

Innovaz Sdn. Bhd.
Bandar Enstek, 71760 Nilai,
Negeri Sembilan, Malaysia.
(Phone / Fax: +6016-949-7460)



BUSINESS PLAN
INNOVAZ SDN. BHD

BY

Chan Xin Xuan
Lim Hong Yuan
Teh Sin Ying
Wong Sij Yin
Email: support@innovaz.com

Business Plan prepared August 2017

By Chan Xin Xuan, Lim Hong Yuan, Teh Sin Ying and Wong Sij Yin

Copyright @ 2010

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

DECLARATION

We hereby declare that:

- (1) This UBTZ3016 Entrepreneurial project is the end result of our own work and that due acknowledgement has been given in the references to ALL sources of information be they printed, electronic, or personal.
- (2) No portion of this Entrepreneurial project has been submitted in support of any application for any other degree or qualification of this or any other university, or other institutes of learning.
- (3) Equal contribution has been made by each group member in completing the Entrepreneurial project.
- (4) The word count of this Entrepreneurial Project is 12762 words.

Name of Student:	Student ID:	Signature:
1. Chan Xin Xuan	14ABB06721	_____
2. Lim Hong Yuan	14ABB07257	_____
3. Teh Sin Ying	13ABB04298	_____
4. Wong Sij Yin	13ABB07275	_____

Date: 17 August 2017

ACKNOWLEDGMENT

Thank you to Universiti Tunku Abdul Rahman (Kampar Campus) for giving us the opportunity to complete this Final Year Project which is title Innovaz Sdn. Bhd. This final year project question was prepared by UTAR for students in final year to complete on Bachelor of Business Administration (Hons) Entrepreneurship.

Firstly, we would like to express our deepest gratitude to our supervisor of Final Year Project, Cik Nur Syaheeda Binti Aziz who qualified on Master of Business Administration of Universiti Utara Malaysia for giving guidance tasks and assistance during two semesters session 2017. The productive comments and inspirations of Cik Nur Syaheeda Binti Aziz have motivated us to complete this final year project effectively.

Next, we would like to express our sincere thanks to Dr. Tan Luen Peng who qualified on Doctor of Philosophy (Management) of Universiti Putra Malaysia and Master of Business Administration (International Business) of Universiti Putra Malaysia as our coordinator of final year project. With the precious information and direction from Dr. Tan, we have been able to complete this final year project with efficiency. Besides, we would like to offer special thanks to Ms. Ng Yin Kuan who is the Head of Department of Entrepreneurship for providing useful information on lessons and reports.

Deepest thanks and appreciation to all the people and especially team members for their cooperation, encouragement, constructive suggestion and full of support in this final year project, from the beginning till the end.

Thank you.

TABLE OF CONTENTS

	Page
Copyright Page	ii
Declaration	iii
Acknowledgement	iv
Table of Content	v
List of Tables	x
List of Figures	xii
List of Financial Statements	xiv
List of Appendices	xv
1. EXECUTIVE SUMMARY	1
1.1 The Opportunity	1
1.2 The Description of the Business	1
1.3 Competitive Advantage	1
1.4 The Target Market	1
1.5 The Management Team	2
1.6 Brief Summary of the Financial Projections	2
1.7 Description of What the Business Needs	3
1.8 Exit Strategy for Investor	3
2. THE BUSINESS	4
2.1 The Description of Business	4
2.1.1 Business Name, Logo and Location	4
2.1.2 Nature of Innovaz Sdn. Bhd	6
2.1.3 Innovaz Sdn. Bhd. Missions and Objectives	6
2.2 The Opportunity	7
2.2.1 Problem to solve or need to be filled	7
2.2.2 The proposed Business Solves the Problem or Fills the Need	10

2.3 Competitive Advantage	11
2.3.1 Description of the business model	11
2.3.2 How the Business Creates Sustainable Competitive Advantage	15
2.4 Current Status and Requirement	18
2.4.1 Description of where the business stands today and what the business needs to move forward	18
3. INDUSTRY ANALYSIS	21
3.1 Industry Description	21
3.1.1 Industry trends	21
3.1.2 Industry size	22
3.1.3 Industry attractiveness	22
3.1.3.1 Value Innovation	22
3.1.3.2 Eliminate-Reduce-Raise-Create (ERRC) Grid	24
3.1.3.3 Three Tiers of Non-Customers	26
3.1.4 Profit potential	27
3.2 Target Market	29
3.2.1 Adventure Travelers	29
3.3 Competitive Position within Target Market	29
3.3.1 Competitive Grid Analysis	29
3.3.2 Strategic group mapping	31
4. MARKETING PLAN	32
4.1 Feasibility	33
4.2 Pricing Strategy	33
4.2.1 Penetration Strategy	33
4.3.2 Psychological Pricing	34
4.4 Advertising and Promotion	34
4.4.1 Advertising	34
4.4.2 Promotion	35
4.3 Channels of Distribution	36
4.3.1 Indirect Channel	36
5. PRODUCTION PLAN/OPERATION PLAN	37
5.1 Manufacturing Process	37
5.2 Availability of Qualified Labor Pool	39

5.3 Physical Plant	41
5.4 Machineries and Equipment	42
5.4.1 Operation Cost	42
5.4.2 Machinery	44
5.4.3 Production tools and equipment	44
5.4.4 Material Cost	44
5.5 Names of suppliers of raw materials	45
5.6 Quality Control	46
5.6.1 Raw Materials and Components Checking	47
5.6.2 Assembling Process Quality Control	47
5.6.3 Packaging Process Quality Control	48
5.6.4 Personnel Training Program	48
5.6.5 International Organization for Standardization (ISO)	48
5.7 Customer Support	49
5.7.1 Phone Support	49
5.7.2 Live Chat Support	49
5.7.3 Email Support	49
5.7.4 Social Media Support	50
6. MANAGEMENT TEAM	51
6.1 Management Team	51
6.2 Key professional service provider	55
6.2.1 Law Firm	55
6.2.2 Accounting firm	55
6.2.3 Business consultant	56
7. COMPANY STRUCTURE, INTELLECTUAL PROPERTY AND OWNERSHIP	57
7.1 Organizational Structure	57
7.1.1 Operation manager	57
7.1.2 Finance manager	59
7.1.3 Human Resource Manager	59
7.1.4 Marketing manager	60
7.2 Legal Structure	61
8. Financial Plan	62

8.1 Capital Requirements for the Next 3 Years	62
8.1.1 Young Entrepreneurship Fund	62
8.1.2 Malaysia Government Grant	62
8.1.3 Start-up Cost	63
8.1.4 Yearly Expenses	65
8.1.5 Production Tools and Equipment	66
8.2 Overview of Financial Projections	67
8.2.1 Material Cost	68
8.2.2 Salary	69
8.2.3 Carriage outward and inward	72
8.2.4 Sales, Inventory, and Production	74
8.3 Pro Forma Income Statement	74
8.4 Cash Flow Projections	76
8.5 Pro Forma Balance Sheet	77
8.6 Payback and Exit Strategy	77
8.6.1 Payback Period	77
8.6.2 Exit Strategy	78
9. CRITICAL RISK FACTORS	79
9.1 Management Risk	79
9.1.1 Arising of conflict between managers	79
9.1.2 Lack of experiences, capabilities and competencies	79
9.2 Marketing Risk	80
9.2.1 Distribution Channel Risk	80
9.2.2 Commodity Price Risk	80
9.3 Operation Risks	80
9.3.1 Cyber Risk and Data Security	80
9.3.2 Outsourcing	80
9.4 Financial Risk	81
9.4.1 Cash Flow	81
9.5 Contingency Plan	81
9.5.1 Management Risk	81
9.5.2 Marketing Risk	82
9.5.3 Operation Risk	82

9.5.4 Financial Risk	82
References	83
Appendixes	87

LIST OF TABLE

	Page	
Table 1.6.1	Brief Summary of the Financial Projections	2
Table 2.1.1	Projected Milestones	18
Table 3.1.3.1	Blue Ocean Strategy	24
Table 3.3.1.1	Zap-It's Competitive Grid Analysis	29
Table 5.2.1	Designation of Labor Pool	39
Table 5.2.2	Job Scope for Each Designation	40
Table 5.4.1.1	Operation Cost	42
Table 5.4.2.1	Machinery	44
Table 5.4.3.1	Production Tools and Equipment	44
Table 5.4.4.1	Material cost	44
Table 5.5.1	Plastic Injection Molding Supplier	46
Table 5.5.2	Electronic Printed Circuit Board Supplier	46
Table 7.1.1	Organizational Structures	57
Table 7.2.1	Innovaz Sdn. Bhd.'s Shareholders	61
Table 8.1.3.1	General Cost	63
Table 8.1.3.2	Operation Cost	63
Table 8.1.3.3	Van	65
Table 8.1.3.4	Machinery	65
Table 8.1.4.1	Yearly Expenses	65
Table 8.1.5.1	Production Tools and Equipment	66
Table 8.2.1.1	Material Cost	68
Table 8.2.2.1	Salary (Skilled Labour)	69
Table 8.2.2.2	EPF	70
Table 8.2.2.3	SOCSO	70
Table 8.2.2.4	Total Cost of Worker	70
Table 8.2.2.5	Total EPF	71

Table 8.2.2.6	Total SOSCO	72
Table 8.6.1.1	Payback Period	77

LIST OF CHART

		Page
Chart 2.1.1	Survey from target market	8
Chart	Survey from target market	27
3.1.4.1		
Chart	Survey from target market	28
3.1.4.2		

LIST OF FINANCIAL STATEMENT

		Page
Financial Statement	Innovaz Sdn. Bhd Pro Forma Income Statement	73
1		
Financial Statement	Innovaz Sdn. Bhd Cash Flow Projections	74
2		
Financial Statement	Innovaz Sdn. Bhd Pro Forma Balance Sheet	75
3		

LIST OF FIGURES

	Page	
Figure 2.1.1	Innovaz Sdn. Bhd. company logo	4
Figure 2.1.2	Nilai, Negeri Sembilan Map	5
Figure 2.2.1	Statistic of Malaysia Dengue Cases from 1995 to 2016	9
Figure 2.2.2	Statistic of Malaysia Dengue Deaths from 1995 to 2016	9
Figure 2.3.1	Business Model	12
Figure 3.1.3.1	Blue Ocean Strategy Tools	23
Figure 3.1.3.2	Three tiers of noncustomers	26
Figure 3.3.2.1	Innovaz's Strategic Group Mapping	31
Figure 4.3.1.1	Indirect Channel	36
Figure 5.1.1	Manufacturing Process of Zap-It	38
Figure 5.3.1	Floor Plan of Innovaz Sdn. Bhd. Production Factory	41
Figure 5.3.2	Floor Plan of Innovaz Sdn. Bhd. Office	42
Figure 6.1.1	Four positions	51
Figure 8.2.2.1	Unskilled Labour Needed	68
Figure 8.2.3.1	Inbound and Outbound Logistic	73
Figure 8.2.4.1	Sales, Inventory, and Production	74

LIST OF APPENDIXES

	Page
Appendix 1	87
Appendix 2	88
Appendix 3	93
Appendix 4	102
Appendix 5	103
Appendix 6	103
Appendix 7	104
Appendix 8	104
Appendix 9	105
Appendix 10	106
Appendix 11	106
Appendix 12	107
Appendix 13	108
Appendix 14	109
Appendix 15	111
Appendix 16	115
Appendix 17	116
Appendix 18	120
Appendix 19	121
Appendix 20	122
Appendix 21	124
Appendix 22	125
Appendix 23	128
Appendix 24	129
Appendix 25	131
Appendix 26	132

Appendix 27	Form 48A	134
Appendix 28	Form 6	136
Appendix 29	Form 49	138

1. EXECUTIVE SUMMARY

1.1 The Opportunity

Electronic mosquito killer is inconvenient to reach everywhere. Malaysia reach records high dengue rates since 2014. Odor mosquito repellent products bring negative impacts on health.

1.2 The Description of the Business

Innovaz Sdn. Bhd's product is Zap-It. Zap-It is an electronic product. It is portable. Product can be functioned to kill mosquitoes effectively. It is odorless.

1.3 Competitive Advantage

Innovaz Sdn. Bhd's competitive advantage is created by key partner, revenue stream, key activities, cost structure, key resource, channel, customer relationship, value proposition and customers segment.

1.4 The Target Market

Mosquitoes are also active in outdoor because they are attracted by the human scents. Innovaz Sdn. Bhd. will target more on adventure travelers included male and female. They are between 18 to 60 years old; in low class and middle class income.

1.5 The Management Team

The management team of Innovaz Sdn. Bhd. Consists of four members, Ms Wong Sij Yin is the operation manager, Ms Chan Xin Xuan as financial manager, Mr Lim Hong Yuan will be the human resource manager and Ms The Sin Ying is the marketing manager.

1.6 Brief Summary of the Financial Projections

Table 1.6.1: Brief Summary of the Financial Projections

Balance Sheet

	Year 1	Year 2	Year 3
Fixed Asset	89,433	79,496	69,559
Current Asset	163,236	178,669	285,525
Total Asset	252,669	258,301	355,234
Owners' Equity and Liabilities	252,669	258,301	355,234

Income Statement

	Year 1	Year 2	Year 3
Sales	1,649,340	1,814,274	1,979,208
Gross Profit	754,440	829,824	905,208
Expense	855,429	879,564	847,597
Profit before Tax	(47,331)	9,284	122,001
Tax	-	3,652	25,068
Net Profit/Loss	(47,331)	5,632	96,933

Cash Flow Statement

	Year 1	Year 2	Year 3
Cash Available	1,860,733	2,036,412	2,222,267
Cash Disbursement	1,697,619	1,857,742	1,936,742
Net Cash Flow	163,114	178,669	285,525

1.7 Description of What the Business Needs

Each entrepreneur of company will contribute RM 25,000 which is total RM 100,000 as the equity fund from the partners. Innovaz assumes to obtain 50% of RM100,000 loan from SME bank as Young Entrepreneurship Fund. We hope to obtain the approval loan of RM150, 000 from Malaysia Government Grant.

1.8 Exit Strategy for Investor

If there is not any market for Innovaz anymore, liquidation will be the best choice to quit the business. After sold out the asset, cash will be available to pay to creditors, the remaining will belong to shareholders.

2. THE BUSINESS

2.1 The Description of Business

2.1.1 Business Name, Logo and Location

Our company name Innovaz Sdn. Bhd. Innovaz is a company that aims to bring out a new and modern product generation through idea enhancement as well as design modification. Our current focus segment is consumer electronic products. Innovaz indicate on the combination between our company focus and first product name, which are Innovation + Zap-It. Zap-It is a portable mosquito zapper that innovate through the company founder life experience. Therefore, in order to mark down the company first milestone, the four founders come out with Innovaz.

Figure 2.1.1: Innovaz Sdn. Bhd. company logo



Innovaz Sdn. Bhd. company logo comes in an Innovaz word phrase with a combination of gear and spanner icon representing letter O. The application of gear and spanner icon is due to the visual language or meanings that relate to the function of the tools. As gear and spanner is two of the commonly used tools when we want to

fix machines, so there are also brought with the meanings to “looking inside”. The visual messages from gear and spanner is compatible with what Innovaz Sdn. Bhd. want to focus, which is look into the current practices of our customers, and enhance it through better ideas and products.

Through the color application on the logo, our company wishes to deliver a passion and energetic images, therefore, we utilize red color to deliver our company messages. Red color also helps in grabbing attention and stand out. Therefore, we select Red as our representative color.

We decided to set up our factory-office in Nilai, Negeri Sembilan. This is due to the strategic and high accessibility of the location. Nilai situated in the mid of North South Highways, therefore it ease the logistical arrangement of Innovaz with their suppliers and distributors. As most of Innovaz suppliers and distributors separated in Selangor areas, so Nilai, Negeri Sembilan is definitely an ideal location.

Figure 2.1.2: Nilai, Negeri Sembilan Map



Source: Developed for the research.

Nilai is also accessible by public transportation such as Rapid KL buses and Komuter train. Therefore, it brings added advantages to Innovaz employees. Meanwhile, the rental in Nilai is cheaper compares to other cities, and it is still affordable for a startup company. Thus, Nilai is a strategically perfect location as it fulfill with criteria of high accessibility and low cost.

2.1.2 Nature of Innovaz Sdn. Bhd

Innovaz Sdn. Bhd is a manufacturer in consumer electronic industry. Enhance customers life is the company motto. Therefore, Innovaz introduces Zap-IT, the portable mosquito zapper. Malaysia weather had geographically encouraging the breeding of mosquitoes, and it had causes the fatal disease-dengue. People start to aware of the threats from the insects, and meanwhile, Innovaz discover on this trend.

Zap-It falls under consumer electronic product, to fit with the market demand and requirements, Innovaz implement on the compact and lightweight features to make it portable. Portable indicate on mobility of the product. Zap-It is a total new transformation compares to the existing one in the market. Furthermore, it is free of toxic and chemical and installed rechargeable battery. It fulfills with all the important features that needed by people nowadays- mobile, compact, odorless and low noise operation.

With Zap-It as a start for Innovaz Sdn. Bhd., we believe we can bring impact to the current problem in the market.

2.1.3 Innovaz Sdn. Bhd. Missions and Objectives

I. Vision

Innovaz Sdn. Bhd. aims to become a life companion brand of our customers. We hope our company products able to fulfill the customers' needs in different life stage. Whereby, as times goes by, customers will need different

products segments from the brand, Innovaz. Therefore, our company intends to improve and expand our products segments in the future.

II. Company Mission

Innovaz Sdn. Bhd. believes in order to sustain the company for a long-term period, company need to develop the three main factors. Which are the organization, products, and employees. Through the enhancement of these few segments, it will lead Innovaz to achieve their future visionary.

- I - Innovative and creative products;
- N - Nature connectedness in product design;
- N - Neoteric product concept;
- O - Organization sustainability;
- V - Visionary employee;
- A - Accountability and justice working environment; and
- Z - Zap-It product development.

III. Company Objective

Innovaz Sdn. Bhd. aims to achieve these 6 objectives within five years.

- 1) To achieve RM1, 000,000 net profit in five years.
- 2) Introduce two new product segments.
- 3) To achieves 95% employee retention rate.
- 4) Expand market outreach to entire West Malaysia and East Malaysia in five years time.
- 5) Obtain SME100 Award in year 2021.

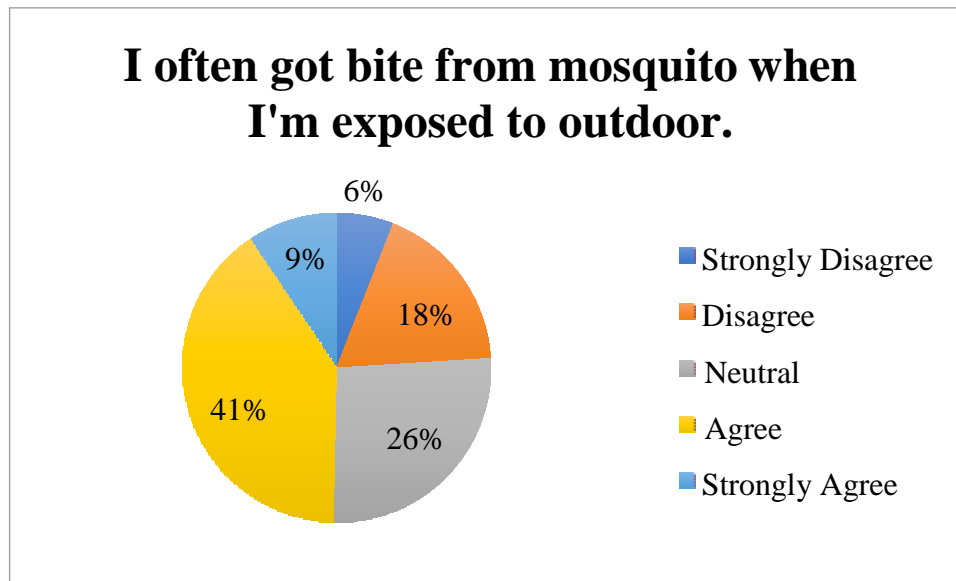
2.2 The Opportunity

2.2.1 Problem to solve or need to be filled

(a) Electronic mosquito killer is inconvenient to reach everywhere

Innovaz Sdn. Bhd. had conducted a market survey to understand the market needs and trends. Among 300 respondents, almost half of the respondents spent their time mostly in outdoors. They believe electronic mosquito killer device is more effective than other products. Besides, 263 respondents hope to have better ways of prevention towards mosquito especially for outdoors. These data helps Innovaz to study on the current offerings in the market and apply new design innovation to enhance it.

Chart 2.1.1: Survey from target market

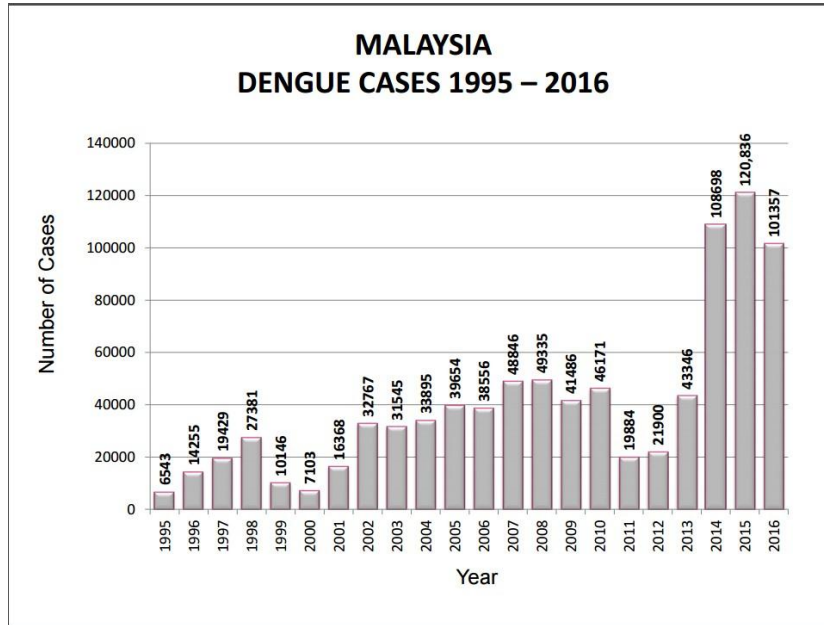


Source: Developed for the research

(b) High dengue fever cases in Malaysia

According to the study of Zulkifli, I, mosquitoes are very active in the tropical and sub-tropical country, Malaysia is one of it among all. Therefore, Malaysia had very high dengue rates happenings all year round.

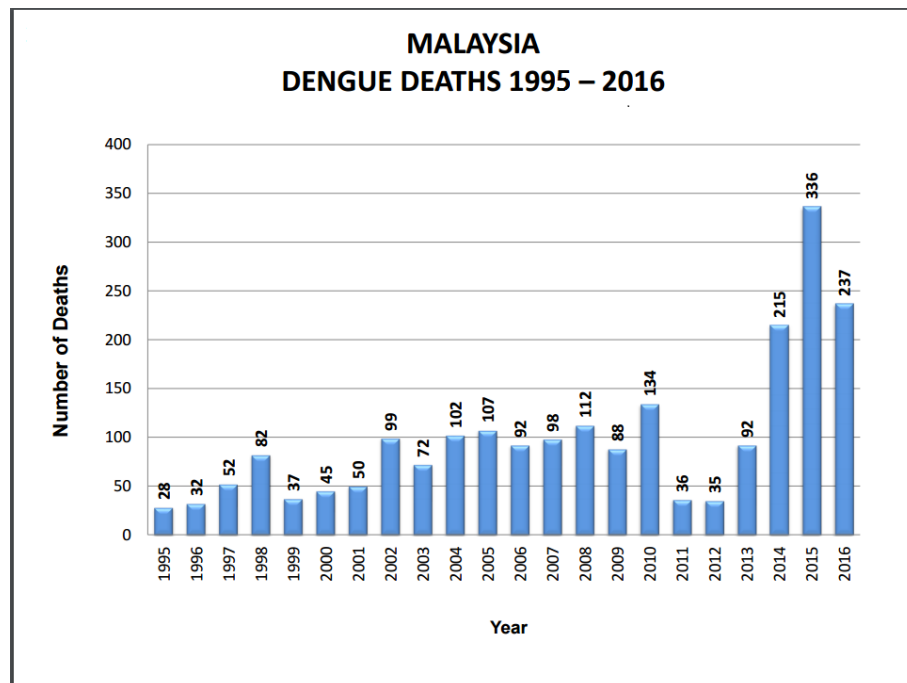
Figure 2.2.1: Statistic of Malaysia Dengue Cases from 1995 to 2016



Source: (iDengue, 2017)

From the statistic above, it shows the high dengue fever rate from years 2014 to 2016.

