

BEN 2011 GROUP 04

V world SDN. BHD.

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BUSINESS PLAN

V world SDN. BHD.

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Plan prepared February 2011

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DECLARATION

We hereby declare that:

(1) This UBTZ3016 Entrepreneurial Project is the end result of our own work and that due acknowledgement 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 other institutes of learning.

(3) Equal contribution has been made by each group member in completing the Entrepreneurial Project.

(4) The word count of this Entrepreneurial Project is 16550.

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1. EXECUTIVE SUMMARY

1.1 The Opportunity

Nowadays people prefer purchase products or obtain services in more convenience and time saving methods. It is because the increasing competencies of business and learning environment in Malaysia require people to compete with the time. V world can fulfil the requirement of people by offering variety of products through vending machine and with just a short processing time.

1.2 The Description of the Business

V world business concept is similar with convenience store but we are operating with full-line vending machines. Our product is consisting of five categories: food, beverage, snack and candy, health and beauty care, and general merchandise. The selling price of our products will be set with a reasonable price. On the other hand, we offered customers to start their own vending machine business; whereas allowed them to sell their D.I.Y or other products in our store on rental basics with terms and conditions applied.

1.3 Competitive Advantage

Our shops provide one-stop experience for customer as our vending machines contain variety of products. Besides, we provide clear instructions to operate the vending machines and customer service is available once customer having any enquiries. We also having regular machine maintenance to guarantee our vending machines are in good condition. Moreover, we have created a first mover advantage in the industry as we are the first in Malaysia to offer the one-stop experience for vending machine products.

1.4 The Target Market

Our target market is the nearby residents and peoples who pass by. For example public transport passengers from LRT stations, workers from several big companies and people who prefer simple purchasing procedure and not willing to spend their time to interact with sales person. Besides, we are also targeting D.I.Y lovers or entrepreneurs which require a channel to sell their products but lack of capital to obtain physical store.

1.5 The Management Team

V world is formed by four members; Seow Kok Leong will be appointed as Managing director to overlook the daily operation and establish the core business strategy. The second member is Choo Yong De and he will be appointed as Financial Manager to manage the company financial cash flow. Next, Ong Chee Hao will be appointed as Operation Manager to control daily operation, supervise the security of the shop. Lastly,

King Yann Mei will be appointed as Sales and Marketing manager to maintain customer services and responsible for sales and marketing. All board members in V world have sufficient experience and skills in their field.

1.6 Brief Summary of the Financial Projections

Table 1.1: Summary of the Financial Projections

Year	Sales (RM)	Profit (RM)
2012	655,650	(37,315)
2013	917,910	36,868
2014	1,101,492	93,555
2015	1,321,790	163,376
2016	1,586,148	248,841

We assume the business of V world is making losses in the first year. The sales revenue are projected to growth 40% in second year and further 20% increase in the third year in contrast to the second year, and maintain a 20% steady growth of sales revenue for the future up coming years. V world will continue grow in the first five years.

1.7 Description of What the Business Needs

Seow Kok Leong will contribute RM200, 000 as startup capital in V world. Besides, Ong Chee Hao, Choo Yong De and King Yann Mei will each contribute RM100, 000. Hence, the total amount of the start-up capital will be RM500, 000. The shares will be allocated following to capital contribution percentage of each member.

1.8 Exit Strategy for Investors

For any investors who invest in our business, partnership agreement will be signed and it will become a reference for dissolve the business. Partners also can sell their share to other partner or on the other hand, they can buy their shares to other partner. Besides, V world will also liquidate the business by sell out our business once we suffering from losses and unable to obtain break-even sales.

2. THE BUSINESS

2.1 The Description of the Business

2.1.1 The name, logo, and location of the propose business.

The name of the business

The name of purpose business is V world. The alphabet “V” stands for vending and also represents our competitive edge (vending machine). Besides, “V” is sound like “we”, means our world. The logo of our company is symbolizing our company’s name (vending machine world). The capital alphabet “V” is surrounded by round shapes which indicating “world”. Besides, our logo is created in such a simple but unique way to let it easily remember by everyone. Basically, the “world” is mean for a new world that full of vending machine. Next the “world” is also showing that our company’s vision to become a world-class famous brand name in future days. Our company logo will also printed in our company’s name card (Refer to APPENDIX A)

The logo of the business

Figure 2.1 Company Logo



The location of the business

The location of our store will be at No. 89 & 91, Jalan Sultan, City Centre, 50000 Kuala Lumpur. This location is in a strategic area where the traffic flow is very high due to the public and private facilities around our store. For instant, our store is surrounded by high school, college, hospital, police station, banks, hospital, hotels, restaurants and station bus. All the facilities indirectly supporting our business by boosting up the flows of people which our may become our potential customers. As so, a good and strategic location helps a lot for a business to be success. (Refer to APPENDIX B and C)

2.1.2 Nature of business/ products or services offer

V world is similar with convenience store but we are operating with full-line vending machines. Vending machine services offers customers a convenience and simple ways to purchase variety of products. Differ with other vending machines and convenience store, V world offers customers to place their products in our vending machine for selling purpose. We will conduct our business through click and mortal model which providing customers to visit our website, www.vworld.com that provides detail information about our products categories and customers service link. Our physical store will located at the location of our store will be at No. 89 & 91, Jalan Sultan, City Centre, 50000 Kuala Lumpur.

Our business will provides customer two types of products, whereas our products and customer's products. Our product was ranged from food, beverage, snack and candy, health and beauty care, and general merchandise which enabled customers to purchase the variety of products with just required inserting the coins and pressing the button easily. Customers also have the opportunity to start their small business at our shop which just placing their own product without required own physical store.

We intend to create a non-distraction business environment which enable customer to visiting our shop without any interruption of sales person. Customers can enjoy their purchasing process as V world offer a D.I.Y buying process without any sales person. Besides that, time-saving is a important benefit that we deliver to customers as all our products will sells through vending machine which systematic and accurate.

2.1.3 Company missions and objectives

Our company's mission statement is to provide fast, easy and convenience service all over the time to customers.

Our missions are:

- 1 V world is devoted to become the market leading in the vending machine service provider in retail industry by providing quality products and reasonable price.
- 2 V world will provide the vending machine service any time to meet our customers' needs and preference.
- 3 V world will ensure all customers gained satisfaction with our consistent machine's service quality and products and always the best choice for customer with our professionalism and comprehensiveness on vending machines.

Our objectives are:

- 1 We expect to reach the break-even point within a year.
- 2 We will create a reliable, well-perceived brand image in the retail industry by providing excellent vending machine service to customers.
- 3 We are dedicated to open branches of V world in all around Malaysia We plan to open our first branch in five years' time which the location will be targeting on potential business or schooling area within Kuala Lumpur.
- 4 We will recover the capital invested by our partners within five years of business.

2.2 The Opportunity

2.2.1 Problem to Solve or Need to be Filled

The trend of fast moving to compete with time is the dilemma facing by most of the people. People prefer fast and convenience way for purchasing goods in order to save their time. As a result, many industries have aware this changes and introduce new methods to conduct business to attract customers. For example, fast food restaurants such as KFC have increased rapidly in Malaysia and adapted by majority citizens. We have identified three problems that have to solve by entrepreneur nowadays.

- 1. Time constraint-** Modern lifestyles are competitive and challenging especially in cities. As a result, people becoming more and more concern for time management in order to perform more activities in daily life. For example, LRT passengers have to cope with time in order to purchase train ticket on right time. Hence, time availability become a major issue for customers for obtain any products or services.
- 2. Scarcity of human resource-** Human resource is the basic elements for business such as convenience store require sales assistant and cashier to serving customers. Human resource becomes more expensive than before as the employee's educational level is getting higher. The employee's salary will become a cost for company and the more employees being hired, higher cost will be obtained. Besides that, company also needs to prepare employee's training and development cost, wellness program cost and employee turnover cost for hiring employees. Machines are more cost saving than human resource although maintenance cost is required.
- 3. Product's availability.** Customers will meet difficulties on purchasing products especially at midnight. Most of the shops are closed at that moment. Besides that, some store's location also not convenience for

customer as the location may too far from LRT centre when the passengers is rushing to another destination.

2.2.2 How the Proposed Business Solves the Problem or Fills the Need

V world can fulfil the needs of the people by offering them an easy and convenience buying experience through vending machine. Our customers can avoid unnecessary long queues or cashier mistake in traditional store as machines are more accurate and efficient than human. Hence, customers can obtain their products without wasting unnecessary time. Vending machine can also solve the human resource problem as our business was totally functioning by vending machines. Other than that, we offered people to rent our vending machine in order to selling their products. It will create mutual benefits for both parties as we have additional products to display while for the tenant they have the opportunity to expose their products in market. V world will also operate 24 hour in order to satisfy customer's needs no matter when they need our products. We also prepare a feedback form which enable customers to voice out their opinion.

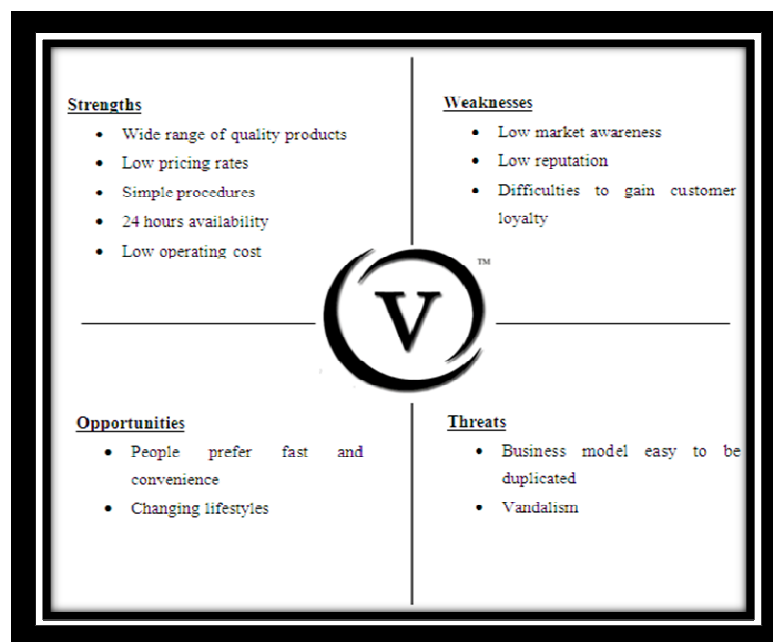
2.3 Competitive Advantages

2.3.1 Description of the Business Model

They are different form of business model in the retail industry which includes super markets and convenience store. In order to gain profitable market share in the competitive environment, V world provide variety of products with reasonable price for customer to purchase via vending machines. Our business is dedicated to customers who are busy and prefer convenience style of purchasing products.

We have conducted a SWOT analysis to identify our strengths, opportunities in the market which enable us to obtain competitive advantage among our competitors.

Table 2.1: SWOT Analysis



Source: Developed for the research

2.3.2 How the Business Will Create a Sustainable Competitive Advantage

Product Variety and Availability

The product we offer to customer includes foods, beverage, etc. Each category offer variety types of products to satisfy difference preference of customers. For example, our food category consists of rice, mee, and condom. Our target is to attract customer to repeatedly purchase our product and they have variety of options in a single category.

The product's availability is an important element to retain customer satisfaction. In order to fulfil customer demand on our products, our operation department will ensure efficient stock replenish be done before our products are unavailable in the machine.

24 Hour Automated Operation

One of the uniqueness of vending machine is it can operate without staff monitoring. It is beneficial for our company as cost saving on hiring additional staff. V world also operating 24 hours as our target is fulfil customer needs whenever they need our product. Traditional grocery store and supermarket may have insufficient staff resources when customers are crowded. Besides, most of them have limitation on operating time per day. V world will offer an additional and convenience way for customer to purchase goods.

Regular Maintenance on Vending Machine

Most of the Malaysia citizens have bad experience for vending machine as some of it is out of service for long period. V world will create a good reputation of vending machine in Malaysia as our technician will conduct regular machine check-up and maintenance. Besides that, we also clean the machines layout each week so customer's will not feel uncomfortable when operate the machine.

Excellence Customer Support

Despite high quality maintenance on our vending machine, we understand that customer support is our priority during conducting the business. V world will provide customer care-line and website for customer enquiry. We are confidence that most of the customer will satisfy with our product but by setting customer service line we can have interaction with customer and gain their loyalty.

2.4 Current Status and Requirement

2.4.1 Projected Milestones

We will prepare the projected milestone of V world that is needed to be achieved from the start of this new venture until the next six years.

Table 2.3 Significant Milestone

Year	Activities
2012	Raise capital Commencement of business
2013	Further increase the awareness through advertising Achieve first year's targeted revenue
2014	Build reputation among stakeholders Achieve second year's targeted revenue
2015	Maintain a consistent growth Solid reputation in the industry
2016	Recover capital invested Planning for expansion
2017	Opening first franchise in Penang

Table 2.3 shows the projected milestone of V world business from year 2012 to year 2017. Capital will be raised in year 2012 in order to commence the business in the same year. We have forecasted that our business will meet a net loss in the first year. In the second year of the business, the sales revenue are projected to growth 40% and further 20% increase in the third year in contrast to the second year, and maintain a 20% steady growth of sales revenue for the future up coming

years. In the year 2015, we expected V world will gain good reputation in the industry. Hence, we will planning to expansion and our capital invested are expected to be recovered in year 2016. In the year 2017, we will expected to open V world's first franchise in Penang.

Table 2.4 at below show the detail of the start-up stage of the business until the commencement:

Table 2.4 Pre-commencement Activities of V world

Activities	Expected Duration (days)	Start	End
Receiving of capital	11	1 st July 2011	11 th July 2011
Registration of business	15	2 nd July 2011	16 th July 2011
Obtaining business license	65	20 th July 2011	22 th Sep 2011
Business signboard and shop lot renovation	30	17 th July 2011	15 th Aug 2011
Opening of company's bank account	1	23 rd Sep 2011	23 rd Sep 2011
Registration of phone line and broadband service	2	23 rd Sep 2011	24 th Sep 2011
Webpage hosting and domain registration	5	25 th Sep 2011	29 th Sep 2011
Buying vending machine from suppliers	5	25 th Sep 2011	29 th Sep 2011
Buying office equipment	2	28 th Nov 2011	29 th Nov 2011
Buying furniture and	3	30 th Nov 2010	2 nd Dec 2010

shop fittings			
Buying and ordering products from different suppliers	10	30 th Nov 2010	9 th Dec 2010
Fliers and banner printing	5	5 th Dec 2011	9 th Dec 2011
Web server set up and establishing website	5	10 th Dec 2011	14 th Dec 2011
Vending machine set up and installation	7	10 th Dec 2011	16 th Dec 2011
Commence business	1	1 st Jan 2012	1 st Jan 2012

Table 2.4 shows all the activities involved from the start-up stage to the commencement of the business. Once we received the capital for the setting up the business, we will proceed with the registration and obtaining license for the business. When license is obtained, signboard will be made and renovation for the shop lot will be done. During the renovation process, we will try to negotiate for the best deal for our vending machine from the suppliers. When renovation is done, we will proceed with the purchasing of office equipment, furniture, fittings and vending machine from suppliers. Webpage hosting and domain registration also will be completed. After that, fliers and banners will be printed for publicity and advertisement purposes. Lastly, V world website will be set up and established before the commencement of the business in 2012.

3. INDUSTRY ANALYSIS

3.1 Industry Description

3.1.1 Industry Trends

Vending machine is one of the methods to conduct businesses in retail industry. In Malaysia, the retail industry has contributed significantly to the nation's GDP (www.smithsonianmag.com, 2000). The demand for vending machine has been increase as consumer may have limitation on time for shopping. Vending machine offers the customers to purchase products by automated procedure. Most of the vending machines in Malaysia are installed in urban area such as railway station and shopping mall. These locations are crowded by passengers or shoppers and all of them are potential to become the vending machine's customers once they pass through the location (www.VendMagazine.com, 2005).

Besides these factors, the innovation of vending machines also enhanced the business to be attractive and profitable to invest. For example, water vending machines is widely adapted in Malaysia recently which enable consumer to purchase fresh water by insert coins to the machines. In Japan, vending machines offer consumer to purchase fresh eggs and vegetables which prove that this business is applicable and continuous improvement for the products variety will strengthen the trend.

V-world concept is slightly differ with current vending machine business in Malaysia, whereas V-world business model is combine different vending machine and locates it in a physical shop (www.candymachines.com , 2003). We will fully operate our business via various vending machines in a shop. We will combining the concept of convenience store and implement it with fully utilize the vending machines. Although the variety of products may not as comprehensive as

convenience store due to our limitation on financial capabilities, but we can satisfy customers who's familiar with vending machine purchasing and prefer more products can be purchase in a single location.

Besides the above factors,

I. Consumer demand and trend for one-stop shopping experience

- a. The existence of hypermarket enabled customers to purchase various products in one-spot. The product categories are wide and varied from food to car accessories as long as it has the market demand. Besides hypermarket, convenience store such as 7-11 also offers additional services to customer such as prepaid card reloading services. By offering more products to customers through vending machine, customers will be enlightened by the variety of our products.

II. Human services no longer important in dealing business

Nowadays technology plays an important role in business and it had great influenced on dealing with customers (www.hikoovending.com, 2007). For example, Touch n Go being applied by in Toll company in Malaysia that provided additional choices for customers to pay toll despite paying to the cashier. Besides that, KTM Malaysia also provided automated paying machine for customer to avoid long queue in cashier counter. This service shows that automated services playing an important role in modern business world and human services are less effective than machines.

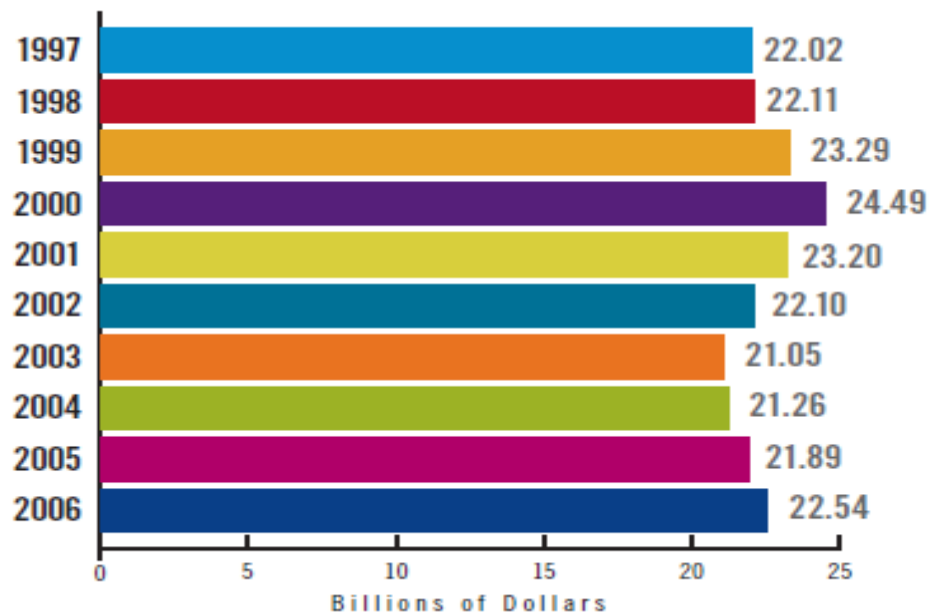
III. Social and psychographic factor

Many people emphasize on conveniences and speed on daily activities such as shopping and eating (www.seattlepi.com, 2007). This symptom occurs in Malaysia as the society nowadays are busying with working or studying life. Hence it creates a trend that people need more effective methods to purchase product and time saving is their main consideration. Besides that, people have more privacy when dealing with machines as not requires interacting with sales personnel.

3.1.2 Industry Size

Vending machine has a significant contribution to economic in many countries such as USA and Japan (www.japan-guide.com, 2009). Compare with these countries, the adaptation and trend of using vending machines in Malaysia still have a lot potential to be explore by entrepreneur although vending machine availability is moderate in this country. USA is one of the most profitable markets for this industry due to its high population and also higher income (www.unison.com, 2009). Malaysia populations being increase each year and the citizen's purchasing power also increase significantly. Although Malaysia's market may have slightly different with USA's market due to social-cultural and other considerable factors, but we believe that v world able to gain a good market share in Malaysia through our excellent services. The tables below show the revenue of vending machines in USA.

Table 3.1 Vending Industry Revenue in the Malaysia Market (US\$ billion)



(Adapted from : Maras, E (2006). Operators Struggle With Market Demands, *State Of the Vending Industry Report*, 44)

The Malaysian consumer expenditure had been increased by 100% over the past six years (Bailey, 2009). The increasing purchasing power of consumer provides a bright business opportunity to the industry. The tables below show consumer expenditure in the Malaysia Market.

Table 3.2 Consumer Expenditure in the Malaysian Market (US\$ million)

	2007	2008	2009
Consumer Expenditure	69,160	83,900	97,320

Small Grocery Retailer	2,510	2,710	2,830
Food/Drink/Tobacco specialists	340	380	410
Consumer Expenditure on Food	9,260	10,880	12,290

(Adapted from : Bailey, M. (2009). Malaysian Summerfruit Overview. *Department of Primary Industries*, 11-12)

Our target customers were people from Kuala Lumpur, Malaysia. Kuala Lumpur is the economic center in our country; hence the business opportunity is attractive although it is also competitive. People there are busying in daily life and demand fast and easy way to purchase products. Besides the competitive lifestyle of Kuala Lumpur that enhances us to choose it as location, the density of population is also another main consideration for V world. If compare with other state's district such as Kedah's Alor Setar whereas less populated, Kuala Lumpur population create huge target market to our business. The tables below show the population in Malaysia and Kuala Lumpur in year 2009 and 2010.

Table 3.3 Population in Malaysia

Year	2000	2010
Population (million)	22,198,276	27,565,821

Source: Department of Statistics Malaysia

Table 3.4 Population in Kuala Lumpur

Year	2000	2010
Population	1,305,792	1,627,172

Source: Department of Statistics Malaysia

Besides that, Kuala Lumpur is one of the attractive locations for foreign tourist to visit. As the capital of Malaysia, Kuala Lumpur has provided standardize transportation such as bus, taxi and train services. Most of the tourist will stay in hotel during the trip. Our location is nearby few hotels that enable these tourists to purchase our products conveniently. The tables below show the number of tourist arrival to Malaysia from year 2007 to 2009.

