

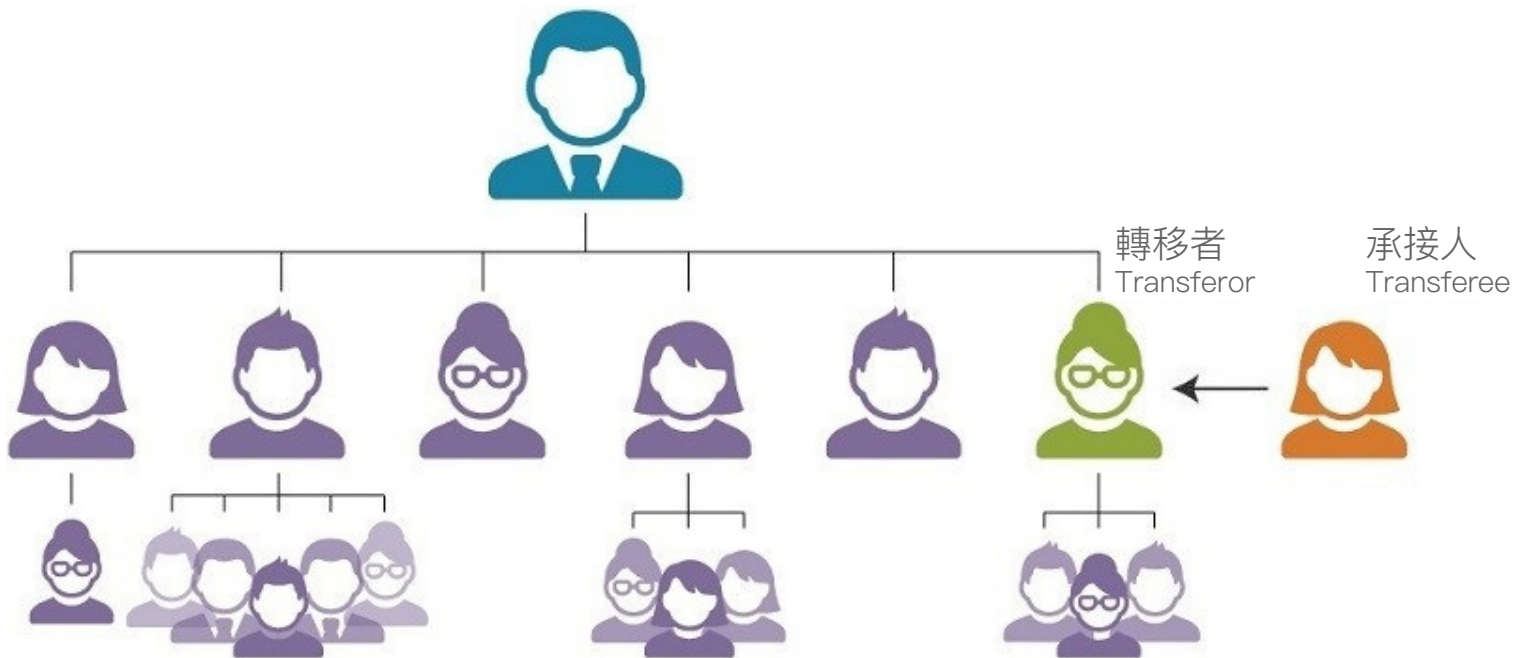
幫助您順利申請

# 帳戶轉移

的溫馨提示

## Account Transfer

帳戶轉移是允許新健康倡導者代替現有健康倡導者的位置。放棄了自己的位置的人可於申請過程中選擇於同一位置轉為自用會員，或終止帳戶。



## 申請轉移

### 第一步

介紹/升級/重啓承接人成為健康倡導者  
(並亦須與轉移者同一介紹人(Enroller)及保薦人(Sponsor))

### 第二步

提交帳戶轉移申請表 [placements@doterra.com](mailto:placements@doterra.com)，並電郵副本至 [hkleadership@doterra.com](mailto:hkleadership@doterra.com)  
(簽名必須以紙筆或於 [docusign.com](https://docusign.com) 完成並附有 Docusign 的完成證明)

以上兩種申請方式均須**轉移者**於承接人註冊/升級後**14天內**遞交表格。  
(所有於每月1-15日遞交的轉移申請均在16日後作處理)

## 那些會跟隨轉移？



能轉移：



不能轉移：

階級

.....

