

TERMS AND CONDITIONS ON APPOINTMENT BOOKING FOR OFFICE VISITATION

Please take note on the following terms and conditions on booking of appointment before visiting Nefful Singapore office.

1. Appointment slots for every following month will be accessible on the stock counting day of the current month;

Appointment Type	Time Slot	Number of Visitors Allowed	Description
NETs / AGMs	2 hours per slot	Max 4 persons allowed for each appointment	Exclusive slots for NETs & AGMs
Use of Member Area	2 hours per slot		For those who need to use tables and chairs
Counter Service	1 hour per slot	Max 2 persons allowed for each appointment	Order collection; Documents submission; Commissions collection; (No access to tables and chairs in the member area)

2. Partners who wished to do product exchange can select "Counter Service".
3. Walk-ins are not allowed, we will not be able to provide any services for walk-in visitors.
4. From February 2021 onward, advance notice is required if partners must cancel the pre-booked appointment(s). The cut-off time for cancellation of appointment will be 2pm of the working day prior to the date of appointment.

Example for reference:

Date of Pre-Booked Appointment	Deadline to Cancel	Remarks
3 February 2021 (Wednesday)	2 February 2021 (Tuesday), 2pm	Normal days
22 February 2021 (Monday)	20 February 2021 (Saturday), 2pm	If date of appointment falls on a Monday.
3 April 2021 (Saturday)	1 April 2021 (Thursday), 2pm	If the original cut-off time falls on a public holiday, the cut-off time will be adjusted to one working day ahead.

- Partners who do not turn up for their appointment without cancelling the appointment will be considered as no-show. The appointments pre-booked for the month by this partner will then be automatically cancelled by the Company and released for bookings.
- To make an appointment, please click [here](#). For cancellation of appointment, please contact our Customer Service team.
- This will enable another person who is waiting for an appointment to be scheduled in that appointment slot(s).

We seek your cooperation in this matter. Thank you for your understanding and support as we work together towards a safer and healthier environment.

25.01.2021

到訪公司預約制之條規與規則

以下為妮芙露新加坡到訪公司預約之條規與規則，敬請注意與配合。

1. 當月盤點日早上 10 點可預約下個月的時段。

預約區域/服務	時段限制	人數限制	備註
超級領袖 / 區總專屬區	限兩小時/次	每時段預約限 4 人	僅限超級領袖、區總預約
會員區	限兩小時/次		為保持社交距離,公司將限制 桌椅的提供張數
櫃檯服務	限一小時/次	每時段預約限 2 人	現場取貨、提交資料、獎金領 取, 恕不提供桌椅使用

2. 良品換貨可選擇“櫃檯服務”。
3. 不接受現場候位，若無預約恕無法提供服務。
4. 公司從 2021 年 2 月起落實預約取消制。若慾取消預約，須於該預約日前一天下午 2 點前與我們的客服人員聯係。

請參考以下範例：

預約日期	預約取消截止日期	備注
2021年2月3日 (星期三)	2021年2月2日 (星期二), 2pm	平日
2021年2月22日 (星期一)	2021年2月20日 (星期六), 2pm	若預約日落在星期一
2021年4月3日 (星期六)	2021年4月1日(星期四), 2pm	若預約取消截止日落在公共 假日，該截止日將提前至前 一個工作日

5. 若無及時通知公司有關預約取消，公司將視為“**No Show**”並會自動將當月所有預約都取消。
6. 請點擊[這裡](#)進行預約或致電公司的客服人員以尋求協助。
7. 取消預約的機制將可協助其他在等候名單的夥伴有機會可以到訪公司。

讓我們共同攜手打造一個更安全與更健康的環境。衷心感謝您的配合與諒解。

2021.01.25