Table 3.5 Number of tourist arrival to Malaysia

Year	Tourist Arrivals to Malaysia (Million)
2007	20.9
2008	22.0

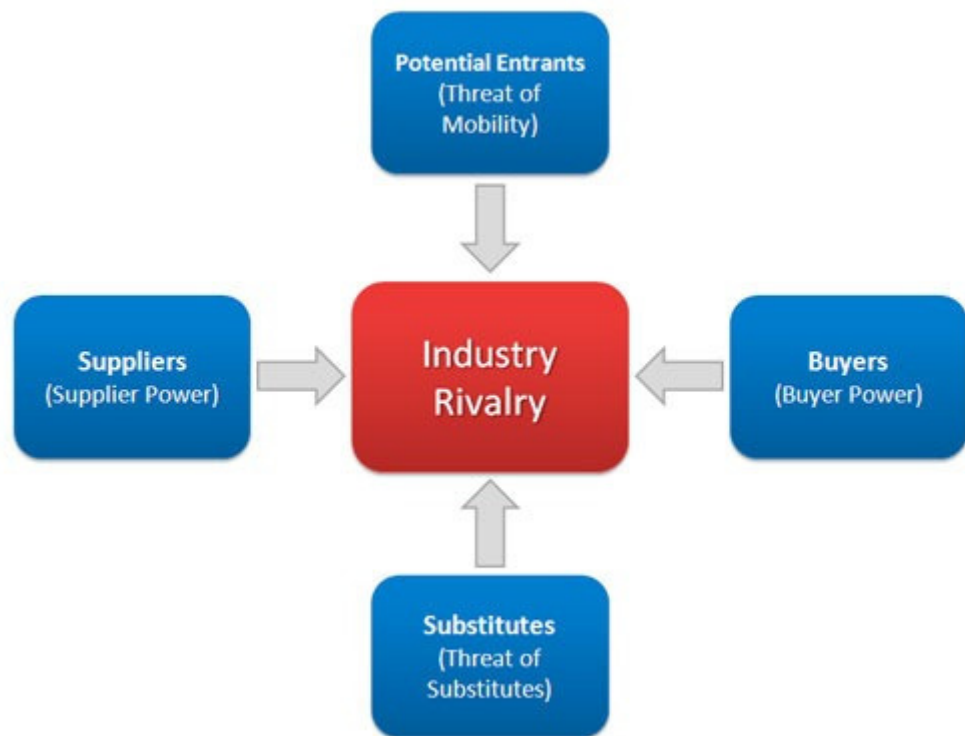
2009	23.6
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Source: Tourism Malaysia

3.1.3 Industry Attractiveness

Our company use Porter Five Forces to analyze industry attractiveness. It contains threat of new entrant, bargaining power of buyer, bargaining power of supplier, threat of substitutes, and competitive rivalry.

Figure 3.1 Porter Five Forces



Threat of New Entrant

Threat of new entrant for our company is very low. Our company apply the first mover advantage strategy enter to retail industry that is our company sell the product through vending machine. If compared to other competitor use traditional way for selling product, our company is using a new and innovative way for selling product in Malaysia. Then, customer will be attracting by our company and increase the awareness of our brand among customer. Being first to initiate a strategic move can have a high payoff when pioneering helps build a firm's image and reputation with buyers. Strong brand preferences will increase the entry barrier for the other newcomer, the stronger the attachment of buyers to established brands, the harder it is for a newcomer to break into marketplace. To attract customer, new entrants may have to offer buyers a discounted price or an extra margin of quality or service. Thus, the new entrants may need high capital to do this and they may not get back the profit they wanted. In addition, high capital

requirement also will increase the entry barriers. The larger the total dollar investment needed to enter the market successfully, the more limited the pool of potential entrants.

Bargaining Power of Buyer

Bargaining power of buyer for our company is high. Our company sells the same product with other competitor; customer may buy the product with other competitor not our company. The switching cost to other competitor is very low, so the bargaining power of buyer is very high. Beside this, customer also can obtain the information and quality about product through internet. They are able to compare the price of the product with other competitors. Therefore, their price sensitiveness and product quality requirement become very high.

Bargaining Power of Supplier

Bargaining power of supplier for our company is low. Our company needs a lot of supplier to supply product to us. But the products we sell in our company are readily available from many suppliers at the going market price. Our company able to find the other suppliers since our company sells the common product that this is not so difficult to find other competitor.

Threat of Substitute

Threat of substitute for our company is high. Threat of substitute will be high when too many same businesses offered in one location. In addition, substitute products are readily available and attractively price, it will attract buyer purchase the product from other competitors. The costs that buyers incur in switching to the substitutes are low, and low switching costs make it easier for the sellers of attractive substitutes to lure buyers to their products.

Competitive Rivalry

Competitive rivalry for our company is high. Our company's competitor pressure is come from indirect competitor. The indirect competitors are convenience store, shopping centre, which are selling almost same products with our company. Buyers may buy the product from the competitors but not us, because convenience store and shopping centre contain wider product assortments than us. They will provide many choice of product to customer. In addition, buyer costs to switch brands are low.

3.1.4 Profit Potential

The way selling product through vending machine in one store is a new and innovative way in Malaysia. The profit potential still exists for our company even though there is indirect competitor. Demand of buyers is come from a population, and the size of population must big enough to support the market. Our company decide start the business in Kuala Lumpur, and population of Kuala Lumpur is big enough to create a lot of buyer's demands. Then, a lot of demand will help

businessman make enough profit. The table below is stated that population of Kuala Lumpur, there are 1,681,591 residents live at Kuala Lumpur, thus, it is big enough to contribute profit for our company.

Table 3.6 Population of Kuala Lumpur, 2010

	Total	Malays	Other Bumiputera	Chinese	Indians	Others	Non- Malaysian Citizens
Total	1,681,591	690,299	17,003	651,897	168,473	21,036	132,883

Sources: Estimated Population of Kuala Lumpur, 2010. Department of Statistics, Malaysia. Retrieved from 12 January, 2011.

Table 3.7 Malaysia Economy Indicator

	2008	2009	2010
Annual Gross Income (US\$ million)	143,664.42	135,114.14	142,623.50
Consumer Expenditure (US\$ million)	98,700.73	94,713.42	99,062.48

Annual Disposable Income (US\$ million)	128,914.60	121,264.38	128,068.33
Consumer Expenditure on Convenience Store (US\$ million)	10,937.48	10,127.56	11,793.45

Source: Country Factfile, Malaysia. Euromotor International. Retrieved January 12, 2011 from

Based on the table 3.2, the consumer expenditure on retail store was increasing. Besides this, the annual disposable income also in an increasing rate, even though it is fall in year of 2009, but the growth of Malaysians' annual disposable income is still optimistic. When consumers have higher disposable income, they have higher spending power on other products. On the other hand, there is many young working adults live at Kuala Lumpur, the young working adults have high disposable income and they do not have to bear any family responsibilities. Besides this, the later generations of consumers are more easily to accept new idea and concept. In addition, they prefer a fast and convenience service as they are busy with their daily life. Thus, we can conclude that V world has an optimistic and positive profit potential in future.

3.2 Target Market

Our target markets are students, tourist and passengers that surrounded in Kuala Lumpur and Selangor area. As the former capital of Malaysia, Kuala Lumpur had a lot of commercial centres, shop lots and schools. Besides that, the traffic system is also comprehensive which includes LRT and Taxi services. As a result, the population of Kuala Lumpur is high density than other areas in Malaysia. The residents and tourist in Kuala Lumpur are facing dilemma such as traffic jam and also time consuming for waiting public transport. Most of them are familiar with vending machine as it provides conveniences and simplicity for purchasing. The selection of products offering by vending machines may limit by the number of machines that being installed in the area and also the variety of the product itself. Therefore, it is applicable to offer customers more variety of products by just on one spot.

Besides that, customers can enjoy the flexibility in terms of time. The vending machines will be operated day and night to serve the customers. People surrounding the area can come through our vending machines any time as long as they feel free. Without any monitoring from staff personnel, the customers can choose their preferable products freely. People that surrounded in Kuala Lumpur streets are crowded no matter day and night. Hence, by offering variety choice of products via vending machine, they can purchase the goods through machine when the traditional convenience shops were closed.

3.3 Competitive Position within Target Market

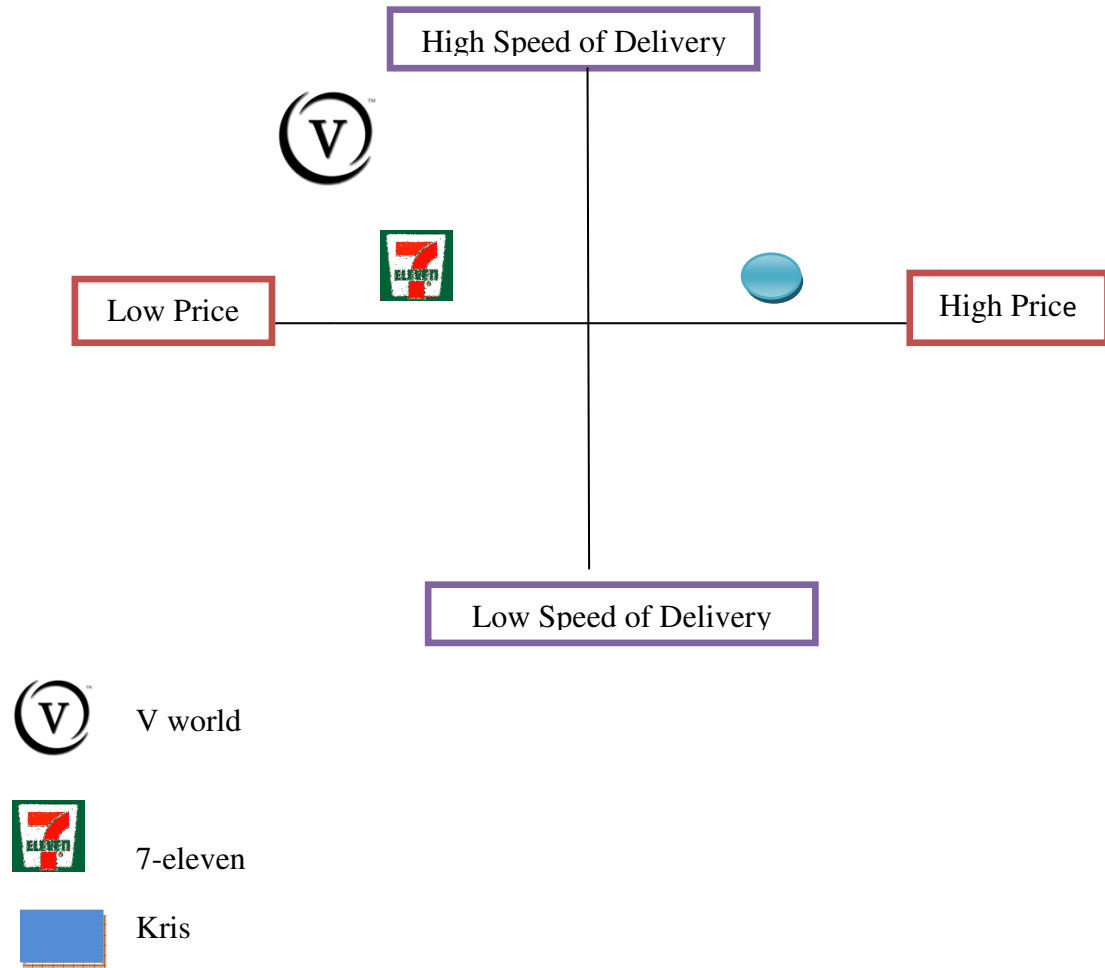
Table 3.8 Competitive Analysis Grid for V world

Name	V word	7-eleven	Kris

Product Quality	high	moderate	moderate
Product Innovation	moderate	moderate	moderate
Price	low	high	high
Qualityof customer support	high	moderate	moderate
Sale Promotion	moderate	low	low
Brand name recognition	low	high	moderate
Location	Highly strategic	Moderate strategic	Moderate strategic

In overall, V world is a good choice for customers as the product sold is not expensive. Moreover the location of the store is placed in the middle of city where the population is very high. Besides, the customers support provided by our company is very high quality compared to other competitors. Our store is one-stop convenience store that provides varieties of product, for example customer able to find technology products, presents and health care products in our store, it is different with our competitors. Although our company's brand recognition is very low, but our company believes that we can build strong brand recognition in future, and our store is located at a strategic location, so, building strong brand recognition is very easy. On the other hand, our company has hires professional and highly trained employees.

Figure 3.2 Positioning map



Sources: Develop from research

4. MARKETING PLAN

4.1 Product / Service Feasibility Analysis

V world provide a wide range of daily consume product via vending machine. We have the same concept with the convenience store which is try to fulfill customers' on-the-spot needs. Our product was divided into six categories, which is food, beverage, snack and candy, health and beauty care, and general merchandise.

In the food categories, we provide breads, instant noodles and also canned foods such as tuna fish to customers. Our beverage's products will include soft drinks, mineral water, juices and teas. Snack and candy products are consists of chocolates and candies that widely adapted in Malaysia market. Facial masks, cleanser, medical plaster and other products will be offered in health and beauty care categories. The general merchandise products that will be selling in V world are umbrella, recyclable bags and magazines.

Not only physical product, we also provide some service that needed by potential customer who pass by, such as vending massage chair that enable customers to have an opportunity to relax after tiring of walking or working.

In addition, we allow customers to display their product in our vending machine by monthly or weekly rental. This service is operate in term of sales maximization, means that conflict of interest between customers' product and V world's product is not allowed. It is an opportunity for those who want to sell their product but hard to afford an outlet. This service helps us to make full use of our vending machine which is available and able to earn extra income.

4.2 Pricing Strategy

Our pricing strategy is developed based on 4'c, which are customer, competitor, cost and convenience (www.ncvrefreshmentservices.com, 2006). Firstly, we will consider about the perception of customers. Secondly, we will pay attention to the price of competitors. Thirdly, all of our fix and variable cost will be considered when formulate pricing strategy. Lastly, we will consider the convenience of customer and avoid odd pricing

strategy. For an example, insert RM 2.00 will be more convenience than insert RM 1.90 for a transaction. These are the four main factors to consider when we determine the price of our product.

After consider all the four factors, our company has chosen everyday low price strategy. Everyday low price strategy is a pricing strategy promising consumers a low price without the need to wait for promotion or comparison shop. Everyday low price strategy can help us to save the expenses and effort needed to mark down prices in the store during promotion. Everyday low price strategy is suitable due to our low operating cost.

We transfer the value which we save from operating cost to our customers, and we still able to earn a same margin with other competitors. Everyday low price strategy helps our company to generate customer loyalty and promote the culture of vending machine (www.alsomia.com, 2008). Compare to Japan, the culture of using vending machine is still between the introduction stage and growth stage.

4.3 Channel of Distribution

In the whole distribution chain, V world act as a value-added intermediate between manufacture and end user. V world will use direct channel to distribute product to customers and also directly deal with suppliers. For the vending machine rental service, customer can reach us directly by telephone, e-mail or visit our official website (www.vworld.com).

V world purchase a variety of product directly from difference suppliers and place them in vending machine for customer to purchase. Direct distribute channel is a simple channel which easily to monitor and operate. It also help to eliminate a lot of cost since there are no intermediate involve. By replenish stock at the lowest cost, our everyday low pricing strategy able to implement.

We decide to use direct channel through vending machine after consider the characteristic of our products and target customers. These two element play an important role in the selection of distribute channel. First, the characteristic of our product is considered as general and daily consume product. So the availability of our product is important. Customers will have the need of these general merchandise most the time in many place. Besides that, the transaction between customers and us can do without provide any additional information, such as usage and function.

Second, our customers are target as those who pass by the location. So the transaction must be as simple as possible and let customers able to get the merchandise on the spot. Our direct channel through vending machine is suitable for our business due to it can match with the characteristic as we mention before.

4.4 Promotions and Advertising

4.4.1 Promotion Strategy

I. Weekly Special Promotion

Weekly special promotion is a strategy that set a product at a very low price in a

particular week. The price of the product will be lower than usual selling price. We will have a poster in front of the vending machine and post the news in our official website and also in the fans page of Facebook to inform that which product is on special promotion. Objective of this strategy is to increase the stock turnover and reduce holding cost of those less popular products. So that the products which contribute the least sales will be choose as the weekly special promotion product.

II. Pokie Promotion

Most of the people love gamble and surprise. This particular human trait inspired us to apply pokie promotion. Our vending machine will have an added function that similar with slot machine. Customers will stand a chance to win a bonus for each purchase transaction that they make with our vending machine. There are two types of bonuses, which are cash voucher and extra quantity of product. The voucher or extra product will be distributed by the vending machine at the time they purchase. The chances and which product can win a bonus will be controlled randomly by our system. For the product which takes part in the weekly special promotion, it will not stand any chance to win a bonus in the week.

4.4.2 Advertising Method

I. Banners

We will have attractive weather resistant banners around our location to catch people attention, especially the residential and commercial areas which nearby our location. It helps to create awareness of our product, services and location. Our banner will consists of company logo, product categories, contact and location map. Consistently display our banners in front of target customers can

reinforce our brand name.

II. Online Advertising

In this 20th century, internet is a very powerful advertising too (www.ezinearticles.com, 2010). More and more people rely on internet to done their job and there are billions of users that are surfing the web every day. So it is necessary for our company to have an official website. Customers can check for product update, make reservation for the vending machine rental service by visit our official website. It is also beneficial for V world as we able to get feedback and interaction with customers.

Not only official website, we will also create a fans page in Facebook. Nowadays, Facebook is the largest social networking website in the world (www.buzzle.com, 2008). By using Facebook, we can easily target the segment of customer we need and guide people to our official website. Facebook also a platform for people to discuss our company, it let us heard the “sound” of customers. Not only that, Facebook is also one of the methods to conduct our customer relationship management.

III. Flyers

We will also printed flyers and distributed to people within certain location, such as housing areas and LRT station that nearby our shop. By doing so, we are able to create awareness of V world services and products to people. Five thousand pieces of flyers will be printed and distributed each three months. The flyers will contain product categories and also company’s location map in order to reach our target market effectively.

5. OPERATION PLAN

5.1 Method of Service Delivery

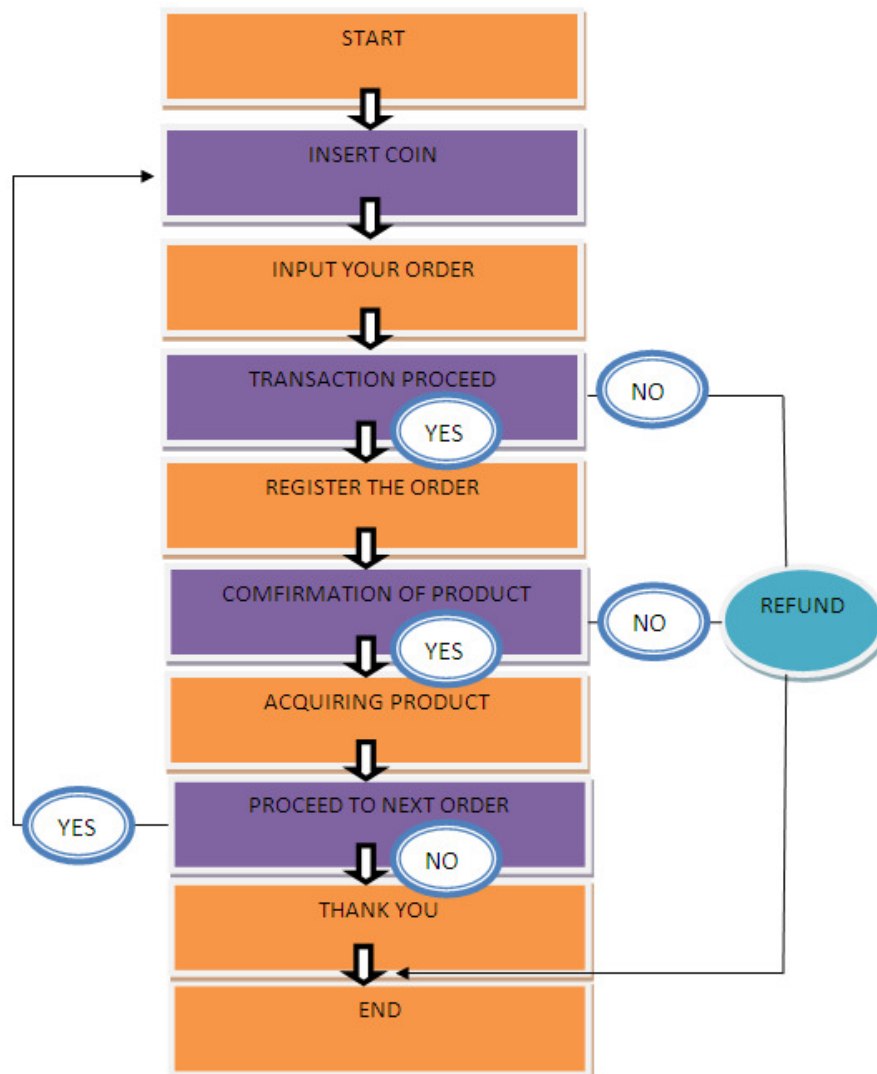
Figure 5.1 Service delivery process for end consumers



V world is an automated retail store that focuses on the easy and convenient service provided to the customers. When customers walk through our store, they can quickly gain what they want due to the easy view of products. Moreover, all the transactions are fast as they are done automatically through vending machines. Meanwhile, customers are exposed to the detailed information of the particular product pasted on the vending machines. The information includes the product features, price, materials or ingredients used, country of origin and the benefits of the products. As so, it helps to promote the products while increasing the product's reliability.

Besides that, we will always keep our customers up to date. For example, this week's special offer products, upcoming products and date of sales. Through this, customers will become more alert about the ongoing of the store while increasing the loyalty of customers.

Table 5.1 Transaction flow of vending machine



The chart above shows the transaction flow of vending machine in V world. Basically customers will choose the product they need from our vending machine. Next they will insert coin to make order. Once the machine received customer's coin, the transaction will be proceeding and customers have to choose the product they prefer. Meanwhile, if customers want to cancel the order, coin will be refunded. In the end, after customers gained their product, they can either choose to end the transaction or proceeding to another products they looking for.

5.2 Availability of Qualified Labour Pool

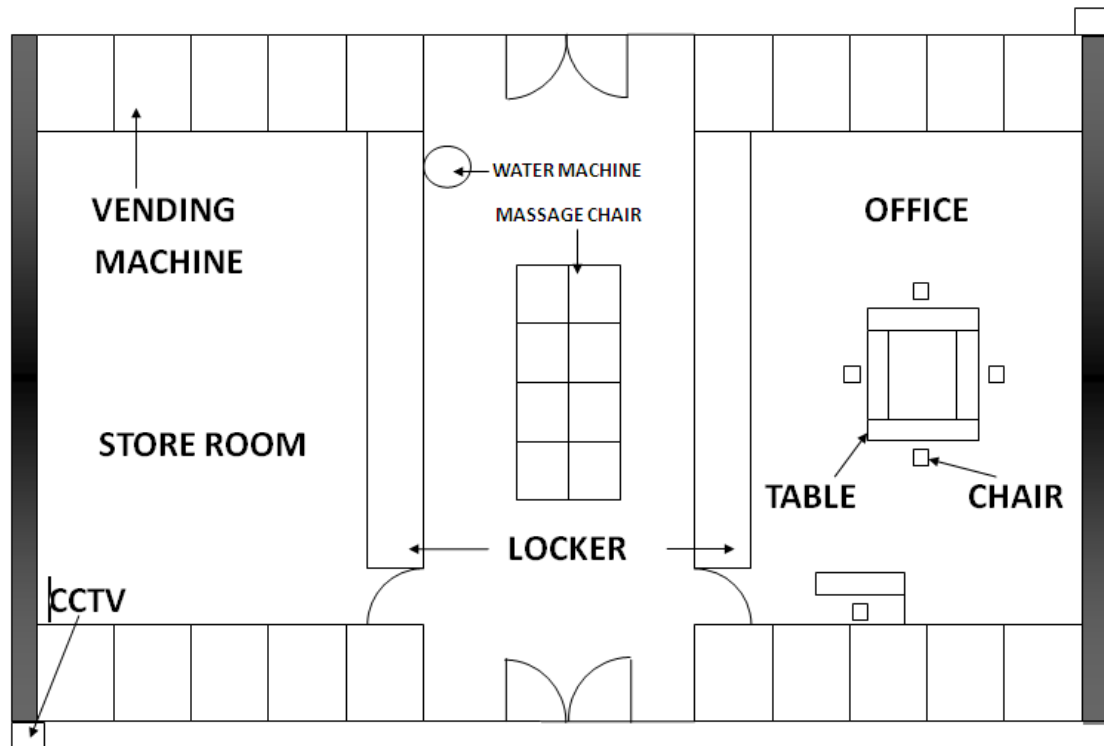
Table 5.2 Requirement for Labour Pool

Position	No of vacancy	Requirement	Responsibility
Technician	1	<ul style="list-style-type: none"> • Minimum of 1 years working experience related to specific field. • Commitment to work and high energy levels and initiative 	<ul style="list-style-type: none"> • Weekly checking and maintenance for performance of vending machines and others technician related work. • To repair vending machines that is spoiled.
Administrator	1	<ul style="list-style-type: none"> • At least SPM/STPM or diploma graduate. • Must speak and understand Bahasa Melayu and English language. • Must have great listening and communication skill. 	<ul style="list-style-type: none"> • To answer any call related to customers enquires or complaints. • Keeping records of all calls placed and the charges incurred, recording messages, suggesting rephrasing for clearness and conciseness.

