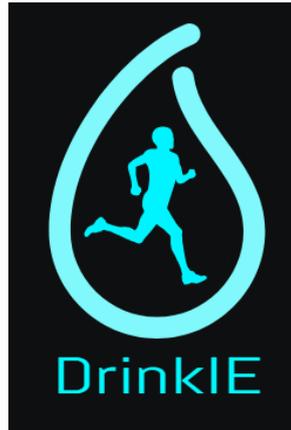


DRINKIE SDN BHD

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BEN 2018 GROUP 05



BUSINESS PLAN

DRINKIE SDN BHD

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Business Plan prepared March 2018

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DECLARATION

We hereby declare that:

- (1) This UBTZ3016 Entrepreneurial project is the end result of our own work and that due acknowledgement has been given in the references to ALL sources of information be they printed, electronic, or personal.
- (2) No portion of this Entrepreneurial project has been submitted in support of any application for any other degree or qualification of this or any other university, or other institutes of learning.
- (3) Equal contribution has been made by each group member in completing the Entrepreneurial project.
- (4) The word count of this Entrepreneurial Project is 11285.

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1.0 EXECUTIVE SUMMARY

1.1. The Opportunity

Malaysia is an equatorial climate country with hot and humid weather throughout the year, hence, Malaysian regularly participate in outdoor sports activities. In recent years, the trend of health and wellness has gradually increased as Malaysian are trying to get into healthy lifestyles. Thus, the trend of getting fit and healthy has created a great opportunity for DrinkIE to introduce sports equipment into the market. Our product may bring convenient to people who keen on outdoor sports activities especially jogging.

1.2. The Description of the Business

DrinkIESdn.Bhd. offers sports equipment which is a multifunctional hands-free wrist sleeve attach with water bladder and sweat-absorbing wrist towel features. Our company provides **convenient**, **multifunctional** and **portable** product to our customers. We identify the issue of inconvenience of carrying out a bag of belongings during outdoor activity. Hence, our product enables to reduce the burden of bringing bags out for exercise.

1.3. The Competitive Advantage

DrinkIESdn. Bhd. has the potential competing in the market when complying with several competitive advantage elements of convenience, portability, security, easy removable and multifunctional product.

1.4. Target Market

DrinkIE target market is more likely on **sports lovers** in Malaysia especially people who have outdoor exercise frequently. Besides, we also target **outdoor enthusiast** as light and portable sport tool is suitable for them whenever there are for outdoor activities. Meanwhile, DrinkIE also aim on other channels such as retailers and wholesalers.

1.5. The Management Team

Top management team of DrinkIESdn.Bhd. is form by the founders of the company. Ms. Hein Yee Cheng is the Managing Director; Mr. Tan Sheh Sheng is the Financial Manager; Ms. Jacklyn Koh Xin Nee is the Sales and Marketing Manager; Ms. Sim Suz Lou is the Supply Chain Manager while Ms. Chew Xiao Wei is the Operation Manager.

1.6 Brief Summary of the Financial Projections

There are some assumptions in our financial projections which are Good and Service Tax (GST) may be include and the projection for quantity of product sales for each month as well as the price of the product. Our company use straight-line method to calculate the depreciation of the fixed assets. Besides that, financial projections of the company also include cost of production tool, material cost, salary expenses, EPF and SOCSO.

1.7 Description of What the Business Needs

Total fund for our business is RM250,000. The five founders in top management will contribute RM10,000 per person with total of RM50,000. DrinkIE also get Young Entrepreneur Fund (YEF) from the government with the amount of RM100,000. Moreover, some fund obtained from two business angels which are CSH SdnBhd and Metalical Car Paints SdnBhd with the amount RM50,000 respectively and total of RM100,000. The capital will be used in purchasing the equipment, raw materials, registration of business and other start-up expenses.

1.8 Exit Strategy for Investor

There are two ways for investor to exit investment on DrinkIESdn. Bhd. which are liquidation and transfer of share. For liquidation, assets will be sold out and then the value of the asset will be valued by the professional personal. At this moment, the amount of sales will be distributed to the investors who intend to exit from the business based on their proportion of the shares. Alternatively, the company also allow the transfer of share which investors can transfer their share to internal or external of the company.

2.0 THE BUSINESS

2.1. The Description of the Business

DrinkIESdn.Bhd. is a product-based company that produce wrist sleeve product which attached with water bladder for sports activities. The business is mainly focus on producing product for the convenience of sports enthusiast.

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

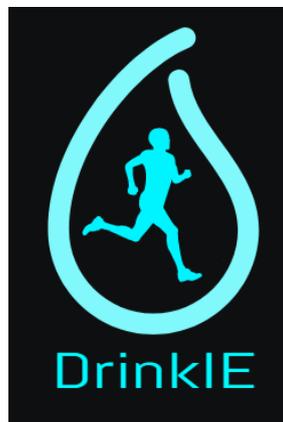
A. Name of propose business

DrinkIE has chosen as the name of propose business through the agreement of all executives from top management. The inspiration of selecting DrinkIE to be the name of propose business as the product the company is a sport equipment that come with water supply function. DrinkIE carries the meaning of “Drink It Easy” and complying with the slogan. The idea of forming the name “DrinkIE” is from the way of using the propose product. The purpose of the propose business is to create an easy way to reduce the burden of carrying personal belongings while exercising. Thus, DrinkIE has the concept of making all in one single product.

B. Logo of propose business

The top management team has brainstormed and discussed on the structure of company logo which needed to be unique and remarkable. The first impression towards the company logo is important, therefore, decision has made to bring out the inner image of the logo with aqua blue and dark background colour. The team has chosen aqua blue as the colour reflected refreshment, lively and energetic. The image of company logo is formed by the shape of a water droplet with a running athlete. The water droplet carries the meaning of water supply from the water bladder of the product while the running athlete refers to outdoor enthusiast who love having outdoor activities.

Figure 2. 1 Company Logo



C. Location of propose business

The location for DrinkIE's administration office and manufacturing plant have selected at Bukit Mertajam in Penang. The actual address of the manufacturing plant will be located at Lorong Perindustrian Bukit Minyak, 14020, Bukit Mertajam, Penang. According to Bukit Minyak area, most of the manufacturing factories located in this area and so the location of DrinkIE manufacturing plant is suitable in this area.

2.1.2. Nature of business/ Products or services offer

Our product comes with a water bladder, a microfiber towel and a small compartment. It is a great solution for outdoor enthusiast who feel inconvenient to bring their water bottles and towel along while exercising. Furthermore, they tend to worry about their belongings to be stolen during exercise as the crime rate in Malaysia is getting severe. Likewise, it can be a burden for those who love outdoor activities and exercise as anytime they will get robbed or theft in sudden. In fact, it is a necessary to bring along some important things such as water, towel, access card and house key away from the doorstep. Thereafter, our company DrinkIE invented our business on sports equipment named E-Drink. E-drink is a multifunctional wrist sleeve that comes with different features needed by outdoor enthusiast.

2.1.3 Company missions and objectives

VISION

To bring convenience and improvement to fitness lifestyle

MISSION

- I. Continuous innovate on sports equipment.
- II. Provide the best sports experience to customers
- III. Always fulfilled the needs of customers with unique products.

OBJECTIVE

- I. Prioritize our product in the market.
- II. To gain and sustain company's profit.
- III. Encourage the youngsters to create more innovative products.
- IV. To maintain and improve the quality of product and services.

2.2 The Opportunity

2.2.1 Problem to solve or need to be filled

Malaysia recently has step into the healthy lifestyle trend. Malaysian focuses more on improving their lifestyle by having fitness activities indoor and outdoor. People normally will carry water bottles and towel along or place these items into a bag. However, it might cause inconvenience during exercising in public. Thus, DrinkIE has invented E-Drink which can solve the inconvenience of outdoor activities. E-Drink has designed with small compartment that mainly to solve the inconvenience of bringing tiny personal belongings and sports bag for outdoor exercise. Other than that, carrying bags in Malaysia is not secure and might get into thief or robbery cases easily. Based on New Straits Times, in year 2017 Malaysia's snatch theft and robbery cases has increase about 58% (Msar, 2017). Therefore, it is a great chance for us to launch our new product E-Drink to provide convenient and security.

A. Inconvenience of towel and bottle carry for outdoor activities.

Most of the people may bring water bottle and towel along with keys, access card and other personal belongings outdoor. There might find difficulty to place or keep their belongings in public areas such as recreational park and garden. In addition, they need to take extra alert on their belongings as it does not secure in a proper manner. Hence, they might easily loss their belongings in public.

B. High snatch theft and robbery crime rate

Although the overall crime rate in Malaysia has been reduced, the crime rate of snatch theft and robbery are still severe at this moment. Therefore, carrying bags has created opportunity for individual to commit into robbery crime. Furthermore, the created opportunity will only increase the crime rate of snatch theft and robbery.

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

By using our new product E-Drink, it could solve the problem customer facing nowadays and fulfil the need of customer. Firstly, by using E-Drink customers do not need to bring their water bottle and towel along however, using E-Drink which contains of water bladder, towel attached with compartment has allowed customer to bring all their belongings on hand. DrinkIEhas designed few compartments to store the important things such as access card, identification card, money, vehicle keys and so on. It could highly provide security to the belonging and not easy to lose when having activities. Customers can focus on their activities and need not worry about losing their belongings.

Furthermore, our product can also avoid the problem of high snatch theft and robbery crime rate problem which getting severe in Malaysia nowadays. By using our product, it can provide few compartments to the users to store their belongings inside the sleeve. Thus, the belongings will not expose to public and safely keep in the compartments that reduce the chance to lost it in public. It prevents the customer from being targeted by the theft or robber since they do not know what you have brought.

2.3 Competitive Advantages

2.3.1 Description of the business model

Figure 2. 2 Business model of DrinkIE

Key Partners	Key Activities	Value Proposition	Customer Relationship	Customer Segments
<ul style="list-style-type: none"> - Logistic company - Raw material companies 	<ul style="list-style-type: none"> - Assembly, Quality control, labelling and packaging 	<ul style="list-style-type: none"> - Product Convenience - Provide security 	<ul style="list-style-type: none"> - Customer support 	<ul style="list-style-type: none"> - 18-30 years old outdoor enthusiast - Sports lover
	Key Resources		Channels	
<ul style="list-style-type: none"> - Intellectual Properties - Online Platform - Brand 		<ul style="list-style-type: none"> - Bricks & Mortar - E-commerce 		
Cost Structure		Revenue Streams		
<ul style="list-style-type: none"> - Raw materials cost - Operation cost - Advertising cost - Logistic cost 		<ul style="list-style-type: none"> - Sales 		

A. Key Partners

One of the key partner of our business is HTH Corporation which is a logistic company for supply chain activities. HTH transferring all the finished goods to respectively location and distribute to small logistic company. HTH Corporation has distribution centres in Malaysia and Singapore which are in the states of Johor, Penang and Kuala Lumpur in Malaysia and a centre in Singapore. Besides, DrinkIE has tightly contact with several suppliers from China for raw material supply who play an important role in E-Drink production process as it controls and affects the entire production.

B. Key Activities

The main activity of DrinkIE is the assemble of several materials supplied by our suppliers. This activity basically is to transform the innovative idea into a new unique product with extraordinary features. During the production of E-Drink, several raw materials for instance, water bladder, towel and nylon fabric will be assembled into one. Then, product quality control also take in place to make sure the quality of each product is maintained and within the product quality standard. Furthermore, labelling and packaging are the finalize process in the production. E-Drink product will be packed into a box labelled with application information and the printed logo of DrinkIE.

C. Key Resources

The key resources that DrinkIE holding are intellectual properties, online platforms and the brand. The intellectual properties of DrinkIE are the logo of DrinkIE or trade mark of DrinkIE Sdn. Bhd. Furthermore, online platforms are one of the key resources of the company as the sales of the business partially are generated from the online channels such as company website, Alibaba and Lazada. Besides, the brand name and image of the business is also important to be owned by the company as it represents the quality and reputation of DrinkIE.

D. Value Proposition

E-Drink is a product that brings the value of convenience to the customers. The business invention is to comply with the mission of the company that we provide handy, convenient, multifunctional product to our customers. DrinkIE is not mainly focus on the profit margin from the product, we carry our duty as part of the society. The company concern on the inconvenience of the need to carry things out from our doorstep will demotivate people out for exercise. Therefore, we come out with the innovative idea to encourage people to have regular exercises by using our product that can improve their exercise quality.

Meanwhile, the society is demanding for healthy lifestyle instead, they realize the importance of having a balance lifestyle firstly is to have a healthy and fit body

condition with regular exercises. According to the trend, E-Drink provides convenience to all who focus on healthy lifestyle and quality of life.

Moreover, E-Drink provides security to customers in the way that they can store and keep their belongings in the compartment of the product and need not to carry a bag to keep their belongings.

E. Customer Relationship

Customer support is one of the method for the company to build a strong relationship with the customer. Thus, the top management has constructed customer support programs such as feedback form, post buying service and customer retention activities.

F. Channel

DrinkIE is selling E-Drink product in two different channels which are e-commerce and bricks and mortar. In terms of e-commerce, E-Drink will be sell through the company webpage and other online channel. Customers are required to order through online either from the webpage or other online webpages such as Alibaba and Lazada. On the other hand, customers can also get our product from bricks and mortar via variety of intermediaries like retail stores. Therefore, DrinkIE gives out the product through both channels for more purchasing options.

G. Customer Segment

E-Drink product mainly aims on 18-30 age of enthusiast which mainly segment into two category which are individual and retailers. Individuals normally will purchase in a small amount of quantity from company webpage or any retail stores while retailers usually will directly purchase from company manufacturing plant in a large amount of quantity to keep stocks. Besides, sport lover is also one of the segment of the business as E-Drink is a sports product.

H. Revenue Stream

The company's revenue is solely from the profit of E-Drink product. DrinkIE does not have other in coming revenue as DrinkIE is a newly set up business that still in the growing stage with limited capital and funds. Thus, product revenue is the prioritize concern for the business. The unit price of E-Drink will be increased by year when the business starts to gain more profit. When year goes by, customers will have confident on our product and subsequently the product brand will be well established. Hence, the revenue of the business will gradually improve.

I. Cost Structure

The costs to carry on the business have included raw material cost, operation cost, advertising cost and logistic cost. These costs support the business activities of the company for profit generation. Firstly, raw material cost is the important cost to be monitored by the business as it affects much on the profit margin of the business. Then, operation cost which includes rentals, distribution cost, utilities and employment. Further, advertising cost is essential for most of the business and same goes to DrinkIE, advertisement can highly increase the sales of the product meanwhile introduce the product to a wider range of people in the market. Lastly, logistic cost also the major cost of the business because the business depends much on the logistic services for goods sending process.

2.3.2 How the business will create sustainable competitive advantages

The competitive advantage of E-Drink will be dissected in SWOT analysis.

A. Strength

1. User friendly product.

One of the strength of E-Drink is the easy way of using E-drink. E-Drink is easy to fit in and remove when in use. Each of the design of compartments have been structured and allocated specifically. For example, the towel which is attachable allow users to change it from time to time for hygiene purpose.

2. Product innovation.

The idea of E-Drink is to bring all needed belongings for outdoor exercise for example, water, key and towel in one. The innovative concept allows the company to invent new product into the market which is totally fresh to customers as customers usually will get attracted by innovative new product in the market.

C. Weaknesses

1. Lack of Human Resources Management skill.

One of the important skills in operating a business is the establishment of goals, motivation of employees to guide them on their career path. People management need leaders from the human resource field to monitor and perform thus, human resource program in a company is essential. A well-structured human resources management concern the employee needs and able allocate the right person to the right task and build the good relationship between the employees and company.

2. Suitable for certain sport activity.

Other than that, there are some sport activities which is not suitable to use E-Drink. For example, sport activities like badminton, swimming, and football activity. These activities require more movement and speed which carrying things on hand might restrict the movement while exercising.

D. Opportunity

1. Trend of healthy lifestyle

The opportunity for our business and product is the demand for trend of healthy lifestyle. Healthy awareness has kept on increasing in Malaysia which encourages the people to go for more sports activity. Nowadays, people in Malaysia are more concerning on their health as the people are suffering from the obesity and diabetes. People are willing to spend on the sport accessories to involve in healthy lifestyle.

D. Threat

1. Competition among rivals

Whenever there are new invented product or services in the market, companies in the same industry will likely to compete with similar product for earning the

revenue from the market. Likewise, the introduction of E-Drink in the market will follow by the rivals to compete in the market.

2.4 Current Status and Requirement

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

Water bottle has been in the market for many years and it is slowly transforming from traditional plastic bottle into water bag pouch due to the benefits associated with lightweight, flexibility and convenient. Besides, as the public security in Malaysia are getting worst, people are worried when carry their belongings while on the go. Therefore, our company has come out an idea which is a wrist sleeve attached with water bladder, sweat towel and small compartment to keep belongings when having sports activities. It is also providing convenience to people instead of carrying a bag.

Figure 2. 3 Projected Milestones of DrinkIE



We started to prepare our business plan on 1st of May 2017. The preparation has taken about 5 months to complete and further proceed to propose business plan and project approval. In this step, we need to propose our business plan to the investors and get project approval. Next, we have received the fund from our investors and our managing director will have a business registration for DrinkIE to be a legal entity under Suruhanjaya Syarikat Malaysia (SSM).

For the location, our company has signed a contract with the property's owner to rent the location for 5 years. After looking for the suitable location, we have proceeded to have a renovation to our company.

After the renovation has done, our company has purchase the office equipment and production tools to place in the company. Then, company need to recruit employees and foreign workers to our company. A longer time is required to finish ascompany emphasizes on the capability and attitude of employees. Then, top management will proceed to the task of searching for suppliers and manufacturers.

To improve the brand awareness and brand equity of the company in customer's mind, our company conducts advertising and promotion activities. After all, there will be a soft opening of the company and a grant opening ceremony which is estimated to be launch on 3rd March 2018.

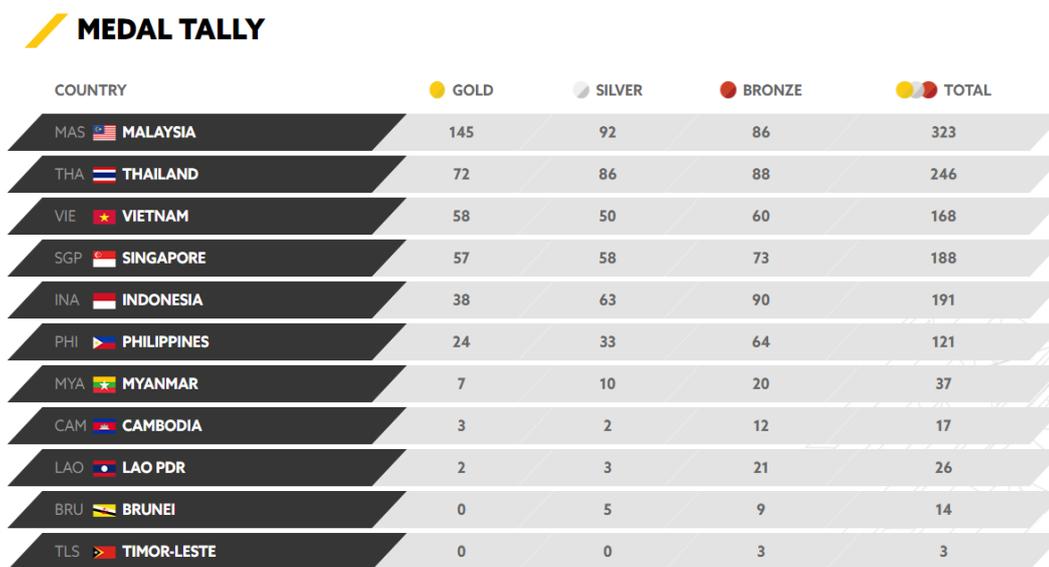
3.0 INDUSTRY ANALYSIS

3.1 Industry Description

3.1.1 Industry trends

Today's sports industry has improved rapidly over the past few years in Malaysia. According to Dentsu Sports Asia vice-president and the head of Malaysia Stuart Ramalingam, sports has become a trend for advertising vehicle, and the sports brands in Malaysia are targeting to this medium too (Dhesi, 2016). In 2017, Malaysia hosted a sports event which is 29th Southeast Asian Games. It was the sixth time our country hosted this event. This event has boosted up Malaysia's economy, such as tourism, hospitality and sports industry. According to Bank Negara Malaysia, the economy has increased 5.8% compared with past years (Goyder, 2017). In addition, Malaysia has won a total number of 323 medals in Southeast Asian Games which included 145 Gold, 92 Silver and 86 Bronze. This was also one of the reason that caused Malaysia's sports industry improved.

