

## **ENFORCEMENT REGULATION OF THE DOOR-TO-DOOR SALES, ETC. ACT**

Wholly Amended by the Ordinance of the Ministry of Trade, Industry and Energy  
No. 44, July 8, 1996

Amended by the Ordinance of the Ministry of Commerce, Industry and Energy No. 44,  
April. 20, 1999

Amended by the Ordinance of the Prime Minister No. 700, June 15, 1999

### **Article 1      Purpose**

The purpose of this Regulation is to elaborate on matters delegated by the Door-to-Door Sales, etc. Act and its Enforcement Decree and matters necessary for the implementation thereof.

### **Article 2                      Business Place**

The term "Business place as prescribed by the Ordinance of the Prime Minister" under subparagraph 1 of Article 2 of the Door-to-Door Sales, etc. Act (hereinafter referred to as "the Act") means -

1. a place where business is conducted at fixed site on an on-going basis, regardless of title such as business office, agency, branch, branch office, etc.; or
2. a place where the sale of goods or provision of service repeatedly takes place, such as kiosk, moving sales facility, temporary sales facility, etc.

### **Article 3                      Method of Inducing Offer**

The term "manner as prescribed by the Ordinance of the Prime Minister" under subparagraph 1 of Article 2 of the Act means -

1. use of mail pursuant to the Postal Service Act;
2. use of electric telecommunications equipment pursuant to the Framework Act on Telecommunication;
3. distribution of advertisement materials; and
4. use of sound facilities or use of other methods that attract the attention of others.

### **Article 4                      Method of Conclusion of Contract on Mail-Order Sales**

The term "ways as prescribed under the Ordinance of the Prime Minister" under

subparagraph 6 of Article 2 of the Act means -

1. use of electronic telecommunications equipment pursuant to the Framework Act on Telecommunication;
2. use of a postal money order pursuant to the Postal Money Order Act; and
3. use of postal transfers pursuant to the Postal Transfer Act;
4. use of bank accounts opened at financial institutions or postal agencies for the purpose of offering contracts on sale.

#### **Article 5 Report of Door-to-Door Distributor**

(1) Any person who desires to file a report on door-to-door sales business pursuant to Article 4 (1) of the Act shall submit a report set forth in Exhibit 1, along with a copy of Business Registration Certificate and transcript of register book of juristic person (limited only to juristic person), to Mayor, County Governor, or head of *Ku* Office (referring to the head of autonomous *Ku*: hereinafter, the same shall apply); provided, however, that the copy of Business Registration Certificate can be submitted within thirty days from the date of issuance of the certificate of report pursuant to Paragraph 2.

(2) The Mayor, County Governor, or head of *Ku* Office who received the report pursuant to paragraph 1 shall issue a certificate of report as set forth in Exhibit 2.

#### **Article 6 Changes in Reported Matters**

(1) Changed matters that shall be reported pursuant to Article 4 (3) of the Act shall include -

1. the name of distributor (in case of a juristic person, the name of its representative);
2. the name or trade-name of business place; and
3. the location and telephone number of business place.

(2) Any person who desires to file a report on change pursuant to Article 4 (3) of the Act shall file a report on change as set forth in Exhibit 3, along with documents certifying such changes, to the Mayor, County Governor, or head of *Ku* Office within ten days from the date of changing matters set forth under subparagraphs of paragraph 1.

#### **Article 7 Commission of Management and Operation of Business Place**

(1) The term "business place that meets such standards as stipulated under the Ordinance of the Prime Minister" under Article 6 (1) of the Act refers to business place located in building (limited to Type 2 vicinity residence facility or business facility in Exhibit 1 of the Enforcement Decree of the Building Act) owned or rented for the period of not less than one year by a door-to-door distributor, whose area (including the area for public use) exceeds the size of the number of door-to-door salesmen managed and supervised by the person commissioned to manage and operate such business place (hereinafter referred to as "trustee manager/operator" in this Article) multiplied by 2.2 cubic meters.

(2) The number of trustee manager/operator as prescribed under Article 6 (2) of the Act shall be less than 5% of the number of door-to-door salesmen managed and

supervised by trustee manager/operator.

#### **Article 8 Filling of Forms prior to Conclusion of Contract on Door-to-Door Sale**

Documents as referred to under Article 8 of the Act shall be drawn up by the following methods:

1. The font size shall be nine or larger.
2. Matters regarding the withdrawal of offer pursuant to subparagraph 7 of Article 8 of the Act and regarding the cancellation of contract pursuant to subparagraph 2 of Article 4 of the Act shall be written in red color, inside the surrounding line.

#### **Article 9 Report on Voluntary Business Suspension, Closure, etc.**

Any person who desires to file a report on voluntary business suspension, closure or resumption pursuant to Article 13 of the Act shall submit a report on voluntary business suspension, closure, or resumption as set forth in Exhibit 4 five days before the voluntary business suspension, closure or resumption to the Mayor, County Governor, or head of *Ku* Office. In the case of the report on business closure, certificate on report of door-to-door sales business shall be attached.

