



اَوْنُوْ سِيْتِي تِي كُوْلُو كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

UNIVERSITY OF TECHNOLOGY MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
DIPLOMA IN PUBLIC ADMINISTRATION

FUNDAMENTALS OF ENTREPRENEURSHIP

ETR 300

PROPOSAL OH MAMA BOUTIQUE

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OH MAMA

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Acknowledgement

First of all, we thank God for giving us strength, guidance and determination in doing this project. We also thank God that has ensure us to do this project safely, without any troubles and has giving the blessing to complete this project.

We, as a final year students of Diploma Administrative Science and Policy Studies have given a task in respect with entrepreneurship. When we are in progress in doing this project, it has directly teaches on and exposed us on the skill needed in set up a business and also has exposed us on the business nature, for instance to ensure that our idea on this project will be accepted and support. Our group members has agreed on idea to open up a business of maternity clothes which thereafter we named it Oh Mama Company.

In addition we would like to thank our ENT lecturer, Madam Siti Mardinah that has help us to seek information, to correct us when we put the wrong information in this project and teach us to have a good time management so that we will done our project in time. Not to be forgotten, we would like to thank the government agencies that give us support and commitment in doing thi project such as Bomba, SESCO, Kuching Water Board and etc..

Next, we would thank our pals and classmates that have give cooperation and sharing some important and relevant information in respect to complete this project.

Last but not least we would flike to thank our beloved parents that have bless us and support us materially until we have accomplished this project.

SUBMISSION LETTER

ENT 300 Students,

Diploma in Administrative Science and Policy Studies

University Technology MARA Sarawak

Samarahan Campus

Jalan Meranek

94300 Kota Samarahan

Sarawak

Madam SITI MARDINAH

ETR 300 Lecturer

Universiti Teknologi MARA Sarawak

Samarahan Campus

Jalan Meranek

94300 Kota Samarahan

SARAWAK

10 September 2011

Sir,

RE: SUBMISSION OF BUSINESS PLAN

As a representative of our company; OH MAMA company, I would like to submit our business plan for your to be justify and further action if needed. We are very thankful for the inspiration, recommendation and commitment that have been given by you with the aim of realizing this business plan and eventually will anchored us toward aims and goals of the delegated task given until we in the end accomplishing this project in time.

Our group's idea and thoughts towards ETR300 (Introduction to Entrepreneurship) had given us the experience and understanding on the primary goals of starting the business.

This understanding and exposure may be a advantage for us after graduating from UiTM and towards self-employment which may diminish the unemployment rate in between the graduate students.

Due to the our achievement accomplishing this project, the team had gathered and thereafter evaluate many relevant information and in my opinion this project could be realized someday and in the other time. In order to become the actual entrepreneur someday, it can be accomplish with ease with the occurrence of the unity and harmony among the group members, as what our team did and the vital knowledge and thoughts that we gained from this project. In addition, it may become stressful and hard to be realized if the existence of the negative essence such as laziness, egotistic, not eagerness and not highly motivated appear. *'Once u failed, it does not means you will failed in the future. At least u have try your best and not like the others who are not willing to try'* is our idea to motivated us in completing this project.

Highly consideration, help and teamwork had given us the will and enthusiasm until this business plan finally had been done successfully and become is realized. It is yet, still inadequate to communicate our appreciative towards your willingness to give us adequate relevant thoughts with word and we hope for God's bless toward you and your family members.

Thank you.

Yours faithfully

(AUDREY ANNABEL AK CHIMBI)

General Manager

Oh Mama Compa

BUSINESS PLAN

Introduction

1.1 NAME OF THE COMPANY

Name: **Oh Mama**

Our company helps pregnant women to supply and design up-to-date comfortable maternity clothes. Nowadays we know that pregnant women are involved in business environment and work environment . From the name of our company 'Oh Mama Company' symbolize us as helping hands for pregnant women to be comfortable and trendy during the nine month pregnancy. The specialty of us is we provide do-it-yourself tees for the mothers to express their creativity as well as expression.

