

Registration workflow chart for Sri Lanka Distributors

Individual registering as distributor (Sri Lankan)

Sri Lankan Registered Company registering as distributor

Individual registering as User

- ❖ Fill out the Registration Form & Policies and Procedures Agreement
- ❖ Fill out Alternate Payer Form if the payment is made by 3rd party

Fill out the Registration Form & User Agreement

Supporting documents required

- ★ Applicant's Identity Card (IC)
 - ★ Applicant's bank details (Cheque, Bankbook, bank statement or online screenshot)
- must include ALL of the following: Bank Name; Account Name; Account Number

Supporting documents required

- ★ ACRA Business Profile, ~~Managing~~ Director / Applicant's Identity Card (IC)
 - ★ Company bank details (Bankbook, bank statement or online screenshot)
- must include ALL of the following: Bank Name; Account Name; Account Number

❖ Proceed to Payment

(New distributors are required to purchase a Business Kit (SGD\$15.00 Inclusive of GST))

Payment Method

- ★ Nets
- ★ **GrabPay**
- ★ Cheque
- ★ Credit Card (Visa/ MasterCard/**AMEX**)
- ★ 0% interest installment – OCBC credit card (6, 12, 24 months), Standard Chartered credit card 6, 12, 24, 36 months), DBS credit card (6 & 12 months)

**** We DO NOT accept Cash**

Registration done

- (Collection of product **MUST** be done within **4 weeks** of registration. Otherwise a late fee of \$50 will be imposed)
- Carrier under Hand-Carried Exports Scheme (HCES) must submit copies of Passport and Travel Document (Boarding Pass/Confirmed Air Ticket) **2 working days** in advance to Enagic SG for export permit releasing (please refer to the HCES flowchart for more info)

Annex A

	Nationality of Applicant	Distributor Registration	Work Pass Holder (e.g. Work Permit, Employment Pass, S Pass)	Tax Resident	Sales and marketing in Singapore	WHT Withholding Tax (15%)	Remark
a)		X	✓	✓	X	X	Work Pass Holder can be <u>User</u> registration only.
b)		✓	X	✓	X	X	
c)	Sri Lanka	✓	X	✓	✓	X	Tax Resident Pay Income Tax of Singapore instead of WHT.
d)		✓	X	X	✓	✓	WHT 15% on Commission/Bonus
e)		✓	X	X	X	X	