#### **Article 10 Report of Mail-Order Distributor**

(1) Any person who desires to file a report on mail-order sales business pursuant to Article 17 (1) of the Act shall submit a report set forth in Exhibit 5, along with a copy of Business Registration Certificate and transcript of register book of juristic person (only in case of juristic person), to Special Metropolitan City Mayor, Metropolitan City Mayor, or Province Governor (hereinafter referred to as "the Mayor/Province Governor"); provided, however, that the copy of Business Registration Certificate can be submitted within thirty days from the date of issuance of the certificate of report pursuant to Paragraph 2.

(2) The Mayor/Province Governor who received the report pursuant to paragraph 1 shall issue a certificate of report as set forth in Exhibit 6.

#### **Article 11 Report on Changes in Reported Matters**

(1) Changed matters that shall be reported pursuant to Article 17 (3) of the Act shall be

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1. the name of distributor (in case of a juristic person, the name of its representative);
2. the name or trade name of business place; and
3. the location and telephone number of business place.

(2) Any person who desires to file a report on change pursuant to Article 17 (3) of the Act shall file a report on changes as set forth in Exhibit 7, along with documents certifying such changes, to the Mayor/Province Governor within ten days from the date of changing matters set forth under any subparagraphs of paragraph 1.

#### **Article 12 Method of Placing Advertisement on Mail-Order Sales**

Advertisement pursuant to Article 18 (1) of the Act shall be placed by the following methods:

1. With regards to the type of goods or the content of service, advertisement shall be placed in a way that clearly indicates the good's source of manufacturing (in case of imported goods, the origin), the service's source of provision, and content of goods or service;
2. In the case where postal fees are not included in the sales price of goods or the cost of service, the postal fee shall be indicated in numbers;
3. The time of goods delivery or service provision shall be indicated by a fixed period or duration.

### **Article 13 Notification in Case of Failure of Delivery, etc. of Goods**

Notification pursuant to Article 20 (3) of the Act shall be made within three days after offer from consumer is received.

### **Article 14 Report on Voluntary Business Suspension, Closure, etc.**

Any person who desires to file a report on voluntary business suspension, closure or resumption pursuant to Article 24 of the Act shall submit a report on voluntary business suspension, closure, or resumption as set forth in Exhibit 8 five days before the voluntary business suspension, closure or resumption takes place to the Mayor/Province Governor. In the case of the report on business closure, a certificate on report of door-to-door sales business shall be attached.

### **Article 15 Registration Application Documents**

Any person who desires to file a registration on multilevel sales business pursuant to Article 28 (1) of the Act shall submit a registration application form set forth in Exhibit 9, along with the following documents to the Mayor/Province Governor.

1. Articles of Incorporation and transcript of register of juristic person;
2. Documents certifying real capital (drawn up by a certified public accountant in accordance with the criteria set by the Fair Trade Commission);
3. Transcript of register of building certifying the ownership of primary business place or a copy of lease agreement certifying the lease of primary business place;
4. Documents certifying the fact that computer system and softwares are equipped pursuant to Article 10 (2) 2 of the Decree;
5. Documents on the criteria for computing and providing support allowance;
6. Documents that can certify the deposit pursuant to Article 37 (1) of the Act or the conclusion of debt payment guarantee contract pursuant to paragraph 6 of the same Article;
7. Documents indicating the existence of branches;
8. Documents indicating the business day of the corporation.

### **Article 16 Registration Certificate on Multilevel Sales Business**

The Mayor/Province Governor, upon receiving the registration application on multilevel

sales business, shall issue a registration certificate as set forth in Exhibit 10, if the registration requirements are met.

#### **Article 17 Report on Changes in Registered Matters**

(1) Changed matters that shall be reported pursuant to Article 28 (4) of the Act shall be

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1. changes in the trade name or the location and telephone number of primary business place;
2. change of representative and officer;
3. changes in criteria for computing and providing support allowance;
4. establishment or closure of branch; and
5. change of the business day of the corporation.

(2) Any person who desires to file a report on change pursuant to Article 28 (4) of the Act shall file a report on changes as set forth in Exhibit 11, along with documents certifying such changes, to the Mayor/Province Governor within ten days from the date of changing matters set forth under any subparagraphs of paragraph 1.

#### **Article 18 Registration of Multilevel Salesman**

(1) Any person who desires to file a registration as multilevel salesman pursuant to Article 30 (1) of the Act shall submit a registration application form to multilevel distributor.

(2) The registration application as referred to under paragraph 1 shall include the name, resident registration number, address and telephone number of the applicant and the name of multilevel distributor, with the applicant's signature and seal affixed thereto;

#### **Article 19 Registration Certificate of Multilevel Salesman**

(1) Multilevel distributor, upon receiving registration pursuant to Article 18, shall issue a registration certificate of multilevel salesman pursuant to Article 30 (3) of the Act.

(2) The registration certificate as referred to under paragraph 1 shall include the name, resident registration number, registration date and registration number of the applicant and the name of multilevel distributor (including official seal).

