



YLPH CONSIGNMENT PROGRAM GUIDELINES (AUGUST 2026)

Program Overview

The YLPH Consignment Program is a privilege-based support program that allows qualified leaders to receive PES kits in advance for enrollments and events, subject to approval, liquidation, return deadlines, and full accountability.

Core Purpose of Consignment:

The program is designed to help leaders facilitate timely enrollments, improve event readiness, and extend enrollment support across service areas while maintaining clear accountability for kit handling, liquidation, returns, and policy compliance. All consigned kits remain subject to YLPH approval, applicable timelines, and program rules.

I. Eligibility and Kit Allocation

- A. Highest achieved Executive and up
- B. The consignee's average commissions for the last three (3) months will be reviewed as part of the eligibility and security assessment. A minimum average commissions of PHP 10,000 is required.
- C. Valid Credit Card on File – The consignee must maintain a valid credit card registered with YLPH Virtual Office, which may be charged for any outstanding consignment obligations.
- D. Kit Allocation
 - 1. Minimum consignment is 5 kits and maximum of 20 kits per consignee depending on rank, with YLPH review/approval.

Kit Allocation by Rank (subject to YLPH approval)

Executive: 5-9 kits
Silver: 10 kits
Gold: 10 kits
Platinum: 20 kits
Diamond and Up: 20 kits

- 2. The Consignee has full accountability with the liquidation of the consigned kits.
 - 3. Only PES (Premium Experience Kit) are allowed in the consignment program. Non-PES and /or individual product items are not included.
 - 4. Enrollments apart from the consigned kits will be treated as regular enrollment and shipping fee will be applied accordingly upon signing-up in the Virtual Office.
 - 5. YLPH reserves the right to reduce or decline the requested quantity based on member performance, recoverability, and overall risk assessment.
- E. PES Kits with Promotional Items
 - Consigned PES Kits will be eligible for applicable promotional items available during the month of the event. Eligible promotional items will be shipped together with the



consigned PES Kits, subject to product availability and the terms and conditions of the applicable promotion.

F. Brand Partners with outstanding consignments are not eligible to open a new consignment under their own name or any household member or spouse's name.

G. Additional À La Carte Products Upon Enrollment – NOT ALLOWED

1. Consignees/Enrollers may only process enrollments using the approved consigned enrollment kits.
2. Enrollment orders processed using consigned kits must contain only the applicable PES Kit. Additional products must be ordered separately after the enrollment has been completed.
3. If a new member wishes to purchase additional products, the order must be placed separately after the enrollment has been completed through any of the following channels:
 - Call Member Services Hotline: Globe Network: 1-800-8976-3524) (Smart & PLDT Network: 1-800-1118-0022)
 - Live Help: https://www.youngliving.com/en_ph/
 - Email Support: custserv.ph@youngliving.com or ylphroadshow@youngliving.com
 - Jotform: <https://linktr.ee/ylphmemberservices>
4. Additional products ordered separately will be subject to standard shipping fees and regular order processing procedures.

II. Program Requirements and Process

A. Consignee Requirements, Approval, and Release of Products

To qualify for the YLPH Consignment Program, the consignee must:

1. Submit a consignment request through the official online request form <https://ylphsystem.com/request-form>
2. The consignee must maintain a valid credit card registered with YLPH Virtual Office, which may be charged for any outstanding consignment obligations.
3. The required security is PHP 2,000 per PES Kit consigned. Subject to YLPH approval, the consignee may satisfy the required security through temporary commission retention, a cash bond, a PDC, or a combination thereof.
 - Commission Retention - Where the consignee's average commissions is sufficient to cover the required security, the consignee may authorize YLPH to temporarily retain the required amount from the applicable commission payout. If the average commissions is insufficient, the difference may be satisfied through a cash bond or PDC.



For example, for 10 consigned kits requiring PHP20,000 security, a Consignee with PHP15,000 available commissions may authorize the retention of PHP15,000, with the remaining PHP5,000 secured through a cash bond or PDC.

Commission Release - Retained commissions will be released upon completion of liquidation and reconciliation. Consignees who complete liquidation on or before the 8th will remain eligible for the scheduled commission payout on the 15th. Otherwise, the retained commissions may be applied to any outstanding balance for unliquidated or unreturned consigned products.

- Post-Dated Check (PDC) – The consignee must provide a post-dated check payable to YOUNG LIVING PHILIPPINES LLC - PHILIPPINES BRANCH equivalent to PHP 2,000 per PES Kit consigned as a security for any outstanding balance.

