

BEN 2015 GROUP 11

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BUSINESS PLAN

OREP COMPANY

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Business Plan prepared March 2016

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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.
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We have came out an idea for this business plan coincidentally. We faced difficulties during washing the food containers as we need to use more detergent and more time to clean up. Then we have a thought to create and innovate a usual container into a non-stick container. After that, we have started our research.

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1.0 EXECUTIVE SUMMARY

1.1 The Opportunity

OREP container is designed to ease human daily life. The feature of OREP container is oil repellent. The management team aims to reduce pollution in long term and educate environmentalism. Besides that, the management team targets the people who unlikely to bring along own container to takeaway and change the consumer behavior of using plastic containers. It also solves the problem of difficulties in washing and skin sensitive such as eczema, as OREP product can be wash easily.

1.2 The Description of the Business

OREP Company is a manufacturing and research and development company. OREP Company coats plastic containers by using superoleophobic nanotechnology. Besides, OREP Company collaborates with University Science Malaysia for continuous research and development in order to improvise OREP products and expand the product line in future. OREP Company will be focusing on marketing and branding of OREP product in order to create brand equity in consumer mind.

1.3 Competitive Advantage

OREP Company has competitive advantage in the market due to the speciality and the feature of OREP container. OREP product is the first oil repellent container in Malaysia market. Besides, OREP Company has strong management team, product differentiation and branding, and supported by government.

1.4 The Target Market

OREP Company targets individuals such as young adult, housewife and chef to be the customers. The target market is set at Penang, Perak and Kedah; the Northern Region in Malaysia.

1.5 The Management Team

OREP's management team is formed by five partners; Ms. June Lew Wan Ling is the Chief Executive Officer, Mr. Liew Yao Zu is the Finance Manager, Mr. Lee Hue Seng is Human Resource and Administration Manager, Ms. Janice Ho Houi Houi is Marketing Manager and Ms. Ng Mei Yee is Operation Manager.

1.6 Brief Summary of the Financial Projections

The company project will suffer loss for first year and breakeven is second year. The first year loss is –RM 436,946 and second year profit is RM 138,813 and third year profit is RM 593,963. The Research and Development of product and advertising expenses are two major expenses of the company. Thus, the company will invest more on the R&D and advertising part since the product is new and unique in the market. The company has pattern the oil repellent lunch box as other competitor could not copy the product.

1.7 Description of What the Business Needs

The capital required is large as company involved in new coating technology. The capital needed is RM 600,000. Each partner will contribute RM 40,000 and the company will apply Inno fund for RM 400,000. The major capital used in R&D, advertising and buying the machine and equipment.

1.8 Exit Strategy for Investor

If the company performance badly and suffer loss for years, the partner will sell the business and the price will divide by 5. Each partner will get equal amount of payment. If the partner resign or pass away, the replacement will get and replace the position of late partner.

2.0 THE BUSINESS

2.1 The Description of the Business

2.1.1 The name, logo and location of the propose business

The name of our company is OREP Company. OREP is the abbreviation of Oil Repellent, associates with the oil-free concept and cleanliness. It is a limited liability partnership company set up by five partners. OREP keen in changing human lifestyle and solve the environmental issues in Malaysia by introducing and providing the first oil repellent coating on food container.

Figure 2.1 OREP Company Logo



OREP logo is designed to be simple and elegant. There are three main colours used in the logo: yellow, green and blue. Each colour represents different meanings and the motives of company. Yellow colour means original, where the idea is mainly came from the nature colour of oil. The company wants to be sincere and honest to the customers, also means the originality from the management. Green colour represents the environment, where the company is concern and aware of the environmental changes and issues. OREP wants to be a part of the world who raise the awareness of community to sustain a green environment. Blue represents the nature colour of water, which mainly represents the oil repellent product itself that able to be clean by water. It also represents

speciality of OREP, where the idea is came from the combination of water and oil. Water and oil will never able to combine and becoming a mixture; these also represents the nature of business of OREP of being special. The logo is designed in circle and surround by two black stripes; which means the power and promises from the management team to deliver the best to the customers.

Penang is the ideal location for OREP Company to start-up business. Penang is the first State who started 'NO Plastic Bag' Campaign and banned the use of polystyrene containers in Malaysia. Since 2009, Penang State Government had create awareness and educate the citizen to reduce the usage of polystyrene container by using tiffin container. In year 2012, Penang successfully banned the use of polystyrene containers and the citizen are well-educated with Go Green concept. The ban is a part of Penang 'Cleaner, Greener Penang' initiative, which align with OREP's mission and vision – increase recycling rate and reduce pollutions. The management team strongly believe that Penang state is the best choice of target market.

Thus, OREP headquarter will be based in Penang. It is a newly developed 3-storey detached factory that located at Lorong Iks Simpang Ampat, Taman Iks Simpang Ampat, 14100 Simpang Ampat, Pulau Pinang, Malaysia. It has built up 3360 sf of office, 2880 sf of production area. The location is chosen based on the location of our target market, key partners and suppliers. The location of company is 7km away from our key supplier factory and warehouse. The 3-storey building will include production floor, management office and OREP showroom.

2.1.2 Nature of business

OREP is the first manufacturing company to introduce oil-repellent concept and produce oil-repellent food container, namely OREP container. Oil-repellent, also known as superoleophobic coating, uses nanotechnology to make coating on plastic food container. The coated food container will obtain 'self-cleaning' function: the coated surface resist oily component and the coated food container may clean as simply rinsed by water, without the aid of detergent.

OREP is a Research and Development company in collaboration with University Science Malaysia. The management team aimed to improvise OREP coating process with lesser cost and add values to the products and create more product lines in the market.

Besides, OREP is also eco-friendly company that aims to create awareness and educate the people to be environmentalism.

2.1.3 Company missions and objectives

OREP Company is looking forward for long term business. In order to create own branding and increase the reputation of company, OREP has developed our tagline: OREP, your best choice!

In five years' time, OREP aimed to expand the business by diversified the product range by introducing new OREP products. OREP's vision is to be the top leader in oil repellent company in the world.

OREP's missions:

1. Create a new trend
2. Changing lifestyle
3. Provide the best quality of superoleophobic product
4. Advocate environmentalism

OREP's objectives:

1. Meet the society requirements: eco-friendly environment trends
2. To meet financial goals and turnover within 3 years
3. To create brand equity
4. To realise the potential of our people

2.2 The Opportunity

2.2.1 Problem to solve or need to be filled

I. Environmental issues and land filling

Takeaway food (as known as tapao) is a common practice in Malaysia. It happens in fast food restaurant, hawkers, stalls, roadside stalls and most commonly in the night market. The expansion of food industry results in the increase of used of plastics and disposable food containers. The disposable food containers bring convenience to the people, however, it turned into an environmental hazards due to improper waste management, such as littering. According to Phee Boon Poh, State Executive Councillor of Environment, Health, Welfare and Caring Society, plastics bags and polystyrene food and drink containers choked drainage systems in Penang, further causes flash floods and dengue. According to Ng C.C. (2015), The National Strategic Master Plan 2005 estimated a total of 31.500 tonnes of solid waste generated per day by 2020. “If the plastic waste is not managed efficiently and effectively, it will further negatively affect the health of local communities and the environment.” Said Ng C.C. (2015).

On the other hand, plastic waste is one of the land filling materials. Bulk waste that unable to be discomposed is used for land filling, whereas the degradable waste will be use to recycle and reproduce. According to Phee Boon Poh, the State Minister for Health, Welfare, Caring Society and Environment, in year 2003, Penang state has generated 16.37% (297.99 tonnes) plastic waste out of total solid waste. In year 2010, there are 639,743 tonnes of solid waste disposed at landfill. It raises the concern of the public and related associations because non decomposable waste is harmful to the environment, while government is reducing the volume of plastic waste, however, the demand of plastic usage has contradicting the activities. Furthermore, recycling plastic waste incurs higher cost than manufacturing new plastics products. It is also another reason that encourage the use of new plastics products. Meanwhile, government is improving the solid

waste management and implement awareness campaigns to reduce the rate of pollutions.

II. Consumer behaviours and educations

Despite of the pollutions, the use of polystyrene to takeaway food has raised the concern of health issues as well. Thus, Penang state took the first step by banning the use of polystyrene including hawkers, supermarkets, hypermarkets and all food and beverage outlets. However, people are looking alternative to takeaway food. Although the people has been encourage to use tiffin carrier to takeaway food, however, people substitute polystyrene food containers by using biodegradable food containers. Although it is less harmful to health and environment, but it does not solve the pollution issues. When people being asked for the reason of not using tiffin carrier, food container or lunch box, most of the common answers are: laziness, inconvenience and difficulties in cleaning containers.

On the other hand, the ‘suppliers’ play significant roles in the society. The ‘suppliers’ refer to the hawker, supermarket, hypermarket, retail shop that uses plastic and food containers. Although the customer has been educated to bring along own containers for takeaway, the culture will not change if the ‘suppliers’ do not stop giving out plastics bags and disposable containers. The consumer behaviour will take times to change, so do the ‘suppliers’ that satisfied the customers.

In fact, many people still unaware that the plastic waste is recyclable. The root of the problem is the education levels of the public. People with higher education are more likely to know that certain plastic is recyclable and plastic littering problems are at the minimal stage; on the other hand, the scenario is vice versa for the groups of people with lower education and have limited knowledge and understandings about plastic waste. (Ng, 2015)

III. Skin sensitivity/ Eczema

The frequent usage of detergent or dishwasher causes hand eczema, also known as occupational hand dermatitis. It causes by various types of chemicals in

dishwashers and resulted in itchiness, redness, blister, weep or peels. According to Ford (2014), fifty-five percent of the all skin problems in food and catering industry are caused by contact with soaps and detergents. It also happened to housewives due to long period of exposure to water, detergents, soaps and dish washer. Some people who suffering from severe skin problems are not allowed to use detergent at all. This issue may cause difficulties to the people in their daily life.

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

OREP is inspired by the lotus-leaf concept; the texture of the leaf made a non-sticking condition to water, thus created a form of superhydrophobic surface.

Superoleophobic is the extension of superhydrophobic surface; it is non-sticking to oil molecules. The innovation of nanotechnology create superoleophobic concept that changes the surface of the plastic containers, resulted the oil molecule can be easily slip on the surface.

Despite of launching new physical product to the market, OREP Company will also create awareness campaign and activities; it is also a part of OREP core business.

OREP containers can be clean easily, hence, it will solve the problems of difficulties in washing containers. In addition, OREP containers also ease in cleaning process and reduce the time of washing oily containers. People just have to wipe out the waste and dirt in the OREP containers and rinse it with tap water. Besides, OREP containers also can serve as multipurpose containers as well, such as storing raw materials. The feature of OREP containers also help to reduce the potential risks of suffering from hand eczema, especially housewives, chefs and food industry handlers.

By introducing OREP containers and creating more awareness campaign together with the government associations, OREP Company aims to change the consumer behaviour and encourages people to use own container for takeaway. It is important to launch the product together with the awareness campaigns because OREP Company provides solution for people daily challenges, while awareness campaigns advocate the importance of plastic recycling, knowledge of plastic waste and plastic litters, impacts of disposal plastics bags and containers to the health and environment. After all, OREP Company looking forward to reduce pollutions and litters in long term and solve current environmental issues.

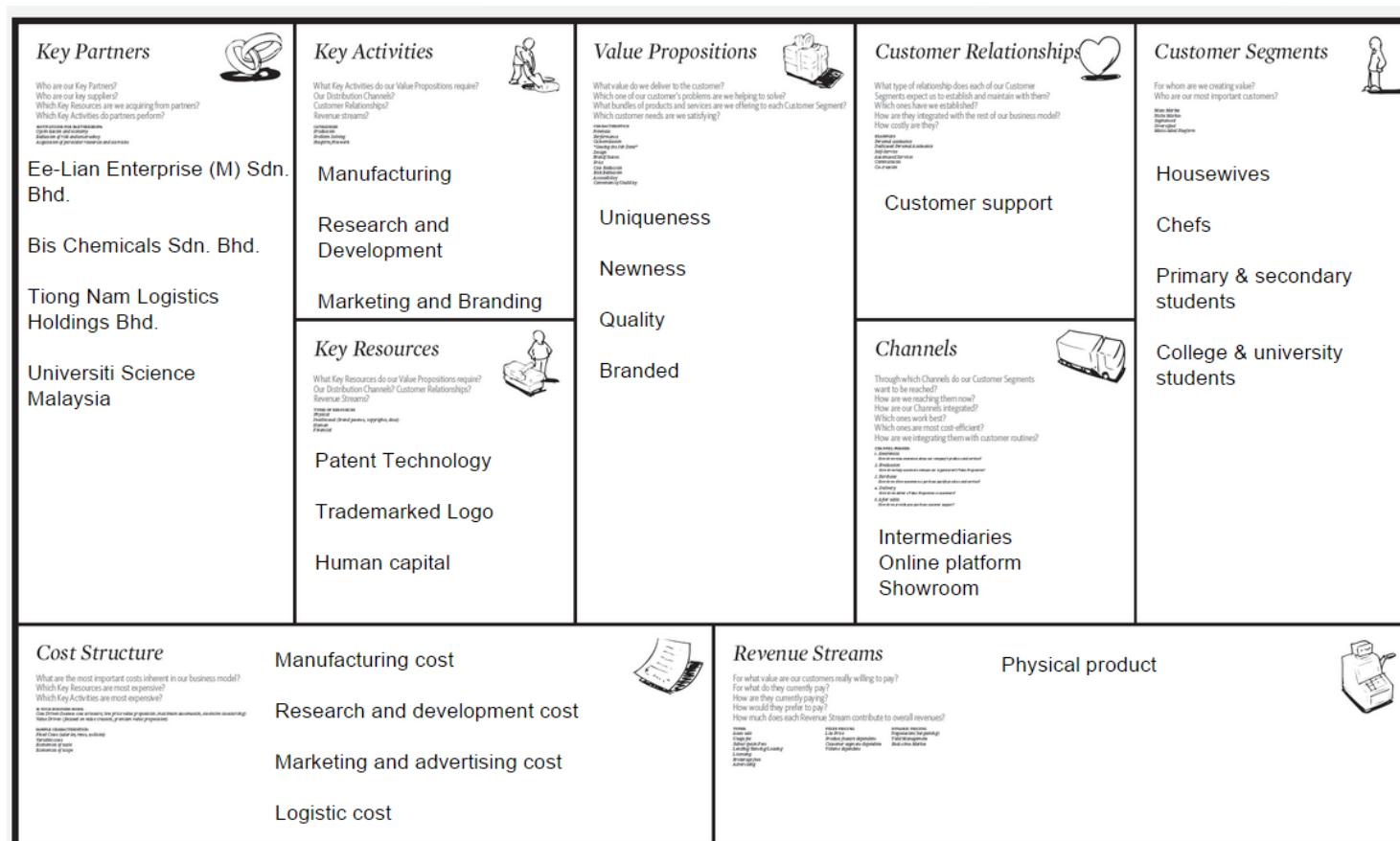
2.3 Competitive Advantages

OREP has competitive advantages as the market leader because OREP Company is the first superoleophobic company in Malaysia.

2.3.1 Description of business model

After the problems have been identified, the management team has made hypothesis and planned a business model. Initially, the business model is as shown below:

Figure 2.2 OREP Business Model



(A) Key partners

OREP has classified our key partners into suppliers, logistics and Research and Development.

(i) Suppliers:

Plastic container suppliers

1. Ee-Lian Enterprise (M) Sdn. Bhd.
2. Jintye Corporation (M) Sdn. Bhd.

Plastic container is the main raw material. The management team has decided that OREP will not manufacture the container because the moulding machine of container incurred higher cost. Besides, there are many companies producing moulded plastic containers in the industry. The management team has decided to make Ee-Lian Enterprise as OREP core supplier that contributes 60% of the total number of plastic container, whereas Jintye Corporation will contribute 40% of the total number of plastic container. Both companies have strategic location and the office and factory are near to OREP Company. Therefore, the logistic department will incur lower cost in transportation.

Ee-Lian Enterprise provides quality and wide range of plastic containers. They provide different grades, shapes, colours, features and categories of containers. Thus, OREP Company has more choices for choosing raw materials based on the market and customers' needs, and able to keep connected and pay visitation to the factory to monitor the quality of the raw materials.

Chemical suppliers

1. Bis Chemical Sdn. Bhd.
2. Chemfield Sdn. Bhd.

Chemical is also the main raw material in order to produce OREP products. There are many kinds of chemicals needed in the operation and manufacturing processes. The management team decided Bis Chemical Sdn. Bhd. and Chemfield Sdn. Bhd. to be OREP chemical suppliers. Both of the companies provide wide

ranges and types of chemicals compared to the other chemical companies in the industry. However, both companies are not located in Penang and thus, OREP Company will seek help from logistic companies to transport and deliver the raw materials to the warehouse.

(ii) Logistic Companies

1. Tiong Nam Logistics Holdings Berhad
2. Infinity Logistics and Transport Sdn. Bhd.

OREP does not specialize in product distribution; the management team has decided to hire third-party logistic companies to manage OREP's inventory and distribution. OREP choose Tiong Nam Logistics Holdings Berhad to be core logistic company because Tiong Nam Logistic based in Penang and near to OREP Company. Thus, OREP inventories will be stored in Tiong Nam Logistics' warehouse. Tiong Nam Logistics will send final-product from OREP factory to the warehouse, and distribute the products from the warehouse to the customers. Besides, Tiong Nam will be responsible of the product distribution in the Northern Region of Malaysia; whereas Infinity Logistics and Transport Sdn. Bhd. will distributes OREP products to Central Region of Malaysia.

(iii) Research and Development Center

1. University Science Malaysia

OREP choose to collaborate with University Science Malaysia because University Science Malaysia currently research in superoleophobic coating. The management team decided to collaborate with the research team in University Science Malaysia in term of technology and knowledge sharing, where the research laboratory will remained in University Science Malaysia and the manufacturing factory will be OREP factory. OREP will contribute monetary support in the research and development of superoleophobic coating.

(B) Key activities

OREP will focusing on manufacturing product, marketing and branding product and continuous research and development of future product.

The manufacturing process included four stages of coating with machines, quality checking, packaging and labelling. There are four stages of superoleophobic coating on the raw material (plastic container) and it is 3 hours process. After the coating process has been completed, the employees will be assigned to do quality checking before the OREP product will send to another stage of process. The quality checking process is to ensure OREP product maintain quality at standard. After that, the products will send to another stage for logo printing and packaging. It is an important process because the container is the main product of OREP Company and to ensure customers recognize OREP products. After OREP logo is printed and OREP products are well packaged, it will be send to our warehouse and the finished goods are ready to distribute to OREP customers.

The management team will focusing on marketing and branding OREP product. OREP Company wants to build a brand equity of the products to the customer, to ensure the customer able to recognize and differentiate OREP with other competitors and create customer loyalty. The management team wants customers to perceive OREP product as a branded product.

Furthermore, OREP Company will also focusing on Research and Development activities partnering with University Science Malaysia. The research and development activities will help OREP Company to continuously improve OREP product and expands OREP production line in future.

(C) Key resources

The key resources of OREP are patented technology, trademark logo and human capital.

The core component for OREP to succeed in the industry is the patented technology. OREP Company uses lotus leaf concept to create the superoleophobic coating, the nanotechnology is patented in order to protect company's intellectual property. The logo of company also being trademarked is to ensure the customers able to differentiate OREP product and reduce the barriers of entry of the competitors.

Human capital is also the main resources of OREP Company. Besides the management team, the research and development engineering and the other skilled labours played important roles in the company growth and expansion.

(D) Value propositions

OREP Company would like to bring these values to the customers:

1. Uniqueness

OREP Company is the first mover in plastic industry to make superoleophobic coating. OREP is a unique plastic food container compare to the other food container because it consist of oil-repel feature.

2. Quality

The management team wants to make OREP as a quality product. OREP can be used for many times instead of disposal food container.

3. Newness

OREP product is a total new product in Malaysia market.

4. Branded

The management team wants to make OREP as a branded product. When customers think of oil-repellent product, they will think of the name of OREP.

(E) Customer relationships

OREP would like to maintain the relationship with customers through customer support in OREP website.

OREP website will provide online customer service where customers can connect to the management team through e-mail and phone call. Besides, the customers are welcome to visit OREP Company for inquiries or feedback. The customer support centre is set up at the third floor in the office. The management will also provide industrial visit if the customers are interested to know the process of coating.

(F) Channels

OREP Company will use different channels to approach the customers, including selective channel, exclusive channel, online channel and showroom.

OREP product is a premium product and it only can be found at several selective locations. The management team has decided to choose Aeon and Parkson as selective locations to distribute OREP product to the end-user.

Furthermore, the management team decides to use e-market place to channel OREP product. It will helps to increase the customer trust towards OREP brand by using reliable platform such as lazada.com and 11 Street.com.

In OREP office, the third floor will be the showroom of the OREP products. The showroom serves the purpose of display OREP containers, demonstration of OREP products, and presents OREP Company concept. Customers, suppliers, and external parties will be treated in OREP showroom, meanwhile, people able to explore and understand the concept and philosophies of OREP Company.

(G) Customer Segments

OREP Company will be focus in targeting young teenagers, primary school, secondary school, college and university students, housewives and chefs or food industry handlers.

The direct users and buyers are housewives and chefs. Housewives and chefs or food industry handlers expose and spend more time in food preparation. For instances, housewives is the person who prepare meals for their families. Besides, housewives and chefs have purchasing power to purchase OREP products.

The other direct users are the students and young teenagers. Despite of advocating the use of OREP products, OREP Company educates and creates awareness of green environment to the students and teenagers from the young age.

(H) Cost structure

1. Research and Development (R&D) cost

The R&D cost is the cost invested in USM to carry out continuous research for innovation and improvement of superoleophobic technology. It will incur large amount of money because R&D is an ongoing process throughout all the years. It is important as R&D will help OREP Company to improvise superoleophobic technology. Besides, the management team expects to expand the product line in three year time.

2. Marketing and branding cost

The management team will focus in online advertisement and promotion through social media and e-marketplace. For instance, OREP Company will create Facebook page and advertises OREP products in Facebook, Youtube and etc. The cost incur in the first year is expected to be higher in order to reach wider range of customers.

3. Logistic cost

Logistic cost will be high because OREP Company is depending on third-party logistics that provide warehouse and transportation services. The cost is expected to increase as proportional to the sales of OREP containers. Besides the distribution to Aeon and Parkson in Northern and Central Regions in Malaysia, both of the logistic companies also deliver to the customers who online purchase OREP products.

4. Manufacturing cost

Manufacturing cost is the cost of purchasing raw materials including plastic containers and chemicals. The raw material costs will be fluctuating from time to time based on the global maket prices.

(I) Revenue stream

OREP Company generates profit mainly from the physical OREP products. OPEP products will channel through Aeon, Parkson and online platforms. OREP Company will received money from Aeon and Parkson when customers purchase

physical products. On the other hand, OREP Company will receive money directly from customers who purchase online, and the payment is made through online banking or online transaction.

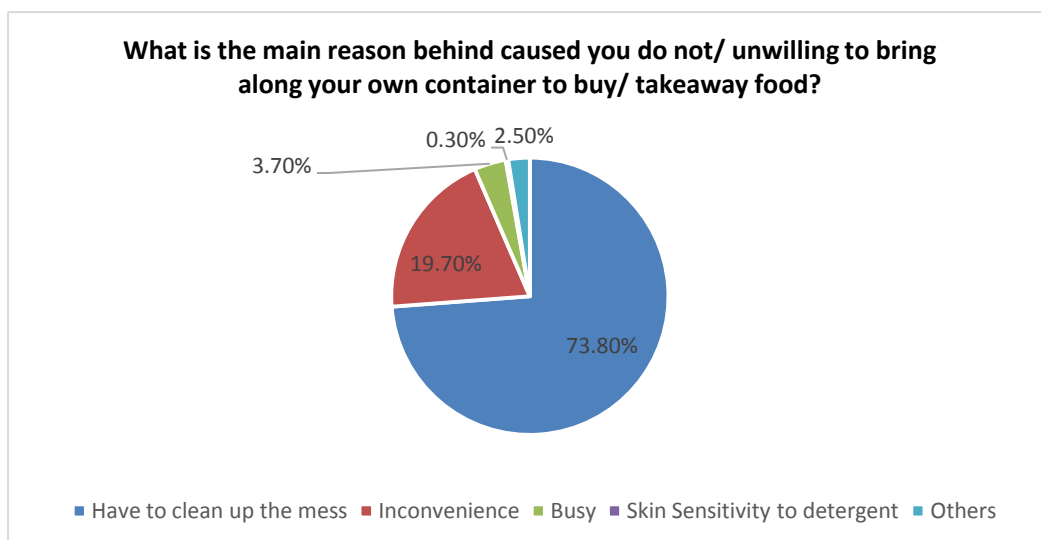
2.3.2 Description of pivoted business model

Before the management team executes the plan, the management team tested the market and collected responses and feedback from the target market. The management team made assumptions and hypothesis to test the market.

Hypothesis 1 : People dislike to clean up the mess after using food containers.

According to OREP primary data, 73.8% (240) respondents stated that they have to clean up the mess after using the containers. That is the main reason that caused people unwilling to bring along food containers to takeaway.

Pie Chart 2.1 The reasons people unwilling to use container to takeaway

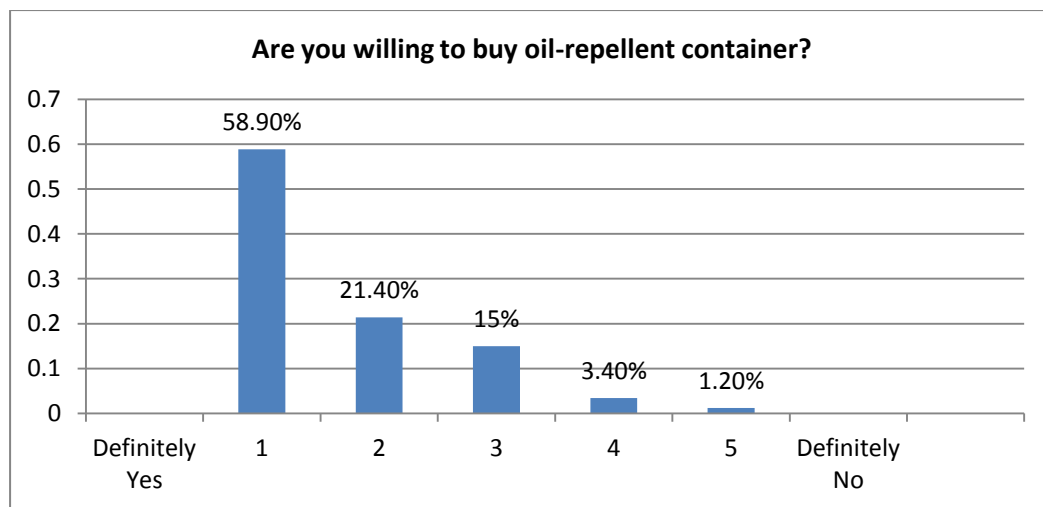


As a result, hypothesis 1 is validated.

Hypothesis 2 : People likes our idea!

According to the survey, 80.3% (326) respondents stated that they are willing to buy OREP containers. Among 326 respondents, 239 respondents will definitely buy OREP products while 87 respondents will buy OREP products. From the survey, the management team assumes that the target market likes OREP concept and ideas because they are willing to purchase OREP containers.

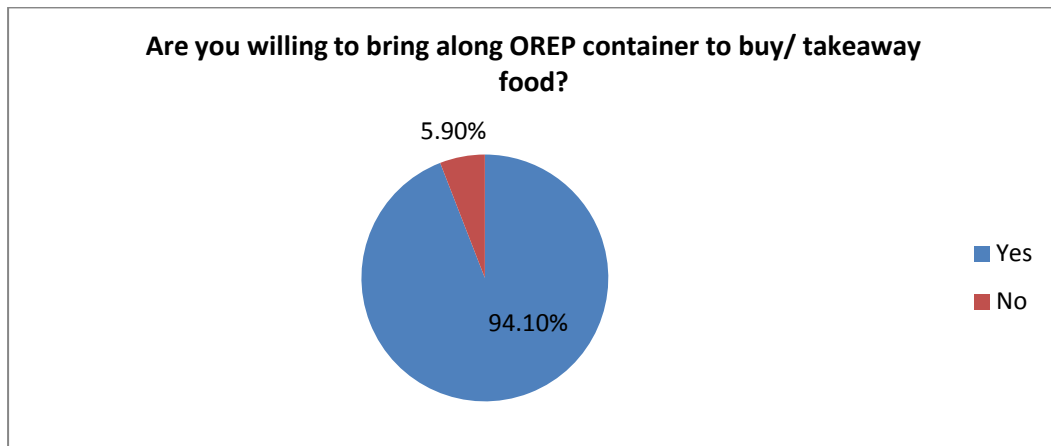
Graph 2.1 Willingness to purchase OREP product



Therefore, hypothesis 2 is validated.

Hypothesis 3 : People will use OREP container to takeaway.

Based on the data of the survey, 94.1% (382) respondents are willing to use OREP containers to takeaway. This is a positive result to OREP Company as the target market accepts OREP products. However, the management team figured out the reason why people will not use OREP container to takeaway. 58.3% (14) respondents who responded not willing to use OREP containers stated that it is inconvenient to bring along containers.

Pie Chart 2.2 Willingness to use OREP product

Thus, the management team decided to launch another OREP products; it is a collapsible containers. The management team has bring convenient into the value proposition in the business model, at the same time, OREP Company will have one more plastic container supplier – Oasis Swiss Sdn. Bhd.

Pivoted business model

Key partner : Oasis Swiss Sdn. Bhd.

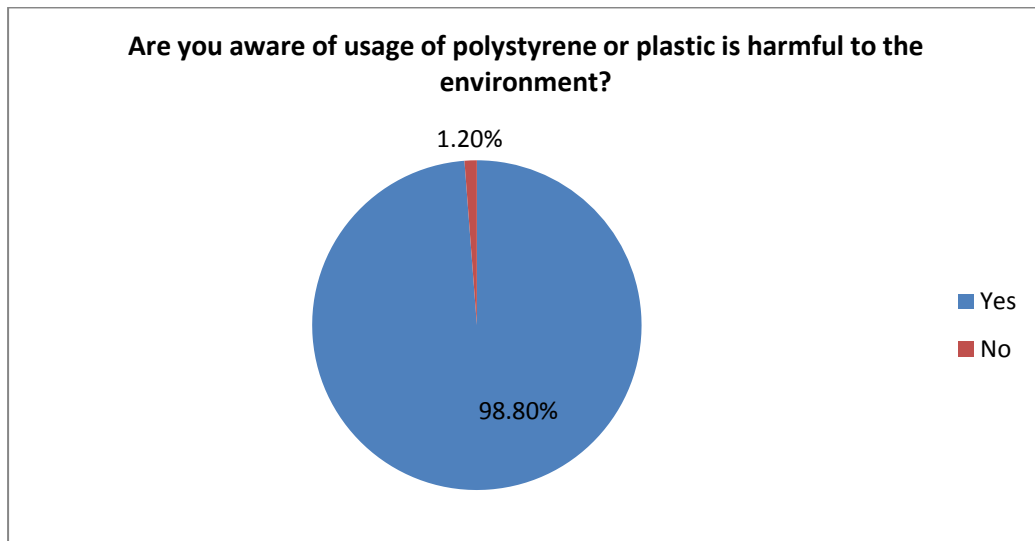
Value Proposition : Convenient

Hypothesis 3 is validated.

Hypothesis 4 : People are not aware of the usage of polystyrene is harmful to the environment.

According to the survey data, in fact, 98.8% (401) respondents are aware of the usage of polystyrene and plastic is harmful to the environment. The management team discovered that the target market has the knowledge and education of plastic waste and more, however, the attitudes and behaviours do not change as the knowledge and education level increases.

Pie Chart 2.3 Awareness of usage of plastic



As a conclusion, hypothesis 4 is not validated.

The government had create awareness and inforce law and regulations to prohibit the use of polystyrene, the target market has had knowledge on impacts of plastic to the environment, but less people takes actions to make a changes. Thus, the management team pivoted the business model; the primary and secondary school students will no longer OREP customers, but OREP Company will corporate with Ministry of Education Malaysia (Kementerian Pelajaran Malaysia). OREP Company will collaborate with the Ministry of Education Malaysia to educate the students and encourage the students to use own containers. The attitude and behaviours of environmentalism should be shape in the young age. Therefore, Ministry of Education Malaysia will be OREP Company's key partner.

Besides, OREP Company will collaborate with Penang Government to promote environmentalism. OREP Company will actively participates in green events such as "No Plastic Bag" day, Anti-polystyrene Campaign, 3R Campaign. Meanwhile, OREP Company plans to implement ways to reduce the usage of disposable plastics containers with the aid of Penang government. For example, customers will be charged higher price if they wish to takeaway food with disposal plastic containers. The suppliers will be charged as well.

OREP Company will create a platform to connect the students. The management team will create a community that links the students and customers

together, in order to share their interests, activities, knowledge that are related to protect the environment.

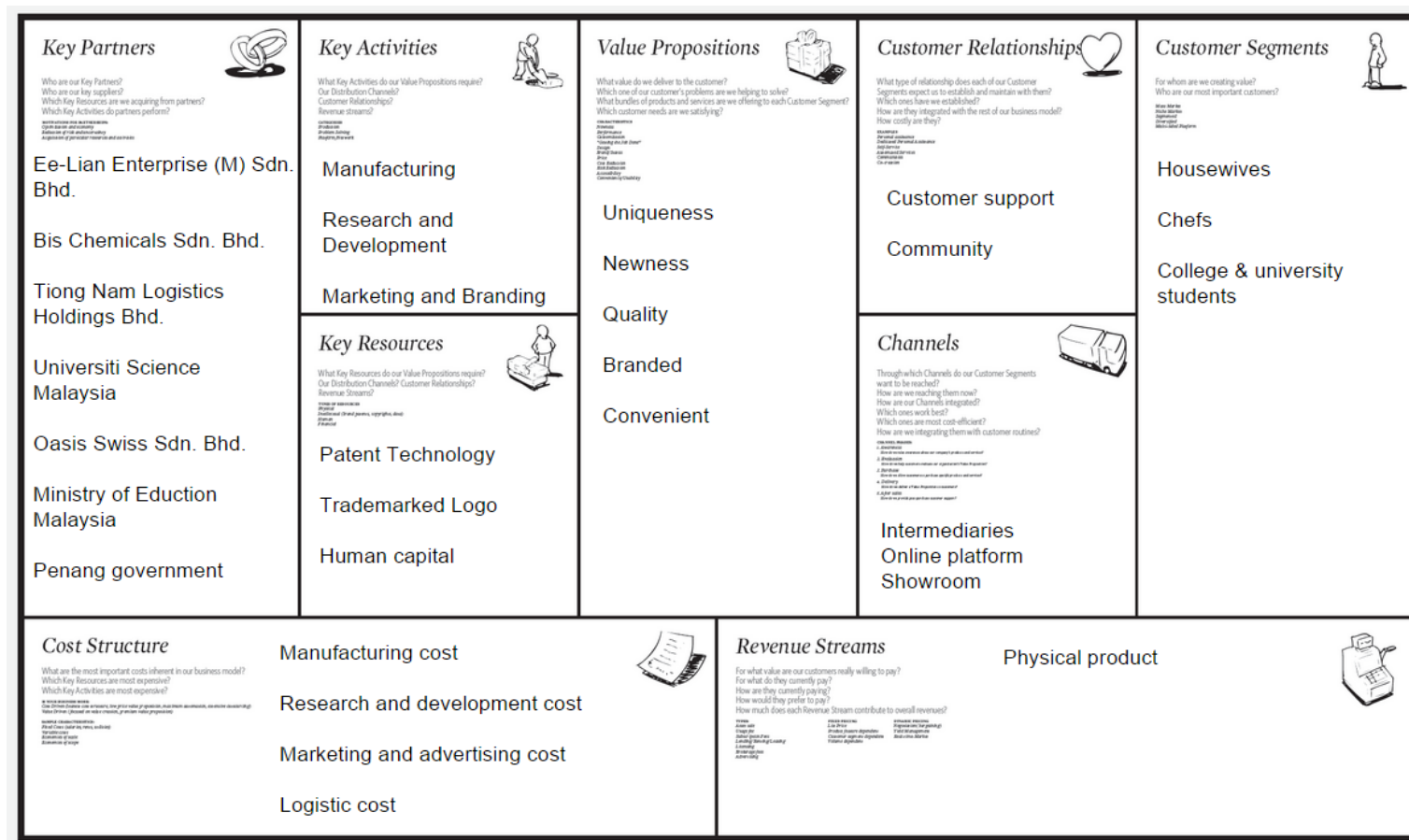
Pivoted business model

Key partners : Ministry of Education Malaysia; Penang government

Customer relationship : Community

As a conclusion, the pivoted business model is as shown below:

Figure 2.3 Pivoted OREP Business Model



2.3.3 Sustainable Competitive Advantages

OREP Company analyses the sustainable competitive advantages through SWOT analysis.

Strengths

I. Strong management team

OREP is a newly develop company with superoleophobic technology leads by five highly capable management team. Each of the founders have own strengths and such strengths combination made better management. For instance, the CEO has management skills, CFO keen in accounting and finance, operation manager keen in doing research, human resource manager able to manage employees, marketing manager has good networking skills.

With the strengths of the managers, the management team able to make strategic planning. For example, OREP Company planned for unique marketing planning. OREP Company create unique positioning of the products by emphasizing the features of OREP products.

II. Supported by Research and Development from University Science Malaysia

Besides, OREP Company has a strong Research and Development team from University Science Malaysia, who acts as the backstage and supported OREP R&D and innovation of products and manufacturing processes.

III. Strong product positioning and branding

OREP Company has strong product positioning and branding as OREP Company wants to compete with brands such as Tupperware. OREP container costs RM 60; it is not cheap nor expensive, but the price is compatible with the features. The price will create a brand equity in consumer's mind. Besides, OREP container only can be found in Aeon and Parkson; it also create a sense of branded product because customers only able to purchase OREP containers in selected locations.

IV. Marketing strategy

OREP Company has unique marketing strategy compares to the existing companies, where OREP Company uses digital marketing, online platform and selected physical stores to promote OREP containers. OREP Company creates brand awareness through online platform such as website, Facebook, Twitter, Instagram, LinkedIn, Wechat, Whatsapp, 11 Street and Lazada. OREP Company aims to engage with young generation customers.

Weaknesses

I. Low capital

OREP Company suffering from low capital to start-up. The partners have limited financial funding for the company, and the loans and grants from the government and associations are limited. Furthermore, the machines and technology are new and difficult to purchase from local companies in Malaysia. Thus, OREP will need to import the machines and technology from United States or China which incur higher costs

II. Lack of advance technology

OREP Company also faces difficulties in obtaining advanced technology that needed in operation and manufacturing processes. Advanced machines yield better quality and reduce production costs. However, the machines and technology are not available in Malaysia. OREP Company may need to outsource from the other countries such as United States.

Opportunities

I. New to the market

OREP gains the first mover advantage in plastic industry in Malaysia because OREP is the first company which manufacture superoleophobic food containers. OREP container is a total new product to the market. Therefore, OREP Company has a wide potential market and have no same products' competitor at this moment.

II. Government support

Furthermore, with the aid of government that create 3R (Reuse, Reduce, Recycle) campaigns and activities, society are moving towards green environment. This phenomenon brings advantages to OREP as OREP also create awareness and advocate environmentalism. The government also looking forward the factories and companies that able to reduce pollutions and create green environment. As consumers will support the companies that protect the environments.

Threats

I. Low barrier of entry

In plastic industry, the manufacturing process can be easily duplicated. The market is huge and it is profitable because the global demand of plastic is increasing. Thus, the market attracted people to enter to plastic industry.

II. Existing competitors and products

Although OREP Company is the only company that equips superoleophobic technology, however, OREP Company faces existing competitors with similar products, such as Elianware, Tupperware, Apple Lady, Century and etc. Besides, there are many competitors of substitute products, such as producers of tiffin carrier, wax paper, biodegradable containers and etc. The potential competitors are the competitors have yet enter to the industry, or the competitors who is trying to duplicate OREP Company's concept and technology.

2.4 Current Status and Requirement

Table 2.1 Project Milestone

No.	Events	Beginning date	Ending date	Duration
1.	Protocol designation	8 June 2015	21 June 2015	2 weeks
2.	Business plan	22 June 2015	29 Feb 2016	8

				months
3.	Propose business to investors	1 Mar 2016	1 Mar 2016	1 day
4.	Company and business registration	30 Mar 2016	30 Mar 2016	1 day
5.	Funding received from investors and banks/ partners	1 Apr 2016	1 June 2016	3 months
6.	Factory renovation	15 June 2016	20 Dec 2016	4 months
7.	Asset purchasing	15 June 2016	20 Sept 2016	3 months
8.	Agreement with key partners	15 June 2016	21 Nov 2016	4 months
9.	Web hosting & design	1 Sept 2016	30 Nov 2016	2 months
10.	Official factory opening	1 Jan 2017	1 Jan 2017	1 day
11.	1 st batch of manufacturing	5 Jan 2017	5 Feb 2017	1 month
12.	1 st launching of products	15 Jan 2017	31 Jan 2017	2 weeks
13.	R & D with USM	1 Dec 2016	-	In progress
14.	1 st financial year	1 Jan 2017	31 Dec 2017	1 year
15.	2 nd financial year	1 Jan 2018	31 Dec 2018	1 year
16.	3 rd financial year	1 Jan 2019	31 Dec 2019	1 year
17.	Launching of new product	1 Jan 2020	1 Feb 2020	1 month

Source: Developed for research

OREP Company is in the stage of application for start-up, registration of company name and funding for capital. The management team has University Science Malaysia for collaboration and get updates for the research and development of superoleophobic coating.

The management team has proposed plan to the investors and has been looking forward to receive funding from the investors. The management team has found the business location and plans to renovate the 3-storey building once

OREP Company successfully receive funding for start-up. Meanwhile, the management will also purchase assets and office equipment.

