

AGENTS REFERRAL SCHEME

Objective

To increase notary and affidavit requests channeled through our online platform during the pilot programme.

Expected Benefit

- Increased use of the ToNote platform for notary and affidavit requests
- Increased awareness about the ToNote platform
- Increased revenue
- Agents' inclusion in the gradual automation of the notary system by ToNote
- Recruit agents as ToNote's ground ambassadors

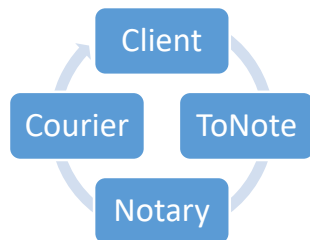
The Agent



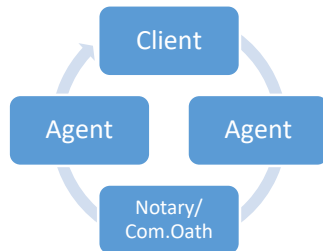
Lagos Notary Agent, High Court of Lagos State, Igbosere, 17 Dec 2021

Transaction Mapping

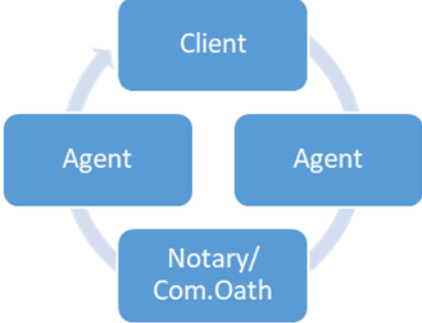
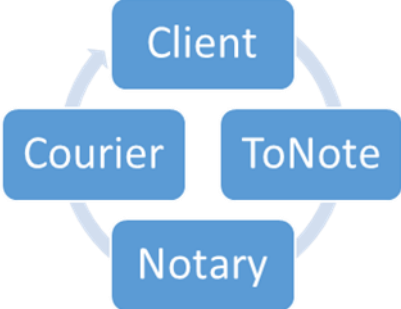
1. ToNote's current process



2. Agents' current process



3. Agents' participation scenario

Transaction Sequence	Mapping	Commission
First (with agent at spot)		NIL
Repeat (remotely)		First time: N500 Lifetime: N100 per transaction

Agents' Onboarding and Scheme Implementation

- Agents will be recruited on the scheme through a mobilisation outreach. Their details will be collected onto a database.
- ToNote's Admin will create 'Agent Account' for each agent on ToNote.
- Upon signup, each agent will be given a pack of ToNote Referral Cards. The card has the ToNote logo, ToNote physical address, ToNote customer care phone number and a website URL which has a linked code that is unique to each agent.
- Agents are advised to hand the Referral Cards to their clients for the purpose of making repeat requests remotely via the link on the card. Clients can share the link information with anybody in a multi-level referral which agents stand to get a lifetime commission value
- When any client uses the unique URL to log onto the ToNote platform to make and close a request, the system sends an automated token to the Agent's Account linked to that URL. At the end of each month, the tokens are redeemed with payment of accrued commission into agent's bank.

Timeline

Activity	Week 2 Jan 2022	Week 3 Jan 2022	Week 4 Jan 2022	February 2022	March 2022
Concept design					
Agents' recruitment Igboere					
Agents' recruitment Ikeja					
Referral Cards production and distribution					
Review of the scheme					
Expansion into other states					

Budgeting

- The budget is to be determined
- Nine agents have indicated their interest at the Igboere court axis, while agents' recruitment at the Ikeja court axis will influence the budget
- Fifty cards per agent will be printed