

The form cannot be used to sell an existing account. For detailed information, refer to section 4.5. Sale or Transfer of Associate Position (Associate Policies and Procedures) and the Position Sale form.

This section explains how to complete a Position Transfer Request. Please make sure all sections are completed and the signatures are on the form. This will keep the Position Transfer from being delayed.

1. The section "Position Being Transferred" is for the current Associate who holds the position being transferred. This section includes two areas, one of which must be completed:
 - a. **Transferor Information:** Complete this section if the transferor is not terminated or inactive. If the transferor is deceased, the executor of his/her estate must complete this area of the form.
 - b. **Inactive/Terminated Transferor Information:** Complete this section if the position being transferred is held by an inactive or terminated Associate.
 - An Associate position is considered inactive if there have been no purchases (including Success Tracker Reports and all order types) for six (6) consecutive months on any account in the Mannatech computer system and the Associate has not renewed his/her account with the Company.
 - Terminated positions are eligible for transfer if the position has remained terminated (and/or inactive) for six months.
 - If the credit card (of the individual requesting to transfer into a position) has been used on any order in the Mannatech computer system (including Success Tracker Reports and all order types), the Associate will not be eligible for transfer into another organization.
 - Please provide the name of the inactive/terminated Associate and his/her account number. The Enroller must provide his/her name, contact information and signature. If the Enroller is inactive/terminated, the first upline Presidential must sign and provide his/her name, email address and daytime phone number. In addition, if the active Enroller is above the first upline Presidential Associate, the signatures of the active Enroller and first upline Presidential Associate will be required.
2. The section "Transfer Position To" must be completed by the applicant who is requesting to enter the existing position. The transferee must reside in the country of operation where the position was originally established. Positions cannot be converted to another country of operation.
 - a. Individuals who voluntarily terminate and wish to position transfer into another line of sponsorship are monitored for compliance, and the request will be denied at our discretion should we find cause that the transaction will violate the Associate Policies and Procedures. Terminated Associates may enter into a new position by submitting an Associate Application and Agreement if the account has been terminated for six months.
 - b. If the position is being transferred to a trust, corporation or partnership, the appropriate disclosure forms must accompany the Position Transfer paperwork.
3. If the Enroller change is requested at the time of the Position Transfer, the Enroller Change Request form available in the Mannatech Resource Library must also be completed, signed and submitted with the Position Transfer paperwork.

An administrative fee must accompany the paperwork unless the transfer is found to be a Mannatech error. The fee will be processed prior to the transfer of the Associate position. A completed Associate Application and Agreement must always accompany the Position Transfer Request. Position Transfers cannot be part of other order types combined with multiple payments. A Position Transfer Request is considered a standalone order. Additional details may be found in the Associate Policies and Procedures.

Mail the Position Transfer form, Associate Application and Agreement and all applicable support documentation to:

Mannatech Inc.
Attn: Business Systems Process Analyst
1410 Lakeside Pkwy, Ste 200
Flower Mound, TX 75028
E-Mail: mtpositiontransfer@mannatech.com.



FOR OFFICE USE ONLY/ACCOUNT NUMBER

POSITION TRANSFER REQUEST

An Associate Application and Agreement form* **must** also accompany this form. Please download from the Mannatech Resource Library, fill out and return with this form.

See instructions on page 1. NOTE: (1) Associates who submit forged signatures to Mannatech are violating state and federal laws, and may be subject to immediate termination. **(2)** All documents in their entirety must be received 48 hours (two days) prior to the end of the month to guarantee processing.

1 POSITION BEING TRANSFERRED**SIGNATURES****TRANSFEROR INFORMATION**

Complete this section if the Transferor is not inactive or terminated.

NAME

ACCOUNT NUMBER

SSN/FEDERAL ID NUMBER

EMAIL ADDRESS

DAYTIME PHONE NUMBER

I hereby transfer my position in the Mannatech Incorporated Career and Compensation Plan and understand I am responsible for all applicable taxes due on commissions paid for this position to date.

ASSOCIATE

DATE

EXECUTOR OF ESTATE

DATE

Required if transferor is deceased.

INACTIVE/TERMINATED TRANSFEROR INFORMATION

Complete this section if the position being transferred is held by an inactive or terminated Associate.

ASSOCIATE NAME

ACCOUNT NUMBER

ENROLLER NAME (OR, IF TERMINATED, FIRST UPLINE PRESIDENTIAL)

EMAIL ADDRESS

DAYTIME PHONE NUMBER

If the position has not renewed and has no orders placed by the original owner, the Enroller can authorize the transfer of the position to a new Associate. If the Enroller is inactive/terminated, their first upline Presidential must sign and provide contact information.

ACCOUNT NUMBER

ENROLLER

DATE

FIRST UPLINE PRESIDENTIAL

DATE

Required if Enroller is terminated or if the active Enroller is above the first upline Presidential.

2 TRANSFER POSITION TO**SIGNATURES****TRANSFeree INFORMATION**

TRANSFeree NAME

SSN/FEDERAL ID NUMBER

EMAIL ADDRESS

DAYTIME PHONE NUMBER

In accepting this transfer into the Mannatech Incorporated Career and Compensation Plan, I understand I am responsible for all applicable taxes due on commissions earned from this date forward. Additionally, I am also agreeing to the disqualification from any current incentive during the qualification period regardless of account status.

TRANSFeree

DATE

PAYMENT INFORMATION—CREDIT CARD ONLY

PLEASE COMPLETE ALL INFORMATION BELOW AND AT RIGHT.

Position Transfer Cost* \$100.00

State & Local Sales Tax \$

Total Amount Due \$

*No fee will be assessed if change is due to Mannatech error.

☐ VISA® ☐ MASTERCARD® ☐ DISCOVER® ☐ AMERICAN EXPRESS®

NOTE: For your protection, Mannatech reserves the right to hold credit card orders for address verification. Declined credit card orders will be held for authorization for 10 business days. If we are unable to obtain an authorization, we will cancel the order.

CREDIT CARD NUMBER

EXP. DATE

X

ACCOUNT HOLDER SIGNATURE

DATE

ACCOUNT HOLDER NAME PRINTED

ACCOUNT HOLDER BILLING ADDRESS

Mail to: Mannatech Incorporated, 1410 Lakeside Pkwy., Suite 200, Flower Mound, TX 75028, or e-mail to mtpositiontransfer@mannatech.com.