

How to Do Business in Malaysia



Malaysia Contact Information:

General Manager: Tan Cher Lyn

Malaysia (Main Office):

ForLife Research Sdn Bhd
Unit 5.02, 5th Floor, Amcorp Tower
18 Jalan Persiaran Barat
46050 Petaling Jaya
Selangor, Malaysia

Distributor Support

Hours: (Malaysia)

Monday-Friday : 12pm to 9.30pm
Saturday : 12pm to 7pm
Phone : (603) 7629 6800
Fax : 1300 88 9986 or (603) 7629 6888
E-mail : malaysiacs@4life.com

How do I enroll?

- 1) Visit any of our 4Life Malaysia Office nearest to you and submit ALL the following documents:
 - a) Malaysia Distributor Application and Agreement Form (completed and signed)
 - b) A copy of your MyKad
 - c) Order Form (complete with payment details)
- 2) Enroll by Mail/Fax or Email
 - a) Complete and sign a Malaysia Distributor Application and Agreement Form
 - b) Complete and sign an Order Form (your first order MUST include a Distributor Kit) and
 - c) Make a copy of your MyKad
- 3) Send all the documents listed in (2) above to our 4Life Malaysia Office by Mail, Fax (1300 88 9986 or (603) 7629 6888) or E-mail to: malaysiacs@4life.com

Note:

- Phone enrollments and online enrollments are not available in Malaysia.
- Original signed Malaysia Distributor Application & Agreement Form and copy of your MyKad **must be** mailed to the 4life Malaysia office within 30 days of enrollment.

How do I place an order?

- 1) Place your order at 4Life.com website (only applicable for Distributors and Preferred Customers who have signed up with 4Life)
 - a) Log onto <http://malaysia.4life.com> and start shopping
- 2) Place your order via Fax/Email.
 - a) If you prefer to fax your order, you can fax the completed Order Form to any 4Life Office in Malaysia.
 - b) If you prefer to email your order, you can email the completed Order Form to malaysiacs@4life.com.

- 3) Place your order by visiting any of our 4Life Malaysia office nearest to you.
 - a) Products can either be picked up at the Malaysia office or shipped (within Malaysia only) for an additional charge. No phone orders are allowed in Malaysia.
- 4) Order payments can be made with Cash, Cash Deposit into Maybank Account No: 512530183828, Debit Card or Credit Card (Visa or MasterCard).
- 5) For Fax/Email orders with payment by Credit Card, a copy of the paying Credit Card (both front and back of the card) is required for verification purposes. To avoid unauthorized or fraudulent transactions, please **Fax in** a copy of the paying Credit Card instead of via Email.

Is a monthly product order require?

A monthly maintenance of 100LP is required for Distributors to remain active and to generate possible commissions.

SHIPPING INFORMATION

Delivery Time:

Five (5) working days for delivery within Malaysia. The delivery time does not include the day the order was received by the 4Life Malaysia Office.

Shipping Charges:

West Malaysia : RM 9.50 (Inclusive GST) for every 3 kg or part thereof

East Malaysia : RM10.00 (inclusive GST) for every 3 kg or part thereof [This shipping rate is not applicable for shipment to Limbang in Sarawak]

PETALING JAYA

Unit 5.02, 5th Floor, Amcorp Tower,
18 Jalan Persiaran Barat,
46050 Petaling Jaya, Selangor.
Tel: 03-7629 6800
Fax: 03-7629 6888 / 1300 88 9986

Operation Hours

Monday - Friday: 12.00noon - 9.30pm
Saturday: 12.00noon - 7.00pm

ALOR SETAR

No. 123, Ground Floor,
Kompleks Sultan Abdul Hamid,
Susuran Sultan Abdul Hamid 1B,
05050 Alor Setar, Kedah.
Tel: 04-771 9899 Fax: 04-772 0006

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 10.00am - 4.00pm

Break Time

Monday - Friday: 6.00pm - 7.00pm
Saturday: 1.00pm - 2.00pm

JOHOR BAHRU

Unit 13A.05, Level 13A,
Menara Pelangi, Jalan Kuning,
Taman Pelangi,
80400 Johor Bahru, Johor.
Tel: 07-332 7351 Fax: 07-335 3351

Operation Hours

Monday - Friday: 12.00noon - 9.30pm
Saturday: 10.00am - 4.00pm

KOTA BHARU

Lot 270, Tingkat Bawah & Tingkat 1,
Seksyen 24, Jalan Sultan Yahya Petra,
15200, Kota Bharu, Kelantan.
Tel: 09-743 1178 Fax: 09-744 1178

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 12.00noon - 7.00pm

KOTA KINABALU

Unit D-22-3A, Block D,
Lot 22, 4th Floor,
KK Times Square,
Off Jalan Coastal Highway,
88100 Kota Kinabalu, Sabah
Tel: 088-212 369 Fax: 088-212 749

