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Referral Plan Terms of Use and Policy

Glossary

Referrer: The one who referred for the course i.e the one who shared the course.

Referee: The one who was referred for the course i.e the one who bought the course on sharing by referrer.

Course: Course includes any paid course whether live or recorded offered by Company website www.bizwiz.co.in

Selling price: Net amount received by the company at the time of the sale transaction, excluding GST.

TDS: Tax Deducted at Source as per the Indian Income tax act, 1961.

What is Referral Plan?

As part of referral plan, one can refer (will be called referrer) our Courses with their colleagues, family, friends, or anyone they know (they will be called referee) and earn **points** for unique transactions* captured with their unique referral linked Purchases.

Once a new person is referred, he is attached for lifetime to his referrer.

This means that referral commission for all lifetime purchases of the referee on our website will be shared with his referrer.

Note:

* The unique transactions shall be calculated based on company records only.

Who can avail Referral Plan?

Anyone who is a registered user on Bizwiz.co.in, likes our courses or Training and wants to share the same as per his/her freewill, can refer the courses.

What documents do I need to share for referral Payouts?

KYC needs to be completed prior to pay out & Copy of PAN card and Details of Bank account with copy of cancelled cheque of the referrer.

How can I receive my referral Commission?

Commission Earning can be claimed and redeemed in bank account/wallet/any other mode of the referrer as per available options provided by the company.

What happens if the person whom I referred takes refund?

The Commission earned applicable to that Purchase will be debited back in the account of the referrer, hence related commission regarding that specific sale **will not be paid out.**

This would be **adjusted from referrer**, even if the refund is claimed by referee after the pay-out has been done to referrer.

If the **amount is not adjustable** due to unavailability of points in account of referrer, it needs to be **paid back to the company** by the referrer via modes as asked by the company within 30 days of the date when such reversal of the commission entry was done in referrer's account.

In how much time can referral commission be paid out to me?

Time of payment would be basis of company policy. For latest updates, please check with Company by connecting with support.

Is TDS applicable on my Referral Commission Income?

Yes, TDS is applicable as per Indian Income Tax laws, 1961.

Where can I raise query?

Query can be raised at the company's support Contact info as updated on website.

What is the percentage of referral commission and how referral will be calculated?

Once a referee purchases a course using the referrers unique referral ID he shall be eligible for commission as below.

Current referral commission offered by company is as follows:

Referrer will be eligible to earn commission % points equal to 20% of the sale price (excluding GST) of the course for each unique & new registration done on our website using his referral code.

For example: Refer below table for illustration for a paid course

Particulars	Amount
Selling Price(A)	2360
Tax (GST) included in selling price @18%(B)	360
Selling price excluding GST (A-B)	2000
Commission points earned (assuming 20% on selling price excluding GST)	400

Note:

1. Each Point value=Rs1

The value of each point is always subject to the change of policy of the company and does not require any intimation by company to whomsoever it concerns.

2. The commission % is always subject to the change of policy of the company and does not require any intimation by company to whomsoever it concerns.
3. Any Change in percentage of referral commission will impact only future transactions from the date of implementation of change and will not have any retrospective impact.

Can I get referral commission for referring a person who is already registered on Company Website?

No. You will be eligible for referral commission only if you refer any person who is not already registered on our website.

Also, one person can be referred by one person only. If subsequently the same person is referred by another person, the later referrer will not be considered for commission calculation purpose and referral commission will be paid to first referrer only as captured in company records.

For example: A referred B for any course on 01-Jan-2021. B purchases with A's referral ID. In future C refers B for another course on 01-Jun-2021. B purchases with C's Referral ID this time. In this case, C will not get any referral commission, but A will get the referral commission for this transaction amount happened on 1st June 21.

Note: The Referral policy of company or any process or sub-process for referral plan can change anytime without prior Notice. For latest updated policy, please refer latest referral policy available on Company website www.bizwiz.co.in.



