

Date: 2nd July 2012

Reference Number : TM/SME/2012/*company name*

Dear Sir/Madam,

COMPLETE DOCUMENTATION FOR BUSINESS BROADBAND & UNIFI COMMISSION CLAIM

With regards to the TM Audit Review for Sales Channel Management recently, it was highlighted that the documents submitted for commission settlement are not in accordance with the **TM SME Premier and UniFi Partner Agreement**.

As such, the necessary action should be taken immediately by all partners upon submission of the documentation to TM for commission settlement.

DOCUMENTS TO SUBMIT(MANDATORY)
<p>Any submission for commission claims to both PTT & TM SME HQ MUST follow the requirements as in the agreement. It's a MANDATORY as below.</p> <ul style="list-style-type: none">• Application form MUST be endorsed by customers. Customer company stamping at application form (apply for registration through company's name)• Certified True Copy all related documents submitted & MUST be signed by agent<ul style="list-style-type: none">○ Sdn Bhd – NRIC of the applicant , Form 49, form 9, form 24 or form 13 of the Companies Act 1965○ Sole Proprietorship – NRIC of the applicant / Passport with SSM ROB – Form D○ Berhad (ROC) - Form 8, Form 23, Authorized Person Form / Letter & NRIC of the applicant / Passport○ Foreign Company - Authorized Person Form, Letter & NRIC of the applicant /Passport, Form 79, 80/80A, 83/83A○ <u>OTHER CATEGORIES</u> :-<ul style="list-style-type: none">▪ Law Firm – NRIC of the applicant, Bar Council Malaysia acknowledgement letter.▪ Clinic – NRIC of the applicant, letter from Malaysia Medical Council & Form 12▪ NGO / Others – NRIC of the applicant, Acknowledgement letter from the related Ministry / Department• Application for Personal Name MUST be include with NRIC of the applicant, authorized letter from customer, photo of the premise (outside, inside & unit number of the premise), customer's signature, agent Certified True Copy

All forms are compulsory to be submitted together starting 1st July 2012.

- Commission for Business Broadband will be approved by M&C PTT meanwhile for Unifi commission claim currently done manually at HQ SME.
- For order created before 1st July 2012, the order need to be claim immediately. The claim will be approved with genuine application form only (submission without complete supporting document). Order without supporting document will not be approved.
- If we found any fraudulent in the submission before 1st July 2012, penalty will be imposed 50%, additional on the current penalty amount.

Should you have any further clarifications on this matter, please do not hesitate to contact our sales team; Khairul Eswandy Eshak (013-3696990) / Fazli Bin Ahmad Zabidi (019-3418810)

Thank you.

Azman Yusof
General Manager
Service Operation
TM SME

ACCEPTANCE FORM

I/We _____ from _____

NRIC _____, herewith accepting the requirement as in the Premier/Unifi agreement, we are abide on the rules , we understand on the term & condition for the enforcement of the Supporting Documents as on Reference Number : TM/SME/2012/**company name**.

Regards,

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Company Name :

Company's Stamping :

Date :