

Chapter 1 Introduction

1.1 Introduction of The Business

Name of the business	: Easylicious Enterprise
Nature of business	: Food and gift service
Industry profile	: Easylicious provide foods and gifts in one vending machine. Our capital to start the business is about RM90,000. The average we predict of profit that we get RM1000/per day.
Business location	: Lorong BLM ¼, Bandar Laguna Merbok, 08000 Sungai Petani, Kedah
Date of commencement	: 12 June 2020
Factors in selecting the proposed business	: a) We aims to providing the customer foods & gifts for 24/7 to avoid the students starving based on our survey. b) We aims to do not waste their time to purchase or buy gift outside because we also providing gifts on the vending machine.
Future prospects of the business	: a) Our target is to open vending machine at others local university. b) In the future we will upgrade our vending machine to be more advanced that the goods is long lasting such as flowers.

1.2 Purpose of Business Plan

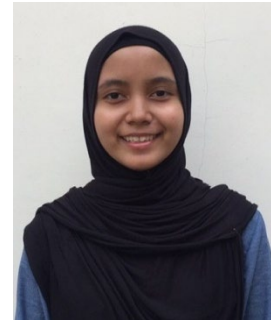
1. To allow entrepreneur to view and evaluate the proposed venture in an objective, critical and practical manner. With business plan, entrepreneurs can effectively plan to achieve his or her goal. The business plan providing elements that entrepreneur need to follow and solutions when risk management happen in the business.
2. Be a guideline for managing the business. Entrepreneur uses the business plan as a reference to achieve the objective and purpose of the business. The detailing of business plan can be procedure of manufacturing production, guiding the timeline of produce and selling product and to ensure the businesses going smoothly and efficient.
3. To convince relevant parties of the investment potential of the project. If the risk management are lower, investors can trust the business can be success and feeling safe to invest for getting back the dividend when business already operated.

1.3 Business Background

Name of the business	: Easylicious Enterprise
Business address	: Lorong BLM ¼, Bandar Laguna Merbok, 08000 Sungai Petani, Kedah
Correspondence address	: Lorong BLM ¼, Bandar Laguna Merbok, 08000 Sungai Petani, Kedah
Website address	: -
E-mail address	: foodgiftservice@gmail.com
Telephone number	: 04-5753080
Fax number	: -
Form of business	: Partnership
Main activity	: Selling vending machine that provide services for food and gifts
Date of commencement	: 12 September 2020
Date of registration	: 13 January 2020
Registration Number	: In Progress
Name of Bank	: -
Bank account number	: -

1.4 Partners Background

1.4.1 General Manager



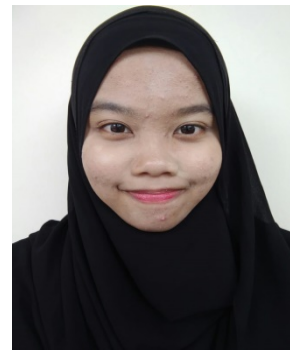
Name : Nur Hidayah Binti Mohd Pauzi
Identity Card Number : 991220 – 07 – 5320
Permanent Address : 1354, Permatang Bertam, 13200, Kepala Batas,
Pulang Pinang
Correspondence Address : Lorong BLM ¼, Bandar Laguna Merbok, 08000
Sungai Petani, Kedah
Email Address : nhyh17@gmail.com
Telephone Number : 011 20747420
Date of Birth : 20 December 1999
Age : 20 years
Marital status : Single
Academic qualification : Diploma in Business Studies (expected graduate
2020)
Course attended : Unleash Your Potential by Caprice (17 November
2019)
Skills : Have a good leadership skill and teamwork skill.
Experience : -
Capital contribution : 4 000

1.4.2 Administration Manager



Name : Nur Hazwanie Binti Ismail
Identity Card Number : 990803 – 02 – 5224
Permanent Address : Kg. Pisang, Sungai Dedap, Kota Sarang Semut,
06800, Alor Setar, Kedah
Correspondence Address : Lorong BLM ¼, Bandar Laguna Merbok, 08000
Sungai Petani, Kedah
Email Address : nurhazwanieismail@gmail.com
Telephone Number : 013 4205540
Date of Birth : 3 August 1999
Age : 20 years
Marital status : Single
Academic qualification : Diploma in Business Studies (expected graduate
2020)
Course attended : Unleash Your Potential by Caprice (17 November
2019)
Skills : Very hardworking and good teamwork skill.
Experience : Online sale Executive
Sale Promoter
Capital contribution : 2 000

1.4.3 Marketing Manager



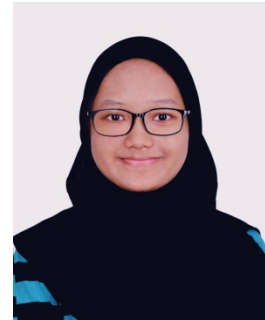
Name : Ruzee Binti Othman
Identity Card Number : 991115 – 07 – 7968
Permanent Address : No 1708, Mukim 8, Tanah Liat, 14000, Bukit
Mertajam, Pulau Pinang
Correspondence Address : Lorong BLM ¼, Bandar Laguna Merbok, 08000
Sungai Petani, Kedah
Email Address : ruzee1873@gmail.com
Telephone Number : 013 5821873
Date of Birth : 15 November 1999
Age : 20 years
Marital status : Single
Academic qualification : Diploma in Business Studies (expected graduate
2020)
Course attended : Unleash Your Potential by Caprice (17 November
2019)
Skills : Good communication skill and have a skill in social
web
Experience : -
Capital contribution : 1 000