#### **Article 20 Register Book of Multilevel Salesman**

(1) Multilevel distributor, when issuing a registration certificate pursuant to Article 19, shall draw up a register of multilevel salesman and keep it in his/her primary business place.

(2) Register book of multilevel salesman as referred to under paragraph 1 shall specify the registration date, number, resident registration number, address and telephone number of each multilevel salesman.

#### **Article 21 Pocketbook of Multilevel Salesman**

(1) Matters which should be observed by multilevel salesmen as referred to under Article 30 (5) 4 of the Act shall include provisions directly related to multilevel salesman

under the Act, the Decree and this Regulation.

(2) The term "matters set forth under the Ordinance of the Prime Minister" under Article 30 (5) 5 of the Act refers to explanation notes on multilevel sales determined and announced by the Fair Trade Commission.

(3) The cover of the pocketbook of multilevel salesman as referred to under Article 30 (5) of the Act shall specify the phrase indicating pocketbook of multilevel salesman, the year of issuance and the name of multilevel salesman.

#### **Articles 22 and 23 <Deleted>**

#### **Article 24 Filling of Forms prior to Conclusion of Contract on Multilevel Sales**

Documents as referred to under Article 33 of the Act shall be drawn up according to the following methods:

1. The font size shall be nine or larger.
2. Matters regarding the withdrawal of offer pursuant to subparagraph 8 of Article 33 of the Act and regarding the cancellation of contract pursuant to subparagraph 2 of Article 14 of the Act shall be written in red color, inside a surrounding line.

#### **Article 25 Computation of Refund Ratio**

Refund ratio as referred to under Article 16 (1) 1 of the Decree shall be computed each month, and the refund ratio of each month shall be the ratio of turnover of previous month to the amount of refund of the month concerned. In this case, turnover and the amount of refund shall be the amount submitted by multilevel distributor pursuant to Article 37 (8) of the Act.

#### **Article 26 Report on Deposit or Guarantee Contract**

(1) Any person who desires to file a report on deposit pursuant to Article 37 (7) of the Act shall submit a report set forth in Exhibit 12, along with a copy of deposit report to the Mayor/Province Governor.

(2) Any person who desires to file a report on the conclusion of debt payment guarantee contract pursuant to Article 37 (7) of the Act shall submit a report set forth in Exhibit 13, along with a copy of debt payment guarantee contract to the Mayor/Province Governor.

#### **Article 27 Forwarding of Document on Turnover and Refund Amount**

Multilevel distributor shall submit a document detailing turnover and refund amount set forth in Exhibit 14, pursuant to Article 37 (8) of the Act, along with a document certifying the turnover and refund amount to the Mayor/Province Governor.

#### **Article 28 Application for Permission for Return of Deposit**

Any person who desires to acquire the permission for the return of deposit shall submit an application form for deposit return set forth in Exhibit 15, pursuant to Article 38 (2) of the Act, along with a copy of deposit paper to the Mayor/Province Governor.

#### **Article 29 Permission for Return of Deposit**

The Mayor/Province Governor, upon issuing the permission for the return of deposit, shall issue a permission form on the return of deposit as set forth in Exhibit 16.

**Article 30 Report on Changes in Debt Payment Guarantee Contract**

Any person who intends to file a report on change in debt payment guarantee contract pursuant to Article 38 (3) of the Act shall file a report on changes as set forth in Exhibit 17, along with a copy of debt payment guarantee contract, to the Mayor/Province Governor.

**Article 31 Report on Voluntary Business Suspension, Closure, etc.**

Any person who desires to file a report on voluntary business suspension, closure or resumption pursuant to Article 42 (1) shall submit, to the Mayor/Province Governor, a report on voluntary business suspension, closure, or resumption as set forth in Exhibit 18 five days before the voluntary business suspension, closure or resumption takes place. In the case of the report on business closure, a certificate on registration of multilevel sales business shall be attached.

**Article 32 Announcement on Changes, etc. in Address**

When the Mayor/Province Governor intends to issue a notice pursuant to Article 48 of the Act, it shall be done by placing the notice in official gazette, public newspaper published by local autonomous government concerned or daily newspaper, or on bulletin board: provided, however, that in the case where the registration of multilevel distributor is cancelled, the notice shall be placed in official gazette or daily newspaper.

**Article 33 <Deleted>**

**ADDENDA**

**(1) Effective Date**

This Regulation shall take effect on the day of its promulgation.

**(2) Interim Measures concerning the Report of existing Door-to-Door Sales Business or Mail-Order Distributor**

Any person who desires to file a report on door-to-door sales business or mail-order distributor pursuant to Article 2 of the Addenda of the Act shall submit, to the Mayor/County Governor/head of *Ku* Office or Mayor/Province Governor, a report on door-to-door sales as set forth in Exhibit 1 or on mail-order sales business as set forth under Exhibit 5 along with a copy of Business Registration Certificate and transcript of register of juristic person (limited only to juristic person).

