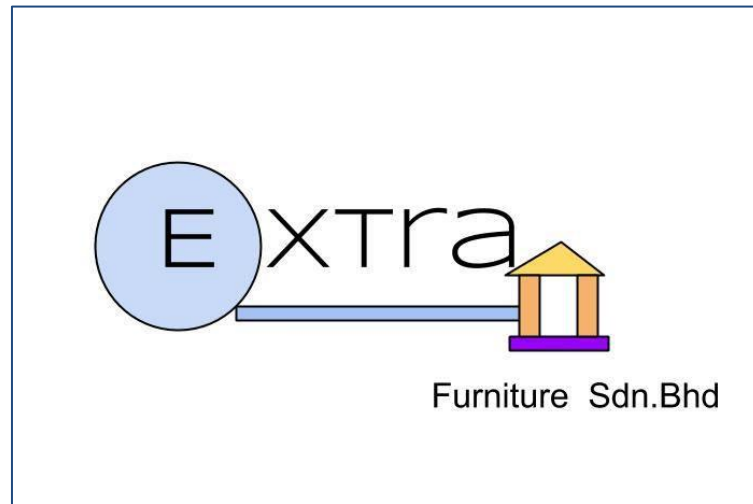


Extra Home-Office Furniture and Interior Sdn. Bhd.
No. 10, Jalan Sungai Chandong 13,
Bandar Armada Putra,
42000 Pulau Indah,
Selangor
Phone/Fax: 03-3203 2827

BEN-C7



BUSINESS PLAN

Extra Home-Office

BY

Liaw Hock Siong
Tan Kee Siao
Tan Kok Hang
Tan Ren Li
Thor Beng Ong
EMAIL:info@extrahomeoffice.com

Business Plan prepared August 2013
By Liaw Hock Siong, Tan Kee Siao, Tan Kok Hang, Tan Ren Li, Thor Beng Ong

Copyright @ 2013

ALL RIGHT RESERVED. No part of this Business Plan may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, graphic, electronic, mechanical, photocopying, recording, scanning, or otherwise, without the prior consent of the authors.

DECLARATION

We hereby declare that:

- (1) This UBTZ3016 Entrepreneurial project is the end result of our own work and that due acknowledgment has been given in the references to ALL sources of information be they printed, electronic, or personal
- (2) No portion of this Entrepreneurial project has been submitted in support of any application for any other degree or qualification of this or any other university, or any other instates of learning.
- (3) Equal contribution has been made by group members in completing the Entrepreneurial project.
- (4) The word count of this Entrepreneurial project is 12,986 words

Name of Student:	Student ID:	Signature:
1. Liaw Hock Siong	11ABB00329	_____
2. Tan Kee Siao	10ABB01777	_____
3. Tan Kok Hang	11ABB00428	_____
4. Tan Ren Li	08ABB06599	_____
5. Thor Beng Ong	11ABB00705	_____

Date: 22nd August 2013

ACKNOWLEDGEMENT

First and foremost, we would like to thank University Tunku Abdul Rahman for providing us with this opportunity to conduct the business plan. This business plan represents all the team members' effort and commitment. Throughout the process of completing the business plan, our team has learned how to cooperate well and collaborating with each other to complete this business plan.

Next, we also wish to express our utmost gratitude to our supervisor, Mr. Mohamad Fared bin Mohamad Makmor for guiding and providing many valuable insights for us in our process of completing the business plan. His comments and recommendations that have always lead us to go on the right track when we carry on in our process of completing the business plan.

Our team would also like to express high gratitude to all the officials and our friends who have helped us throughout the process of completing this business plan. Without their help we would not been able to gain much valuable information that we needed to carry on with our planning. Lastly, we want to grab this opportunity to express a sense of gratitude and love to our family for their love, support and everything that they has done to support us and complete this business plan.

Thank you.

TABLE OF CONTENTS

	Page
Copyright Page	ii
Declaration	iii
Acknowledgement	iv
Table of Content	v-ix
List of Tables.....	x
List of Figures	xi
List of Financial Statements	xii
List of Appendices	xiii
1.0 EXECUTIVE SUMMARY.....	1
1.1 The Opportunity.....	1
1.2 The Description of the Business.....	1
1.3 Competitive Advantage.....	1
1.4 The Target Market.....	1
1.5 The Management Team.....	2
1.6 Brief Summary of the Financial Projections.....	3
1.7 Description of What the Business Needs.....	3
1.8 Exit Strategy for Investor.....	3
2.0 THE BUSINESS.....	4
2.1 The Description of the Business.....	4

2.1.1	The name, logo, and location of the propose business.....	5
2.1.2	Nature of business/Products or services offer.....	5
2.1.3	Company missions and objectives.....	6
2.2	The Opportunity.....	6
2.2.1	Problem to solve or need to be filled.....	7
2.2.2	How the proposed business solves the problem or fills the need.....	8
2.3	Competitive Advantages.....	8
2.3.1	Description of the business model.....	9
2.3.1.1	Core strategy.....	9
2.3.1.2	Strategy assets.....	10
2.3.1.3	Partnership network.....	11
2.3.1.4	Customer interface.....	11
2.3.2	Sustainable competitive advantage.....	13
2.4	Current Status and Requirement.....	13
2.4.1	Description of where the business stands today and what the business needs to move forward.....	15
3.0	INDUSTRY ANALYSIS.....	16
3.1	Industry Description.....	16
3.1.1	Industry trends.....	16
3.1.2	Industry size.....	17

3.1.3 Industry attractiveness.....	19
3.1.4 Profit potential.....	19
3.2 Target Market.....	20
3.3 Competitive Position within Target Market.....	21
4.0 MARKETING PLAN.....	22
4.1 Product/Service Feasibility Analysis.....	22
4.1.1 Full description of the product or service offer.....	22
4.1.2 Concept testing.....	23
4.2 Pricing Strategy.....	23
4.3 Distribution Channel.....	24
4.4 Promotion and Advertising.....	24
4.4.1 Advertising.....	24-25
4.4.2 Promotion.....	25-26
5.0 PRODUCTION PLAN/OPERATION PLAN.....	27
5.1 Manufacturing Process.....	28
5.2 Availability of Qualified Labour Pool.....	29
5.3 Physical Plant.....	30
5.3.1 Factory area.....	30
5.3.2 Office area.....	31
5.4 Machines and Equipment.....	32
5.5 Name of Suppliers.....	32

5.5.1 Machinery supplier.....	32
5.5.2 Wood supplier.....	32
5.5.3 Plastic parts supplier.....	32
5.5.4 Aluminium supplier.....	33
5.6 Quality Control.....	34
5.7 Customer Support.....	35
6.0 MANAGEMENT TEAM.....	39
6.1 Management Team.....	39
6.2 Board of Adviser.....	39
6.3 Key Professional Service Providers.....	40
7.0 COMPANY STRUCTURE, INTELLECTUAL PROPERTY AND OWNERSHIP	
7.1 Organizational Structure.....	45
7.2 Legal Structure.....	45
7.3 Intellectual Property.....	46
8.0 FINANCIAL PLAN.....	47
8.1 Capital Requirement for the Next Three Years.....	47
8.2 Overview of Financial Projections.....	49
8.3 Pro Forma Income Statement.....	50
8.4 Cash Flow Projections.....	51
8.5 Pro Forma Balance Sheet.....	52
8.6 Payback and Exit Strategy.....	54

9.0 CRITICAL RISK FACTORS.....	55
9.1 Management Risks.....	55
9.2 Marketing Risks.....	56
9.3 Operating Risks.....	58
9.4 Financial Risks.....	58
9.5 Intellectual Property Infringement.....	58
9.6 Perimeter Risks.....	59
9.7 Contingency Plan.....	61
References.....	64
Appendices.....	161

LIST OF TABLES

	Page
Table 2.1 Pre-commencement Milestones of Business.....	13-14
Table 2.2 Projected Milestones for Year 2014-2018.....	15
Table 3.1 Competitive Analysis Grid for Extra Home-Office Furniture.....	20-21
Table 8.1 Shareholder Contribution.....	47
Table 8.2 Start-up Cost Table.....	47

LIST OF FIGURES

	Page
Figure 2.1 Logo of our company.....	4
Figure 2.2 Business model of Extra Home Office Furniture and Interior Sdn. Bhd.....	8
Figure 3.1 Michal Porter’s Five Forces.....	17
Figure 4.1 Direct chain of distribution.....	24
Figure 5.1 Manufacturing process of company.....	27
Figure 6.1 Management Team.....	36
Figure 7.1 Organization Chart.....	41

LIST OF FINANCIAL STATEMENTS

	Page
Financial Statement 1.1: Income Statement of Extra Home Office Furniture Sdn Bhd for the Year 2011-2013.....	2
Financial Statement 1.2: Cash Flow Projection for the Year 2011-2013.....	2-3
Financial Statement 1.3: Balance Sheet for the Year 2011-2013.....	3
Financial Statement 8.1: Pro Forma Income Statement for Year 2014-2016.....	50
Financial Statement 8.2: Cash Flow Projections for Year 2014-2016.....	51
Financial Statement 8.3: Pro Forma Balance Sheet for Year 2014-2016.....	52

LIST OF APPENDICES

	Page
Appendix A: Factory Location.....	65-66
Appendix B: Shop Location.....	67
Appendix C: Klang Valley Population Forecast.....	68
Appendix D: Import-Export Data.....	69
Appendix E: Market Research Data.....	70-79
Appendix F: SOHO Layout and Building.....	80-82
Appendix G: Products.....	83-91
Appendix H: Product Prototype.....	92
Appendix I: Company Website.....	93-94
Appendix J: Machines and Equipment.....	95-98
Appendix K: Suppliers Name Card.....	99-100
Appendix L: Quality Control Form.....	101-104
Appendix M: Company Business Cards.....	105
Appendix N: Resume of Every Manager.....	106-123
Appendix O: Accounting Firm Name Card.....	124
Appendix P: Company Registration Documents: Form 13A, 6, 48A, 9, 49.....	125-130
Appendix Q: Trademark Registration Form.....	131
Appendix R: Patent Registration Form.....	132-135
Appendix S: Detailed Financial Statements.....	136-146
Appendix T: SOCSO Form.....	147-149
Appendix U: EPF Form.....	150-155
Appendix V: Uniform.....	156
Appendix W: Questionnaire.....	157-161

1.0 EXECUTIVE SUMMARY

1.1 The Opportunity

The emergences of the new living style, Small Office Home Office (SOHO) in big cities such as Klang Valley, Kuala Lumpur and Johor Bahru. Besides, along with this new living style, problem of limited space always occurs to those SOHO people when they buy or rent their own residence.

1.2 The Description of the Business

The core of Extra Home-Office Furniture will be our multipurpose furniture that combines home furniture and office furniture together. Besides, our company also provides unique interior design services to help our customers to design a special environment for them to work and live comfortably in their house.

1.3 Competitive Advantage

Our company's competitive advantages are based on the differentiation of our products and unique interior design services.

1.4 The Target Market

The main target market for our company will be those Small Office Home Office (SOHO) areas in Klang Valley.

1.5 The Management Team

Five founders of our company will be forming the management team of our company. Mr. Tan Kok Hang will become the General Manager, Mr. Liaw Hock Siong will become the Human Resource and Administration Manager, Mr. Tan Kee Siao will become the Finance Manager, Mr. Tan Ren Li will become the Marketing and Public Relation Manager, and Mr. Thor Beng Ong will become the Operation and Quality Control Manager.

1.6 Brief Summary of the Financial Projections

Financial Statement 1.1: Income Statement of Extra Home Office Furniture Sdn. Bhd. for the Year 2014-2016

Income Statement	2014 (RM)	2015 (RM)	2016 (RM)
Revenues	3,528,000	4,204,000	4,840,000
Less: COGS	1,580,635	1,894,891	2,101,404
Gross Profit	1,947,365	2,309,109	2,738,596
Less: Expenses	2,084,190	2,024,337	2,215,405
Income before tax	-136,825	284,772	523,191
Tax	NIL	83,954.4	131,638
Net Profit/Loss	-136,825	200,818	391,553

Source: Developed for the research

Financial Statement 1.2: Cash Flow Projection for the Year 2014-2016

	2014 (RM)	2015(RM)	2016(RM)
Cash Inflow	5,028,000	4,661,475	5,717,247
Cash Outflow	4,570,525	3,784,228	4,272,563
Cash Balance	457,475	877242	1,444,684

Source: Developed for the research

Financial Statement 1.3: Balance Sheet for the Year 2014-2016

	2014 (RM)	2015(RM)	2016(RM)
Current Assets	533,175	952,947	1,527,182
Fixed Assets	830,000	695,000	560,000
Less: Current Liabilities		83954.4	131,638

Net Assets Employed	1,363,175	1,563,993	1,955,546
Financed by:			
Capital	1,500,000	1,363,175	1,563,993
Net Profit/Loss	-136,825	200,818	391,553
Capital Employed	1,363,175	1,563,993	1,955,546

Source: Developed for the research

1.7 Description of What the Business Needs

Each founder will be contributing RM 300,000 in which a total of RM 1,500,000 will be taken as the start-up capital for the business. This amount of capital will be mainly use in purchasing of machinery, wood, aluminium, plastic materials, and to pay for all sorts of registration costs needed to start the business

1.8 Exit Strategy for Investor

In case of loss, our company will choose between the two methods of liquidation or acquisition by another company to minimize the loss of our investors.

2.0 THE BUSINESS

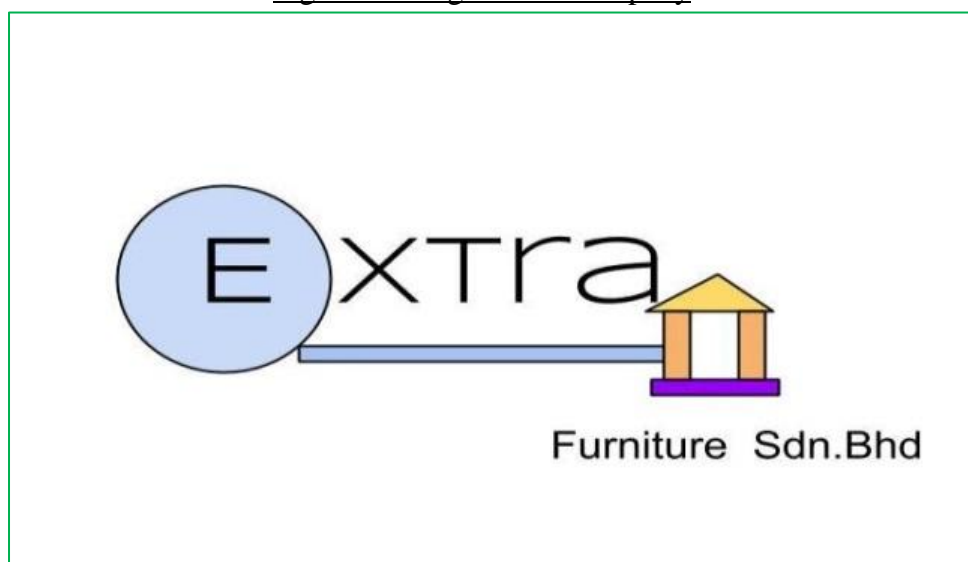
2.1 The Description of the Business

2.1.1 The name, logo and location of the business

Extra Home-Office Furniture will be formed as a furniture manufacturing company specialized in the manufacturing of multipurpose furniture to those targeted customers. The reason why we choose the word “Extra” to be our company name is because our company wants to help our customer to fulfill their extra needs that they find it difficult to be achieved. We also put a “-” between the words of “home” and “office” to symbolize the core products of our company. Besides, the reason why our company name has the word “interior” is we want to let people to know that our company also offering the service of unique interior design other than just manufacturing multipurpose furniture.

Below is the logo of our company. The logo is designed in a simple form, where we will be showing clearly the name of our company and we put a home picture to symbolize the core practices of our company.

Figure 2.1 Logo of our company



The location for our company's factory will be at Pulau Indah, which is situated at Klang Valley. The reason why we choose Pulau Indah is because the industrial area of Pulau Indah is situated inside the target area of our company, Klang Valley. Besides, although the industrial park at there is now developing at a fast rate, but the land and rental price there is still cheaper compare to other places of Klang Valley area. (Refer to Appendix A for Factory Location)

In addition, our company will also be having our own shop which is located at Cheras, Kuala Lumpur. The reason why we choose Cheras is due to its strategic location that near to all the SOHO suites in Klang Valley area. However, we will only setup our showroom inside the shop for our customers to view our product, and if there are any customers that are interested to buy our product, they can make their order at our shop and we will deliver the products to them directly from our factory at Pulau Indah. This will allow us to save the cost of renting a bigger shop to store our furniture inside our shop. (Refer to Appendix B for Shop Location)

2.1.2 Nature of business/ Product or services offer

Our company designs and manufactures multipurpose furniture for the use of Small Office/Home Office (SOHO). Our product concept is to combine different types of furniture such as home furniture and office furniture into one, so that it can provides convenience to our customers. Besides, the appearance of our product will be designed to fit into the home environment, so that it will look like office furniture when our customers are working and can be transformed into home furniture when our customers finishes their work.

Apart from multipurpose furniture, our company will also be providing interior design service to our customers. The main concept of our interior design is to help our customer design an environment where their working space and home environment can perfectly fit together. This will allow our customer to feel more comfortable and satisfy, especially when they want to escape from their working environment after they finish their work.

2.1.3 Company mission and objectives

The vision of Extra Home-Office Furniture and Interior Sdn. Bhd. is to become a home office multipurpose furniture manufacturer and interior space designer that helps our customers to create an environment that can provides them with a sense of balance between workspace and home.

Our company mission is we will always perform creativity and innovation in making sure the ultimate uniqueness of our products and services, and at the same time we will also seek continuous research and development based on the commitment of understanding the needs of our customers.

The main objectives of our company are:

1. To attain profitability and sustainability by capturing our market shares in the home office market.
2. Reach 40% of the customers within two years period.
3. Revise the design of our multipurpose furniture after one year.
4. Create an awareness of the modern and trendy concept that we are providing to our customers.

2.2 The Opportunity

2.2.1 Problem to solve or need to be filled

Nowadays, the increase in land price causes many young entrepreneurs to not have the ability to rent or buy a shop to start their own business, thus, in order to reduce their monetary burden, some of them tend to shift their workplace from office to home.

On top of that, this has cause the number of home office to be increasing in a steady pace and now, not only entrepreneurs prefer the home office, more and more working peoples also prefer to work from home. According to Mr. Khoo

Boo Hian, CEO from Empo Properties Sdn Bhd, he states that SOHO is definitely gaining momentum in Malaysia (The Star Online, 2009).

Besides, the businesses of SOHO suites are also increasing, especially in the business district area. With more SOHO suites to be built up and sold to those entrepreneurs, we saw the opportunity to provide our products and services to them and help them setup their own working environment in their suites. According to one sales and marketing senior manager, Miss. Jessica S.S. Loo says that SOHO suites prove to be successful when 70% of them were sold in when SOHO suites open for sale (The Star Online, 2009). The trends provide us an opportunity to serve the home office in a unique way.

The home office are usually in a limited space combining the living home and the working office function. According to the office for sale website, in Selangor, a normal office will have much space with 900 square feet up to 10,000 square feet above. However the home offices in Selangor are built up with 500-1000 square feet. . A home office needs to be building up with sufficient facilities and equipment. However the limitation of space limits the layout of the home office. We can help them to utilize their space and design their layout of the home office.

Other than that, in working environment, the integrity of communication allows the peoples to be connected with outside world even by just staying at home. We believe that the technology is one of the opportunities that the home office will becomes more in the next decade.

We have chosen Klang Valley as our first target market. In Klang Valley area, there are many home offices and the market in that area is large enough to become a market for us to serve.

2.2.2 How the proposed business solves the problem or fills the need

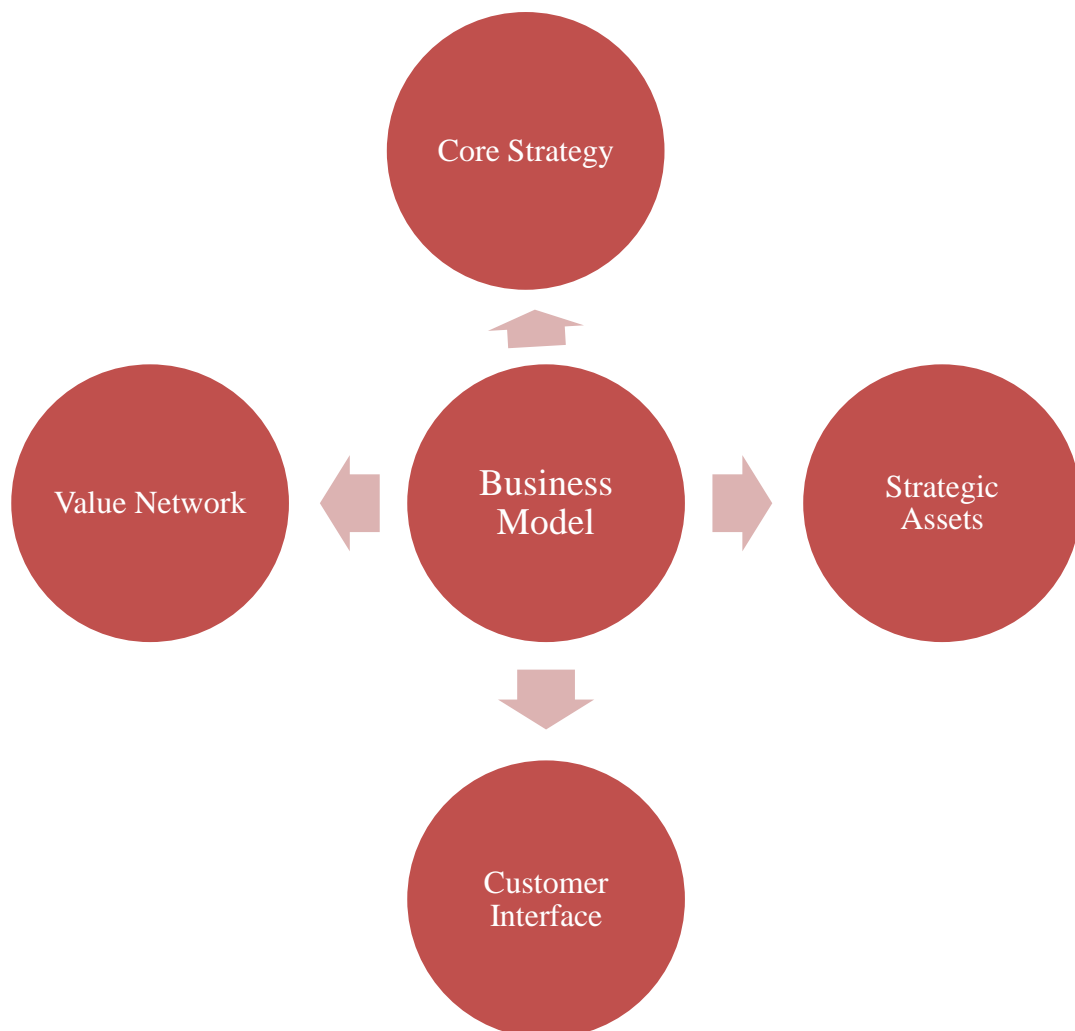
We help the entrepreneurs by combining home and office furniture together. This will help to them to save spaces in their residences and they also save the troublesome of buying different furniture one by one.

Besides, in response to the home environment, we are providing the interior design service that can help our customers to design the layout of the home office and helping them to create a good working environment, where they can live and work in a comfortable way.

2.3 Competitive Advantages

2.3.1 Description of the business model

Figure 2.2 Business model of Extra Home-Office Furniture



Source: developed for the research

The business model of our company consists of core strategy, strategic assets, customer interface and value network. These components of our business model will help to create, deliver and capture values for our company.

2.3.1.1 Core strategy

Differentiation

Differentiation is a good strategy to distinguish ourselves from our competitors. Since our company is focusing on multipurpose furniture, in terms of product, our products are designed based on the needs and wants of our customers, the finished goods will look relatively small which fulfill the SOHO's requirements to work in their house. Besides, we also emphasize on the appearance of our products. Our product appearance must match the housing environment to provide a comfortable environment for SOHO to work in their house and also have their daily life at the same time.

Besides, in terms of service, we are going to provide interior design service to SOHO customers who are going to work in their house. We will design a comfortable environment for them to live and work in their house. The finished goods will allow SOHO users to live and work in their house. The design sketch of the environment will be matching our product and based on our customer preferences, conditions and scruples.

2.3.1.2 Strategy assets

Patent of products

We will be applying for patent for our products, this is because the main asset for our company will be our multipurpose furniture's that are very special and unique in terms of design and functions.

Skills of employees

In order to match the concept of multipurpose, skilled employees is the most important assets for our company. Multipurpose concept will need us to employ skilled employees to manufacture our multipurpose furniture. Our company has to acquire and retain a lot of skilled employees because we are seeking expertise. Thus, we will be acquiring talents who are beneficial to our company such as high-skilled carpenters, designers, accountants, and technical employees. Designer executive or employees are required to generate great result and must be creative and innovative. An accountant will help our company to evaluate the company's overall cash flow and investment. Technical employees will help us to produce finished goods more efficiently and quality products.

2.3.1.3 Partnership network

Suppliers

For our company, the relationship with our suppliers is important as it enables us to enjoy more long-term benefits. Since our company is doing multipurpose home-office furniture that need few types of materials to finish a product. However, as a new startup, we are have limited skill to manufacture all the furniture parts by ourselves. Therefore, we need a good relationship with supplier to ensure our product quality and services when we outsource the manufacturing of the parts needed for designed product to our business partners. By having good relationship, our company can enjoy first-served benefit and prevent the lacking of production materials. Besides, by establishing a good network within each supplier, both parties are mutually benefited, where both parties can reduce the misunderstanding on communication about the specifications of productions parts.

Partners and other key relationships

We also value the relationships with our business partners such as logistic and supply chain management company, banks, accounting firm, legal firm and others.

We believe that a good relationship with them can enable us to improve the performances of our company and enable us to deliver better value to our customers.

2.3.1.4 Customer interface

Customer interface are required for our company to better understand and manage the commitments between company and customers. Upon structuring our company customer interface, three components are under our consideration which are target market, pricing structure, and fulfillment supports. Based on these components, the ways for our company to deal with customers are face-to-face, electronic, and personal-but-distant. With appropriate customer interfaces, our company able to make better improvement on product and, at the same time enhance the service activities on pre-purchase and post-purchase. For example, through the company website, customer will able to receive basic information more precisely and with the feedback from them, our product and service development can be improved by considering their expectations.

2.3.2 Sustainable competitive advantage

Competitive advantage is very important for our company to stay survive in the entered industry as well as moving forward in the future. Therefore, our company has conducted a comparison based on target market, target area, market size and internal and external resources. From the result, our company found that it can create sustainable competitive advantages through the product and service offered.

In term of second mover

- Pioneer to manufactures the furniture for Home-Office users in Malaysia.
- Pioneer to manufacture multi-function Home-To-Office furniture's in Malaysia.

- First manufacturer that emphasize the products together with interior design to enhance balance between work life and personal lifestyle of Home Office owner.
- Pioneer to design combination of furniture that has clear differentiation between Home use and Office use.
- First interior design together with the product to make a home become a suitable work place during work time, and become a home after work.

In term of products and services

- Product is easy to move.
- Product is designed for saving spaces.
- Enhance greater working environment for Home-Office owners, at the same time create comfortable home environment for them after work with furniture that can be used at both situation/condition and decrease amount of furniture.
- Provide substitution for Home-Office who needs pay more to acquire furniture's for their home and office. In other words, paying less to gain more benefits.
- As Home-Office designer, which offered to customer and encourage them pay less to get both services.

In term of psychological

- Create solution for the customers who wish to save their startup capital in early stage and desired to have a space as well that would not affect the normal life time after work by repay the bank loan for purchase a home/office.

In term of markets and targeted area

- Home-Office market is rising in recent years, yet believed to keep increasing in the future.

- Space available within target area is getting smaller, Home-Office is an easier substitute for whom that wants to own personal office and home under one roof.
- Limited space in target market cause hardly and high risk to acquire a new office in somewhere else due to high cost.

2.4 Current Status and Requirement

2.4.1 Description of where the business stands today and what the business needs to move forward

The two table below shows the pre-commencement milestones of our company that indicate the current tasks that we need to accomplish and the projected milestones for year 2014-2018 is the target that our company wish to achieve in the next five years.

Table 2.1: Pre-commencement Milestones of Business

Milestones	Date Start	Date End	Duration period (days)
Business plan	3 June 2013	17 July 2013	45
Online research	4 July 2013	17 July 2013	14
Collect funding	18 July 2013	31 July 2013	14
Business registration	1 Aug 2013	7 Aug 2013	7
Make company seal	8 Aug 2013	8 Aug 2013	1
Licenses applications	9 Aug 2013	15 Aug 2013	7
Construction and renovation	16 Aug 2013	14 Oct 2013	60
Furnishing	15 Oct 2013	20 Oct 2013	6
Showroom feasibility analysis	21 Oct 2013	27 Oct 2013	7
Getting approval for	28 Oct 2013	4 Nov 2013	7

manufacturing project			
Recruitment	5 Nov 2013	4 Dec 2013	30
Registration with Lembaga Hasil Dalam Negeri	5 Nov 2013	11 Nov 2013	7
Register SOSCO and EPF	5 Dec 2013	5 Dec 2013	1
Notify the Director General of the Inland Revenue Board of worker employments	6 Dec 2013	6 Dec 2013	1
Apply Initial Tax Allowance	9 Dec 2013	20 Dec 2013	12
Domain name registration	5 Nov 2013	5 Nov 2013	1
Building of company website	6 Nov 2013	11 Nov 2013	6
Advertising and promotion	12 Nov 2013	31 Dec 2013	48
Place orders with supplier	2 Dec 2013	5 Dec 2013	4
Staff training	5 Dec 2013	13 Dec 2013	9
Display product production	16 Dec 2013	27 Dec 2013	12
Display room preparation	30 Dec 2013	31 Dec 2013	2
Opening ceremony	1 Jan 2014	1 Jan 2014	1

Source: Developed for the research

Table 2.2: Projected Milestones for Year 2014-2018

Year	Activities
2014	<ul style="list-style-type: none"> ▪ Commencement of Business ▪ Aggressive marketing and promotion ▪ Reach 20% of the customers in the target market within first year ▪ Focus on made to order
2015	<ul style="list-style-type: none"> ▪ Revise the design of products ▪ Recruit more talented designers and workers ▪ Participate in furniture fair to increase consumer's knowledge of product (Malaysia Furniture & Furnishing Fair, Malaysia International Furniture Fair and etc)
2016	<ul style="list-style-type: none"> ▪ Start to launch new products ▪ Enters into the market at Negeri Sembilan ▪ Start to promote on order to make
2017	<ul style="list-style-type: none"> ▪ Open new outlet at Malacca ▪ Open new outlet at Penang
2018	<ul style="list-style-type: none"> ▪ Open one outlet at Johor ▪ Perform research on Singapore furniture market

Source: Developed for the research

3.0 INDUSTRY ANALYSIS

3.1 Industry Descriptions

3.1.1 Industry trends

In Malaysia, furniture manufacturing industry emphasizes on distinct the process of designing and furnishing in order moving ahead and making inroad into high quality products for today's lifestyle markets. Most of furniture companies more prefer on exporting their products to foreign buyer rather than import foreign furniture products. This is because, Malaysia has always been well-known for its wooden furniture with its abundant natural resources for furniture industries such as wood, plastic, metal, fabric and other various related materials. (Refer to Appendix D for Import-Export Data)

In recent years, Malaysian furniture companies had shifted from producing traditional product toward designing its own products. In order to design its own products, most furniture companies are manually using the benefit of high technology which Computer Aided Design (CAD), AutoCAD is one of famous computer software purposely for designing their own product in computer. Within the integration of greater machineries functions and various computer design software, some of furniture companies consider combination of two or more material to produce different type of furniture such as multifunction, multi material, minimalize which refer to simple and minimum and other design movements to increase their attractiveness and uniqueness of products if compare with their competitors.

