



## CEEPLATPROFILE LIMITED

### CONSULTANTS OPERATIONAL POLICY

Dear Esteemed Consultants,

It is with great delight and excitement that we welcome you all into Ceeplatprofile Ltd otherwise known as 'your investment house'

In our quest to serve you well, and also as part of our commitment to attain the premier possible standard in the real estate sector world-wide, the management, wish to introduce to you; **The Ceeplatprofile – Consultants Operational Policy (guidelines)**

We admonish all our old and new Consultants to read through the policy and commit to absolute compliance, thereby harnessing a profitable and enviable relationship between the company and her Consultants.

#### THE CEEPLATPROFILE – CONSULTANT OPERATIONAL POLICY

The policies hereby says:

1. No Consultant should **MISREPRESENT** the company or misinform his or her client. If you are not sure of any information, please ask on the group chat or call the company front desk on **09084823980**.
2. **NO LOADING, NO SHORT FALL** (Consultants MUST sell at Company's price)
3. **CAUTION ON CASH COLLECTION** (Consultants are not allowed to collect cash rather should encourage their clients to pay directly into CEEPLATPROFILE'S designated accounts)
4. If your client wants to pay with cheque, **CHEQUES SHOULD BE WRITTEN IN FAVOUR OF CEEPLATPROFILE LTD**.

5. **CHEQUES SHOULD BE PAID INTO CEEPLATPROFILE DESIGNATED ACCOUNT IMMEDIATELY AFTER COLLECTION** (Documents and receipts are issued only after cheque has cleared)
6. **NO CONSULTANT SHOULD CONDUCT HIM/HERSELF DISHONESTELY.**
7. **MANIPULATION OF CONSULTANT COMMISSION IS A BIG OFFENCE AND NOT ALLOWED IN OUR ORGANIZATION.**
8. Any Consultant or group of Consultants who are found conspiring to impersonate client ownership on sales, in order to manipulate Consultant commission will face a penalty by forfeiting their due commission of that sales respectively or be suspended from being our Consultant for life.
9. **ENCOURGAGE CLIENTS TO STRICTLY ADHERE TO PAYMENT PLANS.**
10. **CONSULTANTS MUST CONTACT OUR AREA OFFICE** in charge of the estate of your client interest for every Inspection. In case you want to take your client there by yourself, get consent of the area office manager for record purposes.
11. **AT CEEPLATPROFILE LTD**, we are ever prepared to pay out commission to deserving consultants without delay, not more than a day after payment is confirmed and the subscription form is submitted to the office, with or without the knowledge of the Consultant's up lines concerned.
12. **NOTE: COMMISSION PAYMENT CAN ONLY BE DELAYED FOR MORE THAN A DAY BASE ON THE FOLLOWING FACTORS;** (Bank network problem, payments made on Friday Evening, late submission of client subscription form)
13. **ALL CEEPLATPROFILE CONSULTANTS ARE EXPECTED** to visit our office in their respective stations to acquaint themselves with the staff in the office thereby enhancing profitable corporation and team spirit in promoting the business within the environs (i.e. Lagos office, Asaba office and Enugu office)
14. **ALL CEEPLAT CONSULTANTS SHOULD NOTE:** Our Consultant's whatsapp group is only meant for the dissemination of Ceeplatprofile/Consultant information and other related information. NOTE: Politics. Religion, personal/other company adverts etc, are not allowed in the group. Contraveners will be remove without delay.

**SIGN:**

**MANAGEMENT**

*...together we shall achieve it*