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ATOMY KINGDOM

Education Centre Application Full Tutorial

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### Introduction & Tutorial

- Education Centre Introduction
- Application Requirements
- Physical Requirements
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- How to Apply
- EU Members Application Start Date

## COMPANY MOTTONS

CHERISH THE SPIRIT

CREATE THE VISION

FOLLOW THE FAITH

SERVE IN HUMILITY

AH ZA! AH ZA! AH ZA!

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Let's recite the Company Mottos together!

# Education Centre Introduction



## What is an Education Centre?

Education Centre serves as an offline hub for **networking, education** and **order collection** for Atomy members. There is the incentive of 6% of a Centre's total PV to be paid to the Centre Leader to cover the operational expenses.

Payment schedule:

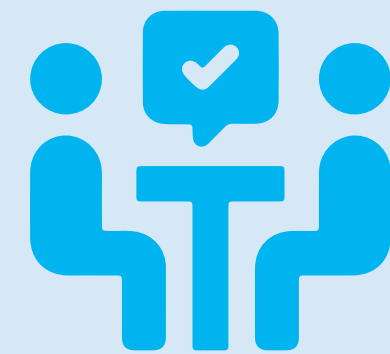
1st cycle - 1st to 15th each month: Pay on the 22nd

2nd cycle - 16th to last day of the month: Pay on the 7th

\*All timings are based on Korean Standard Time

## Centre Leader Responsibilities

- Manage programmes of the Centre, prepare and plan annual activities and schedule
- Resolve member disputes
- Be responsible for the safety and organisation of order deliveries to the Centre
- Encourage members to participate in Atomy UK's activities
- Members' personal information and data must be well protected. It should not be disclosed to any third parties without written consent from members
- Must not engage in any reselling activities of Atomy products



## Mission and Purpose of an Education Centre



- To educate members and train potential Distributor members
- Spread the word of Atomy – demonstrating the products with Absolute Quality, Absolute Price!

**It's not about income, but educating members and provide help to members!**

# Education Centre Application Requirements

## Application Requirements

- Must have accumulated at least **5 million PV or above:**
  - Accumulated minimum 700,000 Personal PV + 4.3 million Group PV from Atomy UK Shopping Mall orders in the past 12 months
- Attended at least 1 Atomy Success Academy / 2 One Day Seminars in 6 months
- Must have a recommendation letter from a Diamond Master or above
- Not a member of any other multi-level marketing companies
- No criminal record / membership suspension or warning record

## Recommendation Letter

- During application, you will need to input member ID of a Diamond Master/above who is recommending you to be the Centre Leader
- He/she can belong to any Atomy branch

### Recommendation Letter (If recommender's 8-digit ID includes S, please search with S (e.g. S0120000))

Search

**i** Recommendation Letter (If recommender's 8-digit ID includes S, please search with S (e.g. S0120000))  
Diamond Master , SharonRose Master , Star Master , Royal Master , Crown Master , Imperial Master Only positions can be selected as referrals.

Centre

주은

Name

\*인\*

Mastership Diamond Master


**i** Sign the Recommendation Letter

I will send the signature request for the Recommendation Letter by email to the member above.

Delete

## Recommendation Letter

- The recommender will receive an email in his/her **Atomy** account email
- He/she must fill in the recommendation letter and submit it before you can proceed



### Request approval of recommendation letter

Hello. (\*인\*) member (CHUL AAAA CHOI) registered as a recommender for opening your education center. We request you to sign a letter of recommendation.

Please check the information below, log in to the site and sign the recommendation letter.

#### Referrer Information

Name(EN)      \*인\*

[Go to Sign](#)

This e-mail is sent only and cannot be answered.  
Copyright © 2020 ATOMY

atom美 Recommendation Letter

Please write this recommendation letter in English or Applicant's branch language.

I \*인\* (hereinafter referred as "Recommender") recommend \*H\*L A\*A\* \*H\*I (hereinafter referred as "Centre Applicant") as a Centre manager.

- Following are the reasons the Recommender vouches the Centre Applicant as a new manager:  
(e.g. strengths, knowledge and skills, certifications, business experience with Atomy etc.)

- The Recommender's plans to support the Centre Applicant are as follows:

- The Recommender agrees and vows to keep the followings:
  - The Recommender will lead the Centre Applicant to observe Atomy's principles.
  - The Recommender will make joint efforts with the company to solve the problems regarding the Centre.
  - The Recommender will take responsibility for the consequences with the Centre Applicant.
  - The Recommender guarantees that Centre Applicant will observe the domestic law and Centre operation regulations and principles.
  - The Recommender will help the Centre to grow sturdily and Centre Applicant to lead the business safely.

Date : 2021.06.29      Recommender's name : \*인\*

Signature of Recommender

[Save](#)



## Operational Plan

- a 6-12 months operational plan needs to be submitted, it could be in calendar format
- Dates of your activities can be changed if needed, make sure it doesn't clash with Company's events e.g. One Day Seminar

### Global Happiness Center Lecturers details

Period	Topic	Education Curriculum	Comment
Aug	Atomy Basics	<ul style="list-style-type: none"> <li>• Foundation Class: In consideration of the age of the business partners, we teach members how to register, register as a distributor, how to understand the lineage and use the Atomy office online as well as ordering products and being able to attend online seminars and team group zoom meetings.</li> <li>• Advanced Class: We teach the importance of individual small group meetings as well as how to educate partners, how to do a company introduction, Show the Plan, how to introduce and share products and general know-how on managing your own partner groups.</li> </ul>	<ul style="list-style-type: none"> <li>• All lectures are based on mutual communication between sponsors and partners. Sharing product reviews and field experiences are a must in each meeting.</li> <li>• All lectures change according to the level of attendees, and foundation lectures are allocated for new entrepreneurs every month.</li> <li>• Every month, after the Success Academy, we take time to write down and share our 'life scenarios.'</li> </ul>
Sep	Atomy Company	Atomy isn't your typical MLM company but a company of 正善上略 (Being honest and sincere is the best strategy). Atomy is a business developed with Principle-oriented culture, A company with a Mutual Growth Culture as well as a sharing culture. We aim to strength organization growth through education of the company's mottos and cultures.	
Oct	Understanding Network Marketing	There are many individuals who are not fully aware of how network marketing works and fail not long after they commence. We plan to provide thorough education so that we can set the right business direction and speed up the business process. Through this, we strive to create many instructors in the organization.	
Nov	Atomy Compensation Plan	Atomy distributors need to know the basics of the compensation system, so we plan to cover everything from the basics right down to the core. In particular, we take time to deeply understand the philosophy of the founder, Chairman Park Han-gil embedded in the compensation plan.	
Dec	Group Utilisation	On-site training for membership building, customer response methods, consumer building plans, meeting preparation status, Atomy delivery method, and the importance of teamwork	
Jan	A Distributors Code	We provide training necessary for success, such as the attitude and values that business owners should have, business training methods, and position plan. (8 core, auto sales master etc)	

Ipoh Kinta Center  
108, Jalan C.M Yusuf, 30250 Ipoh,  
Perak (Tel: 012-311 3412)

Operation hours :  
Monday - Friday : 10:00am - 5:00pm  
Saturday: 10:00am - 12:00pm  
Sunday : Close  
Lunch Time : 12:00 pm - 1:00pm

## February 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 Chinese New Year Center Close	2 Chinese New Year Center Close	3 Chinese New Year Center Close	4 Chinese New Year Center Close
5 Center Close	6 Chinese New Year Center Close	7 2:00 pm - 5:00pm Member Registerion	8	9 Center Close	10	11
12 Center Close	13 Center Leader Traning	14 2:00 pm - 5:00pm Member Registerion	15	16 2:00 pm- 5:00pm Online Puchase	17	18
19 Center Close	20	21 2:00 pm - 5:00pm Product Training	22	23 2:00 pm -5:00pm Online Puchase	24	25
26 Center Close	27	28 2:00 pm - 5:00pm Marketing Plan	1	2	3	4