Security guard	1	<ul style="list-style-type: none">• Being physically able to work a 12 hours shift, and being able to lift 60 pounds.• Pass a drug screening test and be over 21 years of age.	<ul style="list-style-type: none">• To make sure the properties in the store in not being violated or damaged.• Watch for and report suspicious or unusual activity to their employers or the appropriate authorities.
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5.3 Physical Layout


Figure 5.2 “V word” retail store layout




5.4 Machinery and Equipment

Table 5.3 Vending Machine needed for V world

Item	Description	Unit	Price/Unit
	<p>Machine Type: Beverage</p> <p>Selections & Capacity: 50 selections 350 drink items.</p> <p>Machine Size/Weight: 730mm(D) x 1030mm(W) x 1870mm(H), 280Kgs</p> <p>Power Consumption: 220V/50Hz or 110V/60Hz, 800W(max)/40W(standby)</p> <p>Temperature: R134a / adjustable from 3°C~14°C</p> <p>Charge System: Coin and Note</p>	4	16,000
Item	Description	Unit	Unit Price


	<p>Machine Type: Snack</p> <p>Selections & Capacity: 54 selections 300 pack items.</p> <p>Machine Size/Weight: 700mm(D) x 1030mm(W) x 1870mm(H), 230Kgs</p> <p>Power Consumption: 220V/50Hz or 110V/60Hz, 800W(max)/40W(standby)</p> <p>Charge System: Coin and Note</p>	<p>4</p>	<p>14,000</p>
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Item	Description	Unit	Unit
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			Price
	<p>Machine Type: Book & Magazine</p> <p>Selections & Capacity: 30 selections 240Books.</p> <p>Machine Size/Weight: 730mm(D) x 1030mm(W) x 1870mm(H), 300Kgs</p> <p>Power Consumption: 220V/50Hz or 110V/60Hz, 800W(max)/40W(standby)</p> <p>Charge System: Coin and Note</p>	<p>1</p>	<p>10,000</p>
Item	Description	Unit	Unit

			Price
	<p>Machine Type: Umbrella</p> <p>Selections & Capacity: 9 selections 400 pack items.</p> <p>Machine Size/Weight: 675mm(D) x 1000mm(W) x 1870mm(H), 220Kgs</p> <p>Power Consumption: 220V/50Hz or 110V/60Hz, 800W(max)/40W(standby)</p> <p>Charge System: Coin and Note</p>	1	10,000

Item	Description	Unit	Unit Price
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	<p>Machine Type: Bread</p> <p>Selections & Capacity: 20 selections 100 bags items.</p> <p>Machine Size/Weight: 785mm(D) x 1003mm(W) x 1830mm(H), 310Kgs</p> <p>Power Consumption: 220v or 110v, 50/60Hz</p> <p>Temperature: R134a / adjustable from 20°C~25°C</p> <p>Charge System: Coin and Note</p> <p>*specially belt drive bags of bread</p>	<p>2</p>	<p>12,000</p>
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Item	Description	Unit	Unit Price
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	<p>Featuring a suite of specially designed automatic healthcare massage programmes, as well as a unique Stress-Free Neutral Position for better relaxation, the uastro offers uncompromised personalized massage.</p> <p>Charge System: Coin and note</p>	4	3100
	<p>5 Tiers metal Steel locker</p> <p>Dimension per locker:</p> <p>External dimensions - H1830 x W380 x D450 (mm)</p> <p>Internal dimensions - H279 x W378 x D415 (mm)</p> <p>Charge System: Coin</p>	60 locker s x 2 rolls	300

5.5 Names of the suppliers



F & N Coca-Cola (M) Sdn Bhd

Address: No. 6, Jln Chan Sow Lin, 55200, Kuala Lumpur, Wilayah Persekutuan

Tel: 03-92233834



Gardenia Bakeries (KL) Sdn Bhd

Address: Lot 3, Jalan Pelabur 23/1, Shah Alam, Selangor, 40300

Tel: 03-5542 3228



Cadbury Confectionery Malaysia Sdn Bhd

Address: Persiaran Raja Muda, Section 16, PO Box 7043, 40000 Shah Alam

Tel: 03 5519 1192, Fax: 03 5519 0959



De Fa Co. Sdn Bhd

Address: No. 5, Jalan Petaling, 50000, Kuala Lumpur, Wilayah Persekutuan

Tel: 03-20785484 Fax:03-20724780



Ogawa Sdn Bhd

Address: 2nd Floor, Lot No. S-060, Lingkaran Syed Putra, Mid Valley Megamall, Mid Valley City, 59200, Kuala Lumpur, Wilayah Persekutuan

Tel: 03-2287539



I-Green (M) Sdn Bhd

Address: 22A, Jalan Meranti SD 13/5, Bandar Sri Damansara, 52200, Kuala Lumpur,
Wilayah Persekutuan

Tel: 03-62729782 Fax: 03-62727202



Eveready Battery Co (M) Sdn Bhd

Address: 12nd Floor, Amoda, Jln Imbi, 55100 Kuala Lumpur, Wilayah Persekutuan
Kuala Lumpur

Tel: 03-2142 5233



Wanita Anggun (m) sdn.bhd

Address: Jalan Sri Permaisuri6, Cheras, Kuala Lumpur, Malaysia

Tel: 60-12-4622345 Fax: 60-3-9171801



Teow Hong Umbrella Factory (M) Sdn Bhd

No. 13, 1st Floor, Lrg Durian, Taman Cheras, 56100 Kuala Lumpur, Wilayah Persekutuan

Tel: 03-9130 5243



Chong Industrial Medical Box Supplies

53, Jalan 2/2C, Taman Desa Padu, 68100 Batu Caves, Kuala Lumpur., , Kuala Lumpur, 68100.

Tel: 03-8310 6311



Tropical Sun Fruit Juice Puree Sdn Bhd

No. 11, Jln Tago 12, Taman Perindustrian Tago, 52200 KL, Wilayah Persekutuan

Tel: 03-6277 0089

5.6 Quality control

Quality control is a process employed to make sure a certain level of quality in a product or service (www.articleswave.com, 2010). It may consist of whatever actions a business deems needed to provide for the control and verification of certain characteristics of a

product or service. The fundamental goal of quality control is to ensure that the products, services, or processes provided meet specific necessities and are reliable and satisfactory.

In order to control the cleanliness of the store, we will hire part time cleaner to always make sure the store is in a good and clean condition.

Other than that, our technician will also perform maintenance and machines checking weekly to make sure machines are operating in perfect condition.

Besides that, to furthermore increase the quality of service, customers can always call in to our hotlines or drop message in our mailbox or forum for any enquiries or complaint.

We will always respond to customer's feedback as soon as possible to have the best quality of service which is also our company's philosophy (Appendix G).

Next, to have the best condition of product sold in our store, we will always make sure that our suppliers give us the best product in good condition before installed into the vending machines. Moreover, the suppliers we are chosen to be partner are companies that are reliable and trustworthy with products quality management. Therefore customers can always feel safety and comfortable to consume our products.

5.7 Customers support

Customer support is generally how V world is trying to make customers happy and satisfied to our services and products provided. Customer support is helping customers solve problems, and it is also helping customers solve problems with our products. To

increase the efficiency of customers support, we provided two specific ways for customers to approach us which are online and hotline service.

5.7.1 Online forum and website

We will provide an online forum to the public thorough our website (www.vworld.com). People who are interested to our products can have an exact or clearer picture of the product description. Moreover, any enquires or suggestion given will also be appreciated and would be responded as fast as possible. Besides that, customer's feedback is significant and highly appreciated by our company to improve our performance.

Besides that, customers who are interested in selling their products through our vending machines can also contact us through online provided specific terms and conditions.

5.7.2 Hotline service

Our company hotlines service will be activated during office working hour which is from 9am to 6pm including public holidays. Besides that, customers can also leave us a voice message after the available time. Customers do not have to hesitate to call us either for enquiry or complaints as we will always provide the best and satisfied information for our valuable customers.

6. Management Team

6.1 Management Team

Introduction

V world management's philosophy and beliefs focus on providing the best service and products to consumers. The employees that V world hired will be greatly accountable to their job responsibility. V world employees must be self motivated and confidence that our company can bring them to success and become the industry leader.

A successful company must has a completely and efficiently management team (www.businessweek.com, 2009). Without it, whole company's operation will not operate well. V world encompasses a management team from different expertise background. Each of the team member possesses substantial management abilities and well-built management experiences. In V world, there are four major members of our business management team; Mr. Seow Kok Leong, Mr. Choo Yong De, Mr. Ong Chee Hao, and Miss King Yann Mei. Every member is in charge of different position in company; this is according member's abilities and responsibilities due to the company target, which is producing the right performances with the right quality and at the right cost and time to meet the customer requirement and satisfaction (Apendix H).

Mr. Seow Kok Leong will hold the position of managing director in V world. He was graduated from Bachelor of Business Administration (Honours) Entrepreneurship at University Tunku Abdul Rahman with second upper qualification. Before he takes degree course, he was graduated at SMK Bukit Bintang and took STPM certificate at there. After took STPM, he worked at Jaya Sinar Automobile Sdn Bhd as a mechanic assistant in 2007. Beside this, he also works at TK Light Sdn Bhd as a general clerk from 2009 until he graduated at University Tunku Abdul Rahman. He also has basic computer skill and

several computer certificates, such as Distinction in Certified Computer Examiner (CCE), Distinction in Certified Hardware Asset Management Professional (CHAMP). In addition, he able to speak English, Malay, Chinese, Cantonese, and Hakka. As a managing director of the company, Mr. Seow Kok Leong has a good leadership and relationship with his subordinates. He is a rational people, and he will discuss with other shareholders when he make decision. He will allocate the resources and information into the making decision process, and use the resources very well. He treats everyone very well and the people willing work for him.

Position	Job description
Managing Director	<ul style="list-style-type: none"> • Planning and organizing managing information or general administration support • Implement Policies • Evaluating and decision-making • Inspire Innovation

Mr. Choo Yong De will hold the position of financial manager in V world. He was graduated from Bachelor of Business Administration (Honours) Entrepreneurship at University Tunku Abdul Rahman with second upper qualification in 2011. Besides this, he also takes LCCI certificate and UBS certificate at Chong Hwa High School Kluang in 2007. In addition, he also graduated at Chong Hwa High School with Unified Examination Certificate. For working experience, Mr Choo Yong De was worked a lot of job before he study at university. In 2006, he worked at YC Superstore Sdn Bhd as a

sales assistant. Besides this, he also worked at Kedai Sunbe as a store supervisor from 2006 until 2008. In addition, he also worked at Image Technology Digital & Communication as a sales and service executive in 2008. He has a basic computer skill and he also has computer skill certificate, such as Distinction in UBS Computerised Accounting Credit in UBS Computerised Stock Control. Since he has basic accounting and finance knowledge and he also has LCCI certificate, he able control our company cash flow for prevent our company unable to payback debt. In addition, financial manager will make sure our company either has enough money or modal to make investment or not. Financial manager was responsible for the company's overall financial activities such as retaining all accounting records.

Position	Job description
Financial Manager	<ul style="list-style-type: none"> • Develop and analyze information to assess the current and future financial status of firms. • Oversee the flow of cash and financial instruments • Plan, direct, and coordinate risk and insurance programs of establishments to control risks and losses

Mr. Ong Chee Hao will hold the position of operation manager in V world. He was graduated from Bachelor of Business Administration (Honours) Entrepreneurship at University Tunku Abdul Rahman with second upper qualification in 2011. Before he study at university, he has take Unified Examination Certificate at Hin Hua High School in 2006. He worked at Pilot Vision Sdn Bhd as a sales assistant in 2007 and also worked at Jeth Coffee House as a waiter in 2008. He also has a basic computer skill just like other team members. Operation manager was responsible in the aspect of operations and stocking information. The job of operation manager was including training of employees,

administrative work, and business operation. Mr. Ong Chee Hao has a good relationship with employees and communication skill, he appreciates every employee's effort toward the company by praising them when they do a good job and other, and employees will feel respect to him and follow his order.

Position	Job description
Operation Manager	<ul style="list-style-type: none"> • Improve the operational systems, processes and policies in support of organizations mission • Manage and increase the effectiveness and efficiency of Support Services • Oversee overall financial management, planning, systems and controls

Miss King Yann Mei will hold the position of sales and marketing manager in V world. She was graduated from Bachelor of Business Administration (Honours) Entrepreneurship at University Tunku Abdul Rahman with second upper qualification in 2011. Before her study at university, she was graduated at S M Methodist (ACS) Sitiawan with STPM in 2007. In addition, she worked at Kedai Foto Honey as a sales assistant and she also worked at Acheh Jaya Engineering Sdn Bhd as a general clerk in 2008. She also is a computer literate and able to speak and write in English, Malays, and Chinese. Sales and marketing manager was responsible to plan and handle all marketing and promotional activities from time to time. As a sales and marketing manager, she has a good relationship with customers and communication skill. Sales and marketing

manager and employees always face to face with the customer, they always need to provide a good, safety product and good customer service. Thus, they must be a very patient people when they face to customer. Beside this, they also need to handle customer compliant very well and give respond to its. So, it will satisfy customer and customer will come back to buy our product again.

Position	Job description
Sales and Marketing Manager	<ul style="list-style-type: none"> • Manage and coordinate all marketing, advertising and promotional staff and activities • Conduct market research to determine market requirements for existing and future products • Analysis of customer research, current market conditions and competitor information

6.2 Key Professional Service Providers

Account Firm

YML & Co is an accounting firm that give advice to V world in the financial problem. In addition, they also help in the company accounts and taxes. Their office located in 12A-2 Jalan Damai Perdana 1/9A Bandar Damai Perdana, Cheras, Kuala Lumpur 56100, Kuala Lumpur and their office telephone number is 03-9105 6796, for the fax number is 03-9105 6957. And their company email is www.ymlco.com.my.

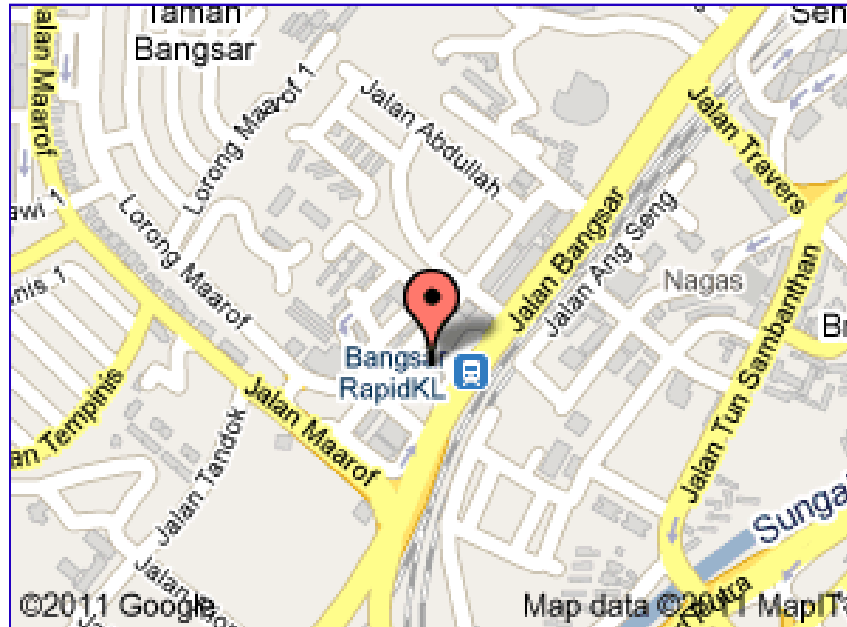
Figure 6.1 Location of YML & Co accounting firm



Law Firm

Mendeep& Associates- Advocates & Solicitors is a law firm which is give advice to V world in law and legal issues. Their company located in Menara UOA, 40 JalanBangsarUtama 1, Bangsar, 59000 Kuala Lumpur, Kuala Lumpur Wilayah Persekutuan. Their office telephone number is 03-2287 2322 and the email is www.mendeepandassociates.com.

Figure 6.2 Location of MAS law firm



Business Consultant

Basis Corporation SdnBhd is V world business consultant, they will give advice to our company in business. Their office located in Wisma Basis, 22-24 Lorong Medan Tuanku 1, Off JalanTuanku Abdul Rahman, Kuala Lumpur 50300, Kuala Lumpur. Their office telephone number is 03-2616 1688 and the email is www.basisnet.com.my.

Figure 6.3 Location of Basis Corporation Sdn. Bhd.



7. COMPANY STRUCTURE, INTELLECTUAL PROPERTY, AND OWNERSHIP

7.1 Organization Structure

Figure 7.1 Organization Chart



7.1.1 Description of Organization Structure

Organization structure is the formal system of task and job reporting relationship that determines how employees use resources to achieve organization goals (www.businessdictionary.com, 2010). There are four factors can affect the designing of organizational structure, there are organizational environment, strategic, technology and human resources. Organization design is the process by which managers create a specific type of organization structure and culture so that a company can operate in the most efficient and effective way.

There are two level of our organization structure, the two levels are divided into management and staff level. Partners of the company are considered as a general staff. Our company applies functional organizational structure because our company is a small organization. Functional structure is an organization structure composed of all the departments that an organization requires to produce its goods or services.

There is little advantage for using functional structure. First, when people who perform similar jobs are grouped together, they can learn from observing one another and thus become more specialized and can perform at a higher level. The tasks associated with one job often are related to the tasks associated with another job, which encourages cooperation within a function (www.blurtit.com, 2010).

Second, when people who perform similar jobs are grouped together, it is easier for managers to monitor and evaluate their performance. However, a functional structure allows workers to evaluate how well co-workers are performing their jobs and if some workers are performing poorly, more experienced workers can help them develop new skills.

The last advantage of functional structure is allows them to create the set of functions they need in order to scan and monitor the competitive environment and obtain information about the way it is changing.

Managing director is the highest-ranking executive officer within the company, who has responsible for the overall management toward day-to-day activities in the company. Financial manager is responsible to the V world's financial tasks. The manager needs to coordinate the prices and the fees for every course and together with receiving payment fees and charges for course. Operation manager is responsible in managing V worlds such as asset control and human resources management and communicating with partners. Sales and marketing manager is responsible in developing marketing planning and research for company.

7.2 Legal Structure

V world will form as a partnership company. There are four shareholders in this company to form a partnership. The partners are legally shared a business's assets, liabilities, and profits of the company. This is according to the partnership agreement which is under Partnership Act 1961.

Any business which is wanted to start up in Malaysia, it needs register first with SSM (Suruhanjaya Syarikat Malaysia) which is also under Business Act 1956. SSM (Suruhanjaya Syarikat Malaysia) serve as an agency to incorporate business and register business.

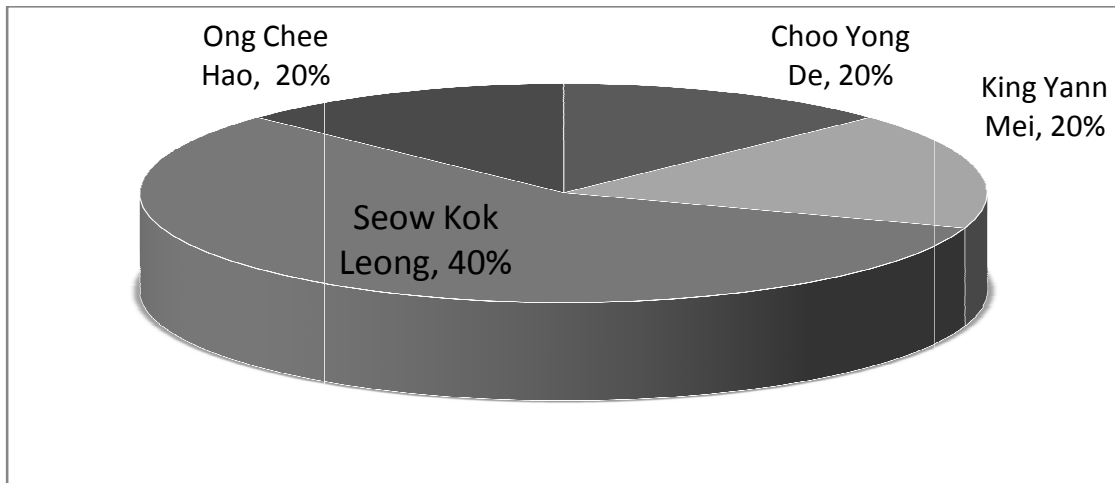
A partnership is a relationship existing between two or more persons who join and carry on business. Each partner contributes money, property, labor or skill, and expects to share in the profits and losses of the business (www.irs.gov, 2010). Under common law legal system, the basic form of partnership is general partnership, in which all partner manage the business and are personally liable for its debts (Scarborough, Wilson & Zimmerer, 2009).

Table 7.1 Percentage of Company Shares, %

Mr. Seow Kok Leong (Managing Director)	Own 40% of company share
Mr. Ong Chee Hao (Operation Manager)	Own 20% of company share
Mr. Choo Yong De (Financial Manager)	Own 20% of company share
Miss King Yann Mei (Sales and Marketing)	Own 20% of company share

Manager)	
----------	--

Figure 7.2 Division of company shares to partner of company



7.3 Intellectual Property

Intellectual property is any intangible asset that consists of human knowledge and ideas (www.investorwords.com, 2010). Common types of intellectual property include trademarks, patents, copyrights, and trade secrets. The intellectual property that our company use is trademark, a trademark is an indicator or distinctive sign that used by an individual, business organization, or other legal entity to identify that the product or service to customer with their own unique trademark and to differentiate its product or

service from those or other entities. A trademark is typically a name, symbol, word, logo, design, image or a combination of these elements (Hisrich, Peters & Shepherd, 2007).

