

How Foreigners can Order Product in Brazil

We recommend reading through the entire document before starting the process

Introduction

Those who live in unopened markets in South America might consider Brazil as a more convenient access point to get world class dōTERRA product more quickly and easily. This guide outlines steps a foreign account holder can take to purchase Brazil product for delivery to a Brazilian address.

STEP 1

Obtain a CPF

Why do you need a CPF?

Our current Brazil order system produces formal invoices (nota fiscal) that require a **Brazilian Individual Taxpayer Registry Number**, also known as a CPF number. Any foreigner who is living outside of Brazil may register and receive a CPF number.

Sales tax is included in our Brazil product pricing. dōTERRA Brazil remits sales taxes on behalf of our customers. This is a common commercial practice in Brazil.

How to Obtain a CPF number?

1. Present a valid identification document:

To obtain a CPF as a foreigner living outside of Brazil, you will be required to present a valid government issued photo identification document, which can be a local identity card or passport that should include your full name, date of birth and nationality.

2. Fill out the CPF Online Form:

a. In Spanish: <http://www.receita.fazenda.gov.br/Aplicacoes/ATCTA/CpfEstrangeiro/fcpfEsp.asp>

b. In Portuguese: <https://servicos.receita.fazenda.gov.br/Servicos/CPF/cpfEstrangeiro/Fcpf.asp>

c. In English: <http://www.receita.fazenda.gov.br/Aplicacoes/ATCTA/CpfEstrangeiro/fcpfIng.asp>

3. Select your home country from the dropdown menu and click "SEND"

4. Fill out the blanks in the form as indicated in red below.

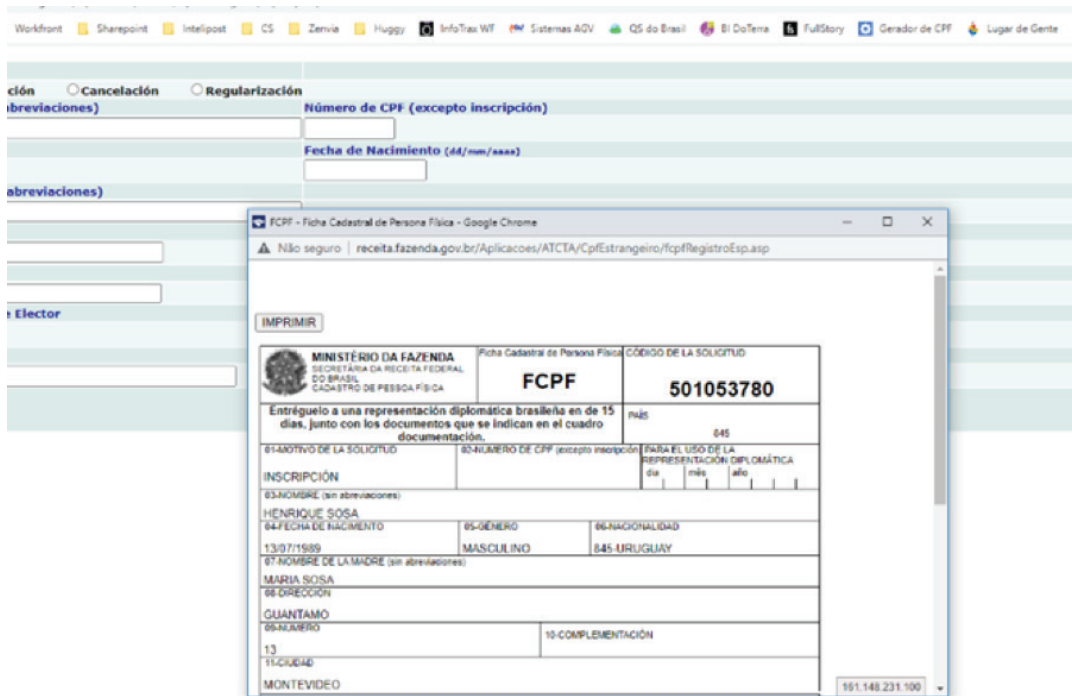
The following sections **SHOULD be left blank**: **CPF Number** (leave blank), **Voter** (leave blank), **Date of Exit** (future date, you will no longer require a CPF).

Fill Reason	
<input checked="" type="radio"/> Registration <input type="radio"/> Change <input type="radio"/> Cancellation <input type="radio"/> Regularization	
Full Name (no abbreviations)	CPF Number (except registration)
<input type="text"/>	<input type="text"/>
Sex	Birth Date (dd/mm/aaaa)
<input checked="" type="radio"/> Male <input type="radio"/> Female	<input type="text"/>
Mother's Name (no abbreviations)	
<input type="text"/>	
Address	Number Complement
<input type="text"/>	<input type="text"/> <input type="text"/>
City	Nationality
<input type="text"/>	<input type="text"/>
Voter	Phone Number
<input type="text"/>	<input type="text"/>
Email	Date of Exit (dd/mm/aaaa)
<input type="text"/>	<input type="text"/>
<input type="button" value="SUBMIT"/>	

The Following sections **MAY** be left blank: **Number** (apartment number if required), **Complement** (additional address information).