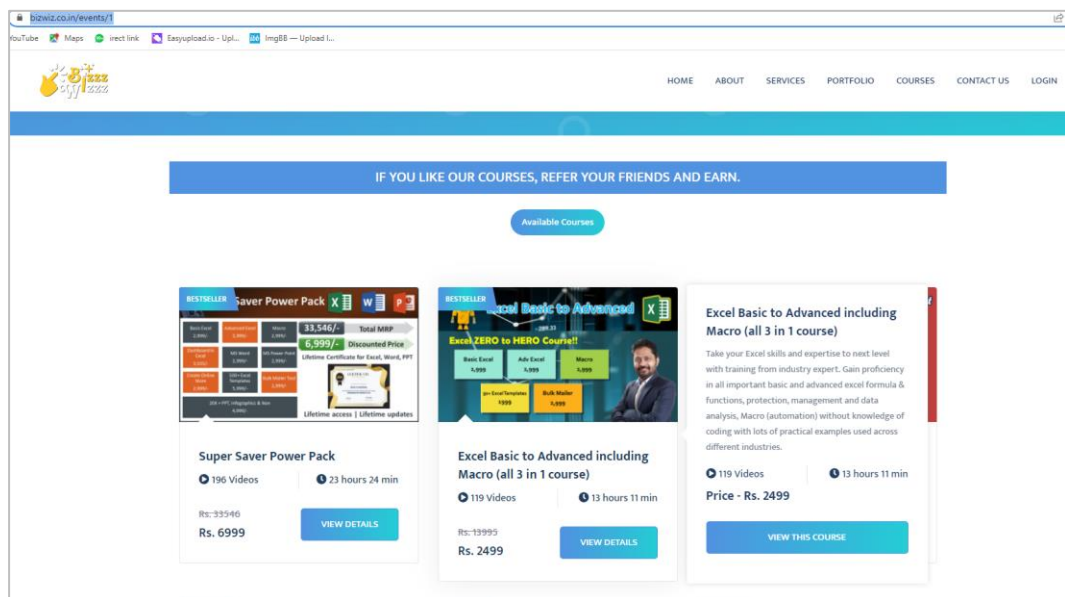
Detailed Process

How to get course referral Link

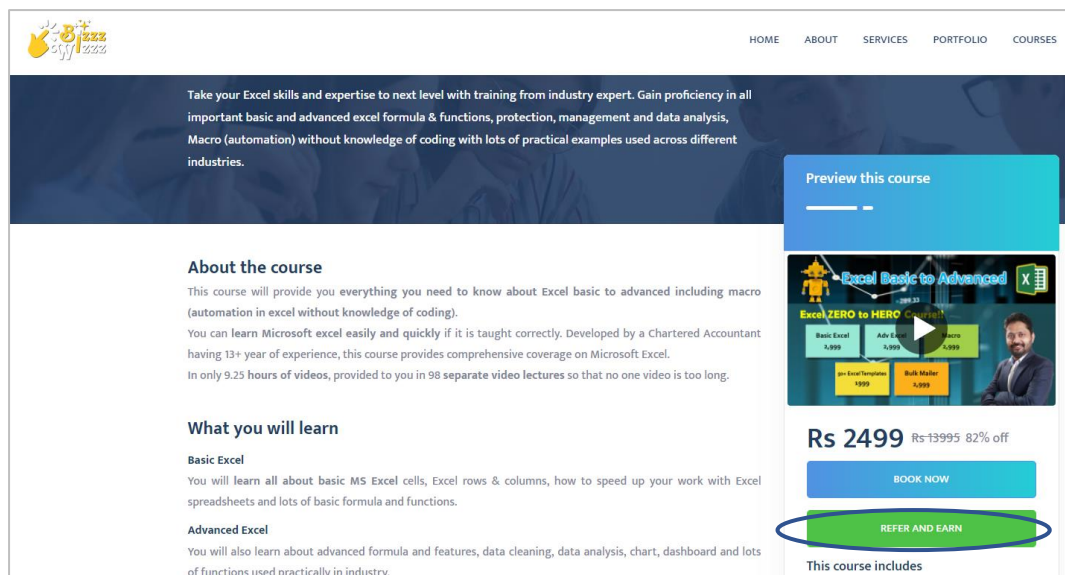
Refer Paid Courses

- 1) Go on below link and click on the course that you want to refer.

