### USER GUIDE (QUICK START)

This document is meant to be a quick start guide for users of the CCM Mobile App.

1. USER REGISTRATION

#### Important:

- When you first open the app, you will be asked to register. It is important that you register in order to receive **Loyalty Reward Points** upon making purchases at our retail outlets.
- Make sure you have a valid email address & a valid mobile phone number for verification.

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|                                                                                                                                                                     | C                                                                                                                                      |                                                                                                                                            |
| R                                                                                                                                                                   | EGISTER                                                                                                                                |                                                                                                                                            |
| & Full Name                                                                                                                                                         |                                                                                                                                        |                                                                                                                                            |
| 🗋 +60 Mobil                                                                                                                                                         | е                                                                                                                                      |                                                                                                                                            |
| The last 4 digit of the verification code.                                                                                                                          | mobile numbe                                                                                                                           | r will be used as                                                                                                                          |
| 🖾 Email                                                                                                                                                             |                                                                                                                                        |                                                                                                                                            |
|                                                                                                                                                                     |                                                                                                                                        |                                                                                                                                            |
| a Password                                                                                                                                                          |                                                                                                                                        |                                                                                                                                            |
| ∂ Confirm Pass                                                                                                                                                      | word                                                                                                                                   |                                                                                                                                            |
| I am a Shareholder,<br>Chiang's corporate<br>Yes                                                                                                                    | / Director of a<br>customer.<br>No<br>Chiang's co                                                                                      | an existing Choo                                                                                                                           |
| III                                                                                                                                                                 | Ο                                                                                                                                      | <                                                                                                                                          |
|                                                                                                                                                                     |                                                                                                                                        |                                                                                                                                            |
| ☐ I agree that Cho<br>and disclose my<br>in this application<br>business purpor<br>Personal Data P<br>Choo Chiang's E<br><u>Policy</u> where the<br>found at Choo C | o Chiang ma<br>y personal di<br>on for marke<br>ses in accor<br>Protection Ac<br><u>Personal Dat</u><br>e details of t<br>Chiang's web | ay collect, use<br>ata, as provided<br>ting and other<br>dance with the<br>tt 2012 and<br><u>a Protection</u><br>he policy can be<br>site. |
| I have read and<br>Loyalty Program                                                                                                                                  | agree to the<br><u>Terms &amp; C</u> o                                                                                                 | Choo Chiang<br>onditions.                                                                                                                  |
|                                                                                                                                                                     | Submit                                                                                                                                 |                                                                                                                                            |
| III                                                                                                                                                                 | 0                                                                                                                                      | <                                                                                                                                          |
|                                                                                                                                                                     |                                                                                                                                        |                                                                                                                                            |

- Input your FULL NAME
- Input your Mobile Phone number (the last 4 digits will be used at sales counter as verification code)
- Input your email address (an email will be sent to this email address for verification & to complete the registration)
- Input a password & repeat to confirm
- If you are a Shareholder / Director / Owner of a Choo Chiang's existing Corporate customer, Select Yes if not select No.
- If above is **Yes**, please fill in the company / business name.
- Tick the boxes for PDPA acknowledgement & agree to our T&C.

Tap "Submit" to complete the registration

Upon receiving the registration request, system will send a verification email to your registered email address.

- Remember to click / tap "Verify Email"

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|                                                |                                                                                                                                    |                                                                          |                                |              |                                  |   |   |
|                                                | Ć                                                                                                                                  | CHOO CHIANG                                                              |                                | @            |                                  |   |   |
|                                                | Your Registra                                                                                                                      | tion is almost completed                                                 |                                | •            |                                  |   |   |
|                                                | Welcome                                                                                                                            | Chiah Hou Teo ,                                                          |                                |              |                                  |   |   |
|                                                | Thank you fo                                                                                                                       | r registering to Choo Chiang.                                            | We are very excited to have y  | ou on board. |                                  |   |   |
|                                                | To get starte<br>button belov                                                                                                      | d using Choo Chiang. Please v<br>v:                                      | erify your account by clicking | on the       |                                  |   |   |
|                                                | Verify Emai                                                                                                                        | 1                                                                        |                                |              |                                  |   |   |
|                                                | Please do no<br>Just shoot us                                                                                                      | t reply to this email. If you ha<br>an email at <u>loyalty@choochi</u> . | ve any queries,<br>ang.com.    |              |                                  |   |   |
|                                                |                                                                                                                                    | Copyright 2017 © Choo Cł                                                 | niang . All Rights Reserved.   |              |                                  |   |   |

- Upon successfully verified, the following pop-up will be shown. This means you are ready to use the app as a registered user.



#### 2. EXPLORING THE APP

Simply tap on the App icon to open the app.





Important notices, Banners such as Major Promotions for the month & premium advertisements will randomly pop-up on the landing page.

Tap on theSolution on the top right corner of the screento closethe banner.

