



**WINALITE INTERNATIONAL INC.**

February 18, 2008

**Dear VALUED DISTRIBUTORS:**

This is to inform you that **effective March 1, 2008** we shall be requiring a **minimum SERVICE CHARGE** to cover **bank and notarial charges** as the case maybe for the following:

- 1. REPLACEMENT OF STALE BONUS CHECKS** – referring to bonus checks unclaimed for 6 months old and up and to be charged **Php 50.00 (fifty pesos only)**.
- 2. REPLACEMENT OF LOST CHECKS** – a Distributor must submit an **AFFIDAVIT OF LOSS** to be presented to Finance and payment of **Php 200.00 (two hundred pesos)** service charge.

**Note: Payments must be made at the counter afterwhich the OR must be presented to the Finance.**

To reiterate, please observe the regular BONUS RELEASING schedule at Head Office which is **every Fridays, Saturdays and Mondays during office hours.**

Thank you for your compliance.

**Ms. Sheila Linda L. Agustin**  
**Network Relations Manager**

Noted by:

**Ms. Eleanor R. Francisco**  
**National Sales Manager**