**ADDENDUM (April 20, 1999)**

This Regulation shall take effect on the day of its promulgation.

**ADDENDUM (June 15, 1999)**

This Regulation shall take effect on the day of its promulgation.

<Exhibit 1>

Reporting Form on Door-to-door Sales				Processing Date
				3 days
Reporting Person	Name (Tradename) of Corporation			
	Location	(Tel: )		
	Representative (Name)	(signature, seal)	Resident Number	Registration
	Address	(Tel: )		
<p>To the Major/County head/Ku head:</p> <p>I hereby file a report the above pursuant to Article 4 (1) of the Door-to-Door Sales, etc. Act and Article 5 (1) of its Enforcement Regulation.</p> <p style="text-align: center;">Date: _____</p> <p style="text-align: center;">Filing Person: (Signature or Seal)</p> <p>* Enter only when the person filing the report is different from the reporting person</p>				
<p>Attached Documents</p> <p>1. A copy of Business Registration Certificate (In the case of newly starting the door-to-door sales business, this shall be submitted within 30 days of the issuance of the certificate.</p> <p>2. A copy of Register of Juristic Person (limited to juristic persons)</p>				<p>Commission Fee</p> <p>None</p>

(front)

This report undergoes the following procedures.

(back)

Reporting Person	Responsible Agency
	Relevant Division of the City/Provincial Government

<Exhibit 2>

No.

**Certificate of Report of Door-to-Door Sales Business**

**Tradename:**

**Location:**

**Name:**

**Resident Registration Number:**

I hereby certify that report on door-to-door sales business has been accepted pursuant to Article 4 (1) of the Door-to-door Sales, etc. Act and Article 5 (2) of its Enforcement Regulation.

**Date:**

**Major/ County Head/ Ku Head (Seal affixed)**

<b>Reporting Form on Changes to Door-to-door Sales Business</b>		<b>Processing Date</b>
		<b>3 days</b>
<b>Reporting Person</b>	<b>Name (Tradename) of Corporation</b>	

	Location	(Tel: )		
	Representative (Name)	(signature, seal)	Resident Registration Number	
	Address	(Tel: )		

Matters to be reported	Before Changes	After Changes

Reason for Change	
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To the Major/County head/*Ku* head:

I hereby file a report on changes as above pursuant to Article 4 (3) of the Door-to-Door Sales, etc. Act and Article 6 (2) of its Enforcement Regulation.

Date: \_\_\_\_\_  
Filing Person: (Signature or Seal)

\* Enter only when the person filing the report is different from the reporting person

Attached Documents Documents certifying the changed matters.	Commission Fee
	None

<Exhibit 3>

(Front)

This report undergoes the following procedures.  
(Back)

Reporting Person	Responsible Agency
	Relevant Division of the City/Provincial Government

<Exhibit 4>

Reporting Form on (Business Suspension, Closure, Resumption)			
<b>Reporti ng Person</b>	<b>Name (Tradename) of Corporation</b>		<b>Reporting No.</b>
	<b>Location</b>		
	<b>Name (Name of Representative in case of a Corporation)</b>	(signature, seal)	
	<b>Address</b>	(Tel:            ) )	
<b>Matters to be Reported</b>		<b>From</b>	<b>To</b>
<b>Business Suspension</b>			
<b>Business Closure</b>			
<b>Business Resumption</b>			
<b>Reasons</b>			
<p><b>To the Major/County head/Ku head:</b></p> <p>I hereby file a report on the above pursuant to Article 13 of the Door-to-Door Sales, etc. Act and Article 9 of its Enforcement Regulation.</p> <p style="text-align: center;"><b>Date:</b></p> <p style="text-align: center;"><b>Filing Person: (Signature or Seal)</b></p> <p>* Enter only when the person filing the report is different from the reporting person</p>			
<p><b>Attached Document</b> Original Document of Certificate of Report of Door-to-door Sales Business (In case of Business Closure only)</p>			<b>Commi ssion</b>
			<b>None</b>

<Exhibit 5>

(Front)

Reporting Form on Mail-order Sales Business				Processing Date
				3 days
Reporting Person	Name (Tradename) of Corporation			
	Location	(Tel: )		
	Representative (Name)	(signature, seal)	Resident Number	Registration
	Address	(Tel: )		
<p>To the Major/County head/<i>Ku</i> head:</p> <p>I hereby file a report the above pursuant to Article 17 (1) of the Door-to-Door Sales, etc. Act and Article 10 (1) of its Enforcement Regulation.</p> <p style="text-align: center;">Date: _____</p> <p style="text-align: center;">Filing Person: (Signature or Seal)</p> <p>* Enter only when the person filing the report is different from the reporting person</p>				
<p>Attached Documents</p> <p>1. A copy of Business Registration Certificate (In the case of newly starting mail-order sales business, the copy shall be submitted within 30 days of the issuance of the certificate.)</p> <p>2. A copy of Register of Juristic Person (limited to juristic persons)</p>				<p>Commission Fee</p> <p>None</p>

This report undergoes the following procedures.