The management team will meet up with all the key partners and make agreements, including the plastic container suppliers and logistic companies. The management team will also set up necessary marketing tools such as website, Facebook page and etc.

The management team will invite the Ministry of Education Malaysia and Penang Government to attend and witness the company's opening. It will helps to promote OREP Company and boost the reputation of OREP. The OREP products will launch on the month of opening and the goods will be delivered to the Aeon and Parkson in Penang, Perak and Kedah.

OREP Company is expected makes losses on the first financial year. However, OREP Company will able to make profits in the second financial year due to the high margin of the products. On the third financial year, OREP Company will achieve economy of scale and have stable financial position. Hence, at the fourth year, OREP Company will launch the OREP new product – OREP collapsible container.

3.0 INDUSTRY ANALYSIS

3.1 Industry Description

According to Plastic (2011), the plastic industry is divided into seven sub-sectors:

1. Packaging

Packaging contributes the largest market in plastic industry, that comprises plastic bags, films, plates, sheets, containers, boxes and etc.

2. Electrical and Electronics

Electrical and electronics contributes second largest market in plastic industry. The items consist electrical and electronic components and home appliances such as radio, air-conditioning, telephone, computers and etc.

3. Household

Household is the third major sub-sector in plastic industry, which includes kitchen wares, toiletries substances, table wares and etc.

4. Automotive

Followed by automotive, the items include automotive components and compartments, such as bumpers, dashboards, sideview mirror and etc.

5. Construction

Plastics are widely use in construction, such as pipes, cable shield for power, valves and etc.

6. Agriculture

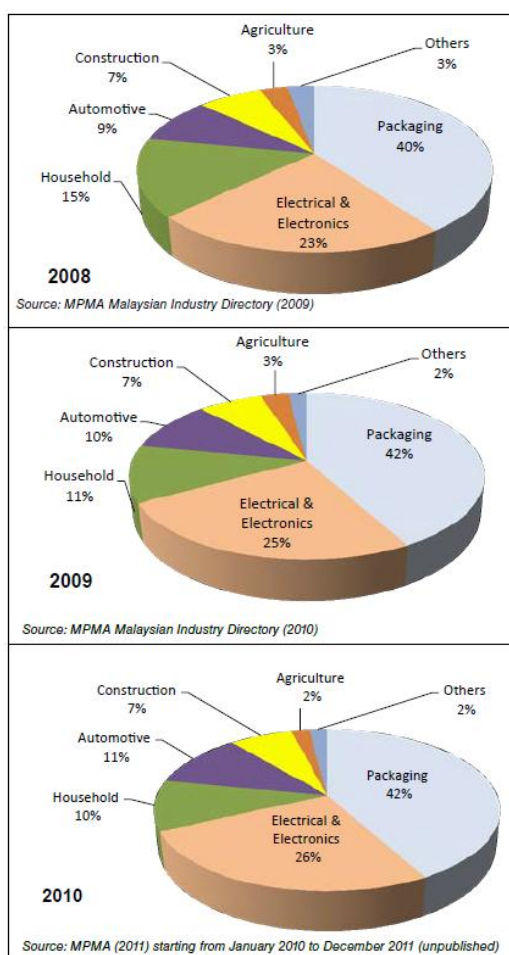
The plastic used in agriculture field includes PE cover sheets, raffia string, nursery tray, flower pots, and etc.

7. Others

Others plastic components such as medical devices, plastic furniture, stationaries, gifts, toys are only contribute 2 - 5 per cent in plastic industry.

OREP Company is under the category of packaging in plastic industry, as OREP Company is manufacturing superoleophobic containers.

Figure 3.1 Major market segments for plastic products in Malaysia (2008 – 2010)



Source: Golden Ecosystem Sdn. Bhd. (2011). *A Study On Plastic Management In Peninsular Malaysia*. Ministry of Housing and Local Government Malaysia, National Solid Waste Management Department, Petaling Jaya.

3.1.1 Industry Trends

According to Golden Ecosystem Sdn. Bhd. (2011), the world plastics production has been increasing year by year. In Malaysia, the plastic industry is expanding. It is due to the increasing of demand from food and beverages and pharmaceutical industries. (Chan, 2015)

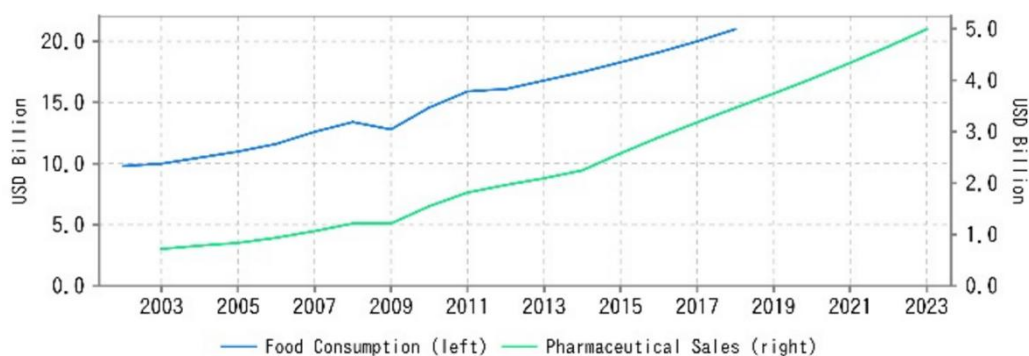
Figure 3.2 Production of plastic products in Malaysia

Industry Code/ Description		Production (RM '000)			
		2007	2008	2009	2010
25201	Manufacture of plastic blow moulded products	402,450	418,235	819,014	589,985
25202	Manufacture of plastic extruded products	669,501	718,466	521,203	604,467
25203	Manufacture of plastic bags and films	5,086,626	5,405,256	5,026,295	5,569,247
25205	Manufacture of plastic foam products	496,543	476,828	434,499	514,430
25206	Manufacture of plastic injection moulded components	7,115,545	7,608,403	6,322,077	6,560,543
25209	Manufacture of other plastic products	1,670,825	1,615,886	1,524,524	1,968,940
TOTAL		15,441,490	16,243,074	14,647,612	15,807,612

Source: Dept of Statistics (DOSM), 2011

Source: Golden Ecosystem Sdn. Bhd. (2011). *A Study On Plastic Management In Peninsular Malaysia*. Ministry of Housing and Local Government Malaysia, National Solid Waste Management Department, Petaling Jaya.

Figure 3.3 Malaysia food consumption and pharmaceutical sales



Source: Department of Statistics Malaysia, BMI/BMI calculation, Source: domestic companies, local press, BMI

Source: Chan, A. (2015, May 14). *Malaysia Plastic Packaging Industry*.

According to Current Profile Of The Malaysian Plastics Industry (2015), the packaging sector in Malaysia remains bright in both domestic and export. The

industry is expecting to expand in domestic and export sector due to the increasing demand of packaging products.

3.1.2 Industry Size

According to Golden Ecosystem Sdn. Bhd. (2011), the number of plastics manufacturers is 1,300. It is a relatively big size in the industry.

Figure 3.4 Key data of plastics industry in Malaysia

Key Data for the Malaysian Plastics Industry					
	2010	2011	2012	2013	2014
Malaysia's gross domestic product (GDP) growth	7.2%	5.1%	5.6%	4.7%	6.0%
Number of plastics manufacturers	1,400	1,400	1,350	1,350	1,300
Employment	71,500	74,000	74,000	76,000	82,000
Turnover	RM15.8b (+8%)	RM16.25b (+2.1%)	RM17.16b (+6.5%)	RM17.94b (+4.5%)	RM19.37 (+7.3%)
Export	RM9.4b (+14%)	RM10.15b (+6%)	RM10.05b (-1%)	RM10.69b (+6.4%)	RM11.94b (+11.5%)
% of export against turnover	59%	62%	59%	60%	62%
Resin consumption	1.89m MT (+11%)	1.98m MT (+5%)	2.04m MT (+3%)	2.10m MT (+3%)	2.15m MT (2.5%)
Per capita consumption of resin	67kg	68kg	69kg	70kg	70kg

Source: (2015). *Current Profile Of The Malaysian Plastics Industry*. MPMA.

According to Golden Ecosystem Sdn. Bhd. (2011), there is a total of 375 of plastics manufacturers in the Northern Region of Malaysia. The industry size is relatively big because there are many manufacturers in the industry, then leads to a intense competition. However, although the plastic demand is increasing, the number of manufacturers is decreasing throughout the years. The number has been decrease from 1400 manufacturers in year 2010 to 1300 manufacturers in year 2014. Based on Current Profile Of The Malaysian Plastics Industry (2015), the

factors may be due to intense competition in Malaysia, higher production and labor costs in local and lack of skilled labors in the industry.

3.1.3 Industry Attractiveness

Table 3.1 Portal Five Forces

Competitive Forces	Industry Threats Level		Attractiveness of industry
	Low	High	
Bargaining power of supplier	X		Attractive
Bargaining power of buyer	X		Attractive
Threat of new entrants	X		Attractive
Threat of substitute product		X	Less attractive
Competitive among rivalry		X	Less attractive

Source: Developed for the research

I. Bargaining power of supplier

There are many plastic manufacturing companies in the industry. Plastic container is OREP's core raw material. The bargaining power of supplier is low because there are many competitors in the market. OREP Company can easily switch or change new supplier if the supplier does not reach OREP's requirements. Besides, OREP Company will approach different companies for each product segments.

II. Bargaining power of buyers

The bargaining power of buyer is low because OREP Company is the only company that provide oil repellent container. Buyer has no other choices but only purchase OREP container if buyer wants oil repellent product.

III. Threat of new entrants

The threat of new entrants is low because the superoleophobic technology is hard to duplicate. It requires many researches and it takes time and cost to

develop the technology. Furthermore, it takes more time to generate profit and needs an amount for continuous research and development.

IV. Threat of substitute product

The threat of substitute product is high. The customers can choose the other products such as tiffin carrier, wax paper, plastics bag, paper lunch box to substitute OREP containers. In addition, the prices of substitute products are lower than OREP containers.

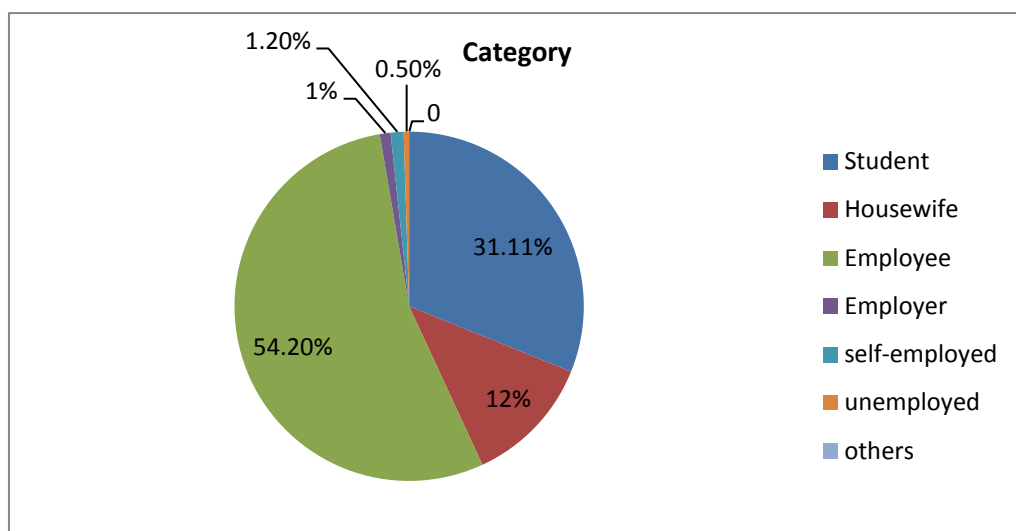
V. Competitive among rivalry

The competitive among rivalry is high. The existing companies have the potential become OREP rivalry because the existing companies have strong financial status to compete and develop the technology.

3.1.4 Industry Profit Potential

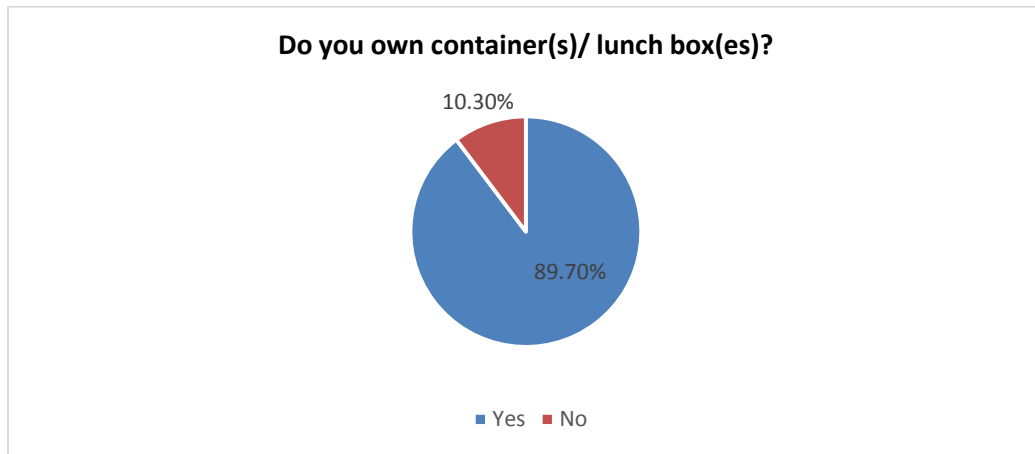
Before the prototype is developed, the management team has conducted a survey to test the response of target market towards OREP product. The survey pool has total 407 people; 54.2% (221) of the respondents are employee, 31.1% (127) of the respondents are students and 12% (49) of the respondents are housewife.

Pie Chart 3.1 Category of Respondents

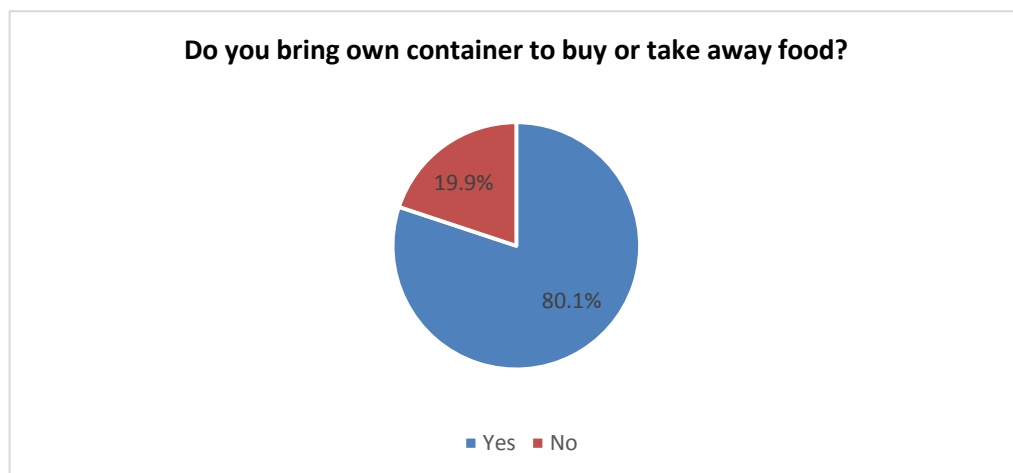


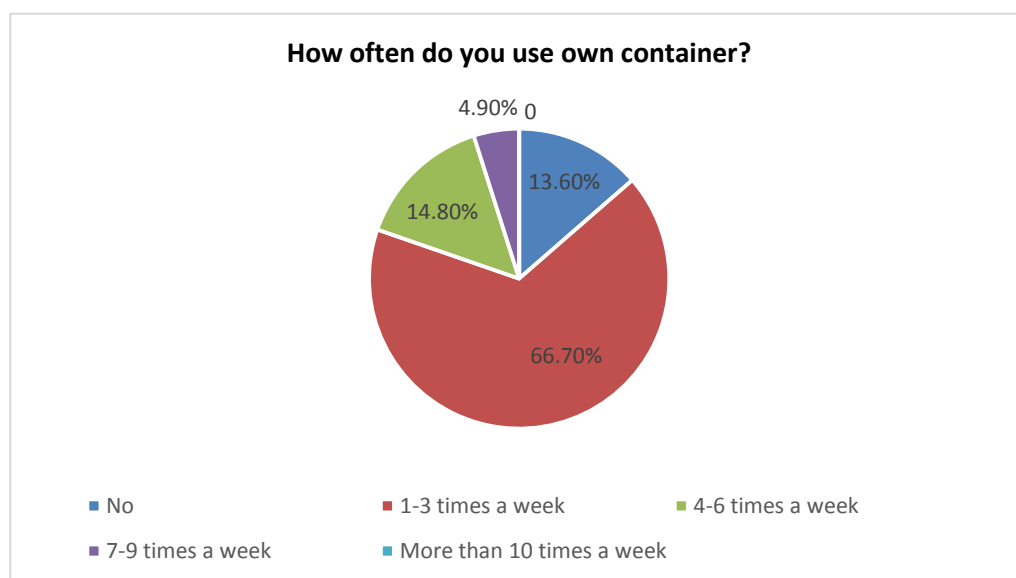
Throughout the survey, the management team analyse the behaviours of target market towards OREP product, and the results are positive.

Pie Chart 3.2 Percentage of respondents owned containers

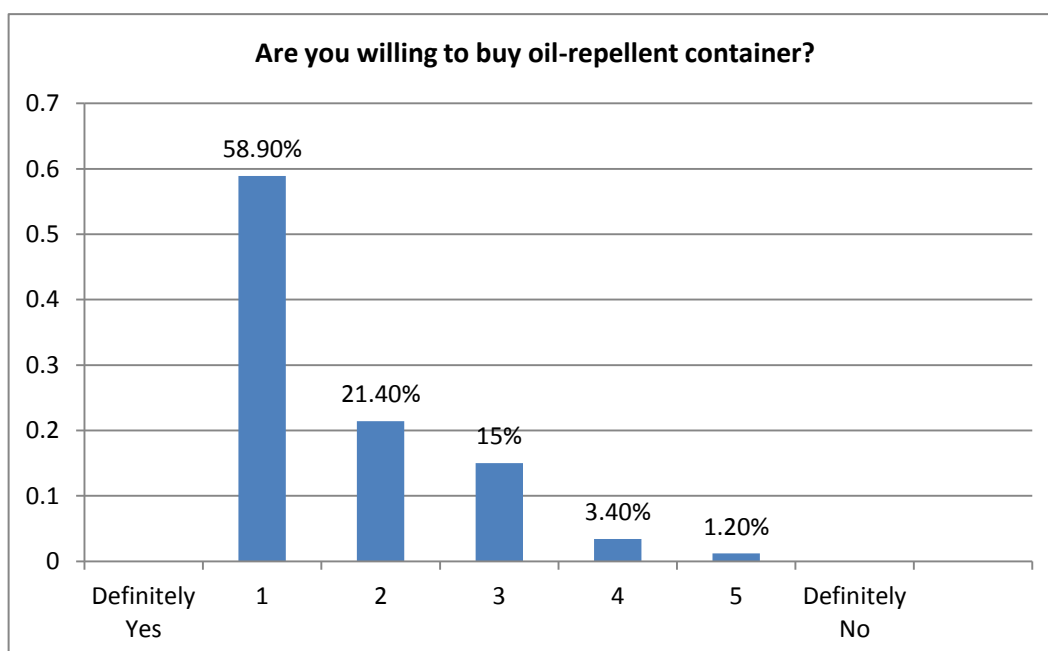


Pie Chart 3.3 Percentage of respondents bring along containers to takeaway



Pie Chart 3.4 Frequency of usage of containers

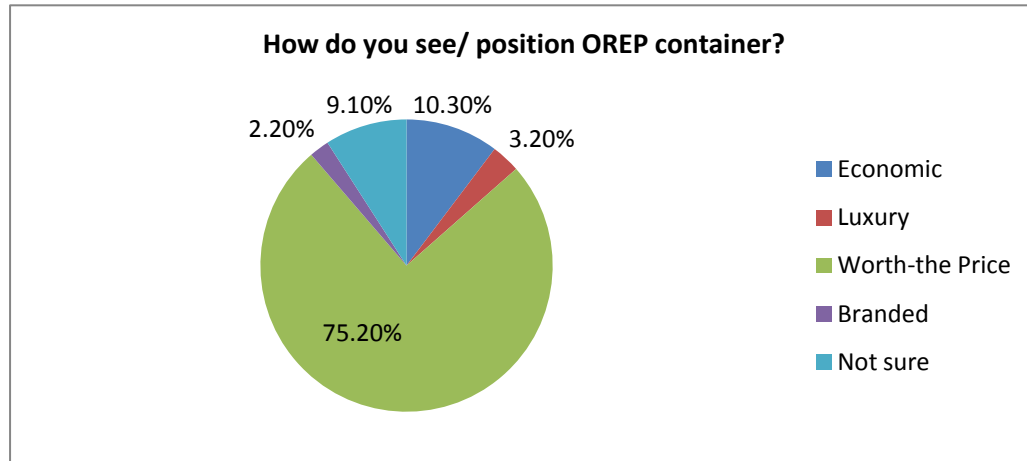
89.7% (365) of the respondents owned containers and 80.1% (326) of respondents brought along their containers to takeaway. 66.7% (54) of the respondents used containers to take away as often as 1-3 times a week, while 14.8% (12) of the respondents used 4-6 times a week.

Graph 2.1 Willingness to purchase OREP product

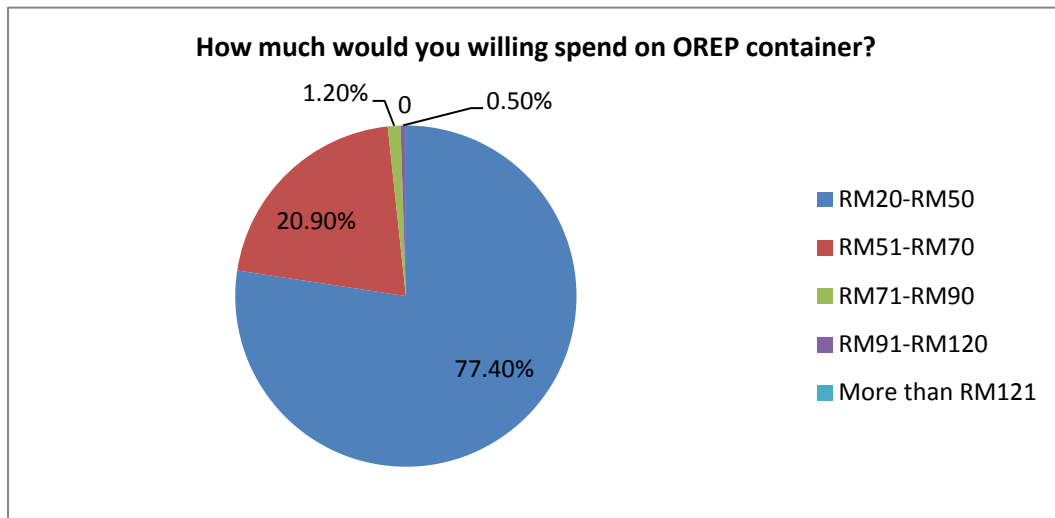
The management team has briefly explained the uses and features of OREP containers, 59% (240) respondents will definitely buy OREP product,

while 21.4% (87) of the respondents willing to buy OREP products. 75.2% (306) of the respondents see OREP container as a product that worth-the-price, and 77.4% (315) of the respondents willing to spend RM20 to RM50 to purchase OREP container.

Pie Chart 3.5 Positioning of OREP container

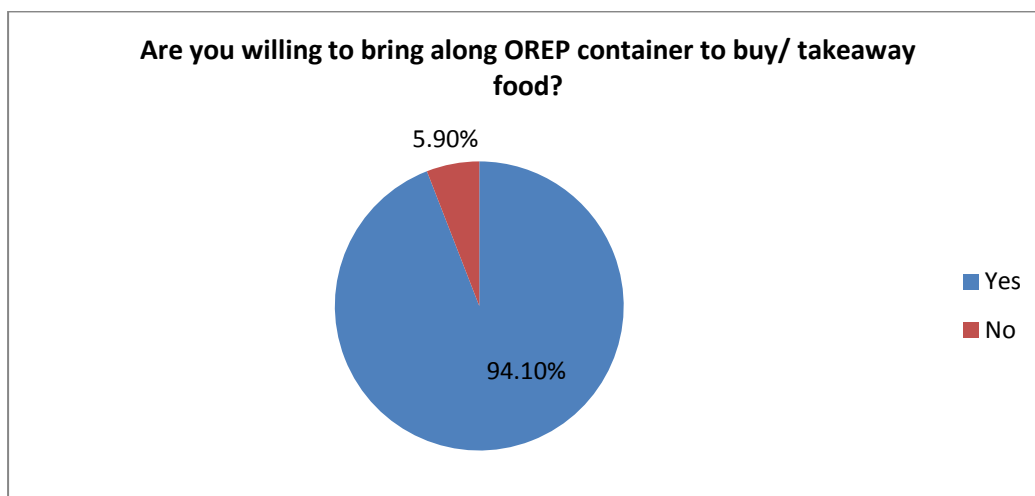


Pie Chart 3.6 Perception towards the price of OREP container

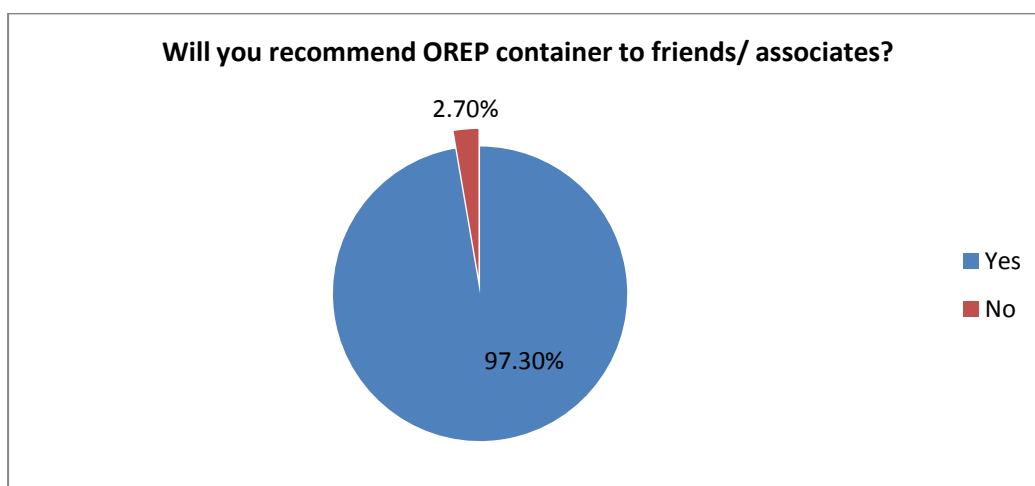


94.1% (383) of the respondents willing to bring along OREP container to takeaway after the purchase, and 97.3% (396) of the respondents will recommend OREP products to their friends and associates.

Pie Chart 2.2 Willingness to use OREP product



Pie Chart 3.7 Word of Mouth of respondents



Based on the primary data, more than 60% of the respondents from target market have the knowledge and awareness of environmentalism; they owned containers and brought along to takeaway their food. After the management team explained the features and functions of OREP containers, more than 70% of respondents are willing to purchase. It is a positive result and it has validated OREP Company concept and widely acceptable by the target market and the society.

3.2 Target Market

OREP Company has segregated into two categories of target market: physical store and online platform.

I. Physical store

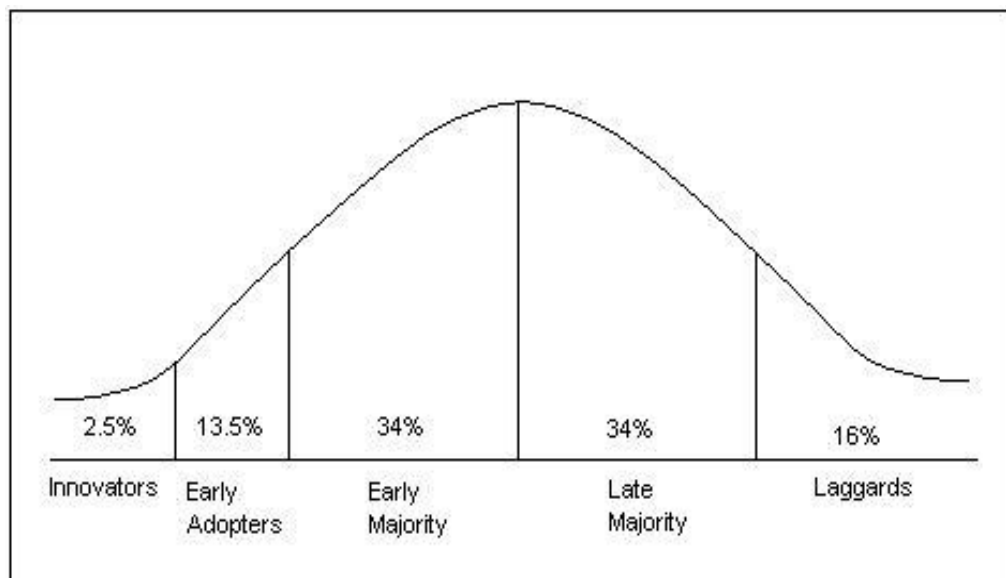
OREP Company targets Northern Region of Malaysia to channel OREP product through selected physical store: Aeon and Parkson in Penang, Perak and Kedah.

II. Online platform

OREP Company will target the customer in Peninsular Malaysia in the first year. The customers came from any states will able to buy OREP products through online platform.

OREP Company targets individuals especially young adult, housewife and chef. The management team targets the market based on adopter categorization, because OREP product is a new and innovative product.

Figure 3.6 Adopter categorization on the basis of innovativeness



Source: *Diffusion of Innovation Theory*. (n.d.).

The management team targets innovators and early adopters at the first year, which is 2.5% and 13.5% respectively from the population of target market. Innovators and early adopters are the people who have higher tendency to accept new ideas. According to Diffusion of Innovation Theory, innovators are the person who are eager to try new innovative ideas and able to understand and apply complex technical knowledge. Besides, innovators have substantial financial resources and higher level of purchasing power. On the other hand, early adopters tend to be slower than innovator. They provide information about innovation. These people are being respected for their reputation for successful and discrete use of new ideas.

At the second year, OREP Company will approach early majority members, which contribute 34% of population of the market. The management team believes that these people will spread the product through word-of-mouth, as they are the followers of early adopters and innovators.

3.3 Competitive Position within Target Market

Table 3.2 Competitive Analysis Grid

Name	Tupperware	Elanware	Rubbermaid	Lock & Lock	Zebra	Swordsman	OREP
Product features	Specific functions Durable	Multipurpose Variety of colours and shapes	Resists stains Microwave safe	Air tight feature	Stainless steel Durable	Durable Microwave safe	Oil repellent
Product warranty	Lifetime	Not available	Not available	Not available	Not available	Not available	1 year
Product availability	Low	High	High	Moderate	High	Low	Moderate
Brand name recognition	High	High	High	High	High	Moderate	Low
Access to distribution	Low	High	High	Moderate	High	Low	Moderate
Quality of products	High	Low	Moderate	Moderate	High	High	Moderate
Product range	High	High	High	Moderate	High	Low	Low
Price range	High	Low	Moderate	High	High	Low	Moderate

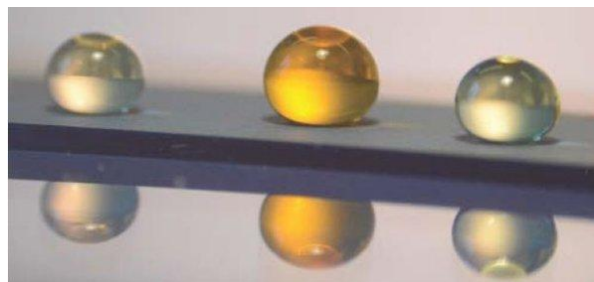
4.0 MARKETING PLAN

4.1 Product Feasibility Analysis

4.1.1 Full description of the product or service offer

OREP container is a PET (Polyethylene terephthalate) plastic container with its core function- oil will not stick on the surface of the container. OREP container is created for the people who are having trouble with washing containers, inconvenience, environmental issue awareness and people with sensitive skin. We are adopting Superoleophobic Nanotechnology to produce this oil repellent container. Superoleophobic technology is a process of treating the surface of the PET plastic with Silicon Dioxide Nanoparticles (SiO_2) in order to make the contact angle of the surface more than 150° to reach the function of oil repellent. (Wang & Bhushan, 2015) The surface of the PET plastic which being treated with Superoleophobic technology will contain the characteristics of anti-fouling, self-cleaning, anti-smudge, low-drag and anti-fog. (Brown & Bhushan, 2015)

Figure 4.1 Superoleophobic oil repellent surface



Source: 'Bed of nails' material for clean surfaces (2012). Retrieved from <http://phys.org/news/2012-09-bed-material-surfaces.html>

Figure 4.2 Silicon Dioxide Nanoparticles

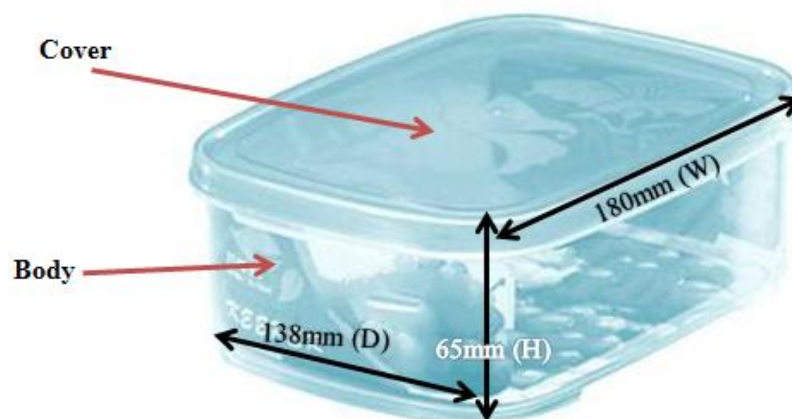


Source: *Silicon dioxide* (n.d.). Retrieved from https://en.wikipedia.org/wiki/Silicon_dioxide

OREP will mainly focusing on the process of applying coating of silicon dioxide to the PET plastic container while our core supplier, EE-Lian Plastic Industries (M) Sdn. Bhd. will supply OREP the original PET container which yet to be coat.

At the beginning, OREP will launch a series of product which named as "OREP B.Y.O.C." series. The B.Y.O.C. stand for "bring your own container". B.Y.O.C. series is our very first series which emphasis on encourage consumers to bring their own container because our container can be clean easily due to the oil repellent function. OREP B.Y.O.C. is a rectangle plastic container which contains two parts-the cover and the body of the container.

Figure 4.3 Product Outlook and Dimensions



Source: Developed for the research

OREP B.Y.O.C. series will contains six different colors which are red violet, light violet, transparent, sky blue, tiffany blue and lavender.

Figure 4.4 Six colours of OREP B.Y.O.C.



Source: Developed for the research

4.1.2 Concept testing

The company decided to apply concept testing to OREP product before launching it to the market. Concept testing is a way of how people, without prompting, interpret a mind idea for a new product or service. (Smith and Albaum, 2006). It is most often used in concept development to test the success of a novel product idea before it is commercialized.

Before launching product OREP to the market place, some questionnaires are distributed to 411 respondents that are living in Malaysia. There are 4 people who did not complete the survey due to some errors and mistakes. The respondents that are involved in the survey are employees, students, housewives, employer, self-employed, unemployed and others.

From the first part of the survey, we found out that 365 of people out of 407 people own their container (s) / lunch box (Es) while 326 respondents out of 407 respondents who always bring their own container or lunch boxes to buy their foods

from outside stall. Among those respondents, they are facing obstacles such as not willing to clean up mess, inconvenience, busy, skin sensitive which causes them not to bring their own container(s) /lunch box(ex). Unwilling to clean up mess got the highest rating for the reason the respondents are not willing to bring their own container while inconvenience to bring container got the second highest rating .

Besides that, we also found out that 330 respondents out of 407 respondents facing difficulties in washing the container. Uneasy to wash the container got the highest percentage, which is 91.8% among all the difficulties in washing container. Last but not least, 59% or 240 respondents are willing to buy OREP container under the condition they are fully understood with OREP container core concept and functions while 94.1% or 383 of respondents willing to bring along OREP container to buy/ take away food.

Based on our survey, we consider as getting positive response from majority of the respondents. Our OREP container definitely will solve the obstacles of unwilling, inconvenience and difficult to wash the container because it is oil repellent where the consumers can simply rinse the container with water, which is much more convenience for them. Most important, more than half of the respondents willing to buy OREP container. In conclusion, our product idea consider as feasible to conduct further productions process because the survey result shows that this idea is full of potential.

4.2 Pricing Strategy

The management team decides to use prestige pricing strategy to market OREP product. Prestige pricing strategy enable OREP Company to set higher price on the product. This strategy is often used by high-end products such as jewelry.

OREP Company uses prestige pricing starategy to create brand equity and brand positioning of OREP container. OREP product is unique, brand new product in the market. Thus, the management team wants to position OREP container as a branded product and it is as competitive as Tupperware.

According to the primary data obtained from the survey, 77.4% of respondents stated that they are willing to spend RM 20 to RM 50 to purchase OREP container. The selling price of OREP container is RM 60 nett. The management team decided to set this pricing because OREP Company wants to build quality product in consumer mind. The consumer minds and perceptions have been manipulated by the level of price; consumers thought higher price equals to higher quality.

4.3 Channel Distribution

I. Selective distribution

OREP Company uses selective distribution as one of the channel distribution. The management team will seek intermediaries to introduce OREP product penetrate into the market place. The selected retailers are Parkson and Aeon. OREP Company wants to segment OREP product as a premium product, and it is only available in selection locations. The products sold in Parkson and Aeon have higher brand name and reputation, more expensive and better quality. Therefore, in order to successfully brands OREP product, OREP Company took the first step to select a suitable location to channel prestige products.

According to the primary data obtained from the survey, Aeon and Parkson have the highest votes among the other retailers. 29.2% (119) of respondents wish to

purchase OREP product from Aeon, whereas 27.5% (112) of respondents wish to purchase OREP product in from Parkson.

The selected regions are stated as below:

Table 4.1 Total number of Aeon in The Northern Region in Malaysia

Penang	Aeon mall Bukit Mertajam/ Aeon Queensbay
Perak	Aeon Ipoh/ Aeon Ipoh Station 18/ Aeon Ipoh Klebang / Aeon Seri Manjung / Aeon Taiping

Source: Developed for the research

Table 4.2 Total number of Parkson in The Northern Region in Malaysia

Penang	Parkson Gurney Plaza/ Parkson 1 st Avenue/ Parkson Prangin Mall/ Parkson Sunway Carnival/ Parkson Perda City Mall
Perak	Parkson Ipoh Parade
Kedah	Parkson Petani Parade/ Parkson Aman Central

Source: Developed for the research

OREP Company will focus on The Northern Region of Peninsular Malaysia first because OREP's factory is located at Penang. The management team will able to control and monitor the sales of products.

II. Exclusive distribution

OREP Company plans to set up direct distribution channel to distribute products. A showroom will be set up at the third floor of OREP factory; it is used to invite potential customers or parties to pay a visit. They are welcome to visit to the company and the management team will demonstrate the functions and uses of OREP products. The showroom serves as education platform for the public to learn about superoleophobic concept.

III. Click and Mortal

The reason OREP Company choose click and mortal because customer can get the product easily. Pos Malaysia head of corporate communications and customer care mentioned that the online product delivery to customer rose from 29 Million in 2011 to 40 Million in 2013. The trend of online shopping increases the sales of product.

1. Web site

OREP Company will have a company website. It acts as a platform that allow the customers to search for the related information, watch demonstration video online and feedback of th products. In addition, customers can directly approach the company to make purchases through contact number, email and Facebook page.

- Facebook: OREP, www.facebook.com/orepforu/?fref=ts
- Website: <http://orepforu.wix.com/yourbestchoice>

2. Lazada and 11 street

The company will channel OREP product through Lazada and 11 Street. Those are online shopping platforms for customers to view and purchase the products. It brings convenience to the customer to purchase the products without going out and customers can save time in shopping in physical stores. Besides, the online platform allowd OREP Company to reach customers throughout Malaysia.

4.4 Promotions and Advertising

I. Bunting

OREP Company has decided to print out the advertisement by using bunting. It will be displayed in the showroom. The design is as shown below:

Figure 4.5 Bunting design



The bunting included information that can be easily understood by customers. Besides, it also explained the features of OREP product and the nature of business of OREP Company.

II. Social Media (Online Advertisement)

OREP Company will mainly focus on social media such as Facebook, Whatsapp, Line, Wechat, Twitter, Instagram, Linkin and the company's website to promote the company's products. In today's business world, social media plays a significant role to help a company to promote their products and services. In addition, social media also helps to increase the awareness to the public of a particular business. The management team believes that the use of social media can

create awareness of the existence of company. Furthermore, online advertisement reduces the advertising cost compared to the traditional advertising methods. OREP Company is free to promote through social networking sites and reaches large numbers of customers. On the other hand, customers are able to get the latest update of the information on the social networking sites.

1. Facebook page: It will be named as OREP Company. On the Facebook page, customers will get the latest information about our product, video and promotion.
2. Whatsapp, Line, Wechat, Twitter, Instagram and Linkin: It will serve as our reminder platform, to share the latest information to the consumer.
3. Company website: It is a platform to assist consumers to know our product clearly and purchase product directly.

III. Educate program (Cooperation with Ministry of Education Malaysia)

The company wish to be connected with every school. So OREP Company will cooperate with Ministry of Education Malaysia. The sole purpose of the collaboration and cooperation is to educate students about environmentalism. The management team realized it is very important to educate students in the young age in order to build a better mindset to protect the environment. Besides, OREP containers can be position in the young generation's minds.

1. Kementerian Pendidikan Malaysia
 - Address: Jalan Raja Musa Mahadi, 31350 Ipoh, Perak, Malaysia
 - Website: [http: //www.moe.gov.my/](http://www.moe.gov.my/)

IV. Special rebate

The management team has decided to offer special rebate during a special occasion period, such as 1st Anniversary. OREP container is a branded product so it should not have price reduction at most of the time.