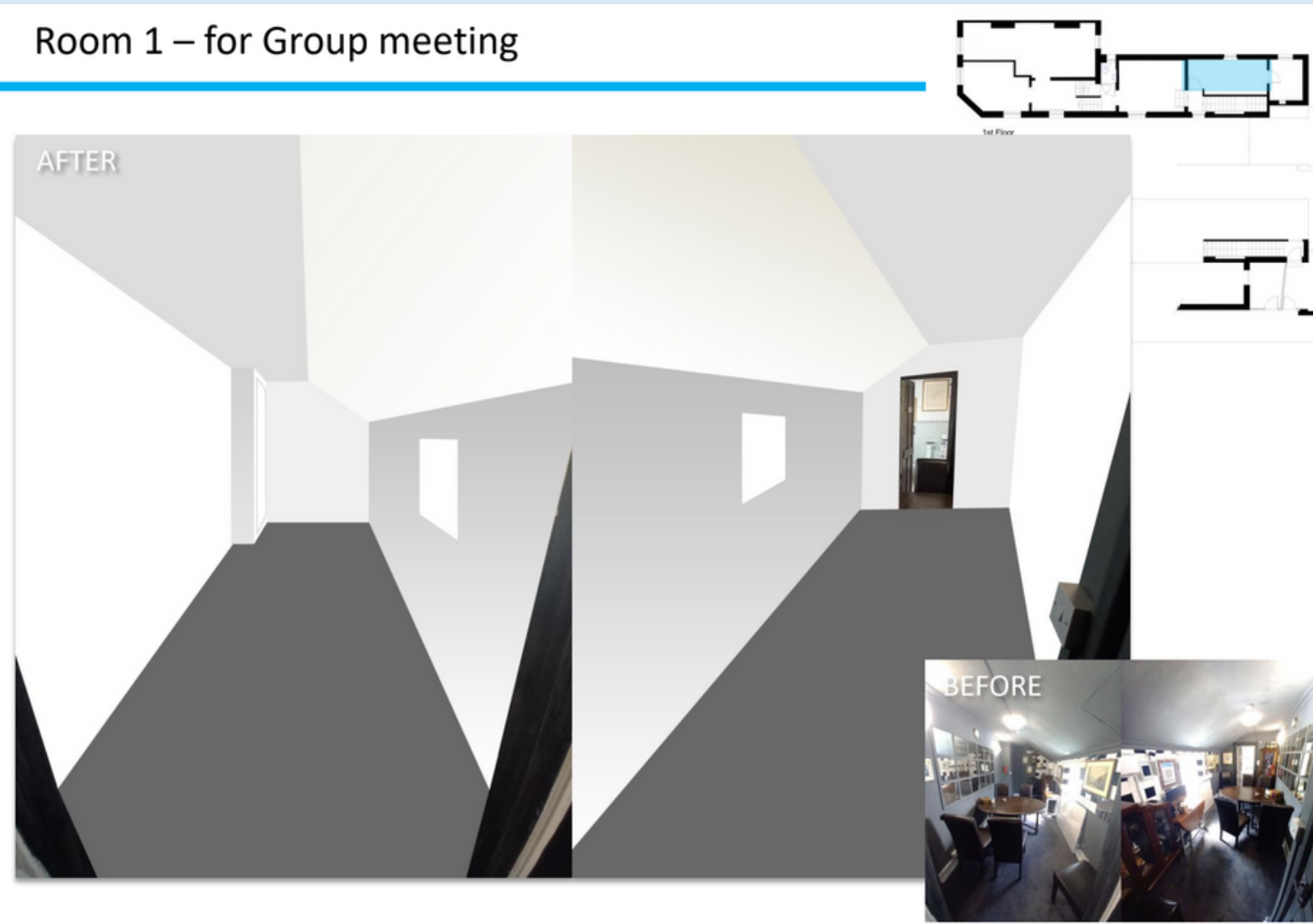
Atomy Ipoh Kinta Center [www.atomy.com/my](http://www.atomy.com/my)



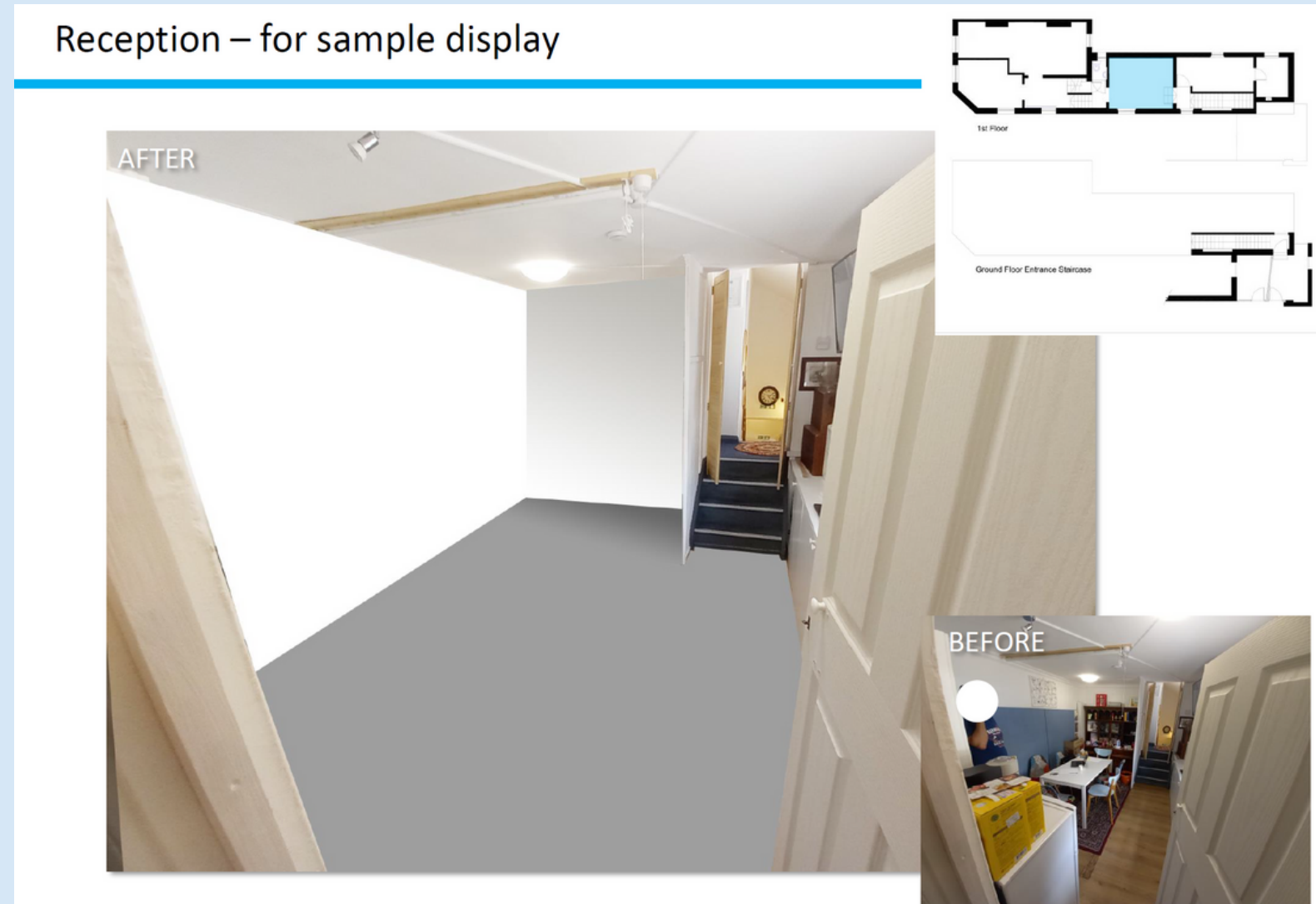
## Renovation Plan

- What renovation will be taken place?
- Before and After mock up photos - combine the photos and upload as a pdf