#### 2.1 THE LANDING PAGE



- The Landing Page will show All Products available in stores. (Please note that we have more than 12000 SKUs, & NOT all items are available at ALL outlets)
- You may swipe the screen up or down to browse through the items
- To narrow down the list, you may tap on the "Filters" button

#### 2.2 FILTERS

- to specify the desired "Category" or "Brand" tick the desired boxes & tap "Apply"
- To clear the search filters, simply tap on "Clear All"

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| ⊗ Filter By | Clear All               | Apply            | S Filter By | S Filter By Clear All |
| 8           | CATEGORIES              |                  |             | BRAND                 |
| Categories  | Air-Con<br>Materials (4 | 454) A           | Categories  | Categories 🔲 3M       |
|             | Audio cables            | (21) D           | Ø           | C ABB                 |
| Brand       | Cable                   | E                | Brand       |                       |
|             | Cable tie               | <sup>(6)</sup> F |             |                       |
|             | Cable                   | 707) L           |             |                       |
|             | Cable Support           | ο                |             | 🗆 AEG                 |
|             | Cable tray              | (78) P<br>S      |             | AERO                  |
|             | Cable Support           | (77) T           |             |                       |
|             | trunking                | U                |             |                       |
|             | CCM - Air-Con           | (11)             |             |                       |

2.3 My Rewards

- There are basically two types of Reward Points, namely Loyalty Points & Gift Points. Please refer to our Terms & Conditions for details.
   (url: <u>https://choochiang.sg/docs/ChooChiangApp\_TC.pdf</u>)
- Each Loyalty point is equivalent to SG\$1.00 & can be accumulated to use as a mode of payment when making purchases at any of our retail outlets (other modes of payment: Cash, NETs, Credit Cards).
- Each Gift point can be accumulated to redeem assorted gift items from Choo Chiang HQ (Purchasing Dept) located at No. 10 Woodlands Loop S(738388).
- All Rewards Points will expire 6 months from the month they were rewarded if unused.





- A sample screen-shot of a mobile phone showing Reward Points.
- In the example, if you are the phone owner, you have accumulated 62 Loyalty Points & 8 Gift Points.
- You may tap on the 62 (points in hand) to view the details of the transactions that earned you these Loyalty points.
- You may also tap on the 8 (Gift points in hand) to view the details of the transactions that earned you these Gift points.
- You may also tap on the icon to view the assorted Gift items currently available at our HQ for redemption.
- A sample screen-shot showing Gift items currently available at our HQ for redemption. (Currently means at the point of time you checked your mobile App)

All the Gift items in the example are fictitious - for illustration purposes only.

| ) 31° 🔷 🕅 🔿                                           |                            |
|-------------------------------------------------------|----------------------------|
| ← My Points                                           |                            |
| 10 Feb 2018                                           | Earned                     |
| Reference No.<br>18100000045                          | Amount<br>S\$1251.60       |
| Earned Loyalty Points<br>12                           | Expiry Date<br>11 Feb 2018 |
| 10 Feb 2018                                           | Returned                   |
| Reference No.<br>R18100000004<br>Return Points<br>-22 | Amount<br>S\$-1225.00      |
| 10 Feb 2018                                           | Earned                     |
| Reference No.<br>18100000044                          | Amount<br>S\$4150.00       |
| Earned Loyalty Points                                 | Expiry Date<br>12 Feb 2018 |

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|-------------------------------|-------------------------|
| ← My Gifts                    |                         |
| 10 Feb 2018                   | Earned                  |
| Reference No.<br>18100000045  | Earned Gift Points<br>2 |
| Expiry Date<br>11 Feb 2018    |                         |
| 10 Feb 2018                   | Returned                |
| Reference No.<br>R18100000004 | Return Points<br>-2     |
| 10 Feb 2018                   | Earned                  |
| Reference No.<br>18100000044  | Earned Gift Points<br>8 |
| Expiry Date                   |                         |

- A sample screen-shot of a mobile phone showing the various transactions from which your Loyalty Points were earned.
- In the example, if you are the phone owner, you have accumulated 62 Loyalty Points from Cash Sales Invoice 18100000044 dated 10 Feb 2018.
- Refer to the same example, you have 22 Loyalty points deducted due to a Credit Note R18100000004 issued on the same day as above for Goods returned.
- Refer to the same example, you have another **12** Loyalty Points earned from Cash Sales Invoice 18100000045.

All the expiry dates in the example are fictitious - for illustration purposes only.

- A sample screen-shot of a mobile phone showing the various transactions from which your Gift Points were earned.
- In the example, if you are the phone owner, you have accumulated 8 Gift Points from Cash Sales Invoice 18100000044 dated 10 Feb 2018.
- Refer to the same example, you have 2 Gift points deducted due to a Credit Note R18100000004 issued on the same day as above for Goods returned.
- Refer to the same example, you have another 2 Gift Points earned from Cash Sales Invoice 18100000045.

All the expiry dates in the example are fictitious - for illustration purposes only.



-- Happy Shopping! --