methods of computation are as explained below :

A. Performance Bonuses

1. Entitlement:

- You shall be entitled to the Performance Bonus of a certain percentage when the PV converted from monthly sales of products generated by you and your downline group(s) achieve the corresponding percentage bracket in the Performance Bonus Schedule.
- All Performance Bonuses shall be paid on a monthly basis.

2. Method of Computation:

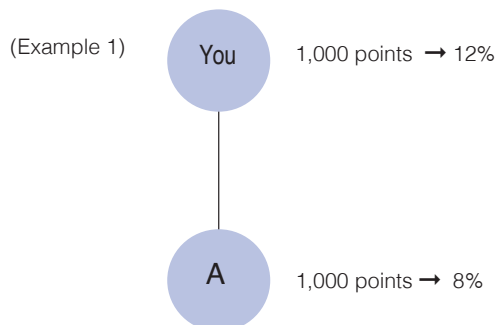
Multiply your personal PV with the percentage bracket of Performance Bonus achieved by your personal group, then add up the amount that represents the percentage difference of your downline distributor(s) to arrive at your personal Performance Bonus, as in Example 1.

For ease of computation, all examples that follow shall assume that $1PV=1BV$ for Malaysia and $1PV=0.375BV$ for Singapore. However, the actual amount you get shall base on PV/BV ratio that may be released through the Shuang Hor Magazine from time to time. The Performance Bonus Schedule is given below for your reference:

Performance Bonus Schedule

Monthly Point Value (PV)	Percentage Bracket of Performance Bonus
400 ~ 799	4
800 ~ 1,599	8
1,600 ~ 3,199	12
3,200 ~ 5,199	16
5,200 ~ 8,799	20
8,800 ~ 12,999	24
13,000 or above	28

Example 1: Assuming your monthly PV and that of your downline A are both 1,000 points. The computation of your personal Performance Bonus shall be as follows:



By including into your group the monthly PV of your downline A, the percentage bracket of Performance Bonus achieved by your personal group becomes 12%. Your personal Performance Bonus shall be:

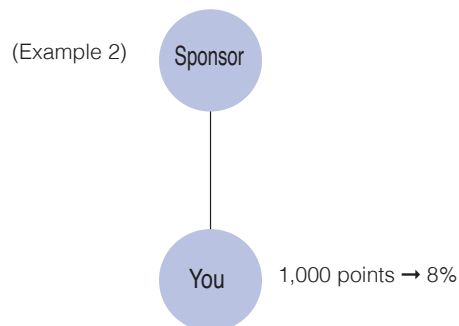
For Malaysia: $1,000 \times 1BV \times 12\% + 1,000 (A) \times 1BV \times (12\% - 8\%)$
 $= RM120.00 + RM40.00 = RM160.00$

For Singapore: $1,000 \times 0.375BV \times 12\% + 1,000 (A) \times 0.375BV \times (12\% - 8\%)$
 $= S\$45.00 + S\$15.00 = S\$60.00$

1. Achieve Growth through Sales of Products

The percentage bracket for your monthly Performance Bonus is determined by the sales of products in PV generated by you and your downline group(s). In other words, the higher the monthly group PV, the higher shall be the percentage bracket for your monthly Performance Bonus (as illustrated in Example 2 and Example 3).

Example 2: Assuming your personal PV for the current month is 1,000 points. Your income shall be as follows:

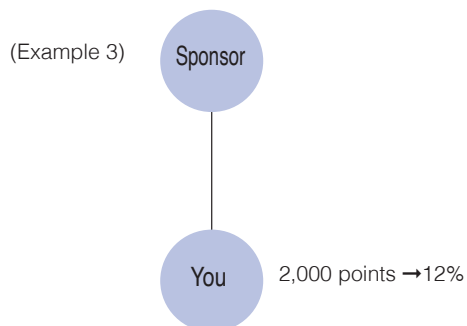


Your Performance Bonus shall be

For Malaysia: $1,000 \times 1BV \times 8\% = RM80.00$

For Singapore: $1,000 \times 0.375BV \times 8\% = S\30.00

Example 3: Assuming your personal PV increases to 2,000 points by the second month. Your income shall be as follows:



Your Performance Bonus shall be

For Malaysia: $2,000 \times 1BV \times 12\% = RM240.00$

For Singapore: $2,000 \times 0.375BV \times 12\% = S\90.00

B. Leadership Bonuses

Shuang Hor Business is an operation in perpetuity, and the Performance Bonus is only a beginning. As such, besides expanding your groups horizontally, you should also build it vertically by guiding your downline distributor(s) in their sponsoring efforts.

In calculating your 1~13-Elite Leadership Bonuses, the formula for confirming the number of Elite Lines is the round figure of $[(a + b) \div c] + d$, where

a : your personal PV;

b : the sum total of the PV of your downlines who have not yet attained the highest percentage bracket of Performance Bonus at 28%;

c : 13,000 points; and

d : the original number of Elite Lines (including the number of International Elite Lines) before integration.

In the event that the orientation for PV integration based on the above formula does not fulfill the requirement demanded of an Elite Distributor, then the Leadership Bonus has to be computed in accordance with the orientation for original PV.

Examples on confirming the number of Elite Lines are as given below:

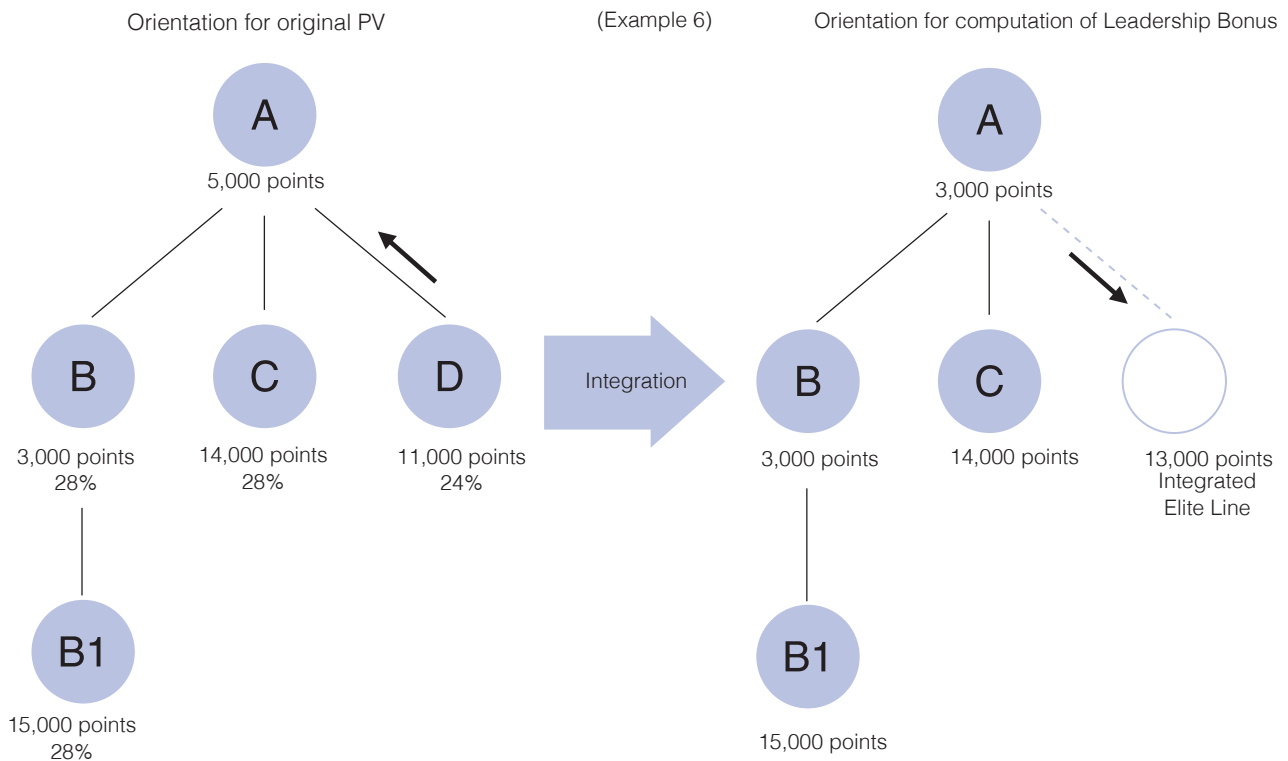


Illustration on integration for Distributor A in Example 6:

1. As the personal PV of Distributor A is 5,000 points, and the downline D has a current month PV of only 11,000 points, which fall short of the highest percentage bracket of Performance bracket at 28%, the PVs of both can be added together for integration.
2. While the PV of downline Distributor B is 3,000 points, B's downline B1 attains the highest percentage bracket of Performance Bonus. As far as A is concerned, B is regarded as an Elite Line like C, and hence cannot be included for integration.
3. The PVs of A and D sum up to 16,000 points, hence can be integrated to constitute one Elite Line, and the balance of 3,000 points shall be retained for A. As Distributor A is now considered to be in possession of three Elite Lines for the month, he or she qualifies for the entitlement of the 3-Elite Leadership Bonus.

1-Elite Leadership Bonus (6.7%)

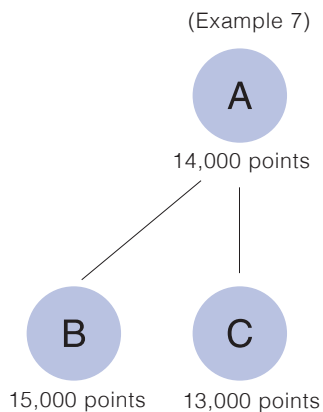
1. Entitlement:

- When any of your downlines attains elite distributor status, and at the same time you already qualify as an Elite Distributor.
- The 1-Elite Leadership Bonus shall be paid on a monthly basis.
- Minimum 6.7% Income:
Once you are eligible to receive the 1-Elite Leadership Bonus, you have to ensure a minimum 6.7% income for your upline who also qualifies for the 1-Elite Leadership Bonus.

2. Method of calculation:

(1) Full entitlement : When your personal group achieves a group PV of 13,000 points or above, you shall receive the sum of group PVs of all your first-level Elite Distributors, upon converting to BV, multiplied by 6.7%, as illustrated in Example 7.

For ease of calculation, we assume that the diagrams below represent the orientations for the computation of Leadership Bonus, which are the orientations of network structures after PV integration, and that 1PV = 1BV for Malaysia and 1PV=0.375BV for Singapore.



In Example 7, the personal group PV of A is 14,000 points. Consequently, The 1-Elite Leadership Bonus for A shall be:

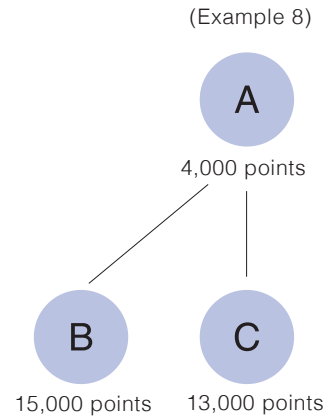
For Malaysia: $(15,000 + 13,000) \times 1\text{BV} \times 6.7\% = \text{RM}1,876.00$

For Singapore: $(15,000 + 13,000) \times 0.375\text{BV} \times 6.7\% = \text{S\$}703.50$

(2) Partial entitlement : When your personal group fails to achieve a group PV of 13,000 points, it is not sufficient to ensure the minimum 6.7% income for your upline. Consequently, the shortfall shall be deducted from your 1-Elite Leadership Bonus, and you shall only receive partial entitlement of the leadership bonus, as illustrated in Example 8.

Method of calculation :

$[(\text{Your personal group PV} + \text{the sum of group PVs of all your first-level downline Elite Distributors} - 13,000 \text{ points}) \times \text{bonus computation factor (BV)} \times 6.7\%]$



In Example 8, the personal group PV of A is 4,000 points. The 1-Elite Leadership Bonus of A shall be:

For Malaysia: $(4,000 + 15,000 + 13,000 - 13,000) \times 1\text{BV} \times 6.7\% = \text{RM}1,273.00$

For Singapore: $(4,000 + 15,000 + 13,000 - 13,000) \times 0.375\text{BV} \times 6.7\% = \text{S\$}477.38$

3-Elite Leadership Bonus (4%)

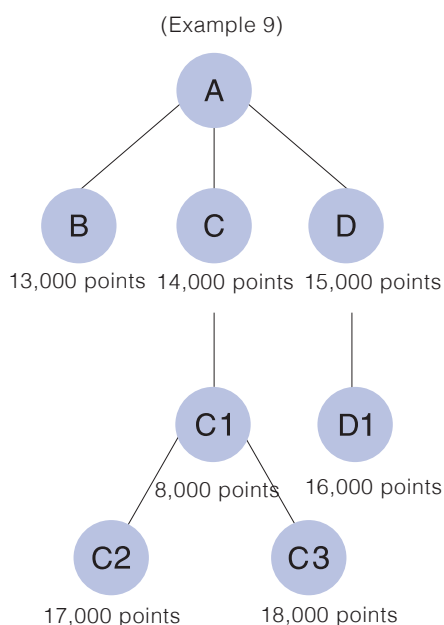
1. Entitlement:

- You have three or more downlines who each attains elite distributor status for the current month.
- The 3-Elite Leadership Bonus shall be paid on a monthly basis.
- Minimum 4% Income:
Once you are eligible to receive the 3-Elite Leadership Bonus, you have to ensure a minimum 4% income for your upline who also qualifies for the 3-Elite Leadership Bonus.

2. Method of calculation:

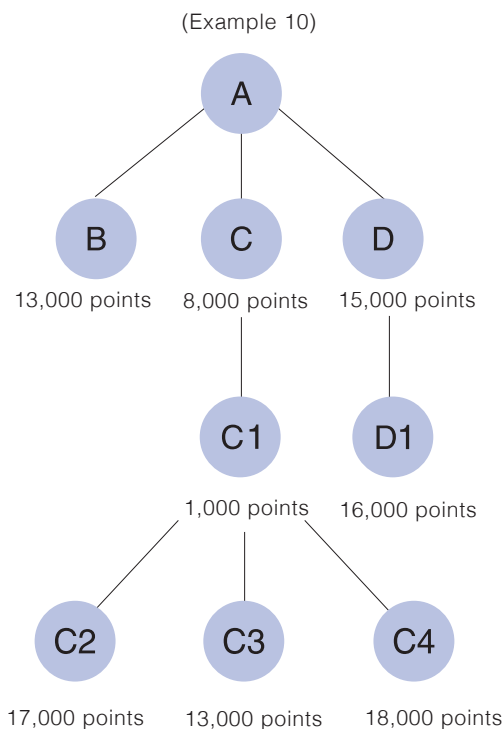
- It is calculated at 4% of the group PV, upon converting to BV, beginning from your second-level downline Elite Distributors and ending with the first-level downline Elite Distributors of a downline who first qualifies for the 3-Elite or above Leadership Bonus.

(1) Full entitlement: When each of your first-level downline Elite Distributors achieves a group PV of 13,000 points or above, as illustrated in Example 9.



In Example 9, as each of A's first-level downlines B, C, and D achieves a group PV of 13,000 points and above, A shall receive full entitlement of the 3-Elite Leadership Bonus, which equals to the sum of the group PVs of C1, C2, C3, and D1, upon converting to BV, multiplied by 4%, giving RM2,360.00 or S\$885.00.

