



Methods of payment from Virtual Wallet

1. Persons running business activity – preferred form for withdrawals

If you are registered in the DuoLife system as an entrepreneur running business, the payment of funds accumulated in the wallet will be made as a transfer of funds to your bank account.

The method of ordering a payment:

- I. Check if the entered bank account number is correct
- II. Order withdrawal of funds from Wallet to bank account **(appendix 1)**

2. Natural person

I. Sodexo Euro*

- a. Log in to the system
- b. Order withdrawal of funds from Wallet **(appendix 2)**
- c. Order and top up the Sodexo card <https://duolife.sayreward.com/> **(appendix 3)**

II. Transfer to a bank account – to make settlements in this way, please send the following documents to **payment@duolife.eu** email address

- a. Certificate of tax residency, delivered once a year
- b. Declaration on individual settlement of tax, delivered once **(appendix 4)**
- c. Transfer order, delivered each time **(appendix 5)**
- d. Services contract delivered once **(appendix 6)**

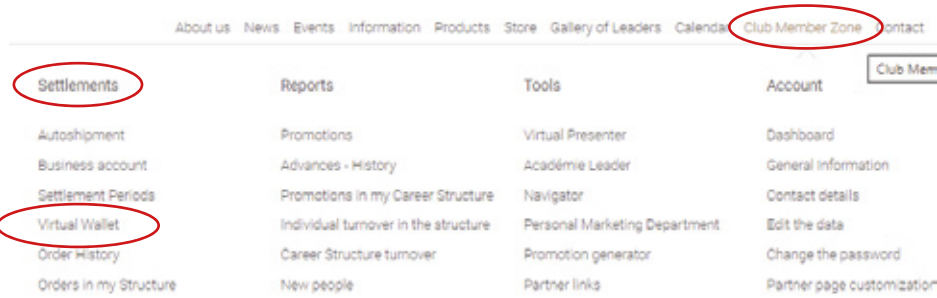
In both cases, the income tax remains payable by the Club Member in the country of their tax residence.

NOTE: a bank transfer can only be made to the Club Member's own account in accordance with his ID.

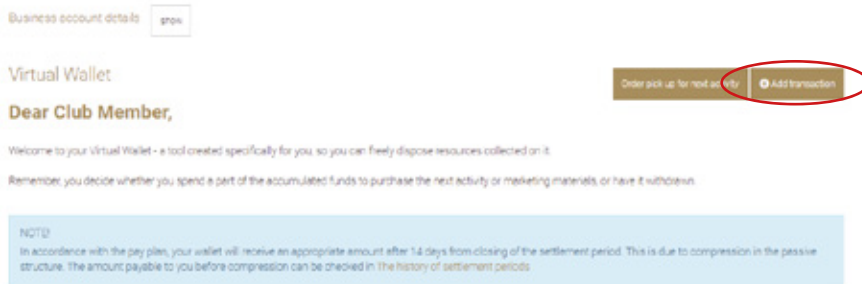
* In the Sodexo Euro program, Club Member is responsible for calculating and paying for all taxes required, which may vary depending on the regulations in force in the given country. Neither Sodexo nor DuoLife S.A. is not a taxpayer in this program.



1. Enter the Club Member Zone -> Settlements -> Virtual Wallet



2. Add transaction



3. Type: withdrawal, and then click "Next" button



4. The money will be transferred to the indicated bank account up to 3 working days

5. The system will automatically generate an invoice with the date of the payment order



ORDERING A PAYMENT FROM VIRTUAL WALLET

1. To withdraw funds from Virtual Wallet to Sodexo, log in to your Member Panel on the page <https://myduolife.com>

Log in

*E-mail or ID

*Password

Log in →

[Forgot your password?](#)
[Is your account inactive?](#)

2. Enter Club Member Zone – Settlements – Virtual Wallet and click the ADD TRANSACTION button

Business account details

Virtual Wallet **Order pick up for next activity** **Add transaction**

Dear Club Member,

Welcome to your virtual Wallet - a tool created specifically for you, so you can freely dispose resources collected on it.
Remember you decide whether you spend a part of the accumulated funds to purchase the next activity or marketing materials, or have it withdrawn.