Room 1 – for Group meeting

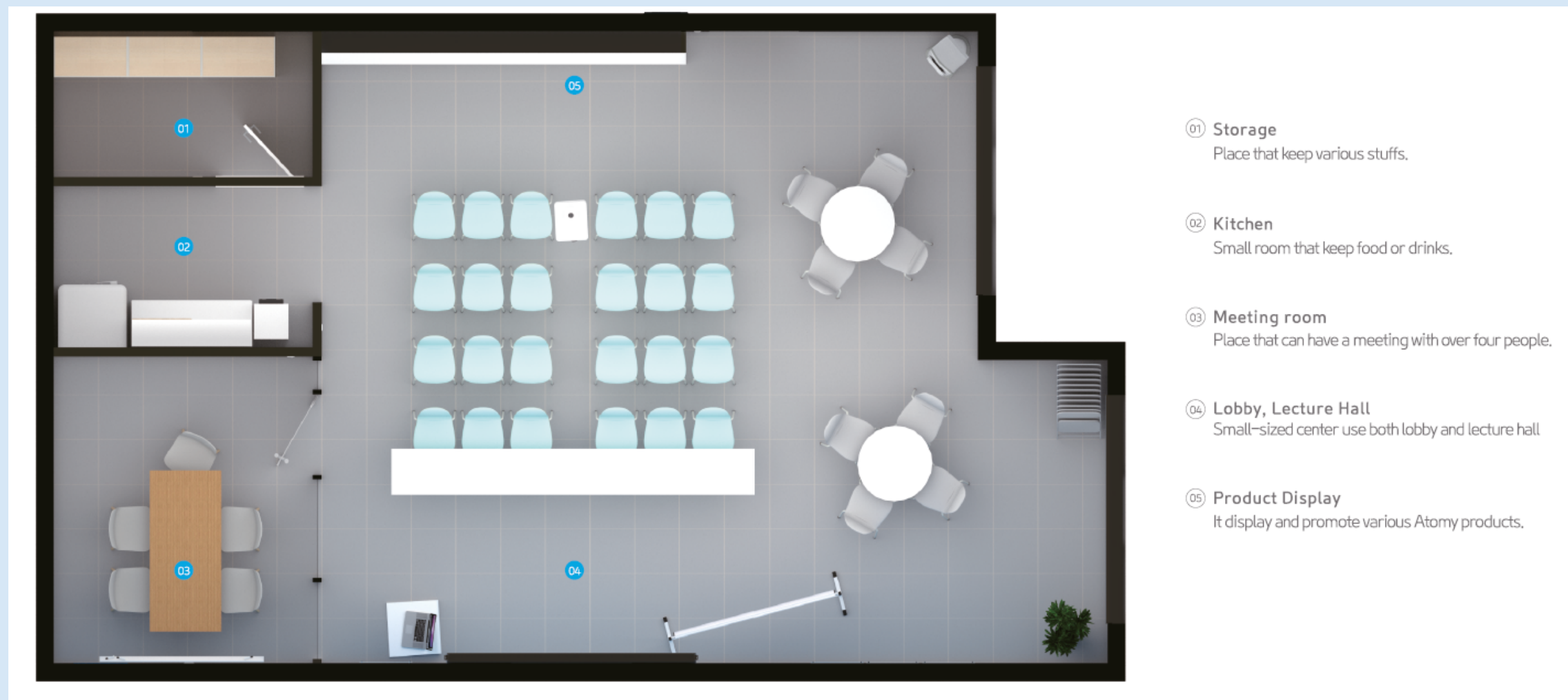


Reception – for sample display



## Floor Plan

- Floor plan, indicating the purpose of EACH room
- How will the product display shelves, computers, chairs, tables etc. be placed



## Conceptual Interior Design

- The color theme of the Centre
- Will the doors/walls be repainted white? What color will the wall be in?
- Will the floor be replaced? What material will be replaced with?
- Will the light bulbs be changed from yellow to white light bulbs to make the room brighter?



## Conceptual Interior Design





# Education Centre Physical Requirements

## Centre Application Physical Requirements

- Must be **at least 400 sq. ft. which can hold a capacity of 15 people at least**, with a clear fire route complying with the government's fire safety regulations
- No other Education Centre in operation **within 2km of radius**, please go to <https://www.atomy.uk/uk/Home/About/EducationCentre> to check the existing Centres
- Necessary equipment be available in the Centre (e.g. computer, projector, TV, tables)
- The Centre cannot be registered for other purposes e.g. You cannot run a beauty salon in the premise at the same time

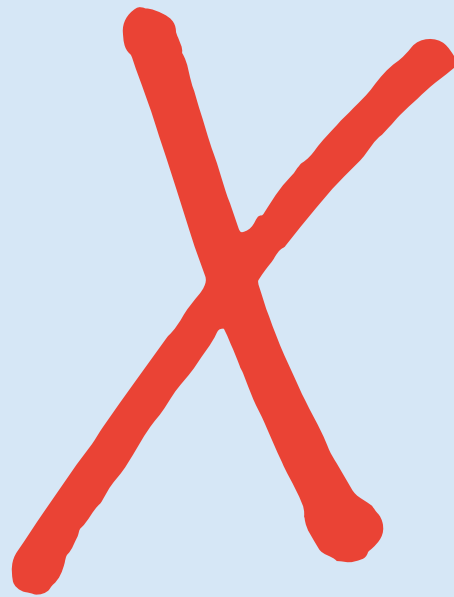
## Centre Application Physical Requirements

- Residential premises/properties are prohibited from being used, with the only exception of the following: Double-sized garage or annex building, which is separated from the main residential property with its own separate entrance.



## Centre Application Physical Requirements

- Must not be inside shopping malls or commercial centres, or locations that are easily mistaken as retail outlets



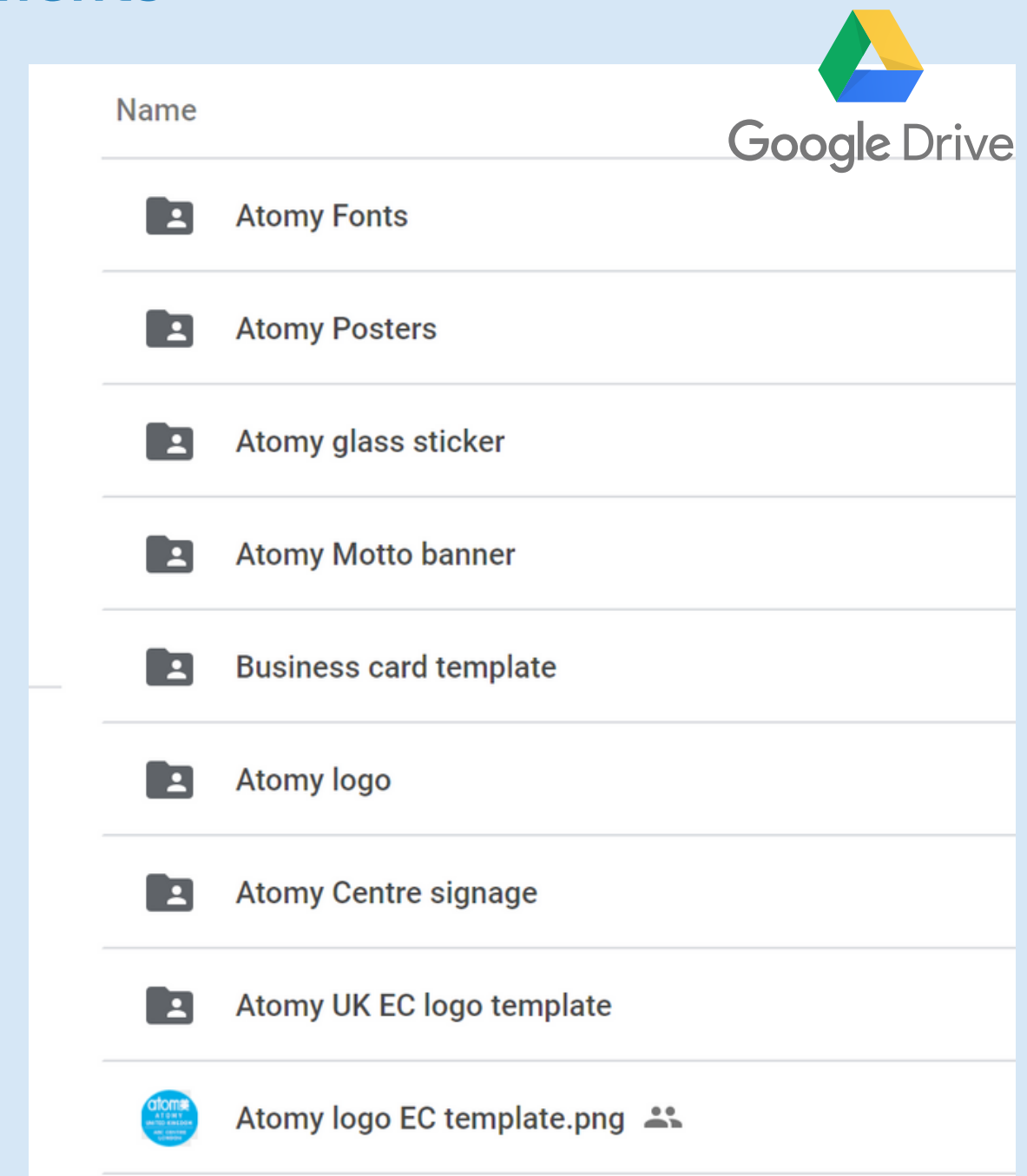
\*Photos from Google



# Education Centre Design Requirements

## Centre Design Requirements

- Upon Centre approval, you will receive a Google Drive link to access the templates (Adobe Photoshop/AI artwork files) for you to adapt
- Centre Leader is responsible for the printing expense like banners, posters printing