1. Rebate: RM30 discount with a minimum purchase amount of RM120 during OREP yearly anniversary.

V. Donation

The company will donate 5% of the profit to charity. OREP Company will donate RM3.00 for each product sold. The fund collected will be donated to charity or non-profit organization. The aim of donation is to fulfil OREP's social responsibility; the gains from the society should be giving back to the society.

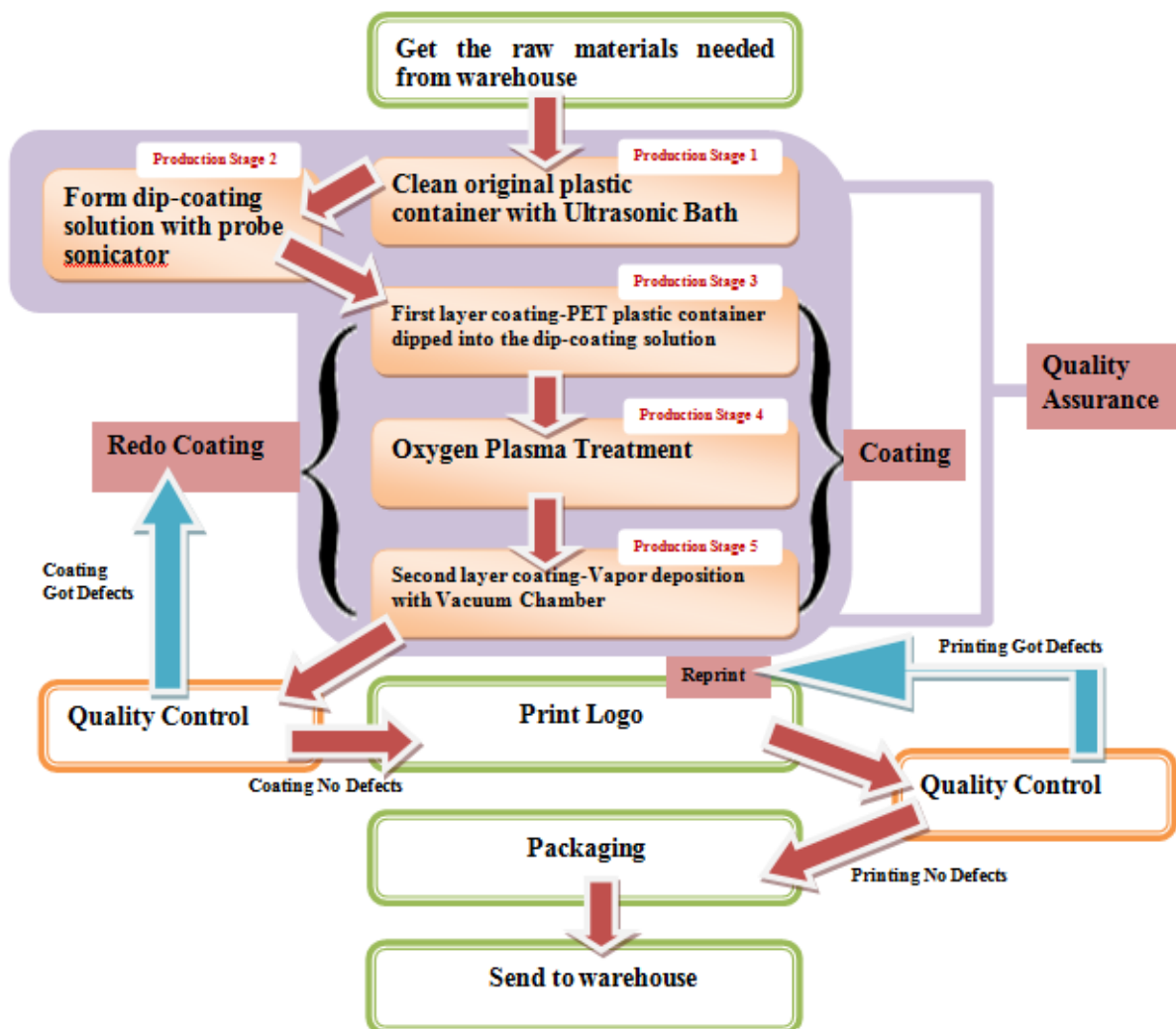
VI. Collaboration with government

OREP will also join forces with the regime. With the aids of government forces, OREP Company can penetrate into market in easy way. The inforcement of laws and regulations able to change the consumer behaviour on the use of plastic and polystyrene. Therefore, OREP Company proposes the inforcement of laws and regulations to the hawkers and food industry; people who takeaway food without own container will be charged an additional amount of RM3.00 for each plastics used. In this situation, consumer will be forced to change their habits of using plastics.

5.0 PRODUCTION PLAN

5.1 Manufacturing Process

Figure 5.1 Manufacturing process of OREP product



Source: Developed for the research

5.1.1 Get the raw materials from warehouse

The raw materials that needed to for production such as original plastic container and other chemicals are stored in OREP warehouse. Therefore, the warehouse operator will collect the raw materials from the warehouse and send the sufficient amount of raw materials into the factory for production to run smoothly.

5.1.2 The five production stages

There will be five steps to produce the oil repellent container. Firstly, the original PET plastic container without coating will be put into Isopropyl alcohol in the ultrasonic bath machine for cleaning purpose. Next, Silicon dioxide Nanoparticles will be dispersed into the mixture of Tetrahydrofuran and Isopropyl alcohol follow by sonication process by using probe sonicator. In the mean time, methylphenyl silicon resin will be added to the sonicator to form a dip-coating solution. After that, the plastic container will be dipped into the solution to form first layer of coating. Later, the plastic container will be treated with Oxygen Plasma Treatment Device. Lastly, the plastic container will be vapour deposited in a vacuum device to form second layer of coating.

5.1.3 Quality Control

Once the raw materials had been coated, the quality control activities will be conducted to find out the products that contain defects and do not reach quality standard. Those products will be sent back to be re-coating. In opposite, those accepted products will be sent to continue with next manufacturing process, to print company logo on it. During the process of printing company logo, the quality control operator will conduct quality control activity by separate those products that contain printing defects. The logo will be reprint later. The products without printing defects will be sent to continue with the next manufacturing process, products packaging.

5.1.4 Packaging

For the packaging process, the operators will covered each unit of product with a cardboard sheet which printed with product information. Later, the products will be put into corrugated box. There will be twenty units of products in each corrugated box. The products will now be considered as finished goods. The finished goods will send to the warehouse waiting to send to customers or send to third party logistic company.

5.2 Availability of Qualified Labor Pool

OREP will categorize qualified labor pool into two categories which are skilled and unskilled labor. For the skilled labor, their job scopes will covered management and planning duties, coordinating and leading duties. The minimum requirement for skilled labor will be a diploma holder in related fields. For the unskilled labor, their job scopes will cover manual labor work which requires strong physical body. The minimum requirement for unskilled labor will be Sijil Pelajaran Malaysia (SPM) certificate holder.

Table 5.1 Labour Pool of Production

Job Title : Operational Manager Responsibilities: <ul style="list-style-type: none"> ➤ Overseeing production, ensure the whole operations are manufactured efficiently and effectively, with minimizing of cost incurred. ➤ Conduct production planning and scheduling activities to ensure production run smooth ➤ Manage delivery and inventory issues, lead time issues and providing solutions to solve problem. ➤ Coordinating support departments. ➤ Plan and coordinate cost reductions and ERP protocols ➤ Implement strategies to improve operational 	Unit Required 1	Skilled
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<p>systems, processes and policies to alliance with of organizations mission and goal.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> ➤ Degree in Business Administration/ Operational Management or related field. ➤ 5 years experiences in Operations Management. ➤ Good knowledge in logistics related issues such as Incoterms. ➤ Good computer skills, book keeping skills, leadership skills and communications skills. 		
<p>Job Title : Machine Operating and Maintenance Supervisor</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ➤ Plan, organize, and direct operation of all activities within the department under the guidance of the Operational Manager. ➤ Cooperate with operational manager to schedule the work activities to maximize the efficiency of operations. ➤ Monitoring machines maintenance and checking activities to ensure lowest cost incurred with highest efficiency. ➤ Conduct training and development program throughout the department. <p>Qualifications :</p> <ul style="list-style-type: none"> ➤ Degree in Mechanical/ Mechatronics/Electrical Technology Engineering or related field ➤ Must be very familiar with ultrasonic machine, plasma surface treatment machine and vapor deposition chamber. ➤ At least 3 years of related experiences in machine operations and maintenance 	1	Skilled

management field.		
Job Title : Packaging Department Supervisor Responsibilities: <ul style="list-style-type: none"> ➤ Plan, organize, and direct operation of all activities within the department. ➤ Conduct training and development program throughout the department. ➤ Design products packaging. Make decision on packaging design issues such as cost, material to be use, feasibility of the material. ➤ Determine if there are needs of machinery and equipment for the department Qualifications : <ul style="list-style-type: none"> ➤ Degree in Operational Management/ Business Administrations or related field. ➤ Experience in a manufacturing environment is required.Supervisory experience is preferred. ➤ At least 1 year of experiences in packaging department. ➤ Strong knowledge in safety & standard packaging, effective, and cost efficient packaging method. 	1	Skilled
Job Title : Machine Operator (Ultrasonic Bath) Responsibilities: Operate CNC Ultrasonic Bath with high precision part. Qualifications : <ul style="list-style-type: none"> ➤ 18-30 years old ➤ Certificate/ Diploma in mechanical/Mechatronics/Electrical Technology Engineering or related field. ➤ At least 1 year experience in handling Ultrasonic 	2	Skilled

<p>Bath Machine.</p> <ul style="list-style-type: none"> ➤ Manual Dexterity in handling machine and computer ➤ Required Languages : Bahasa English and Bahasa Malaysia. 		
<p>Job Title : Machine Operator (Ultrasonic Probe Machine)</p> <p>Responsibilities:</p> <p>Operate CNC Ultrasonic Probe with high precision part</p> <p>Qualifications :</p> <ul style="list-style-type: none"> ➤ 18-30 years old ➤ Certificate/ Diploma in mechanical/Mechatronics/Electrical Technology Engineering or related field. ➤ At least 1 year experience in handling Ultrasonic Probe Machine. ➤ Manual Dexterity in handling machine and computer ➤ Required Languages : Bahasa English and Bahasa Malaysia. <p>Preferable for applicants who able to communicate in basic Mandarin</p>	2	Skilled
<p>Job Title : Machine Operator (Oxygen Plasma Treatment Machine)</p> <p>Responsibilities:</p> <p>Operate CNC Oxygen Plasma Treatment Machine with high precision part.</p> <p>Qualifications :</p> <ul style="list-style-type: none"> ➤ 18-30 years old 	2	Skilled

<ul style="list-style-type: none"> ➤ Certificate/ Diploma in mechanical/Mechatronics/Electrical Technology Engineering or related field. ➤ At least 1 year experience in handling Oxygen Plasma Treatment Machine. ➤ Manual Dexterity in handling machine and computer. ➤ Required Languages : Bahasa English and Bahasa Malaysia. <p>Preferable for applicants who able to communicate in basic Mandarin.</p>		
<p>Job Title : Machine Operator (Vapor Deposition Vacuum Chamber)</p> <p>Responsibilities: Operate Vapor Deposition Vacuum Chamber.</p> <p>Qualifications :</p> <ul style="list-style-type: none"> ➤ 18-30 years old ➤ Certificate/ Diploma in mechanical/Mechatronics/Electrical Technology Engineering or related field. ➤ At least 1 year experience in handling Vapor Deposition Vacuum Chamber. ➤ Manual Dexterity in handling machine and computer. ➤ Required Languages : Bahasa English and Bahasa Malaysia. <p>Preferable for applicants who able to communicate in basic Mandarin.</p>	2	Skilled

Job Title : Screen Printing Machine Operator Responsibilities: <ul style="list-style-type: none"> ➤ Operate Screen Printing Machine ➤ Remove products with printing error and redo printing ➤ Arrange products in proper way to allow proper drying ➤ Deliver the finished products to the next department. Qualifications : <ul style="list-style-type: none"> ➤ 18years old- 40 years old ➤ Fresh Graduate Spm Leavers 	2	Unskilled
Job Title : Warehouse Operator Responsibilities: <ul style="list-style-type: none"> ➤ Receive materials and arrange systematically into the factory. ➤ Keep inventory record clear and systematic. ➤ Loading of goods with forklift or hand pallet. Qualifications : <ul style="list-style-type: none"> ➤ 18years old- 40 years old ➤ With Malaysia Driving License class F or class H ➤ Preferable for applicants who experienced in factory/ store management related jobs. 	2	Unskilled
Job Title : Packaging operator Responsibilities: <ul style="list-style-type: none"> ➤ Pack each unit of product according to certain manual. ➤ Pack the products into big corrugated box. ➤ Carefully operating manners to ensure minimum 	2	Unskilled

damages or defects to the entire materials, products or equipments.		
Qualifications : <ul style="list-style-type: none"> ➤ 18years old- 40 years old ➤ Fresh Graduates Spm Leavers 		

Job Title : Quality Assurance Operator Responsibilities: <ul style="list-style-type: none"> ➤ Approves in-process production by confirming specifications; conducting visual and measurement tests; communicating required adjustments to production supervisor. Qualifications : <ul style="list-style-type: none"> ➤ Two years of prior relevant experience in quality control related to consumer products. ➤ Manual dexterity in product quality control. 	1	Unskilled
Job Title : Quality Control Operator Responsibilities: <ul style="list-style-type: none"> ➤ Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials. ➤ Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work. ➤ Updates job knowledge by participating in educational opportunities; reading technical publications. 	1	Unskilled

Qualifications : <ul style="list-style-type: none"> ➤ Two years of prior relevant experience in quality control related to consumer products. ➤ Manual dexterity in product quality control. 		
Job Title : Production Maintenance Technician Responsibilities: <ul style="list-style-type: none"> ➤ Conduct regular preventive maintenance activities on machineries and equipment used in manufacturing process. ➤ Diagnose manufacturing equipment problems and taking proper actions to rectify them. ➤ Conduct regular maintenance activities on machines such as cleaning and greasing the manufacturing machines and equipments. ➤ Conduct machines installation process. Qualifications: <ul style="list-style-type: none"> ➤ Provable knowledge of machinery maintenance process. ➤ 18-30 years old ➤ Certificate/ Diploma in mechanical/Mechatronics/Electrical Technology Engineering or related field. ➤ 3 years experience in related field. 	2	Skilled

Source: Developed for the research

5.3 Physical Plant

OREP physical plant is located at a building in SimpangAmpat, Penang. OREP physical plant occupied three floors for manufacturing, administrations office and show room.

5.3.1 Manufacturing Layout

OREP allocated some space for warehouse at the back of the manufacturing plant. OREP is adopted O shape layout for the manufacturing plant. First, the raw materials from suppliers will be check and store in OREP warehouse. Later, the raw materials at certain required quantity will be sent to the production line for the production of oil repellent lunch box. After passes through every production stage, the finished goods will return back to the warehouse for storage or to be sent. The Operations Manager Room will be located at the front part of the manufacturing plant.

5.3.2 Administration floor layout

The second floor of OREP will be use for administration office. The Chief Executive Officer, Finance Manager, Human Resources Manager, and Sales& Marketing manager rooms are at this floor. The administration office will also completed with conference room, open office area, washrooms, and pantry. These are the important facilities for the administrations activities to run smoothly.

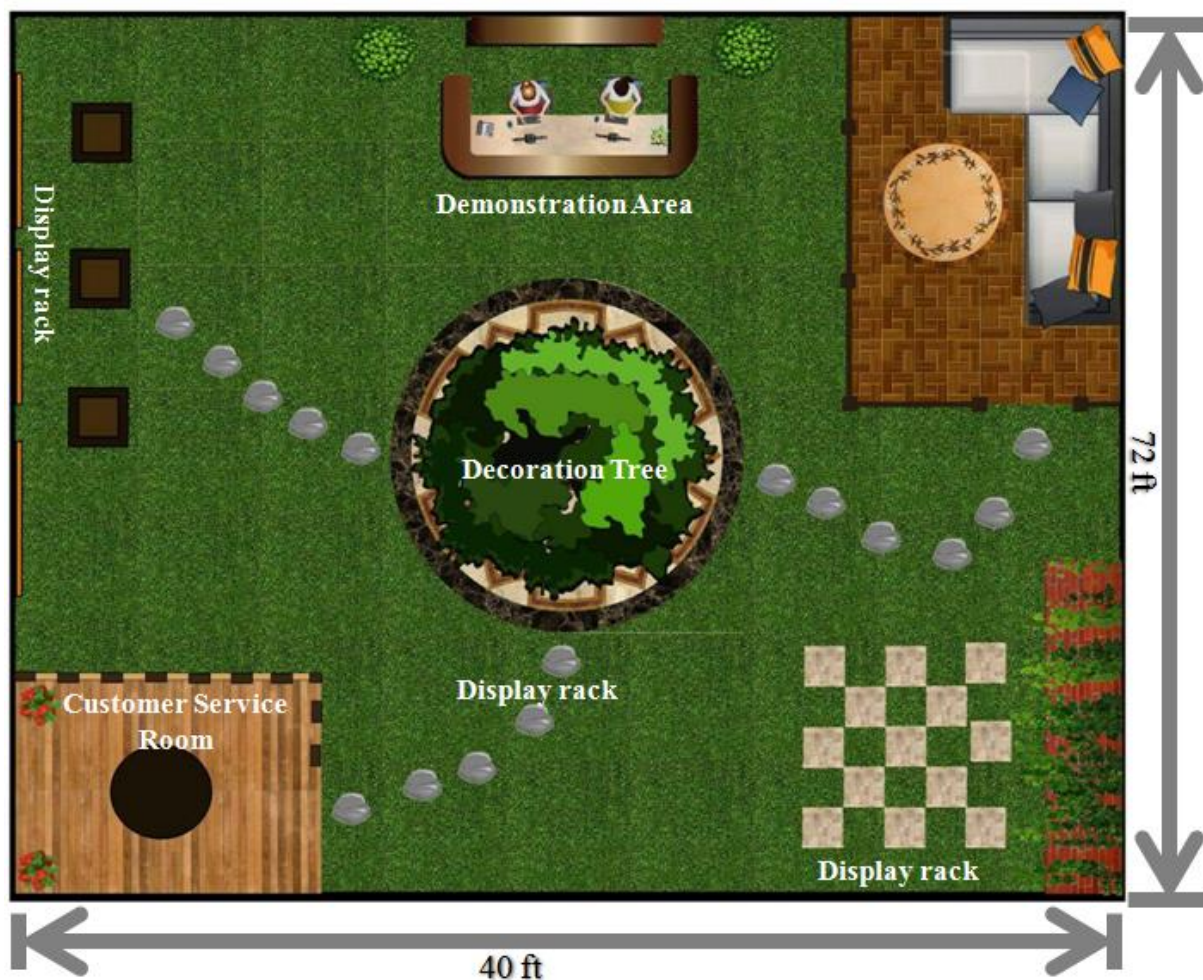
Figure 5.3 Administration floor layout



5.3.3 Show Room Layout

OREP showroom is applying elements of "green and naturals" to build up the concept of the showroom. OREP showroom main theme will be environmental friendly. Therefore, the main colors using in the showroom will be colors that near to natural, such as brown color and green color. At the center of the showroom, there will be decoration tree which matched with the showroom concept-the green environment. A demonstration area will available at the showroom for product demonstrations purpose.

Figure 5.4 Show Room Layout



5.4 Machineries and Equipments

Table 5.2 Machineries and Equipments

	Price (Per Unit)	Function	Unit Required	Total Price
Ultrasonic Bath Machine	RM2080	Cleaning	2	RM4160
Ultrasonic Probe Machine/ Homogenizer	RM47000	Coating	1	RM47000
Oxygen Plasma Treatment Device	RM33000	Coating	1	RM33000
Vapor Deposition Vacuum Machine	RM12000	Coating	1	RM12000
Screen Printing Machine	RM5500	Print Simple Logo	1	RM5500
33pcs Hand Screwdriver Mechanical Multi Function Tool Kit	RM80	Machine Maintenance	5	RM400
Lever Block	RM500	Material Handling	1	RM500
Forklift	RM12000	Material Handling	1	RM12000
Hand Pallet Truck	RM400	Material Handling	2	RM800

Source: Developed for the research

5.5 Names of Suppliers of Raw Materials

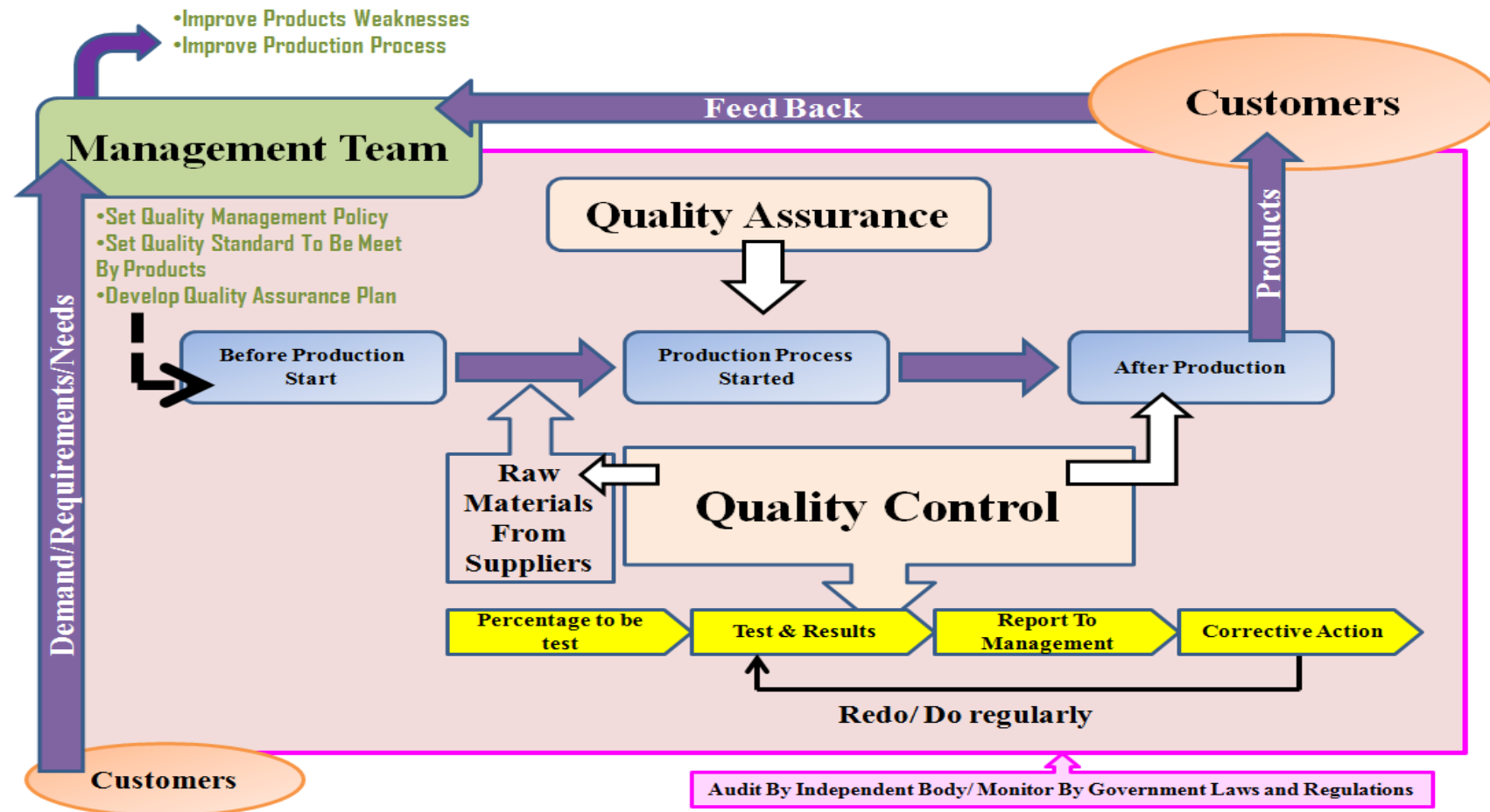
Table 5.3 Names of Suppliers of Raw Materials

Material Supplied	Company
Plastic Container	<p>EE-Lian Plastic Industries (M) Sdn. Bhd. Plot 1027, LengkokPerindustrian Bukit Minyak 1, KawasanPerindustrian Bukit Minyak, 14100 SimpangAmpat, Penang, Malaysia.</p> <p>Tel : + 604-502 3511 / 502 3522 Fax : + 604-502 3588</p>
Collapsible Silicon Container	<p>Oasis Swiss SdnBhd 20, Jln MJ 14, Taman Industri Meranti Jaya, 47120 Puchong, Selangor, Malaysia</p> <p>Tel : +60 3-8063 0608</p>
Plastic Container	<p>Jintye Corporation (M) Sdn Bhd 6,8,10, Jalan Pala 14, Kawasan Perindustrian Permatang Tinggi, Bukit Mertajam, Penang 14100 Malaysia</p> <p>Tel: +604 587 3571 / +604 587 3572</p>
Packaging Use Cardboard	<p>Cheong Seng Chan SdnBhd Plot 10, LorongIndustriRinganSatu, Juru Light Industrial Estate, 14100 Juru, Penang, Malaysia</p> <p>Tel : +604-501 1711 Fax: +604-501 1717 Email : cbs.csc@gmail.com</p>

<p>Packaging Use Corrugated Box</p>	<p>Public Packages SdnBhd Plot 67 & 72 Lintang Kampong Jawa, Bayan Lepas Industrial Park, 11900 Bayan Lepas, Penang, Malaysia</p> <p>Tel: 604 - 6444777 Fax: 604 - 6436699 Email: solutions@pph.com.my</p>
<p>Chemical Material</p>	<p>Bis Chemical SdnBhd No .328, Jalan 2C, KampungBaruSubang, 40150 Shah Alam, Selangor, Darul Ehsan, Malaysia.</p> <p>Tel : + 603 7847 6980 / 81 Fax : + 603 7847 Email : info@bischem.com Website : www.bischem.com</p>
<p>Chemical Material</p>	<p>Chemfield Sdn. Bhd. No. 1, Laluan Industri Lahat 3, Kawasan Perindustrian Rima, 31500 Lahat, Ipoh, Perak Darul Ridzuan, Malaysia.</p> <p>Tel : +605322-3322 Fax: +604-501 1717 Email : mail@chemfield.com.my enquiry@chemfield.com.my</p>

5.6 Quality Control

Figure 5.5: Quality Control



Picture 2 shows the quality control flow chart of OREP. At the very beginning, OREP management team will collect the demands, requirements, or needs from customers. Later, the management team will generate new product idea based on the customers and market needs. OREP quality management philosophy is to prioritize customers needs because customers are the group of individuals who will judge whether OREP reach quality standard through their consumption of products.

5.6.1 The quality control processes flow

Before the production process starts, the responsibilities of management team are to conduct a very detail quality management plan. In the quality management plan, the management team will determine the quality management policies of OREP as the guidelines to manage quality. The management team will also determine the specific standard that should be reached by the products. Last but not least, the management team will also determine the brief quality assurance plan. Management team will ensure the effectiveness of the quality assurance plan as a monitor to the production process.

Later, when the raw materials from suppliers reached the factory of OREP, quality control activities will be conducted to ensure the raw materials reach quality standard. After that, the production process will start, where the quality assurance activities will take place. After the production complete, the finished goods will go through another quality control process to ensure goods that will be delivered to customers reach the quality standard. Next, the goods will be delivered to customers. From the customers, management team will get the feedback. The feedback will be the input for them to improve product weaknesses as well as improve production process to minimize cost.

5.6.2 Quality control

In generally, there are some activities and techniques which being used to reach a higher standard of quality together with the reduction of cost in the process of transforming input of raw material to the output of finished goods. (Fobasso &

Nnamani, 2013) The quality control are form through the activities and techniques such as the inspection of raw materials input and finished goods output in various stages of production to ensure it is not below certain standard, analyze the statistical data which produce through sampling activities, benchmarking, continuous improvement (CI) and supplier partnering (Fobasso & Nnamani, 2013)

The statistical procedure called acceptance sampling is used to control the quality of the raw materials and the finished goods. (Chary, 2012) OREP will apply acceptance sampling method for quality control on both input raw materials and output of finished goods. The acceptance sampling procedure is conducted by taking a small sample comprising a number of items from the total amount of items. If the number of defective items is less than or equal to a certain amount allow by the management team, the entire batch of goods will be accepted by the OREP factory. (Chary, 2012) For example, from 100 units of finished goods produced by OREP factory, a 10% of sample size will be taken to test the quality. Within the 100 units of finished goods, only 2% of defective is allowed.

Next, the sampling test will be put into practice and the results from the test will be reported to the management team. From the results provided, the management team will compare it with the pre-define standard. If the numbers of defective goods is less than or equal to the determined standard (2% of defective), the batch of goods is considered reaching quality standard. In opposite, corrective action will be implemented by the management team. Instead of pooled all the defective products and redo the coating processes, the management team will also try to find the sources of causing the disallowance of defective percentage. After that, an effective solutions will be implemented to solve the sources or problem which causing the defective. Example of problem sources are unskilled workers and less effective of machines. The sampling test must be conducted regularly so that the quality of the products maintain in the standard while new problems or sources of defect that happened in future will be detected and fix immediately.

5.6.3 Quality assurance

OREP will also apply statistical process control method for quality assurance. Quality Assurance is a set of activities conducted by the manufacturer during the production process to ensure that the constructed work or production process meets certain quality requirements or standard. (Kenerson, 2007) The production process control assume that if the processes such as cleaning, coating, and chemical reactions are operated within a set standard, the product which produced will have desirable quality. (Chary, 2012)

5.6.4 Audit by independent body/ Monitor by Government Laws and Regulations

In order to make sure that the OREP quality management efforts gain trust from the customers, OREP quality management will be audited and monitor by both government and independent body.

OREP is required to manufacture products according to the law and regulations that set by the Ministry of Human Resources- Department of Occupational Safety and Health and the Ministry of National Resources and Environment. For the chemical wastage that produced by OREP, we have build contract with KualitiAlamSdn. Bhd. to handle the waste in proper manner which will not harm the environment.

Due to the consumption of chemical materials to produce OREP products, we will need to obey to :

- Occupational Safety and Health (Use and Standards of Exposure of Chemical Hazardous to Health) Regulations 2000
- Occupational Safety and Health (Classification, Packaging and Labeling of Hazardous Chemical) Regulations 1997
- Environmental Quality (Scheduled Wastes) Regulations 2005

In long term, OREP is aimed to achieve quality standard that set by independent body, International Organization for Standardization (ISO). The quality standards that we aimed to achieve are:

- ISO 9000 - Quality Management on business efficiency and customer satisfaction
- ISO 14000- Environmental Management

5.7 Customer Support

In the competitive business environment, there are much easier to retain customers compare to attract new customers. Customer support can be view as an element to add value on the core service to increase customer satisfaction. Through good customer support service, a customer are more satisfy to product and company,. As result, customer retain to company. The customer support is an important in relationship marketing. Therefore, a company is required to put effort on customer relationship management in order to retain customer. (Qasim & Asadullah, 2012)

5.7.1 Website and Social Media pages

OREP has created a website <http://orepforu.wix.com/yourbestchoice>. One of the functions of the website is to be a platform for customers to contact us for any feedbacks and complaints. OREP will also create a social network pages as another platform for customers to communicate and discuss about the products among each other. A social network place will join customers who have same interest on our products and create more awareness to our products. The customers can share photos, video or documents among each others.

5.7.2 Product demonstration

OREP has set up a product show room in order to display the products. The show room is also a strategic place to communicate and educate customers on the matters of our products specifications and benefits through product demonstration activities. Demonstration activity is the most clear, simple, and direct platform to show our customers how the products of OREP works. The customers can see, touch and try the products so that they will trust and remember OREP products. The results

of demonstrations will show how the products can solve customer problems and give them the best solution.

5.7.3 After sales service

OREP will provide customer with two months of product warranty. The customer will be provided with a warranty card during their purchasing of products. If there are defects on products within one year, the customer can return the defect products to the intermediaries, retailers or directly to OREP by showing their warranty card. A new product will be given to customers as an exchange to the defects products. The defects of products that cover under one year warranty will be:

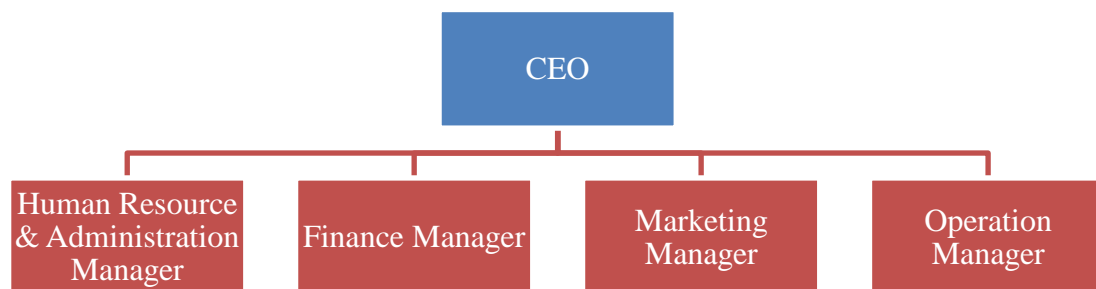
- Products are failed to repel oil.
- Products cracks, deform, misshape, and break.

However, the warranty does not cover man-caused (man-made) damage such as melting cause by fire, cracks and deform caused by insects bite, normal fades and scratches.

6.0 MANAGEMENT TEAM

6.1 Description of Management Team

Figure 6.1 Organizational Chart



The diagram above shows the top management position of OREP Corporation. There are total five positions which are Chief Executive Officer (CEO), Human Resource Manager, Operation Manager, Marketing Manager, and Finance Manager. Those position is executed by Ms June Lew Wan Ling, Mr Lee Hue Seng, Ms Ng Mei Yee, Ms Janice Ho HouiHoui, Mr Joe Liew Yao Zu. Each of them is eligible to take the position because they are experienced in operating business activities with the relevant rich knowledge, skills, abilities and intelligence to manage each department in company.

I. Chief Executive Officer (CEO)

In OREP corporation, Ms June Lew Wan Ling is elected and hired as CEO. She had done her undergraduate study, Bachelor of Business Administration (HONS)

Entrepreneurship in University Tunku Abdul Rahman (UTAR) with flying color. Thus, it is convincible that she has relevant knowledge, skills in managing the company and lead to success with great performance.

Ms June Lew Wan Ling has a lot of event organizing experiences such as Chairperson for “ We are Young” Flea Market, organizer for FMM Field Trip, and Vice Chairperson for Entrepreneurship Society. Besides, Ms June also advanced in some skills such as management skills & problem-solving skills and also General science skills & artistic skills in which those skills are tested by the certification of CAT. This can prove that Ms June is honored with the qualification to manage and supervise the operation of each department. Furthermore, Ms June also has high level of interpersonal role and good communication skill. These are much more helpful in communicating with other department and able to convey the decision accurately to the following department manager and workers. Good interpersonal role also help her gain more trust and persuasive power from the managers and staff and also can always maintain a tight relationship with external parties.

Rather than these essential skills and roles, Ms June is empowered with her working experiences. At first, she worked as the part-timer for many jobs such as flyer distributor, sampling promoter, pc fair promoter, telecommunication promoter, customer sales assistant and conference event crew. Through participating in these jobs, Ms June able to learn a lot about marketing-related activities in term of the operation, the distribution channel, location, population and so forth. This can chip in helping Ms June to decide the marketing decision and customer service policy. For example, Ms June able to create innovative logo, provide extra product-related service to attract customers who seek for new feeling towards the product and able to ease them as well as their life.

Furthermore, Ms June has acquired relatively sufficient working experience in rather crucial position. She worked in Sunshine Square SdnBhd as a project assistant manager. The jobs that she performed daily are majorly supervising employees’ payroll, performance and working hours, promoting items on sales to customers and assisting in event planning and organizing and last surveying and gathering information from competitors and customers and also distributing promotional vouchers to customer. With this qualification, Ms June is able to be responsive in

planning, organizing, leading and controlling activities in management. To cite an instance, under the supervision of Ms June, effective and well-planned strategies can be implemented accurately towards the problems and opportunities at the right time to ensure the maximum profit and minimized loss.

In conclusion, Ms June Lew Wan Ling could probably be the most suitable person in performing this important position. Throughout the skills, knowledge and experience that Ms June acquired, we can say that she will try her best to perform her tasks and operate the company smoothly to meet our goals and objectives. She will keep learning and improving in decision making and make more exposure to customers' requirement and needs.

II. Human Resource and Administration Manager

Mr Lee Hue Seng hired as HR manager because he has held the Bachelor degree of Business Administration (Hons) Entrepreneurship. He is qualified to be HR manager because he has scored a flying colour in his HR management subject. Besides that, during study , he has involved in international society such as Aisec, International Friendship society. Hence, he has very good reporting skills, communication skill and interpersonal skliis. This skills can help him to solve any problem efficiently in the interview and able to motivate the employees as well as the job that assigned to them.

Furthermore, since human resource department need to deal with the recruitment of foreign employee and professional technicians. Thus, mastering foreign language is vital in recruiting activities. Mr Lee has mastered English, Chinese, Cantonese, Hakka, and Japanese in advance and learned some German and Korean for basic. He is said acquired the traits and characteristics for performing the task within his position. He has also good personality to analyse and understand the capabilities of employees based on their knowledge and skills. Hence, this will lead him to better assign the right task to the right employee based on their interest and relevant knowledge which can ensure maximized output to the company. Hence, the greatest contribution and output can be delivered from employees to the company.

Moreover, as a responsible human resource manager, Mr Lee has acquired the principle of management activities which are planning, operating, leading and

controlling. His job scope is majorly involved in leading and controlling activities in management. He can also able to motivate employees by implementing some motivational policy and award based on their performance. He is also capable of understanding the employees' expectations and the feedback of them, so he is able to plan a suitable policy to fulfil their needs and implement the plan to maintain the loyalty, motivation and output of employees.

Besides, it is very effective for a human resource manager to develop reward based policies to motivate employees. Thus, Mr Lee has to ensure the benefits of employees are served through implementation of bonus, allowance, rewards and non-monetary benefits. By developing these motivational policies, this will encourage the employees to work harder for the company in return of their own benefits and through this the company can maintain good word of mouth and execute its social responsibilities.

In the nutshell, Mr Lee is the only person whose consists of the characteristic that a successful human resource manager has. He is convinced that manage to hire the suitable workers through cautious and developed test and provide the maximized profit to the company.

III. Operation Manager

Miss Ng Mei Yee is hired as Operation manager for the same reason she is holding Bachelor degree of Business Administration (Hons) Entrepreneurship as well. Thus she has the knowledge to manage the operation of company and lead it to success.

Miss Ng also has lots of working experience such as being promoter, assistance and so on. She also has a very powerful and strong observing skill to look at the detail or tiny spot of company which can create an impact if it goes wrong. Throughout her experience, she is believed can develop a strong leadership skills and the capability to handle wide ranges of operating activities in the firm. This can also motivate her to have better understanding on the operating activities within the company to minimize the cost and expenses to reduce company financial risk and ensure large cash inflow to generate profit by seeking for golden opportunities.

Since Ms Ng is a very careful and well-prepared person in addition she always believe that operation must rely heavily on effectiveness and efficiency to create a smooth operation for the business to run well, she will always try her best to examine the company is in the progress by checking on the layout of working spot, the combination of the materials, the packaging and the quality of the products. This can enable her to ensure the production process is running well in safety situation and detect possible problem and resolve it at the early stage which can reduce more expenses incurred and harshly reduce the risk of operation.

Besides, she is quite fast responsive to problem and able to figure the factor out and implement the corrective solution. This is because she has always enriched herself with some professional training and updated information about operation management through social media. Her profession and knowledge lead her to continuously monitor and check the overall performance based on output and feedback from employees regularly to enhance the operation process and performance. She also lead her operation team and technical team to regularly manage the production line as well such as the machinery, raw material, final products and other issue that may arise from the production of good.

With her knowledge, skills, experience and responsibility, Ms Ng is said can handle this position efficiently. We could believe that she is the most candidate that can perform and manage its authority to ensure profit maximization to the company.

V. Marketing Manager

Ms Janice Ho is assigned to hold her position as Marketing manager since she scored very excellent result during her Bachelor degree of Business Administration (Hons) Entrepreneurship in UTAR. Besides that, she is appointed as a committee member of ‘ We are Young flea market’. Thus she has the very strong observing skill about the market condition. Besides that, she will also have good communication skills and interpersonal skills to talk with external parties thus it can increase the relationship with them.

Secondly, Ms Ho has lots of working experiences such as promoter, sale assistance in different companies which will expose to different market segmentation. During her internship, she worked as a sales assistance in a gold shop and she dealt

with different kind of customers daily. She can easily observe the consumer behaviour of customer and what kind of product they actually seek. Throughout her experience dealt with large amount of customer, she can develop a strong communication skill and build up a strong customer relationship easily. She thinks that customer relationship is the most important since customer trust will lead to customer loyalty and soon the customer will spread the word of mouth to their friends and family.

Moreover, Ms Ho also learnt a lot from her internship about product development and marketing strategies. Since she worked as sale assistance, she also dealt with production of product, so she knows that product development is very crucial in order to enhance marketing activities because high quality product will also has high demand from customers. She can easily get the feedback and observation on customer to make a corrective marketing planning. With the experience she dealt with customer, she can manage to solve the customer problem and the benefit that they seek. Thus, she is able to response accurately to their needs and wants. She can implement lots of marketing activities such as promotional discount, price bundling and so on. It is quite sensitive to price elastic customer whose wish to seek for low price but advantageous products. She can always find an innovated ways of advertising and promote the products to user-friendly and environmental friendly customer by creating market awareness, market demands and market expectations.