NOTE:
In accordance with the pay plan, your wallet will receive an appropriate amount after 14 days from closing of the settlement period. This is due to compression in the passive structure. The amount payable to you before compression can be checked in the history of settlement periods.

3. Choose the type of transaction - WITHDRAWAL

Virtual Wallet

Add transaction

Basic data

*Type

*Original amount

Maximum value: 10000 pln Maximum pay your amount: 1000 pln

Details **Next →**

4. Enter the amount you want to withdraw

The system always tells you what funds are available for use After entering the amount, click NEXT

Virtual Wallet

Add transaction

Basic data

*Type withdrawal

*Original amount 1.00 €

Details

Description	Payout
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Next >>

If the amount you want to withdraw is correct, click the Add transaction button.

Virtual Wallet

Transaction summary

Requested amount will be sent by transfer

Type withdrawal
Original amount 1,00 €
Description Payout

change data

Add transaction >>

After you confirm the transaction, you must wait up to 3 working days for your funds to be booked to your Sodexo account.

IMPORTANT: After ordering funds from the Virtual Wallet to Sodexo, it is not possible to undo the operation



DuoLife

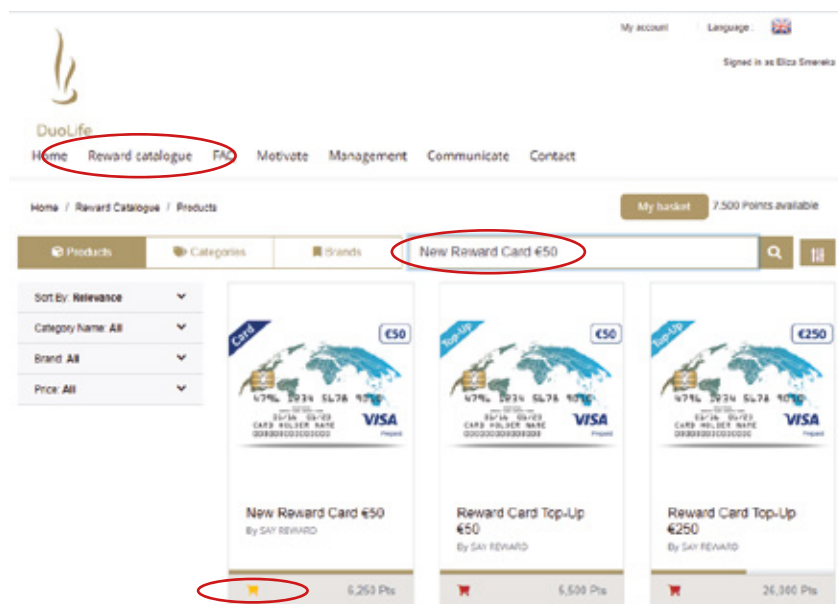
ORDER AND TOP UP OF SODEXO CARD

Appendix 3

In order to top up the card with funds that have been sent from the Virtual Wallet to Sodexo Euro, log in at <https://duolife.sayreward.com>



Then click on the 'Rewards Catalog' tab



Then select a card

My account | Language:

Signed in as Eliza Smereka

DuoLife

Home | Reward catalogue | FAQ | Motivate | Management | Communicate | Contact

Home / Reward Catalogue / Products | My basket 7,500 Points available

Products | Categories | Brands | Search products

Card

€50 New Reward Card €50
By SAY REWARD

6,250 Pts

Check out

Convert your points into e-money loaded onto a prepaid Sodexo Reward Card and use it for the purchase of goods or services worldwide anywhere that VISA cards are accepted.

