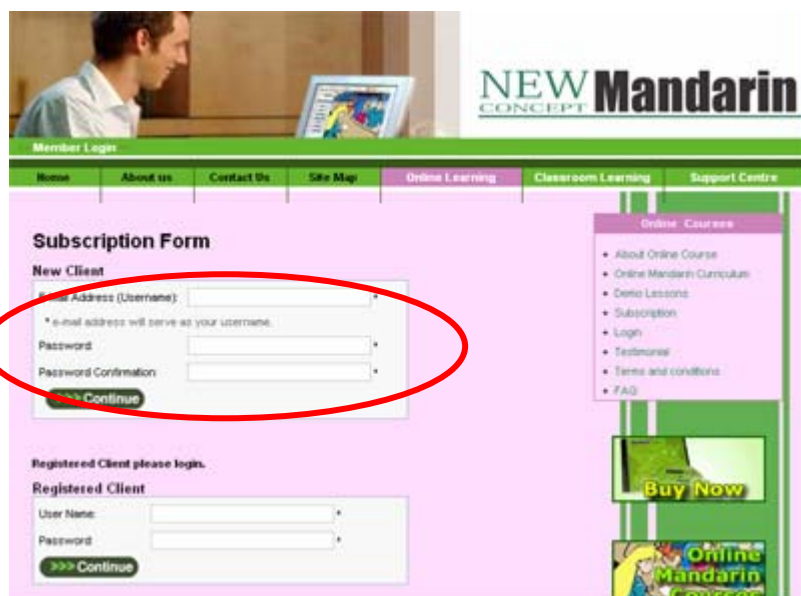


# I. To Start...

To purchase online, go to the following URL

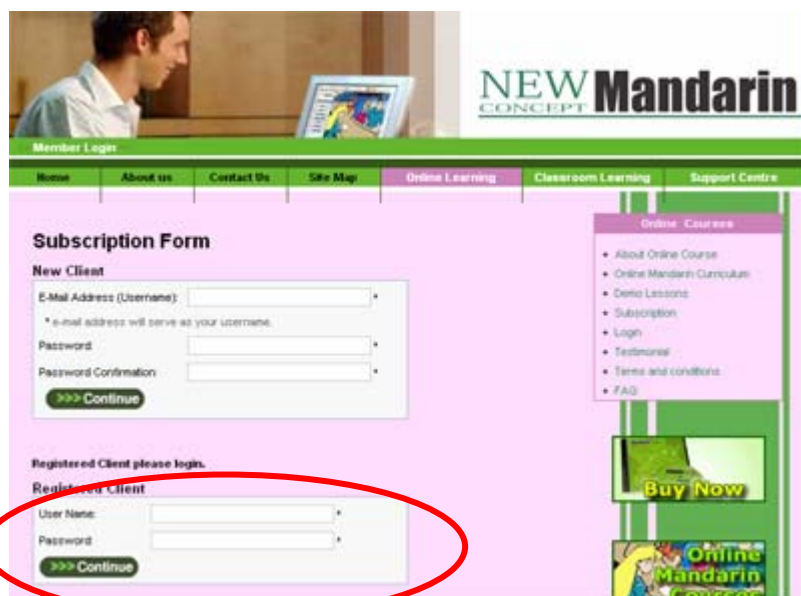
<http://www.newconceptmandarin.com/member/newpurchase/createpurchase.asp>

If you are not yet our online member, fill in the upper part to register.