(2) Partial entitlement : When any of your first-level downline Elite Distributors fails to achieve a group PV of 13,000 points, you are unable to ensure the minimum 4% income for your upline. The shortfall shall be deducted from your 3-Elite Leadership Bonus, as illustrated in Example 10.



In Example 10, as A's first-level downline C fails to achieve a group PV of 13,000 points, A shall only receive partial entitlement of the 3-Elite Leadership Bonus, which equals to the sum of the group PVs of C, C1, C2, C3, and C4, minus 13,000 points, plus the group PV of D1, upon converting to BV, and then multiply by 4%, giving RM2,400.00 or S\$900.00.

5-Elite Leadership Bonus (2.7%)

7-Elite Leadership Bonus (1.3%)

9-Elite Leadership Bonus (0.7%)

11-Elite Leadership Bonus (0.7%)

13-Elite Leadership Bonus (0.7%)

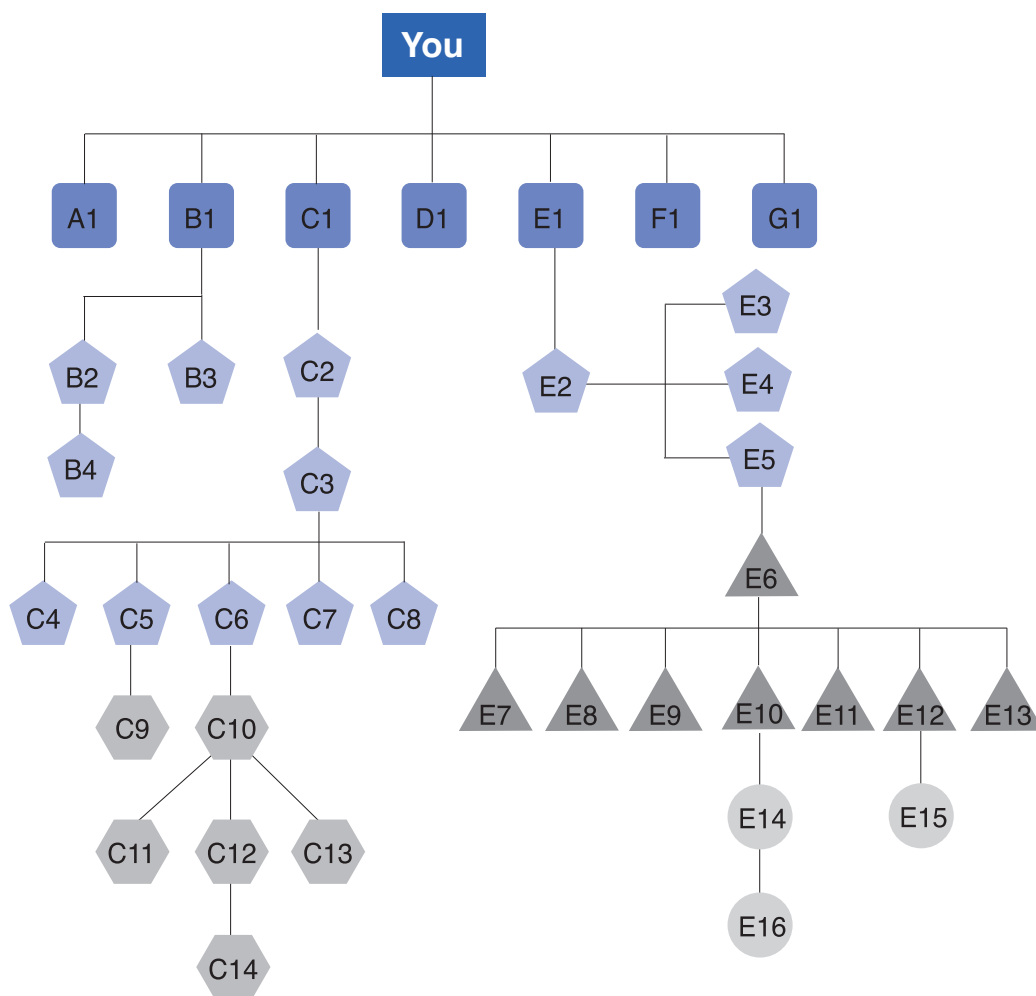
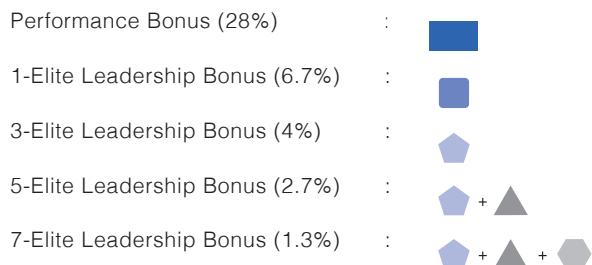
If you have five or more downlines who each attains elite distributor status for the current month, you shall be entitled to the 5-Elite Leadership Bonus. Similarly, if you have seven or more downlines who each attains elite distributor status for the current month, you shall be entitled to the 7-Elite Leadership Bonus. The rule applies until you qualify for the 13-Elite Leadership Bonus.

III. Examples on Entitlement of Bonuses

Given below are examples that serve to briefly illustrate the entitlement coverage of 1~7-Elite Leadership Bonuses, while the remaining 9~13-Elite Leadership Bonuses shall work along the same principles.

For ease of calculation, it is assumed that the following diagrams are orientations for network PV after integration, 1PV = 1BV for Malaysia, 1PV=0.375BV for Singapore, and each node is considered as 13,000 points.

The entitlement coverage for various bonuses are as illustrated below:



Amounts of Bonuses Entitled

Type of Bonus	Amount	Calculation Method	Coverage
Performance Bonus	RM3,640.00 S\$1,365.00	13,000 X BV X 28%	
1-Elite Leadership Bonus	RM6,097.00 S\$2,286.38	13,000 X BV X 7 X 6.7%	A1,B1,C1,D1,E1,F1,G1
3-Elite Leadership Bonus	RM7,280.00 S\$2,730.00	13,000 X BV X 14 X 4%	B2,B3,B4 C2,C3,C4,C5,C6,C7,C8 E2,E3,E4,E5
5-Elite Leadership Bonus	RM7,722.00 S\$2,895.75	13,000 X BV X 22 X 2.7%	B2,B3,B4 C2,C3,C4,C5,C6,C7,C8 E2,E3,E4,E5 E6,E7,E8,E9,E10,E11,E12,E13
7-Elite Leadership Bonus	RM4,732.00 S\$1,774.50	13,000 X BV X 28 X 1.3%	B2,B3,B4 C2,C3,C4,C5,C6,C7,C8 C9, C10,C11,C12,C13,C14 E2,E3,E4,E5 E6,E7,E8,E9,E10,E11,E12,E13
Your total entitlement for the current month: RM29,471.00 or S\$11,051.63			

- The examples given above are only a beginning. It is all up to you as to how far you can go and how much you can earn. As long as you keep on sponsoring and duplicating your efforts, you are destined to benefit from the rewards of limitless abundance in Shuang Hor Business.

Chapter 2 : Confirmation of Status

Shuang Hor offers a total of seven levels of status, each of which is an extended recognition of your personal achievement. The respective levels of status are determined by the number of your Confirmable Elite Lines.

The number of Confirmable Elite Lines = A + B + C, for which:

A : the original number of your Elite Lines;

B : the number of your International Elite Lines; and

C : the number of Elite Lines after computerised integration, and is calculated by first adding personal PV to the total PV of downlines who have not attained the highest percentage bracket of Performance Bonus at 28%, divide the sum by 13,000 points.

I. Elite Distributors

To qualify as an Elite Distributor, you have to meet any one of the following requirements:

- Your personal group attains the highest percentage bracket of Performance Bonus at 28% (PV of 13,000 points or above); OR
- One of your personally sponsored groups achieves the highest percentage bracket of Performance Bonus at 28% and at the same time your personal group PV achieves 6,500 points or above; OR
- Two or more of your personally sponsored groups achieve the highest percentage bracket of Performance Bonus at 28%.

II. Distributors at Vice Manager Levels

1. Vice Manager Distributor

1. Qualification

You have to meet the requirements of an Elite Distributor for two consecutive months within twelve months of your personal year.

2. Re-qualification

You have to meet the requirements of an Elite Distributor for two consecutive months within twelve months of the next fiscal year (from January to December).

3. Awards

- a. Recognition in the Distributor Rally of Shuang Hor, during which a Vice Manager Pin and Vice Manager Distributor Achievement Certificate shall be awarded.
 - b. Publication of your message and photos in the quarterly Shuang Hor Magazine.
 - c. Invitation to the 2-day and 1-night New Vice Manager Leadership Seminar provided by Shuang Hor.
 - d. Fulfilment for one of the qualifications for Outstanding Vice Manager Distributor Overseas Seminar.
- (Note: a, b, and c are applicable for first-time qualifiers only)

2. Senior Vice Manager Distributor

1. Qualification

(For qualified Vice Manager Distributors only)

You have three personal groups who each attains the highest percentage bracket of Performance Bonus at 28% in the same month.

2. Re-qualification

(For qualified Vice Manager Distributors only)

You have three personal groups who each attains the highest percentage bracket of Performance Bonus at 28% in one of the twelve months of the next fiscal year (from January to December).

3. Awards

- a. Recognition in the Distributor Rally of Shuang Hor, during which a Senior Vice Manager Pin and Senior Vice Manager Distributor Achievement Certificate shall be awarded.
 - b. Publication of your message and photos in the quarterly Shuang Hor Magazine.
 - c. Fulfilment for one of the qualifications for Outstanding Vice Manager Distributor Overseas Seminar.
- (Note: a and b are applicable for first-time qualifiers only)

3. Special Vice Manager Distributor

1. Qualification

(For qualified Vice Manager Distributors only)

You have five personal groups who each attains the highest percentage bracket of Performance Bonus at 28% in the same month.

2. Re-qualification

(For qualified Vice Manager Distributors only)

You have five personal groups who each attains the highest percentage bracket of Performance Bonus at 28% in one of the twelve months of the next fiscal year (from January to December).

3. Awards

- Recognition in the Distributor Rally of Shuang Hor, during which a Special Vice Manager Pin and Special Vice Manager Distributor Achievement Certificate shall be awarded.
 - Publication of your message and photos in the quarterly Shuang Hor Magazine.
 - Fulfilment of one of the qualifications for Outstanding Vice Manager Distributor Overseas Seminar.
- (Note: a and b are applicable for first-time qualifiers only)

III. Distributors at Diamond Levels

1. Diamond Distributor

1. Qualification

(For qualified Vice Manager Distributors only)

You have seven personal groups who each attains the highest percentage bracket of Performance Bonus at 28% for six consecutive months, or for at least nine months within twelve months (not limited to any particular fiscal year).

2. Re-qualification

(For qualified Vice Manager Distributors only)

You have seven and another three personal groups who each attains the highest percentage bracket of Performance Bonus at 28% for three and six months respectively within twelve months of the next fiscal year (from January to December).

3. Awards

- Recognition in the Distributor Rally of Shuang Hor, during which a Diamond Pin and Diamond Achievement Certificate shall be awarded.
 - Front-page Feature and Special Diamond Interview in the quarterly Shuang Hor Magazine.
 - Listed in the Hall of Success of Taiwan Yung Kien Industrial Corporation.
 - Invitation to Outstanding Vice Manager Distributor Overseas Seminar to be held in a neighbouring country.
 - Invitation to Diamond Distributor Overseas Seminar to be held in another part of the world.
 - Fulfilment for one of the qualifications for Shuang Hor Diamond Car Award.
 - Fulfilment for one of the qualifications for Shuang Hor Diamond Year-End Bonus.
 - Fulfilment for one of the qualifications as a Keynote Speaker in various functions organised by Shuang Hor.
- (Note: a, b, and c are applicable for first-time qualifiers only)

2. Double, Triple, and Gold Diamond Distributors

1. Qualification

(For qualified Vice Manager Distributors only)

You have nine, eleven, or thirteen personal groups respectively who each attains the highest percentage bracket of Performance Bonus at 28% for at least six months (need not be consecutive) within twelve months of your personal year (beginning from the first month after qualifying as a 9-, 11-, or 13-Elite Distributor respectively).

2. Re-qualification

(For qualified Vice Manager Distributors only)

You have nine, eleven, or thirteen personally sponsored groups who each attains the highest percentage bracket of Performance Bonus at 28% for at least six months (need not be consecutive) within twelve months of the next fiscal year (from January to December).

3. Awards

- Recognition in the Diamond Promotion Rally of Shuang Hor, during which a Double, Triple, or Gold Diamond Pin, Diamond Achievement Certificate, and Diamond Honour Trophy shall be awarded.
 - Recognition in the quarterly Shuang Hor Magazine.
 - Listed in the Hall of Success of Taiwan Yung Kien Industrial Corporation.
 - Invitation to Outstanding Vice Manager Distributor Overseas Seminar to be held in a neighbouring country.
 - Invitation to Diamond Distributor Overseas Seminar to be held in another part of the world.
 - Fulfilment for one of the qualifications for Shuang Hor Diamond Year-End Bonus.
 - Fulfilment for one of the qualifications as a Keynote Speaker in various functions organised by Shuang Hor.
- (Note: a, b, and c are applicable for first-time qualifiers only)

Chapter 3 : Methods of Awards

I. Diamond Car Award

1. Entitlement Requirements

1. You are entitled to the Car Award when you qualify yourself as a Diamond Distributor. However, the calculation of this Award shall not include any number of Elite Line from your international sponsoring. This means you have to sponsor seven 28% groups for six consecutive months or nine non-consecutive months within twelve months in your home country. If the number of integrated Elite Line computed through the integration is more than one, it shall be considered as one.
2. You have observed the Business Rules and Regulations of Shuang Hor and have not been penalised for any violation.

2. The Car Award

For Malaysia:

1. As a first-time qualifier, you shall apply for the award within the period from one month before qualifying to three months after promoting to Diamond, failing which it shall be deemed as an abstention of your own accord.
2. As a second-time or above qualifier, you shall apply for the award with the options of intending or not intending to purchase another car after the first.
3. The award entitles you to purchase a car valued at up to RM60,000, above which you shall pay for the balance. If the purchase is below RM60,000, Shuang Hor shall pay for the actual price of the car.
4. The car must be registered under the name of the applicant or spouse as stated in the "Shuang Hor Products Authorised Distributor Application Form".

For Singapore:

1. As a Diamond Distributor who has qualified for the Diamond Car Award, you may opt for purchasing or not purchasing a car and apply for the award valued at S\$22,500.
2. You shall apply for the Diamond Car Award within the period from one month before qualifying to three months after qualifying as Diamond Distributor, failing which it shall be deemed as an abstention of your own accord.
3. The award entitles you to purchase a car valued at up to S\$22,500, above which you shall pay for the balance. If the purchase is below S\$22,500, Shuang Hor shall pay for the actual price of the car.
4. The car must be registered under the name of the applicant or spouse as stated in the "Shuang Hor Products Authorised Distributor Application Form".