This item is for a **NEW Sodexo Reward Card**, it will be recorded on your account alongside other cards you have entered for future top up, this is not a

Click on the box with "Check out"

My account | Language:


Signed in as Eliza Smereka

DuoLife

Home | Reward catalogue | FAQ | Motivate | Management | Communicate | Contact

Home | Reward catalogue | My basket | My basket 7,500 Points available

My basket

Image and description	Price
 New Reward Card €50	6,250 Points 1 6,250 Points
Total	6,250 Points

[Continue shopping](#) **Check out**

Complete the data on your card's shipping address

My account | Language: | Signed in as Eliza Smereka

DuoLife

Home | Reward catalogue | FAQ | Motivate | Management | Communicate | Contact

Home | Reward catalogue | My basket | Purchase order | My basket 7,500 Points available

Step 1: Delivery information | Step 2: Mandatory information | Step 3: Confirmation

Delivery address
 * Please be aware, we need a full 'first name' and 'last name' on the delivery address, otherwise your order could be stopped during shipping

First name:

Second name:

Last name:

Then confirm by clicking „Next”

The card will be delivered to the address provided within 14 working days

Proceed in the same way to top up your card: order a transfer of funds from your virtual wallet to Sodexo Euro and then choose from the „Reward catalog” top up your card or „Reward card Top Up” for the amount you choose is a multiple of the amount of 25 euros

My account | Language: | Signed in as Eliza Smereka

DuoLife

Home | Reward catalogue | FAQ | Motivate | Management | Communicate | Contact

Home / Reward Catalogue / Products | My basket 7,500 Points available

Products | Categories | Brands | New Reward Card €50

Sort By: Relevance | Category name: All | Brand: All | Price: All

<p>New Reward Card €50 By SAN REWARD</p> <p>6,250 Pts</p>	<p>Reward Card Top-Up €50 By SAN REWARD</p> <p>6,500 Pts</p>	<p>Reward Card Top-Up €250 By SAN REWARD</p> <p>26,300 Pts</p>
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DuoLife

DECLARATION OF AN UNDERTAKING TO PAYMENT FOR INCOME TAX

Appendix no 4

I, the undersigned

first name	family name	identification: ID card no, passport no,
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address of residence

street		house number
postal code	town	country

declare that I understand I am obliged by the law to pay my income tax based on all income I earn from abroad and receive from DuoLife SA (Topolowa 22, PL 32-082 Więckowice, NIP 675-148-53-20) in my country of the tax residence, as a tax resident according to the tax and legal requirements and regulations within the above the country.

I declare that my Bank Account Number for income transfer is:

Bank Account number	Currency
SWIFT:	IBAN:

Moreover, I am aware that I am obliged to deliver to DuoLife S.A the **Certificate of Tax Residence** of my country of residence, issued by the tax office relevant for my place of residence.

I am aware that the certificate, together with the completed and signed statement, should be delivered to the company's address given above. Otherwise, the payment will not be processed.

The original documents should be delivered to:

Company: DuoLife S.A.

Address: Ul. Topolowa 22, 32-082 Więckowice, Poland

The scan of the above documents shall be sent to: **payment@duolife.eu**

Name
Signature



DuoLife

ORDER OF WITHDRAWAL

Appendix no 5

I, the undersigned

first name	family name
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As a Member of the DuoLife Club with a number:

ID:

I request payment of the accumulated points, collected as part of the DuoLife Club's activities, amounting to

amount

in the form of a monetary benefit in

Euro / Dollar

converted according to Terms and Conditions of Duolife Club.

to my bank account:

Bank Account number	Currency
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SWIFT:	IBAN:
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Date	Signature
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DuoLife

UMOWA O ŚWIADCZENIE USŁUG SERVICES CONTRACT

Appendix no 6

zawarta w dniu

w miejscowości

concluded on

in the city

pomiędzy:

DUOLIFE S.A. z siedzibą w Więckowicach, ul. Topolowa 22, 32-082 Zabierzów, wpisaną do rejestru przedsiębiorców Krajowego Rejestru Sądowego pod numerem KRS 0000638495, NIP 6751485320, reprezentowaną przez Prezesa Zarządu Bartosza Królikowskiego, zwaną/ym dalej **Zleceniodawcą**, a

Imię i nazwisko

zwaną/ym dalej **Zleceniobiorcą**Zwani dalej łącznie zwani **Stronami** bądź osobno **Stroną**.