1.4.4 Operation Manager



Name : Nur Uzma Binti Mohd Nizam
Identity Card Number : 980705 – 02 – 6160
Permanent Address : 172, Lorong 7/3, Taman Tiram, 09600, Lunas, Kedah
Correspondence Address : Lorong BLM ¼, Bandar Laguna Merbok, 08000
Sungai Petani, Kedah
Email Address : nuruzma75@gmail.com
Telephone Number : 011 33096573
Date of Birth : 5 July 1998
Age : 21 years
Marital status : Single
Academic qualification : Diploma in Business Studies (expected graduate 2020)
Course attended : Unleash Your Potential by Caprice (17 November 2019)
Skills : Good in teamwork and planning skill
Experience : Operator Factory
Capital contribution : 1 000

1.4.5 Financial Manager



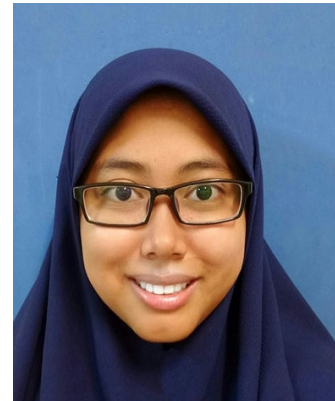
Name : Nur Hanna Syamila Binti Roslee
Identity Card Number : 990911 – 07 – 5640
Permanent Address : 339J, Tingkat Sungai Gelugor 5, 11700, Pulau Pinang
Correspondence Address : Lorong BLM ¼, Bandar Laguna Merbok, 08000 Sungai Petani, Kedah
Email Address : xhannasyamilax@gmail.com
Telephone Number : 014 2514648
Date of Birth : 11 September 1999
Age : 20 years
Marital status : Single
Academic qualification : Diploma in Business Studies (expected graduate 2020)
Course attended : Unleash Your Potential by Caprice (17 November 2019)
Skills : Good in using computer and punctual person
Experience : -
Capital contribution : 1 000

1.4.6 Procurement Manager



Name : Nur Farah Azmina Binti Yahaya
Identity Card Number : 980511 – 08 – 5592
Permanent Address : A-1-16, Jalan Delima 2, Taman Seri Delima, Juru,
14000, Bukit Mertajam, Pulau Pinang
Correspondence Address : Lorong BLM ¼, Bandar Laguna Merbok, 08000
Sungai Petani, Kedah
Email Address : farahyahaya98@gmail.com
Telephone Number : 013 3556745
Date of Birth : 11 May 1998
Age : 21 years
Marital status : Single
Academic qualification : Diploma in Business Studies (expected graduate
2020)
Course attended : Unleash Your Potential by Caprice (17 November
2019)
Skills : Good in communication and hardworking person
Experience : -
Capital contribution : 1 000

1.4.7 Public Relation Manager



Name : Nur Farhana Binti Mat Rashid
Identity Card Number : 990211 – 08 – 5856
Permanent Address : No 461, Jalan B.M 1/21, Bandar Mutiara, 08000,
Sungai Petani, Kedah
Correspondence Address : Lorong BLM ¼, Bandar Laguna Merbok, 08000
Sungai Petani, Kedah
Email Address : Frhnrashid11@gmail.com
Telephone Number : 014 -9574979
Date of Birth : 11 February 1999
Age : 20 years
Marital status : Single
Academic qualification : Diploma in Business Studies (expected graduate
2020)
Course attended : Unleash Your Potential by Caprice (17 November
2019)
Skills : Good in teamwork and communication skill
Experience : -
Capital contribution : 2 000

1.5 Business Location

1.5.1 Factors influencing Choice of Business Location

a) Price of premise / Cost of rental per month

Build our vending machine at a university which is UiTM Kedah. We did not being charged any rental fee from UiTM Kedah to place up our vending machine in every college.

b) Distance from the sources of raw materials

Our warehouses are located nearby the campus so it is easy for them to supply products to the vending machine when there are out of stock.

c) Availability of manpower

Our workers are sufficient and always-on-ready.