Figure 2.2.2: Statistic of Malaysia Dengue Deaths from 1995 to 2016



Source: (iDengue, 2017)

Figure 2.2 shows the fatal death rates resulted from dengue fever from year 1995 to 2016 in Malaysia.

(c) Negative effect to body health

According to the research: Health Hazards of Mosquito Repellents and Safe Alternatives (2001), the study shows the side effects of repellents used against mosquitoes. The main site of action of the pyrethroids is the sodium channel, which is kept open for long periods of time, causing prolonged sodium current to flow, leading to hyper-excitation of the nervous system. Synthetic pyrethroids such as allethrin can result sub-normal or super-normal excitability by impacting the sodium channel opening time.

In the basis of Cheng et al. (1992) exposed male ICR mice to mosquito smoke coil with d-allethrin and reported histopathological lesions, including the loss of cilia and an increase in vasculatiry of the alveolar wall. Furthermore, Liu and Sun (1998) reported the allethrin which contained in the mats increased blood brain barrier (BBB) permeability, proposing a delayed maturity of BBB and biochemical changes causing health risks, especially at an early age in life. (Liu & Sun, 1998).

2.2.2 The proposed Business Solves the Problem or Fills the Need

(a) Portable

Zap-It main features are mobile, compact and light. These three features lead to portable. It is installed with the rechargeable battery with the ease of users convenience and reduces the electronic wastage. The design of the product itself is

enable customers to carry Zap-It all round, therefore, it can reduce the chances of customers get attracts to mosquitoes despite of the location.

(b) Product Functionality

Zap-It equipped with the ultraviolet light, its main function is to attract mosquitoes. Instead of users need to find out the mosquitos' location before zapping, customers can just place Zap-It at a platform, where Zap-It can do the job. The ultraviolet light nanometer range is 360. Therefore, it enhance on Zap-It.

(c) Odorless

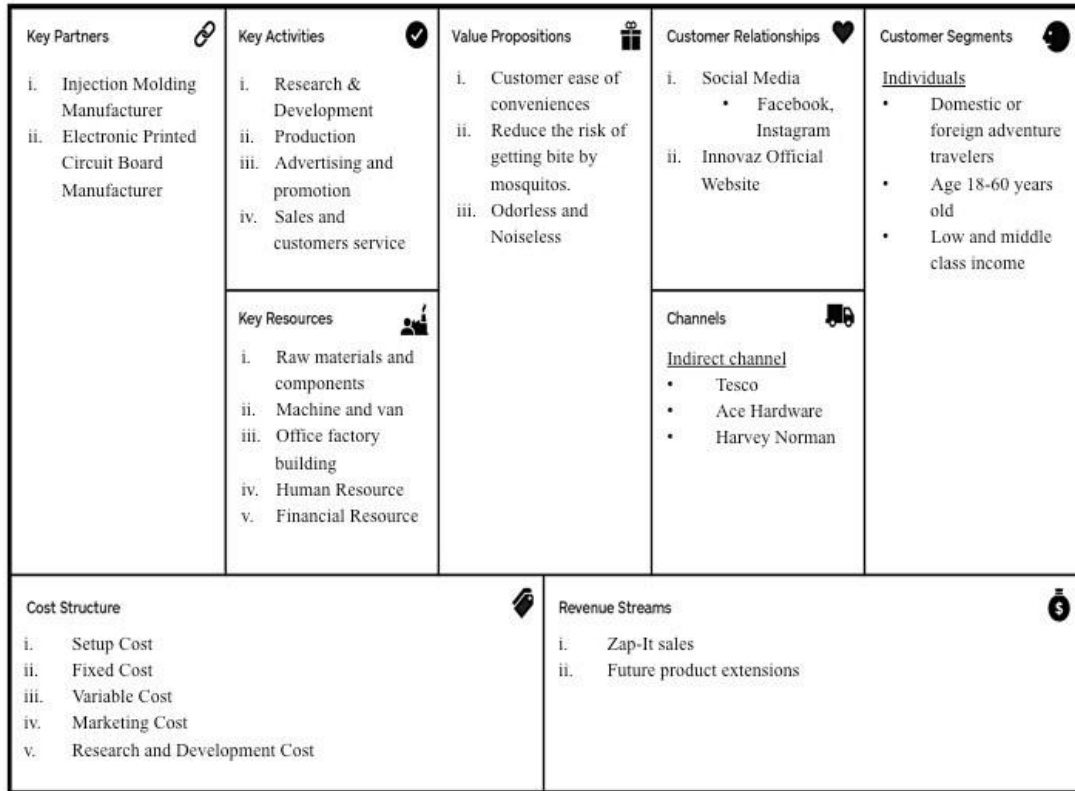
People nowadays start to aware on that high lung cancer risk for frequent mosquito coils users (more than 3 times or days per week). (Chen, Wong, Shiu, Chiou, Lee, 2008). While Zap-It is a total odorless product, it only functions through the electro plate that zaps the mosquito when it attracts into the light.

2.3 Competitive Advantage

2.3.1 Description of the business model

Innovaz Sdn. Bhd. design business model with objectives to generate revenues profits from the operation. It is a great starting point for discovering, building, ratifying and developing our business.

Figure 2.3.1: Business Model



A) Customer Segments

ZAP-IT main target market is **individual who are foreign or domestic adventure travelers** in Malaysia who age between 18 to 60 years old with low and middle class income. Zap-It able to reduce the chances of customers got mosquitos bites when they are carrying out outdoor activities.

B) Value Proposition

The value proposition for Zap-It is compact and portable. Mobility is the main highlight of the product value proposition. These value propositions **are for the customers' ease of conveniences.**

Reducing the risk of getting bite by mosquito is also the value Zap-It provides. It is attached with UV light to attract mosquitoes into the Zap-It. Mosquitoes will be killed through electrolyze once they zap onto the metal plate.

Lastly, Zap-It is an odorless and noiseless product. It doesn't release smokes through the product function and it operates in a low noise mode.

C) Channels

Indirect Channel will be our choice to distribute all of our products. Our distributors are **Tesco, Ace Hardware, and Harvey Norman**. They have a lot of branches across Selangor and Kuala Lumpur. Therefore, customers can purchase our products easily.

D) Customer Relationship

Zap-It utilizes social media platforms and websites to increase the awareness of product. We choose Facebook and Instagram as our social media platform. Innovaz Sdn. Bhd will create an **official company website** to introduce company itself. The Star, Berita harian, and Nan Yang will be our newspaper choice to promote in Selangor and Kuala Lumpur.

Coupon and premium will the strategy to keep our customers. **Banners** that stick on transportation also enable the customers to acknowledge the brand easier.

E) Revenue Stream

Innovaz revenues outcome is through **Zap-It sales and future product extension**. Both of these productions are our main source of company revenue.

F) Key Activities

Research and development is the important part of company activities. Innovaz will continually innovate or create a new product whenever there are demands. It can ensure the company sustainability for a long term.

Production is the main part in our company. Quality control will be conducted in order to make sure there is no damage that causes losses and fatal mistakes that will affect company stakeholders.

Advertising and promotion is the key marketing activities. Advertising will launch regularly to draw customers' attention on Innovaz products. Meanwhile, promotion is a useful way to boost the sales volume of Zap-It.

Our **sales and customer service** department need to work together to fulfill customers' demands. Positive customer experience will enhance their satisfaction toward our brand.

G) Key Resources

One of the Innovaz's physical resources is the **raw materials and components** used in production; we kept it in a right warehouse despite on the labeling of different aspects. **Machines and Van** will have regular maintenance and keep in good condition. **The office-factory buildings and storage facility** is also our company important physical resources.

Human resource is the also a valuable asset for company, they should be attending trainings and workshops to enhance their working experiences.

Innovaz **financial resource** such as capital, cash, and lines of credit is the components that run and sustain the company.

H) Key Partners

There are two main key partners for Innovaz Sdn. Bhd., which are **Injection Molding Manufacturer** and **Electronic Printed Circuit Board Manufacturer**. Both are our key suppliers that provide us the Polypropylene and circuit board for further assembly.

I) Cost Structure

The **setup cost** includes business license and permits fees, equipment and supplies, partnership agreement costs, and company registration fees. The **fixed costs** of company including rental, employee's salaries, utilities fees, and also monthly insurance fees. **Variable costs** contain direct materials, transactions fees, and also other variable costs.

Marketing cost such as advertising and promotion must be plan carefully in order to maximize the effectiveness of marketing activities. The costly part is **research and development** such as existing product updates, new product research and development etc.

2.3.2 How the Business Creates Sustainable Competitive Advantage

The competitive advantage of Innovaz Sdn. Bhd. is analyzed through SWOT analysis.

A) Strength

1. Differentiation

Affordable price is the greatest offerings differentiation. The same goes to the unique design of Zap-It. Innovaz Sdn Bhd team wish to design something unique and

functional at the same time, it is affordable as well. This enables Innovaz to take up some market share despite facing competitors in the same industry.

2. Innovative product positioning

Zap-It is specially created for user that carrying out outdoor activities. To be more specific, Innovaz is targeting adventure travelers. Therefore, lightweight is one of the main concerns in Zap-It design. It increases the mobility of the product whereby customers can carry Zap-It everywhere.

B) Weakness

1. New Startup

Innovaz Sdn. Bhd is a new start-up, therefore the brand recognition is low at the introductory stage. Customers will doubt on the product quality and feasibility. Innovaz Sdn. Bhd. is found by a group of fresh graduates, there is room of improvement and experiences in the industry. The Innovaz team still needs time to strengthen their industry experiences and maturity in dealing with different kind of crisis and situations.

2. Trademarks and Patent

Innovaz Sdn. Bhd. not going to register any trademark and patent at the introductory stage. Yet, the company will put the first focus on marketing and advertising of the brand. Innovaz believes building up the branding and the name is the first steps for the company. Therefore, the divert focus will lead to the risk of getting imitate from competitors.

C) Opportunity

Growing Market Segment

According to Consumer Electronics Market: Global Industry Analysis and Opportunity, the global consumer electronics market is projected to grow at a CAGR of over 15% to nearly US\$ 3 trillion in revenues by 2020. Success in Asia Pacific will be based on a large part on offering the maximum features at the lowest cost. This will be a great opportunity for us to start our business as consumer electronic market. With the complement of miniaturization trend and the design of new zipper transformation, it will bring many potential opportunities to Innovaz Sdn. Bhd.

D) Threats

1. Threat of New Entrants

A profitable industry will attract more competitors looking to achieve profits. For consumer electronics industry, the barrier of entry is low, new entrant can easily enter to the market and compete with Innovaz Sdn. Bhd. Our market shares and profitability will be threatened or decrease due to the entering of new competitor in to the marketplace and may change to existing product quality or price levels as result. This is crucial for the growth of other product extension and for the company as a whole in the long-term period.

2. Data Security Threats

Collecting, storing, accessing, sending, encrypting, and removing data may all have implications for its safety. Those who are handling sensitive data may find they are doing one or more of these activities. If adequate safety precautions are not taken, inadvertent data exposure could be the outcome. For instance, the data of research and development may be exposed due to the poor data protection means. Whenever and wherever possible, our data may be stolen and cause financial loss.

2.4 Current Status and Requirement

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

ZAP-IT is the portable product created to help users to kill mosquito while users are carrying on outdoor activities.

Projected Milestones

Projected milestones below show Innovaz Sdn. Bhd future planning to be accomplished from 2018 to 2021 (3 years). Share capital of Innovaz Sdn. Bhd. value at RM100, 000.

Table 2.4.1: Projected Milestones

No	Events	Beginning Date	Ending Date	Duration
1	Business plan	1-9-2017	30-11-2017	91 days
2	Prototype designation	1-12-2017	15-12-2017	15 days
3	Propose business to banker and investors	16-12-2017	30-12-2017	15 days
4	Funding approval and received	31-12-2018	20-1-2018	21 days
5	Suruhanjaya Syarikat Malaysia (SSM)	21-1-2018	24-1-2018	4 days
6	License application	25-1-2018	7-2-2018	14 days
7	Make a company seal	8-2-2018	14-2-2018	7 days
9	Construction and renovation	15-2-2018	17-3-2018	31 days
10	Furniture and equipment	18-3-2018	24-3-2018	7 days

11	Registration with income tax department	25-3-2018	28-3-2018	4 days
12	Recruitment and hiring	29-3-2018	27-4-2018	30 days
13	Registration with SOCSO and EPF	28-4-2018	1-5-2018	4 day
14	Apply initial tax allowance	2-5-2018	5-5-2018	4 days
15	Choose and compare the suppliers, then place order from them	6-5-2018	12-5-2018	7 days
16	Set up company's website	13-5-2018	15-5-2018	3 days
17	Advertising and promotion	16-5-2018	-	-
18	Mass production	16-5-2018	-	-
19	Showroom preparation	23-5-2018	31-5-2018	9 days
20	Opening ceremony	1-6-2018	1-6-2018	1 day

Source: Developed for research

Our company accounting year starts from the first June in 2018. There will be a year to the length of our accounting year.

Before start up our business, financial support is necessary and major on it. Therefore, we will make our contribution and seeking for financial assistance from government. After we have collected amount needed enough, preceding each process efficiently is a must to make sure that our company able to be opened on 1st June 2018.

Our first location of factory office is in Nilai because it is a strategic and high accessibility of the location, with public transportation facilities. Our company plans to outsource the components and raw materials of product, assembling and packaging them by ourselves.

Indirect channel would be our choice to distribute. Strategy alliance will be implemented for our indirect channel to gain more market. We plan to get strategic alliance with Tesco, Ace Hardware, Harvey Norman to reach out more target markets.

For the recruitment and hiring, our company will seek for unskilled workers for assembling, packaging, and driving. At the same time, we will hire an experienced worker as supervisor to manage assembly and packaging workers.

Advertising and promotion will start to be made from the 16th May 2018 to deliver the awareness of our product in Selangor area. We also plan to become the key partner with our suppliers to gain the benefit of collecting information, economic scale and getting high quality components at lower price.

Our company plans to have a net profit start from the second year. To achieve this plan, we will focus more on advertising and marketing to increase more and more the awareness of our product. At the same time, research and development help us to extend our business line long and long. Therefore, we will also invest more on research and development.

3. INDUSTRY ANALYSIS

3.1 Industry Description

3.1.1 Industry trends

As mentioned in problem statement, the mosquito killers which has odor cause negative effects to human being health. Therefore, this is also a potential to electronic mosquito killers which are odorless.

According to the study of Beigel, J, 2013, miniaturization is drove in next generation electronic components and systems nowadays. The major area is to push the limits of smaller, faster, and cheaper in term of innovation based on the form of new manufacturing technique. Smaller is better, it can be lower power consumption and boost performance as it is light and small (Hogan, H, n.d).

Furthermore, consumers prefer to pay less and less so the trend toward compact size and portable device is emergence. Contribution to consumer lives would be made by cutting size of the devices (Hogan, H, n.d).

Zap-It is portable and compact size. It is also odorless and friendly to environment. Consumers are feel convenience to reach everywhere without any concern on bitten by mosquitoes. This is the point that enable consumers live better.

3.1.2 Industry size

In Malaysia, revenue in the “Consumer Electronics” segment amounts to US\$266 Million in 2017. Revenue is expected to show an annual growth rate (CAGR 2017-2021) of 11.3% resulting in a market volume of US\$408 Million in 2021.

According to MARTRADE, there are more than 820 companies in the consumer electronics in 2017. Among them, there are some of the famous competitors in this industry such as Panasonic Corporation, Khind Holdings Berhad, Pensonic Holding Berhad, Samsung Group, and Kaz, Inc. Khind Holding Berhad, Pensonic Holding Berhad and Kaz, Inc are identified as our potential competitors according to their products offered to market. Our product is bug zapper that is one of the products in Consumer Electronics industry.

3.1.3 Industry attractiveness

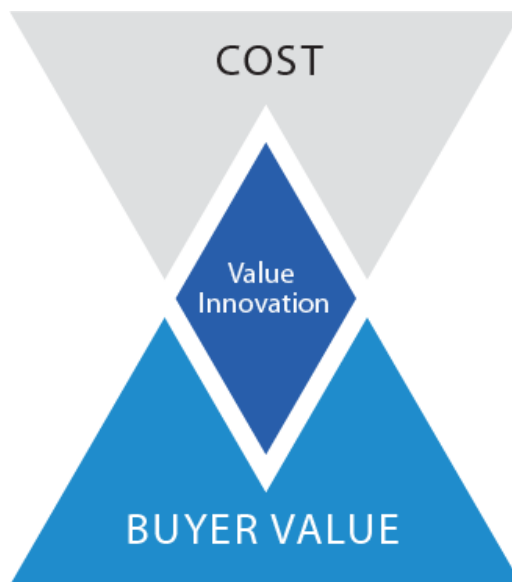
We have decided to use Blue Ocean Strategy to analyze our industry attractiveness.

The reasons why we choose it are showed below sections.

3.1.3.1 Value Innovation

The key to Blue Ocean Strategy is value innovation. It is developed for the pursuit of the differentiation and low cost, offering high value on product to customers that have not been seen before. Value innovation emphasizes correspondingly on two concepts, which are value and innovation (Layton, S. 2009).

Figure3.1.3.1: Blue Ocean Strategy Tools



Source: Kim, C. &. (n.d.). *Blue ocean strategy tool: Value innovation*. Retrieved from <https://www.blueoceanstrategy.com/tools/value-innovation/>

When our product delivers value to our customers, the value is also delivered to our company. From the customer's perception, value is the benefit that they think it is worth to place over our product. From our company's view, value is generated from our product's price minus its cost.

Furthermore, innovation is involved the new design of our product which is able to solve the problems and reach to new customers. If our product value is created without innovation, we may have incremental gain but our product is unlikely to be outstanding in marketplace.

To reach cost saving, eliminating and reducing the factors industry compete on are needed. To increase the buyer value, raising and creating elements the industry has never offered before. Value innovation would be reached once the system of worthiness of placing over our product, price and cost are aligned (Blue Ocean Strategy, n.d).

3.1.3.2 Eliminate-Reduce-Raise-Create (ERRC) Grid

Eliminating, reducing, raising and creating are four actions frameworks of Blue Ocean Strategy.

Table 3.1.3.1: Blue Ocean Strategy

Eliminate	Raise
Constraint of Space	Reach everywhere
Reduce	Create
Reduce harmful impact to health	Product usage time

Source: Kim, C., & Mauborgne, R. (n.d.). *Blue ocean strategy tools: ERRC grid.*

Retrieved from <https://www.blueoceanstrategy.com/tools/errc-grid/>

i. Eliminate

Our product size is compact. The design is emphasized on smaller size with smaller raw material and modern technology. It helps customers to save more space.

ii. Raise

While our company is making our product smaller, the weight is lesser. Portable is emerged on our product at the same time. It is convenient to customers to bring along our portable everywhere.

iii. Reduce

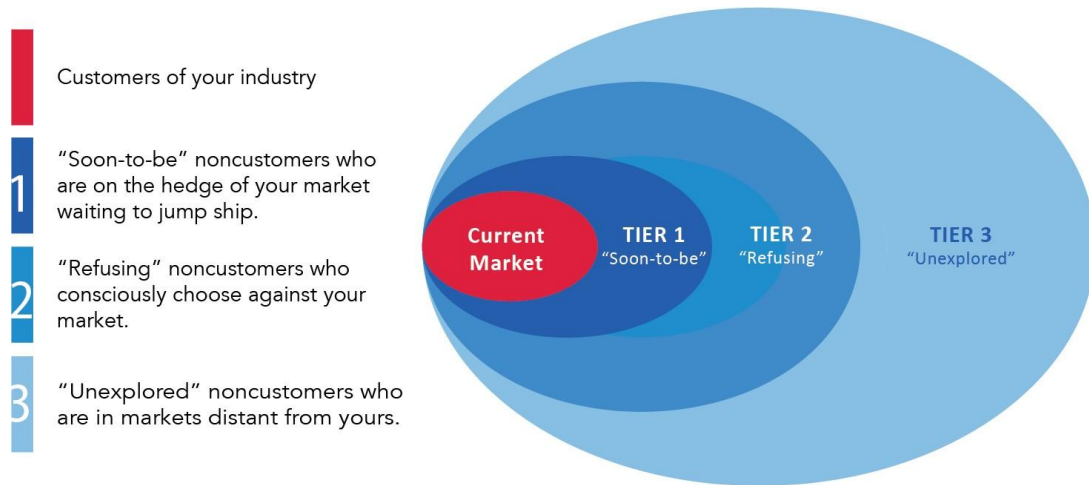
Zap-It can reduce harmful impacts to health since there are not any poison and odor in it.

iv. Create

Rechargeable battery is also the different component on our product from any other offerings. It makes our product has its own power within a period of time.

3.1.3.3 Three Tiers of Non-Customers

Figure 3.1.3.3: Three tiers of noncustomers



Source: Kim, C., & Mauborgne, R. (n.d.). *Blue ocean strategy tools: Three tiers of noncustomers*. Retrieved from <https://www.blueoceanstrategy.com/tools/three-tiers-of-noncustomers/>

Since our company decided to implement Blue Ocean Strategy, non-customers will be also our focusing target market now. Blue Ocean Strategy is to explore the uncontested market, expanding our company market share by unlocking a new mass of customers that has not been existed before.

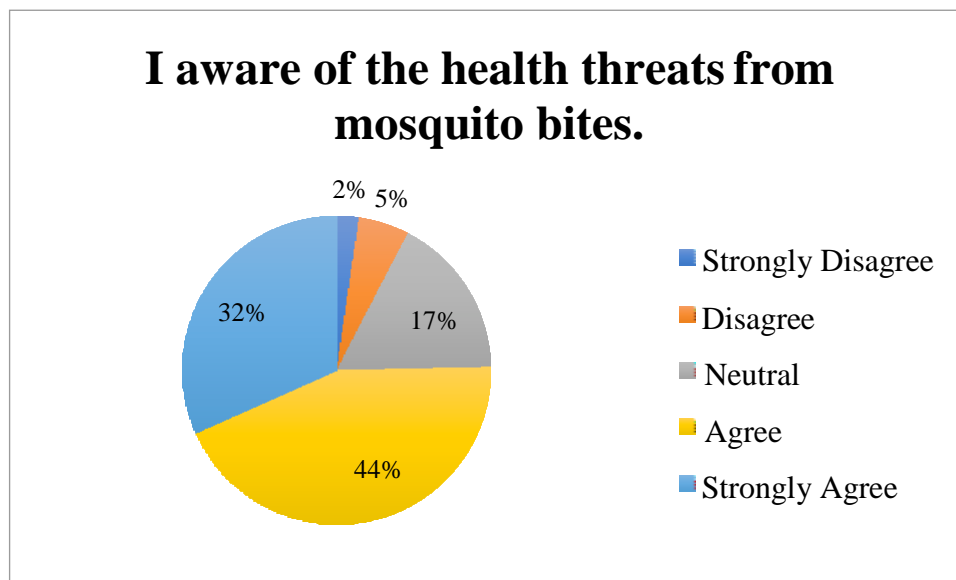
The first tier noncustomers are the closest to our current market. They will purchase the offerings of our industry but at the lowest level. The second tier noncustomers are those who refuse to buy the offerings of our industry. The third tier noncustomers are

the farthest to our current market. They have never considered the offering of our industry. Now, our company will focus on the first tier noncustomers---soon to be noncustomers first because they are able to bring huge demand toward our product if unlock them.