§ 1 Przedmiot umowy

- Przedmiotem umowy jest świadczenie usług w postaci promocji produktów i usług oferowanych przez Zleceniodawcę (dalej: Produktów) oraz Klubu DuoLife przez Zleceniobiorcę na rzecz Zleceniodawcy.
- Zleceniodawca zobowiązuje się udostępnić Zleceniobiorcy wszelką niezbędną dokumentację.
- Przedmiot umowy będzie wykonywany przy niezbędnej pomocy Zleceniodawcy. Jednak nie będzie on wykonywany pod pełnym kierownictwem Zleceniodawcy.

§ 2 Obowiązki Zleceniobiorcy

- Do zadań Zleceniobiorcy należy:
 - promocja Produktów poprzez działania marketingowe, których celem jest wywołanie fali rekomendacji Produktów wśród konsumentów, poprzez umożliwienie im osobistego doświadczenia z Produktem i wspomaganie rozprzestrzeniania się tych rekomendacji, za pomocą odpowiednich narzędzi,
 - rozprzestrzenianie informacji i promocja Klubu DuoLife poprzez przedstawianie zasad jego działania, korzyści oraz perspektyw.
- Powyższe zadania Zleceniobiorca będzie wykonywał osobiście lub przez osobę trzecią, którą wskazał. Zleceniobiorca ponosi pełną odpowiedzialność za czynności wykonywane przez osoby trzecie, którym powierzył wykonanie poszczególnych czynności na rzecz Zleceniodawcy.
- Na każde żądanie Zleceniodawcy Zleceniobiorca sporządzi raport ze swoich czynności obejmujący ostatnie 30 dni do momentu przekazania mu tego żądania na piśmie.

§ 3 Wynagrodzenie

- Za wykonanie przedmiotu umowy Zleceniodawca zapłaci Zleceniobiorcy wynagrodzenie wyliczone na podstawie osiągniętej prowizji w danym okresie rozliczeniowym, zgodnie z Planem Kompensacyjnym Klubu DuoLife stanowiącym załącznik nr 1 do niniejszej Umowy.
- Wynagrodzenie będzie płatne na podstawie rachunku wystawionego przez Zleceniobiorcę. Jednocześnie Zleceniobiorca upoważnia Zleceniodawcę do wystawiania takiego rachunku w jego imieniu.
- Wynagrodzenie za usługę Zleceniobiorca będzie otrzymywał przelewem na konto bankowe w terminie 10 dni od daty wystawienia rachunku.
- Koszty związane z wykonaniem umowy będą pokrywane przez Zleceniobiorcę.

between:

DuoLife S.A. seated in Więckowice, ul. Topolowa 22, 32-082 Zabierzów, registered in National Court Register under no. KRS 0000638495, VAT no. PL6751485320, represented by President of the Board-Bartosz Królikowski, hereinafter referred to as the **Principal** and

Name and Surname

hereinafter referred to as the **Contractor**hereinafter jointly referred to as „**Parties**” or respectively **Party**.

§ 1 Subject of the contract

- The subject of the contract is the provision of services in the form of promotion of products and services offered by the Principal (hereinafter: Products) and the DuoLife Club by the Contractor to the Principal.
- The Principal undertakes to provide the Contractor with all necessary documentation.
- The subject of the contract will be performed with the necessary assistance of the Principal. However, it will not be performed under the full supervision of the Principal.

