

Date: Oct 11, 2024

To: Sales Team

From:  Angela Monette T. Natividad
VP-Operations

Re: Update Contact Details Raffle Activity

CC: TL, SC, ACCTG, MIS, AUDIT, HR

Good News!

We will be holding a raffle draw activity to encourage our old clients to update their contact details with this, we take advantage of the opportunity to connect with them.

Please see the details below and share the good news to our dear clients, family, and friends:

WHAT: “Your Info, Our Treat“

WHEN: October 15, 2024 – November 30, 2024

WHERE: All Sophia Jewellery outlets, FB Live

HOW:

A. Raffle Mechanics

1. Starting October 15, 2024, old clients who will fill out the Google form will be entitled to a raffle entry.
2. Three winners will get a chance to win a pair of siopao pearl earrings
3. Marketing will PM in Messenger, Viber via SJI account with the google form link.
4. Marketing will also email clients the google link.
5. Sales Team Member will PM clients directly via store FB account and store cellphone.
6. The list of qualified clients for the electronic raffle draw will be provided by MIS on December 5, 2024
7. SJI, TNGC employees and their families, including relatives up to the third degree of consanguinity or affinity are disqualified from the raffle activity.
8. The draw will be held electronically on December 10, 2024, on Facebook live.
9. The awarding ceremony will be held at the Sophia Jewellery outlet closest to the winner on Dec 15, 2024.

10. The raffle activity will run from October 15 until November 30, 2024. Yet, clients who will fill out the Google form after November 15 are still accepted. However, they will no longer be entitled to the raffle activity.

For your information and guidance. Thank you