



# Memorandum

Friday, November 16, 2018

Reference No.: 20181116-011

TO : All Office Staff, Members, Mobile Stores and Mega Centers  
FROM : The House of Herbs Board of Directors  
SUBJECT : Official Contact Information

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*Definition:*

Each dealer, Mega Center or Mobile Stockist (members) will be required two important ways, (1) one through email, and (2) through the use of individual or common mobile phones, when they join (this is also applicable to existing members) to be used by the system and also as a means of contact by House of Herbs office for the following reasons:

1. Prevent individuals from observing a common wrong practice in networking companies called "Kamada" by providing fictitious information and earning from the marketing plan based on deceit and dishonesty
2. Allow members to be provided with important information regarding their membership, sales transactions, and income

*Guidelines:*

1. Mobile phones need not to be smartphones since we only use outbound SMS or text service to the members
2. Individuals of the same household can provide at least one common mobile number to be used by every member of the family who joins the House of Herbs but a one account one mobile setup is preferred if available
3. Emails are required. The system prefers Gmail for convenience since this is a more secure way of logging in. In today's world, it is already very easy to create emails since the young generation even in the provinces is already so familiar with it, these are required by their schools, subscriptions to games and others. This not anymore a problem to those who intend to use the system of the House of Herbs in the proper way
4. Members who will not provide a valid email address and a mobile phone number will not be allowed to access the system
5. "Corpo" accounts should have one member of their group be assigned as a group representative. He or she will be the one to provide the contact information as specified

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 **November 16, 2018** and will be in effect immediately.*