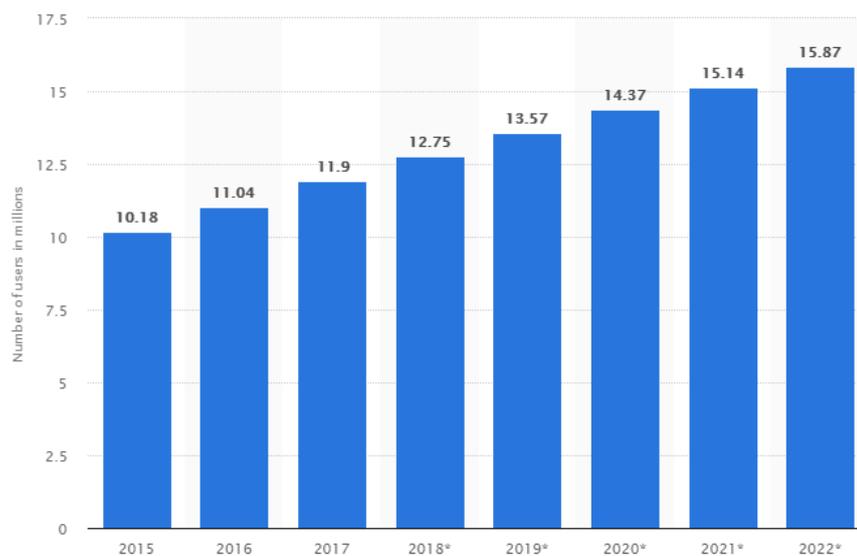
Figure 3. 1: Southeast Asian Games Medal Tally



Source: Southeast Asian Games Medal Tally

Furthermore, the impact of social media on today’s sport industry is growing rapidly too. The sustainable growth rate of Facebook users in Malaysia are increasing from 10.18 million in year 2015 to 11.9 million in year 2017 and the number of users is expected to be increased to 15.87 million in year 2022 (Refer Figure 3.2). Besides, people will buy the brand which they follow in the social media or be influenced by the famous bloggers. Once the sports brand marketers promote it new products in official website or social media, it will attract large number of people to purchase.

Figure 3. 2: The number of Facebook users in Malaysia from 2015 to 2022(in million)



Source: The number of Facebook users in Malaysia from 2015 to 2022 (in million)

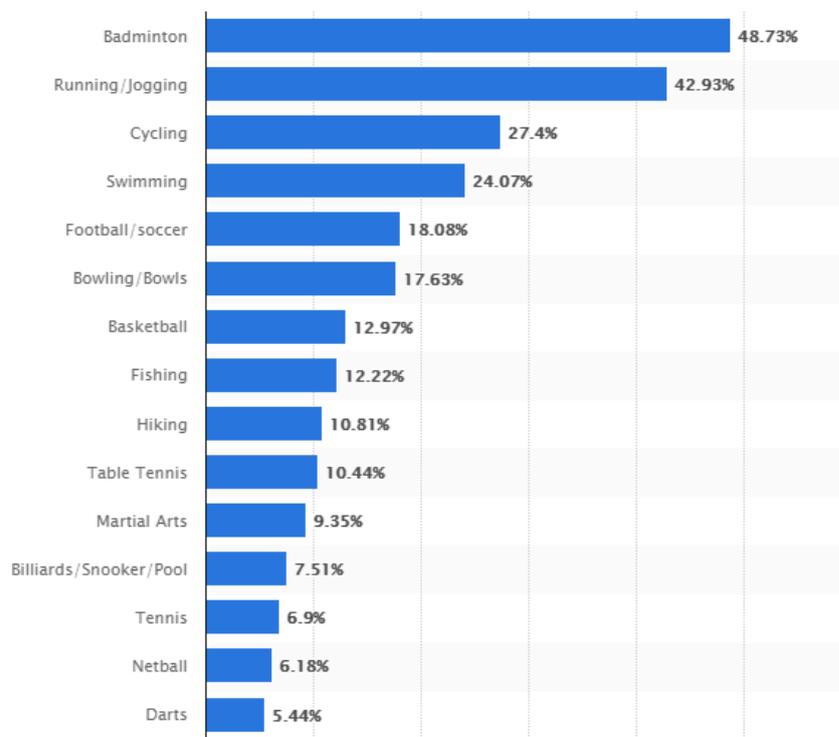
According to the news from New Straits Times, the estimated 73 per cent of deaths in Malaysian are caused by the non-communicable disease such as hypertension, diabetes and heart problems (Bernama, 2017). In recent years, people seem to become more proactive in health matters than the past. The research found that, more than four out of ten consumers are willing to spend money on healthier products compared with millennials and baby boomers (Watson, 2015). Then, it will lead to consumers started to involve themselves into sports activities. In fact, it will also drive up the sports trend in the future.

3.1.2 Industry size

In the late 1990s, Malaysia sports industry was ranked as one of the top 10 industries to the GDP of Western developed countries (Marimuthu & Hassan, 2016). The statistic below shows the results of a survey that the kind of sports participated by Malaysian. It shows that most of the citizen likes outdoor activities, such as running, jogging, and cycling. From the survey, we found that there are 42.93% of Malaysians like running and jogging.

Figure 3. 3: Types of sports Malaysian participated

Malaysia: What sports do you regularly participate in?



Source: Malaysia-What sports do you regularly participate in?

From the global industry analysis, sports apparel industry is expected to increase \$184.6 billion by year 2020 (Bisht, 2015). Sports apparel markets are mainly targeting on workouts sessions or while playing sports. From the research found, in year 2014, North America was generating the largest revenue on sports apparel market. However, in Asia-Pacific countries, the revenue is still growing, and it will be the leading revenue-generating region by 2020 (Bisht, 2015).

The figure below shows that the world sports apparel market are mostly men and women and they prefer purchase sports apparel in retail stores compared to the online stores. In year 2020, there are some factors that would impact consumers on purchasing sports apparel, such as increasing disposable of income, increasing the number of female participate in fitness and sports and increasing of the fitness conscious consumers.

Figure 3. 4: AMR Analysis



Source: AMR Analysis

3.1.3 Industry attractiveness

To determine the attractiveness of DrinkIE’s product in the sports industry, we have used the Porter’s Five Forces theory to examine the attractiveness of DrinkIE.

Figure 3. 5: Porter's Five Forces Model



Table 3. 1: DrinkIE Porter's Five Forces Analysis on Attractiveness of Industry

Competitive Forces	Low	Moderate	High
Bargaining power of buyers		×	
Bargaining power of suppliers	×		
Threat of substitution		×	
Threat of new entrants			×
Rivalry within industry		×	

A. Bargaining power of buyers

The bargaining power for DrinkIE's consumers is moderate. Since our product is new to the market, therefore buyers will have less bargaining power towards the price. On the other hand, consumers can purchase both water bottle and towel separately, but it is not convenient for them to bring along when having on-the-go activities. It will cause consumers purchase other substitute products rather than purchase E-Drink. Also, some of the consumers will prefer the product which provide the most convenience for them instead of buying two separate products. In addition, the switching cost for E-Drink is medium.

B. Bargaining power of suppliers

The bargaining power of suppliers for DrinkIE's products is low because there are a numerous of suppliers that can provide the raw materials that our company needed. Therefore, DrinkIE does not need to rely just one or few suppliers to get the materials. Thus, suppliers do not have high power on controlling the prices of raw materials.

C. Threat of substitution

The threat of substitution for DrinkIE's product is medium. There are some substitution products in the market, such as wristband towel, water backpack, armband water and so forth. Thus, consumers will have the choice to purchase a similar type of product. However, DrinkIE is at the medium force of the threat due to the uniqueness of E-Drink, multifunctional product. Consumers will have less likely to look for an alternative to replace it.

D. Threat of new entrants

Since sports will be the trend in the following years. Therefore, it will be a profitable market in the future. A profitable industry may attract new entrants to get into a market. The barriers to enter the industry are low due to the moderate production cost, numerous of resources, sufficient amount of financial capital and so forth. The production cost for E-Drink is low due to the machines we used are second-handed that lead to a low start-up cost. Besides, the hands-free water bag will easily to copy or modify by other manufacturers. Therefore, it will lead to the barriers to entry are low and the threat for new entrants will be high.

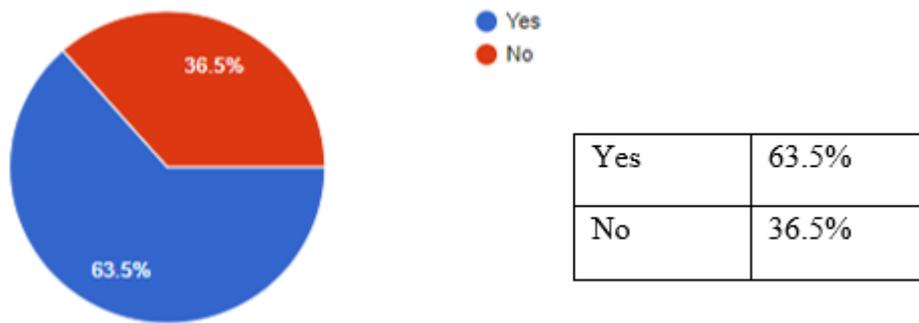
E. Rivalry within industry

DrinkIE's rivalry within the industry is moderate due to there are some direct competitors that selling the similar product, such as Hydrosleeve that provide the armband water bag for runners. Besides, there are also indirect competitors which are Adidas, Drinkware, Nike and so on which are selling sports drinking water. Although there are already many competitors well established in the market, DrinkIE will still have the advantage to compete with them due to our product is affordable price, multifunctional and good quality.

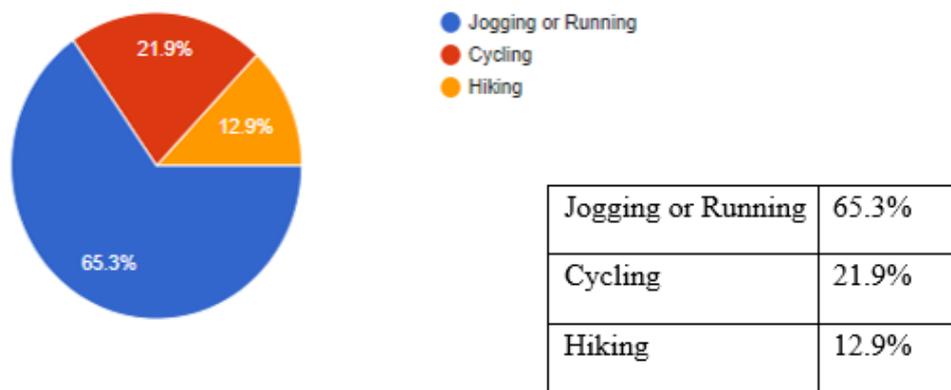
3.1.4 Profit potential

Based on the survey conducted towards the potential customers 54.8% of respondent do often participate outdoor activities such as jogging or running. There are 64.6% of respondent keen on jogging or running outdoor exercise which E-Drink is mainly for joggers and runners. Then, 87.4% of respondent will like to purchase a product that can replace a sports bag with towel and bottle containing. While, 93.5% of people will consider purchase a product which lessen their burden and bring convenient and safety to them at the same time.

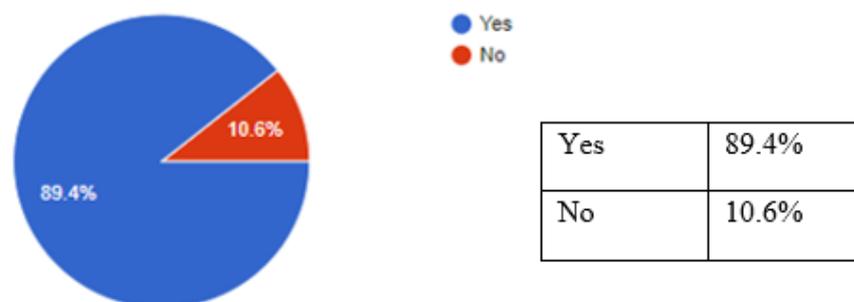
Pie Chart 3. 1: Do you often participate in outdoor activities?



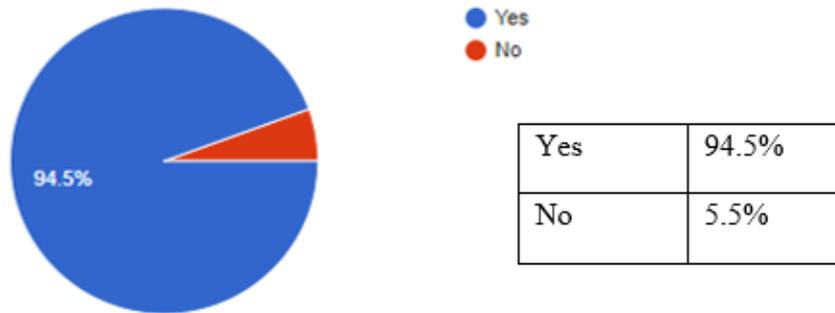
Pie Chart 3. 2: What kind of sport will you prefer?



Pie Chart 3. 3: Will you consider purchasing a product that could replace your sports bag with container and towel?



Pie Chart 3. 4: If there is a product that lessen your burden and secure your safety, would you consider purchasing it?



3.2 Target Market

The target market of our DrinkIE company is the outdoor sport lovers. By using E-Drink, the sport lovers able to solve the problem they face such as inconvenience of belonging carrying when having sport and provide the protection for users from missing their belongings. Besides that, the healthy trend has become popular recently and people become emphasize in sport to maintain their body health condition.

1. Sport lovers

Our company has targeted the sport lovers who love to have sport or outdoor activities as our product able meet their needs for storing their belonging in the E-Drink which provide convenience and avoid the belonging missing.

2. Age range between 18 to 30 outdoor enthusiasts

Our company also has targeted on the customers who within the age range between 18 to 30 mainly due to the customers fall within this age range joins more sport and outdoor activities compare to others range. Hence, our company has target on this segment of market as our target customers.

3. Moderate purchasing power

Besides of age range, our company also targeted the customers who have moderate purchasing power. This is because the price of our product is RM38 which is a moderate price in the market. So, our company needs to target the customer who can afford to the price of our product.

3.3 Competitive Position within Target Market

Table 3. 2: Competitive position of DrinkIE

Details	DrinkIE	Hydrosleeve	Drinkware	Thermos
Company Features (Competitive Edges)	Convenience, Innovation, Fashion design	Convenience,	Fashion design	Heat preservation,
Brand Name Recognition	Low	Moderate	Moderate	High
Quality of product	Good	Good	Moderate	Good
Target market	Retailers, End User	Retailers, End User	Retailers, End User	Retailers, End User
Competition with Comfort-Z	-	Direct	Indirect	Indirect
Market Segment	B2B, B2C	B2B, B2C	B2B, B2C	B2B, B2C

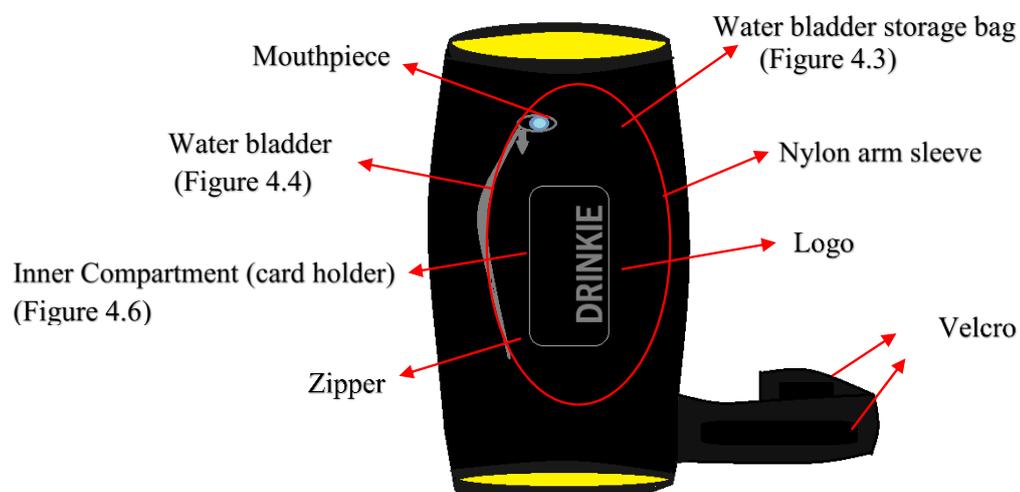
4.0 MARKETING PLAN

4.1 Product Feasibility Analysis

4.1.1 Full description of the product offer

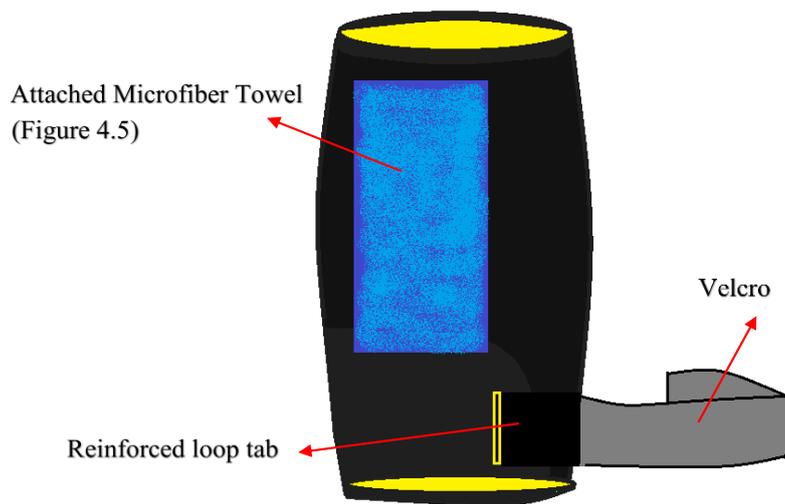
E-Drink is a compression sleeve with multiple use for sporting. It was basically made by Nylon fabric. DrinkIE management team has decided using Nylon as our main material after doing a mass of researches. Nylon is lower cost than other fabrics which have similar function, so we can lower our selling price to get the market. Besides, Nylon is a light-weighted material that will not be burdensome to the users and provided quick drying function. Therefore, it is suitable for outdoor activities lover such as hiking and surfing.

Figure 4. 1: Front view of E-Drink



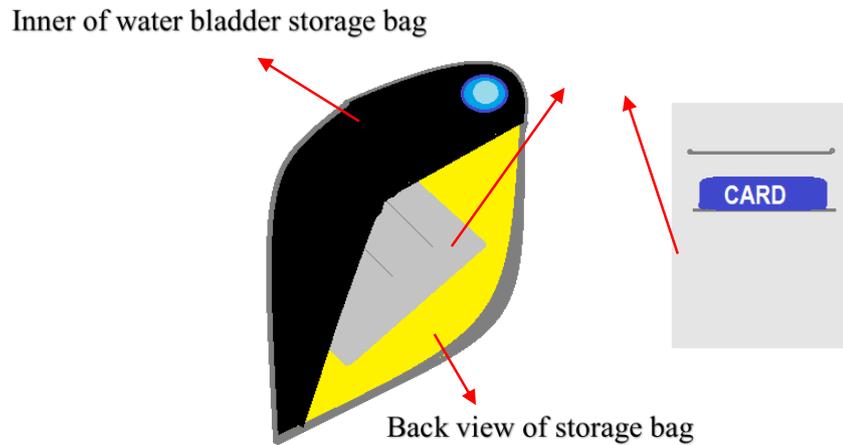
The figure showed the front view of E-Drink. Our company logo will be printed on the water bladder compartment.

