



# Doing Business in Canada

FREELIFE INTERNATIONAL CANADA CORP.   
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## Signing Up

There are multiple ways to sign up as a Marketing Executive:

1. Sign up online at [FreeLife.com](http://FreeLife.com) using the Canadian Marketing Executive Application Form.
2. Call Customer Care at 877.954.6244 and we will take your application over the phone.
3. Complete the Marketing Executive Application and Agreement Form and mail or fax it to FreeLife® at the address or fax number listed in the contact information above.

Customers can sign up using the same methods. Signing up as a Customer is free and there are no documentation requirements.

## Documentation Requirements

Some steps are required to do business as a Marketing Executive in Canada:

1. Marketing Executive Application and Agreement (or the online Application and Agreement on [FreeLife.com](http://FreeLife.com)).
2. Registration with your province as an independent distributor for Marketing Executives who reside in Manitoba, New Brunswick, or Prince Edward Island. These applications are available on the FreeLife website. Completed forms should be returned to the province listed on the form.
3. Marketing Executives who reside in Alberta and Saskatchewan must obtain an identification card. These provinces require that all independent Marketing Executives carry an ID card when doing business. FreeLife will send all Marketing Executives in those provinces a FreeLife ID card.

## Membership Kit Pricing

Marketing Executives must purchase an at-cost Marketing Executive Membership Kit for \$29.95 CAD which includes:

1. Personalized website with online business tools.
2. Promotional materials and information to introduce you to FreeLife®.

## How to Purchase

Purchases of TAlsim®, GoChi™, REVERSE!®, or any of FreeLife's other products can be made online at [FreeLife.com](http://FreeLife.com) or by calling 877.954.6244.

## Payment Methods

Payments can be made by using your Visa, MasterCard, Discover, or American Express credit card, personal check, money order or electronic funds transfer (EFT or ACH).

## Advantage Customer Program (AC100)

The Advantage Customer Program allows you to sign up and have your order automatically shipped to you each month, saving you time and trouble. Better yet, you can receive advantage pricing, a 20% discount off of retail!

Signing up on the AC100 online is easy and may be done at any time.

- Log in to your online account.
- Click the "My Account" link at the top of page.
- Click "Orders and Rewards."
- Click "Manage my Advantage Order."
- Complete the information and click "Submit" to finalize the enrolment.
- Confirmation page appears to indicate the enrolment is complete.

Or, enrol on the AC100 by phone or by submitting a completed Advantage Customer Application to Customer Care by fax, mail, or email. This form is available online under Forms & Documents in the My Business section of [Freelife.com](http://Freelife.com). See Contact Information for where to call or send.

## Taxation and the Alternative Collection Method (ACM)

Many distributors who participate in Direct Selling sell some portion of the product that they purchase to customers for a retail price, which is higher than what the distributor paid when they bought the product from the company. Normally, when distributors do this, they must charge tax on the higher price and remit the difference between the tax they charged and the tax they paid to the Canada Revenue Agency (CRA) on a monthly basis. They also need to fill out paperwork justifying the sale and remittance. For example, a distributor living in Ontario buys a bottle of GoChi for \$37.50 and pays 13% tax or \$4.88. The distributor sells that bottle to a customer for \$52. The distributor must charge the customer \$6.76 in tax (13%) and then remit the difference (\$1.88) to CRA.

As a Direct Selling company, FreeLife can participate in a tax collection method called “Alternative Collection Method” or ACM. ACM allows FreeLife and other Direct Selling companies to charge tax on the higher price, the retail price, thereby eliminating the need for the distributor to charge tax, fill out paperwork, and deal with CRA. Using the scenario above, the distributor buys GoChi for \$37.50 but pays \$6.76 in tax. The downside of this is that everyone, even those people who buy the product for a lower price and don’t resell it, will have to pay tax on the retail price. However, the upsides are many and far outweigh the downsides:

1. Marketing Executives and Customers do not have to pay tax on shipping and handling, normally a taxable item.
2. Marketing Executives do not have to pay tax on business tools such as membership kits, brochures, or flyers.
3. Marketing Executives do not have to worry about collecting and remitting taxes.
4. Marketing Executives do not have to worry about receiving a T4 at the end of the year to file with CRA.