3. Mode of payment

For Malaysia:

1. On the month you qualify for the Car Award, Shuang Hor shall pay for the maximum down-payment of RM18,000 in addition to its first-year road-tax, registration fee, and comprehensive motor insurance in a lump sum.
2. If you are a second-time or above qualifier, the down-payment shall be paid as described above by Shuang Hor when you opt to purchase another car after the first. Otherwise, Shuang Hor shall pay a cash award of RM18,000 on the month you re-qualify for the Diamond Car Award.
3. For either option, the remaining RM42,000 or part thereof shall be paid by Shuang Hor through monthly instalments beginning from the second month of your qualification or re-qualification. Each of these monthly instalments shall be 2.8% of the Bonus Value (BV) of your 1-Elite Leadership Bonus for each month over a maximum period of two years, irrespective of whether you are able to earn the entire RM42,000 during the stipulated period.

For Singapore:

1. Option for purchasing: On the month of your promotion to Diamond, Shuang Hor Company shall pay for the down-payment of S\$6,750, in addition to its first-year road-tax, registration fee and comprehensive car insurance in a lump sum.
2. Option for non-purchasing: On the month you qualify for the Diamond Car Award, Shuang Hor Company shall pay you the car fund valued at S\$6,750.
3. For either option, the remaining S\$15,750 or part thereof shall be paid by Shuang Hor Company through monthly instalments beginning from the second month of your qualification or re-qualification. Each of these monthly instalments shall be 2.8% of the Bonus Value (BV) of your 1-Elite Leadership Bonus for each month over a maximum period of two years, irrespective of whether you are able to earn the entire S\$15,750 during the stipulated period.

4. Entitlement for re-qualification

1. Four years after you first qualify for Car Award, you shall be entitled to re-qualify for the Car Award by fulfilling the same requirements.

II. Diamond Year-End Bonus

1. Objective:

The yearly bonus is allocated to reward distributors at Diamond levels for their contributions to Shuang Hor.

2. Entitlement:

The Diamond Year-End Bonus shall be payable to those who qualify or re-qualify as Diamond Distributor for the current year, with the provision that they have observed the Business Rules and Regulations of Shuang Hor and have not been penalised for any violation.

3. Date of Issuance:

The Diamond Year-End Bonus shall be issued in one lump sum by the end of January of the following year.

4. Allocation:

4.1 The Diamond Year-End Bonus is allocated in accordance with a point system.

4.2 For each 28% group you personally sponsored while you have personally achieved the status of Elite Distributor, you shall be allocated 1 point.

4.3 Points accumulated over the current year shall give you the Total Points of the year.

4.4 The computation of points shall include the number of Integrated Lines meant for calculation of bonuses but exclude the number of your Internationally Sponsored Elite Lines.

5. Formula of Computation:

Diamond's personal Year-End Bonus for the current year =

$$\text{Year-End Bonus allocated by Shuang Hor for the current year} \times \frac{\text{Diamond's Total Points for the current year}}{\text{Sum of Total Points of all qualified Diamond Distributors for the current year}}$$

III. Overseas Seminars

1. Outstanding Vice Manager Distributor Overseas Seminar

1.1 Qualification:

Those who qualified as Vice Manager Distributors or above in the preceding year shall be invited to participate in the Outstanding Vice Manager Distributor Overseas Seminar, with the provision that they have observed the Business Rules and Regulations of Shuang Hor and have not been terminated for any violation before the seminar.

1.2 Entitlement:

(1) The computation of accumulated PVs for Outstanding Vice Manager Overseas Seminar shall be based on Shuang Hor's fiscal year (from 1st January to 31st December).

(2) For first-time participants of the overseas seminar, the PV requirement is 16,000 points. For those participating for the second time or above, the PV requirement is 21,000 points.

(3) Those who qualify or re-qualify as Diamond Distributors during the current year need not have to fulfil the requirements as stated in (2).

1.3 Computation:

(1) Divide your personal Performance Bonus by 4 and then multiply by 3/4

(2) Multiply your 1-Elite Leadership Bonus by 3/4

(3) Multiply your International 1-Elite Leadership Bonus by 3/4

(4) Monthly PV for Outstanding Vice Manager Distributor Overseas Seminar PV = (1) + (2) + (3)

2. Diamond Distributor Overseas Seminar

2.1 Qualification:

Those who qualified as Diamond Distributors in the preceding year shall be invited to participate in the Diamond Distributor Overseas Seminar, with the provision that they have observed the Business Rules and Regulations of Shuang Hor and have not been terminated for any violation before the seminar.

- For the above two seminars, all relevant costs including air tickets, foods and lodging as well as all matters shall be borne and arranged by Shuang Hor. Each distributor is entitled to a maximum of two tickets, which are only limited to the applicant and his or her spouse as stated in the "Shuang Hor Products Authorised Distributor Application Form". Any qualifier who is unable to participate in the seminar due to unforeseen circumstances shall be deemed as an abstention of his or her own accord.

Chapter 4 : International Sponsoring

1. What Does International Sponsoring Mean

"International Sponsoring" means distributors of Shuang Hor are entitled to, subject to the Rules and Regulations of International Sponsoring, the benefits of international sponsorship in countries where Shuang Hor Group has set up its overseas operations.

However, the Rules and Regulations of International Sponsoring do not apply in sponsoring activities between Malaysia, Singapore and Indonesia. In other words, Malaysia, Singapore and Indonesia are considered as a single market, for which sponsoring efforts of distributors from either country do not fall under the domain of International Sponsoring.

International Sponsor

Assuming Shuang Hor Group has set up its overseas operations in a Sponsored Country, in which you have a friend B. When you recruit B to sign up as a distributor of the local Shuang Hor company, you become the "International Sponsor" of B, as denoted by Q in the following diagram.

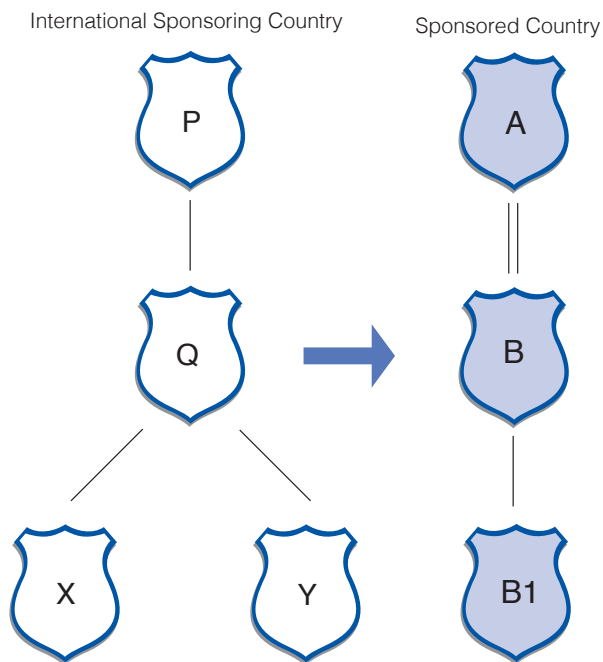
Adopter Sponsor

While you intend to recruit B as a distributor of the local Shuang Hor company in the Sponsored Country, you have to entrust the local Shuang Hor company to recommend, or personally look for yourself, a local distributor A known as the "Adopter Sponsor", to sponsor and guide B on your behalf.

International Distributor (the Sponsored)

Your friend B in the Sponsored Country is known as an "International Distributor" when he or she duly signs up the local Shuang Hor Business through your recruitment effort in accordance with International Sponsoring Procedures.

International Sponsoring Relationship Chart

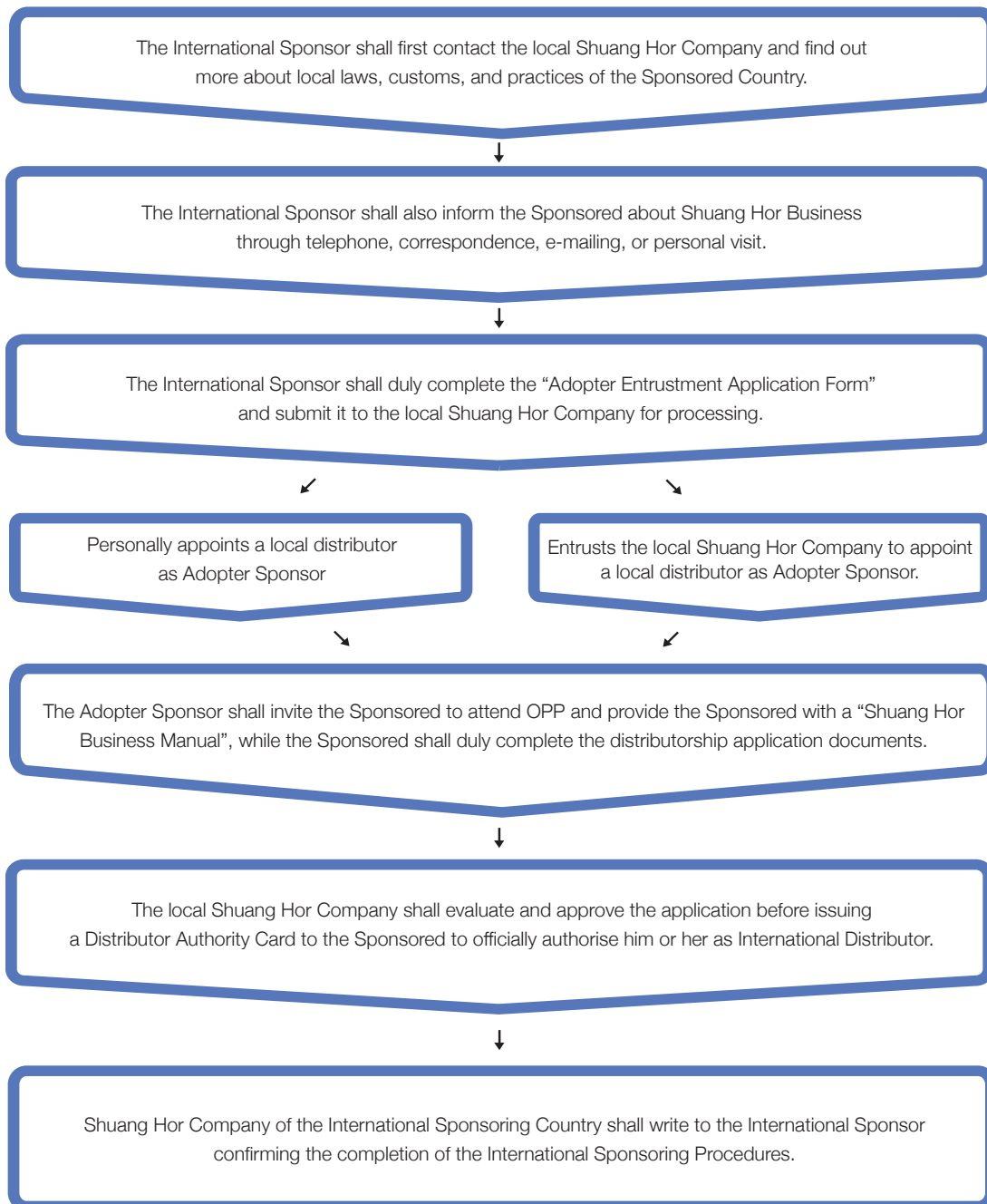


Symbol	Denotation
	Direct Sponsoring
	Adopter Sponsoring
→	International Sponsoring
P	Upline Sponsor of Q
Q	International Sponsor
X , Y	Distributors sponsored by Q in home country
A	Adopter Sponsor
B	International Distributor
B1	Distributor sponsored by B in the local country

2. International Sponsoring Procedures

If you as an International Sponsor have a prospect to recruit in an overseas country where Shuang Hor Group has set up its operations, you may proceed to sponsor the prospect in accordance with the International Sponsoring Procedures.

International Sponsoring Flowchart



3. The Benefits of International Sponsoring

In line with the overall international development program of Shuang Hor Group, as well as to protect international sponsoring benefits of distributors at all levels, the awards generated through the international sponsoring scheme shall be processed with a one-month deferment. In other words, the number of International Elite Lines or international bonuses generated in the Sponsored Country in the current month (for example: January) shall be included for computation in the International Sponsoring Country in the following month (February).

Assuming $1PV = 1BV$, exchange rate 1:1 and the highest percentage bracket of Performance Bonus in both the International Sponsoring Country and the Sponsored Country is 28%. The Performance Bonus Schedule is provided below for your easy reference:

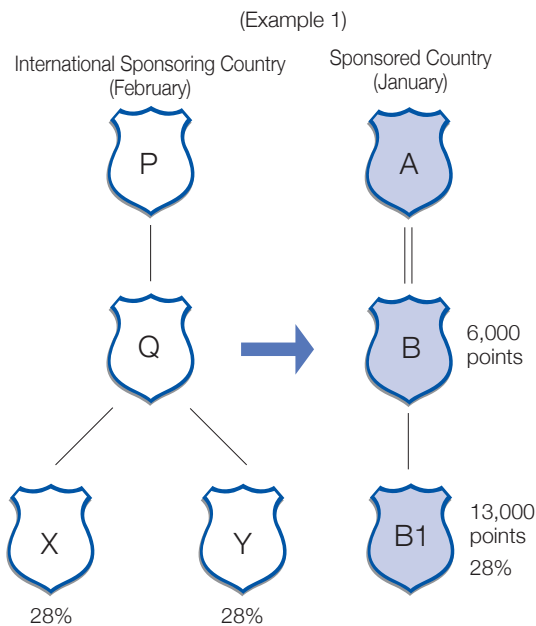
Performance Bonus Schedule

Monthly Point Value (PV)	Percentage Bracket of Performance Bonus
400 ~ 799	4%
800 ~ 1,599	8%
1,600 ~ 3,199	12%
3,200 ~ 5,199	16%
5,200 ~ 8,799	20%
8,800 ~ 12,999	24%
13,000 or above	28%

I) Benefits of International Sponsor

1. Entitlement of Status

The number of internationally sponsored Elite Lines shall be included for the International Sponsor's entitlement, as in Example 1.



In Example 1, although International Distributor B achieves a PV of 6,000 points on January, the downline distributor B1 locally sponsored by B attains the status of Elite Distributor. Consequently, B can be regarded as an International Elite Line that should be included for the confirmation of Q's status entitlement in home country, and hence Q qualifies as a Senior Vice Manager Distributor on February.

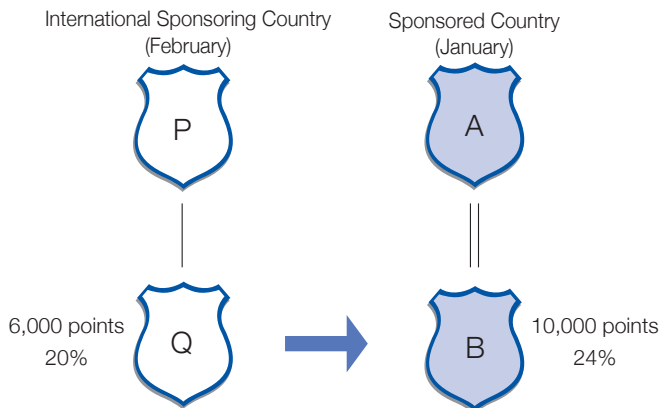
2. Entitlement of Awards

- 2.1 **PV requirement for Outstanding Vice Manager Distributor Overseas Seminar:**
Three quarters (3/4) of the "International 1-Elite Leadership Bonus" shall be included for the computation of PV.
- 2.2 **Qualification for Diamond Distributor Overseas Seminar:**
The number of internationally sponsored Elite Lines shall be included for the computation of this qualification.
- 2.3 **Diamond Car Award:**
The number of Elite Lines under International Sponsoring shall not be included for the computation of this award.
- 2.4 **Diamond Year-End Bonus:**
The number of Elite Lines under International Sponsoring shall also not be included for the computation of this bonus.