Screen 1 : Subscription Form

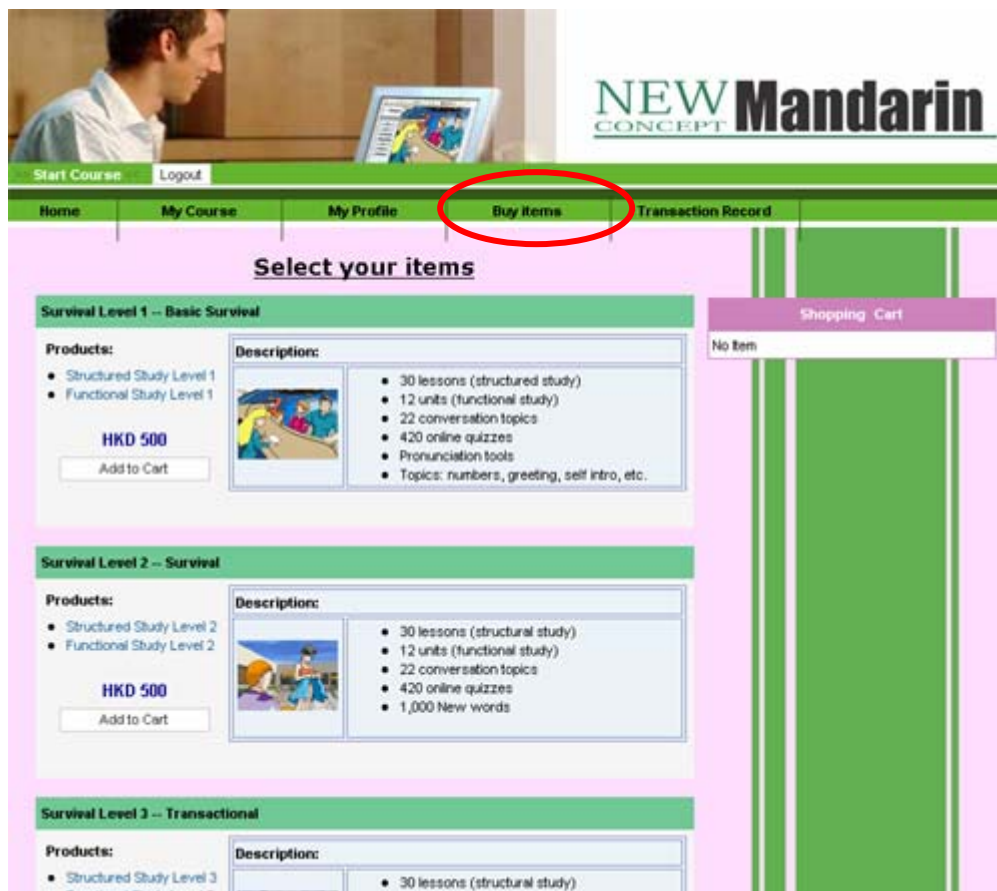
If you are already our online member, login using the lower part of the subscription form.



Screen 2 : Subscription Form – Registered Client

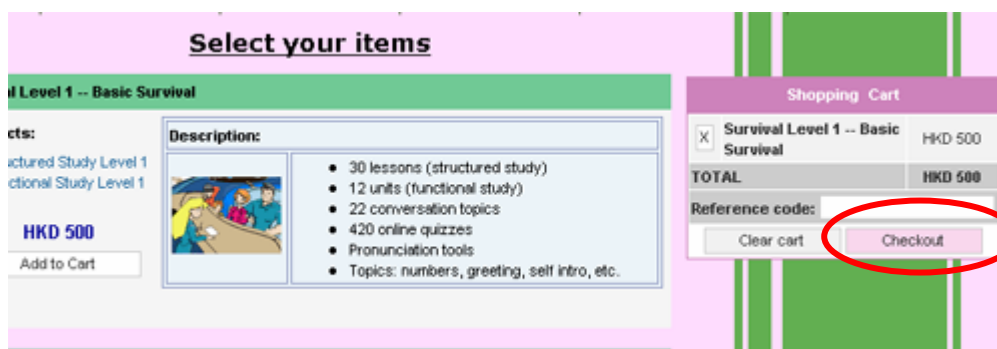
## II. Course Registration

Click "Buy items" after you have logged in.



Screen 3 : Course Registration page

A Course Registration page will then be shown. Click "Add to Cart" if you would like to subscribe that item. Selected items will be listed in the "Shopping Cart" on the right hand side. Fill in a reference code if you have one, otherwise just leave it. Click "Checkout" to complete selection and proceed to confirm your order.



Screen 4 : Shopping Cart

### III. Confirmation

Check the selected item and the price in the Order Confirmation page. You can check the amount in other currencies<sup>1</sup> using our "\$ Converter"<sup>2</sup>. Fill in the Delivery mode, Name of Recipient, Contact number and Shipping Address if you are buying a CD-ROM Kit.

