

REFER AND EARN SALES CAMPAIGN – GENERAL GUIDELINES

(NATIONWIDE)

Refer a Client and Earn Unlimited Income!

Hurry — Limited Time Offer Only!

Accumulate 10 points by November 30, 2025 and win ₱500,000 in SM Gift Cards, GCash, or Cash . First five (5) winners who will get 10points will be awarded by ₱100,000 each in the form of SM Gift Cards, Gcash, or Cash.

Promo Duration: October 13 to November 30, 2025.

Awarding of Winners: December 15, 2025

Note: One participant with the same entry name can win up to three (3) times or 30 valid points or ₱300,000 prize.

Note: If accumulated points does not meet expectations, the referral period may be extended.

Mechanics / How to Earn Points & Awards

Point-earning scheme

For each *referred client* you bring in (and who qualifies), you earn points as follows:

Referral Type / Criteria	Points Earned
1. Staff Outsourcing (1–10 employees; additional 1 point for every add'l 10 employees: 11-20, 21-30, 31-40, and so on..)	1 point
2. Seat Leasing (minimum 6 seats; additional 2 points for every add'l 6 seats: 7-12, 13-18, 19-24, and so on..)	2 points
3. Payroll Outsourcing (minimum 10 employees; additional 1 point for every add'l 10 employees: 11-20, 21-30, 31-40, and so on..)	1 point per client
4. Foreign Client Referral (minimum 5 seats; additional 4 points for every add'l 5 employees: 6-10, 11-15, 16-20, and so on..)	4 points per client
5. Combination of any two (2) different outsourcing services on a single client	2 points
6. Any outsourcing client/service with at least 100 employees/seats (additional 10 points for every add'l 100 employees and any excess will follow item#3: additional 1 point for every add'l 10 employees: 11-20, 21-30, 31-40, and so on..)	10 points

- Every participant (referrer) gets a consolation prize of ₱5,000 (for each valid referrals*).
- One participant can get up to three (3) times of the
- In addition, there is a “Mystery Bonus” each month for the selected Best Referred Client of that month.
- For the first five participants who accumulated 10 points, the grand prize is ₱100,000 in SM Gift Card or GCash.
- Submission of referrals to start on October 13, 2025.

- The participant who has accumulated 10 valid points first by the cut-off date wins the ₱100,000 prize. One participant with the same entry name can win up to three (3) times or 30 valid points or ₱300,000 prize.
- The company reserves the right to terminate the program once all the prizes have been fully exhausted, even if the submission period has not yet ended, or if such termination is required by law.

* Valid referrals are those in which the referred client has executed a signed contract with your company *and* has made the first full payment of a billing invoice (i.e. down payments / partial payments do not count as the first payment). Valid referrals refer to on a per contract basis rather than a per employee basis.

Qualifications of Participants

- Must be a Filipino born-citizen and of legal age (18 years or older).
- Participants must be freelance agents, salespersons, or individuals who have formally expressed their intent to join the promotion.
- Must be of good moral character.
- Must possess a valid government ID (e.g. Passport, Driver's License, PRC ID, SSS/GSIS ID) for identity verification.
- Must have a registered business name or an official trade name / be registered with DTI.
- Must not have any previous fraud cases or disqualifications from past promotions / referrals with the organizer.
- Must provide true and accurate contact information, including address, phone, and email.
- Must accept the terms & conditions of the promo (including consent to data processing / privacy policy).
- Must be willing to use a code name / alias (if required) for identification on submissions, but still linkable to real identity (for prize verification).
- For referrals: the referred clients must satisfy certain conditions (signed contract, first full payment made, etc.) before points are awarded.

Mechanics & Criteria (for Participation, Points & Winning)

- Only referrals that result in a signed contract and first full payment from the client will be considered valid referrals (down-payments, partial payments or deposits do not count).
- Points are only credited once proof (contract + invoice + proof of payment) is submitted and verified.
- Participants must submit their referral details via a designated Google Form (or other secure form), including upload of supporting documents.
- The referral period is from October 13 to November 30, 2025. Any changes must be approved by the organizer.

- Winners will be determined based on highest accumulated points by the cutoff date.
- In case of tie in points, tie-breaker criteria apply (e.g. earliest referral submission, highest single referral point value, etc.).
- Prizes must be claimed within 60 days after announcement (on or before February 13, 2026) and awarding is contingent on verification of all conditions.
- Participants found submitting false or misleading information, duplicate referrals, or otherwise committing fraud will be disqualified; organizer reserves right to void their points or prize.
- The company reserves the right to terminate the program once all the prizes have been fully exhausted, even if the submission period has not yet ended, or if such termination is required by law.