組織

.....

介紹人  
更改紀錄

.....

訂購  
LRP的資格

健康倡導者  
號碼

.....

回贈點數

.....

LRP回贈百分比

.....

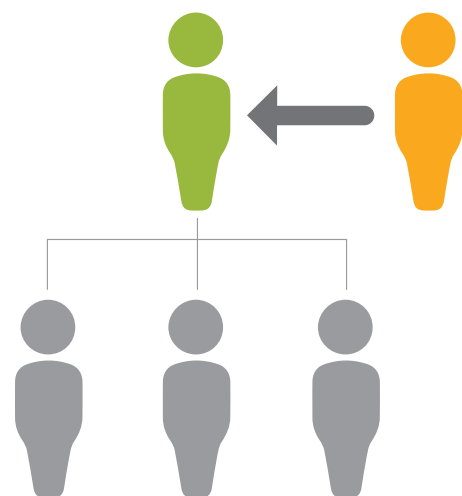
AR戶口獎金

.....

個人業績  
(訂單)

轉移者  
Transferor  
移出位置  
之會員

承接人  
Transferee  
移入位置  
之會員



所有帳戶轉移申請必須於承接人加入/升級為健康倡導者後14天內遞交

## 帳戶轉移類別

### 新加入健康倡導者

須與轉移者同一介紹人(Enroller)及保薦人(Sponsor)，並以線上或電子帳戶轉移表格申請  
(一般1-3個工作天處理時間)

### 升級自用會員帳戶

須與轉移者同一介紹人(Enroller)及保薦人(Sponsor)及以電子帳戶轉移表格申請  
(一般1-3個工作天處理時間)

### 非活躍健康倡導者帳戶

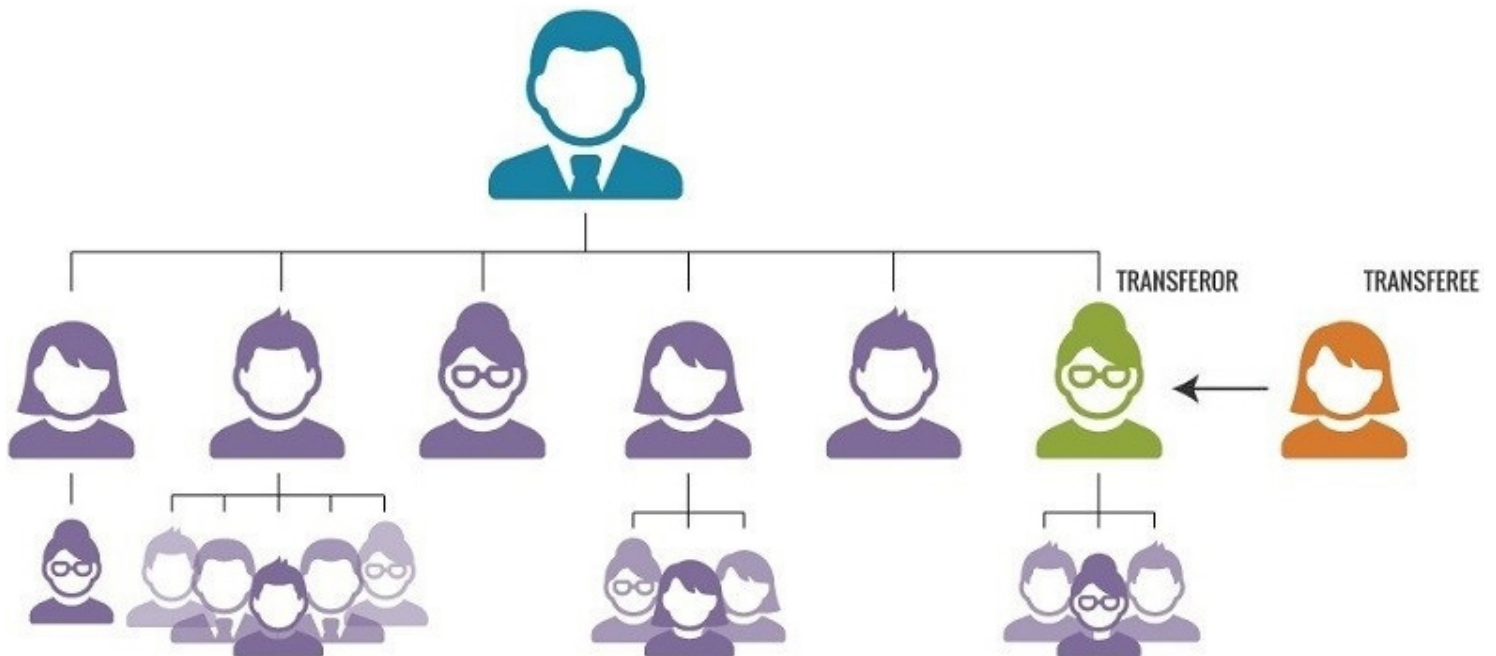
須與轉移者同一介紹人(Enroller)及保薦人(Sponsor)及以電子帳戶轉移表格申請。需要額外時間作合規審查。  
(一般7-10個工作天處理時間)