3.1.2 Industry size

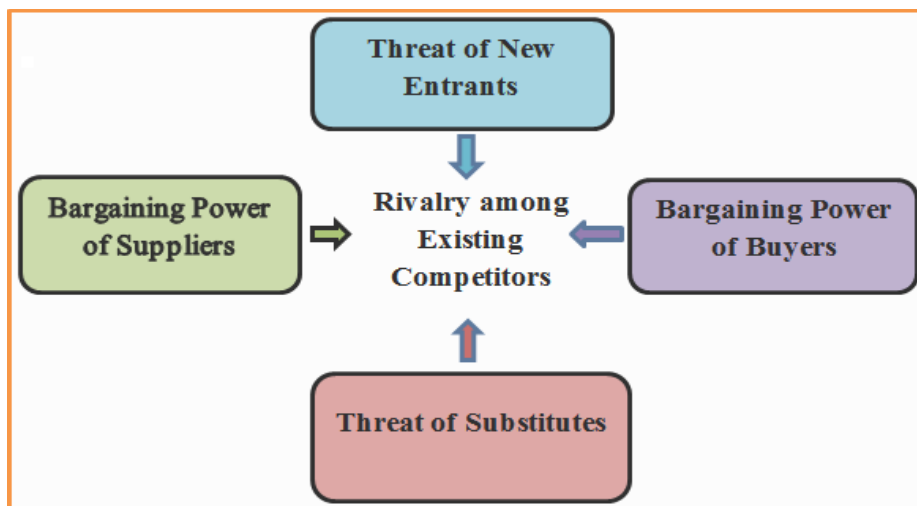
In 2011, it is said that there were about 2,260 furniture plants in Malaysia, with 1,812 in Peninsular Malaysia, 29 in Sabah and 419 in Sarawak. Most of the furniture plants in Malaysia are located in Selangor, Johor, and Kedah.

Since Malaysia have abundant wood resources, many furniture manufacturers export their wooden products for foreign buyers and serve domestic markets as well. This trend makes furniture industry tend to become one of the important elements for Malaysia economy, and also because Malaysia's furniture products are in low price and reasonable quality for foreign buyers to having pre-conditions repurchase from Malaysia furniture manufacturers.

3.1.3 Industry attractiveness

To determine the attractiveness of our space saving furniture and building work life balance concept to our customer in the industry, our company are implementing Porter's Five Forces Analysis to clearly understanding current business whether suitable to startup before creating any competitive advantages.

Figure 3.1: Michael Porter's Five Forces



Source: Developed for the research

i. Bargaining Power of Buyers

The bargaining power of buyers is consider as low because our company is the first entrants contribute in SOHO space saving concept. As this concept is still new and yet so far not develop quickly in Malaysia market,

the product price still within our control without any influenced such as direct and indirect competitors.

ii. Bargaining Power of Suppliers

Being the largest wood supplier countries, Malaysia has many wood suppliers companies and we do not have to only rely on one supplier. To reduce the power of suppliers as well as cost of productions, we will deal with more than two suppliers so that our company would not facing trouble in supplying raw material such as unable to supply us raw material just in time. However, our products not only rely on wood based suppliers but also rely on other sub raw material such as steel, plastics and so on to make different combination of furniture. In case, we might be considering to import sub raw material from overseas companies within low cost.

iii. Threat of New Entrants

This threat is considered as a moderate threat because it is easy to set up a furniture company in Malaysia within the supportive of government and most of furniture companies are shift toward lifestyle products more than traditional products. Yet, this space saving concept will require time and expertise as well as creative designer to compete with us if the new entrant is considering entry same industry and implement similar concepts as us.

iv. Threat of Substitute Products

The threat of substitute products tends to be low. Our company believed that the multi functions and cost-saving way will solve the problems of space limitation and work environment by choosing right furniture.

v. Competitive Among Rival

The competitive among rival is moderate. Since we are setting up new business at Klang Valley, there are many local furniture stores that we need to concern and compete. Fortunately, most of residents from Klang

Valley not loyal on any furniture stores and tend to seeking space saving and high quality furniture as well as the price is standard if compare with competitors. In additions, the government nurtures the furniture industry by providing tax exemptions and investment tax allowances to facilitate business operations made our company operate smoothly although there are high competitions from indirect competitors.

3.1.4 Profit potential

Based on the increasing growing in population rate and increasing number in SOHO suites in Klang Valley, the profit potential are positive and optimistic. Moreover, 76% of the potential customers are more interested in multipurpose furniture rather than conventional furniture. Besides this, 77% of potential customers also consider purchase furniture that compound home and office furniture at the same time. Instead of this, working environment also became one of components that bring additional value for our customers as well. Based on our market research conducted, we found that 95% of potential customer think that furniture and interior design are important in a workplace and 64% of potential customer are consider combining the office atmosphere and home environment under one roof. All of this information are vital for us before entry into furniture industry as well as target SOHO as our main market. In addition, our customer are willing to spend their money to purchase our product and service either separately or combining in case of providing space-saving, good working environment, comfortable and bring convenient to them. (Refer to Appendix C for Klang Valley Population Forecast and Appendix E for Market Research Data)

3.2 Target Market

The target market for Extra Home Office Furniture and Interior is those people who bought a Small Office/Home Office (SOHO) property around the Klang Valley. Currently, the most notable development of the SOHO property is still around Klang Valley, and some of the most noticeable SOHO properties around Klang Valley area are Centrio SOHO in Pantai Hill Park, Bangsar, Empire Subang

SOHO in Subang Jaya, Empire Damansara SOHO in Damansara Perdana, PJ5 SOHO in Kelana Jaya, The Ascott SOHO in Old Klang Road and Parklane SOHO Duplex Suites in SS7 Kelana Jaya (Atan.M., n.d.) The high popularity of these SOHO suites has provided our company with information that there are more and more people who are interested join into the SOHO lifestyle, and increasing the population of our initial target market. (Refer to Appendix F for SOHO Layout and Building)

3.3 Competitive Position Within Target Market

Table 3.1: Competitive Analysis Grid for Extra Home-Office Furniture

Name	Extra Home-Office Furniture	Artwright	Eurochair
Product features	<ul style="list-style-type: none"> • Multi use • Space saving • Stylish 	<ul style="list-style-type: none"> • Modest • Stylish 	<ul style="list-style-type: none"> • Durable • Popular
Brand-name recognition	Low	High	High
Access to distribution channels	Moderate	High	High
Quality of products	High	High	High
Year of Establish	2013	1965	1976
Business Entity	Private Limited	Private Limited	Public Listed
Customer Services	Moderate	Excellent	Excellent

Competitive advantages	Customization	Design	Functional
------------------------	---------------	--------	------------

Source: developed for the research

Our competitor's forces are derived from the factors such as targeting the same geographic area and the similar use of the product. Therefore, there will be two main strong competitors faced by Extra Home-Office Furniture even though our product is well-differentiated. These two strong companies are Artwright and Eurochair. In addition, Extra Home-Office Furniture also competes with other competitors that located around the Selangor area.

4. MARKETING PLAN

4.1 Product/Service Feasibility Analysis

4.1.1 Full description of the product or service offer

Extra Home-Office Furniture offers our customer with multipurpose furniture that specially designed for Small Office/Home Office (SOHO) use. This kind of multipurpose furniture will be designed in a unique way, where when this furniture is placed inside the house of our customer, it will not create a strange appearance to our customer's housing appearance. Besides, another main advantage of our product is that since it is designed to be multipurpose, it can help our customers to save the spaces in their home, where they do not need to place so many pieces of furniture in different places. (Refer to Appendix G for Products)

Other than that, our company also provides the service of interior design to our customers. The main concept offered by our company is we could help our customer to design the interior spaces of their house, so that the working space in their home could blend naturally into the home environment that they want. The main point of our interior design is to allow our customer to be able to live more comfortably in the house after they have finished their work. This kind of design will allow them to be able to forget about their work after they have finished their job, which also helps them to relieve their stress and stay away from their working environment.

4.1.2 Concept testing

Concept testing is the process of using qualitative and quantitative methods to analyze the perceptions that hold by our customers towards our products before we launch our product into the market. From the survey that we have conducted, we found that 58% of our respondents think that the surrounding environment will

affect their work performance and 95% respondents put a priority on the aspect of furniture and interior design at their workplace. Besides, through our market research, we also found that there are still quite a number of consumers that are not familiar with the concept of our products, where 52% of respondents know about the concept of multipurpose furniture and 48% still do not about the concept. However, from our survey, we observed that 77% of our respondents will be willing to consider buying a furniture that can be used as home and office furniture at the same time. In addition, we also found that most people will prefer to buy furniture in furniture shop or retail store since 59% of our respondents prefer to buy through retail stores or furniture shops. (Refer to Appendix E for Market Research Data)

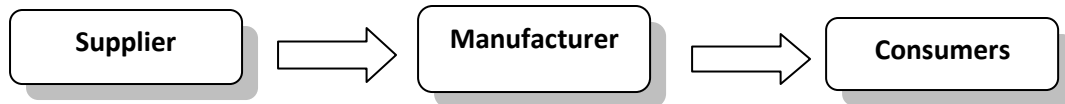
4.2 Pricing Strategy

For our business products, **multipurpose furniture**, we hope to establish distinct price categories at which similar items of our products. We will be using **price lining strategy** in our products. It is because since we are offering different quality for our products, we can satisfy different customer needs based on their own preference. Some customers want to have the highest quality of product while some customers may only want to have an average quality product. By using price lining strategy, we can satisfy customers by letting them to choose which products are suitable for them based on their business startup cost. We believe using price lining can simplify the selection process for the customers by giving them different product quality choices.

For our **interior design services**, we are using the **variable pricing strategy**. Since there is no fixed price for our services, variable pricing strategy is the most suitable strategy. The prices of our design service will be varying based on various factors including the design area, distance travel and whether the customers are buying our products or not; discount will be given if the customers are buying our products together with the services. Besides, through variable pricing, we can also set the price based on individual difference with their purchasing power, where we can earn extra profit if the customers have high purchasing power and we can lower our price for those customer with low bargaining power.

4.3 Distribution Channel

Figure 4.1: Direct chain of distribution



Source: developed for research

Our company is implementing direct chain of distribution. Our company will self-produce the products and directly sell to the consumers. The main reason our company choose this chain of distribution is because in the early stage we are only targeting at Klang Valley. Besides, with direct chain of distribution, it will lower down the cost in term of supply management and logistic.

Beyond that, since our target market is a niche market, this mean that the consumers will need more direct interface such as internet website, outlet and office center which able to provide them more information as increase their understanding well. Through direct interaction, it is enabled us to give more convenient to our customer as well as our company will know their needs and wants more precisely rather than it is handle through third party. We believe it will help us on improving our business performance and lower the R&D cost needed in the coming time.

4.4 Promotion and Advertising

4.4.1 Advertising

Outdoor advertising

We are going to use outdoor advertising to capture peoples' attention and make an impression for our company name and products as the viewer saw our advertisement outdoors. Therefore, our company will be placing our most

attractive sample product with our company logo using our company's own trucks and also hanging banners in popular places at Klang Valley to capture people's attention. This will help us to create awareness of our company's brand name, product and service in the customer's position.

Internet

Nowadays, internet is most powerful communication tool around the world. The internet user is very general, especially in Selangor, where free Wi-Fi areas already been launched and allow the citizens can connect to internet through electronic devices anywhere. Hence, our company intends to be a click and mortal business, which can provides convenience to our customers. Through our company homepage, customers can find information about our company or product that they are interested in. Other than that, we also use social network such as Facebook and LinkedIn to spread our company news and status to internet users. (Refer to Appendix I for Company Website)

Magazine

We will use magazine to advertise our products and company name. We are going to post a latest product photos and details to a magazine in order capturing magazine reach to pay attention and reference our products.

4.4.2 Promotion

Discount Promotion

Our company has discount promotion on our products and services, which means that we will reduce the price of products and charge on services for those customers who purchase both our products and services. This promotion can help us to attract those customers who completely have no ideas to design their own

home office environments and new businessmen who wish startup their own business in Klang Valley area.

Price Off

Price off promotion will not only stimulates the sales of existing products but also will encourage our customers to try new products because of the lower initial price. This promotion tool will be implemented when our company are having a minimum percentages of customers purchase our products and services. By using this tool, we can create buzz marketing and spread positive word-of-mouth to others residents in Klang Valley. In addition, price off will be conducted different according to the price strategy that we stated above: price lining and price variable. This is because our company has different charges for our products and services.

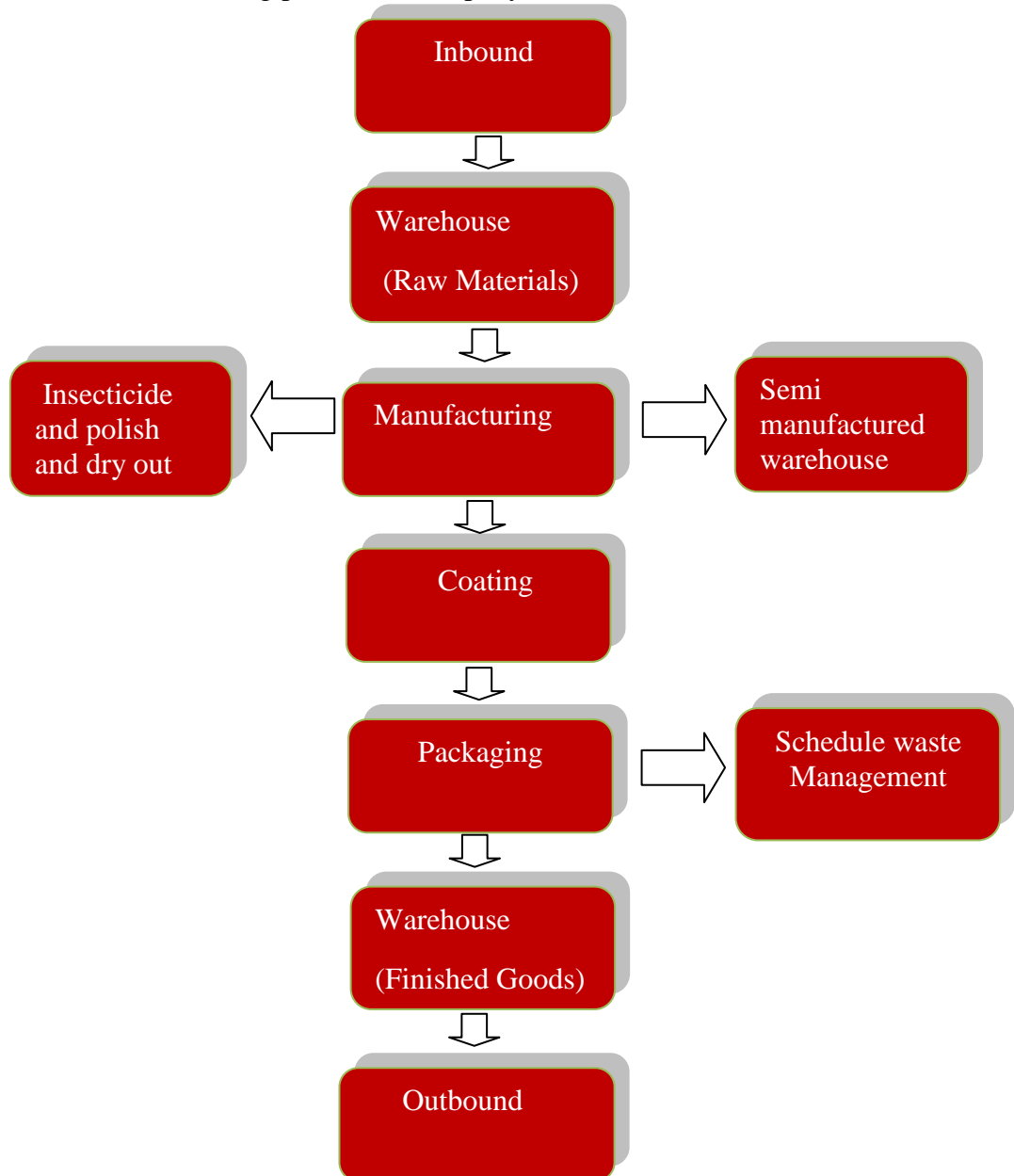
Trade Shows

As manufacturer standpoints, trade shows will offer us the opportunity to discover potential customers and build relationship with them. Our company will be joining some associations as member to have reservation booth in furniture fair around Malaysia. For instance, in Kuala Lumpur, Malaysia Furniture & Furnishing Fair will be held every year, specially for furniture companies to release their own new products to their customers and that will be a suitable time for our company to have particular booth for promote our existing and new products and services that we are offering to our customers. In addition, our company also can evaluate useful information from the fair to keep up-to-date for latest innovation and obtain competitive information in the furniture industry. Other than that, since this Malaysian Furniture & Furnishings Fair that held in Kuala Lumpur is one of the most famous event for furniture industry to promote their own products, it will be the best place for our company to display creativity and innovations in front of a large number of people who will be attending the event. Since our concept still new in Malaysia, this event will be able to help us to attract more customers to have a visit to our booths seeking for more information.

5.0 PRODUCTION PLAN/OPERATION PLAN

5.1 Manufacturing Process

Figure 5.1 Manufacturing process of company



Source: developed for research

Extra Home-Office Furniture will implement the lean manufacturing process. This process is chosen as our principle being lean is waste elimination. Any wasteful expenditure of resources such as production waste, time and cost will be eliminated by a developed systematic waste elimination. In addition, all of the production will be based on the projected demand from customer. Therefore, under lean manufacturing process, we believe that our company will manage to reduce the inventory, decrease the cycle time, improve the productivity and increase our competitiveness through fully utilization of resources.

The raw materials that will be used in our production are woods, aluminiums and plastics. In term of the cost, aluminium and plastic components or parts needed are subcontracted to other manufacturers in order to reduce the production cost and simplify our process as well. Hence, all of the materials including subcontracted components will be stored in our raw materials warehouse before the process of manufacturing.

Under manufacturing phrase, our first step is make sure all the wood are made into particular shape based on the product design. Next, all the finished wood components will be polished and insecticides to ensure its quality. After that, the wood components that have been dry out will be assembled with aluminium and plastic components to become a complete product. Once the product is in a complete form, it will be coated and packaged. All the finished goods are stored in finished goods warehouse after all the steps had completed perfectly.

5.2 Availability of Qualified Labour Pool

In the initial stage of business operation, we are separating our labour pool into three areas which are operation, office and shop. For operation part, we plan to hire 15 operation workers and 2 supervisors in operating the manufacturing process. Next, for the office, besides having 5 of us, the founders as top management, we also plan to hire 4 executive officers and 2 designer officers. Lastly, we also plan to hire 3 sales personnels and 1 store supervisor for our shop that located at Cheras, Kuala Lumpur area. All our workers must work in full time and we are not planning to hire any contingency worker in the first few years. We

will only hire contingency workers if our company is facing any emergency situation such as lack of workers in operation during high sales period.

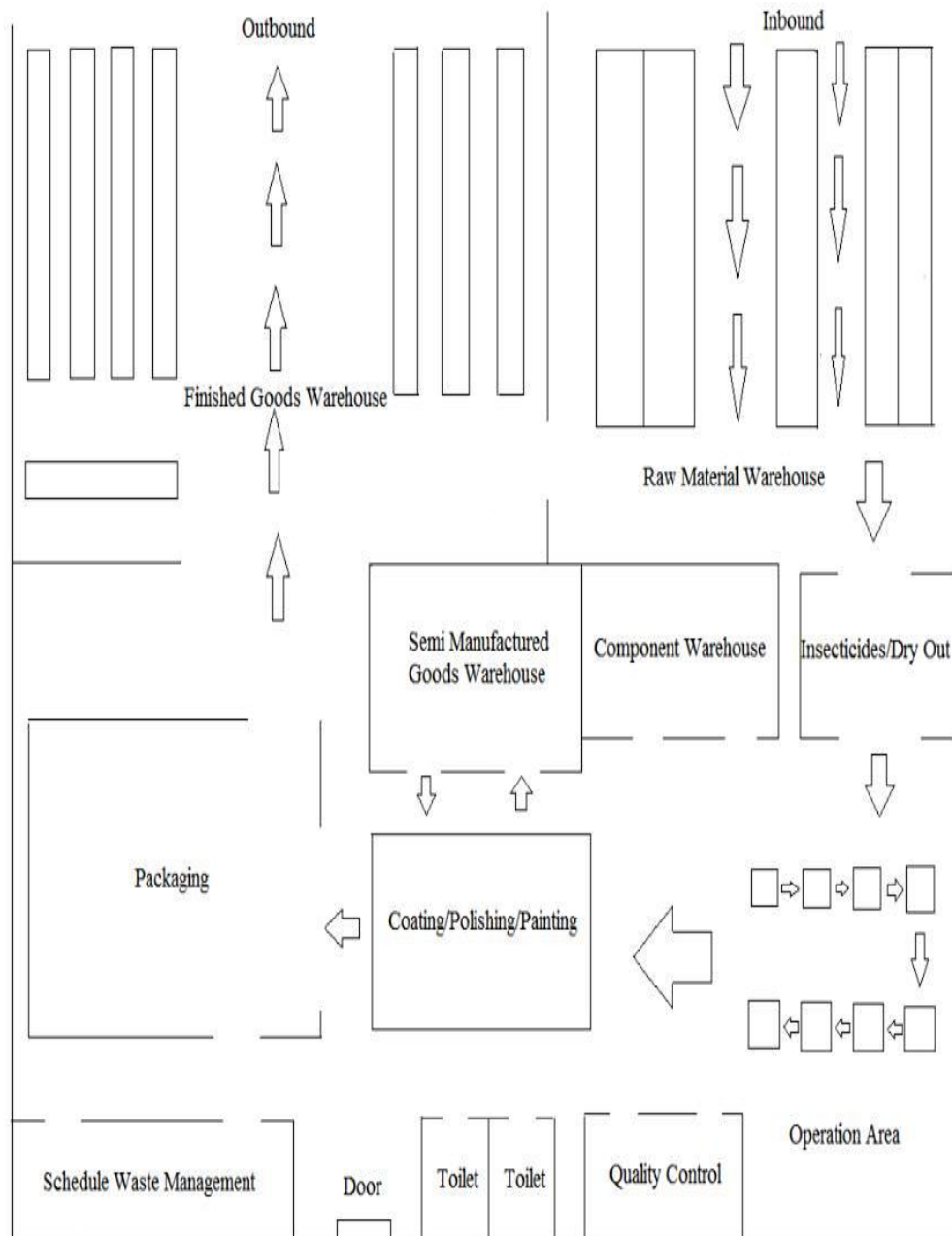
For the operation workers, we do not require the applicants to possess any educational qualification as long as they have the basic skills of operating in machinery and other equipment. As for the supervisor, we have minimum requirement for them, where we are more preferred to hire applicants who have related operating experience in other company before entry our company. This is due to the important duty of the supervisor who will be responsible to supervise and control overall manufacturing process within our plant, and to ensure that all operating process are work smoothly and product quality before delivery to our customers.

For the office workers, we require them to have minimum SPM qualification or related working experience and able to communication well in Mandarin, English and Malay so that they able to handle different situation in business process and report to our top management. Next, for our designer team, we require them to have minimum Diploma qualification or related working experience which they possess, such as the knowledge of space-saving concept, customized in combination of different furniture, analyze and meeting needs, and plan a customized solution. In addition, our company will also be requiring our designer team to adopt professional approach in designing the SOHO environment to match with our furniture. Hence, our designer team will need to concern on time, budget and quality together with well-thought-out planning and pay attention on detail as well as ensure customers' expectations are achieved in every business.

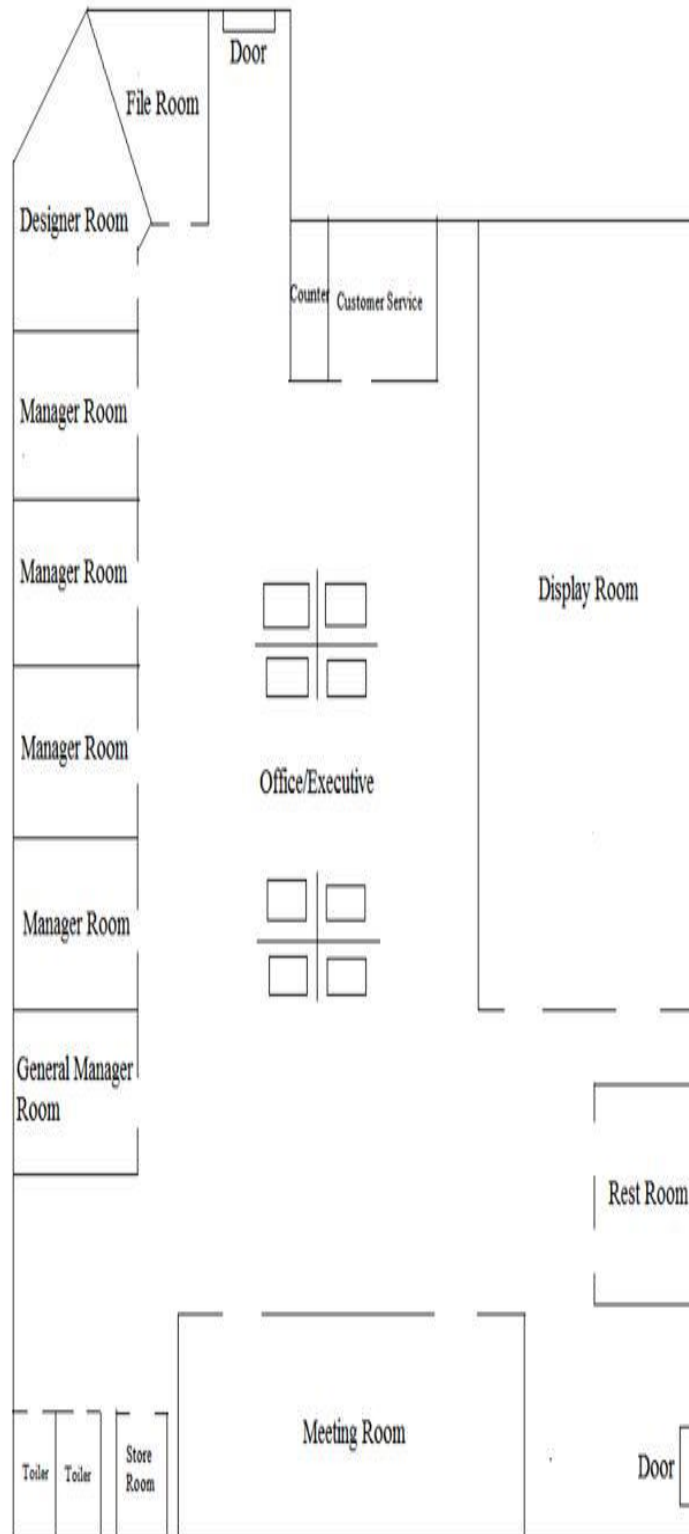
For the shop workers, we require them to have minimum SPM qualification or related working experience and able to communication well in Mandarin, English and Malay so that they able to interact and make transaction with customers. Applicants who speak well in other dialect such as 'Hokkien', 'Cantonese' will be more preferred as most of resident in Kuala Lumpur areas are Chinese people, thus customer will be more understanding what the sales person talk about. Other than that, in order to improve their sales capability, our company will also be providing training course for exist and new workers to make sure that they fully understand about our company products and able to satisfy our customers' needs.

5.3 Physical Plant

5.3.1 Factory area



5.3.2 Office area



5.4 Machines and Equipment

1. Automatic Double End Miter Saw With Moulding Head (Tds 4 Sa)
2. Automatic finger shaper
3. CNC boring and router
4. Double Roller UV Coating Machine For Wood Board
5. Vertical Multiple Spindle Boring Machine (Sv 206)
6. Wood polishing machine
7. Hino truck
8. Toyota forklift

(Refer to Appendix J for Machines)

5.5 Name of Suppliers

5.5.1 Machinery supplier

1. BSM Machinery Trading Sdn. Bhd.
2. (Refer to Appendix K for Suppliers' Name Cards)

5.5.2 Wood supplier

1. Haluan Mutiara Sdn. Bhd.
2. Far East Timber Industries Sdn. Bhd.

5.5.3 Plastic parts supplier

1. Mah Sing Group Berhad

5.5.4 Aluminium supplier

1. LB Aluminium Berhad

5.6 Quality Control

To have a good quality control system, the quality is being checked at various point of the manufacturing process. When the raw material reached our warehouse, our quality control manager will go to the warehouse and check to see whether there are any defective materials. The defective part will be sent back to our supplier.

After the raw materials are sent for manufacturing, quality control manager will take place to ensure the output match the company requirement. During the coating process we will check each of the coated products and make sure the coating are apply according to the specification. After the packaging process, the finished products will be checked for one more time and make sure it meets the company specification.

