



MALAYSIA • SINGAPORE • THAILAND • INDONESIA • HONG KONG

Ref : MXM/MEMO/21.12.2011/MRKT-2011-005  
Date : December 21, 2011  
To : All MXM Agents/ MXM Staff/ Centres & Branches  
Re : **YEAR 2012 SALES CLOSING**

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### **IMPORTANT NOTICE!**

In view of serving all our esteemed agents efficiently, the Management would like to inform that with effect from the production month of **December 2011** onwards, the sales closing will be revised as below:

Sales Closing: Every End of the Month	30 <sup>th</sup> or 31 <sup>st</sup> of the Month (Based on the <b><u>CALENDER MONTH</u></b> )
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### **This is subject to the following terms and conditions:**

- ❖ Closing day will be on every 30<sup>th</sup> or 31<sup>st</sup> of every month and submissions must submit through MXM HQ, MXM Branches & MXM Center with official receipt on that day itself.
- ❖ If the closing day falls on a public holiday, the aforementioned closing day shall carry forward before the public holiday, for eg: 31<sup>st</sup> January 2012 falls on a Sunday and it is a public holiday, hence the closing day shall fall on Friday, 29<sup>th</sup> January 2012 instead;
- ❖ Personal Commission will be paid out upon receipt of underwriter's approval and payment clearance. Therefore, all commissions and/or incentives due to Agents will be credited into Agent's Bank Account not later than the 30<sup>th</sup> of subsequent month.

Should you require any further clarification or assistance, please do not hesitate to contact our Marketing Department at **03-7721 2981** as we continue to serve you better.

***MXM...Make Your Dream Come True!***  
***The Management***