3.1.4 Profit potential

Among 300 respondents in questionnaire, 225 respondents aware on mosquito bite may leads to health threats and diseases. While, 217 respondents aware with the high dengue rates in Malaysia. From the survey study, we acknowledge on Malaysian citizens’ awareness towards the existence of mosquitoes surrounding them. Therefore, we can notice on the increasing demand towards mosquito repellent product.

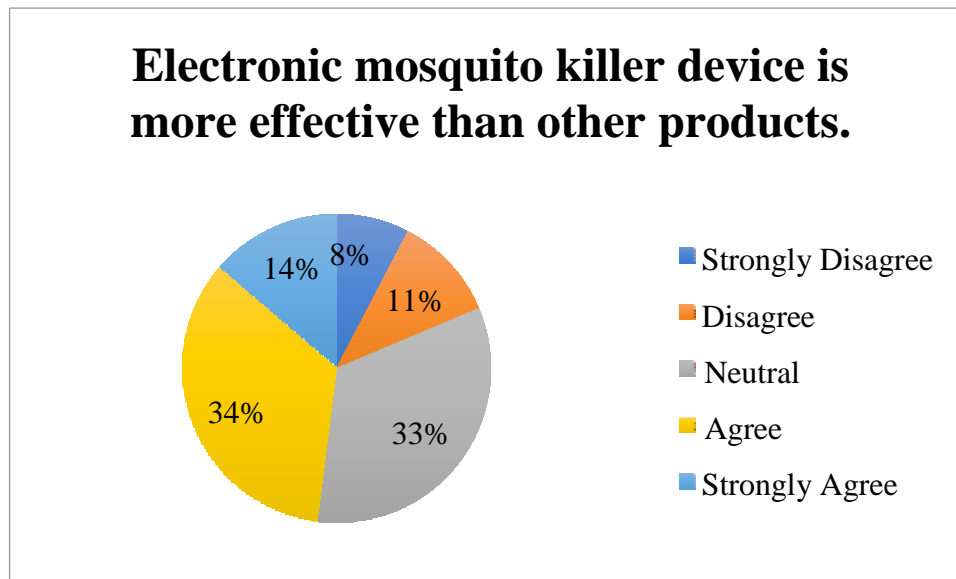
Chart 3.1.4.1: Survey from target market



Source: Developed for research

Meanwhile, 143 respondents believe, by using electronic mosquito killer device is way more effective compares to other types of mosquito repellent products such as mosquito repellent spray, mosquito smoke ring and others. The benefits of electronic types of mosquito repellent product had shown competitive advantage compares to the ordinary one, in terms of different features that beneficial the user of the product more. Therefore, we strongly believe Zap-It will be the whole new era and transformation for product line among the mosquito zapper product.

Chart 3.1.4.2: Survey from target market



Source: Developed for the research

3.2 Target Market

3.2.1 Adventure Travelers

Mosquitoes are also active in outdoors because they are attracted by the human scents. Innovaz Sdn. Bhd. will target more on adventure travelers included male and female. They are between 18 to 60 years old; in low class and middle class income. As mentioned in questionnaire, most of respondents indicate that they often got bite from mosquito when I'm exposed to outdoors. Zap-It product is compact size and portable to match to those adventure travelers especially.

3.3 Competitive Position within Target Market

3.3.1 Competitive Grid Analysis

Table 3.3.1.1 : Zap-It's Competitive Grid Analysis

Name	ZAP-IT (Innovaz)	Stinger ZK01601 (Kaz)	IK709 (Khind)	Mosquito Killer PEN- PIK22 (Pensonic)
Product features	<ul style="list-style-type: none"> • Compact size and rechargeable battery 	<ul style="list-style-type: none"> • Blue light attracted • High efficiency 	<ul style="list-style-type: none"> • Energy saving • Optimal insect 	<ul style="list-style-type: none"> • Safe & natural way to trap mosquito

	<p>for everywhere</p> <ul style="list-style-type: none"> • Innovative • High safety • Environment friendly • Harmless to health • Affordable price • Low noise operation • Blue light attracted 2.5 v • Easily clean mosquitoes inside • Automatically destroy mosquitoes • Effective area approximately 200 sq. ft • Low power consumption 	<p>with low energy consumption</p> <ul style="list-style-type: none"> • No insecticide or chemicals needed • High Safety • Durability • Easy Insect Disposal • Effective area approximately 320 sq. ft • Automatically destroys insects, mosquitos, flies, wasps, bugs and more 	<p>attraction range</p> <ul style="list-style-type: none"> • Extended working life span • Strong wind • Low noise operation 	<ul style="list-style-type: none"> • Chemical free – non poison & odourless • Quiet & reliable DC fan – low power consumption 15W • Built-in funnel to prevent mosquito escape • Dumet UV light with reliable / stable wave length • Effective area 60M2 • Power 15W
--	--	---	--	--

Brand name recognition	Low	High	High	High
Space saving	High	Moderate	Low	Low
Convenience	High	High	Low	Low
Safety	High	High	High	High
Modern	High	Moderate	Moderate	Moderate
Access to distribution	Moderate	Low	High	High
Advertising and promotion	Moderate	Moderate	Moderate	High

3.3.2 Strategic group mapping

Figure 3.3.2.1: Innovaz’s Strategic Group Mapping



4. MARKETING PLAN

4.1 Product Feasibility

Zap-It measurement is 10.5cm long, 4.2cm width and 2.8cm thick. Innovaz tends to make it as compact as possible to fit up with the product concept. The weight of the zapper itself is 0.7kg, in order to fulfill the criteria of mobility and portable.

So the user won't feel the weight burden while conducting outdoor activities.

The plastic molding of Zap-It is polypropylene type of plastic. This type of plastic normally used on materials such as plastic bottle cap and phone case, which is lightweight and durable enough.

The molding itself contains 4 parts, the front part of zapper body frame, the back cover frame, the front protection net and also the holder.

While for the electronic part, the mosquito will attracts by the ultraviolet light that install in the zapper and got electrolyze by the metal plate in front of it. But user can trust on the safety measurement, as the metal plate is cover with one layer of protective net.

The holder at the side of Zap-It is to ensure the zapper can be placing stable on a surface. So user won't have to carry it all the way while performing their activities, yet, they can just put it aside that some where next to them.

4.2 Pricing Strategy

Pricing strategy is the major character for our company to achieve the goal of maximizing profit on sales (Leigh, R, n.d). Before setting the price, our company should consider any factors such as competitors' selling price, raw material and component cost, management cost, and so on that related to finance. After analysed competitors, our product features, raw materials and component cost and management fee, Innovaz Sdn. Bhd plans to use two pricing strategies. The two pricing strategies will be stated below:

4.2.1 Penetration Strategy

Penetration Strategy refers to attract the consumers to buy Zap-It at lower price. This is common strategy for the new starts up company to draw attention from buyers. There will be an initial loss of income for company when we implement this strategy (Maguire, M, n.d).

Yet, it helps to increase the market share and then push more profit of sales to enable our company quit from the crowds. Lastly, Innovaz will raise up the price to get the position in the market at the end (Maguire, M n.d). Our selling price is RM 24.99. Compared to other competitors such as Pensonic, Stinger, and Khind. Our price is take more advantage on it. The total material cost for Zap-It is only RM13.55.

4.3.2 Psychological Pricing

Marketers like to use this strategy to push customers to purchase the product on emotional level more than rational level (Maguire, M, n.d). Our selling price is being set based on the result of discussion among four managers. RM24.99 is likely less than RM25 in the customers' mind. This is what psychological impact on their mind.

4.4 Advertising and Promotion

Advertising is the way to increase the awareness of our company and product in the customers' mind (Lynn, L, n.d). However, promotion is to keep the customer's retention toward our product and attract new customers (Hose, C, n.d).

4.4.1 Advertising

As a new starts up company, setting a page and account in Facebook and Instagram is proper way due to the reason that it is free. Therefore, Innovaz Sdn. Bhd plans to open a Facebook page to introduce our product and updating any information related to us. On the other hand, we can run the advertisement in Instagram. Instagram has an extremely high engagement rate. Our company can use mobile apps install advertisement, photo advertisement, video advertisement and carousel advertisement to advertise in Instagram.

Social media is common in Malaysia. Social media is the collection of online platform to interact, collaborate and content-sharing. There are few reasons that state why social media should be used by B2B business (What Is, n.d). Firstly, users view Facebook and Instagram as social media but not marketing machine. Therefore, there is less likely that users think our company post is advertisement. Next, Facebook will

help our company to target and retarget. Facebook helps us to identify each user and target the users according to their location and other condition. Besides, Facebook will help us to retarget the users who viewed our page in Facebook (Content Fac, 2015).

Our company also relies on newspaper advertisement in creation of awareness. The readerships of newspapers are local people to our company area (Lynn, L, n.d). Our target locations are only Selangor and Kuala Lumpur. Besides, our company is in Selangor area and our retailers are in Selangor and Kuala Lumpur area. Therefore, newspapers are effective to promote our product in these areas. We plan to promote our product on Nan Yang, The Star, and Beri Harian newspaper once a month.

Furthermore, our official company website would be also established to introduce our company by providing information on contact or others. This is for those businesses who are interested in our product and make a contact with us on website.

Next, flyers is traditional media are send through travel companies. Our flyer will be design more attractive and the features of our product would be listed down. Travel companies will help our company to send to the foreign travellers.

4.4.2 Promotion

Innovaz Sdn. Bhd. is able to draw attention of existing customers coming to our business by using coupons and premium as our sales promotion. We will attach the coupon on the newspaper or consumer will receive them in the mail. For those who hold our coupon will get a discount on our product's price. Premium will be rewarded to customers if they buy more than a certain number of our products. Premium will be given out during the peak period.

4.3 Channels of Distribution

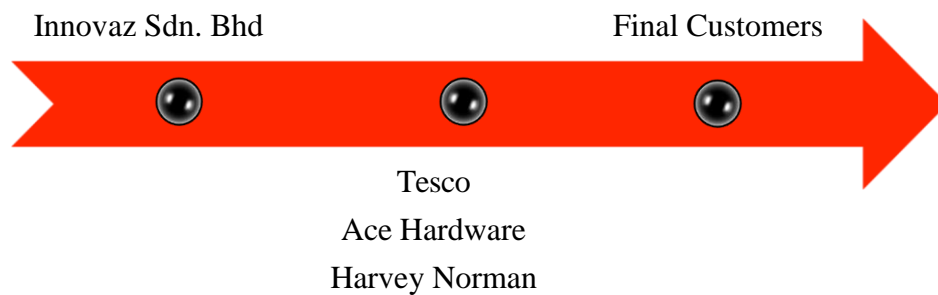
Innovaz Sdn. Bhd will determine what value a channel member adds to the company’s product when choosing a distribution strategy in order to achieve these benefits: cost saving; reduce exchange time; convenient; create sales; provide financial support; and obtain information that can help improve the product.

4.3.1 Indirect Channel

Innovaz Sdn. Bhd is a manufacturer. Our expert is in assembling and packaging our product. To ensure our operation is running efficiently and effectively, Innovaz attempts to sell Zap-It in Ace Hardware, Harvey Norman and Tesco.

The benefit of choosing indirect channel is not only to reach more customers but also can focus more on research and development. Those retailers help us to solve customers’ requirement with service. Besides, they are around our target marketplace. Furthuremore, we tend to build a good relationship with them to get the potential benefit such as feedback on products from customers. Product placement fee in these three retailers should be paid and the amount is fixed for three years.

Figure 4.3.1.1: Indirect Channel



Source: Developed for Research

5. PRODUCTION PLAN/OPERATION PLAN

5.1 Manufacturing Process

Innovaz Sdn. Bhd. outsources two of their main components in Zap-It, reliable supplier and manufacturer will be contact. The two outsource raw materials are plastic injection molding and electronic printed circuit board.

When comes to manufacturing steps, firstly, the raw materials will be drop off at Innovaz factory loading areas. Then all the raw materials will be stored into storage, random inspection will be conducted on different batches of raw materials.

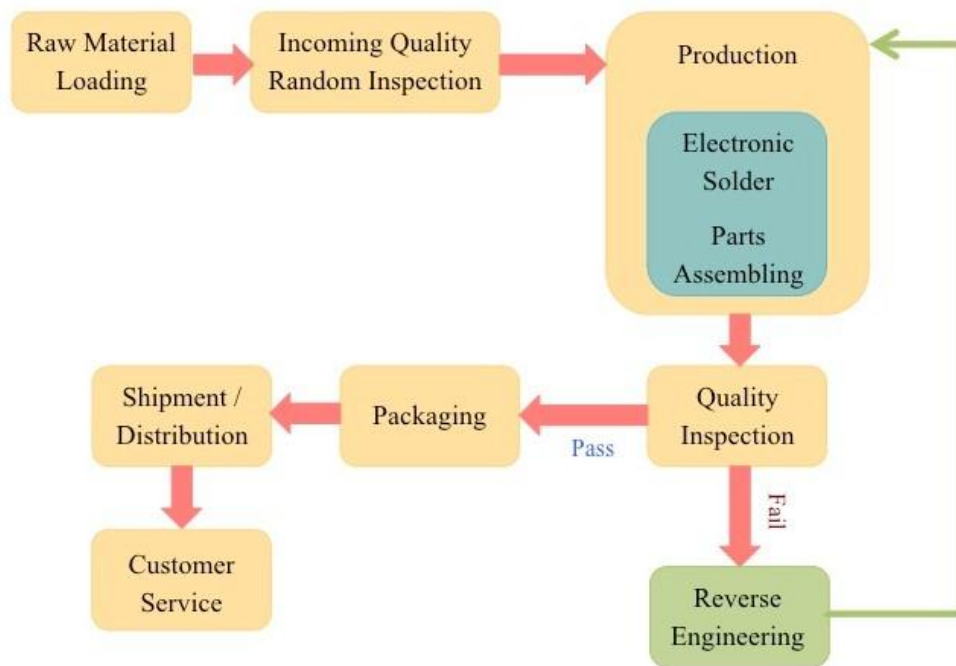
Proceed with that, there will be the electronic solder station. The workers will solder up the metal plate with the ready printed circuit board. After the solder process done, Zap-It will proceed with assembling stage. The printed circuit board and metal plate will be install into the frame of Zap-It. The five different parts of Zap-It plastic body will be assemble together and tighten it with screw.

The next stage is quality control on all the Zap-It that finished assembled. Every Zap-It will go through lists of quality inspection. The quality control will be conduct on the functionality aspects, electronic aspects, durability aspects and precise measurement. If Zap-It passes the quality inspection stage, it will proceed to packaging station. While for the one that fail the quality inspection stage, it will be sent to reverse engineering. After reverse engineering, if the products successfully

pass the quality control, it will be sent to proceed with packaging as well. If not, it need to repeat the steps until it fulfill the standard.

At packaging station, Zap-It will package into the plastic molding box, to ensure the product won't affect by the force during the logistic process. Then, the product will be insert into a paper box, together with the instructions sheet. Last, all the ready pack Zap-It will send to boxing station to put into big boxes for the ease of shipment.

Figure 5.1.1 Manufacturing Process of Zap-It



Source: Developed for the research

5.2 Availability of Qualified Labor Pool

At the startup stage, our labor pool consist of 10 people, which included 4 of us, 1 supervisor and 5 employees since we have insufficient capital and the amount of workers required are limited so we only bring in those who are talented and skillful. The number of workers for assembly line is varies from year to year based on the demand and number of sales of our products.

When our business starts to expand, Nilai Industrial area gives a great availability of appropriate labor that allows us to hire suitable labor easily. As we have limited manpower in our management team, we need to fully utilize it by distributing the task and job based on our power and ability. Table 5.2 clearly shows our staffing structure on the first year.

Table 5.2.1: Designation of Labor Pool

No./Title	Designation	Minimum Requirements	No. of vacancies
1.	Management Team	Bachelor Degree	4
2.	Supervisor	Diploma	1
3.	Production workers	Sijil Pelajaran Malaysia	4
4.	Driver	Sijil Pelajaran Malaysia	1

We had decided to hire 1 supervisor, 4 assembly and packaging workers, and 1 driver at the beginning stage. Our human resource manager is responsible to recruit talent and expert into the company through staffing agency, job posting on company and external web pages, university or college recruitment, social media recruiting, recruitment advertisement and so on.

Table 5.2.2 : Job Scope for Each Designation

No.	Designation	Job Scope	Monthly Salary (RM)
1.	Management Team	<ul style="list-style-type: none"> - Ability to perform administration work - General operation and quality control - Accounting and financing - Marketing and advertising - Recruitment and general affair 	2200
2.	Supervisor	<ul style="list-style-type: none"> - Counseling, mentoring and disciplining employees - Carry on safe and healthy work environment by developing legal regulation - Retain technical and professional knowledge by participating educational workshop -Employee management - Solve conflict within the employees 	1500
3.	Assembly and packaging workers	<ul style="list-style-type: none"> - In charge of the packaging for the product - Perform accordingly to the task that has been assigned - Assemble the element into the bug zapper 	1000
4.	Driver	<ul style="list-style-type: none"> - Deliver final goods to our retailer like Harvey Norman and Ace Hardware - Send our products to the customers in Tanjung Malim - Ship goods to the logistic company 	1000

Source: Developed for the research

Based on the Malaysia Social Security Organization (SOCSO) policy, we will apply it for our employees. Issuing an additional insurance policy to every employee to

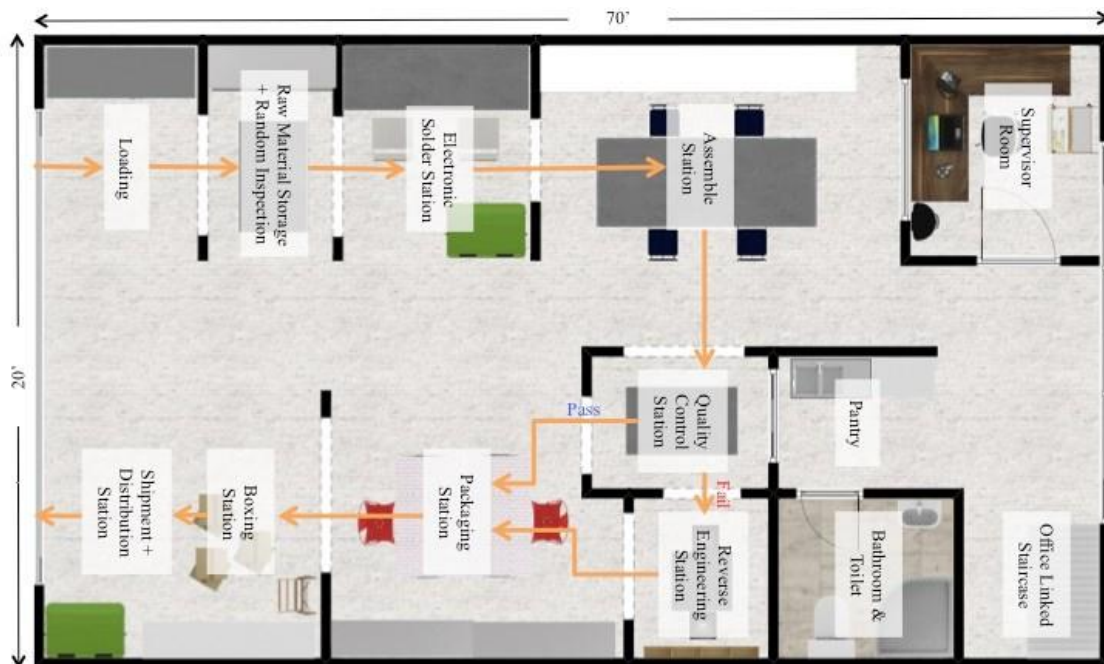
assure their safety and health in workplace is compulsory, it will be fully paid by our company.

5.3 Physical Plant

Innovaz Sdn. Bhd. building is a duo function factory-office. Ground floor serve as a production factory while first floor serve as an office. Employees can access to both floor through the staircase behind.

For Innovaz factory, every different functional segment is divided, but for the ease of supervise, all the walls had been designed into archway, and transparent window had been installed at supervisor office and pantry.

Figure 5.3.1: Floor Plan of Innovaz Sdn. Bhd. Production Factory



Source: Developed for the research

Figure 5.3.2: Floor Plan of Innovaz Sdn. Bhd. Office



Source: Developed for the research

5.4 Machineries and Equipment

5.4.1 Operation Cost

Table 5.4.1.1: Operation Cost

No	Items	Price (RM)	Quantity (Units)	Total (RM)
1	Rental (double storey)	3,200	1	3,200
2	Employee wages – Managers and CEO	2,200	4	8,800
3	Employee wages – Supervisors	1,500	1	1,500

4	Employee wages – Assembly line	1,000	3	3,000
5	Employee wages - Drivers	1,000	2	2,000
6	Used Cassette Air conditioner (2.5 hp)	1,500	2	3,000
7	Air conditioner (1 hp)	845	2	1,690
8	Ventilating fan (10")	79	2	158
9	Wall fan	123.30	4	493
10	Computer	2,000	5	10,000
11	Stationary	-	400	400
12	Fax	318	2	636
13	Used Color Duplicator	2,500	2	5,000
14	Water dispenser	1,250	2	2,500
15	Office phone	64	5	320
16	Admin table	115	5	575
17	Banquet Table	84.90	6	509
18	Sofa	348	1	348
17	Office Chair (119/unit)	-	8	952
18	Plastic chair (10unit/set)	195	1	195
19	Fingerprint Punch Card Machine	299	1	299
20	Rubbish tin	13	4	52
21	Trash bin	70	1	70
22	Meeting table	800	1	800
23	Slide Projector and screen	1,200	1	1,200
24	Alarm system	860	1	860
25	CCTV system	2,253	1	2,253
26	3kg Fire extinguisher	115	2	230
27	Sweeping machine broom and dustpan	60.99	2	121
28	First-aid kit	89.99	1	89
29	Document Rack	32	5	160

30	Boltless Rack	110	6	660
----	---------------	-----	---	-----

Source: Develop for Research

5.4.2 Machinery

Table 5.4.2.1: Machinery

No	Item	Price (RM)	Quantity (Unit)	Total (RM)
1	Hand pallet jet	1200	2	2,400

Source: Develop for Research

5.4.3 Production tools and equipment

Table 5.4.3.1: Production Tools and Equipment

No	Item	Price (RM/package)	Quantity
1.	Soldering	47	4
2.	Glove	18.50	540
3.	Electronic screw drivers	58	3
4.	Wire	65	12

Source: Develop for Research

5.4.4 Material Cost

Table 5.4.4.1: Material cost

Components	Quantity	Price/Unit	Total (RM)
Polypropylene Plastic	1	2.00	2.00
Metal Plate	1	0.10	0.10
Portable Circuit Board	1	9.00	9.00

- Capacitor			
- Diode			
- LED			
- Switch			
- Transformer			
- Battery			
- AC Charging			
- Wires			
UV Light	1	0.20	0.20
Screw	8	0.05	0.40
Packaging	1	1.85	1.85

Source: Develop for Research

5.5 Names of suppliers of raw materials

Innovaz Sdn. Bhd. is a new start up, it is important to make a proper selection towards raw materials suppliers. Proper selection of suppliers can helps the company to expand their network in the industry. Therefore, it is important to sustain the relationship with their suppliers, and also known as part of the company stakeholders.

There are three main parts in Zap-It, the printed circuit board, the plastic molding and the other small components part.

Innovaz Sdn. Bhd. select their suppliers through analyze on their product offerings, company background, price, location for the ease of transportation, quality certification and delivery availability.