3. Computation of Bonuses

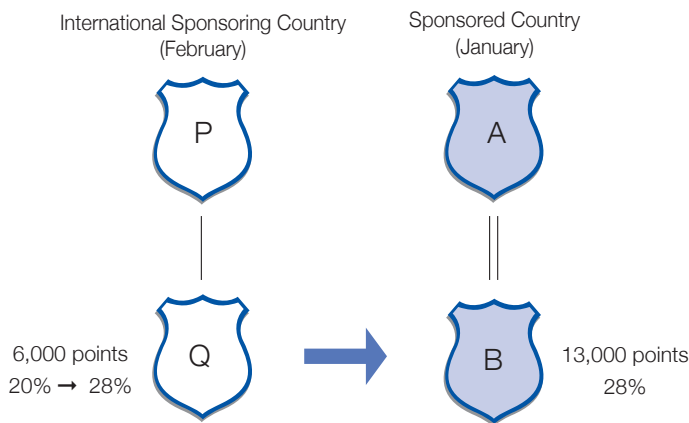
- 3.1 **Performance Bonus:**
PV generated by the International Distributor in the Sponsored Country shall not be included into the International Sponsor's personal group for bonus computation, as in Example 2. However, in the event the International Sponsoring Line attains the performance of Elite Distributor, the International Sponsor shall be entitled to the highest percentage bracket of Performance Bonus for bonus computation, as in Example 3.

(Example 2)



In Example 2, the International Sponsor Q is not entitled to enjoy the highest percentage bracket of Performance Bonus at 28% on the sum of 16,000 points (6,000 + 10,000). Instead, the bonus computation for the International Sponsor Q shall be based on 20% of 6,000 points achieved in home country.

(Example 3)

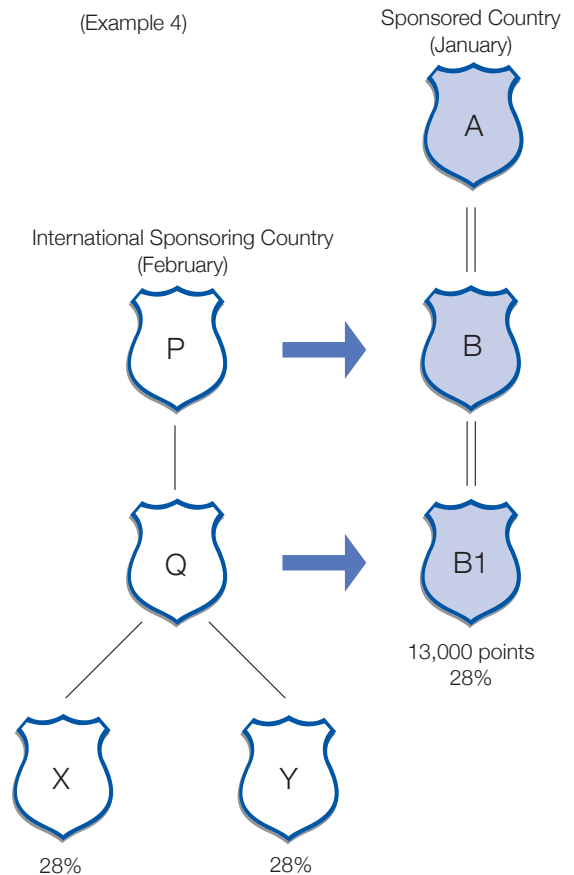


In Example 3, as International Distributor B attains the performance of Elite Distributor, Q is entitled to the highest percentage bracket of Performance Bonus at 28% for bonus computation.

3.2 Leadership Bonuses :

The number of internationally sponsored Elite Lines shall be included for the computation of the International Sponsor's Leadership Bonus in home country based on the highest level of status attained, as in Example 4.

(Example 4)



In Example 4, two home country downlines X and Y of International Sponsor Q attain the performance of Elite Distributor, while International Distributor B1 has also attained the performance of Elite Distributor on January. Consequently, Q qualifies as Senior Vice Manager Distributor and is entitled to the 3-Elite Leadership Bonus on February.

As for International Sponsor P, his International Sponsoring Line B has not generated any performance PV on January. Though B's downline B1 has attained the performance of Elite Distributor, B1 is an International Distributor sponsored by another person. Consequently, P shall not include B for computation purposes in the sponsoring country. Provided that B has accumulated 6,500 points in home country, or B has sponsored another Distributor who attains the performance of Elite Distributor in home country, then B can be regarded as an International Elite Line.

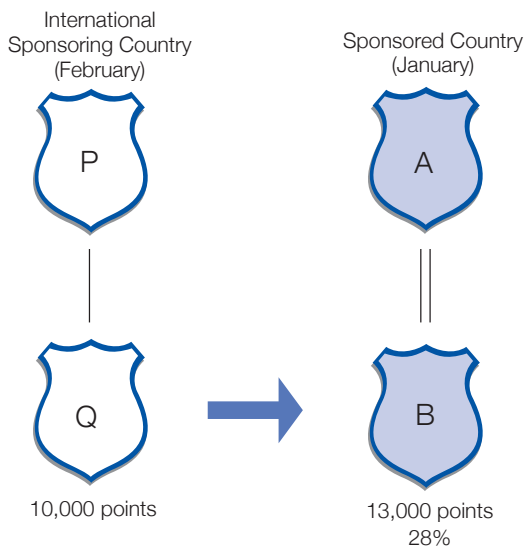
4. Entitlement and Computation of International Leadership Bonuses

4.1 International 1-Elite Leadership Bonus

Entitlement: You are entitled to this bonus when your International Sponsoring Line attains the performance of Elite Distributor and provided that you satisfy one of the following conditions:

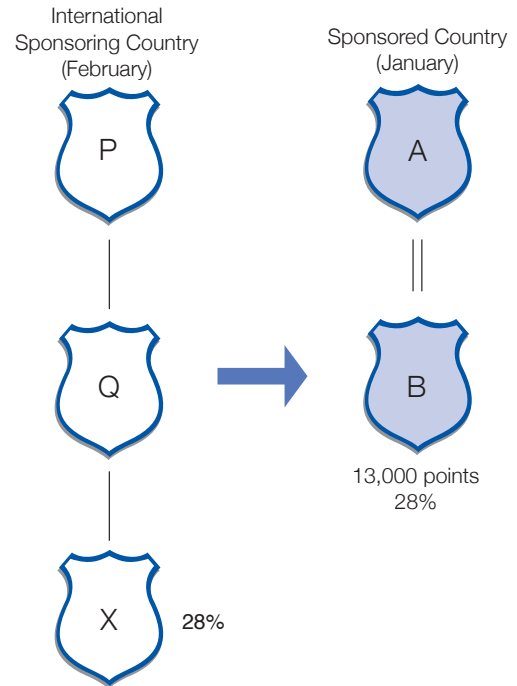
1. The home country personal group PV is 6,500 points or above, as in Example 5; OR
2. At least one home country downline distributor qualifies as Elite Distributor, as in Example 6; OR
3. In addition to the existing one, another International Sponsoring Line also attains the performance of Elite Distributor. In other words, the International Sponsor now possesses two International Sponsoring Lines that attain the performance of Elite Distributor, as in Example 7.

(Example 5)



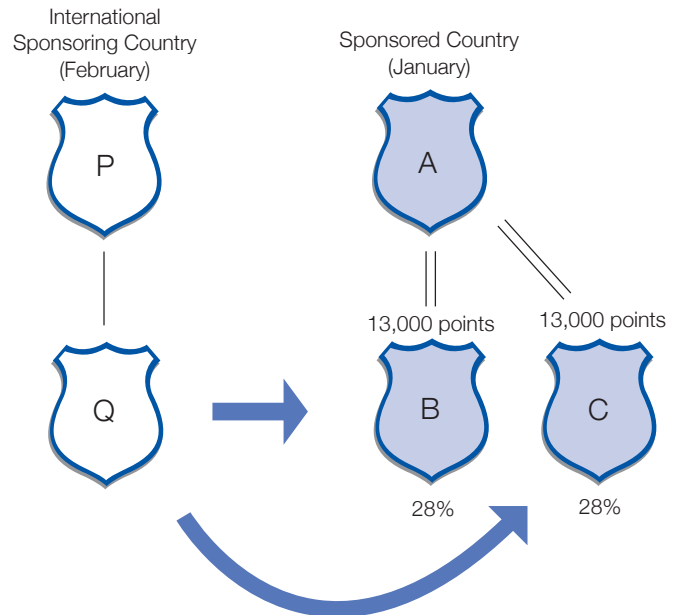
In Example 5, while the International Distributor B attains the performance of Elite Distributor, the PV of Q in home country has exceeded 6,500 points. Consequently, Q is entitled to attain one half (1/2) the minimum guaranteed income of the International 1-Elite Leadership Bonus.

(Example 6)



In Example 6, both the International Distributor B and the home country downline X of Q attain the performance of Elite Distributor. Consequently, Q is entitled to attain one half (1/2) the minimum guaranteed income of the International 1-Elite Leadership Bonus.

(Example 7)

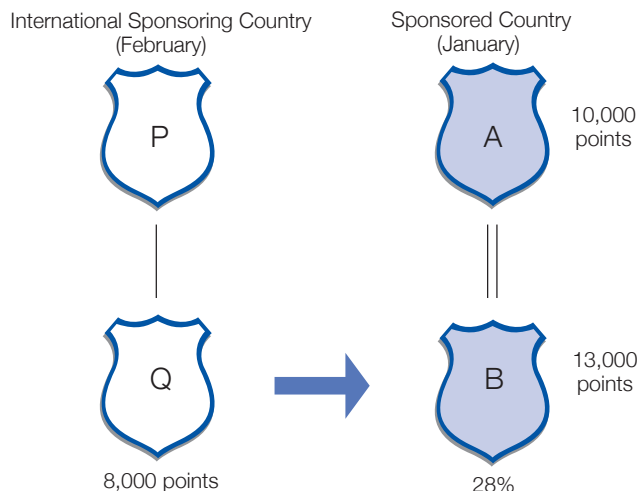


In Example 7, both International Distributors B and C attain the performance of Elite Distributor. Consequently, Q is entitled to attain one half (1/2) the minimum guaranteed income of the International 1-Elite Leadership Bonus.

Computation Method:

This bonus shall be one half (1/2) of the minimum guaranteed income generated from the 1-Elite Leadership Bonus in the Sponsored Country multiplied by the exchange rate, while the balance shall be earned by a qualified upline of the International Distributor, as in Example 8.

(Example 8)



In Example 8, assuming that the minimum guaranteed income of the 1-Elite Leadership Bonus in the Sponsored Country is $13,000 \times 1\text{BV} \times 6.7\%$, then the International 1-Elite Leadership Bonus for Q shall be $(13,000 \times 1\text{BV} \times 6.7\%) \times 1/2 \times \text{exchange rate}$.

4.2 International 3-Elite or above Leadership Bonus

Entitlement: when your Internationally Sponsored Line qualifies as a 3-Elite or above Distributor and at the same time you personally attain the performance of 3-Elite or above Distributor in your home country (inclusive of your Internationally Sponsored Line) .

Computation Method:

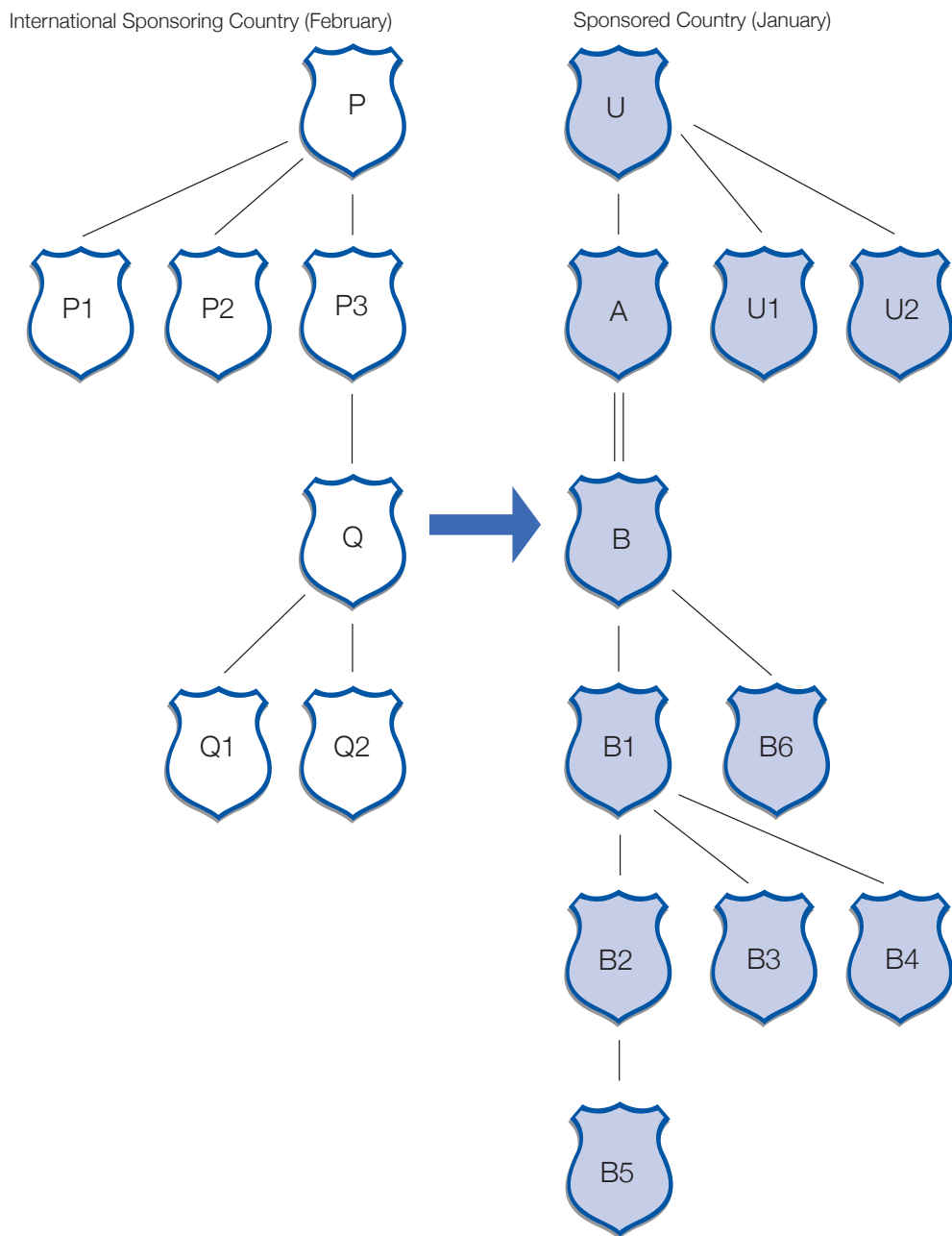
1. The International 3-Elite or above Leadership Bonus shall be calculated beginning from the second-level downline Elite Distributor(s) in the Internationally Sponsored Line, and ending with the first-level downline Elite Distributors of the downline who first qualifies for the 3~13-Elite Leadership Bonuses. 30% of the 3-Elite or above Leadership Bonus calculated from all the International Sponsoring networks as mentioned above shall be the International 3-Elite or above Leadership Bonus, as in Example 9.
2. In the event that the downline of the International Distributor is also an International Distributor of another International Sponsoring Country, then the computation of the International Leadership Bonus shall not cover the PV of the downline International Distributor network, provided also that the minimum guaranteed income is considered before the cut-off point. Its method of computation is the same as that of 3-Elite or above Leadership Bonus in home country.