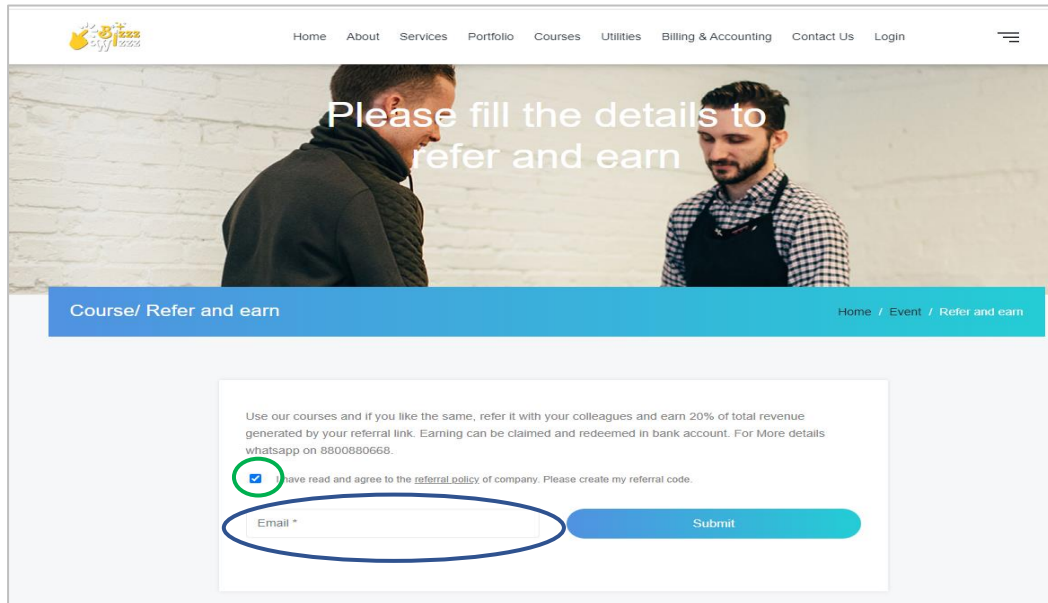
<https://www.bizwiz.co.in/events/1>



- 2) Click on “Refer and Earn” button visible under “Book Now” Button



- 3) Fill your registered email ID on the box (Blue) provided and let the box shown below ticked (Green). Then click on submit.

