

To: Sales Team

From: Marketing Team

Re: **Temporary use of rebranded packaging materials in non-rebranded stores**

Date: April 24, 2024

CC: SC, HR, ACCTG, MIS, AUDIT

Good day!

Please be advised that the Marketing team will temporarily distribute the new rebranded packaging materials to the non-rebranded stores. This is due to the limited availability of our current packaging materials for non-rebranded stores.

Please take note of the following conditions:

- 1. Rebranded packaging materials, such as necklace/bracelet, pendant/ring boxes, and set boxes, will be provided to outlets that currently have no stocks of non-rebranded packaging materials.
- 2. Please refer to the table for guidance on which packaging materials to use for each type of jewelry.

Rebranded Packaging Materials	Jewelry Type
Necklace/bracelet	For Necklace or bracelet use
Pendant/ring boxes	For Pendant use only
Set Box	Set Items

Non rebranded Packaging Materials	Jewelry Type
Pendant/ring boxes	For Ring use only

- 3. Stores must utilize their current stocks of non-rebranded packaging materials before using the rebranded packaging materials.
- 4. M’ Merce will still oversee the transfer out of rebranded packaging materials to the stores, and stores will handle the transfer in upon receipt of the packaging materials. Please follow the transfer-in and transfer-out process for guidance.
- 5. Stores will be informed once the non-rebranded packaging materials arrive and if will be distributed to them.
- 6. Please refer to the list of non-rebranded stores for reference.

Non Rebranded Stores	
ZGL	PBE
ZLP	DCM
ZYP	DLC
ZYT	DMQ
ZSL	KGM
ZYG	PGS
ZYA	CGP
IAA	IBS
IQA	TPM
CGM	SQP
CLM	VSR
PGH	KAP

For any concerns, please feel free to contact M’ Merce or M’ Mylene from Marketing team at 0917-710-4134.

Thank you.



Darlyn D. Espiritu
Marketing Director