1.2 Company Logo

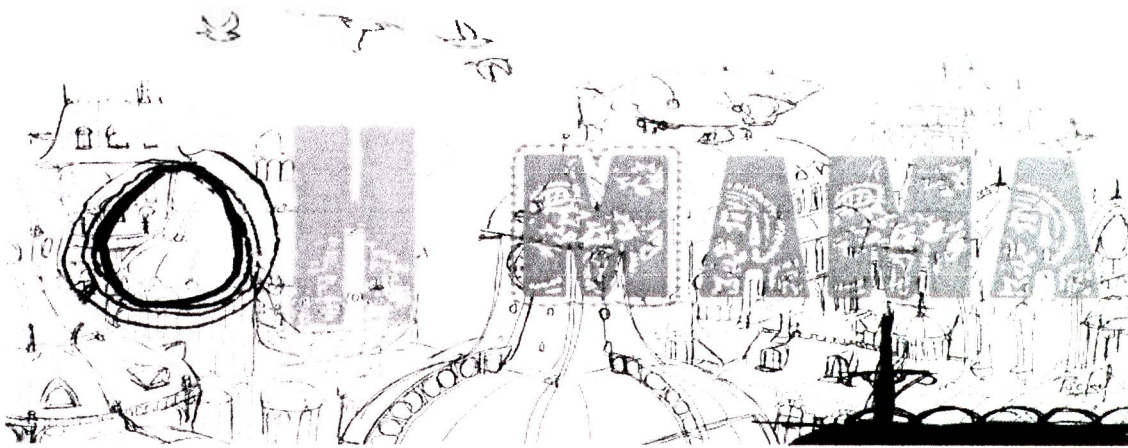


Figure 1: company logo

The figure of 'development scene' as the background shows our support for the mom-to-be to continued their determination for their dreams .

The crown shows how precious and *the girl-power of* pregnant women are and we will open our minds to help them maintain fantastic daily !

The pink and blue of alphabets 'O' and 'H' show no matter how the pregnant women worry about the gender of their children, we are more worried about it more than they expect. We are responsible to give comfortable and nice clothes for their little angel in their belly.

1.3 Company Vision

To commercialize trendy chic and do-it-yourself mother-to-be clothes to international level and have franchise all over the world.

1.4 COMPANY MISSION

To be a market leader of fashion forward maternity **clothing** in Sarawak for the stylish mom and to keep your great fashion sense all nine and to ensure our store and staff as knowledgeable, dependable, and trustworthy.

1.5 Company Objective

Our objective is to ' Combine Fashion With Comfort ' .

1.6 Company Strategy

In order to achieve our mission that will make pregnant women to be comfortable and trendy within the nine month pregnancy we are looking forward opportunities to promote our trendy and comfortable maternity clothes. The main strategies are as follows:

- To fulfill customer satisfaction by giving them opportunities to design their own clothes and we will designed clothes beyond their expectations.
- This will be achieved through shops providing a friendly and efficient service in attractive surroundings.

1.7 Nature of Business

Being a new MOM, women are certainly bound to find clothes fit them and comfort their need and also the sweet little angel inside their belly.

The same with our objectives '*Combine Fashion With Comfort*' the fact is we can give assorted styles to match today's trends in fashion, namely contemporary and chic trends fashion:

The touch of contemporary dresses will ensure every fashionable hot mom-to-be in style and comfort.

Trendy silhouettes that are wearable, flattering and luxurious. Just suitable for the new-age mother .

Featured nice cut ,super soft pregnancy friendly fabrics, and creative dye techniques or washes that will compliment your curves throughout your throughout every stage of pregnancy.

Perfect cutting with various neckline and cinched size to allow plenty of room growth. We introduced 100% super vintage cotton.

We also provide *design-yourself-tees* and clothes for the pregnancy women, by using print-and-iron method. This will for sure show the mother to be creative.

We also provide bras that has the largest selection of nursing bras ranging from C to I cup in styles for today's moms. To keep our women customer in shape , we provide properly support bras. With OH MAMA babies and mom are more content and successful as a nursing team.

1.8 Industry Profile

Not many of our country are involve maternity clothes production. Therefore, we use this opportunity to proposed a business that deal with maternity clothes that is trendy yet comfortable. There are many of the solid waste can be recycled for remanufacturing and subsequent. The success of maternity clothes has been in spite of the severe obstacles that Malaysian people are not into trendy maternity clothes due to some factors like office rules and religious limitation.

