



MEMO

TO : ALL DISTRIBUTORS
FROM : RBN GLOBAL OPERATIONS DEPARTMENT
DATE : 22nd August 2013

RE: SALES CUT-OFF DATE

Please be reminded that monthly **Sales Cut Off date** for Rbn Global Sdn Bhd falls on the **LAST WORKING DAY** at the end of the month.

If the last day of a particular month falls on Wednesday, for example, sales submitted on Wednesday will be entered as the current PV month and sales submitted on Thursday will be calculated on the following PV month.

To illustrate further, when the last working day of the month falls on:

Current PV Month	New PV Month
<i>Wednesday</i> Wednesday is the last day for the current PV month.	Sales submitted on Thursday are considered as the next PV month.
<i>Friday</i> Friday is the last day for the current PV month.	Sales submitted on following Monday are considered as the next PV month.
<i>Public Holiday falls on last working day.</i>	The day before the last working day is the last day for sales submission for the current PV month. For example, if Public Holiday is on Friday, Thursday is the last working days for sales submission.

For further enquiry, please do not hesitate to seek clarification from our staff. We are always glad to assist all distributors.

Thanking you for your understanding and kind cooperation.

Yours sincerely,

DR. YEOH CHIAR CHUEN
CHIEF OPERATING OFFICER

c.c - MD, CEO, COO, Operation, Marketing, Branches

RBN GLOBAL SDN. BHD.

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