



Sale or Transfer of Organisation (Cover Letter)

Dear Valued Distributor,

We hope you have been enjoying your experience as a Distributor of Young Living. We are happy to have you as a Distributor of the Young Living team.

Before completing a Sale/Transfer of Organisation form, please take a moment to review and understand the requirements associated with this type of change.

In order for a sale/transfer to take place, both Distributors involved in the sale/transfer of an organisation must sign the Sale/Transfer form and have it notarised. A letter of explanation, separate from the Sale/Transfer form, will need to be sent explaining why the sale/transfer is to take place. The letter of explanation and Sale/Transfer form should be submitted together. The original signed and notarised sale/transfer form, and letter of explanation, must be mailed or faxed to **Young Living (Europe) Ltd., Building 11, Chiswick Park, 566 Chiswick High Road, London W4 5YS**. A copy cannot be accepted.

Please note the change in procedure, going forward we are now asking for a Sales/Transfer of an Organisation to be notarised.

The Distributor responsible for accepting the Sale/Transfer of an Organisation cannot have a downline organisation of their own. If the Distributor accepting the Sale/Transfer of an Organisation does have a downline they must consult the Young Living policies and procedures for possible options. The individual accepting the sale or transfer of an account must further justify the action and what they will do to support and grow any transferred downline organisation. This justification should be mailed similar to what was mentioned in the previous paragraph.

Once all required documents have been received, and the Sale/Transfer of an Organisation has been approved, a systems transfer of any existing downline will be completed. The Distributor accepting the Sale/Transfer of an Organisation does not “take over” the account of the individual selling/transferring their account information. Instead, a transfer process of the downline organisation, as well as any additional required transferable account information, is completed. All other account information will remain the same. **Please note that by accepting the Sale/Transfer of an organisation this will also require accepting the sponsor placement of the Distributor's account being sold/transferred.** Any downline member for whom the seller was the “Enroller,” the Enroller position will be voided, including accounts in the downline organisation, and no enroller based bonuses will calculate based on members in the downline organisation at the time in which the sale/transfer is completed. If the seller/transferor does not select one of the options provided on the Sale or Transfer of Organisation document it will be assumed that they wish to terminate their account.

The request for a Sale/Transfer of Organisation(s) will be presented for approval before a Young Living Review Board. The Review Board meets on a frequent basis. If all required documentation is not received by the 25th of the calendar month for a Sale/Transfer of Organisation request, all documents will be held until the following month. Once the Review Board has come to a final decision an e-mail will be sent to all parties stating the outcome of the meeting and the status of the request. A failure to receive all required documents, filled out completely and legibly, could create a delay in processing. Approval is completely within the discretion of Young Living. Although all required paperwork may be submitted, Young Living reserves the right to accept or reject the request.

Please review these requirements as per the Policies and Procedures **3.5 Sale, Transfer, or Assignment which can be located via the internet by logging on to Virtual Office and following the link for Distributor Resources.**

We wish you all the best in achieving wellness, purpose, and abundance.

Young Living (Europe) Ltd.

Building 11, Chiswick Park

566 Chiswick High Road

London W4 5YS



Sale or Transfer of Organisation

Distributor Name (requestor): _____ **Distributor No.** _____, hereby authorise the sale or transfer of my organisation and all rights and privileges pertaining to it, including any existing downline sales force and/or customers to **Distributor Name:** _____ **Distributor No.** _____.

I realise that this transaction is subject to final approval by Young Living Essential Oils, and that Young Living Essential Oils reserves the right to review the sale agreement and/or modify the agreement as deemed necessary to comply with Policies & Procedures Section 3.5. I also understand that if the purchaser is not a current member in good standing with Young Living Essential Oils, a new account must be created, which includes a completed Distributor Application which must be signed by the purchaser/transferee and submitted with this document in order to process the sale or transfer.

Please select from the following options by indicating the statement that best pertains to your request:

- ☐ Please terminate my existing Young Living Distributorship after this transfer is complete. I understand that any account credit or debit balances, Essential Rewards points, etc. . . . will have been transferred to the buyer/transferee.
- ☐ Please allow my account to remain active, including any processing Essential Rewards orders, after this transfer is complete.

Please make this sale/transfer effective for the **month** of _____.

By signing below, I acknowledge and agree to this transaction, effective date signed below. I further acknowledge that I have read the Sale or Transfer Cover Letter and agree to its content.

* Seller/Transferor's Signature Date

SUBSCRIBED AND SWORN to before me this the _____ day of _____, 20____.

Notary Public (Seal)

By signing below, I accept the purchase or transfer of Seller/Transferor's Young Living Distributorship. I also commit to being in good standing as a Distributor before the time of the purchase/transfer takes place, and agree to submit a completed Distributor Application to Young Living's headquarters. I understand that by accepting the transfer of the account I will also be accepting the Seller/Transferor's sponsor placement. I also acknowledge I will need to forfeit all rights to any sales organisation and sales volume I presently have. I further acknowledge that I have read the sale or transfer cover letter and agree to its content.

Buyer/Transferee's Signature Date

SUBSCRIBED AND SWORN to before me this the _____ day of _____, 20____.

Notary Public (Seal)