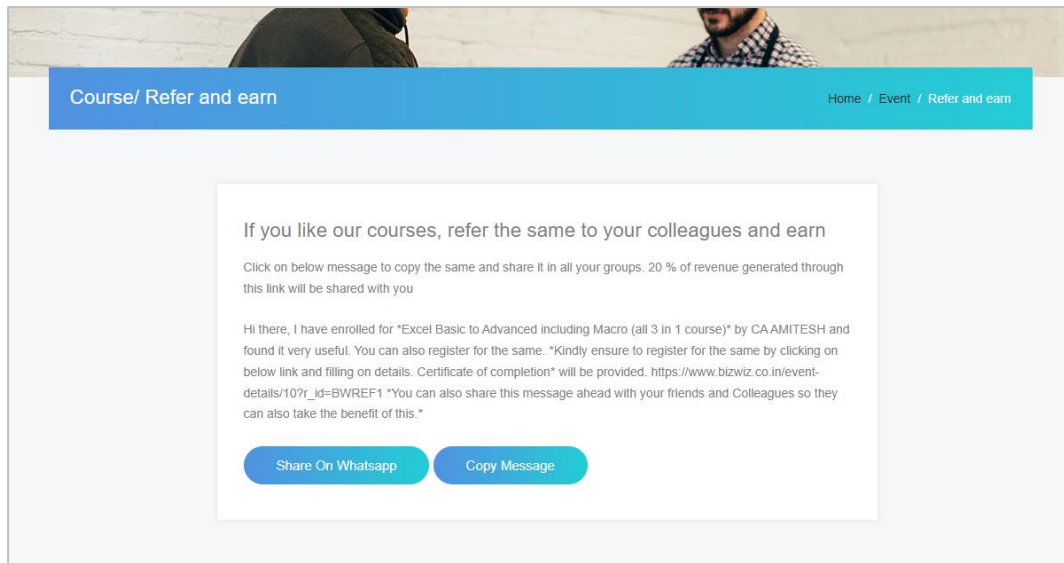


The screenshot shows the 'Refer and earn' form on the ZZZ website. The form is titled 'Please fill the details to refer and earn'. It includes a blue header bar with the text 'Course/ Refer and earn' and a breadcrumb trail 'Home / Event / Refer and earn'. The form content includes a paragraph: 'Use our courses and if you like the same, refer it with your colleagues and earn 20% of total revenue generated by your referral link. Earning can be claimed and redeemed in bank account. For More details whatsapp on 8800880668.' Below this is a green checkbox with a WhatsApp icon, labeled 'I have read and agree to the referral policy of company. Please create my referral code.' The email input field is highlighted with a blue oval and labeled 'Email *'. A blue 'Submit' button is located to the right of the email field.

- 4) You will get the full referral message with your code appear on the screen. Click on:

- ✓ **Share on WhatsApp**- To directly share with your contacts on WhatsApp. It will take you to your WhatsApp, select the contact and just click send. **OR**
- ✓ **Copy Message**-Copy the entire text and share with your contacts. Ensure you copy full message correctly. Any wrong/incomplete message sent here will lead you to missing referral and no correction on the same will be done from our side on the same.

Note: Irrespective of the reason, if the referrer ID is not captured in the referee transaction while he /she makes the purchase, no manual correction will be done by the company and no referral will be paid out.

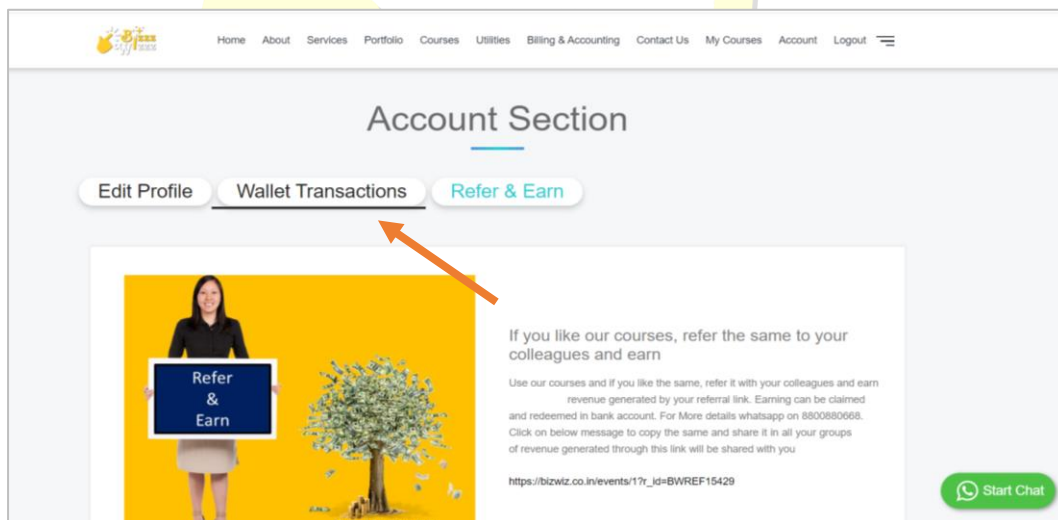


How to see the Referral Balance in account

Click on below link and login your account.

<https://www.bizwiz.co.in/courselogin>

Click on “Wallet Transactions “in your account Section in below screen.



You will be able to see the Transactions and ending balance in your account regarding Referral Commission.

Here **Credit to Wallet** means commission added for new Purchase by Referee and **debit to balance** either means withdrawal by referrer or reversal of commission due to refund processed for Referee.

