



## INITIAL CHANGE OF GENEALOGY REQUEST

### GENEALOGY CHANGE OF INFORMATION

Business Partner Requesting Change	ID#	Signature
Business Partner Being Moved	ID#	Signature
Date Submitted		

### SPONSOR CHANGE

Current Sponsor Upline	ID#	Signature
New Sponsor Upline	ID#	Signature

Before

After

### PLACEMENT CHANGE

Current Placement Upline	ID#	Signature
New Placement Upline	ID#	Signature

Before

After

Email all changes to: [cs.my@kyanincorp.com](mailto:cs.my@kyanincorp.com), [cs.mal@kyanincorp.com](mailto:cs.mal@kyanincorp.com), [cs.sea@kaynicorp.com](mailto:cs.sea@kaynicorp.com)



## CHANGE OF GENEALOGY INSTRUCTIONS

For Changes of Genealogy requests within the first 10 days a Sponsor may request to make a change without a form. This can be a change of Sponsorship or Placement. In order to make this change the Sponsor must email Kyäni Customer Service via the Sponsor's email on file.

After 10 days and within 30 days a Change of Genealogy Form can be used to make 1 Sponsor or Placement change free of charge. These changes must be submitted with a completed Change of Genealogy Form that is filled out completely and signed by the Business Partner/Customer Being Moved, the current Upline Business Partner, and the new Upline Business Partner. Use the boxes in each section to draw the change for further clarification. In addition ALL Business Partners affected will be required to approve and Kyäni will contact any Business Partners required to approve the change. If any of the required upline Business Partners do not agree the change will not be made.

Be sure to write the change in the correct section. If you are making a Sponsor change fill out the information in top section labeled "Sponsor Change". If you are making a Placement change fill out the information in the bottom section labeled "Placement Change". If you are making both a Sponsor and Placement Change then you must fill out both sections.

Remember the Upline Business Partner in Genealogy Tree where the change is being made is the person that must sign as the current upline. For example if there were a Business Partner named John Doe (ID# 100) with a Sponsor Upline of Jane Smith (ID# 80) and a Placement Upline of Jan Anderson (ID# 90), and a request was made to move placement of John Doe (ID# 100) then Jan Anderson (ID# 90) would be required to sign the form. If you wanted to move the sponsorship of Business Partner John Doe (ID# 100) then Business Partner Jane Smith (ID# 80) would need to sign the form.

After 30 days no Changes of Genealogy are permitted.

Please note that any volumes associated with a Change of Genealogy move will not be counted for the new Upline Business Partners for certain bonuses and promotions (e.g. Fast Start, Dream Car Program).