



E PLANET TRADE GUIDELINES

Malaysia-Beijing Enterprise Sdn Bhd 219532-W

Fees and Charges

◆ Membership Fee

A one off fee of RM198.00 cash is payable on joining E Planet Trade and must accompany the Application for Membership. Payment can be made by cash, cheque or credit card.

◆ Goods and Services Purchase Fee

A cash fee equal to 4.5% of the E Planet Trade Ringgit portion of any purchase transaction on goods and services is payable to the Exchange within 7 days of the completion of the transaction in whole or in part. This fee is paid by direct debit from the member's nominated bank account or credit card. **All transactions of E Planet Trade Ringgit 3000 and above require the submission of an Intention to Trade (ITT) Agreement, 24 hours prior to finalisation of transaction.**

◆ Real Estate Transaction Fee

A cash transaction fee equal to 5% of the E Planet Trade Ringgit portion of any Real Estate or contractual transaction is payable to the Exchange. Such transactions must comply with E Planet Trade Operating Rules and require the submission of an Intention to Trade Agreement (ITT) 24 hours prior to settlement.

◆ Stationery Fee

A cash fee of RM5.50 will be payable monthly unless E Planet Trade receives notification that the member will obtain their statement of account and updated E Planet Trade Membership Directory via online facilities. Provision is made for members to access this information free of charge via online computers available for member use in E Planet Trade offices.

◆ International Transaction Fee

An additional 1% cash fee is charged on the E Planet Trade Ringgit component of all international transactions. This fee covers costs and charges associated with an international transaction and is paid by direct debit from the member's nominated bank account or credit card.

Authorisation Requirements

- ◆ Transaction amounts up to E Planet Trade Ringgit 200 **DO NOT** require an authorisation from Head Office. Multiple transactions between the same Seller and Buyer within a 24-hour period must be authorised if their sum total is E Planet Trade Ringgit 200 or above.
- ◆ Transaction amounts of E Planet Trade Ringgit 200 or above must be authorised by Head Office. Contact (03) 2144 0233 for this authorisation as payment will not be guaranteed without this authorisation. Cheques must be mailed to Head Office with the authorisation number written in the space provided
- ◆ Intention to Trade (ITT) requests must be completed and lodged in advance where a single transaction will is E Planet Trade Ringgit 3000 or above. Multiple transactions between the same Seller and Buyer within a 72 hour period will require the completion of an ITT form if their sum total is E Planet Trade Ringgit 3000 or above. Authorisation for transactions of E Planet Trade Ringgit 3000 or above is dependent upon the ITT being approved in advance by E Planet Trade Head Office.

How to Trade

- ◆ When contacting other members with the intention to trade, etiquette requires that you identify yourself as an E Planet Trade member and agree to the trade percentage prior to purchase. Once you negotiate your purchase with another E Planet Trade member you have the option to complete the transaction either online via the Internet, or via your E Planet Trade cheque book.
 - **Your online trade account** operates similarly to your online regular bank facility. Access your account by selecting "Members' Login" from the E Planet Trade home page on the web at <http://www.eplanettrade.com> Transactions below E Planet Trade Ringgit 3000 can be completed immediately online. The Buyer simply selects "Buy" under the "Transactions" heading, completes the requested information (both Buyer and Seller details), and notes the transaction authorisation number issued on the screen. This is your record that the transaction has taken place and guarantees transfer of the funds from Buyer's account to Seller's account. Seller is also given this number as a record of their transaction. Online members can view their statement of account and transaction history at any time simply by logging on to E Planet Trade's website. Computers are made available at E Planet Trade offices for members to access their account details and current membership directory. This service is free of charge.
 - **Your E Planet Trade cheque book** operates in a similar way to your regular bank cheque account.

As a Buyer, simply complete your cheque slip with the required information, and exchange it for the goods or services you have purchased. Ensure you have enough funds in your E Planet Trade account to cover this purchase. You will be required to pay to E Planet Trade an amount in cash equal to 4.5% of the E Planet Trade Ringgit component of the purchase of the goods or services within 7 days of the transaction.

As the Seller, you will need to have the transaction authorised when it is E Planet Trade Ringgit 200 or above. Simply call for an authorisation number which must be included on the Buyer's cheque slip. Confirm all the details have been completed correctly on the cheque slip before completion of the transaction. This cheque slip must be mailed or delivered to E Planet Trade's Head Office within 7 days of the transaction. The trade Ringgit amount is then credited to your account.