



**BASIC TRAINING PROGRAM OF  
NUTRITION & COSMETICS  
VIETNAM CO., LTD**



Simple. Successful.



PM Nutrition & Cosmetics Vietnam Co., Ltd (“PM Vietnam” or “Company”) has designed a comprehensive Basic Training Program to train Team Partner about Company before they do marketing, sales and network development. We are responsible for ensuring that Team Partner will succeed in multi-level marketing (MLM). PM Vietnam's Basic Training Program helps Team Partners supplement their knowledge in MLM activities and understand relevant legal provisions to operate in accordance with the law.

**PART A:**

**OVERVIEW OF BASIC TRAINING PROGRAM**

Section	Basic Training Program																							
Objective	<ul style="list-style-type: none"> <li>• Provide new Team Partner with basic knowledge related to multi-level marketing legislation.</li> <li>• Introduction on code of ethics of Company.</li> <li>• Introduction on basic content of Code of Conduct, Multi-Level Sale Participating Agreement, Marketing Plan.</li> <li>• Mechanism to evaluate the completion of Basic Training Program in accordance with the content and training method of Company.</li> </ul>																							
Time and content of training	<p>The total time of Basic Training Program of Company is 540 minutes (09 hours) including: 480 minutes (08 hours) for the training content of the 6 modules outlined below; 20 minutes discourse, discussion and questions &amp; answers of participants; 40 minutes for the Assessment Test of Basic Training Program. Details as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No.</th> <th style="text-align: center;">Training contents</th> <th style="text-align: center;">Time</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">I.</td> <td>Law on the multi-level sale industry</td> <td style="text-align: center;">120 minutes</td> </tr> <tr> <td style="text-align: center;">II.</td> <td>Ethical code on multi-level sale activities</td> <td style="text-align: center;">90 minutes</td> </tr> <tr> <td style="text-align: center;">III.</td> <td>The basic contents of Multi-Level Sale Participating Agreement</td> <td style="text-align: center;">30 minutes</td> </tr> <tr> <td style="text-align: center;">IV.</td> <td>The basic contents of Code of Conduct</td> <td style="text-align: center;">90 minutes</td> </tr> <tr> <td style="text-align: center;">V.</td> <td>The basic contents of Marketing Plan</td> <td style="text-align: center;">120 minutes</td> </tr> <tr> <td style="text-align: center;">VI.</td> <td>Mechanism to evaluate the completion of Basic Training Program in accordance with the content and training method</td> <td style="text-align: center;">30 minutes</td> </tr> </tbody> </table>			No.	Training contents	Time	I.	Law on the multi-level sale industry	120 minutes	II.	Ethical code on multi-level sale activities	90 minutes	III.	The basic contents of Multi-Level Sale Participating Agreement	30 minutes	IV.	The basic contents of Code of Conduct	90 minutes	V.	The basic contents of Marketing Plan	120 minutes	VI.	Mechanism to evaluate the completion of Basic Training Program in accordance with the content and training method	30 minutes
No.	Training contents	Time																						
I.	Law on the multi-level sale industry	120 minutes																						
II.	Ethical code on multi-level sale activities	90 minutes																						
III.	The basic contents of Multi-Level Sale Participating Agreement	30 minutes																						
IV.	The basic contents of Code of Conduct	90 minutes																						
V.	The basic contents of Marketing Plan	120 minutes																						
VI.	Mechanism to evaluate the completion of Basic Training Program in accordance with the content and training method	30 minutes																						

	Discourse, discuss, questions & answers	20 minutes
	Assessment Test	40 minutes
	<b>Total time of Basic Training Program</b>	<b>540 minutes</b>
Participants	All Team Partners who have not completed Basic Training Program are responsible for participating in Basic Training Program organized by Company.	
Types of Training	Direct training	
Trainer	<p>Only Trainer(s) appointed by Company shall conduct Basic Training Program for Team Partners.</p> <p>Basic Training Program will be conducted by experienced Trainers. All appointed Trainers for conducting Basic Training Program will have to obtain a confirmation letter on legal knowledge on multi-level marketing issued by Ministry of Industry and Trade and shall enter into labor contract/training contract with Company.</p>	
Location	At the head office of Company or other locations according to the provisions of Vietnamese law.	
Fee to participate Basic Training Program and be issued Membership Card	Free	
Mechanism for assessing completion of Basic Training Program and written confirmation of completion of Basic Training Program content and duration	<p><i>Guarantee training duration:</i> Team Partner must attend the training program for the full duration and take the final exam of the program with a total time of 540 minutes.</p> <p><i>Guarantee completion of the training:</i> Team Partner is required to take a knowledge test at the end of the program in class. Team Partner passes the test if he or she gets 70% or more of the correct answers. In case the first test result is not passed, Team Partner has the opportunity to take the second test. If the second test is still fail, Team Partner must retake Basic Training Program.</p> <p>Team Partner will be issued confirmation of completion of Basic Training Program content and duration</p>	

## **PART B:**

### **PROCESS, PROCEDURE OF BASIC TRAINING PROGRAM**

#### **1. Procedures of registration for Basic Training Program**

- Within 5 working days from the date of signing and approving of the Multi-Level Sale Participating Agreement, Company will send information about Basic Training Program via phone message or Team Partner's email address provided in the registered application. Team Partner can see information about the day, time, organization location of Basic Training Program posted on the official website of Company or listed at the headquarters, branch, representative office or business location of Company.
- After receiving information about the organization time for Basic Training Program, Team Partner who wishes to participate in Basic Training Program of PM Vietnam may register through one of the following methods:
  - (i) Register via email of PM Vietnam: [contact-vietnam@pm-international.com.vn](mailto:contact-vietnam@pm-international.com.vn); or
  - (ii) Register via registration letter by post to the head office, branch, representative office or business location of Company; or
  - (iii) Register directly at the head office, branch, representative office or business location of Company.