There are 2 options to redeem the points

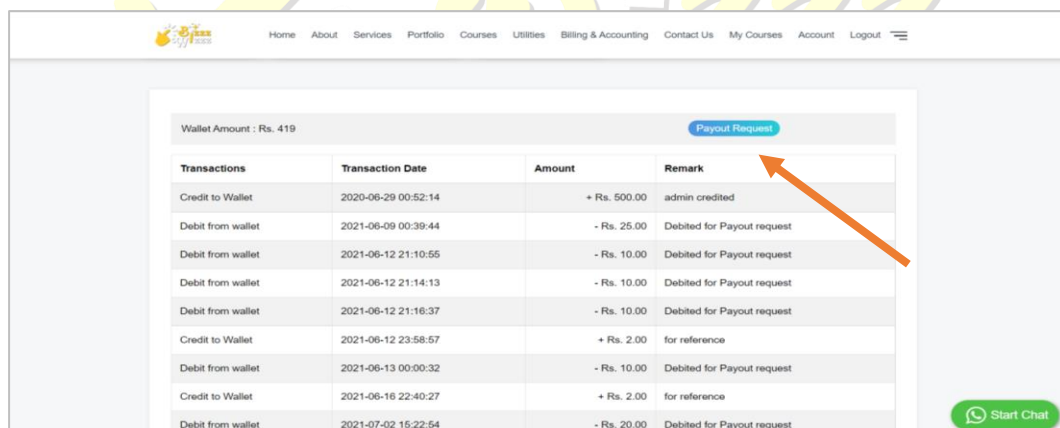
Referral balance can be used to make payment for the purchase of our courses, or it can be redeemed in your bank.

1. How to Use referral balance for purchase of any course

Referral balance can be used to make payment for the purchase of our courses listed on the website. In case user needs to redeem for this purpose, please contact us on our support contact details.

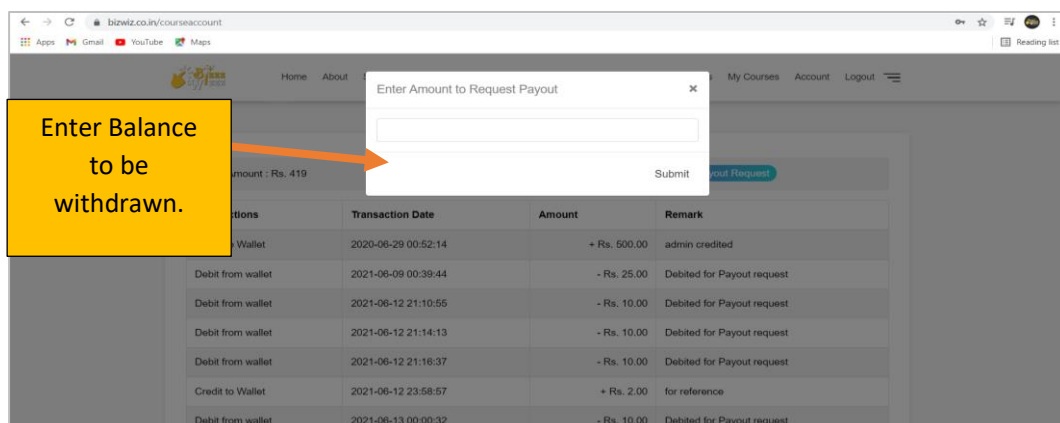
2. How to Initiate Pay-out Request for referral balance

- 1) On screen below in Wallet Transactions, Click on “Pay-out Requests “. Minimum balance in your accounts required to raise this request should be ≥ 200



Transactions	Transaction Date	Amount	Remark
Credit to Wallet	2020-06-29 00:52:14	+ Rs. 500.00	admin credited
Debit from wallet	2021-06-09 00:39:44	- Rs. 25.00	Debited for Payout request
Debit from wallet	2021-06-12 21:10:55	- Rs. 10.00	Debited for Payout request
Debit from wallet	2021-06-12 21:14:13	- Rs. 10.00	Debited for Payout request
Debit from wallet	2021-06-12 21:16:37	- Rs. 10.00	Debited for Payout request
Credit to Wallet	2021-06-12 23:58:57	+ Rs. 2.00	for reference
Debit from wallet	2021-06-13 00:00:32	- Rs. 10.00	Debited for Payout request
Credit to Wallet	2021-06-16 22:40:27	+ Rs. 2.00	for reference
Debit from wallet	2021-07-02 15:22:54	- Rs. 20.00	Debited for Payout request

- 2) Below screen will appear, enter the amount to be pay-out and click Submit.



