

**BASIC TRAINING PROGRAM OF
QNET VN COMPANY LIMITED**

Multi-level sale participants (hereinafter referred to as “**Independent Representative**”) of QNET VN Company Limited (hereinafter referred to as “**QNET VN**” or “**Company**”) must participate in the Basic Training Program is organized free of charge by the Company in accordance with Decree 40/2018/ND-CP (hereinafter referred to as the “**Basic Training Program**”). Basic Training Program is conducted through direct training.

PART A:

OVERVIEW OF BASIC TRAINING PROGRAM

Section	Basic Training Program
Aim	<ul style="list-style-type: none"> – Provide new Independent Representative with basic knowledge related to multi-level sales/marketing network legislation and QNET VN Company Limited policies and procedures; – Introduction on code of ethics of Company; – Introduction on basic content of Policies and Procedures, Multi-level Sale Participating Agreement, Compensation Plan. – Mechanism to evaluate the completion of the Basic Training Program in accordance with the content and training methods of QNET VN.

Time and content of training	The total time of the Basic Training Program of QNET VN is 540 minutes (09 hours) including: 480 minutes (08 hours) learning content of 6 topics as mentioned below; 30 minutes discourse, discuss and answer questions of Participants; 30 minutes to implement test of course. In details:		
	No.	Training contents	Time
	1.	The Law on the Multi-level sale industry	90 minutes
	2.	Ethical Standards on Multi-level sale activities	90 minutes
	3.	The basic content of the Multi-level sale participating agreement	60 minutes
	4.	The basic contents of the Policies and Procedures	90 minutes
	5.	The basic content of the Compensation Plan	120 minutes
	6.	Content on the assessment of the completion of a Basic Training Program	30 minutes
	Discourse, discuss, answer questions		30 minutes
	Implement the test		30 minutes
	Total time of the Basic Training Program		540 minutes
Participants	<ul style="list-style-type: none"> - The New Independent Representative; - Independent Representative failed after two tests; - A person who is referred by an Independent Representative to directly purchase Products at Company without registering as an Independent Representative (“Customer”) is not required to participate in the Basic Training Program. 		
Method of training	Direct training		
Trainer	Are Trainers appointed by the Company and meet the conditions as prescribed.		
Location	Performed at the head office or branch, representative office, business location of QNET VN or other locations in accordance with the law of Vietnam.		
Fee of participating in Basic Training Course and issuing Membership Card	Free of charge		

<p>Mechanism for assessing completion of basic training program and written confirmation of completion of basic training program content and duration</p>	<p><i>Guarantee training duration:</i> The Independent Representative must attend the training program for the full duration and take the final exam of the program with a total time of 540 minutes.</p> <p><i>Guarantee completion of the training:</i> The Independent Representative is required to take a knowledge test at the end of the program in class. The Independent Representative passes the test if he or she gets 70% or more correct answers. In case the first test result is not passed, the Independent Representative has the opportunity to take the second test. If the second test is still fail, the Independent Representative must retake the Basic Training Program.</p> <p>The Independent Representative will be issued Certificate of the Basic Training Program content and duration completion.</p>
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PART B:

BASIC TRAINING PROCESS AND MEMBERSHIP CARD ISSUANCE

1. Sign up for the Basic Training Program

- 1.1.** Step 1: Within five (05) working days from the date the Multi-level Sale Participating Agreement is approved and signed, the Company will send information about the time to organize the Basic Training Program via message phone or email address of the Independent Representative in the Multi-level Sale Participating Agreement. The Independent Representative can also view information about the time to organize the Basic Training Program which is posted on the Company's website at <https://www.qnetvn.net/> or listed at the head office, branch, representative office or business location of the Company.
- 1.2.** Step 2: After receiving information about the time to organize the Basic Training Program, the Independent Representative who wants to participate in the Basic Training Program of QNET VN can register to participate through one of the following forms:
- 1.2.1.** Register via email address of QNET VN at vn.support@qnetvn.net;
- 1.2.2.** Send a registered letter by post to the head office, branch, representative office or business location of the Company; or
- 1.2.3.** Register directly at the head office or branch, representative office, business location of the Company (if any).

In order to serve the Basic Training Program and support the initial business, the Independent Representative can download free supporting documents for the operation on the official website of QNET VN at [https:// www.qnetvn.net/](https://www.qnetvn.net/).

2. Join the Basic Training Program

Step 1: Before entering into the training class, QNET VN's staff will check Independent Representative's information on the Company's system.