d) Transportation facilities

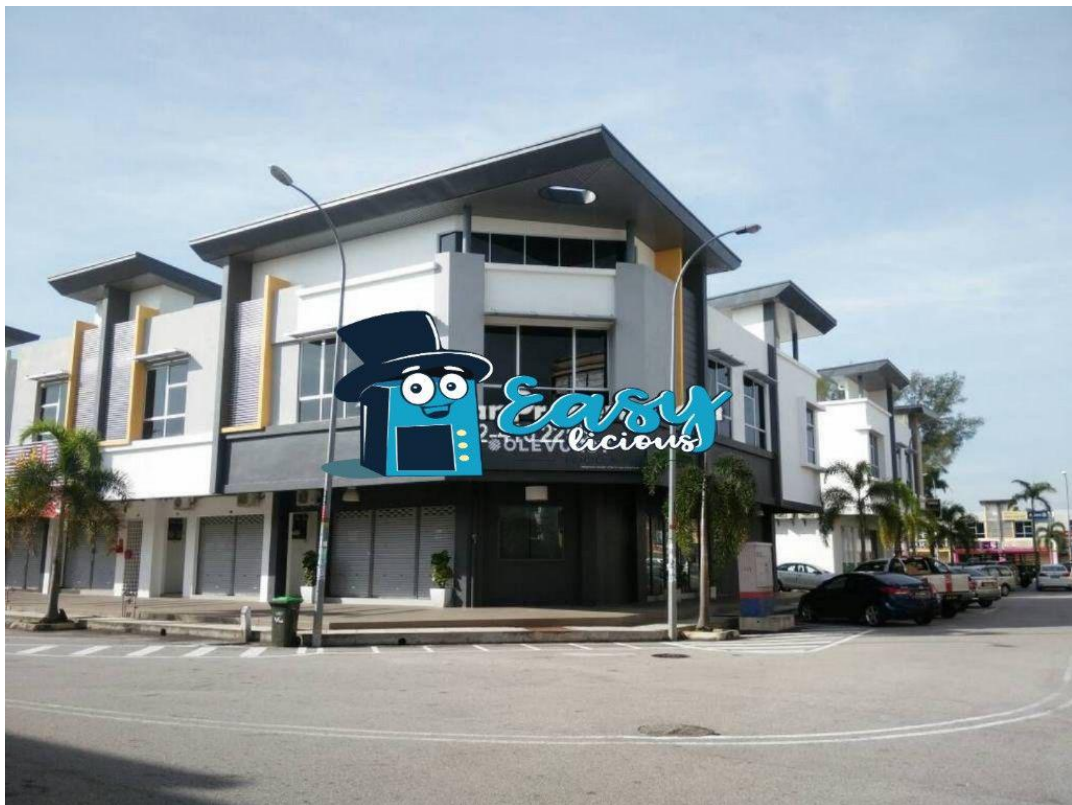
e) Distance from customers

Our vending machine are located at every college in campus including boys' and girls' dorm. We placed it at the lobby where most of the students passing through. In addition, it will be easier for the student to buy our product in vending machine. The students do not need to go outside from UiTM to search for the gift or buy a food. So it will cut their expenses from going outside.

f) Basic amenities

We have basic amenities which is electricity. Electricity is operated in all vending machine to keep the freshness of our foods and gifts 24/7.

1.5.2 Office Location



Lorong BLM 1/4, Bandar Laguna Merbok, 08000 Sungai Petani, Kedah

CHAPTER 2: ORGANIZATIONAL PLAN

2.1 Introduction to the organization

2.1.1 Vision

Our vision is to provide this vending machine. Service to all IPTA and IPTS not only at north but all over Malaysia.

2.1.2 Mission

1. We want to expand vending machine service not only in the Merbok, Kedah area but in the Malaysia.
2. We want to help students save their time and save money from going outside.
3. To attract investor to invest into our company.

2.1.3 Objective

1. To gain profit
2. To help the Muslim's seller
3. To satisfy student needs and wants

2.1.4 Logo



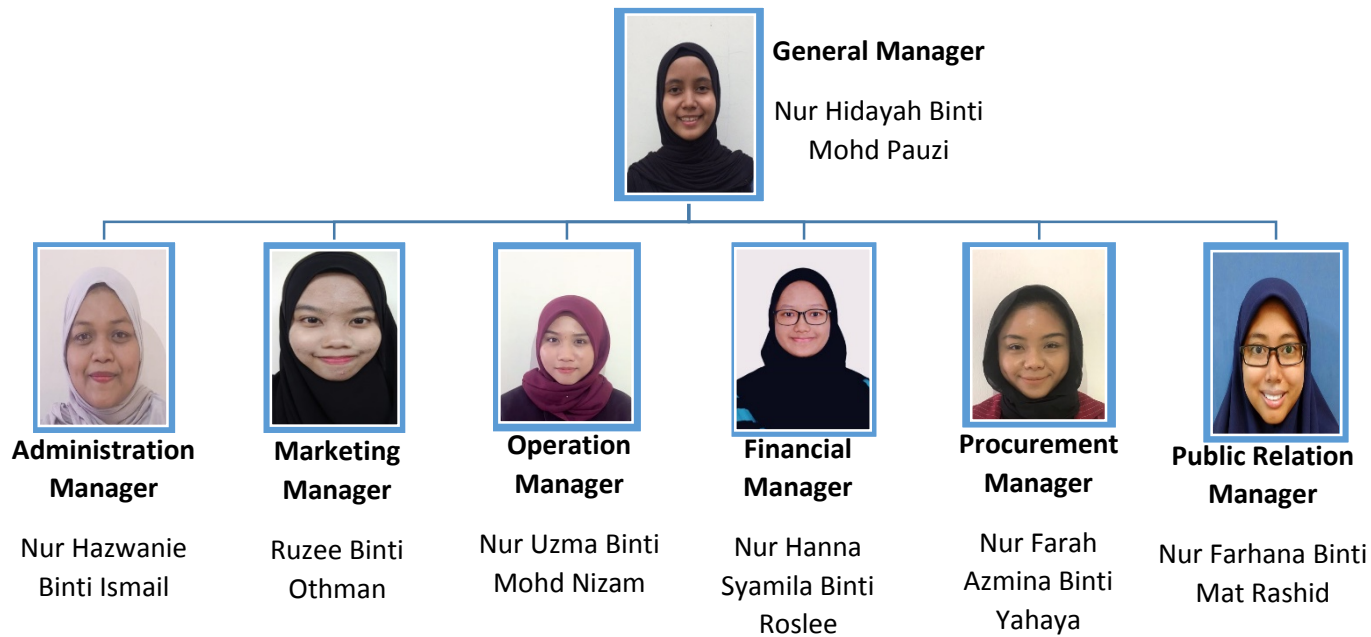
Blue colour represent as a peaceful colour and it will attract customer since it is a soft colour