Furthermore, since she is open-minded, this will be her advantage in deciding suitable marketing strategies to follow the trend. For example, she manages to use some marketing tool to promote the product through social media and road show in order to capture the attention of customers. She is also in charge of deciding the packaging, size, colour, and other product attributes which will be the main issue to allure the customer to purchase the product. Besides, she is also mastering good customer service management skills in which she offers customer support service to communicate with customer and retrieve the feedback from them to make amendment. She also pays a lot of attention on promotional strategies and customer relationship management since she thinks both of these tools can become our competitive advantage to compete with competitors. Hence, she will try her best to execute the marketing planning effectively and well prepared at the appropriate time such as

during the introductory stage to create more customer awareness by organizing road show or other promotional activities.

In conclusion, Ms Ho will be the most appropriate candidate to sit for this position in performing this role. This is because not just only her knowledge and skills, but she will also keep learning and aggressive in expanding her marketing activities for the benefit of company.

VI. Finance Manager

Mr Liew Yao Zu is hired as Finance Manager because he has very thorough and particular about financial data and statement. He also managed to get high mark in Finance subject during his Bachelor degree of Business Administration (Hons) Entrepreneurship. Thus, he was elected as the Finance manager due to he might has the high level of financial knowledge and experience in performing the financial tasks and other financial activities.

Mr Liew has a very deep and comprehensive understanding and knowledge about financial processes and statement that enable him to pay better attention on company financial planning, forecasting, cash flow, budgeting and so on. Besides that, since he is an ethical people, he will also aware of the illegal cash flow to the company in order to protect the image of the firm and the brand. He will also always keep an eye on the financial events of other company around the world in order to refresh his knowledge about finance. This will be a pro to Mr Liew since he can have better understanding about current economic situation, financial trend, financial activities around the world and global trade. Thus, Mr Liew can use this knowledge as the competitive advantage to enrich the financial system of the company through financial statement, annual report, cash flow statement and so forth. He can also serve the financial system of the company more systematic by providing the reference and insight from the point of economic and global financial view.

As a finance manager, Mr Liew's job scope including managing the cash flow and expenses of company. Mr Liew has to cooperate tightly with operation manager, Ms Ng frequently so that both of them can ensure better cash inflow with low expenses and at the same time ensuring the smooth operation of the company. Besides, Each of the department such as HumanResource, Marketing department need to deal

with finance department in order to have further expanding or recruiting activities to prevent unessential spending. The most important job scope is compiling the company financial report and statement and analysing the current financial situation to further forecast the budget to be used in the company. Thus, he required to be very thorough and sensitive to the future uncertainty and economic conditions.

Since Mr Liew is matured, long term success seeker and has accurate view of judgement about the financial situation, he is the best candidate to hold Finance manager to wholly manage the financial system of the company. These traits can also allow him to contribute to company by meeting the company financial objectives. Last but not least, he is the most suitable person as Finance manager since he has deep knowledge in finance field and passionate about the economic changes.

6.2 Board of Advisor

In our company, we decide to invite Malaysia Plastics Manufacturer Association (MPMA) to play the crucial role as our board of advisor. MPMA is the best association that can hold this position because it is government authorised association which has largest membership of plastics manufacturer in Malaysia which is over 900 companies. It is a good start for new entrant because new entrants can easily get benefit from the membership of MPMA because MPMA offers a platform to interact with government authority and the citizens. MPMA is convincing because it is sponsored by some famous big companies such as Petronas, Scientix, Dow and so on, Thus, it creates a network for new entrant to expose to high technology as their research and development programme to improve their product.

Besides, MPMA also offers training activities to those new entrants to enhance their product. This is because MPMA wishes to create an opportunity to local plastic manufacturer to expose to the stage of international with greater quality of product. For example, MPMA organizes several training and development programme to deliver a better information exchange and revolution of technology to company. Our company can participate in some certificated programme such as Advanced Continuous Blown Film Extrusion, Scientific Injection Moulding Certifications with two level(advance and expert) in order to improve our product attribute such as size,

packaging, shape, layer and so on for a better quality purpose. After our company has acquired enough experience and manufacturing knowledge, we can participate in MPMA talent development programme in order to create more customer awareness about our product and expose to more market segmentation with the certification of reward. This can greatly enhance the spread of word of mouth since the customer always believe certificated product.

Furthermore, MPMA also set plastic manufacturing standard value for plastic manufacturer. This can allow the company to follow the standard set by the Malaysia government for the plastic industry. Those standard value creations are basically follow the international trend and it helps the company to enhance the product quality and thus capture local market and increase competitiveness with foreigners. Through obeying those standards, Our company will easy to produce a qualified product and convince customer to purchase.

Address : 40, JalanBaganSatu, Taman Bagan, 13400 Butterworth, Penang,
Malaysia
Tel : 604-333 3936
Fax : 604-333 3942
E-mail : mpmanorthern@gmail.com

6.3 Key Professional Service Provider

I. Accounting Firm

Whenever there are some issue regarding Financial Statement such as Balance Sheet, Annual Report, Cash Flow Statement, Managerial Accounting and so forth, Accounting firm is very vital to resolve these issue. Moreover, regarding the financial issue, we are not professional and just a laymen. Thus, our company has sought some accounting firm as our service provider. The first accounting firm which we are planning to seek for is TehEngAun& Co./Lim Tay& Co. The services provided by this accounting firm are audit and assurance, corporate and personal taxation, internal audit & risk management, liquidation, accounting service and so on. Therefore, we can easily sub contract our administrative financial issue to this firm for compiling the

required financial statement and audit. The detail of TehEngAun& Co./Lim Tay& Co. is as below:

Address : 119, Macalister Lane, 10400 Georgetown, Penang, Malaysia.

Tel : 604-229-3314, 604-2290726

Email : Enquiry@Tehengaun.com

II. Lawyer Firm

Whenever there is some legal issue occurred within the company, such as trademark issue, patent issue, agreement for partnership, strategic alliance and so forth, Lawyer firm is essential to resolve the legal issue. Moreover, regarding the legal issue, we are not professional and just a laymen due to the word used in the contract might be different and tricky in order to protect our company benefit. Thus, our company has sought some lawyer firm as our service provider. The first lawyer firm which we are planning to seek for is TG Lee& Associates which located in Penang. The main reason we chose this firm is because the location is quite near to our working spot and the lawyer is quite professional in business law area. The service that provided by TG Lee & Association are issues regarding commercial law, trademark issue, contract law, property law, land law and so forth. The detail of the firm is as following:

Address : 74B, 2nd Floor, JalanPerai Jaya 2, Bandar Prai Jaya, 13700, Perai, Pulau Pinang

Tel : 604-397-2680

Fax : 604-397-2953

E-mail : legal@tglee.com.my

III. Cleaner Firm

Whenever there is some cleaning issue occurred within the company due to production process, such as machinery cleaning, High pressure jet cleaning, Carpet cleaning, and high rise building cleaning and so forth, Cleaner firm is essential to maintain the hygiene of the company. Moreover, regarding the cleaning problem, we

are not professional and just a laymen due to cleaning requires more labours and quite time-consuming. Thus, our company has sought some cleaner firm as our service provider. The first cleaner firm which we are planning to seek for is Hygiene Sanitary Cleaning Sdn. Bhd which located in Penang. The main reason we chose this firm is because the location is quite near to our working spot and the firm offers different kinds of cleaning services to meet our needs. The service that provided by Hygiene Sanitary Cleaning Sdn. Bhd are machinery cleaning, High pressure jet cleaning, Carpet cleaning, High rise building cleaning, maintenances service, stripping, polishing and burnishing all kinds of floor and so forth. The detail of the firm is as following:

Address : No: 12A, Lorong Juru 10, pusat Perniagaan Juru Jaya, 14000 Bukit Mertajam, Pulau Pinang, Malaysia.

Tel : 604-505-7589

Fax : 604-505-7589

IV. Logistic Firm

Whenever there is some logistic issue occurred within the company due to production process and inventory management process such as transporting, warehousing, e-tracking, cold chain, shipping, crane service and so on, logistic firm is essential to maintain the delivery of the inventory reaches the customer from company at the right time in good condition. Moreover, regarding the transporting problem, we are not professional and just a laymen due to logistics activities require more labours and large capital consumed. Thus, our company has sought some logistics firm as our service provider. The first logistics firm which we are planning to seek for is Tiong Nam Logistics Holding Berhad which located in Penang. The main reason we chose this firm is because the location is quite near to our working spot and the firm offers different kinds of logistics services to meet our needs. The service that provided by Tiong Nam Logistics Holding Berhad are transporting, total logistics, crane service, warehousing, e-tracking, forwarding, cold chain and so forth. The detail of the firm is as following:

Address : Lot 1484, MK11, Kawasan Perusahaan Bukit Tengah 14000 Bukit Mertajam, Pulau Pinang, Malaysia.

Tel : 604-507-4660

Fax : 604-507-0168

7.0 COMPANY STRUCTURE, INTELLECTUAL PROPERTY AND OWNERSHIP

7.1 Organizational Structure

Table 7.1 Organizational Structure



I. Chief Executive Officer

Chief Executive Officer (CEO) is highest position in the top management level whose is in charge of the whole business activities of the company. As a CEO, the management style and strategies must be very effective so that the decision can be implemented accurately to capture tremendous profitability. CEO involves in many job dimensions that related to the success of a company and CEO's management style will lead to the critical issue to succeed.

First, As a CEO, she is responsible in deciding and setting rule and regulations which will ensure the benefit to company. For example, CEO set some working policy and restriction such as duration of operating hours and regulation in working. Employees are required to behave ethically and follow the company rule and regulation so that the community is united and easily produce more output to the company. Besides that, setting of rule and regulation can also enable CEO to build a disciplined environment in which the employees obey and follow the rule of working and large output production will be guaranteed thus it will become competitive advantage to compete with competitors. Rule and regulation can also enable CEO to create a unique working style among the others and ensure all the staffs and managers to behave ethically in practicing jobs and tasks for the great benefit of company.

Secondly, CEO is also a key person in deciding organizational culture. Organizational culture is very essential to CEO to create an identity to employees in which they are OREP employees and increase their acknowledgement with this identity. CEO of OREP promotes its employees to use OREP food container as dish during eating in order to save water and reduce the use of detergent. The employees of OREP are being altered to an environment-concerned people and always think of environmental protection in their daily working activities. Through this policy, CEO can eventually build an environmentalism environment within the company and create a distinct culture which only belongs to OREP.

Furthermore, CEO is majorly involved in strategic planning in which the planning is being made for the wholly benefit of the company. The decision planning and implementation requires department manager and employees to follow so CEO will build a channel among middle level manager and convey the decision and message to them. Therefore, CEO and middle level manager will always hold meetings or discussion about the plan to be implemented in business activities. CEO of OREP will decentralize the power and authority to each department in practicing tasks as well as they obey the rule and regulations of the company. The decentralization of power will encourage department to innovate and behave creatively to perform better result to the company. In addition, CEO is no need to concern too much about the departmental activities and can just focus on strategic planning and pass through lower management team to follow.

II. Operation Manager

Operation Manager is a position who's in charge of the operational activities of the company majorly in operation of production line, and the final goods. In OREP, operation manger is required to be responsible for quality control, operation, research and development, and packaging & logistics as a whole.

First of all, operation manager is take charge of general operation of the company. For example, the layout of the company and production line, Machinery operation, production process and so forth are the activities that operation requires to in charge. Operation manager decides the layout of company and production line based on the maximized efficiency concept and utilization of resources in order to generate maximum output to company at little expenses. For machinery operation, operation manager also responsible to supervise machinery operator and ensure them operate and execute maintenance of machinery in a good condition to produce products. Those machineries are usually used in production process and are the major input to transform raw materials to final products. Hence, to better produce final goods, operation manager also needs to ensure that the point where the parts of raw materials arrives and sent to assembly line accurately to be produced as whole products.

Moreover, quality control is also very essential to operation manager because this will oversee the amount of profit that the company can earn. The quality control of OREP can be divided into two parts in which the quality control before the assembly point and the quality control after the production line. For quality control before the assembly point, Operation manager has to ensure that the raw materials to be used are in good condition and no defect. While during assembly point, operation manager needs to ensure the parts of raw materials are combined and assembled nicely. Next, this stage of quality control will affect the profitability of company. This is because the final goods after the production line will be sold to customers and exposed in the market. Thus, during production line, operation manager has to ensure the assembled parts matched with the food containers and regularly checked the production process and check the quality of final goods to see whether got defect items or not.

Furthermore, packaging and logistics are the processes that require operation manager to pay more attention. After the production of products is done, operation manager required to ensure the final goods transferred to packaging point in good condition and package the product to give protection and also better appearance to attract customer to purchase. After packaging, operation manager needs to check transport to transfer the products to reach the customer at the right time and in good condition. Thus, operation manager is responsible to order logistics for transporting and also store the inventories in warehouse along the distribution channel to customers.

Lastly, the job scope of operation manager in OREP also involves research and development. This is essential for company to improvise and increase the durability of our products in future. By carrying out research, it can help our company to reduce unnecessary expenses and reduce the cost of production which can lead to high profitability. Besides, in order to sustain longer with our product life cycle. Operation manager has to execute development to add more attribute and benefit to customers in order to expand more target market in future.

III. Human Resource Manager

Human Resource Manager is one of the middle level manager that take charge of human resource activities such as recruitment, training and development, compensation and benefits, performance review and so on. The burden of human resource is quite heavy and crucial because the best human resource will decide the future of company in term of competitiveness, profitability, growth and so on.

First of all, human resource manager is responsible to deal with recruitment. The recruitment of talented employees must be carried out thoroughly and efficiently. Thus, resume viewing and interview is key reason to hire a talented employee. To further examine whether the interviewee is talented or not, some test such as problem solving scenario is used to test the capability of employees. Furthermore, recruitment can be further organized by viewing the resume to see the working experience and skills that acquired by employees. Communication and observation also needed by human resource manager during recruitment to exchange some idea about the job description and job scope.

Next, to further improve the performance of employees in providing more output, human manager needs to deal with training and development to employees. Human resource manager can send potential employees to join Malaysia Plastic Manufacturer Association training activities by joining the classes and lecture to learn the latest skills and technologies in product improvement. Besides, Human resource manager can also send potential employees to enroll in Competency Based Training on Safe Handling of Forklift to enrich in Logistics management. Those employees can further develop themselves with the knowledge by getting the Certificate of Competency and Competent Forklift Driver ID which will enormously strengthen the production and transport of product.

Moreover, employees are also very concern about their compensation and benefit if they work with OREP. Thus, human resource manager has to develop those policies which will meet the requirement and expectation of employees. The compensation can be formed into two types: monetary compensation and non-monetary compensation. Compensation can be direct financial form in which the employees will be awarded with some bonus and reward based on performance basis. Furthermore, the award of share can greatly encourage those employees to put more effort into job since they are also the stakeholder of OREP. For non-monetary reward, high ability employees with high skill will be promoted into higher position together with benefits and allowance. This will also motivate employees to work harder to achieve goals and objective. Besides, since our product deal with chemical substances and critical environment, OREP will offer remedies or compensation if the employee is getting injured due to working and production purposes. Medical fees and holidays will be granted to those injured in order for OREP to carry out its own social responsibilities. In future, human resource manager will expose the benefit of employees under occupational safety and health act 1994 in which the handling of hazardous chemical substances will be carried out in the qualified environment while the training and development about handling those chemical substances will be given to those employees to protect their safety.

Last but not least, Human resource manager is also introducing an employee handbook to employee so that they can have better understandings about the policies and restriction about job description.(Kindly refer to appendix 11) The content of

handbook is widely covered from the issue of salary, employment classification, attendance, leave, and also disciplines policies. The details of the employees handbook can be referred to Appendix 7.1.

IV. Marketing Manager

In order to generate profit, Marketing Manager occupies a very important role within the company. Marketing manager usually deals with crucial marketing activities such as sales and marketing, advertising and promotion, product design, and pricing strategy as a whole.

Sales and marketing usually affect the performance of company, so the marketing manager will put more effort in this job scope. The process includes many sub processes such as promoter, salesperson, retailing, e-retailing will be considered as the main issue by marketing manager. Marketing manager will identify the main target market of customer and analyze and implement a suitable marketing strategy to approach them. Since sales are as important as marketing, marketing manager will approach skilful promoter and salesperson to sell our product to customer. Those promoters will greatly spread the good mouth of our product and increase the exposure to the public. The higher sales will be achieved and it will determine the success of OREP. Thus, any marketing strategy will be considered by Marketing manager at least it can increase the sales.

Secondly, advertising and promotion is also an important strategy to create the awareness of customer. Marketing manager will create creative advertisement in the form of video and post in social media such as Youtube, Facebook, Tweeter and so on. Through advertising, the exposure of our product will be increased and increase the sales too. Once the customers purchase and use our product, they can feel our product benefit and usefulness, thus it will build up a brand positioning and loyalty towards our product. Marketing manager will also implement some promotional activities to attract more customers. For example, marketing will offer voucher, promotional discount to customer when they purchase our product in certain period. Besides, marketing road show will be organized to advertise our product to public and allow them to purchase our product at promotional price. Valuable promotion with effective advertising will create a huge impact to customers and company in which new

customers will be easily attracted and purchase our products while existing customer will increase their loyalty to us.

Thirdly, marketing manager is also responsible for product design in which a good product design will affect the attractiveness of product to customer and thus the sales. Marketing manager will do more research based on the color, size, and appearance of products to create an ideal product to be sold. The design must meet the sense of beauty among the majorities of customers so that they will be attracted. Some innovative attributes such as cover and the repackaging of product will be designed nicely to make the products more attractive to customer. Through these activities, once the period is matured, we hope that we will implement differentiation strategy to variety of products in order to compete with our competitors.

V. Finance Manager

Finance manager controls the financial resource and takes charge in measuring the financial situation of the company. In OREP, the job scope of Finance manager deals with two activities: accounting and financing. Accounting is the main issue in the operation of OREP because investors and other stakeholders will always keep an eye on financial statement of OREP to determine the growth and potential. Thus, any mistakes and error in accounting will lead to huge effect to company operation and profitability. Thus, finance manager has to acquire large financial knowledge and accounting knowledge in handling the transaction between different entities. Finance manager also needs to deal with auditing activities and he will sub contracting the auditing to a professional accounting firm to avoid abuse of power in term of finance. For the accounts of sales and purchases, Finance manager will cooperate tightly with marketing department and operation department so that he can ensure the transaction is accurate in order to calculate the actual profitability of company.

Financing also a part of job scope for finance manager. He will always control the cash flow of company and identify the revenue and expenses in generating business activities. Thus, finance manager will cooperate with each department to manipulate the expenses to the lowest level. The growth of the company will be calculated based on the graph of sales to indicate the performance and potential of company. Through financing, Finance manager also will avoid financial risk such

liquidity risk, interest rates risk and son on which will affect the financial performance of company and even collapse the company's financial system.

7.2 Legal Structure

For our company, OREP Company, the legal structure is formed as Limited Liability Partnership (LLP). The reason that we choose to select LLP is because LLP can easily enable the small and medium business to be established without requiring large amount of capital. LLP can allow our company to take advantage from lawful business to generate profit with strict rule and regulation like Limited Corporation. It is more appropriate to choose LLP because we establish our OREP Company by sharing our capital among 5 shareholders. Thus, LLP for OREP Company must be formed through lawyer and chartered accountant. This can enables the partners involved in LLP can prevent them from involving in unlimited liabilities. This can create liability protection to each partner without concerning about one of the partners' mistakes will cause them wrongful debts and liabilities, and thus reduce the risk of bankruptcy.

Furthermore, LLP can enable partner to enjoy taxation advantage in which the company can enjoy tax benefit compared to personal income taxes, self-employment taxes which require individual to pay. Besides, Partner in company can enjoy tax return if the tax is paid the form of partnership. The registration of the company will be followed and executed by LLP Act 2012 and LLP Regulation 2012.

7.3 Intellectual Property

I. Trademark

Our company which named as OREP company will use our company's name to create a logo and register for trademark in Intellectual Property Corporation of Malaysia (MyIPO). The main reason that we register for trademark is to prevent

customers' confusion in recognizing our product and also to distinguish our product among other competitors' products that exist within marketplace. Trademark registration can help our company to implement brand positing strategy in order to create brand image into the mind of customer. This will further increase the trust of customer and increase their loyalty to our product too. Besides, trademark registration can also prevent the abuse of our logo and company name by other competitors and thus provide protection to our company.

The Trademark registration will be done after we have checked there is no conflicting trademark registration in Public Search Room and also MyIPO online search and filing system. The trademark registration of our company will be authorized and protected under Trade Marks Act 1976 (Act 175) and Trademark Regulation 1997.

II. Patent

Once we develop our own product, we will use our product design and the oil repelling technology to register for patent protection in Intellectual Property Corporation of Malaysia (MyIPO). The reason that we register for patent protection is to avoid the imitation and misuse of our product design and technology illegally by our competitors. Besides, we can also prevent illegal manufacturing, selling of our product without our licensing and permission in Malaysia. The patent innovation application will grant us 20 years protection from the date of filing once the application is approved by authorities and renewal of patent until maximum 20years are reached. The Patent application once is success; the patent of our company will be protected and ruled under Patent Act 1983 and also Patent Regulation 1986.

7.4 Organizational Culture & Core Value

7.4.1 Organizational Culture

For our company, OREP, we have determined our organizational culture for management team and employees in order to increase their acknowledgement with the identity as OREPIAN. OREP promotes its employees to use OREP food container as dish during eating in order to save water and reduce the use of detergent. Besides, the

employees can also learn our product feature and our benefits. The employees of OREP are being altered to an environment-concerned people and always think of environmental protection in their daily working activities. Through this policy, OREP can eventually build an environmentalism environment within the company and create a distinct culture which only belongs to OREP.

7.4.2 Core Values

1. Gratitude & Care

OREP can enable gratitude and care to be promoted within the organization. Gratitude can enable employees to have wonderful and positive value in their working life, and employees can nurture their care about environment, nature and human. This can enable them to serve customers, suppliers, employees with caring heart by helping them to resolve problems and meet their needs and expectations.

2. Integrity

Integrity consists of honesty, sincerity, trustfulness, fairness. Integrity can encourage employees, managers to treat with honesty and sincerity. By cultivating integrity, OREP will be filled with inner qualities and environment will be harmony in which each other will respect others and with sincere heart.

8.0 FINANCIAL PLAN

8.1 Capital requirement for the next three years

In the starting up of business, the company require RM600, 000 as start-up capital. Each entrepreneur will contribute RM 40,000 per person which is total RM200, 000 as the equity fund from the partners.

Besides, we also apply Enterprise Inno Fund (EIF) as small company category. The fund will we get is RM 400,000. The fund is provided by Ministry of Science, Technology & Innovation (MOSTI). The fund is especially for our innovative product research and development, equipment and market testing.

The start-up cost will incurred is general cost + operation cost

Table 8.1 General cost

	Items	Price (RM)	Quantity	Total (RM)
1	Domain name registration	150	1	150
2	Trademark registration	7,250	1	7,250
3	Telephone and Internet	259	1	259
4	Water Deposit	400	1	400
5	Electricity Deposit	2,000	2	4,000
6	Rental Deposit	6,000	2	12,000
7	Company uniform	30	5	150
8	Business Card	0.2	500	100
9	Legal fee	900	1	900
10	Patent registration	15,166	1	15,166
	Total			40,375

Table 8.2 Operation Cost

No	Items	Price (RM)	Quantity	Total (RM)
1	Rental	5,600	1	5,600
2	Water Deposit	100	1	100
3	Electricity Deposit	2,000	1	2,000
4	Telephone and Internet Deposit	259	1	259
5	Mobile Pedestal (yhm 3d)	115	5	575
6	Conference desk (taxus)	780	1	780
7	Visitor chair w/o armrest (e1005)	75	15	1,125
8	ErgonomicC Table (YH ERGO)	430	5	2,150
9	Executive Medium Back Chair (Medium back)	148	5	740
10	Standark desk (YH 1200)	110	8	880
11	Ergonomic Typist Chair With Armrest (CH-451A)	95	8	760
12	Office Full Height Open Shelf Cupboard(ST018)	350	3	1,050
13	LED Domestic Projector	182	1	182
14	Projector Screen	115	1	115
15	Desktop Set	999	10	9,990
16	HP Deskjet 1010 Printer (CX015A)	129	2	258
17	Refrigerator	440	1	440
18	Microwave	160	1	160
19	Coffee Maker	100	1	100
20	Sofa	150	1	150
21	Stationery	300	1	300
22	First aid kit	50	1	50
23	Punch card machine	300	1	300
24	CCTV	3000	1	3,000
25	Alarm system	500	1	500
26	Fire Extinguisher	280	3	840
27	Total			32,404

The start-up cost is RM 40,375 +RM 32,400 = RM 72,775

Table 8.3 Yearly Expenses

No	Items
1	Employee salary
2	SOCSSO
3	EPF
4	3rd party logistic Expenses
5	Material Cost
6	Rental
7	Utilities
8	Insurance
9	Auditing Fees
10	Marketing & Advertising
11	R & D
12	Production tools
13	Courier service
14	Road Tax
15	Patent annual fee
16	Cleaning service

Table 8.4 Equipment tools

No	Item	Price (RM)	Quantity	Total (RM)
1	Multi Function Tool Kit	80	5	400

Table 8.5 Equipment cost

No	Item	Price (RM)	Quantity	Total (RM)
1	Ultrasonic Bath	2,496	2	4,160
2	Homogenizers	56,400	1	56,400
3	Oxygen Plasma Treatment	39,600	1	39,600
4	Vapour Deposition Vacuum	14,400	1	14,400
5	Steel standard pallet racks	400	10	4000
6	Lever Block	500	1	500
7	Forklift	12,000	1	12,000
8	hand pullet truck	400	2	800
	Total			131,860

8.2 Overview of Financial Projection

I. Inflation rate

As our country is growing, our country will experience a positive and stable inflation rate. After the implementation of Good Service Tax (GST) at 1 April 2015, the inflation year is in the range of 3.0% to 3.5% (Statistic Malaysia, 2016). Thus, we estimated the inflation is 4.0% per year and the expenses below are being affected.

The expenses are being affected:

- 1 Material cost
- 2 Utilities
- 3 Marketing and Advertising
- 4 Courier service

II. Sales Revenue and Production Rates

- The selling price we set is RM 60 for direct channel and RM 42.40 for retailer or indirect channel. The retailer will follow our display price when selling to customer and the company pay 30% of the selling price as the commission towards the retailers.
- The reason we set RM60 for our product is our competitor like Tupperware is selling RM50 for same product and Rubbermaid is RM40. Thus, our price will higher than them due to our product special feature, oil repellent function and position of our product.
- Our price for direct and indirect channel has included GST. Thus, 6% of sales revenue will be deduct as paying GST towards Government.
- We will have 2 channels for our Sales, which is direct and indirect. In first year, we forecast we will depend more on indirect channel and less on direct channel as customer will buy more at Aeon and Parkson.

- The customer will trust more Aeon and Parkson as compare we are just a new company in the market. The customer will touch and feel our product at the Aeon and Parkson while also buying our product in the retailer. Thus, our 72% sales unit will come from indirect channel while 38% is from direct channel in first year.
- In second year, customers have known our product through our advertising and word of mouth of existing customer. Thus, the customers will buy our product online more than retailer. The 54% of sales unit will come from direct channel and 46% of sales unit will come from indirect channel.
- In third year, we forecast 60% of sales unit will come from direct channel and 40% will from retailer.
- Our business is focusing more on direct channel like online due to the reason of higher profit margin and e-commerce is growing up. A lot of e-mall like 11 street and Lazada has been opened and this provides convenient to customer for getting our product.
- Our Sales is forecast based on Quantitative Method. Our Sales and Production will be raised by 20,000 units per year. We produce based on our capability as to prevent high storage cost and cash flow problem.
- For selling our product toward Aeon and Parkson, we will collect the payment based on monthly and we required to provide 90 days credit to Aeon and Parkson. Thus, the sales payment will only collected after 3 month.

III. Salary, EPF and SOCSO

Table 8.6 Salaries for Three Years

No	Position (5% per year add on)	Quantity	Salary for 1st Year (RM)	Salary for 2nd Year (RM)	Salary for 3rd Year (RM)
1	CEO	1	2,000	2,100	2,205
2	Human Resource manager	1	2,000	2,100	2,205

3	Operation manager	1	2,000	2,100	2,205
4	Marketing manager	1	2,000	2,100	2,205
5	Finance manager	1	2,000	2,100	2,205
6	E markerter	2	3,600	3,780	3,970
7	Sales Force	6	10,800	11,340	11,910
8	Customer Services	2	3,000	3,150	3,308
	Total Salary in 1 month		27,400	28,770	30,213
	Total Salary in 1 year		328,800	345,240	362,556

The table show the salary of the management team and the staff. The top management team will get RM 2000 per months with 10% increase of salary per year. The staff that we will hire are 2 E-marketers for manage our online business, 6 sales forces for getting order from Aeon and Parkson, 2 customer service as to provide counter service and take care of our show room product. The salary for e-marketer is RM 1800 per month with 5% increment per year. The salary for sales force is RM 1800 per month with 5% increment per year. The customer service staff's salary is RM 1500 per month with 5% increment per year.

Table 8.7 EPF paid by company in first three years

No	Position (13% per year)	Quantity	EPF for 1st Year	EPF for 2nd Year	EPF for 3rd Year
1	CEO	1	3,120	3,276	3,440
2	Human Resource manager	1	3,120	3,276	3,440
3	Operation manager	1	3,120	3,276	3,440
4	Marketing manager	1	3,120	3,276	3,440
5	Finance manager	1	3,120	3,276	3,440
6	E markerter	2	5,616	5,897	6193.2
7	Sales Force	6	16848	17690.4	18579.6
8	Customer Services	2	4680	4914	5160.48
	Total		42,744	44,881	47,132

Table 8.8 Rate of Contribution SOCSO by company in first three years

No	Position	Quantity	Rate for 1st Year (RM)	Rate for 2nd Year (RM)	Rate for 3rd Year (RM)
1	CEO	1	410	430.20	451.80
2	Human Resource manager	1	410	430.20	451.80
3	Operation manager	1	410	430.20	451.80
4	Marketing manager	1	410	430.20	451.80
5	Finance manager	1	410	430.20	451.80
6	E marketer	2	776	776	819.6
7	Sales Force	6	2,329	2,329	2458.8
8	Customer Services	2	608.4	608.4	692.4
	Total		5764	5,865	6,229.80

The table 8.7 and 8.8 show the employee provident fund (EPF) and SOCSO by our company in yearly basis. Our company will register EPF account for our employee as the law requirement. According to Employees Provident Acts 1991, the employer should register EPF account for their employee and make contribution of 13% based on the employee's salary and employee will contribute 11%. This provide a retirement saving and financial security for our employee.

Besides, the company also will contribute SOCSO for the employee. The SOCSO is main for provide financial protection when the employee suffer from injury. The company will contribute SOCSO based on the rate based on the guideline provide by Social Security Organization.

IV. Assumption and remarks

- The production cost for the product is RM 19.68 per units. As the production units grow, the production cost will reduce to RM 11.64 in year 2018 and RM 8.55 per unit. This fulfil the economics of scale theory as the more we produce, the lesser the cost of production per unit.
- Our rental is RM 5600 per month and it is RM 67,200 per year. Thus, we will sign 3 year contract with the land lord and paid deposit for 2 month.

- The 3rd party service that the company chooses is Tiong Nam Logistic Company. Tiong Nam will provide transportation service for deliver our product to Aeon and Parkson. Besides, we will apply third party warehouse from Tiong Nam for storing our end product.
- The courier service provider is also Tiong Nam Logistic Company. The company will provided for door to door delivery toward customer when customer ordr online. The company will charge courier service for RM5 per unit.
- The company will purchase a basic insurance in order to get financial protection form fire. The insurance amount estimate is RM 3,000 per year.
- The utility has incurred the water bill, electric bill and telephone and internet bill. The amount will increase as operation of the office getting larger and more electric will be consumer.
- The marketing manager will get budget of RM 83,000 for first year, RM 163,000 for year 2018 and RM 223,000 for year 2019. Marketing budget is large due to our product in new in the market as we need to create customer awareness and online marketing like promoting through Facebook and YouTube require large amount as compare to flyer and bunting.
- For the R&D department, the company will provide RM 140,000 in year 2017, increase to RM 180,000 in year 2018 and RM 200,000 in year 2019. As we enjoy the first mover advantage, we will invest more on R&D as able to create more products from our series in the future.
- The auditing expenses we get form the firm is RM 20 000 per year and we will sign a contract for 3 year with the firm to maintain the price in order to get their service.
- The cleaning service will be outsourcing as our company contain machine and chemical. Thus, the expense for cleaning service estimate is RM1500 per month. There will be cleaning service for twice a week for our company and faactory.

- The company will apply reducing method for the equipment and 10% of net book value will be reduced.

8.3 Pro Forma Income Statement (Three years)

Financial Statement 1: Pro Forma Income Statement

	Year 1	2017	Year 2	2018	Year 3	2019
	Direct (RM)	Indirect (RM)	Direct (RM)	Indirect (RM)	Direct (RM)	Indirect (RM)
Sales (in units)	7,000	11,000	19,000	16,000	30,000	20,000
Direct : unit price (RM60)	420,000		1,140,000		1,800,000	
Indirect : unit price (42.40)	466,400	886,400	678,400	1,818,400	848,000	2,648,000
Less GST (6%)		53,184.00		109104		158,880.00
		833,216		1,709,296		2,489,120
(-) COGS						
Opening stock	-		39,360		81,480	
Material cost	393,600		465,600		555,100	
Less: Closing Stock	39,360	354,240	81,480	423,480	187,880	448,700
Gross Profit		478,976		1,285,816		2,040,420
Expenses						
General Cost	40,375		-		-	
Employee salary	328,800		345,240		362,556	
SOCSO	5,764		5,865		6,229.80	
EPF (13%)	42,744		44,881		47,132	
Rental	72,000		72,000		72,000	
Utility	31,908		47,508		59,508	
Insurance	3,000		3,000		3,000	
3rd party logistic Expenses	52,800		105,600		129,600	
Audit Consultation Fees	20,000		20,000		20,000	
Marketing & Advertising	83,000		163,000		223,000	

R & D	140,000	180,000	200,000
Production tools	4,900	4,900	4,900
Depreciation: 10%	13,186	11,868	10,681.00
Patent annual fee	0	2,600	2,600
Cleaning service	18,000	18,000	18,000
Courier service	35,000	95,000	150,000
Miscellaneous	24,445 915,922	24,445 1,143,907	24,445 1,333,652
EBIT	-436,946	141,909	706,768
Add: Depreciation		13,186	11,868
Taxable Income		155,095	718,636
Tax (19%)		29468.05	136540.878
Profit after Tax		125,627	582,095
Less: Depreciation		13,186	11,868
Net Profit Loss	-436,946	138,813	593,963

8.4 Cash Flow Projection (Three years)

Financial Statement 2: Cash Flow Projection

	Year 2017 (RM)	Year 2018 (RM)	Year 2019 (RM)
Cash on Hand (600,000-40,375-32,400)	527,221	16,876	146,085
Gross Profit	478,976	1,285,816	2,040,420
Total Cash Available	1,006,197	1,302,692	2,186,505
Cash Disbursement			
Company Tax	-	29,468.05	136,540.88
Employee salary	328,800	345,240	362,556
SOCSSO	5,764	5,865	6,230
EPF	42,744	44,881	47,132
Rental	72,000	72,000	72,000
Utilities	31,908	47,508	59,508
Insurance	3,000	3,000	3,000
Audit consultation fees	20,000	20,000	20,000
Marketing and advertising expense	83,000	163,000	223,000
R & D	140,000	180,000	200,000
Production equipment	131,860	0	0
3rd part logistic expenses	52,800	105,600	129,600
Patent annual fee	0	2,600	2,600
Miscellaneous	24,445	24,445	24,445

Cleaning service	18,000		18,000		18,000	
Courier Service	35,000	989,321	95,000	1,156,607	150,000	1,454,611.68
Net Cash Flow		16,876		146,085		731,893.27

8.5 Pro Forma Balance Sheet (Three years)

Financial Statement 3: Pro Forma Balance Sheet

	Year 2016		Year 2017		Year 2018	
	Acc. Depr	NBV (RM)	Acc. Depr	NBV (RM)	Acc. Depr	NBV (RM)
Assets						
Fixed assets						
Operation cost (RM 113, 460)	13,186	102,114	21,557	91,903	30,747	82,713
Total Fixed cost		102,114		91,903		82,713
Current Asset						
Inventory	39,360		81,480		81,480	
Account Receivable	83,475.00		148,400.00		278,250	
Cash/ Bank	16,876		146,085		731,893.27	
Total Current Asset		139,711.00		375,965		1,091,623
Total Asset		241,825.00		467,868		1,174,336

Liability and Owner equity			
Current liability			
Account Payable	78,771.00	166,001.00	278,506
Total Current Liabilities	78,771.00	166,001.00	278,506
Owners' equity			
Capital Investment	600,000	163,054	301,867
Net Profit/ Loss	-436,946	138,813	593,963
Total Owner's Equity	163,054	301,867	895,830
Total Liabilities and Owner equity	241,825.00	467,868	1,174,336

8.6 Payback Period and Exit Strategy

I. Payback Period

Table 8.9 Net Present Value (NPV) and Payback Period

Year	Cash Flow (RM)	Discount value	(DR+1) ^t	NPV
-	-600,000	10%		-600,000
2017	42,240	10%	1.1	38,400
2018	177,077	10%	1.21	146,344,63
2019	768,766.50	10%	1.33	578,019.93

$$\begin{aligned}\text{Payback Period} &= (-600,000 - 38,400 - 146,344.63) / 578,019.93 * 12 \\ &= 2 \text{ year and 9 months}\end{aligned}$$

The investors are estimated to collect back the investment in September 2019.

II. Exit Strategy

Even the company product is unique and enjoys the first mover cost; the company still have to bear the first mover cost. The huge R&D and marketing cost is the main 2 concern that the company may suffer a big loss if the sale is not reach the target.

If the company performance in bad condition and suffer a loss, the business will be sold. The selling price will be divided equally among the partners. As the partnership is formed by limited liability, the investor will not have any liability after selling the business.

If the partner requires resigning from the partnership, the specific partner needs to get a replacement for his responsibility. The current member will dissolve the partnership and form a new partnership with the replacement. This

could minimize the effect of changing management toward the operation of company.

If the partner involved in accident or pass away, the company will pay back his/ her equity. The payment amount will be based on current value of the equity. The company will dissolve the current partnership and get a new partner to form a new partnership. The new partner will replace the position of the late manager.

9.0 CRITICAL RISK FACTORS

9.1 Management Risks

9.1.1 Conflict among Department

Since OREP has division of department, it may require the cooperation and assistance among the department to facilitate the movement of company. For Example, Operations department may require some of the machinery operators in the factory and they will send a request to Human Resource department. Thus, these both departments have to discuss thoroughly about the qualification, condition of operators and post for job vacancy for recruitment. However, if the conflict happened among departments, it will make the operation of company more difficult. For example, if Marketing department has suddenly spent more on marketing activities expenses, it may create a negative impact to Finance department because it will affect the progress of financial flow in the company in term of expenses and revenue. Besides, Finance department also restrict the spending of each departments, if Marketing department spend more in advertising and promotion, it requires to send approval to Finance department. Thus, conflict will occur if one of them does not cooperate and eventually affect the image of company and crisis.

9.1.2 Strategy and Planning Risk

Since OREP Company does not hire many professional advisor and operators, the planning process may not be so efficient and effective since the planning flow will not be so thorough and covered all the market range. Besides, the planning process will also be complicated since the top management involves so many people and the time consumed will be longer. This will greatly affect the strategy planning as the effective period for strategy implementation to the market

will be lost. Besides, even though the strategy would be carried out, but the business strategy such as marketing strategy, expansion and so on may not be successful because the uncertainty is quite big and the strategy may not implicate to right market.

9.2 Marketing Risks

Our company has faced several marketing risks. Firstly, it will be the price. Our company sells the product as RM60 per unit. It will be a high price for the consumer to purchase it. It is difficult to persuade them because the economics of Malaysia are badly nowadays. Many people will buy inexpensive and lower cost merchandise rather than high cost merchandise.

Second is the revenue and profit. Our company is just a start-up company. It is difficult for our company to take care every retailers shop due to the limited sales people. Besides that, the salespeople that we hire still do not hold adequate experience. So it is hard for our marketing department to achieve the profit or revenue that the financial department set.

Third, it is the Government Agency. It is hard for us to negotiate with them to add up a law and regulation regarding to the hawkers' usage of the polystyrene. If our company cannot success negotiate with government people and then it will affect our sales.

Lastly, it is the social media. Due to our company is lack of sales people. It is hard for us to follow up the social media every time. So it will affect the relationship between us and the consumer.

9.3 Operating Risks

9.3.1 Raw Materials Inconsistency

The raw materials that required to produce OREP lunch box will be PET plastic container and chemicals such as Tetrahydrofuran, Isopropyl alcohol and Silicon dioxide Nanoparticles. The meaning of inconsistency in raw materials is

included with two aspects which are quantity and quality inconsistency. Quantity inconsistency occurs when our suppliers not able to provide us with raw materials according to the quantity that able to support our production. As result, our production line force to stop and we are fail to provide respective quantity of finished goods that requested by our customers by punctually. Quality inconsistency occurs when our suppliers not able to provide us with raw materials that maintain in certain quality standard. As result, either we choose to use the low quality raw materials but bearing the risk of finished goods malfunction or we force to stop the production line and return the raw materials to the supplier. In long term, if these inconsistency incidents happen continuously, OREP company image will be affected while the customers may turn to our competitors.

9.3.2 Workplace safety risks

To produce OREP lunch box, our employees might exposed under health and physical hazards environment. If our employees handle the chemical solutions such as Tetrahydrofuran and Isopropyl alcohol in an improper way, the chemical may cause irritation and sensitization on their skin. The chemical solution will affect their respiratory system health problem if they are over exposed. Our employees might also exposed to physical hazards environment because the chemicals being used are high flammable and reactive. Every employee must follow the correct procedure during the process of handling those machines and chemicals to ensure their safety and health. Serious consequences may happen if there is any error in handling every production process.