注意：所有簽名必須以紙筆或於docusign.com完成並附有DocuSign的完成證明

請聯繫placements@doterra.com獲取更多資訊

## Helpful tips for your next Account Transfer

An Account Transfer allows a new Wellness Advocate to take over the position of an existing Wellness Advocate. In this process, the person giving up their position has the option to remain in their current placement as a Wholesale Customer, or to Terminate their account.



### Requesting a transfer

**Step 1** **Enroll/Upgrade/Reactivate** the Transferee as a Wellness Advocate  
(Must have **same Enroller and Sponsor** as the Transferor)

**Step 2** **Submit an Account Transfer Form** on the Back Office **OR** by sending a digital copy of the form to **placements@doterra.com**

(Signatures must be pen-to-paper, or obtained through DocuSign.com with a DocuSign Certificate of Completion included.)

Both methods require the **Transferor to submit** the Account Transfer Form within **14 days** of the transferee's enrollment or upgrade.

(Account Transfers submitted between the 1st-15th of the month will be processed after the 16th.)

## Account Transfer

### What Transfers?



#### Does Transfer

**Rank**  
.....

**Team**  
.....

**Enrollment  
Change History**  
.....

**Ability to Place  
LRP Order**



#### Does Not Transfer

**Wellness  
Advocate Number**  
.....

**Reward Points**  
.....

**LRP %**  
.....

**AR Balance**  
.....

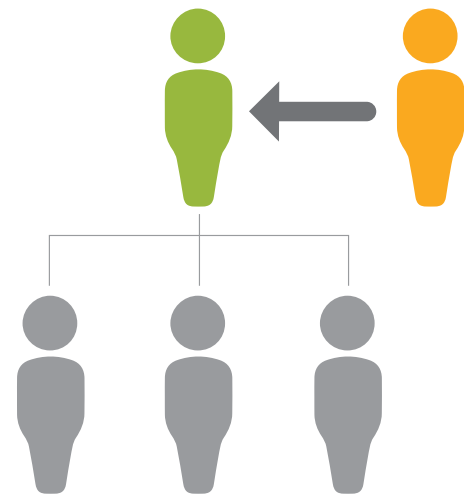
**Personal Volume  
(orders)**

#### Transferor

Member  
transferring  
out of their  
position

#### Transferee

Member  
transferring  
into a  
position



All account transfer paperwork must be submitted **within 14 days** of the Transferee's **enrollment or upgrade** to a Wellness Advocate.

## Types of Account Transfers

### Newly Enrolled Wellness Advocate

Must have same enroller and sponsor, online submission **OR** Digital Account Transfer Form available.  
(Takes 1-3 business days to process.)

### Upgraded Wholesale Customer

Must have same enroller and sponsor **and** Digital Account Transfer Form available.  
(Takes 1-3 business days to process.)

### Inactive Wellness Advocate

Must have same enroller and sponsor **and** Digital Account Transfer Form available. Extra time needed for compliance review.  
(Takes 7-10 business days to process.)

Note that all required signatures must be pen-to-paper, or obtained through DocuSign.com with a DocuSign Certificate of Completion included.

For more information contact [placements@doterra.com](mailto:placements@doterra.com).