Figure 4. 2: Back view of E-Drink

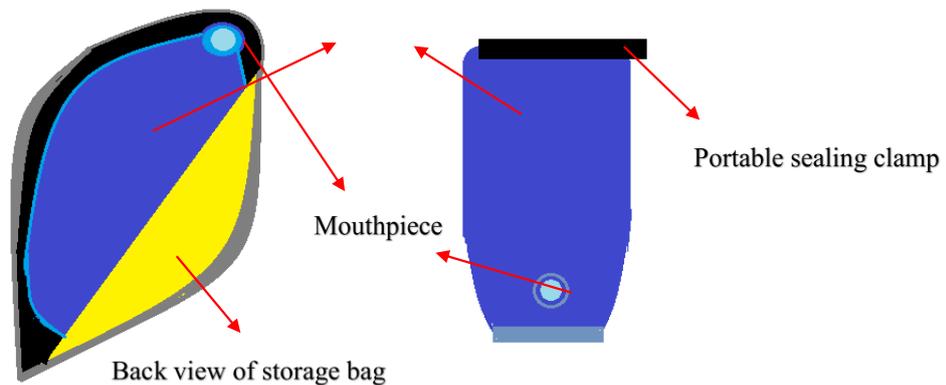


The figure showed the back view of E-Drink. Since the loop tab will consolidate the elastic Velcro and it need to sustain heaps of times of friction. Therefore, we have reinforced the loop tab to avoid thread off.

Figure 4. 3: Storage Bag of E-Drink



The card holder will be sewed on the back side of the storage bag



The size of storage bag is exactly suitable to put in the water bladder. Hence, the users will not feel wobble and unstable when they are running or having some outdoor activities.

Figure 4. 4: Sample of Water Bladder



Picture provide

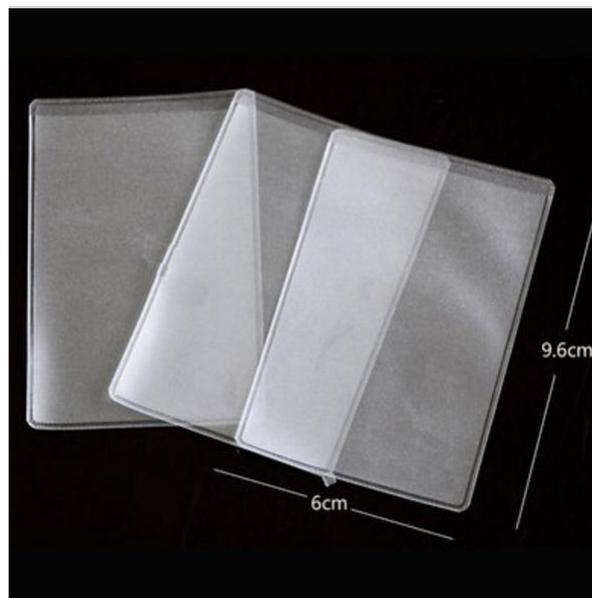
The water bladder is made by TPU (thermoplastic polyurethane) which is BPA and PVC free. It allows the user to reuse and washable. It provide portable sealing clamp which can let the user fill in the water easily and featured with the leak-proof design. The mouthpiece is made by Silicon which can provide the water easily after a slightly bite (“Aonijiewater bladder,”n.d.). The size of water bladder will come in 17cm*8cm which can provide 250ml water.

Figure 4. 5: Sample of Microfiber towel



Microfiber have higher water absorbency so the users can get rid of sweating when they are having outdoor activities. Besides, Microfiber will not increase too much weight for the users and it is fast drying (“Top five advantages of microfiber towels,” 2012). The thing that worth to be mentioned is that Microfiber will not collect bacteria (“The benefit and use of microfiber towel,” n.d.). Therefore, it is good to the skin of users and keep the towel hygiene.

Figure 4. 6: Sample of Card and Key Holder



The card and key compartment we have chosen soft plastic as our material. It is because the place that seamed with the card holder is near with the water bladder. Plastic material provides the function of water resistant. Therefore, the user can also put some bank note inside the PVC compartment.

Table 4. 1: Size of E-Drink

Measurement / Size	S	M
cm	19 - 24	24 - 28
inch	7.5 - 9.5	9.5 - 11

We have differentiate our E-Drink in two sizes which are small and medium. The method to figure out the size is using a measurement tape and wrap it around the forearm.

4.1.2 Concept testing

We have distributed 361 surveys to individuals that who are concern on sport activities through online sporting group and face-to-face interviewing to evaluate the responses on our new product which is E-Drink, a multipurpose wrist sleeve. Based on our online survey, there are 84.9% consumers at least exercise one time in a week and over 63.5% who participate in outdoor activities. Moreover, there are 332 out of 361 respondents will bring water bottle and towels when they are exercising and over 275 respondents feel that it is a trouble to exercise with carrying water bottle and towel. Hence, we believed that our product comes with multifunctional have fulfilled the market needs. Besides, over 341 respondents will consider buying this kind of product. Therefore, we deduce that E-Drink is a potential product to launch in the market.

4.2 Pricing Strategy

Price is the result of calculations based on the cost, market condition and competitors' behaviours. It is essential because it decides a company's time frame to recover their capital and how much the company can earn ("Definition of pricing strategies,"n.d.).

4.2.1 Pricing Penetration

Penetration price is using low price to enter the market. For the new launch products E-Drink, penetration pricing strategy can attract the customer to try our products because the price is not costly. Besides, penetration price can help us gain the market share and make them aware of our products (Suttle, n.d.).

4.3 Channels of Distribution

Direct channel of distribution

DrinkIE is using direct distribution channel to sell our product, which means that product directly send to customer without middleman. Product will be sell through company website and online.

DrinkIE make every step of purchase simple and fast. Basically, customers only need to run 4 steps to make the purchase in our website. First step customer need to choose on the product size and quantity, second step is to add product to cart and fill in address, third is to make payment by online payment. Finally, the last step is to wait for the product to reach.

Distribution through bricks and mortar

DrinkIE implement indirect channel of distribution which with low startup cost and reach wider the range of the target customers. DrinkIE creates intermediaries chain to make the product available in more place for purchase. DrinkIE corporate with sport equipment company which is selling product of different brand in their storefront or website.

4.4 Promotions and Advertising

4.4.1 Sales Promotion

Sales promotion can provide a motivation for new customer and hold old customer to purchase our product. Most of the small businesses choose to take variety of sales promotion to help in launch their new business. The promotions are normally had a specified date to achieve certain sales of the business.

Voucher and coupon

E-voucher and coupon will be distributes which content 10% to our first 100 customers who purchase from website. The first 100 customer purchase from website will be deducting 10% from their bill. E-voucher and coupon can increase the availability of our offer because customer easy to get digital voucher from our website rather than the paper voucher from the salesperson.

4.4.2 Online Advertising

Marketing enlightenment which present with internet. This means that the advertising will appear in the search engine and web browser. Online advertising is

a good way to promote as it is inexpensive, reach to wider audiences can be tracked to measure the result of advertisement.

Social media giveaway

DrinkIE will make a product giveaway contest in our company page in Facebook; who follow all the instruction in contest are entitle to win the prize. Hence, the participants need to like and share our post in Facebook and make a creative slogan for our product. The winner will be announcing at the second day of the deadline, the prize will be send within a week.

Discount

Discount voucher award to the customer who purchases two items in their first purchase. The customer can get 20% discount on the second item of purchase and it is only valid on the one time purchase. This can help to boost our sale and attract more customers to discover our product.

Video marketing

Video marketing is one of the important methods of us to market our product as we knew that 65% of the audiences tend to get attracted by videos. Thus, we educate our customer on how to use our product and what advantage our product can bring to the society. Besides, we also do testing on our product quality to show the customer, for example the comfortableness our sleeve can provide to the customers.

4.4.3 Outdoor Advertising

Advertising that conduct outdoors which use to publicizes the business's products or services. Outdoor advertising do great work on promoting product or services in categorical geographic location.

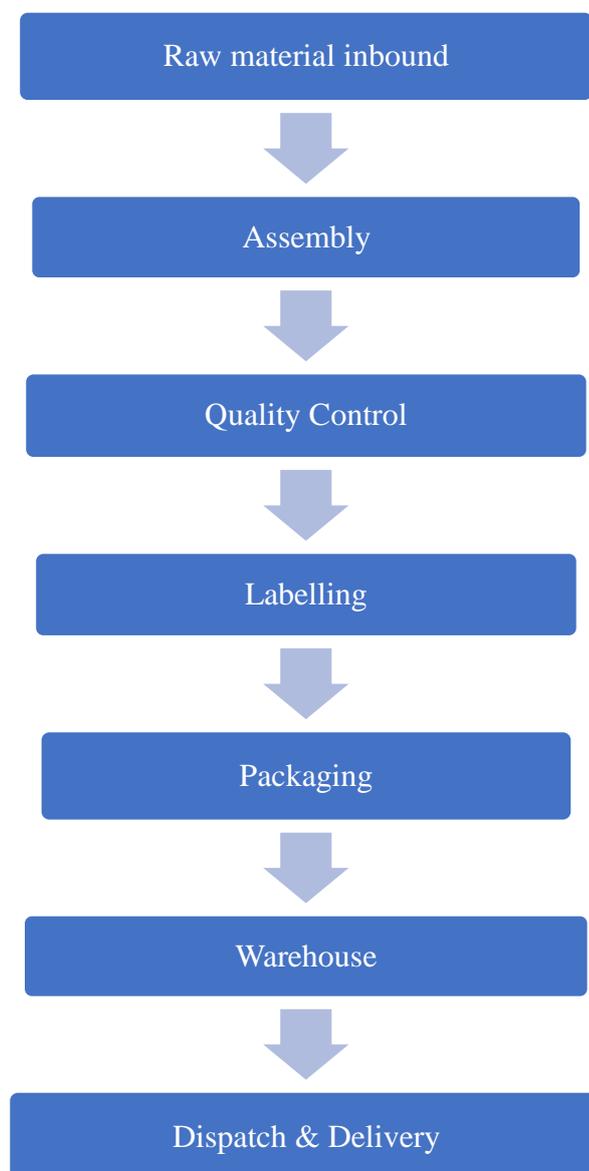
Counter booth promotion

Booth will be set at different sport event for example the “Music run” and “Colour run” which will gather large quantity of people, so we can promote our product to the broader group of audience who have few or no knowledge on our product. We will set up the booth at the entry point of the event and start to promote to the participants, the actual product will be showed and the participant can touch and test on our product.

5.0 PRODUCTION PLAN

5.1 Manufacturing Process

Figure 5. 1: Manufacturing Process



5.1.1. Raw Material Inbound

Raw material inbound is the stage where the amount and quality of raw material are accurate and standardize. Then, raw materials are handed over to the assembly production area to continue the process. Besides, the material for packaging is also one of the inbound items to be managed in current stage.

5.1.2. Assembly

Figure 5. 2: Production process



After receives of raw material from the inbound area, production labor will measure and cut the material for the following production. Next, they will sew the compartment pocket and velcro straps. Further on, labor in the assembly stage need to combine the entire product and place in the water bladder. Lastly, finishing good will send to the labeling and packaging area to wrap up.

5.1.3. Quality Control

The stage of quality control is to double check on the parts and details of the finishing goods. The labor will make sure there are no defects on the finishing products and so the completed products can be proceeded to labelling and packaging. The purpose of quality control is to make sure each product distributed is in a good condition.

5.1.4. Labelling

Labor at the labelling station will attach labelling such as logo and series number to the box of packaging. Labelling is important to differentiate our product with other company meanwhile the company able to trace back the series number of each product for further references.

5.1.5. Packaging

Packaging station is where they need to place the product (E-Drink) into the outsourced boxes to pack them accordingly. The boxes can prevent the product expose to dirt, water and it enable logistic process to run smoothly.

5.1.6. Warehouse

Warehouse will be filled with the boxes of packed products orderly. The use of warehouse is to supply storage area for the finished goods. Warehouse is also the station for product loading which ready for distribution purpose. Besides, logistic activities will be performed in warehouse area to ensure the smooth flow of the entire distribution process.

5.1.7. Dispatch & Distribution

Thereafter, labors who take charge in the warehouse will make arrangement for the dispatch of goods and distribute it according to the location of customers. A clear arrangement on dispatch can avoid further lead time of the entire production process thus, the company have a struttred dispatch procedure to follow up.

5.2 Availability of Qualified Labor Pool

We have chosen Bukit Mertajam, Penang as our set up location because there have many educated and qualified labour pool. Besides five of us as the top management team, our company plan to hire more individuals to work with us.

We hire three foreign workers for our production line. After received the fabrics, the worker will cut the fabrics into the size and shape of the product need. After that, the workers will sew the fabrics with the zip and Velcro. For the assembling workers, they combine every part of the materials and sew them into final product. The final process of production line is to labelling and packaging. The responsibility of the worker is to make sure that the logo be printed on the right and to pack the completed product into the delivery boxes.

For the logistic department, we will hire logistic executive to help the supply chain manager. They will arrange transportation routine with efficient way. They also associate the workers from Carriage Company to unload and unpack the materials from the cargo of suppliers.

We will hire a quality control specialist to make sure that our products have met the production standard and the packing specifications. They will test and measure the materials that have been processed. Besides, they need to ensure the products will be sent to customers without any defect and omission.

To manage our online webpage, we will hire information technology specialist. Person in charge need to have at least degree certification in information science and computer science and also deal with several type of software and hardware. Besides, he not only to ensure our webpage goes fluently, but also need to collect and record the customer database.

Furthermore, a clerk will be hired to handle administrative documents. The duties of clerk also included making appointment with suppliers, phone answering, photocopying and scanning documents. The clerk to be hired require having at least SPM certificates, strong communication skills and able to perform with computer software like Excel and Microsoft Words.

5.3 Physical Plant

Figure 5. 3: Ground Floor Plan

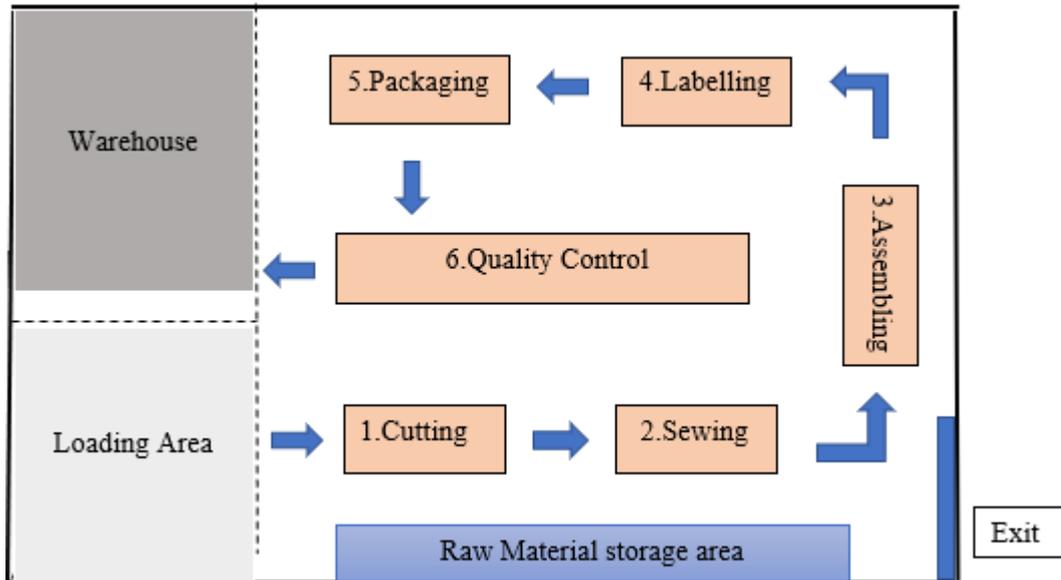
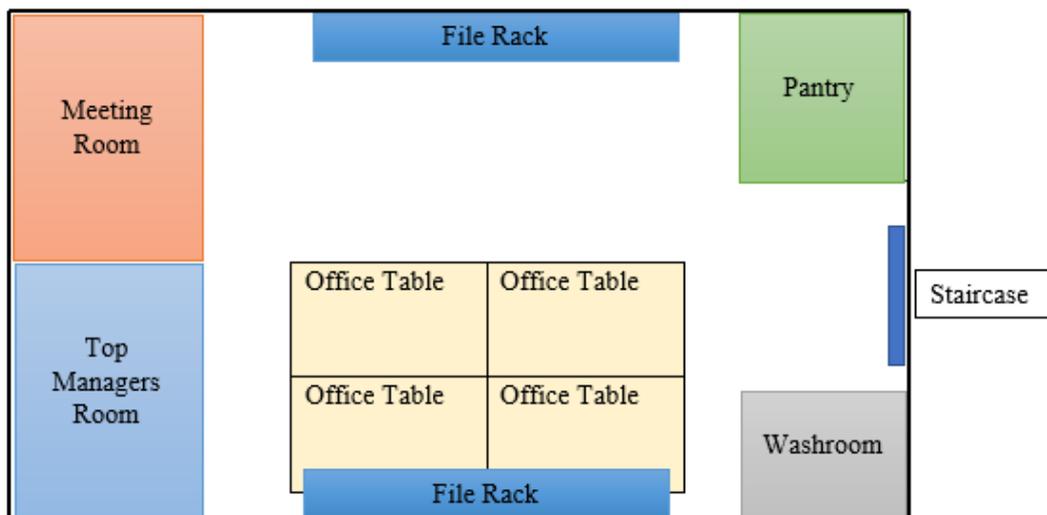


Figure 5. 4: First Floor Plan



5.4 Machineries and Equipment

5.4.1 Office Equipment

Table 5. 1: Office Equipment of DrinkIESdn. Bhd.

Equipment	Quantity	Price per unit(RM)	Total price(RM)
Office Table	5	RM70	RM350
Meeting Table	1	RM432	RM432
Office Chair	5	RM50	RM250
Plastic Chair	10	RM10	RM100
Plastic stool	12	RM8	RM96
Midea Water Dispenser (YR1246T)	1	RM75	RM75
Cup	20	RM1	RM20
White board- (Easy write)	1	RM95	RM95
Computer –(DELL LATITUDE)	5	RM380	RM1900
Printer –(Canon E480)	1	RM330	RM330
Projector - (YG300 VGA)	1	RM156	RM156
Fan-(Khind 60 CF612)	4	RM102	RM408
Air-Conditional - (Midea split 1.0HP)	4	RM400	RM1600

Office Phone - (Retro)	4	RM35	RM140
Fingerprint Attendance Machine-(TomNet)	1	RM100	RM100
Business Card	300	RM0.12	RM36
Company Shirt	25	RM20	RM500
Clock -(Ikea)	2	RM4	RM8
Dustbin	3	RM5	RM15
First Aid Kit	2	RM44	RM88
Fire-Extinguisher	3	RM160	RM480
CCTV	5	RM50	RM250
Stationery	Lump Sum		RM200
Total			RM7629

5.4.2 Production Machineries and Equipment

Table 5. 2: Production Machineries and Equipment

Item	Quantity	Unit Price (Rm)	Total Price (Rm)
Sewing machine-(Singer)	4	RM200	RM800
Rack	4	RM135	RM540
Trolley-(Iron Bull)	2	RM70	RM140
Total			RM1,480

5. 5 Names of Suppliers of Raw Material

DrinkIESdn.Bhd. is a product-based company that produce wrist sleeve product which attached with water bag container for sports activities. Raw material need to be chosen carefully, because it contains the drinking water of the consumers, and it will direct affect the health of the consumer. The reason to choose this company is because they supply quality raw material with fair price to the market and certified by the government with US FDA 21 CFR 177.1350. (“CFR-code of federal regulation title 21,”2017).

5.5.1 Nylon Neoprene Fabric

Jiashan Jian Bo Sports Goods Co.,ltd

Bldg. 3, No. 8, Guoqing Development Area, Weitang Street Office, Zhejiang, China
(Mainland)

86-0573-84111972

Guangzhou PAKI Textile And Leather Materials Co., Ltd.

Rm. 21, Floor 7, Bldg. B, Zhengsheng Business Mansion, No. 66, Yingbin Road,
Xinhua Street, Guangzhou, Guangdong, China (Mainland)

(860) 86902387

5.5.2 Waterproof Zip

Zhejiang Shunli Zipper Co., Ltd

Qiaoren Street, Qiaotou Town, Yongjia County, Wenzhou, Zhejiang, China
(Mainland)

15057590523

5.5.3. Water bag

Zhejiang aonijie outdoor Ltd.

Zhejiang Province, Quzhou City Kecheng District Baisha Road 33, 3, 3rd Floor

0570-3080256

5.5.4 Velcro

Shenzhen Sun Nice Textile Co., Ltd.

