



06 December 2018

Dear Distributors,

Christmas is a time to spend with your loved ones. That is why NeoLife Distributor Centre hours will vary during the festive season. Please note that the Distributor Centres will be closing at 14h00 on the following days:

Friday, 14th December 2018 (South Africa Distributor Centres ONLY)

Monday, 24th December 2018 (All NeoLife Africa Distributor Centres)

Monday, 31st December 2018 (All NeoLife Africa Distributor Centres)

Please note that South Africa Staff Functions will be held on Friday, 7th December 2018, resulting in the Distributor Centres closing at 13h00.

NeoLife Distributor Centres will be closed on the following dates:

Distributor Centre	December 2018	January 2019
Botswana	25 / 26 December	01 / 02 January
Cameroon	24 / 25 / 31 December	01 January
Eswatini	25 / 26 December	01 January
Ghana	25 / 26 December	01 January
Cote d'Ivoire	25 December	01 January
Kenya	12 / 25 / 26 December	01 January
Lesotho	25 / 26 December	01 January
Namibia	25 / 26 December	01 January
Nigeria	25 / 26 December	01 January
South Africa	17 / 25 / 26 December	01 January
Tanzania	25 / 26 / 30 December	01 January
Togo	25 December	01 January
Uganda	25 / 26 / 30 December	01 January

We apologise in advance for any inconvenience caused.

NeoLife would like to wish you and your family a blessed Christmas.

Kind regards,

NeoLife.

DECEMBER 2018 – MONTH END

Month End is a very important event in our business calendar for both NeoLife and our Distributors. It is our aim to provide the best possible service at all times and to facilitate the smoothest possible procedure.

NEOLIFE AFRICA DECEMBER MONTH END			
DATE	DAY	TIME	DESCRIPTION
28/12/2018 Friday	Month End	08:00 – 18:00	Botswana Month End ONLY
29/12/2018 Saturday	Month End	09:00 – 12:00	Botswana Month End ONLY
02/01/2019 Wednesday	Month End, Day 1	08:00 – 20:00	Nigeria, Kenya, Uganda, Tanzania, Durban and Johannesburg
		08:00 – 18:00	Ghana, Ivory Coast, Togo and Cameroon, Cape Town, Namibia, Eswatini and Lesotho (Public Holiday in Botswana)
03/01/2019 Thursday	Month End, Day 2	08:00 – 12:00	Only open to World Team and President's Team Members until 12:00 Local time
04/01/2019 Friday	Pooling, Day 3	08:00 -	Pooling Day – NeoLife Africa. Only open to President's Team Members. Open for the New Month (January 2019) Orders.
07/01/2019 Monday	New Month	08:00 -	Freighting of cheques to different DC's.
07/01/2019 Tuesday		08:00 -	Commission cheques available for sorting at the Johannesburg DC.

We would appreciate your co-operation with the requirements noted in this communication.

NB. The last day for Internet / Web orders will Wednesday the 2nd January 2019, midnight. Any orders after this day will go to the new month.

The Provisional Pooling will be available from 08h00 Thursday, 20th December 2018. Should you require more information please contact your nearest NeoLife Distributor Centre.

Regards

NeoLife