Trademark allows us to sue others if other parties that use our trademark for their business and it cause our business loss. Thus, trademark can protect our business for prevent loss and allow customer able to distinguish product or service from other competitors (www.registeringatrademark.com, 2010).

There are numerous benefits of registering a trademark in business, there are enhances the protection of business, deters other from using own trademark, and provides the trademark owner with greater remedies (www.registeringatrademark.com, 2010).

8 FINANCIAL PLAN

8.1 Capital Requirement for the Next Five Years

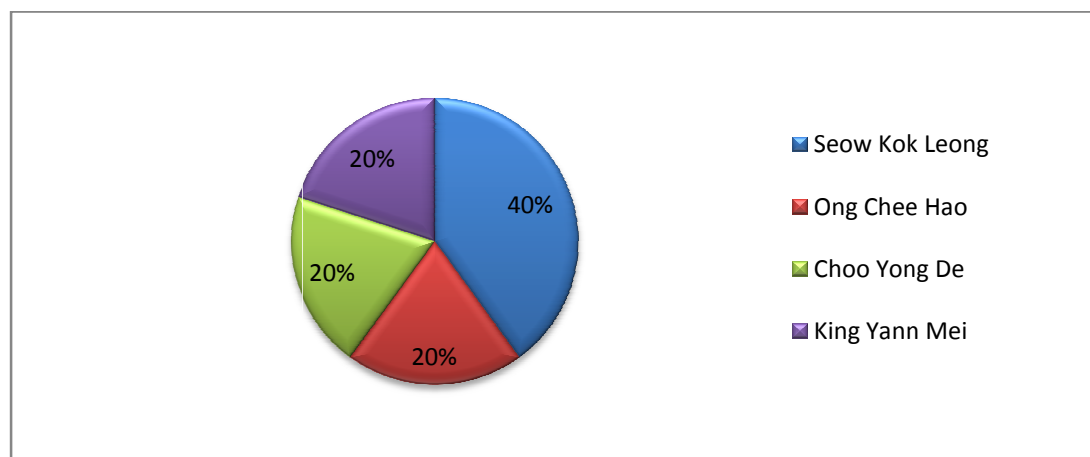
The capital of V world is entirely contributed by our management team, Seow Kok Leong, Ong Chee Hao, Choo Yong De and King Yann Mei. All the shares will be allocated according to the percentage of capital contribution.

Sources of fund:

Table 8.1 Start-up Capital

No	Shareholders	Contribution (RM)	Percentage of shares
1.	Seow Kok Leong	150,000	40%
2.	Ong Chee Hao	75,000	20%
3.	Choo Yong De	75,000	20%
4.	King Yann Mei	75,000	20%
	Total	375,000	100%

Figure 8.1 Share Distribution



Uses of fund in year 2012

	RM	RM	RM
<u>Partnership Contribution</u>			
Seow Kok Leong		150,000	
Ong Chee Hao		75,000	
Choo Yong De		75,000	
King Yann Mei		75,000	375,000
Total Contribution			
<u>Start up Cost</u>			
Expenses			
Salaries & Wages	11,100		
Administrative Expenses	4,360		
Advertising & Promotion Expenses	350		
General Expenses	23,730	39,540	
Assets			
Office Equipment	11,090		
Fixtures & Fittings	21,830		
Motor Vehicle	10,000		
Plant & Machinery	143,500		
Initial Stock Purchase	22,850	209,270	
Total Start up Cost			248,810
Cash Balance In Hand			126,190

List of expenses in first year (2012)**Salaries & Wages**

Position	Unit	Monthly paid	Total (RM)
Managing Director	1	2,100	2,100 x 12 months = 25,200
Financial Manager	1	1,900	1,900 x 12 months = 22,800
Operation Manager	1	1,900	1,900 x 12 months = 22,800
Sales and Marketing Manager	1	1,900	1,900 x 12 months = 22,800
Technician	1	1,100	1,100 x 12 months = 13,200
Administrator	1	1,100	1,100 x 12 months = 13,200
Security Guard	1	1,100	1,100 x 12 months = 13,200

Administrative Expenses

Item	Units	Unit Price (RM)	Total (RM)
Business License	1	100	100

Registration Fees	1	60	60
Trademark	1	2,150	2,150
Legal and Audit Fees	1	1,200	1,200
Processing Fees	1	350	350
Website (server & rental)	1	500	500

Advertising & Promotion Expenses

Item	Description	Unit Price (RM)	Total (RM)
Banner	10 Banners are needed in every beginning of the year	30	300
Flyer	5000 pcs of flyers in A4 size are needed for every 3 month	0.01	200

General expenses

Item	Price / Description	Price per Month (RM)	Total (RM)
Shop Rental (2 Shop lot)	RM 3,000 for each shop lot	6,000	6,000 x 12 months = 72,000
Rental Deposit	Deposit for 2 months rental		6,000 x 2 months = 12,000
Utility Bills	Include electricity, water, telephone fixed line and strymax.	1,500	1,500 x 12 months = 18,000

Utility Deposit	-Electricity		400
	-Water		230
	-Telephone		350
Petrol		50	50 x 12 months = 600
Company Insurance	Company Insurance will be paid annually		1,800
Van Insurance	Van Insurance will be paid annually		800
Road tax for van	Charge under Private Vehicles Owned by Individuals and Companies		200

Office Equipment

Item	Units	Unit Price (RM)	Total (RM)
Desktop Computer (DELL)	4	1,500	6,000
Computer software			
- MS office Software	1	700	700
- MS windows OS	1	350	350
- Pokie machine software(pokie promotion usage)	1	800	800
Printer			
- Hp officejet 6000	1	150	150

- Hp officejet 6500 (All in one)	1	280	280
Air Condition (Panasonic 1.5 H.P- envio)	1	1,000	1,000
CCTV	2	1,600	1,600
Stationery			
- Calculator	4	45	45
- Ball pen per box	1	20	20
- A4 paper per pack	2	25	25
- File	10	20	20
- Others	-	100	100

Motor Vehicle

Item	Units	RM/Unit	Total (RM)
Van (second hand)	1	10,000	10,000

Fixture & Fittings

Item	Units	RM/Unit	Total (RM)
Office Chairs	10	80	800
Office Tables	6	150	900
Sofa set	1	350	350
Front Desk	1	300	300
Building Renovation	1	25,000	25,000

Plant & Machinery

Item	Units	RM/Unit	Total (RM)
Deposit on Vending Machine	20		112,000
Water Machine	1	500	500
Others Vending Machine	8		31,000

Cost of Goods Sold

Item	Description	Total (RM)
Initial Stock Purchase (Jan 2012)	Initial Stock Purchase = First year sales forecast / 12 months	38,628

8.2 Overview of Financial Projection

Assumption Sheet

General Assumption

1. V world is making losses in the first year, thus we are not liable to be taxed. Meanwhile, the unutilized business losses will be carried forward to the next financial year for tax deduction.
2. V world will continue grow in the first five years.

Financial Assumption

1. According to our sales forecast, V world could get RM 602,000 sales in the first year. In the second year, sales revenue get to increase 40% and further 20% increase in the third year in contrast to the second year, and maintain a 20% steady growth of sales revenue for the future up coming years.
2. Cost of goods sold is 70% of the product sales. Closing stock is 5% of next period forecast sales.
3. All sales and vending machine rental are in cash sales, there are not credit sales in our business.
4. Rental payment for two shop lot amount to RM 6,000 per month. This amount is fixed and binding by agreement for first three years. Rental deposit, amount to RM 12,000.
5. Utilities sum up to RM 1,500 per month, which includes the usage of telephone fixed line, strymax services, electricity and water bill. We assume the utilities fees maintain the same each year. Total deposit for utilities amounted to RM 980.
6. We hired a technician to service all the vending machine and fix the electrical problem. RM 1,200 will be his salaries and budget RM 400 for maintenance fees every month.
7. Advertising cost for each year amounted to RM 500, includes 10 banners and 5,000 pieces of flyers for every three months. Banners will be renew in January of every year and 5,000 pieces of flyers will be distribute in every three month.
8. Professional fees for legal and audit amounted to RM 1,200 per annual.
9. Renewal business license cost RM 100 annually. It will be paid in January.

10. Annual premium of RM 1,800 is paid for company insurance and RM 800 is for van insurance. This amount is consistent and paid in the begging of the year.
11. Total cost for 20 vending machines are RM 280,000. Down payment consists of RM 112,000. Balance will be paid in hire purchase 3% by cash at bank.
12. All assets depreciation in straight line method, 10% per annual.
13. Opening stock for January 2012 will be paid in cash once we get the goods. After the first purchase, all purchase paid at the end of the month.
14. Salary of employees I year 2012:
- (a) Managing Director RM 2,100
 - (b) Management Team RM 1,900
 - (c) General Staff RM 1,100
- All the staff is hired in year 2012 and expected to contribute for V world for three years. All the salaries of employees will be raise RM 100 each year.
15. For Staff benefit, 12% EPF and 1.75% of SOCSO will be paid.
16. Hire Purchase of Vending Machine

Hire Purchase Periods: 7 yr (84 mth)

Interest: $168,000 \times 3\% \times 7 \text{ yr} = 35,280$

Cost	280,000
Less: Principal	<u>112,000</u>
H.P Amount	168,000
Add: Interest (3%)	<u>35,280</u>
Total Payment Amount	302,280

Monthly Instalment: **2,420**

The detail of monthly purchase please refer to Appendix L

Figure 8.1 Sales Forecast for First 3 Years

2012						
Item	Jan	Feb	Mar	Apr	May	Jun
Vending Machine Product Sales	30,000	37,000	46,000	50,000	50,000	59,000
<u>Other Income:</u>						
Massage Chair	750	1,500	3,000	3,500	3,500	3,500
Locker	250	500	750	1,000	1,200	1,200
Vending Machine Rental	0	0	200	250	300	300
Total	31,000	39,000	49,950	54,750	55,000	55,000

Item	Jul	Aug	Sep	Oct	Nov	Dec	Total
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Vending Machine							
Product Sales	59,000	59,000	59,000	56,000	56,000	50,000	602,000
<u>Other Income:</u>							
Massage Chair	4,500	4,500	4,500	3,500	3,500	3,000	39,250
Locker	1,200	1,200	1,200	1,000	1,000	1,000	11,500
Vending Machine							
Rental	300	350	350	300	300	250	2,900
Total	65,000	65,050	65,050	60,800	60,800	54,250	655,650

2013						
Item	Jan	Feb	Mar	Apr	May	Jun
Vending Machine						
Product Sales	42,000	51,800	64,400	70,000	70,000	70,000
<u>Other Income:</u>						
Massage Chair	1,050	2,100	4,200	4,900	4,900	4,900
Locker	350	700	1,050	1,400	1,400	1,680
Vending Machine						
Rental	70	70	280	350	350	420
Total	43,470	54,670	69,930	76,650	76,650	72,590

Item	Jul	Aug	Sep	Oct	Nov	Dec	Total
Vending Machine							
Product Sales	82,600	82,600	82,600	78,400	78,400	70,000	842,800

<u>Other Income:</u>							
Massage Chair	6,300	6,300	6,300	4,900	4,900	4,200	54,950
Locker	1,680	1,680	1,680	1,400	1,400	1,400	16,100
Vending Machine							
Rental	420	420	420	420	420	350	4,060
Total	91,000	91,000	91,000	85,120	85,120	75,950	917,910

2014						
Item	Jan	Feb	Mar	Apr	May	Jun
Vending Machine						
Product Sales	50,400	62,160	77,280	84,000	84,000	84,000
<u>Other Income:</u>						
Massage Chair	1,260	2,520	5,040	5,880	5,880	5,880
Locker	420	840	1,260	1,680	2,016	2,016
Vending Machine						
Rental	84	84	336	420	504	504
Total	52,164	65,604	83,916	91,980	92,400	92,400

Item	Jul	Aug	Sep	Oct	Nov	Dec	Total
-------------	------------	------------	------------	------------	------------	------------	--------------

Vending Machine Product Sales	99,120	99,120	99,120	94,080	94,080	84,000	1,011,360
<u>Other Income:</u>							
Massage Chair	7,560	7,560	7,560	5,880	5,880	5,040	65,94
Locker	2,016	2,016	2,016	1,680	1,680	1,680	19,320
Vending Machine Rental	504	504	504	504	504	420	4,872
Total	109,200	109,200	109,200	102,144	102,144	91,140	1,042,146

8.3 Pro Forma Income Statement for Five Years

V world Sdn Bhd
Income Statement for the Year Ended 31 Dec

	2012						
	Jan	Feb	Mar	Apr	May	Jun	Jul
	RM	RM	RM	RM	RM	RM	RM
Sales	30,000	37,000	46,000	50,000	50,000	50,000	59,000
Less: <u>COGS</u>							
Opening	-	1,850	2,300	2,500	2,500	2,500	2,950
Add: Purchases	22,850	26,350	32,400	35,000	35,000	35,450	41,300

	22,850	28,200	34,700	37,500	37,500	37,950	44,250
Less: Closing	1,850	2,300	2,500	2,500	2,500	2,950	2,950
Cost of goods available for sales	21,000	25,900	32,200	35,000	35,000	35,000	41,300
Gross Profit	9,000	11,100	13,800	15,000	15,000	15,000	17,700
Add: Other Income							
Massage Chair	750	1,500	3,000	3,500	3,500	3,500	4,500
Locker Service	250	500	750	1,000	1,200	1,200	1,200
Vending Machine Rental	0	0	200	250	300	300	300
	10,000	13,100	17,750	19,750	20,000	20,000	23,700
Less: <u>Operating</u> <u>Expenses</u>							
Advertising & Promotion Expenses							
Banner	300	-	-	-	-	-	-
Flyer	50	-	-	50	-	-	50
	350	0	0	50	0	0	50
Salaries and Wages							
Managing Director	2,100	2,100	2,100	2,100	2,100	2,100	2,100
Financial Manager	1,900	1,900	1,900	1,900	1,900	1,900	1,900
Operation Manager	1,900	1,900	1,900	1,900	1,900	1,900	1,900
Sales & Marketing Manager	1,900	1,900	1,900	1,900	1,900	1,900	1,900
Technician	1,100	1,100	1,100	1,100	1,100	1,100	1,100

Administration	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Security Guard	1,100	1,100	1,100	1,100	1,100	1,100	1,100
EPF + SOCSO	454	454	454	454	454	454	454
	11,554	11,554	11,554	11,554	11,554	11,554	11,554
Depreciation							
Office equipment	-	-	-	-	-	-	-
Fixture & Fitting	-	-	-	-	-	-	-
Motor Vehicle	-	-	-	-	-	-	-
Plant & Machinery	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Administrative Expenses							
Business License	100	-	-	-	-	-	-
Registration fees	60	-	-	-	-	-	-
Trademark	2,150	-	-	-	-	-	-
Legal & Audit Fees	-	-	-	-	-	-	-
Processing fees	350	-	-	-	-	-	-
Websites	500	-	-	-	-	-	-
	3,160	-	-	-	-	-	-
General Expenses							
Rental	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Utilities Bills	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Petrol	50	50	50	50	50	50	50
Insurance – Company	1,800	-	-	-	-	-	-
Van	800	-	-	-	-	-	-
Road Tax	200	-	-	-	-	-	-
Vending Machine							
Maintenance Fees	400	400	400	400	400	400	400

Interest	420	420	420	420	420	420	420
	11,170	8,370	8,370	8,370	8,370	8,370	8,370
Total Operating Expenses	26,234	19,924	19,924	19,974	19,924	19,924	19,974
Profit / Loss	-16,234	-6,824	-2,174	-224	76	76	3,726
Add: Retained earnings							
Profit before Taxation							
Less: Taxation (25%)							
Net Profit / Loss							

(Continued)

	2012					
	Aug	Sep	Oct	Nov	Dec	Total
	RM	RM	RM	RM	RM	RM
Sales	59,000	59,000	56,000	56,000	50,000	602,000
Less: <u>COGS</u>						
Opening	2,950	2,950	2,800	2,800	2,500	-
Add: Purchases	41,300	41,150	39,200	38,900	34,600	423,500
	44,250	44,100	42,000	41,700	37,100	423,500
Less: Closing	2,950	2,800	2,800	2,500	2,100	2,100
Cost of goods available for sales	41,300	41,300	39,200	39,200	35,000	421,400

Gross Profit	17,700	17,700	16,800	16,800	15,000	180,600
Add: Other Income						
Massage Chair	4,500	4,500	3,500	3,500	3,000	39,250
Locker Service	1,200	1,200	1,000	1,000	1,000	11,500
Vending Machine						
Rental	350	350	300	300	250	2,900
	23,750	23,750	21,600	21,600	19,250	234,250
Less: <u>Operating</u> <u>Expenses</u>						
Advertising & Promotion Expenses						
Banner	-	-	-	-	-	300
Flyer	-	-	50	-	-	200
	-	-	50	-	-	500
Salaries and Wages						
Managing Director	2,100	2,100	2,100	2,100	2,100	25,200
Financial Manager	1,900	1,900	1,900	1,900	1,900	22,800
Operation Manager	1,900	1,900	1,900	1,900	1,900	22,800
Sales & Marketing						
Manager	1,900	1,900	1,900	1,900	1,900	22,800
Technician	1,100	1,100	1,100	1,100	1,100	13,200
Administration	1,100	1,100	1,100	1,100	1,100	13,200
Security Guard	1,100	1,100	1,100	1,100	1,100	13,200
EPF + SOCSO	454	454	453	453	453	5,445
	11,554	11,554	11,553	11,553	11,553	138,645
Depreciation						
Office equipment	-	-	-	-	1,109	1,109
Fixture & Fitting	-	-	-	-	2,183	2,183

Motor Vehicle	-	-	-	-	1,000	1,000
Plant & Machinery	-	-	-	-	31,150	31,150
	-	-	-	-	35,442	35,442
Administrative Expenses						
Business License	-	-	-	-	-	100
Registration fees	-	-	-	-	-	60
Trademark	-	-	-	-	-	2,150
Legal & Audit Fees	-	-	-	-	1,200	1,200
Processing fees	-	-	-	-	-	350
Websites	-	-	-	-	-	500
	-	-	-	-	1,200	4,360
General Expenses						
Rental	6,000	6,000	6,000	6,000	6,000	72,000
Utilities Bills	1,500	1,500	1,500	1,500	1,500	18,000
Petrol	50	50	50	50	50	600
Insurance – Company	-	-	-	-	-	1,800
Van	-	-	-	-	-	800
Road Tax	-	-	-	-	-	200
Vending Machine						
Maintenance Fees	400	400	400	400	400	4,800
Interest	420	420	420	420	420	5,040
	8,370	8,370	8,370	8,370	8,370	103,240
Total Operating Expenses	19,924	19,924	19,973	19,923	56,565	282,187
Profit / Loss	3,826	3,826	1,627	1,677	-37,315	-47,937

Add: Retained earnings						-
Profit before Taxation						-47,937
Less: Taxation (25%)						NIL
Net Profit / Loss						-47,937

V world Sdn Bhd

Income Statement for the Year Ended 31 Dec

	2013	2014	2015	2016
	RM	RM	RM	RM
Sales	842,800	1,011,360	1,213,632	1,456,358
Less: <u>Cost Of Goods Sold</u>				
Beginning Inventory	2,100	50,568	60,682	72,818
Add: Purchases	638,428	718,074	861,678	1,034,104
	640,528	768,642	922,360	1,106,922
Less: Closing Inventory (5%)	50,568	60,682	72,818	87,381
Cost of goods available for sales	589,960	707,960	849,542	1,019,541
Gross Profit	225,840	303,400	364,090	436,817
Add: Other Income				
Massage Chair	54,950	65,940	79,128	94,954

Locker Service	16,100	19,320	23,184	27,821
Vending Machine Rental	4,060	4,872	5,846	7,016
	327,950	393,532	472,248	566,608
<u>Less: Operating Expenses</u>				
Advertising & Promotion Expenses				
Banner	300	300	300	300
Flyer	200	200	200	200
	500	500	500	500
Salaries and Wages				
Managing Director	26,400	27,600	28,800	30,000
Financial Manager	24,000	25,200	26,400	27,600
Operation Manager	24,000	25,200	26,400	27,600
Sales and Marketing Manager	24,000	25,200	26,400	27,600
Technician	14,400	15,600	16,800	18,000
Administration	14,400	15,600	16,800	18,000
Security Guard	14,400	15,600	16,800	18,000
EPF (12%) + SOCSO (1.75%)	5,940	6,435	6,930	7,425
	147,540	156,435	165,330	174,225
Depreciation				
Office equipment	1,109	1,109	1,109	1,109
Fixture & Fitting	2,183	2,183	2,183	2,183
Motor Vehicle	1,000	1,000	1,000	1,000
Plant & Machinery	31,150	31,150	31,150	31,150
	35,442	35,442	35,442	35,442
Administrative Expenses				

Business License	100	100	100	100
Registration fees	60	60	60	60
Trademark	2,150	2,150	2,150	2,150
Legal & Audit Fees	1,200	1,200	1,200	1,200
Processing fees	350	350	350	350
Websites(Server & Rental)	500	500	500	500
	4,360	4,360	4,360	4,360
General Expenses				
Rental	72,000	72,000	72,000	72,000
Utilities Bills	18,000	18,000	18,000	18,000
Petrol	600	600	600	600
Insurance – Company	1,800	1,800	1,800	1,800
Van	800	800	800	800
Road Tax	200	200	200	200
Vending Machine Maintenance				
Fees	4,800	4,800	4,800	4,800
Interest	5,040	5,040	5,040	5,040
	103,240	103,240	103,240	103,240
Total Operating Expenses	291,082	299,977	308,872	317,767
Profit / Loss	36,868	93,555	163,376	248,841
Add: Retained earnings	(47,937)	(11,069)	82,486	245,862
Profit before Taxation	(11,069)	82,486.00	245,862.00	494,703
Less: Taxation (25%)	NIL	20,621.50	61,465.50	123,676
Net Profit / Loss	(11,069)	61,864.50	184,396.50	371,027

8.4 Cash Flow Projection for Five Years

V world Sdn Bhd

Cash Flow Projection for the year ended 31 Dec

	2012					
	Jan	Feb	Mar	Apr	May	Jun
	RM	RM	RM	RM	RM	RM
<u>Cash Inflow</u>						
Sales	30,000	37,000	46,000	50,000	50,000	50,000
Add: <u>Other Income</u>						
Massage Chair	750	1,500	3,000	3,500	3,500	3,500
Locker Service	250	500	750	1,000	1,200	1,200
Vending						
Machine Rental	0	0	200	250	300	300
Capital Investment	375,000	-	-	-	-	-
Total Cash Inflow	406,000	39,000	49,950	54,750	55,000	55,000

Cash Outflow						
Advertising & Promotion Expenses						
Banner	300	-	-	-	-	-
Flyer	50	-	-	50	-	-
	350	0	0	50	0	0
Salaries and Wages						
Managing Director	2,100	2,100	2,100	2,100	2,100	2,100
Financial Manager	1,900	1,900	1,900	1,900	1,900	1,900
Operation Manager	1,900	1,900	1,900	1,900	1,900	1,900
Sales and Marketing Manager	1,900	1,900	1,900	1,900	1,900	1,900
Technician	1,100	1,100	1,100	1,100	1,100	1,100
Administration	1,100	1,100	1,100	1,100	1,100	1,100
Security Guard	1,100	1,100	1,100	1,100	1,100	1,100
EPF + SOCSO	454	454	454	454	454	454
	11,554	11,554	11,554	11,554	11,554	11,554
Administrative Expenses						
Business License	100	-	-	-	-	-
Registration Fees	60	-	-	-	-	-
Trademark	2,150	-	-	-	-	-
Legal & Audit Fees	-	-	-	-	-	-
Processing Fees	350	-	-	-	-	-
Websites	500	-	-	-	-	-
	3,160	-	-	-	-	-
General Expenses						
Rental	6,000	6,000	6,000	6,000	6,000	6,000