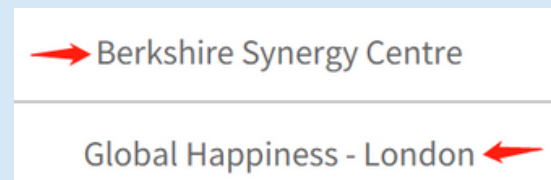


## Centre Design Requirements

- The printing materials must be in Pantone 2995C blue / white only



- You must adapt the sample design and use the Atomy font
- **Centre name should include the City**



- Using a local language for the Centre name is allowed for EU only
- Please submit the design for approval to [uk@atomy.kr](mailto:uk@atomy.kr), with subject "Education Centre design approval" before printing

## Centre Design Requirements – Signages



- You MUST follow the above template design: LOGO – ATOMY – Centre details
- Centre name can be in a local language e.g. Spanish, the logo and Atomy word must be in English
- Must use Atomy font

## Centre Design Requirements – Door/Window Sticker



- Door visual area: Starts from 400mm above bottom minimum
- Recommended Material: Translucent finishing
- NOTE: The exact measurements, font size are subject to the Centre in real situation



## Centre Design Example - Signages



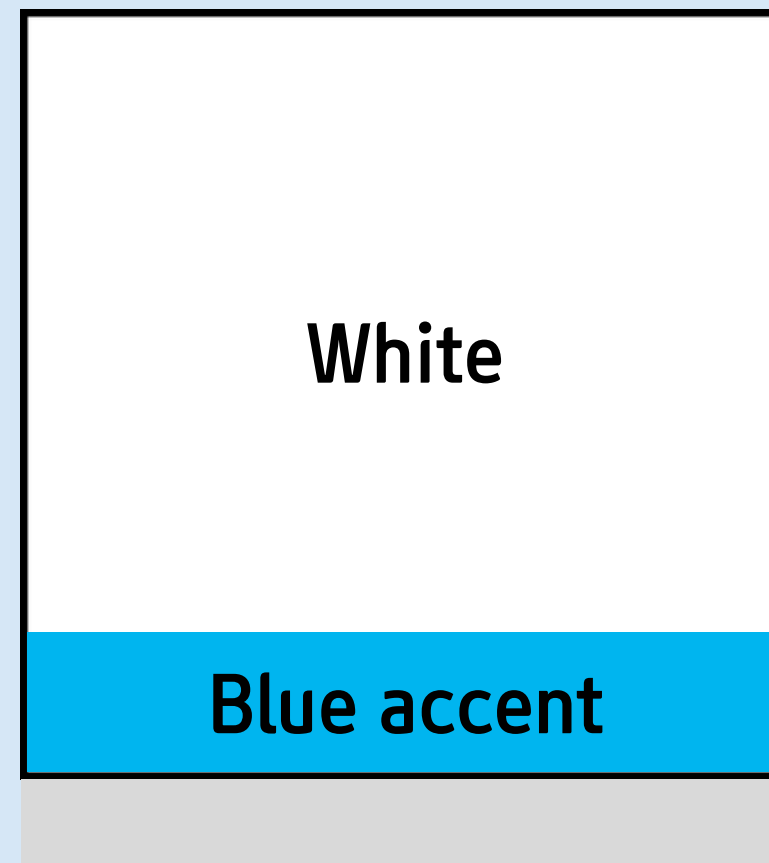


## Centre Design Example – Window Sticker



## Centre Design Requirements – Walls and Chairs

### Wall colours



### Chairs



You can use any type of chairs but we require you to use only ONE colour for all the chairs, with one of the above colour choices: white, blue or black



## Centre Design Requirements – Walls and Chairs





## Centre Design Requirements – Display Shelves, Computer Equipment



- Display shelf: Put the products Atomy UK/EU is selling in eye-catching area
- Computer equipment : Good to have computer stations to guide new members in signing up and how to change affiliated Education Centre

## Centre Design Requirements – Posters

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### Company Motto

Cherish the Spirit  
Create the Vision  
Follow the Faith  
Serve in Humility

### Vision

Customers Success — Distribution HUB — Premier Company

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### The Role of a Education Centre Leader

An Atomy Education Centre Leader manages members and acts as a Members Hub

Atomy Education Centres are operated by a qualified Centre Manager who provides information with purpose of networking and educating members. Atomy expects the Education Centre Leader to follow these qualities:

---

#### A Friendly Centre Leader

Every single member is the most valuable asset that Atomy has. Every member must feel as they are being treated valuably and therefore the leaders must respond to every member's queries with kindness.

#### A Smart Centre Leader

An Education Centre is a place where the leader is to provide valuable information to its members, therefore the Centre Leader must be capable of relaying accurate information and have a good understanding of its operations. The Centre Leader must have full knowledge of the Atomy Business in order to provide the correct information to its members.

#### An Honest Centre Leader

An Atomy Centre Leader manages important information of many members and hence must manage all information securely with confidentiality, whilst avoiding enticement of gathering members through the internet and other illegal activities.

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### Our Mission as an Education Centre

#### “Our Promise”

1. We shall take great care with members confidential information.
2. We shall not decline members requests with a “NO”.
3. We shall try our best to resolve any problems our members are facing.
4. We shall upkeep Atomy's image by providing friendly and humbling service.
5. We shall always look from the viewpoint of the members and respond accordingly.
6. We shall work hard to attain full knowledge so that we respond to members queries accurately.
7. We shall always follow the Atomy's Code of Conduct.
8. We shall take pride in being a leader and adopt and build around Atomy's Code of Conduct principles.
9. We shall form a team with positive spirit and develop attitudes that uphold mutual respect for each other.

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### Code of Conduct

Atomy Leaders shall upkeep a 'principle driven mindset' as the leading Code of Conduct for their business practices.

1. Atomy members should maintain a 'principle driven mindset' as the leading Code of Conduct for their business practices.
2. Atomy members shall not have a 'profit driven mindset' which could cause a break down of trust between members.
3. Atomy members must not trade personal connections in any way, by recruiting members between members, change members lineage, using a false name, etc.
4. Atomy members shall not perform any monetary exchange between its members, cash or credit card, except direct transaction with companies.
5. Atomy members are strictly forbidden from all forms of disorderly conduct during business activities, such as drinking, illegal activities, etc.
6. Atomy members must not make necessary purchases that is similar to 'betting', such as intentional price breaking, dumping and other activities that may disrupt genuine consumption and genuine resale.
7. Atomy members shall support on 'positively changing the face of network marketing' through Atomy, and lead the standard for a top tier distribution centre.
8. Atomy members shall endeavour to establish perfect distribution ethics. Ethics are not relative but an absolute!
9. In the case of a breach of Code of Conduct, members should not object to the decision made by the 'Committee on Standards of Conduct' to impose penalties.