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1. How winners are selected

A. Cut-off Date & Verification Period

- All referrals must be submitted via the official Google Form November 30, 2025 - 11:59PM.
- After that date, there will be a verification period of up to five (5) business days during which submissions will be checked for completeness, validity, and fulfillment of required conditions (signed contract, first full payment, etc.).

B. Validation of Referrals

- To be valid, each referral must satisfy:
 - a) The referred client has signed a contract with the company.
 - b) The referred client has made the first full invoice payment (down payments or partial payments do not count).
- Participants must provide supporting documents (e.g. copy of contract, invoice, proof of payment). These documents must be submitted by the referral deadline and will be reviewed.

C. Point Accounting & Leaderboard

- For each valid referral, points will be assigned according to the point scheme at the time of verification.
- A published leaderboard in our MCA FB Account and MCA Website (updated daily / weekly) will show each participant's cumulative points, valid referrals, and ranking.
- If there are any disputes or missing documentation, those referrals will remain "pending" until resolved; if unresolved, they will not count toward point totals.

D. Determination of Winner(s)

- **Grand Prize Winner:** The participant who has accumulated 10 valid points first by the cut-off date wins the ₱100,000 prize. One participant with the same entry name can win up to three (3) times or 30 valid points of ₱300,000 prize
- If more than five (5) person reaches 10 points on the same date and time, tie-breakers apply in the following order:
 1. Highest single-referral point value (who had a referral that earned the most points in one go)
 2. Earliest submission time among their valid referrals
 3. If still tied, the organizer's decision is final (but done in a fair, documented manner)
- **Monthly Mystery Bonus / Best Referred Client:** Selected among all valid referrals in that month, based on criteria such as point value, client size, speed of completion, etc.
- **Consolation Prizes:** All referrers with at least one valid referral (meeting conditions) will be eligible for ₱5,000 consolation prize.

E. Announcement & Claiming of Prizes

- Winners will be notified by December 15, 2025 via email / phone / registered message, using the contact details provided in the form.
- Winners' names, or code names, may be published on official channels (website / social media / internal memos).
- Prizes must be claimed within 60 calendar days (on or before February 13, 2026) from date of official notification or announcement, whichever is later. To claim, winners must present:
 - Valid government-issued ID matching the registered participant's name / code name record
 - Official notice of winning (email / message)
 - Any required verification documents (contract / payment proofs etc.)
- Failure to claim the prize within the time limit will result in forfeiture of prize, in accordance with DTI rules.

F. DTI Supervision & Fairness

- The selection and verification process (including the leadership board) shall be conducted in a fair, honest, transparent manner.
 - If required by DTI, a DTI representative may be invited to witness or audit the draw / verification / award processes.
 - Any change to mechanics or prizes (dates, criteria, etc.) must be approved in writing by the organizer and (if required) DTI.
2. Prizes will be awarded on December 15, 2025.
 3. Prizes will be given in the form of SM Gift Cards, Gcash, or Cash and non-transferrable.
 4. Taxes will be borne by the company.
 5. Participants found submitting false or misleading information, duplicate referrals, or otherwise committing fraud will be disqualified; organizer reserves right to void their points or prize.

Signup, Consent & Legal Conditions

1. Google Form Enrollment

- All participants must fill out a Google Form to register, providing a valid government ID (e.g., driver's license, passport) per the Data Privacy Act.
- The form includes explicit consent & data privacy statements so we can process their information.

2. Disclaimer & Conditions

- The referred client must sign a contract with MCA Asia Business Solutions Inc.
- The first payment from the client must be received before the referral is considered valid.
- The awarding of prizes can be voided in case of fraud, duplicate referrals, or violations.
- Declared winners by MCA/organizer are final and cannot be disputed.
- Each participant may use a code name / alias for identification (for confidentiality/security).

3. Ranking / Leaderboard ("Referral Race")

- A live or regularly updated leaderboard will show which referrers are leading (by points).
- This encourages friendly competition and keeps interest high.

Bonus & Incentives

- Mystery Bonus / Wildcard Prize: After the promo ends, one participant who referred the best client will receive an extra reward (e.g., cash, gift, or bonus trip), based on value, speed, and impact—at the organizer's discretion.
- Grand Prize Bonus: In addition to the main prizes, the organizer may award special incentives such as an all-expense-paid domestic trip (3 days / 2 nights for 2 persons) to top performers, based on company discretion.