(back)

Reporting Person	Responsible Agency
	Relevant Division of the City/Provincial Government

No.

**Certificate of Report of Mail-order Sales Business**

**Tradename:**

**Location:**

**Name:**

**Resident Registration Number:**

**I hereby certify that report on mail-order sales business has been accepted pursuant to Article 17 (1) of the Door-to-door Sales, etc. Act and Article 10 (2) of its Enforcement Regulation.**

**Date:**

**Metropolitan City Major  
City Major  
Province Governor (Seal affixed)**

**<Exhibit 6>**

<Exhibit 7>

(Front)

<b>Reporting Form on Changes to Mail-order Sales Business</b>				<b>Processing Date</b> 3 days
<b>Reporting Person</b>	<b>Name (Tradename) of Corporation</b>			
	<b>Location</b>	(Tel: )		
	<b>Representative (Name)</b>	(signature, seal)	<b>Resident Registration Number</b>	
	<b>Address</b>	(Tel: )		
<b>Matters to be reported</b>	<b>Before Changes</b>	<b>After Changes</b>		
<b>Reason for Change</b>				
<p>To the Major/Province Governor</p> <p>I hereby file a report on changes as above pursuant to Article 17 (3) of the Door-to-Door Sales, etc. Act and Article 11 (2) of its Enforcement Regulation.</p> <p style="text-align: right;">Date: _____ Filing Person: (Signature or Seal)</p> <p>* Enter only when the person filing the report is different from the reporting person</p>				
<b>Attached Documents</b> Documents certifying the changed matters.				<b>Commission Fee</b> None

This report undergoes the following procedures. (back)

<b>Reporting Person</b>	<b>Responsible Agency</b>
	<b>Relevant Division of the City/Provincial Government</b>

Submission of Report

**<Exhibit 8>**

Reporting Form on (Business Suspension, Closure, Resumption)			
<b>Reporti ng Person</b>	<b>Name (Tradename) of Corporation</b>		<b>Reporting No.</b>
	<b>Location</b>		
	<b>Name (Name of Representative in case of a Corporation)</b>	(signature, seal)	
	<b>Address</b>	(Tel: )	
<b>Matters to be Reported</b>		<b>From</b>	<b>To</b>
<b>Business Suspension</b>			
<b>Business Closure</b>			
<b>Business Resumption</b>			
<b>Reasons</b>			
<p><b>To the Major/Province Governor</b></p> <p>I hereby file a report on the above pursuant to Article 24 of the Door-to-Door Sales, etc. Act and Article 14 of its Enforcement Regulation.</p> <p style="text-align: center;">Date:</p> <p style="text-align: center;">Filing Person: (Signature or Seal)</p> <p>* Enter only when the person filing the report is different from the reporting person</p>			
<p><b>Attached Document</b> Original Document of Certificate of Report of Mail-order Sales Business (In case of business closure only)</p>			<b>Commi ssion</b>
			<b>None</b>

<b>Reporting Form on Multilevel Sales Business</b>	<b>Processing Date</b>
	<b>5 days</b>

<b>Reporting Person</b>	<b>Name (Tradename) of Corporation</b>			
	<b>Location</b>	(Tel: )		
	<b>Representative (Name)</b>	(signature, seal)	<b>Resident Registration Number</b>	
	<b>Address</b>	(Tel: )		

<b>Registration Requirement</b>	<b>Real capital</b>	<b>Won</b>		
	<b>Type of Workplace</b>	<input type="checkbox"/> <b>Owned ( )</b> <input type="checkbox"/> <b>Leased ( )</b>		
	<b>Leased Workplace</b>	<b>Duration of Lease</b>	<b>From To</b>	<b>(day/month/year)</b> <b>(day/month/year)</b>

**To the Major/Province Governor**

I hereby file a report, as above, on the registration of multilevel sales business pursuant to Article 28 (1) of the Door-to-Door Sales, etc. Act and Article 15 of its Enforcement Regulation.

**Date:**  
**Filing Person: (Signature or Seal)**

\* Enter only when the person filing the report is different from the reporting person

<b>Attached Documents</b>	1. Articles of Incorporation and the transcript of register of juristic person	<b>Commission Fee</b>
	2. Documents certifying real capital (drawn up by a certified public accountant in accordance with the criteria set by the Fair Trade Commission)	
	3. Transcript of register of building certifying the ownership of primary business place or a copy of lease agreement certifying the lease of primary business	<b>None</b>

place or a copy of lease agreement certifying the lease of primary business place 4. Documents certifying the fact that computer system and softwares are equipped pursuant to Article 10 (2) 2 of the Decree 5. Documents on the criteria for computing and providing support allowance 6. Documents that can certify the deposit pursuant to Article 37 (1) of the Act or the conclusion of debt payment guarantee contract pursuant to paragraph 6 of the same Article; 7. Documents indicating the existence of branches; 8. Documents indicating the business day of the corporation.	
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<Exhibit 9>

Reporting Person	Responsible Agency
	Relevant Division of the City/Provincial Government

<b>This report undergoes the following procedures.</b> <b>(back)&lt;Exhibit Certificate on Registration on Multi-level Sales Business</b>	
<b>Registration No.</b>	
<b>Tradename</b>	
<b>Location</b>	
<b>Representative</b>	
<b>Resident Registration No.</b>	
<b>Address</b>	

I hereby certify that registration on multilevel sales business has been filed as above pursuant to Article 28(1) of the Door-to-door Sales, etc. Act and Article 16 of its Enforcement Regulation.