1.9 Date of Business Commencement

As we do our business at The Summer Kota Samarahan we propose to set up our business on 1 JANUARY 2012. On this year 2012, we see a bright future for our business and in proportion economic so there might be less defects to establish our business as we are the new company.

1.9 Factors in Selecting Propose Business

The factors or reasons why we select this kind of business is to ready the mom-to-be maintain stylish and beautiful throughout the nine months pregnancy .

Besides that, we are responsible to give out comfortable products(maternity clothes) for the moms to ensure comfort in any tasks they are doing and anywhere they go.

Last but not least, we are the first maternity boutique that give the mother-to-be chance to decorate and design their own clothes through the printing-ironing method .

1.11 Future Prospects for Business

Our future prospects is to gain maximum profit with integrity for the benefit and enjoyment of our people, customers, shareholders and the wider community. Besides that, we will deliver customer satisfaction by offering them chances to design their own clothes and designed clothes beyond their expectations.

This will be achieved through shops providing a friendly and efficient service in attractive surroundings.

2.0 Purpose of Business Plan

This business plan is prepared by Oh Mama as a guideline to deal with pregnant women comfort and to ensure them in trend:

- To ready the mom-to-be maintain stylish and beautiful throughout the nine months pregnancy .

Our company produce stylish and chiq maternity clothes for the pregnant women stay beautiful and trendy that after that will give confidence for them to do any task whenever and wherever they are in daily lives.

- To give out comfortable products(maternity clothes) for the moms

We use 100% cotton clothes to produce maternity clothes and it is for sure will give maximum comfortable for the moms. As we all know, within the pregnancy period of the pregnant women the body system of the women will change. Meaning, they are easily sweating , cannot stand warm temperature and many more . By using cotton clothes we are confident enough to give away clothes that will lessen the uncomfortable of the pregnant women throughout the pregnancy period.

- To ready the pregnant women to be ready enough for the day of delivery.

We provide the bras that have the maximum size, C to I . Our maternity bras will help the mother and the baby as perfect nursing team .

3.0 Company Background

Name of business : OH MAMA

Business address : SUBLOT 24, JALAN DESA ILMU I
THE SUMMER MALL,
94300 KOTA SAMARAHAN.

Telephone number :082- 367777

Form of business : COMBINE FASHION WITH COMFORT
MATERNITY CLOTHES

Date of commencement : 2012

Business registration :2012

Name of Bank :SMEs BANK

Bank account no. : ____

4.0 Shareholders Background



General Name : AUDREY ANNABEL AK CHIMBI
Identity Card No. : 880910-13-4567
Permanent Address : NO 10,JALAN PARAGON,19 TAMAN KITZ 68000
 AMPANG SELANGOR DARUL EHSAN
Correspondent Address :
Race : IBAN
Email Address : djgronggirl@yahoo.com
Telephone No. : 0111617191
Date Of Birth : 25 DECEMBER 1991
Age : 23
Marital Status : SINGLE
Academic Qualification : DIPLOMA IN PUBLIC ADMINISTRATION
 DEGREE IN ART AND DESIGN
Course Attended : SEMINAR BY LIM KOK WING ON ARTS
 : SEMINAR TANYA DENGAN DR. FADZHILLAH
 KAMSAH
Skill : ENHANCEMENT OF CREATIVITY AND INNOVATION,
 MOTIVATION AND SELF DEVELOPMENT
Experience : DESIGNER FOR D'ZURAINAS



General Name : Nur Afifah Arifah binti Masahor

Identity Card No. : 880211-52-5827

Permanent Address : NO 5B, JALAN MARC ANTHONY, TAMAN PITBULL DALE
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Race : MELAYU

Email Address : fifielalla@yahoo.com

Telephone No. : 01989803224

Date Of Birth : 2 NOVEMBER 1988

Age : 23

Marital Status : SINGLE

Academic Qualification : DIPLOMA IN PUBLIC ADMINISTRATION
DEGREE IN COMPUTER SCIENCE

Course Attended : COMPUTER COURSE
MAKEOVER AND PERSONALITY MAKEUP

Skill : COMMUNICATION AND TECHNICIAN SKILL

Experience : COMPUTER ASSISTANCE UITM KOTA SAMARAHAN



General Name : Amira Farzana binti Yusof Anthony

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Permanent Address : NO88, TAMAN DUTCH HOUSE, JALAN DEV CATARACS,
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Correspondent Address :