Cartoon represent as our product which is vending machine and to attract customer from far.

Funky font because our targeted market is teenagers and more teenagers right now like funky style.

Easy represent to show that our vending machine is easy to use and find anywhere while Licious is stand to food that we sell is delicious.

2.2 Organizational Structure



2.3 Administrative Manpower Planning

Table 2.1 : Position and Number of Personnel

Position	Number of Personnel
General Manager	1
Administration Manager	1
Marketing Manager	1
Operation Manager	1
Financial Manager	1
Procurement Manager	1
Public Relation Manager	1
Total	7

2.4 Schedule of Tasks and Responsibilities

Table 2.2 : Schedule of tasks & responsibilities

Position	Tasks & Responsibilities
General Manager	<ul style="list-style-type: none"> - To plan, implement and control the overall management of the business. - To plan and monitor the strategic progress of the business.
Administration Manager	<ul style="list-style-type: none"> - In charge of the department's day to day functions as well as supervising and supporting staff. - Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.
Marketing Manager	<ul style="list-style-type: none"> - Determining the marketing mission for both the long and the short term - Planning the marketing programme in clear terms right from the stage of product planning
Operation Manager	<ul style="list-style-type: none"> - Planning and organizing production schedules - Assessing project and resource requirements
Financial Manager	<ul style="list-style-type: none"> - Prepare financial statements, business activity reports, and forecasts, - Monitor financial details to ensure that legal requirements are met, - Supervise employees who do financial reporting and budgeting, - Review company financial reports and seek ways to reduce costs, - Analyse market trends to find opportunities for expansion or for acquiring other companies, - Help management make financial decisions.
Procurement Manager	<ul style="list-style-type: none"> - choose suppliers and the merchandise or services needed to meet customer needs - use their expertise and negotiation skills to meet with vendors, - work out contract terms and their decisions have a major impact on the company's operations.
Public Relation Manager	<ul style="list-style-type: none"> - Must be a confident communicator and presenter - Must possess excellent verbal and written communication skills - Must possess excellent organizational and planning skills - Have a full understanding of media needs and media relationships - Be proactive, reliable, responsible and accurate with an attention to detail

	<ul style="list-style-type: none"> - Possess the ability to keep information confidential - Tactical understanding of all primary social media platforms - Ability to work in high-stress environments, often for long hours - A wide degree of creativity and latitude - Self-motivated with a positive and professional approach to management
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2.5 Schedule of Remuneration

3 Table 2.3 Schedule of Remuneration

Position	No	Monthly Salary (RM)	EPF Contribution (RM)	SOCSSO Contribution (RM)	Total (RM)
General Manager	1				
Administration Manager	1				
Marketing Manager	1				
Operation Manager	1				
Financial Manager	1				
Procurement Manager	1				
Public Relation Manager	1				
TOTAL	7				

3.5 Compensation and Benefits

i. Maternity Leave, Paternity Leave

Our company give 40 days for maternity leave for mother to have a good time with the baby and have a good rest. While for paternity leave, our company provide 2 weeks for the father to manage the wife and the baby.

ii. Bonus

To make a workers feel appreciated, our company provide bonus based on the our profit each month.

iii. Annual Leave

Our company provides the paid annual leave to workers:

- i. Less than 2 years – 8 days annual leave / year
- ii. 2 until 5 years – 12 days annual leave / year
- iii. More than 5 years – 16 days annual leave / year

iv. Working Days

Our working days is from Monday to Thursday. Start at 8AM and finish at 6PM. On Sunday they will be a half day and on Saturday and off day at Friday. Our working time is flexible for our workers to have a me time and family time.

v. Health care

Our company also provide a health care for our workers. We provide payment of medical bills, hospitalization benefits, payment of optical bills and payment of dental bills.