Date: (day,month,year)  
 Mayor/Province Governor (seal affixed)

10>

(front)

**Matters Changed, Disposed of, etc.**

(back)

Day/ Month/ Year	Matters Changed and Disposed of	Person in Charge (seal affixed)

<Exhibit 11>

(Front)

Reporting Form on Changes to Multi-level Sales Business				Processing Date 3 days
Reporting Person	Name (Tradename) of Corporation		Registration No.	
	Location	(Tel:                    )		
	Representative (Name)	(signature, seal)	Resident Registration Number	
	Address	(Tel:                    )		
Matters	Before Changes	After Changes		

to be reported		
Reason for Change		
<p><b>To the Major/Province Governor</b></p> <p>I hereby file a report on changes to multilevel sales business as above pursuant to Article 28 (4) of the Door-to-Door Sales, etc. Act and Article 17 (2) of its Enforcement Regulation.</p> <p style="text-align: center;">Date: _____</p> <p style="text-align: center;">Filing Person: _____ (Signature or Seal)</p> <p>* Enter only when the person filing the report is different from the reporting person</p>		
Attached Documents Documents certifying the changed matters.	Commission Fee	
	None	

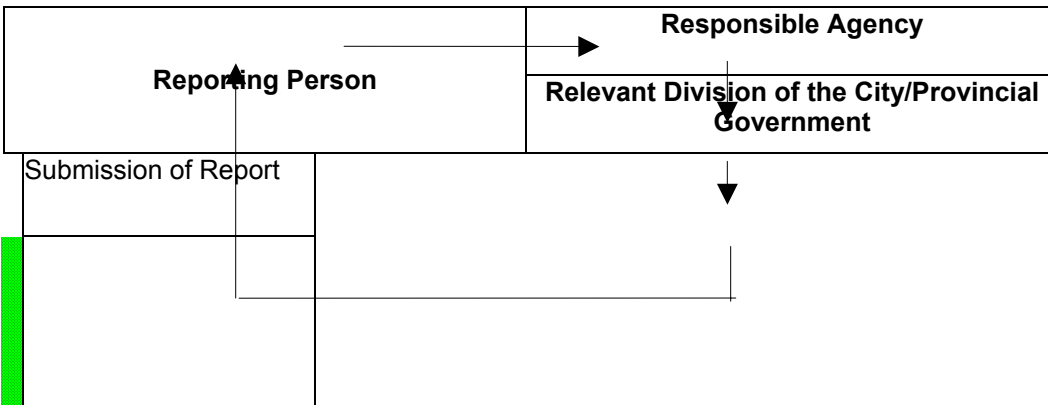
Acceptance of Report

(Back)

Receipt of Report

Review

Enter Matters Changed in  
Registration Certificate



<Exhibit 12>

Reporting Form on Deposit					
<b>Reporti ng Person</b>	<b>Name (Tradename) of Corporation</b>			<b>Registratio n No.</b>	
	<b>Location</b>				
	<b>Name of Representative</b>	(signature, seal)			
<b>Nature of Deposit</b>					
<b>Deposit of Capital</b>			<b>Deposit of Turnover</b>		
<b>Real Capital</b>	<b>Mandatory Amount</b>	<b>Deposit</b>	<b>Turnover (as of month/ year)</b>	<b>;</b>	<b>Mandatory Deposit Amount</b>
<b>Details of Deposit</b>					
<b>Deposit Number</b>	<b>Deposit (Day/Month/Year)</b>	<b>Date</b>	<b>Content of Deposit</b>	<b>Par Value</b>	<b>Transaction Price (when it is less than par value)</b>
<b>To the Major/Province Governor</b>					
<p>I hereby file a report on the above pursuant to Article 37 (7) of the Door-to-Door Sales, etc. Act and Article 26 (1) of its Enforcement Regulation.</p> <p style="text-align: right;">Date: Filing Person: (Signature or Seal)</p> <p>* Enter only when the person filing the report is different from the reporting person</p>					
<p><b>Attached Document</b> <b>One Copy of Deposit Paper</b></p>					<p style="writing-mode: vertical-rl; transform: rotate(180deg);">C o n f i s i o n N o t e</p>