It is assumed that the value of each node is 13,000 points, and the percentages of various Leadership Bonuses in both the International Sponsoring Country and the Sponsored Country are identical. The percentages of various Leadership Bonuses are as shown below for your easy reference:

Leadership Bonus Schedule

Leadership Bonus	Percentage of Leadership Bonus
1-Elite Leadership Bonus	6.7%
3-Elite Leadership Bonus	4.0%
5-Elite Leadership Bonus	2.7%
7-Elite Leadership Bonus	1.3%
9-Elite Leadership Bonus	0.7%
11-Elite Leadership Bonus	0.7%
13-Elite Leadership Bonus	0.7%

(Example 9)



In Example 9, the International Sponsor Q qualifies for the International 3-Elite Leadership Bonus as Q possesses two Elite Distributor Lines in home country in addition to the Internationally Sponsored Line B. The calculation is as shown below :

Distributor	International Leadership Bonus
Q	1-Elite Leadership Bonus = $13,000 (B) \times 1BV \times 6.7\% \times 1/2 \times \text{exchange rate}$ 3-Elite Leadership Bonus = $[13,000 \times 5 (B1, B2, B3, B4, B6) \times 1BV \times 4\%] \times 30\% \times \text{exchange rate}$

The International 3-Elite Leadership Bonus earned by Q shall be deducted from the bonus of upline U who qualifies for the 3-Elite Leadership Bonus.

II) Benefits of Adopter Sponsor

1. Entitlement of Status:

The number of lines belonging to the International Distributor who attains the performance of Elite Distributor can be included for entitlement and qualification for the status.

2. Entitlement of Awards:

PV generated by an International Distributor can be included for the entitlement for various awards.

3. Computation of Bonuses:

3.1 Performance Bonus:

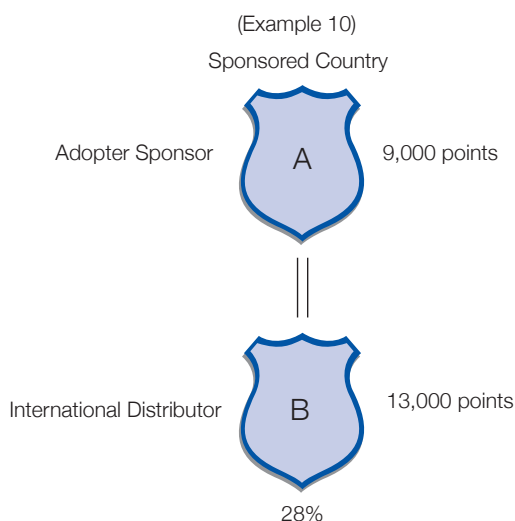
The Adopter Sponsor shall be entitled to the percentage difference on performance bonus of the International Distributor, until the International Distributor attains the highest percentage bracket of Performance Bonus.

3.2 1-Elite Leadership Bonus:

When the Adopter Sponsor qualifies as an Elite Distributor and at the same time the International Distributor attains the performance of Elite Distributor, the Adopter Sponsor shall be entitled to the balance of the Leadership Bonus after deducting the International 1-Elite Leadership Bonus, as in Example 10.

3.3 3-Elite and above Leadership Bonus:

PV of the Internationally Sponsored Elite Distributor shall be included for the calculation of various Leadership Bonuses. However, 30% of that qualified part of the Leadership Bonuses shall be deducted to reserve for the International 3-Elite or above Leadership Bonus.



In Example 10, both the International Distributor B and B's Adopted Sponsor A attain the performance of Elite Distributor. Consequently, A shall be entitled to the balance of the Leadership Bonus after deducting the International 1-Elite Leadership Bonus.

Methods of Ordering & Returning Goods

All Distributors of Shuang Hor are eligible to order products online or purchase directly from the Company or Distribution Centres of Shuang Hor.

Chapter 1 : Online Ordering for Malaysia & Singapore

- 1) Online Ordering (Mondays to Sundays): 5:00am to 11:00pm
Website: www.shuanghor.com.my • www.shuanghor.com.sg
- a) A distributor can order products online or even help his or her downline distributors to do so.
- b) A distributor is able to help order products for his or her downline distributors registered under their respective countries, namely Malaysia, Singapore or Indonesia. However, orders for distributorships registered under different countries have to be separated accordingly, and each order has to duly complete the payment before the next order placed under a different country.
- c) The price of each product is to follow that of the respective country, while the payment is to be made in the local currency. The foreign currency exchange rate shall be based on the exchange rate of the bank that issued the credit card.
- d) Mode of payment: Only the distributor's personal credit card (Visa / Master) is acceptable.
- e) When the last business day of the current month in Malaysia, Singapore, or Indonesia is a public holiday or Sunday, the records of all online ordering transacted on this day will be automatically carried forward to the 1st day of the following month, and the PV generated will also be automatically transferred to the following month.
- f) Online ordering for the last business day of the current month will be available up to 12:00 noon only.
- g) Goods delivery:
 - i) Via Courier Service:
 - Malaysia: Goods delivery for orders that complete the payment by 12:30pm on the current day will be processed on the same working day. After 12:30pm, the order will be processed on the next working day.
 - Singapore: Goods delivery for orders that complete the payment by 12:30pm on the current day will be processed on the same working day. After 12:30pm, the order will be processed on the next working day.
 - ii) Via Pick-up at Counter: For pick-up of goods at the counter, the above cut-off time does not apply, and the goods will be ready for pick-up the next working day from 12:00 noon onwards.
- h) The delivery charges for online ordering shall refer to the table "Specified Amounts for Free Delivery" applicable for On-the-Spot Purchase and Telegraphic Transfer Ordering of the respective country, with the proviso that online orderings transacted at different intervals of the current day shall not be lumped together for free delivery.

Chapter 2 : Other Ordering Methods for Malaysia

Kuala Lumpur Distribution Centre

No. 54, Jalan Tago 2, Taman Perindustrian Tago,
Sri Damansara, 52200 Kuala Lumpur, Malaysia.
Tel: +60-3-6275 8818 WhatsApp: +60-12-463 6641

Penang Distribution Centre

No. 148, Tingkat 3, Jalan Hutton,
10050 Pulau Pinang, Malaysia.
Tel: +60-4-226 4848 WhatsApp: +60-12-463 6625

Johor Bahru Distribution Centre

No. 19-25, Jalan Utama 43, Taman Mutiara Rini,
81300 Skudai, Johor, Malaysia.
Tel: +60-7-554 7668 WhatsApp: +60-12-463 6642

Kota Kinabalu Distribution Centre

Lot B-G-7, B-G-8, B-G-9, & B-G-10, Ground Floor,
Plaza Impian Inanam, Lorong Plaza Impian Inanam,
88400 Kota Kinabalu, Sabah, Malaysia.
Tel: +60-88 396 011
WhatsApp: +60-12 463 6692

Kuching Distribution Centre

Sublot 11, Royal Bay Commercial Centre,
Jalan Buruh, 93450 Kuching,
Sarawak, Malaysia.
Tel: + 6082 552 470
WhatsApp: +60-12 463 6001

Miri Service Centre

Lot 2122, 1st Floor, Block 4, MCLD Jalan Krokop Utama,
Krokop 98000 Miri, Sarawak, Malaysia.
Tel: +60-16-851 9765 / +60-12-8771016

1) On-the-spot Purchase (Every Monday to Friday, and the last Saturday of the month): 8:30am-4:30pm

Distributors can go directly to any distribution centre located in Kuala Lumpur, Johor Bahru, Penang, Kota Kinabalu or Kuching to purchase and pick up the products from the sales counters either with cash, credit card (Visa/Master), or debit card.

2) Telegraphic Transfer Ordering/Fax in Ordering: Every Monday to Friday

Distributors can call & WhatsApp 010-468 0436 to place their orders.

Modes of Payment

1) Through Bank counter (all banking charges will be borne by Shuang Hor Malaysia):

Please state Account Payee as: **Shuang Hor Enterprise (M) Sdn. Bhd.**

• Public Bank Berhad Account Number: 3-9990647-36

Please fill in your Distributor No. in "Reference No." column of the bank in slip.

• Maybank Account Number: 5-14011-53677-6

Please call us at 010-468 0436 to provide the "Transaction Time" printed on your bank in slip.

II) Through Internet banking (Bill Payment):

- Public Bank Berhad (all banking charges will be borne by Shuang Hor Malaysia)
Internet Banking www.pbebank.com.my (pay via "Bill Payment" function)
○ Go to "Payment/Recharge" - select "Bill payment" - select Payee Corporation (Shuang Hor Enterprise (M) Sdn. Bhd.) - Please fill in your Distributor No. in "Distributor file No." column.
- Maybank (Banking charges RM0.50 per transaction)
Internet Banking www.maybank2u.com.my (pay via "Bill Payment" function)
○ Go to "Bill payment" - View all payees by category - select Direct Selling - select (Shuang Hor Enterprise (M) Sdn. Bhd.) - Please fill in your Distributor No. in "Bill Account No." column.

III) Telegraphic Transfer Ordering payment via credit cards:

- a) 9:00am - 11:00am: Your orders will be processed on the same day after successful payment
- b) After 11:00am: Your orders will be processed on the next business day
- For the first time user, please fill in the "Application Form for Use of Credit Card" and attach photocopies on both sides of your IC and credit card by fax or mail to the company for authorization purpose. You can place your order after the authorization has been done.
- Once the authorization has been done, please fill in the "Order Form for Credit Card Payment" and "Order Form" and WhatsApp 010-468 0436 for each time ordering, and call our Telegraphic Transfer Ordering Free Phone 010-468 0436 to confirm your order before 11:00am to ensure your orders are well processed.

Delivery Charges

Destinations	For Orders Below	Delivery Charges
West Malaysia	RM500	RM10
East Malaysia	RM500	RM10

* Per payment.

Important Notes for Receiving Goods

- 1) Upon receipt of the payment and orders to confirm the transaction successfully, Shuang Hor shall deliver the products through courier service on the same day. The goods normally will reach the specified recipient within 3~5 working days. Goods ordered on the last business day and the last Saturday of the month will be assigned for courier the next working day.
- 2) Distributors are advised to inspect the content of goods ordered and check for the following conditions while taking delivery:-
 - (a) Defects on the packaging
 - (b) Goods not as ordered or shortage of the goods
 - (c) Error on distributor number or name printed on the Sales InvoiceAny discrepancy on the above, please inform Shuang Hor at +60-3-2389 2973 within 3 working days from the date of receipt to request for replacement; failing which the delivery taken shall be considered accepted.
- 3) If goods ordered are not delivered on the third day of transaction made, or further inquiry on ordering and mode of payment, kindly call +60-3-2389 2973.

Chapter 3 : Other Ordering Methods for Singapore

Shuang Hor (Singapore) Pte Ltd

66 Kallang Pudding Road, #05-02, Hor Kew Business Centre, Singapore 349324. Tel: +65-6846 9288

Ordering methods

- 1) **On-the-spot Purchase** (Every Monday to Friday, and the last Saturday of the month): 9:00am-6:00pm
Distributors can go to Shuang Hor Singapore to purchase and pick up the products from the sales counters either with cash, Nets Card, or credit cards (Visa/Master).
- 2) **Telegraphic Transfer Ordering** (Every Monday to Friday and the last Saturday of the month): 9:00am-6:00pm

Modes of Payment

Distributors can call the Telegraphic Transfer Ordering Freephone at 1-800-846 8107 to place their orders. They may transfer their payment to the following Shuang Hor account (all banking charges will be borne by Shuang Hor Singapore). Please state Account Payee as: **Shuang Hor (Singapore) Pte Ltd**

● **OCBC Bank Account Number: 501-575500-001**

Delivery Charges

- For destinations in Singapore, distributors shall pay a delivery charge of S\$10 for orders below S\$200.00.
- * Per payment.

Important Notes for Receiving Goods

- 1) Upon confirmation of the payment and the orders, Shuang Hor shall proceed to deliver the products through courier service on the same day. The goods normally will reach the specified recipient within 1-2 working days.
- 2) Distributors are advised to inspect the content of goods ordered and check for the following conditions while taking delivery:
 - (a) Defects on the packaging
 - (b) Goods not as ordered or shortage of the goods
 - (c) Error on distributor number or name printed on the Sales InvoiceFor any discrepancy on the above, please inform Shuang Hor Customer Service at 1-800-846-8107 within 3 working days from the date of receipt to request for replacement; failing which the delivery taken shall be considered accepted.
- 3) If goods ordered are not delivered on the third day of transaction made, kindly call 1-800-846-8107.

Chapter 4: Details on Returning of Goods for Malaysia & Singapore

1. Time limit for application on returning of goods

The application shall be valid within thirty (30) days from the termination of distributorship.

* For distributors terminated due to the violation of the Shuang Hor Business Rules and regulations, their application on the returning of goods will not be entertained.

2. Scope for the returning of goods

The entire stock of goods personally ordered but not yet sold out by the applicant can be returned, except for :

- a) Sales aids without any PV.
- b) Goods not in a saleable condition, including those that have been partially consumed, with their shelf-life expired, or found to have been tampered with, etc.

3. Method of returning goods

Returning of goods can only be processed on-the-spot at the counter of Shuang Hor. No postal request shall be entertained.

4. Relevant documents

- a) Application Form for Withdrawal of Distributorship.
- b) Original Distributor Copy of Sales Invoice
 - Malaysia: Date stated in the Sales Invoice should not exceed thirty (30) days from the date of ordering
 - Singapore: Date stated in the Sales Invoice should not exceed sixty (60) days from the date of ordering
- c) Application Form for Returning of Goods.
- d) Goods to return.

5. Calculation on the value of goods returned

Calculation shall be based on 100% of the Distributor Price of goods returned.

6. Administrative Fee

An administrative fee of 10% on the goods returned (based on Distributor Price) shall be charged.

7. Calculation of payback amount

The final payback amount shall be the total value of goods returned minuses the administrative fee and bonuses already paid to the applicant, including:

- a) Performance Bonus.
- b) Leadership Bonus.
- c) Other bonuses such as Diamond Bonus, Payment for Diamond Car Award, expenses for overseas seminars, etc, in addition to bonuses paid to the applicant's upline, such as:
 - (i) Performance Bonus.
 - (ii) Leadership Bonus.
 - (iii) Other bonuses for the upline such as Diamond Bonus, Payment for Diamond Car Award, expenses for overseas seminars, etc.

8. Method of payment

Shuang Hor shall remit the payment of payback amount within thirty (30) days in the form of a cheque.

9. Supplementary provision

Any amendment to the above shall be announced through Quarterly Shuang Hor Magazine or other official documents of Shuang Hor Enterprise (M) Sdn Bhd and Shuang Hor (Singapore) Pte Ltd with immediate effect.