In case the products are found to be defective in any of the process, the products will be taken out immediately and stops it for further manufacturing process. The total number of the defective products will be record down on the evaluation form and submit to the management team for further action.

(Refer to Appendix L for Quality Control Form)

Company Requirement

The quality control manager must understand clearly about the requirement of the company. In order for consistent quality check, a perfect finished product will be manufactured first before it goes into mass production. This can make the production labor understand the manufacturing process and it can also serve as a reference for the manager for quality control.

Employee Training

Even our company only hired qualified labour, employees training program will still be provided for the newly entered employees before they are given task to operate machine or other manufacturing process.

5.7 Customer Support

Hotline

Hotline service is provided. It is essential to provide the hotline service for customers because customers can get more information about our company when they need. The hotline service staffs will solve the problem and provide information for customers. The intention of the hotline service is to minimize customer's uncertainty toward our company product and service, inquiry and so on. The contact number our company is displayed on our company web page, social network page and name card. This is a good channel for customers directly obtain the information from us. (Refer to Appendix M for Company Business Cards)

Website

Extra Home-Office Furniture is operating click and mortar business. We will create a company website and put in necessary elements into websites such as product information, customer feedback, company details and contact method such as email address and hotline. This is a way of communicating with customers and the customers can obtain information from our web site. (Refer to Appendix I for Company Website)

Social network

Our company will also use social network to interact with customers. Social networks such as Facebook and Twitter are very effective tools to communicate with customers. We can do advertising and promotion on the social networks and this helps to create viral marketing from customers. On the other hand, customers can voice out their opinions and comments regarding our products and services through the social networks. This allows us to be more understanding on customer's demands and needs and eventually improve our company reputation.

After sales services

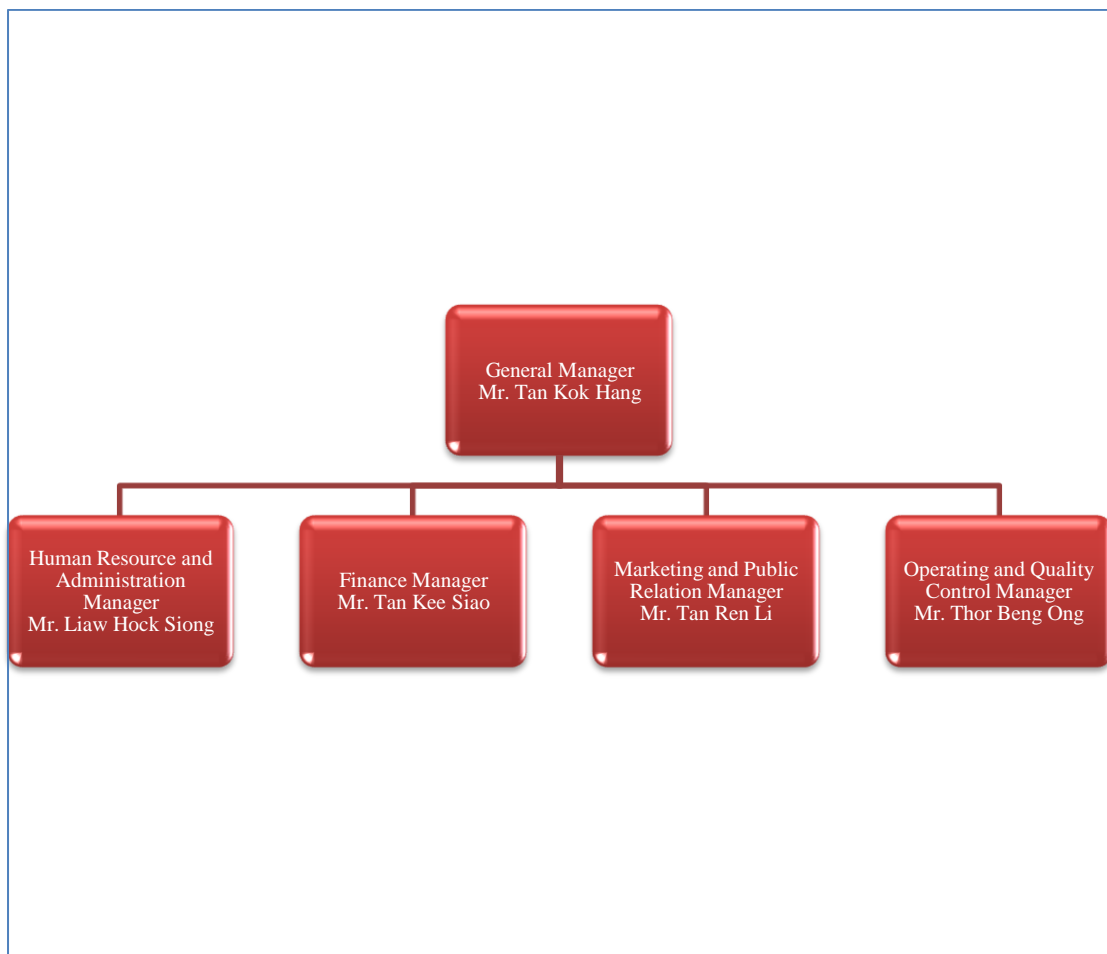
Our company will provide after sales services to customers. We will provide guarantees to the customer. The guarantee period will last for 6 months from the date the customer purchase our product. During the guarantee period, if any deflection is found on the product, the customer can contact with our customer service staff and we will send our technician to solve the problem. If the deflection is unable to solve, and is not caused artificially, then we will change a new one for the customer without any charges.

6.0 MANAGEMENT TEAM

6.1 Management Team

Extra Home-Office Furniture and Interior Sdn. Bhd. is owned by five founders: Mr. Liaw Hock Siong, Mr. Tan Kok Hang, Mr. Tan Kee Siao, Mr. Tan Ren Li and Mr. Thor Beng Ong. These five founders will also be forming the board of management for the company and each of them will be holding positions that are suitable for them, which is appointed to them based on their own respective skills, knowledge and personal experiences. (Refer to Appendix N for Resume of Every Manager)

Figure 6.1 Management Team



Source: Developed for research

General Manager

Mr. Tan Kok Hang will be appointed as the General Manager for Extra Home-Office Furniture and Interior Sdn. Bhd. Mr. Tan is holding a degree in Bachelor of Business Administration (Hons) Entrepreneurship from University Tunku Abdul Rahman, which makes him to have the necessary knowledge and skills to manage a company. Besides, he also owned good leadership and communication skills, which makes him to be able to lead the management team. Other than that, Mr. Tan is also a rational people and possess good analytical skill together with logical mind-set, which allows him to be able to make wise decision and analyze things thoroughly from different aspects. In addition, Mr. Tan also has negotiation skills that can help the company when doing negotiation with suppliers and customers.

Human Resource and Administration Manager

Mr. Liaw Hock Siong will be the Human Resource and Administration Manager for Extra Home-Office Furniture and Interior Sdn. Bhd. He graduated from University Tunku Abdul Rahman in Bachelor of Business Administration (Hons) Entrepreneurship. Mr. Liaw has the experience of helping his father to manage human resource in their family business before and he is very familiar to human resource practices. Therefore, we believe that he will be able to contribute great result to the company and fully utilize our employee's skills and abilities. As for the performance, Mr. Liaw has successfully helped our companies in saving costs and running effective business operations such as recruiting talented candidates, and people management and performance management.

Finance Manager

Mr. Tan Kee Siao will be the one who will take the position of Finance Manager in Extra Home-Office Furniture and Interior Sdn. Bhd.. Mr. Tan graduated from University Tunku Abdul Rahman in Bachelor of Business Administration (Hons) Entrepreneurship. Although Mr. Tan graduates from business course, he has good knowledge about the financial and operation aspects of a company. Before he

pursues his study in UTAR, Mr. Tan has been working for his relatives in financial department, helping them to calculate budget for their firm operation. Given that he has a strong foundation in finance, initially he plans to take the finance course; however, due to the vision that he wants to start up his own business in the future, he changes his mind to study entrepreneurship. Even though he changes his study field, Mr. Tan still continues to show his ability in the finance subject, scoring good grade in the subjects relating to finance throughout his study. In our company, we all recognized Mr. Tan ability to analyze our company expenses and the profit earning estimation for our company in the future. With his help, we believe he can fulfill his duty as a Finance Manager and helps our firm to maximize our profit while minimize our expenses.

Marketing and Public Relation Manager

Mr. Tan Ren Li is appointed as the Marketing and Public Relation Manager of Extra Home-Office Furniture and Interior Sdn. Bhd.. Mr. Tan graduated from University Tunku Abdul Rahman as degree holder in Bachelor of Business Administration (Hons) Entrepreneurship. His responsibilities are promotion and marketing of our company's products and services as well as manage the relationship of company with customers and media. Mr. Tan is an active and affable person who has the ability to deal with every people and build the strong relationships. With this ability, Mr. Tan is able to know which marketing effort is most suitable for the customers well. Besides, he possesses the capability of innovation in developing the marketing programmes. Through the creative and useful marketing efforts, it is to be believed that our company is capable to attract the customers and become a remarkable manufacturer within the industry.

Operation and Quality Control Manager

Mr. Thor Beng Ong is appointed as the Operation and Quality Control Manager of Extra Home Office Furniture and Interior Sdn. Bhd.. Mr. Thor has finished his degree program in University Tunku Abdul Rahman in Bachelor of Business Administration (Hons) Entrepreneurship. When he studied in secondary school, he

is an active scout as quartermaster and committee of Prefect resources room, and this make him to be more familiar with all the gadgets and control on the use of resources. Besides, he is also trained to be a discipline person since he was young so that he able getting work done that assigned by other people especially in scout activities. With this knowledge, skill and experiences, he helps the company to produce the products efficiently that fit with the standard quality and using the resources effectively to reduce unnecessary cost in short timing. The management team believes that he can handle well in the daily operation of the business in the manufacturing operation and quality control on the delivery product to their customers.

6.2 Board of Adviser

Mr. Mohamad Fared bin Mohamad Makmor will be the advisor for Extra Home-Office and Interior Sdn. Bhd.. The role of board of advisers is extremely important in our company due to the continuous support that we will need to sustain in the industry, especially from the aspect of developing our business operation and marketing strategy. In the process of research and development of our product, Mr. Mohamad Fared has always been able to provide us with valuable insights and ideas regarding those aspects that we need to do more improvement. Besides, Mr. Mohamad Fared also assist us through the providing of abundant knowledge regarding the area of operation and logistic that he is specialized in. We believe that by having all this knowledge from Mr. Mohamad Fared, and by keep on improving in those areas that we are not so specialized in, we will be able to gain continuous success for our business.

6.3 Key Professional Service Provider

Law firm

Company Name : Chia & Co. Legal firm
Address : No. 42-2, Lorong Batu Nilam 4B,
Bandar Bukit Tinggi,
41200 Klang, Selangor.
Telephone & Fax number : 03-3324 1711

Chia & Co. legal firm provide services of advocates and solicitors, registered trade mark agent, and all issues regarding government rules and regulations. The two lawyer members of the firm Ms. Cindy Chia Chai Moy and Mr. Chia Keow Hong are experienced lawyers that able to provide us with professional legal advises whenever our company need the legal knowledge to conduct our business operations. Chia & Co. legal firm will also be responsible to help our company in dealing with all the legal matters with the government.

Accounting firm

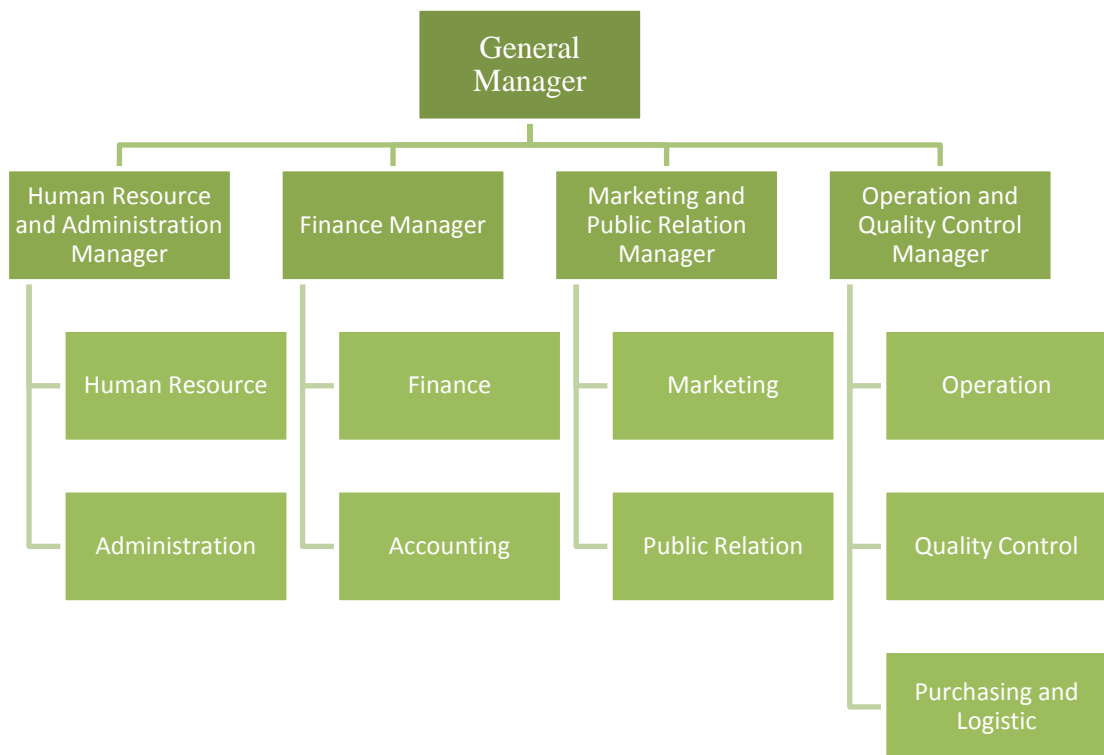
Company Name : AdrianYeo Tax Sdn. Bhd.
Address : 63B, Jalan SS25/2, Taman Bukit Emas,
47301, Petaling Jaya, Selangor.
Telephone number : 03-7802 3333
Fax number : 03-7802 3300/3330
Email : info@adrianyeo.com

AdrianYeo Tax provides their customer with strategic thinking and expert advice in the fields of taxation, auditing, accounting and a variety of corporate matters. AdrianYeo Tax will be helping Extra Home-Office Furniture to prepare proper and systematic financial statements yearly, with the purpose to meet government rules and regulations, and also meeting our company's stakeholder view. (Refer to Appendix O for Accounting Firm Name Card)

7.0 COMPANY STRUCTURE, INTELLECTUAL PROPERTY, AND OWNERSHIP

7.1 Organizational Structure

Figure 7.1 Organization Chart



Source: Developed for research

General Manager

The general manager is the person in the organization who has the highest authority and is responsible to take control over the operation of the business. He or she will be the one to set the goal and objectives that need to be achieved by the company in either short term or long term period. Besides, he or she will also be the one to ensure all the departments are working in a proper manner and able to carry out all the business activities efficiently. Other than that, the general manager will also be the one that makes the final decision for all important business activities and all the policies that concern the benefit and welfare of the organization.

Human Resource Department

The human resource department objective is effectively using employee skills, provide training in order to improve or enhance employees' skills and increase employees' level of satisfaction. Besides that, our human resource department is going to hire an assistant manager. The assistant manager will help human resource managers to manipulate employees' performance. The assistant manager is responsible to oversee entire company employees' status, emotional and efficiency. The assistant manager is required to report and communicate with the manager. The duty of human resource manager is evaluating company employees' performance and recruitment in order to minimize unnecessary costs. Hence, the human resource manager is responsible to develop people management and performance management.

Finance Department

Finance department is responsible for all operations that related to monetary term. While a company basic objective is to make profit, finance department plays a major role in the company. Finance department duty is to analyze the company revenue and expenses, as well as the net profit of the company. The daily transactions of the company are stated clearly by the accountant to avoid

overspend so that it maximize the profit of the company. In general, the balance sheet and the income statement are prepared by the accountant in financial department.

Other than managing the daily transaction, finance department also take charge in forecasting the company financial position in the future. The staff in this department will analyze based on the company current profit, industry trend, company objective and other variable factors in forecasting the company financial position. Financial department are taking charge of handle the cash flow in the company, such as the salary of the staff and the operation of other department. For other departments that want to take the money from the company for other operation purposes, they needs to get approval for manager and takes the money from our department. This is to ensure that our company has a standard procedure for operation in order to avoid overspend.

Marketing Department

Sales and marketing department is responsible to implement various marketing strategies and techniques to continue improve the company's sales and profits. The personnel will need to build deep competency in choosing which customers to serve, and growing them through delivering superior customer value as well as have to gain a proficiency in the latest methods and concepts for understanding customer in order to devise effective marketing strategies all the time. In addition, salespeople under this department must well understand and familiar with the products and services so as have high capability in conducting demo to our customers.

Public relation division is functioning as planning and executing a program of action to earn public understanding and acceptance so that company name and reputation can be enhanced. The job of Public Relation officer here are to manage the company's reputation through arranging and organizing the appropriate events and exhibitions that the company will be participated. Beyond that, they are also responsible for monitoring the publicity by conducting the research to seek out the concerns and expectations of an organization's stakeholders.

Operation and Quality Control Department

There are three main activities involved in this department which are operation, quality control, purchasing and logistics.

The fundamental of the operating division is the process of production. It concerned with overseeing, designing and controlling the process of production and creating business operations in the production of goods and services. With the efficient of the management in the process of production, this will help the company to earn profit and take parts on building brand image as well. To provide more quality goods and services, it becomes one vital department that require continuous improvement as it is not only make effect on company's financial issues but also influence the company's reputation.

The quality control division's main task is to monitor and evaluate the quality of the raw material as well as finished goods before sold out to their customers. Quality control emphasizes on testing of products to identify defected products and make reporting to management. Analysis of quality control usually takes part in form of statistics, evaluation production, routine reporting. After inspection of their personnel, the inspectors will make a list and descriptions of defected products to management so that make decision on how to solve it and make improvement. However, they need to ensure the products that sold out have reached a minimum level of qualification that set by particular associations such as International Organization of Standardization (ISO).

The purchasing and logistics division is taking responsibility for the process of procurement and continuous supply and control processes of bought parts from local and foreign companies to maintain the production stay in high class level in various areas. The purchasing activities involved in sourcing parts, finding suppliers with different channel, negotiating with needed suppliers and others to seeking low cost material and build relationship with suppliers for Extra Home-Office Furniture. On the other hand, the personnel from logistic division take responsibility to complete the process of planning, managing, controlling and coordination to make sure that the goods reach the right place, right time, for the right cost and in a right condition. It is purposely to ensure that the entire process

of logistics is maintained and developed in accordance with the goals of the business at an economical cost such as warehousing, movement of goods and others.

7.2 Legal Structure

Considering the advantages and number of peoples, we decided to choose private limited company as our company form. All of us are the shareholder of the company. As shareholders of equal share, we have to make sure there is mutual agreement between all shareholders before a decision can be made. This can ensure the quality of the decision and improve the operations of the company.

Another advantage of the private limited company is the limited liability. The company is treated as a separate legal entity with the shareholders. We are thus being protected by the liability of the company and do not need to worry about the problem of personal financial crisis due to the company's own liability.

Since we choose the legal form of private limited company, our legal structure will be governed and bounded by Company Act 1956. (Refer Appendix P for Company Registration Documents)

7.3 Intellectual Property

Trademark

We will register Extra Home-Office Furniture and Interior Sdn. Bhd. as trademark under the Trade Marks Act 175 1976 and Trade Marks Regulations 1997 to prevent our company name and logo from misuse by others. (Refer to Appendix Q for Trade Mark Registration Form)

Patent

Our company will do patent registration for the design of our multipurpose furniture, so that our concept will not be imitate by our competitors and others. Besides, our product also fulfill all the requirements for a patent to be granted (new, involve an inventive step and industrially applicable), it is sure that we will able to get the patent for our multipurpose furniture. We understand that the protection period for a patent is 20 years from the date of filing and between the period, our company will have the exclusive right to stop others from manufacturing, using and/or selling our products in Malaysia without the our consent or permission. In addition, we also noted that patent must be renewed annually for the continuous protection between the 20 years and our company will keep on renewing this patent until the due date, which is 20 years from filing.

(Refer to Appendix R for Patent Registration Form)

8.0 FINANCIAL PLAN

8.1 Capital Requirements for the Next Three Years

The five founders of Extra Home-Office Furniture is contributing a total funding of RM 1,500,000 to setup the business. Each founder will be contributing RM 300,000 and have equal 20% shares in the company.

Table 8.1 Shareholder Contribution

Shareholder's Name	Contribution, RM	Percentage , %
Tan Kok Hang	300000	20%
Tan Ren Li	300000	20%
Liaw Hock Siang	300000	20%
Thor Beng Ong	300000	20%
Tan Kee Siao	300000	20%
Total Contribution	1500000	100%

Source: Developed for the research

Table 8.2 Start-up Cost Table

Details	RM
Start-up expenses	240470
Machinery & tools	770000
Vehicle	80000
Office Equipment	115000
Miscellaneous	7375
working capital reserves for contingencies	10000
Total start-up cost	1222845

Source: Developed for research

8.2 Overview of Financial Projections

List of assumptions:

1. We estimate the number of customers for each month as stated below:

Year 2014

Month	1	2	3	4	5	6	7	8	9	10	11	12
No.	72	60	50	65	75	79	82	76	65	80	85	93

Year 2015

Month	1	2	3	4	5	6	7	8	9	10	11	12
No.	105	102	98	85	80	86	80	75	70	80	90	100

Year 2016

Month	1	2	3	4	5	6	7	8	9	10	11	12
No.	105	110	100	95	95	90	85	92	98	108	112	120

2. Ending inventory for each month is 20% of next month budgeted sales.
3. Marketing expenses is 15% of the revenue of the year.
4. All money generated from sale is collected at the month which sales made.
5. Depreciation rates are calculated using straight method as follow:

Assets	Rates
Office Equipment	10%
Machinery	15%
Vehicle	10%

6. EPF for each employee is 13% of the employee's salary.
7. Rental fees for shop are RM5, 000 per month which paid every month.
8. Rental for land and factory are RM10, 000 each month which paid every month.

9. Water and electricity fees are assumed to be increase at 5% per year.
10. Auditing fees are RM800 per year.
11. The salary of the employees increases 5% each year.
12. The base salary of the employees are as follow:

Monthly salary, EPF and SOCSO of staff	Monthly	Number
Operation	950	15
Supervisor of factory	1800	2
Designer	2500	2
Executive	1800	4
Manager	3500	5
Supervisor of outlet	1800	1
Salesperson	1200	3
Cleaner	900	2
Security	900	3

13. Research and development fees are 5% of the yearly revenue.
14. Road tax paid for RM795 on yearly basis.
15. Fuel expenses are assumed to be increase for 5% each year.
16. Sales price is RM4, 000 per average customers.
17. Material cost is RM1, 700 per average product.

8.3 Pro Forma Income Statement

Financial Statement 8.1: Pro Forma Income Statement for Year 2014-2016

YEAR	2014(RM)	2015(RM)	2016(RM)
Sales	3,528,000	4,204,000	4,840,000
(-)Cost of goods sold			
Opening stock	NIL	35,700	35,700
Purchases	1,569,100	1,839,700	2,046,800
(+) Carriage Inwards	47,235	55,191	61,404
(-) Ending inventory	35,700	35,700	42,500
COGS	1,580,635	1,894,891	2,101,404
Gross Margin	1,947,365	2,309,109	2,738,596
Less:Expenses			
Marketing expenses	529,200	630,600	726,000
General and Administration Expenses	975,012	1,027,786	1,121,399
Utilities (water,electricity,internet,telephone)	31,938	33,176	34,475
Rental	180,000	180,000	180,000
Renovation	200,000	NIL	NIL
<u>Depreciation</u>			
Office equipment 10 %	11,500	11,500	11,500
Machinery 15 %	115,500	115,500	115,500
Vehicle 10%	8,000	8,000	8,000
Road Tax	795	795	795
Business registration fee	8,000	NIL	NIL
Incorporation's name registration fee	60	NIL	NIL
Patent (10years)	780	780	780
Trademark fee	250	NIL	NIL
Domain name	80	80	80
Electricity & Water	700	NIL	NIL
Internet & telephone	600	NIL	NIL
Stationary	2,000	1,000	1,000
Miscellaneous expenses	5,375	NIL	NIL
Fuel	14,400	15,120	15,876
Total Expenses	2,084,190	2,024,337	2,215,405
Earning before tax	(136,825)	284,772	523,191
Add: Depreciation	135,000	135,000	135,000
Taxable Income	(1,825)	419,772	658,191
(-)Company Tax (20%)	NIL	83,954	131,638
(-)Depreciation	135,000	135,000	135,000
Net Profit/Net Loss	(136,825)	200,818	391,553

Source: Developed for the research

8.4 Cash Flow Projections

Financial Statement 8.2: Cash Flow Projections for Year 2014-2016

	2014(RM)	2015(RM)	2016(RM)
Total fund	1,500,000	NIL	NIL
opening cash	NIL	457,475	877,247
Cash receipt	3,528,000	4,204,000	4,840,000
Total cash available	5,028,000	4,661,475	5,717,247
Less: Cash paid out			
Purchases	1,569,100	1,839,700	2,046,800
Carriage inwards	47,235	55,191	61,404
Marketing expenses	529,200	630,600	726,000
Administration	975,012	1,027,786	1,121,399
Utilities	31,938	33,176	34,475
Rental	180,000	180,000	180,000
Business registration fee	8,000	NIL	NIL
Incorporation's name registration fee	60	NIL	NIL
Patent (10years)	780	780	780
Trademark fee	250	NIL	NIL
Domain name	80	80	80
Electricity & Water	700	NIL	NIL
Miscellaneous expenses	5,375		
Internet & telephone	600	NIL	NIL
Stationary	2,000	1,000	1,000
Tax	NIL	NIL	83,954
Road tax	795	795	795
Fuel	14,400	15,120	15,876
Total start-up cost	1,205,000	NIL	NIL
Total cash paid	4,570,525	3,784,228	4,272,563
Cash Position	457,475	877,247	1,444,684

Source: Developed for the research

8.5 Pro Forma Balance Sheet

Financial Statement 8.3: Pro Forma Balance Sheet for Year 2014-2016

	2014(RM)	2015(RM)	2016(RM)
Fixed Assets			
Machinery	115,000	115,000	115,000
Office equipment	770,000	770,000	770,000
Vehicles	80,000	80,000	80,000
Less: Accumulated depreciation	135,000	270,000	405,000
Net fixed assets	830,000	695,000	560,000
Current Assets			
Inventory	35,700	35,700	42,500
Cash	457,475	877,247	1,444,684
Rental deposit	30,000	30,000	30,000
reserve working capital	10,000	10,000	10,000
Net Current Assets	533,175	952,947	1,527,184
Current Liabilities			
Company Tax		83,954	131,638
Working Capital	533,175	868,993	1,395,546
Total capital	1,363,175	1,563,993	1,955,546
Financed by,			
Capital	1,500,000	1,363,175	1,563,993
Net Profit/ Net Loss	(136,825)	200,818	391,553
Total capital	1,363,175	1,563,993	1,955,546

Source: Developed for the research

(Refer to Appendix R for Financial Statements)

8.6 Payback and Exit Strategy

8.6.1 Payback

Net Present Value & Internal Rate of Return

years	Cash Flow (RM)	Discount Rate(r)	$r+1^n, i$	CF/i
0	-1500000	10%	1	-1500000
1	457475	10%	1.1	415,886
2	877247	10%	1.21	724997.52
3	1444684	10%	1.331	1085412.47
			NPV	726296.24
			IRR	31.12%

Payback Period

Year	Cash Flow	Cumulative Cash Flow
0	-1500000	-1500000
1 st	457475	-1042525
2 nd (a)	877247	(b) -165278
3 rd	(c) 1444684	1,279,406

$$\begin{aligned}
 \text{Payback Period} &= a + (b/c) \\
 &= 2 + 165278/1444684 \\
 &= 2.1 \text{ (years)}
 \end{aligned}$$

Our payback period will be approximately 2 years 1 month

Source: Developed for the research

8.6.2 Exit Strategy

If our management team wants to quit the business, there are two strategies which we think is suitable for our business.

i) Liquidation

If our management team decides not to continue the business, we will use the liquidation strategy. The business will be quitted. The company assets are sold off and liquidated. The cash that we received from selling off the asset will be used to pay the debt. If there is money remaining after pay off all the debt, the remainder money is shared among our shareholders. This strategy is used when our shareholders want to simply call it quit when our business is poor.

ii) Acquisition

If we want to have others manage our business even we are quit, this strategy are most suitable for us. The acquisition strategy was invented so that we can sell our whole business to other company that wishes to acquire our business. In an acquisition, we can demand higher price than the market price if our business are good. When our company was acquired by other peoples, we will not have the right to make the final decision. However the business will continue to operate by other peoples.

9.0 CRITICAL RISK FACTORS

9.1 Management risks

Multipurpose furniture for Small Office Home Office (SOHO) is very infrequent in Malaysia. In other words, the manager may lack of experience in the multipurpose concept management. Besides that, Extra Home-Office Furniture may face conflicts of decision making such as decision crash. Whenever there are decisions that needed to be made together by the board of management, they may have a different viewpoints, judgments, and proposals, which will cause management inefficiency to be happening in the company. Another potential management risk is the conflict of interest. The managers of each department have different desired benefits and they may do practices that can contribute most to their desired benefits.

9.2 Marketing Risks

Competitors within Industry

Competition from target area is one the marketing risks of Extra Home-Office Furniture. As a new startup, our company needs to take time to build our reputation yet by comparing to existed competitor, this will be one of disadvantages when marketing our product and services. Furthers, these existence competitor were having more resources in term of customers' data, capital and experiences. All of their extra resources might have a significant effect toward our company. Consumers that need similar product might have a higher chance to choose a company who is having higher brand recognition rather than a new one. In addition, our company will concern the new entrant as well.

New product

Product and services that are going to be provided by our company is considered a new appearance in the industry we have entered. Comparison between our product with traditional office furniture, might affect consumers do not have enough confidence to accept a new kind or unfamiliar furniture's. Hence, it is very challenging during marketing our product and services. All the tools must be used appropriately such as right media is chosen as well as the timing to gain awareness from customer. Furthermore, it is impossible to conduct a exactly forecast on how other perceived toward our product until they have make a respond on it. In other word, uncertainty raise from new product is a risk for our company.

