



SALES POLICIES FOR SELLERS

I. ACCREDITATION OF SELLERS

1a. The company(ies) recruit and accredit Sales Network (SN), Sales Person (SP), Business Manager (BM), Broker/Business Partner (BP) and Business Development Team (BDT)

1b. Definition and Qualification of Accredited Seller(s)

SALES NETWORK – a referral agent or network, a client/buyer who turns into an agent for his /her purchase and who is accredited by the SP or BM. Can be part-time or full time, in-house recruit who attends the TRAINING PROGRAM FOR ACCREDITATION, is given proper identification, full benefits, performance and commission spread matrix. Actively selling for the company(ies), is subject to and is covered by the full implementation of the company policies and best practices, thus is expected to abide by the set policies and guidelines of the company.

SALESPERSON – a part-time or full time, in-house recruit who attends the TRAINING PROGRAM FOR ACCREDITATION, is given proper identification, full benefits, performance and commission spread matrix. Actively selling for the company(ies). Depending on his/her annual sales contribution, maybe endorsed for PRC/DHSUD accreditation subject to the availability of slots from the Licensed Brokers of the company(ies). The SP is entitled to the Performance Review and upgrading/promotion based on achieved sales goals as set forth in the company policy for upgrading and recognition. The company recognizes Junior up to Senior SP levels.

BUSINESS MANAGER – a full-time, in-house SP who rose from the ranks thru exemplary and consistent achievements of the Key Result Areas for recruitment and people management, sales and quality of accounts. A seasoned Real Estate Manager or Licensed Broker who have proven track records in the industry, deserving of the position. Is Qualified for **PRC/DHSUD** accreditation as a Sales Person or Licensed Broker as a pre-requisite of the **RESA LAW**. The company recognizes Junior up to Senior BM levels on commission rate basis only.

BROKER/BUSINESS PARTNER – a part-time real estate sales group or Licensed Broker or marketing company/corporation who seeks to sell under the umbrella of the company(ies) for projects they deem good when they partner with our company, without prejudice to their current and similar business practice. Unless defined and clarified, the BP has no sales quota, but is still subject to the company policies and best practices.

1c. Accreditation Process:

Each recruit passes thru the company's screening and approval process, as follows:

- Signs an ACCREDITATION CONTRACT (AC) with his upline (2 copies each, with 2 ID pictures);
- The signed AC is endorsed to the Group Head for acceptance and for endorsement of rank/level and commission rate;
- After the endorsement, the AC is forwarded to RASRI/RMI Head Office-Marketing Department, for encoding and validation in the Masterlist of Sellers, to avoid double accreditation;
- Once validated, the AC is forwarded to the President for approval, (the President may delegate approving authority as well.)
- A copy of the approved AC is filed by RASRI/RMI office, the duplicate is returned to the GH/BP for its reference and monitoring;
- Every duly registered seller is sent to the introductory training program (ASENSO KA, FILIPINO!)
- The SELLER shall be provided with an Identification Card, a Yellow T-Shirt, and a Certificate of Recognition upon making his/her first sale.

1d. The BM/GH Organization Structure.

Every BM/GH's organization is recognized as an In-house thus, they exclusively cater to the projects APPROVED for sale by the companies only.

Every BM is given the discretion to accredit sellers from Sales Network, Sales Person, Junior BM, Broker Partner or Group Head level as its In-house organization.

II. TRAINING AND SUPERVISION

IIa. To support the BM with its responsibilities– company provides training programs designed to equip new recruits with the BASIC TOOLS that will help them become active and productive real estate sales persons, who will later on become successful entrepreneurs in the real estate marketing industry.

IIb. The actions and disposition of the BM's sellers are the accountability of the BM, thus every BM is expected to conduct regular meeting with the sellers to further orient and indoctrinate them on the values set forth by the company and to remind them of the strict adherence to the policies and best practices set forth and being implemented by the companies.

IIc. The companies uphold the RESA LAW and the Implementing Rules and Regulations set by the Professional Regulatory Commission (PRC) and the Department of Human Settlements and Urban Development (DHSUD), in conjunction with its set of policies and best practices

IId. The Companies conduct monthly and annual sellers assembly at its discretion, to align the sellers to the companies values and to the attainment of its corporate goals.

III. KEY RESPONSIBILITIES AREA (KRA)

IIIA. SALESPERSON/ SALES NETWORK

- Reports to his functional Head – BM/ GH
- Attends regular meetings, sales assemblies and trainings
- Participates in regular selling activities such as site manning, open house, tenting, saturation initiated by the companies and developers
- Performs prospecting, tripping, qualifying the prospect and closing the sale Performs Completion of Client's Documents per developer guidelines.
- Reminds the Client in updating and completing the developers' payment requirements up to turn- over and move-in.
- To maintain P4M monthly sales goal or P48M net annual sales goal.
- To open and maintain a Security Bank Savings Account/ Verified GCASH Account for commission release purposes. However, in the event that the commission exceeds 50,000 the SELLER must open a Security Bank Savings Account.
- To report sales to the BM/GH in SACAS form or SACTO Website complete with commission rate and details regularly before month end sales cut off.
- SN/SP must have a separate Gmail Account exclusively for the above Company(ies), for the purpose of using it to access the website.