Enter Amount to Request Payout

Submit

Enter Balance to be withdrawn.

Transactions	Transaction Date	Amount	Remark
Credit to Wallet	2020-06-29 00:52:14	+ Rs. 500.00	admin credited
Debit from wallet	2021-06-09 00:39:44	- Rs. 25.00	Debited for Payout request
Debit from wallet	2021-06-12 21:10:55	- Rs. 10.00	Debited for Payout request
Debit from wallet	2021-06-12 21:14:13	- Rs. 10.00	Debited for Payout request
Debit from wallet	2021-06-12 21:16:37	- Rs. 10.00	Debited for Payout request
Credit to Wallet	2021-06-12 23:58:57	+ Rs. 2.00	for reference
Debit from wallet	2021-06-13 00:00:32	- Rs. 10.00	Debited for Payout request

- 3) Once you submit, a success message will appear as below, confirming your request has been submitted.

Once this is done send an email to Support@bizwiz.co.in with the following details

Email Subject: Referral Pay-out Request

On email Body mention below details

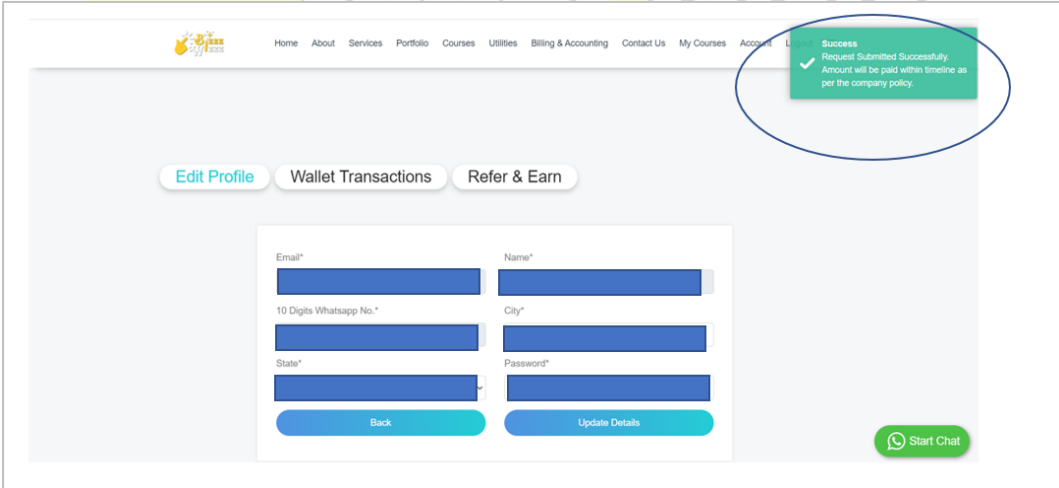
Account Holder Name:

Account Number:

IFSC:

Account type:

Company will then take necessary action for the Pay-out.



The screenshot displays the Bizwiz app interface. At the top, a navigation bar includes the Bizwiz logo and links for Home, About, Services, Portfolio, Courses, Utilities, Billing & Accounting, Contact Us, My Courses, and Account. A green success message box is highlighted with a blue circle, stating: "Success Request Submitted Successfully. Amount will be paid within timeline as per the company policy." Below the navigation bar, there are three tabs: "Edit Profile", "Wallet Transactions", and "Refer & Earn". The "Edit Profile" tab is active, showing a form with fields for Email*, Name*, 10 Digits Whatsapp No.*, City*, State*, and Password*. At the bottom of the form are "Back" and "Update Details" buttons. A "Start Chat" button is located in the bottom right corner.

Note: Screen shots shown in this document is only for reference purpose. Please refer company website www.bizwiz.co.in for most updated screen view.