For more on the ACM, please see <http://www.cra-arc.gc.ca/E/pub/gi/gi-052/gi-052-e.pdf>.

## Website

FreeLife provides all Marketing Executives with their own personalized website to enrol Marketing Executives and sell FreeLife products.

## Other Info

All Canadian Marketing Executives can enrol Marketing Executives and Customers in other countries where FreeLife is currently doing business.

## PRODUCT AND SHIPPING PRICING

For a complete list of products and pricing, see the Price List which can be found in the Forms & Documents section of the My Business section of FreeLife.com.

## Pick-Up Information

There are two pick-up facilities in Canada which offer a handling fee of \$7.95 CAD.

### **Calgary**

Direct Distribution Centres  
121 5555 69 Ave SE  
Calgary, Alberta T2C 4Y7  
Pick up Hours: Monday–Friday 10:00 a.m. to 4:00 p.m.

### **Toronto Area**

Direct Distribution Centres  
2-2340 Winston Park Drive  
Oakville, ON L6H-7T7  
Pick-up Hours: Monday–Friday 10:00 a.m. to 4:00 p.m.

A 48-hour notice is necessary for pick-up orders. Also, you must pick up your order within four business days. If you fail to do so, Direct Distribution Centres will ship your order to your address on file and a shipping charge will be assessed to the payment method listed on your account.

## Delivery Information

FreeLife ships from locations within Canada for a flat rate of \$7.95 CAD, plus 9% of the total order. Pick-up orders are just \$7.95 CAD per order whether you order 1 or 100 items.

## Earnings

**Direct Deposit** is a quick, convenient and secure option for Marketing Executives in Canada to receive their commissions. There are two ways to enrol:

1. Online
  - a. Login to your online account by clicking "Return to My FreeLife Office."
  - b. Click on "My Account" then click on "Direct Deposit."
  - c. Complete all banking information and click "Create."
  - d. Click "OK" to complete the process.
  - e. You will get a message confirming that your direct deposit was created.
2. Submit the Direct Deposit Form
  - a. The form can be found in the Forms and Documents section of the My Business section of Freelif.com.
  - b. Email the completed form to [cs@FreeLife.com](mailto:cs@FreeLife.com) or fax to Customer Care at 602.333.4UME (4863).

**Check Draft:** Marketing Executives who are not enrolled in Direct Deposit will receive a check draft in their local currency. Checks are mailed by FreeLife on the 15<sup>th</sup> of the month. When the 15<sup>th</sup> falls on a weekend or holiday, they are mailed the following business day.

Commission earnings must be at least \$5.00 CAD to be released. If less than \$5.00 CAD, the commission will be held until the cumulative commission amount is at least \$5.00 CAD.

There is a monthly 1.5% commission administration fee applied to all commissions with a minimum charge of \$5.00 CAD and a maximum charge of \$500.00 CAD.

Commissions are not released until all documentation requirements are met. Once this happens, all back commissions are released to the Marketing Executive in their next active commission period.

Marketing Executives who do not generate 100 personal points in two consecutive months forfeit their organization due to inactivity. The Advantage Customer Program is a great way to prevent this from happening and to conveniently receive product each month.

Marketing Executives should check their personal volume before month end to verify they have met the 100 personal point requirements to be eligible for commissions and bonuses.

## Product Display

FreeLife products should not be publicly displayed in a retail establishment.

## Contact information

Contact FreeLife International's Customer Care Team:

Email: [cs@FreeLife.com](mailto:cs@FreeLife.com)

Phone: 877.954.6244

Mail: FreeLife International, Inc.

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