5. Once finished, click "SUBMIT".


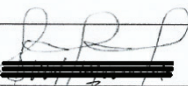

6. After you click “submit”, you may see a message popping-up on your screen, if it happens, just click on the link that appears on the screen and you will be redirected to the correct page as shown below:



7. A registration document will open with the information you just provided and will include a service code - *this is your CPF Registration Application*. Check to ensure your information is correct:
 - a. If any of the information is incorrect, please ignore this document, and start the process again
 - b. If all the information is correct, print this document
 - c. Once you print this document, another page will open confirming that it was submitted

8. After printing the document:

- a. Sign it
- b. Scan it, and
- c. Save it on your device.

 MINISTÉRIO DA FAZENDA RECEITA FEDERAL DO BRASIL CADASTRO DE PESSOA FÍSICA		Ficha Cadastral de Pessoa Física	CÓDIGO ATENDIMENTO
		FCPF	569688900
Entregue este formulário e a documentação em uma representação diplomática brasileira em até 15 dias			
01-MOTIVO DO PREENCHIMENTO	02-Nº INSCRIÇÃO CPF (Exceção Inscrição)	PAÍS	
INSCRIÇÃO		169-COLOMBIA	
PARA USO DA REPR. DIPLOMÁTICA dia mes ano			
03-NOME COMPLETO (Sem abreviações)			
HENRY TOQUICA MAHECHA			
04-DATA NASCIMENTO	05-SEXO	06-NACIONALIDADE	
	MASCULINO	169-COLOMBIA	
07-NOME DA MÃE (Sem abreviações)			
08-LOGRADOURO			
CALLE 111			
09-NÚMERO	10-COMPLEMENTO		
5	60		
11-CIDADE			
BOGOTA			
12-TÍTULO ELEITORAL (Somente para residentes no Brasil, que se encontrem no exterior)			
13-TELEFONE		14-DATA SOLICITAÇÃO	
		09/11/2021	
15-EMAIL		16-DATA SAÍDA DO PAÍS	
HTOQUICA@DOTERRA.COM			
LOCALIDADE	ASSINATURA		
			
 MINISTÉRIO DA FAZENDA RECEITA FEDERAL DO BRASIL CADASTRO DE PESSOA FÍSICA		Ficha Cadastral de Pessoa Física	CÓDIGO ATENDIMENTO
		FCPF	569688900
SOLICITAÇÃO PERANTE O CPF			17-DATA SOLICITAÇÃO
			09/11/2021
18-MOTIVO DO PREENCHIMENTO	19-Nº DE INSCRIÇÃO CPF (Exceção Inscrição)	PARA USO DA REPARTIÇÃO CARIMBADA/ASSINATURA	
INSCRIÇÃO			



STEP 2

Enroll as a dōTERRA member and place your order

Before you start the enrolment process, consult with your Wellness Advocate enroller and consider the following points. We recommend you enroll with your home address in the GAC country where you reside.

If you intend to enroll with your first order in Brazil, once you have a CPF number you should contact our Brazil member services team (see contact numbers below) since your initial order is needed to complete the enrollment process.

If you are already enrolled and have a CPF number, you will be able to purchase Brazil's products by calling our Brazil Member Services team (see contact numbers below).

All your Brazil orders must be delivered within the borders of Brazil. Delivery can happen in one of the following ways:

- To any valid shipping address within Brazil
- An Azul Cargo pick-up point, as shown in the following link:
<https://1drv.ms/x/s!AlqOhaZvl2UFj22DbhPRYdIDmRiL?e=AylU1q>
- Free pick-up at a Brazil will-call in Sao Paulo or Sao Luis

Orders Payments

Orders placed in Brazil will be charged in **Brazilian Real (R\$)** and should be paid with a Visa or a Mastercard.

- Confirm with your personal bank that your card is authorized to pay for international purchases.
- Once the order is placed and delivered to the Brazilian address of your choice, it will be your responsibility to manage the process from there to receive the order.

Brazil Member Services contact methods:

- The dōTERRA Customer service phone number in Brazil is **+55-11-3197-5819**
- The dōTERRA WhatsApp Customer Service number in Brazil is: **+55-11-4935-9368**
You can start a chat with a customer service representative by sending us a message

Disclosures

Installments (installments/deferred/partial payments) **will only be applicable if your credit card has been issued in Brazil**. Our Brazilian payment processor does not allow for the "installment payment" option on credit cards issued outside of Brazil.

Commissions will be deposited in your AR (Accounts Receivable).

- As a GAC (Global Access) account holder, you are entitled to open a Propay account, to which you may transfers your commissions. To enroll in Propay, please send a request to enroll to propaygac@doterra.com from the email address registered in your dōTERRA account. (Please mention your member ID).
- Important: As Brazil is not included among the countries served by Propay, a Brazilian dōTERRA account will not benefit from Propay services.