§ 2 Obligations of the Contractor

- The Contractor's tasks include:
 - promotion of Products through marketing activities, the purpose of which is to trigger a wave of Product recommendations among consumers, by enabling them personal experience with the Product and supporting the spread of these recommendations, using appropriate tools,
 - spreading information and promoting the DuoLife Club by presenting its operating principles, benefits and perspectives.
- The Contractor shall perform the above tasks in person or by a third party he has indicated. The Contractor bears full responsibility for the activities performed by third parties to whom he has entrusted the performance of individual activities to the Principal.
- At each request of the Principal, the Contractor shall draw up a report on his activities covering the last 30 days until such request is forwarded to him in writing.

§ 3 Remuneration

- For the performance of the subject of this contract, the Principal shall pay the Contractor a remuneration calculated on the basis of the commission obtained in a given billing period, in accordance with the DuoLife Club Compensation Plan constituting Annex 1 to this contract.
- The remuneration will be payable on the basis of a bill issued by the Contractor. However the Contractor authorize the Principal to issue the bill on behalf on the Contractor.
- The Contractor shall receive remuneration for this contract by transfer to the bank account within 10 days from the date of issuing the bill.
- The costs related to the performance of this contract will be borne by the Contractor.

**§ 4 Określenie terminów / Rozwiązanie umowy**

1. Umowa zostaje zawarta na czas nieokreślony.
2. Umowa o świadczenie usług może zostać wypowiedziana przez każdą ze stron, ze skutkiem natychmiastowym, jeśli:
 - a. któraś ze Stron nie wywiązuje się z terminów określonych w niniejszej umowie;
 - b. Zleceniobiorca nie wykonuje powierzonych mu zadań określonych w § 2;
 - c. Zleceniodawca nie uiszcza wynagrodzenia na rzecz Zleceniobiorcy w określonej wysokości, w określonym terminie.
3. Umowa zostaje niezwłocznie rozwiązana w przypadku, kiedy Zleceniobiorca złoży rezygnację z członkostwa lub zostanie wykluczony lub usunięty z Klubu DuoLife.
4. Rozwiązanie umowy musi mieć formę pisemną.

§ 5 Postanowienia końcowe

1. W sprawach, które nie zostały uregulowane niniejszą umową, zastosowanie mają przepisy polskiego Kodeksu cywilnego i inne właściwe polskiemu prawu.
2. Ewentualne spory powstałe w związku z wykonywaniem niniejszej umowy rozstrzygane będą przez właściwy polski sąd powszechny.
3. Jakikolwiek zmiany w treści niniejszej umowy muszą być dokonane w formie pisemnej.
4. Umowa została sporządzona w dwóch jednobrzmiących egzemplarzach, po jednym dla każdej ze stron.

Zleceniodawca

Zleceniobiorca

Załączniki:

/Plan kompensacyjny

§ 4 Defining dates/Termination of the contract

1. The contract is concluded for an indefinite period.
2. The contract shall be terminated after the service has been carried out in accordance with the deadline specified in point 1 above.
3. This contract may be terminated by each party with immediate effect if:
 - a. any Party fails to meet the deadlines set out in this contract;
 - b. the Contractor does not perform the tasks assigned to him specified in § 2;
 - c. the Principal does not pay remuneration to the Contractor in a specified amount, within a specified period.
4. The contract is terminated immediately if the Contractor withdraws from the DuoLife Club.
5. Termination of this Contract must be in writing.

§ 5 Final Provisions

1. In matters not regulated by this Contract, the provisions of the Polish Civil Code shall apply and other relevant Polish law.
2. Any disputes arising in connection with the performance of this contract shall be settled by the competent Polish court of law.
3. Any changes to the content of this contract must be made in writing.
4. The contract has been drawn up in two identical copies, one for each party.

The Principal

The Contractor

Appendix:
/Compensation Plan