9.4 Financial Risks

9.4.1 Insufficient cash

The starting capital is huge and the cost of operation is high for the company. The company suffer low cash flow in first year. The risk may occur as they company do not have enough cash from sales and insufficient fund. The company may require getting additional source of funding in order to provide sufficient cash flow for daily operation for at least 1 year. The first year is the most critical as the company starting up require huge start-up cost and the

company is suffering loss in the same year. Thus, sufficient fund or cash may need as reserve to provide backup for the company.

9.4.2 Unable to collect the debt on time

The credit sales from retailers are always in large quantity and large amount is included. The company may suffer cash flow problem when the company unable to collect the debt on time. The company should get into contract when dealing with the retailer as 3 month period will be provided and the retailer should pay on time. Thus, this can reduce the risk of delay payment from the retailers.

9.4.3 The penalty of GST and Income tax delay payment

The company may get penalty when submit wrong amount of GST amount or delay payment of GST towards the government. The company need to prepare well the cash for GST submission for quarter sales since the company is register for GST. The debt should be collected on time and amount should be verified on both parties before confirm the actual amount of GST submission. The officer from Customs Malaysia may require the company to submit the document for checking purpose. The company also require to documents the invoice and bills for the GST claim and payment and. The money of payment should in actual amount even in single cent. The corporate with the auditing firm is also important as the income statement need to be released and the company could pay the income tax on time. Thus, this may reduce the probability for getting penalty for Customs Malaysia.

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Appendix 1 : Business Registration Forms

 Suruhanjaya Syarikat Malaysia COMPANIES COMMISSION OF MALAYSIA		BORANG A PERCUMA	
PENDAFTARAN PERNIAGAAN KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN 1957 (KAEDAH 3)			
SILA TANDAKAN (✓) DI PETAK BERKENAAN DAN LENGKAPKAN MAKLUMAT DENGAN HURUF BESAR (*Ruangan wajib diisi)			
NAMA SENDIRI	Menggunakan nama sendiri seperti di dalam MYKAD/MYPR sebagai nama perniagaan.	<input type="checkbox"/>	
NAMA TRED	Menggunakan nama perniagaan yang direka atau selain nama di MYKAD/MYPR sebagai nama perniagaan.	<input type="checkbox"/>	
NO. RUJUKAN (Untuk kegunaan pejabat)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
MAKLUMAT PERNIAGAAN			
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ALAMAT CAWANGAN (Jika ada, P.O. Box tidak dibenarkan)			
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PENDAFTARAN PERNIAGAAN		
*MAKLUMAT PEMILIK (Ejaan nama seperti di dalam MYKAD/MYPR)		
NAMA PEMILIK	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
NO. MYKAD/MYPR	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
TARIKH LAHIR	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	NO. K/P (Lama) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
KERAKYATAN	WARGANEGARA <input type="checkbox"/> PENDUDUK TETAP (Nyatakan negara asal) <input type="checkbox"/>	JANTINA L <input type="checkbox"/> P <input type="checkbox"/>
BANGSA	MELAYU <input type="checkbox"/> CINA <input type="checkbox"/> INDIA <input type="checkbox"/> LAIN-LAIN (Nyatakan bangsa) <input type="checkbox"/>	
ALAMAT KEDIAMAN	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
BANDAR	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
POSKOD	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
NO. TELEFON	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
NAMA PEMILIK	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
NO. MYKAD/MYPR	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
TARIKH LAHIR	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	NO. K/P (Lama) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
KERAKYATAN	WARGANEGARA <input type="checkbox"/> PENDUDUK TETAP (Nyatakan negara asal) <input type="checkbox"/>	JANTINA L <input type="checkbox"/> P <input type="checkbox"/>
BANGSA	MELAYU <input type="checkbox"/> CINA <input type="checkbox"/> INDIA <input type="checkbox"/> LAIN-LAIN (Nyatakan bangsa) <input type="checkbox"/>	
ALAMAT KEDIAMAN	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
BANDAR	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
POSKOD	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
NO. TELEFON	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
PENGESAHAN PEMILIK TUNGGAL/RAKAN KONGSI (Diwajibkan setiap pemilik tunggal/rakan kongsi mengisi butiran dan menandatangani/cap ibu jari kanan di atas borang ini)		
Saya/kami yang bertandatangan di bawah mengesahkan semua kenyataan yang dibuat dalam borang ini adalah benar dan mengaku bahawa saya/kami adalah pemilik tunggal/rakan kongsi bagi perniagaan ini.		
BIL.	NAMA DAN NO. MYKAD/MYPR	TANDATANGAN/CAP IBU JARI KANAN
TARIKH PERMOHONAN <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
UNTUK KEGUNAAN PEJABAT Saya adalah Orang Yang Bertanggungjawab (OYB) menyerahkan butir pendaftaran perniagaan yang dinyatakan di atas.		
NAMA DAN NO. MYKAD/MYPR		TANDATANGAN/CAP IBU JARI KANAN



URUSAN SERI PADUKA BAGINDA

BAYARAN POS JELAS
POSTAGE PAID
PUSAT MEL NASIONAL
SHAH ALAM
MALAYSIA
NO. WP0218

Tarikh:

BORANG B 2014

PEMASTAUTIN YANG MENJALANKAN PERNIAGAAN

- ★ Tarikh akhir pengemukakan borang dan bayaran baki cukai kena dibayar: **30 Jun 2015**
 - Penalti di bawah subseksyen 112(3) Akta Cukai Pendapatan (ACP) 1967 akan dikenakan sekiranya gagal mengemukakan Borang Nyata sebelum atau pada tarikh akhir pengemukakan.
 - Kenakan cukai 10% di bawah subseksyen 103(3) ACP 1967 akan dikenakan sekiranya gagal membayar cukai atau baki cukai kena dibayar sebelum atau pada tarikh akhir pengemukakan. Jika cukai atau baki cukai masih tidak dibayar dalam tempoh 60 hari dari tarikh kenakan cukai di atas, kenakan cukai 5% di bawah subseksyen 103(4) ACP 1967 akan dikenakan ke atas cukai atau baki cukai tersebut.
- ★ Sila rujuk Nota Penerangan sebelum mengisi borang ini
- ★ Sila dapatkan Borang BE sekiranya TIDAK menjalankan perniagaan

PERINGATAN PENTING

- Semua ruangan yang berkaitan perlu diisi dengan HURUF BESAR dan menggunakan pen mata bulat berdekat hujung.
- CARA PEMBAYARAN
 1. Pembayaran boleh dibuat di:
 - 1.1 Bank - Maklumat pembayaran melalui bank boleh diperolehi di Portal Rasmi LHDNM, <http://www.hasil.gov.my>
 - 1.2 LHDNM - ByrHASIL melalui FFX (Financial Process Exchange) di Portal Rasmi LHDNM, <http://www.hasil.gov.my>
- Kauter bayaran LHDNM di Semenanjung Malaysia (Pusat Bayaran Kuala Lumpur), Sabah dan WP Labuan (LHDNM Cawangan Kota Kinabalu) dan Sarawak (LHDNM Cawangan Kuching) atau melalui pos. Cek, kiriman wang dan draf bank hendaklah dipaling dan dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Gunakan Slip Pengiriman Bayaran (CPSD1) yang boleh diperolehi di Portal Rasmi LHDNM, <http://www.hasil.gov.my> apabila membuat bayaran.
- Bayaran melalui pos hendaklah dihantar secara berasingan daripada borang. Bayaran secara TUNAI tidak boleh dibuat melalui pos.
- 1.3 Pos Malaysia Berhad - kaunter dan Pos Online
- 2. Sila catatkan nama, alamat, nombor telefon, nombor cukai pendapatan, tahun takliran, kod bayaran "684" dan no. angsuran "98" di belakang instrumen bayaran. Semak resit/slip bayaran bank sebelum meninggalkan kaunter bayaran.
- Mengikut seksyen 89 ACP 1967, pertukaran alamat hendaklah dimaklumkan kepada LHDNM dalam tempoh 3 bulan dari tarikh pertukaran alamat. Makluman boleh dibuat melalui e-kemaskini atau dengan menggunakan Borang CP6008 (Borang Pemberitahuan Pertukaran Alamat) yang boleh diperolehi di Portal Rasmi LHDNM, <http://www.hasil.gov.my>
- Penggunaan e-Ring (e-B) adalah digalakkan. Sila layari <http://e.hasil.gov.my>
- Untuk maklumat lanjut, sila hubungi :- Talian Bebas Tol : 1-800-88-5436 (LHDN) Panggilan Dari Luar Negeri : 603-77136665

UNTUK KEGUNAAN PEJABAT

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Tarikh terima (1)

Tarikh terima (2)

Jika Tidak Sampai, Kembalikan Ke:
JABATAN PEMROSESAN MAKLUMAT
LEMBAGA HASIL DALAM NEGERI MALAYSIA
MENARA HASIL
NO. 3, JALAN 9/10, SEKSYEN 9
KARUNG BERKUNCI 222
43659 BANDAR BARU BANGI
SELANGOR



BORANG NYATA INDIVIDU
[PEMASTAUTIN YANG MENJALANKAN PERNIAGAAN]
DI BAWAH SEKSYEN 77 AKTA CUKAI PENDAPATAN 1967
Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

Borang
B

TAHUN TAKSIRAN
2014
CPMA - RM 7014



BORANG NYATA INDIVIDU
[PEMASTAUTIN YANG MENJALANKAN PERNIAGAAN]
DI BAWAH SEKSYEN 77 AKTA CUKAI PENDAPATAN 1967
 Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

Borang
B

TAHUN TAKSIRAN
2014
CPA 5 - Fm, 2014

MAKLUMAT ASAS

1 Nama (seperti dokumen pengenalan diri)			
2 No. Cukai Pendapatan		3 No. Pengenalan	
4 No. Pasport Semasa		5 No. Pasport Didaftarkan Dengan LHDNM	

BAHAGIAN A:

MAKLUMAT INDIVIDU

A1 Warganegara	<input type="checkbox"/> Duta Kod Negara (isi 'MY' jika warganegara Malaysia)	A2 Jantina	<input type="checkbox"/> 1 = Lelaki <input type="checkbox"/> 2 = Perempuan
A3 Status Pada 31-12-2014	1 = Buang <input type="checkbox"/> 2 = Kawin <input type="checkbox"/> 3 = Janda/Duda <input type="checkbox"/> 4 = Iktid <input type="checkbox"/>	A4 Tarikh Kahwin / Cerai / Mati	
A5 Jenis Taksiran	1 = Bersama atas nama suami <input type="checkbox"/> 2 = Bersama atas nama isteri <input type="checkbox"/> 3 = Bersama atas nama isteri <input type="checkbox"/> 4 = Berseksual Ditandatangan oleh suami / isteri pada pendapatan atau pada purata pendapatan / pendapatan discahkan cukai	5 = Diri sendiri (buang/keatas/keatas/mati)	
A6 Penyimpanan Rekod	1 = Ya <input type="checkbox"/> 2 = Tidak <input type="checkbox"/>		

BAHAGIAN B: PENDAPATAN BERKANUN, JUMLAH PENDAPATAN, CUKAI KENA DIBAYAR DAN KEDUDUKAN CUKAI

RM Sen

B1 Pendapatan berkanun perniagaan	B1		.00
B2 Pendapatan berkanun perkongsian	B2		.00
B3 Agregat pendapatan berkanun perniagaan (B1 + B2)	B3		.00
B4 TOLAK: Rugi perniagaan bawa hadapan (Terhad kepada B3)	B4		.00
B5 JUMLAH (B3 - B4)	B5		.00
B6 Pendapatan berkanun pengajian	B6		.00
B7 Pendapatan berkanun dividen dan sewa	B7		.00
B8 Pendapatan berkanun faedah, diskaun, royalti, premium, pensen, anuiti, bayaran berkala lain, apa-apa perolehan atau keuntungan lain dan tambahan mengikut peruntukan perenggan 43(1)(c)	B8		.00
B9 PENDAPATAN AGREGAT (B5 + B6 + B7 + B8)	B9		.00
B10 TOLAK: Rugi perniagaan tahun semasa (Terhad kepada B8)	B10		.00
B11 JUMLAH (B9 - B10)	B11		.00
B12 TOLAK: Perbelanjaan lain (Perbelanjaan mencari gaji dan perbelanjaan ladang yang layak) (Terhad kepada B11)	B12		.00
B13 TOLAK: Jumlah Derma Dan Hadiah Yang Dituluskan	B13		.00
B14 JUMLAH (B11 - B12 - B13) (isi '0' jika nilai negatif)	B14		.00
B15 PENDAPATAN PERINTIS KENA CUKAI	B15		.00
B16 JUMLAH PENDAPATAN (SENDIRI) (B14 + B15)	B16		.00
B17 JUMLAH PENDAPATAN YANG DIPINDAHKAN DARI SUAMI / ISTERI * BAGI TAKSIRAN BERSAMA	B17		.00
*Jenis pendapatan SUAMI / ISTERI yang dipindahkan <input type="checkbox"/> 1 = Ada pendapatan perniagaan <input type="checkbox"/> 2 = Tiada pendapatan perniagaan			
B18 JUMLAH PENDAPATAN YANG DISATUKAN (B16 + B17)	B18		.00
B19 Jumlah Pelepasan (Amalan dari F18)	B19		.00
B20 PENDAPATAN BERCUKAI (B18 - B19) atau (B18 - B19) (isi '0' jika nilai negatif)	B20		.00
B21 PENGIRAAN CUKAI PENDAPATAN (Rujuk jadual kadar cukai yang disediakan di Portal Rasmi LHDNM, http://www.hasil.gov.my)			
B21a Cukai ke atas yang pertama		.00	B21a
B21b Cukai ke atas baki		.00	B21b
		Atas Kadar (%)	
B22 JUMLAH CUKAI PENDAPATAN (B21a + B21b)	B22		.
B23 TOLAK: Jumlah Rebat Sendiri	.00	Suami / Isteri	.00
		Zakat dan Fikrah	.
B24 JUMLAH CUKAI YANG DIKENAKAN (B22 - B23) (isi '0' jika nilai negatif)	B24		.
B25 TOLAK: Sekyen 51A (Kewangan 2007 (pukatan))	.	Sekyen 51D (Kewangan)	.
		Sekyen 51D (Kewangan 2007 (pukatan))	.
B26 CUKAI KENA DIBAYAR (B24 - B25)	B26		.
B27 ATAU : CUKAI DIBAYAR BALIK (B25 - B24)	B27		.
B28 Ansuran / Potongan Cukai Bulanan (PCB) yang telah dibayar untuk pendapatan tahun 2014 - SENDIRI dan SUAMI / ISTERI bagi taksiran bersama	B28		.
B29 Baki Cukai Kena Dibayar (B26 - B28) / Cukai Terlebih Bayar (B28 - B26)	B29		.

▲/Tandakan 'X' jika Cukai Terlebih Bayar

AKUAN

Saya No. Pengenalan / Pasport
 dengan ini mengakui bahawa maklumat mengenai pendapatan dan tuntutan bagi potongan pelepasan yang saya berikan dalam borang nyata ini dan dokumen yang disertakan adalah benar, betul dan lengkap.

☐ 1 = Borang nyata ini bagi pihak saya sendiri ☐ 2 = Borang nyata ini bagi pihak individu di ruangan 1

☐ 3 = Sebagai pentadbir harta pusaka (jika A3 = 4)*

* Borang ini bukan pemberitahuan di bawah subseksyen 74(3) ACP 1967. Sila isi Borang CP57

(Pemberitahuan Kemahiran Pembayar Cukai) di Portal Rasmi LHDNM, <http://www.hasil.gov.my>

Tarikh

Tandatangan

Nama :

No. Cukai Pendapatan :

BAHAGIAN C:		MAKLUMAT SUAMI / ISTERI	
C1	Nama Suami / Isteri (seperti di dokumen pengenalan diri)		
C2	No. Pengenalan	C3	No. Pasport

BAHAGIAN D:		MAKLUMAT LAIN	
D1	No. Telefon	D2	Alamat Premis Perniagaan
D3	e-Mail		
D4	Nama Bank *		
D5	No. Akaun Bank *	Poskod	Bandar
D6	No. Majikan E	Negeri	

* NOTA: Isikan Nama Bank dan No. Akaun Bank bagi tujuan bayaran balik cukai pendapatan secara elektronik

BAHAGIAN E: PENDAPATAN TAHUN KEBELAKANGAN YANG BELUM LAPORKAN				
Jenis Pendapatan	Bayaran Bagi Tahun	Amaan Kasar	Cecutan Kumpulan Wang	
E1			- 00	- 00
E2			- 00	- 00

BAHAGIAN F: PELEPASAN				
F1	Individu dan saudara tanggungan		9,000	- 00
F2	Perbelanjaan rawatan perubatan, keperluan khas dan penjaga untuk ibu bapa (keadaan kesihatan disahkan oleh pengamal perubatan)	Tertiad 5,000		- 00
F3	Peralatan sokongan asas untuk kegunaan sendiri, suami / isteri, anak atau ibu bapa yang kurang upaya	Tertiad 5,000		- 00
F4	Individu yang kurang upaya	6,000		- 00
F5	Yuran pendidikan (sendiri): II peringkat selain Sarjana dan Doktor Falsafah – litigasi undang-undang, perakaunan, kewangan Islam, teknikal, vokasional, industri, saintifik atau teknologi II peringkat Sarjana dan Doktor Falsafah – sebarang litigasi atau kursus pengajian	Tertiad 5,000		- 00
F6	Perbelanjaan perubatan bagi penyakit yang sukar diubati atas diri sendiri, suami / isteri atau anak	Tertiad 5,000		- 00
F7	Pemeriksaan perubatan penuh atas diri sendiri, suami / isteri atau anak (terhad 500)			- 00
F8	Pembelian buku/majalah/jurnal/penerbitan (selain surat khabar atau bahan bacaan terlarang) untuk diri sendiri, suami / isteri atau anak	Tertiad 1,000		- 00
F9	Pembelian komputer peribadi untuk individu (potongan dibenarkan sekali dalam setiap 3 tahun)	Tertiad 3,000		- 00
F10	Tabung bersh dalam Skim Simpanan Pendidikan Nasional (jumlah simpanan dalam tahun 2014 tolak jumlah pengeluaran dalam tahun 2014)	Tertiad 6,000		- 00
F11	Pembelian peralatan sukan untuk aktiviti sukan mengikut Akta Pembangunan Sukan 1997	Tertiad 300		- 00
F12	Faedah pinjaman perumahan (mesti memenuhi syarat-syarat kelayakan) Perjanjian jual beli ditandatangani dalam tempoh 10/03/09 – 31/12/10	Tertiad 10,000		- 00
F13	Suami / Isteri / Bayaran alimoni kepada bekas isteri	Tertiad 3,000		- 00
F14	Suami / Isteri yang kurang upaya	3,500		- 00
F15	Anak	Bilangan Kelapakan 100% Bilangan Kelapakan 50%		
F15a	Anak – Di bawah umur 18 tahun	X 1,000 =	X 500 =	F15a - 00
F15b	Anak – 18 tahun dan ke atas yang masih belajar	X 1,000 = X 6,000 =	X 500 = X 3,000 =	F15b - 00
F15c	Anak – Kurang upaya	X 5,000 = X 11,000 =	X 2,500 = X 5,500 =	F15c - 00
F16	Insurans nyawa dan KWSP	Tertiad 6,000		- 00
F17	Skim Persaraan Swasta dan Anuiti tertunda ("Deferred annuity")	Tertiad 3,000		- 00
F18	Insurans pendidikan dan perubatan	Tertiad 3,000		- 00
F19	Jumlah Pelepasan (F1 hingga F18) (Pindahkan amaun ini ke B19)			- 00

BAHAGIAN G: MAKLUMAT PENDAPATAN PERNIAGAAN			
G1	Kerugian Hantar Hadapan	G2	Kerugian Perintis Hantar Hadapan
G3	Elau Modal Perniagaan Hantar Hadapan	G4	Elau Modal Perkongsi Hantar Hadapan

Nama:

No. Cukai Pendapatan:

BAHAGIAN H: MAKLUMAT KEWANGAN ORANG PERSEORANGAN (PERNIAGAAN UTAMA SAHAJA)			
H1 Nama Perniagaan			
H2 Kod Perniagaan		KUNCI KIRA-KIRA	
AKAUN PERDAGANGAN UNTUNG RUGI		Aset Tetap:	
H3 Jualan atau Perolehan		H28 Tanah dan Bangunan	
	. 00		. 00
TOLAK :		H29 Loji dan Jentera	
H4 Stok Awal			. 00
	. 00	H30 Kenderaan	
H5 Belan dan Kos Pengeluaran			. 00
	. 00	H31 Aset Tetap Lain	
H6 Stok Akhir			. 00
	. 00	H32 JUMLAH ASET TETAP (H28 hingga H31)	
H7 Kos Jualan (H4 + H5 - H6)			. 00
	. 00	H33 Pelaburan	
H8 UNTUNG / RUGI KASAR (H3 – H7)		Aset Semasa:	
	. 00		
▲ (Tandakan 'X' jika negatif)		H34 Stok	
			. 00
PENDAPATAN:		H35 Penghutang Dagangan	
H9 Perniagaan Lain			. 00
	. 00	H36 Penghutang Lain	
H10 Dividen			. 00
	. 00	H37 Baki Tunai	
H11 Faedah dan Diskaun			. 00
	. 00	H38 Baki Dalam Bank	
H12 Sewa, Royalti dan Premium			. 00
	. 00	▲ (Tandakan 'X' jika negatif)	
H13 Pendapatan Lain		H39 Aset Semasa Lain	
	. 00		. 00
H14 Jumlah (H9 hingga H13)		H40 JUMLAH ASET SEMASA (H34 hingga H39)	
	. 00		. 00
PERBELANJAAN:		H41 JUMLAH ASET (H32 + H33 + H40)	
	. 00		. 00
H15 Faedah Pinjaman		LIABILITI:	
	. 00	H42 Pinjaman dan Overdraft	
H16 Gaji dan Upah			. 00
	. 00	H43 Pemutang Dagangan	
H17 Sewa/Pajakan			. 00
	. 00	H44 Pemutang Lain	
H18 Kontrak dan Subkontrak			. 00
	. 00	H45 JUMLAH LIABILITI (H42 hingga H44)	
H19 Komisen			. 00
	. 00	EKUITI PEMILIK:	
H20 Hutang Lapuk		H46 Akaun Modal	
	. 00		. 00
H21 Perjalanan dan Pengangkutan		H47 Baki Akaun Semasa Bawa Hadapan	
	. 00		. 00
H22 Pembalikan dan Penyelenggaraan		▲ (Tandakan 'X' jika negatif)	
	. 00	H48 Untung/Rugi Tahun Semasa	
H23 Promosi dan Iklan			. 00
	. 00	▲ (Tandakan 'X' jika negatif)	
H24 Perbelanjaan-perbelanjaan Lain (H15 hingga H24)		H49 Ambilan/Pendahuluan (Bersih)	
	. 00		. 00
H25 JUMLAH PERBELANJAAN (H15 hingga H24)		▲ (Tandakan 'X' jika negatif)	
	. 00	H50 Baki Akaun Semasa Hantar Hadapan	
H26 UNTUNG / RUGI BERSIH			. 00
	. 00	▲ (Tandakan 'X' jika negatif)	
▲ (Tandakan 'X' jika negatif)			
H27 Perbelanjaan Yang Tidak Dibenarkan			. 00
	. 00	▲ (Tandakan 'X' jika negatif)	
BAHAGIAN J : MAKLUMAT FIRMA DAN TANDATANGAN ORANG YANG MENYEDIAKAN BORANG NYATA INI			
J1 Nama Firma		J2 No. Telefon	
		J4 Tandatangan	
J3 No. Keputusan Ejen Cukai			



URUSAN SERI PADUKA BAGINDA

BAYARAN POS JELAS
POSTAGE PAID
PUSAT MEL NASIONAL
SHAH ALAM
MALAYSIA
NO. WP0218

Date:

BORANG M 2014

★ Due date to furnish Form M and pay the balance of tax payable:

- (a) **30 April 2015** (for those who do not carry on any business); or
(b) **30 June 2015** (for those who carry on business)

- Penalty under subsection 112(3) of the Income Tax Act 1967 (ITA 1967) shall be imposed for failure to furnish this return form before or on the due date for submission.
- An increase in tax of 10% under subsection 103(3) of ITA 1967 shall be imposed for failure to pay the balance of tax payable before or on the due date for submission. Any balance remaining unpaid upon the expiration of 60 days from the date of such increase, shall be further increased by 5% of the balance unpaid under subsection 103(4) of ITA 1967.

★ Please refer to the Form M 2014 Explanatory Notes before filling up this form

IMPORTANT REMINDER

- ★ All relevant items have to be completed in BLOCK LETTERS and use black ink pen.

METHOD OF PAYMENT

1. Payment can be made at:

- 1.1 Bank - Information regarding payment via bank is available at the LHDNM Official Portal, <http://www.hasil.gov.my>
1.2 LHDNM - ByrHASIL via FPX (Financial Process Exchange) at the LHDNM Official Portal, <http://www.hasil.gov.my>
LHDNM payment counters in Peninsular Malaysia (Kuala Lumpur Payment Centre), Sabah and FT Labuan (LHDNM Kota Kinabalu Branch) and Sarawak (LHDNM Kuching Branch) or by mail. Cheques, money orders and bank drafts must be crossed and made payable to the Director General of Inland Revenue. When making payment, use the Remittance Slip (CP501) which is available at the LHDNM Official Portal, <http://www.hasil.gov.my>
If sent by post, payment must be sent separately from the form. Payment by CASH must not be sent by post.

1.3 Pos Malaysia Berhad - counter and Pos Online

2. Write down the name, address, telephone number, income tax number, year of assessment, payment code '084' and instalment no. '98' on the reverse side of the financial instrument. Check the receipts / bank payment slips before leaving the payment counter.

- ★ Pursuant to section 89 of ITA 1967, a change of address must be furnished to LHDNM within 3 months of the change. Notification can be made via e-Kemaskini/ or by using Form CP600B (Change of Address Notification Form) which can be obtained at the LHDNM Official Portal, <http://www.hasil.gov.my>.
- ★ The use of e-Filing (e-FI) is encouraged. Please access <https://e.hasil.gov.my>
- ★ For further information, please contact :- Toll Free Line : 1-800-88-5436 (LHDN) Calls From Overseas : 603-7713666

FOR OFFICE USE

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Date received (1)

Date received (2)

If Undelivered, Return To:
JABATAN PEMROSESAN MAKLUMAT
LEMBAGA HASIL DALAM NEGERI MALAYSIA
MENARA HASIL
NO. 3, JALAN 9/10, SEKSYEN 9
KARUNG BERKUNCI 222
43659 BANDAR BARU BANGI
SELANGOR, MALAYSIA

Lembaga Hasil Dalam Negeri Malaysia		RETURN FORM OF A NON-RESIDENT INDIVIDUAL UNDER SECTION 77 OF THE INCOME TAX ACT 1967 This form is prescribed under section 162 of the Income Tax Act 1967		Form M	YEAR OF ASSESSMENT 2014 CP54 - P14 2014
BASIC PARTICULARS					
1	Name (as per identification document)				
2	Income Tax No.			3	Identification No.
4	Current Passport No.			5	Expiry Date of Current Passport (dd/mm/yyyy)
6	Passport No. Registered with LHDNM			7	Date of Birth (dd/mm/yyyy)
PART A: PARTICULARS OF INDIVIDUAL					
A1	Citizen	Use Country Code (Enter 1 if Malaysian Citizen)		A2	Sex 1 = Male 2 = Female
A3	Status as at 31-12-2014	1 = Single 2 = Married 3 = Divorced/Widow/Widower 4 = Deceased		A4	Date of Marriage / Divorce / Demise (dd/mm/yyyy)
A5	Type of Assessment	1 = Joint in the name of husband 2 = Joint in the name of wife 3 = Separate 4 = Self whose spouse has tax exempt income / no income / no source of income 5 = Self (single/divorced/widow/widower/deceased)			
A6	Record-keeping	1 = Yes 2 = No			
PART B: STATUTORY INCOME, TOTAL INCOME AND TAX PAYABLE / REPAYABLE					
				RM	Sen
B1	Statutory income from businesses			B1	.00
B2	Statutory income from partnerships			B2	.00
B3	Aggregate statutory income from businesses (B1 + B2)			B3	.00
B4	LESS: Business losses brought forward (Restricted to amount in B3)			B4	.00
B5	Total (B3 - B4)			B5	.00
B6	Statutory income from employment * / director's fees			B6	.00
* If there is a claim for exemption of employment income under:					
<input type="checkbox"/> 1 = Paragraph 21 Schedule 6 <input type="checkbox"/> 2 = Double Taxation Agreement between Malaysia and (Use Country Code) State: Amount exempted .00					
B7	Statutory income from dividends and rents			B7	.00
B8	Statutory income from discounts, premiums, pensions, annuities, other periodical payments, other gains or profits and additions pursuant to paragraph 43(1)(c)			B8	.00
B9	AGGREGATE INCOME (B5 + B6 + B7 + B8)			B9	.00
B10	LESS: Current year business losses (Restricted to amount in B9)			B10	.00
B11	LESS: Qualifying prospecting expenditure - Schedule 4 and paragraph 44(1)(b)			B11	.00
B12	LESS: Approved donations / gifts / contributions			B12	.00
B13	TOTAL (B9 - (B10 to B12)) (Enter 0 if value is negative)			B13	.00
B14	TAXABLE PIONEER INCOME			B14	.00
B15	Gross income subject to tax at other rates (Please specify)			B15	.00
B16	TOTAL INCOME (SELF) (B13 + B14 + B15)			B16	.00
B17	TOTAL INCOME TRANSFERRED FROM HUSBAND / WIFE * FOR JOINT ASSESSMENT			B17	.00
* Type of income transferred from HUSBAND / WIFE <input type="checkbox"/> 1 = With business income 2 = Without business income					
B18	AGGREGATE OF TOTAL INCOME (B16 + B17)			B18	.00
B19	CHARGEABLE INCOME (from B16 or B18 whichever applies)			B19	.00
B20 Computation of Tax Chargeable					
Division of Chargeable Income according to the rate applicable				Tax Rate (%)	Income Tax
B20a	.00		26	B20a	-
B20b	.00			B20b	-
B20c	.00			B20c	-
B21	TOTAL INCOME TAX (B20a to B20c)				-
B22	LESS: Section 51 Finance Act 2007 (dividends)	Section 110 (others)	Section 133		-
B23	TAX PAYABLE (B21 - B22)			B23	-
B24	Or TAX REPAYABLE (B22 - B21)			B24	-
B25	Installments / Monthly Tax Deductions (MTD) paid for 2014 Income - SELF and HUSBAND / WIFE for joint assessment				-
B26	Balance of Tax Payable (B23 - B25) / Tax Paid in Excess (B25 - B23)			B26	-
▲ (Enter 0 if Tax Paid in Excess)					
DECLARATION					
I hereby declare that the information regarding the income and claim for deductions and reliefs given by me in this return form and in any document attached is true, correct and complete.			Identification / Passport No.		
This return form is made: <input type="checkbox"/> 1 = on my own behalf 2 = on behalf of the individual in item 1 3 = as an executor of the deceased person's estate (if A3 = 4) *					
* This form is not a notification pursuant to subsection 74(3) of the Income Tax Act 1967. Please furnish Form CP57 (Notification of Taxpayer's Demise) which is available at the LHDNM Official Portal, http://www.hasil.gov.my					
Date: (dd/mm/yyyy)			Signature:		

Name: _____ Income Tax No.: _____

PART C: PARTICULARS OF HUSBAND / WIFE			
C1 Name of Husband / Wife (as per identification document)			
C2 Identification No.			
C3 Current Passport No.		C4 Expiry Date of Current Passport (dd/mm/yyyy)	
C5 Passport No. Registered with LHDNM		C6 Date of Birth (dd/mm/yyyy)	

PART D: OTHER PARTICULARS			
D1 Telephone No.	-		D2 Employer's no. E
D3 e-Mail			
D4 Permanent Address in Country of Origin of Individual / Executor of the Deceased			
Person's Estate	Postcode	City	
	State & Country		
D5 Name of Bank *			D6 Bank Account No. *
D7 Type of Foreign Currency Requested *			D8 SWIFT Code *

* NOTE: Enter the Name of the Bank and Bank Account No. for the purpose of electronic refund of income tax

PART E: INCOME OF PRECEDING YEARS NOT DECLARED				
	Type of Income	Year for which Paid	Gross Amount	Provident and Pension Fund Contribution
E1			.00	.00
E2			.00	.00

PART F: FINANCIAL PARTICULARS OF INDIVIDUAL			
F1 Name of business (main business)			
F2 Business code			
TRADING, PROFIT AND LOSS ACCOUNT		BALANCE SHEET	
F3 Sales / Turnover		F28 Land and buildings	
LESS:		F29 Plant and machinery	
F4 Opening stock		F30 Motor vehicles	
F5 Purchases and cost of production		F31 Other fixed assets	
F6 Closing stock		F32 TOTAL FIXED ASSETS (F28 to F31)	
F7 Cost of sales (F4 + F5 - F6)		F33 Investments	
F8 GROSS PROFIT / LOSS (F3 - F7)		CURRENT ASSETS	
▲ (Enter 'X' if negative)		F34 Stock	
OTHER INCOME		F35 Trade debtors	
F9 Other business income		F36 Sundry debtors	
F10 Dividends		F37 Cash in hand	
F11 Interest and discounts		F38 Cash at bank	
F12 Rents, royalties and premiums		▲ (Enter 'X' if negative)	
F13 Other income		F39 Other current assets	
F14 TOTAL (F9 to F13)		F40 TOTAL CURRENT ASSETS (F34 to F39)	
EXPENSES		F41 TOTAL ASSETS (F32 + F33 + F40)	
F15 Loan interest		LIABILITIES	
F16 Salaries and wages		F42 Loans and overdrafts	
F17 Rental / Lease		F43 Trade creditors	
F18 Contracts and subcontracts		F44 Sundry creditors	
F19 Commissions		F45 TOTAL LIABILITIES (F42 to F44)	
F20 Bad debts		OWNER'S EQUITY	
F21 Travelling and transport		F46 Capital account	
F22 Repairs and maintenance		F47 Current account balance brought forward	
F23 Promotion and advertisement		▲ (Enter 'X' if negative)	
F24 Other expenses		F48 Current year profit / loss	
F25 TOTAL EXPENDITURE (F15 to F24)		▲ (Enter 'X' if negative)	
F26 NET PROFIT / LOSS		F49 Net advance / drawing	
▲ (Enter 'X' if negative)		▲ (Enter 'X' if negative)	
F27 Non-allowable expenses		F50 Current account balance carried forward	
		▲ (Enter 'X' if negative)	

Name: Income Tax No.:

PART G: PARTICULARS OF BUSINESS INCOME			
G1	Losses carried forward		G2 Pioneer loss carried forward
G3	Business capital allowance carried forward		G4 Partnership capital allowance carried forward
PART H: PARTICULARS OF TAX AGENT WHO COMPLETES THIS RETURN FORM			
H1	Name of Firm		H2 Telephone No.
H3	Tax Agent's Approval No.		H4 Signature

2/18/2016

Rule 3. New Form D. (REGISTRATION OF BUSINESSES (AMENDMENT) RULES, 1967 - P.U. 635/67)

**P.U. 635/67
REGISTRATION OF BUSINESSES (AMENDMENT) RULES, 1967**

Rule 3. New Form D.

For Form D in the Schedule to the principal Rules there shall be substituted the following new Form D-

FORM D

(Rule 13)

CERTIFICATE OF REGISTRATION

Registration of Businesses Ordinance, 1956

--

Registration No

This is to certify that the business carried on under the name has this day been registered until the, 19, in accordance with the provisions of the Registration of Businesses Ordinance, 1956, under the number shown hereon and with its *place/ principal place of business at and branches at:

.....
.....
.....
.....

Dated at Kuala Lumpur, this day of 19.....

.....
Registrar of Businesses

.....
*Delete whichever is not applicable.

.....
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Appendix 2 : Business Funding Registration Forms

INNOFUND

INTRODUCTION

InnoFund is a grant scheme which funds the development or improvement of new or existing products, processes or services with elements of innovation. The project must have economic value and improves the societal well-being of the community. InnoFund can be categorized into Enterprise InnoFund (EIF) and Community InnoFund (CIF).

ENTERPRISE INNOFUND (EIF)

OBJECTIVES

To increase the participation of micro-businesses, individuals in innovative activities and encourage technological innovation of new or existing products, process or services for commercialisation.

ELIGIBILITY CRITERIA

1. This fund is open to individual, sole proprietor, micro companies and small companies.
2. The criteria for EIF are as follows:
 - ❖ All categories of companies must have a minimum of 51% equity held by Malaysians;
 - ❖ Applicant or collaborator under the small and medium company category must have minimum paid up capital in cash of RM10,000.00. However, start-up companies are exempted from this stipulation but must provide justification and supporting documents on the ability to sustain itself;
 - ❖ None of the company directors or project team members must have been convicted of any fraudulent activities or the company been declared bankrupt, under liquidation or placed under receivership;
 - ❖ The project proposal must contain elements of technological innovation leading to commercialisation of innovative products, processes and services;
 - ❖ The project must be for the development of new or existing products, processes or services with the potential for commercialisation. Projects or products which are in the research stage or are ready for production or commercialisation are not eligible;
 - ❖ The project team must provide evidence of technical competency to undertake the proposed project. The curriculum vitae and supporting documents of the Project Leader and each project team member must also be submitted; and
 - ❖ Application from an individual must be accompanied by a supporting letter from a referee.
3. Priority will be given to applications with projects:
 - ❖ That have been supported by the ScienceFund and have the potential to be commercialised; or
 - ❖ Companies that have obtained the InnoCert Recognition.

SCOPE OF FUNDING

The funding will cover the following:

- ❖ Specialised Equipment;
- ❖ Pre-Clinical/ Clinical Trial/ Field Trial (if applicable);
- ❖ IP Preparation and Registration in Malaysia only (excluding maintenance);
- ❖ Market Testing;
- ❖ Regulatory and Standard Compliance;
- ❖ Expenditure for Services not exceeding 40% of project cost (consultancy/ testing); and
- ❖ Raw materials

PROJECT DURATION

The project duration is up to **12 months**.

QUANTUM OF FUNDING

The quantum for each project is up to **RM50,000.00** for Individual/ Sole proprietor and **RM500,000.00** for Micro/ Small Companies.

COMMUNITY INNOFUND (CIF)

OBJECTIVES

To assist community groups in translating knowledge and ideas into products, processes or services that improve the socio-economic standing and quality of life of the community.

ELIGIBILITY CRITERIA

1. This fund is open to Registered Associations/ NGOs, Registered Cooperatives and Community Group.
2. The criteria for CIF are as follows:
 - ❖ Applicant must be a registered/ Government recognised Malaysian Community Group.
 - ❖ The proposal must contain innovative elements leading to the development of products, services or processes that improve societal well-being.
 - ❖ Applicant must show proof of financial capability that they can fund the portion of project costs not funded under CIF.
 - ❖ Project must be undertaken in Malaysia

SCOPE OF FUNDING

The funding will cover the following:

- ❖ Specialised Equipment;
- ❖ Pre-Clinical/ Clinical Trial/ Field Trial (if applicable);
- ❖ IP Preparation and Registration in Malaysia only (excluding maintenance);
- ❖ Regulatory and Standard Compliance;
- ❖ Expenditure for Services not exceeding 40% of project cost (consultancy/ testing); and
- ❖ Raw materials

PROJECT DURATION

The project duration is up to 18 months.

QUANTUM OF FUNDING

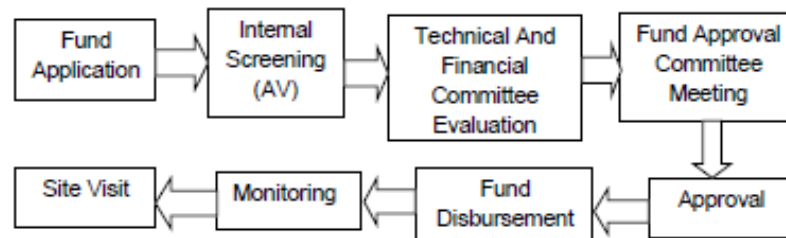
The quantum for each project is up to RM500,000.00.

Notes:

1. The InnoFund will not cover the following items:
 - ❖ Any expenditure outside the stated funding components;
 - ❖ Purchase or rental of non-critical assets such as building, vehicles and furniture;
 - ❖ Construction of new infrastructure. However, infrastructure renovation is permitted if critical to the project and verified by authorised bodies;
 - ❖ Utilities;
 - ❖ Travelling costs;
 - ❖ Salary or allowances of any personnel employed by the applicant (except as stated for IHLs and GRIs); and
 - ❖ Collateral or loan for any purpose.
2. The following cases are not eligible for funding under InnoFund:
 - ❖ Project under the purview of certain Ministry, Department or Agency other than MOSTI (except for CIF);
 - ❖ Applications from the Research Wing of Government Linked Companies (GLC);
 - ❖ Applications from Research Institutes with internal research funding such as CESS Fund;
 - ❖ Applications from large and established companies; and
 - ❖ Applications from trading companies.
3. An applicant can only be project leader of one InnoFund grant or any other R&D grant under MOSTI at any one time.

APPLICATION PROCESS

Applicant for InnoFund should be submitted in hard copy (two set) and soft copy to InnoFund Secretariat.



FOR FURTHER INFORMATION

Pre Commercialisation Fund (InnoFund) Secretariat
Fund Division
Ministry of Science, Technology and Innovation (MOSTI)
Level 3, Block C5, Parcel C
Federal Government Administrative Centre
62662 Putrajaya.

Tel: 603 – 8885 8123 / 8509 / 8877 / 8152

Fax: 603 – 8889 2994

E-mail: innofund@mosti.gov.my

Appendix 3 : Goods and Services Tax (GST) Registration Forms

Getting Ready for GST – Registering for GST

GOODS AND SERVICES TAX (GST)

Important information on When and How to Apply



Royal Malaysian Customs Department



**JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT**

GST - 01

**PERMOHONAN PENDAFTARAN CUKAI BARANG DAN PERKHIDMATAN
APPLICATION FOR GOODS AND SERVICES TAX REGISTRATION**

Nota Penting (Important Notes)

- 1) Sila isikan borang ini dengan HURUF BESAR dan menggunakan pen mata bulat berdaya hitam.
Please fill in this form in BLOCK LETTERS using black ink ball-point pen.
- 2) Sila rujuk Buku Panduan Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods And Services Tax (GST) Forms Guide.
- 3) Sila rujuk lampiran bagi mengisi butiran yang memerlukan kod.
Please refer to the attachment to fill in the item(s) that requires code.
- 4) Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- 5) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.
- 6) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.

