



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : June 11, 2019
Cc : MANCOM/ Finance/ IT/ Sales&Marketing/ File
Ref./Rev : HRD-2019-023/Rev-000
Re : **EMPLOYEE SALES REFERRAL PROGRAM**

Effective 15 June 2019, all Employees with successful client referrals will have a commission of 0.50% of the Net List Price (after discounts, before VAT, closing, maintenance fees and other administrative fees).

Referrals, to be considered successful, must meet the following qualifications/conditions:

1. Only organic and/or fresh accounts will qualify for successful employee referral.
 - a. Referral should not have been previously registered by an existing ALSC property consultant or another referrer
 - b. Prospective client has no existing or previous account with ALSC.
 - c. Walk-in inquiries will not be considered for employee referral commission.
2. Employee must secure from Human Resources and accomplish a Referral Form that will contain the following information:
 - a. Name of Prospective Client
 - b. Contact Number
 - c. Email Address
 - d. Type of Property
 - e. ALSC Residential Development / Location Preference
 - f. Preferred Price Range
 - g. Name of Employee Referrer
 - h. Relationship of Prospect to Referrer
 - i. Date of Referral
 - j. Signature of Prospect

The form will be accomplished in triplicate; one copy to be submitted to Marketing and Sales Coordinator and attached to the Closed Sales Report, one for HR validation and one for the referring employee.

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3. All referrals will be handled by the Sales & Marketing Operations Supervisor for endorsement to the proper Sales Person
 - a. Employee referrer cannot select the property consultant who will handle the sale.
 - b. Sales policy of PC selection will apply.
4. Validity of Referral will be 30 days. Sales must be booked within 30 days otherwise referral will be invalidated.
5. Commission release will follow the schedule below and shall be credited to the Employee's Payroll Account. Sales will provide HR with a copy of employee referral commissions for payment for validation prior to crediting.

CLIENT PAYMENT	COMMISSION	OTHER REQUIREMENTS
Reservation Fee	None	
25% of DP paid	20% (of 0.5%)	1 st release – Reservation Application
50% of DP paid	20% (of 0.5%)	2 nd release – Contract to Sell
75% of DP paid	20% (of 0.5%)	
Full Down Payment paid	20% (of 0.5%)	
Full Payment of Contract Price	Final 20% (of 0.5%)	Cleared Check of Full Payment or Final Cash Payment

6. Under the table arrangement for additional commissions will be strictly prohibited and will constitute grave misconduct under the Corporate Code of Conduct. For sellers, penalty will be suspension of commission releases up to revocation of accreditation depending on gravity of offense.

This policy will supersede all previous policies, rules and memos pertaining to the above matter effective immediately.

For your information and guidance.


MA. SHEILA G. MANALO
 VP – Chief Human Resources Officer

Approved by:


JAVIER FELIPE E. QUINTOS
 Chief Executive Officer



EMPLOYEE SALES REFERRAL FORM

REFERRAL GUIDELINES AND INSTRUCTIONS

1. This form will be accomplished in triplicate ; one copy to be submitted to Sales and Marketing Operations Supervisor and attached to the Closed Sales Report, one for HR validation and one for the referring employee.
2. Only organic and/or fresh accounts will qualify for successful employee referral.
3. Employees with successful client referrals will have a commission of 0.50% of the Net List Price (after discounts, before VAT, closing, maintenance fees and other administrative fees.)
4. All referrals will be handled by the Sales and Marketing Operations Supervisor for endorsement to the proper Sales Person.
5. Validity of Referral will be 30 days. Sales must be booked within 30 days otherwise referral will be invalidated.

EMPLOYEE INFORMATION

Employee Name	_____	Dept./ Section	_____
Relationship to Prospect	_____	Date of Referral	_____

REFERRAL INFORMATION

Prospective Client Name	_____	Contact Number	_____
Email Address	_____	Referred Price Range	_____
ALSC Residential Development / Location Preference	_____	Signature	_____
Type of Property	_____		

FOR HUMAN RESOURCES USE ONLY

Control Number	_____	Notes :
Date Received	_____	
HR Rep Name	_____	
HR Rep Signature	_____	