 - Cash Bond – The consignee may post a refundable cash bond of PHP 2,000 per PES Kit consigned, which shall be deposited to the following account:
 - Account Name: YOUNG LIVING PHILIPPINES LLC - PHILIPPINES BRANCH
 - Account Number: 1921118925
 - Bank Name: Bank of Philippine Islands
 - SWIFT Code: BOIPHMM
 - Send proof of deposit to: ylphroadshow@youngliving.com; Subject: Event Name/Date
 - The cash bond shall be refunded upon full compliance with liquidation, return, and payment requirements, provided no outstanding balance remains.
 - Refund of the cash bond shall be processed within seven (7) banking days after completion of the final reconciliation and confirmation by YLPH.
4. Accomplish Consignment Recovery Authorization Form authorizing YLPH to recover any outstanding consignment obligations through the recovery methods provided under this program.

YLPH reserves the right to withhold, suspend, or revoke consignment privileges for failure to comply with any program requirements.

5. All requests are subject to approval depending on but not limited to the following:
- Pending liquidation from previous consignment;
 - Timeline based on the consignment request; and
 - Eligibility and requirements are met.
6. Approved or declined consignment requests will receive notification from the Consignment team via email for a minimum of 3 business days upon submission of the request

B. Consignment Kits Delivery/ Shipment

- All consigned kits will be shipped directly to the Consignee's indicated address in the online request form.
- Upon receiving your Consignment kits, take a photo and video of the unboxing to check for any quality related concerns (e.g., missing, damaged, or incorrect items). In case of any issues, kindly send an email to ylphroadshow@youngliving.com. (within 3 days upon receipt)
- Any claims for missing, damaged, incorrect, or incomplete items must be supported by a complete unboxing video. Claims submitted without an unboxing video may be denied.

III. Request, Liquidation, and Return Timelines

A. Consignment Request Timeline

Assuming all conditions are met, below are the timelines:

- **Metro Manila:** Consignment requests must be submitted at least **10 calendar days** prior to the event date.
- **Provincial Areas:** Consignment requests must be submitted at least **17 calendar days (2 weeks)** prior to the event date.
- **Palawan:** Consignment requests must be submitted at least **21 calendar days (3 weeks)** prior to the event date.

B. Liquidation Timeline

- Consigned kits must be fully liquidated within **2 calendar days** after the event end date indicated in the approved consignment request form or the last day of the month, whichever comes first.

C. Return Timeline

- Unused or unsold consigned kits, including the promotional items, must be returned within **2 calendar days** after the liquidation deadline.
- The consignee must provide proof of shipment (e.g., courier receipt or tracking details) within the return period. Send it to: ylphroadshow@youngliving.com.

D. Enrollment Processing

- All enrollments generated from consigned kits must be encoded within the same calendar month of the event to ensure proper enrollment crediting and reporting.

E. Late Requests and Submissions

- Late consignment requests may result in delayed processing, delayed shipment, or disapproval of the request.
- Failure to meet liquidation or return deadlines may result in suspension or revocation of consignment privileges and may trigger collection procedures for outstanding balances.

IV. Liquidation of Consigned Products

A. Liquidation and Enrollment Encoding

1. All enrollments generated using consigned PES Kits must be encoded in the Virtual Office within the prescribed enrollment deadline using Special event shipping method.
2. On the same day that the enrollment is processed, the Consignee must complete the liquidation process through the YLPH Consignment System (<https://ylphsystem.com/>) and provide the following information:
 - a. Consignment Event Code
 - b. Enrollees Full Name
 - c. Member ID of new enrollee
3. The Consignee is responsible for ensuring that all information submitted is accurate, complete, and matches the enrollment details encoded in the Virtual Office.

Note: Any encoding errors, discrepancies, or corrections must be reported immediately to ylphroadshow@youngliving.com. Delayed reporting may affect enrollment crediting, liquidation processing, and reconciliation.

VI. Consignment Returns

1. The Consignee must notify Young Living Philippines of all product returns by emailing ylphroadshow@youngliving.com within **2 calendar days** after the liquidation timeline.
2. The return notification must include:
 - a. Inventory list of all returned PES Kits and promotional items
 - b. Courier name
 - c. Tracking number
 - d. Date of shipment
 - e. Clear photos of returned items
3. Failure to submit the required return notification and tracking details within the prescribed period will result in the consigned products being deemed **unreturned and sold**, and the Consignee will be charged accordingly.
4. All unsold PES Kits and promotional items must be shipped back to Young Living Philippines at the Consignee's expense. The Consignee shall be responsible for all applicable shipping and administrative fees associated with the return.