2.7 List of Office Furniture and Fittings

Table 2.3: List of office furniture and fittings

Item	Quantity	Price/Unit (RM)	Total Cost (RM)
Furniture:			
Table	10	150	1 500
Chair	15	60	900
File Cabinet	3	325	975
Fittings :			
Air condition	2	950	1 900
Ceiling light	8	60	480
Total			5 755

2.8 List of office equipment

Table 2.4 : List of office equipment

Item	Quantity	Price/Unit (RM)	Total Cost (RM)
Computer	8	1 000	8 000
Printer	3	238	714
Telephone	8	90	720
Punch Card Machine	1	185	185
Total			9 619

2.9 Administrative Budget

Particulars	Fixed Assets Expenses (RM)	Monthly Expenses (RM)	Other Expenses (RM)	Total (RM)
Fixed Assets				
Land & Building	-	-	-	-
Office furniture and fittings	5 755	-	-	5 755
Office equipment	9 619	-	-	9 619
Premises Renovation	8 000	-	-	8 000
Vehicle				
Working Capital				
Remuneration				
Utilities		1 000		1 000

Premises Rental		2 000		2 000
Travelling expenses		900		900
Office Supplies		500		500
Stationaries		200		200
Other Expenditure				
Course attended			800	800
Medical allowances			500	500
Pre-Operations				
Deposit (rent, utilities, etc.)			-	-
Business Registration & licences			2 000	2 000
Insurance & road tax for motor vehicle			1 000	1 000
Other Pre-operations expenditure			3 000	3 000
TOTAL	23 374	4600	7 300	35 274

CHAPTER 3: MARKETING PLAN

3.1 Introduction to marketing

3.1.1 Marketing Objectives

- To make sure the student in UiTM, Merbok can find the food and gift easily.

3.2 Introduction to product or service

The proposed product/service : Food and gift service in one vending machine.

Brand : various of brand

Selling price : RM 1.50 – RM 20

Product/Service features : 1) Convenient
2) Variety of choices
3) Operate 24/7
4) Provide e-wallet system
5) Diversified

Product/Service benefits : 1) Easy to get and find
2) Reduce cost to go out to buy food and gift.

Product/Service uniqueness : Food and gift in one machine

List of product or service (if appropriate) 1. Instant noodles



2. Snacks



3. Bread



4. Scarves



5. Small flower bouquet



6. T-Shirt



3.3 Market area and business location

Our target market is UiTM Cawangan Kedah students especially that stay hostel.

Based on survey, we found that students UiTM Cawangan Kedah find that it is hard to find a place that sell food 24/7 at hostel. Lot of costs and time needed to go outside to buy a food and gifts.

By placing the vending machine at hostel, academic building. The student can easily search food and gift at the same time.

3.4 Information collection and data of customers

We collect the information by spreading the questionnaires to UiTM Kedah students and we got about 44 respondents.

Gender	Male	10
	Female	34
Age	18	3
	19	4
	20	33
	21	4
Where do you stay?	Kolej Malinja	7
	Kolej Mahsuri	1
	Kolej Masria	3
	Kolej Murni	17
	Non Resident	16
Do you always feel hungry?	Yes	40
	No	4
Do you have time to take a meal every day?	Yes	25
	No	19
Do you find it hard to find a place that sell food 24 hours at hostel?	Yes	36
	No	8
What type of food do you prefer in vending machine?	Instant Noodles Bread Snacks Mineral Water Biscuits	Instant noodles Bread Snacks
What type of gift do you think suitable in vending machine?	Scarves Tshirt Perfume Small bouquet flower Greeting cards	Scarves T-shirt Small bouquet flower
Price range do you prefer for the gift?	RM 5 to RM 10 RM 11 to RM 20 RM 21 to RM 30	RM 5 to rm 10 Rm 11 to rm 20

	RM 31 to 40 Up to RM 41	
Which location do you prefer to place this vending machine?	Hostel Academic building Islamic Centre Library	Hostel Academic building
Will you buy if we sell this things in vending machine?	Yes No Maybe	28 1 15

3.5 Market segmentation

- i. Geography – Area – Uitm Cawangan Kedah
- ii. Demographic – Education – Diploma students
- iii. Psychographic – Status – Students

Lifestyle – likely to eat in the middle of night

3.6 Target Market

Our target market is students UiTM Cawangan Kedah which age at range between 18 until 21. Our potential to stay in this industries is high because we fulfil the consumer demand in UiTM Cawangan Kedah. Our customer prefers to buy it because will saving their time and cost from go outside.

3.7 Market Size

Table 3.1 : Market Size

Market segment	Population	Target Market (%)	Target Market
Students	5 000	90	4 500

Table 3.2 : Market Size in RM

Market Segment	Target Market	Potential Purchase	Total Potential Purchase Monthly (RM)
Students	4 500	20/month	(RM20 x 12 months) x 4 500 = RM 1 080 000

Market size per year = RM1 080 000

3.8 Competitors

Table 3.3 : Competitor's Strengths & Weaknesses

Competitor	Strengths	Weaknesses
ATLAS	<ul style="list-style-type: none"> - Well-known brand because already operate for long time. - Easy to find 	<ul style="list-style-type: none"> - Only provides beverages - Did not use e-wallet completely - Use a large space
Little Dear Deer Balloon Shop	<ul style="list-style-type: none"> - Have variety of choices gift - Many services provided 	<ul style="list-style-type: none"> - Locate far away from target market - Quite pricey
Easylicious	<ul style="list-style-type: none"> - Have variety type of food and gifts. - Easy to find. - Operates 24/7 	<ul style="list-style-type: none"> - Cost maintainence is high - Always break down