Table 5.5.1: Plastic Injection Molding Supplier

Company	Address	Contact	Distance from company
Nam Keong Sdn. Bhd.	45, Lorong Jala 14/KS10, Telok Gong, 42000 Pelabuhan Klang, Selangor.	+603-3134-1600 +603 -9054-4229	77.3km (1 hour drive)

Source: Develop for Research

Table 5.5.2: Electronic Printed Circuit Board Supplier

Company	Address	Contact	Distance from company
Jaavin Electronic Solution Sdn. Bhd.	Suite 568-10-01, Kompleks Mutiara, Batu 3 ½, Jalan Ipoh, 51200 Kuala Lumpur.	+603-2179-2472 enquiry@jaavin.com	52.3km (50 minutes drive)

Source: Develop for Research

While for other small components as screw, we will get the supply through e-commerce platform by comparing the quality and the price of it.

5.6 Quality Control

Quality control is the process that business try to reduce the manufacturing errors, and improve and maintain the quality of product (Investopedia, n.d). ZAP-IT is an electronic product, therefore Innovaz Sdn Berhad emphasize more on quality of ZAP-

It to prevent any harmfulness created from the manufacturing errors and quality of component or raw materials.

5.6.1 Raw Materials and Components Checking

To increase the efficiency and effectiveness of operation in factory, Innovaz Sdn Bhd plans to outsource majority of the raw materials and components from outside suppliers. The quality of raw materials and components should be reached to the minimum requirements of quality that Innovaz Sdn Bhd set. Furthermore, there will be a random checking in the process of receiving the raw material and component. Random checking will be proceeded by assembling employees when Innovaz Sdn Bhd receive them.

5.6.2 Assembling Process Quality Control

The process of assembling raw materials and components will be involved in the quality control. First of all, the process the assembling personnel will proceed is to check the quality of portable circuit board. Portable circuit board is the major character to function ZAP-IT. Besides, It will easily cause fatal to both of customers and employees if its quality does not match to the minimum standard requirement for electronic product.

The measurement of polypropylene plastic, metal plate and screws and the quality of UV light will be the second stage to be checked. This purpose of checking is to ensure that they are ensure the measurement is correctly manufacture and no fracture with portable circuit board and make sure that the mosquitoes can be easily and enough attracted to strong UV rays. Next, testing process will be conducted once ZAP-IT is finished assembling to confirm that the product is functional and being safe to customers and employees. Lastly, the assembling personnel will make sure that the quality of ZAP-IT reach to the minimum standard requirement of electronic product.

5.6.3 Packaging Process Quality Control

Checking packaging is the last part of quality control. The personal will make sure that ZAP-IT is being safe and keep in good condition until it is reached to the customers' hand. Random inspection will be happened in the process.

5.6.4 Personnel Training Program

Training program will be provided to make personnel enable to work better by learning a specific knowledge and skill. It makes Innovaz Sdn. Bhd to keep the right people and grow the profit (Allen Comm, n.d). Besides, Innovaz Sdn. Bhd will also give the safety guidance handbook and reminding them to take safety precautions within factory area.

5.6.5 International Organization for Standardization (ISO)

Furthermore, ensuring to meet customers' requirements, Certification of Quality Management Systems (QMS) will be applied in Innovaz Sdn. Bhd. Meeting customers' requirements lead to be better product, be better customers, be satisfied customers and repeat order. It will also manage the business more efficient and productive by reducing errors, reworking, and decrease operation cost, time, use of resources and then become the competitive edge (JSM, n.d).

To fulfill the desire in social and environmental responsibility, Innovaz Sdn. Bhd plan to apply Certification of Occupational Health and Safety Management Systems (OHSMS) and Environmental Management Systems (EMS) in International Organization for Standardization (JSM, n.d).

5.7 Customer Support

Innovaz Sdn. Bhd would like to offer a range of customer services to assist our customers in making cost effective and correct use of a product. Customer support is considered as one of the main data channels for customer satisfaction research and a way to increase customer retention. These channels includes:

5.7.1 Phone Support

Phone support is used for order taking, troubleshooting, upselling, and pre-sales queries. Customers can speak directly to our customer support representatives via the phone. For inbound calls, an Integrated Voice Response (IVR) can be programmed to route captured calls in a variety of ways with the potential goal of quickest resolution of a customer' problem or request.

5.7.2 Live Chat Support

Live chat is used for technical support, complaint registration, and pre-sales and post-sales enquiries. When a web visitor seeks assistance in Live Chat Support, a text chat session is started by simply clicking on a link on our official website. Our customer support representative will interacts with the web visitor in order to understands visitor's requirements and resolves the query.

5.7.3 Email Support

Email is our primary means to provide web-based assistance to customers when matters do not require an immediate response. Email support is used for troubleshooting, claims processing, and complaint registration. The advantage of email-based communications is it can be access anytime and anywhere, non-intrusive and low-cost.

5.7.4 Social Media Support

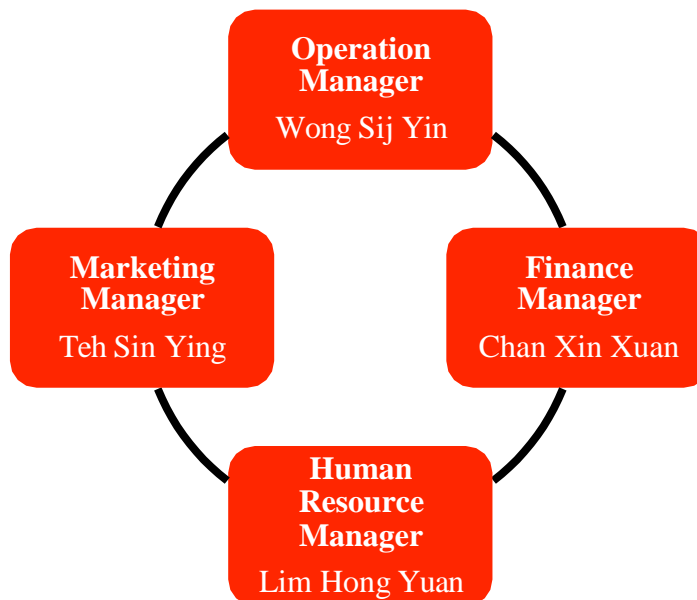
Social media like Facebook and Twitter has become as prominent as traditional media such as email, live chat and phone since there are many customer spend plenty of time on them daily. We have set up a web-care team as support channel on our social media profiles to make it convenient to the customers.

6. MANAGEMENT TEAM

6.1 Management Team

Innovaz Sdn. Bhd. founded by four new young and passionate entrepreneurs. For their new startup company, each of them beholds one manager role despite of appoint one chief executive officer, as the founders wish to put more focus in company functions. Despite of traditional hierarchy structure, Innovaz Sdn. Bhd. team structure runs in a circle. The four positions behold by four company founders as below.

Figure 6.1.1: Four positions



Source: Develop for Research

I. Operation Manager

Ms Wong Sij Yin is elected as the operation manager for Innovaz Sdn. Bhd. She pursued Bachelor of Business Administration (Hons) Entrepreneurship in Universiti Tunku Abdul Rahman. Ms Wong has more social exposure as she begins her part time job ever since 13 years old. She actively worked as a part timer in food and beverages industry before, as a servant. Being a servant requires multitasking skills and the ability to handle crisis management. Therefore, Ms Wong had been trained for these two skills and it makes her fits perfectly for the operation manager position.

Ms Wong had been worked in banking industry for six months contracts as a telesales support team. The working experience had enhanced her documentation skills as in operating Microsoft Excel and CCRIS, whereby all these knowledge can complement the company operation.

II. Financial Manager

Ms. Chan Xin Xuan become the financial manager in Innovaz Sdn.Bhd. She is a fresh graduate from Universiti Tunku Abdul Rahman. She pursued Bachelor of Business Administration (Hons) Entrepreneurship. She has basic knowledge in financial and accounting area. Ms. Chan passed with distinction on UBS Computerised Accounting in 2013. She was the one of the participant of the 8th Taylor's Business School Accounting Quiz 2012. LCCI was taken by her at the same year. She is taking ACCA program now.

Ms. Chan Xin Xuan have few working experiences. Firstly, she worked as a store keeper in motorcycle shop. In the process of being store keeper, she found the hidden cost caused. She tried to explain the problem to boss, after that, the problem was kept reducing. Next, she became a tutor assistant in a tuition for 8 months. The students

were being under control. Lastly, she worked as a part time waitress in restaurant for 5 months. She learnt the communication skill and the way of store profitability.

In short, she is able to carry out accounting and financial activities since she had LCCI program and passed with distinction on UBS Computerised Accounting. She has to join any professional talk or work shop related to financial activities to improve her ability and skills. Besides, she needs good communication skill to contact other head of department frequently in order to understand the expenses occurred during the year. Furthermore, she needs also analyze the risk and mistake and try to prevent it. There will be an audit consultant firm to obtain advice on these activities.

III. Human Resource Manager

Mr. Lim graduate from Bachelor of Business Administration (HONS) Entrepreneurship. Mr. Lim always contacts with society and serve as a waiter at restaurant when he was nine years old. Mr. Lim has been involved in “Program Latihan Khidmat Negara” as a first batch trainee in 2012. Mr. Lim worked in an electronic company as a full-timer at Sungai Petani, Kedah. During university career, Mr. Lim lives in a variety of extracurricular activities and holds a variety of post roles. Moreover, he has participated in voluntary activities as long as two years and has been promoted as chairperson for the organization. Mr. Lim also is an entrepreneur of Amway, he gained a lot of experiences from his teams’ member and mentor for how to run a success business.

Mr. Lim is able to analyze the applicants’ knowledge, skills and abilities and assign them to the suitable position. Thus, this will increase employee productivity and increase their satisfaction toward the job and further help the company to control expenses. In addition, Mr. Lim is also a good coacher, he is able to giving instruction when employee get troubles therefore he is able to build a harmony atmosphere among employees.

IV. Marketing Manager

Ms. Teh Sin Ying is appointed to hold her position as a marketing manager. She studied Bachelor of Business Administration (HONS) Entrepreneurship in University Tunku Abdul Rahman. She has a lot of working experience such as promoter, sales assistance and waitress in different company which will access with different type of customer. Ms Teh has a great spoken and written communication skill like listening skill. Able to be clear, concise and patient when communicate with customers is one of her strength. It helps to build a strong customer relationship that will lead to customer loyalty. Though, it will turn into worth of mouth sooner or later. Besides,

Ms Teh exists with solid critical thinking skill so she is able to figure out the situation and evaluate their validity. Thus, she has the very strong observing skill to monitor the market trend and know how to look further the data and choose the trend that can lead to better and more outstanding marketing effort.

Other than that, she acquires the ability to implement pricing strategies such as penetration pricing and psychological pricing strategy, which is most appropriate to our product in her working experience. The major responsibility is to establish and determine marketing strategies depend on knowledge of market characteristic because it is truly sensitive to price elastic customer whom wish to seek for low price but advantageous products.

Furthermore, Ms Teh has the skill to establish innovate way to establish and conduct marketing activities. She can find an innovated ways of promote the products to customer continually. She also works with advertising and various types of managers. Technical skill is one of the skills that carry out by marketing manager. It is important to be tech savvy as a marketing manager, she delivers the services and information that customer want user-friendly apps and relationship building tools.

In conclusion, Ms Teh will be the most suitable candidate for this position. We believed that she is able to market Innovaz product to our customers efficiently. This is because she will keep learning and observing the marketing activities that benefit to our company.

6.2 Key professional service provider

6.2.1 Law Firm

Company's name	: Hee&Lim (Advocates & Solicitors)
Address	: No. 188, First Floor, Jalan S2 B7, Seksyen B, Uptown Avenue, Seremban 2, 70300 Seremban, Negeri Sembilan Darul Khusus.
Telephone number	: +6 06-601-3822
Fax number	: +6 06-601-3802
Operating Hours:	Monday-Friday 9.00am-6.00pm

6.2.2 Accounting firm

Company's name	: Ananthan Chelliah & Associates
Address	: No 233-1A & 234-1A, Jalan Haruan 5/6, Pusat Komersial Oakland, Seremban, Negeri Sembilan 70300 Malaysia.
Telephone number	: +6 06-632-7727; +6 06-632-7728
Fax number	: +6 06-632-7729
Email:	info@ac-ananthanchelliah.com.my

6.2.3 Business consultant

Company's name : Tricor Corporate Services Sdn. Bhd.

Address : 275, Jalan Haruan 1, Oakland Industrial Park 70200
Seremban, Negeri Sembilan, Malaysia.

Telephone number : +6 06-762-3339

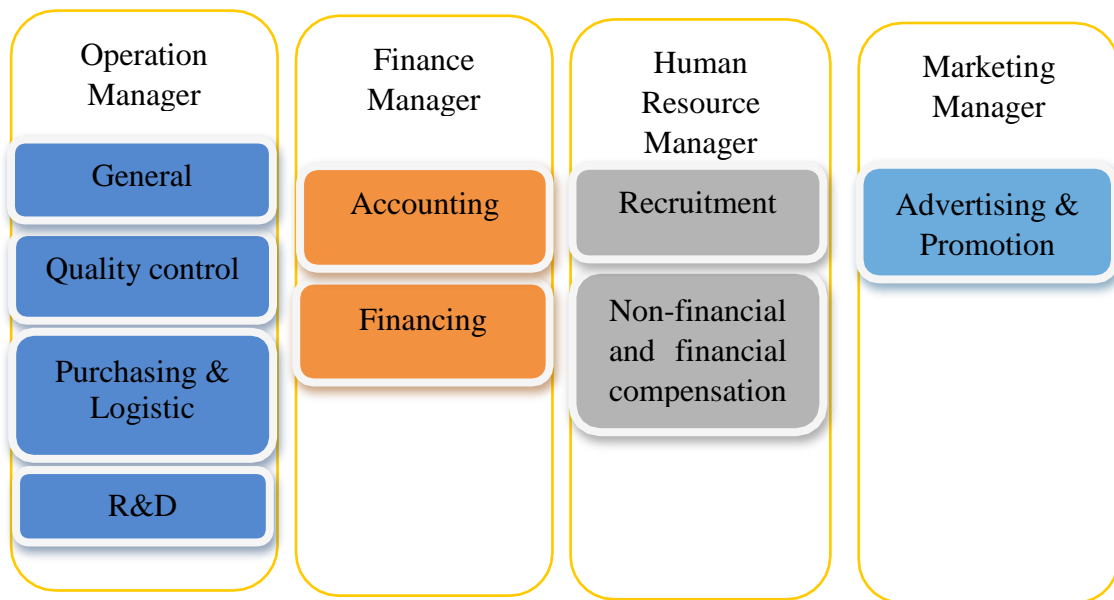
Fax number: +6 06-762-9693

Company email: info@mytricorglobal.com

7. COMPANY STRUCTURE, INTELLECTUAL PROPERTY AND OWNERSHIP

7.1 Organizational Structure

Table 7.1.1 Organizational Structures



Source: Developed for the research

7.1.1 Operation manager

In Innovaz Sdn. Bhd., an operation manager is needed. She is responsible for general operation, quality control, purchasing and logistics, and research and development.

For the general operation, it is included the layout of the factory and office, the operation of machinery, and the condition of production line. Ms. Wong need to take up all of them to make sure that all of the operation of company is in good condition.

Layout impacts the production. It can help to run the production effectively and efficiently at lower cost. The condition of machinery is important to concern. It assists in moving the product at the shortest time. Therefore, checking service for machinery is quite important. There are assembly and packaging personnel and supervisors in production line. Assembly and packaging personnel are under control of supervisor. Besides, supervisor is responsible to ensure the raw materials and components are reached to factory on time. Supervisor also make sure that the certain amounts of products are finished for each day and delivered to the point of sales----retailers. Therefore, supervisor is the major character to operation manager to handle everything in production line and do the report to operation manager.

As mentioned quality control in chapter 5, quality control is included in the raw material, assembly and packaging. For each process of quality control, operation manager should understand. Production line personnel will report the condition to operation manager if there is any the quality of raw materials or component does not reach to the quality requirement standard Innovaz Sdn. Bhd set. Besides, Ms. Wong should register related certification at the department and do the communication with the department to make sure that our product meet customers requirement.

Once the products are made out, packaging will be the next step. Operation manager should make sure that each product is packaged safely. Then, logistic will be occurred to deliver the finished product to retailers safe.

Last, research and development is what Innovaz Sdn. Bhd see as quite important part. It is related to the creation of product by hiring specialist to do research and develop a new product. Operation manager should always update the condition of research and development and provide any assistance on it to get the new product faster.

7.1.2 Finance manager

Finance manager is who consist a lot of financial and accounting knowledge takes the responsibility in manage financial resources and analyzing the financial condition of company.

Ms. Chan should be trained to improve accounting activities. Accounting is very important in Innovaz Sdn. Bhd. She need to caution any money transaction to prevent any huge effect to profitability. Audit consultant company is her assistance in making sure the overall financial performance. She should also have a collaboration well with marketing and operation department which affect the sales and purchases account to affirm that actual profitability can be calculated. Since there will be a big amount invested in these two department, good communication with them should be occurred.

Moreover, finance manager required to regulate or manage company cash flows to diagnose the profits and expenditure that generate during business activities. Lastly, manager needed to prevent any financial risk to make sure that net cash flow is positive.

7.1.3 Human Resource Manager

Human resource manager is an individual within an organization in charge for employing new employees, employee benefits and general affairs.

Firstly, Mr. Lim will make the recruitment through agency company, social media and company official website. He need to show the job description on that platform. After he receive the applicant resume, analyzing resume and interview would be proceeded. The applicants would be approved for recruitment if they meet the minimum requirement.

Financial compensation includes benefit (annual leaves, SOSCO, and so on) and compensation. They would be arranged by human resource manager according to the experience showed. Besides, human resource manager should have a discussion with financial manager for the level of compensation. Non-financial compensation is related to workplace safety. Mr. Lim emphasize on the safety and health of employees in workplace since Innovaz Sdn. Bhd is an electronic manufacturer.

7.1.4 Marketing manager

The major task and responsibilities of marketing manager is advertising and promotion.

Advertising is the way to acquire customers. There are different advertising ways Innovaz Sdn. Bhd implement such as social media, newspapers, and banner and flyers. To run those advertising ways, Ms. Teh should identify the target market first. Then, she run those ways to enable target market aware of our product and company.

Next, promotion should be implemented to keep customer's retention on our company. Some of the period, there are crowds inside retailers' branches. Ms. Teh should follow up this information and do the promotion according to this information.

Advertising and promotion is the part to be invested in Innovaz Sdn Bhd for the purpose of build our product position and company image.

7.2 Legal Structure

Innovaz Sdn. Bhd. is formed as Private Limited Company or Syarikat Sendirian Berhad in Malay, registered under Suruhanjaya Syarikat Malaysia (SSM). The company are incorporated and governed by the Companies Act, 1965. Companies limited by shares will carry “Sdn Bhd”, “Sendirian Berhad” behind the company names according to Section 22(4) of the Act.

A Private Limited Company is a legal entity in its own right and the company’s finances are separate from its owner’s finances. Personal assets will not be at risk in the event of failure of the business. The shareholder’s liability is limited to the amount, if any, unpaid on the shares held by them. Private Limited Companies have an indefinite lifespan, the company existence does not cease with the death of a director or shareholder.

Table 7.2.1: Innovaz Sdn. Bhd.’s Shareholders

Name	Capital (RM)	Share
Wong Sij Yin	25,000	25%
Chan Xin Xuan	25,000	25%
The Sin Ying	25,000	25%
Lim Hong Yuan	25,000	25%
Total	100,000	100%

Source: Develop for Research

8. FINANCIAL PLAN

8.1 Capital Requirements for the Next 3 Years

In starting up a business, our company requires RM 200,000 as start-up capital. Each entrepreneur of company will contribute RM 25,000 which is total RM 100,000 as the equity fund from the partners.

8.1.1 Young Entrepreneurship Fund

To reach the start-up capital our company plan, Young Entrepreneurship Fund handled by Malaysia SME bank is being our company's choice to apply. It provides a venture capital funds and working capital for young entrepreneurs who would like to start-up business. The minimum and maximum amount of funds it provides is RM20,000 to RM100,000. Our company assume to obtain 50% of RM100,000 loan from SME bank. The fund is especially for innovative product research and development, equipment and market testing (SME Bank, n.d).

8.1.2 Malaysia Government Grant

To help the small medium entrepreneurships running in Malaysia, government offer financial assistance to solve their solution. The amount is between RM100,000 to RM1,500,000. We hope to obtain the approval loan of RM150,000 from government (Malaysia SME Loan, n.d).

8.1.3 Start-up Cost

The capital is used in start-up cost which are general cost, operation cost, and van.

Table 8.1.3.1: General Cost

No	Items	Price (RM)	Quantity (Units)	Total (RM)
1	Company registration fee (Sdn. Bhd.)	1,000	1	1,000
2	Domain name registration	80	1	80
3	Business card	0.2	250	50
4	Internet plan with phone (deposit)	170	2	340
5	Electricity	400	2	800
6	Water deposit	100	2	200
7	Rental deposit	3,200	2	6,400
8	Renovation	30,000	-	30,000
9	Company T-shirt	25	9	225
10	Legal fee	1,000	1	1,000
11	GST system	2,800	1	2,800
Total				42,895

Source: Develop for the Research

Table 8.1.3.2: Operation Cost

No	Items	Price (RM)	Quantity (Units)	Total (RM)
1	Rental (double storey)	3,200	1	3,200
2	Employee wages – Managers and CEO	2,200	4	8,800
3	Employee wages – Supervisors	1,500	1	1,500
4	Employee wages – Assembly line	1,000	3	3,000
5	Employee wages - Drivers	1,000	2	2,000
5	Used Cassette Air conditioner (2.5	1,500	2	3,000

	hp)			
6	Air conditioner (1 hp)	845	2	1,690
19	Ventilating fan (10")	79	2	158
9	Wall fan	123.30	4	493
10	Computer	2,000	5	10,000
11	Stationary	-	400	400
12	Fax	318	2	636
13	Used Color Duplicator	2,500	2	5,000
14	Water dispenser	1,250	2	2,500
15	Office phone	64	5	320
16	Admin table	115	5	575
17	Banquet Table	84.90	6	509
18	Sofa	348	1	348
17	Office Chair (119/unit)	-	8	952
18	Plastic chair (10unit/set)	195	1	195
19	Fingerprint Punch Card Machine	299	1	299
20	Rubbish tin	13	4	52
21	Trash bin	70	1	70
22	Meeting table	800	1	800
23	Slide Projector and screen	1,200	1	1,200
24	Alarm system	860	1	860
25	CCTV system	2,253	1	2,253
26	3kg Fire extinguisher	115	2	230
27	Sweeping machine broom and dustpan	60.50	2	121
28	First-aid kit	89	1	89
29	Document Rack	32	5	160
30	Boltless Rack	110	6	660
Total				52,070

Source: Develop for the Research

Table 8.1.3.3: Van

No.	Items	Price (RM)	Quantity (Units)	Total (RM)
1.	Used Daihatsu Manual Van (2015)	44,900	1	44,900
	Total			44,900

Source: Develop for the Research

Table 8.1.3.4: Machinery

No	Item	Price (RM)	Quantity (Unit)	Total (RM)
1	Hand pallet jet	1200	2	2,400
Total				2,400

Source: Develop for the Research

$$\begin{aligned} \text{Total start-up cost} &= \text{RM } 42,895 + \text{RM } 52,070 + \text{RM } 44,900 + \text{RM } 2,400 \\ &= \text{RM } 142,265 \end{aligned}$$

8.1.4 Yearly Expenses

Table 8.1.4.1: Yearly Expenses

No.	Items
1.	Employee salary
2.	SOCSSO
3.	EPF
4.	Carriage outwards and inwards
5.	Material cost
6.	Interest on loan
7.	Rental
8.	Utilities

9.	Cleaning expenses
10.	Fire extinguisher renewal
11.	Marketing and advertising
12.	Audit consultation fees
13.	Lawyer consultation fees
14.	R&D
15.	Depreciation (10%)
16.	Road tax
17.	Petrol Expenses
18.	Production tools and Equipment
19.	Maintenance fees
20.	Van insurance
21.	Maintenance
22.	Fire Insurance
23.	Product placement fee
24.	GST
25.	Business advisory fee
26.	Business license renewal
27.	Company tax

Source: Develop for the Research

8.1.5 Production Tools and Equipment

Table 8.1.5.1: Production Tools and Equipment

No	Item	Price (RM/package)	1 st Year	2 nd Year	3 rd Year
1.	Soldering	47	141	155	169
2.	Glove	18.50	810	891	972
3.	Electronic screw drivers	58	174	191	209

4.	Wire	65	780	858	936
Total			1,905	2,095	2,286

Source: Develop for the Research

8.2 Overview of Financial Projections

1. Sales is estimated according to the population of foreign and domestic tourism in Selangor. There will be an increase 10% of our sales based on the first year for each year.
2. Advertising and Marketing and R&D is the major part of our company in increasing the awareness of our product and the development of product, we plan to invest 10% of our sales based on current year to each activity.
3. Advertising and Marketing included more newspaper advertisements, Facebook Charge, Coupon and premium.
4. In the consideration of warehouse cost, we decide to put 5-15 for the inventory according to Sales level.
5. GST will be occurred when our sales is exceeding RM500,000. There will be a claim from government for our purchase and payment to government for our sales.
6. Both price of our product and raw materials and components are included GST
7. Corporate tax rate for the first Rm500, 000 is 19%, 24% on every ringgit exceeding of RM500, 000.
8. Deprecation of all fixed assets will depreciate at 10 % p.a using the straight line method.
9. Machine and Van will be making a service check and maintained if any error happened each year.
10. Cleaning expense and utilities will have more 10% based on Year 1 on the following two years.
11. The utilities are included telephone, water and electricity.