9.3 Operating risks

Employment practices and workplace safety

There are many companies that have their own employment practices and standards with regards to their employee and workplace safety. These standards and practices are enforced to protect the safety of all employees in the business and protect the business in case any accident occurs in the workplace. In other means, if the company didn't have their own employment practices and workplace safety, the company will face a lot of troubles such as employee health and safety, discrimination, worker compensation and so on. For instance, there will be high turnover in labor market or labor strike if the company didn't practice good worker compensation for them such as salary, allowance and so forth.

Poor suppliers

Supplier is a party that supplies goods and services to particular manufacturer especially raw material. Raw material such as wood, plastic and so forth are mainly used in our production and it is an essential element for business operation. Therefore, suppliers must deliver their raw material on time to avoid any trouble.

Besides this, manufacturers also need to ensure that the quality of raw material is reaching the minimum standard so that manufacturer can produce high quality product in their daily operation. Without raw material, the business operation cannot operate effectively and influence the delivery time to their customers. At the same time, it will affect the relationship between manufacturer and suppliers and also their customers. Furthermore, failure to build and maintain strong relationship with suppliers will cause inconvenience such as unable to get low cost or unique material from their existing suppliers if the manufacturer being lack of suppliers in the market.

Poor planning system

Planning is the process of thinking about and organizing the activities required to achieve a desired goal. In the manufacturing process, planning became one of the important process that utilize all the resource of the manufacturer effectively and efficiency. It involves in activities such as forecast inventory, flow of production process and so forth. These troubles always happen on the management team who lack of experience and skill. For example, poor planning in inventory definitely will influence operation process such as lack of raw material and so on. The management team should ensure that the quantities of raw material are enough to produce their product. They shouldn't underestimate or overestimate the quantities of inventory because it will lead to cost wasted. Besides this, poor planning in logistics areas will affect reputation of the company. In case, there are some case happen that didn't deliver the goods and services to their customer on time. It cause the company had been complaint and result in bad image as well as customer dissatisfaction. As a result, poor planning in a company will bring a lot of bad consequences and it might influence the future of the company.

Machinery and equipment breakdown

Machinery and equipment are one of the important component to ensure that all manufacturing process able to proceed smoothly. Breakdown or damaged on the machinery and equipment will bring a lot of trouble in manufacturing process

such as delaying on produce product as well as delivery to their customers and so forth if it is not repair immediately. It will be cost a lot for a company to repair it.

9.4 Financial Risks

We may encounter financial risk for our business. After we invest large amount of money for our business, we afraid that we may face low return of investment. Since business always has uncertainty, our return of investment may be affected various factors, which might fall under our expectation. Our company required constant research and development to improve our products in future, this means R&D cost will be high and may take long time, we worry that we will encounter financial risk to support our R&D in long run.

Our company is just at the beginning stage, so we are not able to handle large batch order from customers. We might not have sufficient cash to manufacture and produce large batch of our products before we generate revenue.

9.5 Intellectual Property Infringement

There will be a risk of intellectual property infringement when other companies misuse our company logo and name to confuse the customers. This kind of matters will harm the reputation and damage the image of our company. Besides, the imitation of the design of our core product, multipurpose furniture will also cause loss to our company as the design of our furniture are unique based on the multipurpose concept.

9.6 Perimeter Risks

The recent change in the government policy for RM 900 as the lowest wages has cause an increase in the operational cost. This action by the Malaysia government

has makes the perimeter risk of further change in those law regarding the labour wages and benefits to occur.

9.7 Contingency Plan

Management risk

In order to solve the problem of inexperience, our company will be learning from mistakes and more actively in minimizing the mistakes as well as enhance our knowledge toward the management principle. Besides that, our company will give appropriate incentives and rewards to minimize conflict of interest and the general managers have to ensure all managers is moving towards the company objective, mission and goals as well as the coordination is responsible for general managers.

Marketing Risk

Instead of entering a price war with the competitors in this industry, Extra Home-Office Furniture will change its focus to the values delivered. We believe with the given of higher value to customer, our company will manage to gain the attraction and create a position in this industry. Besides, right media and timing is an important issue in gaining the awareness. Therefore, our company is willing to invest more on advertisement in the early stage to ensure our products and services can reach audiences more effectively and efficiently

Operating risk

The employees would be given good compensation and benefit as well as personal safety and health benefit so that they able to work in a safety environment and more motivated to increase the productivity of our company. Furthermore, risks that related with supplier may solved by building strong relationship with

suppliers and share information each of parties so that can keep aware of what's going between parties. Other than this, understand and create a workable planning before start a new product or new product line able to help company to prevent low inventory level or lack of raw material and minimize the risk of failure to produce product. In additions, reading operator's manual and proper maintenance at the beginning of the day especially pre-season maintenance are the way to prevent the risk of breakdown in machinery and equipment and minimize the cost of repairing as well.

Financial Risk

To minimize the financial risk, our financial managers need to ensure that our company always has sufficient cash flow in order to handle uncertainties situation. In order to manage cash flow, financial and accounting department need to prepare the detailed budgeted plan, and try to minimize the expenses. If our company suffers from R&D cost in long run, we might consider of reducing the R&D cost to allow more cash flow. If we receive large batch order from customers which we are not capable of producing it, we may try to apply for loan from bank first before we reject the order from customers.

Intellectual Property Infringement

Our company trademark is registered under Trademarks Act 175 1976 and Trade Marks Regulations 1997, while our company product patent is registered under Patent Act 291 1983 and Patent Regulations 1986. In case of any infringement of our intellectual property, we can take legal actions against others according to the above stated acts and regulations. Besides, we also reserves the rights to lodge complaints to the Ministry of Domestic Trade, Cooperatives and Consumerism (*MDTCC*) for appropriate actions under the Trade Descriptions Act 2011.

Perimeter Risk

Perimeter risk an external environment factor that cannot be controlled by our company, what we can do is trying our best to come out with suitable new policy to react to those changes in government policy. This is to guarantee the welfare of our employees and also our company.

REFERENCES

- Centrio SOHO concept popular.* (2006, November 20). Retrieved May 25, 2013, from ytlcommunity:
<http://www.ytlcommunity.com/commnews/shownews.asp?newsid=26174>
- Malaysia - Designer SOHO Units Targeted At The Young Launched.* (2012, March 19). Retrieved June 29, 2013, from commercialasia:
<http://www.commercialasia.com/news/2088/malaysia-designer-soho-units-targeted-at-the-young-launched>
- Malaysia - Intellectual Property Update.* (2012, March). Retrieved July 12, 2013, from Shearndelamore:
<http://www.shearndelamore.com/assets/templates/images/pdf/2012/Intellectual%20Property%20Newslettter.pdf>
- i-SOHO strtracts strong Taiwan interest.* (2013, June 4). Retrieved June 25, 2013, from malaysiapropertynews:
<http://www.malaysiapropertynews.net/2013/06/i-soho-attracts-strong-taiwan-interest.html>
- Malaysia Major Export.* (2013). Retrieved June 17, 2013, from Malaysia Timber Industry Board:
http://www.mtib.gov.my/index.php?option=com_content&view=article&id=2034%3Amalaysia-major-%20export&catid=44%3Astatistic&lang=en
- Malaysia's industrial land prices rise to unreasonable levels.* (2013, May 2). Retrieved May 25, 2013, from thestar:
<http://www.thestar.com.my/story.aspx?file=%2f2013%2f5%2f2%2fbusiness%2f13053886&sec=business>
- About Us.* (n.d.). Retrieved June 26, 2013, from Ibalum:
<http://www.lbalum.com/about-us>
- Atan, M. (n.d.). *SMALL OFFICE HOME OFFICE (SOHO)*. Retrieved May 25, 2013, from jurunilai:
[http://www.jurunilai.com.my/websitearticle/smallofficehomeoffice\(soho\).html](http://www.jurunilai.com.my/websitearticle/smallofficehomeoffice(soho).html)
- Barringer, B. R., & Ireland, R. D. (2010). *Entrepreneurship: Successfully Launching New Ventures* (3rd ed.). New Jersey: Prentice Hall. Retrieved May 18, 2013
- Centrio, Pantai.* (n.d.). Retrieved June 26, 2013, from Propwall:
<http://www.propwall.my/pantai/centrio>
- Deposit.* (n.d.). Retrieved July 18, 2013, from Tenaga Nasional Berhad:
<http://www.tnb.com.my/business/charges-and-penalties/deposit.html>

- Empire Subang, Subang Jaya.* (n.d.). Retrieved June 26, 2013, from Propwall:
http://www.propwall.my/subang_jaya/empire_subang
- Furniture.* (n.d.). Retrieved May 28, 2013, from Malaysia External Trade Development Corporation: <http://www.matrade.gov.my/en/foriegn-buyers-section/69-industry-write-up--products/621-furniture>
- Gallery.* (n.d.). Retrieved June 28, 2013, from bsm-machinery: <http://www.bsm-machinery.com/>
- Heizer, J., & Render, B. (2011). *Principle of Operation Management* (8th ed.). New Jersey: Prentice Hall. Retrieved June 15, 2013
- Industries in Malaysia.* (n.d.). Retrieved June 19, 2013, from Malaysian Investment Development Authority:
<http://www.mida.gov.my/env3/index.php?page=wood-based-industry>
- Lee, C. T. (2012, July 23). *Malaysia's real estate remains a preferred investment choice.* Retrieved May 25, 2013, from thestar:
<http://www.thestar.com.my/story.aspx?file=%2f2012%2f7%2f23%2fbusiness%2f11703511&sec=business>
- Mahalingam, E. (2010, March 20). *SoHo is the way to go .* Retrieved May 25, 2013, from thestar:
<http://www.thestar.com.my/story.aspx?file=%2f2010%2f3%2f20%2fbusiness%2f5891598&sec=business>
- Malaysia Furniture Industry.* (n.d.). Retrieved June 25, 2013, from Malaysia Furniture Promotion Council:
http://www.mfpc.com.my/index.php?option=com_content&view=industry&ordering=2
- Mondy, R. W. (2010). *Human Resource Management* (11th ed.). New Jersey: Prentice Hall. Retrieved June 26, 2013
- New Application and Registration (Domestic).* (n.d.). Retrieved July 16, 2013, from Syarikat Bekalan Air Selangor:
<http://www.syabas.com.my/consumer/new-application-and-registration-domestic#1>
- Patent.* (n.d.). Retrieved June 16, 2013, from Intellectual Property Corporation of Malaysia: <http://www.myipo.gov.my/web/guest/paten>
- PJ5 SOHO, Kelana Jaya.* (n.d.). Retrieved June 28, 2013, from Propwall:
http://www.propwall.my/kelana_jaya/pj5_soho
- Promo.* (n.d.). Retrieved June 30, 2013, from Telekom Malaysia:
<http://www.tm.com.my/sme/promo/Pages/Home.aspx>
- SARIF, E. (2009, August 15). *New Trend from SoHo.* Retrieved May 25, 2013, from thestar:

<http://www.thestar.com.my/story.aspx?file=%2f2009%2f8%2f15%2fbusiness%2f4517766&sec=business>

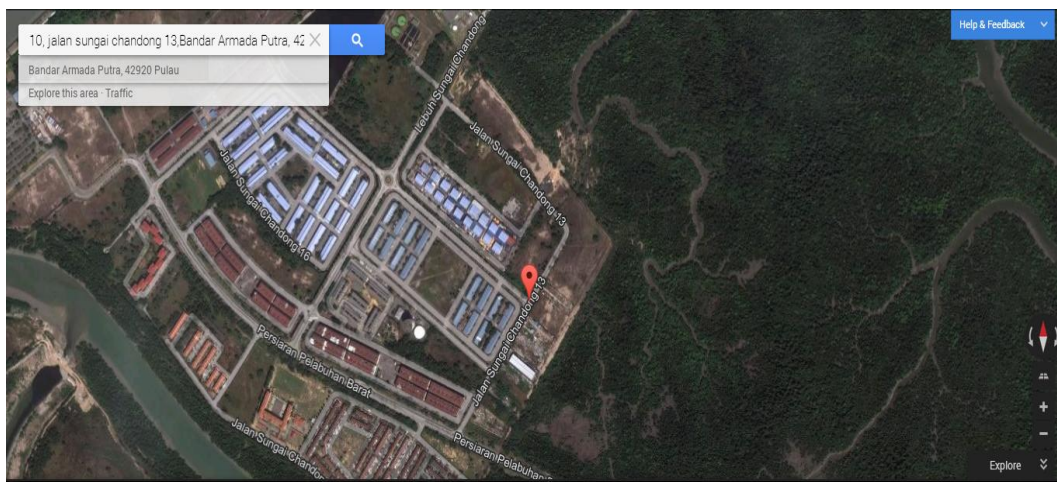
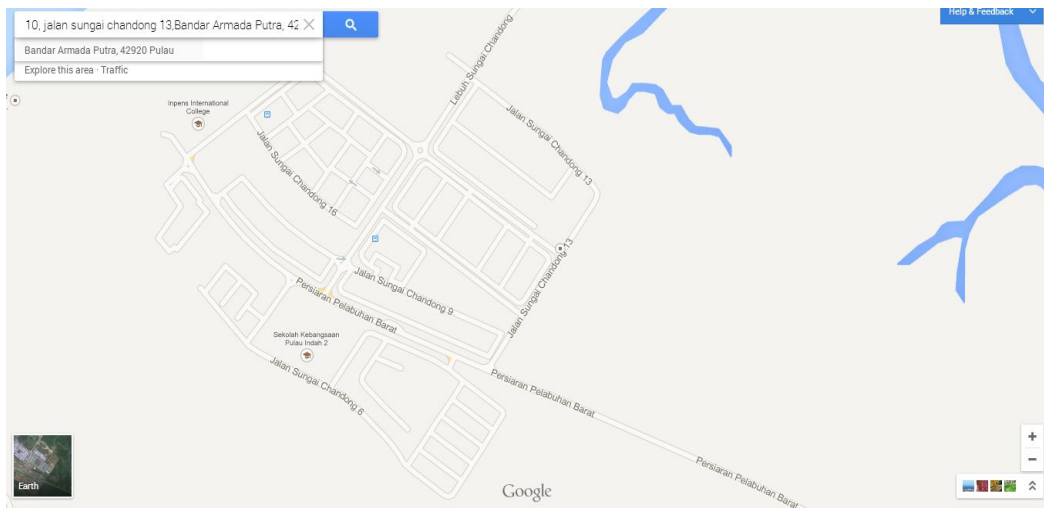
Trademark. (n.d.). Retrieved June 27, 2013, from Intellectual Property Corporation of Malaysia: <http://www.myipo.gov.my/web/guest/cap-umum>

Welcome to Our Website! (n.d.). Retrieved July 16, 2013, from haluanmutiara: <http://haluanmutiara.com/main.htm>

Wood, F., & Sangster, A. (2008). *Frank Wood's Business Accounting, Volume 1 & 2* (11th ed.). Pearson. Retrieved June 19, 2013

Appendix A

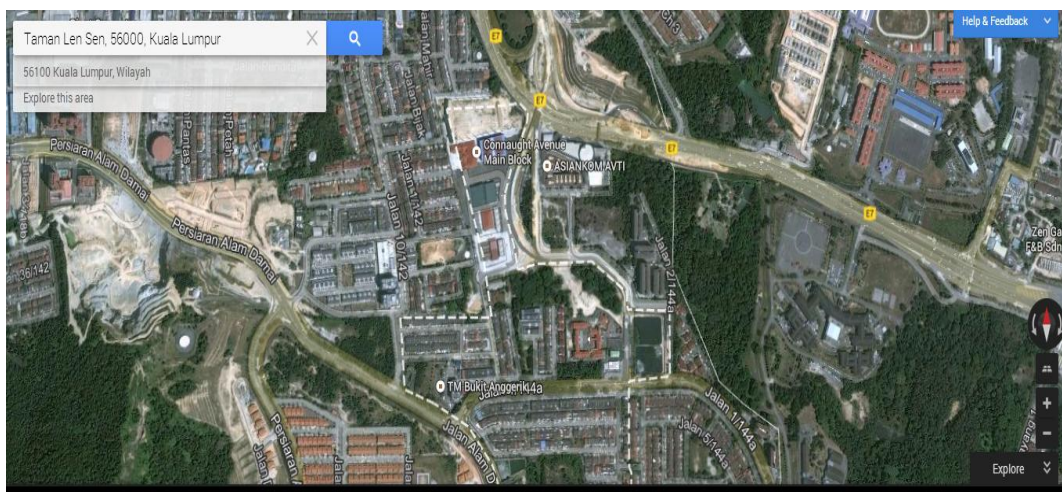
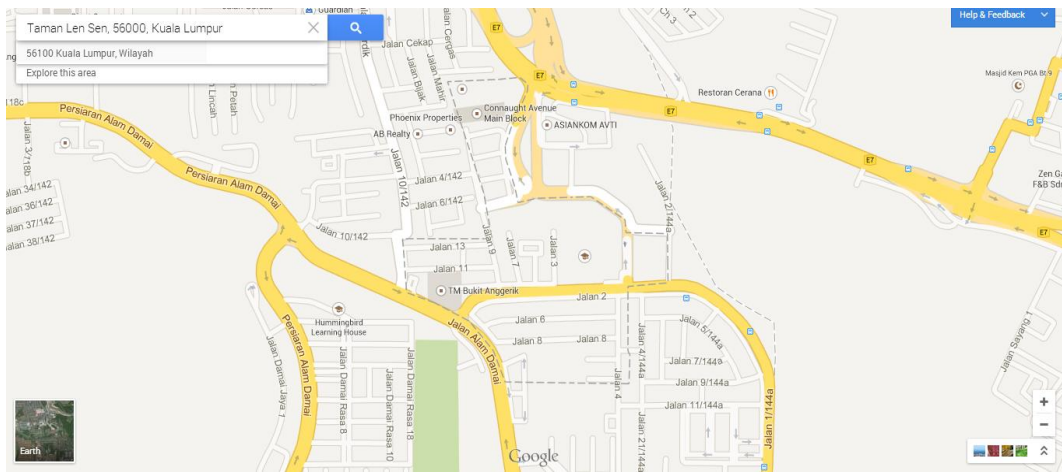
Factory Location





Appendix B

Shop Location



Appendix CKlang Valley Population Forecast

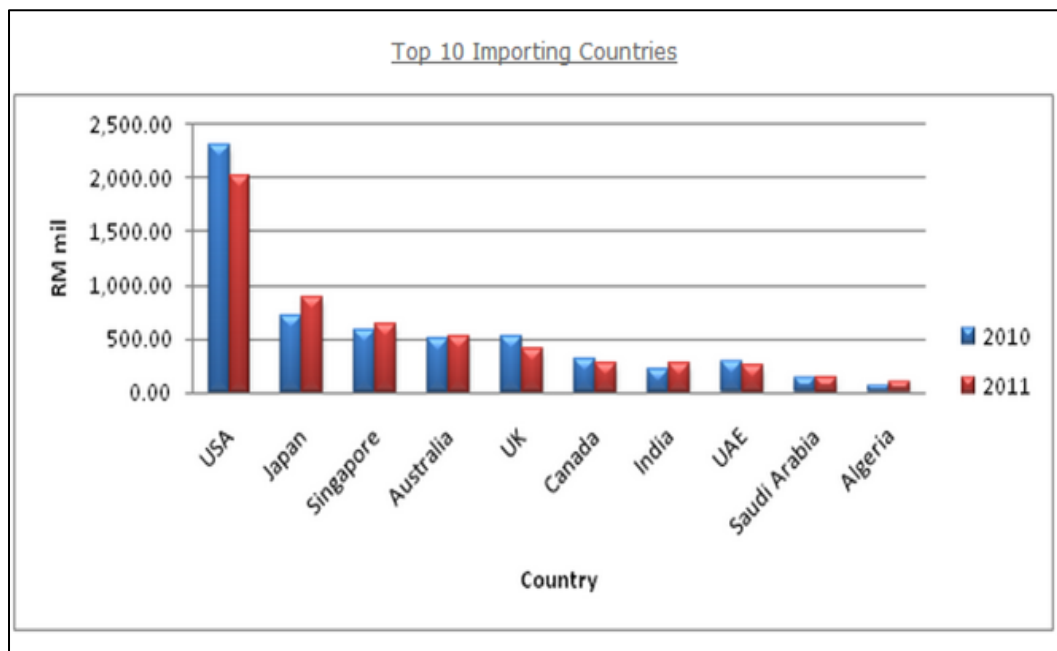
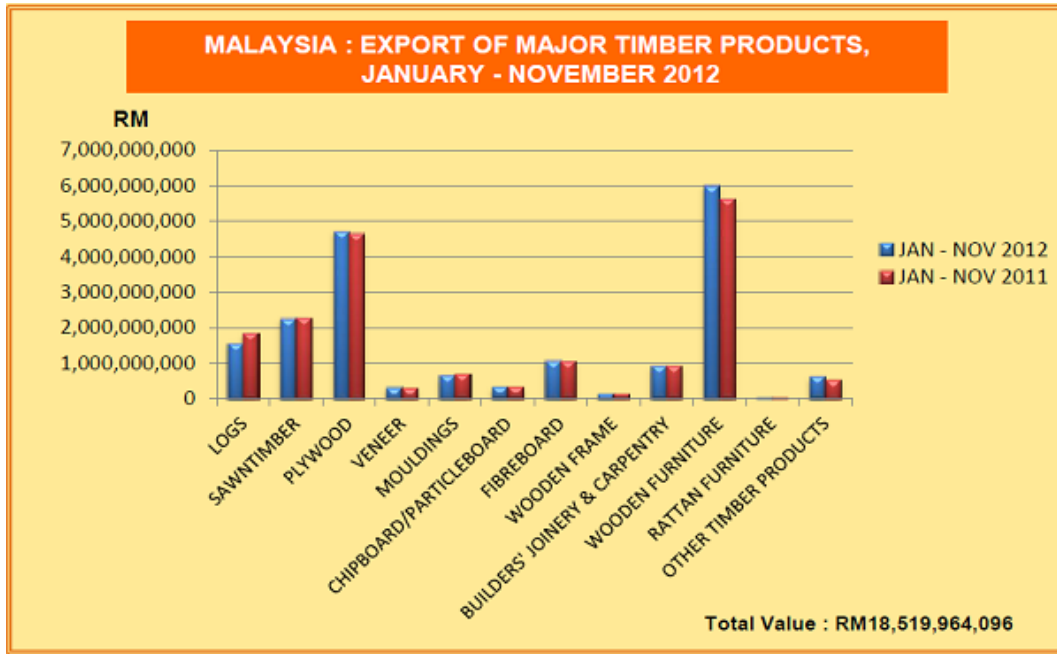
Year	Amount of Forecast Population
2010	6,600,000
2011	6,712,200
2012	6,826,307
2013	6,942,355
2014	7,060,375
2015	7,180,401
2016	7,302,468
2017	7,426,610
2018	7,552,862
2019	7,681,261
2020	7,811,842