NOTE: Atomy will provide the poster artwork files to the approved Centres

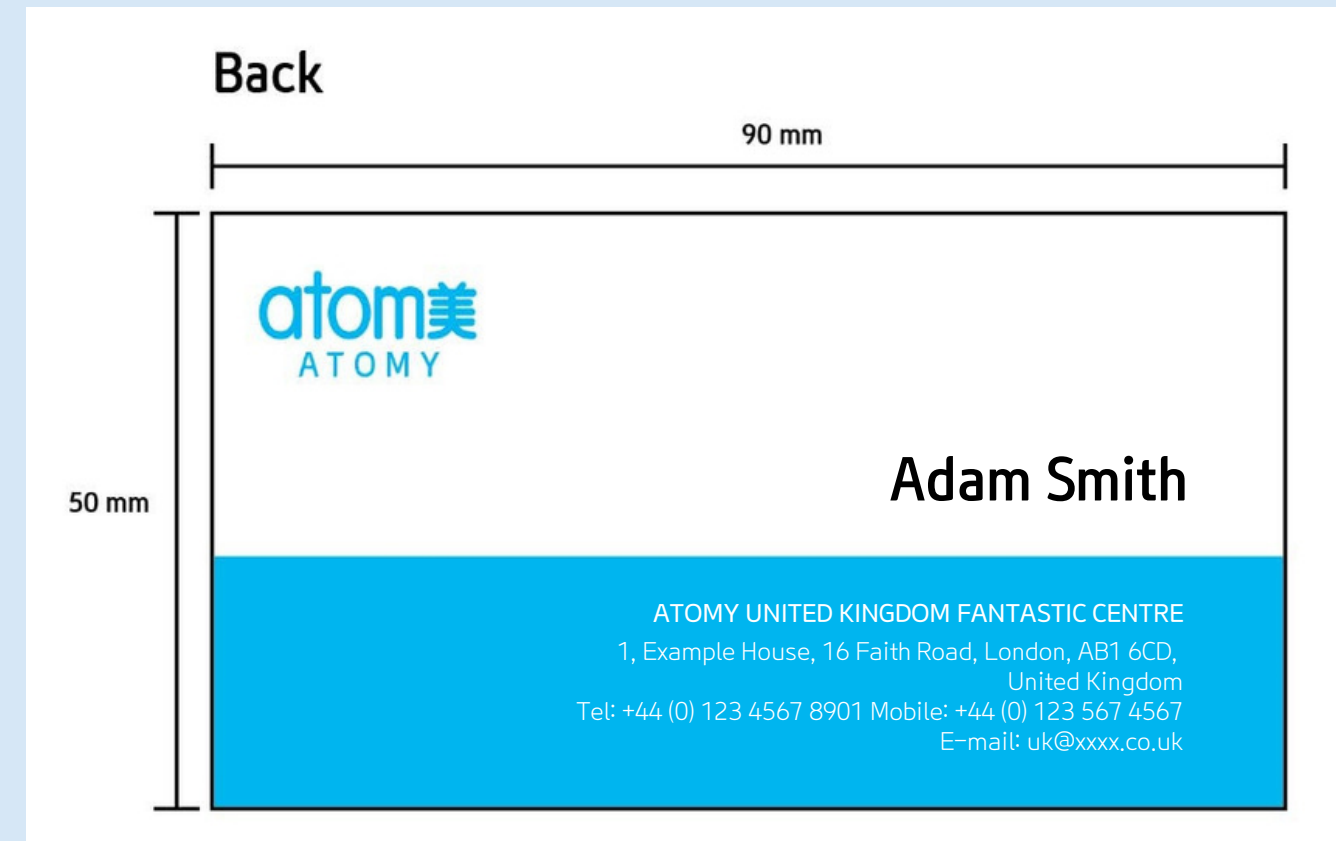
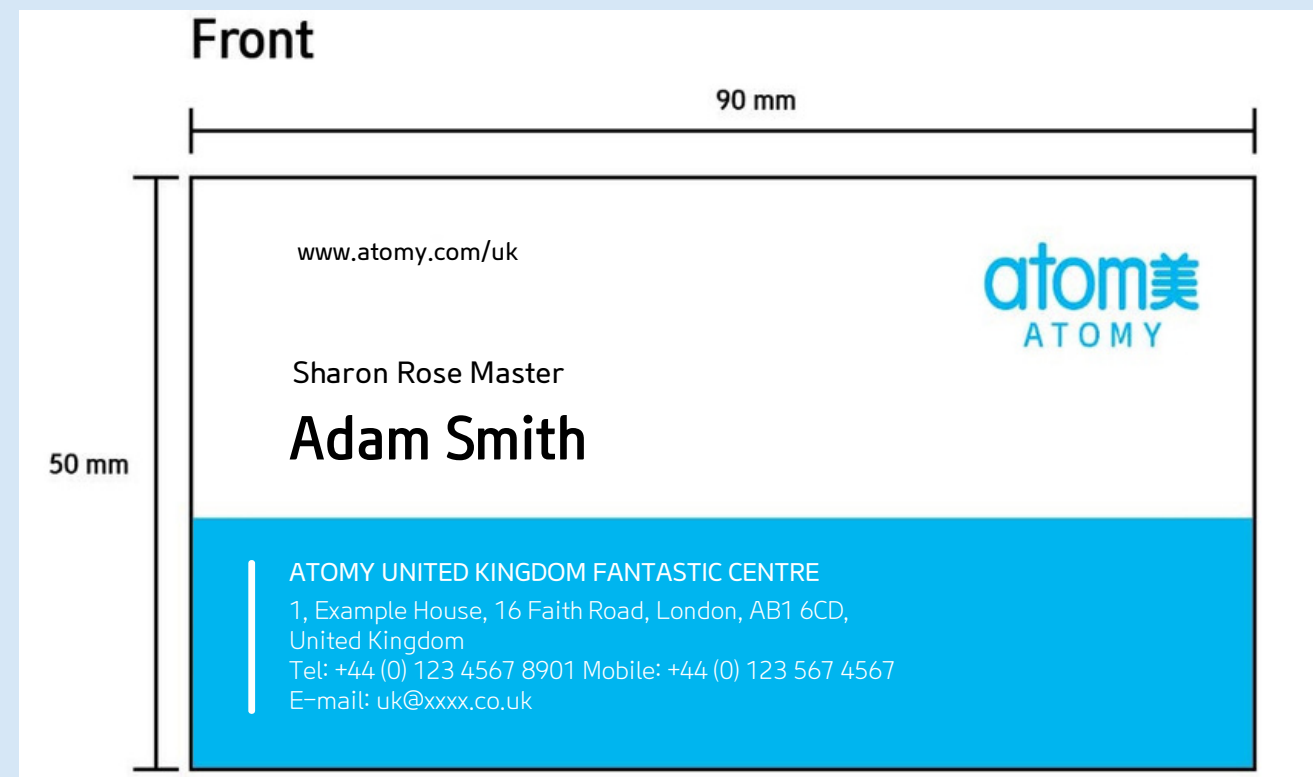


## Centre Design Requirements – Posters



- Posters to be put in eye-catching area

## Centre Design Requirements – Business Card



### Contents

Font: Atomy Font (Medium)  
Size: 7pt  
Horizontal Scale: 95%  
Tracking: -20

### Name

Font: Atomy Font (Bold)  
Size: 15pt  
Horizontal Scale: 95%  
Tracking: 250

### Education Centre Name

Font: Atomy Font (Bold)

### Details: Address – Phone number – Email Address

Font: Atomy Font (Medium)  
Size: 7pt  
Horizontal Scale: 95%  
Tracking: -20

## Centre Design Requirements – Centre Logo



UK



EU

- Logo template will be provided, you must use the template to adapt your Centre logo
- You can only change the Centre name, not the logo

# How to Apply (Steps)

## How to Sign Up

Go to Education Centre application online portal  
[globalcenter.atomy.com](https://globalcenter.atomy.com)   
to apply for an Education Centre.

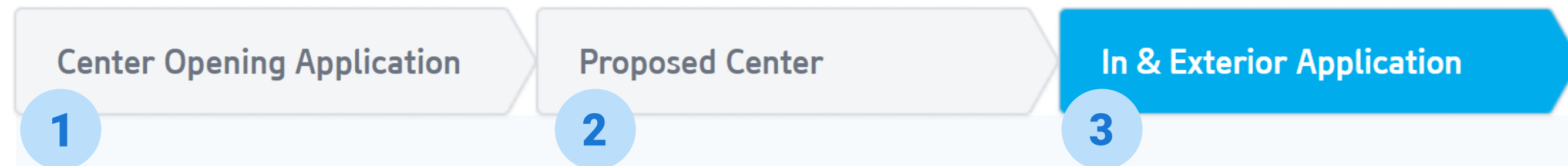
It enables you to undergo the whole application there.  
Atomy UK will review and update applicants the application result on the portal.