12. Rental is RM38,4000 for 10 years' contract.
13. Product placement fee in Tesco, Ace Hardware, and Harvey Norman are RM50,000. A 5 years' contract is approval.
14. Interest on Young Entrepreneurship Fund is 5% p.a.
15. Audit consultation fee is RM1,000, there will be 10% additional charge based on last year for the following two years.
16. Lawyer consultation fee is RM1,500. There will be additional RM100 charge for the following two years.
17. An estimation of all the cost will increase by 4 % per year due to inflation rate. However, at the same time we will be increasing the quantity of the material and etc. in the future and the price will be decreased. So we made 0% changes of the entire items.
18. Zap-It is sold at RM24.99.

8.2.1 Material Cost

The raw materials and components are outsourced. The list of price and name is below:

Table 8.2.1.1: Material Cost

Raw Materials and Components	Quantity	Price/Unit	Total (RM)
Polypropylene Plastic	1	2.00	2.00
Metal Plate	1	0.10	0.10
Portable Circuit Board	1	9.00	9.00
- Capacitor			
- Diode			
- LED			
- Switch			
- Transformer			

- Battery			
- AC Charging			
- Wires			
UV Light	1	0.20	0.20
Screw	8	0.05	0.40
Packaging	1	1.85	1.85
Total			13.55

Source: Develop for the Research

8.2.2 Salary

Skilled and unskilled labour are Innovaz Sdn. Bhd’s human resource. Management members’ salary are RM 2,200 according to the fresh graduate salary standard. Supervisor’s salary is RM1,500. There will be an incremental RM100 in salary for each year.

Table 8.2.2.1: Salary (Skilled Labour)

No	Position	Salary for 1 st year (RM)	Salary for 2 nd year (RM)	Salary for 3 rd year (RM)
1	Management Team (4 pax)	8,800	9,200	9,600
2	Supervisor	1,500	1,600	1,700
12 months		10,300 x 12	10,800 x 12	11,300 x 12
Total		123,600	129,600	135,600

Source: Develop for the Research

According to Employees Provident Fund Act 1991 (Act 452), our company should contribute 13% of salary if the salary below RM5,000 or RM5,000. The EPF also provides a convenient framework for employers to meet their statutory and moral obligations to their employees.

Table 8.2.2.2: EPF

No	Position	EPF for 1 st year (RM)	EPF for 2 nd year (RM)	EPF for 3 rd year (RM)
1	Management Team (4 pax)	1,144	1,196	1,248
2	Supervisor	195	208	221
12 months		1339 x 12	1,404 x 12	1,469 x 12
Total		16,068	16,848	17,628

Source: Develop for the Research

SOCSSO will be charged according to the rate of contribution. Management members have RM37.65 for each month. Supervisor have RM25.35 for each month.

Table 8.2.2.3: SOCSSO

No	Position	SOCSSO for 1 st year (RM)	SOCSSO for 2 nd year (RM)	SOCSSO for 3 rd year (RM)
1	Management Team (4 pax)	150.60	157.40	164.60
2	Supervisor	25.35	27.15	28.85
12 months		175.95 x 12	184.55 x 12	193.45 x 12
Total of 12 months		2,111.40	2,214.60	2,321.40

Source: Develop for the Research

Table 8.2.2.4: Total Cost of Worker

No	Position	1 st year of total salary expense	2 nd year of total salary expense	3 rd year of total salary expense
1	Skilled Labour	123,600	129,600	135,600
2	Unskilled Labour	68,000	80,000	92,000

	(worker+driver) (68/80/92)			
Total		191,600	209,600	227,600

Source: Develop for the Research

Figure 8.2.2.1 Unskilled Labour Needed

Items	June	July	August	September	October	November	December	January	February	Mac	Apr	May	Total
No. of worker needed	5	6	6	4	7	4	8	6	4	6	6	6	68
Salary per month	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Total cost	5,000	6,000	6,000	4,000	7,000	4,000	8,000	6,000	4,000	6,000	6,000	6,000	68,000

Items	June	July	August	September	October	November	December	January	February	Mac	Apr	May	Total
No. of worker needed	6	7	7	5	8	5	9	7	5	7	7	7	80
Salary per month	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Total cost	6,000	7,000	7,000	5,000	8,000	5,000	9,000	7,000	5,000	7,000	7,000	7,000	80,000

Items	June	July	August	September	October	November	December	January	February	Mac	Apr	May	Total
No. of worker needed	7	8	8	6	9	6	10	8	6	8	8	8	92
Salary per month	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Total cost	7,000	8,000	8,000	6,000	9,000	6,000	10,000	8,000	6,000	8,000	8,000	8,000	92,000

Source: Develop for the Research

For unskilled labour, the total amount we need is 68 in year 1, 80 in year 2 and 92 in year 3. Their salary is RM1,000 for each one. The EPF we contribute to them is also 13% of their salary. The SOCSO is RM16.65 for each one monthly.

Table 8.2.2.5: Total EPF

No	Position	1 st year of total salary expense	2 nd year of total salary expense	3 rd year of total salary expense
1	Skilled Labour	16,068	16,848	17,628
2	Unskilled Labour(68/80/92)	8,840	10,400	11,960

Total	24,908	27,248	29,588
-------	--------	--------	--------

Source: Develop for the Research

Table 8.2.2.6: Total SOSCO

No	Position	1 st year of total salary expense	2 nd year of total salary expense	3 rd year of total salary expense
1	Skilled Labour	2,111.40	2,214.60	2,321.40
2	Unskilled Labour (68/80/92)	1,132.20	1,332	1,531.80
Total		3,243.60	3,546.60	3,853.20

Source: Develop for the Research

8.2.3 Carriage outward and inward

The supplier company delivery the raw materials and component each month. There is a charge for the logistic expense on us. There will be additional RM10 charge for Year 2 and additional RM20 for Year 3.

For the outbound logistic expense, our company send the products to three retailers owned lot of branch in Selangor and Kuala Lumpur areas. Additional 10% of logistic expense is charged based on last year for the following two years.

Figure 8.2.3.1: Inbound and Outbound Logistic

Item	June	July	August	September	October	November	December	January	February	Mac	Apr	May	Total
Inbound Logistic	50	50	50	50	50	50	50	50	50	50	50	50	600
Outbound Logistic	300	300	300	300	300	300	300	300	300	300	300	300	3600
Item	June	July	August	September	October	November	December	January	February	Mac	Apr	May	Total
Inbound Logistic	60	60	60	60	60	60	60	60	60	60	60	60	720
Outbound Logistic	330	330	330	330	330	330	330	330	330	330	330	330	3960
Item	June	July	August	September	October	November	December	January	February	Mac	Apr	May	Total
Inbound Logistic	70	70	70	70	70	70	70	70	70	70	70	70	840
Outbound Logistic	360	360	360	360	360	360	360	360	360	360	360	360	4320

Source: Development for Research

8.2.4 Sales, Inventory, and Production

Figure 8.2.4.1: Sales, Inventory, and Production

Items	June	July	August	September	October	November	December	January	February	Mac	Apr	May	Total Qty	Total
Beginning Inventory		7	9	9	5	10	4	13	10	5	8	9	89	
Production Planning	4,627	5,942	6,270	3,626	6,935	2,964	8,589	6,597	3,295	5,944	5,280	5,940	66,009	
Actual Production (13.55/unit)	4,627	5,942	6,270	3,626	6,935	2,964	8,589	6,597	3,295	5,944	5,280	5,940	66,009	894,422
Inventory	4,627	5,949	6,279	3,635	6,940	2,974	8,593	6,610	3,305	5,949	5,288	5,949	66,098	
Sales (24.99/unit)	4,620	5,940	6,270	3,630	6,930	2,970	8,580	6,600	3,300	5,940	5,280	5,940	66,000	1,649,340.00
Ending Inventory (10% next month Sales)	7	9	9	5	10	4	13	10	5	9	8	9	98	
Items	June	July	August	September	October	November	December	January	February	Mac	Apr	May	Total Qty	Total
Beginning Inventory	9	8	10	10	6	11	5	14	11	6	10	9	109	
Production Planning	5,081	6,536	6,897	3,989	7,628	3,261	9,447	7,257	3,625	6,538	5,807	6,535	72,601	
Actual Production (13.55/unit)	5,081	6,536	6,897	3,989	7,628	3,261	9,447	7,257	3,625	6,538	5,807	6,535	72,601	983,744
Inventory	5,090	6,544	6,907	3,999	7,634	3,272	9,452	7,271	3,636	6,544	5,817	6,544	72,710	
Sales (24.99/unit)	5,082	6,534	6,897	3,993	7,623	3,267	9,438	7,260	3,630	6,534	5,808	6,534	72,600	1,814,274.00
Ending Inventory	8	10	10	6	11	5	14	11	6	10	9	10	110	
Items	June	July	August	September	October	November	December	January	February	Mac	Apr	May	Total Qty	Total
Beginning Inventory	10	9	11	11	7	12	6	15	12	7	11	10	121	
Production Planning	5,543	7,130	7,524	4,352	8,321	3,558	10,305	7,917	3,955	7,132	6,335	7,129	79,201	
Actual Production (13.55/unit)	5,543	7,130	7,524	4,352	8,321	3,558	10,305	7,917	3,955	7,132	6,335	7,129	79,201	1,073,174
Inventory	5,553	7,139	7,535	4,363	8,328	3,570	10,311	7,932	3,967	7,139	6,346	7,139	79,322	
Sales (24.99/unit)	5,544	7,128	7,524	4,356	8,316	3,564	10,296	7,920	3,960	7,128	6,336	7,128	79,200	1,979,208.00
Ending Inventory	9	11	11	7	12	6	15	12	7	11	10	11	122	

Source: Develop for the Research

8.3 Pro Forma Income Statement

Financial Statement 1: Innovaz Sdn. Bhd Pro Forma Income Statement

	Year 1		Year 2		Year 3	
	RM	RM	RM	RM	RM	RM
Sales (24.99/unit)		1,649,340		1,814,274		1,979,208
<u>Less: Cost of Goods Sold</u>						
Beginnning Inventory			122		136	
Material Cost (13.55/unit)	894,422		983,744		1,073,174	
Carrriage Inwards	600		720		840	
Less: Closing Inventory	122	894,900	136	984,450	149	1,074,000
Gross Profit		754,440		829,824		905,208
<u>Revenue</u>						
GST Claim Back (0.813/unit)	53,658		59,024		64,390	
Total Other Revenue		53,658		59,024		64,390
		808,098		888,848		969,598
<u>Expenses</u>						
Geneal Cost	42,895		-		-	
Employee Salary	191,600		209,600		227,600	
SOCSO	3,244		3,547		3,853	
EPF	24,908		27,248		29,588	
Carriage Outwards	3,600		3,960		4,320	
Cleaning Expenses	2,400		2,640		2,880	
Van Insurance	762		680		557	
Maintenance	3,500		4,000		4,500	
Rental	38,400		38,400		38,400	
Utilities	16,560		18,216		19,872	
Audit Consultation Fee	1,000		1,100		1,200	
Road Tax	100		110		120	
Lawyer Consultation Fee	1,500		1,600		1,700	
Marketing and Advertising	164,934		181,427		98,960	
Fire Extinguished Renewal	230		250		270	
Rearch and Development	164,934		181,427		197,921	
Depreciation on Operation Cost	9,937		9,937		9,937	
Production and Equipment	1,905		2,095		2,286	
Product Placement Fee	50,000		50,000		50,000	
Fire Insurance	4,000		4,400		4,800	
GST Payable (1.4994/unit)	98,960		108,856		118,752	
Business License Renewal	60		70		80	
Interest on Loan	30,000	855,429	30,000	879,564	30,000	847,597
Net Profit		-47,331		9,284		122,001
Add: Depreciation		-		9,937		9,937
Taxable Income		-		19,221		131,938
Tax 19%		-		3,652		25,068
Profit After Tax		-		15,569		106,870
Less: Depreciation		-		9,937		9,937
Net Income/Loss		-47,331		5,632		96,933

Source: Developed for Research

8.4 Cash Flow Projections

Financial Statement 2 : Innovaz Sdn. Bhd Cash Flow Projections

	Year 1		Year 2		Year 3	
Cash on Hand		157,735		163,114		178,669
Sales		1,649,340		1,814,274		1,979,208
GST Claim		53,658		59,024		64,390
Total Cash Available		1,860,733		2,036,412		2,222,267
<u>Cash Disbursement</u>						
Company Tax	NIL		3,652		25,068	
Material Cost (13.55/unit)	894,422		983,744		1,073,174	
Carriage Inwards	600		720		840	
Employee Salary	191,600		209,600		227,600	
SOCSSO	3,244		3,547		3,853	
EPF	24,908		27,248		29,588	
Carriage Outwards	3,600		3,960		4,320	
Cleaning Expenses	2,400		2,640		2,880	
Van Insurance	762		680		557	
Maintenance	3,500		4,000		4,500	
Rental	38,400		38,400		38,400	
Utilities	16,560		18,216		19,872	
Audit Consultation Fee	1,000		1,100		1,200	
Road Tax	100		110		120	
Lawyer Consultation Fee	1,500		1,600		1,700	
Marketing and Advertising	164,934		181,427		98,960	
Fire Extinguished Renewal	230		250		270	
Research and Development	164,934		181,427		197,921	
Production and Equipment	1,905		2,095		2,286	
Product Placement Fee	50,000		50,000		50,000	
Fire Insurance	4,000		4,400		4,800	
GST Payable	98,960		108,856		118,752	
Business License Renewal	60		70		80	
Interest on Loan	30,000	1,697,619	30,000	1,857,742	30,000	1,936,742
Net Cash Flow		163,114		178,669		285,525

Source: Develop for Research

8.5 Pro Forma Balance Sheet

Financial Statement 3: Innovaz Sdn. Bhd Pro Forma Balance Sheet

	Year 1		Year 2		Year 3	
<u>Fixed Asset (Operation Cost+ Van+ Machine)</u>	99,370		89,433		79,496	
Less: Deprecciation	9,937		9,937		9,937	
Total Fixed Asset		89,433		79,496		69,559
<u>Current Asset</u>						
Inventory	122		136		149	
Cash/Bank	163,114		178,669		285,525	
Total Current Asset		163,236		178,805		285,675
Total Asset		252,669		258,301		355,234
<u>Owners' Equity and Liabilities</u>						
Capital Investement and Liabilites	300,000		252,669		258,301	
Net Loss	(47,331)	252,669	5,632	258,301	96,933	355,234
Total Capital and Liabilities		252,669		258,301		355,234

Source: Development for Research

8.6 Payback and Exit Strategy

8.6.1 Payback Period

Table 8.6.1.1 : Payback Period

Year	Cash Flow (RM)	Cumulative Cash Flow	Discount Rate (%)	$(DR + 1)^t$	Next Present Value (RM)
0	(300,000)	(300,000)	5%	1	(300,00)
1 (a)	163,114	(136,886) (b)	5%	1.50	108,742.67
2	178,669 (c)	41,783	5%	1.58	113,081.65
3	285,525	327,308	5%	1.66	172,003.012

Source: Development for Research

- Payback Period = $a + (b/c)$
 - = $1 + (136,886/ 178,669)$
 - = $1 + 0.77$
 - = 1.77 years

- Return on Investment
 - 1st year: $[- RM 47,331/RM300,000]x 100 = -15.78\%$
 - 2nd year: $[RM5,632/RM300,000]x 100 = 1.88\%$
 - 3rd year: $[RM96,933/RM300,000]x 100 = 32.31\%$

8.6.2 Exit Strategy

If we are unable to run our business, the one of the possibilities is to meet a huge loss on our financial part due to some of the reason. At this time, exit strategy will be needed to implement. We will choose liquidation to sell off our asset. The revenue of the asset will be used to pay our creditor. For the remaining, it will be allocated to shareholders. Liquidation is more suitable when there is not any sale in the market.

9. CRITICAL RISK FACTORS

9.1 Management Risk

9.1.1 Arising of conflict between managers

The conflict between managers can be common in the workplace especially when it comes to decision-making. Expectations and direction may be vary based on different manager focus. This may result the business low productivity and poor performance.

9.1.2 Lack of experiences, capabilities and competencies

As a new start up that founded by fresh graduates, the company managers may faces a situation where they are lack of experiences, capabilities and competencies compared to their competitors. This situation will limit the company performances and capabilities, as some of the problems solving skill, it needs ages to adapt with the skills and maturity. It will put our business in a troublesome situation because we have no idea on how to solve or forecast the uncertainties that can turn our business into a dangerous position. Hence, it even influences employee intention.

9.2 Marketing Risk

9.2.1 Distribution Channel Risk

Distribution can be defined as the logistical arrangement to deliver our product to customers. In this process, there will be some emergency happened. For example, when our driver is delivery Zap-It to each branch, there is an accident happened on him. All of the products are broken in this accident happened. This accident lead to financial loss and negative image to our company.

9.2.2 Commodity Price Risk

The fluctuation raw materials price will also affect our company negatively due to some of the reasons such as technology condition. Fluctuation on price is difficult to set the selling price. If we change our selling price according to the fluctuation, we will lose trust of customers.

9.3 Operation Risks

9.3.1 Cyber Risk and Data Security

Recently, hackers are popular around the Internet. It is also the security problem to be concern. The reason we need to concern on this risk is that we plan to focus more on R&D. Then, the information of R&D will be backup in computer. Therefore, this is a such serious risk to us in creation of new product.

9.3.2 Outsourcing

Most of the raw materials and components are outsourced from outside suppliers. It is possible that the quality of them are not reachable to our minimum requirements

many time. Frequently facing this problem results in spending more on our company time inefficiently and ineffective.

9.4 Financial Risk

9.4.1 Cash Flow

To start up our business, we try to get loan approval from both government and bank. It means that we need to pay the interest for a fixed period regardless of profitability. If our business is with sluggish sales but high cash outflows, it is possible to cause any dangerous to owner's equity.

9.5 Contingency Plan

9.5.1 Management Risk

The main reason of conflict caused is poor communication. To solve the conflict between managers, managers should mark down the problem, list of few consequence and proposed solution. Then, managers should seek for a proper time to talk about it. Friendly workplace will increase the employee retention.

Training program is necessary to solve the shortage of experience, capabilities and competency. It should be organized more frequently as possible as we can to improve their performance faster.

9.5.2 Marketing Risk

To reduce the cost of accident happened, one of the solution is insurance on goods. We can claim back our loss if accident is happened. After we claim back the loss, we can use it to hire more temporary employee to produce more to delivery and minimized the negative impact image from distributors.

For changing in commodity price of raw materials and component, Innovaz Sdn. Bhd should implement some financial strategy to ensure the fluctuation price. Selling price will be fixed for a long time, then the trust of customers would be remained.

9.5.3 Operation Risk

Innovaz should hire a IT specialist to make sure our computer security to reduce the possibility of being hacked. It is safer to our data.

Besides, Innovaz can make a contract include the list of requirement on quality of raw materials and component and the fine for non-compliance on the list set with suppliers. Inefficiency and ineffectiveness in our operation would be disappeared after that.

9.5.4 Financial Risk

Budgeting for planning and control before the activities have been carried out should be implemented better. Budgeting control assist us to cut off unnecessary expenses. Then, it improves the financial performance by maximizing operational efficiency. Last, net cash flow would be increase by minimizing expense and maximizing operational efficiency.

REFERENCES

Beese, J. (2015). *Starter Kit: Your Guide to Social Media Advertising*. Retrieved June 2, 2017 from <https://sproutsocial.com/insights/guide-to-social-media-advertising/>

Beigel, J. (2013). *It's a Small World And Getting Smaller*. Retrieved July 8, 2017 from <http://www.sensormag.com/components/it-s-a-small-world-and-getting-smaller>

Bhasin, H. (2017). *Psychological pricing and its application in marketing*. Retrieved July 22, 2017, from <http://www.marketing91.com/psychological-pricing/>

Blue Ocean Strategy. (n.d). *Blue Ocean Tools*. Retrieved July 25, 2017 from <https://www.blueoceanstrategy.com/tools/value-innovation/>

Content Fac. (2015). 16 Reasons Why Your Business NEEDS Social Media Marketing. Retrieved July 10, 2017 from <https://www.contentfac.com/9-reasons-social-media-marketing-should-top-your-to-do-list/>

Dontigney, E. (n.d). What Is Distribution Channel Risk?. *Chron*. Retrieved June 9, 2017 from <http://smallbusiness.chron.com/distribution-channel-risk-80790.html>

Frost, S. (n.d.). *What is Psychological Pricing?* Retrieved June 10, 2017, from <http://smallbusiness.chron.com/psychological-pricing-11862.html>

Hose, C. (n.d). Top Ten Promotional Strategies. *Chron*. Retrieved June 9, 2017 from <http://smallbusiness.chron.com/top-ten-promotional-strategies-10193.html>

- JSM. (n.d). *MS ISO 14001: 2015 – Environmental Management Systems*. Retrieved August 2, 2017 from <http://www.jsm.gov.my/ms-iso-9001#.WZP6NFUjGpp>
- JSM. (n.d). *MS 1722:2011 & OHSAS 18001:2007 - Occupational Health and Safety*. Retrieved August 2, 2017 from <http://www.jsm.gov.my/ms-iso-9001#.WZP6NFUjGpp>
- JSM. (n.d). *MS ISO 9001: 2015 – Quality Management Systems*. Retrieved August 2, 2017 from <http://www.jsm.gov.my/ms-iso-9001#.WZP6NFUjGpp>
- Kamerer, M. (2014). *The Social Media Advertising Beginner's Guide for Twitter, Facebook and LinkedIn*. Retrieved June 2, 2017, from <https://blog.bufferapp.com/social-media-advertising-twitter-facebook-linkedin>
- Kokemuller, N. (n.d.). *Magazine Advertising vs. Newspaper Advertising*. Retrieved June 6, 2017, from <http://smallbusiness.chron.com/magazine-advertising-vs-newspaper-advertising-55090.html>
- Lavoie, A (2016). *Here Are 4 Problems That Occur With Poor Management Skills*. Retrieved August 10, 2017, from <https://www.entrepreneur.com/article/276919>
- Leigh, R. (n.d). *Different Types of Pricing Strategy*. Chron. Retrieved July 6, 2017 from <http://smallbusiness.chron.com/different-types-pricing-strategy-4688.html>
- Liu, W. K. & Sun, S. E., (1998). *Toxicol Lett*, 41, 145-157
- Lynn, L. (n.d). *Examples of Traditional Advertising*. *Chron*. Retrieved July 5, 2017 from <http://smallbusiness.chron.com/examples-traditional-advertising-24312.html>
- Maguire, A. (n.d). *6 Different Pricing Strategies: Which Is Right for Your Business?. Quick Books*. Retrieved June 6, 2017 from <https://quickbooks.intuit.com/r/pricing-strategy/6-different-pricing-strategies-which-is-right-for-your-business/>

Malaysia Dengue Cases 1995-2016. (2017). *Kementerian Sains, Teknologi dan Inovasi*. Retrieved June 3, 2017, from <http://idengue.remotesensing.gov.my/idengue/index.php>

Malaysia Dengue Deaths 1995-2016. (2017). *Kementerian Sains, Teknologi dan Inovasi*. Retrieved June 4, 2017, from <http://idengue.remotesensing.gov.my/idengue/index.php>

Malaysia SME Loan. (n.d). *Malaysia Government Grant*. Retrieved July 8, 2017 from <http://www.malaysiasmeloan.com/malaysia-government-grant/>

Osmali, O., Mun, Y. F. & Shamala, D. (2007). A Preliminary Study of Dengue Infection in Brunei. *Department of Medical Microbiology and Department of Parasitology, Faculty of Medicine, University of Malaya*. 60, 205-208.