Average Growth Rate = 1.7% per annum

Adapted from: Population Growth Rate in Klang Valley Malaysia Year 2010 and 2020

Appendix D

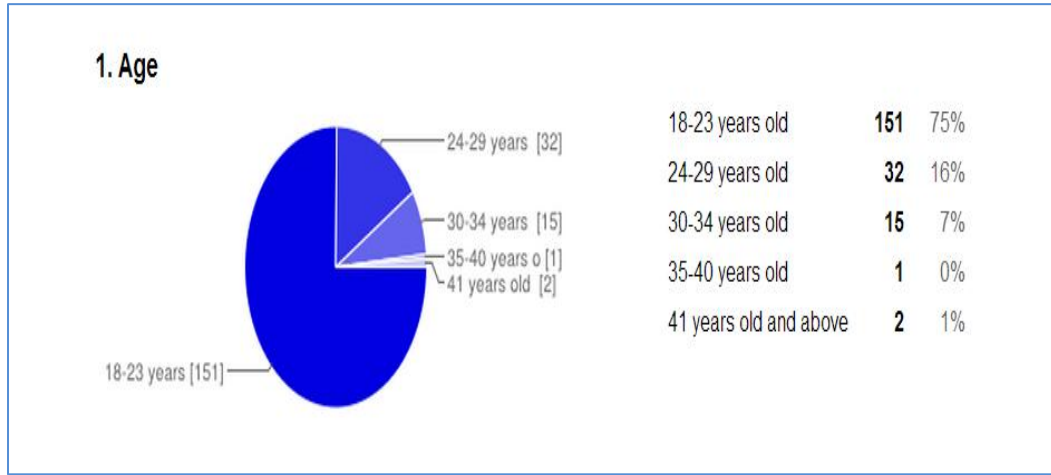
Import-Export Data



Appendix E

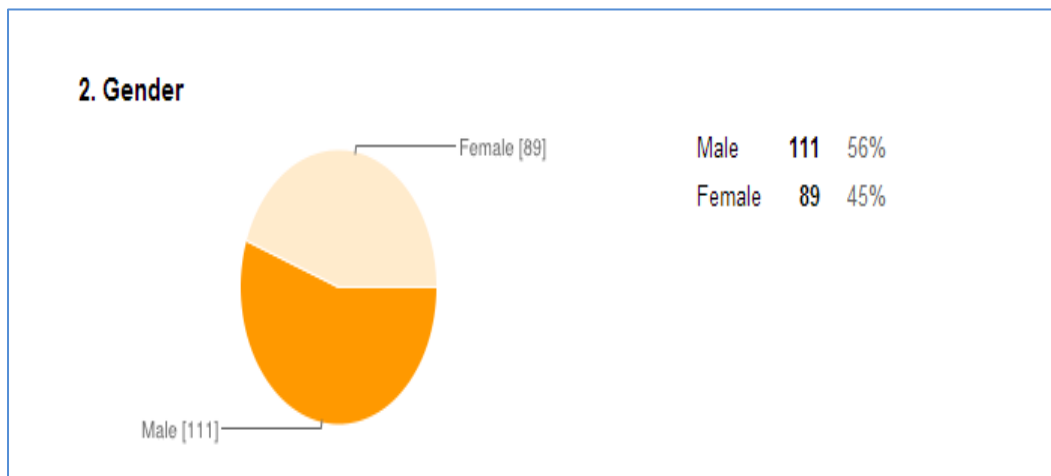
Market Research Data

Age of Respondents



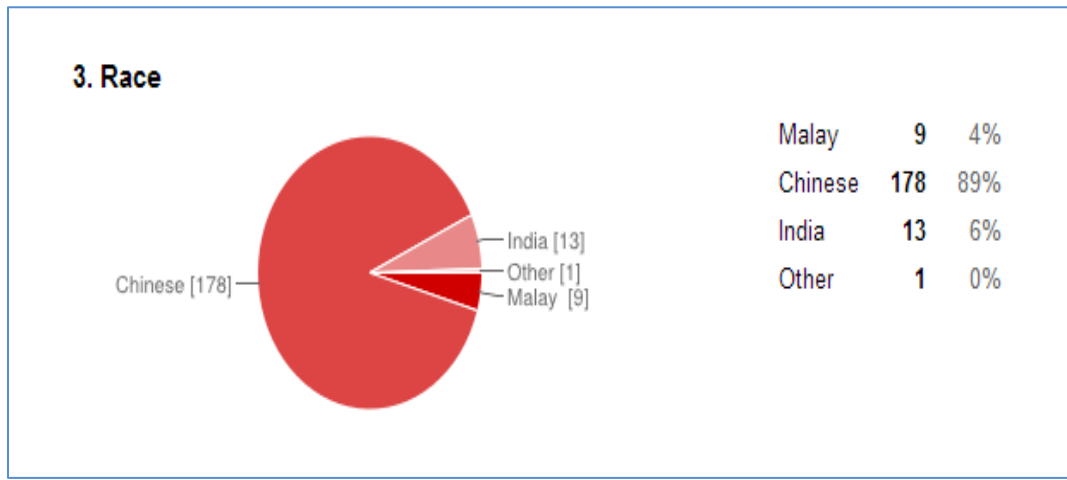
Source: Developed for the research

Gender of Respondents



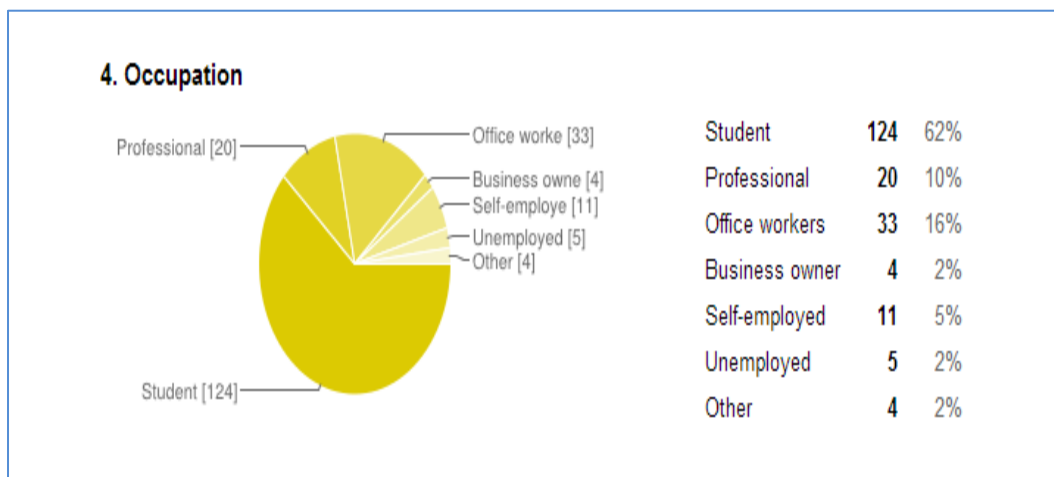
Source: Developed for the research

Races of Respondents



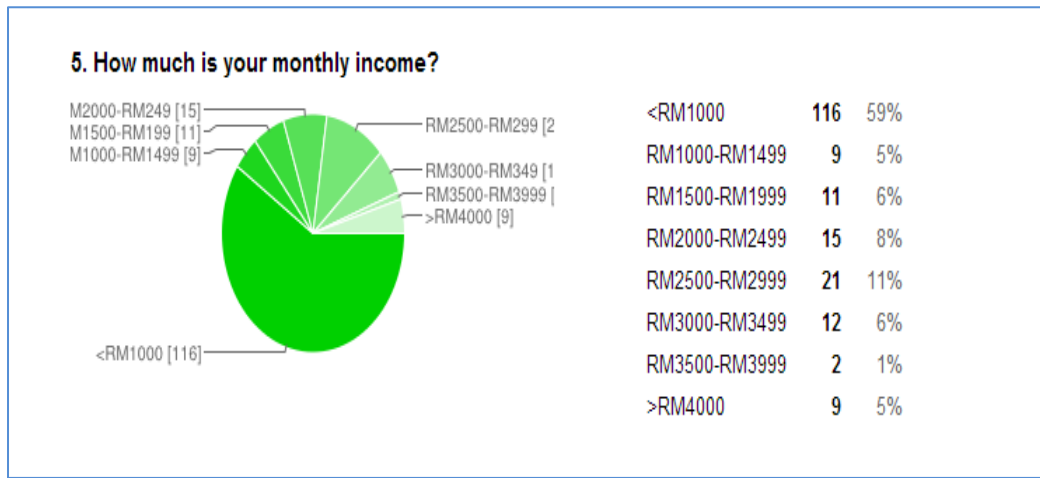
Source: Developed for the research

Occupations of Respondents



Source: Developed for the research

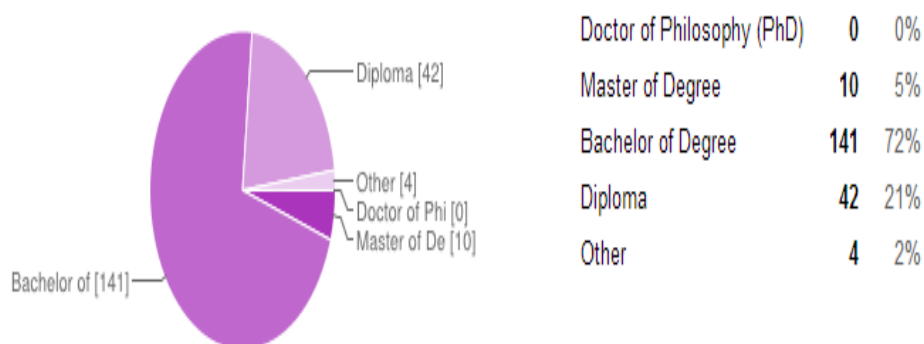
Monthly Income of Respondents



Source: Developed for the research

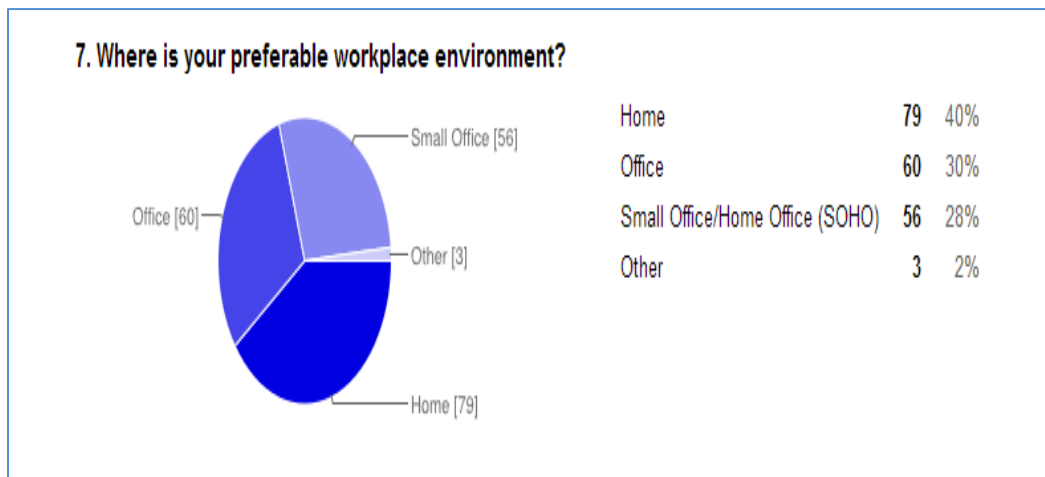
Education Level of Respondents

6. Education



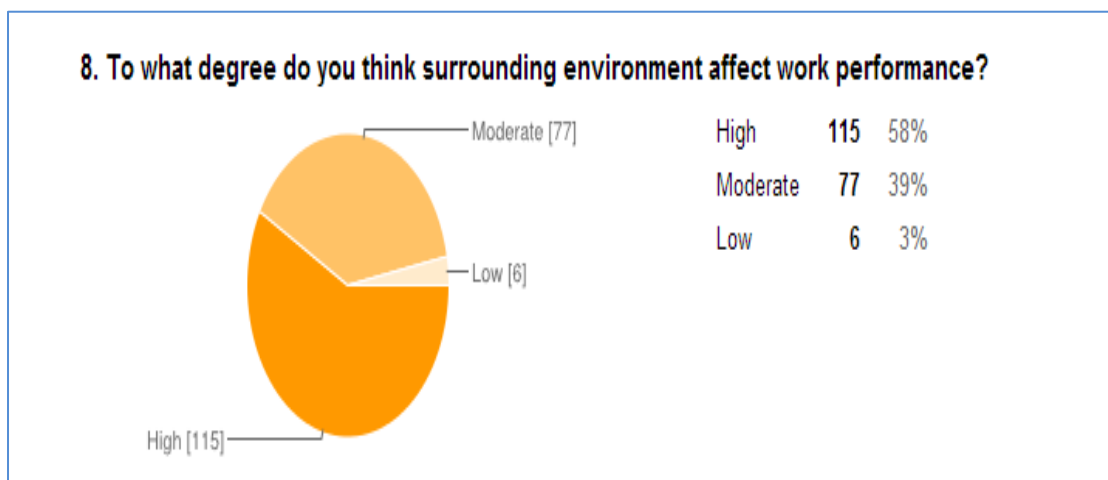
Source: Developed for the research

Preferable Workplace Environment of Respondents



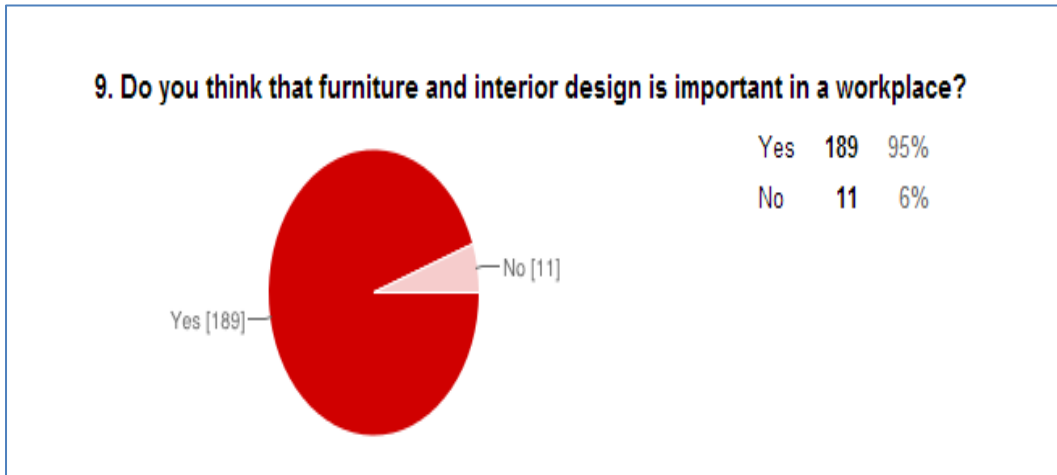
Source: Developed for the research

Respondents' Opinion on the Effect of Surrounding Environment to Work Performance



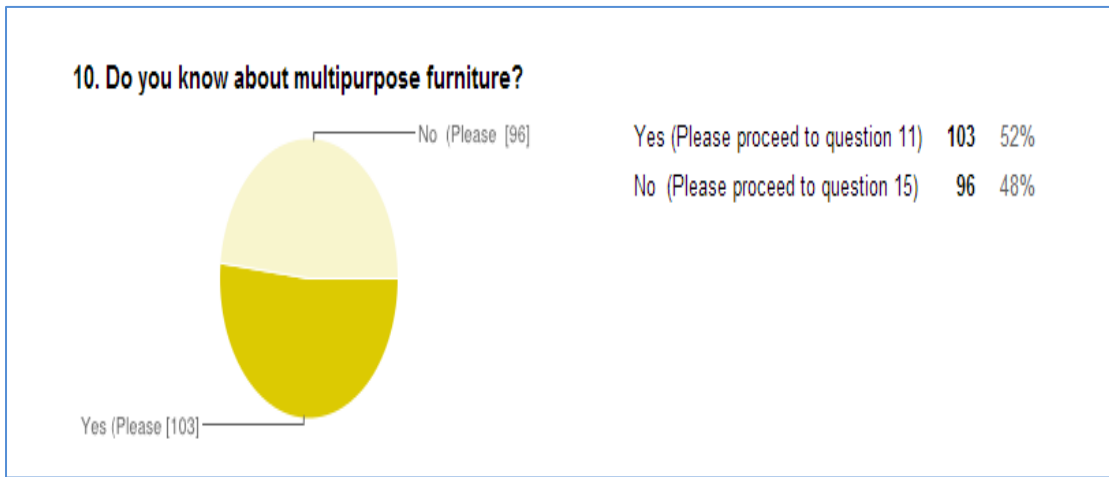
Source: Developed for the research

Respondents' Opinion on the Importance of Furniture and Interior Design in a Workplace



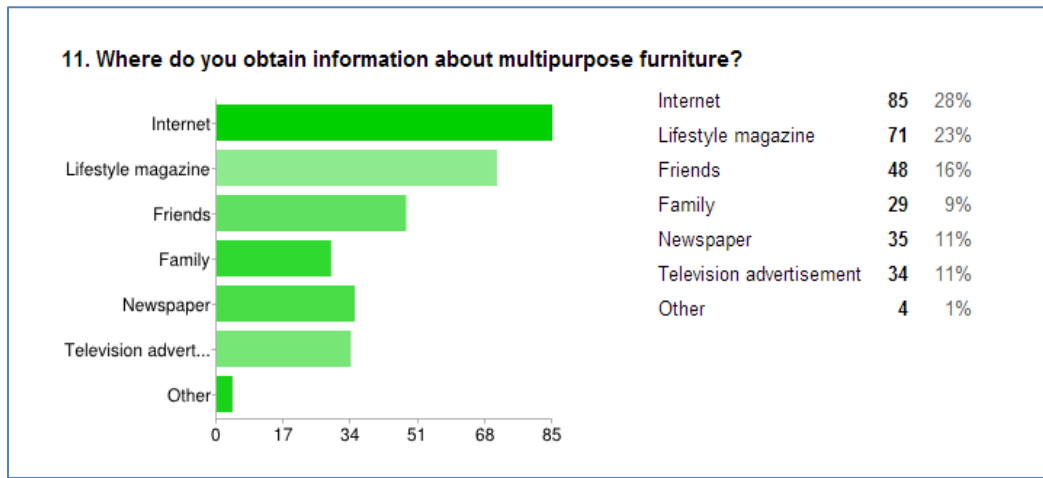
Source: Developed for the research

Knowledge of Respondents on Multipurpose Furniture



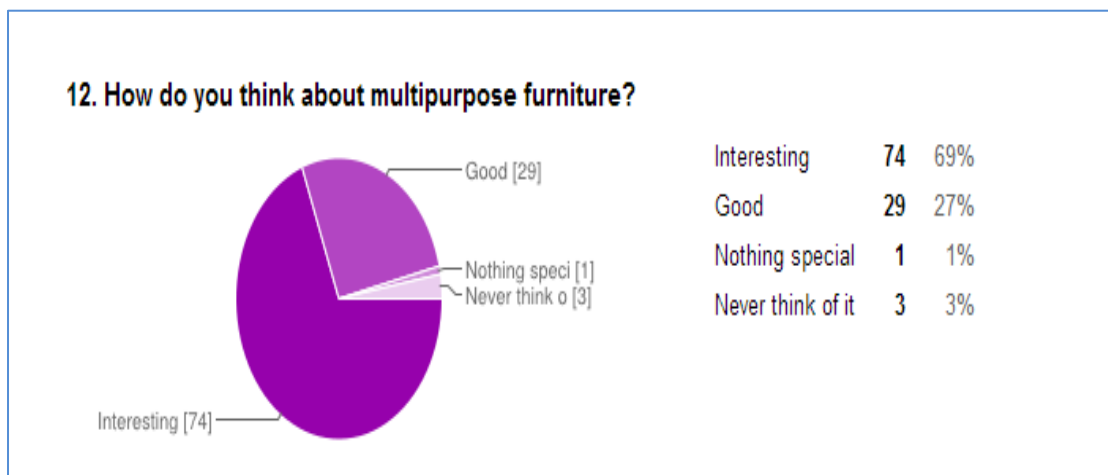
Source: Developed for the research

Respondents' Sources of Information on Multipurpose Furniture



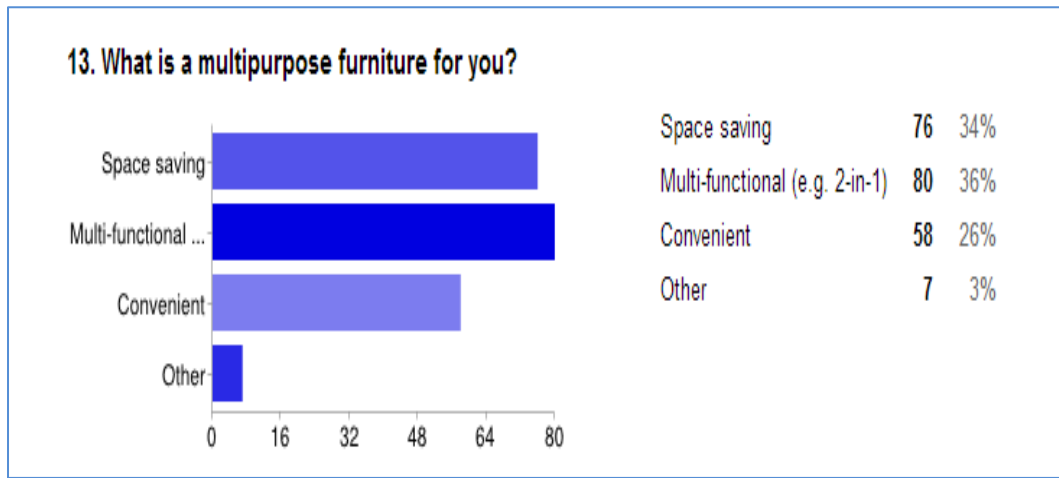
Source: Developed for the research

Respondents' Personal Opinion of Multipurpose Furniture



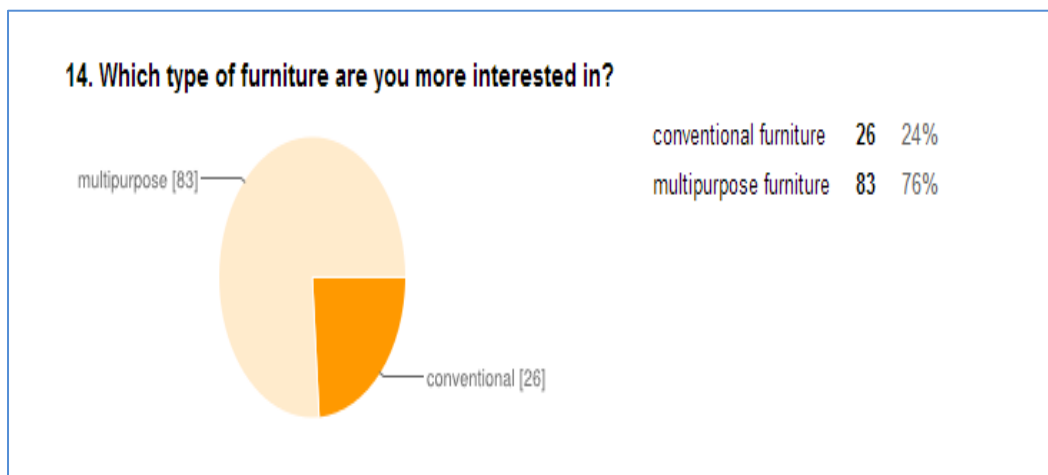
Source: Developed for the research

Respondents' Level of Knowledge on Multipurpose Furniture



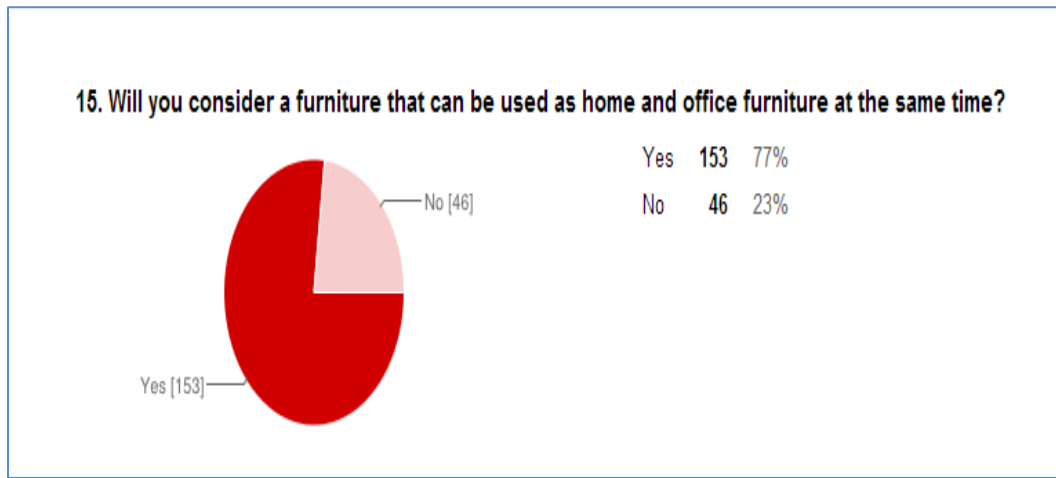
Source: Developed for the research

Type of Furniture that Respondents are More Interested in



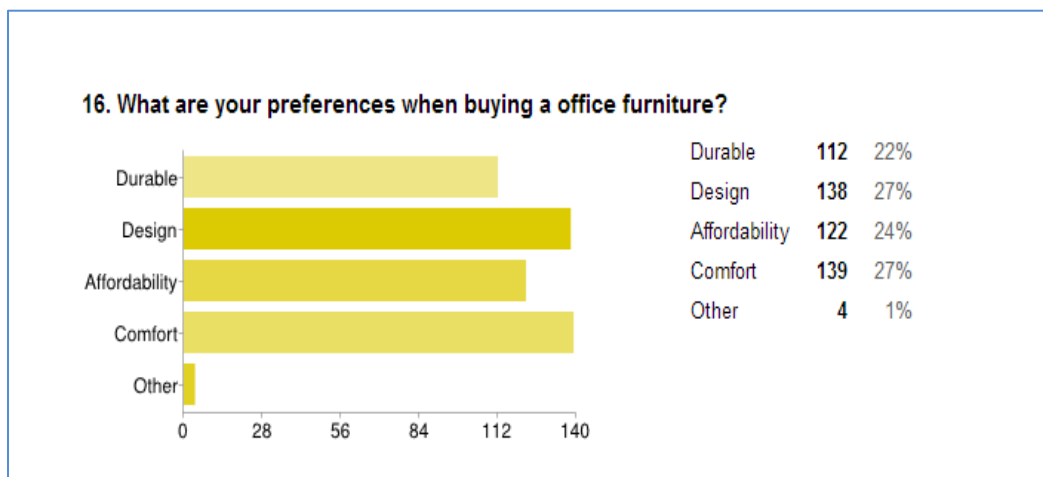
Source: Developed for the research

Potential Interest of Respondents for Multipurpose Furniture



Source: Developed for the research

Respondents' Personal Preferences When Buying Office Furniture



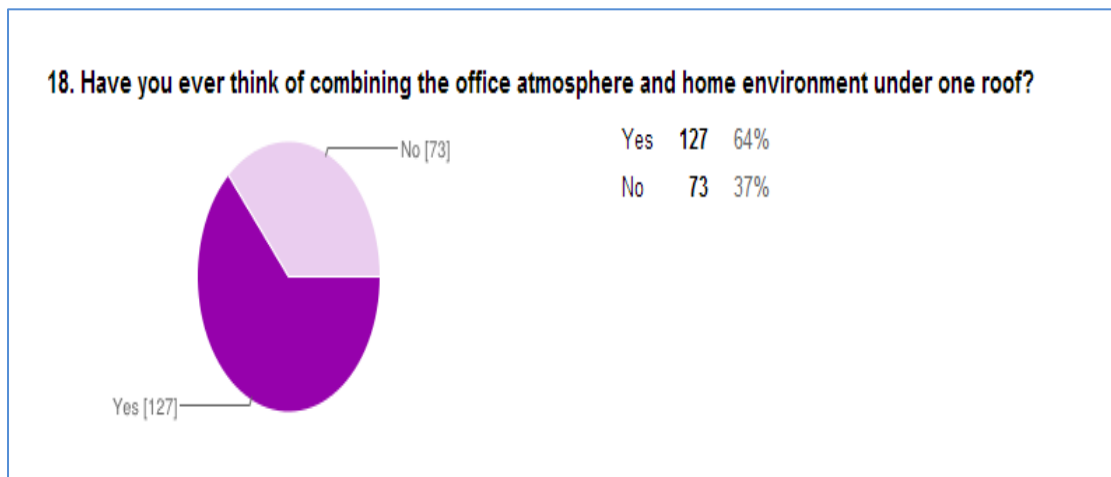
Source: Developed for the research

Respondents' Sources of Information When Buying Furniture



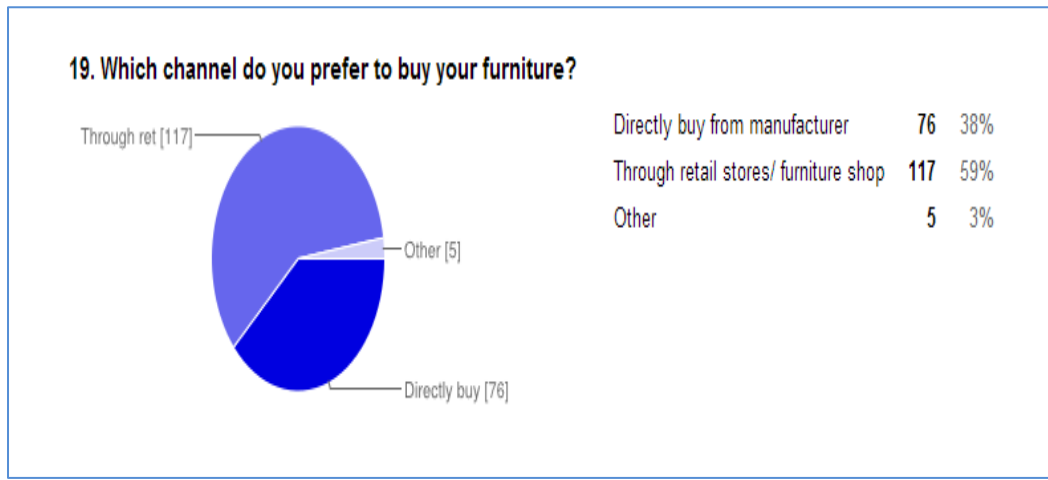
Source: Developed for the research

Respondents Perceptions of Combining Office Atmosphere and Home Environment



Source: Developed for the research

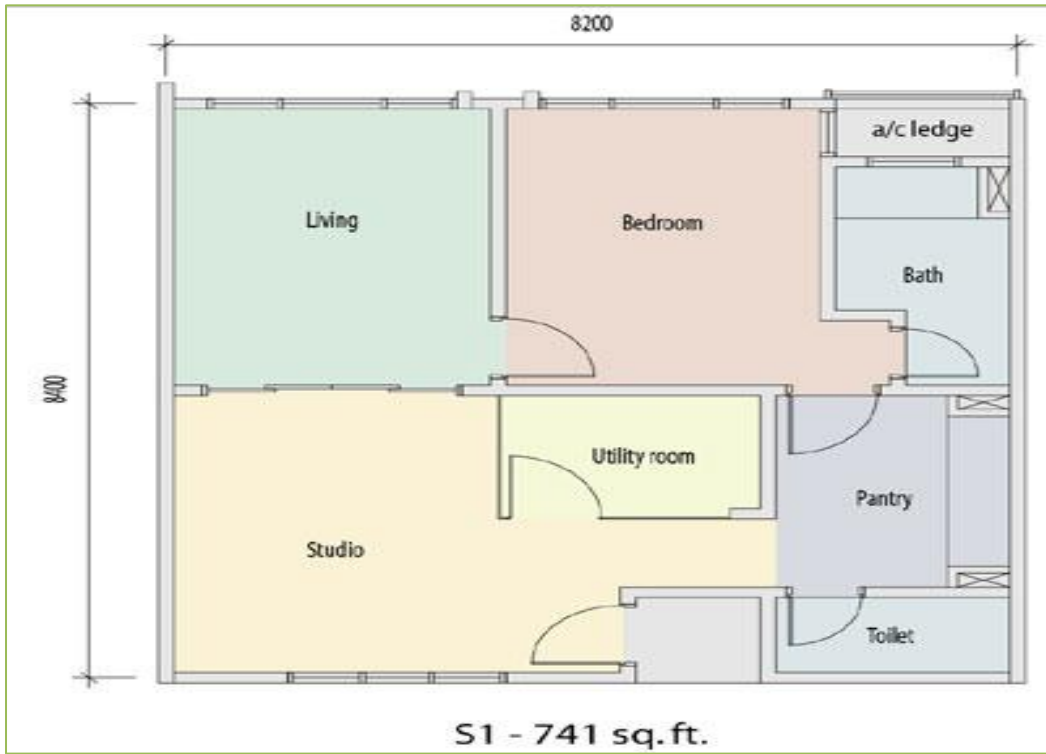
Respondents Preferred Channel Of Purchasing Furniture



Appendix F

SOHO Layout and Building

Layout





Centrio SOHO



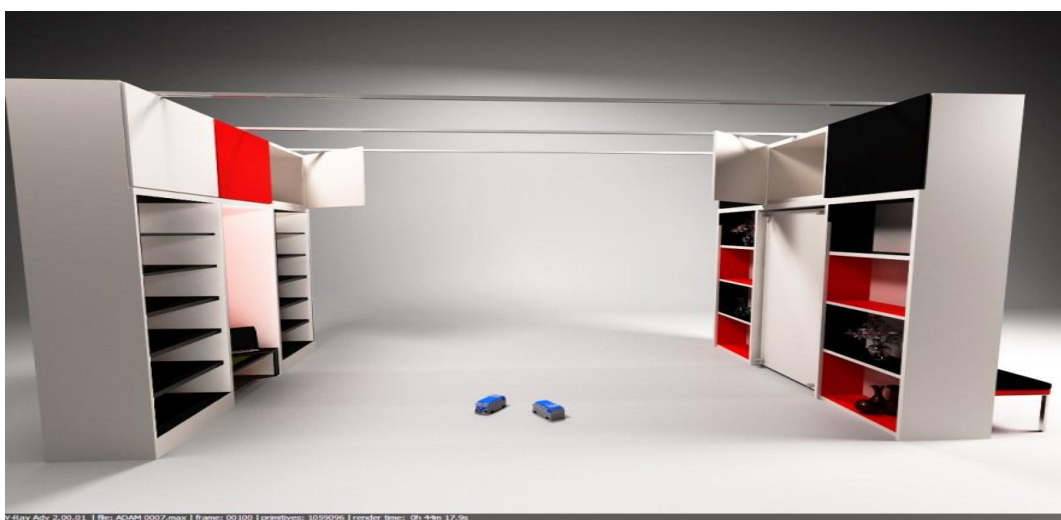
Subang Empire SOHO



Appendix G

Products

Vivere Ufficio Camera



Ufficio Camera 1



Ufficio Camera 2



Ufficio letto 1



Ufficio letto 2



Armadio Tavolo



Armadio Letto Ufficio



Comodino 1



V-Ray Adv 2.00.01 | file: adam2.max | frame: 00000 | primitives: 614954 | render time: 0h 19m 43.3s



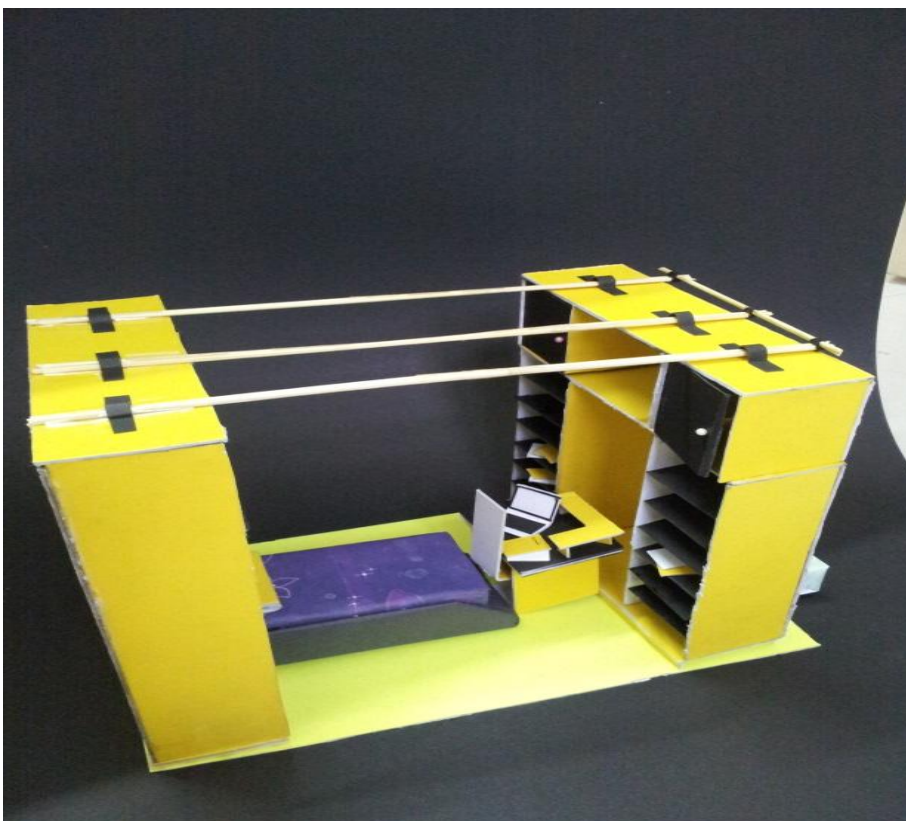
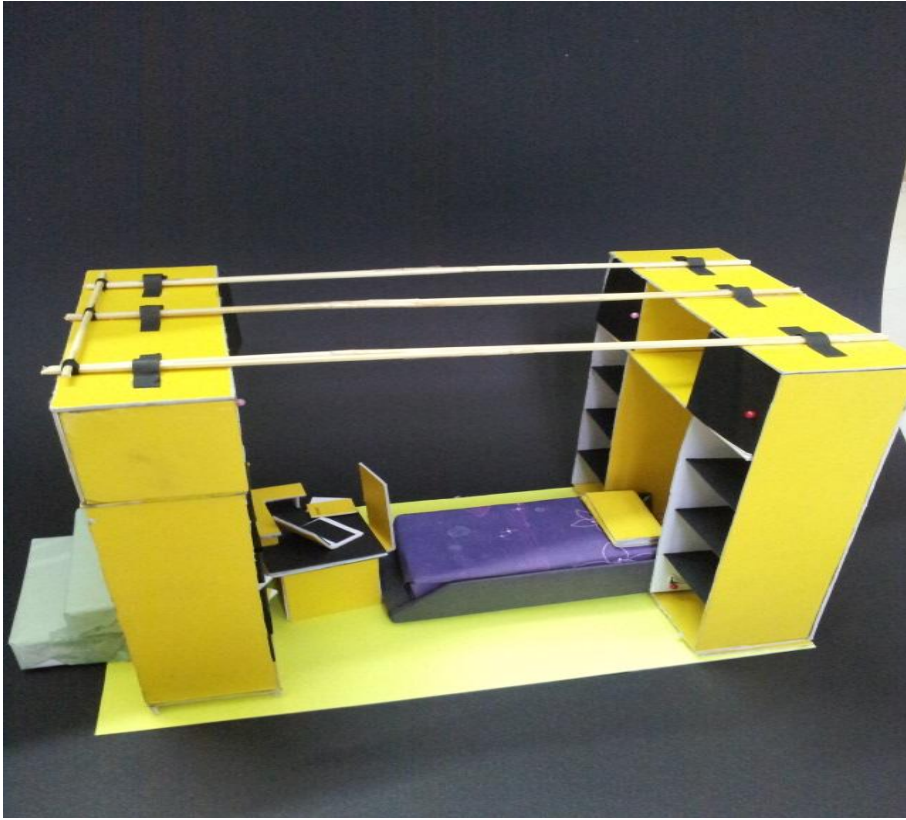
V-Ray Adv 2.00.01 | file: adam2.max | frame: 00000 | primitives: 765805 | render time: 0h 14m 36.7s