## Application Steps

### Opening Application



- There are 3 parts of application, Atomy UK will review each part of application before you can proceed to the next one
- You can only proceed signing the lease contract, **ONLY** after part 2 - Proposed Centre Application has been approved

## Application Steps – Step 1

### 1 Centre Opening Application

- This part is for you to upload your background information, recommendation letter, operational plan, operational member list as well as your motivation and goals
- You should also check the information associated with your Atomy account is correct: [www.atomy.uk](http://www.atomy.uk) > MY OFFICE

After you have submitted this part, please wait up to 7 working days for us to review.  
Please be reminded **do NOT sign any lease contract** nor commit to any renovation agreement at this stage.

## Application Steps – Step 2

### 2 Proposed Centre Application

- This part is for you to upload your proposed Centre information – Centre name, location, Centre property information like size and rental/month, photos and floor plan of the proposed Centre property and the renovation plan
- Centre Name should include your City e.g. ABC Centre London

After you have submitted this part, please wait up to 15 working days for us to review.  
You will receive the Atomy UK Education Centre Agreement via email upon approval of this part.  
AFTER you have read and signed the agreement, you will receive the artwork design templates and you can proceed signing lease contract and necessary refurbishment needed for the proposed Centre premise.

**You MUST send us the design of the banners, posters for approval before actual printing.**

## Application Steps – Step 3

### 3 In&Exterior Application

- This part is for you to upload the lease contract and photos of the refurbished Centre for final approval
- The banners, signages should have installed in the Centre at this stage

After you have submitted this part, please wait up to 7 working days for us to review.

Once this part has been approved, your Centre will be officially opened and visible on our website.

**Center Opening Application**

In&Exterior  Upload picture

**Lease Contract Info.**  
2022-01-04 - 2022-07-19

**Lease Contract**  
Upload Draft Lease Contract **UPLOAD** Lease Contract  
You can upload pdf, doc, docx, xls files under 40mb.

test.png x

**Exterior of the building**  
Register more than 1 photos.

Please take the photos of entire exterior of the building.

**Interior of the building**  
Register more than 1 photos.

**Signboard**  
Register more than 1 photos.

**Equipments**  
Register more than 1 photos.  
Please upload the pictures of computer, projector, TV, tables, chairs.

Temporary Save Save

©ATOMY CO.,LTD.

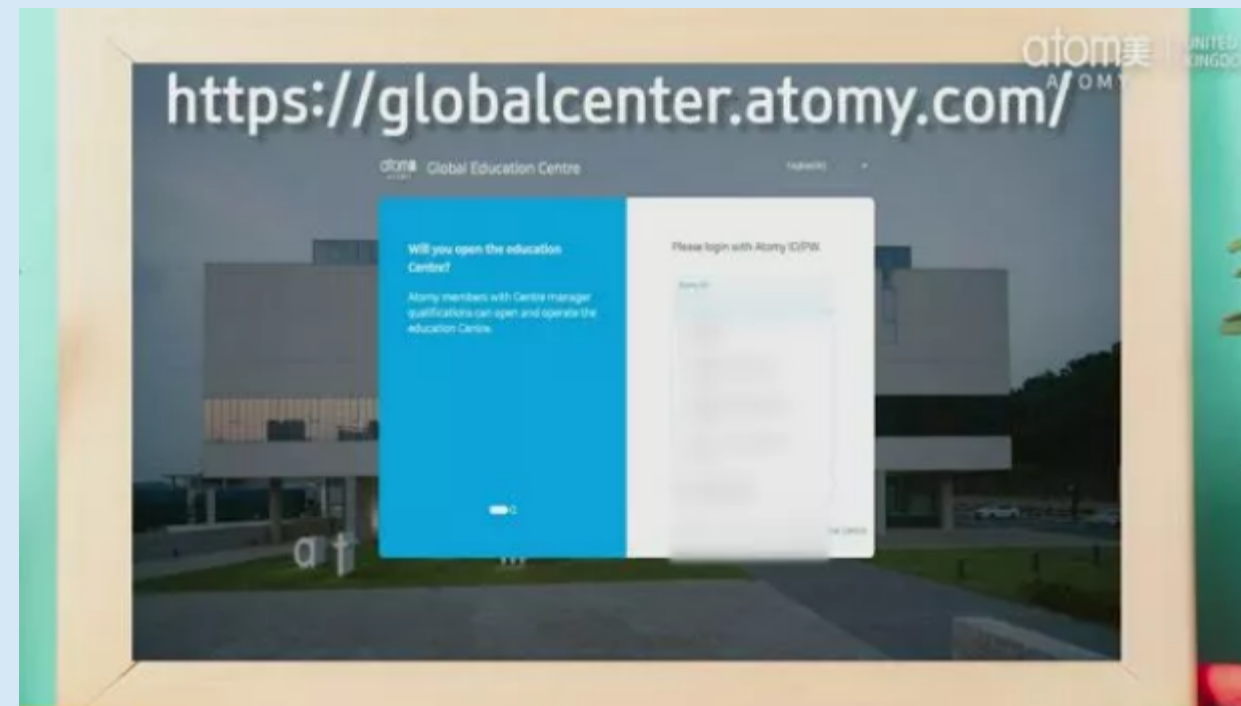
## How to Sign Up Steps



**How To Apply For An Education Centre**  
Here's the steps in applying for an Education Centre on <https://globalcenter.atomy.com/>.

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Sign up step by step text guide  
<https://bit.ly/3fiSwVW>

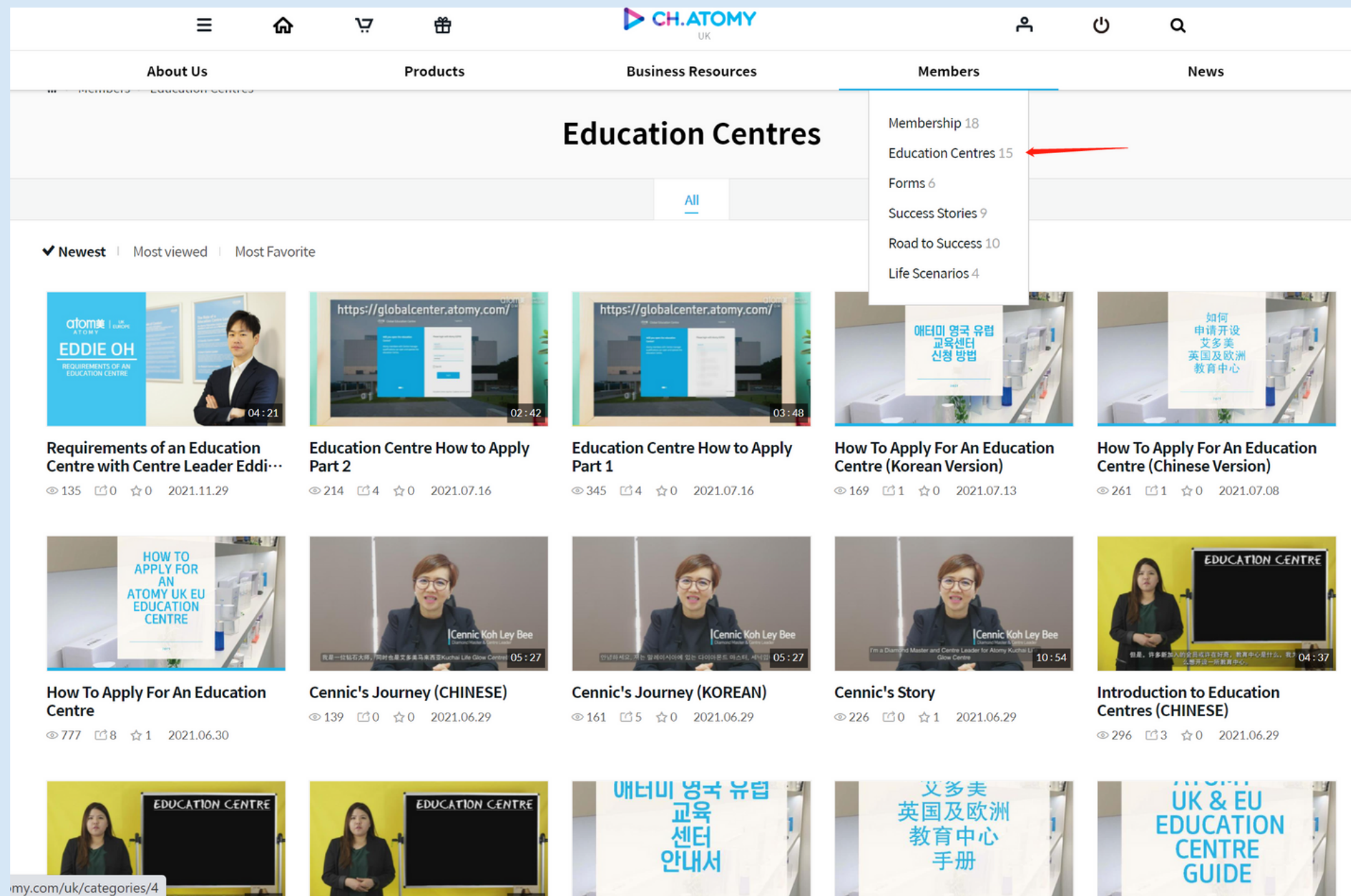
**Education Centre How to Apply Part 1** **Education Centre Part 2**  
A guide on the steps in applying the Education (Part 1 - Centre Openin  
[globalcenter.atomy.com](https://globalcenter.atomy.com/) (Part 1 - Centre Openin) 210 4 0 2021.07.16