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**<Exhibit 13>**

<b>Reporting Form on Debt Payment Guarantee Contract</b>			
<b>Reportin g Person</b>	<b>Name (Tradename) of Corporation</b>		<b>Registratio n No.</b>
	<b>Location</b>		
	<b>Name of Representative</b>	<b>(signature, seal)</b>	
<b>Matters to be Reporte d</b>	<b>Real Capital</b>		
	<b>Turnover (as of : Month/Year )</b>		
	<b>Mandatory Amount for Gurantee Contract</b>		
	<b>The Other Party to the Contract</b>		
	<b>Date of the Contract (Day/Month/Year)</b>		
	<b>Duration of Guarantee Contract</b>		
	<b>Amount of Guarantee Contract</b>		
<b>To the Major/Province Governor</b>			
I hereby file a report on the conclusion of debt payment guarantee contract as above pursuant to Article 37 (7) of the Door-to-Door Sales, etc. Act and Article 26 (2) of its Enforcement Regulation.			
<b>Date:</b>			
<b>Filing Person: (Signature or Seal)</b>			
* Enter only when the person filing the report is different from the reporting person			
<b>*Attached Document One Copy of Deposit Paper</b>			<b>Commi ssion None</b>

--	--

<Exhibit 14>

<b>Specification of Turnover and Refund Amounts</b>		
<b>Tradename</b>		<b>Registration No.</b>
Location		
<b>Name of Representative</b>		(signature, seal affixed)
<b>Turnover</b>		
<b>Refunds</b>	<b>Number of Cases</b>	
	<b>Amount</b>	
<p><b>To the Mayor/Province Governor</b></p> <p>I hereby submit the specification on turnover and refund amounts as of (                    ;month ) (                    ;year) as above pursuant to Article 37 (8) of the Door-to-door Sales, etc. Act and Article 27 of its Enforcement Regulation.</p> <p style="text-align: center;">Date:                    (day,month,year)</p> <p style="text-align: center;">Filing Person:                    (Signature or Seal)</p> <p>* Enter only when the person filing the report is different from the reporting person</p>		
<p><b>* Attached Documents</b></p> <ol style="list-style-type: none"> <li>1. A document certifying turnover amount (a copy of sales ledger)</li> <li>2. A document certifying refund amount (a copy of cashbook)</li> </ol>		

<Exhibit 15>

**Application Form for Approval of Deposit Return**

<b>Reporti ng Person</b>	<b>Name (Tradename) of Corporation</b>	<b>Registrati on No.</b>
	<b>Location</b>	
	<b>Name of Representative</b>	<b>(signature, seal)</b>

<b>Details of Application</b>	<b>Reason for Applying for Return</b>	
	<b>Legal Deposit Amount</b>	<b>Actual Deposit Amount</b>
	<b>Excess Deposit Amount</b>	<b>Amount asked for Return</b>

**Details of Deposit Applied for Return**

Deposit Number	Deposit Date (Day/Month/Yea r)	Content of Deposit	Par Value	Transaction Price (when it is less than par value)

**To the Major/Province Governor**

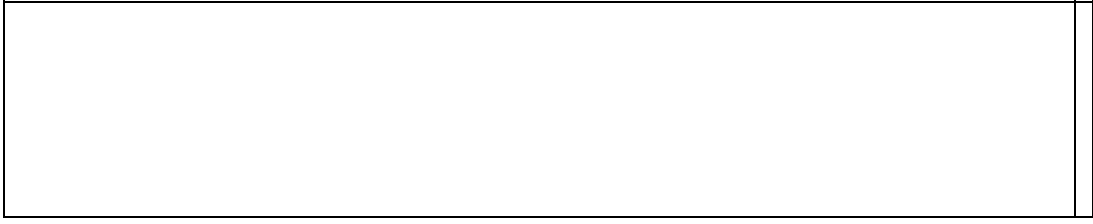
I hereby file a request as above on the approval of deposit return pursuant to Article 38 (2) of the Door-to-Door Sales, etc. Act and Article 28 of its Enforcement Regulation.

Date:  
Filing Person: (Signature or Seal)

\* Enter only when the person filing the report is different from the reporting person