IIIB. BUSINESS MANAGER/ GROUP HEAD

- Regularly recruit sellers to attain the group sales target.
- Motivates and leads the group to attain their ANNUAL SALES GOALS.
- Participates in the activities initiated by the companies and the developers for the attainment of companies' goals.
- Prepares report, monitors sales performance of the group in terms of commissions, documents completion, payment status, up to turn-over of buyer's unit.
- Maintain a group chat and a Gmail account for receiving feedback and monitoring commission vouchers, project updates, and activities.
- BM/GH must have a separate Gmail Account exclusively for the above Company(ies), for the purpose of using it to access the website.
- Conducts regular group meetings to properly assess operations, for recognition of performers, coaching of non-performers and to discuss updates, productivity and status of accounts.
- Accountable for the actions and dispositions of its sellers.
- Attends company meetings and corporate events as a Mancom Member. In the event that the BM/GH is unavailable, the BM/GH shall endorse a representative of the Group to the Marketing Department. The Mancom Member must obtain prior approval.
- Represents the company professionally with developers, clients and sellers and disposes of one's self in accordance with the company's corporate values and discipline.
- To maintain P8.3M monthly sales goal or P100M net annual sales goal.
- To open and maintain a Security Bank Account for commission release purposes.
- To report sales to the Data Controller through SACTO Web with commission rate, FCA and Incentives Status accurate client details regularly on or before

month end sales cut off.

- The SACTO submission must include the endorsement of the Rookie and Top Salesperson Awardees for the month, along with the Proof of Transaction or Official Computation Sheet for each submitted sale.
- For Old Accounts: To regularly send commission vouchers to SN/SP without need of advice.
- For 2026 Accounts: The Commission will be view via RASRI Website.
- Accountable for the guaranteed Cash Advances of its SN/SP.
- To monitor tripping request and charges of its SN/SP.

IV. COMMISSION RATE MATRIX

IVa. Each level in the company shall abide by the COMMISSION MATRIX and upgrading requirements. The parameters of which are regularly updated and discussed with all BM/GH in the Mancom.

IVb. However, the BM/GH is given discretion to recommend promotion and/or downgrading of any seller for valid reasons.

IVc. Recommendation for commission upgrading or downgrading must be done in writing, concurred by the Seller, endorsed by the BM/GH and approved by the President.

IVd. For purposes of Commission upgrading and/or downgrading Net Sales is defined as TRIPLE NET (net of miscellaneous, discounts and cancellations), while DOUBLE NET is defined as net of miscellaneous fee and discounts.

IVe. For purposes of commission review, below is the Commission Matrix for direct sellers:

NEW COMMISSION UPGRADING POLICY

POSITION	SALES	COMMISSION RATE	REMARKS
Salesperson	10 Units	3%	Official Sale Only
Senior Salesperson	11th Unit	3.5%	Official Sale Only
Team Leader	25M	4%	For Promotion to JR. BM Consistent within 3 years with 5 Active Sellers
Junior Business Manager	100M		For Promotion to SR. BM Based on Existing Policy
Senior Business Manager	100M		For Promotion to HOF Consistent TOP 3 BM within 3 years With Promoted BM

**as the commission rate goes down this table is also adjusted.*

IVf. The Commission Matrix will be regularly updated based on the commission guidelines from the developers.

IVg. The net amount for commission shall be based on the developers' computation applying processing fees, discounts and applicable taxes.

V. REWARDS AND RECOGNITION

Va. ROOKIE AWARD – This award is given to a new recruit who achieves their first sale after successfully completing the introductory training, **ASENSO KA TRAINING**. The Rookie Awardee shall be provided with an official RASRI shirt and an Identification Card.

Vb. TOP SELLER FOR THE MONTH – is given to the SN/SP who is able to hurdle the P4M double net sales goal every month.

Vc. TOP 5 SALESPERSON – is given to the consistent Top 5 SP's for the first semester (first 6 months triple net sales)

Vd. TOP 5 SALESPERSON OF THE YEAR- is given to the consistent Top 5 SP's for the whole year (triple net sales).

Ve. Recognition is earned for direct sales only.

