

# UNIVERSITI TECHNOLOGY MARA

**ARAU, PERLIS** 

# ETR 300 ENTREPRENEURSHIP

# **RECYCLE FACTORY**

# DIPLOMA IN CIVIL ENGINEERING

PREPARED BY:

MOHD SHAHFEZ BIN SULAIMAN	2004137574
MOHD AMSYAR HANIFF BIN HASHIM	2004369293
WAN MOHD HIFDZAN BIN WAN MOHD HASSAN	2004121031
MOHD NAFQI BIN ABDULLAH	2004369222
ZAHIR BIN IBRAHIM	2004369334



# INTRODUCTION

#### Name of business

GRC( *Green Recycling Company*) Enterprise is a company that doing a business servicing and packing the waste paper. We choose this name for our company because it shows our determination to success in this kind of business.

### Type of business

Type of business that we choose is partnership. We choose this type of business because of idea, talents and skills that can be pooled together for better management. This company is setting up by five partners, which consist of general manager, administration manager, operational manager, marketing manager and financial manager. Each partners willing to contribute our capital for the business.

#### Factors influencing choices of business.

The main factors that influent us to choose this type of business is because we see the potential market and be the leader of this type of business in Perlis. We have knowledge, ability and skills in this type of business. Our company use high quality machinery to produce a good cube of compacted waste paper.

8



# Industry overview

This type of business has a good potential in market demand. It because there is no other competitors in Perlis. The nearest are located at Alor Star, Kedah. So, the chance for us to monopoly the market in Perlis is high and will give good profit to our business.

# Location of business

We decide to locate our business at Kawasan Perindustrian Jejawi, Arau, Perlis. We found that this location is a strategic place for our business because it locates nearest the main road of Kangar — Alor Setar. Therefore, it easy for our customer to come directly. Besides, this location also located in industrial area, hence will not give any effect to the community.

### Date of commencement

We will start our business on 1<sup>st</sup> Feb 2009. The decision was made base on the factors of loan, location, sufficient capital from each partner, so we hope that GRC Enterprise will have a good prospect in the future because we believe that this type of business will earned so much profit.



#### GENERAL DEPARTMENT

# TABLE OF CONTENT

ACKNOWLEDGEMENT	х
GENERAL DEPARTMENT	
Cover Letter	1
Cover page	3
Application Loan	4
Purpose	6
Introduction	8
Business Background	10
Background Partnership	11
Partners name and capital share	16
Agreement	17
Logo	20
Motto	22
Executive Summary	23
ADMINISTRATION DEPARTMENT	
Introduction to Organization	25
Introduction to the Company	27
Location	28
Organization Chart	30
Schedule of Remuneration	31
Schedule of Tasks	32
Employees Incentive	34
Office Equipment and Supply	35
Administration Budget	36
Office layout	41



#### GENERAL DEPARTMENT

### MARKETING DEPARTMENT

Introduction of Marketing Plan	43
Target Market	44
Market Size	45
Strength and Weakness of Competitor	46
Strength and Weakness of Company	47
Market Share	48
Sale Forecast	50
Product Description	46
Marketing Objective	47
Marketing Analysis	48
Marketing Strategies	52
Business Card	54
Schedule of Tasks	55
Marketing Budget	56
OPERATION DEPARTMENT	
Introduction	57
Objective of Business Plan	58

**Operation Strategies** 59 **Process Flow Chart** 60 The Transformation Process 61 **Operation Department** 63 **Operation Hour** 64 Product 65 Labour Needed 66 Workers Qualifications 67 Job Description 68