



Memorandum

To : All Stockists
CC : K.Y.Tan, Alan Wong, Y.C. Chong, Jeffrey Tee, S.G. Lim, All Departments
From : Stockist Department
Date : 17/02/2008
Re : **Recall Products - Women Lobata, Superclay, Arginine Plus and Pythogen Plus**

Warm greetings from Smart Naco!

In view of the expiring date for the products, the management decided to discontinue its sale.

Please do a stock-take and submit/fax a Product Exchange Form with the balance quantity of the said product back to the Stockist Department within **Two Weeks** from the date hereof for verification and approval. Any Product Exchange Form that is submitted / faxed after the deadline will not be accepted.

Your immediate attention and cooperation is much appreciated.

Thank you.


大家好！

有鉴于产品的有效限期将至，公司决定停止销售以上产品。

因此，请大家尽快进行存货盘点，然后于此备忘录日期的两个星期内呈交/传真产品调换表格 (Product Exchange Form) 给存货商部门予以核实及批准。公司将不接受任何于最终期限后呈交/传真之表格。

谢谢大家在此事件上的关注及合作！

Best regards,



KIAH THING LEONG
STOCKIST CUM WAREHOUSE MANAGER