VI. PERFORMANCE REVIEW

The SN/SP who gets upgraded from the entry level commission rate will be entitled to an override commission from its recruit(s). The SN/SP must continue to close direct sales to avoid “flush out” of its override commission from productive recruit(s) who get upgraded
i.e. when the new recruit's commission rate becomes the same as the commission rate of his recruiter. In order to continue benefiting from his/her productive recruit, the SR. SP must hurdle the next level of sales target and commission rate.

VIa. Every level in the organization is subject to performance review.

VIb. The companies observe a performance review period of six months to one year for SP to SR. SP level, three years SR. SP to Team Leader Level and Three years for the JR. BM and SR. BM levels, when the set goal is achieved.

VIc. A seller deserving of promotion/upgrading shall not be denied of such. The President reserves the right to upgrade/promote deserving sellers based on the guidelines/matrix for upgrading.

VIId. The companies, at its discretion and for valid reasons may demote non-performing sellers across all levels.

VII. TRANSFERS OR RESIGNATION

VIIa. Registered SN/SP of a particular BM becomes the exclusive network of that BM/GH under the company(ies). Therefore, transfer of sellers from one BM to another is generally not allowed.

VIIb. Resignation of SP's from one BM can only be allowed via promotion (once the sales goal is hurdled)

VIIc. Any request for transfer of SP from one SR. SP to another within the same BM/organization for valid reasons shall be allowed when endorsed and approved by the BM.

- Sellers fishing for highest bidder within the company will be subject for investigation and will be penalized accordingly

VIIId. Resignation from the company of any SN/SP/BM/BP across all levels in the organization requires a Written Letter submitted to the immediate head, for evaluation and endorsement to the President.

VIIe. The proper clearance must be accomplished by the resigning seller across all levels, to keep the company free from any third party claims and to resolve and settle any outstanding advances and or receivables. Without the proper clearance, the company will put ON-HOLD release of receivables or commissions and incentives of the resigning SN/SP/BM/BP, until the clearance is properly accomplished and accepted by Accounting Department.

VIIIf. The company reserves the right to put on hold future commission releases to the resigned SN/SP/BM/BP even beyond and after the proper clearance should circumstances warrant, and that such exposed the company, or the developer or the client to third party claims or liabilities due to the wrongdoings and/or gross misrepresentation of the resigned SN/SP/BM/BP while she/he was still connected with the company.

VIII. TERMINATION OF SERVICE

VIIIa. The company shall terminate the services of any Seller across all levels for validated and verified cases and reasons such as:

- Gross misrepresentation of the companies and its developers' projects to clients and third parties, resulting to claims from clients and third parties and/or claims from the developers;
- Maligning the company, its officers and employees and the SN/SP/BM/BP's.
- Repetitive and continuous violations of company policies and set guidelines for SN/SP/BM/BP;
- Offering commission rate outside of the company's commission matrix to a seller of the company under another BM/BP in order to influence transfer of sale credit;
- Recruiting sellers from within the company and offering them higher

- commission rate to get credit of sale, to take advantage of any incentive or commission upgrading benefits;
- Recruiting sellers from within to sell outside of the companies accredited developers.
- Malversation of funds or money of the company, or of the clients or prospective clients and of the developers;
- Unauthorized collection of client's money and non-remittance to the developer or the company within 24 hours.
- Non-remittance of the entrusted and/or collected money/funds from the client/prospective clients and from developers when notified/demanded to remit such.
- Using the companies name (logo, sales paraphernalia, ID documents, accountable forms, equipments and vehicles) as front to gain the trust and confidence of the client and/or prospective client for personal advantage.
- Failure to release the commission due it's bonafide sellers, referral agents, sub-agents who were not identified/disclosed to the company, yet where the latter filed a valid and documented claim slip for commission share;
- Falsification and unauthorized fabrication of company documents for personal gains, resulting to claims from and damage to the company's and the developers' reputation and credibility;
- Use and abuse of company properties, vehicles, equipment and office facilities for other purposes beyond what is intended for the company's business only (i.e use of tripping vehicles, office and equipments, permits n licenses for sale which will not be credited to the company)
- Spying on the company, sharing confidential information to other parties that are harmful and damaging to the company;
- Violation of the IRR of R.A. 9646 (also known as the RESA LAW).

VIIIb. In case of termination of services, the company shall automatically put all commission and incentive receivables of the concerned SN/SP/BM/BP on HOLD to cover for claims and damages for such ill acts and practices. At its discretion the company may release the remaining commission of the terminated seller provided a QUIT CLAIM is processed and notarized. However, the company reserves the right to forfeit the unreleased commission and or incentive depending on the degree of the offense of the SN/SP/BM/BP.