3/F, No. 19 Bldg., Area C, Fangxing Tech Park, Nanlian6th Ind. Area, Longgang Street, Shenzhen, Guangdong, China (Mainland)

0086-13266719158

5.5.5 Polyester overlocker Sewing Thread

YiwuKangsheng Thread Co., Ltd

Qiaotou Village, Chengxi Industrial Area, Yiwu, Jinhua, Zhejiang, China (Mainland)

+86139 8942 3509

5.6 Quality Control

Quality control is a procedure to ensure company's manufactured products or services meet the requirements of customers. Provide a high-quality product is always the main objective to DrinkIE. There are a few steps of quality control that implemented by DrinkIE to produce our product, E-Drink to our customers.

Figure 5. 5: Quality Control Process

Source: Quality Control Process

Firstly, incoming quality control (IQC) is an inspection on materials' quality before we start the assembly process. Executives need to present documents before and on-going process. Next, executives need to perform inspection on the dimension, visual and functional of the raw materials. After the inspections on raw materials, executives will inform the production executives to continue the manufacturing process.

The second step of quality control is in-process quality control (IPQC). It is a process which inspect on any problems that may occur during the assembly process. When the production line workers are assembling the raw materials, supervisors or managers have to examine their works to ensure the processes are run smoothly and up-to-date.

Lastly, outgoing quality assurance (OQA) is a process to check the product quality before it reach to customers' hand. After the assembly process, supervisors or managers will make sure the product is defect-free and conduct test to ensure the

product is usable. If any defects occur, we will give feedback to production department so that they can improve and make it better.

5.7. Customer Support

5.7.1. Company phone contact & email

Company phone number mainly is the tool to communicate and get close to the customers in the front line. Customers can make a call during working hours for any inquiries, product purchase and feedbacks. While, customers may also contact via email for more information or product details. Both company contact methods allow customers to approach the company in alternative ways.

5.7.2. Product Testing

Customers are allowed to have a try on the real product itself when they pay a visit to the company or any retail shop that sells E-Drink in the market. Through product testing, customers are able to experience and hands-on the quality and usability of the product. Meanwhile, it builds a strong trust between customer and the company.

5.7.3. Return & Exchange Policy

E-Drink can be returned or exchanged if it has any damage or defects when the customer received the product before use. Terms and conditions apply when it

comes to return or exchange process. The policy is to guarantee customer to get a good quality product and avoid dissatisfaction on them.

5.7.4. Company website

Company website can be a strong and effective tool to give customer support as any inquiries or information needed by the customer, they can refer to the website anytime regardless working hours. They can get the details of company and product from the website in a short moment. Customer may write reviews and feedback to the company regarding the uses of product for further improvement.

6.0 MANAGEMENT TEAM

6.1 Management Team

A. Managing Director

Hein Yee Cheng holds the position of Managing Director in our DrinkIE Company. She is a fresh graduate student from the University Tunku Abdul Rahman (UTAR) with degree of Bachelor of Business Administration Entrepreneurship (Hons). She is chosen to hold the Managing Director position because she usually was the leader in the assignment group or other event group. She has a good leadership which can lead the team toward success because she has the well management skill which management things properly.

B. Operation Manager

Chew Xiao Wei has hold the position of operation manager in the DrinkIE Company. She is a fresh graduate student from the University TunkuAbudl Rahman (UTAR) with degree of Bachelor of Business Administration Entrepreneurship (Hons). She has hold the operation manager position in the company is because we approbate her operation management skills and knowledge which may highly suit to the position of operation manager. She has gained operation management skills and knowledge through its working experience in bakery shop.

C. Sales and Marketing Manager

Jacklyn Koh Xin Nee has held the sales and marketing manager as the working position in DrinkIE Company. She is graduated from University Tunku Abdul Rahman (UTAR) with the degree of Bachelor of Business Administration Entrepreneurship (Hons). We have chosen her to become our company sales and marketing manager is because she has strong communication and marketing skills. Besides that, she also gained the sales or promotion related strategies and ideas from her working experience of promoter during her semester break and able to promote the product in effective ways.

D. Supply Chain Manager

Sim Suz Lou has hold the supply chain manager position in the DrinkIE Company. She was same as previous founders which was a fresh graduate student from University Tunku Abdul Rahman (UTAR) with the degree of Bachelor of Business Administration Entrepreneurship (Hons). During her internship, she learned on how to have a good supply chain management and also how to make sure the supply chain can be function properly. By having the supply chain management knowledge and skills, she able to organize the storage properly and ensure the products has delivered to the right place and right person.

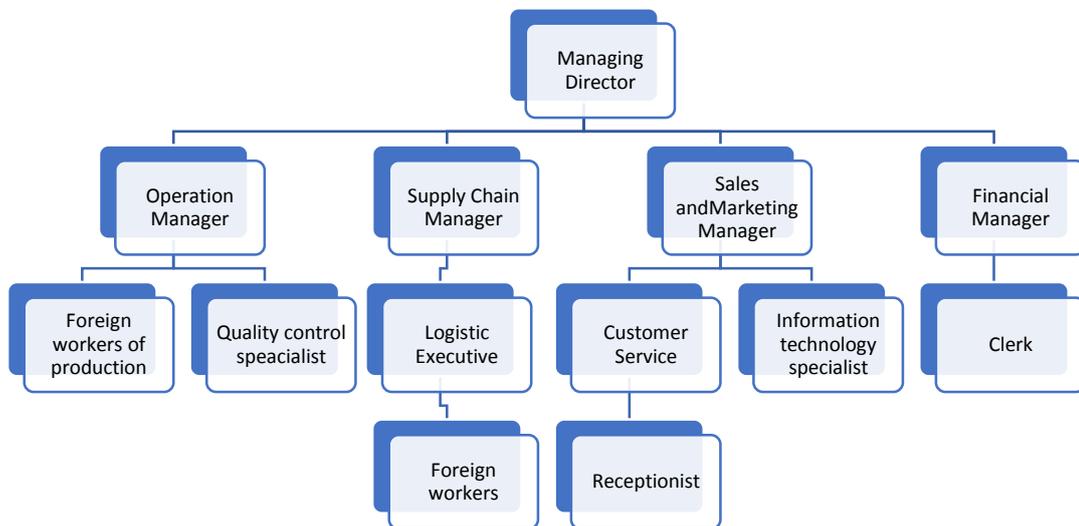
E. Financial Manager

Tan Sheh Sheng has hold the position of financial manager in the DrinkIECompany. He also was one of the fresh graduate students from University Tunku Abdul Rahman (UTAR) with the degree of Bachelor of Business Administration Entrepreneurship (Hons).He has learned the related skills and knowledge about the financial during his internship. Besides that, he also scores well in accounting and financing subject during his study in UTAR.

7.0 COMPANY STRUCTURE, INTELLECTUAL PROPERTY, AND OWNERSHIP

7.1 Organizational Structure

Figure 7. 1: Organization Chart



A. Managing Director

As a managing director, a specific goal and long-term objectives need to be set to ensure that all the employees are understood clearly. It is responsibility for a managing director to direct the company strategy towards a profitable result and to make sure it is going within the plan and budget. In addition, a

managing leader should be willing listen to other's opinion and make the ethical and right decision.

B. Operation Manager

Being an operation manager, the person in charge need to communicate with employees from different departments and solve the problem they faced. Besides, the person in charge need to find the alternatives method to increase the efficiency in producing products from time to time. Similar with quality control, operation manager also need to make sure the final products are accorded with the requirement of industry regulations.

C. Supply Chain Manager

Supply chain manager has been involved in logistic department and human resource department. Since our supplier mostly from China, the supply chain manager is required to have rich fund of knowledge on trade policy. The manager must be able to negotiate the shipping price, transport method with suppliers and ensure that the raw materials will arrive in time under the contracts. For the human resource department, supply chain manager need to conduct interview with specific requirement and hire the employee for the company.

D. Sales and Marketing Manager

Sales and marketing manager need to boost up the sales and expand the market meanwhile needs analysis or survey need to be conducted to understand the market needs and fulfil customer requirements and expectations. The Manager should fully understand the product information and respond to the customer question patiently while taking charge on customer service. The duties of customer service will be taken over after we hired the receptionist.

E. Financial Manager

As a financial manager, the person in charge should be circumspection and sensitive to numbers. The duties of a financial manager included preparing financial statement and making financial decision for company. The person in charge should able in predicting trend, setting company financial budget and figuring the ways to reduce the cost through reviewing the financial reports.

7.2 Legal Structure

DrinKIESdnBhdhas chosen private limited company structure to operate the business. This type of business structure limits the shareholders liability on the shares they are holding and restricts the shareholders from selling or transferring their shares to the public without inform and offer the other shareholders to purchase. (“Characteristic of private limited company,”2017).

Firstly, private limited companyable to get started easily, it can run all the procedures of start up our business through online (Catchpole, 2013). Secondly,private limited company has separate legal entity of the shareholders with the company thus; it possesses more security then other business structures. Moreover, this structure may easily raise new capital as it can offer new shares to the existing shareholders or the public as long as all of us are agree with the decision.

Table 7. 1: Investment Capital of DrinkIESdn. Bhd.

Name	Position	Capital of Investment
Chew Xiao Wei	Operation Manager	Rm10,000
Hein Yee Cheng	Managing Director	Rm10,000
Jacklyn Koh Xin Nee	Sales and Marketing Manager	Rm10,000
Sim Suz Lou	Supply Chain Manager	Rm10,000
Tan Sheh Sheng	Financial Manager	Rm10,000

Source: Develop for research

7.3 Intellectual Property

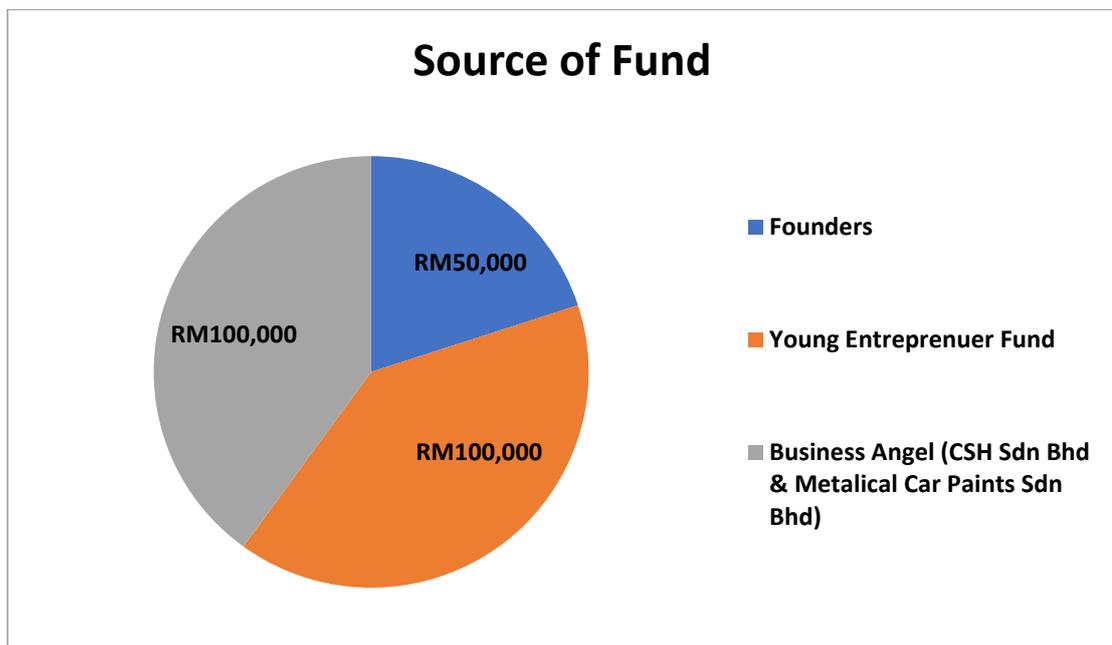
A. Trademark

Trademark can be a logo, name, symbol or device which can be used to differentiate our product from other competitor. Trademark adds value and goodwill to a business because the owner will have the right to prevent our trademark use by others also reflexing our brand quality and company to our customers.

8.0 FINANCIAL PLAN

8.1 Capital Requirements for the Next Five (5) Years

Pie Chart 8. 1: Source of fund



$$\begin{aligned} \text{Total Fund} &= \text{RM50,000} + \text{RM100,000} + \text{RM100,000} \\ &= \text{RM250,000} \end{aligned}$$

Each of our founders will contribute RM10,000 into the business, so the fund from founders will have RM50,000.

Besides that, we also have applied for Young Entrepreneur Fund (YEF) from SME Bank Malaysia with amount of RM100, 000 which is a special fund that allocated by the government as some continuous strategies of acculturation and creation of new entrepreneurs among Malaysia youth.

Furthermore, we have applied fund from business angel which is CSH SdnBhd with amount RM100, 000. The reason why the business angel invests our company is because it found our company has high potential to meet the business opportunity which is the healthy trend and the sport trend in Malaysia.

8.1.1 Uses of Funds - Start-up Cost

Table 8. 1: DrinkIE Start-up Cost

Particulars	Table	Cost (RM)
Assets		
Office Equipment	8.2	4,541.00
Vehicle	8.3	10,000.00
Machinery & Production Equipment	8.4	800.00
Fixture & Fittings	8.5	1,806.00
Total Assets		17,147.00
Expenses		
Sales & Marketing Tool	8.6	551.00
General Expenses	8.7	7,358.00
Administrative Expenses	8.8	3,970.00
Other Expenses	8.9	26,000.00
Total Expenses		37,879.00
Total Start-up Cost		55,026.00

Table 8. 2: Office Equipment

Particulars	Quantity (Units)	Unit Cost (RM)	Total (RM)	Remark
Computer (DELL LATITUDE D830)	5	380.00	1,900.00	Used goods
Printer (Canon E480)	1	330.00	330.00	Used goods
Overhead Projector (YG300 HDMI)	1	156.00	156.00	
Air conditional (Midea split 1.0HP)	4	400.00	1,600.00	
Wistino Surverillance CCTV	5	50.00	250.00	Bullet AHD
Attendance Machine (TomNet)	1	100.00	100.00	Fingerprint
Rack	4	135.00	135.00	
Trolley (Iron Bull)	2	70.00	70.00	Fingerprint
Total			4,541.00	

Table 8. 3: Vehicle

Particulars	Quantity (Units)	Unit Cost (RM)	Total (RM)	Remark
Van (Nissan Vanette 1997)	2	5,000.00	10,000.00	Used goods
Total			10,000.00	

Table 8. 4: Machinery & Equipment

Particulars	Quantity (Units)	Unit Cost (RM)	Total (RM)	Remark
Sewing Machine	4	200.00	800.00	Used goods
Total			800.00	

Table 8. 5 Fixture & Fittings

Particulars	Quantity (Units)	Unit Cost (RM)	Total (RM)
Office table	5	70.00	350.00
Long table	1	432.00	432.00
Office chair	5	50.00	250.00
Plastic chair	10	10.00	100.00
Plastic stool	12	8.00	96.00
Water dispenser (Midea YR1246T)	1	75.00	75.00
White board (Easy write)	1	95.00	95.00
Fan	4	102.00	408.00
Total			1,806.00

Table 8. 6 Sales & Marketing Tools

Particulars	Quantity (Units)	Unit Cost (RM)	Total (RM)
Business card	300	0.12	36.00
Company T-shirt	20	25.00	500.00
Company brochure	50	0.30	15.00
Total			551.00

Table 8. 7 General Expenses

Particulars	Quantity (Units)	Unit Cost (RM)	Total (RM)
Utilities deposit	1	1,000.00	1,000.00
Unifi Internet Plan deposit	2	179.00	358.00
Rental deposit	2	3,500.00	7,000.00
Total			7,358.00

Table 8. 8 Administrative Expenses

Particulars	Quantity (Units)	Unit Cost (RM)	Total (RM)
SSM Registration	1	60.00	60.00
Trademark Registration	1	1,300.00	1,300.00
Domain name Registration	1	60.00	60.00
Business License	1	1,500.00	1,500.00
Sirim Label Registration	1	1,050.00	1,050.00
Total			3,970.00

Table 8. 9 Other Expenses

Particulars	Quantity (Units)	Unit Cost (RM)	Total (RM)
Stationaries	1	1,000.00	1,000.00
Renovation Expenses	1	25,000.00	25,000.00
Total			26,000.00

8.2 Overview of Financial Projection

8.2.1 Assumption

1. Starting from 1 April 2015, Malaysia has implemented 6% of Goods and Service Tax (GST) to the market. The tax will be charged on company which having revenue more than RM500,000 per year. Hence, our company will start the registration of GST starting from year 4.

2. The projected for quantity of product sales for each month.
 - a. We estimate approximately 20% of sales will be generated from the bricks and mortar and the rest 80% will be generated from E-commerce channel such as online retailer.
 - b. For bricks and mortar, we set RM38 as the selling price for a unit of product.
 - c. For E-commerce, we set RM35 as the selling price.

Table 8. 10 Brick and Mortar Projected Sales

No.	Targeted Retailer	Projected Sales Quantities (unit)
1.	Tatt Seng Sporting Goods Sdn. Bhd. No.84, Lebuah Cecil, 10300 Penang, Malaysia	192
2.	CH Kim Enterprise 35 Main Road, Balik Pulau Village Area 11000 Balik Pulau, Penang	96
3.	QM Sports Sdn. Bhd. 56-J Weld Quay 10300 George Town, Penang	204
4.	Ultimate Sport Direct Store 11a, Lorong Bagan Tambun, 14100 Simpang Ampat, Penang	132
5.	The Marathon Shop 170 01 62 63, Lantai 1, Plaza Gurney, 10250, Gurney Dr, Pulau Tikus, George Town, Penang	168
6.	My Triathlon Shop Lot 112, 1st Floor, Penang Plaza Burma Road, 10050 Penang, Malaysia	204
7.	Sports Town Gurney Plaza, 170, Persiaran Gurney, Pulau Tikus, 10250 George Town, Pulau Pinang	180
8.	Oren Sport Sdn. Bhd. 66, Jalan Seroja 39, Taman Johor Jaya, 81100 Johor Bahru, Johor.	192
9.	Teckson Sporting House Sdn Bhd No. 24, Jalan Mohd Akil, Johor, 83000 Batu Pahat, Johor	168

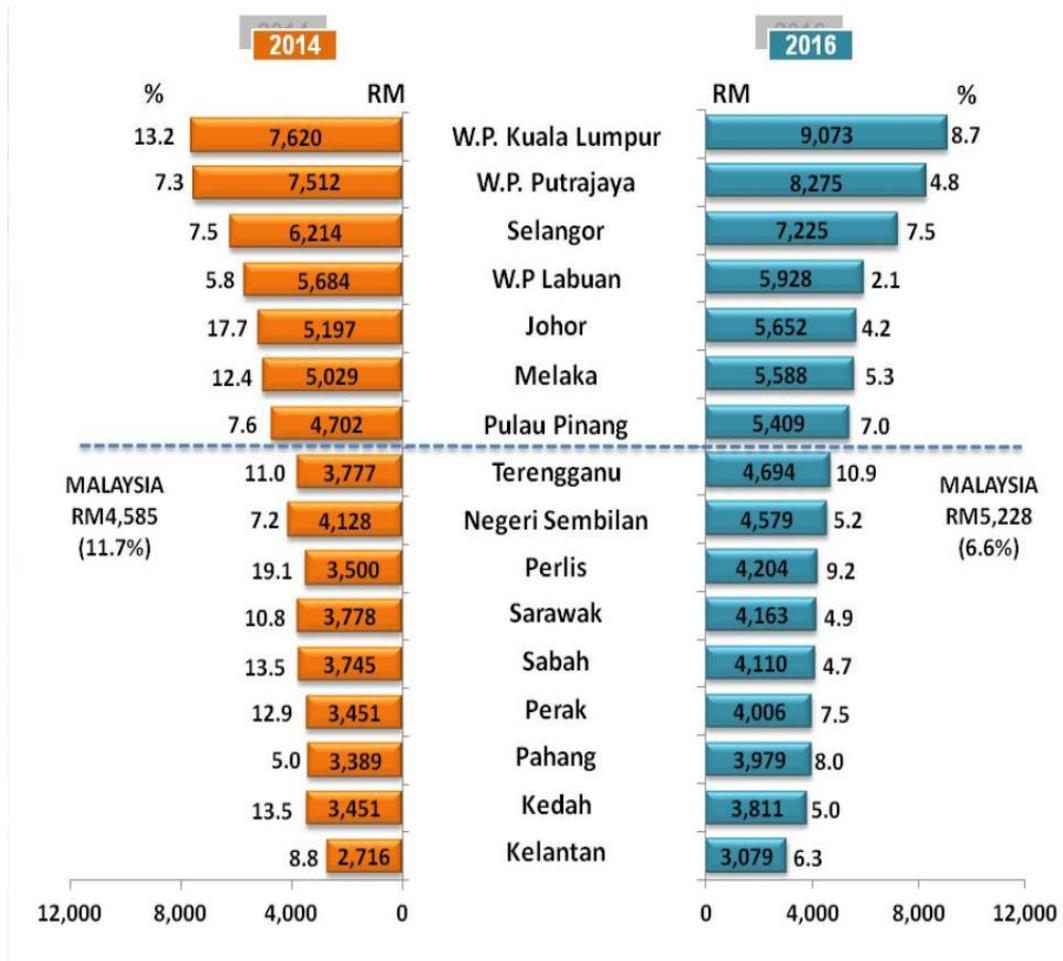
10.	Sixteen Sports Ground Floor, D'Club@The Peak, 1Jalan Bukit Prima, Jalan Bukit Prima, Cheras Kuala Lumpur, 56000 Batu 9 Cheras, Wilayah Persekutuan Kuala Lumpur	228
11.	Guide Pro Lorong Selangor, Taman Melawati, 53100 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur	216
12.	UFL Outdoors No. 26 Ground Floor, Jalan Telawi 5 Bangsar Baru, 59100, Kuala Lumpur, Wilayah Persekutuan, 59100	204
13.	Vigor Pulse Sport 1, Dataran Sunway, 26, Jalan PJU 5/5, Kota Damansara, 47810 Petaling Jaya, Selangor	168
14.	COREZONE LG-02, Lightbox 29, Jalan LGSB 1/1, Pusat Komersial LGSB, Off Jalan Hospital, 47000 Sungai Buloh, Selangor	144
15.	Running Lab 5.102.02, Level 5, Pavilion Elite, 166, Bukit Bintang Street, Bukit Bintang, 55100 Kuala Lumpur, Federal Territory of Kuala Lumpur	288
16.	Lafuma Bangsar 16, Ground Floor, Jalan Telawi, Bangsar Baru, 59100, Federal Territory of Kuala Lumpur	179
17.	Sukan Antarabangsa 18 Taman Malinja, Bukit Baru, 75150 Malacca	192

Table 8. 11 E-Commerce Projected Sales

No.	Targeted E-Commerce platforms	Projected Sales Quantities (unit)
1.	Lazada	288
2.	Alibaba	264
3.	DrinkIE Online Shop	293

The company has projected the sales from bricks and mortar and the sales from e-commerce of the business in year one which will be 3155 units and 845 units respectively. The sales of E-Drink will be located at different states in Malaysia for instance Penang, Kuala Lumpur, Selangor, Johor and Malacca which are mainly domain cities with high purchasing power consumers. Based on Figure 8.2, Kuala Lumpur and Selangor area have more potential customer as the median income of both states are higher compared to others.

