



MEGA GLORYOUNG INTERNATIONAL CORP.

AIC Burgundy Tower 21st Floor Unit 2111,
ADB Avenue corner Sapphire and Garnett Road,
Ortigas Center Pasig City.

SOP-DN-001

June 26th, 2024

MGI HQ PHILIPPINES IONSPEC DONATION PROGRAM **S.O.P** (STANDARD OPERATIONAL PROCEDURE)

PROCEDURE OBJECTIVE

The objective of this document is to present a standard procedure for the implementation of the **MGI HQ PHILIPPINES IONSPEC DONATION PROGRAM**. The intent of this document is to standardize and record the process for execution of the program. This procedure is for use by all MGI members who responsible for the request of donation applications.

MGI CORPORATE SOCIAL RESPONSIBILITY

MGI belief that businesses have a greater duty to society than just providing jobs and making profits. Implementation of social awareness or CSR activities is one manifestation of MGI's mission, increasing franchise value and stakeholder value, where we strive to actively contribute to building community health and welfare.

MGI's CSR program is implemented under the umbrella of the Glaucoma Society, the Floater Eye Association, and the IonSpec Foundation. The "Donation of One Million Glasses" program for Glaucoma Sufferers throughout the world were implemented since 2017. The program has been based on the concept of sustainability and shared value between the community development. The aim is for the Company and society to both obtain long-term benefits.

PROGRAM RULES

MGI does not match donations to any organization that discriminates based on age, race, national origin, religion, color, sex/sexual orientation, gender/gender identity, political ideology, pregnancy, veteran, or disability status.

- Donation request form along with documents stated in this s.o.p must be handover to the company for releasing of the donation products.
- All MGI members shall comply with the local authority rules and regulations in order to carry out the donation program/event.
- Making excessive and exaggerated claims regarding the therapeutic benefits of the donation products from the prescribed marketing and promotional statements of the company is a violation that can be meted with penalty of expulsion or cancellation of MGI membership and a possibility of legal action.
- All MGI members have to seek approval from the company in formal writing in order to cooperate with other organization or charity program in carrying out any event.

PROCEDURE FOR GLAUCOMA

This Social Program is to donate products to personnel diagnose with Glaucoma.

1. All applicants will have to fill in application form, the Glaucoma Patient Application Form will be sent by the company upon request or can be easily downloaded from MGI website (www.mgiclub.com).
2. Application has to attached with patient diagnosis such as:
 - Copy of OCT (Optical Coherence Tomography) scan
 - Copy of certificate/proof of diagnosis from the doctor/specialist
 - Copy of government issued ID
3. Admin staff will verify the information on all the documents provided.
4. Donation products will then be deliver/handle to the requested member/personnel.
5. A photo with clear shot of the patient receiving donation shall be send/email to the company.

Failure to send donating photo to the company for filing purposes will be treated with donated products charges (*P3500 per pcs*).

Any delivery fee of donations glasses will be shouldered by the requested personnel/members unless waived by the company subject to circumstances. Delivery charges will be based on the courier service rate only.

PROCEDURE FOR KIDS UNDER 14 YEARS OLD

This social program is to donate products to Kids under 14 years old with Farsightedness (+/plus) or Nearsightedness (-/minus) of 5 Dioptre (D) / 500 degrees.

Donation for kids only to be carry out during MGI MOM/social event, whereas patient will have to be examine by the optician which collaborate with the company to attend the event.

The donation of products will then only be held during the next MGI event, applicants along with parents' attendance are required.

1. All applicants will have to fill in application form, the Glaucoma Patient Application Form will be given by the company upon request or can be easily downloaded from MGI website (www.mgiclub.com).
2. Eye examine will be carry out during MGI event only, examination results from optician that is not in collaboration with MGI or not during MGI event is not accepted.
3. Application has to attached with document:
 - Government issued ID of applicant/applicants' parents.
4. All documents will have to send to the company office for verification.
5. Donation products will be sent out by the company before the date of the next MGI event.
6. A photo with clear shot of the patient receiving donation shall be send/email to the company.

Failure to send donating photo to the company for filing purposes will be treated with donated products charges (*P3500 per pcs*).

Any delivery fee of donations glasses will be shouldered by the requested personnel/members unless waived by the company subject to circumstances. Delivery charges will be based on the courier service rate only.

KEYNOTE

The Donation S.O.P (STANDARD OPERATIONAL PROCEDURE) published to avoid any confusion to different types of transactions, member/personnel were urge to follow as its necessary to ensure the office complete its task with smooth operation in order to carry out the donation programs in the Philippines. The company would also like to reiterate that members shall conduct its membership activities with responsibility and honesty.

This S.O.P will be updated and revised to new issues that may arise over time and updated as new applicable regulations or procedures. The operational procedure shall remain unchanged until further notice.

S.O.P issued on: June 26th ,2024.