Comodino 2



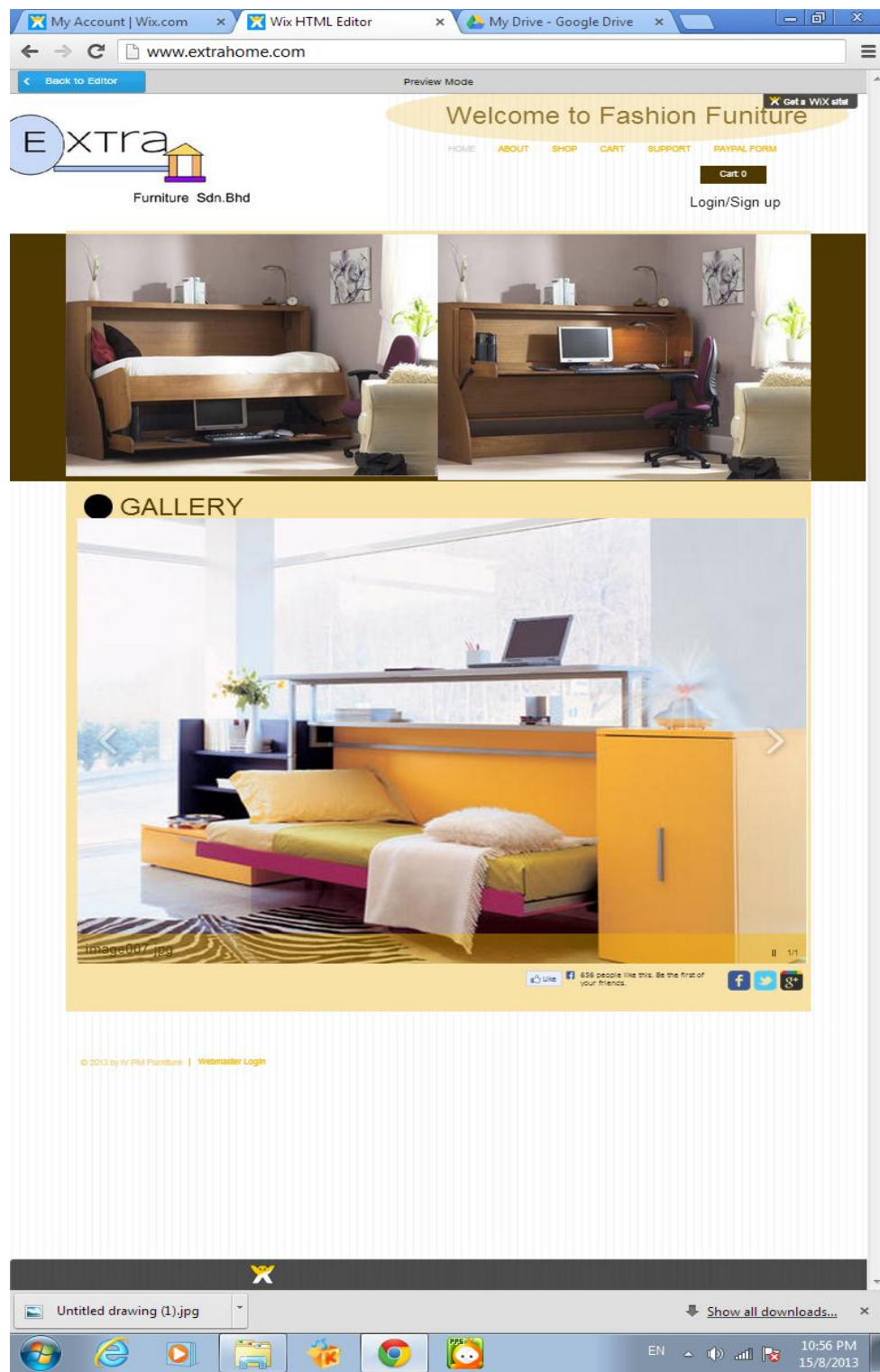
Appendix H

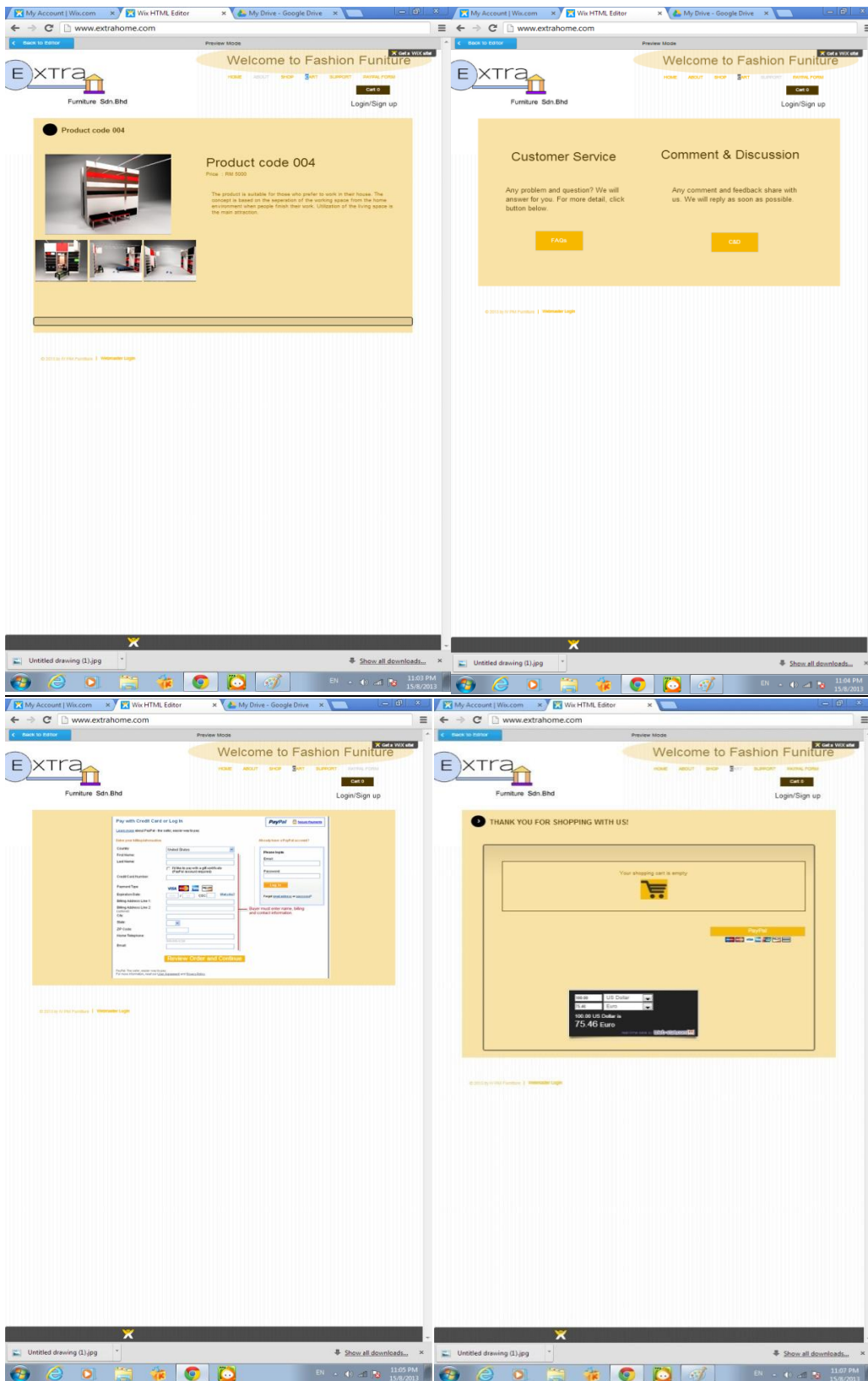
Product Prototype



Appendix I

Company Website





Appendix J

Machines and Equipments



Automatic Double End Miter Saw
With Moulding Head (Tds 4 Sa)
RM 18 000



Automatic Finger Shaper RM28000



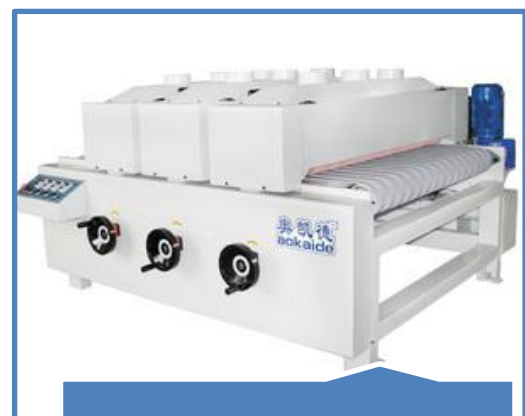
CNC boring and router
RM 235000



Double Roller UV Coating Machine
For Wood Board
RM260 000



Vertical Multiple Spindle Boring
Machine (Sv 206)
RM 11 000



Wood polishing machine
RM 153 000



Hino truck RM80000



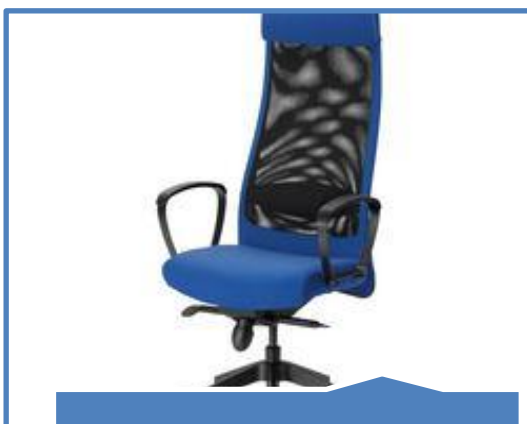
Toyota Forklift RM65000



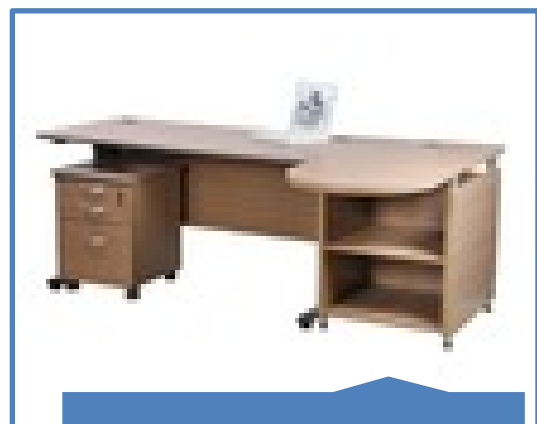
Office Workstation
RM 10000



Canon Photostat Multifunction
Machine
RM 8000



Office Chair
RM48



Manager Desk
RM 200



Dell Desktop Computer
RM3000



Security System
RM3100



Stationary 1000



Hammer
RM25



Cutter
RM3



Credit Card Machine
N/A



Wood Oil
RM9



Sand Paper
RM1



Point-of-Sales System
RM1500



Platform Trolley
RM80

Appendix K

Supplier Name Card

1. Machinery Supplier



萬順機械貿易有限公司
BSM MACHINERY TRADING SDN. BHD.
 (Company No. 335253-V)
 進口及製造各種木工機械及買賣修理等等
 Importer & manufacturer all types of woodworking machinery, undertake to repair & service etc.

蕭錦隆
Gallen Siew Kam Loong
 Sales Manager
 H/P 019-316 2228
 18, Jalan Taming Tiga,
 Taming Jaya Industrial Park,
 43300 Balakong, Selangor D. E. West Malaysia.
 Tel 603-8961 5313 (Hunting Line) Fax 603-8961 4061
 Email: bsrm@streamyx.com



LAZZARI

- L SN 80 Band Saw
- L CPN Automatic Window Shutter Slot Cutting Machines
- KLAS 35 Siding Table Saw
- L AL/S Automatic Planing Cutter Grinding Machines
- L LN 3000 Belt Sanding Machine
- L PF 40 Surface Planer
- L PS S3-63 Thicknessing Machine
- JUNIOR 640 Radial Arm Saws
- STEFF 2044 Power Feeder
- PR-25DA / PR-37DA
- SV-306 Vertical Multiple Spindle Boring Machine
- LH-28 Lih Woei & Shepper King Auto Copy Shaping Machine
- SS-230MM/250MM/320MM Taiwan Sliding Table Saw
- YFR-303 Heavy Duty Straight Line Rip Saw
- Single Spindle Moulders
- Heavy Duty Double Spindle Moulders



TAI CHAN

- MBS-26 Wood Cutting Band Saw
- SA-DM032 Universal Boring Unit
- SA-640 Radial Arm Saw Machine
- SK-305H Heavy Duty Gang Rip Saw
- W-Speed Router
- TP-700 / TF-900 Automatic System Vertical Band Resaw
- TDS-45A Single Rail Model
- TPS-10 Panel Saw & Computer Panel Saw
- TR-60 Table Router
- Automatic Double End Miter Saw With Masking Head

GAU JING MACHINERY

- 6 Spindle GN-6523 4 Side Planer & Moulder
- LMM-816 8 Ft Length 16 Spindle Oscillating Mortiser
- ER-3 Edge Banding Machine

SAN JUI

SA-900A Super Finish Straight Knife Grinders
 SA-650A (Heavy Duty) Super Finish Straight Knife Grinders
 SA-300 Tungsten Carbide Tip Woodworking Tool Grinders
 SA-180 Tungsten Carbide Tip Circular Sawblade Grinders
 SA-18 Auto Straight Line Rip Saw
 SA-670 Jig Saw
 SA-20 Auto Single Surface Planer (Thicknesser)
 SA-660-12*16 Hand Mortise
 SA-540 Hollow Chisel Mortiser
 SA-70-115 Round End Tenoner
 SA-034 / SA-044 Power Feeder (Jig Router)
 SA-525S Dust Collector
 SA-TM130 Oscillation Mortiser

SYO

SYO-1400 14" Blower
 SYO-1005 Fine Grinds Tonnage Machine
 SYO-8132 Horizontal Air Drum Sanding Machine
 SYO-501 Pneumatic Single Head Horizontal Boring Machine
 SYO-401 Pneumatic Single Head Horizontal Boring Machine
 SYO-5011 Pneumatic Horizontal & Vertical Boring Machine
 SYO-4-2970 Triangle Edge Sanding Machine
 SYO-5022 Pneumatic Double Side Horizontal & Vertical Boring Machine
 SYO-506 Pneumatic Six Head Horizontal Boring Machine
 SYO-8133 Horizontal Woodruff Sanding Machine
 SYO-300 Vertical Sponge Sanding Machine
 SYO-250 Horizontal Sponge Sanding Machine
 SYO-1212 12" Diameter Double Head Sanding Plate Machine
 SYO-2448 Horizontal Pneumatic Chair Press Machine
 SYO-2250 6" Vertical Edge Sanding Machine
 SYO-1036 Horizontal Edge Sanding Machine With Round Plate Sanding

SYB

SYB-100 Pneumatic Horizontal & Vertical Boring Machine
 SYB-100A Air Drum Spindle Moulder Sanding Machine
 SYB-100B Round Plate Sanding Machine With 45° Tiling Table
 SYB-100C Two-Side Hydraulic Compressor
 SYB-100D Automatic Finger Jointer
 SYB-100E Automatic Shaper Unit
 SYB-100F Versatile Belt Sander
 SYB-100G Three Rows Boring Machine
 SYB-100H Automatic Edge-Banding Machine
 SYB-100I 3 Layers Hot Press
 SYB-100J Single (Double) Glue Spreader
 SYB-100K Manual Woodchips Machine
 SYB-100L Manual Woodchips Machine With Round Plate Sanding
 SYB-100M Manual Finger Jointer
 SYB-100N Automatic Finger Jointer
 SYB-100O Automatic Shaper Unit
 SYB-100P Versatile Belt Sander
 SYB-100Q Three Rows Boring Machine
 SYB-100R Automatic Edge-Banding Machine
 SYB-100S 3 Layers Hot Press
 SYB-100T Single (Double) Glue Spreader
 SYB-100U Manual Woodchips Machine
 SYB-100V Manual Woodchips Machine With Round Plate Sanding
 SYB-100W Manual Finger Jointer
 SYB-100X Automatic Finger Jointer
 SYB-100Y Automatic Shaper Unit
 SYB-100Z Versatile Belt Sander

SYO

SYO-601 Manual Woodchips Machine
 SYO-6048 Manual Woodchips Machine With Round Plate Sanding
 SYO-2250-45 Vertical & Horizontal Bell Sander Machine With Tiling
 SYO-800A Air Drum Spindle Moulder Sanding Machine
 SYO-12 Round Plate Sanding Machine With 45° Tiling Table
 MH1332/2 Two-Side Hydraulic Compressor
 MH1546 Manual Finger Jointer
 MH3515 Automatic Shaper Unit
 MZ73223 Versatile Belt Sander
 700/1350 Single (Double) Glue Spreader
 MH120T 3 Layers Hot Press

• 进口及製造各种木工机械及零件修理等
 Importer & Manufacturer all types of woodworking machinery, undertake to repair & service etc.

BSM MACHINERY TRADING SON, BHD.
 18, Jalan Temenggong, Seremban, 70000 Seremban, Negeri Sembilan, Malaysia.
 Tel: 603-8961 5113 (Handling Line)
 Fax: 603-8961 6063
 Email: bsmm@streamyx.com

SOON LEE MACHINERY TRADING SON BHD.
 No. 36, Lorong Bagan 2,
 Kawasan Perindustrian SRIEN, 30100 Ipoh, Perak.
 Tel: (605) 526 7281, 526 7287
 Fax: (605) 526 7233

Appendix L

Quality Control Form

Name of item/equipments for which assessment is required:-----

1.0 GENERAL INFORMATION :-

Name of the company	
Address of their Regd. office with telephone No., Fax No.& E-Mail	
Address of the Supplier's factory / works with telephone No., Fax No.& E-Mail Weekly off :- Shift working per day:-	a) ----- b)One/Two/Three
Address of the Supplier's Branch offices with telephone No., Fax No.& E-Mail	
Name of the Chief Executive/ Proprietor & Plant Manager	

Contact Person (Name, Designation, Address, Telephone no. , Mob. No. Fax & Email)	
--	--

Total Nos. of employees (Attach organization chart)	Administration & Commercial ----- Engineering & Technology ----- Manufacturing ----- Quality ----- Maintenance ----- Site Management -----) Other ----- i) Total -----
Total area of the Factory a) Covered b) Uncovered	
Electrical Power and alternative arrangement for power: (Give Details)	

2.1 QUALITY MANAGEMENT SYSTEM:-

2.1 Furnish organization chart of Quality department including NDT (non destructive test) personnel

2.2 Whether QA system is certified as per ISO- 9001?

2.3 Incoming material control:-

A formalized supplier rating, evaluation & certification programme which includes quality performance criteria.	
Verification of incoming material prior to storage	

2.4 Process control:-

Work instructions have been documented by the sub supplier and followed by the worker.	
--	--

Required tools, jigs & fixtures are identified and used.	
Procedure for qualification & revalidation of qualification of welder and NDT operator or any other special processes	
Testing facilities for Chemical/ Mechanical/ Electrical and NDT tests. Trained personnel carry out the tests and records are maintained.	
Preventative maintenance activities are performed critical machines and records maintained.	
Material identification and acceptance status is maintained throughout the manufacturing process and storage.	
Identification / Preservation, & Packing procedures	

2.5 Control of non-conformance:-

Record of rework /rectification	
System of review and analysis of repeated non-conformities/ failures and their prevention in future.	

2.6 Calibration of measuring & testing equipments:-

System of calibration of gauges, fixtures and instruments	
Master gauges / standards are traceable to recognized national standards.	

2.7 Inspection & testing of finish product:-

System of inspection and testing of finished product exits.	
---	--

2.8 System of recording, attending and monitoring customer complaint & corrective action.

System of recording, attending and monitoring customer complaint and corrective action exits.	
---	--

2.9 Any other information:-

Enclosures:-

Place:

Signature

Date:
Designation

Name and

Seal

Appendix M

Company Business Cards



Appendix N

Resume of Every Manager



Resume of Tan Kok Hang

A. Personal Particulars

Name : Tan Kok Hang
Age : 23
Date of Birth : 17 January 1990
NIRC : 900117-04-5047
Nationality : Malaysia
Gender : Male
Race : Chinese
Religion : Buddha
Marital Status : Single

B. Contact Info

Address : 35, Jalan Chia Chin Koon, Taman Tenggara,
85000 Segamat, Johor.
Phone/Mobile : 017-7010170
Email Address : tankokhang@hotmail.com

C. Education Qualification

I. Primary School

Institution : S.J.K(C) Li Chi

Duration : 1997-2002

II. Secondary School

Institution : S.M.K Paduka Tuan

Duration : 2003-2007

III. Pre-University

Institution : SMK Paduka Tuan

Course : STPM

Duration : 2008-2009

CGPA : 1.75

IV. Bachelor Degree

Institution : Universiti Tunku Abdul Rahman

Course : Bachelor of Business Administration (Hons)
Entrepreneurship

Duration : 2011-2013

CGPA : 2.77

D. Extra-Curricular Activities, Achievements and Involvements

Society/Involvement	Position	Institution	Achievement	Year
St. John Ambulance Malaysia	Cadet Leader	SMK Paduka Tuan		2006-2007
Board of Monitor	Vice President	SMK Paduka Tuan		2006-2007
Robotic Club	Secretary	SMK Paduka Tuan		2006-2007

Rover Scout	Vice President	SMK Paduka Tuan		2008-2009
Board of Monitor	President	SMK Paduka Tuan		2008-2009
PERTINA	Committee	SMK Paduka Tuan		2008-2009
Entrepreneurship Society	Member	UTAR		2011-2013

Soft Skill Courses

Course	Institution	Year
Taking Responsibility: Take Charge!	UTAR	2012
Negotiation Skills	UTAR	2012
Blue Ocean Strategy	UTAR	2013
The Effective Leader	UTAR	2013

E. Working Experience

1. Company : Billion Shopping Centre (Segamat) Sdn. Bhd.
 Position : Cashier
 Year : 2007
2. Company : Segamat Consolidated Plantations Sdn. Bhd.
 Position : Estate Assistant
 Year : 2010

F. Personal Qualities

- a) Personal Value
 - Highly responsibility and commitment
 - Leadership
 - Coordination ability
 - Caring for employees and business partners
 - Negotiation skills
 - Networking ability

b) Language Proficiency

Language	Written (excellent, good, fair, poor)	Spoken (excellent ,good ,fair ,poor)
English	Good	Good
Malay	Good	Good
Mandarin	Good	Good
Hokkien	-	Good

G. Reference

Name : Mohamad Fared bin Mohamad Makmor
Company : Universiti Tunku Abdul Rahman
Position : Lecturer
Contact NO. : 013-6417582
Email : faredm@utar.edu.my



Resume of Liaw Hock Siong

A. Personal Particulars

Name : Liaw Hock Siong
Age : 23
Date of Birth : 27 October 1990
NIRC : 901027-01-6511
Nationality : Malaysia
Gender : Male
Race : Chinese
Religion : Buddha
Marital Status : Single

B. Contact Info

Address : 95, Taman Ledang 85200, Jementah ,Segamat ,
johor
Phone/Mobile : 017-6561110
Email Address : Adam_liaw@hotmail.com

C. Education Qualification

I. Primary School

Institution : SJK(C) Jementah 2
Duration : 1997-2002

II. Secondary School

Institution : Chung Hwa Independent High School

Duration : 2003-2008

III. Pre-University

Institution : Chung Hwa Independent High School

Course : UEC

Duration : 2008-2009

IV. Bachelor Degree

Institution : Universiti Tunku Abdul Rahman

Course : Bachelor of Business Administration (Hons)
Entrepreneurship

Duration : 2011-2013

CGPA : 2.19

D. Extra-Curricular Activities, Achievements and Involvements

Society/Involvement	Position	Institution	Achievement	Year
Chess Club	Chairman	Chung Hwa Independent High School		2008-2009
Entrepreneurship Society	Member	UTAR		2011-2013

Soft Skill Courses

Course	Institution	Year
Critical thinking	UTAR	2012
Negotiation Skill	UTAR	2012

E. Working Experience

1. Company : High Printing (Segamat) Sdn. Bhd.
 Position : Human resource employee
 Year : 2009

F. Personal Qualities

a) Personal Value

- Highly responsibility and commitment
- Human resource management skills
- Coordination ability
- Management principle skills

b) Language Proficiency

Language	Written (Excellent, good, fair, poor)	Spoken (Excellent, good, fair, poor)
English	Good	Fair
Malay	Fair	Fair
Mandarin	Good	Good
Hokkien	-	Good

G. Reference

- Name : Mohamad Fared bin Mohamad Makmor
 Company : Universiti Tunku Abdul Rahman
 Position : Lecturer
 Contact NO. : 013-6417582
 Email : faredm@utar.edu.my



Resume of Tan Kee Siao

A. Personal Particulars

Name : Tan Kee Siao
Age : 22
Date of Birth : 24 MAY 1991
NIRC : 910524-08-6531
Nationality : Malaysia
Gender : Male
Race : Chinese
Religion : Buddha
Marital Status : Single

B. Contact Info

Address : 125, Pesiaran Cempaka Sari 24, Taman Cempaka
31400 Ipoh, Perak.
Phone/Mobile : 012-5373712
Email Address : freedomxtan@live.com.my

C. Education Qualification

I. Primary School

Institution : S.R.J.K. (C) YUK CHOY
Duration : 1998-2003

II. Secondary School

Institution : S.M.J.K. SAM TET

Duration : 2004-2008

III. Foundation Programme

Institution : Universiti Tunku Abdul Rahman

Course : Foundation In Arts

Duration : 2010

CGPA : 2.93

IV. Bachelor Degree

Institution : University Tunku Abdul Rahman

Course : Bachelor of Business Administration (Hons)
Entrepreneurship

Duration : 2011-2013

CGPA : 2.87

D. Extra-Curricular Activities, Achievements and Involvements

Society/Involvement	Position	Institution	Achievement	Year
Harmonica Club	Member	SAM TET		2004-2008
Taichi Society	Member	SAM TET		2005-2007
Chinese Chess Club	Member	SAM TET		2007-2008
Entrepreneurship Society	Member	UTAR		2011-2013

Soft Skill Courses

Course	Institution	Year
Taking Responsibility: Take Charge!	UTAR	2012
Business Grammer	UTAR	2012
Commercial Crime	UTAR	2013
Creating Solution	UTAR	2013

E. Working Experience

1. Company :Parkson Grand Ipoh
 Position :Promoter
 Year : 2009

2. Company : I-Net Cyber Café Sdn Bhd
 Position : Cashier
 Year : 2009-2010

F. Personal Qualities

- a) Personal Value
 - High Responsibility
 - Cooperate and working as a group
 - Communication skills
 - Networking ability

b) Language Proficiency

Language	Written (excellent, good, fair, poor)	Spoken (excellent ,good ,fair ,poor)
English	Good	Good
Malay	Good	Good
Mandarin	Excellent	Excellent

G. Reference

Name :Mohamad Fared bin Mohamad Makmor

Company :University Tunku Abdul Rahman

Position : Lecturer

Contact NO. :013-6417582

Email : faredm@utar.edu.my



Resume of Tan Ren Li

A. Personal Particulars

Name : Tan Ren Li
Age : 23
Date of Birth : 6 MARCH 1990
NIRC : 900306-02-5571
Nationality : Malaysia
Gender : Male
Race : Chinese
Religion : -
Marital Status : Single

B. Contact Info

Address : 40G, Taman Nam Fong, Jalan Pegawai,
05050 Alor Star, Kedah.
Phone/Mobile : 017-5085099
Email Address : renli0306@gmail.com

C. Education Qualification

I. Primary School

Institution : S.R.J.K. (C) Keat Hwa (H)
Duration : 1997-2002

II. Secondary School

Institution : S.M.J.K. Keat Hwa 1

Duration : 2003-2007

III. Foundation Programme

Institution : University Tunku Abdul Rahman

Course : Foundation in Arts

Duration : 2008

CGPA : 2.4

IV. Bachelor Degree

Institution : Universiti Tunku Abdul Rahman

Course : Bachelor of Business Administration (Hons)
Entrepreneurship

Duration : 2011-2013

CGPA : 2.4042

D. Extra-Curricular Activities, Achievements and Involvements

Society/Involvement	Position	Institution	Achievement	Year
Kadet Polis DiRaja Malaysia	Cadet Leader	Keat Hwa 1		2003-2007
Sport Club	Member	Keat Hwa 1		2003-2007
Football Club	Member	Keat Hwa 1		2007-2008
Entrepreneurship Society	Member	UTAR		2011-2013