CH.ATOMY

Sign up step by step video guide  
Part 1: <https://bit.ly/33uj7g4>  
Part 2: <https://bit.ly/33wAjBA>  
Part 3: <https://bit.ly/3r8qaEN>



# How to Sign Up Steps



More resources can be found on  
ch atomy uk - Members -  
Education Centre:

<https://ch.atomy.com/uk/categories/33>



# How to Apply (Changing members' affiliated Centre)

## Changing Members' Affiliated Centre

Most members of Atomy UK who were transferred/registered from our launch are affiliated with the default B000 ATOMY UK CENTRE

We will not move members' Centre from B000 ATOMY UK CENTRE to existing Centres until we have 5 Education Centres.

However, members can submit Centre Change request FROM THEIR "MY OFFICE" page for the time being.



## 1. Members submit Centre change request in MY OFFICE

Members can submit Centre change request by themselves by logging in on [www.atomy.uk](http://www.atomy.uk)

MY OFFICE > My Account > Edit My Account > Click "Change" next to Education Centre

- Change requests are processed twice a month on 16th and 1st

\*All timings are based on Korean Standard Time

My Account  
Life Plan for a Brighter Future

MY OFFICE > My Account > Edit My Account

Edit My Account

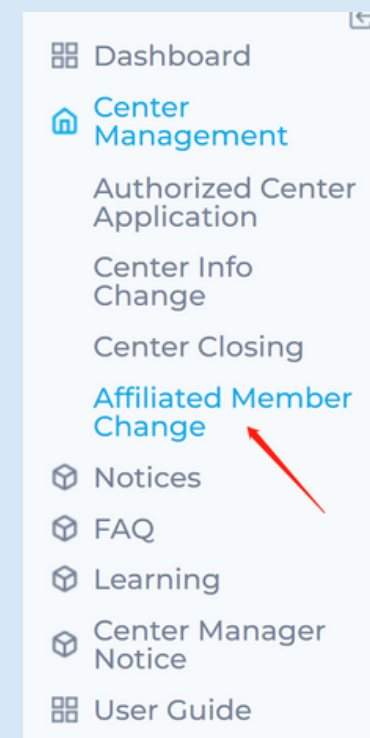
Name (ID)	CHUL TEST CHOI (28428107 / DISTRIBUTOR)		
Total PV	0 PV		
Location of Residence	UNITED KINGDOM		
* Email	<input type="text" value="awong"/>	@ <input type="text" value="atomy.kr"/>	<input type="button" value="Select Email"/> <input type="button" value="Send verification email"/> <input type="button" value="Verification Complete"/>
Citizenship	BARBADOS		
Passport	XXXXXX3AA		
Residency status in UK	Document type : Tier 1 Graduate Entrepreneur Visa Expiry date : 02/02/2023 Document number : XXXXXX321		
Bank Account no.	XXXXX531 (Sort Code: XX - XX - 23)		
National Insurance number	XXXXXX234		
Private Password	<input type="button" value="Change password"/>	* Guest Password	<input type="text" value="1234"/>
Education Centre	ATOMY UK CENTER	<input type="button" value="Change"/>	

## 2. Changing members' affiliated Centre from an existing Centre to yours

Centre Leader can request Centre change of members on the Centre portal, for those who are currently affiliated with another **EXISTING** Centre (NOT the default B000 ATOMY UK CENTRE)

Example: David is under an existing Centre B, Susan who is his upline and Leader of Centre A can submit a request on this page for Centre B Leader to approve changing David to Susan's Centre A.

Step 1: Log in on <https://globalcenter.atomy.com/>  
click "Affiliated Member Change" in the menu



## 2. Changing members' affiliated Centre from an existing Centre to yours

Step 2. Fill in the information - members you want to move to your Centre

**Request (Individual)**  
Please search the members you want to request for the center change.

Input ID (excluding S)

Results

ID	Name	Current Center	Add
23854220	ZZ XX CC VV	EJE DE LIDERES IMPERIAL ES CENTRO	<input type="button" value="ADD"/>

Selected member

ID	Name	Current Center	Delete
----	------	----------------	--------

**Request (Group)** X

If you want to change downline members of this member(Search ID), You should select the center which downline members you want to move are affiliated currently. (Current Center)

Input ID (excluding S)

Results

ID	Name	Current Center	Add
----	------	----------------	-----

Selected member

ID	Name	Current Center	Delete
----	------	----------------	--------

## 2. Changing members' affiliated Centre from an existing Centre to yours

Step 3. Centre Leader must agree with another Centre Leader BEFORE submitting the change requests

Step 4. The Centre Leader of the original affiliated member will receive your request, he/she will need to approve your request on the Centre portal, agreeing the member to move to your Centre

**NOTE: We will NOT involve in disputes among Centre Leaders**

HOME ▶ Center Management ▶ Affiliated Member Change

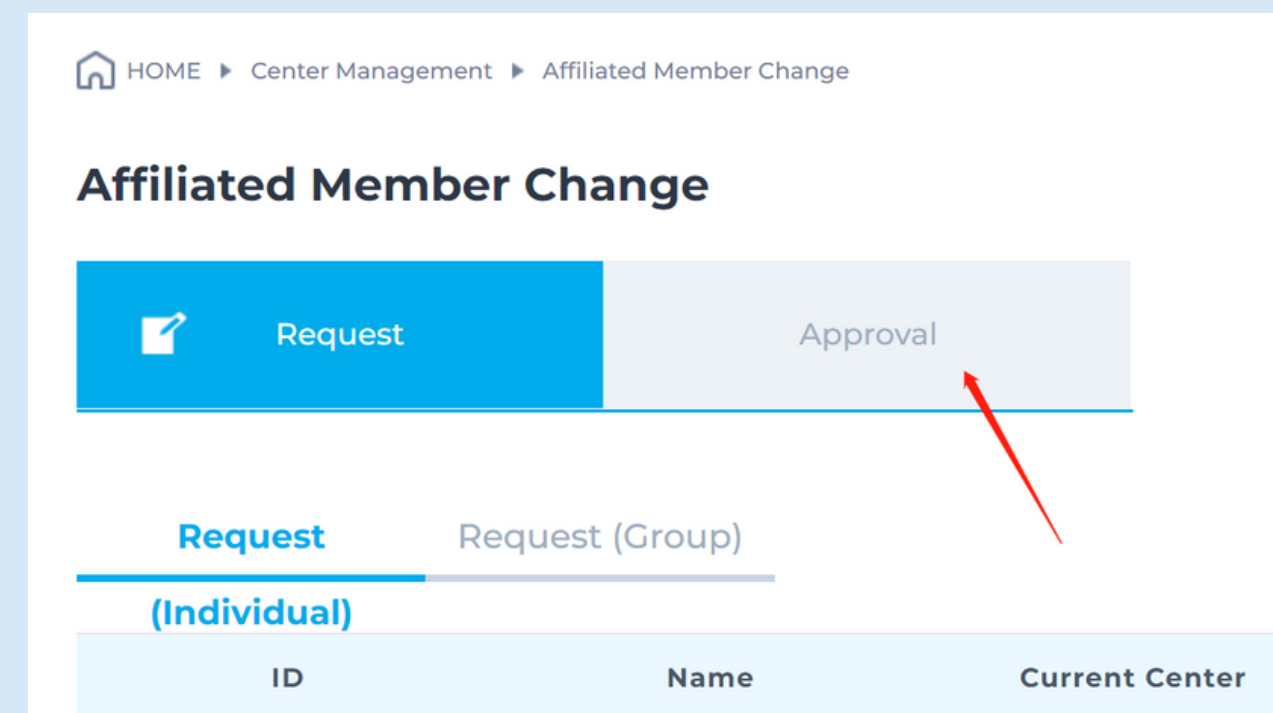
### Affiliated Member Change

Request
Approval

Request
Request (Group)