Reece, T. (2005). *How to Use Coupons to Promote Your Business*. Retrieved July 15, 2017, from <https://www.businessknowhow.com/marketing/couponing.htm>

Richards, L. (n.d.). *Conflict between Managers*. Retrieved August 2, 2017, from <http://smallbusiness.chron.com/conflict-between-managers-2656.html>

Rouse, M. (2013). *social media*. Retrieved June 2, 2017, from <http://whatis.techtarget.com/definition/social-media>

SME Bank. (n.d). *Young Entrepreneur Fund (YEF)*. Retrieved July 8, 2017 from <http://www.smebank.com.my/sme-financing/programmes/young-entrepreneur-fund-yef/>

Tourism. (2017). *Malaysia Tourism Statistics in Brief*. Retrieved July 8, 2017 from <http://www.tourism.gov.my/statistics>

What Is. (n.d). *Social media*. Retrieved July 10, 2017 from <http://whatis.techtarget.com/definition/social-media>

World Health Organization. (n.d). *Dengue control*. Retrieved July 9, 2017, from <http://www.who.int/denguecontrol/mosquito/en/>

Zkjadoon. (2015). *Direct Makeing and Forms of Direct Marketing*. Retrieved May 20, 2017, from http://www.businessstudynotes.com/marketing/principle-of-marketing/direct-marketing_forms-of-direct-marketing

Zulkifli, I. (2012). Be aware of dengue. *The Star*. Retrieved Jun 6, 2017 from <http://www.thestar.com.my/lifestyle/health/2012/07/01/be-aware-of-dengue/>

APPENDIXES

Appendix 1: Permission Letter



Scanned by CamScanner

Appendix 2: Questionnaire

Universiti Tunku Abdul Rahman



Bachelor of Business Administration (Hons) Entrepreneurship

UBTZ 3016 Entrepreneurial Project

Project Title: Zap-it Portable Mosquito Zapper

Survey Questionnaire

Dear respondents,

We are Entrepreneurship course undergraduate students from Universiti Tunku Abdul Rahman Kampar.

We are currently doing a survey to study the Malaysian response towards mosquito zapper device. Kindly fill in all the questions by referring to your most applicable experiences. All the responses will be protected private and confidential under Personal Data Act.

Instructions:

1. There are three (3) sections in this questionnaire. Kindly fill in ALL the questions.
2. This questionnaire will take you approximately 7 to 10 minutes.
3. All the data and information will be kept private and confidentially by the project team.

Thank you for your participation.

Regards,

Wong Sij Yin 13ABB07275

Lim Hong Yuan14ABB07257

Chan Xin Xuan14ABB06721

Teh Sin Ying 13ABB04298

Section A: Demographic Survey

Kindly tick (/) your particulars accordingly.

1. Gender

- Male Female

2. Age

- <18 32 – 40
 18 – 24 41- 50
 25 – 31 > 50

3. Ethnic Group

- Malay Indian
 Chinese Other: _____

4. Marital status

- Single Other: _____
 Married Other: _____

5. Monthly income

- No Income
- < RM 1,000
- RM 1,000 - RM 2,500
- RM 2,501 - RM 2,500
- >RM 5,00

Section B: Concept Testing

Kindly tick(/) the statements below according to the scale.

No	Statements	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5
1	I spent most of my day outdoors.					
2	I often got bite from mosquito when I'm exposed to outdoors.					
3	I feel uncomfortable after I got bite by mosquito.					
4	I aware of the health threats from mosquito bite.					
5	I aware of high dengue rates in Malaysia.					
6	The prevention efforts towards					

	mosquito are not effective enough.					
7	I purchase mosquito killer products very often.					
8	I prefer to use electronic mosquito killer.					
9	Electronic mosquito killer device is more effective than other products.					
10	I hope there is better ways of prevention towards mosquito especially for outdoors.					

Section C: Market Testing

Product Description:

We are a group of young entrepreneurs who intended to form a new startup name Innovaz Sdn. Bhd. The first product that we are launching is Zap-it.

Zap-it is a portable mosquito zapper which design to solve the inconvenience of people these days and also to reduce the rate of health treats that effect from mosquito. Zap-it itself is convenient and easy to bring along whenever the user go. The user can decide whether to zap away the mosquito manually using hand, or place it on table and let the

mosquito attracts to the Ultraviolet light and zap it. Zap-it will be a brand new idea that can provide health protection to user and also to ensure they can conduct their outdoor activities without the interruptions of mosquito.

Kindly tick (/) the particulars accordingly.

1. What product you often use to prevent mosquito?

- Mosquito repellent spray
- Mosquito repellent smoke ring
- Mosquito home zapper
- Others: _____

2. Which of these criteria below will be your main priority when purchase mosquito repellent?

- Price
- Quality
- Brand
- Design
- Odor
- Functionality
- Others: _____

3. How much will you pay for a mosquito repellent product?

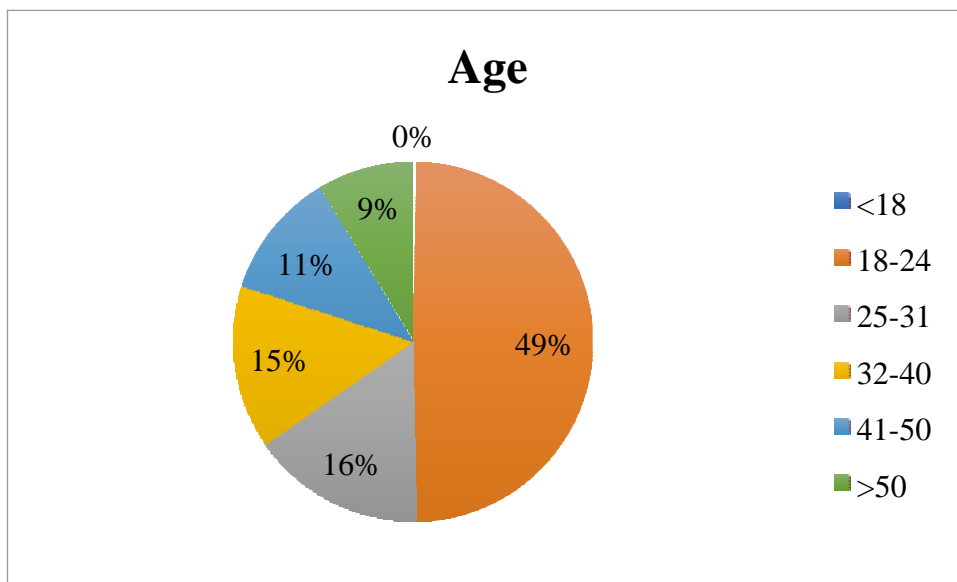
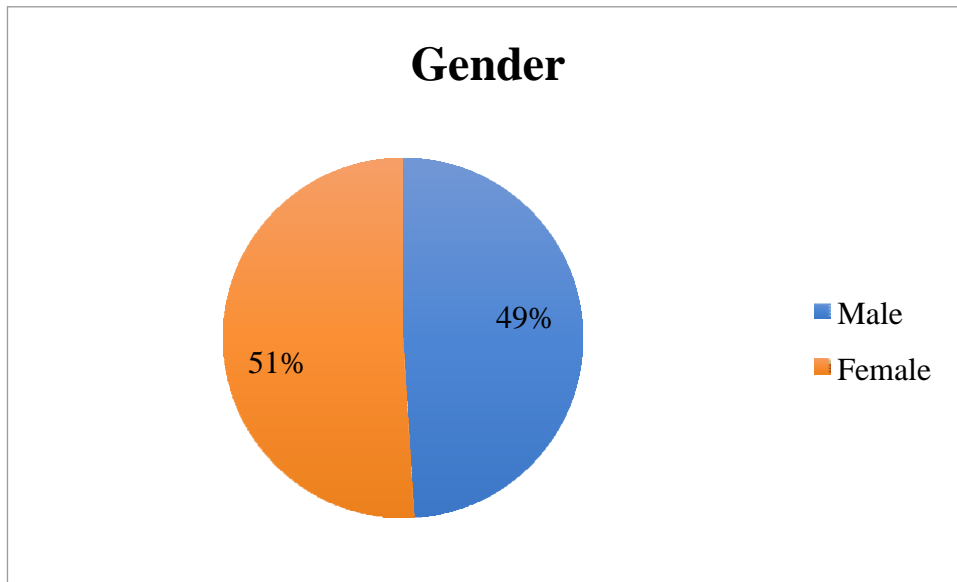
- RM25-RM35
- RM35-RM45
- RM45-RM55
- >RM55

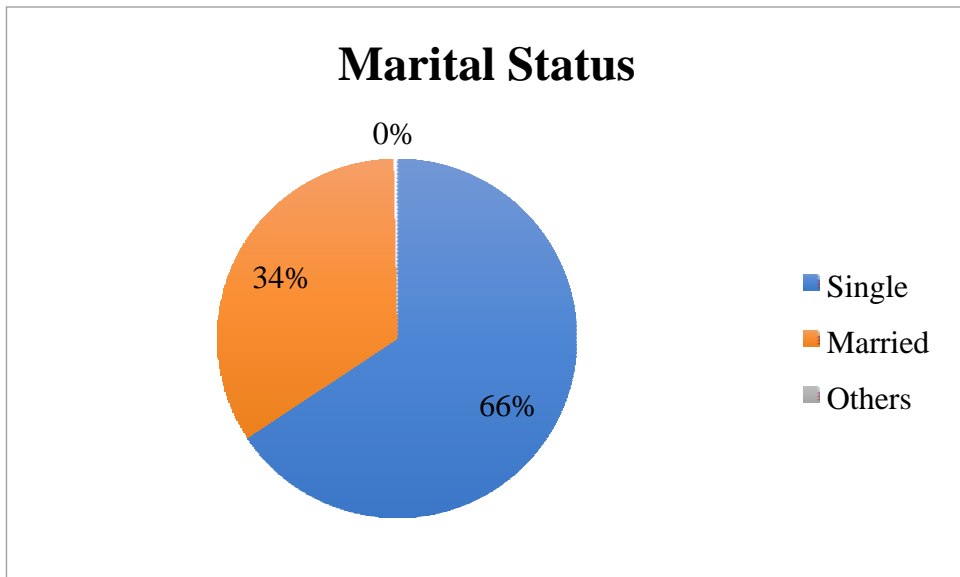
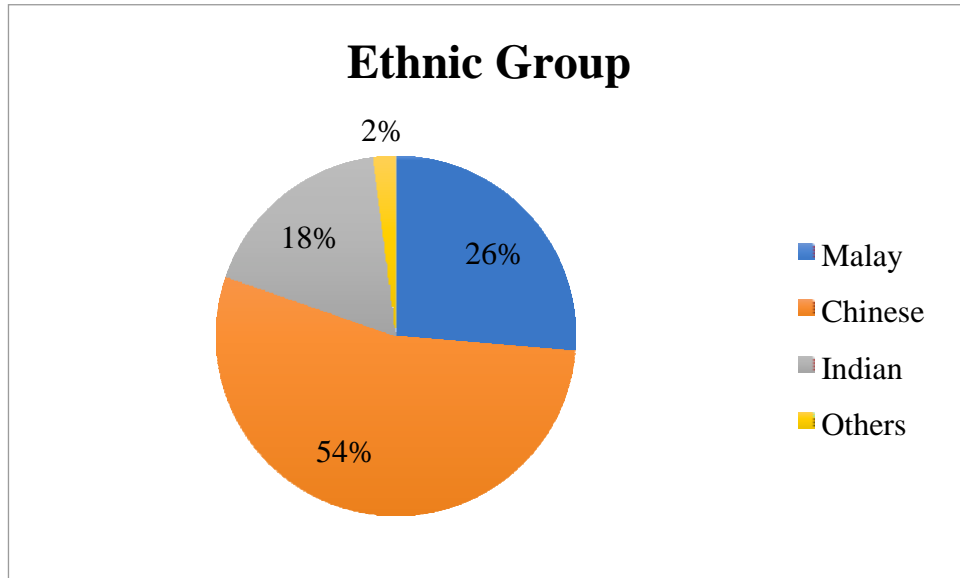
4. Normally where you prefer to purchase consumer electronic product?

- Physical store
- Online

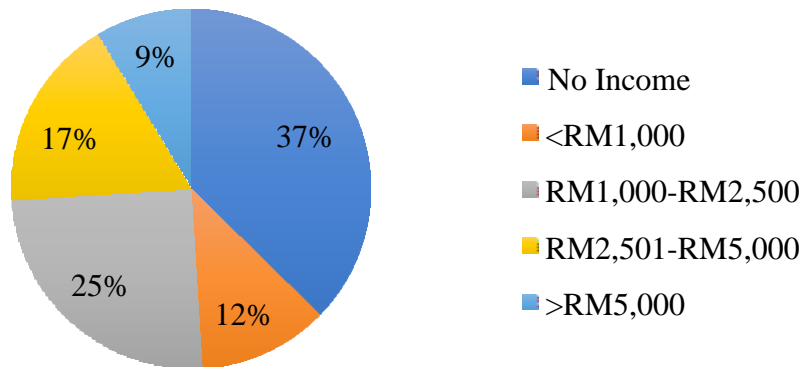
-----End of Survey Questionnaire-----

Appendix 3: Charts Based on 300 Individual Respondents

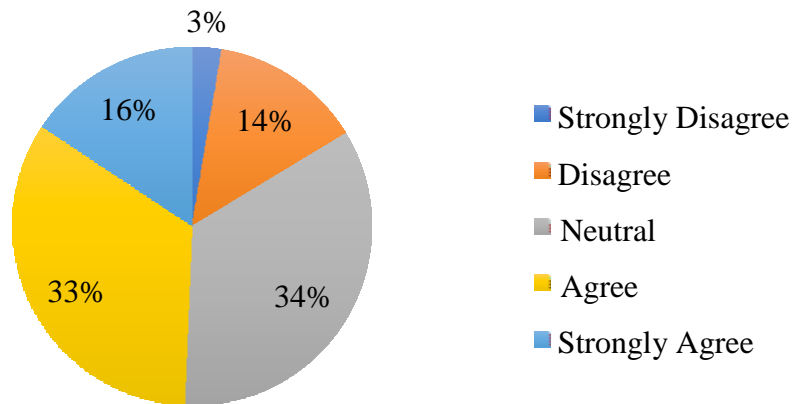




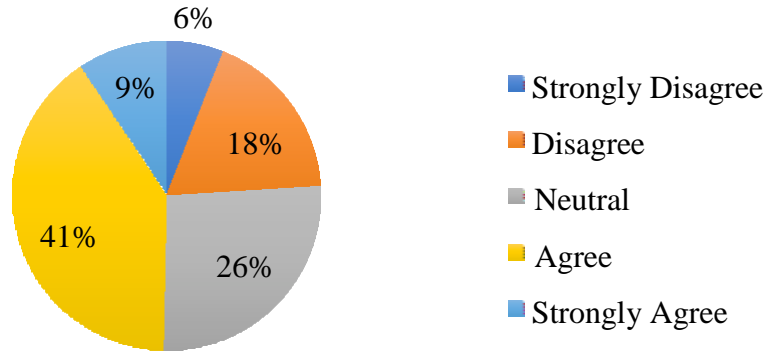
Monthly Income



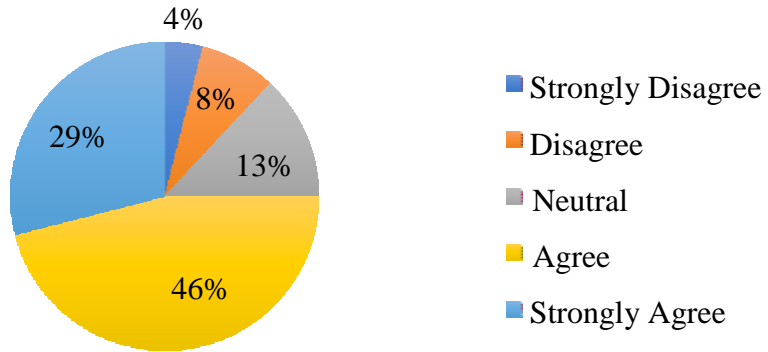
I spent most of my days outdoor.



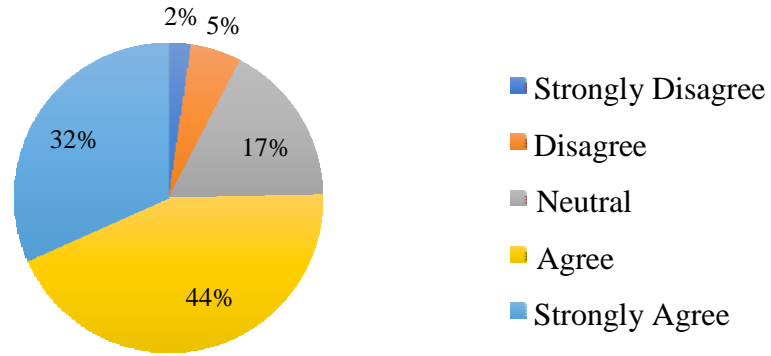
I often got bite from mosquito when I'm exposed to outdoor.



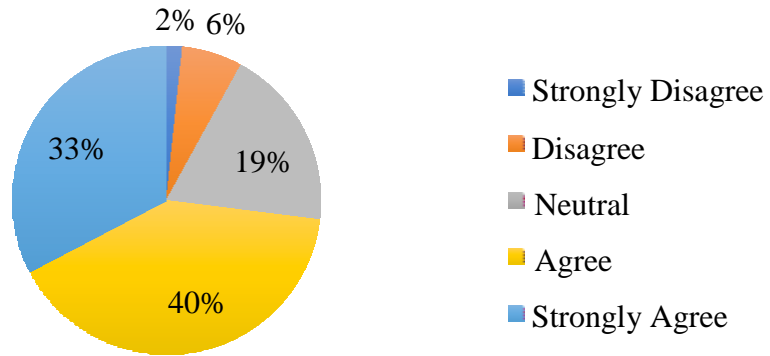
I feel uncomfortable after I got bite by mosquito.



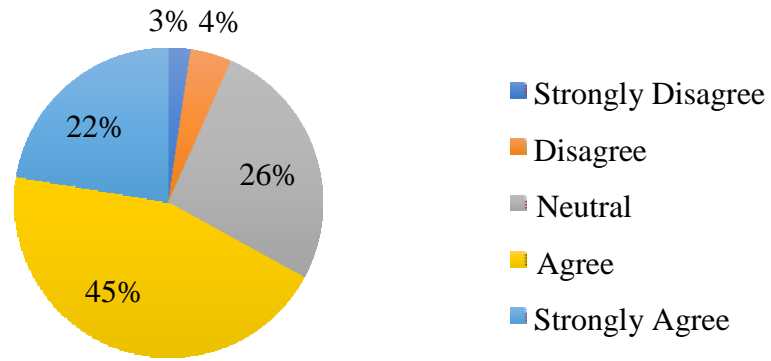
I aware of the health threats from mosquito bites.



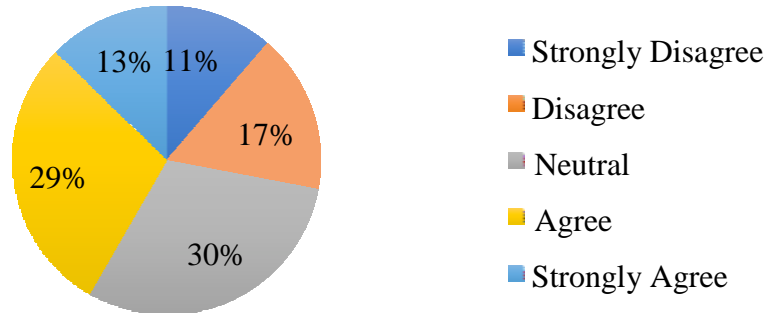
I aware of high dengue rates in Malaysia.



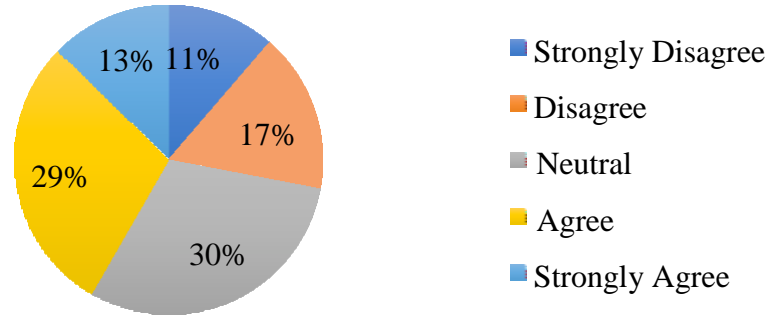
The prevention efforts towards mosquito are not effective enough.



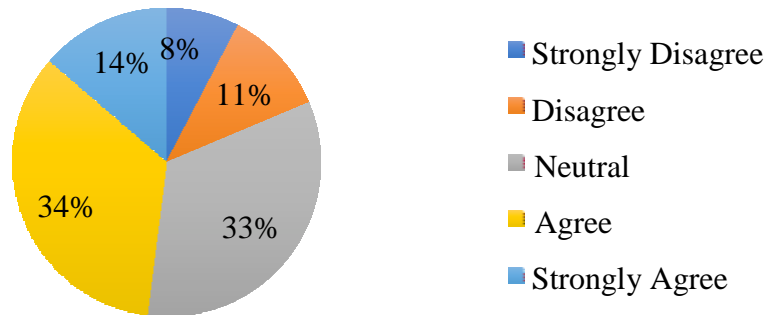
I purchase mosquito killer products very often.



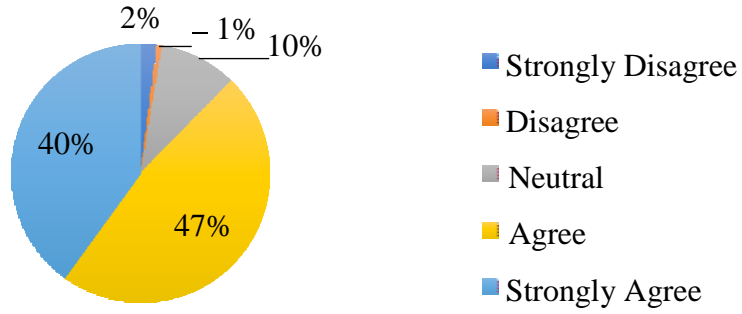
I prefer to use electronic mosquito killer.