No. Pendaftaran Perniagaan *

Business Registration No. *

ATAU / OR

No. Kad Pengenalan Pemohon *

Applicant Identity Card No. *

**BAHAGIAN A : BUTIRAN PERNIAGAAN
PART A : BUSINESS DETAILS**

1) Kod Jenis Perniagaan *
Type of Business Code *

2) Adakah perniagaan anda didaftarkan di Sabah atau Sarawak ? *

☐ Ya (Yes)

☐ Tidak (No)

*Is your business registered in Sabah or Sarawak ? **
Wajib diisi untuk jenis perniagaan Perkongsian dan Pemilik Tunggal
(Mandatory for Partnership and Sole Proprietorship business type)

3) No. Pendaftaran Perniagaan *

Business Registration No. *

Wajib diisi untuk jenis perniagaan Persatuan, Syarikat, Perkongsian, Pemilik Tunggal dan Perkongsian Liabiliti Terhad
(Mandatory for Association, Company, Partnership, Sole Proprietorship and Limited Liability Partnership business type)

4) No. Cukai Pendapatan / Korporat
Income / Corporate Tax No.

5) No. Lesen Perkhidmatan Pasaran
Modal *

Capital Markets Services License No. *

Wajib diisi untuk pendaftaran Entiti Tunggal
(Mandatory for Single Entity registration)

6) Nama Perniagaan *

Name of Business *

Wajib diisi untuk jenis perniagaan Persatuan, Syarikat, Pihak Berkuasa Tempatan, Perkongsian, Pihak Berkuasa Awam, Pemilik Tunggal, Badan Berkanun dan Perkongsian Liabiliti Terhad
(Mandatory for Association, Company, Local Authority, Partnership, Public Authority, Sole Proprietorship, Statutory Body and Limited Liability Partnership business type)

7) Nama Perdagangan
(Jika berlainan dengan Butiran 6)
Trading Name
(If different from Item 6)

Borang ini ditetapkan di bawah Peraturan-Peraturan Cukai Barang dan Perkhidmatan 2009 (This form is prescribed under Goods and Services Tax Regulations 2009)

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No. Pendaftaran Perniagaan * Business Registration No. *		
ATAU / OR		
No. Kad Pengenalan Pemohon * Applicant Identity Card No. *		

8) Adakah permohonan ini untuk Pendaftaran Ejen / Prinsipal Luar Negara ? Are you applying for Agent / Overseas Principal Registration ?	<input type="checkbox"/> Ya (Yes)	<input type="checkbox"/> Tidak (No)	Jika Ya, sila isi Butiran 9 (If Yes, please fill in item 9)
9) Adakah permohonan ini untuk pendaftaran CBP bagi ejen sendiri ? * Is agent applying for own GST registration ? *	<input type="checkbox"/> Ya (Yes)	<input type="checkbox"/> Tidak (No)	Jika Tidak, Bahagian B, C, D dan E tidak perlu diisi (If No, Part B, C, D and E is not applicable)

10) Alamat Perniagaan * Business Address *			
	Bandar (Town)		
	Poskod (Postcode)		Kod Negeri (State Code)

11) Alamat Surat Menyurat Correspondence Address (Tidak perlu diisi sekiranya sama seperti butiran 10) (Not required to fill in if same as item 10)			
	Bandar (Town)		
	Poskod (Postcode)		
	Negeri (State)		
	Sekiranya negara adalah Malaysia, sila isi Kod Negeri (If country is Malaysia, please fill in the State Code)		
	Negara (Country)		

12) No. Telefon * Telephone No. *	
13) No. Faks Fax No.	

14) Bilangan Orang Diberi Kuasa * Number of Authorized Person(s) *	<input type="text"/>	Sila lengkapkan Borang GST-A (Please complete GST-A Form)
15) Bilangan Entiti Pemilik Tunggal * Number of Sole Proprietorship(s) Entity *	<input type="text"/>	Sila lengkapkan Borang GST-C (Please complete GST-C Form) Wajib diisi untuk jenis perniagaan Pemilik Tunggal (Mandatory for Sole Proprietorship business type)

BAHAGIAN B : BUTIRAN KEWANGAN DAN PERAKAUNAN
PART B : FINANCIAL AND ACCOUNTING DETAILS

16) Kod Bulan Kewangan Berakhir * Financial Year End Month Code *	<input type="text"/>	
17) Jumlah Perolehan * Total Turnover *	RM	

18) Peratusan Pembekalan Berkadar Standard * Percentage of Standard Rated Supply *	<input type="text"/> %	
19) Peratusan Pembekalan Eksport * Percentage of Export Supplies *	<input type="text"/> %	
20) Peratusan Pembekalan Tempatan Berkadar Sifar * Percentage of Local Zero-Rated Supplies *	<input type="text"/> %	
21) Peratusan Pembekalan Dikecualikan * Percentage of Exempt Supply *	<input type="text"/> %	
Jumlah (Total)	100 %	Jumlah peratusan bagi butiran 18, 19, 20 dan 21 mestilah 100% (Total percentage for item 18, 19, 20 dan 21 must be 100%)

No. Pendaftaran Perniagaan * <i>Business Registration No. *</i>	
ATAU / OR	
No. Kad Pengenalan Pemohon * <i>Applicant Identity Card No. *</i>	

BAHAGIAN G : AKUAN PART G : DECLARATION
--

Pemohon mestilah orang yang ditetapkan dan perlu mengisi borang GST-A untuk butiran pemohon.
(Applicant must be a designated person and need to complete GST-A form for applicant details).

Saya, mengaku bahawa maklumat dinyatakan dalam borang ini dan dokumen sokongan disertakan adalah benar, betul dan lengkap.
I, hereby declare that the information stated in this form and any supporting documents attached are true, correct and complete.

39) Nama Pemohon * <i>Name of Applicant *</i>		
40) No. Kad Pengenalan <i>Identity Card No.</i>	Baru (New) *	Lama (Old)
41) No. Pasport * <i>Passport No. *</i>		
42) Kewarganegaraan * <i>Nationality *</i>		
43) No. Telefon * <i>Telephone No. *</i>		
44) Alamat Emel * <i>Email Address *</i>		
45) Tarikh * <i>Date *</i>		
46) Tandatangan * <i>Signature *</i>		

UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)	
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No. Akuan Terima (Acknowledgement Receipt No.) *	
Tarikh Diterima (Received Date) *	
Tarikh Cop Pos (Postmark Date) *	

HH (DD) - BB (MM) - TTTT (YYYY)

HH (DD) - BB (MM) - TTTT (YYYY)

Borang ini ditetapkan di bawah Peraturan-Peraturan Cukai Barang dan Perkhidmatan 2000. (This form is prescribed under Goods and Services Tax Regulations 2000)

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**JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT**

GST - 03

**PENYATA CUKAI BARANG DAN PERKHIDMATAN
GOODS AND SERVICES TAX RETURN**

Nota Penting (Important Notes)

- 1) Sila isikan borang ini dengan menaip menggunakan **HURUF BESAR**.
Please type in using BLOCK LETTERS.
- 2) Sila rujuk Buku Panduan Mengisi Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods and Services Tax (GST) Forms Guide.
- 3) Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- 4) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.
- 5) Sekiranya mengikrar nilai sifar, sila isi angka "0".
If declaring a zero amount, please fill in "0".
- 6) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.

☐ **Pindaan
Amendment**

**BAHAGIAN A : BUTIRAN ORANG BERDAFTAR
PART A : DETAILS OF REGISTERED PERSON**

- 1) No. CBP *
GST No. *
- 2) Nama Perniagaan *
Name of Business *

**BAHAGIAN B : BUTIRAN PENYATA
PART B : DETAILS OF RETURN**

- 3) Tempoh Bercukai *
Taxable Period *
Tarikh Mula
Start Date
HH (DD) - BB (MM) - TTTT (YYYY)
Tarikh Akhir
End Date
HH (DD) - BB (MM) - TTTT (YYYY)
- 4) Tarikh Akhir Serahan Penyata dan Bayaran *
Return and Payment Due Date *
HH (DD) - BB (MM) - TTTT (YYYY)
- 5) Cukai Output
Output Tax
Amaun (Amount)
a) Jumlah Nilai Pembekalan Berkadar Standard *
Total Value of Standard Rated Supply * RM
b) Jumlah Cukai Output (Termasuk Nilai Cukai ke atas Hutang Lapuk
Dibayar Balik dan Pelarasan lain) *
Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other
Adjustments) * RM

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No. CBP *
GST No.*

6) Cukai Input / Input Tax

Amaun (Amount)

- a) Jumlah Nilai Perolehan Berkadar Standard dan Berkadar Rata *
Total Value of Standard Rate and Flat Rate Acquisitions * RM
- b) Jumlah Cukai Input (Termasuk Nilai Cukai ke atas Pelepasan Hutang Lapuk dan Pelarasan lain) *
Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments) * RM
- 7) Amaun CBP Kena Dibayar (Butiran 5b - Butiran 6b) *
GST Amount Payable (Item 5b - Item 6b) * RM
- ATAU / OR
- 8) Amaun CBP Boleh Dituntut (Butiran 6b - Butiran 5b) *
GST Amount Claimable (Item 6b - Item 5b) * RM
- 9) Adakah anda memilih untuk membawa ke hadapan pembayaran balik CBP?
Do you choose to carry forward refund for GST? ☐ Ya Yes ☐ Tidak No

BAHAGIAN C : MAKLUMAT TAMBAHAN
PART C : ADDITIONAL INFORMATION

Amaun (Amount)

- 10) Jumlah Nilai Pembekalan Tempatan Berkadar Sifar *
Total Value of Local Zero-Rated Supplies * RM
- 11) Jumlah Nilai Pembekalan Eksport *
Total Value of Export Supplies * RM
- 12) Jumlah Nilai Pembekalan Dikecualikan *
Total Value of Exempt Supplies * RM
- 13) Jumlah Nilai Pembekalan Diberi Pelepasan CBP *
Total Value of Supplies Granted GST Relief * RM
- 14) Jumlah Nilai Pengimportan Barang Dibawah Skim Pedagang Diluluskan *
Total Value of Goods Imported Under Approved Trader Scheme * RM
- 15) Jumlah Nilai CBP Import Digantung dibawah butiran 14 *
Total Value of GST Suspended under item 14 * RM
- 16) Jumlah Nilai Perolehan Harta Modal *
Total Value of Capital Goods Acquired * RM
- 17) Jumlah Nilai Pelepasan Hutang Lapuk Termasuk Cukai *
Total Value of Bad Debt Relief Inclusive Tax * RM
- 18) Jumlah Nilai Hutang Lapuk Dibayar Balik Termasuk Cukai *
Total Value of Bad Debt Recovered Inclusive Tax * RM

P.U. (A) 190

No. CBP *
GST No. *19) Pecahan Nilai Cukai Output mengikut Kod Industri Utama
Breakdown Value of Output Tax in accordance with the Major Industries Code

Kod MSIC (MSIC Code)	Nilai Cukai Output (Value of Output Tax)	Peratusan (Percentage)
<input type="text"/>	RM <input type="text"/>	<input type="text"/> %
<input type="text"/>	RM <input type="text"/>	<input type="text"/> %
<input type="text"/>	RM <input type="text"/>	<input type="text"/> %
<input type="text"/>	RM <input type="text"/>	<input type="text"/> %
<input type="text"/>	RM <input type="text"/>	<input type="text"/> %
Lain-lain Others	RM <input type="text"/>	<input type="text"/> %
JUMLAH TOTAL	RM <input type="text"/>	100%

BAHAGIAN D : AKUAN
PART D : DECLARATION

Saya, dengan ini mengaku bahawa maklumat dinyatakan dalam borang ini adalah benar, betul dan lengkap.
I, hereby declare that the information stated in this form are true, correct and complete.

20) Nama Orang Diberi Kuasa *
Name of Authorized Person *
21) No. Kad Pengenalan
Identity Card No.

Baru (New) *

Lama (Old)

22) No. Pasport *
Passport No. *

Wajib untuk warga negara asing (Mandatory for foreign citizen)

23) Kewarganegaraan
Nationality
24) Tarikh
Date

HH (DD) - BB (MM) - TTTT (YYYY)

25) Tandatangan *
Signature *

UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)

Tarikh Diterima *
Received Date *

HH (DD) - BB (MM) - TTTT (YYYY)

Tarikh Cop Pos *
Postmark Date *

HH (DD) - BB (MM) - TTTT (YYYY)



**JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT**

GST - 01B

**PENDAFTARAN / PENAMBAHAN / PINDAAN / ANGGOTA KONSTITUEN BAGI ORANG KENA CUKAI
TUNGGAL / ENTITI PEMILIK TUNGGAL**

**REGISTRATION / INCLUSION / UPDATE OF SINGLE TAXABLE PERSON CONSTITUENT MEMBER /
SOLE PROPRIETORSHIP ENTITY**

Nota Penting (Important Note)

- 1) Sila isikan borang ini dengan menaip menggunakan HURUF BESAR.
Please type in using BLOCK LETTERS.
- 2) Sila rujuk Buku Panduan Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods And Services Tax (GST) Forms Guide.
- 3) Sila rujuk lampiran bagi mengisi butiran yang memerlukan kod.
Please refer to the attachment to fill in the item(s) that requires code.
- 4) Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- 5) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.
- 6) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel cco@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email cco@customs.gov.my for further enquiry.

No. CBP *
GST No. *

Wajib diisi sekiranya bukan pendaftaran baru
(Mandatory if not a new registration)

No. Kad Pengenalan *
Identity Card No. *

Ini adalah No. Kad Pengenalan orang yang ditetapkan yang telah memohon pendaftaran CBP
(This is the Identity Card No. for the designated person who has applied for GST registration)

**BAHAGIAN A : BUTIRAN PERMOHONAN
PART A : DETAILS OF APPLICATION**

1) Jenis Permohonan (Type of Application)

☐

Pendaftaran Baru
New Registration

☐

Penambahan
Inclusion

☐

Pindaan
Update

2) Nama *
Name *

Ini adalah nama orang yang ditetapkan yang telah memohon pendaftaran CBP
(This is the name for the designated person who has applied for GST registration)

**BAHAGIAN B : BUTIRAN ANGGOTA KONSTITUEN BAGI ORANG KENA CUKAI TUNGGAL / ENTITI PEMILIK TUNGGAL
PART B : DETAILS OF SINGLE TAXABLE PERSON CONSTITUENT MEMBER / SOLE PROPRIETORSHIP ENTITY**

☐

Sila tandakan jika Entiti adalah Profesional.
Please tick if Entity is a Professional.

Sila isi butiran 3 dan 4 jika Entiti adalah bukan Profesional.
Please fill in Item 3 and 4 if Entity is not a Professional.

3) No. Pendaftaran Perniagaan *
Business Registration No. *

4) Nama Perniagaan *
Name of Business *

P.U. (A) 190

No. CBP * GST No. *	<input style="width: 90%;" type="text"/> Wajib diisi sekiranya bukan pendaftaran baru (Mandatory if not a new registration)
No. Kad Pengenalan * Identity Card No. *	<input style="width: 90%;" type="text"/> Ini adalah No. Kad Pengenalan orang yang ditetapkan yang telah memohon pendaftaran CBP (This is the Identity Card No. for the designated person who has applied for GST registration)

5) Nama Perdagangan (Jika berkaitan) Trading Name (If applicable)	<input style="width: 80%;" type="text"/>
6) Alamat Emel * Email Address *	<input style="width: 80%;" type="text"/>
7) No. Telefon * Telephone No. *	<input style="width: 40%;" type="text"/>
8) Tarikh Mula Bermiaga * Commencement Date *	<input style="width: 40%;" type="text"/> <small>HH (DD) - BB (MM) - TTTT (YYYY)</small>
9) Tarikh Berhenti Date Ceased *	<input style="width: 40%;" type="text"/> <small>HH (DD) - BB (MM) - TTTT (YYYY)</small>

BAHAGIAN C : KOD INDUSTRI
PART C : INDUSTRY CODE

Sekiranya ruangan tidak mencukupi, sila kemukakan lampiran (If the column is insufficient, please provide an attachment)

10) Kod Industri *
Industry Code *

Kod (Code)	Kod Jenis ID (ID Type Code)	ID (ID)
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

BAHAGIAN D : AKUAN PEMOHON
PART D : APPLICANT DECLARATION

Saya, dengan ini mengaku bahawa maklumat dinyatakan dalam borang ini dan dokumen sokongan disertakan adalah benar, betul dan lengkap.
I, hereby declare that the information stated in this form and any supporting document attached are true, correct and complete.

11) Nama Pemohon * Name of Applicant *	<input style="width: 90%;" type="text"/>	
12) No. Kad Pengenalan Identity Card No.	Baru (New) * <input style="width: 90%;" type="text"/>	Lama (Old) <input style="width: 90%;" type="text"/>
13) No. Pasport * Passport No. *	<input style="width: 90%;" type="text"/> Wajib untuk warga negara asing (Mandatory for foreign citizen)	

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No. CBP *	
GST No. *	
No. Kad Pengenalan *	
Identity Card No. *	
Wajib diisi sekiranya bukan pendaftaran baru (Mandatory if not a new registration) Ini adalah No. Kad Pengenalan orang yang ditetapkan yang telah memohon pendaftaran CBP (This is the Identity Card No. for the designated person who has applied for GST registration)	
14) Kewarganegaraan *	
Nationality *	
15) Jawatan	
Designation	
16) No. Telefon *	
Telephone No. *	
17) Tarikh *	
Date *	
HH (DD) - BB (MM) - TTTT (YYYY)	
18) Tandatangan *	
Signature *	
UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)	
No. Akuan Terima (Acknowledgement Receipt No.) *	
Tarikh Diterima (Received Date) *	
HH (DD) - BB (MM) - TTTT (YYYY)	



**JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT**

GST - 01A

**PENDAFTARAN / PENAMBAHAN / PENAMATAN / PINDAAN BAGI PENGARAH / PEMILIK /
RAKAN KONGSI / PEMEGANG JAWATAN UTAMA / ORANG DIBERI KUASA
REGISTRATION / INCLUSION / REMOVAL / UPDATE OF DIRECTOR / OWNER /
PARTNER / PRINCIPAL OFFICE BEARER / AUTHORIZED PERSON**

Nota Penting (Important Notes)

- 1) Sila isikan borang ini dengan menaip menggunakan **HURUF BESAR**.
Please type in using BLOCK LETTERS.
- 2) Sila rujuk Buku Panduan Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods and Services Tax (GST) Forms Guide.
- 3) Sila rujuk lampiran bagi mengisi butiran yang memerlukan kod.
Please refer to the attachment to fill in the item(s) that requires code.
- 4) Jika lebih dari satu (1) orang, sila isi borang tambahan GST-01A.
If more than one (1) person, please complete additional GST-01A form.
- 5) Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- 6) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.
- 7) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel cco@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email cco@customs.gov.my for further enquiry.

No. CBP *
GST No. *

Wajib diisi sekiranya bukan pendaftaran baru
(Mandatory if not a new registration)

No. Pendaftaran Perniagaan (Jika berkaitan) *
Business Registration No. (If applicable) *

No. Kad Pengenalan *
Identity Card No. *

Ini adalah No. Kad Pengenalan orang yang ditetapkan yang telah memohon pendaftaran CBP
(This is the Identity Card No. for the designated person who has applied for GST registration)

**BAHAGIAN A : BUTIRAN PERMOHONAN
PART A : DETAILS OF APPLICATION**

Jenis Permohonan (Type of Application)

☐

Pendaftaran Baru
New Registration

☐

Penambahan
Inclusion

☐

Pindaan
Update

- 1) Nama Perniagaan *
Name of Business *
ATAU / DAN
OR / AND
- 2) Nama *
Name *

Ini adalah nama orang yang ditetapkan yang telah memohon pendaftaran CBP
(This is the name for the designated person who has applied for GST registration)

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No. CBP *
GST No. *Wajib diisi sekiranya bukan pendaftaran baru
(Mandatory if not a new registration)No. Pendaftaran Perniagaan (Jika berkaitan) *
Business Registration No. (If applicable) *No. Kad Pengenalan *
Identity Card No. *Ini adalah No. Kad Pengenalan orang yang ditetapkan yang
telah memohon pendaftaran CBP
(This is the Identity Card No. for the designated person who
has applied for GST registration)

**BAHAGIAN B : BUTIRAN PENGARAH / PEMILIK / RAKAN KONGSI /
PEMEGANG JAWATAN UTAMA / ORANG DIBERI KUASA
PART B : DETAILS OF DIRECTOR / OWNER / PARTNER / PRINCIPAL OFFICE BEARER /
AUTHORIZED PERSON**

3) Nama * Name *	<input type="text"/>		
4) No. Kad Pengenalan Identity Card No.	Baru (New) * <input type="text"/>	Lama (Old) <input type="text"/>	
5) No. Pasport * Passport No. *	<input type="text"/>		
6) Kewarganegaraan * Nationality *	<input type="text"/>		
7) Jawatan Designation	<input type="text"/>		
8) Tarikh Lantikan * Appointed Date *	<input type="text"/>		
9) Tarikh Berhenti Date of Resignation / Cessation	<input type="text"/>		
10) Alamat Emel * Email Address *	<input type="text"/>		
11) No. Telefon * Telephone No. *	<input type="text"/>		
12) No. Faks Fax No.	<input type="text"/>		
13) Alamat Rumah * Residential Address *	<input type="text"/>		
	<input type="text"/>		
	Bandar (Town)	<input type="text"/>	
	Poskod (Postcode)	<input type="text"/>	Kod Negeri (State Code) <input type="text"/>
14) Tandatangan Signature	<input type="text"/>		

P.U. (A) 190

No. CBP *
GST No. *Wajib diisi sekiranya bukan pendaftaran baru
(Mandatory if not a new registration)No. Pendaftaran Perniagaan (Jika berkaitan) *
Business Registration No. (If applicable) *No. Kad Pengenalan *
Identity Card No. *Ini adalah No. Kad Pengenalan orang yang ditetapkan yang
telah memohon pendaftaran CBP
(This is the Identity Card No. for the designated person who
has applied for GST registration)**BAHAGIAN C : AKUAN**
PART C : DECLARATIONSaya, dengan ini mengaku bahawa maklumat dinyatakan dalam borang ini dan dokumen sokongan disertakan adalah benar, betul dan lengkap.
I, hereby declare that the information stated in this form and any supporting document attached are true, correct and complete.15) Nama Pemohon *
Name of Applicant *16) No. Kad Pengenalan
Identity Card No.

Baru (New) *

Lama (Old)

17) No. Pasport *
Passport No. *

Wajib untuk warga negara asing (Mandatory for foreign citizen)

18) Kewarganegaraan *
Nationality19) Jawatan
Designation20) No. Telefon *
Telephone No. *21) Tarikh *
Date *

HH (DD) - BB (MM) - TTTT (YYYY)

22) Tandatangan *
Signature ***UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)**

No. Akuan Terima (Acknowledgement Receipt No.) *

Tarikh Diterima (Received Date) *

HH (DD) - BB (MM) - TTTT (YYYY)

Appendix 4 : Trademark Registration Forms

INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA		TM 01
TRADE MARKS REGISTRY		
TRADE MARKS ACT 1976		
TRADE MARKS REGULATION 1997		
FORM OF AUTHORISATION AND REQUEST TO ENTER, ALTER OR SUBSTITUTE AN ADDRESS FOR SERVICE		
<p>This form must be filed whenever an agent is appointed or when one agent is substituted for another</p> <p>(Subregulations 10(1), 10(2), 10(3) and 11(2))</p>		
1.	Trade Mark No:	<input style="width: 90%;" type="text"/>
2.	Class	<input style="width: 90%;" type="text"/>
3.	Full name and address of proprietor :	
	
	
	
	
4.	Full name and address of agent (if any):	
	
	
	
	
5.	Agent's Registration No (if known) :	
6.	Agent's own reference :	
7.	<p>I request that all communication concerning the above mark be sent to the address indicated, which is the address for service.</p> <p style="text-align: center;"> Note: Enter (3) or (4) as appropriate in the box. An address for service must be in Malaysia. The full postal addresses of the parties must be given. </p> <div style="text-align: right; margin-right: 50px;"> <input style="width: 50px; height: 30px;" type="text"/> </div> <p>Signature:</p> <p>Name of signatory (in block letter):</p> <p>Date :</p>	

INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA

TRADE MARKS REGISTRY

TRADE MARKS ACT 1976

TRADE MARKS REGULATION 1997

APPLICATION FOR REGISTRATION OF TRADE MARKS AGENT

(Subregulations 12(2))

TM 2

For Official Use

Application received on :

Fee received on :

Amount :

* Cheque / Postal Order / Money Order / Cash / Draft No:
(* please tick whichever is applicable)

I. APPLICANT :

Name:

Address:

Nationality:

Permanent residence or principal place of business:

.....

.....

.....

.....

Telephone No:

Fax No :

II. QUALIFICATIONS:

(Please attach copies of qualifications certified by a Commissioner of Oath)

.....
.....
.....
.....
.....
.....

III. EXPERIENCE:

(Please submit in the form of statutory declaration).

.....
.....
.....
.....
.....
.....

IV. DECLARATION:

I hereby declare that all the information given above is true and correct.

Signature :

Date :

INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA

TRADE MARKS REGISTRY

TRADE MARKS ACT 1976

TRADE MARKS REGULATIONS 1997

APPLICATION FOR REGISTRATION OF A MARK

[Subregulation 18(1)]

TM 5

Applicant's* or Agent's* file reference:
* Delete whichever not applicable

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, please attach a copy of the oath, sworn statement or statutory declaration evidencing that the applicant is the true owner. In the case of a certification trade mark, please attach a copy of the rules governing its use. In the case of a defensive trade mark, please attach a copy of the statement of case verified by a statutory declaration.

[Please enclose five (5) copies of the Form with the application]

2. Representation of mark:

Note: If the space provided is insufficient, the representation may be made on a separate sheet and firmly attached to this Form. Please ensure that the representation is clear and comply fully with regulation 34 and the size of the trade mark shall not exceed 10 x 10 cm.

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

☐

If the application is for a series of trade marks under section 24, please specify the number of series in this box:

☐

Note: Any application made for a series of trade marks exceeding two trade marks is subject to an additional fee of RM50.00 per trade mark.

3. Limitations, etc.:

(Insert below any conditions, disclaimers or other limitations to which the registration will be subjected to. 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, please provide a certified transliteration and translation as

<p>appropriate.)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>4. Class: <input type="checkbox"/></p> <p>5. List of goods or services: <i>(Goods or services falling within more than one international class are subject to separate applications. Please use a separate sheet if necessary.)</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>6. Full name and address of applicant:</p> <p>Name :</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>NRIC No./Company Registration No./Passport No.: <i>(as a personal reference number)</i></p> <p><i>If the applicant is a partnership, please state the full names of all the partners.</i> <i>If the applicant resides abroad, please provide an address for service in Malaysia (Column 7).</i></p>
<p>7. Full name and address of agent (if any):</p> <p>Name :</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><i>Note: If this is the address for service, please file Form TM 1 together with this Form.</i></p>

8. Agent's Registration No. (if known):
9. Agent's own reference:
10. International Convention priority claim: <i>If priority date is claimed under International Convention or a bilateral arrangement, please give details below and attach the relevant documents.</i> Convention country in which the trade mark was first filed: Date: No. (if any):
11. Date of first use of the mark in Malaysia (if any):
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 am/we are entitled to be registered as the proprietor of the mark. An agent signing this Form on behalf of the applicant shall satisfy himself as to the truth of the declaration. Signature: Name of signatory (in block letter): Telephone No.: E-mail: Date: <i>Note: If the applicant is a partnership, please state the full names of all the partners.</i>

CD0

AKTA CAP DAGANGAN 1976
PERATURAN-PERATURAN CAP DAGANGAN 1997
PERMOHONAN BAGI SALINAN SAH DOKUMEN PEJABAT
ATAU BAHAN BERCETAK DAN MANUSKRIP
[Jadual Pertama Peraturan 3 Bahagian II (1)]

Pendaftar Cap Dagangan
Malaysia
Kuala Lumpur

Saya/kami.....

Beralamat.....

*tuan punya/agen punya/bukan tuan punya cap dagangan dengan ini memohonsesalinan sah
dokumen berikut untuk kegunaan rekod sahaja bagi

Cap Dagangan Bil kelas.....

()	CD5	())Sijil Pendaftaran
()	CD 64/ CD 29	())Sijil Pembaharuan
()	Pemberitahuan Pertukaran Nama	())Pemberitahuan Pertukaran Alamat
()	Lain-lain		

Nyatakan:

.....

.....

Bersama-sama ini disertakan bayaran sebanyak RM..... (RM 10.00 sesalinan).

Bertarikh pada.....haribulan.....200.....

.....
(TANDATANGAN)

* Potong mana yang tidak berkenaan

Sita tandakan(l) di dalam kotak yang berkenaan.

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
a 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 trademark)

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)
abovenamed, _____)

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

Appendix 5 : Patent Registration Forms

Patents Form No. 2A PATENTS ACT 1983 FEE FOR ENTERING THE NATIONAL PHASE (Regulations 25A) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	For Official Use Fee received on : Amount : *Cheque / Postal Order / Money Order / Draft / Cash No. :
Please submit this Form in duplicate together with the prescribed fee and/or reinstatement fee for international application	Applicant's or Agent's file reference
I. APPLICANT (S) : Name : Address :	
II. THE APPLICANT(S) REQUEST(S) ENTRY INTO THE NATIONAL PHASE IN ACCORDANCE WITH : <div style="text-align: center;"> *SECTION 780 <input style="width: 40px; height: 15px;" type="checkbox"/> </div> <div style="text-align: center;"> *SECTION 780A <input style="width: 40px; height: 15px;" type="checkbox"/> </div> <div style="text-align: center;"> INTERNATIONAL APPLICATION NO. : </div>	
III. AGENT : Applicant has appointed a patent agent in the accompanying Patents Form No. 17 <div style="text-align: right;"> Yes <input style="width: 40px; height: 15px;" type="checkbox"/> </div> <div style="text-align: right;"> No <input style="width: 40px; height: 15px;" type="checkbox"/> </div> Agent's Registration No.:	
SIGNATURE (Date) <div style="text-align: center;"> ** (Applicant/Agent) </div> If Agent, indicate Agent's Registration No.	
For Official Use Date application received :	

* Tick whichever is applicable

** Type name under signature and delete whichever does not apply

Patents Form No. 2 PATENTS ACT 1983 DECLARATION OF WITHDRAWAL OF APPLICATION (Regulations 24 and 45(3)) To: The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	For Official Use APPLICATION NO. : Filing Date : Declaration received on : Date of mailing :
Please submit this Form in duplicate	Applicant's or Agent's file reference :
I. IN THE MATTER OF : Patent Application No. Filing Date Certificate Application No. Filing Date	
II. APPLICANT(S) : Name : Address :	
III. DECLARATION : *I/We declare *my/ our desire that the above-identified application be withdrawn under Section 25 of the Patent Act 1983.	
IV. SIGNATURE (Date) ** (Applicant/Agent) If Agent, indicate Agent's Registration No.	

* Delete whichever does not apply

** Type name under signature. Pursuant to Regulation 24, a declaration of withdrawal must be signed by the applicant (s) or by the agent so authorized for that specific purposes.

<p>Patents Form No. 5 PATENTS ACT 1983</p> <p>REQUEST FOR SUBSTANTIVE EXAMINATION (Regulations 27(1) and 45(3))</p> <p>To: The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia</p> <p>Please submit this Form in duplicate together with prescribed fee</p>	<p>For Official Use</p> <p>APPLICATION NO. :</p> <p>Filing Date :</p> <p>Request received on :</p> <p>Fee received on :</p> <p>Amount :</p> <p>*Cheque / Postal Order / Money Order / Draft / Cash No. :</p> <p>Date of mailing</p> <p>Applicant's or Agent's file reference</p>
<p>I. IN THE MATTER OF :</p> <p>Patent Application No. : Filing Date :</p> <p>Certificate Application No. : Filing Date :</p>	
<p>II. APPLICANT (S) :</p> <p>Name :</p> <p>Address :</p>	
<p>III. REQUEST :</p> <p>The applicant(s) request(s) the Registrar to refer the patent application identified above to an Examiner for a substantive examination in accordance with Section 29A (1) of the Patent Act 1983.</p>	
<p>IV. ADDITIONAL INFORMATION accompanies this Form :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>V. SIGNATURE (Date)</p> <p>** (<i>Applicant/Agent</i>)</p> <p>If Agent, indicate Agent's Registration No.</p>	

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

Patents Form No. 5A PATENTS ACT 1983 REQUEST FOR MODIFIED SUBSTANTIVE EXAMINATION (Regulations 27A(1) and 45(3)) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia Please submit this Form in duplicate together with prescribed fee	<div style="text-align: center;">For Official Use</div> APPLICATION NO. : Filing Date : Request received on : Fee received on : Amount : *Cheque / Postal Order / Money Order / Draft / Cash No. : Date of mailing Applicant's or Agent's file reference
I. IN THE MATTER OF : Patent Application No. : Certificate Application No. :	Filing Date : Filing Date :
II. APPLICANT(S) : Name : Address :	
III. REQUEST : The applicant(s) request(s) the Registrar to refer the patent application identified above to an Examiner for a modified substantive examination in accordance with Section 29A (1) of the Patent Act 1983.	
IV. PRESCRIBED FOREIGN PATENT : I provide herewith a certified copy of the specification of Patent No. : in granted in on Copy of granted patent from : * UK/US/EP/Australia	
V. AMENDMENTS : Amendments in accordance with regulation 27A(3)(b) accompany this Form : <div style="text-align: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	
VI. SIGNATURE <div style="text-align: center;"> ** (Applicant/Agent) (Date) </div> If Agent, indicate Agent's Registration No.	

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

Patents Form No. 5B PATENTS ACT 1983 REQUEST FOR DEFERMENT OF FILING OF REQUEST FOR EXAMINATION OR PROVISION OF INFORMATION (Regulations 27B(1) and 45(3)) To: The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	<p align="center">For Official Use</p> APPLICATION NO. : Filing Date : Request received on : Date of mailing
<p align="center">Please submit this Form in duplicate</p> I. IN THE MATTER OF : Patent Application No. : Filing Date : Certificate Application No. : Filing Date :	Applicant's or Agent's file reference
II. APPLICANT (S) : Name : Address :	
III. REQUEST : *(a) The applicant requests deferment of the filing of a request for examination referred to in Section 29A(1) or 29A(2) of the Patents Act 1983. Particulars of the *patent/certificate application for essentially the same invention referred to in Section 29A(2) of the Patents Act 1983 are as follows : Name of Country : Application No. : Date Application Lodged : I certify that a *patent/certificate has not been granted in or is not available in respect of the above application. or (b) The applicant requests deferment of the provision of the *information/supporting document referred to in Section 29A(4) of the Patents Act 1983. I certify that the *information/supporting document is not available in respect of the above application.	
IV. ADDITIONAL INFORMATION accompanies this Form : Yes <input type="checkbox"/> No <input type="checkbox"/>	
VI. SIGNATURE (Date) <p align="center">** (Applicant/Agent)</p> If Agent, indicate Agent's Registration No.	

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

Patents Form No. 5C PATENTS ACT 1983 REQUEST FOR CERTIFIED COPIES OR EXTRACT (Regulations 31A and 45(3)) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	For Official Use APPLICATION NO. : Filing Date : Request received on : Fee received on : Amount : *Cheque / Postal Order / Money Order / Draft / Cash No. :
Please submit one copy of this Form together with the prescribed fee.	Applicant's or Agent's file reference
I. APPLICANT : Name : Address :	
II. REQUEST : The applicant requests the Registrar to issue a certified copy/extract of the matter specified below in accordance with Section 33/33A/(2)/34/83A of the Patents Act 1983 :	
III. SIGNATURE (Date) ** (Applicant/Agent) If Agent, indicate Agent's Registration No.	

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

Patents Form No. 5D PATENTS ACT 1983 REQUEST TO AMEND REGISTER (Regulations 31B(1) and 45(3)) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	For Official Use APPLICATION NO. : Filing Date : Request received on : Fee received on : Amount : *Cheque / Postal Order / Money Order / Draft / Cash No. :
Please submit this Form in duplicate together with the prescribed fee	Applicant's or Agent's file reference
I. IN THE MATTER OF : Patent No. : Date of Grant : Certificate No. : Date of Grant :	
II. OWNER (S) : Name : Address :	
III. REQUEST : The owner(s) request(s) the Registrar to amend the Register in accordance with Section 33B (1) of the Patent Act 1983. *(a) correcting an error in the *name/address of the owner(s) (b) changing the *name/address of the owner(s) in respect of the above identified *patent/certificate.	
IV. *CORRECTED/CHANGED *NAME/ADDRESS OF OWNER(S) : Name : Address :	
V. SIGNATURE <div style="display: flex; justify-content: space-around;"> ** (Owner(s)/Agent) (Date) </div> If Agent, indicate Agent's Registration No.	

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

<p>Patents Form No. 6 PATENTS ACT 1983</p> <p>APPLICATION FOR RECORDING OF ASSIGNMENT OR TRANSMISSION (Regulations 34(1) and 45(3))</p> <p>To: The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia</p> <p>Please submit this Form in duplicate together with prescribed fee</p>	<p>For Official Use</p> <p>APPLICATION NO. :</p> <p>Filing Date :</p> <p>Application received on :</p> <p>Fee received on :</p> <p>Amount :</p> <p>*Cheque / Postal Order / Money Order / Draft / Cash No. :</p> <p>Date of Mailing</p> <p>Applicant's or Agent's file reference</p>								
<p>I. IN THE MATTER OF :</p> <table border="0"> <tr> <td>Patent Application No. :</td> <td>Filing Date :</td> </tr> <tr> <td>Patent No. :</td> <td>Date of Grant :</td> </tr> <tr> <td>Certificate Application No. :</td> <td>Filing Date :</td> </tr> <tr> <td>Certificate No. :</td> <td>Date of Grant :</td> </tr> </table>		Patent Application No. :	Filing Date :	Patent No. :	Date of Grant :	Certificate Application No. :	Filing Date :	Certificate No. :	Date of Grant :
Patent Application No. :	Filing Date :								
Patent No. :	Date of Grant :								
Certificate Application No. :	Filing Date :								
Certificate No. :	Date of Grant :								
<p>II. APPLICANT(S) / OWNER (S) :</p> <p>Name :</p> <p>Address :</p> <p>.....</p>									
<p>III. APPLICATION :</p> <p>The new applicant(s)/ new owner(s) below applies/apply to the Registrar to record the *assignment/transmission of the above identified *patent application/ patent/ certificate application/ certificate.</p>									
<p>IV. *NEW APPLICANT(S)/ NEW OWNER(S) :</p> <p>Name :</p> <p>Address :</p> <p>.....</p> <p>Address for service in Malaysia :</p> <p>.....</p> <p>Nationality :</p> <p>*Permanent residence or principal place of business</p> <p>.....</p> <table border="0"> <tr> <td>Telephone Number (if any)</td> <td>Fax Number (if any)</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>		Telephone Number (if any)	Fax Number (if any)				
Telephone Number (if any)	Fax Number (if any)								
.....								

V. ADDITIONAL INFORMATION :

The following items accompany this Form :

- (a) the original or a certified copy of the assignment signed by or on behalf of the contracting parties ☐
- (b) other documents evidencing the change of ownership (specify) ☐
- (c) other (specify) ☐

VI. SIGNATURE

****** (*New Applicant/New Owner/
Agent for New Applicant
or New Owner*) (Date)

If Agent, indicate Agent's Registration No.

(in case of assignment)

****** (*Applicant/Owner/Agent
for Applicant or Owner*) (Date)

If Agent, indicate Agent's Registration No.