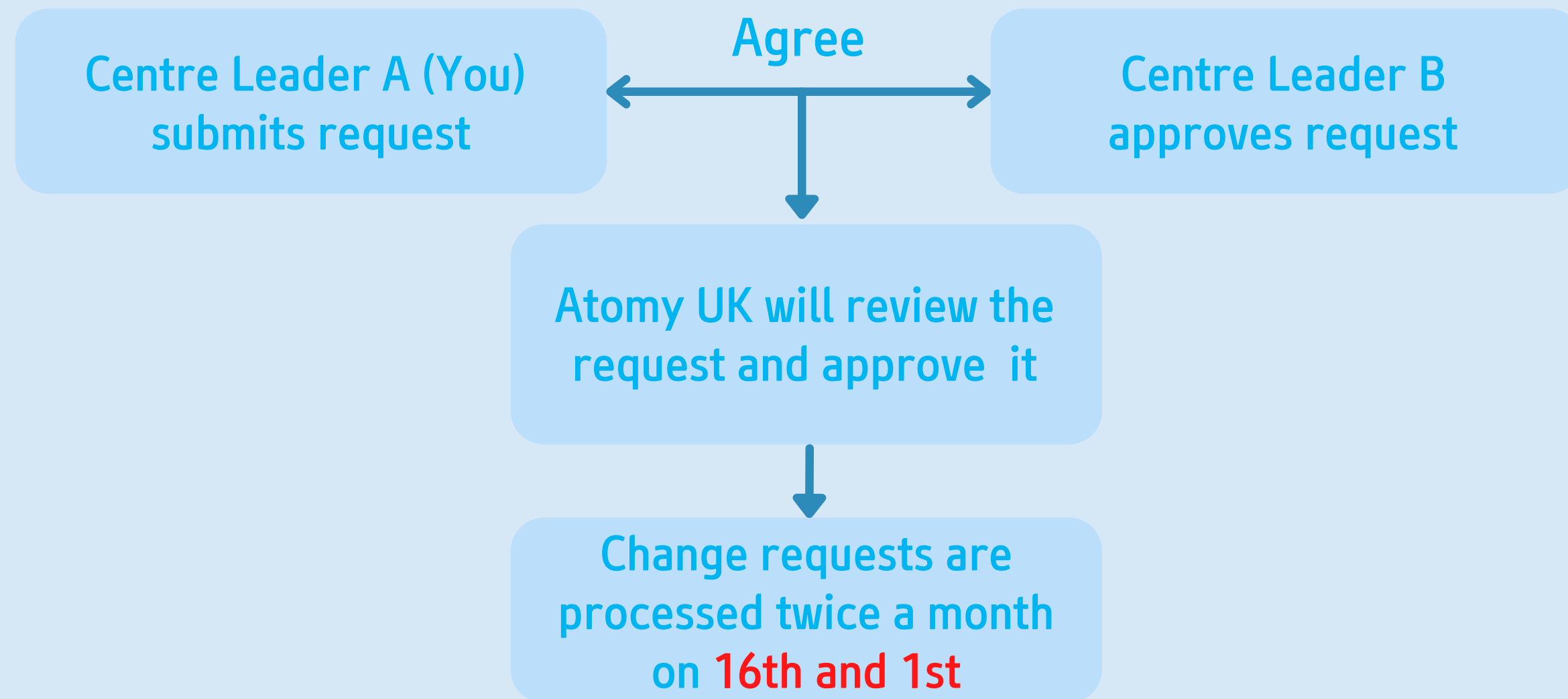
(Individual)

ID	Name	Current Center



Step 4

## 2. Changing members' affiliated Centre from an existing Centre to yours



\*All timings are based on Korean Standard Time. Change requests approved by Centre Leader B in 1-15th > approve on 31st; Change requests approved by Centre Leader B in 16th - 31st > approve on 16th next month



# How to Apply (Transit from Pre-Authorisied Education Centre to Regular (Authorised) Education Centre)

## 6 months after the Centre is opened

A newly approved Education Centre is called Pre-Authorised Education Centre. It will be reviewed after running the Pre-Authorised Education Centre for 6 months before progressing as an official Regular (Authorised) Education Centre.

You can apply to be an official Regular (Authorised) Education Centre via the Education Centre portal [globalcenter.atomy.com](http://globalcenter.atomy.com)

### Regular Education Centre requirement:

Centre Leader must have achieved **Sales Master or higher at least 3 times within 6 months** after the Pre-Authorised Education Centre has been opened.

\*If Centre Leader isn't able to achieve within the time frame, we will NOT close your Centre. However, your Pre-Authorised Education Centre will be extended, and you need to achieve the above Masterships in another 6 months time.

## Regular (Authorised) Education Centre Application – Steps

HOME

test dora center **\*\*Pre-authorized Centre should be changed to authorised center during the probation period.**

Authorised Centre Application Centre Information Change Centre Closure

Data is updated on 1st, 16th.

Total members **1** New members **0** Withdrawal members **0**

Sales(pv) Data is updated on 1st, 16th.

- After 6 months since the Centre has opened, login on <https://globalcenter.atomy.com/> and click "Authorised Centre Application"

HOME > Center Management > Authorized Center Application

### Authorized Center Application

**Attendance to the Seminar**

Applicant attended to the seminars as below within the last 6 months.

Success Academy No. of attendance +

**Mastership**

Applicant achieved the masterships as below within the last 6 months.

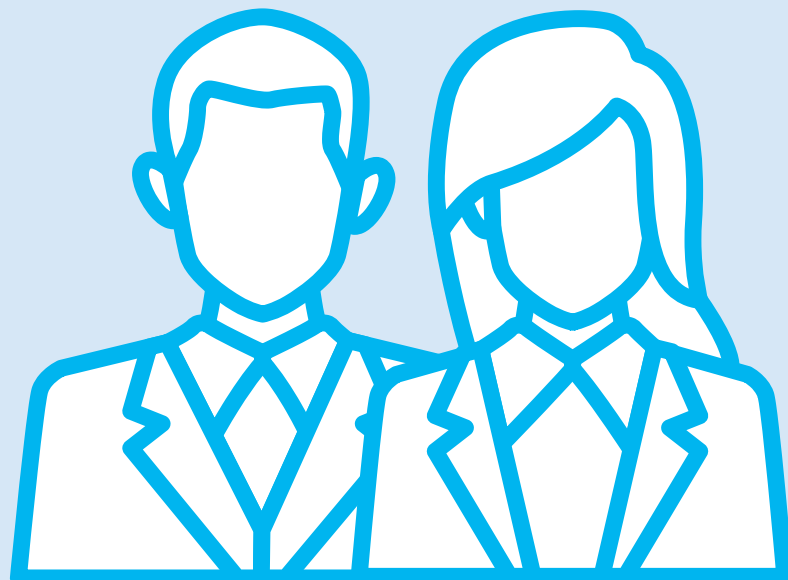
Sales Rep(m€) No. of atter Consecutive +

Apply

©ATOMY CO.,LTD.

- Fill in your attendance of Atomy events, and your Mastership achievement, then click "Apply"

# EU Members Application Start Date



EU members can start applying for an  
Education Centre on  
[globalcenter.atomy.com](https://globalcenter.atomy.com)  
from 1 Feb 2022!





uk@atomy.kr



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