In order to serve Basic Training Program, Team Partner can download the free document supporting for business activities on the website of PM Vietnam at <https://www.pm-international.com/>.

#### **2. Participate in Basic Training Program**

- Before entering into the training class, Company's staff will check Team Partner's information on Company's system.
  - + If Team Partner has name on Basic Training Program registration list, Company's staff will allow Team Partner to attend Basic Training Program.
  - + If Team Partner's name is not available on Basic Training Program registration list, Company's staff will guide Team Partner to complete procedure register in Basic Training Program.
- Learners will be required to sign Learner List to confirm attendance.
- Learn Basic Training Program: Learners learn the Company's Basic Training Program including 6 topics mentioned in Part C under the direct training of the Company's Trainers.
- Learners who attend the full length of Basic Training Program are eligible to take the training completion test.
- After the training class, there will be 20 minutes for the Learners to ask questions related to the topics of Basic Training Program. After that, Company's Trainer will answer the questions of the Learners.

#### **3. Taking a test**

After the end of the training contents, Learners are required to perform the knowledge testing at the end of program at class, consisting of 20 multiple-choice test questions in 40 minutes with the supervision of Trainer and the supporting-class staff.

Learners will receive the test and do the test on the test sheet, the time to do the test is calculated from the time the Trainer gives the test sheet to all Learners and starts the time of the test.

At the end of 40-minute test, Learners returns the test questions and test sheets to the Trainer. If Learners completes the test earlier than the maximum allowed time, Learners may be active remitting to Trainer.

#### **4. Assessment of test result**

Learners pass the test and complete Basic Training Program if reaching from 70% of the correct answers upwards. In case the results of the first test fail, Learner has the opportunity to take part in the second test. If the results of the second test are still unsatisfactory, Learner must re-learn Basic Training Program.

#### **5. Confirmation of completion of Basic Training Program content and duration and sign a commitment**

Learners with passing test result will be issued written confirmation of completion of Basic Training Program content and duration within 05 days from the date of completion of Basic Training Program. Learner receives confirmation of completion of Basic Training Program content and duration at the Company's headquarters, branches or by post.

Team Partner fills in the information and signs a Commitment as Form No. 13 issued with the Decree 40/2018/ND-CP and returns it to Company for Company to issue a Membership Card for that Learner.

Company only issues Membership Cards to Team Partners who have completed Basic Training Program (who is issued a written confirmation of having completed Basic Training Program). Membership Card will be issued by Company directly at the head office, branch, representative office, business location or sent by post to Team Partner at the address in the registration file within 10 days from the date that Company receives the Commitment from Team Partner.

Note: Team Partner's spouse, when jointly signing the Contract, must complete Basic Training Program as prescribed by law.

### **PART C:**

#### **PRINCIPAL CONTENTS OF BASIC TRAINING PROGRAM**

- 1. LAW ON THE MULTI-LEVEL SALE INDUSTRY: 120 MINUTES**
- 2. ETHICAL CODE IN MULTI-LEVEL SALE ACTIVITIES: 90 MINUTES**
- 3. BASIC CONTENTS OF MULTI-LEVEL SALE PARTICIPATING AGREEMENT: 30 MINUTES**
- 4. BASIC CONTENTS OF CODE OF CONDUCT: 90 MINUTES**
- 5. BASIC CONTENT OF MARKETING PLAN: 120 MINUTES**
- 6. MECHANISM TO EVALUATE THE COMPLETION OF BASIC TRAINING PROGRAM IN ACCORDANCE WITH THE CONTENT AND TRAINING METHODS: 30 MINUTES**

**PART D:**

**COMPANY'S COMMITMENT TO TRAINING CONTENTS OF BASIC TRAINING PROGRAM**

Company commits and ensures that the contents of the materials attached to this Basic Training Program comply with Vietnamese laws and Company is fully responsible for the legal legitimacy of these materials under the laws.

In case there is an adjustment to the content of Basic Training Program, within 30 days from the date of confirmation of the changed registration content by the competent authority, Company will conduct additional training or notify the contents that are amended and supplemented for Team Partners via the Company's website or publicly listed at the Company's head office, branches, representative offices, and business locations.

**PART E:**

**MECHANISM OF SAVING TEST RESULTS OF BASIC TRAINING PROGRAM**

Company saves the test results of each Team Partner who completes PM Vietnam's Basic Training Program. PM Vietnam will save the test results in two forms: paper (hard copy) and electronic version. The paper copy (hard copy) will be kept at the PM Vietnam archive at the headquarters of PM Vietnam. The electronic version will be stored by PM Vietnam on PM Vietnam's information system.

PM Vietnam is committed to carrying out the responsibility of storing data related to basic training activities for Team Partners, including time, method, location and training results in accordance with the law.