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

<p>Patents Form No. 7 PATENTS ACT 1983</p> <p>APPLICATION FOR ENTRY IN REGISTER THAT ANY PERSON MAY OBTAIN A LICENCE</p> <p>(Regulations 35(1) and 45(3))</p> <p>To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia</p>	<p style="text-align: center;">For Official Use</p> <p>APPLICATION NO:</p> <p>Filing Date:</p> <p>Application received on:</p> <p>Fee received on:</p> <p>Amount:</p> <p>*Cheque / Postal Order / Money Order / Draft / Cash No. :</p> <p>Date of mailing:</p>
<p>Please submit one copy of this Form together with prescribed fee</p>	<p>Applicant's or Agent's file reference:</p>
<p>I. IN THE MATTER OF :</p> <p>Patent No. : _____ Date of Grant : _____</p> <p>Certificate No. : _____ Date of Grant : _____</p>	
<p>II. *PATENT/CERTIFICATE OWNER (S) :</p> <p>Name : _____</p> <p>Address : _____</p>	
<p>III. APPLICATION :</p> <p>The *patent/certificate owner(s) applies/apply to the Registrar for an entry to be made in the Register to the effect that any person may obtain a licence under the *patent/certificate identified above. (The *patent/certificate owner (s) *is/are not precluded by contract from granting licences under the *patent/certificate).</p>	
<p>IV. ADDITIONAL INFORMATION accompanies this Form :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>V. SIGNATURE (Date)</p> <p style="text-align: center;">** (Owner(s)/Agent)</p> <p>If Agent, indicate Agent's Registration No. _____</p>	

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

Patents Form No. 8 PATENTS ACT 1983 APPLICATION FOR CANCELLATION OF ENTRY IN REGISTER THAT ANY PERSON MAY OBTAIN A LICENCE (Regulations 35(2) and 45(3)) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	For Official Use APPLICATION NO: Filing Date: Application received on: Fee received on: Amount: *Cheque / Postal Order / Money Order / Draft / Cash No. : Date of mailing:
Please submit one copy of this Form together with prescribed fee	Applicant's or Agent's file reference:
I. IN THE MATTER OF : Patent No. : _____ Date of Grant : _____ Certificate No. : _____ Date of Grant : _____	
II. LICENSOR : Name : _____ Address : _____	
III. APPLICATION : The licensor applies to the Registrar for the cancellation of the entry made that any person may obtain a license.	
IV. ADDITIONAL INFORMATION accompanies this Form : Yes <input type="checkbox"/> No <input type="checkbox"/>	
V. SIGNATURE <div style="text-align: center;"> ** (Owner(s)/Agent) (Date) </div> If Agent, indicate Agent's Registration No. _____	

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

<p>Patents Form No.9 PATENTS ACT 1983</p> <p>REQUEST FOR RECORDING OF PARTICULARS LICENCE CONTRACT IN REGISTER. (Regulations 36 and 45(3))</p> <p>To: The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia</p> <p>Please submit one copy of this Form together with prescribed fee</p>	<p>For Official Use</p> <p>APPLICATION NO. :</p> <p>Filing Date :</p> <p>Application received on :</p> <p>Fee received on :</p> <p>Amount :</p> <p>*Cheque / Postal Order / Money Order / Draft / Cash No. :</p> <p>Date of Mailing</p> <p>Applicant's or Agent's file reference</p>
<p>I. IN THE MATTER OF :</p> <p>Patent No. : Date of Grant :</p> <p>Certificate No. : Date of Grant :</p> <p>and the licence contract relating thereto</p>	
<p>II. LICENSOR :</p> <p>Name :</p> <p>Address :</p> <p>.....</p>	
<p>III. LICENSEE :</p> <p>Name :</p> <p>Address :</p> <p>.....</p>	
<p>IV. REQUEST :</p> <p>The above parties request the Registrar to record in the Register the following particulars relating to the licence contract :</p> <p>.....</p> <p>.....</p> <p>.....</p>	

V. ADDITIONAL INFORMATION accompanies this Form :

Yes

☐

No

☐

VI. SIGNATURE

*** (Licensor/ Agent for Licensor)*

(Date)

If Agent, indicate Agent's Registration No.

*** (Licensee/ Agent for Licensee)*

(Date)

If Agent, indicate Agent's Registration No. :

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

Patents Form No. 10 PATENTS ACT 1983 REQUEST FOR RECORDING EXPIRY OR TERMINATION OF LICENSE CONTRACT IN REGISTER (Regulations 37 and 45(3)) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	For Official Use APPLICATION NO: Filing Date: Request received on: Fee received on: Amount: *Cheque / Postal Order / Money Order / Draft / Cash No. : Date of mailing:
Please submit one copy of this Form together with prescribed fee	Applicant's or Agent's file reference:
I. IN THE MATTER OF : Patent No. : _____ Date of Grant : _____ Certificate No. : _____ Date of Grant : _____ and the licence contract relating thereto	
II. LICENSOR : Name : _____ Address : _____	
III. LICENSEE : Name : _____ Address : _____	
IV. REQUEST : The parties to the licence contract identified above request the Registrar to record in the Register the <input type="checkbox"/> expiry <input type="checkbox"/> or termination of the licence contract	

V. ADDITIONAL INFORMATION

The following items accompany this Form :

(a) documentation evidencing the above fact (specify)

(b) other (specify)

VI. SIGNATURE _____
 ** (Licensor/ Agent for Licensor)
 (Date)

 ** (Licensee/ Agent for Licensee) (Date)

If Agent, indicate Agent's Registration No. _____

** Type name under signature and delete whichever does not apply

Patents Form No. 11 PATENTS ACT 1983 APPLICATION FOR COMPULSORY LICENCE (Regulations 38) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	For Official Use APPLICATION NO. : Filing Date : Application received on : Fee received on : Amount : *Cheque / Postal Order / Money Order / Draft /Cash No. : Date of Mailing
Please submit one copy of this Form together with prescribed fee	Applicant's or Agent's file reference
I. IN THE MATTER OF : Patent Application No. : Filing Date :	
II. APPLICANT : Name : Address : Address for service in Malaysia : Nationality : *Permanent residence or principal place of business <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Telephone Number (if any) </div> <div style="text-align: center;"> Fax Number (if any) </div> </div>	
III. REQUEST The above applicant applies to the Register to transmit to the Board the request, in respect of the patent identified above, for the grant of a compulsory licence under Section 49 and/or 49A of the Patents Act 1983, in accordance with the terms proposed in Part IV of this Form and upon the grounds set out in Part V of this Form.	
IV. PROPOSED TERMS : A statement setting out the amount of royalty, the conditions of the exploitation of the patent and the restriction of the rights of the licensor or licensee, as the case may be, is attached.	

V. **STATEMENT OF GROUNDS attached.
<p>VI. ADDITIONAL INFORMATION :</p> <p>The following items accompany this Form :</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p>(a) evidence that the patent owner has received a request from the applicant to obtain a licence contract but that he has been unable to obtain such a licence on reasonable terms and within a reasonable time.</p> <p>(b) plan according to which the applicant intends to work the patented invention, including evidence that he has the ability to do so in Malaysia.</p> <p>(c) other (specify) _____</p> </div> <div style="width: 15%; text-align: center;"> <input style="width: 100px; height: 20px; border: 1px solid black;" type="checkbox"/> <input style="width: 100px; height: 20px; border: 1px solid black;" type="checkbox"/> <input style="width: 100px; height: 20px; border: 1px solid black;" type="checkbox"/> </div> </div>
<p>VII. SIGNATURE (Date)</p> <p style="text-align: center;">*** (Applicant/Agent)</p> <p>If Agent, indicate Agent's Registration No.</p>

* Delete whichever does not apply.

** The ground upon which the request is based shall be indicated by a reference to the statutory provision the applicant considers applicable (Section 49(1)(a) and/or 49(1)(b) and/or 49A of the Patents Act 1983) and to the facts he considers as justifying the grant of a compulsory licence.

*** Type name under signature and delete whichever does not apply.

Patents Form No. 12 PATENTS ACT 1983 REQUEST FOR AMENDMENT OF DECISION GRANTING COMPULSORY (Regulations 41 (1)) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	For Official Use APPLICATION NO: Filing Date: Request received on: Fee received on: Amount: *Cheque / Postal Order / Money Order / Draft / Cash No. :
Please submit one copy of this Form together with prescribed fee	Date of mailing: Applicant's or Agent's file reference:
I. IN THE MATTER OF : Patent No. : _____ Date of Grant : _____ and the compulsory licence relating thereto	
II. PATENT OWNER(S) : Name : _____ Address : _____	
III. BENEFICIARY OF COMPULSORY LICENCE : Name : _____ Address : _____	
IV. REQUEST : The above *patent owner(s) beneficiary of a compulsory licence ask(s) the Registrar to transmit to the Board the present request for the following amendment of the decision granting the compulsory licence identified above upon the grounds that the new facts set out below justify such amendment.	
V. STATEMENT OF GROUNDS, including new facts that justify the amendment is attached. _____	

* Delete whichever does not apply
** Type name under signature and delete whichever does not apply

Patents Form No. 13 PATENTS ACT 1983 REQUEST FOR CANCELLATION OF COMPULSORY LICENSE (Regulations 41 (2)) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	For Official Use APPLICATION NO: Filing Date: Request received on: Fee received on: Amount: *Cheque / Postal Order / Money Order / Draft / Cash No. : Date of mailing:
Please submit one copy of this Form together with prescribed fee	Applicant's or Agent's file reference:
I. IN THE MATTER OF : Patent No. : _____ Date of Grant : _____ and the compulsory licence relating thereto	
II. PATENT OWNER(S) : Name : _____ Address : _____	
III. REQUEST : The above patent owner(s) ask(s) the Registrar to transmit to the Board the present request for the cancellation of the compulsory licence identified above upon the grounds set out below.	
IV. **STATEMENT OF GROUNDS attached.	
V. ADDITIONAL INFORMATION accompanies this Form : <input type="checkbox"/> Yes <input type="checkbox"/> No	
VI. SIGNATURE <div style="text-align: center;"> ** (Patent Owner/ Agent) (Date) </div> If Agent, indicate Agent's Registration No.	

* Delete whichever does not apply

** The ground upon which the request is based shall be indicated by a reference to the statutory provision the applicant considers applicable (Section 54(2) (a) or 54(2)(b) or 54(2)(c) or 54(2)(d) of the Patents Act 1983) and to the facts he considers as justifying the cancellation of the compulsory licence

*** Type name under signature and delete whichever does not apply

Patents Form No. 14 PATENTS ACT 1983 REQUEST FOR GRANT OF CERTIFICATE FOR UTILITY INNOVATION (Regulations 45(1)) To : The Registrar of Patents Patents Registration Office Kuala Lumpur, Malaysia	<p style="text-align: center;">For Official Use</p> APPLICATION No. : Filing Date : Application received on : Fee received on Amount *Cheque / Postal Order / Money Order / Draft / Cash No.
Please submit this Form in duplicate together with the prescribed fee	Date of mailing Applicant's or Agent's file reference
THE APPLICANT(S) REQUEST(S) THE GRANT OF A CERTIFICATE FOR A UTILITY INNOVATION IN RESPECT OF THE FOLLOWING PARTICULARS : I. Title Of Invention : 	
II. APPLICANT(S) (the data concerning each applicant must appear in this box or, if the space insufficient, in the space below : Name : I.C./Passport No. : Address : Address for service in Malaysia : Nationality : *Permanent residence or principal place of business : <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> Telephone Number (if any) </div> <div style="text-align: center;"> Fax Number (if any) </div> </div>	

IX. SIGNATURE		<div></div>
<i>** (Applicant/Agent)</i>		<i>(Date)</i>
If Agent, indicate Agent's Registration No.		<div></div>
For Official Use		
1. Date application received :		
2. Date of receipt of correction, later filed papers or drawings completing the application :		

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

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

III. INVENTOR :	
Applicant is the inventor	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the applicant is not the inventor :	
Name of inventor :	
Address of inventor :	
A statement justifying the applicant's right to the patent accompanies this Form :	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Additional Information (if any)	
IV. AGENT OR REPRESENTATIVE :	
Applicant has appointed a patent agent in accompanying Form No. 17	Yes <input type="checkbox"/> No <input type="checkbox"/>
Agent's registration No. :	
Applicant has appointed to be their representative	
V. DIVISIONAL APPLICATION :	
This application is a divisional application	<input type="checkbox"/>
The benefit of the filing date <input type="checkbox"/>	priority date <input type="checkbox"/>
of the initial application is claimed in as much as the subject-matter of the present application is contained in the initial application identified below :	
Initial Application No. :	
Date of Filing of initial application :	
Additional Information (if any)	
VI. DISCLOSURE TO BE DISREGARDED FOR PRIOR ART PURPOSES :	
Additional information is contained in supplemental box :	
(a) Disclosure was due to acts of applicant or his predecessor in title	<input type="checkbox"/>
Date of disclosure :	
(b) Disclosure was due to abuse of rights of applicant or his predecessor in title	<input type="checkbox"/>
Date of disclosure :	
A statement specifying in more detail the facts concerning the disclosure accompanies this Form	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Information (if any)	

VII. PRIORITY CLAIM (if any) :

The priority of an earlier application is claimed as follows :

Country (if the earlier application is a regional or international application, indicate the office with which it is filed) :

Filing Date :

Application No. :

Symbol of the International Patent Classification :

It not yet allocated, please tick ☐

The priority of more than one earlier application is claimed :

Yes ☐ No ☐

The certified copy of the earlier application (s) accompanies this Form :

Yes ☐ No ☐

If No, it will be furnished by (date)

Additional Information (if any)

VIII. CHECK LIST :

A. This application contains the following :

- | | | |
|----------------|-------|--------|
| 1. request | | sheets |
| 2. description | | sheets |
| 3. claim | | sheets |
| 4. abstract | | sheets |
| 5. drawings | | sheets |
| Total | | sheets |

B. This Form, as filed, is accompanied by the items checked below :

- | | |
|--|--------------------------|
| (a) signed Form No. 17 | <input type="checkbox"/> |
| (b) declaration that inventor does not wish to be named in the patent | <input type="checkbox"/> |
| (c) statement justifying applicant's right to the patent | <input type="checkbox"/> |
| (d) statement that certain disclosure be disregarded | <input type="checkbox"/> |
| (e) priority document (certified copy of earlier application) | <input type="checkbox"/> |
| (f) cash, cheque, money order, bank draft or postal order for the payment of application fee | <input type="checkbox"/> |
| (g) other documents (specify) | <input type="checkbox"/> |

<p>IX. SIGNATURE <div style="display: flex; justify-content: space-around; width: 100%;"> ** (Applicant/Agent) (Date) </div> <p>If Agent, indicate Agent's Registration No.</p> </p>
<p>For Official Use</p> <p>1. Date application received :</p> <p>2. Date of receipt of correction, later filed papers or drawings completing the application : </p>

* Delete whichever does not apply

** Type name under signature and delete whichever does not apply

Appendix 6 : Questionnaires



Bachelor of Business Administration (HONS) Entrepreneurship

Final Year Project

To whom it may concern,

We are undergraduate students from Universiti Tunku Abdul Rahman, Perak campus, pursuing Bachelor of Business Administration (HONS) Entrepreneurship. We are conducting research study for our Final Year Project. We would like to collect information for the study of market trend and customer behaviour towards our product. The details of Final Year Project are stated in Section B. This survey will need to take 5-10 minutes to complete. Kindly take note that you are required to follow the instructions and complete every questions. The information collected in this survey will keep private and confidential; it is only for our research and study purposes. We appreciate your time and cooperation, your kind contributions will be a part of completion of our Final Year Project.

Section A: Demography

1. please specific which category you belong:

- ☐ housewife
- ☐ student
- ☐ employee
- ☐ self – employed
- ☐ employer
- ☐ others:

2. Gender:

- ☐ Male
- ☐ Female

3. Age:

- 13 – 17 years old
- 18 – 34 years old
- 35 – 50 years old
- 51 – 69 years old
- > 69 years old

4. Ethnic group:
 - ☐ Chinese
 - ☐ Malay
 - ☐ Indian
 - ☐ Others:
5. Income :
 - ☐ No income
 - ☐ Less than RM500
 - ☐ RM 501-RM1000
 - ☐ RM1001-RM2000
 - ☐ RM2001-RM3000
 - ☐ More than RM 3001
6. States/ Nationality:
 - Penang
 - Perak
 - Selangor
 - Others: _____

Section B:

7. Do you own container(s)/ lunch box?
 - Yes (If yes, please skip Q8 and proceed to Q9)
 - No (If no, please proceed to Q8)
8. Do you collect container(s)?
 - Yes (If yes, please proceed to Q9)
 - No, Please state the reason
9. Do you bring own container to buy or bring food?
 - ☐ Yes
 - ☐ No (if no, please skip Q9 and proceed to Q10)
10. How often do you use own container?
 - ☐ No
 - ☐ 1-3 times a week
 - ☐ 4-6 times a week
 - ☐ 7-9 times a week
 - ☐ More than 10 times a week
11. What is the main reason behind caused you do not/ unwilling to bring along your own container to buy or bring food?
 - ☐ Have to clean up the mess
 - ☐ Inconvenience
 - ☐ Busy
 - ☐ Skin sensitivity to detergent
 - ☐ Other; please specify: _____
12. Do you encounter any difficulties to wash /during washing the container?
 - ☐ Yes
 - ☐ No (if no, please skip Q12 and proceed to Q13)

13. What kind of difficulties you encountered?

- Uneasy to wash
- Odour smell
- Unhygienic
- Others:

Introduction

OREP Sdn. Bhd. Is a newly start-up private company, introducing innovative product: oil repellent container. The objective of creating this brand new product are to ease human life and advocate environmentalism. The ideal product that we wish to create is the container (lunch box) that repel oil and stains, thus it will reduce the usage of detergent and to protect sensitive skin. OREP container can be easily clean by water instead of using detergent to remove oil and stains.

If you wish to have clearer idea, please refer to the link below for your reference:

<https://vimeo.com/89936188>

Note: Our product is not the product as shown in the video. It is the concept that we wanted to implement into our product. The copyright reserve to LiquiGlide.

Section C:

14. Do you understand the concept of OREP container?

- Yes
- No

15. Are you willing to buy OREP container? (Refer to the introduction if you do not understand)

- Definitely
- Probably
- Probably not
- Definitely not
- Not sure

16. How much would you willing to spend on OREP container?

- RM20 – RM50
- RM51 – RM70
- RM71 – RM90
- RM91 – RM120
- > RM121

17. How do you see/ position OREP container?

- Economic
- Luxury
- Worth-the-price

- Branded
 - Not sure
18. Would you bring the OREP container all the time?
- ☐ Yes
 - ☐ No, please state reason
19. Would you recommend OREP container to friends/associate?
- ☐ Yes
 - ☐ No
20. What is the priority consideration on buying an oil-repellent container? (rank)
- ☐ Price
 - ☐ Appearance and features
 - ☐ Durability
 - ☐ Material used
 - ☐ Convenience
21. Which of the following sales promotions is (are) appealing to you?
(Can choose more than one)
- ☐ Rebates
 - ☐ Prizes
 - ☐ Coupons
 - ☐ Freebies
22. Through which of the following channel would you like to get our product?
- ☐ Parkson
 - ☐ Aeon
 - ☐ Watson
 - ☐ Guardian
 - ☐ Tesco
 - ☐ Giant
 - ☐ Online shopping
 - ☐ Others:

Section D: Others

23. Are you aware of usage of polystyrene or plastic is harmful to environment?
- ☐ Yes
 - ☐ No
24. Are you interested with the oil repellent kitchenware (dish, plate,knife,fork&..) ?
- ☐ Yes
 - ☐ No
25. Do you think that OREP helps/ ease your daily life?
- ☐ Yes
 - ☐ No

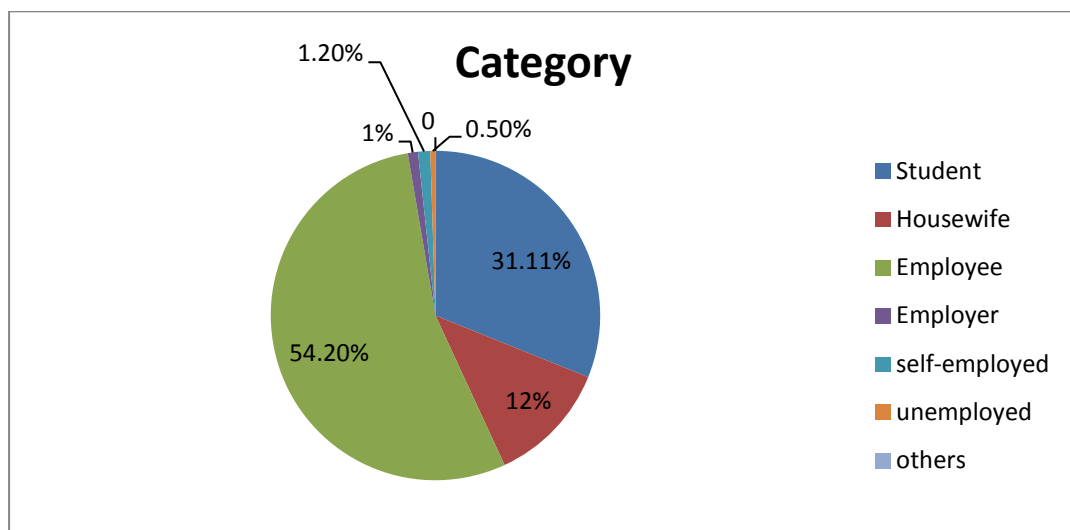
Appendix 7 : Primary Data of Questionnaires

Section A

Demography Question

1. please specific which category you belong:

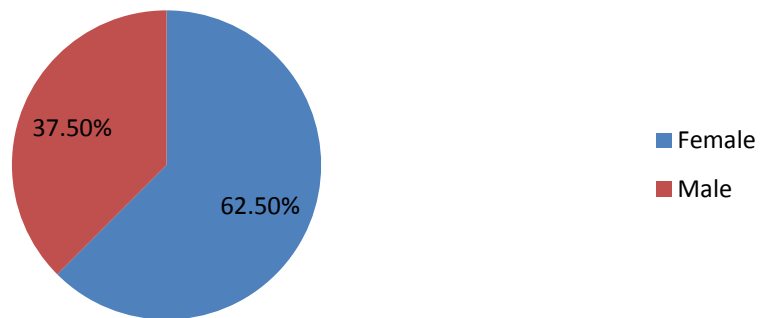
Student	31.1%	(127)
Housewife	12%	(49)
Employee	54.2%	(221)
Employer	1%	(4)
Self-employed	1.2%	(5)
unemployed	0.5%	(2)
others	0	0



2. Gender:

Female	62.5%	(255)
Male	37.5%	(153)

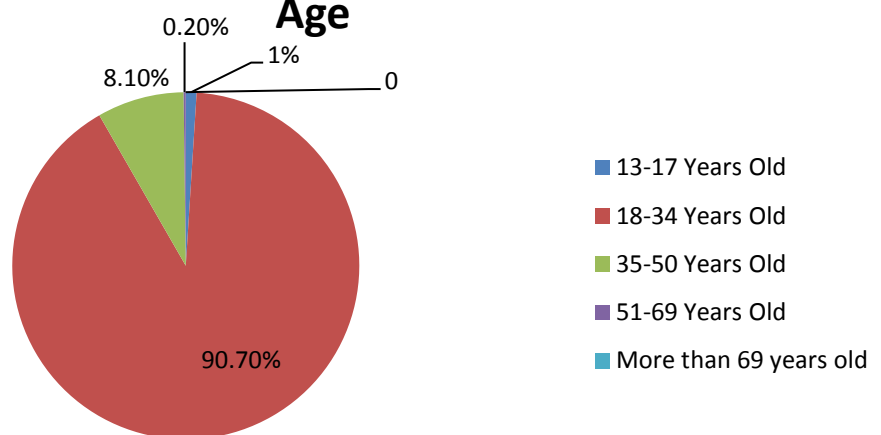
Gender



3. Age:

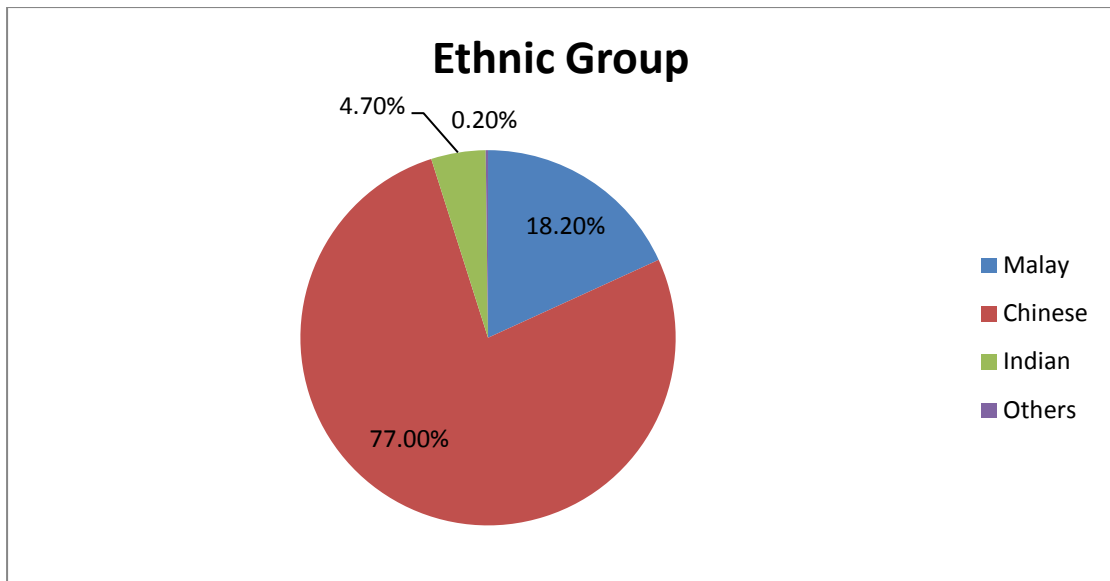
13-17 Years Old	1%	(4)
18-34 Years Old	90.7%	(370)
35-50 Years Old	8.1%	(33)
51-69 Years Old	0.2%	(1)
More than 69 years old	0	(0)

Age



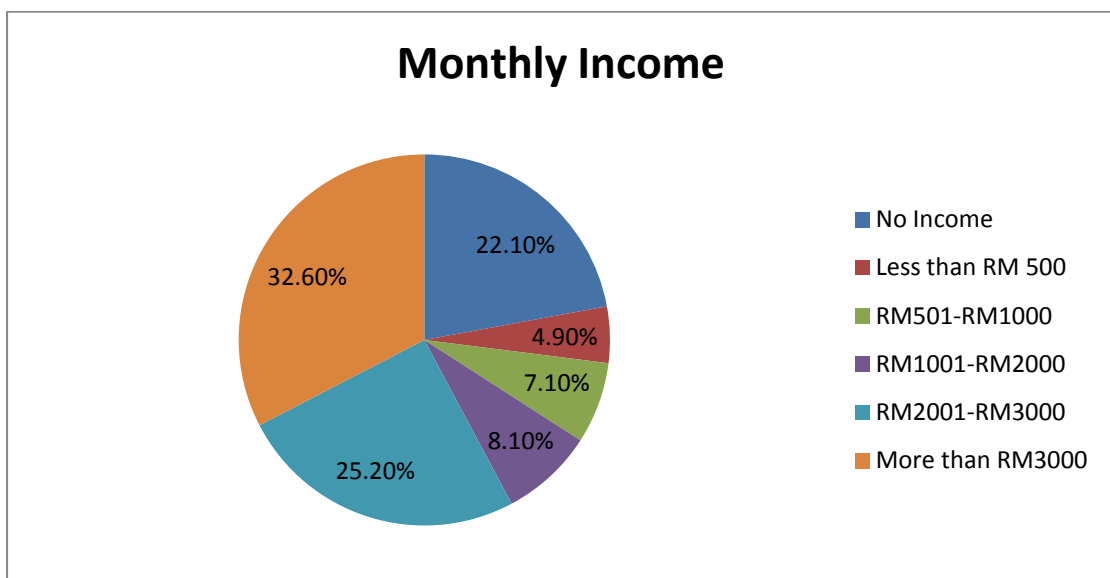
4. Ethnic Group

Malay	18.1%	(74)
Chinese	77%	(314)
Indian	4.7%	(19)
Others	0.2%	(1): African



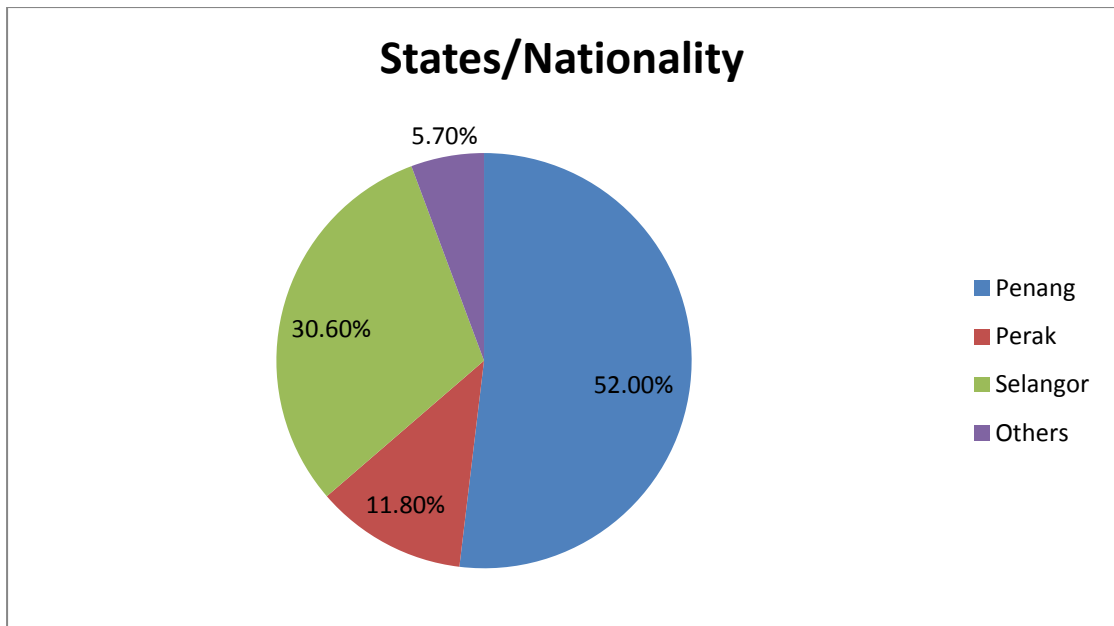
5. Monthly Income

No Income	22.1%	(90)
Less than RM 500	4.9%	(20)
RM501-RM1000	7.1%	(29)
RM1001-RM2000	8.1%	(33)
RM2001-RM3000	25.2%	(103)
More than RM3000	32.6%	(133)



6. States/Nationality:

Penang	52%	(212)
Perak	11.8%	(48)
Selangor	30.6%	(125)
Others	5.6 %	(23)



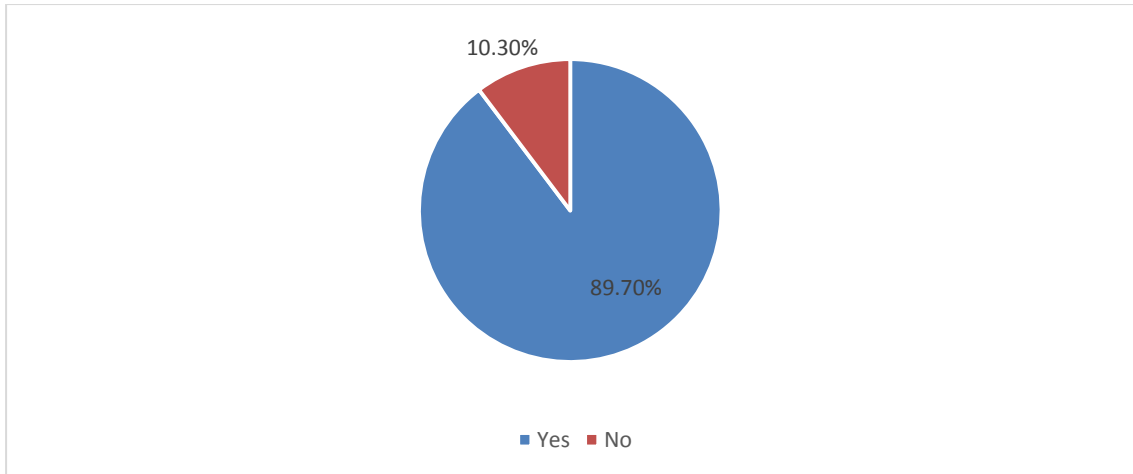
Others: Nationality

State/nationality	Numbers of Respondents
Pahang	4
Terengganu	1
Malaysian	1
Johor	4
Kedah	3
Sabah	
Kelantan	2
Kuala Lumpur	2
Melaka	1
Wilayah Persekutuan	2
Nigerian	1

Section B

7. Do you own container(s)/lunch box (es)?

Yes	89.7%	(365)
No	10.3%	(42)

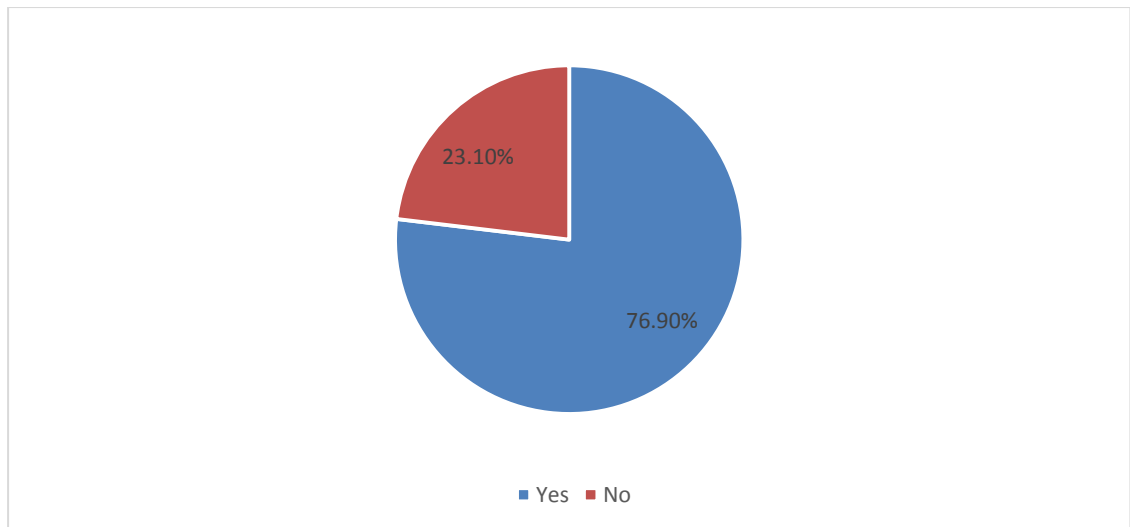


If no, specify the reason:

Reasons	Number of Respondents
Unnecessary/don't need container/ Not applicable/not using	9
Do not Require	2
I cannot cook/seldom cook/Do not prepare food	3
inconvenience	10
Troublesome	4
Lazy/ need to clean after eating	3
Home cook /lunch or dinner in house	3
Forget to bring	1
Eat at restaurant/Eat outside/buy lunch outside	4
No idea	1
Seldom eat at outside	1
I don't have container or lunch box	1

8. Do you have the habit of collecting container(s)?

Yes	76.9%	(313)
No	23.1%	(94)

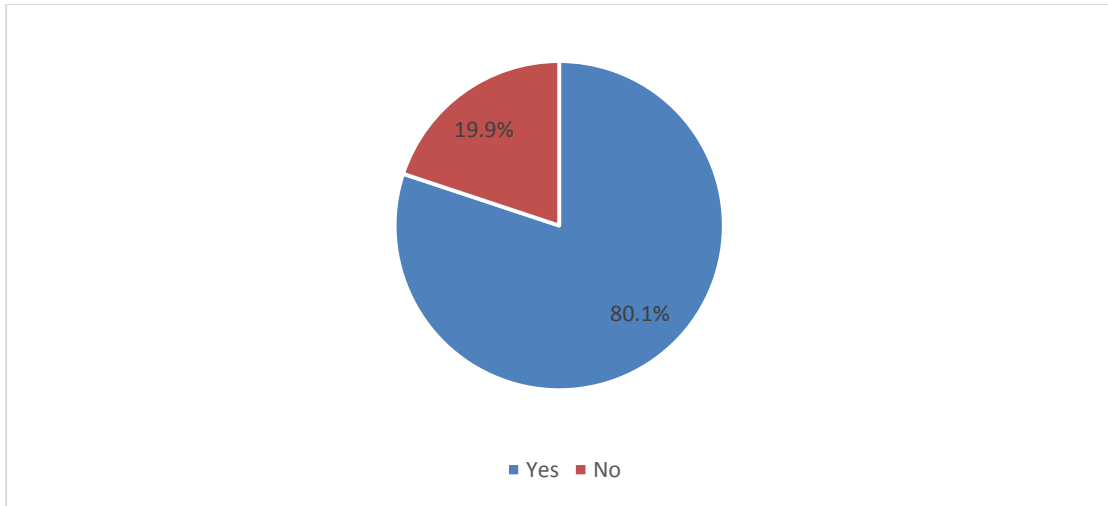


If no, specify the reason:

Reasons	Number of Respondents
Not Necessary	7
Waste resources/ Wasting plastic	2
My wife collect/ no free to collect/ My mum collect	3
No place to store Not enough space to keep/occupies space/ bulky things/untidy	22
Not in my interest/ don't like it/ it's not my hobby/Lazy to buy/troublesome	28
One or two is enough/ lunch box can last long	6
Didn't use/ not used to it/less use the container/do not need container/ not required	10
No time to shopping	6
No money	1
Forgetful/don't want get my hand dirty/no value/ will throw the container after finished the food	4

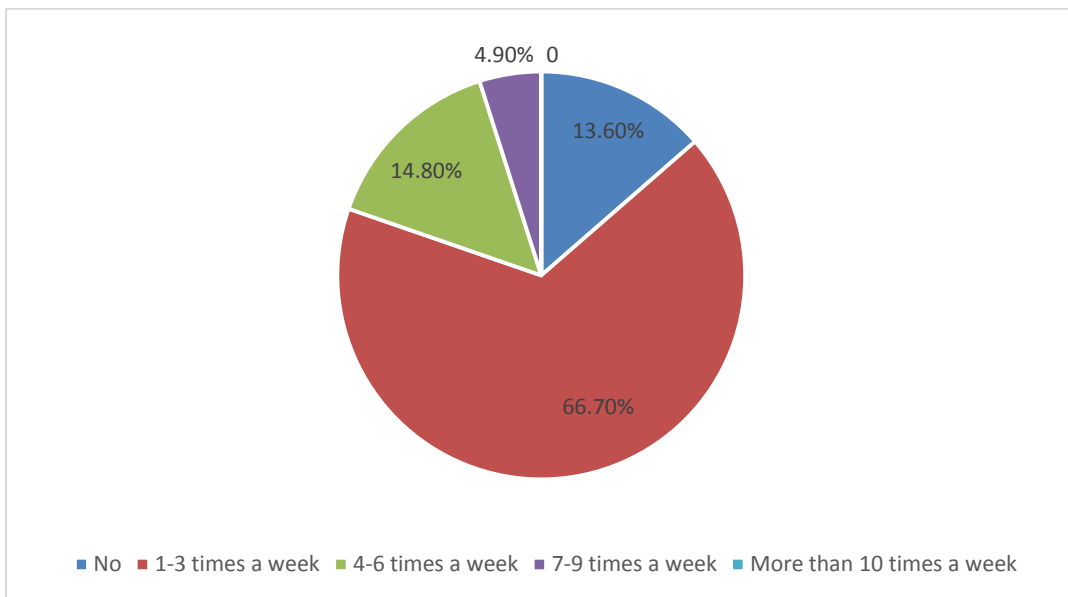
9. Do you bring own container to buy or take away food?

Yes	80.1%	(326)
No	19.9%	(81)



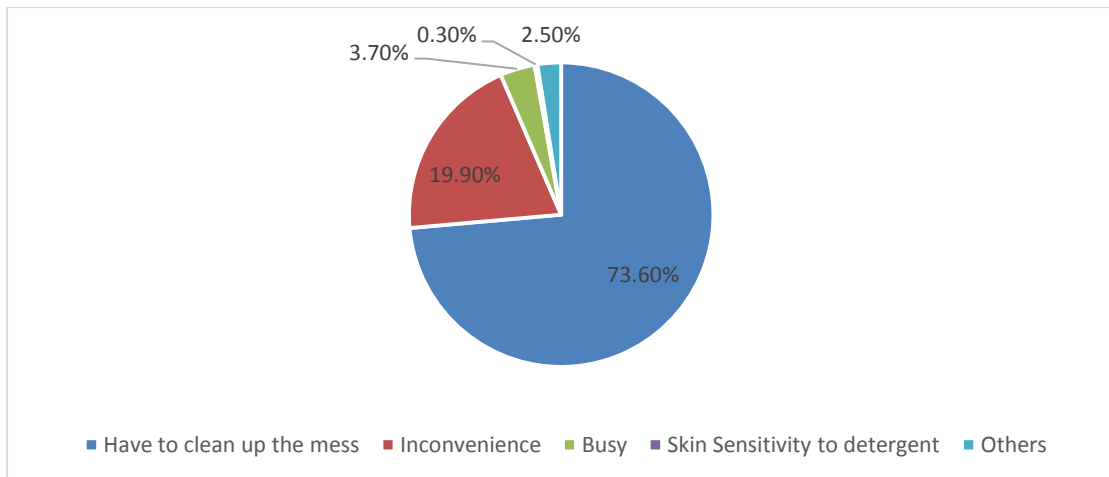
10. How often do you use own container?