Business Rules and Regulations

Forewords

These Business Rules and Regulations are duly established to regulate the relationship between Shuang Hor and its independent distributors, as well as the marketing relationship among its distributors at all levels in their respective countries, namely Malaysia and Singapore.

The objective is to promote and protect the interests of Shuang Hor distributors as stipulated in the Marketing Plan as well as to inculcate harmony among distributors, with the view of ensuring an equitable opportunity for profit-making by all members through the sales and marketing of Shuang Hor products and full protection of their rights and interests.

Chapter 1: Terminology Used and Definitions

1.1 Shuang Hor

In this Rules and Regulations, "Shuang Hor" refers to Shuang Hor Enterprise (M) Sdn Bhd or Shuang Hor (Singapore) Pte Ltd, whichever is applicable, and there shall be no other interpretation unless otherwise specified.

1.2 Distributor

You become a "Distributor" of Shuang Hor or "Shuang Hor Products Authorised Distributor" when you have been signed up by a Sponsor and your application for distributorship has been duly approved by Shuang Hor, giving you the exclusive right to promote Shuang Hor products and sponsor other people as your downline distributors and enjoy other rights as stipulated in your Shuang Hor Business Manual.

1.3 Sponsor

When you are directly recruited into Shuang Hor Business by a Distributor of Shuang Hor, that Distributor becomes your "Sponsor" in Shuang Hor Business.

1.4 The Sponsored

When you are directly recruited into Shuang Hor Business by a Distributor of Shuang Hor, you become the "Sponsored" of that Distributor in Shuang Hor Business.

1.5 Distributorship

Upon becoming a Distributor of Shuang Hor, your "Distributorship" shall entitle you to all benefits and obligations as stipulated in your Shuang Hor Business Manual, including placing orders, retailing, sponsoring, guiding, entitlement of bonuses and recognition, etc.

1.6 Upline / Downline Distributor

When you are recruited as a Distributor of Shuang Hor by a Sponsor, he or she becomes your "Upline Distributor" and you become his or her "Downline Distributor".

1.7 Application Form for Change of Distributorship

In the event a Distributor intends to change his or her rights and obligations as Distributor due to one reason or another, he or she may apply through the "Application Form for Change of Distributorship".

1.8 Application Form for Withdrawal of Distributorship

In the event a Distributor intends to withdraw himself or herself as Distributor, he or she may apply through the "Application Form for Withdrawal of Distributorship".

1.9 OPP

The System and products used in presenting Shuang Hor Business to your prospects are collectively known as "OPP".

1.10 Fixed-price Policy

Upon becoming a Distributor of Shuang Hor Business, the Distributor shall observe Fixed-price Policy on the sales of Shuang Hor products, in order that the rights of all fellow distributors are protected.

Chapter 2 : How To Become A Shuang Hor Distributor

2.1 Application

- 2.1.1 Any individual who fulfils the criteria as mentioned below and has been duly sponsored by a “Shuang Hor Products Authorised Distributor” (hereinafter known as “Distributor”) is eligible to apply for “Shuang Hor Products Authorised Distributorship” (hereinafter known as “Distributorship”). The applicant must be above 18 years of age and has never lost his or her credibility to conclude an agreement under the prevailing rules of law. Minors who are married and can substantiate their marriage with relevant documents are not bound by this limitation on their age. However in Singapore an individual may apply as a Shuang Hor Distributor upon attaining the age of 21 and has not lost his or her right in entering into a contract under any governing laws. If the Applicant is of age between 18 and 21, written consent from his or her guardian is required.
- 2.1.2 Apart from the above, an applicant must also be free from the following encumbrances:
- 2.1.2.1 His or her distributorship has been revoked due to violation of Shuang Hor Business Rules and Regulations.
 - 2.1.2.2 He or she has done damage to the good reputation and image of Shuang Hor.
 - 2.1.2.3 Any other reason considered being unacceptable by Shuang Hor for him or her to apply as a distributor.
- 2.1.3 For foreigners intending to apply as distributors, please refer to Chapter 8 on “Rules Governing Foreigners Involving in Shuang Hor Business”.

2.2 Procedures

An applicant intending to apply as a Distributor of Shuang Hor should do so by duly complete the “Shuang Hor Products Authorised Distributor Application Form” and submit it in person or mail it to Shuang Hor through registered post.

2.3 Authorisation

Upon verifying the application, Shuang Hor shall inform the applicant the result of his or her application through writing. Shuang Hor reserves the right to reject an application (including the application for renewal) at its absolute discretion without having to assign any reason.

2.4 Validity of Distributorship

The distributorship of a successful applicant shall be deemed valid only upon the issuance of “Distributor Authority Card” by Shuang Hor Malaysia.

2.5 Duration of Distributorship

The distributorship shall be effective from the date of issuance of Distributor Authority Card until December 31st of the following year.

2.6 Renewal of Distributorship

The distributorship of an existing distributor is extended upon his or her successful application for renewal.

- 2.6.1 An authorised distributor of Shuang Hor should apply for renewal before the expiry of his or her distributorship. Shuang Hor reserves the right to reject or accept the application for renewal at its absolute discretion without assigning any reason.
- 2.6.2 “On-the-spot Renewal” requires a distributor to apply in person at the company or counter of any Shuang Hor Distribution Centres within the period commencing from 1st October to 31st December of each fiscal year. “Postal Renewal” requires a distributor to apply through post within the period commencing from 1st October to 15th December of each fiscal year (based on the date of the postmark). No late renewal submitted either in person or through post shall be processed.
- 2.6.3 Upon verification and approval by Shuang Hor, the renewed distributorship shall be valid for the period commencing from 1st January to 31st December of the following year.
- 2.6.4 For distributors who fail to apply for renewal, their distributorships shall be automatically terminated upon the expiry of the date as mentioned in clause 2.5 on Duration of Distributorship.
- 2.6.5 Upon termination of distributorship, those intending to reapply for a new distributorship from Shuang Hor are only allowed to do so six (6) months after the said termination.
- 2.6.5.1 The six-month provision dictates that the applicant concerned shall not involve in any of the activities mentioned below during the said period. In the event the applicant is found to have involved in such activities, Shuang Hor deserves the right to reject his or her reapplication or terminate his or her distributorship even after the expiry of the said period or after the approval of the application.
 - 2.6.5.2 The applicant shall not sell any Shuang Hor products as a Shuang Hor Distributor during the said period.
 - 2.6.5.3 The applicant shall not engage in any sponsoring activity as a Shuang Hor Distributor during the said period.
 - 2.6.5.4 The applicant shall not attend any activity organised by Shuang Hor / System as a Shuang Hor Distributor during the said period.

- 2.6.6 In the event a distributor intends to sign up under his or her original line of sponsorship after the expiry of his or her distributorship, he or she may do so by re-applying as a new distributor subject to the approval of Shuang Hor. He or she shall not retain his or her downline distributors under the previous distributorship, who shall not be bound by the said six-month period. In the event of the loss of distributor right by his or her direct sponsor, his or her sponsorship shall be passed up to the next upline.
- 2.7** In the event the application or renewal form of a distributor is found to contain inaccurate and / or misleading information (including signature not signed by the distributor himself or herself), Shuang Hor shall reject the application with immediate effect.
- 2.8 Withdrawal of Distributorship**
- A distributor intending to withdraw his or her distributorship shall do so by informing Shuang Hor and providing Shuang Hor with the complete and relevant information. To return the goods in hand, the distributor shall do so by duly applying through the Procedures for Returning Goods.
- 2.8.1 Upon the withdrawal of distributorship, he or she shall not involve in any of the activities mentioned below:-
- 2.8.1.1 Sell Shuang Hor products as a Shuang Hor Distributor.
 - 2.8.1.2 Engage in any sponsoring activity as a Shuang Hor Distributor.
 - 2.8.1.3 Attend any activity organised by Shuang Hor / System as a Shuang Hor Distributor.
- 2.8.2 In the event that a distributor intends to re-apply under a new distributorship after withdrawal, he or she may do so after a six-month period, during which he or she shall not involve in any of the activities mentioned in 2.8.1. In the event the applicant is found to have involved in such activities, Shuang Hor deserves the right to reject his or her re-application or terminate his or her distributorship even after the expiry of the said period or after the approval of the application.

Chapter 3 : Distributor Rights and Obligations

3.1 Goods Ordering, Replacement, and Returning

All Distributors of Shuang Hor are eligible to order directly from the Company or Distribution Centres of Shuang Hor. For the details of goods ordering and returning, please refer to Pg57 and Pg59 in this Business Manual.

3.2 Sales Performance

- 3.2.1 A distributor is required to sell at least 70% of the goods purchased in order to qualify for bonuses based on the total amount of products purchased on the current month.
- 3.2.2 A distributor is required to sell Shuang Hor products to at least 10 different retail customers every month in order to qualify for the Performance Bonus generated from his or her personal group.

3.3 Sponsoring

A distributor is authorised to sponsor others as his or her downline distributors.

- 3.3.1 The sponsored distributor shall purchase a complete Business Manual(Starter Kit) at RM26.00. (\$\$10.50 for Singaporean Distributors).
- 3.3.2 A sponsor shall not force his or her downline distributors to:
- 3.3.2.1 purchase or stockpile a certain amount of products and sales aids;
 - 3.3.2.2 purchase admission tickets to attend seminars or rallies;
 - 3.3.2.3 purchase any sales and marketing material; or
 - 3.3.2.4 pay for any speech, welfare gathering, meeting, printed material, etc. at an exorbitant price.
- 3.3.3 A sponsor is required to explain to his or her downline distributors details as stipulated in Shuang Hor Business Rules and Regulations before they sign up their application forms. He or she shall also inform them about things to take note as stipulated in 1993 Direct Sales Act, Direct Sales (Schemes and Conduct) Regulations 2001, and Code of Conduct of Direct Sales Association of Malaysia (DSAM) before asking them to sign up "Shuang Hor Products Authorised Distributor Application Form". He or she must not resort to false description, deception, concealment, or misinterpretation. (In this respect, Singapore Distributors shall be governed by Clause 3.3.4)
- 3.3.4 A sponsor is required to explain to his or her downline distributors details as stipulated in Shuang Hor Business Rules and Regulations before they sign up their application forms. He or she shall also inform them about the legal aspects of the prohibition as stipulated in Singapore Multi-level Marketing and Pyramid Selling (Prohibition) Act 1973, Multi-level Marketing and Pyramid Selling (Prohibition) (Amendment) Act 2000, Multi-level Marketing and Pyramid Selling (Excluded Schemes and Arrangements) Order 2000, Multi-level Marketing and Pyramid Selling (Excluded Schemes and Arrangements) Order 2001, before asking them to sign up "Shuang Hor Products Authorised Distributor Application Form". He or she must not resort to false description, deception, concealment, intimidating, coercing, or misinterpretation.

3.4 Important Notes on Retailing

- 3.4.1 A distributor shall retail Shuang Hor products by explaining their benefits and directions for use as specified on the product labels or in accordance with any other literature of Shuang Hor, and the said products shall be sold only in the country of origin of his distributorship.
- 3.4.2 A distributor shall not exaggerate the efficacy of Shuang Hor products.
- 3.4.3 In order to uphold the network marketing concept of Shuang Hor Business as well as to protect consumer rights on proper use of Shuang Hor products, a distributor shall not retail Shuang Hor products through general retail outlets (such as vendor's stand, grocery store, exhibition, makeshift market etc.). He or she shall also not engage a third party to sell the products or display Shuang Hor products or sales aids in public.
- 3.4.4 A distributor shall not suggest that he or she possesses the sole distribution rights or exclusive territory rights to Shuang Hor products.
- 3.4.5 A distributor shall not sell Shuang Hor products or sales aids to distributors of any other network not under his or her sponsorship, which means no cross-line supply of stock, in order that the rights and interests of all fellow distributors are protected.
- 3.4.6 A distributor shall not sell non-Shuang Hor products under the name of Shuang Hor.
- 3.4.7 A distributor may compare and contrast Shuang Hor products with those of other brands when he or she deems necessary, but must substantiate it with facts instead of resorting to misleading comments or violating the principle of fair competition.
- 3.4.8 Distributors are prohibited from conducting internet sales, auction or supply products via internet; or auction and sales via other channels.

3.5 Fixed-price Policy

A distributor shall not raise or lower the price of any Shuang Hor product with a view to gain higher profit or promote sales.

3.6 Partnership and Withdrawal

- 3.6.1 A married applicant or distributor may register his or her spouse as a partner sharing one single distributorship in his or her Shuang Hor Business. Unless otherwise specified in this section, nobody other than the spouse of a distributor shall be accepted as a partner of the distributor.
- 3.6.2 As partnership distributors, the husband and wife shall represent each other in running their collective Shuang Hor Business. In the event one of them is found to have violated the Rules and Regulations of Shuang Hor Business or infringed upon the rights of Shuang Hor, it shall be deemed as the collective act of the couple and hence both shall share the collective liability as Shuang Hor distributors.
- 3.6.3 In the event one of the distributors in the partnership wishes to withdraw due to any reason other than divorce, it shall be deemed as the severance of the partnering relationship. Subsequently, the contractual relationship between the partnership and Shuang Hor shall be considered terminated. If the other partner intends to continue with Shuang Hor Business as a distributor, he or she shall apply to Shuang Hor stating the intention, and the original distributorship shall be reinstated only upon Shuang Hor's verification that he or she has not violated the Rules and Regulations of Shuang Hor Business. If the withdrawing partner withdraws from the partnership due to his or her involvement or intended involvement in network marketing activities of another direct sales company, Shuang Hor shall not approve the other partner's application for continuing with or reinstating the original distributorship.
- 3.6.4 In the event of death of one of the distributors in the partnership, the original distributorship shall remain intact and be entirely undertaken by the surviving partner, who may apply to Shuang Hor for the inclusion of a new partner into the distributorship. The surviving distributor shall however ensure that
 - i) the new partner shall fulfil all requirements of the Business Rules and Regulations of Shuang Hor and at the same time must be the spouse of the applicant; or
 - ii) in the event the new partner mentioned in clause i) intends to apply for his or her spouse to be the other partner of the distributorship, he or she shall do so by first securing the "Letter of Consent" that carries a statement of withdrawal from the surviving partner of the original distributorship before submitting to Shuang Hor the duly signed documents together with the application.
- 3.6.5 Apart from the rights and obligations specifically spelt out by Shuang Hor or stated in a new agreement, the new partnership restructured in a manner as mentioned in clauses i) or ii) above shall be deemed as the original distributorship and the partners as ordinary partnering distributors. Besides, any distributorship originally owned by the new partner shall be deemed surrendered or nullified.

3.7 Marriage

In the event that two distributors marry each other, they may choose to maintain their respective networks of sponsorship, or apply to terminate either one of their individual distributorships and change to one single partnering distributorship, with the provision that downline distributors of the terminated distributorship shall remain in their original network of sponsorship.

3.8 Divorce

- 3.8.1 In the event of divorce in a partnering partnership, the distributorship shall be awarded to the applicant, unless there is an agreement between the couple, which shall be dealt with in accordance with the said agreement.
- 3.8.2 The spouse not awarded with the distributorship may then apply as a new distributor at any time.

