



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 : Temporary Income Redemption Restriction

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 temporarily disable the income redemption of the old system in order to properly move them to the new system and prevent members in losing income in part or as a whole. The old system holds all of the records and a temporary restriction will safeguard it
2. Since all financial data is being reconciled during this time, the income information in the old system should retain actual values and the should be reflected in the new system once it is in place

INTRODUCTION:

The "Temporary Income Redemption Restriction", on **October 10, 2018**, refers to the prevention of members from redeeming their income with the following conditions:

1. The old system has **NOT** been totally closed down so that members could be able to see and keep a record of their existing account information and compare them when the new system is in place
2. Only the redemption button has been restricted and all other functions of the system will remain operational
3. Members will be able to use their income to get a higher package or retain and redeem them in the release schedule that the House of Herbs has set, please refer to the "Single Account Policy" memo with Reference No.: 20181005-001
4. The old system, <http://houseofherbs.ph>, and <http://habitatofherbs.com> have been scheduled for closure on **October 12, 2018, at 11:59 pm** in preparation for the transfer and will be replaced by <https://houseofherbs.biz>, from this time forward this will be the official website of the House of Herbs. Members will be able to login to their accounts containing the same but consolidated tree and incomes on **November 8, 2018**

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 on **October 10, 2018**.*