Utilities Bills	1,500	1,500	1,500	1,500	1,500	1,500
Petrol	50	50	50	50	50	50
Interest	420	420	420	420	420	420
Insurance–Company	1,800	-	-	-	-	-
Van	800	-	-	-	-	-
Road Tax	200	-	-	-	-	-
Vending Machine						
Maintenance Fees	400	400	400	400	400	400
	11,170	8,370	8,370	8,370	8,370	8,370
Office Equipment						
Computer	6,000	-	-	-	-	-
Computer Software	1,850	-	-	-	-	-
Printers	430	-	-	-	-	-
Air Conditioners	1,000	-	-	-	-	-
CCTV	1,600	-	-	-	-	-
Stationery	210	-	-	-	-	-
	11,090	-	-	-	-	-
Fixture & Fittings						
Office Tables	750	-	-	-	-	-
Office Chairs	480	-	-	-	-	-
Sofa Set	400	-	-	-	-	-
Coffee Table	200	-	-	-	-	-
Building Renovation	20,000	-	-	-	-	-
	21,830	-	-	-	-	-
Building / Premises						
Rental Deposit	12,000	-	-	-	-	-
Utilities Deposit	980	-	-	-	-	-
	12,980	-	-	-	-	-

Motor vehicle						
Van (Second Hand)	10,000	-	-	-	-	-
Plant & Machinery						
Principal	112,000	-	-	-	-	-
Loan to Bank	2,000	2,000	2,000	2,000	2,000	2,000
Water Machine	500	-	-	-	-	-
Others Vending Machine	31,000	-	-	-	-	-
	145,500	2,000	2,000	2,000	2,000	2,000
Cost Of Goods Sold						
Inventory	22,850	26,350	32,400	35,000	35,000	35,450
Total Cash Outflow	250,484	48,274	54,324	56,974	56,924	57,374
Total Cash Flow	155,516	-9,274	-4,374	-2,224	-1,924	-2,374
Cash Flow B/F	-	155,516	146,242	141,868	139,644	137,720
Accumulated Cash Flow for First Year	155,516	146,242	141,868	139,644	137,720	135,346

(Continue)

	2012						
	Jul	Aug	Sep	Oct	Nov	Dec	Total
	RM	RM	RM	RM	RM	RM	RM
<u>Cash Inflow</u>							
Sales	59,000	59,000	59,000	56,000	56,000	50,000	602,000
Add: <u>Other Income</u>							
Massage Chair	4,500	4,500	4,500	3,500	3,500	3,000	39,250
Locker Service	1,200	1,200	1,200	1,000	1,000	1,000	11,500
Vending							
Machine Rental	300	350	350	300	300	250	2,900
Capital Investment	-	-	-	-	-	-	375,000
Total Cash Inflow	65,000	65,050	65,050	60,800	60,800	54,250	1,030,650
<u>Cash Outflow</u>							
Advertising & Promotion Expenses							
Banner	-	-	-	-	-	-	300
Flyer	50	-	-	50	-	-	200
	50	-	-	50	-	-	500

Salaries and Wages							
Managing Director	2,100	2,100	2,100	2,100	2,100	2,100	25,200
Financial Manager	1,900	1,900	1,900	1,900	1,900	1,900	22,800
Operation Manager	1,900	1,900	1,900	1,900	1,900	1,900	22,800
Sales and Marketing Manager	1,900	1,900	1,900	1,900	1,900	1,900	22,800
Technician	1,100	1,100	1,100	1,100	1,100	1,100	13,200
Administration	1,100	1,100	1,100	1,100	1,100	1,100	13,200
Security Guard	1,100	1,100	1,100	1,100	1,100	1,100	13,200
EPF + SOCSO	454	454	454	453	453	453	5,445
	11,554	11,554	11,554	11,553	11,553	11,553	138,645
Administrative Expenses							
Business License	-	-	-	-	-	-	100
Registration Fees	-	-	-	-	-	-	60
Trademark	-	-	-	-	-	-	2,150
Legal & Adult Fees	-	-	-	-	-	1,200	1,200
Processing Fees	-	-	-	-	-	-	350
Websites	-	-	-	-	-	-	500
	-	-	-	-	-	1,200	4,360
General Expenses							
Rental	6,000	6,000	6,000	6,000	6,000	6,000	72,000
Utilities Bills	1,500	1,500	1,500	1,500	1,500	1,500	18,000
Petrol	50	50	50	50	50	50	600
Interest	420	420	420	420	420	420	5040
Insurance-							
Company	-	-	-	-	-	-	1,800
Van	-	-	-	-	-	-	800
Road Tax	-	-	-	-	-	-	200

Vending Machine							
Maintenance Fees	400	400	400	400	400	400	4,800
	8,370	8,370	8,370	8,370	8,370	8,370	103,240
Office Equipment							
Computer	-	-	-	-	-	-	6,000
Computer Software	-	-	-	-	-	-	1,850
Printers	-	-	-	-	-	-	430
Air Conditioners	-	-	-	-	-	-	1,000
CCTV	-	-	-	-	-	-	1,600
Stationery	-	-	-	-	-	-	210
	-	-	-	-	-	-	11,090
Fixture & Fittings							
Office Tables	-	-	-	-	-	-	750
Office Chairs	-	-	-	-	-	-	480
Sofa Set	-	-	-	-	-	-	400
Coffee Table	-	-	-	-	-	-	200
Building Renovation	-	-	-	-	-	-	20,000
	-	-	-	-	-	-	21,830
Building / Premises							
Rental Deposit	-	-	-	-	-	-	12,000
Utilities Deposit	-	-	-	-	-	-	980
	-	-	-	-	-	-	12,980
Motor vehicle							
Van (Second Hand)	-	-	-	-	-	-	10,000
Plant & Machinery							

Principal	-	-	-	-	-	-	112,000
Loan to Bank	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Water Machine	-	-	-	-	-	-	500
Others Vending Machine	-	-	-	-	-	-	31,000
	2,000	2,000	2,000	2,000	2,000	2,000	167,500
Cost Of Goods Sold							
Inventory	41,300	41,300	41,150	39,200	38,900	34,600	423,500
Total Cash Outflow	63,274	63,224	63,074	61,173	60,823	57,723	893,645
Total Cash Flow	1,726	1,826	1,976	-373	-23	-3,473	137,005
Cash Flow B/F	135,346	137,072	138,898	140,874	140,501	140,478	-
Accumulated Cash Flow for First Year	137,072	138,898	40,874	140,501	140,478	137,005	137,005

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V world Sdn Bhd

Cash Flow Projection for the year ended 31 Dec

	2013	2014	2015	2016
	RM	RM	RM	RM
<u>Cash Inflow</u>				
Sales	842,800	1,011,360	1,213,632	1,456,358
Add: <u>Other Income</u>				
Massage Chair	54,950	65,940	79,128	94,954
Locker Service	16,100	19,320	23,184	27,821
Vending Machine Rental	4,060	4,872	5,846	7,016
Capital Investment	-	-	-	-
Cash inflow C/F	137,005	136,847	231,730	394,412
Total Cash Inflow	1,054,915	1,238,339	1,553,520	1,980,561
<u>Cash Outflow</u>				
Advertising & Promotion Expenses				
Banner	300	300	300	300
Flyer	200	200	200	200
	500	500	500	500
Salaries and Wages				
Managing Director	26,400	27,600	28,800	30,000

Financial Manager	24,000	25,200	26,400	27,600
Operation Manager	24,000	25,200	26,400	27,600
Sales and Marketing Manager	24,000	25,200	26,400	27,600
Technician	14,400	15,600	16,800	18,000
Administration	14,400	15,600	16,800	18,000
Security Guard	14,400	15,600	16,800	18,000
EPF (12%) + SOCSO (1.75%)	5,940	6,435	6,930	7,425
	147,540	156,435	165,330	174,225
Administrative Expenses				
Business License	100	100	100	100
Registration Fees	60	60	60	60
Trademark	2,150	2,150	2,150	2,150
Legal & Audit Fees	1,200	1,200	1,200	1,200
Processing Fees	350	350	350	350
Websites (Server & Rental)	500	500	500	500
	4,360	4,360	4,360	4,360
General Expenses				
Rental	72,000	72,000	72,000	72,000
Utilities Bills	18,000	18,000	18,000	18,000
Petrol	600	600	600	600
Interest	5040	5040	5040	5040
Insurance – Company	1,800	1,800	1,800	1,800
Van	800	800	800	800
Road Tax	200	200	200	200
Vending Machine Maintenance				
Fees	4,800	4,800	4,800	4,800
	103,240	103,240	103,240	103,240
Office Equipment				

Computer	-	-	-	-
Computer Software	-	-	-	-
Printers	-	-	-	-
Air Conditioners	-	-	-	-
CCTV	-	-	-	-
Stationery	-	-	-	-
Fixture & Fittings				
Office Tables	-	-	-	-
Office Chairs	-	-	-	-
Sofa Set	-	-	-	-
Coffee Table	-	-	-	-
Building Renovation	-	-	-	-
Building / Premises				
Rental Deposit (2 months)	-	-	-	-
Utilities Deposit	-	-	-	-
Motor vehicle				
Van (Second Hand)	-	-	-	-
Plant & Machinery				
Principal	-	-	-	-
Loan to Bank (Vending Machine)	24,000	24,000	24,000	24,000
Water Machine	-	-	-	-
Others Vending Machine	-	-	-	-
	24,000	24,000	24,000	24,000
Cost Of Goods Sold				
Inventory	638,428	718,074	861,678	1,034,104

Total Cash Outflow	918,068	1,006,609	1,159,108	1,340,429
Total Cash Flow	136,847	231,730	394,412	640,132

8.5 Pro forma Balance Sheet for Five years

V world Sdn Bhd

Balance Sheet for the year ended 31 Dec

	2012	2013	2014	2015	2016
	RM	RM	RM	RM	RM
<u>Fixed Assets</u>					
Office Equipment	11,090	9,981	8,872	7,763	6,654
Less: Depreciation (10%)	1,109	1,109	1,109	1,109	1,109
	9,981	8,872	7,763	6,654	5,545
Fixture & Fitting	21,830	19,647	17,464	15,281	13,098
Less: Depreciation (10%)	2,183	2,183	2,183	2,183	2,183
	19,647	17,464	15,281	13,098	10,915
Motor Vehicle	10,000	9,000	8,000	7,000	6,000
Less: Depreciation (10%)	1,000	1,000	1,000	1,000	1,000
	9,000	8,000	7,000	6,000	5,000
Plant & Machinery	311,500	280,350	249,200	218,050	186,900
Less: Depreciation (10%)	31,150	31,150	31,150	31,150	31,150
	280,350	249,200	218,050	186,900	155,750
<u>Current Assets</u>					

Inventory	2,100	50,568	60,682	72,818	87,381
Cash at Bank	137,005	136,847	231,730	394,412	640,132
Deposit – Rental	12,000	12,000	12,000	12,000	12,000
Utilities	980	980	980	980	980
Total Assets	471,063	483,931	553,486	692,862	917,703
Less: Current Liabilities					
Bank Loan(Vending Machine)	144,000	120,000	96,000	72,000	48,000
	327,063	363,931	457,486	620,862	869,703
<u>Finance By</u>					
Share Capital					
Seow	150,000	150,000	150,000	150,000	150,000
Choo	75,000	75,000	75,000	75,000	75,000
Ong	75,000	75,000	75,000	75,000	75,000
King	75,000	75,000	75,000	75,000	75,000
	375,000	375,000	375,000	375,000	375,000
Add: Retained Earnings	-	(47,937)	(11,069)	82,486	245,862
Profit of The Year(Before Tax)	(47,937)	36,868	93,555	163,376	248,841
	327,063	363,931	457,486	620,862	869,703

8.6 Payback and Exit Strategy

8.6.1 Payback Period

The payback period for V world is as following:

Year	2012	2013	2014	2015	2016
Capital Investment	375,000	375,000	375,000	375,000	375,000
Cash Flow	137,005	136,847	231,730	394,412	640,132
Payback Balance	(237,995)	(238,153)	(143,270)	19,412	265,132

Table 8.2 Payback Period

$$\text{Payback Period} = \frac{(375,000 - 19,412)}{375,000}$$

$$= \frac{355,588}{375,000}$$

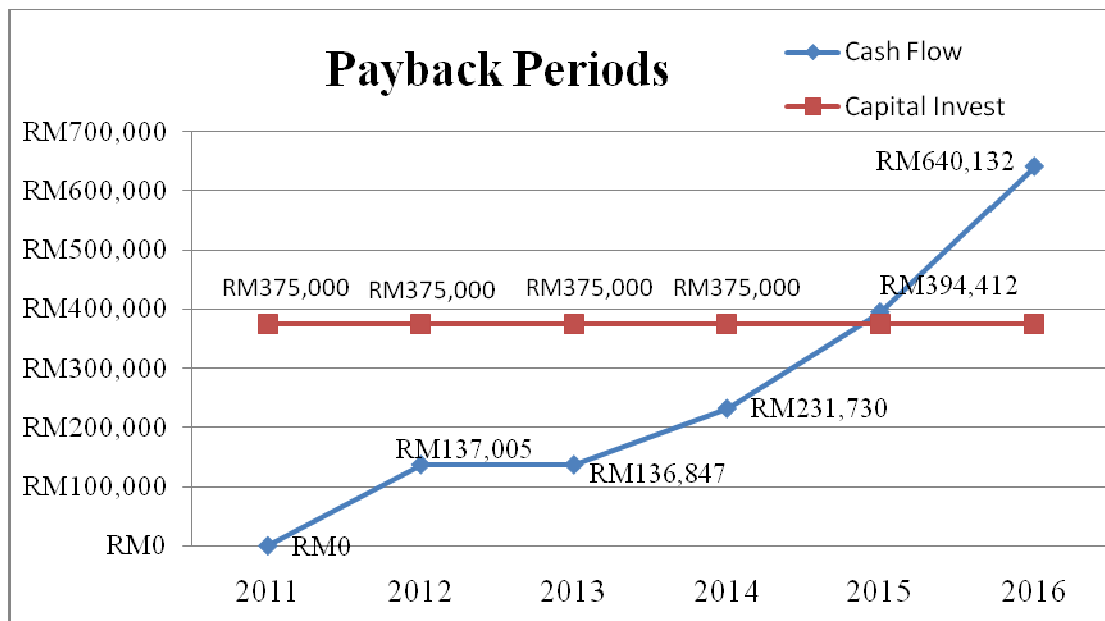
$$= 0.95 \text{ year} \sim 11.4 \text{ months}$$

$$= 0.95 \text{ year} \sim 11.4 \text{ months}$$

$$= 0.95 \text{ year} \sim 11.4 \text{ months}$$

$$3 \text{ years} + 11.4 \text{ months} = \mathbf{3 \text{ years and } 11.4 \text{ months}}$$

Figure 8.2 Payback Period



After the initial investment of RM 370,000, the capital of V world is remaining. V world expects to pay back its shareholders in the form of share distribution. According to Table 8.2, V world estimated the payback period is 3 years and 11 months. That means V world able to payback all the start-up capital at Nov 2015.

8.6.2 Exit Strategy

Sell to shareholder

Selling the business to shareholder is a preferable exit strategy for entrepreneur as shareholder is already familiar and knowledgeable about the company. Besides that, we can ensure that the company's vision will be remain unchanged rather than sell to outsiders. Shareholder also can sell their shares to employees as they are familiar with the daily operation of the company. The employee may also create new business strategy once they become shareholder due to their experience throughout working.

Sell to outsider

Sell to outsider is a common method use for exit the business in nowadays. In order to convince various outsiders to consider the company's business, a healthy and positive financial report is necessary to be prepared. Besides that, store location is another main consideration for outsider to making buying decision. Company's reputation and performance will be measured by the outsider. Sell to outsider involve changing of ownership whereas shareholders have the opportunity to quit the business entirely. If the companies perform well, shareholders can enhance the share values by offer higher price to outsider to buy the business.

Liquidation

Liquidation is an option that the company being opted to liquidate by the shareholder. All the company assets will sell to pay the creditors and also employees. After settle the debt, the remaining pool of money will be distributed among shareholders according to their

capital contribution. Our main asset of company will be sold to Sakaue Vending Machine Sdn. Bhd. as they are second hand vending machine buyer. (Refer to APPENDIX L)

9. Critical Risk Factors

9.1 Management Risks

V world is managed by 4 partners. All of the owners of the business are fresh graduated. Our knowledge related to the business is gain from the business concepts or theories where we learnt during tertiary study in university. Therefore, we are lack of actual experience in running a business. Moreover lack of management skill will expose the business to a risk. This includes lack of planning, leading, organizing and controlling skill.

Next issue is related to decision making. Decision making is a time consuming process when all the decision made are needed to be approved by all the four partners. Moreover, partners may have conflict in idea or perception which will result in slowing down the decision progress. The arguments may included the way of running the business, the number of employees hire, marketing decision, plan and others.

9.2 Marketing Risks

9.2.1 Low Brand Recognition

Our brand name in market place is yet under awareness as this is a new and unique concept which is differing from normal retail stores' way of conducting business. Therefore, they will be lesser early adopters as many of them prefer to continue choose to the kind of service they have been experienced before. Besides that, customers will prefer to purchase products from competitors as they feel unsecured to purchase from unfamiliar company.

9.2.2 Insufficient Promotional Budget

Because of the high start up and operating cost, we will have limitation of budget in doing promotional activities to reach out target market. This will result in the awareness among the public and also customers' traffic to our shop. Next, our company will hardly known by everyone if lesser budget is invested into the promotional strategy,

9.2.3 Potential Competitor

V world is still a beginning stage of business and they will be sure a success in the future. When V world is getting popular among the marketplace, eventually there will be more potential competitors carry out the same kind of business. Hence, risks take place with the plenty of new players entering to the same industry.

9.3 Operating Risks

9.3.1 Shortage of Suppliers' Goods

The shortage of suppliers' goods will cause a serious trouble for us where it possibly will create an opportunity for customers to switch to other indirect competitors. Moreover, our company credibility would be badly affected and customers' loyalty towards our company will be reduced. If the problem continuous, it will give a high impact to our company which will cause to the decrease of net profit.

9.3.2 The Fast Changing of Technology

Technologies are changing every day, the asset we have bought might not applicable in the future days. For example, the current vending machines will be outdated perhaps in 10 to 15 years. Moreover, most of our daily operating process is done by machines where the advancement of technology may cause us a high cost to keep our company up to date.

9.3.3 Thief and Vandalism

Thief and vandalism cases are unpredictable. It can be committed either by outsider or insider. Besides that, they will also be some customers who intentionally spoiling our vending machine in the wish that they able to obtain products without paying. Their vulgar behavior will cause a breakdown for the vending machine.

9.4 Financial Risks

V world is a new innovative type of business in service industry where it required high start-up cost. Moreover, this business model is still fresh for customers and more time is needed to create awareness about our business. As a result, we might suffer lost in the beginning for a certain period of time and may not reach the breakeven in short term, thus we need more capital to startup this business. Furthermore, our business may also face the risk of either overestimated or underestimated our financial performance. Therefore, we tend to avoid poor cash flow management that will cause a negative outcome.

9.5 Intellectual Properties Infringement

Infringement of intellectual properties may occur while our business is in positive economic profit and become a renowned company. When there is a positive earning in a business, they will become more competitors imitate our business model. To avoid our company name and logo misused by competitors, we have registered our company's name and logo.

9.6 Other Risk as Appropriate

9.6.1 System Breakdown

Every business may occasionally have software or hardware failure due to various reasons. Since our company is fully automated by vending machine and using reorder point system to replenish our products, we might face system breakdown which will cause a serious issues in our daily operating process.

9.7 Contingencies Plan

9.7.1 Management Risks

Code of conduct must be established to control the action and decision of our management. To reduce the risk, shareholders have to follow the rules and regulation in the business progression. Furthermore, we will constantly conduct meetings to discuss any important issues that are significant to our business. The decision made must be on the interest of company.

9.7.2 Marketing Risks

We will come to the best decision of marketing policy and plan that will generate the greatest return in promoting our products and company. Apart from that, we will analyse the current and future trends of the industry to keep updated to the fast changing market environment.

9.7.3 Operating Risks

In order to have a smooth operation, availability of our product plays an important role in our business. For that reason, we will make an agreement with suppliers that the loss suffered due to products shortage would be charged on suppliers. Next we will install Closed-Circuit Television (CCTV) to prevent theft or vandalism in our store. Meanwhile, CCTV can use to observe the condition in our store.

We are using two primary ways to reduce operating cost while maintaining the operation of the machines. These methods are upgrading or eliminating display lighting, and occupancy sensing.

Upgrade Lighting

A typical vending machine with a lighted front display panel uses two or three 4-foot high-output T12 fluorescent lamps powered by conventional magnetic ballasts, drawing as much as 150 watts of power. This continuous load consumes 1,314 kWh per year for an annual cost of \$250 (at 80 cents per kWh). The heat from the lights also increases the machine's refrigeration load. In one test, disconnecting a vending machine's lights cut energy use by 35 percent. However, users' attempts to get operators or vendors to disconnect the lights don't always meet with success. Retro-fitting the light fixtures with energy efficient T-8 lamps and electronic ballasts will reduce the energy consumption. Pair this retrofit with

a simple timing mechanism to turn the lights off in unoccupied hours to achieve additional savings.

Occupancy Sensing

There is at least one product on the market that utilizes passive infrared technology to cut power to vending machines while an area is unoccupied. This stops the compressor from cycling and the fluorescent lights from burning. This device will also monitor room conditions and allow the machine to operate as required to keep the contents at a temperature not much different from that of regular operation.

In typical operation, power is cut to the vending machine after the area has been vacant for 15 minutes. The device is designed so that a machine in a room that's around 70 degrees Fahrenheit will be shut down for up to two hours if no one walks by. At that point, the machine is turned back on to run a compressor cycle, after which it turns back off if the occupancy sensor indicates that the area is still vacant.

When someone approaches the machine, the sensor sends a signal to turn the lights and other electronic components back on, and the compressor runs a cooling cycle if needed. The controller ensures that after the machine is re-powered, the compressor is allowed to run a complete cooling cycle before it is powered down again. A sensor also determines whether the compressor is running and prevents the machine from shutting down until the cycle has been completed. Both of these features ensure that a high-pressure start, which would strain the compressor, does not occur. An indicator light goes on if the compressor has been running for more than 12 hours—a signal that maintenance may be required. Savings, as claimed by the manufacturer and users, for vending machines equipped with these devices range from 25 to 75 percent, depending on usage patterns, occupancy in the area, and ambient conditions.

9.7.4 Financial Risks

In order to gain a positive cash flow, our management will make monthly forecasting on our business sales to have a clearer picture of business progress. Furthermore, we will find more suppliers with cheaper yet quality products to cut down our product cost and this helps to reduce the price of products which will satisfy customers.

