



Memorandum

Friday, October 10, 2018

Reference No.: 20181005-004

TO : All Office Staff, Members, Mobile Stores and Mega Centers
FROM : The House of Herbs Board of Directors
SUBJECT : Registration Code Conversion

In preparation to the upcoming House of Herbs System called the House of Herbs Web Version 2.0, several memos will be implemented and set in place so that every needful thing required for this transition will be in order.

PURPOSE:

1. To provide strict control over the issuance of registration codes
2. To prevent code duplication
3. To make sure all codes have equivalent payment in the system for better accounting control

INTRODUCTION:

The system's accounting control in the new system has been improved and only the new member has the option to pay for the codes on authorized payment centers like the House of Herbs main office, MCs and Mobile stores. This is due to the reason that registration codes are only being issued by the system to the new members. This will also apply to existing members whose account will be transferred before **November 8, 2018**, to the new system with the following details:

1. Each existing member account codes will be replaced with a new one
2. Members will be using this new system generated codes when registering new members
3. MCs and Mobiles stores will only be providing products that are used for registration and no more codes since the system will be the one to provide these codes directly to the new member

For your reference and guide.

Thank you,

The House of Herbs

*This memo has been duly approved in agreement with the House of Herbs Board of Directors last **October 10, 2018** and will be in effect before **November 8, 2018**.*