3.8 Competitors

Table 3.4 : "Company Name" Opportunities & Threats

Competitors	Opportunities	Threats
ATLAS	Always out of stock.	A well-known brand
Little Dear Deer Balloon Shop	Locate far away from UiTM student.	Provide many types of gifts.
Easylicious	Always break down	Operates 24/7

3.9 Market Share

3.9.1 Market share before entry of Easylicious Enterprise

Table 3.6 : Market share before entrance

Competitors	Market Share (%)	Loss of Market Share (%)	New Market Share (%)	Market Share/Yearly (RM)
ATLAS	80	-	-	864 000

Little Dear Deer Balloon Shop	20	-	-	216 000
TOTAL	100	-	-	1 080 000

3.9.2 Market share after entry of Easylicious Enterprise

Table 3.6 : Market share after entrance

Competitors	Market Share (%)	Loss of Market Share (%)	New Market Share (%)	Market Share/Yearly (RM)
ATLAS	80	25	55	702 000
Little Dear Deer Balloon Shop	20	5	15	162 000
Easylicious	-	-	30	324 000
TOTAL	100	20	100	1 080 000

3.10 sales forecast

Sales projection / forecast		
Year	Month	Sales collection
2020	June	22 800
2020	July	20 300
2020	August	20 000
2020	September	35 500
2020	October	36 500
2020	November	36 800
2020	December	35 400
2021	January	27 800
2021	February	22 000
2021	March	21 000
2021	April	19 600
2021	May	26 300
2020-2021	Total year 1	324 000
2021-2022	Total year 2 (increase by 2%)	330 480

2022-2023	Total year 3 (increase by 3%)	340 394.4
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Table 3.8 Cash Collection for sales

Cash Collection for sales	
In the month of sale	100%
1 Month after sale	-
2 Month after sale	-
Total	100%

3.11 Marketing Strategy

3.11.1 Product or service strategy

- Brand – Easylicious food and gifts service
- Quality – Our machine is durable. The vending machine is not easily to breakdown. We use a high quality of mirror and our machine is friendly environment and we protect the product and cash balance with by locking the cash box. This machine can only be access by our employee using a scan code card. The stock that supplier brings are guaranteed non-perish.

3.11.2 Price strategy

- Competitors pricing – This pricing strategy uses almost the same as the nearest competitor price. For example, our food product, 7days Croissant usually being sold at the market price of RM1.35. As to mark up the profit, we sold at the price RM1.50 same like others shop sold at the price RM1.40 and RM1.60.

3.11.3 Distribution Strategy

- Direct to customer – The machine delivering direct to consumer for purchasing it. The consumer only pressing the button on vending machine and pay in cash or scan their credit or debit card, their food or gift are already belonging to them.
- Retailers - The vending machine can operate at the shop or public centre such as bus stop, bus station, airport and school.

3.11.4 Promotion Strategy

- Advertising – We used this method with promoting using flyers and signboard. People easily noticed the signboard during their journey to work or travel.

- Word-of-mouth marketing – We focusing on providing the best customer experience in order to encourage people to spread positive words about our vending machines. When our public image is guaranteed, consumers will be more confident to use our services.

3.12 Marketing Personnel

3.13 Schedule of Tasks and Responsibilities

Table 3.10 Schedule of Tasks and Responsibilities

Position	Tasks & Responsibilities

3.14 Schedule of Remuneration

Table 3.11 Schedule of Remuneration

Position	No	Monthly Salary (RM)	EPF Contribution (RM)	SOCSSO Contribution (RM)	Total (RM)
TOTAL					

3.15 List of Furniture and Fittings

Table 3.12 Table of Furniture and Fittings

Item	Quantity	Price/Unit (RM)	Total Cost (RM)
TOTAL			

3.16 List of Office Equipment

Table 3.13 Table of Office Equipment

Item	Quantity	Price/Unit (RM)	Total Cost (RM)
TOTAL			

3.17 Marketing Budget

Particulars	Fixed Assets Expenses (RM)	Monthly Expenses (RM)	Other Expenses (RM)	Total (RM)
Fixed Assets				
Motor Vehicle (Van)				
Office furniture and fittings				
Office Equipment				
Signboard	1 000			1 000
Working Capital				
Remuneration		-		-
Travelling expenses		1000		1000
Office supplies				
Stationaries				
Other Expenditure				
Flyers			500	500
Social Media Advertisement			1500	1500
Pre-Operations				
Insurance & Road Tax for Motor Vehicle		-		-
Total	1 000	1 000	2 000	4 000

Chapter 4 Operation Plan

4.1 Operation Plan

The operation plan is one of the most important factors to consider in a business. Like others companies, our target is to ensure that our products/services are the best in quality and able to satisfy our customers' need and wants. Hence, a systematic operational plan is formed so that our business runs smoothly and achieves its objectives.