Figure 8. 1 Median Household Monthly Income of States



Source :Data for median household monthly income of states between 2014 & 2016 from Department of Statistic Malaysia (2017).

8.2.2 Depreciation rate per annum.

Below are the currently depreciation rates per annum of different item. All the depreciations are calculated by using straight line depreciation method. Because our van and sewing machine are second hand item and have high age of operation, these does not include depreciation.

Table 8. 12 Depreciation Rate

Item	Percentage per annum (%)
Office Equipment	10
Furniture	10

Table 8. 13 Depreciation

Item		Office Equipment	Fixture & Fittings
Purchase Price (RM)		4, 541	1, 806
First Year	Depreciation (RM)	454.10	180.60
	Accumulated Depreciation (RM)	454.10	180.60
	NBV (RM)	4086.90	1625.40
	Total Dep. (RM)	634.70	
Second Year	Depreciation (RM)	454.10	180.60
	Accumulated Depreciation (RM)	908.20	361.20
	NBV (RM)	3632.80	1444.80
	Total Dep. (RM)	634.70	
Third Year	Depreciation (RM)	454.10	180.60
	Accumulated Depreciation (RM)	1, 362.30	541.80
	NBV (RM)	3178.70	1264.20
	Total Dep. (RM)	634.70	
Fourth Year	Depreciation (RM)	454.10	180.60
	Accumulated Depreciation (RM)	1, 816.40	722.40
	NBV (RM)	2, 724.60	1, 083.60
	Total Dep. (RM)	634.70	
Fifth Year	Depreciation (RM)	454.10	180.60
	Accumulated Depreciation (RM)	2, 270.50	903
	NBV (RM)	2, 270.50	903
	Total Dep. (RM)	634.70	

8.2.3 Cost of Production Tools Per Unit

Our company has only involved tailoring scissors and tailoring needles for the production. The prices of the tools are RM16 for per unit of tailoring scissors and RM 1 per unit of tailoring needles.

Table 8. 14 Unit Cost of Production Tools

No	Production Tools	Price Per Unit (RM)
1	Tailoring Scissors	16
2	Tailoring Needles	1

Table 8. 15 Total Production Tools Cost in Year 2018

Production Tools Cost in Year 2018			
Items	Tailoring Scissors (units)	Tailoring Needles (bags)	Total Cost
Jan	-	-	
Feb	-	-	
Mar	10	30	
Apr	-	-	
May	-	-	
Jun	10	30	
July	-	-	
Aug	-	-	
Sep	10	30	
Oct	-	-	
Nov	-	-	
Dec	10	30	
Total Quantity	40	120	
Total Cost	RM640	RM120	RM760

Table 8. 16 Total Production Tools Cost in Year 2019

Production Tools Cost in Year 2019			
Items	Tailoring Scissors (units)	Tailoring Needles (bags)	Total Cost
Jan	-	-	
Feb	-	-	
Mar	20	60	
Apr	-	-	
May	-	-	
Jun	20	60	
July	-	-	
Aug	-	-	
Sep	20	60	
Oct	-	-	
Nov	-	-	
Dec	20	60	
Total Quantity	80	240	
Total Cost	RM1, 280	RM240	RM1, 520

Table 8. 17 Total Production Tools Cost in Year 2020

Production Tools Cost in Year 2020			
Items	Tailoring Scissors (units)	Tailoring Needles (bags)	Total Cost
Jan	-	-	
Feb	-	-	
Mar	30	90	
Apr	-	-	
May	-	-	
Jun	30	90	
July	-	-	
Aug	-	-	
Sep	30	90	
Oct	-	-	
Nov	-	-	
Dec	30	90	
Total Quantity	120	360	
Total Cost	RM1, 920	RM360	RM2, 280

Table 8. 18 Total Production Tools Cost in Year 2021

Production Tools Cost in Year 2021			
Items	Tailoring Scissors (units)	Tailoring Needles (bags)	Total Cost
Jan	-	-	
Feb	-	-	
Mar	40	120	
Apr	-	-	
May	-	-	
Jun	40	120	
July	-	-	
Aug	-	-	
Sep	40	120	
Oct	-	-	
Nov	-	-	
Dec	40	120	
Total Quantity	160	480	
Total Cost	RM2, 560	RM480	RM3, 040

Table 8. 19 Total Production Tools Cost in Year 2022

Production Tools Cost in Year 2022			
Items	Tailoring Scissors (units)	Tailoring Needles (bags)	Total Cost
Jan	-	-	
Feb	-	-	
Mar	55	170	
Apr	-	-	
May	-	-	
Jun	55	170	
July	-	-	
Aug	-	-	
Sep	55	170	
Oct	-	-	
Nov	-	-	
Dec	55	170	
Total Quantity	220	680	
Total Cost	RM3, 520	RM680	RM4, 200

8.2.4 Material Cost

Table 8. 20 List of Raw Materials

No	Item	RM
1	Spun Polyester Overlocker Sewing Thread	1.50 / Roll
2	Velcro Touch Fastener	1.50 / Meter
3	Aonijie Water Bladder	11.00 / Unit
4	Waterproof Zip	1.40 / Piece
5	Neoprene Fabric Roll Neoprene Coated Nylon Fabric	15.00 / Meter
6	Plastic Sleeve holder	0.04 / Unit

Table 8. 21 Material Cost per Unit

Material	Quantity	Cost (RM)
Sewing Thread	1/10 roll	0.15
Velcro	15cm	0.23
Water bladder	1 unit	11
Water proof zip	1 unit	1.4
Nylon Fabric	0.07 meters	1.05
Plastic sleeve holder	1 unit	0.04
Total cost per unit	13.87	

For our production, it has included different raw materials which are sewing thread, Velcro touch fastener, water bladder, waterproof zip, nylon fabric and plastic sleeve holder. The cost for each unit of production will be RM13.87.

Table 8. 22 Total Material Cost per Year

Year	Target Production (Units)	Raw Material Cost (RM)	Purchase Cost for Raw Materials (RM)
2018	8, 500	13.87	117, 895
2019	14, 000	13.87	194, 180
2020	20, 000	13.87	277, 400
2021	26, 000	13.87	360, 620
2022	32, 000	13.87	443, 840

We have planned target production for the following 5 years which are 8500 units in year 2018, 14000 units in year 2019, 20000 units in year 2020, 26000 units in year 22000 and 32000 units in year 2020. The material cost has included the Goods and Services Tax (GST).

Table 8. 23 The Monthly Salary of Management Team and Employee

Position/ Year	Managing Director RM (‘000)	Financial Manager RM (‘000)	Sales and Marketing Manager RM (‘000)	Supply Chain Manager RM (‘000)	Operation Manger RM (‘000)	Salesperson RM (‘000)	Quality Control RM (‘000)	Logistic Manager RM (‘000)	Clerk RM (‘000)	Information Technology RM (‘000)
Year 1/ month	1.4	1.4	1.4	1.4	1.4	1	1.2	1.2	-	-
Year 2/ month	1.4	1.4	1.4	1.4	1.4	1	1.2	1.2	1.2	-
Year 3/ month	1.4	1.4	1.4	1.4	1.4	1	1.2	1.2	1.2	-
Year 4/ month	1.4	1.4	1.4	1.4	1.4	1	1.2	1.2	1.2	1.2
Year 5/ month	1.4	1.4	1.4	1.4	1.4	1	1.2	1.2	1.2	1.2

Position / Year	Managing Director RM ('000)	Financial Manager RM ('000)	Sales and Marketing Manager RM ('000)	Supply Chain Manager RM ('000)	Operation Manager RM ('000)	Salesperson RM ('000)	Quality Control RM ('000)	Logistic Manager RM ('000)	Clerk RM ('000)	Information Technology RM ('000)	Total Salary RM ('000)
Year 1	16.8	16.8	16.8	16.8	16.8	12	14.4	14.4	-	-	124.8
Year 2	16.8	16.8	16.8	16.8	16.8	12	14.4	14.4	14.4	-	139.2
Year 3	16.8	16.8	16.8	16.8	16.8	12	14.4	14.4	14.4	-	139.2
Year 4	16.8	16.8	16.8	16.8	16.8	12	14.4	14.4	14.4	14.4	153.6
Year 5	16.8	16.8	16.8	16.8	16.8	12	14.4	14.4	14.4	14.4	153.6

Our top management team has involved five founders which holding the post of managing director, financial manager, sales and marketing manager, supply chain manager and operation manager.

Besides, for the first year of our business operation we will hire six employees to the company which includes three foreign workers for production, three local expertise for logistic manger, quality control and salesperson.

In the same time, our company also planned to add on employee in every year. It has included the position for clerk, information technology and production worker.

Table 8. 24 Total Salary of Production Workers

	Year 1 (RM)	Year 2 (RM)	Year 3 (RM)	Year 4 (RM)	Year 5 (RM)
Monthly Salary	1, 000	1, 000	1, 000	1, 000	1, 000
Yearly Salary	12, 000	12, 000	12, 000	12, 000	12, 000
Number of Foreign Worker (Person)	3	5	7	9	11
Total (Yearly salary x number of foreign worker)	36, 000	60, 000	84, 000	108, 000	132, 000

Table 8. 25 Total Salary Expenses

No	Items	Year 1 (RM'000)	Year 2 (RM'000)	Year 3 (RM'000)	Year 4 (RM'000)	Year 5 (RM'000)	Remarks
1	Management Team	124.8	139.2	139.2	153.6	153.6	
2	Production Workers	36	60	84	108	132	
Total		160.8	199.2	223.2	261.6	285.6	

Table 8. 26 Employee Provident Fund (EPF)

No	Items	Year 1 (RM'000)	Year 2 (RM'000)	Year 3 (RM'000)	Year 4 (RM'000)	Year 5 (RM'000)	Remarks
1	Management Team	20.904	25.896	29.016	34.008	37.128	Yearly salary x 13%
2	Production Workers	4.68	7.8	10.92	14.04	17.16	Yearly salary x 13%
Total		25.584	33.696	39.936	48.048	54.288	

EPF is also known as Employee Provident Fund, it is a retirement plan for all employees in Malaysia. Their employers need to pay 13% based on their gross salary of employee to the company.

Table 8. 27 SOCSO for Management Team and Employee Per Year

Position/ Year	Managing Director (RM)	Financial Manager (RM)	Sales and Marketing Manager (RM)	Supply Chain Manager (RM)	Operatio n Manger (RM)	Salesperson (RM)	Quality Control (RM)	Logistic Manager (RM)	Clerk (RM)	Information Technology (RM)	Total Amount (RM)
Year 1	521.40	521.40	521.40	521.40	521.40	377.40	449.40	449.40	-	-	3, 883.20
Year 2	521.40	521.40	521.40	521.40	521.40	377.40	449.40	449.40	449.40	-	4, 332.60
Year 3	521.40	521.40	521.40	521.40	521.40	377.40	449.40	449.40	449.40	-	4, 332.60
Year 4	521.40	521.40	521.40	521.40	521.40	377.40	449.40	449.40	449.40	449.40	4, 782.00
Year 5	521.40	521.40	521.40	521.40	521.40	377.40	449.40	449.40	449.40	449.40	4, 782.00

Table 8. 28 SOCSO for Production Worker per Year

	Year 1 (RM)	Year 2 (RM)	Year 3 (RM)	Year 4 (RM)	Year 5 (RM)
Monthly SOCSO	31.45	31.45	31.45	31.45	31.45
Yearly SOCSO	377.40	377.40	377.40	377.40	377.40
Number of Production Workers (Person)	3	5	7	9	11
Total (Yearly SOCSO x number of production worker)	1, 132.20	1, 887	2, 641.80	3, 396.60	4, 151.40

Table 8. 29 Total SOCSO

Items	Year 1 (RM)	Year 2 (RM)	Year 3 (RM)	Year 4 (RM)	Year 5 (RM)
Management Team	3, 883.20	4, 332.60	4, 332.60	4, 782.00	4, 782.00
Production Worker	1, 132.20	1, 887	2, 641.80	3, 396.60	4, 151.40
Total (Yearly SOCSO x number of production worker)	5, 015.40	6, 219.60	6, 974.40	8, 178.60	8, 933.40

SOCSO is also known as Social Security Organization, it is a Malaysian government agency which primarily focus on providing the physical and vocational rehabilitation benefits to the employees to provide social security protection and to

promote the awareness about safety and health. Below has shown a part of SOCSO contribution table which set by PERKESO.

Figure 8. 2: Rate of Contribution

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

Source: Rate of Contribution

8.3 Pro Forma Income Statement (5 years)

Financial Statement 1: Pro Forma Income Statement

		Year 1		Year 2	
		2017		2018	
		RM	RM	RM	RM
	Sales				
	Direct Sales		58,140.00		95,760.00
	Indirect Sales		214,200.00		382,550.00
	Total Sales		272,340.00		478,310.00
	Less: Cost of Goods Sold				
	Opening Stock		-		32,300.00
	Purchase of Raw Material		117,895.00		194,180.00
	Closing Stock		(32,300.00)		(53,200.00)
	Gross Profit		186,745.00		305,030.00
	Less: Distribution Cost				
	Logistic Expenses		(12,000.00)		(20,000.00)
	Less: Expenses				
	SSM Registration Fees		60.00		-
	Business Renewal Fees		-		60.00
	Sirim Registration Fees		1,050.00		-
	Renovation		25,000.00		-
	Business License		1,500.00		-
	Production Tools		760.00		1,520.00
	Stationaries		1,000.00		2,000.00
	Business Card		36.00		36.00
	Corporate T-Shirt		500.00		-
	Company Brochure		15.00		45.00
	Employee Salary		160,800.00		199,200.00
	EPF		25,584.00		33,696.00
	SOCSO		5,015.40		6,219.60
	Rental		42,000.00		42,000.00
	Repair & Maintenance for machinery		2,000.00		2,000.00
	TNB Utilities		4,500.00		6,000.00
	Advocate Consultance Fees		2,000.00		2,000.00
	Audit Consultation Fees (KPMG)		2,000.00		2,000.00
	Road Tax		140.00		140.00
	Vehicle Insurance (Van)		500.00		500.00
	Allowance for Petrol		5,000.00		8,000.00
	Online Store Development and Maintenance		800.00		2,000.00
	Advertising and Marketing		8,000.00		12,000.00
	Internet Plan (Unifi Advance Plan)		1,790.00		2,148.00
	Depreciation		634.70		634.70
	Domain Name Registration Fees		60.00		-
	Domain Name Renewal Fees		-		60.00
	Trademark Registration Fees		1,300.00		-
	Trademark Renewal Fees		-		520.00
	Total Expenses		(292,045.10)		(322,779.30)
	Profit/ Loss Before Tax		(117,300.10)		(37,749.30)
	Less: Corporate Tax (24%)				
	Net Profit / Loss		(117,300.10)		(37,749.30)

	Year 3		Year 4		Year 5	
	2019		2020		2021	
	RM	RM	RM	RM	RM	RM
Sales						
Direct Sales		136,800.00		177,840.00		218,880.00
Indirect Sales		553,000.00		725,200.00		897,400.00
Total Sales		689,800.00		903,040.00		1,116,280.00
Less: Cost of Goods Sold						
Opening Stock	53,200.00		76,000.00		98,800.00	
Purchase of Raw Material	277,400.00		360,620.00		443,840.00	
Closing Stock	(76,000.00)	(254,600.00)	(98,800.00)	(337,820.00)	(112,000.00)	(430,640.00)
Gross Profit		435,200.00		565,220.00		685,640.00
Less: Distribution Cost						
Logistic Expenses		(28,000.00)		(36,000.00)		(45,000.00)
Less: Expenses						
SSM Registration Fees						
Business Renewal Fees	60.00		60.00		60.00	
Sirim Registration Fees						
Renovation						
Business License						
Production Tools	2,280.00		3,040.00		4,200.00	
Stationaries	3,000.00		4,000.00		5,000.00	
Business Card	36.00		36.00		36.00	
Corporate T-Shirt	-		-		-	
Company Brochure	75.00		105.00		135.00	
Employee Salary	223,200.00		261,600.00		285,600.00	
EPF	39,936.00		48,048.00		54,288.00	
SOCSO	6,974.40		8,178.60		8,933.40	
Rental	42,000.00		42,000.00		42,000.00	
Repair & Maintenance for machinery	2,000.00		2,000.00		2,000.00	
TNB Utilities	7,500.00		9,000.00		10,500.00	
Advocate Consultance Fees	2,000.00		2,000.00		2,000.00	
Audit Consultation Fees (KPMG)	2,000.00		2,000.00		2,000.00	
Road Tax	140.00		140.00		140.00	
Vehicle Insurance (Van)	500.00		500.00		500.00	
Allowance for Petrol	10,000.00		12,000.00		14,000.00	
Online Store Development and Maintenance	3,200.00		4,400.00		5,600.00	
Advertising and Marketing	14,000.00		16,000.00		18,000.00	
Internet Plan (Unifi Advance Plan)	2,148.00		2,148.00		2,148.00	
Depreciation	634.70		634.70		634.70	
Domain Name Registration Fees	-		-		-	
Domain Name Renewal Fees	60.00		60.00		60.00	
Trademark Registration Fees	-		-		-	
Trademark Renewal Fees	520.00		520.00		520.00	
Total Expenses		(362,264.10)		(418,470.30)		(458,355.10)
Profit/ Loss Before Tax		44,935.90		110,749.70		182,284.90
Less: Corporate Tax (24%)		(10,784.62)		(26,579.93)		(43,748.38)
Net Profit / Loss		34,151.28		84,169.77		138,536.52