#### Order Confirmation

	Course	Fees / Course	
1	Survival Level 1 -- Basic Survival	HKD 500	<input type="button" value="\$ Converter"/>
2	CD-ROM Set	HKD 650	<input type="button" value="\$ Converter"/>

**- Please complete the shipment form.**

**Shipment Information**

Delivery:  Self Pick   Delivery

Recipient:

Contact Number:

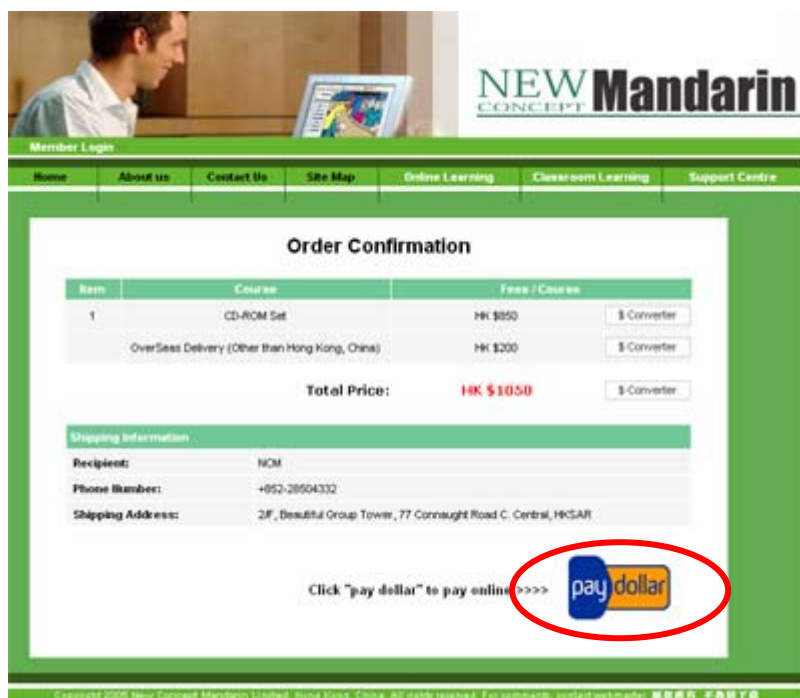
Shipping Address: (Delivery Only)

Screen 5 : Order Confirmation Page

Click "submit" for double confirmation. Your purchase list will be shown with all necessary cost and information. Press the "Pay dollar" logo to process