3.9 A distributor shall not in any transaction suggest or imply that he or she is an authorised representative, agent, employee, or appointee of Shuang Hor. Neither shall he or she make any statement or pledge on behalf of Shuang Hor.

- 3.9.1 During the authorised period of his or her distributorship, a distributor shall enjoy the rights to retailing products of Shuang Hor and sponsoring others into the business, in addition to carrying out his or her obligations as a distributor.
- 3.9.2 Upon withdrawal or termination, an ex-distributor's involvement in retailing any product of Shuang Hor in any form or through any means shall be deemed an infringement of the rights of Shuang Hor.

- 3.10** A distributor shall explain to his or her downline distributors that the “downline-upline” relationship between him or her and them is one of independent distributors - an organisational relationship involving the promotion and retailing of products and other related activities, and not one of employment, agency, appointment, or any other similar relationships. The distributor is obliged to provide training and motivation to his or her downline distributors.
- 3.11** Unless an official document of Shuang Hor has been released or a written consent of Shuang Hor has been given, a distributor shall not make any public request, proposition, guarantee, or statement with respect to the rights or products of Shuang Hor. In the event a distributor is found to have violated this provision, he or she shall compensate Shuang Hor for any loss or legal liability arising from such violations.
- 3.12** A distributor shall abide by all laws in the country of origin of his distributorship and shall indemnify and keep indemnified Shuang Hor against any litigation or liabilities.
- 3.13** A distributor shall not engage in any sponsoring or retailing activities involving Shuang Hor Business in countries or regions where Shuang Hor company has not started operation.
- 3.14** A distributor shall not operate or engage in any other direct sales (including in his or her capacity as a shareholder, director, controller, full-time or part-time employee, or advisor of another direct selling company similar to Shuang Hor), or retailing any product identical or similar to those of Shuang Hor, or sponsor or recommend distributors of Shuang Hor into operating or engaging in any other direct selling business.
- 3.15** A distributor shall not threaten, lure by promise of gain, or resort to any other unscrupulous means to make his or downline distributors to place orders from him or her. Neither shall he or she divert, manipulate, or control the sales performance of downline distributors for the purpose of achieving certain personal objectives.
- 3.16** The Distributor agrees that by the time he or she attains the various levels of monthly sales required of an Elite Distributor or above, he or she shall authorise Shuang Hor to transfer specific amounts of fee from his or her monthly bonus into a specified account for the purpose of settling the cost of business operations, rentals, etc.

Note : The specific amounts of fee agreed are as listed below:

Levels of Sales Status	Amounts (RM)	Amounts (S\$)
1-Elite	30	11.00
3-Elite	50	18.00
5-Elite	70	26.00
7-Elite	100	37.00
9-Elite	150	56.00
11-Elite	150	56.00
13-Elite	150	56.00

- 3.17** A distributor shall not involve in any activity in contradiction to the Business Rules and Regulations or affecting the smooth operation of established networks.

Chapter 4: The Rights and Obligations of Distributors with Status of Vice Manager and Above

4.1 Obligations

- 4.1.1 Distributors with the status of Vice Manager and above are required to keep sufficient stock of products and sales aids as well as to make himself or herself available during regular business hours and cater to the needs of their personal groups from time to time.
- 4.1.2 They shall hold regular meetings to train and motivate their downline distributors and keep a close rapport through telephone and correspondence with downline distributors who are unable to attend meetings. They shall also render assistance in a timely manner, and offer help and constructive suggestions on activities held by downline distributors.
- 4.1.3 They shall constantly keep in touch with their downline distributors.
- 4.1.4 They shall guide their downline distributors to abide by and implement the Business Rules and Regulations of Shuang Hor.
- 4.1.5 They shall disseminate important information among downline distributors of their personal groups, including keeping them updated about meeting schedule and the venues, product information, educational training, and essentials of succeeding in Shuang Hor Business.

4.2 Reviewing of Qualifications

- 4.2.1 The titles and rights of distributors with the status of Vice Manager and above shall, starting from the day of their attainment, be maintained until the end of the next fiscal year (1st January until 31st December). The distributors concerned shall requalify for the status during this fiscal year of maintenance, failing which Shuang Hor shall review and notify them of a change in their titles and rights for the following fiscal year.
- 4.2.2 Shuang Hor shall conduct the review in accordance with the stipulations of “Bonuses, Levels of Status, and Methods of Awards”.

Chapter 5 : Principles of Maintaining Lines of Sponsorship

5.1 Line transfer (change sponsors)

- 5.1.1 Distributor(s) can submit application to Shuang Hor to apply for line transfer (change sponsor), but the distributor's first-generation downline will be promoted within the original sponsorship in replacement of the distributor.
- 5.1.2 Before submitting the "Application Form for Switching Sponsorship", the form should be signed by the Original and New sponsor, as well as the first-generation Vice Manager and the first-generation Diamond Distributor. The application is not subject to the six-month cease-activities requirement; however, this request can only be made ONE (1) TIME; OR
- 5.1.3 Choose to fill in the "Application Form for Withdrawal of Distributorship" to terminate distributorship, and to apply for a new distributorship six (6) months from the date of written approval from Shuang Hor, provided that the stipulations of clause 2.8.1 are observed during the above-mentioned six (6) months period.
- 5.1.4 The above mentioned Distributor's downline from the original sponsorship who wishes to follow the distributor to join the new sponsor, he/she needs to go through a TWO (2) YEARS' suspension period. Subsequently, if the downline of this afore mentioned downline also wishes to follow suit, he/she needs to go through a FOUR (4) YEARS' suspension period.
- 5.1.5 In order to protect the rights and interests of the original sponsorship and to maintain the integrity of the distributor's system, Shuang Hor reserves the absolute discretion in the application and approval of the switch. All sponsorship switching applications shall take effect only upon receiving a written approval from Shuang Hor.

5.2 In order to uphold the harmonious development of the original line of sponsorship as well as to protect the sponsorship rights of upline distributors, the distributors concerned shall not directly or indirectly, personally involve or assist another distributor in inducing or abetting others to leave their original lines of sponsorship (i.e. no line-crossing is allowed).

5.3 Distributors intending to switch line shall not use a proxy to first sign up for a new line of sponsorship before the completion of the above line-switching process.

5.4 Inheritance

- 5.4.1 In the event of death of a distributor, the legitimate successor(s) shall apply to Shuang Hor for the inheritance of the distributorship/bonuses receivable at the time of death of the deceased and future bonuses that continue to be entitled to the distributorship. The inheritance shall strictly be in accordance to the laws of the country of origin of his or her distributorship. The laws of the country of origin shall be deemed as a guideline, the discretion and decision of Shuang Hor shall be final.
- 5.4.2 In the event that there is more than one legitimate successor, the successors shall nominate one of them to Shuang Hor for the inheritance of the distributorship. The written application duly signed by all legitimate successors shall be accompanied by certified copies of the nomination form, Letter of Administration/probate, and death certificate. The decision of Shuang Hor shall be final. The nominated successor shall be the sole beneficiary to inherit all the benefits, If there is external expenditure incur by our company, the said expenditure will in line be paid by the applicant, in the inheritance process.
- 5.4.3 The legitimate successor(s) shall apply in accordance with clause 2 within six (6) months effective from the date of demise of the Distributor, failing which the application shall not be processed by Shuang Hor, unless, Shuang Hor agreed to grant for an extension of the deadline.
- 5.4.4 In the event that no bonus is generated from the inherited distributorship within any one (1) year, the distributorship shall be deemed invalid and shall be terminated accordingly to the company procedures.
The one (1) year period mentioned above refers to the year preceding to the Termination Audit being conducted by Shuang Hor within each calendar year (1st Jan-31st December).
- 5.4.5 If the legitimate or appointed successor is himself or herself not a distributor of Shuang Hor and unless otherwise specified in this section, he or she shall not automatically become a distributor, and hence shall not claim to enjoy all rights and obligations entitled to a valid distributor other than the inherited benefits. In the event the legitimate or appointed successor is himself or herself already a distributor before the inheritance or signs up under a new distributorship after the inheritance, his or her rights and obligation as a distributor shall not be affected by the inherited benefits.
- 5.4.6 If the legitimate successor is himself or herself already a distributor of Shuang Hor and directly being the downline of the deceased distributor, he or she can apply to merge the two distributorship.

5.5 Transfer of distributor rights

- 5.5.1 Distributor at Special Vice Manager level and above can submit an application to Shuang Hor to transfer his/her distributor rights to his/her chosen person (hereinafter referred to as transferee) after obtaining his/her partner's consent.
- 5.5.2 The transferee of the preceding paragraph must meet ALL the following conditions:
 - 5.5.2.1 The transferee must be a distributor of Shuang Hor at the time of transfer.
 - 5.5.2.2 The transferee must be the direct blood relatives of the distributor.
- 5.5.3 The transfer of distributor rights will NOT take effect without the approval of Shuang Hor; upon approval, all rights and obligations of the said distributor(s) and his/her partner(s) will be transferred to the transferee.
- 5.5.4 The application for transfer of distributor rights is limited to one (1) time, once the application is approved by Shuang Hor, it cannot be revoked UNLESS if the transfer annuls the inheritance rights of the transferee.
- 5.5.5 At the time of application, if the transferee and the transferor are direct upline and downline, they need to merge their systems.
- 5.5.6 Other related rights and obligations shall follow the provisions of [Chapter 3: Methods of Awards] in the Business Manual.
- 5.5.7 The following documents should be submitted when applying for transfer of distributor rights:
 - 5.5.7.1 Application form.
 - 5.5.7.2 The stamped certificate of the applicant, partner (Spouse) and transferee.

Chapter 6 : OPP

Distributors are prohibited from making misleading statements or using deceitful tactics when inviting their prospects to attend an OPP (sponsoring activity) or when signing them up as distributors. As such, they shall not introduce Shuang Hor Business by resorting to the following manipulations:

6.1 When extending an invitation

Suggest to the prospects that:

- 6.1.1 it is a social activity or non-business gathering;
- 6.1.2 it is a market survey; or
- 6.1.3 it is an offer for employment.

6.2 When conducting the OPP

Suggest to the prospects that:

- 6.2.1 they can make profit by simply sponsoring others as distributors;
- 6.2.2 they can earn exaggerated profit and taxation benefits; or
- 6.2.3 they are assured of certain incomes and guaranteed bonuses.

Chapter 7 : Use of Company Name

7.1 Exclusive rights of Shuang Hor Trademark

- 7.1.1 Shuang Hor Trademark – The Shuang Hor trade name, product trademark, and service logo are all copyrighted properties of Shuang Hor. As such, their use without written consent of Shuang Hor is strictly prohibited.
- 7.1.2 In the event the copyrighted properties are needed by a distributor for the purpose of promoting his or her Shuang Hor Business, the distributor concerned shall write to Shuang Hor for approval, which is subject to yearly application for their extended use.

7.2 Copyright of Shuang Hor

All intelligent properties of Shuang Hor including Shuang Hor Quarterly Magazine, company literatures, audiocassettes, videotapes, artworks, designs, and speeches are protected under the Copyright Act of Malaysia. In the event of an infringement of its copyright, Shuang Hor shall not hesitate to take legal action against those involved and demand for compensation.

7.2.1 Informative materials:

Distributors may apply to reprint informative materials of Shuang Hor Quarterly Malaysia for business purposes of their personal groups. The use of the reprints is allowed provided that the said documents bear the statement "Reprinted with permission from Shuang Hor".

7.2.2 VCDs and DVDs:

Distributors may record speeches or presentations delivered at meetings organised by Shuang Hor provided that prior written consent of Shuang Hor has been secured. The recordings in the form of VCDs and DVDs shall not be used beyond their authorised areas and objectives (including intended geographical territories, purposes, and methods).

7.3 Sales Aids

- 7.3.1 Distributors may design and produce their very own sales aids for the purpose of promoting Shuang Hor Business, but the use of such sales aids is subject to written approval and authorisation by Shuang Hor.
- 7.3.2 In the event that such sales aids are found to be in conflict with the business philosophy of Shuang Hor resulting in damage to its interests and reputation, legal actions demanding for compensation shall be taken against the distributors concerned.

7.4 In order to avoid contravention of Trademark Act and relevant rules of law by distributors as well as to uphold the reputation of Shuang Hor, distributors shall not advertise their Shuang Hor Business or Shuang Hor Products through electronic media, the Internet, publications, or any other similar modes of promotion.

7.5 Distributors shall not purchase products, artwork designs, or other sales aids carrying Shuang Hor Trademark from sources other than the country of origin of his distributorship.

7.6 In order to protect the interests and rights of Shuang Hor and its distributors at all levels, distributors shall not compile, meddle with, modify, delete, or make use of distributor information through the Internet, electronic or plane media, or any other means.

Chapter 8: Rules Governing Foreigners Involving in Shuang Hor Business

8.1 This chapter is only applicable to non-Malaysians and non-Singaporeans of age 18 years and above with legitimate residence status.

- 8.2** For Singapore or Malaysia, foreigners are only allowed to sign up as distributor under "business entities", a foreigner may apply as a distributor of Shuang Hor in accordance with relevant laws of these countries by submitting a photocopy of his or her international passport and relevant documents together with a duly completed "Shuang Hor Products Authorised Distributor Application Form".
- 8.3** A foreigner may also apply for the option of establishing a company to execute his or her rights of distributorship subject to approval by Shuang Hor. Shuang Hor deserves the rights in approving or rejecting any application at its absolute discretion without having to assign any reason.
- 8.4** A foreigner applicant shall declare his or her income derived from Shuang Hor Business in the country of origin of his distributorship and pay income tax to the Inland Revenue in accordance with the laws of the country of origin of his distributorship.
- 8.5** The inflow and outflow of foreign currencies shall be executed in accordance with the laws of the country of origin of his distributorship.
- 8.6 Valid period of authorisation**
The valid period of authorisation is as stipulated in clause 2.5. As for companies registered as 'business entities' and have ceased operations, their distributorships shall be automatically nullified.