4.2 Objectives

The objectives of our operational plan are as follows:






- *To ensure the business operation system runs smoothly order to maintain the quality of the products and services to customers.*
- *To optimize customer satisfaction and fulfil their expectations towards our ability to provide high quality products and timely services.*
- *To achieve consistency and stability in our production and services.*
- *To ensure the quality of our products/services meet the established standards.*
- *To ensure our business is profitable and successful.*

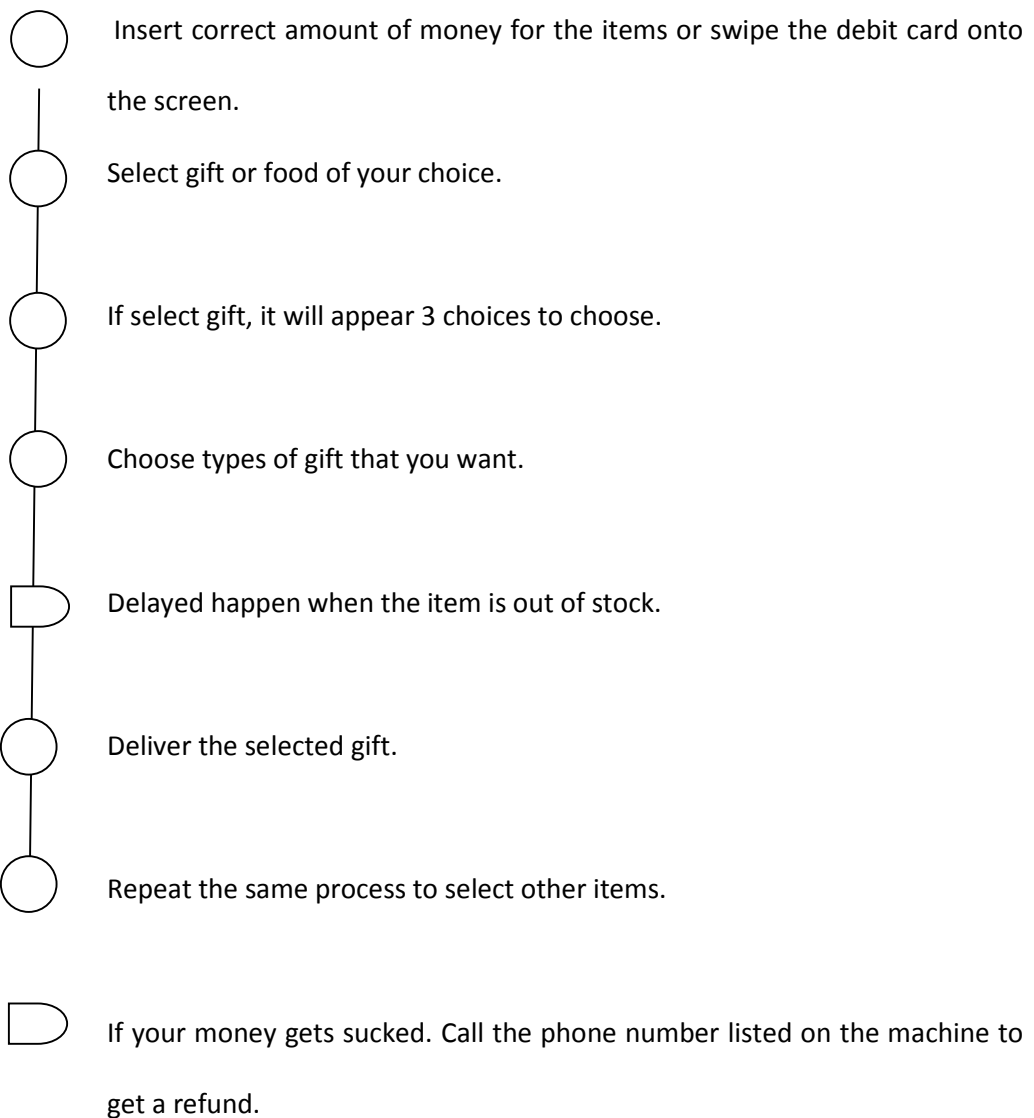
4.3 Operational Process

- *Before the entrepreneur can produce an output either in the form of product or services, he will have to undertake process planning.*
- *This planning will involve identifying the step-by-step processes from beginning to end to make the product or to provide the services.*
- *Entrepreneur must identify all activities involved in the manufacture of the product*
- *These activities will be arranged in the sequence from beginning to end*

4.3.1 Process Chart

Table 4.1 Process Chart

Symbol	Types of activities	description
	Operation	Activities that modify, transform or give value to the input
	Transportation	Transport activities occurs when materials are transported from one point to another
	Inspection	Activities that measured standard of the in-process
	Delay	Used when in- process material is restrained in a location waiting
	Storage	Used when in-process materials or finished products are stored in the storage area



4.3.2 Flow Chart

4.4 Operations Layout

Table 4.2 Operation Layout of Business

ENTER

SHOWROOM

COUNTER

OFFICE

**WRAPPING
SECTION**

TOILET

**FOLDING
SECTION**

**PRAYING
ROOM**

**LOADING
BAY**

STORE

EXIT

5 Production Planning

Production Planning is the process of aligning demand with manufacturing capacity to create production and procurement schedules for finished products. It tracks and makes a record of the manufacturing process flows

4.5.1 Calculation for output per day

Average sales / month	: RM 18 000.00
Average Price / unit	: RM 6.92
No. of Output / month	: RM 18 000 / RM 6.92
	= 2 601 units / month
Working days	: 30 days
No. of Output / day	: 2 601 units / 30 days
	<u>= 87 units / day</u>