8.4 Cash Flow Projections (5 years)

Financial Statement 2: Cash Flow Projections

	2018		2019	
	RM		RM	
Opening Cash Balance	-		75,887.60	
Cash Inflow				
Cash Injected	250,000.00			
Sales	272,340.00		478,310.00	
GST received (6%)				
Net Cash Flow		522,340.00		554,197.60
Cash Outflow				
Start-up Cost	55,668.00		-	
Trademark Renewal Fees	-		520.00	
Business Renewal Fees	-		60.00	
Domain Name Renewal Fees	-		60.00	
Business Card	-		36.00	
Company Brochure	-		45.00	
Rental	42,000.00		42,000.00	
TNB Utilities Expenses	4,500.00		6,000.00	
Purchase of raw materials	117,895.00		194,180.00	
Production Tool	760.00		1,520.00	
Logistic Cost	12,000.00		20,000.00	
Vehicle Insurance	500.00		500.00	
Road Tax	140.00		140.00	
Allowance for Petrol	5,000.00		8,000.00	
Unifi Internet Plan	1,790.00		2,148.00	
Advocate Fees	2,000.00		2,000.00	
Audit Consultation Fees	2,000.00		2,000.00	
Stationaries	-		2,000.00	
Online Store Development and Maintenance	800.00		2,000.00	
Repair & Maintenance for machinery	2,000.00		2,000.00	
Marketing & Advertising	8,000.00		12,000.00	
Salaries	160,800.00		199,200.00	
EPF	25,584.00		33,696.00	
SOCSSO	5,015.40		6,219.60	
Corporate Tax	-		-	
GST expenses	-		-	
Total Cash Outflow		(446,452.40)		(536,324.60)
Closing Balance		75,887.60		17,873.00

	2020	2021	2022
	RM	RM	RM
Opening Cash Balance	17,873.00	29,858.98	146,045.85
Cash Inflow			
Cash Injected			
Sales	689,800.00	903,040.00	1,116,280.00
GST received (6%)		54,182.40	66,976.80
Net Cash Flow	707,673.00	987,081.38	1,329,302.65
Cash Outflow			
Start-up Cost	-	-	-
Trademark Renewal Fees	520.00	520.00	520.00
Business Renewal Fees	60.00	60.00	60.00
Domain Name Renewal Fees	60.00	60.00	60.00
Business Card	36.00	36.00	36.00
Company Brochure	75.00	105.00	135.00
Rental	42,000.00	42,000.00	42,000.00
TNB Utilities Expenses	7,500.00	9,000.00	10,500.00
Purchase of raw materials	277,400.00	360,620.00	443,840.00
Production Tool	2,280.00	3,040.00	4,200.00
Logistic Cost	28,000.00	36,000.00	45,000.00
Vehicle Insurance	500.00	500.00	500.00
Road Tax	140.00	140.00	140.00
Allowance for Petrol	10,000.00	12,000.00	14,000.00
Unifi Internet Plan	2,148.00	2,148.00	2,148.00
Advocate Fees	2,000.00	2,000.00	2,000.00
Audit Consultation Fees	2,000.00	2,000.00	2,000.00
Stationaries	3,000.00	4,000.00	5,000.00
Online Store Development and Maintenance	3,200.00	4,400.00	5,600.00
Repair & Maintenance for machinery	2,000.00	2,000.00	2,000.00
Marketing & Advertising	14,000.00	16,000.00	18,000.00
Salaries	223,200.00	261,600.00	285,600.00
EPF	39,936.00	48,048.00	54,288.00
SOCSSO	6,974.40	8,178.60	8,933.40
Corporate Tax	10,784.62	26,579.93	43,748.38
GST expenses	-	-	54,182.40
Total Cash Outflow	(677,814.02)	(841,035.53)	(1,044,491.18)
Closing Balance	29,858.98	146,045.85	284,811.47

8.5 Pro Forma Balance Sheet (5 years)

Financial Statement 3: Pro Forma Balance Sheet

	2018			2019	
	RM	RM	RM	RM	RM
	Cost	Acc. Depreciation	NBV	Cost	Acc. Depreciation
Fixed Asset					
Office Equipment	4,541.00	454.10	4,086.90	4,541.00	908.20
Machinery & Equipment	800.00	-	800.00	800.00	-
Vehicle	10,000.00	-	10,000.00	10,000.00	-
Fixture & Fittings	1,806.00	180.60	1,625.40	1,806.00	361.20
Total Fixed Asset			16,512.30		
Current Asset					
Cash/Bank		75,887.60			17,873.00
Inventory		32,300.00			53,200.00
Rental Deposit		7,000.00			7,000.00
Utilities Deposit		1,000.00			1,000.00
Total Current Asset			116,187.60		
Total Asset			132,699.90		
Current Liabilities					
Bank Overdraft					
Accrued Expenses (GST)					
Total Liabilities					
Owner's Equity					
Opening Capital		250,000.00			132,699.90
Net Profit/(Loss)		(117,300.10)			(37,749.30)
Closing Capital			132,699.90		
Total Equity and Liabilities			132,699.90		

	2020			2021			2022		
	RM	RM	RM	RM	RM	RM	RM	RM	RM
	Cost	Acc. Depreciation	NBV	Cost	Acc. Depreciation	NBV	Cost	Acc. Depreciation	NBV
Fixed Asset									
Office Equipment	4,541.00	1,362.30	3,178.70	4,541.00	1,816.40	2,724.60	4,541.00	2,270.50	2,270.50
Machinery & Equipment	800.00	-	800.00	800.00	-	800.00	800.00	-	800.00
Vehile	10,000.00	-	10,000.00	10,000.00	-	10,000.00	10,000.00	-	10,000.00
Fixture & Fittings	1,806.00	541.80	1,264.20	1,806.00	722.40	1,083.60	1,806.00	903.00	903.00
Total Fixed Asset			15,242.90			14,608.20			13,973.50
Current Asset									
Cash/Bank		29,858.98			146,045.85			284,811.47	
Inventory		76,000.00			98,800.00			112,000.00	
Rental Deposit		7,000.00			7,000.00			7,000.00	
Utilities Deposit		1,000.00			1,000.00			1,000.00	
Total Current Asset			113,858.98		252,845.85			404,811.47	
Total Asset			129,101.88		267,454.05			418,784.97	
Current Liabilities									
Bank Overdraft									
Accrued Expenses (GST)						54,182.40			66,976.80
Total Liabilities						54,182.40			66,976.80
Owner's Equity									
Opening Capital		94,950.60			129,101.88			213,271.65	
Net Profit/(Loss)		34,151.28			84,169.77			138,536.52	
Closing Capital			129,101.88		213,271.65			351,808.17	
Total Equity and Liabilities			129,101.88		267,454.05			418,784.97	

8.6 Payback and Exit Strategy

Year	Cash Flow of The Year	Accumulated Cash Flow
0	-250000	-250000
1	75887.6	-174112.4
2	17873	-156239.4
3	29858.98	-126380.42
4	146045.85	19665.43
5	284811.47	304476.9

$$\text{Payback Period} = A + \left(\frac{B}{C} \right)$$

A = Last Period with a Negative Cumulative Cash Flow

B = Absolute Value of Cumulative Cash Flow at the End of Period A

C = Total Cash Flow during the Period after Period A

$$\begin{aligned} \text{Payback Period} &= 3 + \left(\frac{|-\text{RM } 126,380.42|}{\text{RM } 146,045.85} \right) \\ &= 3 + 0.8653 \\ &= 3.87 \text{ years} \\ &\sim 4 \text{ years} \end{aligned}$$

An exit strategy is a contingency plan for the company when the entrepreneurs decided to quit.

The strategies that used by DrinkIESdnBhd is liquidation and transfer of share. Liquidation is the direct conversion of the assets of a company to cash by selling them to consumers based on the market price. For liquidation, DrinkIESdnBhd will sell the assets and the value of the asset will be valued by the professional personal. The money of sales will first be distributed to investors who intend to exit from the business based on their proportion of the shares.

Alternatively, the company may also use transfer of share strategy to internal or external of the company. Company can sell or transfer the share to partners or employees. By transferring shares, it seen as company pay employees for their contributions. Besides, business owner may transfer the company to family member. This may be the ideal strategy for many business owners because the business keeping within the family ("8 ways to leave your company: Business owner exit strategies," 2015).

9.0 CRITICAL RISK FACTORS

9.1 Management Risks

i. Conflict between partners

Since five founders are came from different background, they have different perspectives and opinions. Besides, there are conflicts which may occur within partners which areunclear separation of responsibility, disagreements on where and how to use the resources and management styles. If conflicts occur, partners should solve the conflict internally.

ii. Maintaining company morale

If one of the memberundergo retirement, redundancy or death, it may affect the overall morale of the company as people tend to worry on the operation of the company may be affected. Therefore, it needs to have an effective succession planning to monitor the company morale.

9.2 Marketing Risks

i. Competitors

For direct competitor is those parties that selling the similar products whereas indirect competitor is competing with your company in the same marketplace. Both competitors will affect the overall potential for success of a company business.

ii. Low brand recognition

Strong brand name will help to create customers awareness and create long-term position in the market. Thus, there is a risk on low brand recognition which need marketing strategies to attract customers and build up brand recognition.

9.3 Operating Risks

i. Product Quality Risk

The product quality risk may occur due to the damaged or disqualified materials supplied by our outsourcing company. Drinkie might face the problem which is over production of product which below quality requirements. Therefore, reproduction needs to carry on for reaching the quality requirement.

ii. Human Resources Management

There might have two risks face by our company which are recruitments and human error. Since we are new company with limited capital, we are hardly to recruit the worker which willing to strive with us. Besides, the miscommunication will cause ineffective job with the foreign workers

9.4 Financial Risks

i. Currency Risk

Since most of our suppliers are from China, the exchange rate fluctuations will have a direct impact on us. Besides, the selling price is fixed but the currency is uncertainty. Therefore, we might face losses on selling products to foreign customers when Malaysia Ringgit is devaluated.

9.5 Intellectual Property Infringement

9.5.1. Infringement of Trademark

The infringement of trademark or counterfeiting is that some people or parties imitate the company intellectual properties to take advantage of the trademark value that has established in the market. The act of infringe will bring severe consequences to the company reputation or brand name if it is infringement badly by others. It may ruin the entire business eventually (Kent, n.d.).

9.6 Other Risks as Appropriate

9.6.1. Fire risk

Fire accident can be serious and severe incident towards the company as it might lose the entire building and properties in the blink of an eye. Further, it also danger people life as it comes in a sudden which usually caused by unexpected accident such as short circuit.

9.6.2. Theft and burglary risk

Somehow theft and burglary risk cannot be avoided even though there are strong and sufficient precaution has been taken. The company is not able to predict when, how and who will commit into theft crime as it can be done by people other than own employees or can be done by own employees.

9.7 Contingency Plans

Management plan

To avoid the confusion of the partner in the contingency situation, work load meeting need to be carried out daily with all employees. This to help in building good relationship and reduce conflict among partners. Moreover, in order to maintain the company morale, we will always motivate each other to make everyone feel that our contribution very important to the society.

Marketing alternative plan

Company need to clear on the competitors offering to the market and also the strategy they are implementing by structuring an alternative plan. We need to differentiate our product in the market and let customer know the special features of our product and also the benefit we can bring (Hill, 2013).

Besides, we need to know the price that our customers afford to pay and their expectation on our product and the quality of our product and list down how our product can satisfy them (“Know your customer’s needs,”2009). In order create high brand recognition, we need to make a very strong web presence to connect with customers.

Operating recovery plan

The quality of product is important in operation process thus, selection of material need to be very careful. To ensure we can get the most quality material, we need to always check on each material we order, if the quality does not reach the standard, company will consider switch on suppliers.

Besides, a series of evaluation will be given to applicants so company can make sure the right employee is in right position which eventually improve the overall performance in company.

Financial plan

To avoid liquidity risk, unprofitable asset will be sold out to get cash inflow to the company as money is the main thing in running a business, so we need to make sure there are sufficient cash flow for our business operation.

While to avoid the currency risk of the overseas suppliers, long term purchase agreement with suppliers need to be built. Company promise to continuously purchase for certain period if they can provide the material in same quality and price.

Intellectual property protection

Our company has registered our own trademark which can be used to prevent it from using or copy by others. There is certain legal act which use to protect our trademark, for example, Trade Marks Act 1994 section 1(1), trademarks defined as being any sign existence represented graphically which capable if differentiate goods or services of one undertaking from those of others undertaking (“Trade Marks Act 1994,”n.d.). In this case, we have the legal qualification to protect our trademark undertake by other people

Other risk

For the fire accident,company need to have fire execution planwhich guide people in the company on the direction for escape meanwhile assign people to be first aider to aid others (“Office of emergency management,”n.d.). Other than that, we also install CCTV and alarm to look over our manufacture and office to ensure the safety and prevent burglary.

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- Trademark-protect your brand. (2018). *Patternmaster*. Retrieved January 1, 2018, from http://www.patentmaster.com.my/trademark?gclid=CjwKCAiAoNTUBRBUEiwAWje2lrFTD0_cm9rLLdbd2AK7a6sTle44DmXQe6DJUM4N6NfF2WbCTmyoSxoCn4wQAvD_BwE

Watson, E. D. (2015, April 10). Retrieved February 6, 2018, from https://www.huffingtonpost.com/elwood-d-watson/younger-consumers-are-tre_b_6632166.html

11. APPENDICES

Appendix 1: Survey Questionnaire



UNIVERSITI TUNKU ABDUL RAHMAN

Faculty of Business and Finance

BACHELOR OF BUSINESS ENTREPRENEURSHIP (HONS)

FINAL YEAR PROJECT

TITLE OF RESEARCH:

DRINKIE SDN BHD

Private University Undergraduates

Survey Questionnaire

Dear respondents,

We are undergraduates of Bachelor of Business Entrepreneurship (Hons) from UniversitiTunku Abdul Rahman (UTAR). The main objective of conducting this survey is to understand and investigate the behavior and needs of customers towards sports apparel, equipment, preferences and prices for our new multipurpose wrist sleeve, E-Drink.

All the information that you provided will be kept private and confidential.

Thank you for your cooperation.

Section A: Demographic profile

E-Drink New Product Survey

Section A - Demographic Profile

Gender

Male

Female

Race

Malay

Chinese

Indian

其他:

Education Level

SPM

Foundation

Diploma

Degree

其他: _____

Age

Below 18

18-30

31-50

50 & Above

Marital Status

Single

Married

Section B: Product

E-Drink New Product Survey

Section B - Product

E-Drink is the new product by DrinkIE Sdn.Bhd. It is a multi-functional sports equipment that contains of a water bag, towel and small compartments.

How regular do you exercise in a week?

- 1-2 times
- 3-4 times
- Everyday
- None

What kind of sports will you likely prefer?

- Jogging or Running
- Cycling
- Hiking

Do you often participate in outdoor activities?

- Yes
- No

Do you feel burden to carry a bag of sports equipment such as bottle, towel, etc. for outdoor activities?

- Yes
- No

Will you face any problem to place your bags during outdoor exercise?

- Yes
- No

If there is a product that lessen your burden and secure your safety, would you consider to purchase it?

- Yes
- No

Will you bring along water bottle and towel for outdoor activities?

- Yes
- No

Do you feel worry to carry your bags whenever you go in our country?

- Yes
- No

Have you heard of wrist sleeve product with water containing and towel features?

- Yes
- No

Will you consider to purchase a product that could replace your sports bag with water container and towel?

- Yes
- No

How much are you willing to pay for a water containing wrist sleeve?

- RM30 - RM35
- RM36 - RM40
- RM41 - RM45

If you are going for outdoor exercise in a short moment, how much of water will you need?

- 250ml - 300ml
- 300ml - 350ml
- 350ml - 400ml

Would it be better if E-Drink comes with different wrist sleeve sizes?

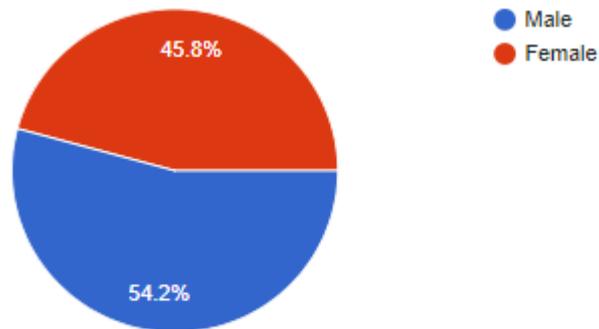
- Yes
- No

Appendix 2: Survey Questionnaire Responses

Total: 361 responses

Section A: Demographic Profile

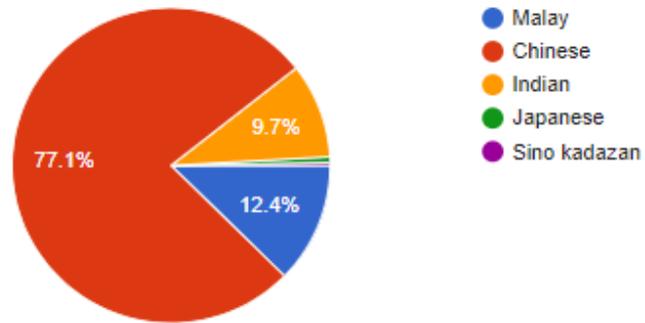
Gender



Male 196 respondents

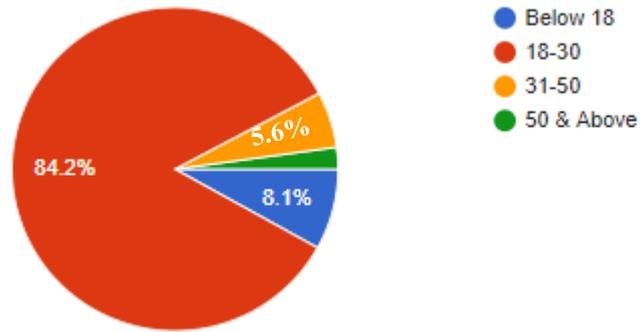
Female 165 respondents

Race



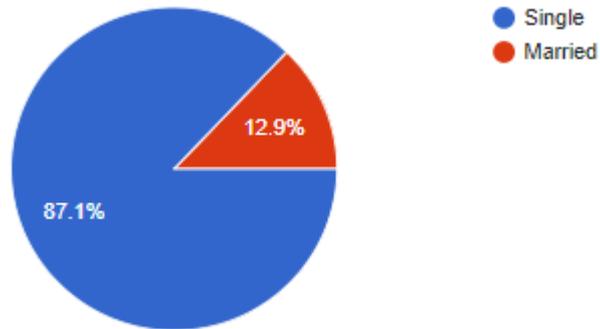
Malay	45	respondents
Chinese	278	respondents
Indian	35	respondents
Others	3	respondents

Age



< 18	29	respondents
18-30	304	respondents
31-50	20	respondents
>50	8	respondents

Marital Status

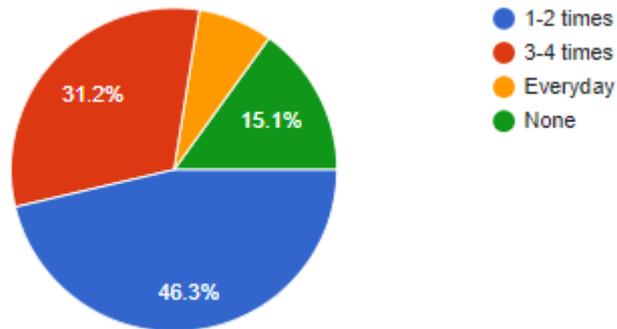


Single 314 respondents

Married 47 respondents

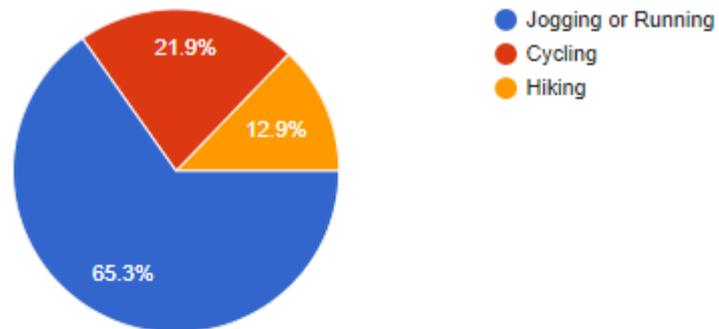
Section B: Product

How regular do you exercise in a week?