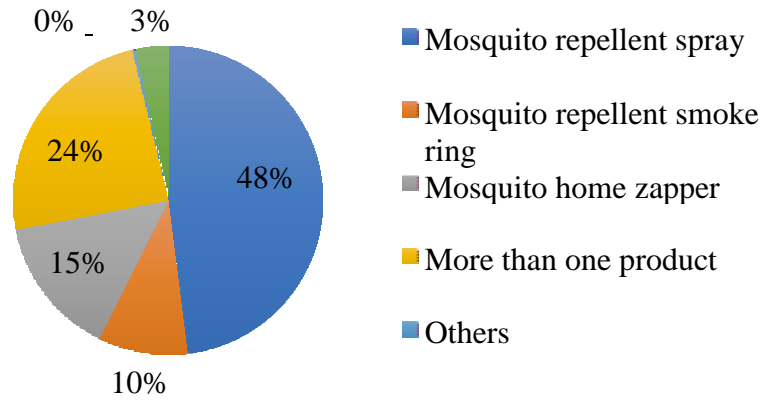
Electronic mosquito killer device is more effective than other products.



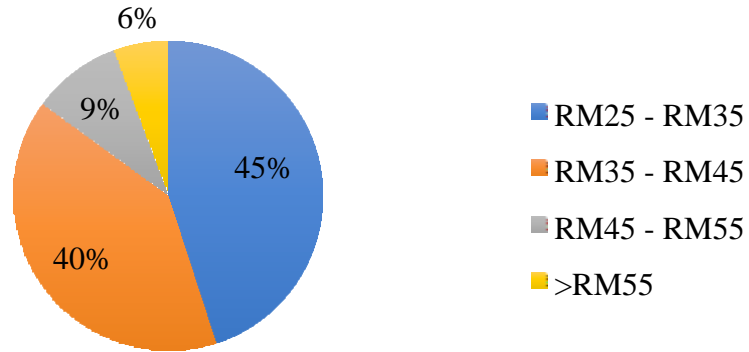
I hope there is better ways of prevention towards mosquito especially for outdoor.



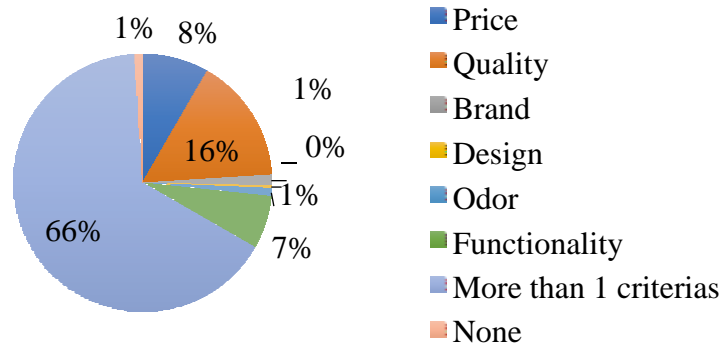
What product you often use to prevent mosquito?



How much will you pay for a mosquito repellent product?



Which of the following criterias will be your main priority when purchase mosquito repellent?



Normally where you prefer to purchase consumer electronic product?



Appendix 4: Innovaz Sdn Bhd Factory-Office

Bandar Enstek, Seremban, Nilai

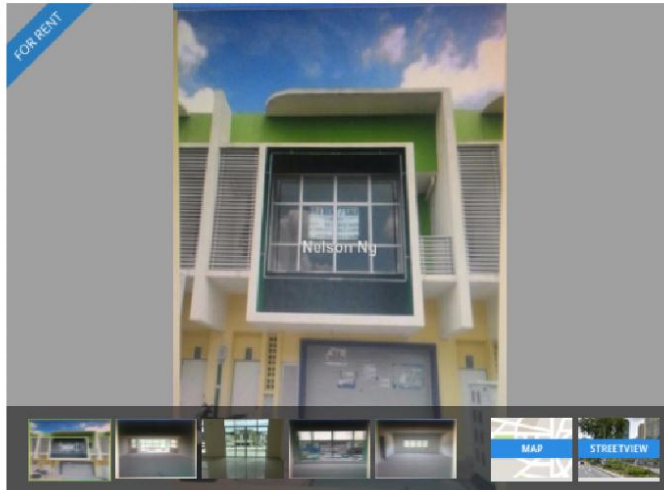
71760, Negeri Sembilan

RM 2,000

1,400 sq. ft. / RM 0 psf



Contact Now



Nelson Ng
REN 13932

6016-3- Click to view number

Name*

Email*

+60 | Contact No

Hi Nelson Ng, I am interested to rent Bandar Enstek at Seremban. Please contact me to discuss.

I agree to the terms & conditions and privacy policy of iProperty.com Malaysia

Send Enquiry Now

Property Feature :

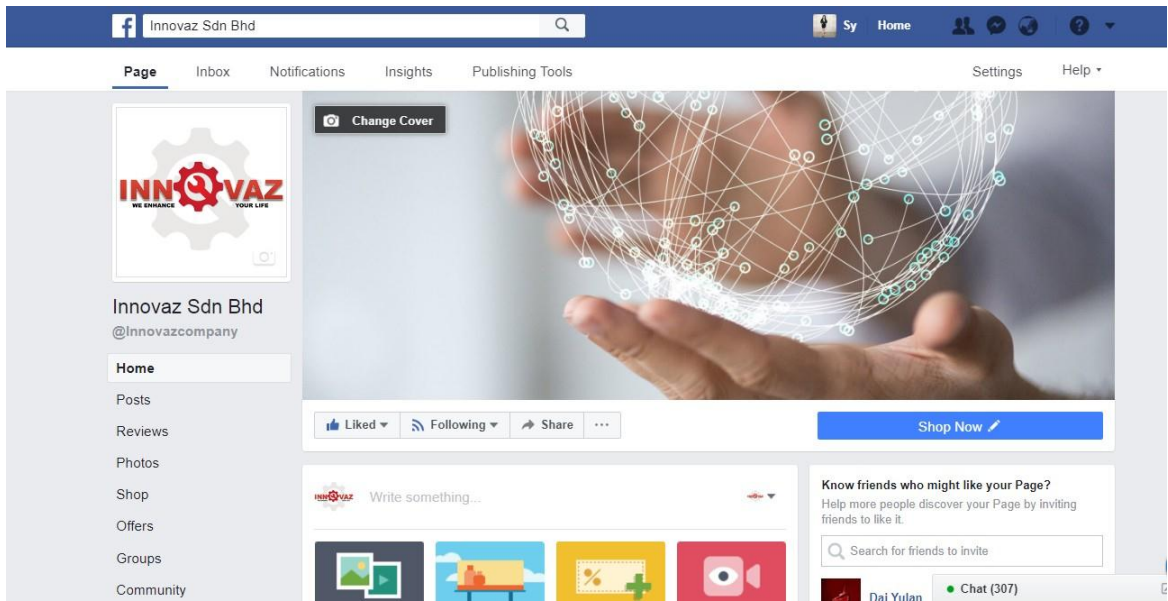
QuikPro No : UP5061549

FAK 03-8959.....

View other listings by agent

Support 24/24 Hotline

Appendix 5: Innovaz Sdn. Bhd. Facebook's page



Appendix 6: Innovaz Sdn. Bhd. Instagram's account



Appendix 7: Innovaz Sdn. Bhd. Company's Website



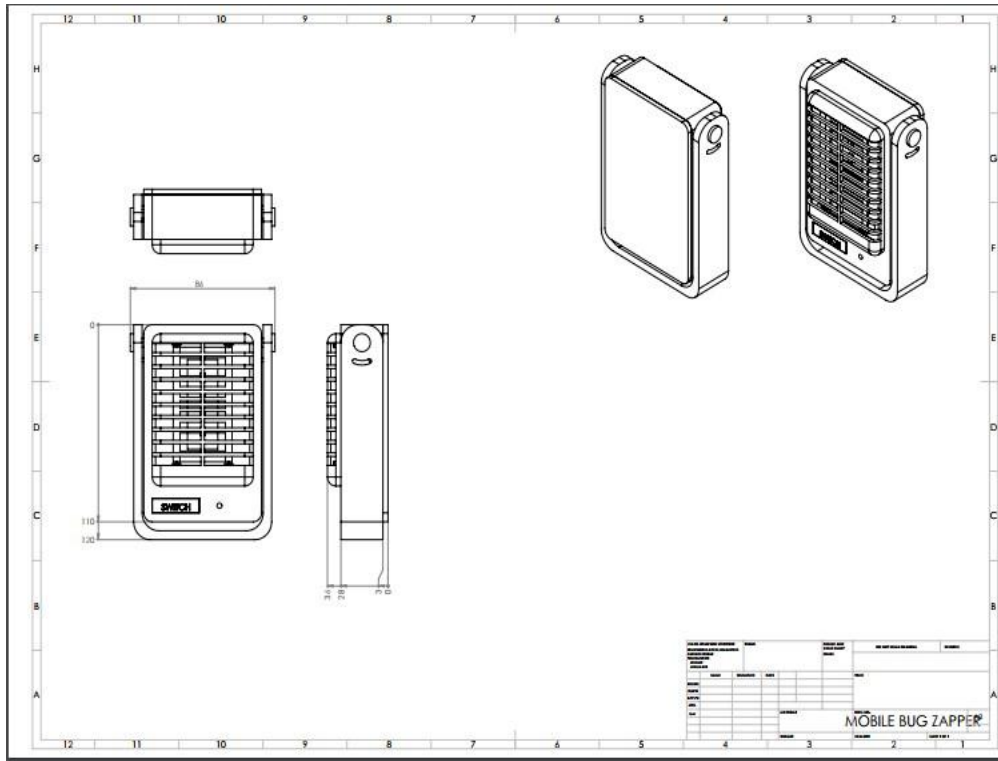
Appendix 8: Innovaz Sdn. Bhd. Company's Uniform



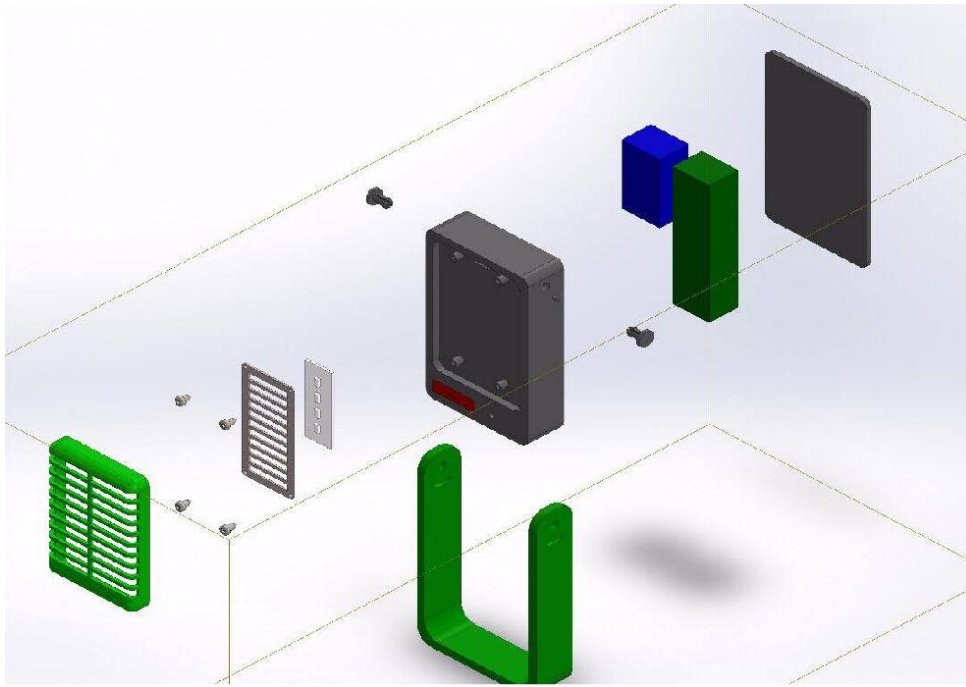
Appendix 9: Zap-It Prototype

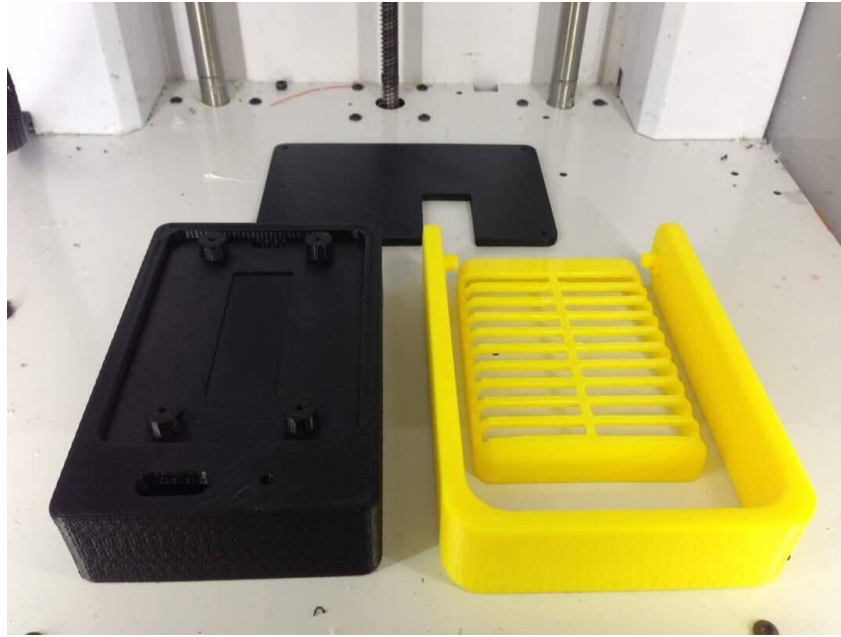


Appendix 10: Product Design Measurements



Appendix 11: Zap-It Production





Appendix 12: Innovaz Sdn Bhd Factory 3D Floor Plan






Appendix 13: Innovaz Sdn Bhd Office 3D Floor Plan





PENDAFTARAN PERNIAGAAN		
*MAKLUMAT PEMILIK (Isikan nama seperti di dalam MYKAD/MYPR)		
NAMA PEMILIK	<input style="width: 100%;" type="text"/>	
NO. MYKAD/MYPR	<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/>	NO. KUP (Jawa) <input style="width: 20%;" type="text"/>
TARIKH LAHIR	<input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>	JANTINA L <input type="checkbox"/> P <input type="checkbox"/>
KERAKYATAN	WARGANEGARA <input type="checkbox"/> PENDUDUK TETAP (Pusatkan negara asal) <input type="checkbox"/>	<input style="width: 60%;" type="text"/>
BAHASA	MELAYU <input type="checkbox"/> CINA <input type="checkbox"/> HINDIA <input type="checkbox"/> LAIN-LAIN (Pusatkan bahasa) <input type="checkbox"/>	<input style="width: 60%;" type="text"/>
ALAMAT KEDAMAHAN	<input style="width: 100%;" type="text"/>	
BANDAR	<input style="width: 100%;" type="text"/>	
POSKOD	<input style="width: 100%;" type="text"/>	
NO. TELEFON	<input style="width: 100%;" type="text"/>	
NAMA PEMILIK	<input style="width: 100%;" type="text"/>	
NO. MYKAD/MYPR	<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/>	NO. KUP (Jawa) <input style="width: 20%;" type="text"/>
TARIKH LAHIR	<input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>	JANTINA L <input type="checkbox"/> P <input type="checkbox"/>
KERAKYATAN	WARGANEGARA <input type="checkbox"/> PENDUDUK TETAP (Pusatkan negara asal) <input type="checkbox"/>	<input style="width: 60%;" type="text"/>
BAHASA	MELAYU <input type="checkbox"/> CINA <input type="checkbox"/> HINDIA <input type="checkbox"/> LAIN-LAIN (Pusatkan bahasa) <input type="checkbox"/>	<input style="width: 60%;" type="text"/>
ALAMAT KEDAMAHAN	<input style="width: 100%;" type="text"/>	
BANDAR	<input style="width: 100%;" type="text"/>	
POSKOD	<input style="width: 100%;" type="text"/>	
NO. TELEFON	<input style="width: 100%;" type="text"/>	
PENGESAHAN PEMILIK TUNGGAL/RAKAN KONGSI		
(Diwajibkan setiap pemilik tunggal/rakan kongsi/bahagian dan memuatkan tandatangan/cap ibu jari kanan di atas borang ini)		
Saya/kami yang berhadapan di bawah mengesahkan semua maklumat yang dibuat dalam borang ini adalah benar dan mengikut bahawa saya/kami adalah pemilik tunggal/rakan kongsi bagi perniagaan ini.		
BIL.	NAMA DAN NO. MYKAD/MYPR	TANDATANGAN/CAP IBU JARI KANAN
TARIKH PERMOHONAN <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>		
UNTUK KEGUNAAN PEJABAT		
Saya adalah Orang Yang Bertanggungjawab (DVO) menyatakan buli pendaftaran perniagaan yang dinyatakan di atas.		
	NAMA DAN NO. MYKAD/MYPR	TANDATANGAN/CAP IBU JARI KANAN

Appendix 15: SME Application Form



APPLICATION FORM FOR FINANCING

A) COMPANY / FIRM INFORMATION

- This form is free of charge.
- The Bank does not appoint any third party for financing application activity.

Company/Firm Name

Company/Firm Registration No. Registration Date (dd/mm/yy)

Address Company/Firm

Main Business Activities

Company/Firm Telephone No. Company/Firm E-mail Address

Total Financing RM Purpose of Financing

Contact Person*

Full Name	MyKad No.	Position	Telephone No.

* Directors/Shareholders/Owners (who are not third parties)

The following documents has to be submitted together with this application form:

- 1) If a firm – copies of the identity cards of the owners or partners;
- 2) If a "Sdn Bhd" company – copies of the identity cards of all the shareholders and directors;
- 3) Official registration document for firms; and
- 4) Business Official documents (such as MAA, Form 9, Form 24 and Form 49)

B) DECLARATION

I/We hereby confirm that :-

1. All information forwarded to Small Medium Enterprise Development Bank Malaysia Berhad (hereafter to be referred to as SME Bank) as per the document checklist above and any additional information to be provided to SME Bank from time to time are updated and complete.
2. To the best of my/our knowledge, there is no false or misleading statement contained in, or material omission from, the information that is provided to SME Bank in relation to the application.
3. I/We authorize SME Bank to verify the information provided with any other party, and furnish it to those who are deemed necessary.
4. SME Bank reserves the right to reject the application if the details provided are deemed to be incorrect.
5. Directors of the company are not declared bankrupt.
6. The company does not have any financing facilities with other financial institutions except those disclosed herein.

Small Medium Enterprise Development Bank Malaysia Berhad 6072-01
 Menara SME Bank, Jalan Sultan Ismail, 50250, Kuala Lumpur. | Call Center: 1188-001111
 Email: customer.service@smebank.com.my | Website: www.smebank.com.my | Facebook: Loan@SME Bank | Twitter: @smebank_mal

How do you find out about us? (Please tick ✓)

Word of mouth
 Advertisement (Print/Electronic)
 Website (Advertisement/Search)
 Social Networks (i.e. Facebook/Twitter)
 Press Coverage
 Others. Please specify: _____

ver 1.0 - 017 Page 14

APPLICATION FORM FOR FINANCING



7. I/We authorize SME Bank to forward this application to other relevant party should this application is not within SME Bank's scope of financing.
8. I/We authorize SME Bank to verify and/or conduct any checks and/or obtain any information and/or confirmation at any time and from time to time now and/or in the future, with or from any credit/financing reference/reporting agencies, including but not limited to CCRIS, CTOS, CRR and/or any other agencies and/or from any financial institution(s) and to provide such aforesaid party(s) with the required information requested to enable SME Bank to ascertain my/our status and/or any other person, individual and/or entity related to and/or associated with me/us as may be required by SME Bank for the purpose of considering this application and thereafter if this application is approved for the purposes of the grant and/or continued maintenance of the facility; and/or recovery of financing owing under this facility; and/or any purpose related to or in connection with the facility applied for; and/or for any other purpose that is required or permitted by any law, regulations, guidelines and/or relevant regulatory authorities.
9. For financing which does not exceed RM250,000.00 and requires a guarantor, I/We agree to:
 - a. Disclose in writing to the guarantor of the financing facility obtained from any of the financial institution(s) and the assurances given by me/us to the other side. A copy of the letter will be given to SME Bank.
 - b. Authorize SME Bank to disclose information relating to the financing of correspondence between me/us and SME Bank to the guarantor for the duration of the financing.
10. I/We authorize SME Bank to disclose my/our information to the following parties:
 - a. The Government, land provider, ministries or other authorities, agencies or bodies which have jurisdiction over SME Bank;
 - b. The auditor, lawyer or professional advisors appointed by SME Bank;
 - c. The collateral provider under the financing facility;
 - d. SME Bank's group of companies;
 - e. In accordance with any subpoena or other legal provisions or in connection with any legal action, suit or proceeding related to financing facilities;
 - f. According to any law; and
 - g. As required by Bank Negara Malaysia.
11. The plan to share my/our information (excluding information relating to the business or my/our account) with third parties for strategic alliances, marketing and promotion needs to get my/our consent.
12. Disclosure to SME Bank group of companies to simplify the operations, business, cross-selling and other purposes of SME Bank and/or its subsidiaries provided that the disclosure for cross selling purposes will not be carried out if I/We disagree by informing SME Bank via the phone or mail (which can be changed by SME Bank from time to time by notifying me/us) Level 8 Menara SME Bank, Jalan Sultan Ismail, PO Box 12352, 50774 Kuala Lumpur, Tel: 1-800-88-3131.
13. I/We have read the "Personal Data Protection" ("Notice") before completing this form. By submitting personal data, I/We, and by signing this form, I/We hereby authorize and agree to the terms of the Notice is available on SME Bank's website at www.smebank.com.my and Enterprise Centers
14. 'Opt-Out' Clause
 If your/company does not want to receive any marketing materials about the products and / or special offers on SME Bank, Please mark here.
15. I/We also declare that I/We am free from any act of bankruptcy, not involved in any unlawful activities under the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA/TFPUAA 2001) and/or any legal action. I/We undertake that all information provided to SME Bank is true, complete and was done in a transparent manner. I/We hereby agree to accept any decision made by SME Bank with regard to my/our financing application.

Small Medium Enterprise Development Bank Malaysia Berhad 00172-4
 Menara SME Bank, Jalan Sultan Ismail, 50774, Kuala Lumpur. | Call Centre: 1800-88-3131
 Email: customerservice@smebank.com.my | Website: www.smebank.com.my | Facebook: [smebank](https://www.facebook.com/smebank) | Twitter: [smebank](https://twitter.com/smebank)

APPLICATION FORM FOR FINANCING



CUSTOMER DECLARATION

In accordance to Bank Negara Malaysia (BNM) Policy Document on Financing Facilities with Connected Parties (dated 13 July 2016), SME Bank (the Bank) needs to identify any customer who is deemed connected with the Bank. Therefore, please declare if you are regarded as a Connected Party with SME Bank (please refer to the Glossary for full definition of Connected Parties). However, please do take note that pursuant to Section 28(3A) of the Development Financial Institution Act 2002 (DFIA 2002), the Bank shall not grant any financing facility to any corporation in the shares of which any of the Bank's members, directors or officers (including their close relatives**) has any interest which, in aggregate, is in excess of 50%.

Customer is connected with SME Bank

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Details of Connected Parties (please refer to Definition of Connected Parties)

Capacity*	Name of Connected Party in Your Company	IC No	Relationship with SME Bank's Personnel	Name of SME Bank's Personnel	E-mail address in SME Bank

Please state if your company is one of the following:

Connection of Your Company with SME Bank	Yes / No
1. Your company control ⁰ , or is controlled by Connected Parties (including their close relatives in the case of individuals).	
2. Your company influence ⁰ , or is influenced by Connected Parties (including their close relatives in the case of individuals).	
3. Connected Parties (including their close relatives) is a director, partner, executive officer, agent or guarantor of your company, your subsidiaries and/or entities controlled by your company.	
4. Your company is a subsidiary of, or an entity that is controlled by, SME Bank and its Connected Parties (including their close relatives).	
5. Your company is guaranteed by SME Bank's Connected Parties (including their close relatives).	

