

## **Affiliate Policies and Procedures**

This document explains the policies and procedures that apply to Kyngdom Organizer Co. (the “Company”) and its Sales Affiliates and Trainer Affiliates (“Affiliates”). This document is an attachment to the Sales Affiliate Application and is contingent on a fully executed Sales Affiliate Application between the Company and Affiliate.

These policies and procedures may be modified or amended from time to time as deemed necessary and prudent by the Company. The Company may modify or amend these policies and procedures at any time and for any reason in its sole and absolute discretion.

It is the Affiliate’s responsibility to regularly review the Policies and Procedures for any updates or changes. The Company is not responsible for any damages or loss that Affiliate may incur as a result of changes to the Policies and Procedures.

### **1. Affiliate Profile Information**

It is Affiliate’s responsibility to promptly notify the Company of any change in Affiliate’s address or relevant Affiliate Profile information, including business name, business structure, email address, contact information, tax identification number, or other information that may impact the Company’s ability to communicate with Affiliate and/or issue a valid Commission payment, and/or file required documentation with the IRS and other governmental entities.

### **2. Affiliate Requirements**

In order to maintain status as an Affiliate, the Affiliate must maintain an active Affiliate subscription (either Sales Affiliate or Trainer Affiliate) with the Company. Should the Affiliate’s subscription lapse for any reason, including non-payment, Affiliate will be placed on “inactive” status, during which time all Commissions earned during the inactive period will be placed on hold pending reactivation of Affiliate status.

Should the Affiliate fail to complete all training required by the Company of its Affiliates within the time frames required, they will be placed on “inactive” status.

The Affiliate will be allowed a three week grace period to reactivate their status by becoming current on their subscription, including the period of inactive status, and/or complete required training. If Affiliate does not become current during the grace period, their affiliation will be terminated and all Commissions which would have been otherwise earned during the suspension will be forfeited. They will, however, retain any Commissions earned while an active Affiliate.

### **3. Commission Payments**

Commission payments will be paid in accordance with the information in the Affiliate’s Profile. Commissions will be calculated based on Qualified Sales during the previous calendar month. Commissions will be processed and paid within 30 days after the end of the calendar month in which they were earned.

Commissions will only be paid on a Qualified Purchase, as defined in the Affiliate Agreement.

The Company is not responsible for calculation and/or sub-payments to Affiliate's authorized agents, marketers, or other Affiliate representatives. It is solely Affiliate's responsibility to calculate and remit any sub-payments of Affiliate's Commissions.

#### **4. Defective Products**

Defective products may be returned for a replacement or credit towards purchases through the Company. Please contact the Company through the contact information provided on [KyngdomOrganizer.com](http://KyngdomOrganizer.com) for instructions on how to receive a replacement or credit.

#### **5. Dispute Procedures**

The Company and Affiliate will attempt to resolve any claim or dispute between them through direct communication. Both parties will engage in a good faith effort to come to a mutually agreeable resolution. Either Party with a claim or dispute will contact the other Party in writing, clearly explaining the claim or dispute in details, and the resolution the Party believes is fair and equitable to both parties.

The Parties will acknowledge receipt of any such claim or dispute within 10 days of receiving the notice. The Parties will act in good faith to resolve the situation in a timely manner.

#### **6. Proprietary Property Licensing Agreement**

Until a formal Licensing Agreement is finalized, all use of any Proprietary Property must be approved on a case-by-case basis as set forth in the Policies and Procedures. Requests to use any Proprietary Property may be submitted to the Company. Any approval to use any Proprietary Property must be given in writing with a clear explanation of the terms of use and expiration of the approval. Any use of Proprietary Property must comply with the terms and conditions set forth in the specific approval for use.

#### **7. Transfers**

Transfers may be initiated by written request to the Company. The Company will communicate with the individual requesting the transfer to determine any special considerations on a case-by-case basis. All transfers must receive written consent of the Company before approval.