VIIIc. The sellers of a terminated BM/GH shall become the direct sellers of the Company. The sellers of a terminated Jr. BM shall become the sellers of the SR. BM, while the SPs of a terminated SR. SP shall become the sellers of the direct upline (Jr. BM or SR. BM). In the event that a GH is terminated, the direct sellers under the terminated GH shall be transferred to the BDT Group, subject to the discretion of the President, who may monitor, guide, and provide necessary direction to the affected sellers to ensure the continuity of their sales activities and proper supervision.

IX. TRIPPING CHARGES (*using the company vehicles*)

IXa. Outside of the company tripping subsidies on specific projects, use of company vehicle is charged to the SN/SP/BM/BP.

IXb. The actual tripping charge per trip is computed by Accounting, based on the driver's Trip Ticket details, based on prevailing rates.

IXc. Only Tripping Requests properly approved by the BM shall be entertained. Such shall be given priority on a “FIRST COME-FIRST – SERVED BASIS”

IXd. The company shall not allow charging of tripping cost against future Commission for NEW SELLER who has no sale yet, or whose first sale is not for immediate commission release. Henceforth, the tripping cost shall automatically be charged to the BM.

IXe. The tripping cost will be updated depending on the economic condition.

IXf. All tripping requests must be submitted directly through the RASRI Website for approval by the Marketing and Logistics Department.

X. COMMISSION & INCENTIVE RELEASE PROCESS

**Depending on the developers requirement for commission release*

Xa. For every sale, the BM shall accomplish a Sales and Commission Tracking Order (SACTO) through the RASRI Website, containing complete client details, commission-sharing arrangements, and the status of any applicable FCA and incentives.

Xb. The SACTO shall be submitted through the RASRI Website to the Data Controller, who shall review and validate the details of the recorded sale.

Xc. Every seller who submits or encodes a SACTO for their first sale must immediately open an SBC ATM account or have a verified GCash account. The account number or registered mobile number shall be submitted to the Accounting Department for the direct and proportionate crediting of the seller’s commission.

Xd. Upon receipt of a commission check from the Developer, together with the corresponding duly accomplished voucher, the commission shall be processed within five (5) working days, subject to the clearing of the Developer’s check.

Xe. The commission due, when processed, is released directly and proportionately to every seller’s ATM account. While the voucher is released to the BM/GH who is responsible to distribute to concerned sellers.

Xf. Failure by any SP/BM to open an ATM account discharges the company from any claim for commission/incentive released to the person(s) authorized by the SN/SP/BM/BP.

Xg. FCA and Incentives due to SN/SP without ATM account will be credited automatically to the BM/GH.

Xh. Advances incurred such as tripping, etc. are automatically deducted from the amount due for release to the SN/SP/BM/BP.

XI. COMMISSION AND INCENTIVE SHARING

XIa. The FCA or First Cash Advance if any, shall be shared as follows:

Salesperson (Direct Seller)	60 %
Business Manager (Direct BM)	40 %

XIb. The rest of commission is released based on developers' guidelines, pro-rata;

XIc. The Incentive shall be released depending on the developers' guidelines.

***These are incentives with formal memo from developers, based on attainment of sales.*

INCENTIVE PER UNIT SOLD

No.	TYPE OF INCENTIVE	SP	BM	CONTRIBUTING BM/S	PIC	COMPANY	CO. SOE
1	SP, BM, & COMPANY (FCA RATIO) Not Identifiable Incentive	50%	30%			20%	
2	SALESPERSON	100%					
3	BUSINESS MANAGER		100%				
4	BROKER (with Separate Incentive for SP) (with PICs)			50%	20%	30%	
5	BROKER (with Separate Incentive for SP) (without PICs)			50%		50%	
6	BROKER (with Separate Incentive for SP & BM) (with PICs)				25%	75%	
7	BROKER (with Separate Incentive for SP & BM) (without PICs)					100%	

MONTHLY AND YEARLY INCENTIVE

1	SP, BM, & COMPANY (FCA RATIO) Not Identifiable Incentive	50%	30%			20%	
2	SALESPERSON	100%					
3	BUSINESS MANAGER		100%				
4	BROKER (with Separate Incentive for SP) (with PICs)			50%	20%	30%	
5	BROKER (with Separate Incentive for SP) (without PICs)			50%		50%	
6	BROKER (with Separate Incentive for SP & BM) (with PICs)				25%	50%	25%
7	BROKER (with Separate Incentive for SP & BM) (without PICs)					75%	25%

XId. For developers and projects with Sales Incentive for three levels

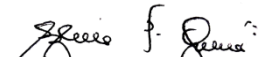
The second level will be given to the BM while the third level shall be for the company.

XIe. Token Incentives will be distributed at the President's discretion.

The above guidelines shall be in effect and shall be updated when the operations warrant for it.

Likewise, agreements and policies stipulated, discussed and agreed upon in the mancom meetings shall likewise be embraced as part of the updated company sales policies.

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