4.6 Position and number of personnel

Table 4.3 Position and number of personnel

Position	No of Personnel
TOTAL	

4.7 Schedule of Task and Responsibilities

Table 4.4 Schedule of Task and Responsibilities

Position	No of Personnel
TOTAL	

4.8 Schedule of Remuneration

Table 4.5 Schedule of Remuneration

Position	No	Monthly Salary (RM)	EPF Contribution (RM)	SOCSSO Contribution (RM)	Total (RM)
TOTAL					

4.9 Material Planning

Table 4.6 Material Planning

Materials	Quantity	Safety Stock	Total Material Requirement	Price (Rm)	Total Price
Instant noodles	8 boxes	2 boxes	10 box	45	450.00
Snacks Chipsmore	10 box	2 boxes	12 box	9.50	114
Bread		10kg	110kg	1.30	143
Scarves	60 pieces	20 pieces	80 pieces	4.00	320.00
Small bouquet flower	30 bouquet	15 bouquet	45 bouquet	3.00	135
T-Shirt	30 piece	15 pieces	45 piece	10.00	450
TOTAL					<u>RM1 612</u>

4.9.1 Machine And Equipment Planning

Table 4.7 Machine and Equipment

Item	Quantity	Price per unit	Total cost (RM)
Vending Machine	20	13 000	260 000
		TOTAL	260 000

4.9.2 List Of Suppliers

Lists Of Machine/ Material	Function Of Machine	Suppliers	Address
Vending Machine	To locate all gifts and foods in one place.	Vechnology	105-11-09 Hexagon Tech Park, Jalan Gurdwara, Taman Windmill, 10300 Georgetown, Penang

4.10 Business and Operation Hour

4.11 Business Hour

Day	Time
Monday – Thursday	9.00 a.m. – 5.00 p.m
Friday	Close
Saturday - Sunday	9.00 a.m. – 2.00 p.m.

4.12 Operation Hour

Day	Time
Monday – Thursday	8.00 a.m. – 6.00 p.m
Friday	Close
Saturday - Sunday	8.00 a.m. – 3.00 p.m.

4.11 License, Permits and Regulations

Business premise licenses and signboard licenses

Companies doing business in Malaysia are required to apply for business premise licenses from the respective State Authorities. The requirement for the application of a business premise license and signboard license may vary according to each local authority. Generally, an application for a business license and signboard license must be accompanied by:

- i. Photocopy of the applicant's identify card
- ii. Passport-sized photograph of the applicant
- iii. Copy of the company's M&A and Forms 9, 24 and 49
- iv. Copy of either the rental agreement or the sale and the purchase agreement of the company's business premise
- v. Copy of the Certificate of Fitness of the company's business premise
- vi. Copy of the Fire Department's support letter
- vii. Copy of the location plan of the company's business premise
- viii. Photographs of the business premise
- ix. Photographs showing the location of the company's signboard
- x. Samples of the signboard indicating its design and colours

Steps to register a company in Malaysia:

1. Brainstorm Company Names

It is business is legal names. Official name of the person that owns the company.

2. Check company name availability

Search fee by checking the name availability with SSM online system.

3. Complete the form "BORANG PNA 42" to register a Company Trade Name

A business name represents the identity of the business carried out. A business name can be categorized into two types according to Guidelines For New Business Registration:

- i. Personal name as stated on the identity card is not required to apply for approval of the business name.

Trade Name is the name of the proposed business and must obtain prior approval from the Registrar of Business at Suruhanjaya Syarikat Malaysia.

4. Complete the form "BORANG A" to register your Company

The starting date of your business "TARIKH MULA BERNIAGA" have to be before the day of registration or on the day itself.

5. Submit the two forms to SSM Head Office

Address, Operation hour, SSM contact centre, SSM general line.

4.12 Operations Overhead

No.	Overheads	Cost (RM)
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1.	Repairs and maintenance	800
2.	Utilities	1 000
	TOTAL	1 800

4.13 Operation Budget

Table 4.13 Operation Budget

Item	Fixed Assets Expenses (RM)	Monthly Expenses (RM)	Other Expenses (RM)
Office equipment			
Vehicles	18 800		
Vending machine	260 000		
Remuneration			
Raw Materials		1 612	
Utilities		1 000	
Operation overhead			800
Other expenditure: Road tax			200
Insurance			800
TOTAL	278 800	2 612	1800

4.14 Implementation Schedule

Table 4.14 Implementation Schedule

Activities	Deadlines	Duration
Incorporation of business	September 2019	2 weeks
Application for permits & license	October 2019 - December 2019	3 months
Searching of premise	January 2020 – February 2020	2 months
Renovation of premise	March 2020 – April 2020	2 months
Searching for suppliers	April 2020	2 weeks
Procurement of stock	April 2020 – May 2020	1 months
Installation of machine	May 2020	2 weeks

2019	Sept	Oct	Nov	Dec	Jan	Feb	Mac	Apr	May	2020
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■ Incorporation of business

■ Application for permits & license

■ Searching of premise

■

Renovation of premise

■ Searching for supplier

■ Procurement of
stocks

■ Installation of
machine