Return Address:

Main Warehouse

Recipient: John Ericson Ople OR Melanie Esteban

Contact Number: 09638780365 OR 09913336191

Address: F2CV+ J3V, LDC Compound Cervantes Street, Bicutan,
W Service Rd, Paranaque, Metro Manila

Operating Hours: Mondays to Saturdays 8:00 AM to 5:00 PM

Manila Experience Center

Recipient: James Jarcia

Mobile number: +639511217746



Address: 512th Fl. Twenty-Five Seven McKinley, 25th St. cor. 7th Ave, Taguig City, 1630

Operating Hours: Tuesday to Saturday, 10:00 AM to 7:00 PM

Pick-Up Center Cebu

Recipient: Heintjie Reroma Cabo

Contact number: 09218609667

Address: Unit 14, The Gallery, Pope John Paul II St., Barangay Kasambagan, Cebu City, Cebu 6000

Operating Hours: Tuesday to Saturday, 10:00 AM to 6:00 PM

Pick-Up Center Davao

Recipient: Michelle Olamit

Contact Number: 09177191494

Address: Urban Lifestyle Center 2nd Floor, Urban Lifestyle Center 2nd Floor, Lanang District Davao City, Davao Del Sur 8000

Operating Hours: Tuesday to Saturday, 10:00 AM to 6:00 PM

5. Any consigned products not returned within the prescribed deadline shall be deemed sold and charged to the Consignee as a bulk purchase under the Consignee's own Member ID.

VII. Recovery of Outstanding Consignment Balances

In the event of unreturned, unliquidated, damaged, unpaid, or non-resalable consigned products, the affected PES Kit shall be deemed purchased by the Consignee at the prevailing selling price applicable on the date of consignment. Any retained commissions, cash bond, PDC or other payments already received may first be applied against the outstanding balance. The remaining balance, if there is any, may then be recovered through one or more of the following methods:

1. **Post-Dated Check (PDC)** – Deposit or encashment of the post-dated check previously submitted by the Consignee.
2. **Cash Bond Application** – Application of the Consignee's cash bond against the value of any unreturned, unliquidated, damaged, or non-resalable consigned products.
3. **Credit Card on File** – Charging of the valid credit card registered by the Consignee with YLPH.
4. **Commission Deduction** – Any outstanding balance remaining after application of the retained commissions, cash bond, PDC, or other available security may be deducted from the Consignee's future commissions and bonuses. Such deductions may continue in subsequent payout periods until the full amount has been recovered.
5. Any unreturned or unliquidated PES Kit shall be deemed purchased by the Consignee at the prevailing selling price applicable on the date of consignment. The outstanding balance shall be based on such selling price less any applicable cash bond or payments already received.



Damaged or Non-Resalable Products

Consigned products that are returned in damaged, opened, altered, expired, or otherwise non-resalable conditions will not be accepted for return. The full value of such products shall be charged to Consignee.

Legal Remedies

Young Living Philippines reserves the right to take appropriate legal action and pursue all available remedies to recover any unpaid consignment balances and enforce the terms of this program.

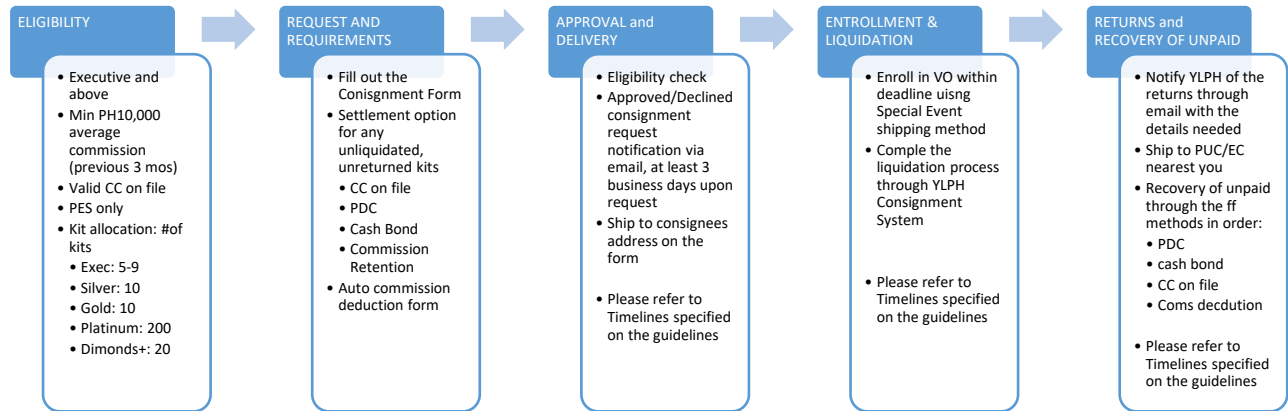
VIII. Compliance and Program Privileges

Participation in the YLPH Consignment Program is a privilege and not a right. Consignees are expected to comply with all applicable Young Living Policies and Procedures, including but not limited to policies governing online sales, classified advertising sites, intellectual property, and Minimum Advertised Pricing (MAP).

Any violation of Young Living Policies and Procedures may result in the suspension or revocation of consignment privileges, disqualification from future consignment requests, and/or other disciplinary actions deemed appropriate by Young Living Philippines.

Depending on the nature and severity of the violation, a Consignee may be removed from the Consignment Program for a period of up to six (6) months or longer, as determined by Young Living Philippines.

CONSIGNMENT PROGRAM PROCESS FLOW



**** Nothing Follows*****