- If Independent Representative has name on the Basic Training Program registration list, the Company's staff will allow Independent Representative to attend the Basic Training Program.
- If Independent Representative's name is not available on the Basic Training Program registration list, the Company's staff will guide Independent Representative to complete procedure register in Basic Training Program.

Step 2: Sign in the attendance list

Before entering into the class, the QNET VN's staff will require Independent Representative to sign to confirm in Independent Representative Attendance List.

Step 3: Learn Basic Training Program

The Independent Representative learned QNET VN's Basic Training Program including the following 6 topics under the direct training of QNET VN's Trainer:

No.	Training contents	Time
1.	The Law on the Multi-level Sales	90 minutes
2.	Ethical Standards on Multi-level Sales Activities	90 minutes
3.	The basic content of the Multi-level Sale Participating Agreement	60 minutes
4.	The basic contents of the Policies and Procedures	90 minutes
5.	The basic content of the Compensation Plan	120 minutes
6.	Content on the assessment of the completion of a Basic Training Program in accordance with the content and training method	30 minutes

After the course, there will be 30 minutes for Independent Representative to ask questions regarding the topics of the Basic Training Program. Then, the Trainer of QNET VN will answer Independent Representative's questions.

3. Implement the test

After the end of the training contents, Independent Representatives are required to perform the knowledge testing at the end of program at class, consisting of 20 multiple-choice test questions in 30 minutes with the supervision of Trainer and the supporting-class staff.

Independent Representative will receive the test and do the test on the test sheet, the time of the test is 30 minutes calculated from the time the Trainer gives the test sheet to all Independent Representative and starts the time of the test.

At the end of a 30-minute test, Independent Representative remits the test and test sheet for the Trainer. If Independent Representative completes the test earlier than the maximum allowed time, Independent Representative may be active remitting to Trainer.

4. Assessment of test result

The Company's appointed Trainer will conduct grading. Independent Representatives pass the test if reaching from 70% of the correct answers upwards. In case the results of the first test fail, the Independent Representative has the opportunity to take part in the second test. If the results of the second examination are still unsatisfactory, the Independent Representative have to re-learn the Basic Training Program of the Company.

5. Issuance of Certificate of the Basic Training Program content and duration completion

The Independent Representative will be issued Certificate of the Basic Training Program content and duration completion within 05 days from the date of completion of the Basic Training Program. The Independent Representative receives Certificate of the Basic Training Program content and duration completion at the Company's headquarters, branches or by post.

The Independent Representative signs a written commitment according to Form No. 13 issued together with Decree 40/2018/ND-CP on providing regulatory framework for

multi-level marketing and returns it to the Company to issue a Membership Card to that Independent Representative.

6. Membership Card issuance process

The process of granting a Membership Card to an Independent Representative is done through the following steps:

Step 1: Within five (05) days from the date granting certificate of completion of the Basic Training Program and receipt of the Commitment Form No. 13 from the Independent Representative, the Company will issue a Membership Card to the Independent Representative;

Step 2: Within 05 (five) days after obtaining the Membership Card, the Company will contact the Independent Representative via phone or email to notify the IR to receive the Card. The Independent Representative will receive the Card directly at the Company's headquarters or the Company will send the Card by post at the address provided by the Independent Representative.

PART C:

**COMPANY'S COMMITMENT TO TRAINING CONTENTS
IN BASIC TRAINING PROGRAM**

Company commits that the contents of the materials attached to this Basic Training Program shall ensure to comply with Vietnamese laws and The Company is fully responsible for the legal legitimacy of these materials under the laws.

In case there is an adjustment to the content of the Basic Training Program, within 30 days from the date of confirmation by the competent authority of the changed registration content, the Company will conduct additional training or notify amendments and supplements to the Independent Representative via the Company's website or publicly listed at the Company's head office, branches, representative offices, and business locations.

PART D:

**MECHANISM OF SAVING TEST RESULTS OF THE BASIC TRAINING
PROGRAM**

QNET VN saves test results after Independent Representative completes QNET VN's Basic Training Program. QNET VN will save the test results in 02 forms: paper and electronic version under its mechanism. The paper will be kept in QNET VN's archive at QNET VN's Head Office. The electronic version will be hosted by QNET VN on QNET VN's information system.

QNET VN commits to take the responsibility of saving data relating to basic training activities of Independent Representative, including time, method, location and training results in accordance with the laws.