Note: Should you need to declare more than the spaces provided in the table above, please attach the detailed declaration in a separate sheet.

Definition of Connected Parties

Customers that are connected* to below person and its close relatives**:

1. SME Bank's Board of Director's members;
2. SME Bank's Controlling Shareholder⁰;
3. SME Bank's Influential Shareholder⁰;
4. SME Bank's Executive Officer (Senior Management); and/or
5. SME Bank's officer who is responsible for or has the authority to appraise and/or approve financing facilities or review the status of existing financing facilities, either as a member of a committee or individually.

* Connected means the above person has the capacity in the customer company, by way of one or more of the following:

1. Director;
2. Controlling Shareholder⁰;
3. Influential Shareholder⁰;
4. Executive Officer (Senior Management);
5. Officer; and/or
6. Guarantor.

Small Medium Enterprise Development Bank Malaysia Berhad 00172-H
 Menara SME Bank, Jalan Sultan Ismail, 50250, Kuala Lumpur. | Call Centre: 1106-051131
 Email: customer@smebank.com.my | Website: www.smebank.com.my | Facebook: Lsmebank | Twitter: smebank_jual



APPLICATION FORM FOR FINANCING

** Close relative means those family members who may be expected to influence or be influenced by the above listed individual, as well as dependents*** of the individual. Close relatives include, but not limited to, the individual's:

1. Spouse and dependents of the spouse;
2. Child (including step children and adopted children) and spouse of the child;
3. Parent;
4. Parent-in-law; and
5. Brother or sister and their spouses.

*** This refers to any person who is financially dependent on the individual or his spouse for his livelihood, e.g. a person who receives financial assistance on a regular basis from the individual/spouse.

Controlling Shareholder – Definition & Scope

A person shall be deemed to be a controlling shareholder if he fulfills any of the following criteria, whether individually or with other persons acting in concert with him:

1. Controls more than 50% of the voting rights;
2. Holds more than 50% of the issued share capital whether directly or indirectly (excluding preference shares);
3. Controls the composition of the Board of Directors;
4. Has the power to appoint and/or remove all or a majority of the Board of Directors;
5. Controls the controlling shareholder or the company; or
6. Is a person in accordance with whose directions or instructions, a director of the company or its holding company are accustomed to act.

Influential Shareholders – Definition & Scope

A person shall be deemed to be an influential shareholder if he fulfills any of the following criteria, whether individually or with other persons acting in concert with him:

1. Holds 20% or more interest in shares of the company, but is not a controlling shareholder; or
2. Has the power to appoint at least one person to the Board of Directors.


DECLARATION

I hereby declare that the information and particulars furnished above are true and correct to the best of my/our knowledge and belief and nothing has been concealed.

.....
(Authorized Personnel)

Name :
Position :
Company Stamp :
Date :

Appendix 16: ISO 9001 Registration Form

	MANAGEMENT SYSTEM CERTIFICATION
APPLICATION FORM	

1. Name of organization : _____

2. Address : _____

3. Please indicate below the applicable Management System Standard to which you wish to be assessed:

ISO 9001
 ISO 14001
 OHSAS 18001
 Others: _____
 MS 1900
 ISO 13485
 MS 1722

For more than one scheme, do you want a combined audit to be carried out?
 Yes
 No

4. Declaration:

a) I hereby declare that the information provided in the Questionnaire, which was previously submitted, is still valid.

b) I undertake to comply with the provisions of the Certification Agreement, a copy of which has been made available to me.

c) I agree to pay all fees/costs connected to the certification process.

d) I shall not refuse any request by SIRIM QAS International to allow representative(s) of Accreditation Body(ies) to carry out witness audit of SIRIM QAS International, at my premises, should such a request be made.

I enclose herewith a cheque no. _____ for RM _____ made payable to SIRIM QAS International Sdn. Bhd. for the application fee as indicated in the quotation. (Quotation No. _____)

5. Signature of authorized representative : _____ Date : _____

Name : _____ Position : _____

Please return form duly completed to:

Head
 Sales and Business Development
 Management System Certification Department
 SIRIM QAS International Sdn. Bhd. (410334-X)
 Building 4, SIRIM Complex,
 No. 1, Persiaran Dato' Menteri,
 40000 Shah Alam, Selangor, Malaysia.
 Tel: 603-5544 6403 Fax: 603-5544 6787
 Email: qas_marketing@sirim.my

Appendix 17: Business Registration Form

BORANG A		BORANG PERGUMA
KAEDAH KAEDAH PENDAFTARAN PERNIAGAAN 1957 (KAEDAH 2) PENDAFTARAN PERNIAGAAN		
(* Ruang yang wajib)		
NO. KELULUSAN NAMA	<input style="width: 100%;" type="text"/>	
<p>Saya/Kami orang yang bertanggungjawab menyerahkan untuk pen daftaran buti-butir yang berikut berhubung perniagaan yang tersebut di bawah ini.</p>		
MAKLUMAT PERNIAGAAN (* Ruang yang wajib)		
1. * NAMA PERNIAGAAN	<input style="width: 100%;" type="text"/>	
2. * TARIKH PEMULAAN PERNIAGAAN	<input style="width: 80%;" type="text"/>	(hh/bb/ttt)
3. * PERJANJIAN PERKONGSIAN	<input type="checkbox"/> ADA (lampirkan salinan perjanjian) TARIKH <input style="width: 80%;" type="text"/> (hh/bb/ttt)	
	<input type="checkbox"/> TIADA	
4. * ALAMAT TEMPAT UTAMA PERNIAGAAN	<input style="width: 100%;" type="text"/>	
	<input style="width: 100%;" type="text"/>	
	BANDAR	<input style="width: 100%;" type="text"/>
	POSKOD	<input style="width: 80%;" type="text"/>
	NEGERI	<input style="width: 100%;" type="text"/>
5. TELEFON	<input style="width: 80%;" type="text"/>	FAKS <input style="width: 80%;" type="text"/>
6. EMEL	<input style="width: 100%;" type="text"/>	
7. ALAMAT SURAT-MENYURAT (jika berlainan daripada di atas)	<input style="width: 100%;" type="text"/>	
	<input style="width: 100%;" type="text"/>	
	BANDAR	<input style="width: 100%;" type="text"/>
	POSKOD	<input style="width: 80%;" type="text"/>
	NEGERI	<input style="width: 100%;" type="text"/>

BORANG A KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN 1957 (KAEDAH 3) PENDAFTARAN PERNIAGAAN				
			BORANG PERCUMA	
MAKLUMAT CAWANGAN (* Ruangan yang wajib)				
BIL	ALAMAT CAWANGAN	BANDAR	POSKOD	NEGERI
1.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>
2.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>
3.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>
4.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>
5.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>
6.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>
7.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>
8.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>
9.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>
10.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>

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

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

Appendix 18: Local Authority License



BORANG PERMOHONAN LESEN PREMIS PERNIAGAAN

(A) Butiran Pemohon		
(i) Warganegara Malaysia		
Nama:		
No. Kad Pengenalan:		
Alamat:		
(ii) Bukan Warganegara Malaysia		
Nama:		
Warganegara:		
No. Passport:		
Alamat:		

(B) Butiran Premis Perniagaan		(C) Tempoh Sah Laku Lesen Yang Dipohon (tandaan v)	(D) Dokumen Sokongan (tandaan v)
Alamat:		<input type="checkbox"/> 1 tahun <input type="checkbox"/> 2 tahun <input type="checkbox"/> 3 tahun	<input type="checkbox"/> Salinan Kad Pengenalan /Passport <input type="checkbox"/> Lakaran Papan Iklan
No. Pendaftaran Perniagaan: (S.S.M)			
Tarikh CFO/CCC dikeluarkan:			
No. Rujukan CFO/CCC:			
No. Tel:			
No. Faks:			
Aktiviti Perniagaan:			
Saiz Ruang Lantai (Meter persegi)			
Saiz Papan Iklan (Meter Persegi)			

(E) Aakuan Pemohon	
Disahkan bahawa setiap maklumat dan dokumen sokongan yang disertakan adalah tepat dan benar. Saya akan mematuhi sepenuhnya syarat-syarat lesen yang telah ditetapkan. Sekiranya saya melanggar syarat-syarat lesen tersebut, PBT berhak mengambil tindakan penguatkuasaan yang ditetapkan oleh undang-undang.	
Tandatangan:	
Tarikh:	

(F) Kelulusan PBT	
Tarikh Lesen Diluluskan:	
Tempoh Sah Laku Lesen:	
Kadar Bayaran Lesen:	
Tandatangan Pegawai Pelesenan/Pegawai Yang Diberi Kuasa:	
Nama:	
Jawatan:	

(G) Pematuhan Kepada Syarat-Syarat Lesen	
Lesen yang telah diluluskan perlu mematuhi syarat-syarat lesen dan sebarang ketidakpatuhan boleh diambil tindakan di bawah Akta Kerajaan Tempatan 1976 (Akta 171)	

Appendix 20: Name Card





LIM
HONG YUAN

Human Resource Manager
+6014-3001-994
support@innovaz.com
www.innovaz.com.my




TEH
SIN YING

Marketing Manager
+6010-8199-603
support@innovaz.com
www.innovaz.com.my




Appendix 21: EPF Registration Website





[Members](#)
[Employers](#)
[About EPF](#)
[Reach Us](#)

Select Text Size: [AA](#)
Select Font Color: ■ ■ ■
EN | BM

Employers

 **Members Login**
[e-Pengeluaran](#)

 **Employers Login**
[e-Caruman](#)
[e-CTML](#)

 **Business Partners Login**



Home > Employers > Employers Responsibility > Forms related to Employer

List of Forms Employers Need To Know

Specific forms are required for different types of transactions/dealings with the EPF. Employers are encouraged to make it a point to know all the relevant forms and what are they for. This would help save time an effort as submissions using wrong forms will be rejected.

The followings are forms which employers need to know. Please download and install the latest version (at least Version 8.0) of *Adobe Reader* to help you to view and print the forms. Otherwise, you might have problems displaying the forms.

No.	Form Codes	Descriptions / Form Names
1.	KWSP 1 (MAJ)	Employer Registration Application Form Types of Employer Registration: - Government. - Registered with the Companies Commission of Malaysia. - Registered with other than the Companies Commission of Malaysia. - Employer to local servants. - Others.
2.	KWSP 1 (i)	Registration And Updating Of i-Akaun Details For Existing Employer
3.	KWSP 3	EPF Member's Registration Application Form & Particulars Update: 1) New Member registration 2) Member's information update
4.	KWSP 3A	Member's Accounts Consolidation Application.
5.	KWSP 4 & KWSP 4A	Nomination & Revocation of Nomination.
6.	KWSP 6 (Borang A)	Schedule of Monthly Contributions.
7.	KWSP 6A (1)	Self Contribution Payment form. Types of Self Contributions: 1) Self-employed 2) Pensionable Workers

Employers Responsibility

- Registration
- Contribution
- Contribution Schedule (Third Schedule)
- **Forms related to Employer**

Pamphlets


- e-Caruman
- Employer's Guide Book
- i-Akaun Employer

Online Services

- Facilities Provided
- Login i-Akaun
- Reset Password
- Quick Guide

FAQ

- i-Akaun
- e-Caruman
- e-CTML
- Employer SmartFAQ



Appendix 23: Malaysia GST Registration Website

Visit RMCD Official Website
Glossary | Sitemap | FAQs



Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department



GST
GROW & SHARE TOGETHER

Home
About GST
For Consumers
For Industries
Legislation & Guides
GST Highlights
Contact Us

Legislation & Guides

- Legislation
- GST Act 2014
- GST Regulations
- GST Orders
- Public Rulings
- Relief by Minister
- DG's Decisions
- GST Handbook
- GST Guides
- General Guide

GST Forms

Last Updated : 1/9/2015 10:28

No.	Form No.	Form Description	
1	Lampiran 1	SIJIL PEMUSNAHAN SISA/HAMPAS <i>CERTIFICATE OF SCRAP/WASTE DESTRUCTION</i>	Download
2	Lampiran A	PERMOHONAN SIJIL MENGIMPOR LOGAM BERTAHAP PELABURAN BUTIRAN 31 JADUAL PERTAMA PERINTAH CUKAI BARANG DAN PERKHIDMATAN (PELEPASAN) 2014 <i>Application for Certificate to Import Investment Precious Metal under Item 31 First schedule of GST (Relief) Order 2014</i>	Download
3	Lampiran C	SIJIL KELULUSAN DI BAWAH BUTIRAN 31 JADUAL PERTAMA PERINTAH CUKAI BARANG DAN PERKHIDMATAN (PELEPASAN) 2014 <i>Approval Certificate under Item 31 First schedule of GST (Relief) Order 2014</i>	Download
4	Lampiran 1	PENYATA BULANAN PENGIMPORAN, PENJUALAN/BAKI STOK LOGAM BERTAHAP PELABURAN (IPM) OLEH PENGIMPOR <i>Monthly Report for Importation, Selling /Stock Balance of Investment Precious Metal (IPM) by Importer</i>	Download
5	GST - 01 Download GST-01 Guidelines here	PERMOHONAN PENDAFTARAN CUKAI BARANG DAN PERKHIDMATAN <i>Application For Goods And Services Tax Registration</i>	Download
		PENDAFTARAN / PENAMBAHAN / PENAMATAN / PINDAAN BAGI PENGARAH / PEMILIK / RAKAN KONGSI / PEMEGANG JAWATAN UTAMA / WAKIL PERKHIDMATAN PASARAN MODAL /ORANG	

Print

Quick Menu



REGISTER

LOGON



Check with Taxpert



GST Calculators

3659249109

A. PANDUAN MENGISI BORANG 8A

1. Caruman gaji bulan. Contoh 06 2012.
2. No. Kod Majikan.
3. No. MyCoID.
4. Jumlah keseluruhan amaun caruman yang perlu dibayar.
5. Jumlah keseluruhan bilangan pekerja.
6. Bilangan lembaran seperti contoh berikut:
 - 1/2 di lembaran 1
 - 2/2 di lembaran 2
7. Cop Cawangan Ejen Pemungut.
8. No Slip Bayaran - Diisi oleh Ejen Pemungut berdasarkan nombor slip bayaran yang digunakan untuk membayar caruman.
9. Ruangan:
 - (1): Pekerja baru – Isikan Tarikh Mula Kerja @
Pekerja Berhenti – Isikan Tarikh Berhenti Kerja.

NOTA:

 - *Majikan perlu kemaskini profil pekerja baru dalam Borang 2 menerusi skrin kemaskini majikan/pekerja dalam PORTAL.
 - *Pekerja yang telah dibayar carumannya sebelum ini dan kini bergaji melebihi RM3000 sebulan hendaklah terus dicarumkan dengan PERKESO. 'Prinsip Sekali Layak Terus Layak' adalah terpakai dan Notis Pilihan tidak perlu dikemukakan bagi pekerja sedemikian.
 - *Majikan bagi pekerja baru yang bergaji melebihi RM3000 sebulan dan belum pernah mencarum dengan PERKESO perlu mengemukakan Borang 2 dan Notis Pilihan yang lengkap ditandatangani. Pekerja berkenaan adalah layak mencarum dari tarikh Notis Pilihan lengkap diterima oleh PERKESO.
 - (2): Status Pekerja (M-Meninggal Dunia, B-Pekerja Baru, H-Berhenti, S-Cuti Sakit dalam tempoh menerima faedah PERKESO, T-Pekerja yang mengambil cuti tanpa gaji sebulan bagi bulan carum).
 - (3): No Kad Pengenalan @ sekiranya tiada, isikan Nombor Keselamatan Sosial yang dibekalkan oleh PERKESO.
 - (4): Nama pekerja mengikut kad pengenalan @ Kad Keselamatan Sosial.
 - (5): Amaun caruman
 - Skim 1 (Bencana Pekerjaan dan Pencen Ilat): Amaun caruman = syer majikan + syer pekerja.
 - Skim 2 (Bencana Pekerjaan): Amaun caruman = syer majikan sahaja.
 Sila Rujuk Jadual Caruman PERKESO semasa membuat potongan gaji pekerja.
10. Jumlah amaun caruman bagi setiap muka surat.
11. Nama, tandatangan, no telefon dan cop majikan diisi pada setiap lembaran.
12. Kaedah Pembayaran: Cek - catatkan nama bank pembayar. Lain-lain – catatkan jenis kaedah bayaran.

Catatan

- (1) Bayaran caruman pada setiap keping cek/kiriman wang/deraf bank hendaklah sama dengan jumlah besar di Borang 8A bagi setiap bulan carum.
- (2) Bayaran menggunakan POSTDATED cek adalah TIDAK DIBENARKAN.
- (3) Penerimaan tunai hanya dibenarkan di kaunter bank sahaja.

B. PERHATIAN

1. Sila pastikan tulisan/angka/cop majikan/ cop cawangan ejen pemungut tidak menyentuh mana-mana garisan atau kotak yang disediakan. Cop majikan/cop cawangan ejen pemungut hanya dibenarkan diruangan yang disediakan sahaja.
2. Sila layari laman web <http://www.perkeso.gov.my> untuk maklumat terperinci cara mengisi Borang 8A atau hubungi Pusat Khidmat Pelanggan PERKESO di talian 1-300-228000.
3. Slip Bayaran Bank dan salinan Borang 8A perlu disimpan oleh majikan bagi tujuan rekod.

Appendix 25: Rate of Contribution of SOCSO

3042017

Rate Of Contributions

RATE OF CONTRIBUTIONS

RATE OF CONTRIBUTIONS					
No.	Actual monthly wage of the month	First Category (Employment Injury Scheme and Invalidity Scheme)			Second Category (Employment Injury Scheme)
		Employer's Contribution	Employee's Contribution	Total Contribution	Contribution by Employer only
1.	Wages up to RM30	40 cents	10 cents	50 cents	30 cents
2.	When wages exceed RM30 but not RM50	70 cents	20 cents	90 cents	50 cents
3.	When wages exceed RM50 but not RM70	RM1.10	30 cents	RM1.40	80 cents
4.	When wages exceed RM70 but not RM100	RM1.50	40 cents	RM1.90	RM1.10
5.	When wages exceed RM100 but not RM140	RM2.10	60 cents	RM2.70	RM1.50
6.	When wages exceed RM140 but not RM200	RM2.95	85 cents	RM3.80	RM2.10
7.	When wages exceed RM200 but not RM300	RM4.35	RM1.25	RM5.60	RM3.10
8.	When wages exceed RM300 but not RM400	RM6.15	RM1.75	RM7.90	RM4.40
9.	When wages exceed RM400 but not RM500	RM7.85	RM2.25	RM10.10	RM5.60
10.	When wages exceed RM500 but not RM600	RM9.65	RM2.75	RM12.40	RM6.90
11.	When wages exceed RM600 but not RM700	RM11.35	RM3.25	RM14.60	RM8.10
12.	When wages exceed RM700 but not RM800	RM13.15	RM3.75	RM16.90	RM9.40
13.	When wages exceed RM800 but not RM900	RM14.85	RM4.25	RM19.10	RM10.60
14.	When wages exceed RM900 but not RM1,000	RM16.65	RM4.75	RM21.40	RM11.90
15.	When wages exceed RM1,000 but not RM1,100	RM18.35	RM5.25	RM23.60	RM13.10
16.	When wages exceed RM1,100 but not RM1,200	RM20.15	RM5.75	RM25.90	RM14.40
17.	When wages exceed RM1,200 but not RM1,300	RM21.85	RM6.25	RM28.10	RM15.60
18.	When wages exceed RM1,300 but not RM1,400	RM23.65	RM6.75	RM30.40	RM16.90
19.	When wages exceed RM1,400 but not RM1,500	RM25.35	RM7.25	RM32.60	RM18.10
20.	When wages exceed RM1,500 but not RM1,600	RM27.15	RM7.75	RM34.90	RM19.40
21.	When wages exceed RM1,600 but not RM1,700	RM28.85	RM8.25	RM37.10	RM20.60
22.	When wages exceed RM1,700 but not RM1,800	RM30.65	RM8.75	RM39.40	RM21.90
23.	When wages exceed RM1,800 but not RM1,900	RM32.35	RM9.25	RM41.60	RM23.10
24.	When wages exceed RM1,900 but not	RM34.15	RM9.75	RM43.90	RM24.40

<http://www.perkaso.gov.my/en/social-security-protection/employer-employee-eligibility/rate-of-contributions.html?mpt=component&print=1>

12

Appendix 26: Form 13A

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

REQUEST FOR AVAILABILITY OF NAME

Our Ref : Reference No.

SECTION A: TO BE COMPLETED BY APPLICANT IN BLOCK LETTERS

** PROPOSED NAME :
(MAXIMUM 50 CHARACTERS)

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

** If proposed name requires further clarifications, the applicant is required to fill up Section C.

SECTION B: FOR THE REGISTRY'S USE ONLY

SEARCH RESULT AVAILABILITY: /..... /..... A-AVAILABLE R-REJECTED S-SUBJECT TO QUERY REMARKS:	DATE PROCESSED: /..... /..... PROCESSED BY: DATE ENTERED: /..... /..... ENTERED BY :
---	---

SECTION C: TO BE COMPLETED BY APPLICANT

CLARIFICATION

1. Single letters included in the name stand for:
2. If the proposed name is not in Bahasa Malaysia or English, please clarify:
3. If the proposed name contains a proper name, state whether it is the name of a director of the company or the proposed company:
4. If proposed name is similar to that of a related or associated corporation **, state whether written consent has been obtained from the said corporation (please attach consent):
5. If the proposed name is a trade mark, state whether written consent has been obtained from the owner (please attach consent):
6. If the proposed name is to be used for change of name of an existing corporation, state the following:

Existing Name :

Company No :
7. The nature of the business carried on or to be carried on by the company :
8. (a) Name of promoters :

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

(b) Other comments :

NOTE :

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

Use additional sheets if necessary.

Appendix 27: Form 48A

P.U. 173/98
 COMPANIES REGULATIONS, 1998
 SECOND SCHEDULE (Regulation 3)

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

FORM 48A
 Companies Act, 1966
 (Section 16 (3A) and 123 (4))

Company No.

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

..... (NAME OF COMPANY)

I, "I/C No. /"Passport No. of do solemnly and sincerely declare that -

- (1) I am not an undischarged bankrupt.
- (2) I have not been convicted whether within or without Malaysia of any offence

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

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

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

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

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

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

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

Before me

.....

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

* Strike out whichever is inapplicable.

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

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

Copyright © PMS-Lawfal, 2006. All rights reserved.

Appendix 28: Form 6

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

FORM 6. Declaration Of Compliance.

FORM 6
 Companies Act 1965
 (Section 16 (2))

Company No.

--

DECLARATION OF COMPLIANCE
 _____ (NAME OF COMPANY)

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

1. I am the person named in the articles as the first secretary of _____ (Name of Company).
2. All the requirements of the Companies Act 1965 and of the Companies Regulations in respect of matters precedent to the registration of the company and incidental to its registration have been complied with.
3. As from the date of its incorporation, the registered office of the company will be situated at _____ in the State of _____ Post Code _____
4. The first directors named in the articles of the company are as follows:

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

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

1. _____
2. _____
3. _____

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

Declared at _____ this _____ day of _____

 (Name)

(Licence No./ Prescribed
Body Membership No.)

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

(Subs. P.U.(A) 313 /1998:s.3)

Copyright © PHMB-LawNet, 2008. All rights reserved.

Appendix 29: Form 49

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

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

FORM 49
 Companies Act, 1965
 (Section 141(6))

Company No.

--	--

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

DIRECTORS*

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

MANAGERS AND SECRETARIES*

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

Dated this day of 19

Signature of @Director@ Secretary

Footnotes to Form 49

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

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

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

<https://www.ssm.com.my/acts/forcommand/jud/173/1966/cd/70.htm>

12

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

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

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

@ Strike out whichever is Inapplicable.

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

[Subs. P.U.(A) 16 / 1980:s.13]

Copyright © PHMB-LawNet, 2006. All rights reserved.