

# TRAINING REQUEST FORM

By providing personal information and signing this form, I acknowledge receipt of the Amway Privacy Notice for Amway Business Owners and Members (accessible here: [www.amwayglobal.com/privacy-notice/philippines](http://www.amwayglobal.com/privacy-notice/philippines)) which contains details about the processing of my personal information. You may also request a copy of this Amway Privacy Notice by contacting us at [privacy@amway.com](mailto:privacy@amway.com).

|                        |       |                        |       |
|------------------------|-------|------------------------|-------|
| <b>REQUESTOR</b>       | _____ | <b>DATE OF REQUEST</b> | _____ |
| <b>ABO NUMBER</b>      | _____ | <b>EMAIL ADDRESS</b>   | _____ |
| <b>PLATINUM UPLINE</b> | _____ | <b>MOBILE NUMBER</b>   | _____ |

## FOR EXCLUSIVE TRAINING REQUEST

|                               |       |
|-------------------------------|-------|
| <b>TRAINING PROGRAM</b>       | _____ |
| <b>PURPOSE</b>                | _____ |
| <b>LOCATION</b>               | _____ |
| <b>PROPOSED VENUE</b>         | _____ |
| <b>PROPOSED DATE</b>          | _____ |
| <b>NUMBER OF PARTICIPANTS</b> | _____ |
| <b>DATE OF PURCHASE</b>       | _____ |

### REQUIREMENTS

1. Requesting ABO should at least be at 9% level.
2. A guaranteed number of 50 attendees.
3. Expenses incurred during exclusive meetings shall not be borne by Amway but rather by the requesting ABO
4. Requesting ABO must purchase P10,000 worth of Amway products (e.g. P10,000 worth of Artistry products for request of Artistry Product Training) for at least 3 days prior to the date of meeting, otherwise, training will be cancelled. Proof of purchase shall be submitted with the signed training request form to [amwayphilippinestraining@amway.com](mailto:amwayphilippinestraining@amway.com).
5. Notice of cancellation of any training request must be made at least 1 week before the training schedule, otherwise, requesting ABO will shoulder costs incurred by Amway in relation to the training (travel expenses of trainer, venue and food cost, etc).
6. Date of training will depend on the availability of the Senior Training Specialist.

## FOR ASSET REQUEST

|  |  |
|--|--|
| <b>TRAINING MATERIAL</b>                     | _____  |
| <b>PURPOSE</b>                               | _____  |
| <b>DATE NEEDED</b>                           | _____  |
| <b>TYPE OF TRAINING ASSET (PLEASE CHECK)</b> |  |
|  | <input type="checkbox"/> Powerpoint presentation |
|  | <input type="checkbox"/> Training videos         |
|  | <input type="checkbox"/> Handouts                |
|  | <input type="checkbox"/> Others                  |

### NOTE:

All requests for flyers, brochures, banners, giveaways, and non-training documents and assets will be forwarded to the appropriate departments for processing.

### ACKNOWLEDGEMENT

The requested asset is intended solely for the purpose specified in this request form. Any alterations or modifications to the asset are strictly prohibited. Requestors must ensure that they use only the most current assets with accurate content. Assets such as banners, brand booths, and product displays, must be returned in good condition. Amway Philippines reserves the right to charge requestors for any items not returned in satisfactory condition. Please note that any delay in returning items may affect the approval of future requests. All content remains the copyright property of Amway Philippines LLC. By signing this training request form, you agree to adhere to all guidelines and requirements outlined herein.

|                              |       |
|------------------------------|-------|
| <b>REQUESTOR'S SIGNATURE</b> | _____ |
| <b>RECEIVED BY:</b>          | _____ |
| <b>DATE RECEIVED:</b>        | _____ |