9.7.5 Intellectual Property Infringement

With the purpose of protecting our trademark and prohibiting other parties to infringe or copy our logo and company's name, we will take lawful action towards competitors or party that makes use of our trademark.

9.7.6 Other Risk as Appropriate

We will constantly check on the performance of vending machines to make sure it is in good condition. Moreover, customers can immediately call our hotline pasted on the vending machines if found any breakdown or problems during purchasing our products.

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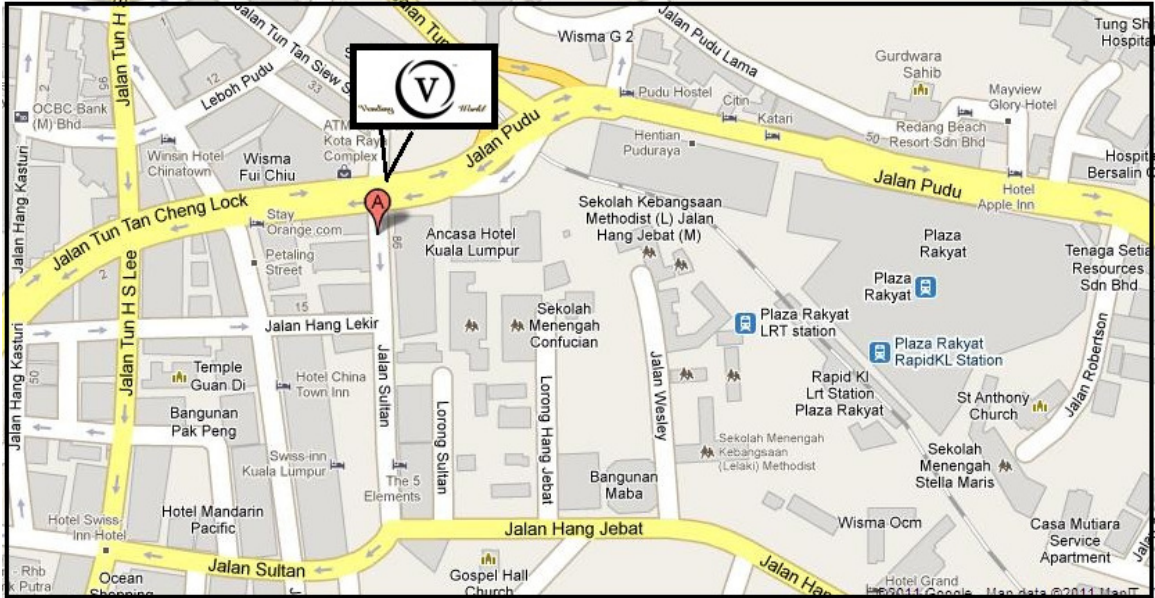
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11. APPENDICES

APPENDIX A: Company's Nama Card



APPENDIX B: Location Map



Address: No. 89 & 91, Jalan Sultan, City Centre, 50000 Kuala Lumpur.

Appendix C: Outer and Inner View of Shop Lot



Appendix D: Survey Form

Vending Machine Convenience Store Survey

UNIVERSITI TUNKU ABDUL RAHMAN (UTAR)
FACULTY OF BUSINESS AND FINANCE
BACHELOR OF BUSINESS ADMINISTRATION (HONS) ENTREPRENEURSHIP

Dear respondents,

Our concept store (V world) is an automotive service retail store which provides convenience service to consumers. Consumers can have a brand new purchasing experience by buying variety of goods through vending machine in a 24h/7 outlet. We are currently year 3 undergraduates of University Tunku Abdul Rahman, pursuing our degree which is Bachelor of Business Administration (HONS) Entrepreneurship. This survey is part of our final year project, we need to obtain primary data from the public. The objective is to understand customer perception and gain response towards vending machine convenience store.

All the information from the questionnaire would be used for research purposes only. The input and output of the questionnaire are private and confidential. Thank you for your participation.

Yours sincerely,
Choo Yong De
Seow Kok Leong
Ong Chee Hao
King Yann Mei

What is your gender?

Male
Female

What is your ethnic?

Malay
Chinese
Indian
Others: _____

How old are you?

- Below 18
19-25
26-35
36-45
46 and above

What is your education level?

- Secondary school
Diploma
Degree
Masters
Doctorate
Others: _____

What is your occupation?

- Student
Professional
Business owner
Self employment
Unemployment
Others: _____

Do you ever purchase product from vending machine?

- Yes
No

How often do you purchase product from vending machine within a week?

- 1- 2 times
3-5 times
6-9 times
10 times and above

How often do you visit convenience store within a week?

- 1- 2 times
- 3-5 times
- 6-9 times
- 10 times and above

Would you prefer automated vending machine service or convenience store in term of same product?

- Automated vending machine service
- Convenience store

What is your priority factor to consider for purchasing through vending machine?

- Price
- Variety of product
- Quality of vending machine
- Convenience
- Location
- Others: _____

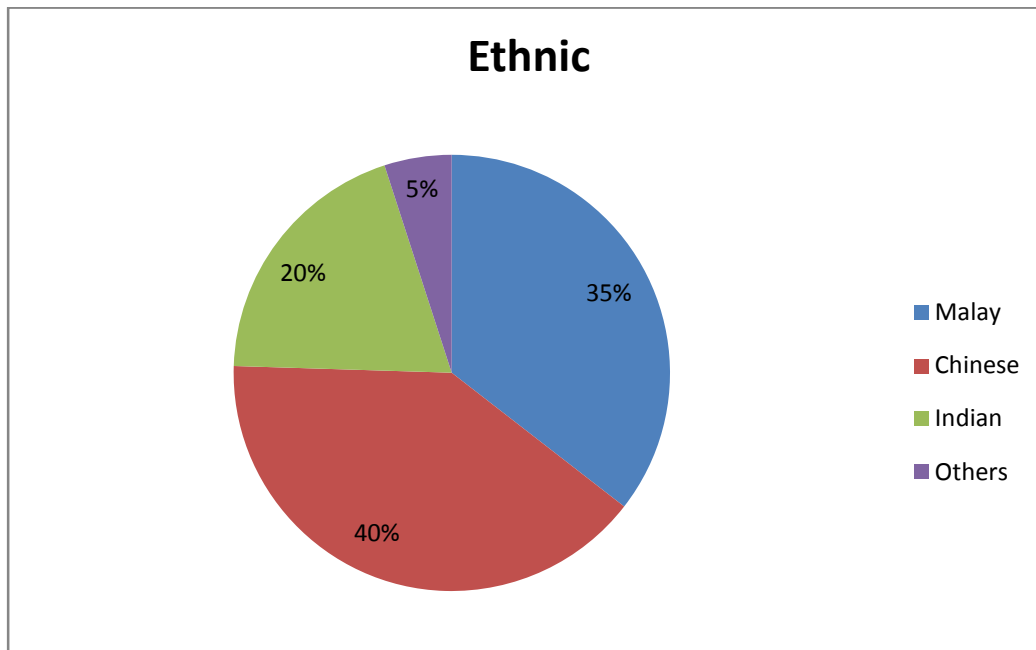
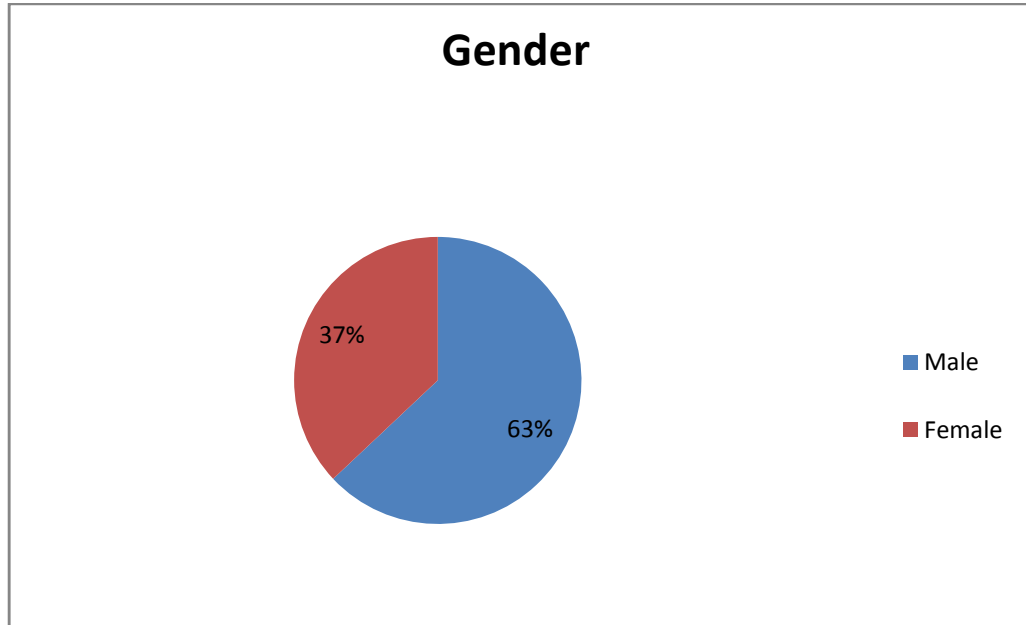
Do you prefer sales assistant serve you when shopping?

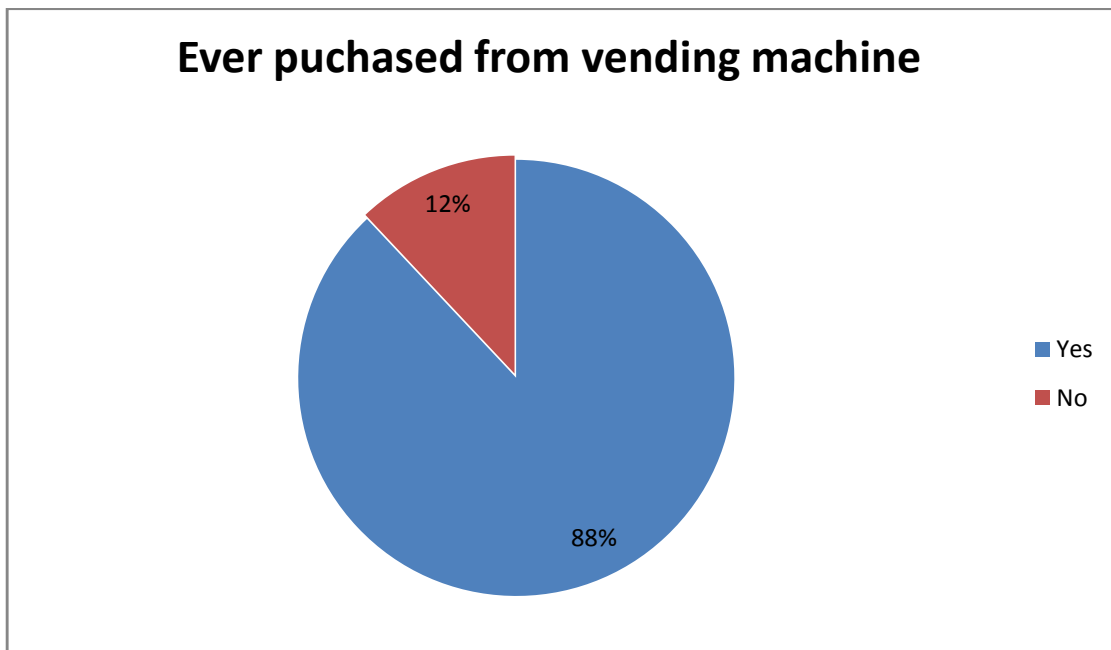
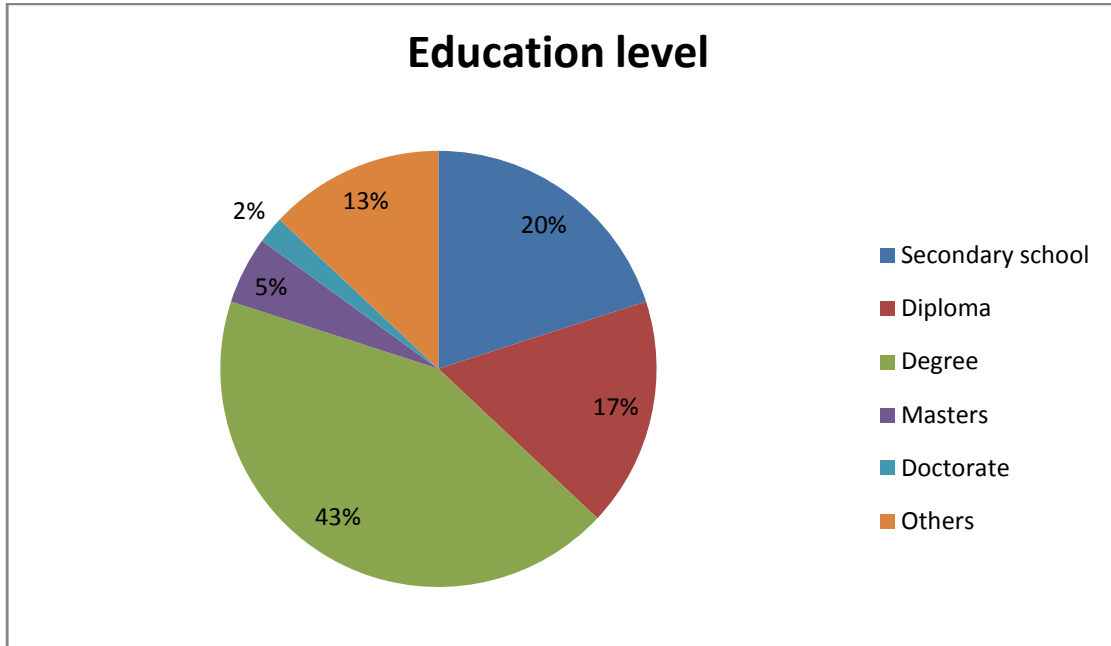
- Yes
- No

What product you normally purchase from vending machine?

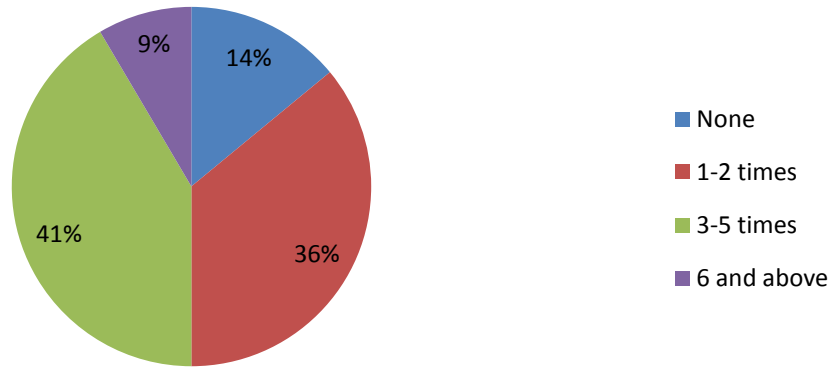
Please Specific: _____

Appendix E : Survey Result

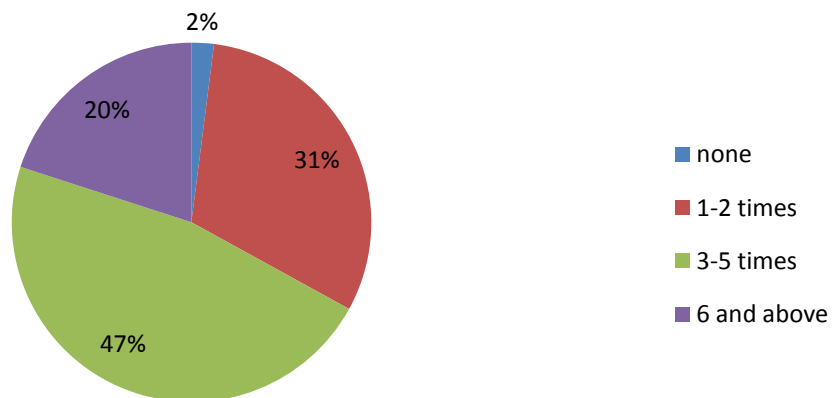




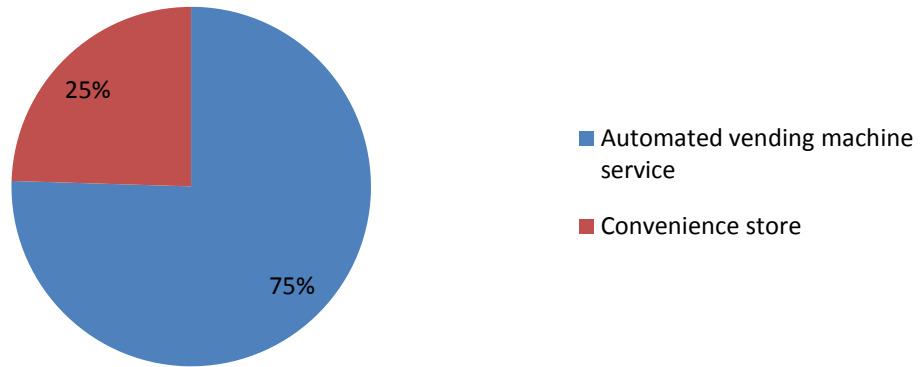
Frequencies of consumer purchase from vending machine



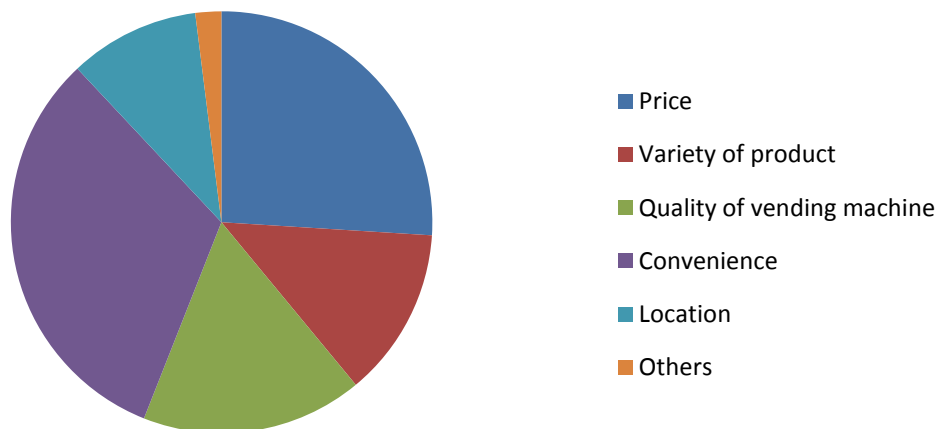
Frequencies of consumers visit convenience store

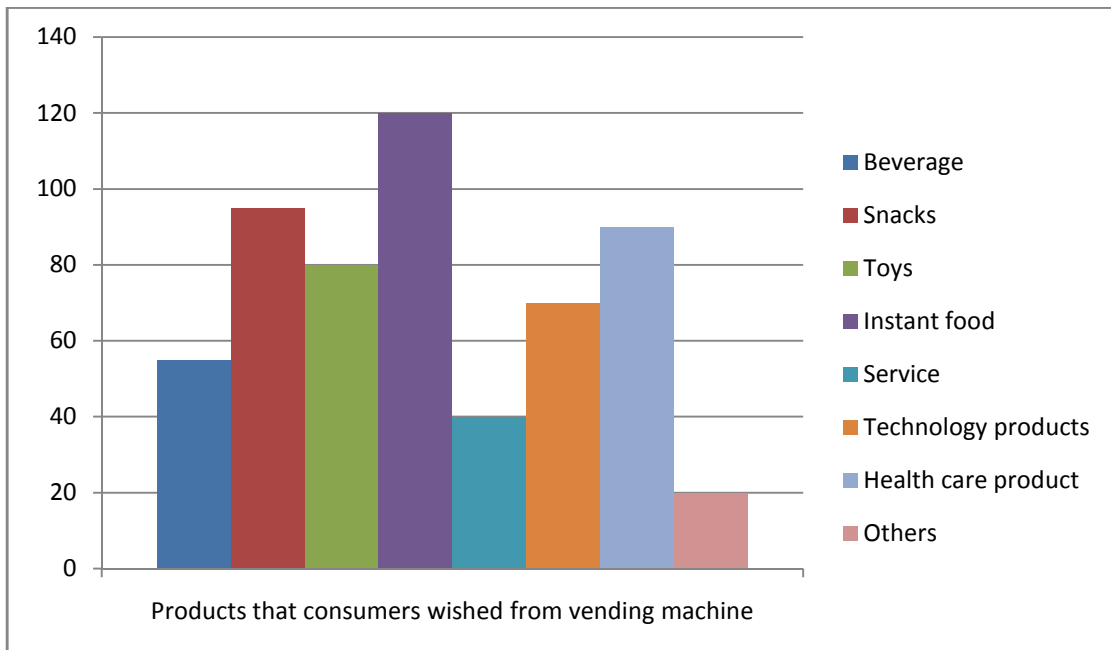
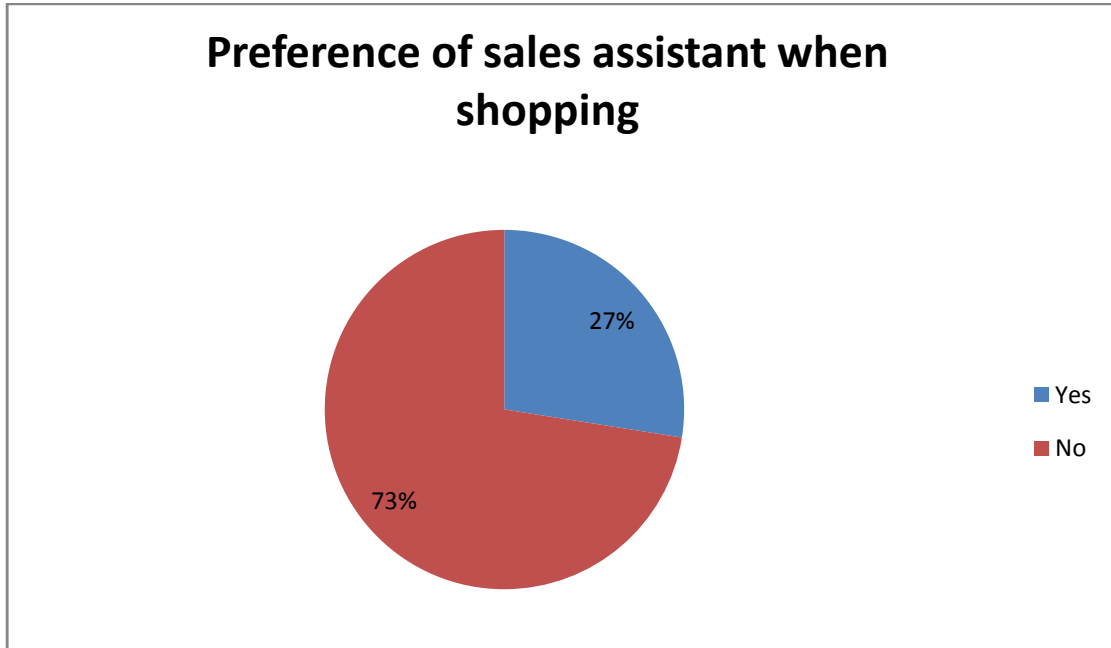


Preference of automated vending machine service or convenience store



Priority factor to consider for purchasing through vending machine





\

Appendix F: Feedback Form



We care enough to listen.