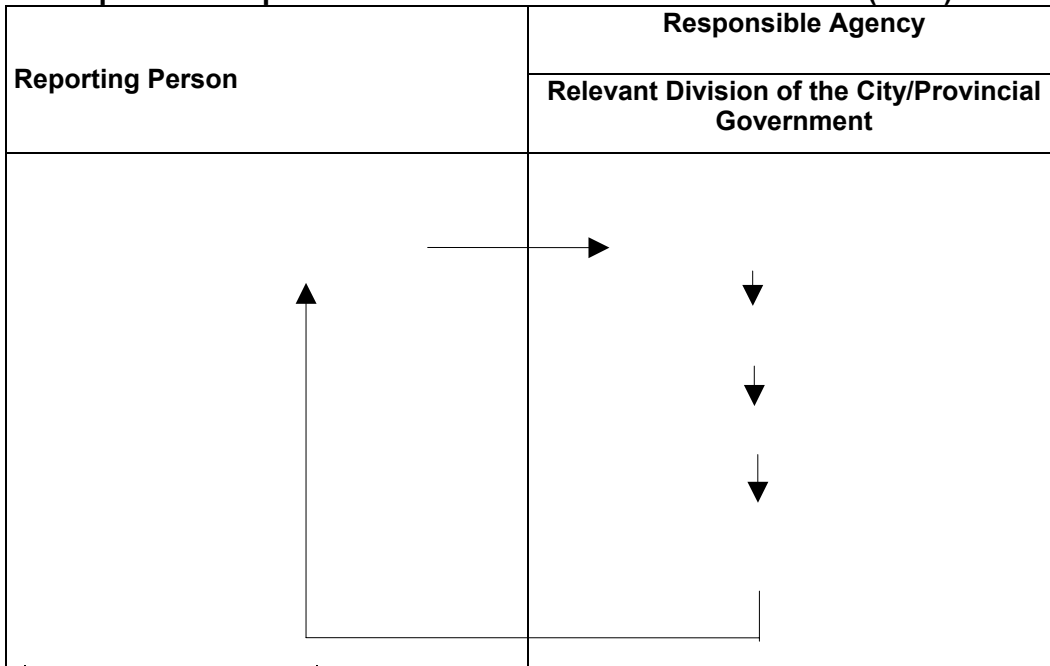
**Attached Document  
One Copy of Deposit Paper**

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**This report will be processed as follows**

**(back)**



Submission of Report

Acceptance

Draft/ Authorization

Review

Preparation of Approval Form

Delivery

<Exhibit 16>

<b>Approval Form for Deposit Return</b>					
<b>Person filing for approval</b>	<b>Name (Tradename) of Corporation</b>			<b>Registration No.</b>	
	<b>Location</b>				
	<b>Name of Representative</b>	<b>(signature, seal)</b>			
<b>Details of Application for Approval</b>	<b>Reason for Applying for Return</b>				
	<b>Legal Deposit Amount</b>			<b>Actual Deposit Amount</b>	
	<b>Excess Deposit Amount</b>			<b>Amount asked for Return</b>	
<b>Details of Deposit Applied for Return</b>					
Deposit Number	Deposit Date (Day/Month/Year)	Content of Deposit	Par Value	Transaction Price (when it is less than par value)	
<p>I hereby grant approval as above on the return of deposit return pursuant to Article 38 (2) of the Door-to-Door Sales, etc. Act and Article 29 of its Enforcement Regulation.</p> <p style="text-align: center;">Date:  <b>Mayor/Province Governor:</b> <span style="float: right;"><b>(Seal affixed)</b></span></p>					

<Exhibit 17>

**Reporting Form on Changes to Debt Payment Guarantee Contract**

<b>Person filing for approval</b>	<b>Tradename</b>		<b>Registration No.</b>	
	<b>Location</b>			
	<b>Name of Representative</b>	(signature, seal)		

<b>Matters to be reported</b>		<b>Before Change</b>	<b>After Change</b>
<b>Mandatory Guarantee Contract</b>	<b>Amount of</b>		
<b>Matters to be Reported</b>	<b>The Other Party to the Contract</b>		
	<b>Date of the Contract (Day/Month/Year)</b>		
	<b>Duration of Guarantee Contract</b>		
	<b>Amount of Guarantee Contract</b>		

**To the Major/Province Governor**

I hereby file a report on the changes to debt payment guarantee contract as above pursuant to Article 38 (3) of the Door-to-Door Sales, etc. Act and Article 30 of its Enforcement Regulation.

**Date:**  
**Filing Person: (Signature or Seal)**

\* Enter only when the person filing the report is different from the reporting person

<b>*Attached Document</b> <b>One Copy of Changed Contract for Debt Payment Guarantee</b>	<b>Commission</b>
	<b>None</b>

**Reporting Form on (Business Suspension, Closure, Resumption)**

<b>Reporti ng Person</b>	<b>Name (Tradename) of Corporation</b>		<b>Reporting No.</b>
	<b>Location</b>		
	<b>Name (Name of Representative in case of a Corporation)</b>	(signature, seal)	
	<b>Address</b>	(Tel: )	

<b>Matters to be Reported</b>	<b>From</b>	<b>To</b>
<b>Business Suspension</b>		
<b>Business Closure</b>		
<b>Business Resumption</b>		
<b>Reasons</b>		

**To the Major/County head/Ku head:**

I hereby file a report on the above pursuant to Article 42 (1) of the Door-to-Door Sales, etc. Act and Article 31 of its Enforcement Regulation.

**Date:**

**Filing Person: (Signature or Seal)**

\* Enter only when the person filing the report is different from the reporting person

<b>Attached Document</b> <b>Original Document of Certificate of Report of Multi-level Sales Business</b> <b>(In case of Business Closure only)</b>	<b>Commi ssion</b>
	<b>None</b>

<Exhibit 18>

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**Translators & Proofreaders:**

**Eun-Young Ahn, Ji-Yeon Lee, Ha-Kyung Jung**

**Editorial Supervisor:**

**Kyung-Woo Nam,  
Director of International Affairs Div. I  
Korea Fair Trade Commission**

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