No	13.6%	(11)
1-3 times a week	66.7%	(54)
4-6 times a week	14.8%	(12)
7-9 times a week	4.9%	(4)
More than 10 times a week	0	(0)



11. What is the main reason behind caused you do not/unwilling to bring along your own container to buy/ take away food?

Have to clean up the mess	73.6%	(240)
Inconvenience	19.9%	(65)
Busy	3.7%	(12)
Skin Sensitivity to detergent	0.3%	(1)
Others	2.5%	(8)

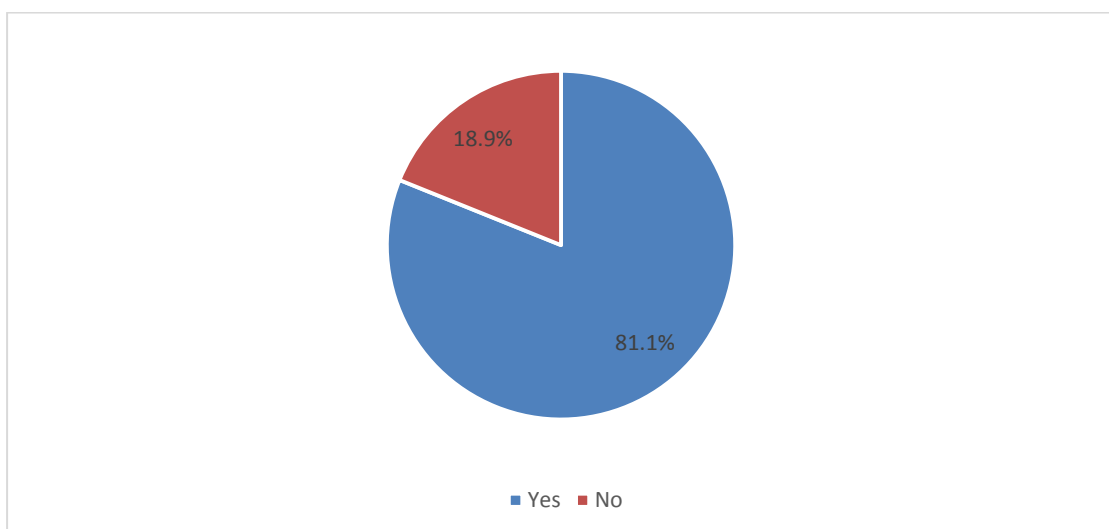


Others please specify your reason(s):

Reasons	Number of respondents
Not used to it/	1
Having meal at restaurant/Do not take away food/ do not like to take away food	3
Forget to bring container/ do not have the intention to take the container go out every moment	4

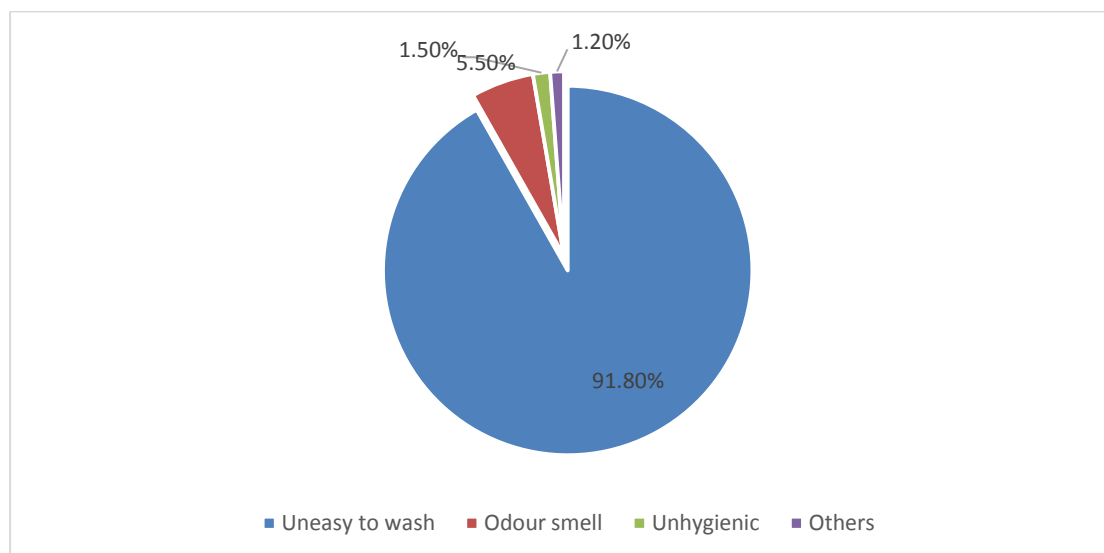
12. Do you encounter any difficulties during washing the container?

Yes	81.1%	(330)
No	18.9%	(77)



13. What kind of difficulties you encountered?

Uneasy to wash	91.8%	(303)
Odour smell	5.5%	(18)
Unhygienic	1.5%	(5)
Others	1.2%	(4)

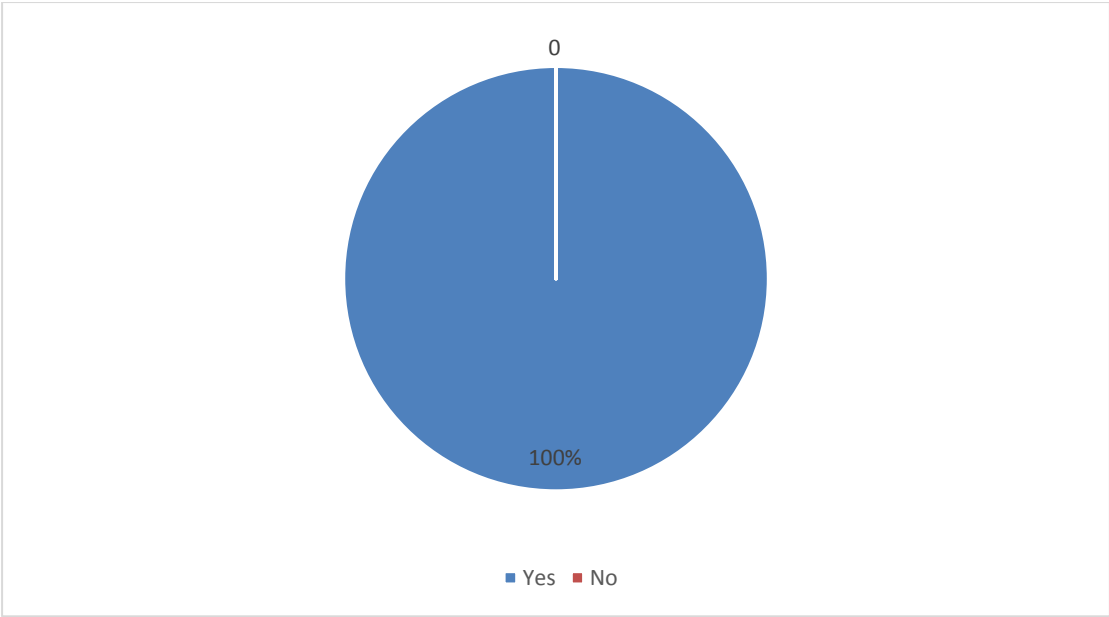


Others please specify:

Reasons	Number of respondents
Oily	2
Lazy	1
No soap provided in school	1

14. Do you understand the concept of OREP container?

Yes	100%	(406)
No	0	0

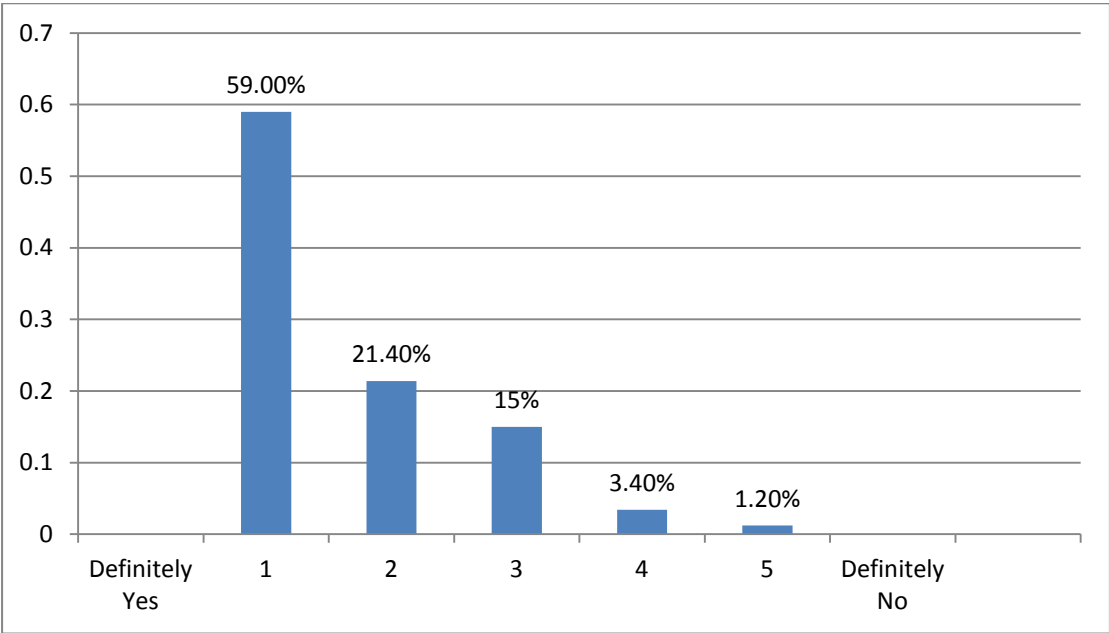


15. Are you willing to buy oil-repellent Container?

Definitely yes

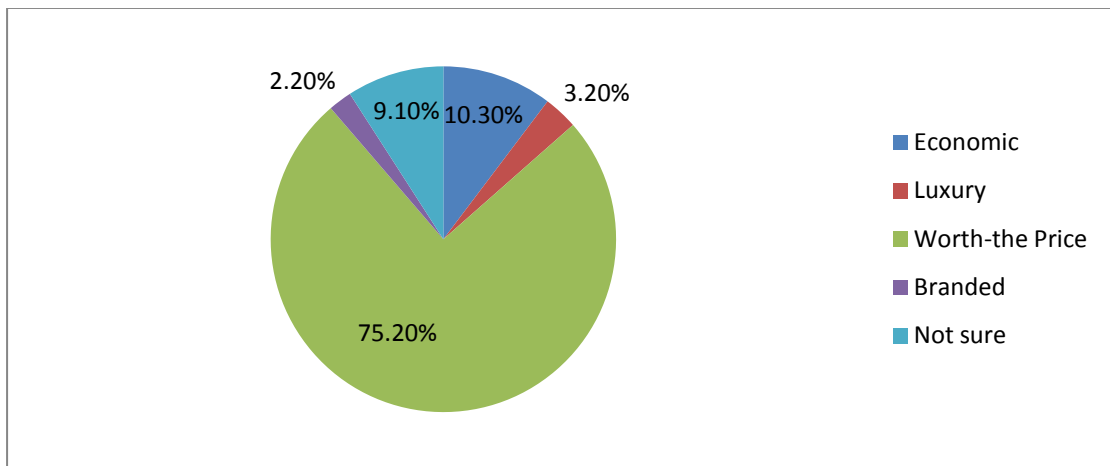
1	59%	(240)
2	21.4%	(87)
3	15%	(15)
4	3.4%	(14)
5	1.2%	(5)

Definitely No

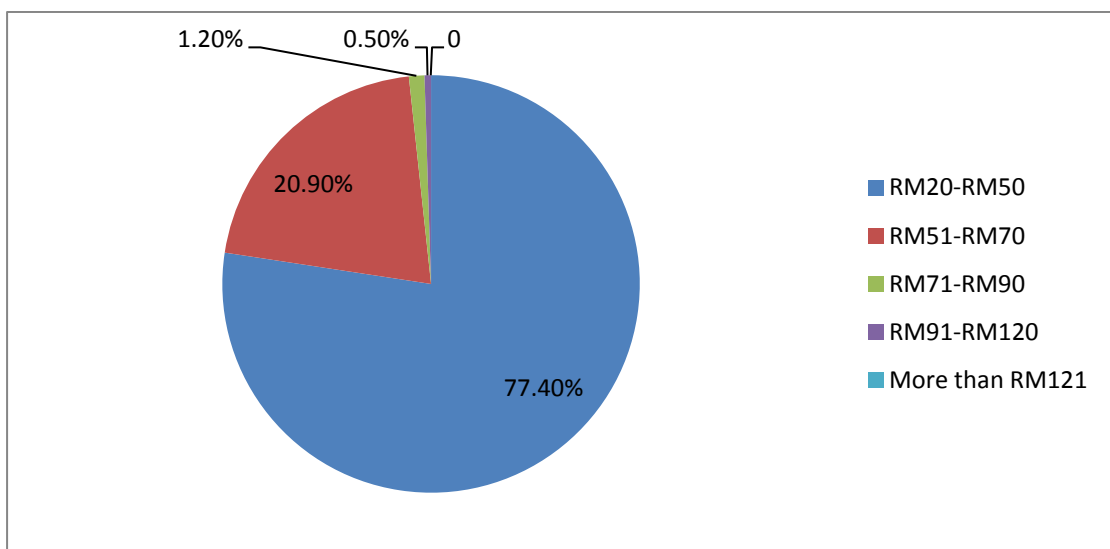


16. How do you see / position OREP container?

Economic	10.3%	(42)
Luxury	3.2%	(13)
Worth-the Price	75.2%	(306)
Branded	2.2%	(9)
Not sure	9.1%	(37)

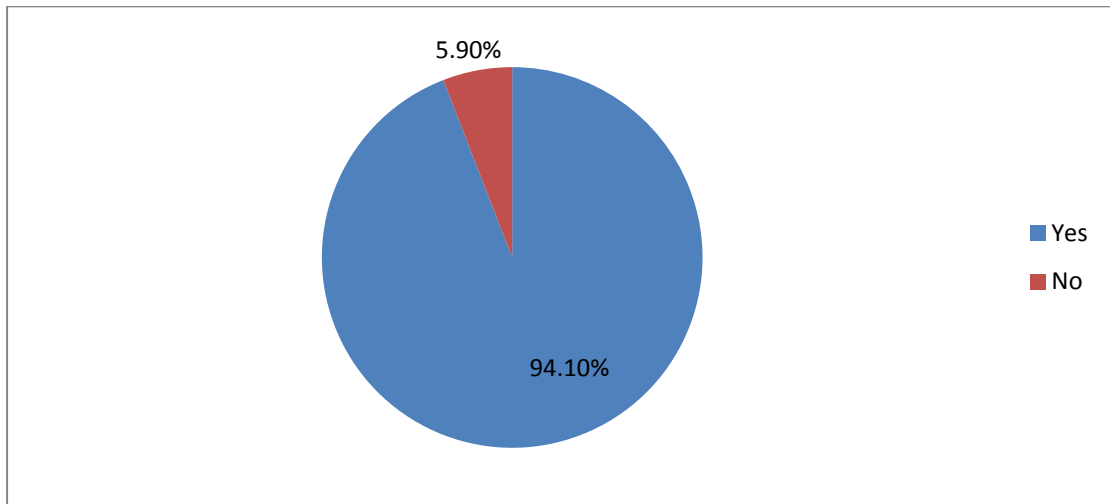
**17. How much would you willing to spend on OREP container?**

RM20-RM50	77.4%	(315)
RM51-RM70	20.9%	(85)
RM71-RM90	1.2%	(5)
RM91-RM120	0.5%	(2)
More than RM121	0	(0)



18. Are you willing to bring along OREP container to buy/ take away food?

Yes	94.1%	(383)
No	5.9%	(24)

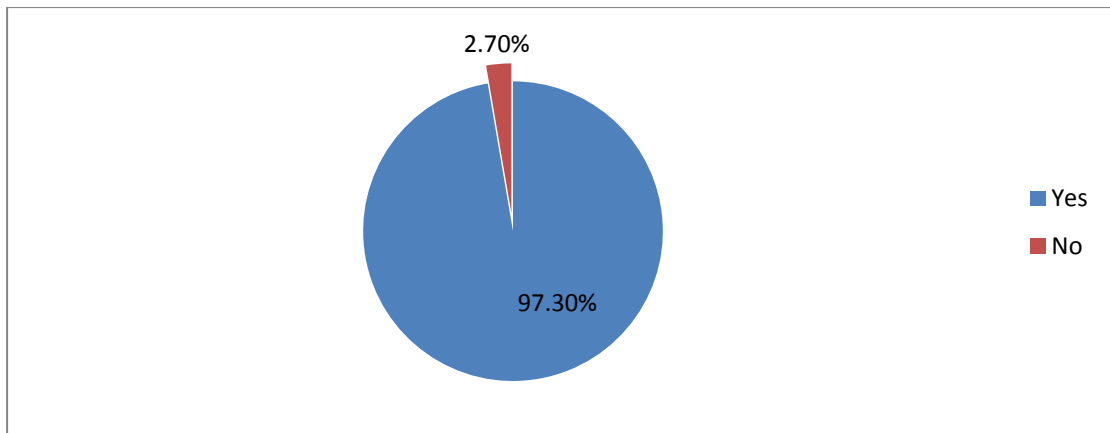


If no, please specify the reason(s):

Reasons	Number of respondents
Inconvenience	14
Just not my practice/ Lazy/ no reason/ no idea	4
Expensive and worry side effect	1
Troublesome	2
No required/ no reasonable	2
Normally it is due to I plan take away	1

19. Will you recommend OREP container to friends/associate?

Yes	97.3%	(396)
No	2.7%	(11)



20. What is the priority consideration on buying OREP container?

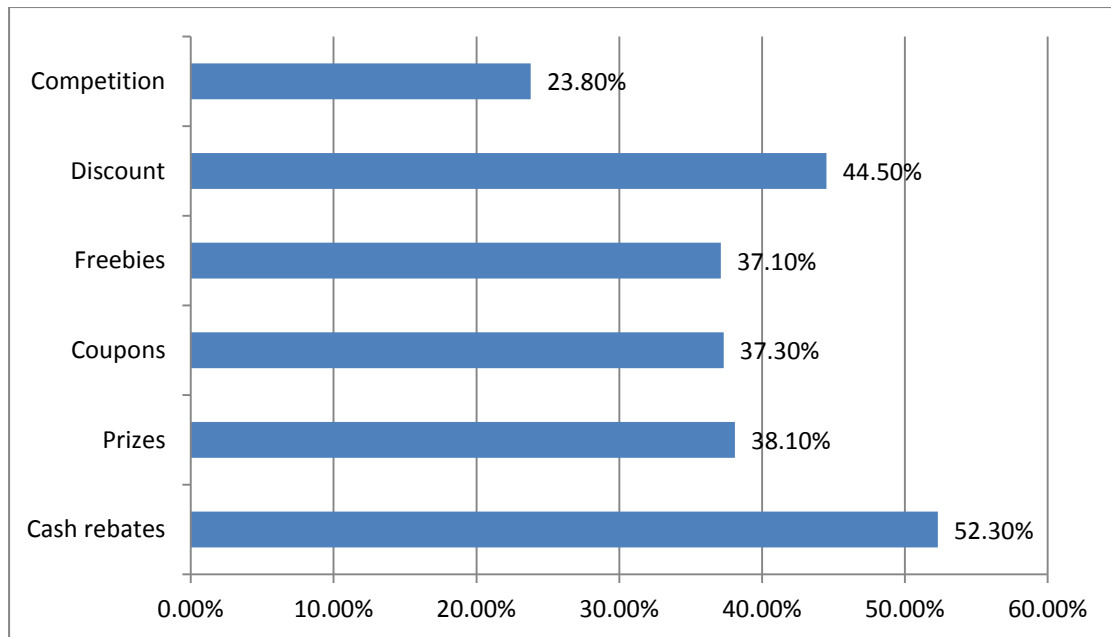
***Please rank from top priority to the lowest (1-6). Example: 5,1,2,3,4,6**

1. Appearance; 2. Durability; 3. Features; 4. Convenience; 5. Price; 6. Material used

Description of top priority	Number of respondents
Appearance	7
Durability	10
Features	225
Convenience	59
Price	68
Material used	37
All above(Appearance, Durability, Features, Convenience, Price, Material used)	1

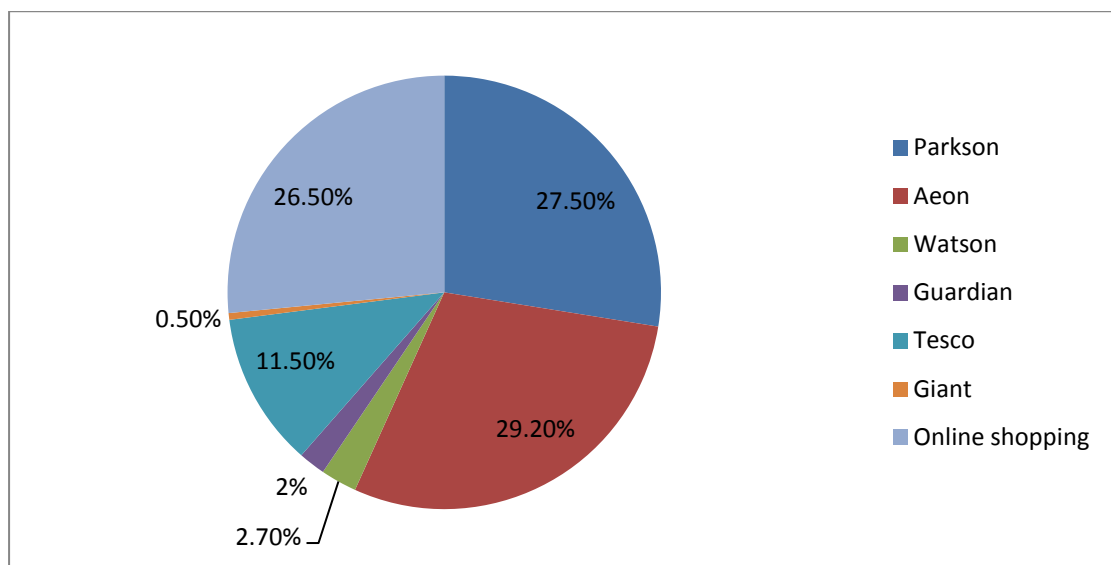
21. Which of the following sales promotions is (are) appealing to you?

Cash rebates	52.3%	(213)
Prizes	38.1%	(155)
Coupons	37.3%	(152)
Freebies	37.1%	(151)
Discount	44.5%	(181)
Competition	23.8%	(97)



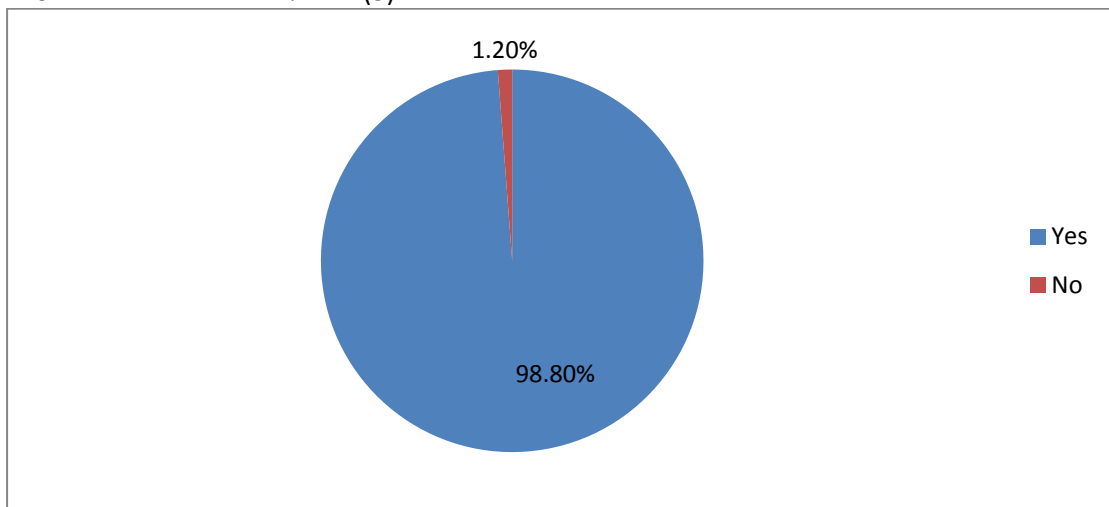
22. Through which of the following channel(s) would you like to get our product?

Parkson	27.5%	(112)
Aeon	29.2%	(119)
Watson	2.7%	(11)
Guardian	2%	(8)
Tesco	11.5%	(47)
Giant	0.5%	(2)
Online shopping	26.5%	(108)



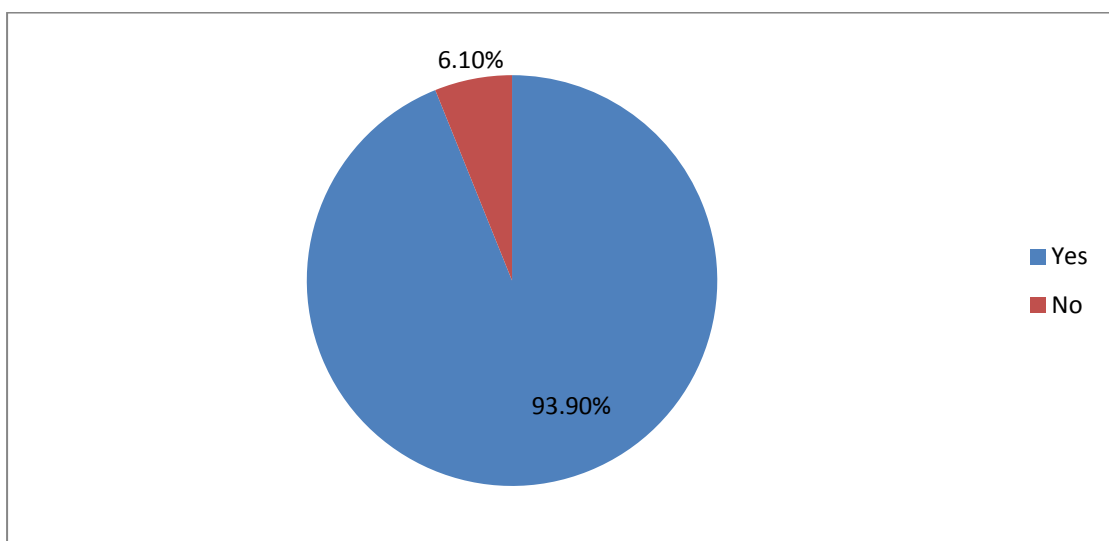
23. Are you aware of usage of polystyrene or plastic is harmful to environmental?

Yes	98.8%	(402)
No	1.2%	(5)



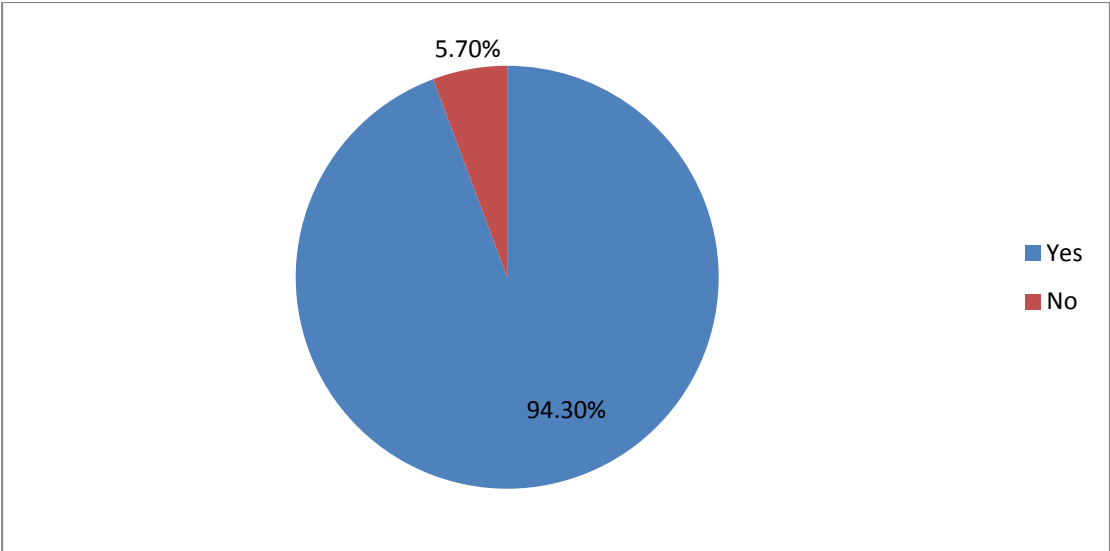
24. Are you interested in oil repellent kitchenware (bowl, plate, knife, fork, etc)?

Yes	93.9%	(382)
No	6.1%	(25)



25. Will you purchase OREP if it comes with this shape which increases the flexibility and convenience to bring along?

Yes	94.3%	(384)
No	5.7%	(23)



26. Do you think that OREP helps/ease your daily life?

Yes	96.1%	(391)
No	3.9%	(16)

Appendix 8 : OREP Company Marketing Channels



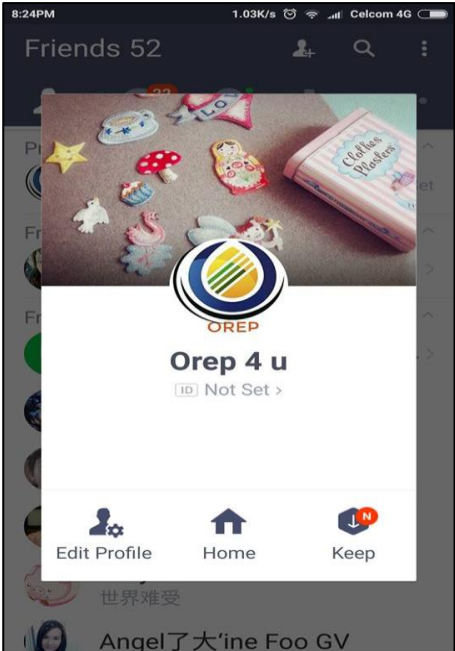
OREP Website



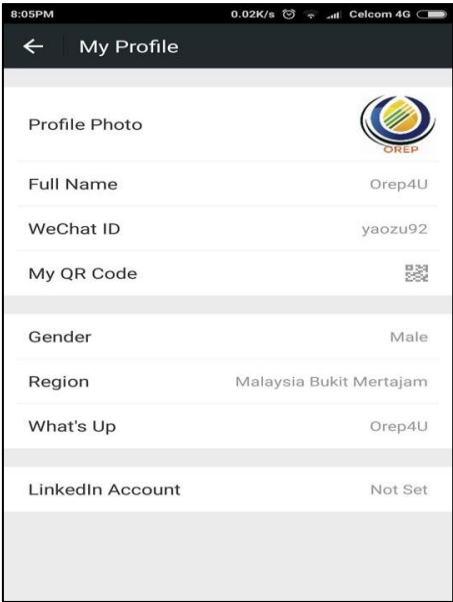
OREP Facebook page



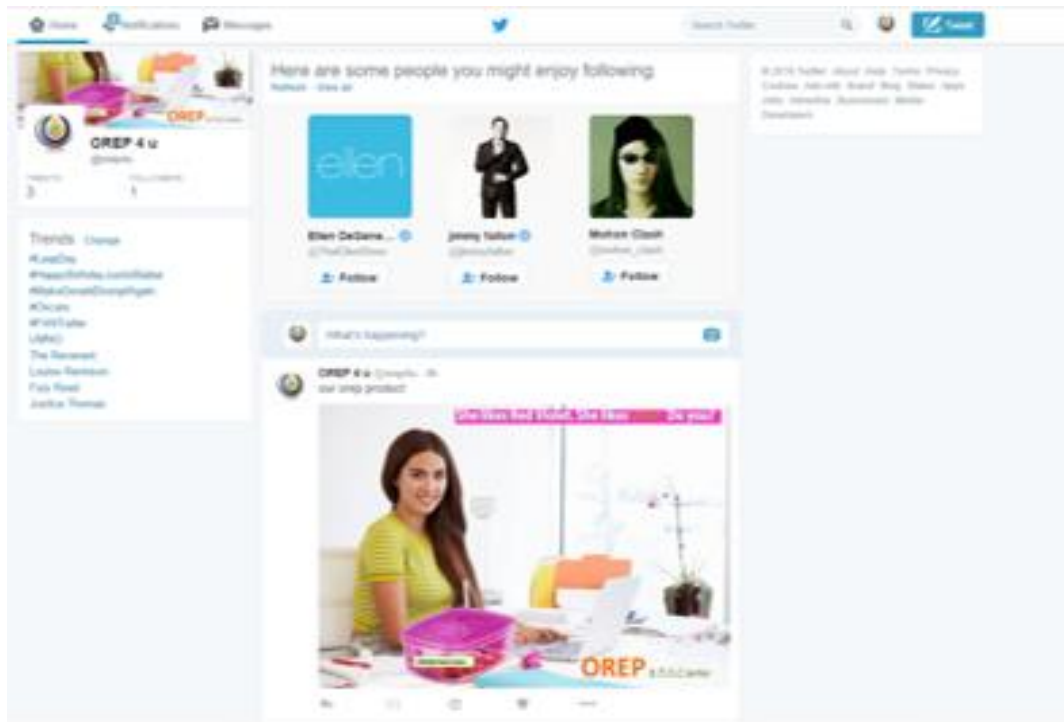
Whatsapp



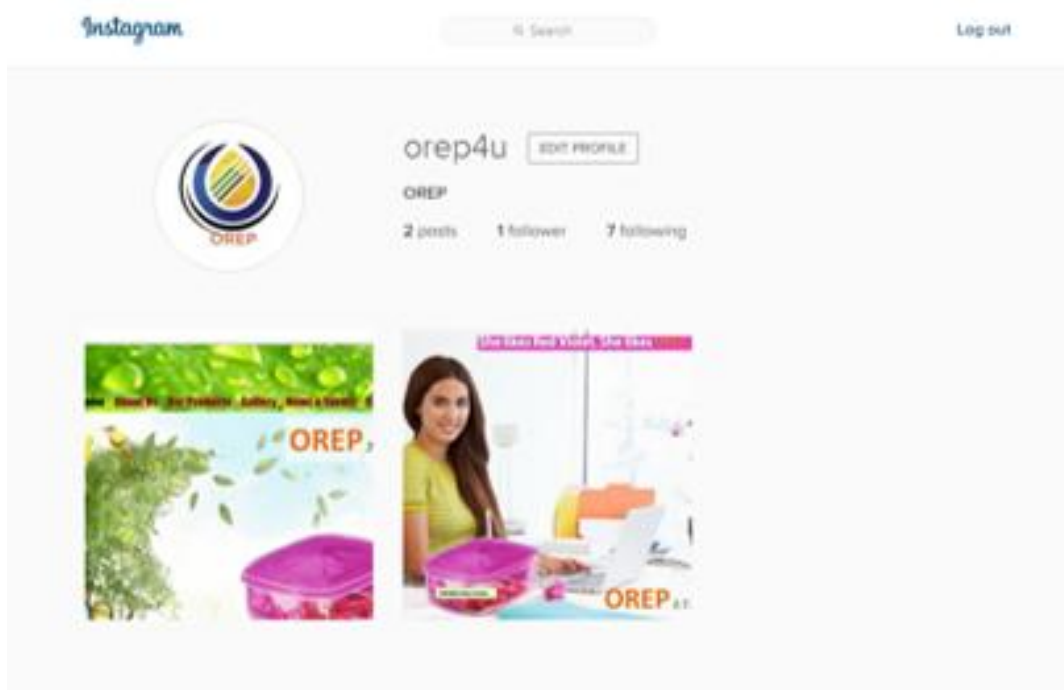
Line



WeChat



OREP Twitter



OREP Instagram

Appendix 9 : OREP Product Designs



6 designs of OREP Product based on lifestyle





Appendix 10 : Product Prototype



Non-coated plastic

Coated plastic

This is the prototype testing of OREP product. Three droplets of oil were separately dropped on non-coated plastic and coated plastic. The results showed that the differences between the coated and non-coated plastic.

The plastic coated with superoleophobic nnotechnology has different surface; where the oil formed the shape of droplet on the plastic. It is non-sticking to the plastic and can be clean easily.

The normal plastic withouth any coating remains the same; the oil smeared and spreaded on the plastic. The plastic remained oily after using the same cleaning method as coated plastic.

Appendix 11 : OREP Employee Handbook

Draft of OREP Employees' Handbook

1.0 Introduction& Histor

2.0 Company Policies & Procedures

Payday

About the payday, OREP has set the last Friday of the month as the payday. However, if the payday is located at holiday then the payday will delayed after the holiday for the monthly salary

3.0 Employment Classification

3.1 Exempt

Since OREP has classified the management team as exempt employees so they are not eligible and entitle to claim extra overtime payment. They are required to work beyond their working duration which is from 9.00a.m.-5.00p.m. once there is necessary and emergency order.

3.2 Non Exempt

For non-exempt employees such as receptionists, operators and so on, they are entitled to claim 1.5 times rate of payment to their daily payment for each hour spent in overtime working. All the overtime working must be proved with evidence and under the approval of supervisor

4.0 Attendance Policies

4.1 General Attendance

The attendance must always be punctual and should be maintained perfectly by employees. The working hour may be differing due to different position and job scopes. If there is any late attendance and emergency, employee is needed to inform supervisor and explain about late attendance. The attendance of employees is calculated by clock in device and company will not tolerate any absenteeism without any reason

4.2 Breaks

Once the attendance policies has been broken and exceeded by employees, the company will take a disciplinary action to them in term of oral warning, warning letter, suspension, punishment for replacement and so forth.

5.0 Leave Policies

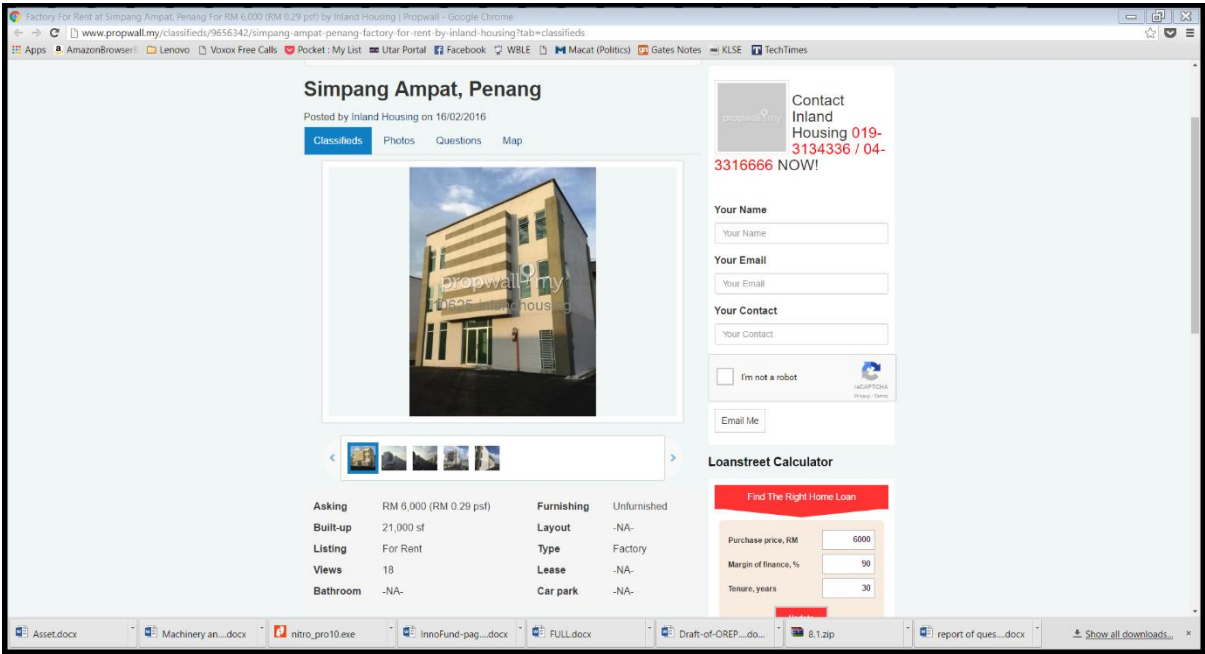
5.1 Sick Leaves

If the employee is absent based on sick leave, he or she is required to provide relevant materials as evidence and that day salary may be paid or unpaid based on the basis of employees.

6.0 Discipline Policies & Termination

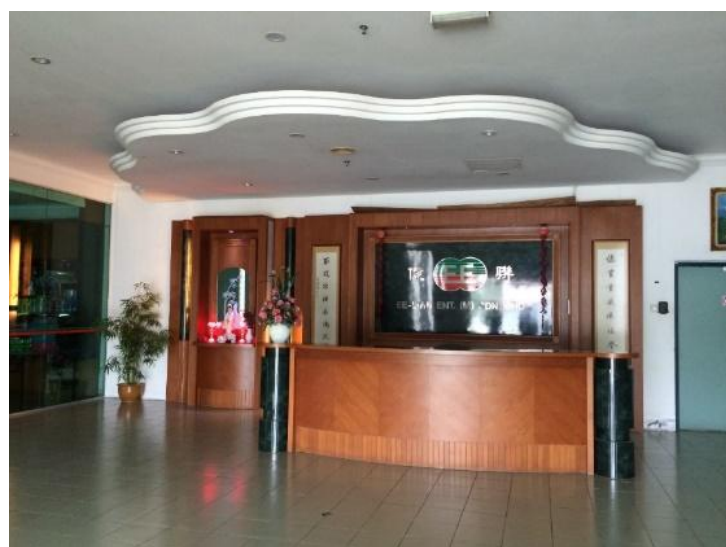
If there is any breach of policies, employees will be taken disciplinary action. The action at first may be orally warning and warning letter form, probation, suspension, demotion and so on. After several disciplinary action been taken or severe mistake are conducted by employees, termination action will be implemented to particular employees provided with adequate compensation based on the law.

Appendix 12 : Business Location



Appendix 13 : Visitation to Ee-Lian Enterprise

Ee-Lian Enterprise showroom



Packaging and printing





Ee-Lian's Warehouse



Moulding machines and equipment



Appendix 14 : Assets



24-Inch Screen LED-Lit Monitor



Desktop PC



Photostat Machine



Refrigerator



Microwave



Projector



Coffee Maker



Projector Screen



Office Air Conditioning (Ceiling Model)



Air Conditioning



Open Office Table



Open Office Chair



Warehouse Storage Cabinet



Conference Room Chair



Conference Table

Appendix 15 : Machinery and Equipment



Ultrasonic Bath Cleaning Machine



Probe Sonicator



Oxygen Plasma Treatment Machine



Vacuum Vapor Deposition



Screen Printing Machine For Plastic Container



Hand Pallet



Forklift

Appendix 16 : Supporting Letter from UTAR



UNIVERSITI TUNKU ABDUL RAHMAN

Wholly Owned by UTAR Education Foundation (Company No. 578227-M)

1st September 2015

To Whom It May Concern

Dear Sir/Madam

Permission to Conduct Survey

This is to confirm that the following students are currently pursuing their *Bachelor of Business Administration (Hons) Entrepreneurship* program at the Faculty of Business and Finance, Universiti Tunku Abdul Rahman (UTAR) Perak Campus.

I would be most grateful if you could assist them by allowing them to conduct their research at your institution. All information collected will be kept confidential and used only for academic purposes.

The students are as follows:

<u>Name of Student</u>	<u>Student ID</u>
June Lew Wan Ling	12ABB02756
Janice Ho Houi Houi	12ABB04694
Lee Hue Seng	12ABB03128
Liew Yao Zu	12ABB02056
Ng Mei Yee	12ABB01437

If you need further verification, please do not hesitate to contact me.

Thank you.

Yours sincerely,

.....
Ms Lee Jing Wen
Head of Department,
Faculty of Business and Finance
Email: leejw@utar.edu.my

.....
Encik Mohamad Fared bin Mohamad Makmor
Supervisor,
Faculty of Business and Finance
Email: faredm@utar.edu.my

Jalan Sungai Long, Bandar 5g, Long, Cheras, 43000 Kajang, Selangor Darul Ehsan, Malaysia.

Address: 9, Jalan Berson 134, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia. Postal Address: P O Box 11384, 50744 Kuala Lumpur, Malaysia.

Tel. (603) 7958 2628 Fax: (603) 7936 1923 Homepage: <http://www.utar.edu.my>