Dear Customers,

Thank you for shopping at V world. We are committed to provide you with a total exclusive purchase experience and to ensure that you receive the very best in style, variety and value. In keeping our word, we are dedicated to deliver quality products at outstanding values and at an increasingly higher standard of convenience. In our pursuit of excellence, we continue to refine these standards for many more years to come.

Your concerns, comments and suggestions are important to us. It is our honour for hearing from you to help us do even more.

Thank you for your support.

Sincerely,
 Ong Chee Hao
 (Operating Manager)

We hope you can share some of your time to answer a few question.

	Excellent	Good	Average	Below Average
Selection of product sold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of product sold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance of vending machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of product (Enough quantity in vending machine)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vending machine display and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Store outlook

If your answers above are below average or any others comments and suggestions, kindly tell us in the box below.

Appendix G: Products List

Drinks

SKU Selling Price	 CD001 RM1.00	 CD002 RM1.00	 CD003 RM1.00	 CD004 RM1.00
SKU Selling Price	 CD006 RM1.00	 CD007 RM1.00	 CD008 RM1.00	 CD009 RM1.00
SKU Selling Price	 CD010 RM1.00	 CD011 RM1.00	 CD012 RM1.00	 CD013 RM1.50
SKU Selling Price	 CD014 RM1.50			

Bottled drinks

SKU Selling Price	 BD001 RM1.00	 BD002 RM2.00	 BD003 RM2.00	 BD004 RM2.00
SKU Selling Price	 BD005 RM2.00	 BD006 RM2.00	 BD007 RM2.00	








Canned foods

SKU Selling Price	 CF001 RM3.00	 CF002 RM3.00	 CF003 RM3.00	 CF004 RM3.00
SKU Selling Price	 CF005 RM4.00	 CF006 RM5.00	 CF007 RM5.00	

Instant noodles












SKU Selling Price	 IN001 RM2.00	 IN002 RM2.00	 IN003 RM2.00	 IN004 RM2.00
SKU Selling Price	 IN005 RM2.00	 IN006 RM2.00	 IN007 RM2.00	 IN008 RM3.00

Chocolates and Sweets

SKU Selling Price	 CC001 RM2.00	 CC002 RM2.00	 CC003 RM2.00	 CC004 RM2.00
SKU Selling Price	 CC005 RM3.00	 CC006 RM3.00	 CC007 RM3.00	 CC008 RM3.00
SKU	 CC009	 CC010	 CC011	

Selling Price	RM2.00	RM2.00	RM3.00	
---------------	--------	--------	--------	--

Snacks

SKU Selling Price	 SS001 RM0.50	 SS002 RM0.50	 SS003 RM1.00	 SS004 RM1.00
SKU Selling Price	 SS005 RM1.00	 SS006 RM1.00	 SS007 RM1.00	 SS008 RM1.00
SKU Selling Price	 SS009 RM0.50	 SS010 RM1.00	 SS011 RM1.00	

Breads









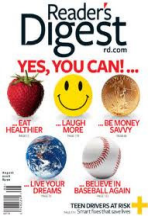



				
SKU	BB001	BB002	BB003	BB004
Selling Price	RM2.30	RM4.00	RM4.00	RM4.00
				
SKU	BB005	BB006	BB007	
Selling Price	RM0.60	RM0.60	RM1.00	

Health care

				
SKU	HC001	HC002	HC003	HC004
Selling Price	RM0.50	RM0.50	RM4.00	RM3.00
				
SKU	HC005	HC006	HC007	HC008
	RM0.50			

Selling Price		RM3.00	RM5.00	RM3.00
SKU Selling Price	 HC009 RM4.00	 HC010 RM3.50	 HC011 RM3.50	 HC012 RM3.50
SKU Selling Price	 HC013 RM4.00	 HC014 RM4.00	 HC015 RM8.00	 HC016 RM4.00
SKU Selling Price	 HC017 RM5.00			

Magazines

<p>SKU Selling Price</p>	 <p>MM001 RM8.00</p>	 <p>MM002 RM4.00</p>	 <p>MM003 RM8.00</p>	 <p>MM004 RM4.00</p>
<p>SKU Selling Price</p>	 <p>MM005 RM8.00</p>	 <p>MM006 RM5.00</p>	 <p>MM007 RM4.50</p>	 <p>MM008 RM4.00</p>
<p>SKU Selling Price</p>	 <p>MM009 RM15.00</p>	 <p>MM010 RM4.00</p>	 <p>MM011 RM15.00</p>	 <p>MM011 RM4.00</p>

Mini Soft toys

<p>SKU Selling Price</p>	 SF001 RM5.00	 SF002 RM5.00	 SF003 RM5.00	 SF004 RM5.00
<p>SKU Selling Price</p>	 SF005 RM5.00	 SF006 RM5.00	 SF007 RM5.00	 SF008 RM5.00
<p>SKU Selling Price</p>	 SF009 RM5.00	 SF010 RM5.00		

Pendrive 4G

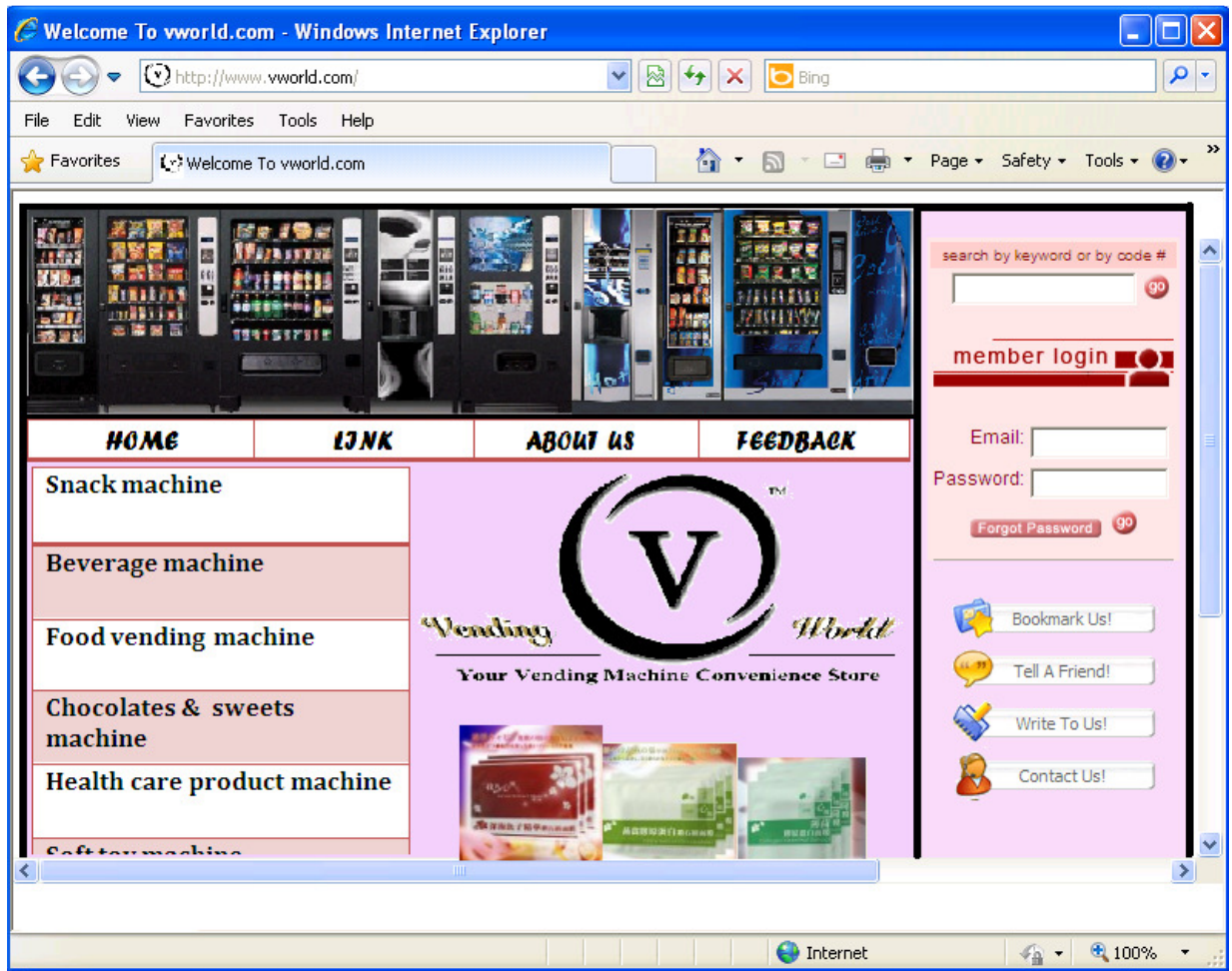
				
SKU	PP001	PP002	PP003	PP004
Selling Price	RM30.00	RM30.00	RM30.00	RM30.00
				
SKU	PP005	PP006	PP007	
Selling Price	RM30.00	RM30.00	RM30.00	

General Merchandise

			
SKU	GM001	GM002	GM003
Selling Price	RM1.00	RM1.00	RM1.00
			
SKU	GM004	GM005	GM006
		RM7.00	

Selling Price	RM7.00		RM5.00
SKU	GM007	GM008	GM009
Selling Price	RM4.00	RM4.00	RM5.00
			

Appendix H: Proposed Website



Appendix I: Supplier of Vending Machine

Company Name: M & R Technologies Sdn Bhd

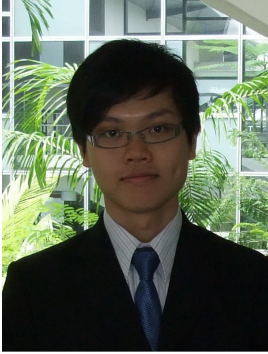
Address: No. 11, G1 & 2, Jalan Matahari ZU 5/Z, Section U5 (Subang Dua)

Sungai Buloh Batu Tiga, 40170 Shah Alam, Selangor, Malaysia.

Phone: 603-78455177

Fax: 603-78453966

Appendix J: Resume



Name : Seow Kok Leong
Address : Block 53-02-05,
Tmn Sri Sentosa,
Jln 13/133 58000,
Kuala Lumpur.
Contact (Cell) : 016-4122612
E-mail : seowkokleong88@yahoo.com

Educations

Bachelor of Business Administrations (Hons) Entrepreneurship
University Tunku Abdul Rahman 2011
Graduated with second upper qualification

STPM
Smk Bukit Bintang 2009

SPM
Smk Bandar Sunway 2007

Professional Experience

TK Light Sdn Bhd (2009-Present)
General clerk

Eclipse2 cyber café (KL) (2007)
Professional gamer

Jaya Sinar Automobile Sdn Bhd (2007)
Mechanic Assistant

Heng Fatt Engineering Sdn Bhd (2008)

Senior Assistant and Marketing Assistant

Computer Skills

Distinction in Certified Computer Examiner (CCE)

Distinction in Certified Hardware Asset Management Professional (CHAMP)

Basic computer knowledge: MS word, Power point, Excel, Word Perfect, Adobe Acrobat Reader, Photoshop CS4 and Internet.

Language Proficiency

Written: English, Mandarin, Malay

Spoken: English, Malay, Mandarin, Cantonese, Hakka

Personal Particulars

Date of Birth : 19-11-1988
Gender : Male
Race : Chinese
Nationality : Malaysian
Marital Status : Single
IC No : 881119-56-6419
Corresponding Add : No 44A, Jalan Belakong,
46000 Petaling Jaya,
Selangor.
Contact (Cell) : 016-5460763

Reference

Name : Soh Chee Hoong
Position : Sales Manager
Institution : TK Light Sdn Bhd
Relationship : Superior
Contact No : 012-5798522



Name : King Yann Mei
Address : No 54, Lorong Desa Bayu 8/A,
Taman Desa Bayu, 32040,
Sri Manjung, Perak.
Contact (Cell) : 016-5460763
E-mail : amanda88_449@hotmail.com

Educations

Bachelor of Business Administrations (Hons) Entrepreneurship
University Tunku Abdul Rahman 2011
Graduated with second upper quification

STPM
S M Methodist (ACS) Sitiawan 2007

SPM
Sekolah Menengah Kebangsaan Pantai Remis 2005

Professional Experience

Acheh Jaya Engineering Sdn Bhd (2008)
Clerk

Kedai Foto Honey (2008)
Sales Assistant

Billion Shopping Center Pantai Remis (2006)
Sales Promoter

Computer Skills

Basic computer knowledge: MS word, Power point, Excel, Word Perfect, Adobe Acrobat Reader and Internet

Language Proficiency

Written: English, Mandarin, Malay
Spoken: English, Mandarin, Malay

Personal Particulars

Date of Birth : 26-12-1988
Gender : Female
Race : Chinese
Nationality : Malaysian
Marital Status : Single
IC No : 881226-08-5928
Corresponding Add : No 54, Lorong Desa Bayu 8/A,
Taman Desa Bayu, 32040,
Sri Manjung, Perak.
Contact (Cell) : 016-5460763

Reference

Name : King Ah Sai
Position : Managing Director
Institution : Acheh Jaya Engineering Sdn Bhd
Relationship : Former Employer
Contact No : 019-5777041



Name : Ong Chee Hao
Address : No 351, Jalan Hulubalang 11,
Taman Sentosa,
41200 Klang.
Contact (Cell) : 016-3585259
E-mail : chee.hao@hotmail.com

Educations

Bachelor of Business Administrations (Hons) Entrepreneurship
University Tunku Abdul Rahman 2011
Graduated with second upper qualification

Unified Examination Certificate
Hin Hua High School 2006

SPM
Hin Hua High School 2005

Professional Experience

Pilot Vision Sdn Bhd (2007)
Sales Assistant

Jeth Coffee House (2008)
Waiter

Computer Skills

Basic computer knowledge: MS word, Power point, Excel, Adobe Acrobat Reader and Internet

Language Proficiency

Written: English, Mandarin, Malay
Spoken: English, Mandarin, Malay, Cantonese, Hokkien

Personal Particulars

Date of Birth : 22-1-1988
Gender : Male
Race : Chinese
Nationality : Malaysian
Marital Status : Single
IC No : 880122-10-5571
Corresponding Add : 351, JalanHulubalang 11,
Taman Sentosa,
41200 Klang.
Contact (Cell) : 016-3585259

Reference

Name : Ang Tiam Siew
Position : Manager
Institution : Pilot Vision Sdn Bhd
Relationship : Employer
Contact No : 016-2659529



Name : Choo Yong De
Address : No 36B, Jalan Haji Manan,
86000 Kluang,
Johor.
Contact (Cell) : 017-7136838
E-mail : yongde_choo@hotmail.com

Educations

Bachelor of Business Administrations (Hons) Entrepreneurship
University Tunku Abdul Rahman 2011
Graduated with second upper qualification

Unified Examination Certificate
Chong Hwa High School 2007

LCCI Certificate
Chong Hwa High School Kluang 2007

UBS Certificate
Chong Hwa High School Kluang 2007

SPM
Chong Hwa High School Kluang 2006

Professional Experience

Qnet (M) Sdn Bhd (2009-Present)
Senior Associate

Image Technology Digital & Communication (2008)
Sales & Service Executive

Kedai Sunbe (2006-2008)
Store Supervisor

YC Superstore Sdn Bhd (Kluang) (2006)
Sales Assistant

Computer Skills

UBS
Distinction in UBS Computerised Accounting
Credit in UBS Computerised Stock Control

Basic computer knowledge: MS word, Power point, Excel, Word Perfect, Adobe Acrobat Reader and Internet

Language Proficiency

Written: English, Mandarin, Malay
Spoken: English, Mandarin, Malay, Cantonese

Personal Particulars

Date of Birth : 18-8-1989
Gender : Male
Race : Chinese
Nationality : Malaysian
Marital Status : Single
IC No : 890818-01-5039
Corresponding Add : No 36B, Jalan Haji Manan,
86000 Kluang, Johor.
Contact (Cell) : 017-7136838

Reference

Name : Low Kee Hang
Position : Associate Partner
Institution : Qnet (M) Sdn Bhd
Relationship : Business Partner
Contact No : 012-7851508

Appendix K: Company's Assets

Item	Unit
	4
	1
	1
	6
	10

	<p>2</p>
	<p>10</p>
	<p>2</p>
	<p>1</p>
	<p>1</p>

Appendix L: Hire Purchase of Vending Machine

Hire Purchase Periods: 7 yr (84 mth)
 Interest: $168,000 \times 3\% \times 7 \text{ yr} = 35,280$

Cost	280,000
Less: Principal	<u>112,000</u>
H.P Amount	168,000
Add: Interest (3%)	<u>35,280</u>
Total Payment Amount	302,280

Monthly Installment: **2,420**

Repayment Schedule	Opening Balance (RM)	Monthly Repayment (RM)	Interest (RM)	Principal (RM)	Closing Balance (RM)
<u>2012</u>					
Jan	168,000	2,420	420	2,000	166,000
Feb	166,000	2,420	420	2,000	164,000
Mar	164,000	2,420	420	2,000	162,000
Apr	162,000	2,420	420	2,000	160,000
May	160,000	2,420	420	2,000	158,000
Jun	158,000	2,420	420	2,000	156,000
Jul	156,000	2,420	420	2,000	154,000
Aug	154,000	2,420	420	2,000	152,000
Sep	152,000	2,420	420	2,000	150,000
Oct	150,000	2,420	420	2,000	148,000
Nov	148,000	2,420	420	2,000	146,000
Dec	146,000	2,420	420	2,000	144,000
<u>2013</u>					
Jan	144,000	2,420	420	2,000	142,000
Feb	142,000	2,420	420	2,000	140,000
Mar	140,000	2,420	420	2,000	138,000
Apr	138,000	2,420	420	2,000	136,000
May	136,000	2,420	420	2,000	134,000
Jun	134,000	2,420	420	2,000	132,000
Jul	132,000	2,420	420	2,000	130,000
Aug	130,000	2,420	420	2,000	128,000
Sep	128,000	2,420	420	2,000	126,000
Oct	126,000	2,420	420	2,000	124,000
Nov	124,000	2,420	420	2,000	122,000
Dec	122,000	2,420	420	2,000	120,000

<u>2014</u>						
Jan	120,000	2,420	420	2,000	118,000	
Feb	118,000	2,420	420	2,000	116,000	
Mar	116,000	2,420	420	2,000	114,000	
Apr	114,000	2,420	420	2,000	112,000	
May	112,000	2,420	420	2,000	110,000	
Jun	110,000	2,420	420	2,000	108,000	
Jul	108,000	2,420	420	2,000	106,000	
Aug	106,000	2,420	420	2,000	104,000	
Sep	104,000	2,420	420	2,000	102,000	
Oct	102,000	2,420	420	2,000	100,000	
Nov	100,000	2,420	420	2,000	98,000	
Dec	98,000	2,420	420	2,000	96,000	
<u>2015</u>						
Jan	96,000	2,420	420	2,000	94,000	
Feb	94,000	2,420	420	2,000	92,000	
Mar	92,000	2,420	420	2,000	90,000	
Apr	90,000	2,420	420	2,000	88,000	
May	88,000	2,420	420	2,000	86,000	
Jun	86,000	2,420	420	2,000	84,000	
Jul	84,000	2,420	420	2,000	82,000	
Aug	82,000	2,420	420	2,000	80,000	
Sep	80,000	2,420	420	2,000	78,000	
Oct	78,000	2,420	420	2,000	76,000	
Nov	76,000	2,420	420	2,000	74,000	
Dec	74,000	2,420	420	2,000	72,000	
<u>2016</u>						
Jan	72,000	2,420	420	2,000	70,000	
Feb	70,000	2,420	420	2,000	68,000	
Mar	68,000	2,420	420	2,000	66,000	
Apr	66,000	2,420	420	2,000	64,000	
May	64,000	2,420	420	2,000	62,000	
Jun	62,000	2,420	420	2,000	60,000	
Jul	60,000	2,420	420	2,000	58,000	
Aug	58,000	2,420	420	2,000	56,000	
Sep	56,000	2,420	420	2,000	54,000	
Oct	54,000	2,420	420	2,000	52,000	
Nov	52,000	2,420	420	2,000	50,000	
Dec	50,000	2,420	420	2,000	48,000	
<u>2017</u>						
Jan	48,000	2,420	420	2,000	46,000	
Feb	46,000	2,420	420	2,000	44,000	

Mar	44,000	2,420	420	2,000	42,000
Apr	42,000	2,420	420	2,000	40,000
May	40,000	2,420	420	2,000	38,000
Jun	38,000	2,420	420	2,000	36,000
Jul	36,000	2,420	420	2,000	34,000
Aug	34,000	2,420	420	2,000	32,000
Sep	32,000	2,420	420	2,000	30,000
Oct	30,000	2,420	420	2,000	28,000
Nov	28,000	2,420	420	2,000	26,000
Dec	26,000	2,420	420	2,000	24,000
<u>2018</u>					
Jan	24,000	2,420	420	2,000	22,000
Feb	22,000	2,420	420	2,000	20,000
Mar	20,000	2,420	420	2,000	18,000
Apr	18,000	2,420	420	2,000	16,000
May	16,000	2,420	420	2,000	14,000
Jun	14,000	2,420	420	2,000	12,000
Jul	12,000	2,420	420	2,000	10,000
Aug	10,000	2,420	420	2,000	8,000
Sep	8,000	2,420	420	2,000	6,000
Oct	6,000	2,420	420	2,000	4,000
Nov	4,000	2,420	420	2,000	2,000
Dec	2,000	2,420	420	2,000	0

Appendix M: Vending Machine Buy Back Company

SAKAUE VENDING MACHINE SDN. BHD.