Chapter 9 : Handling of Violations

- 9.1** The implementation of "Handling of Violations" is aimed at upholding and ensuring the smooth operation of the established networks. In the event of violations of the Business Rules and Regulations of Shuang Hor or disruption of normal operation of the System, the distributor concerned shall be dealt with in accordance with the Handling of Violations.
- 9.2** In the event a distributor is proven to have committed a violation as mentioned in clause 9.3, and upon confirmation by Shuang Hor after investigation, Shuang Hor shall issue warning, suspend or terminate his distributorship or unilaterally terminate his distributorship depending on the seriousness of the violation.
The suspension as mentioned in Clause 9.2 means "the suspension of all rights and privileges of a distributorship, including sponsoring, product purchase, promotion, recognition, receiving bonuses, overseas travel qualification, participation in conferences and activities, and all relevant rights and privileges related to the distributorship."
- 9.3 Distributors shall abstain from committing the following violations :**
- 9.3.1 Line-crossing
 - 9.3.1.1 Downline groups that have broken away due to line-crossing shall return to their original line of sponsorship.
 - 9.3.2 Cross-line supply of stock
 - 9.3.3 Conducts of displaying Shuang Hor products, internet sales, auctions or supply products via internet; or other auction and sales via other channels.
 - 9.3.4 Engaging non-Shuang Hor distributors to sell Shuang Hor products.
 - 9.3.5 Inciting or instilling poisonous suspicions against System Education, causing damage to the interests of Shuang Hor.
 - 9.3.6 Advertising in the press or other media using the trade name of Shuang Hor.
 - 9.3.7 Damaging the reputation and interests of Shuang Hor through malicious words and deeds.
 - 9.3.8 Making use of Shuang Hor trademark and copyrighted materials without authorisation.
 - 9.3.9 Instigating downline distributors to keep unreasonable amounts of stock.
 - 9.3.10 Signing for other persons on application forms or renewal forms without written or oral authorisation from the persons concerned.
 - 9.3.11 Failing to honestly explain the content of Shuang Hor Business Rules and Regulations to the sponsored and failing to fulfil the obligation of informing.
 - 9.3.12 Explaining the functions or efficacy of Shuang Hor products in a malicious, deceitful, or exaggerated manner.
 - 9.3.13 Indicating that a distributor owns the sole or regional distribution right to Shuang Hor products; or engaging in activities of sponsoring and retailing in countries or region where Shuang Hor company has not started operations.
 - 9.3.14 Being a shareholder, director, controller, full-time or part-time employee, or a person of consultative position in another company dealing with similar products as Shuang Hor, or selling or sponsoring others to sell products similar to those of Shuang Hor, or recommending Shuang Hor distributors to be involved in or operate other direct selling businesses.
 - 9.3.15 Expressing or indicating in any transaction that a distributor is an authorised representative, agent, employee, or appointee of Shuang Hor, or expressing or indicating that an offer or a guarantee is made on behalf of Shuang Hor ; or engaging in making an appeal, assertion, guarantee, or statement on the rights or products of Shuang Hor with legal implications without first securing the written consent of Shuang Hor.
 - 9.3.16 Engaging in any activity of Shuang Hor Business in any manner or under any name during the six(6)-month period from the date of withdrawal or termination of distributorship.
 - 9.3.17 Using a proxy to first sign up for a new line of sponsorship before concluding the line-switching process.
 - 9.3.18 Requesting downline distributors to pay for any speech, welfare gathering, meeting, printed material, etc. at an exorbitant price.
 - 9.3.19 Importing Shuang Hor products from other countries for sales in the country of origin of his distributorship or exporting Shuang Hor products from the country of origin of his distributorship for sales in other countries.
 - 9.3.20 Providing unauthorised incentives, prizes, or other rewards as inducements to encourage sponsoring and retailing efforts of downline distributors, hence affecting fair competition within established networks of Shuang Hor.
- 9.4** In the event of withdrawal by any one partner of a partnering distributorship while the other partner proceeds to continue with the distributorship in accordance with clause 3.6.3, but the withdrawn partner is proven by Shuang Hor to have withdrawn with the intention to evade the stipulation of clause 9.3.14 or infringe upon the interests of Shuang Hor, it shall be considered as a collaborated violation of the Business Rules and Regulations by both and hence Shuang Hor shall terminate the distributorship of the continuing partner in addition to take actions against the continuing partner its loses, if any.

- 9.5** In the event of a divorce of a partnering distributorship while the continuing partner proceeds to continue with the distributorship in accordance with clause 3.8, but the withdrawn partner is proven by Shuang Hor to have withdrawn with the intention to evade the stipulation of clause 9.3.14 or infringe upon the interests of Shuang Hor, it shall be considered as a collaborated violation of the Business Rules and Regulations by both and hence Shuang Hor shall terminate the distributorship of the continuing partner in addition to take actions against the continuing partner for the compensation of losses, if any.
- 9.6** In the event a distributor is proven by Shuang Hor to have violated Chapter 3 on "Distributor Rights and Obligations" and Chapter 9 on "Handling of Violations", Shuang Hor shall warn the distributor concerned or terminate his or her distributorship depending on the seriousness of the offence.
- 9.7** In the event a distributor is found to have committed a violation of the Business Rules and Regulations but fails to turn up and defend for himself or herself at a designated time and venue, Shuang Hor shall suspend his or her distributorship until he or she turns up to defend for himself or herself.
- 9.8** All cases of violation of the Business Rules and Regulations as mentioned herewith shall be dealt with in accordance with the stipulations of "Handling of Violations". In the event that the distributors concerned are found to have involved in legal cases, Shuang Hor shall exercise its rights as provided for by the legal system of Malaysia.
- 9.9** In the event of termination of a distributor due to the violations of the Business Rules and Regulations, his or her rights to downline distributors shall be transferred to his or her direct upline distributor.

Chapter 10 : Legal Validity and Consensus

Distributors are deemed to have agreed that the Business Rules and Regulations and other announcements or amendments made by Shuang Hor from time to time collectively constitute a binding agreement between both parties with legal validity of a contract, and the clauses and provisions contained herein shall be interpreted and executed in accordance with the laws of the country of origin of his distributorship.

Chapter 11 : Privacy Policy - Malaysia

Shuang Hor Enterprise (M) Sdn Bhd recognises that your privacy is very important to you and to most people. Our Privacy Policy is detailed below and we suggest that you read it thoroughly. This policy may change from time to time and all changes will be posted on Shuang Hor Web Site, Shuang Hor quarterly Magazine and Business rules and regulations so please check back periodically. We collect personal data only if you are or become a Distributor and we use that information mainly to help us understand your needs so that we may better serve them.

The Personal Data Protection Act 2010, which applies to all companies and firms established in Malaysia, was introduced by the Government to regulate the processing of personal data in commercial transactions. The Act requires us to inform you of your rights with regards to your personal data that is collected and processed, and the purpose of such processing. It also requires us to obtain your consent to the processing of your personal data.

I. Objective:

The policy aims at identifying the standard requirements on collecting, operating, maintaining, protecting, disclosure, retaining, and archiving and distributing the personal information of Shuang Hor Enterprise (M) Sdn Bhd employees and Distributors.

II. Scope:

The policy is applicable to those who are Shuang Hor Enterprise (M) Sdn Bhd employees, Distributors and the third parties who process these personal data in the name of Shuang Hor Enterprise (M) Sdn Bhd.

III. Definition:

- Personal data is any information in any format (electronic or printed) that identifies an individual in respect of commercial transaction. It includes obvious information like names, addresses and email addresses but it also includes biometric information such as fingerprints or tissue samples. If it can be used to identify or locate you – alone or with other information – then it is personal information.
 - 1) Gender, age and birth date
 - 2) Personal address and telephone number
 - 3) Spouse's information
- Sensitive personal data consists of those elements of personal data that require extra privacy and security protections. For example, any information about a person's health or condition of health subject or others subject. Government issued identifiers (such as Employee Provident Fund or Income Tax numbers) are also sensitive personal data:
 - 1) Personal information record and photo.
 - 2) Race.
 - 3) Health information: disease history, disability.
 - 4) Bank account information, computerized national identity card number and passport.
 - 5) Nationality, citizenship information.
 - 6) Personal Company detail and document.

IV Policy Statement

The Privacy Policy says how we respect both our staff and Distributor's Personal Data interests:

- We provide NOTICE to individuals about how their personal data is used.
- We obtain CONSENT for the processing of personal data.
- Where appropriate, we provide individuals with ACCESS, the opportunity to review and correct personal data held by Shuang Hor Enterprise (M) Sdn Bhd.
- We only USE and TRANSFER personal data for Shuang Hor Enterprise (M) Sdn Bhd business purposes, in accordance with our notices, our Privacy Policy and applicable Malaysian laws.
- We PROTECT personal data with appropriate safeguards.
- The personal data processed will not be KEPT longer than necessary.

General

1. How We Collect Personal Data

We collect Personal Data from you in various ways and at several different points. We may collect your Personal Data on one of our web sites, by telephone, facsimile, when you complete and submit an application form to become a Distributor.

Wherever possible we collect Personal Data directly from you. There may, however, be occasions where we collect your Personal Data from someone else. For example, where you make an application in joint names.

If you provide Personal Data to us about another person, we rely on you to have made, or make them aware that you will, or may, provide their information to us and the kinds of third parties we may provide it to and the relevant purposes we and the third parties will use it for and how they can access it. If you have not done, or will not do these things, you must tell us before you provide the relevant Personal Data.

We may share the Personal Data you provide through the various means above with other Shuang Hor related entities and/or trusted business partners with whom we collaborate, as well as those that provide services to our Site. Where we engage non-affiliated third-party agents or contractors, we require them also to observe the intent of this Privacy Policy.

From time to time, we may provide Personal Data in response to court order, subpoena, or government investigation. We also reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful. We may release Personal Data when we believe that such release is reasonably necessary to enforce or apply our Terms of Use or to protect the rights, property, and safety of others and ourselves.

Should Shuang Hor Enterprise (M) Sdn Bhd or its related entities merge with or be acquired by another business entity, or its respective assets be acquired, you should expect that we would share some or all of your Personal Data to companies assuming the role of serving you and other users of our Site.

2. Distributors

If you are a Distributor, you will receive advice and information from your own personal business advisory team and support network consisting of your sponsoring Distributor and upline organisation. To allow such communication, we may share your contact information with your sponsoring Distributor and upline organisation. They have agreed not to share your information with any non-affiliated third parties, and are obligated to observe the intent of this Privacy Policy. In the ordinary course of supporting your business, information about you and your orders might be shared with your sponsoring Distributor and immediate upline Distributor. You have the opportunity to let us know, however, if you do not want any Personally Identifiable Information shared beyond your immediate upline Distributor.

3. Your Choices

Your permission is always secured first. We will not use or share the Personal Data collected in ways unrelated to the purpose for which you provided the information, including those described above, without providing you a choice whether to permit any such unrelated uses.

4. Accessing and Correcting Your Information

We take reasonable measures to ensure that any Personal Data we collect is accurate, current, complete, and reliable for its intended use. If you wish to update or otherwise correct Personal Data you have provided to us, you may edit your information online after completing registration, or contact us as described in the "Contact Us" section, below, and we will assist you.

5. Changes To This Statement

Any updates or changes to the terms of this Privacy Statement will be posted here on Shuang Hor Web Site, Shuang Hor Quarterly Magazine and Business rules and regulations and the date of the newest version posted below. Please check back frequently, especially before you submit any Personal Data at our Site, to see if this Privacy Statement has changed. If any changes materially affect the use of Personal Data previously provided to us, we will obtain your consent prior to the retroactive application of any material changes. By using our Site, you acknowledge acceptance of this Privacy Statement in effect at the time of use.

6. Contact Us

If you have any concerns about our use of your Personal Data or wish to access and correct your personal data or about this Privacy Policy, please post or send an e-mail to:

Postal address:

Shuang Hor Enterprise (M) Sdn. Bhd.
No. 54, Jalan Tago 2, Taman Perindustrian Tago,
Sri Damansara, 52200 Kuala Lumpur, Malaysia

Email address: service@shuanghor.com.my

We will make every reasonable effort to address your concerns and remedy any problems you bring to our attention.

Chapter 12 : Privacy Policy-Singapore

Shuang Hor (S) Pte Ltd (the “Company”) Privacy Policy Statement

This statement sets out the Company's Privacy Policy and the practices that will be followed with respect to the personal data relating to the distributors of the Company. This statement is provided in accordance with the Personal Data Protection Act (Act 26 of 2012) (the “PDPA”).

1. Personal Data

You hereby agree that the Company, its subsidiaries and associated companies (together, the “Group”) may collect, store, process, disclose, access, review and/or use personal data (including sensitive personal data) about you, whether obtained from you or from other sources, for the purposes set out below:-

- i. to process your application;
- ii. to contact you and support your distributorship or conduct internal surveys and related activities;
- iii. to administer your payments and benefits;
- iv. to publish in the Company's advertisements, promotions and communications;
- v. to administer your participation in the Company's meetings, workshops, events or travel campaigns;
- vi. to provide you with information and training related to the Company's products and services, business opportunities and the products and services of the Company's business partners;
- vii. to respond to your inquiries;
- viii. to comply with applicable laws, assist with any governmental or police investigation and/or obtain legal advice to ensure compliance with the Company's Distributors' Rules & Regulations, Code of Ethics and other policies and procedures; and
- ix. other purposes, directly or indirectly relating to any of the above and the Company's activities.

For the avoidance of doubt, if you provide the Company with personal data relating to any other persons (e.g. family members), you will obtain the consent of such persons to have their data dealt with in accordance with this privacy statement.

2. Data Quality

The Company will take reasonable steps to make sure that the personal data it collects, uses or discloses is accurate, complete and up to date.

3. Data Security

The Company will take reasonable steps to protect the personal data it holds from misuse and loss and from unauthorized access, modification or disclosure.

The Company will not keep personal data for longer than is necessary and will take reasonable steps to destroy or permanently de-identify personal data if it is no longer needed.

4. Access and Correction

You are entitled to have access to the personal data about you that is in the possession or under the control of the organization and information about the ways in which the personal data has been or may have been used or disclosed within a year before the date of the request. This can be done by you making a written application to the Designated Person (as defined below) requesting for any such information. The Company reserves the right to charge a fee (representing its costs in administering your request) for supplying such information and to refuse requests which, in its opinion, occur with unreasonable frequency.

The Company will also, where you have requested that it correct an error or omission in the personal data about you that is kept with the Company, correct such data as soon as practicable and send the corrected personal data to every organisation to which the personal data was sent before it had been corrected, if applicable, unless that organisation does not need the corrected personal data for any legal or business purpose.

The Company may however choose not to provide you with access to or correct such information, in accordance with the exceptions under the PDPA. This would include cases where:

- i. The Company is satisfied on reasonable grounds that the correction should not be made;
- ii. The request for access is frivolous or vexatious or the information requested is trivial;
- iii. The personal data is related to a prosecution and all the proceedings related to the prosecution have not been completed;
- iv. The personal data, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of the organisation; and
- v. The personal data was collected, used or disclosed for the purposes of an investigation and associated proceedings and appeals have not been completed.

5. Transborder Data Flows

If your personal data is transferred to a country or territory outside Singapore, for instance, if the personal data is required for supervisory, administrative or operational purposes in other companies within the Group, we will ensure that the recipients thereof provide a standard of protection to your personal data so transferred that is comparable to that which is provided herein.

6. Enquiries and Complaints

If you have any queries or requests or wish to make any applications concerning your personal information or data, please post or send an e-mail to:

Postal Address:

Shuang Hor (S) Pte Ltd

66 Kallang Pudding Road, #05-02, Hor Kew Business Centre, Singapore 349324.

Email address: service@shuanghor.com.sg

We will make every reasonable effort to address your concerns and remedy any problems you bring to our attention to ensure the Company's compliance with the applicable data protection laws.

- Shuang Hor Enterprise (M) Sdn Bhd and Shuang Hor (Singapore) Pte Ltd reserve the absolute right to amend these "Business Rules and Regulations" from time to time.
- In the event of inconsistencies in or disputes arising from the Bahasa Malaysia and/or Chinese versions of the Business Rules and Regulations, the English version shall prevail.

Penerbit / Copyright Owner : **Shuang Hor Enterprise (M) Sdn Bhd** Co. No.:198901007648 (184951-D) (AJL 93423)
No. 54, Jalan Tago 2, Taman Perindustrian Tago,
Sri Damansara, 52200 Kuala Lumpur, Malaysia.
Shuang Hor (Singapore) Pte Ltd (Co. No. 200203794N)
66 Kallang Pudding Road, #05-02, Hor Kew Business Centre, Singapore 349324.

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