

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

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

Kindly note all times are indicated in South African time.

DATE	DAY	TIMES	DESCRIPTION
September 25 th	Friday	16h00	All World Team & President's Team members are advised to have at least 100PPV before close of business.
September 26 th	Saturday	09h00 – 12h00	Month End Support – All of Africa excluding Nigeria
September 29 th	Tuesday	08h00 – 18h00	Month End Day 1 – Nigeria All 100PV orders must be in by the end of this day. Check with your local Distributor Centre as some could close earlier or later than 6pm.
		23h59	Internet orders for September in Nigeria will be cut-off at midnight. All orders after midnight will be for the October sales month.
September 30 th	Wednesday	08h00 – 18h00	Month End Day 2 – Nigeria Only open to World Team & President's Team members to do provisional pooling. This day allows the World Team to add orders to team members who have already placed their 100 PPV orders by close of business on September 29 th .
		08h00 – 18h00	Month End Day 1 – West Africa All 100PV orders must be in by the end of this day. Check with your local Distributor Centre as some could close earlier or later than 6pm.
		23h59	Internet orders for September in West African countries will be cut-off at midnight. All orders after midnight will be for the October sales month.
October 1 st	Thursday	08h00 – 18h00	Month End Day 2 – West Africa Only open to World Team & President's Team members to do provisional pooling. This day allows the World Team to add orders to team members who have already placed their 100 PPV orders by close of business on September 30 st .
		08h00 – 18h00	Month End Day 1 – Southern & East Africa All 100PV orders must be in by the end of this day. Check with your local Distributor Centre as some could close earlier or later than 6pm.
		23h59	Internet orders for September in Southern & Eastern Africa countries will be cut-off at midnight. All orders after midnight will be for the October sales month.
		08h00 – 18h00	Public Holiday – Nigeria
October 2 nd	Friday	08h00 – 16h00	Month End Day 2 – Southern- & East Africa Only open to World Team & President's Team members to do provisional pooling. This day allows the World Team to add orders to team members who have already placed their 100 PPV orders by close of business on October 1 st .
		08h00 – 14h00	President's Team Pooling – West Africa including Nigeria
October 3 rd	Saturday	08h00 – 14h00	President's Team Pooling – Southern & Eastern Africa
October 5 th	Monday		First trading day for October sales month
October 6 th	Tuesday		Commission payments by Electronic Funds Transfer, Mobile phone payment or NeoLife Account credit.

Kindly login to your Back-office's 'Sales Performance' report to track and monitor your progress. The pooling is updated every 30 minutes throughout the month. At the top of the report the date and time it was last updated is clearly indicated.

Should you require more information please contact your nearest NeoLife Distributor Centre.

Kind regards

NeoLife International

Help us to make the world a healthier and happier place.