1-2 times	167	respondents
3-4 times	113	respondents
Everyday	26	respondents
None	55	respondents

What kind of sports will you likely prefer?

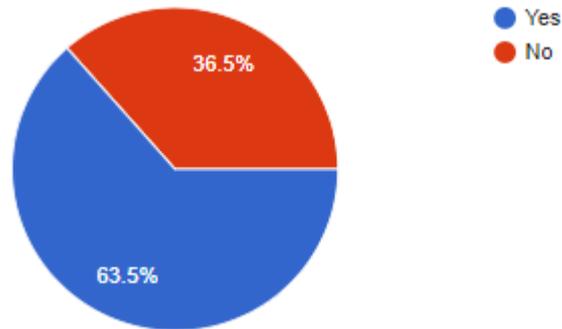


Jogging/ Running 236 respondents

Cycling 79 respondents

Hiking 46 respondents

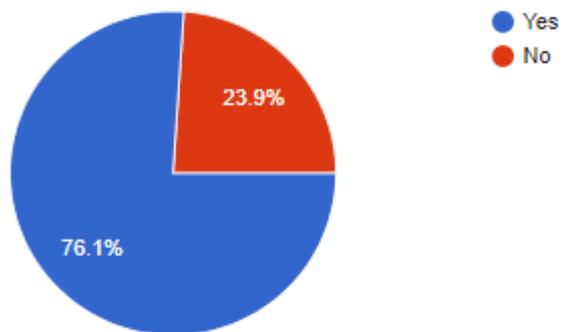
Do you often participate in outdoor activities?



Yes 229 respondents

No 132 respondents

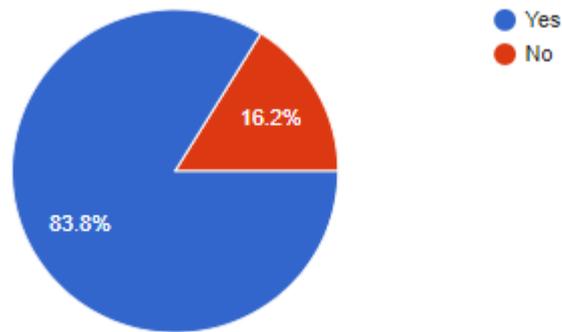
Do you feel burden to carry a bag of sports equipment such as bottle, towel, etc. for outdoor activities?



Yes 275 respondents

No 86 respondents

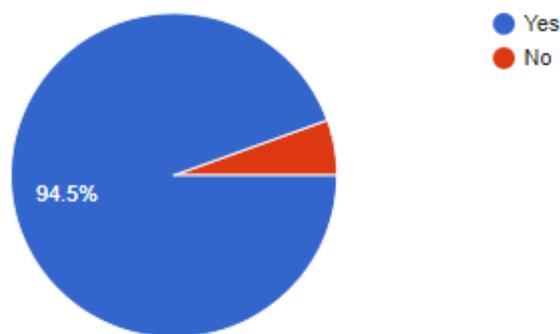
Will you face any problem to place your bags during outdoor exercise?



Yes 303 respondents

No 58 respondents

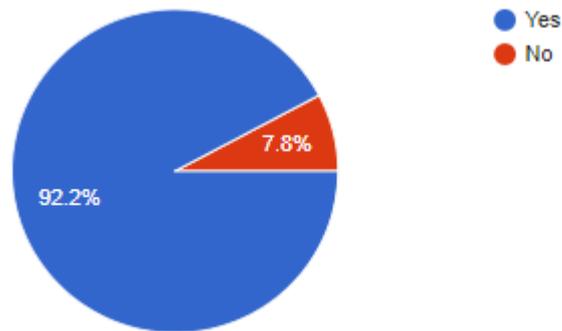
If there is a product that lessen your burden and secure your safety, would you consider purchasing it?



Yes 341 respondents

No 20 respondents

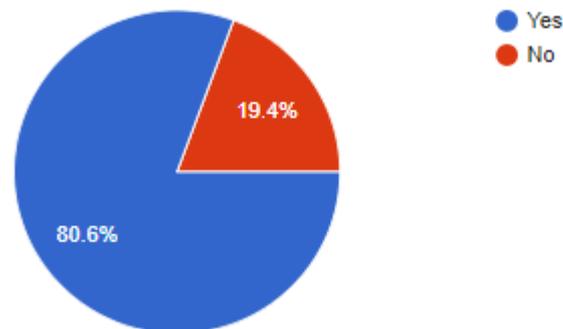
Will you bring along water bottle and towel for outdoor activities?



Yes 333 respondents

No 28 respondents

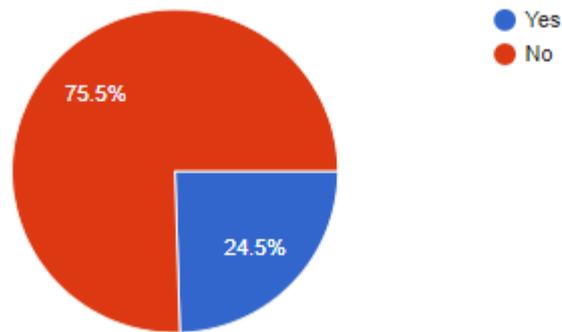
Do you feel worry to carry your bags whenever you go in our country?



Yes 291 respondents

No 70 respondents

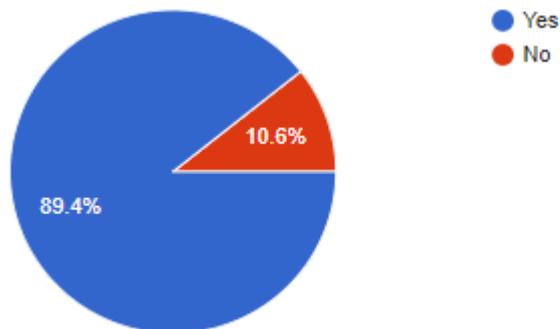
Have you heard of wrist sleeve product with water containing and towel features?



Yes 88 respondents

No 273` respondents

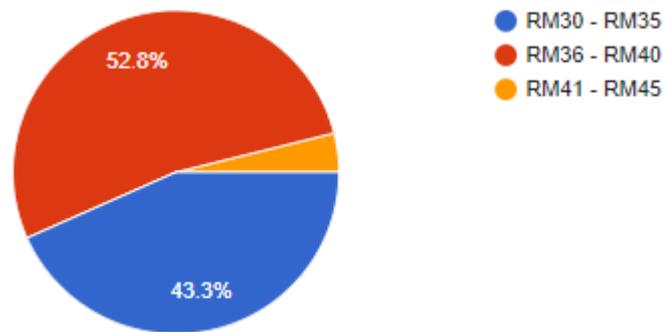
Will you consider purchasing a product that could replace your sports bag with water container and towel?



Yes 323 respondents

No 38 respondents

How much are you willing to pay for a water containing wrist sleeve?

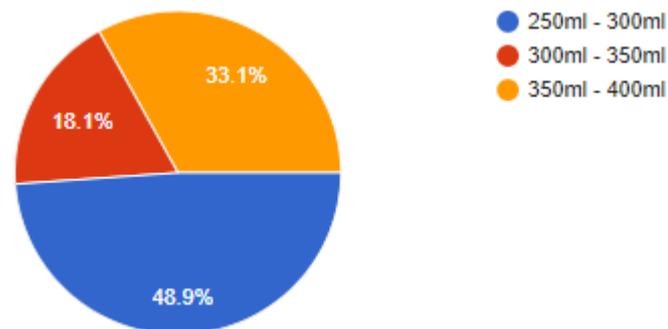


RM 30- RM 35 156 respondents

RM 36- RM 40 191 respondents

RM 41- RM 45 14 respondents

If you are going for outdoor exercise in a short moment, how much of water will you need?

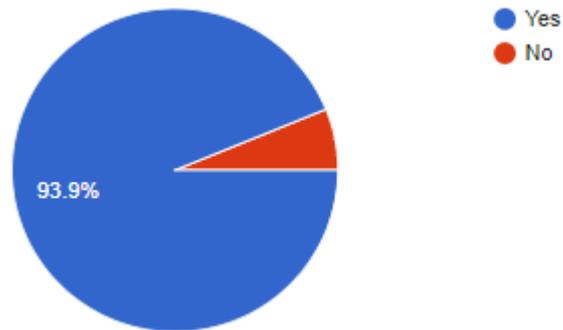


250 ML- 300 ML 177 respondents

300ML - 350 ML 65 respondents

350 ML- 400 ML 119 respondents

Would it be better if E-Drink comes with different wrist sleeve sizes?

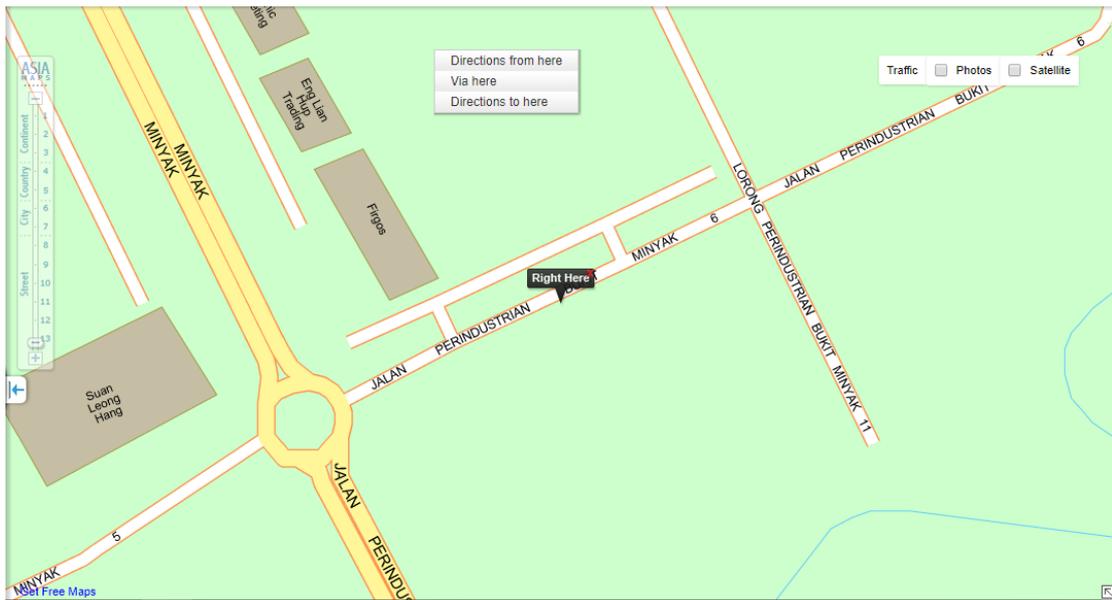


Yes 339 respondents

No 22 respondents

Appendix 3: Location

Address: Lorong Perindustrian Bukit Minyak, Kawasan Perindustrian Bukit Minyak, 14020 Bukit Mertajam, Pulau Pinang.



Appendix 4: Quality Control

DrinkIE SDN BHD

Product Check List

Date: _____

Time: _____

-If Yes put a

-If No put a

-Check every 30 minutes for I Item

No.	Description	Remarks
1.	Neoprene fabric (Cut into few size, prepare for sewing process)	
2.	Compartment (Sewing all compartment together)	
3.	Waterproof zip (Sew the zip to compartment)	
4.	Velcro (Sew the velcro to the neoprene fabric)	
5.	Aonijie water bag (Put water bag into compartment)	
6.	Packing Box (Check all the boxes whether are wrap properly)	

Checked By:

()

DrinkIE SDN BHD

Inventory Check List

Date: _____

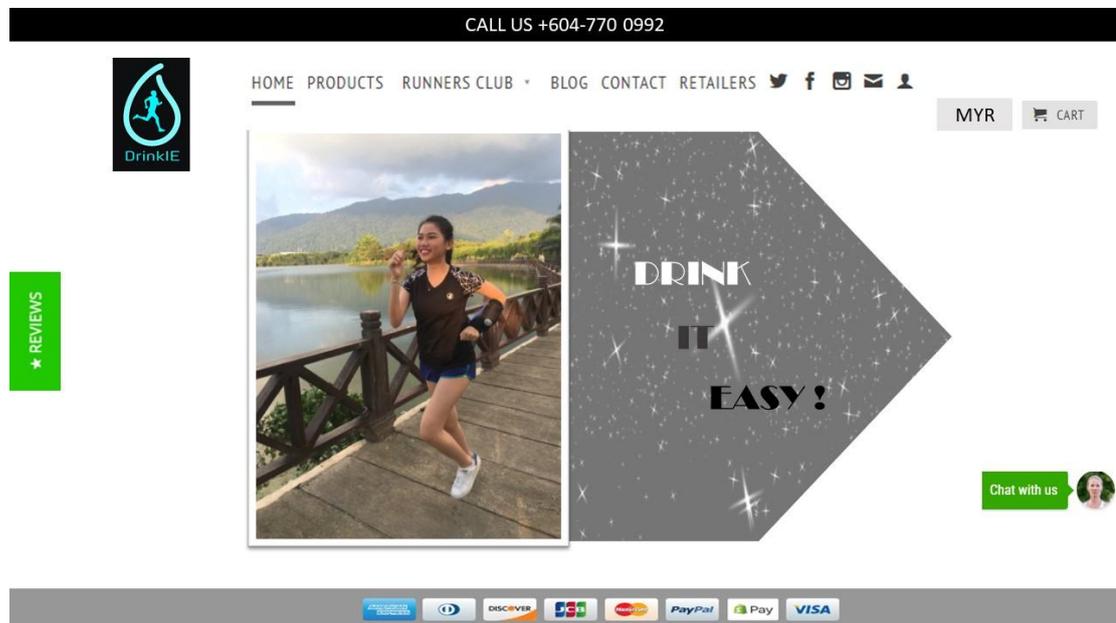
Time: _____

No.	Items	Quantities	Remarks
1.	Neoprene Fabric		
2.	Aonijie Water Bag		
3.	Waterproof Zip		
4.	Velcro		
5.	Sewing Thread		
6.	Packaging Box		

Checked By:

()

Appendix 5: Company's website & Social Media



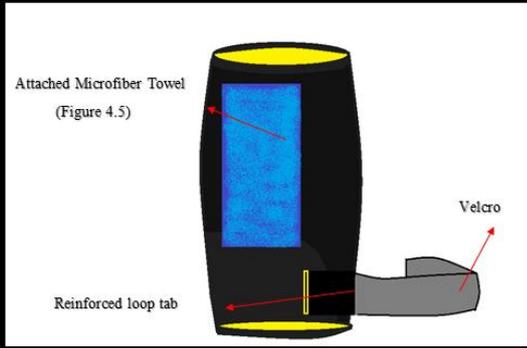
Drinkie Company SDN BHD
已赞主页 · 3 分钟 · 公开

赞 评论 分享

写评论...

你附近的二手货小组

We Are From UTAR | 我来自拉曼大学
26 位好友 · 6,933 位成员 [+ 加入小组](#)



Drinkie Company SDN BHD
4 分钟 · 公开

搜索主页帖子

访客来帖

抢先发帖!
发帖

中文(简体) · English (US) · Bahasa Melayu · Bahasa Indonesia · Español

隐私权政策 · 条款 · 广告发布 · 广告选项 · Cookie · 更多
Facebook © 2018



Appendix 6: DrinkIE Name Card





DrinkIE Sdn Bhd

Sim Suz Lou
Supply Chain Manager

04-7700992
016-8473195
bellasim96@gmail.com
drinkie@gmail.com

Lorong Perindustrian Bukit Minyak, 14020, Bukit Mertajam, Penang



DrinkIE Sdn Bhd

Tan Sheh Sheng
Financial Manager

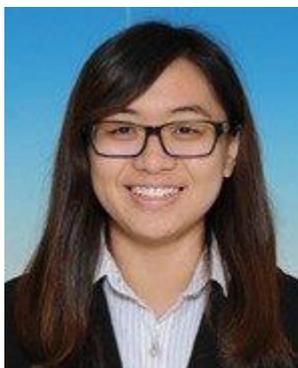
04-7700992
016-5168449
shehsheng94@gmail.com
drinkie@gmail.com

Lorong Perindustrian Bukit Minyak, 14020, Bukit Mertajam, Penang

Appendix 7: DrinkIE Uniform



Appendix 8: Resume of Management Team



PERSONAL DETAILS

Name : Hein Yee Cheng
 Gender : Female
 Age : 22
 Marital Status : Single
 IC No. : 960213-08-5182
 Date of Birth : 13/02/1996
 Race : Chinese
 Nationality : Malaysian
 Own Transport : Yes - Car
 Driving License : Yes - Class D (car)
 Address : 5, HalaPinji Jaya 2, Taman Pinji Jaya, 31650 Ipoh, Perak.
 H/Phone : 016-416 1110
 Email : yeechenghein@gmail.com

QUALIFICATIONS

Year	Qualification	Grade	School/College/Uni.
2018	Bachelor Degree of Entrepreneurship	2.6526	UTAR
2013	SPM	7A, 3B	Ave Maria Convent Ipoh

WORKING EXPERIENCES

Company Name	:	SafetywareSdnBhd
Position	:	Trainee
Duration (MM/YY)	:	Oct-Dec 2017

Company Name	:	Groove Fitness Ipoh
Position	:	Instructor
Duration (MM/YY)	:	Feb 2015- Apr 2017

Company Name	:	Metalical Car Paints SdnBhd
Position	:	Administrative Assistant
Duration (MM/YY)	:	Nov 2013- Apr 2014

SKILL	(Advanced, Intermediate, Beginner)
MS Word	Intermediate
MS Excel	Intermediate
MS PowerPoint	Intermediate

LANGUAGE	SPOKEN	WRITTEN
English	Advanced	Advanced
Malay	Intermediate	Intermediate
Mandarin	Advanced	Advanced

Personal Qualities

- Resilience
- Positive Attitude
- Self-discipline
- Leadership
- Communication skills
- Interpersonal skills



PERSONAL DETAILS

Name : Tan Sheh Sheng
 Gender : Male
 Age : 22
 Marital Status : Single
 IC No. : 960707-08-5721
 Date of Birth : 7th July 1996
 Race : Chinese
 Nationality : Malaysian
 Own Transport : Yes - Car
 Driving License : Yes - Class D (car)
 Address : 65-362B, Jalan Woo Saik Hong, 36000 TelukIntan, Perak.
 H/Phone : 016-5168449
 Email : shehsheng94@gmail.com

QUALIFICATIONS

Year	Qualification	Grade	School/College/Uni.
2018	Bachelor Degree of Entrepreneurship	2.7970	UTAR

WORKING EXPERIENCES

Company Name	:	Nyok Lan Garment SdnBhd
Position	:	Trainee
Duration (MM/YY)	:	Oct-Dec 2017

SKILL	(Advanced, Intermediate, Beginner)
MS Word	Intermediate
MS Excel	Intermediate
MS PowerPoint	Intermediate

LANGUAGE	SPOKEN	WRITTEN
English	Intermediate	Intermediate
Malay	Intermediate	Intermediate
Mandarin	Advanced	Advanced

Personal Qualities

- Self-motivated and hardworking
- Receptive to learning on the job
- Learning agility
- Able to work in a team



PERSONAL DETAILS

Name : Chew Xiao Wei
 Gender : Female
 Age : 22
 Marital Status : Single
 IC No. : 960826-07-5358
 Date of Birth : 26/08/1996
 Race : Chinese
 Nationality : Malaysian
 Own Transport : Yes - Car
 Driving License : Yes - Class D (car)
 Address : 22, Jalan Setia Damai U13/15E, Setia Alam, 40170 Shah Alam, Selangor.
 H/Phone : 012-693 0973
 Email : albeechew@hotmail.com

QUALIFICATIONS

Year	Qualification	Grade	School/College/Uni.
2018	Bachelor Degree of Entrepreneurship	2.7248	UTAR
2013	SPM	7A, 3B	SMJK Kwang Hua

WORKING EXPERIENCES

Company Name	:	Agensi Pekerjaan & Perundingan Bright Prospect Sdn Bhd
Position	:	Trainee
Duration (MM/YY)	:	Oct-Dec 2017

Company Name	:	RT Pastry House
Position	:	Sales Assistant
Duration (MM/YY)	:	Jan 2014-May 2014