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 10.00am - 4.00pm

Break Time

Monday - Friday: 6.00pm - 7.00pm
Saturday: 1.00pm - 2.00pm

KUALA TERENGGANU

Lot 3187K, Tingkat Bawah,
Kompleks Permint Harmoni,
Jalan Batas Baru,
20300 Kuala Terengganu,
Terengganu.
Tel: 09-631 8313 Fax: 09-631 8311

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 12.00noon - 7.00pm

Break Time

Monday - Friday: 6.00pm - 7.00pm
Saturday: 3.00pm - 4.00pm

KUANTAN

41, Ground Floor,
Jalan Putra Square 3, Putra Square,
25200 Kuantan, Pahang.
Tel: 09-517 3233 Fax: 09-517 3228

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 10.00am - 4.00pm

Break Time

Monday - Friday: 6.00pm - 7.00pm
Saturday: 1.00pm - 2.00pm

KUCHING

Lot 433, 1st Floor,
Travilion Commercial Centre,
Jalan Abell, 93100
Kuching, Sarawak.
Tel: 082-233 820 Fax: 082-237 790

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 10.00am - 4.00pm

Break Time

Monday - Friday: 6.00pm - 7.00pm
Saturday: 1.00pm - 2.00pm

MIRI

Lot 1339, Ground Floor,
Jalan Sri Dagang,
Miri Waterfront Commercial Centre,
98000 Miri, Sarawak.
Tel: 085-418 870 Fax: 085-418 159

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 10.00am - 4.00pm

Break Time

Monday - Friday: 6.00pm - 7.00pm
Saturday: 1.00pm - 2.00pm

MUAR

5-10, 1st Floor, Jalan Hj Jaib,
84000 Muar, Johor.
Tel: 06-952 9003 Fax: 06-952 9002

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 10.00am - 4.00pm

Break Time

Monday - Friday: 6.00pm - 7.00pm
Saturday: 1.00pm - 2.00pm

PENANG

1-4-25, E-GATE, Lebuhr Tunku Kudin 2,
11700 Gelugor Penang
Tel: 04-6558 129 Fax: 04-6558 139

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 10.00am - 4.00pm

Break Time

Monday - Friday: 6.00pm - 7.00pm
Saturday: 1.00pm - 2.00pm

SEREMBAN

73-B & 73-B-1, Lorong Haruan 5/3,
Oakland Commerce Square,
70300 Seremban, Negeri Sembilan.
Tel: 06-632 3919 Fax: 06-632 3929

Operation Hours

Monday - Friday: 12.00noon - 9.30pm
Saturday: 10.00am - 4.00pm

SUNGAI PETANI

Lot 3A, 1st Floor,
Jalan Permatang Gedong,
Taman Sejati Indah,
08000 Sungai Petani, Kedah.
Tel: 04-431 1988 Fax: 04-431 1788

Operation Hours

Monday - Friday: 1.00pm - 9.30pm
Saturday: 10.00am - 4.00pm

Break Time

Monday - Friday: 6.00pm - 7.00pm
Saturday: 1.00pm - 2.00pm

SINGAPORE

10 Eunos Road 8, #12-10,
Singapore Post Centre,
Singapore 408600.

Tel: (65) 6735 2988

Fax: (65) 6733 7688

Operation Hours

Monday - Friday: 12.00noon - 9.30pm
Saturday: 10.00am - 5.00pm

SANDAKAN

CITY-LINK Express (M) Sdn. Bhd.,
Ground Floor, Lot 1,
Block B, Taman Grandview (Phase 2),
90000 Sandakan, Sabah, Malaysia
Tel: 089-214 206

Operation Hours

Monday - Friday: 12.00noon - 6.00pm
Saturday: 12.00noon - 3.00pm

IPOH

CITY-LINK Express,
29 Jalan Raja Perempuan Mazwin,
Taman Rishah, 30100 Ipoh, Perak.
Tel: 05-529 0976

Operation Hours

Monday - Friday: 12.00noon - 7.00pm
Saturday: 12.00noon - 4.00pm

SIBU

CITY-LINK Express,
No. 2A, Lorong Wong Ting Hock 3,
96000 Sibu, Sarawak.
Tel: 084-330 669

Operation Hours

Monday - Friday: 12.00noon - 6.00pm
Saturday: 12.00noon - 2.00pm

KLUANG

CITY-LINK Express,
14, Jalan Station,
86000 Kluang, Johor.
Tel: 07-772 4460

Operation Hours

Monday - Friday: 12.00noon - 7.00pm
Saturday: 12.00noon - 2.00pm

- All 4Life Offices / Temporary Pick-up Service Points are closed on Sunday & Public Holidays
- Temporary Pick-up Service Points' holidays are inclusive of Selangor state holidays

For more information and other enquiries, please contact our Distributor Support Services Hotline at **03-7629 6800**

web: <http://malaysia.4life.com> email: malaysiacs@4life.com

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