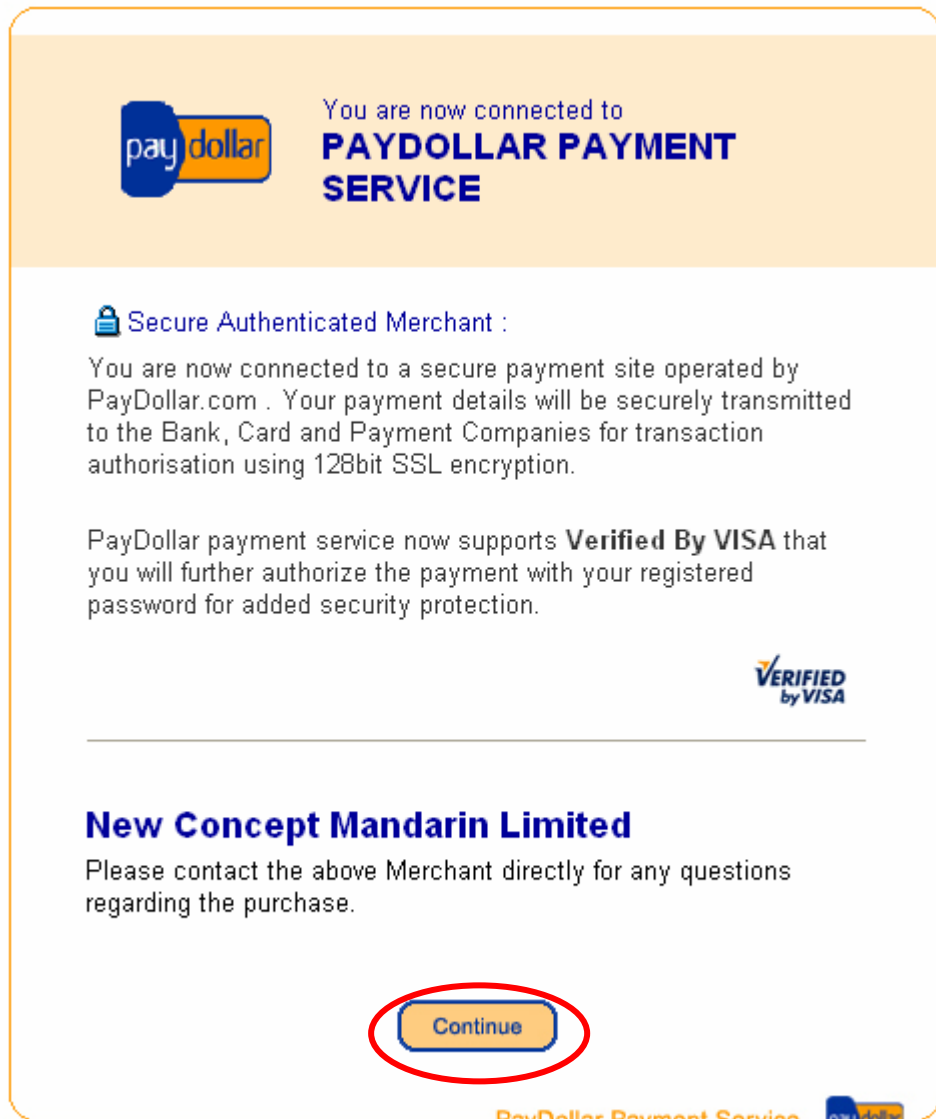
<sup>1</sup> Chinese Yuan (RMB), Euro, USD, Japan Yen (JPY), Korean Won (KRW)


<sup>2</sup> All exchange rates used in "\$ Converters" are for reference only.




Screen 6 : Order confirmation

The system will then transfer you to a secured payment gateway provided by our payment service provider.




 You are now connected to  
**PAYDOLLAR PAYMENT SERVICE**

 **Secure Authenticated Merchant :**

You are now connected to a secure payment site operated by PayDollar.com . Your payment details will be securely transmitted to the Bank, Card and Payment Companies for transaction authorisation using 128bit SSL encryption.


PayDollar payment service now supports **Verified By VISA** that you will further authorize the payment with your registered password for added security protection.




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**New Concept Mandarin Limited**

Please contact the above Merchant directly for any questions regarding the purchase.



PayDollar Payment Service 

*Screen 7 : Verify Screen provided by paydollar.com*

Click "Continue" to proceed to next screen. Starting from here, the online environment is secured by PayDollar.com. PayDollar.com provide a secured online purchase environment to ensure every purchase in New Concept Mandarin's website is completed safely.

Please fill in the credit card information:

Merchant :	New Concept Mandarin Limited
Amount :	USD 70.00
Card Number :	<input type="text"/>
Expiry Date (mm/yyyy) :	-- / --
Name as shown on credit card:	<input type="text"/>
Merchant Reference No. :	HKG-010001999
Transaction IP:	218.254.25.99

**Note:** As certain credit card-issuing banks might not yet be ready for Internet transaction, please contact your card-issuing bank for any problems in using your credit card for transactions via PayDollar.

\* If you have already registered **Verified By VISA**, you will be required to provide your corresponding password after confirmation as requested by your issuing bank.

PayDollar Payment Service is supported by Wing Hang Bank

Screen 8 : Payment information processing page.

You can input your VISA or Master card information here. Please make sure the Merchant is "New Concept Mandarin Limited" and the Amount is correct. As this page is directly connected to PayDollar.com, the secured payment gateway provider, your credit card information will not be kept in New Concept Mandarin. New Concept Mandarin has also NO Right to access your credit card information.

Different card issuers may have different security process that need your to input extra data to verify the card owner. After complete the data input, you need to click "Submit", follow the instruction there and complete the purchase process.

Should you still have any questions, please drop an email to [onlineteam@newconceptmandarin.com](mailto:onlineteam@newconceptmandarin.com) or call us at +852-2850 4332.

~ End of Document ~