Name: Sakaue Vending Machine Sdn. Bhd.
Address: No. 21 Jalan B-J-7, Taman Perindustrian Belmas Johan,
48000 Rawang, Selangor Darul Ehsan, West Malaysia
Contact: Tel : (60)-3-6093-3833
Fax : (60)-3-6093-4833
E-mail: nomura@sakauegroup.com
Business: 1) Sales of Refurbished Vending Machines
2) Maintenance & Field Service (Including Setting at
Location)
3) Reconditioning Service of Existing Vending Machines
4) Supply of Spare Parts
5) Reconditioning of Coin Mechanism
(Sales & Service Agent of Nippon Conlux)
Employees: 17
Branch: Johor Bahru
No. 57, Jalan Rawa, Taman Perling, 81200 Johor Bahru,
Malaysia
Name: Aites Sakaue
Address: 763-1, Higashi Shinmachi, Ota-shi, Gunma-ken,
Japan, 373-0015
Contact: Tel : (81)-276-37-4232
Fax : (81)-276-37-4236
E-mail: nomura@sakauegroup.com
Business: Vending Machine Total Service Provider
1) Maintenance & Field Service (including Setting at
Location)
2) Reconditioning/Overhaul of Vending Machines
3) Supply of Spare Parts
4) Storage & Disposal of Vending Machines
5) Coin Acceptor Repair Service (Service Agent of Nippon
Conlux)

Appendix N: Business Form

BORANG A	
KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN 1957 (KAEDAH 3) PENDAFTARAN PERNIAGAAN	
(* Ruangan yang wajib)	
NO. KELULUSAN NAMA	<input type="text"/>
Saya/Kami orang yang bertanggungjawab menyerahkan untuk pendaftaran butir-butir yang berikut berhubung perniagaan yang tersebut di bawah ini.	
MAKLUMAT PERNIAGAAN (* Ruangan yang wajib)	
1. * NAMA PERNIAGAAN	<input type="text"/>
2. * TARIKH PEMULAAN PERNIAGAAN	<input type="text"/> (hh/bb/tttt)
3. * PERJANJIAN PERKONGSIAN	<input type="checkbox"/> ADA (lampirkan salinan perjanjian) <input type="checkbox"/> TIADA
	TARIKH <input type="text"/> (hh/bb/tttt)
4. * ALAMAT TEMPAT UTAMA PERNIAGAAN	<input type="text"/>
	<input type="text"/>
	BANDAR <input type="text"/>
	POSKOD <input type="text"/>
	NEGERI <input type="text"/>
5. TELEFON	<input type="text"/>
	FAKS <input type="text"/>
6. E-MEL	<input type="text"/>
7. ALAMAT SURAT-MENYURAT (jika berlainan daripada di atas)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	BANDAR <input type="text"/>
	POSKOD <input type="text"/>
	NEGERI <input type="text"/>

BORANG A				
KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN 1957				
(KAEDAH 3)				
PENDAFTARAN PERNIAGAAN				
MAKLUMAT CAWANGAN (* Ruangan yang wajib)				
BIL	ALAMAT CAWANGAN	BANDAR	POSKOD	NEGERI
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

BORANG A		
KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN 1957 (KAEDAH 3) PENDAFTARAN PERNIAGAAN		
MAKLUMAT PEMILIK (* Ruang yang wajib)		
1.* NAMA PEMILIK	<input style="width: 100%;" type="text"/>	
2.* TARIKH LAHIR	<input style="width: 100%;" type="text"/>	
3.* KERAKYATAN	<input type="checkbox"/> MALAYSIA	<input type="checkbox"/> PENDUDUK TETAP (nyatakan negara asal)
	<input style="width: 100%;" type="text"/>	
4.* NO. PENGENALAN PERIBADI	5.* WARNA	
KAD PENGENALAN (LAMA)	<input type="checkbox"/> BIRU	<input style="width: 100%;" type="text"/>
MYKAD	<input type="checkbox"/> MERAH	
(i.e.: 810226-02-5601)		
MYPR	<input type="checkbox"/> LAIN-LAIN	
(i.e.: 810226-02-5601)		
PASPORT		<input style="width: 100%;" type="text"/>
POLIS		
TENTERA		
6.* JANTINA	<input type="checkbox"/> LELAKI	<input type="checkbox"/> PEREMPUAN
7.* BANGSA	<input type="checkbox"/> MELAYU	<input type="checkbox"/> BUMIPUTERA SABAH
	<input type="checkbox"/> CINA	<input type="checkbox"/> BUMIPUTERA SARAWAK
	<input type="checkbox"/> INDIA	<input type="checkbox"/> i. KADAZAN
	<input type="checkbox"/> LAIN-LAIN (sila nyatakan)	<input type="checkbox"/> ii. IBAN
		<input type="checkbox"/> iii. DUSUN
		<input type="checkbox"/> i. BIDAYUH
		<input type="checkbox"/> ii. BAJAU
		<input type="checkbox"/> iii. MELANAU
8.* ALAMAT KEDIAMAN	<input style="width: 100%;" type="text"/>	
	<input style="width: 100%;" type="text"/>	
9.* BANDAR	<input style="width: 100%;" type="text"/>	
10.* POSKOD	<input style="width: 100%;" type="text"/>	
11.* NEGERI	<input style="width: 100%;" type="text"/>	
12. TELEFON	<input style="width: 50%;" type="text"/>	FAKS <input style="width: 50%;" type="text"/>
13. E-MEL	<input style="width: 100%;" type="text"/>	
14.* PEMILIKAN	<input type="checkbox"/> PEMILIKAN TUNGGAL	<input type="checkbox"/> PERKONGSIAN
	TANDATANGAN PEMILIK	

BORANG A		
KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN 1957		
[KAEDAH 3]		
PENDAFTARAN PERNIAGAAN		
MAKLUMAT JENIS PERNIAGAAN (* Sila isi sekurang-kurangnya satu)		
	NO. KOD JENIS PERNIAGAAN	PERIHAL
1.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
3.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
4.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
5.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
6.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
7.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
8.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
9.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
10.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
PENGESAHAN OLEH PEMILIK TUNGGAL/ RAKAN KONGSI (* Ruangan yang wajib)		
<p>Saya/Kami yang bertandatangan di bawah ini mengesahkan ketepatan semua kenyataan yang dibuat dalam borang ini dan mengaku bahawa saya/kami adalah pemilik/rakan kongsi bagi perniagaan yang bernama</p>		
<u>NAMA</u>	<u>NO. KAD PENGENALAN DAN WARNA</u>	<u>TANDATANGAN/CAP IBU JARI KANAN</u>
Bertarikh _____	haribulan _____	

P.U. 173/66
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, *I/C 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 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,20.....

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.

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

FORM 13A. Request For Availability Of Name.

FORM 13A
Companies Act 1965
(Section 22 (6))

REQUEST FOR AVAILABILITY OF NAME

Our Ref

Reference No. (Leave Blank)

.....

SECTION A: TO BE COMPLETED BY APPLICANT IN BLOCK LETTERS

† PROPOSED NAME (MAXIMUM 50 CHARACTERS)

PURPOSE N-NEW INCORPORATION F-REGISTRATION OF FOREIGN COMPANY C-CHANGE OF NAME NAME OF APPLICANT: ADDRESS OF APPLICANT: TELEPHONE No: REQUEST DATE:	TYPE S-LIMITED BY SHARES G-LIMITED BY GUARANTEE U-UNLIMITED COMPANY <i>Signature of Applicant</i>
--	---

† 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:.... /.... /.... A-AVAILABLE R-REJECTED S-SUBJECT TO QUERY	DATE PROCESSED:...../...../..... PROCESSED BY: DATE ENTERED:.... /.... /.... 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:
7. The nature of the business carried on or to be carried on by the company
(Am. P.U.(A) 80 /1993:s.5)
8. Other comments:
(Am. P.U.(A) 80 /1993:s.5)

Notes:

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

Use additional sheets if necessary.

[Ins. P.U.(A) 16 / 1986:s.13

INTELLECTUAL PROPERTY DIVISION – TRADE MARK

TRADE MARKS REGISTRY

TM 05

TRADE MARKS ACT 1976

TRADE MARKS REGULATION 1997

APPLICATION FOR REGISTRATION OF A MARK

(Subregulations 18(1))

1. Application is hereby made for the registration of a:

trade mark defensive trade mark certification trade mark

Note: Please tick the box appropriate to the kind of mark which registration is desired. In the case of a trade Mark a copy of the oath, sworn statement or statutory declaration by the applicant is true must be attached. In the case of a certification trade Mark a copy of the rules governing its use must be attached. In the case of a defensive trade mark a copy of the statement of case verified by a statutory declaration, must be attached.

(Five (5) copies of the Form must be enclosed with the application)

2. Representation of mark:

Note: If the space provided is insufficient, the representation may be made on a separate sheet which must be firmly annexed to this Form.

If the application is for series of a trade marks under section 24 a representation of each mark in the series must be given.

Representation must be clear and durable and comply with regulation 34.

If the mark is coloured and is to be limited accordingly, please tick this box:

3. List of goods or services:

4. Class

Goods or services falling within more than one international class must be subject of separate applications. Continue on a separate sheet if necessary.

5.	Limitations, etc.:
<p>Insert below any conditions, disclaimers or other limitations to which the registration will be subjected to.</p> <p>If the mark contains or consists of a word or words in non-Roman characters or in a language other than English language or the national language a certified transliteration and translation as appropriate must be provided.</p>	
6.	Full name and address of applicant:
<p>If the applicant resides abroad, an address for service in Malaysia must be provided.</p>	
7.	Full name and address of agent (if any):
<p>If this is the address for service and is not already on record, Form TM 1 must be filed with this Form.</p>	
8.	Agent's Registration No. (if known):
9.	Agent's own reference:
10.	International Convention priority claim:
<p>If priority date is claimed under International Convention or a bilateral arrangement, please give details below and attach the relevant documents.</p> <p>Convention country: _____ Priority date claimed: _____</p>	
11.	Date of first use of the mark in Malaysia (if any):
<p>12. Declaration: I/We claim to be the bona fide proprietor of the mark whose registration is applied for and, where the mark has not been used in Malaysia, that the application is made in good faith and that I/We am/are entitled to be registered as the proprietor.</p> <p>An agent signing this Form on behalf of the applicant must satisfy himself as to the truth of the declaration.</p> <p>Signature:</p> <p>Name of signatory (in block letter):</p> <p>Date :</p> <p>If the applicant is a partnership, the full names of all the partners must be stated.</p>	

IN THE MATTER of the *Trade Marks Act, 1976* and the *Trade Marks Regulations, 1997*

and

IN THE MATTER of application for the Registration of trade/service mark in Malaysia.

STATUTORY DECLARATION

I, _____ (a), [NRIC No. _____ (b)] of full age and care of _____ (c), Malaysia, do solemnly and sincerely declare that:

1) I am _____ (d) (Company Registration No. _____) of _____ (e), Malaysia (hereinafter referred to as the "Applicant") and I am duly authorized to make this Statutory Declaration on behalf of the Applicant. The facts deposed herein are true to the best of my knowledge, information and belief.

2) The Applicant is the bona fide proprietor of the mark; a representation of which appears below and the Applicant is entitled to be registered as the proprietor of the same in Class(s)

(Representation of Trade Mark)

3) The Applicant hereby appoints _____ of _____ of _____ to be the Trade Mark Agents for the filing, prosecution and registration of the above mark and all other matters related thereto.


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

Subscribed and solemnly declared by the

above named,
this day of
At

Before me,
Commissioner for Oaths

- a) insert name of declarant
- b) I.C or passport number
- c) insert address of declarant
- d) insert designation of declarant
- e) insert name of company

	KUMPULAN WANG SIMPANAN PEKERJA PERMOHONAN PENDAFTARAN MAJIKAN EMPLOYER'S REGISTRATION APPLICATION	KWSP 1 (MAJ) PERCUMA		
(A) JENIS PENDAFTARAN MAJIKAN / TYPE OF EMPLOYER REGISTRATION				
SILA TANDAKAN SALAH SATU SAHAJA / PLEASE TICK ANY OF THE BOXES BELOW				
1. KERAJAAN <small>GOVERNMENT</small>	<input type="checkbox"/>	4. MAJIKAN KEPADA ORANG GAJI DOMESTIK <small>EMPLOYER'S REGISTRATION FOR DOMESTIC SERVANTS</small>	<input type="checkbox"/>	
2. BERDAFTAR DENGAN SURUHANJAYA SYARIKAT MALAYSIA <small>REGISTERED WITH COMPANIES COMMISSION OF MALAYSIA</small>	<input type="checkbox"/>	5. LAIN-LAIN <small>OTHERS</small>	<input type="checkbox"/>	
3. BERDAFTAR SELAIN DENGAN SURUHANJAYA SYARIKAT MALAYSIA <small>REGISTERED WITH OTHER THAN COMPANIES COMMISSION OF MALAYSIA</small>	<input type="checkbox"/>			
NOTA : BAGI PENDAFTARAN MAJIKAN KEPADA ORANG GAJI DOMESTIK, SILA LENGKAPKAN RUANGAN (F), (G) DAN (H) SAHAJA. NOTE : TO REGISTER EMPLOYER FOR DOMESTIC SERVANTS, PLEASE COMPLETE SECTION (F), (G) AND (H) ONLY.				
(B) MAKLUMAT MAJIKAN / EMPLOYER'S DETAILS				
NAMA PENUH MAJIKAN/ <small>EMPLOYER'S NAME</small>				
NOMBOR PENDAFTARAN PERNIAGAAN/ SYARIKAT/ FIRMA/PERSATUAN <small>BUSINESS/COMPANY REGISTRATION NUMBER</small>				
TARIKH PENJUBAHAN <small>DATE OF INCORPORATION</small>	- - - - -			
TARIKH MULA MENGAMBIL PEKERJA <small>EMPLOYER'S RECRUITMENT START DATE</small>	- - - - -			
ENTITI PERNIAGAAN <small>BUSINESS ENTITY</small>	PERKONGSIAN <small>PARTNERSHIP</small>	<input type="checkbox"/>	PEMILIK TUNGGAL <small>SOLE PROPRIETOR</small>	<input type="checkbox"/>
	SENDIRIAN BERHAD <small>PRIVATE LIMITED</small>	<input type="checkbox"/>	BERHAD <small>LIMITED</small>	<input type="checkbox"/>
			LAIN-LAIN <small>OTHERS</small>	<input type="checkbox"/>
JENIS PERNIAGAAN <small>TYPE OF BUSINESS</small>				
BILANGAN PEKERJA <small>NUMBER OF EMPLOYEES</small>	- - - - -			
UNTUK KEGUNAAN KWSP SAHAJA FOR EFF USE ONLY		<div style="border: 1px solid black; width: 100%; height: 100%;"></div> COP TARIKH TERIMA		
BULAN TANGGUNGAN MENCARUM	- - - - -			
KOD STANDARD INDUSTRI	- - - - -			

Sila hubungi 03 - 8622 8000 untuk sebarang pertanyaan mengenai permohonan ini.

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

(C) MAKLUMAT PERNIAGAAN / BUSINESS DETAILS

ALAMAT PERNIAGAAN <small>BUSINESS ADDRESS</small>											
POSKOD <small>POSTCODE</small>					NEGERI <small>STATE</small>						
ALAMAT BERDAFTAR (SEKIRANYA BERBEZA DENGAN PERNIAGAAN) <small>REGISTERED ADDRESS (IF DIFFERENT FROM BUSINESS)</small>											
POSKOD <small>POSTCODE</small>					NEGERI <small>STATE</small>						
ALAMAT SURAT MENYURAT <small>MAILING ADDRESS</small>											
POSKOD <small>POSTCODE</small>					NEGERI <small>STATE</small>						
NAMA PEGAWAI <small>NAME OF OFFICER</small>											
JAWATAN <small>DESIGNATION</small>											
NO. TELEFON 1 <small>TELEPHONE NO. 1</small>					NO. TELEFON 2 <small>TELEPHONE NO. 2</small>						
NO. TELEFON BIMBIT <small>MOBILE NO.</small>					NO. FAKSIMILI <small>FAX NO.</small>						

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

NAMA <small>NAME</small>											
JAWATAN <small>DESIGNATION</small>											
NO. K.P./PASPORT <small>IC/PASSPORT NO.</small>					NO. AHLI KWSP <small>AKAUN NO. / NO.</small>						
WARGANEGARA <small>CITIZENSHIP</small>											
TARIKH LANTIKAN <small>DATE OF APPOINTMENT</small>											

(E) NAMA DAN ALAMAT TEMPAT PERNIAGAAN LAIN ATAU CAWANGAN / OTHER BUSINESS OR BRANCH

NAMA <small>NAME</small>	ALAMAT <small>ADDRESS</small>

NOTA : JIKA RUANGAN TIDAK MENCIKUP, SILA BERTAKAN LAMPIRAN BERSAMA PERMOHONAN INI.
NOTE : IF SPACE IS INSUFFICIENT, PLEASE USE SEPARATE ATTACHMENT TOGETHER WITH THIS FORM.

Sila hubungi 03 - 8922 5000 untuk sebarang pertanyaan mengenai permohonan ini.

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

(F) MAKLUMAT MAJIKAN ORANG GAJI DOMESTIK / EMPLOYER'S DETAILS FOR DOMESTIC SEBIKARYA APPLICATION			
NAMA MAJIKAN <small>EMPLOYER'S NAME</small>			
NO. K.P/PASPORT <small>K.P/PASPORT NO.</small>			
ALAMAT KEDIAMAN/ PERNIAGAAN <small>RESIDENTIAL / BUSINESS ADDRESS</small>			
POSKOD <small>POSTCODE</small>		NEGERI <small>STATE</small>	
NO. TELEFON RUMAH <small>HOME TELEPHONE NO.</small>		NO. TELEFON PEJABAT <small>OFFICE TELEPHONE NO.</small>	
NO. TELEFON BIMBIT <small>MOBILE TELEPHONE NO.</small>		NO. FAKSIMILE <small>FAX NO.</small>	
SAYA SUDAH / BELUM DIDAFTRKAN SEBAGAI SEORANG MAJIKAN. NO. RUJUKAN MAJIKAN KWSP SAYA (IALAH THIS COMPANY REGISTERED / NOT REGISTERED WITH KWSP. THE COMPANY'S REGISTRATION NO. IS			BILANGAN ORANG GAJI DOMESTIK
(G) MAKLUMAT ORANG GAJI DOMESTIK / DOMESTIC SEBIKARYA DETAILS			
<small>NOTA : JIKA RUANGAN TIDAK MENCIKUP, SILA LENGKAPKAN DAN BERTAKAN PERMOHONAN YANG BERASINGAN.</small>			
NAMA ORANG GAJI DOMESTIK <small>DOMESTIC SEBIKARYA NAME</small>			
NO. K.P/PASPORT <small>K.P/PASPORT NO.</small>			
TANDATANGAN ORANG GAJI DOMESTIK <small>DOMESTIC SEBIKARYA SIGNATURE</small>		TARIKH <small>DATE</small>	
(H) PENGESAHAN MAJIKAN / EMPLOYER'S DECLARATION			
<small>NOTA : RUANGAN INI PERLU DILENGKAPKAN BAGI SEMUA JENIS PENDAFTARAN MAJIKAN.</small>			
1. SAYA MENGENSAHKAN SEMUA MAKLUMAT DAN DOKUMEN YANG DIBERIKAN ADALAH SAH DAN BENAR <small>I HEREBY CONFIRM THAT ALL THE INFORMATION AND DOCUMENT GIVEN IN THIS APPLICATION IS VALID AND CORRECT.</small>			
TANDATANGAN MAJIKAN / WAKIL MAJIKAN <small>EMPLOYER'S SIGNATURE</small>	JAWATAN <small>DIRECTION</small>	COP RASMI SYARIKAT <small>COMPANY STAMP</small>	TARIKH <small>DATE</small>

Sila hubungi 03 - 8622 6000 untuk sebarang pertanyaan mengenai permohonan ini.



**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 Dilisi 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 ditubuhan

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 perkerja 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 ususan surat menyurat (sekiranya berbeza dengan alamat perniagaan)

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

Jawatan - Isi jawatan pegawai yang bertanggungjawab ke atas urusan KWSP

Nombor Telefon 1 & 2 - Isi nombor telefon pegawai yang bertanggungjawab ke atas urusan KWSP

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 K/Pasport - Isi no. K/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 K/Pasport - Isi nombor K/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) PENGESAHAN MAJIKAN

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

Sila hubungi 03 - 8923-6000 untuk sebarang pertanyaan berkaitan permohonan ini.

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 Diri / Polls / 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)
 - 1.4.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
 - 1.4.3. Salinan Borang 49 dan Borang 9 Pendaftaran Syarikat
 - 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)
 - 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)
 - 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 berdarkwat 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 - 8022-6000 untuk sebarang pertanyaan berkaitan permohonan ini.



BORANG 1
BORANG PENDAFTARAN MAJIKAN
PERATURAN-PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971
 (Peraturan 10)

1. Nama Perusahaan

2. Alamat Surat
-menyurat
Bandar
Poskod Peti surat No.Beg berkunci WDT

3. (a) Nombor Telefon (b) No. Faks
(c) Alamat e-mail:

4. (a) Nombor Pendaftaran Perniagaan / Syarikat / Pihak Berkuasa Tempatan/ Lain-lain
(b) Tahun Pendaftaran Perusahaan (c) Tarikh Perusahaan dimulakan
(d) Jenis Ketaunpunaan [tandakan (✓) dalam petak yang sesuai] Hari Bulan Tahun
 i. *Ketaunpunaan Tunggal ii. *Pekongsian
 iii. *Syarikat Persendirian iv. *Syarikat Awam
 v. Lain-lain (nyatakan).....
 (sertakan salinan Borang Pendaftaran yang berkaitan dan lengkapkan butiran 6 di bawah)

(e) Jenis Perusahaan

(f) Alamat Penuh Tempat Letaknya Perusahaan (jika berlainan daripada alamat di atas)
.....

5. (a) Tarikh pertama di mana seorang 'Pekerja' diambil bekerja
 Hari Bulan Tahun
(b) Jumlah 'Pekerja' yang telah diambil bekerja sehingga tarikh pendaftaran
(c) Jumlah amaun gaji yang kena dibayar kepada 'Pekerja' pada bulan mendaftar RM

6. Nama, Nombor Kad Pengenaln (Baru), dan Alamat Tempat Tinggal Pemunya/Pekongsi Urusan/Pengarah Urusan/Wakil yang diberi kuasa
(Sila sediakan lampiran sekiranya ruangan tidak mencukupi)
.....

Saya dengan ini mengaku bahawa pernyataan di atas adalah benar sepanjang pengetahuan dan kepercayaan saya.

Tandatangan (Pemunya/Pekongsi Urusan / Pengarah Urusan/Wakil yang diberikuasa) Nama :
 Tarikh : Cop Rasmi Perusahaan

* Sila sertakan salinan Borang D dan A atau Borang 9 dan 49 atau Borang lain yang dikeluarkan oleh Suruhanjaya Syarikat Malaysia.

Bagi kegunaan PERKESO

No.Kod Majikan Tarikh Liabiliti di Bawah Akta

Kod Perusahaan Tarikh Pendaftaran Tandatangan Pegawai
 Hari Bulan Tahun Name:

Cop Tarikh Diterima



**BORANG 2
BORANG PENDAFTARAN PEKERJA**

PERATURAN-PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971
(PERATURAN 10, 12(4) dan 12A)

NOMBOR KOD MAJIKAN							

Sila gunakan HURUF BESAR, Dakwat Hitam sahaja dan rujuk catatan di belakang Borang ini.
Di bawah ini saya berikan nama dan butir-butir pekerja perusahaan ini sebagaimana dalam Seksyen 2(5) Akta.

Nombor Kad Pengenalan Baru (Sita nyatakan No Kad Pengenalan Lama, jika ada) (1)	Nama Pekerja (Seperti dalam Kad Pengenalan) (2)	Tarikh Lahir (3)			Jantina (4)	Keturunan (5)	Tarikh Mula Bekerja (6)			Pekerjaan (7)	Bagi Kegunaan PERKESO (8)
		H	B	T	L/P		H	B	T		
	Lama										
	Lama										
	Lama										
	Lama										
	Lama										
	Lama										
	Lama										
	Lama										
	Lama										
	Lama										

Saya mengaku bahawa tiada seorang pun pekerja perusahaan ini sebagaimana yang ditakrifkan dalam seksyen 2(5) Akta telah tertinggal daripada senarai di atas.

Tarikh:
Nama Perusahaan:

Tandatangan :
(Pemunya/Pekongsi Urusan/Pengarah Urusan/Wakil Yang Diberikuasa)

Nombor Telefon (Pejabat):

Nama :
(HURUF BESAR)

Cop Rasmi Perusahaan