SKILL	(Advanced, Intermediate, Beginner)
MS Word	Intermediate
MS Excel	Intermediate
MS PowerPoint	Intermediate

LANGUAGE	SPOKEN	WRITTEN
English	Intermediate	Intermediate
Malay	Intermediate	Intermediate
Mandarin	Advanced	Advanced

Personal Qualities

- Self-motivated & hardworking
- Positive Attitude
- Self-discipline
- Learning agility
- Communication skills
- Able to work in a team



PERSONAL DETAILS

Name : Jacklyn Koh Xin Nee
 Gender : Female
 Age : 23
 Marital Status : Single
 IC No. : 950921-01-7704
 Date of Birth : 21/09/1995
 Race : Chinese
 Nationality : Malaysian
 Own Transport : Yes - Car
 Driving License : Yes - Class D (car)
 Address : 130, JlnTropika 3, TmnTropika, 81000 Kulaijaya, Johor.
 H/Phone : 010-762 5016
 Email : qinnee21@gmail.com

QUALIFICATIONS

Year	Qualification	Grade	School/College/Uni.
2018	Bachelor Degree of Entrepreneurship	2.7335	UTAR
2013	UEC	4A, 5B	Foon Yew High School Kulai

WORKING EXPERIENCES

Position	:	Freelancer singer
Duration (MM/YY)	:	May 2016-current

Company Name	:	Tealive
Position	:	Sales assistant
Duration (MM/YY)	:	Oct -Dec 2017

SKILL	(Advanced, Intermediate, Beginner)
MS Word	Intermediate
MS Excel	Intermediate
MS PowerPoint	Intermediate

LANGUAGE	SPOKEN	WRITTEN
English	Intermediate	Intermediate
Malay	Intermediate	Intermediate
Mandarin	Advanced	Advanced

Personal Qualities

- Positive Attitude
- Self-discipline
- Communication skills
- Able to work in a team



PERSONAL DETAILS

Name : Sim Suz Lou
 Gender : Female
 Age : 22
 Marital Status : Single
 IC No. : 960103-12-5972
 Date of Birth : 03/01/1996
 Race : Chinese
 Nationality : Malaysian
 Own Transport : Yes - Car
 Driving License : Yes - Class D (car)
 Address : No.2535, Taman Bandar Baru, JalanBatuHIJau 2, 31900
 Kampar, Perak.
 H/Phone : 016-847 3195
 Email : bellasim96@gmail.com

QUALIFICATIONS

Year	Qualification	Grade	School/College/Uni.
2018	Bachelor Degree of Entrepreneurship	2.5258	UTAR
2013	SPM	4A, 4B, 1C	St. Patrick Tawau, Sabah

WORKING EXPERIENCES

Company Name	:	SafetywareSdnBhd
Position	:	Trainee
Duration (MM/YY)	:	Oct-Dec 2017

Company Name	:	Anlene Company Malaysia
Position	:	Promoter
Duration (MM/YY)	:	Jan -May 2014

SKILL	(Advanced, Intermediate, Beginner)
MS Word	Intermediate
MS Excel	Intermediate
MS PowerPoint	Intermediate

LANGUAGE	SPOKEN	WRITTEN
English	Intermediate	Intermediate
Malay	Intermediate	Intermediate
Mandarin	Advanced	Advanced

Personal Qualities

- Enthusiastic and motivated with responsible work attitude.
- Practical, diligence and possess passionate and positive working attitude.
- Able to work as a great team player.
- Able to complete the task given within the timeline given.

Appendix 9: DrinkIE Invoice



DrinkIE Company Sdn Bhd

Lorong Perindustrian Bukit Minyak
14020 Bukit Mertajam,
Penang

Tel: 04- 5021234
Fax: 04- 5084321
info@drinkie.com
www.drinkie.com

Tax Invoice

Bill To:
Address:

Invoice #:
Invoice Date:
Contact:
Fax:
Email:

Date	Item #	Description	Qty	Unit Price	Discount	Total

Invoice Subtotal
Tax Rate
Sales Tax
Shipping
Deposit Received
Total

MAKE ALL CHECKS PAYABLE TO DRINKIE COMPANY SDN BHD.
TOTAL DUE IN 10 DAYS. OVERDUE ACCOUNTS ARE SUBJECT TO AN INTEREST CHARGE OF 2% PER MONTH.

Appendix 10: Complain Form



DrinkIE Company Sdn Bhd

Lorong Perindustrian Bukit Mertajam

14020 Bukit Mertajam

Penang

Tel: 04- 5021234

Fax: 04- 5084321

Customer Complaint Form

Issued To:

Department:

Location:

Complaint made by:

Date:

Address:

Complaint Details:

Don't forget to attach all necessary documentation

Proposed Action Purposes

Don't forget to attach all necessary documentation

Name & Signature: _____

Form Accepted by:

Designation

Signature & Date: _____

Details of any evidences:

Don't forget to include all documentation to validate your complaint.

Appendix 12: Form 13A, 6, 49, TM5

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

FORM 13A. Request For Availability Of Name.

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

REQUEST FOR AVAILABILITY OF NAME

Our Ref

Reference No. (Leave Blank)

SECTION A: TO BE COMPLETED BY APPLICANT
 IN BLOCK LETTERS

† PROPOSED NAME (MAXIMUM 50 CHARACTERS)

PURPOSE N-NEW INCORPORATION F-REGISTRATION OF FOREIGN COMPANY C-CHANGE OFNAME NAME OF APPLICANT: ADDRESS OF APPLICANT: TELEPHONE No: REQUEST DATE:	TYPE S-LIMITED BY SHARES G-LIMITED BY GUARANTEE U-UNLIMITED COMPANY <p style="text-align: right;">..... <i>Signature of Applicant</i></p>
--	--

† 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:
7. The nature of the business carried on or to be carried on by the company

(Am. P.U.(A) 80 /1993:s.5)
8. Other comments:

(Am. P.U.(A) 80 /1993:s.5)

Notes:

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

Use additional sheets if necessary.

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

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.

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.

£ Insert particulars of any other directorship of public companies or companies which are subsidiaries of public companies

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

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

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

@ Strike out whichever is inapplicable.

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

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

INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA

TRADE MARKS REGISTRY

TM 5

TRADE MARKS ACT 1976

TRADE MARKS REGULATIONS 1997

APPLICATION FOR REGISTRATION OF A MARK
[Subregulation 18(1)]

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

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

trade mark defensive trade mark certification trade mark

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

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

2. Representation of mark:

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

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

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

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

3. Limitations, etc.:

(Insert below any conditions, disclaimers or other limitations to which the registration will be subjected to. If the mark contains or consists of a word or words in non-Roman characters or in a language other than English language or the national language, please provide a certified transliteration and translation as

appropriate.)

.....

.....

.....

.....

4. Class:

5. List of goods or services:
(Goods or services falling within more than one international class are subject to separate applications. Please use a separate sheet if necessary.)

.....

.....

.....

.....

6. Full name and address of applicant:

Name :

Address :

.....

.....

.....

NRIC No./Company Registration No./Passport No.:
(as a personal reference number)

If the applicant is a partnership, please state the full names of all the partners.
If the applicant resides abroad, please provide an address for service in Malaysia (Column 7).

7. Full name and address of agent (if any):

Name :

Address :

.....

.....

.....

Note: If this is the address for service, please file Form TM 1 together with this Form.

<p>8. Agent's Registration No. (if known):</p>
<p>9. Agent's own reference:</p>
<p>10. International Convention priority claim: <i>If priority date is claimed under International Convention or a bilateral arrangement, please give details below and attach the relevant documents.</i></p> <p style="margin-left: 20px;">Convention country in which the trade mark was first filed:</p> <p style="margin-left: 20px;">Date: No. (if any):</p>
<p>11. Date of first use of the mark in Malaysia (if any):</p>
<p>12. Declaration: <i>I/We claim to be the bona fide proprietor of the mark whose registration is applied for and, where the mark has not been used in Malaysia, that the application is made in good faith and that I am/we are entitled to be registered as the proprietor of the mark.</i></p> <p style="margin-left: 20px;"><i>An agent signing this Form on behalf of the applicant shall satisfy himself as to the truth of the declaration.</i></p> <p style="margin-left: 20px;">Signature:</p> <p style="margin-left: 20px;">Name of signatory (in block letter):</p> <p style="margin-left: 20px;">Telephone No.: E-mail:</p> <p style="margin-left: 20px;">Date:</p> <p style="margin-left: 20px;"><i>Note: If the applicant is a partnership, please state the full names of all the partners.</i></p>

Appendix 13: Company Name Registration

	BORANG PNA 42 PERCUMA
PERMOHONAN NAMA PERNIAGAAN	
(Permohonan ini perlu dilampirkan bersama dengan Borang A. Tiada bayaran dikenakan)	
A. Saya memohon untuk menggunakan salah satu nama perniagaan mengikut pilihan di bawah :	
1.	<input style="width: 95%;" type="text"/>
2.	<input style="width: 95%;" type="text"/>
3.	<input style="width: 95%;" type="text"/>
Jika nama perniagaan menggunakan perkataan rekaan dan singkatan atau selain B. Malaysia / Inggeris. Sila jelaskan maksud (Jika ada, lampirkan dokumen sokongan).	
<input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>	
B. Jenis perniagaan yang dijalankan (Sesuai dengan nama perniagaan yang dicadangkan) :	
<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 100%; height: 20px;" type="text"/>	
C. Pengesahan pemilik atau salah seorang rakan kongsi :	
_____ TANDATANGAN PEMILIK ATAU SALAH SEORANG RAKAN KONGSI	
NAMA : _____ NO. MYKAD/MYPR : _____ NO. TELEFON BIMBIT : _____	
TARIKH PERMOHONAN	<input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 60px; height: 20px;" type="text"/>
Perhatian:	
(a) Permohonan nama perniagaan diluluskan berdasarkan keutamaan nama perniagaan yang dipohon. (b) Nama perniagaan yang telah diluluskan diberi tempoh 30 hari dan tidak boleh dipinda atau ditukar kepada pemilik yang lain. (c) Jika ada arahan mahkamah atau bantahan oleh pihak ketiga ke atas nama perniagaan disebabkan penggunaan Cap Dagangan dan lain-lain, pemilik diminta mengambil tindakan menutup perniagaan dan mendaftar menggunakan nama perniagaan yang lain.	

PENDAFTARAN PERNIAGAAN	
*MAKLUMAT PEMILIK (Ejaan nama seperti di dalam MYKAD/MYPR)	
NAMA PEMILIK	<input type="text"/>
NO. MYKAD/MYPR	<input type="text"/> - <input type="text"/> - <input type="text"/> NO. K/P <input type="text"/>
TARIKH LAHIR	<input type="text"/> - <input type="text"/> - <input type="text"/> JANTINA L <input type="checkbox"/> P <input type="checkbox"/>
KERAKYATAN	WARGANEGARA <input type="checkbox"/> PENDUDUK TETAP <input type="checkbox"/> <input type="text"/> <small>(Nyatakan negara asal)</small>
BANGSA	MELAYU <input type="checkbox"/> CINA <input type="checkbox"/> INDIA <input type="checkbox"/> LAIN-LAIN <input type="checkbox"/> <input type="text"/> <small>(Nyatakan bangsa)</small>
ALAMAT KEDIAMAN	<input type="text"/>
BANDAR	<input type="text"/>
POSKOD	<input type="text"/> NEGERI <input type="text"/>
NO. TELEFON	<input type="text"/> - <input type="text"/>

NAMA PEMILIK	<input type="text"/>
NO. MYKAD/MYPR	<input type="text"/> - <input type="text"/> - <input type="text"/> NO. K/P <input type="text"/>
TARIKH LAHIR	<input type="text"/> - <input type="text"/> - <input type="text"/> JANTINA L <input type="checkbox"/> P <input type="checkbox"/>
KERAKYATAN	WARGANEGARA <input type="checkbox"/> PENDUDUK TETAP <input type="checkbox"/> <input type="text"/> <small>(Nyatakan negara asal)</small>
BANGSA	MELAYU <input type="checkbox"/> CINA <input type="checkbox"/> INDIA <input type="checkbox"/> LAIN-LAIN <input type="checkbox"/> <input type="text"/> <small>(Nyatakan bangsa)</small>
ALAMAT KEDIAMAN	<input type="text"/>
BANDAR	<input type="text"/>
POSKOD	<input type="text"/> NEGERI <input type="text"/>
NO. TELEFON	<input type="text"/> - <input type="text"/>

PENGESAHAN PEMILIK TUNGGAL/RAKAN KONGSI		
<small>(Diwajibkan setiap pemilik tunggal/rakan kongsi mengisi butiran dan menurunkan tandatangan/cap ibu jari kanan di atas borang ini)</small>		
<small>Saya/kami yang bertandatangan di bawah mengesahkan semua kenyataan yang dibuat dalam borang ini adalah benar dan mengaku bahawa saya/kami adalah pemilik tunggal/rakan kongsi bagi perniagaan ini.</small>		
BIL.	NAMA DAN NO. MYKAD/MYPR	TANDATANGAN/CAP IBU JARI KANAN
TARIKH PERMOHONAN <input type="text"/> - <input type="text"/> - <input type="text"/>		

UNTUK KEGUNAAN PEJABAT	
<small>Saya adalah Orang Yang Bertanggungjawab (OYB) menyerahkan butiran pendaftaran perniagaan yang dinyatakan di atas.</small>	
NAMA DAN NO. MYKAD/MYPR	TANDATANGAN/CAP IBU JARI KANAN

Appendix 15: SIRIM Registration



ePCS/FOR/06-1

APPLICATION FOR THE ISSUANCE OF LABELS

(One form for each Licence/File No.)

e

To : _____

Sector :	Electrical & Electronic	Mechanical & Automotive	Fire Protection
e-mail :	zakie@sirim.my	mnzarina@sirim.my	hanisah@sirim.my
Fax. No.	03-55446484	03-55446797	03-55446454

Your labels are ready for collection	
Acknowledgment of Acceptance	
Signature :	
Name :	
I/C No :	
Date :	

A. INFORMATION ON LICENCE & PRODUCT: To be fill-up by applicant

File / Licence no. : Manufacturer :	Date : Product :
Address :	Standard : Brand :
Trading company's name : (if applicable)	Trading company's licence no. : (if applicable)
• Consignment : Date : Consignment size : Test Report : - Non- consignment*	Model/Type :
Average monthly production : Qty. of labels applied (max. of 3 months production):	Please indicate mode of collection(if applicable) : • Collect at SIRIM QAS International • Collect using licensee's Courier Services Note: Processing and issuance subject to seven (7) working days.

B. SIRIM LABELS USAGE REPORT: To be fill-up by applicant/licensee (not applicable for new applicant/by consignment)

Last date application:	Qty previous application:
Qty used for production (Serial number of label)to.....to.....
Qty defect/loss of labels (Serial number of label)
Qty balance left (Serial number of label)

B. SIRIM LABELS USAGE REPORT: To be fill-up by applicant/licensee (not applicable for new applicant/by consignment)

Last date application:	Qty previous application:
Qty used for production (Serial number of label)to.....to.....
Qty defect/loss of labels (Serial number of label)
Qty balance left (Serial number of label)

PROVISIONS

I hereby agree to abide by the following provisions:

1. Labels applied shall be for products manufactured by my company only and have obtained approval from the regulatory body.
2. These labels shall not be sold, given or lent to other parties.
3. These labels shall be applied on each product under the Product Certification Scheme or the approved consignment.
4. The label serial numbers shall be recorded according to the inspection batch coding numbers which have been approved.
5. Shall pay the fees for the labels applied.
6. Shall return any defective labels to SIRIM QAS International within seven (7) days of receipt of labels.
7. Shall ensure that labels issued are securely kept and undertake to inform SIRIM QAS International should these labels are lost / stolen and bear all the associated costs.
8. Shall be held fully responsible should any of these labels are found to be affixed on products other than specified in this application unless approved by SIRIM QAS International.

Applicant's name:
Signature:

Tel. No.:
Fax No. :

B. FOR SIRIM QAS INTERNATIONAL USE ONLY

Recommendation :

- **Approved.**
- Not approved because failure in consignment testing / product does not meet the standard requirement.

Qty. of labels issued (in no. & words):	Serial no. of labels issued :
Type of labels :	Date of issue by PCI Dept:
Signature :	Fees :
Project Officer :	Payment : Unpaid / Paid - Cheque no.:
Date :	Invoice no. :
	Invoice date:

Appendix 16: SOSCO Registration for Employee

BORANG 2
BORANG PENDAFTARAN PEKERJA
PERATURAN-PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971
(Peraturan 10, 12 dan 12A)



BORANG 2- PENDAFTARAN PEKERJA

NO KOD MAJIKAN / MyCoID

A. BUTIRAN PEKERJA									
Jenis Kad Pengenalan	No.Kad Pengenalan	Nama Pekerja (seperti dalam Kad Pengenalan)	Jantina (L/P)	Bangsa	Tarikh Mula Kerja	Pekerjaan	Sila tandakan (/) pekerja yang bergaji melebihi RM3000.00 sebulan		
(1)	(2)	(4)	(5)	(6)	(7)	(8)	(9)		
	(3) Tarikh Lahir				Hari Bulan Tahun				
	Tarikh Lahir				Hari Bulan Tahun				
	Tarikh Lahir				Hari Bulan Tahun				
	Tarikh Lahir				Hari Bulan Tahun				
	Tarikh Lahir				Hari Bulan Tahun				
	Tarikh Lahir				Hari Bulan Tahun				
	Tarikh Lahir				Hari Bulan Tahun				
	Tarikh Lahir				Hari Bulan Tahun				
	Tarikh Lahir				Hari Bulan Tahun				
	Tarikh Lahir				Hari Bulan Tahun				

B. PENGESAHAN MAJIKAN / WAKIL MAJIKAN

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

Tandatangan: _____

Tarikh :

Nama Majikan>Nama Wakil Majikan:

Nama Perusahaan:

No. KPPN:

Jawatan:

No. Telefon Pejabat/No. Telefon Bimbit

No. Faks:

E-mel :

Tandatangan tidak diperlukan sekiranya borang ini dihantar melalui medium elektronik tertakluk kepada pengesahan oleh PERKESO

Appendix 17: SOSCO Registration for Employer



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

BORANG 1 - PENDAFTARAN MAJIKAN

Nombor Pendaftaran (No.SSM/MyCoID, Badan Profesional, Pertubuhan, Persatuan, Koperasi); atau

Nombor Pengenalan Diri Majikan (yang tidak berdaftar dengan SSM dan agensi lain); atau

Nombor PTJ Kerajaan Persekutuan atau Kerajaan Negeri

A. MAKLUMAT PERUSAHAAN

A1. Nama Perusahaan

A2. Alamat surat-menyurat

Poskod Negeri

Peti Surat No. Beg Berkunci WDT (Bagi Sabah/Sarawak)

A3. Alamat Perusahaan (Tidak perlu diisi jika alamat adalah sama seperti di A2)

Poskod Negeri

Peti Surat No. Beg Berkunci WDT (Bagi Sabah/Sarawak)

A4. No. Telefon **A5. No. Tel. Bimbit**

A6. No. Faks **A7. E-mel**

A8. Jenis Perusahaan _____

A8.1. Entiti Perniagaan

Sendirian Berhad Berhad Ketuanpunyaan Tunggal Perkongsian

Perkongsian Liabiliti Terhad Berdaftar dengan SSM Berdaftar dengan SSM

Berdaftar dengan agensi lain Berdaftar dengan agensi lain

Tidak berdaftar Tidak berdaftar

A8.2. Lain-lain _____ (Kerajaan Persekutuan atau Negeri, Badan Berkanun, Pihak Berkuasa Tempatan, Perwakilan/Kedutaan, Pertubuhan/Persatuan, Koperasi)

A9. Kaedah Bayaran Caruman Portal PERKESO Perbankan Internet CD Borang Caruman Bulanan (8A)

B. PENGESAHAN MAJIKAN/WAKIL MAJIKAN

Saya dengan ini mengesahkan bahawa maklumat di atas adalah benar sepanjang pengetahuan dan kepercayaan saya.

Tandatangan _____

Nama Majikan>Nama Wakil Majikan: _____ Tarikh

No. KPPN: _____

Jawatan: _____

KEGUNAAN PERKESO

Kod Majikan	Kod Perusahaan	Tarikh Liabiliti
<input type="text"/>	<input type="text"/>	<input type="text"/>