Soft Skill Courses

Course	Institution	Year
Thinking Out of the Box	UTAR	2011
Taking Responsibility: Take Charge!	UTAR	2012
Motivational Programme for Youth	UTAR	2012
The Effective Leader	UTAR	2013
Power !Management of your debt by AKPK	UTAR	2013
A Crash Course in Taking Notes and Making Notes	UTAR	2013
Work Ethics in the Workplace	UTAR	2013

E. Working Experience

1. Company :Kedah Shopping Mall
Position : Promoter
Year : 2005
2. Company : Bangalow Restaurant
Position : Waiter
Year : 2007
3. Company : Fu Restaurant
Position : Waiter
Year : 2007

F. Personal Qualities

- a) Personal Value
 - Responsibility
 - Emphasize on Teamwork
 - Good in Communication skills
 - Willing to take positive challenges
 - Networking ability
 - Positive Thinking
 - Self-Motivated
 - Attentive
 - Caring
 - Creative

b) Language Proficiency

Language	Written (excellent, good, fair, poor)	Spoken (excellent ,good ,fair ,poor)
English	Good	Good
Malay	Good	Good
Mandarin	Excellent	Excellent
Cantonese	-	Moderate
Hokkien	-	Excellent

G. Reference

Name :Mohamad Fared bin Mohamad Makmor
Company :University Tunku Abdul Rahman
Position : Lecturer
Contact NO. :013-6417582
Email : faredm@utar.edu.my



Resume of Thor Beng Ong

A. Personal Particular

Name : Thor Beng Ong
Age : 23
Date of Birth : 09 November 1990
NIRC : 901109-07-5267
Nationality : Malaysia
Gender : Male
Race : Chinese
Religion : Buddha
Marital Status : Single

B. Contact Info

Address : 230 MK1 Pantai Aceh 11010 Balik Pulau Penang
Phone/Mobile : 016-4594008
Email Address : FreedomOng_X10A@hotmail.com

C. Education Qualification

I. Primary School

Institution : S.J.K(C) Sacred Heart Balik Pulau
Duration : 1997-2002

II. Secondary School

Institution : S.M.J.K(C) Sacred Heart Balik Pulau

Duration : 2003-2007

III. Pre-University

Institution : SMK Seri Balik Pulau

Course : STPM

Duration : 2008-2009

CGPA : 1.75

IV. Bachelor Degree

Institution : Universiti Tunku Abdul Rahman

Course : Bachelor of Business Administration (Hons)
Entrepreneurship

Duration : 2011-2013

CGPA : 2.5

D. Extra-Curricular Activities, Achievements and Involvements

Society/Involvement	Position	Institution	Achievement	Year
Scout	Quartermaster	SMJK(C) Sacred Heart		2003-2007
Prefect resource room	Committee	SMJK(C) Sacred Heart		2006-2007
PBSM	Member	SMK Seri Balik Pulau		2008-2009
Form 6 Society	Member	SMK Seri Balik Pulau		2008-2009
Entrepreneurship Society	Member	UTAR		2012-2013

Soft Skill Course

Course	Institution	Year
Taking Responsibility: Take Charge!	UTAR	2012
Negotiation Skill	UTAR	2012
9 th Malaysia Festival of the Mind	UTAR	2013
The Effective Leader	UTAR	2013

E. Working Experience

Company : IQ Group (M) Sdn Bhd Penang

Position : Operator

Year : 2007-2008

F. Personal Qualities

a) Personal Value

- Highly responsibility and commitment
- Able to learn and work independently or team
- Well organized
- Caring for employees and business partner

b) Language Proficiency

Language	Written (excellent, good, fair, poor)	Spoken (excellent ,good ,fair ,poor)
English	Fair	Fair
Malay	Fair	Fair
Mandarin	Good	Good
Hakka	-	Fair
Hokkien	-	Fair

G. Reference

Name : Mohamad Fared bin Mohamad Makmor

Company : Universiti Tunku Abdul Rahman

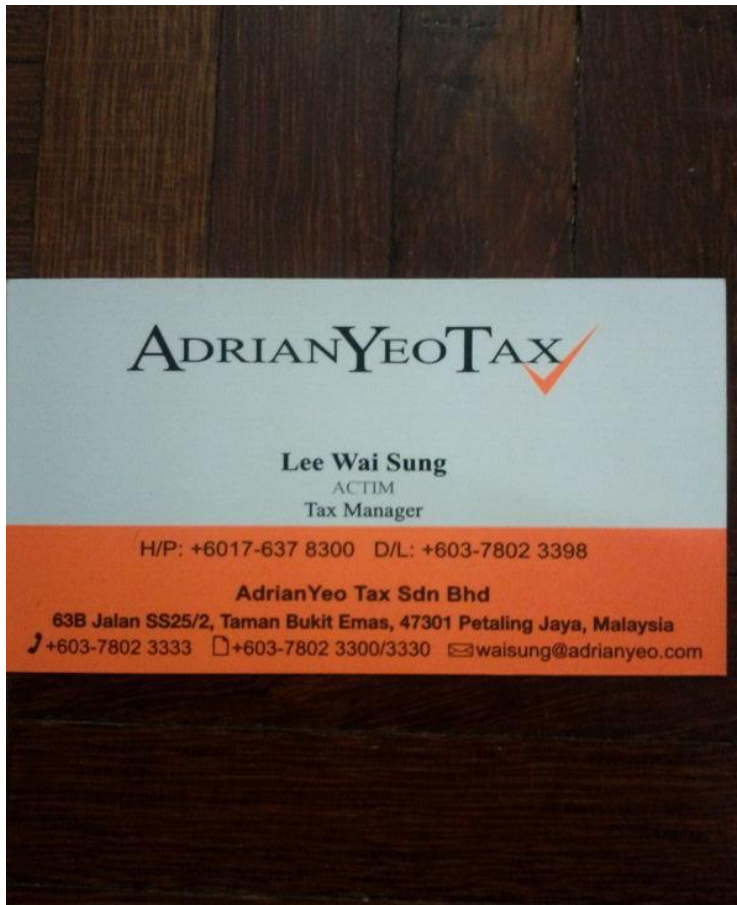
Position : Lecture

Contact NO. : +6013-6417582

Email : faredm@utar.edu.my

Appendix O

Accounting Firm Name Card



Appendix P

Company Registration Documents: Form: 13A, 6, 48A, 9, 49

FORM 13A

BORANG PERCUMA	
FORM 13A Companies Act 1965 (Section 22 (6))	
REQUEST FOR AVAILABILITY OF NAME	
Our Ref :	Reference No.
SECTION A: TO BE COMPLETED BY APPLICANT IN BLOCK LETTERS	
** PROPOSED NAME :	
(MAXIMUM 50 CHARACTERS)	
PURPOSE :	TYPE :
N - NEW INCORPORATION	S - LIMITED BY SHARES
F - REGISTRATION OF FOREIGN COMPANY	G - LIMITED BY GUARANTEE
C - CHANGE OF NAME	U - UNLIMITED COMPANY
NAME OF APPLICANT:	<i>Signature of Applicant :</i>
ADDRESS OF APPLICANT:	
TELEPHONE NO:	
REQUEST DATE:	
** If proposed name requires further clarifications, the applicant is required to fill up Section C.	
SECTION B: FOR THE REGISTRY'S USE ONLY	
SEARCH RESULT	
AVAILABILITY: /..... /.....	DATE PROCESSED: /..... /.....
A-AVAILABLE	PROCESSED BY:
R-REJECTED	DATE ENTERED: /..... /.....
S-SUBJECT TO QUERY	ENTERED BY :
REMARKS:	

SECTION C: TO BE COMPLETED BY APPLICANT

CLARIFICATION

1. Single letters included in the name stand for:
2. If the proposed name is not in Bahasa Malaysia or English, please clarify:
3. If the proposed name contains a proper name, state whether it is the name of a director of the company or the proposed company:
4. If proposed name is similar to that of a related or associated corporation **, state whether written consent has been obtained from the said corporation (please attach consent):
5. If the proposed name is a trade mark, state whether written consent has been obtained from the owner (please attach consent):
6. If the proposed name is to be used for change of name of an existing corporation, state the following:
Existing Name :
Company No :
7. The nature of the business carried on or to be carried on by the company :
8. (a) Name of promoters :

<u>Name</u>	<u>I/C No.</u>
(i)	
(ii)	

(b) Other comments :

NOTE :

** For definition of "related corporation" and "associated corporation" please see Companies Act 1965, and International Accounting Standards respectively.

Use additional sheets if necessary.

FORM 6

P.U. 173/86
 COMPANIES REGULATIONS, 1966
 SECOND SCHEDULE (Regulation 3)

FORM 6. Declaration Of Compliance.

FORM 6
 Companies Act 1966
 (Section 18 (2))

Company No.

--

DECLARATION OF COMPLIANCE
 (NAME OF COMPANY)

I,, I/C No / Passport No of sincerely declare the following:

1. I am the person named in the articles as the first secretary of (Name of Company).
2. All the requirements of the Companies Act 1966 and of the Companies Regulations in respect of matters precedent to the registration of the company and incidental to its registration have been complied with.
3. As from the date of its incorporation, the registered office of the company will be situated at in the State of Post Code
4. The first directors named in the articles of the company are as follows:

#	Name	Address	I/C No / Passport No.	Date of Birth

5. The principal objects for which the company is incorporated are as follows:

1.
2.
3.

6. The authorised capital of the company is RM divided into shares of RM each.

Declared at this day of

.....
 (Name)
 (*Licence No / Prescribed
 Body Membership No.)

*Strike out whichever is inapplicable.
 # If the director is of the female gender, insert "(f)" against her name.

FORM 48A

P.U. 173/86
COMPANIES REGULATIONS, 1966
SECOND SCHEDULE (Regulation 3)

FORM 48A. Statutory Declaration By A Person Before Appointment As Director, Or By A Promoter Before Incorporation Of Corporation.

FORM 48A
Companies Act, 1965
(Section 16 (3A) and 123 (4))

Company No.

--	--

STATUTORY DECLARATION BY A PERSON BEFORE
APPOINTMENT AS DIRECTOR, OR BY A PROMOTER
BEFORE INCORPORATION OF CORPORATION

..... (NAME OF COMPANY)

I,, *IC No. / *Passport No. of do solemnly and sincerely declare that -

(1) I am not an undischarged bankrupt.

(2) I have not been convicted whether within or without Malaysia of any offence

- (a) in connection with the promotion, formation or management of a corporation;
- (b) involving fraud or dishonesty punishable on conviction with imprisonment for three months or more, or
- (c) under section 132, 132A or under section 303, within a period of five years preceding the date of this declaration.

(3) I have not been imprisoned for any offence referred to in paragraph (2) hereof within the period of five years immediately preceding the date of this declaration.

* (4) I am an undischarged bankrupt but have been granted leave by the court under section 125 to act as a director of (name of corporation).

* (5) I have been granted leave by the court under section 130 to be director of (name of corporation) or a promoter of a proposed corporation (name of proposed corporation) or both a director of (name of corporation) and a promoter of (name of proposed corporation). I attach herewith an office copy of the court order.

(6) I hereby consent to act as director of (Nama Syarikat).

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1960.

Subscribed and solemnly declared by the abovenamed at in the State of this day of 19.....

Before me

.....

This Statutory Declaration shall be lodged with the Registrar of Companies and the Official Receiver.

* Strike out whichever is inapplicable.

If the declaration is made in another country, it must be made under the law relating to statutory declaration of oaths prevailing in that country.

FORM 9

P.U. 173/66
COMPANIES REGULATIONS, 1966
SECOND SCHEDULE (Regulation 3)

FORM 9, Certificate Of Incorporation Of Private Company.

FORM 9
Companies Act 1966

(Section 16(4))

Company No.

--	--

CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

This is to certify that is, on and from the 19 incorporated under the Companies Act 1966, and that the company is * and that the company is a private company.

Given under my hand and seal, at this day of, 19

.....
Registrar of Companies

*Insert whether company is
(a) a company limited by shares;
(b) an unlimited company.

[Subs. P.U.(A) 16 / 1966 s.13]

FORM 49

P.U. 173/66
 COMPANIES REGULATIONS, 1966
 SECOND SCHEDULE (Regulation 3)

FORM 49. Return Giving Particulars in Register Of Directors, Managers And Secretaries And Changes Of Particulars.

FORM 49
 Companies Act, 1966
 (Section 141(B))

Company No.

--	--

RETURN GIVING PARTICULARS IN REGISTER OF DIRECTORS, MANAGERS AND SECRETARIES AND CHANGES OF PARTICULARS
 (NAME OF COMPANY)

DIRECTORS*

Full Name §	National Race †	Date of Birth	Residential Address	Business Occupation (if any)	Particulars of other Directorships ‡	Nature of Appointment, or Change and Relevant Date #	Identity Card No. / Passport No. ¶

MANAGERS AND SECRETARIES*

Office in Company	Full Name §	Nationality Race †	Residential Address	Other Occupation (if any)	Nature of Appointment or change and Relevant Date #	Identity Card No. / Passport No. ¶

Dated this day of 19

Signature of @Director@ Secretary

Footnotes to Form 49

*Where a director is also a manager or secretary his particulars are to be given under each of the headings "Directors" and "Managers and Secretaries"

§ Insert full name and any former name of the officer concerned. If the director is of the female gender insert "(f)" against her name. In the case of a person appointed as an alternate to another director insert "alternate to (name of director)" against his name.

† If Malaysia, state whether the officer is a Malay, Chinese, Indian or others

‡ Insert particulars of any other directorship of public companies or companies which are subsidiaries of public companies held by the director, but not particulars of directorships held by a director in a company that is a related corporation of that company. Where a person is a director in one or more subsidiaries of the same holding company, it is sufficient to disclose that the person is the holder of one or more directorships in that group of companies and the group may be described by the name of the holding company with the addition of the word "Group". If no other directorships, state so.

Insert in relation to a new officer "Appointed w. e. f. " or "In place of name of former officer". Insert in relation to a former officer "Died on", "Resigned w. e. f. .", "Removed on" or as the case may be "Retired on" "RELEVANT DATE SHOULD BE INSERTED. If there is a change in the other prescribed particulars, state nature of change and relevant date.

¶ State also the relevant type code of the identity card/passport after the relevant numbers i. e. Blue I(C)(B) , Red I(C)(R) Military I(D)(Z) , Police I(D)(M) , Passport-(P) .

@ Strike out whichever is inapplicable.

Note-A complete list of directors or managers shown as existing in the last particulars delivered should always be given. A note of the changes since the last list should be made in column #

[Subs. P.U.(A) 16 / 1986 s.13]

Appendix Q

Trademark Registration Form

INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA		TM 01
TRADE MARKS REGISTRY		
TRADE MARKS ACT 1976		
TRADE MARKS REGULATION 1997		
FORM OF AUTHORISATION AND REQUEST TO ENTER, ALTER OR SUBSTITUTE AN ADDRESS FOR SERVICE		
This form must be filed whenever an agent is appointed or when one agent is substituted for another		
(Subregulations 10(1), (10(2), 10(3) and 11(2))		
1.	Trade Mark No: <input style="width: 80%;" type="text"/>	
2.	Class <input style="width: 80%;" type="text"/>	
3.	Full name and address of proprietor: <input style="width: 80%;" type="text"/>	
4.	Full name and address of agent (if any): <input style="width: 80%;" type="text"/>	
5.	Agent's Registration No (if known) : <input style="width: 80%;" type="text"/>	
6.	Agent's own reference : <input style="width: 80%;" type="text"/>	
7.	I request that all communication concerning the above mark be sent to the address indicated, which is the address for service.	
	Note: Enter (3) or (4) as appropriate in the box. An address for service must be in Malaysia. The full postal addresses of the parties must be given.	
	Signature:	<input style="width: 50px; height: 20px;" type="text"/>
	Name of signatory (in block letter): <input style="width: 80%;" type="text"/>	
	Date : <input style="width: 80%;" type="text"/>	

Appendix R

Patent Registration Form

<p>Patents Form No. 1</p> <p>PATENTS ACT 1983 REQUEST FOR GRANT OF PATENT (Regulation 7(1))</p> <p>To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia</p>	<p>For Official Use</p> <p>Application received on</p> <p>Fee received on:</p> <p>Amount:</p> <p>*Cheque / Postal Order / Money Order / Draft/ Cash No.</p>
	<p>Date of mailing:</p>
<p>Please submit this Form in duplicate together with the prescribed fee</p>	<p>Applicant's file reference</p> <p>.....</p>
<p>THE APPLICANT(S) REQUEST(S) THE GRANT OF A PATENT IN RESPECT OF THE FOLLOWING PARTICULARS :</p> <p>I. Title Of Invention : <input type="text"/></p>	
<p>II. APPLICANT(S) (the data concerning each applicant must appear in this box or, if the space insufficient, in the space below :</p> <p>Name: <input type="text"/></p> <p>I.C. /Passport No.: <input type="text"/></p> <p>Address : <input type="text"/></p> <p>Address for service in Malaysia: <input type="text"/></p> <p>Nationality : <input type="text"/></p> <p>*Permanent residence or principal place of business : <input type="text"/></p> <p>Telephone Number (if any) <input type="text"/></p> <p>Fax Number (if any) <input type="text"/></p>	
<p>Additional Information (if any)</p> <p><input type="text"/></p>	

III. INVENTOR :

Applicant is the inventor Yes No

If the applicant is not the inventor:

Name of inventor:

Address of inventor:

A statement justifying the applicant's right to the patent accompanies this Form:

Yes No

Additional Information (if any)

IV. AGENT OR REPRESENTATIVE :

Applicant has appointed a patent agent in accompanying Form No. 17

Yes No

Agent's registration No. :

Applicant has appointed to be their representative

V. DIVISIONAL APPLICATION :

This application is a divisional application

The benefit of the filing date priority date

of the initial application is claimed in as much as the subject-matter of the present application is contained in the initial application identified below :

Initial Application No. :

Date of Filing of initial application :

Additional Information (if any)

VI. DISCLOSURE TO BE REGARDED FOR PRIOR ART PURPOSES:

Additional information is contained in supplemental box:

(a) Disclosure was due to acts of applicant or his predecessor in title

Date of disclosure

(b) Disclosure was due to abuse of rights of applicant or his predecessor in title

Date of disclosure

<p>A statement specifying in more detail the facts concerning the disclosure accompanies this Form Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Additional Information (if any) _____</p>
<p>VII. PRIORITY CLAIM (if any) :</p> <p>The priority of an earlier application is claimed as follows :</p> <p>Country (if the earlier application is a regional or international application, indicate the office with which it is filed) : _____</p> <p>Filing Date : _____</p> <p>Application No. : _____</p> <p>Symbol of the International Patent Classification :</p> <p>If not yet allocated, please tick <input type="checkbox"/></p> <p>The priority of more than one earlier application is claimed :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>The certified copy of the earlier application (s) accompanies this Form :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, it will be furnished by _____ (date)</p>
<p>Additional Information (if any) _____</p>
<p>VIII. CHECK LIST :</p> <p>A. This application contains the following :</p> <ol style="list-style-type: none">1. Request2. Description _____ sheets3. Claim _____ sheets4. Abstract _____ sheets5. Drawings _____ sheets6. Total _____ sheets <p>B. This Form, as filed, is accompanied by the items checked below :</p> <ol style="list-style-type: none">a. signed Form No. 17 <input type="checkbox"/>b. declaration that inventor does not wish to be named in the patent <input type="checkbox"/>

c. statement justifying applicant's right to the patent <input type="checkbox"/>	
d. statement that certain disclosure be disregarded <input type="checkbox"/>	
e. priority document (certified copy of earlier application) <input type="checkbox"/>	
f. cash, cheque, money order, bank draft or postal order for the payment of application fee <input type="checkbox"/>	
g. other documents (specify) <input type="checkbox"/>	
IX. SIGNATURE	<input type="text"/>
** (Applicant/Agent)	(Date)
If Agent, indicate Agent's Registration No. <input type="text"/>	
For Official Use	
1. Date application received:	
2. Date of receipt of correction, later filed papers or drawings completing the application:	
* Delete whichever does not apply	
** Type name under signature and delete whichever does not apply	

Appendix SDetailed Financial StatementsStart-up cost

Start-up expenses	RM	RM
Business registration fee	8000	
Incorporation's name registration fee	60	
Pattern (10years)	780	
Trademark fee	250	
Domain name	80	
Electricity and Water	700	
Internet & telephone	600	
Renovation	200000	
Two month Rental deposit (land=10000, outlet= 5000)	30000	240470
Machinery & tools		
Light machinery	57000	
Heavy machinery	648000	
Forklift	65000	770000
Vehicle		
Truck (Hino)		80000
Office Equipment		
Furniture and fittings	60000	
Computers (x15)	45000	
Others equipment	10000	115000
Miscellaneous		
Security system	3100	
Uniform (100x22)	2200	
Business card (1000)	75	

Stationery	2000	7375
		1212845
(+)Working capital reserves for contingencies		10000
Total start-up cost		1222845

Machinery Used

Machinery & Tools	Price, RM
Automatic double end milter saw	18000
Automatic angel shape	28000
CHC bring and router	235000
Double roller and coating machine	260000
Vertical multiple spindle boring machine	11000
Visual polishing machine	153000
Forklift (Toyota)	65000
Total	770000

Production Plan Year 2014-2016

Year 2014	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
Budgeted Sales	72	60	50	65	75	79	82	76	65	80	85	93
Desired Ending Inv	12	10	13	15	16	17	16	13	16	17	19	21
Total	84	70	63	80	91	96	98	89	81	97	104	114
Beginning Inv.	0	12	10	13	15	16	17	16	13	16	17	19
Planned Production	84	58	53	67	86	80	81	73	78	81	87	95

Year 2015	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
Budgeted Sales	105	102	98	85	80	86	80	75	70	80	90	100
Desired Ending Inv	21	20	17	16	18	16	15	14	16	18	20	21
Total	126	122	115	111	98	102	95	89	86	98	110	121
Beginning Inv.	21	21	20	17	16	18	16	15	14	16	18	20
Planned Production	105	101	95	94	82	84	79	74	72	82	92	101

Year 2016	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
Budgeted Sales	105	110	100	95	95	90	85	92	98	108	112	120
Desired Ending Inv	22	20	19	19	18	17	19	20	22	23	24	25
Total	127	130	119	114	113	107	104	112	120	131	136	145
Beginning Inv.	21	22	20	19	19	18	17	19	20	22	23	24
Planned Production	106	102	99	91	94	89	87	93	100	109	113	121

Sales Forecast 2014

Month	Jan	Feb	Mar	Apr	May	Jun	July
Customer numbers	72	60	50	65	75	79	82
Sales Revenue, RM	288000	240000	200000	260000	300000	316000	328000

Month	Aug	Sep	Oct	Nov	Dec	Total
Customer numbers	76	65	80	85	93	882
Sales Revenue, RM	288000	240000	200000	260000	300000	316000

Sales Forecast 2015

Month	Jan	Feb	Mar	Apr	May	Jun	July
Customer numbers	105	102	98	85	80	86	80
Sales Revenue, RM	420000	408000	392000	340000	320000	344000	320000

Month	Aug	Sep	Oct	Nov	Dec	Total
Customer numbers	75	70	80	90	100	1051
Sales Revenue, RM	300000	280000	320000	360000	400000	4204000

Sales Forecast 2016

Month	Jan	Feb	Mar	Apr	May	Jun	July
Customer numbers	105	110	100	95	95	90	85
Sales Revenue, RM	420000	440000	400000	380000	380000	360000	340000

Month	Aug	Sep	Oct	Nov	Dec	Total
Customer numbers	92	98	108	112	120	1210
Sales Revenue, RM	368000	392000	432000	448000	480000	4840000

Administration Expenses 2014

	JAN (RM)	FEB (RM)	MAR (RM)	APR (RM)	MAY (RM)	JUN (RM)	JUL (RM)
Salary	57450	57450	57450	57450	57450	57450	57450
EPF	7468.5	7468.5	7468.5	7468.5	7468.5	7468.5	7468.5
Socso	684.7	684.7	684.7	684.7	684.7	684.7	684.7
Research and development	14400	12000	10000	13000	15000	15800	16400
Auditing Fee	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-

	AUG (RM)	SEP (RM)	OCT (RM)	NOV (RM)	DEC (RM)	TOTAL (RM)
Salary	57450	57450	57450	57450	57450	689400
EPF	7468.5	7468.5	7468.5	7468.5	7468.5	89622
Socso	684.7	684.7	684.7	684.7	684.7	8216.4
Research and development	15200	14000	16000	17000	18600	176400
Auditing Fee					800	800
Insurance					10573.05	10573.05
						975011.5
					Round up	975012

Administration Expenses 2015

	JAN (RM)	FEB (RM)	MAR (RM)	APR (RM)	MAY (RM)	JUN (RM)	JUL (RM)
Salary	60322.5 0	60322.5 0	60322.5 0	60322.5 0	60322.5 0	60322.5 0	60322.5 0
EPF	7842	7842	7842	7842	7842	7842	7842
Socso	717.70	717.70	717.70	717.70	717.70	717.70	717.70
Research and developme nt	21000	20400	19600	17000	16000	17200	16000
Auditing Fee	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-

	AUG (RM)	SEP (RM)	OCT (RM)	NOV (RM)	DEC (RM)	TOTAL (RM)
Salary	60322.50	60322.50	60322.50	60322.50	60322.50	723870
EPF	7842	7842	7842	7842	7842	94104
Socso	717.70	717.70	717.70	717.70	717.70	8612.40
Research and development	15000	14000	16000	18000	20000	201200
Auditing Fee					800	800
Insurance					10573.05	10573.05
						1027786.4
					Round up	1027786

Administration Expenses 2016

	JAN (RM)	FEB (RM)	MAR (RM)	APR (RM)	MAY (RM)	JUN (RM)	JUL (RM)
Salary	63338.70	63338.70	63338.70	63338.70	63338.70	63338.70	63338.70
EPF	8231.95	8231.95	8231.95	8231.95	8231.95	8231.95	8231.95
Socso	764.8	764.8	764.8	764.8	764.8	764.8	764.8
Research and development	21000	22000	20000	19000	19000	18000	17000
Auditing Fee	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-

	AUG (RM)	SEP (RM)	OCT (RM)	NOV (RM)	DEC (RM)	TOTAL (RM)
Salary	63338.70	63338.70	63338.70	63338.70	63338.70	760064.4
EPF	8231.95	8231.95	8231.95	8231.95	8231.95	98783.4
Socso	764.8	764.8	764.8	764.8	764.8	9177.6
Research and development	18400	19600	21600	22400	24000	242000
Auditing Fee					800	800
Insurance					10573.05	10573.05
					Total	1121398.45
					Round up	1121399

Utility Expenses 2014

	JAN (RM)	FEB (RM)	MAR (RM)	APR (RM)	MAY (RM)	JUN (RM)	JUL (RM)
Electricity	1700	1500	1500	1500	1700	1700	1900
Water	350	300	300	300	350	350	400
Internet and telephone	599	599	599	599	599	599	599

	AUG (RM)	SEP (RM)	OCT (RM)	NOV (RM)	DEC (RM)	TOTAL (RM)
Electricity	1700	1500	1900	1900	18500	20500
Water	350	300	400	400	450	4250
Internet and telephone	599	599	599	599	599	7188
						31938

Utility Expenses 2015

	JAN (RM)	FEB (RM)	MAR (RM)	APR (RM)	MAY (RM)	JUN (RM)	JUL (RM)
Electricity	1895	1893	1875	1740	1730	1752	1730
Water	396.1	394.32	381	363.21	360.88	363.1	361.44
Internet and telephone	599	599	599	599	599	599	599

	AUG (RM)	SEP (RM)	OCT (RM)	NOV (RM)	DEC (RM)	TOTAL (RM)
Electricity	1720	1710	1730	1870	1880	21525
Water	356.99	351.88	361.33	386.43	385.88	4462.56
Internet and telephone	599	599	599	599	599	7188
						33175.56
					Rounded up	33176

Utility Expenses 2016

	JAN (RM)	FEB (RM)	MAR (RM)	APR (RM)	MAY (RM)	JUN (RM)	JUL (RM)
Electricity	1905	1910	1890	1880	1880	1875	1745
Water	399.77	402.27	389.82	379.69	379.69	374.04	371.97
Internet and telephone	599	599	599	599	599	599	599

	AUG (RM)	SEP (RM)	OCT (RM)	NOV (RM)	DEC (RM)	TOTAL (RM)
Electricity	1876	1885	1910.25	1915	1930	22601.25
Water	383.88	387.47	398.21	406.32	412.51	4685.64
Internet and telephone	599	599	599	599	599	7188
						34474.89
					Rounded Up	34475

Fuel Expenses

	2014(RM)	2015(RM)	2016 (RM)
JAN	1200	1410	1377
FEB	1100	1400	1420
MARCH	1000	1360	1333
APR	1100	1260	1231
MAY	1200	1165	1231
JUN	1200	1240	1221
JUL	1300	1165	1172
AUG	1200	1140	1228
SEP	1100	1110	1323
OCT	1300	1160	1421
NOV	1300	1330	1443
DEC	1400	1380	1476
TOTAL	14400	15120	15876

Salary EPF and SOSCO of the year 2014							
Position	Monthly salary (RM)	Number of employees	Total salary (RM)	EPF rate (RM)	Total EPF (RM)	SOSCO rate (RM)	Total SOSCO (RM)
Operation	950	15	14250	123.5	1852.50	16.65	249.75
Supervisor of factory	1800	2	3600	234	468	30.65	61.30
Designer	2500	2	5000	325	650	42.85	85.70
Executive Manager	1800	4	7200	234	936	30.65	122.60
Supervisor of outlet	3500	5	17500	455	2275	0	0
Salesperson	1800	1	1800	234	234	30.65	30.65
Cleaner	1200	3	3600	156	468	20.15	60.45
Security	900	2	1800	117	234	14.85	29.70
Total	15350	37	57450		7468.50		687.70

Salary EPF and SOSCO of the year 2015							
Position	Monthly salary (RM)	Number of employees	Total salary (RM)	EPF rate (RM)	Total EPF (RM)	SOSCO rate (RM)	Total SOSCO (RM)
Operation	997.50	15	14962.50	129.68	1945.2	16.65	249.75
Supervisor of factory	1890	2	3780	245.7	491.4	32.35	64.70
Designer	2625	2	5250	341.25	682.5	46.35	92.70
Executive Manager	1890	4	7560	245.7	982.8	32.35	129.40
Supervisor of outlet	3675	5	18375	477.75	2388.75	0	0
Total	1890	1	1890	245.7	245.7	32.35	32.35

Salesperson	1260	3	3780	163.8	491.4	21.85	65.55
Cleaner	945	2	1890	122.85	245.7	16.65	33.3
Security	945	3	2835	122.85	368.55	16.65	49.95
Total	16117.5	37	60322.50		7842		717.70

Salary EPF and SOSCO of the year 2016

Position	Monthly salary (RM)	Number of employees	Total salary (RM)	EPF rate (RM)	Total EPF (RM)	SOSCO rate (RM)	Total SOSCO (RM)
Operation	1047.38	15	15710.7	136.16	2042.4	18.35	275.25
Supervisor of factory	1984.5	2	3969	257.98	515.96	34.15	68.3
Designer	2756.25	2	5512.50	358.31	714.62	48.15	96.3
Executive	1984.5	4	7938	257.98	1031.92	34.15	136.62
Manager	3858.75	5	19293.75	501.63	2508.15	0	0
Supervisor of outlet	1984.5	1	1984.5	257.98	257.98	34.15	34.15
Salesperson	1323	3	3969	171.99	515.97	23.65	70.95
Cleaner	992.25	2	1984.5	128.99	257.98	16.65	33.30
Security	992.25	3	2976.75	128.99	386.97	16.65	49.95
Total	16923.38	37	63338.70		8231.95		764.8

Depreciation Rates

		2014	2015	2016
	Depreciation rate,%	RM	RM	RM
Office equipment	10	11500	11500	11500
Machinery	15	115500	115500	115500
Vehicle	10	8000	8000	8000
Total		135000	135000	135000

SOCSSO Contribution Schedule

BIL	GAJI BULANAN		(JENIS PERTAMA)			(JENIS KEDUA)
			BENCANA PEKERJAAN DAN ILAT			BENCANA PEKERJAAN SAHAJA
			SYER MAJIKAN	SYER PEKERJA	JUMLAH CARUMAN	JUMLAH CARUMAN OLEH MAJIKAN SAHAJA
	RM	RM	RM	RM	RM	
1.	Gaji hingga	30/-	0.40	0.10	0.50	0.30
2.	Apabila gaji melebihi tetapi tidak melebihi	30/- 50/-	0.70	0.20	0.90	0.50
3.	Apabila gaji melebihi tetapi tidak melebihi	50/- 70/-	1.10	0.30	1.40	0.80
4.	Apabila gaji melebihi tetapi tidak melebihi	70/- 100/-	1.50	0.40	1.90	1.10
5.	Apabila gaji melebihi tetapi tidak melebihi	100/- 140/-	2.10	0.60	2.70	1.50
6.	Apabila gaji melebihi tetapi tidak melebihi	140/- 200/-	2.95	0.85	3.80	2.10
7.	Apabila gaji melebihi tetapi tidak melebihi	200/- 300/-	4.35	1.25	5.60	3.10
8.	Apabila gaji melebihi tetapi tidak melebihi	300/- 400/-	6.15	1.75	7.90	4.40
9.	Apabila gaji melebihi tetapi tidak melebihi	400/- 500/-	7.85	2.25	10.10	5.60
10.	Apabila gaji melebihi tetapi tidak melebihi	500/- 600/-	9.65	2.75	12.40	6.90
11.	Apabila gaji melebihi tetapi tidak melebihi	600/- 700/-	11.35	3.25	14.60	8.10
12.	Apabila gaji melebihi tetapi tidak melebihi	700/- 800/-	13.15	3.75	16.90	9.40
13.	Apabila gaji melebihi tetapi tidak melebihi	800/- 900/-	14.85	4.25	19.10	10.60
14.	Apabila gaji melebihi tetapi tidak melebihi	900/- 1,000/-	16.65	4.75	21.40	11.90
15.	Apabila gaji melebihi tetapi tidak melebihi	1,000/- 1,100/-	18.35	5.25	23.60	13.10
16.	Apabila gaji melebihi tetapi tidak melebihi	1,100/- 1,200/-	20.15	5.75	25.90	14.40
17.	Apabila gaji melebihi tetapi tidak melebihi	1,200/- 1,300/-	21.85	6.25	28.10	15.60
18.	Apabila gaji melebihi tetapi tidak melebihi	1,300/- 1,400/-	23.65	6.75	30.40	16.90
19.	Apabila gaji melebihi tetapi tidak melebihi	1,400/- 1,500/-	25.35	7.25	32.60	18.10
20.	Apabila gaji melebihi tetapi tidak melebihi	1,500/- 1,600/-	27.15	7.75	34.90	19.40
21.	Apabila gaji melebihi tetapi tidak melebihi	1,600/- 1,700/-	28.85	8.25	37.10	20.60
22.	Apabila gaji melebihi tetapi tidak melebihi	1,700/- 1,800/-	30.65	8.75	39.40	21.90

BIL	GAJI BULANAN	(JENIS PERTAMA)			(JENIS KEDUA)	
		BENCANA PEKERJAAN DAN ILAT			BENCANA PEKERJAAN SAHAJA	
			SYER MAJIKAN	SYER PEKERJA	JUMLAH CARUMAN	JUMLAH CARUMAN OLEH MAJIKAN SAHAJA
	RM	RM	RM	RM	RM	
23.	Apabila gaji melebihi tetapi tidak melebihi 1,800/-	1,800/-	32.35	9.25	41.60	23.10
24.	Apabila gaji melebihi tetapi tidak melebihi 1,900/-	1,900/-	34.15	9.75	43.90	24.40
25.	Apabila gaji melebihi tetapi tidak melebihi 2,000/-	2,000/-	35.85	10.25	46.10	25.60
26.	Apabila gaji melebihi tetapi tidak melebihi 2,100/-	2,100/-	37.65	10.75	48.40	26.90
27.	Apabila gaji melebihi tetapi tidak melebihi 2,200/-	2,200/-	39.35	11.25	50.60	28.10
28.	Apabila gaji melebihi tetapi tidak melebihi 2,300/-	2,300/-	41.15	11.75	52.90	29.40
29.	Apabila gaji melebihi tetapi tidak melebihi 2,400/-	2,400/-	42.85	12.25	55.10	30.60
30.	Apabila gaji melebihi tetapi tidak melebihi 2,500/-	2,500/-	44.65	12.75	57.40	31.90
31.	Apabila gaji melebihi tetapi tidak melebihi 2,600/-	2,600/-	46.35	13.25	59.60	33.10
32.	Apabila gaji melebihi tetapi tidak melebihi 2,700/-	2,700/-	48.15	13.75	61.90	34.40
33.	Apabila gaji melebihi tetapi tidak melebihi 2,800/-	2,800/-	49.85	14.25	64.10	35.60
34.	Apabila gaji melebihi 2,900/-	2,900/-	51.65	14.75	66.40	36.90

NAMA PENUH MAJIKAN (HURUF BESAR) EMPLOYER'S NAME (CAPITAL LETTER)	
(C) MAKLUMAT PERNIAGAAN / BUSINESS DETAILS	
ALAMAT PERNIAGAAN BUSINESS ADDRESS	[Grid for Business Address]
POSKOD POSTCODE	[Grid for Postcode]
NEGERI STATE	[Grid for State]
ALAMAT BERDAFTAR (SEKIRANYA BERBEZA DENGAN PERNIAGAAN) REGISTERED ADDRESS	[Grid for Registered Address]
POSKOD POSTCODE	[Grid for Postcode]
NEGERI STATE	[Grid for State]
ALAMAT SURAT MENYURAT MAILING ADDRESS	[Grid for Mailing Address]
POSKOD POSTCODE	[Grid for Postcode]
NEGERI STATE	[Grid for State]
E-MEL EMAIL	[Grid for Email]
NAMA PEGAWAI NAME OF OFFICER	[Grid for Name of Officer]
JAWATAN DESIGNATION	[Grid for Designation]
NO. TELEFON 1 TELEPHONE NO. 1	[Grid for Phone No. 1]
NO. TELEFON BIMBIT MOBILE NO.	[Grid for Mobile No.]
NO. MyKad	[Grid for MyKad]
NO. FAKSIMILI FAX NO.	[Grid for Fax No.]
(D) MAKLUMAT PEMILIK / PENGARAH SYARIKAT / RAKAN KONGSI/PEMANGGAWATAN UTAMA/ BUSINESS OWNER DETAILS	
NAMA NAME	[Grid for Name]
JAWATAN DESIGNATION	[Grid for Designation]
NO. K.P.PASPORT NO. PASSPORT NO.	[Grid for Passport No.]
WARGANEGARA CITIZENSHIP	[Grid for Citizenship]
TARIKH LANTIKAN DATE OF APPOINTMENT	[Grid for Date of Appointment]
NO. AHLI KWSP MEMBER'S NO.	[Grid for KWSP Member No.]
(E) NAMA DAN ALAMAT TEMPAT PERNIAGAAN LAIN ATAU CAWANGAN / OTHER BUSINESS OR BRANCH	
NAMA NAME	ALAMAT ADDRESS
[Grid for Name]	[Grid for Address]
NOTA : JIKA RUANGANNYAIKURANG, SILA BERTAKAN LAMPIRAN BERSAMA PERMOHONAN INI. NOTE : IF SPACE IS INSUFFICIENT, PLEASE USE SEPARATE ATTACHMENT TOGETHER WITH THIS FORM.	
Sila hubungi 03 - 8922 6000 untuk sebarang pertanyaan mengenai permohonan ini.	

NAMA PENUH MAJIKAN (HURUF BESAR)
EMPLOYER'S NAME (CAPITAL LETTER) _____

(F) MAKLUMAT MAJIKAN ORANG GAJI DOMESTIK / EMPLOYER'S DETAILS FOR DOMESTIC SERVANTS APPLICATION

NAMA MAJIKAN
EMPLOYER'S NAME

NO. K.PIPASPORT
IC/PASSPORT NO

ALAMAT KEDIAMAN/
PERNIAGAAN
RESIDENTIAL / BUSINESS ADDRESS

POSKOD
POSTCODE

NEGERI
STATE

NO. TELEFON RUMAH
HOME TELEPHONE NO

NO. TELEFON PEJABAT
OFFICE TELEPHONE NO

NO. TELEFON BIMBIT
MOBILE TELEPHONE NO

NO. FAKSIMILE
FAX NO

SAYA SUDAH / BELUM DIDAFTARKAN SEBAGAI SEORANG MAJIKAN. NO. RUJUKAN MAJIKAN KWSP SAYA IALAH _____
THIS COMPANY IS/IS NOT REGISTERED WITH EPF. THE EMPLOYER'S REGISTRATION NO. IS _____

BILANGAN ORANG GAJI DOMESTIK _____

(G) MAKLUMAT ORANG GAJI DOMESTIK / DOMESTIC SERVANT DETAILS

NOTA : JIKA RUANGAN TIDAK MENCUKUPI, SILA LENGKAPKAN DAN BERTAKAN PERMOHONAN YANG BERABINGAN.

NAMA ORANG GAJI DOMESTIK
DOMESTIC SERVANT NAME

NO. K.PIPASPORT
IC/PASSPORT NO

TANDATANGAN ORANG GAJI DOMESTIK _____
DOMESTIC SERVANT'S SIGNATURE

TARIKH
DATE _____

(H) PENGESAHAN MAJIKAN / EMPLOYER'S DECLARATION

NOTA : RUANGAN INI PERLU DILENGKAPKAN BAGI SEMUA JENIS PENDAFTARAN MAJIKAN.

1. SAYA MENGENAKAN SEMUA MAKLUMAT DAN DOKUMEN YANG DIBERIKAN ADALAH BAH DAN BENAR.
I HEREBY CONFIRM THAT ALL THE INFORMATION AND DOCUMENT GIVEN IN THIS APPLICATION IS VALID AND CORRECT.

TANDATANGAN MAJIKAN / WAKIL MAJIKAN _____
EMPLOYER'S SIGNATURE

JAWATAN
DESIGNATION _____

COP RASMI SYARIKAT
COMPANY STAMP _____

TARIKH
DATE _____



KUMPULAN WANG SIMPANAN PEKERJA
**PANDUAN MENGISI BORANG KWSP 1 BAGI
PERMOHONAN PENDAFTARAN MAJIKAN**

BORANG INI HENDAKLAH DILENGKAPKAN DENGAN MENGGUNAKAN PEN DAKWAT HITAM DAN DITULIS MENGGUNAKAN HURUF BESAR. PANDUAN MENGISI BORANG INI ADALAH MERUJUK KEPADA BAHAGIAN-BAHAGIAN UTAMA DI DALAM BORANG PERMOHONAN

(A) JENIS PENDAFTARAN MAJIKAN

Tandakan (/) salah satu sahaja di dalam ruangan yang disediakan mengikut jenis majikan yang hendak didaftarkan sebagaimana pilihan dan keterangan berikut:-

• **Kerajaan**

Permohonan daripada pihak Kerajaan Malaysia seperti jabatan atau agensi kerajaan, badan berkanun dan pihak berkuasa tempatan.

• **Berdaftar Dengan Suruhanjaya Syarikat Malaysia**

Permohonan daripada syarikat yang berdaftar dengan Suruhanjaya Syarikat Malaysia.

• **Berdaftar Selain Dengan Suruhanjaya Syarikat Malaysia**

Permohonan daripada syarikat yang berdaftar selain dengan Suruhanjaya Syarikat Malaysia.

• **Majikan Kepada Orang Gaji Domestik**

Permohonan daripada majikan yang menggaji pekerja domestik tempatan sebagai pekerja seperti pemandu, pembantu rumah dan seumpamanya.

• **Lain-Lain**

Permohonan daripada badan atau pertubuhan lain seperti Pertubuhan, Persatuan dan Koperasi.

(B) MAKLUMAT MAJIKAN (Tidak Perlu Diisi Bagi Pendaftaran Majikan Orang Gaji Domestik)

Lengkapkan maklumat majikan yang diperlukan di Bahagian (B) sebagaimana keterangan berikut :-

Nama Majikan - Isikan nama penuh majikan sebagaimana dinyatakan di dokumen yang Syarikat/Firma/Persatuan

Nombor Pendaftaran Perniagaan Bagi Syarikat/Firma/Persatuan - Isikan nombor pendaftaran perniagaan syarikat/firma/persatuan/lain-lain

Tarikh Penubuhan - Isi tarikh syarikat/firma/persatuan ditubuhkan

Tarikh Mula Mengambil Pekerja - Isi tarikh mula mengambil pekerja pertama

Entiti Perniagaan - Tandakan (/) pada kotak yang berkenaan berdasarkan Sijil Pendaftaran Syarikat

Jenis Perniagaan - Isikan Jenis Perniagaan berdasarkan pada Sijil Pendaftaran Syarikat

Bilangan Pekerja - Isi/Nyatakan bilangan pekerja yang digaji semasa pendaftaran dibuat

(C) MAKLUMAT PERNIAGAAN - Sila lengkap Bahagian (C) dengan maklumat perniagaan majikan

Alamat Perniagaan - Alamat di mana perniagaan dijalankan.

Alamat Berdaftar - Alamat yang didaftarkan pada Sijil Pendaftaran Syarikat (sekiranya berbeza dengan alamat perniagaan)

Alamat Surat Menyurat - Alamat untuk urusan surat menyurat (sekiranya berbeza dengan alamat perniagaan)

Emel - Alamat emel rasmi perniagaan

Nama Pegawai - Nama pegawai yang bertanggungjawab ke atas urusan KWSP syarikat berkenan

Jawatan - Isi jawatan pegawai yang bertanggungjawab ke atas urusan KWSP

Nombor Telefon 1 - Isi nombor telefon pegawai yang bertanggungjawab ke atas urusan KWSP dan nombor MyKadnya.

Nombor Telefon Bimbit - Isi nombor telefon bimbit pegawai yang bertanggungjawab ke atas urusan KWSP

Nombor Faksimili - Isi nombor faksimili syarikat

(D) MAKLUMAT PEMILIK / PENGARAH SYARIKAT / RAKAN KONGSI / PEMEGANG JAWATAN UTAMA

Sila lengkap Bahagian (D) dengan maklumat Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

Nama - Isi nama Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

Jawatan - Isi jawatan Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

Nombor KP/Pasport - Isi no. KP/Pasport Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

Nombor Ahli KWSP - Isi no. ahli KWSP Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

Warganegara - Isi warganegara Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

Tarikh Lantikan - Isi tarikh lantikan Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

(E) NAMA DAN ALAMAT TEMPAT PERNIAGAAN LAIN ATAU CAWANGAN

Sila lengkapkan Bahagian (E) dengan maklumat nama dan alamat tempat lain atau cawangan

Nama dan Alamat - Isi alamat surat menyurat tempat perniagaan lain atau cawangan (jika ada)

(F) MAKLUMAT MAJIKAN ORANG GAJI DOMESTIK

Sila lengkapkan Bahagian (F) dengan maklumat Majikan Orang Gaji Domestik

Nama majikan - Isi nama Majikan Orang Gaji Domestik

Nombor KP/Pasport - Isi nombor KP/Pasport Majikan Orang Gaji Domestik

(G) MAKLUMAT ORANG GAJI DOMESTIK

Sila lengkapkan bahagian G dengan maklumat Orang Gaji Domestik seperti Nama, No. K/P atau pasport dan tandatangan Orang Gaji Domestik

(H) PENGE SAHAN MAJIKAN

Sila turunkan tandatangan majikan / wakil majikan, jawatan, cop rasmi syarikat dan tarikh

**SENARAI SEMAKAN DOKUMEN SOKONGAN BAGI PERMOHONAN
PENDAFTARAN MAJIKAN**

SEGALA SALINAN DOKUMEN SOKONGAN HENDAKLAH DIBUAT DI DALAM SAIZ A4 DAN PASTIKAN DOKUMEN-DOKUMEN YANG
DISERTAKAN BERSAMA-SAMA DENGAN BORANG PERMOHONAN DIKLIPKAN DAN TIDAK MENGGUNAKAN DAWAI KOKOT (STAPLES).

1.0 DOKUMEN SOKONGAN PERMOHONAN PENDAFTARAN MAJIKAN



- 1.1 Salinan Kad Pengenalan Din / Polis / Tentera / Pasport. Salinan Kad Pengenalan PERLU dibuat di kedua-dua bahagian (depan & belakang) di atas sekeping kertas saiz A4
- 1.2 Salinan dokumen-dokumen sokongan yang dikemukakan PERLU dibuat di atas sekeping kertas saiz A4
- 1.3 Bagi Permohonan Pendaftaran majikan Awam
 - 1.3.1. Borang KWSP 1
 - 1.3.2. Satu (1) salinan kad pengenalan Pengarah/Ketua Jabatan
- 1.4. Bagi permohonan Pendaftaran Majikan Swasta/Syarikat Sdn Bhd ATAU Berhad
 - 1.4.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang Pengarah Syarikat) atau wakilnya
 - 1.4.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
 - 1.4.3. Salinan borang pendaftaran Syarikat (Borang D dan Borang A)
 - 1.4.4. Sila sertakan CEK atau BANK DRAF atas nama KWSP untuk bayaran caruman pertama (jika terdapat bulan-bulan yang tertunggak, sila jelaskan bayaran sehingga bulan yang terkini bagi majikan yang mengambil pekerja lebih awal dari tarikh pendaftaran dengan KWSP).
- 1.5. Bagi permohonan Syarikat/Perkongsian ATAU Pemilik Tunggal
 - 1.5.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang pemilik atau rakan kongsi) atau wakilnya
 - 1.5.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
 - 1.5.3. Salinan borang pendaftaran Syarikat (Borang D dan Borang A)
 - 1.5.4. Sila sertakan CEK atau BANK DRAF atas nama KWSP untuk bayaran caruman pertama (jika terdapat bulan-bulan tertunggak, sila jelaskan bayaran sehingga bulan yang terkini bagi majikan yang mengambil pekerja lebih awal dari tarikh pendaftaran dengan KWSP).
- 1.6. Bagi permohonan Pendaftaran Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
 - 1.6.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang pemilik) atau wakilnya
 - 1.6.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
 - 1.6.3. Salinan Sijil Pendaftaran Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
 - 1.6.4. Senarai keanggotaan Jawatankuasa Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
- 1.7 Bagi permohonan majikan Orang Gaji Domestik
 - 1.7.1. Borang KWSP 1
 - 1.7.2. Borang KWSP 16 (2 salinan)
 - 1.7.3 Satu (1) salinan kad pengenalan majikan
 - 1.7.4 Satu (1) salinan kad pengenalan pekerja domestik/tempatan

2.0 PERHATIAN : (Anda dinasihatkan untuk membaca dengan teliti arahan di bawah sebelum mengisi borang)

- 2.1 Setiap borang permohonan hendaklah ditulis menggunakan pen berdarkat hitam dengan terang dan jelas dalam HURUF BESAR.
- 2.2 Serahan borang di kaunter KWSP, hendaklah di bawa bersama dokumen asal beserta salinan dokumen bagi tujuan pengesahan oleh Pegawai KWSP (jika belum dibuat pengesahan dokumen)
- 2.3 Sila pastikan semua salinan dokumen di atas telah disahkan oleh pegawai yang dibenarkan oleh KWSP lengkap dengan nama, jawatan dan cop rasmi pengesah kecuali bagi salinan dokumen-dokumen yang telah ditetapkan KWSP sebagai pegawai pengesahnya.

DOKUMEN	NAMA PEGAWAI PENGESAH
Salinan Kad Pengenalan Dokumen-dokumen sokongan	a. Pegawai KWSP yang terdiri daripada - Pegawai KWSP Gred 18 ke atas - Pegawai Kaunter KWSP b. Majikan Pemohon c. Penghulu atau Pengawa d. Jaksa Pendamai e. Kumpulan Pengurusan/Profesional Kerajaan f. Ahli Dewan Undangan Negeri g. Ahli Parlimen h. Pesuruhjaya Sumpah

Sila hubungi 03 - 8922-6000 untuk sebarang pertanyaan berkaitan permohonan ini.

	KUMPULAN WANG SIMPANAN PEKERJA PERATURAN-PERATURAN DAN KAEDAH-KAEDAH KWSP 1991 KAEDAH 11(1)			KWSP 6
	No Rajakan Majikan	Bulan Caruman	Amanan Caruman (RM)	No Rajakan Borang A
Jumlah caruman untuk bulan di atas hendaklah dibayar kepada KWSP/Agen Kutipan KWSP sebelum pada 15hb setiap bulan.				Borang A Mukasurat:  Cop Agen Kutipan
<input type="checkbox"/> Wang Tunai		<input type="checkbox"/> Cek/Kinman Wang/Wang Pos (Daft Bank*No / EFT / IT) : _____		
Nama Majikan: _____ Alamat: _____			Tarikh Di/Cetak: _____ Bil Pekerja : _____	

BIL	NO AHLI	N K	NO KAD PENGENALAN	NAMA PEKERJA / AHLI (Seperti yang terdapat di dalam Kad Pengenalan)	UPAH (RM)	CARUMAN (RM)	
						MAJIKAN	PEKERJA
Jumlah yang dibawa dari mukasurat terdahulu (jika ada)							
Jumlah yang dibawa ke mukasurat seterusnya (jika ada)							
JUMLAH (RM)							

Tandatangan
Wakil Majikan _____

Nama _____

No. Kad
Pengenalan _____

Jawatan _____

No. Tel /
Bimbit _____

E-Mel _____

Tarikh _____

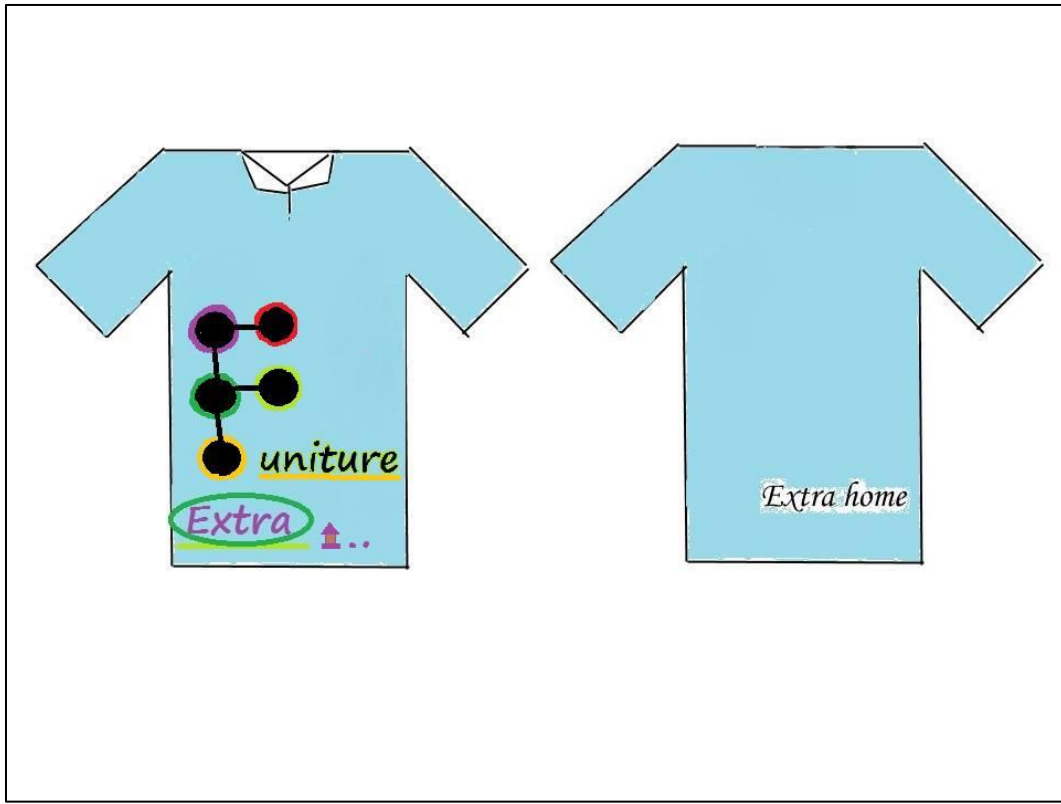
Cop Rasmi Majikan

- CATATAN**
1. Nama dan No. Majikan mesti ditulis di bahagian atas.
 2. Jumlah bayaran mesti sama dengan jumlah di Borang A.
 3. Pastikan maklumat ahli yang telah berhenti kerja.
 4. Jika ada buta-butir pekerja yang tidak dimasukkan, sila masukkan semua butirnya dan masukkan pekerja baru dalam ruangan kosong (jika ada).
 5. Ruang ketiga (RM) hanya diisi oleh KWSP sahaja.
 6. Bulan caruman bersamaan Bulan Upah + 1.
 7. Upah termasuklah gaji pokok, komisyen, bonus, dan sebagainya yang dikenakan caruman KWSP.
 8. Sila rujuk panduan mengisi Borang A di buku Panduan Majikan.

PERINGATAN: Berdasarkan Akta KWSP 1991, kesalahan membolehkan maklumat ahli boleh menyebarkan apa dikemudian ini atau tindakan undang-undang.

Appendix V

Company Uniform



Appendix W

Questionnaire

University Tunku Abdul Rahman
Faculty of Business and Finance
Bachelor of Business Administration (Hons) Entrepreneurship

Dear respondents,

We are currently a group of final year students pursuing the degree of Business Administration (Hons) Entrepreneurship at University Tunku Abdul Rahman (UTAR). We are now doing a business proposal about multipurpose furniture for Small Office and Home Office (SOHO) use and providing the services of interior design that based on the concept to combine the home and work environment together to create a better environment for SOHO and those who would like to work from home. This survey is part of our final year project, our purpose is to obtain primary data from the public, with the objective to understand the public opinion and understanding of multipurpose product.

All the information that you provided to us will be strictly used for research purposes only and will be kept private and confidential. Thank you very much for your participation.

Sincerely,
Tan Kok Hang
Liaw Hock Siong
Tan Kee Siao
Tan Ren Li
Thor Beng Ong

Section A:

Demographic profile:

1. Age: 18-23 year old
 24-29 year old
 30-34 year old
 35-40 year old
 41 year old and above
2. Gender: Male Female
3. Race: Malay
 Chinese

- India
 Others _____

4. Occupation: Student
 Professional
 Office workers
 Business owner
 Self-employed
 Unemployed
 Others (please specify) _____

5. How much is your monthly income?

- <RM1000
 RM1000-RM1499
 RM1500-RM1999
 RM2000-RM2499
 RM2500-RM2999
 RM3000-RM3499
 RM3500-RM3999
 >RM4000

6. Education: Doctor of Philosophy (PhD)
 Master of Degree
 Bachelor of Degree
 Diploma
 Others (please specify) _____

Section B:

Working style preferences:

7. Where is your preferable workplace environment?
 Home
 Office
 Small Office/Home Office (SOHO)
 Others (please specify) _____

8. To what degree do you think surrounding environment affect work performance?

- High
- Moderate
- Low

9. Do you think that furniture and interior design is important in a workplace?

- Yes
- No

Section C

Product concept

10. Do you know about multipurpose furniture?

- Yes (Please proceed to question 11)
- No (Please proceed to question 15)

11. Where do you obtain information about multipurpose furniture?

(You may choose more than one)

- Internet
- Lifestyle magazine
- Friends
- Family
- Newspaper
- Television advertisement
- Others (please specify) _____

12. How do you think about multipurpose furniture?

- Interesting
- Good
- Nothing special
- Never think of it

13. What is a multipurpose furniture for you?

(You may choose more than one)

- Space saving
- Multi-functional (e.g. 2-in-1)

- Convenient
- Others (please specify)_____

14. Which type of furniture are you more interested in?

- conventional furniture
- multipurpose furniture

15. Will you consider a furniture that can be used as home and office furniture at the same time?

- Yes
- No

16. What are your preferences when buying a office furniture?

(You may choose more than one)

- Durable
- Design
- Affordability
- Comfort
- Other criteria (please specify)_____

17. From where/whom do you refer when buying a furniture?

(You may choose more than one)

- Friends
- Family
- Internet
- Magazine
- Newspaper
- Radio advertisement
- Other sources (please specify)_____

18. Have you ever think of combining the office atmosphere and home environment under one roof?

- Yes
- No

19. Which channel do you prefer to buy your furniture?

- Directly buy from manufacturer

Through retail stores/ furniture shop

Others (please specify)_____