Race : MELAYU

Email : miradeamira@yahoo.com

Telephone No. : 0167890432

Date Of Birth : 4 SEPTEMBER 1988

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Marital Status : SINGLE

Academic Qualification : DIPLOMA IN PUBLIC ADMINISTRATION
DEGREE IN PUBLIC ADMINISTRATION

Course Attended : BUSINESS MANAGEMENT

Skill : SOFT SKILLS

Experience : ADMINISTRATION ASSISTANT MANAGER OF JINKI



General Name : Nurul Farhana binti Chek Usup

Identity Card No. : 870707-56-5373

Permanent Address : NO88, GYM CLASS HERO, TAMAN ARDEM LEVINE,
68000, AMPANG SELANGOR DARUL EHSAN

Correspondent Address :

Race : MELAYU

Email : nurulfarhana@yahoo.com

Telephone No. : 0167546324

Date Of Birth : 7 JULY 1987

Age : 24

Marital Status : SINGLE

Academic Qualification : DIPLOMA IN BUSINESS MANAGEMENT
DEGREE IN INFORMATION MANAGEMENT

Course Attended : ENTREPRENEURSHIP COURSE

Skill : BUSINESS SKILL, COMMUNICATION SKILL AND

Experience : KOTA SAMARAHAN SINGAPORE CHNICKIEN RICE (SCR)
HUMAN RESOURCE ASSISTANT MANAGER



General Name : Sharifah Zahidah binti Wan Mohammed

Identity Card No. : 880217-52-6926

Permanent Address : NO47, JALAN BON BON, TAMAN BARNETTE LUCIANA
68000, AMPANG SELANGOR DARUL EHSAN

Correspondent Address :

Race : MELAYU

Email : shariefarhzahiedarh@yahoo.com

Telephone No. : 0198765643

Date Of Birth : 17 FEBRUARY 1988

Age : 23

Marital Status : SINGLE

Academic Qualification : DIPLOMA IN ACCOUNTANCY
DEGREE IN ACCOUNTANCY

Course Attended : FINANCIAL COURSE BY MAYBANK

Skill : BUSINESS SKILL, COMMUNICATION SKILL AND

Experience : FINANCIAL ASSISTANT IN MUDAJAYA COOPERATION

LETTER OF AGREEMENT

The agreement was made on the 26th April 2010 between

Audrey Annabel anak Chimbi	880910-13-4567
Nur Afifah Arifah binti Masahor	880211-52-5827
Amira Farzana binti Yusof Anthony	880409-52-5629
Nurul Farhana binti Chek Usup	870707-56-5373
Sharifah Zahidah binti Wan Mohammed	880217-52-6926

We have agreed to be the shareholders of our enterprise according to the regulation or condition below.

1. This business company name as "*Oh Mama*".
2. Our business capital will be contributed RM 9000 from each of the shareholders and RM 45 420 from the bank loan..
3. Types of business : Partnership
4. Each of the shareholders should
 - I. *Must to responsible and concern of the business any business matters concerned.*
 - II. *Concentrates on the deviation of the enterprise*
 - III. *To support to any of the activities carried out and any decisions make.*
5. *Profits or losses are to be share equally between the shareholders.*
6. *Any changes are due to the majority vote but any changes that regularly occur need to be made with consensus from all partners. Confusions and problems between the shareholder can be solve through meeting.*
7. *Partners have the right to be paid based on their contribution to the company.*

Name: Audrey Annabel anak Chimbi

I.C: 880910-13-4567

Nationality: Malaysia

Signature:

Name: Nur Afifah Arifah binti Masahor

I.C: 880211-52-5827

Nationality: Malaysia

Signature:

Name: Amira Farzana binti Yusof Anthony

I.C: 880409-52-5629

Nationality: Malaysia

Signature:

Name: Nurul Farhana binti Chek Usup

I.C: 870707-56-5373

Nationality: Malaysia

Signature:

Name: Sharifah Zahidah binti Wan Mohammed

I.C: 880217-52-6926

Nationality: Malaysia

Signature:

5.0 Location Of Business

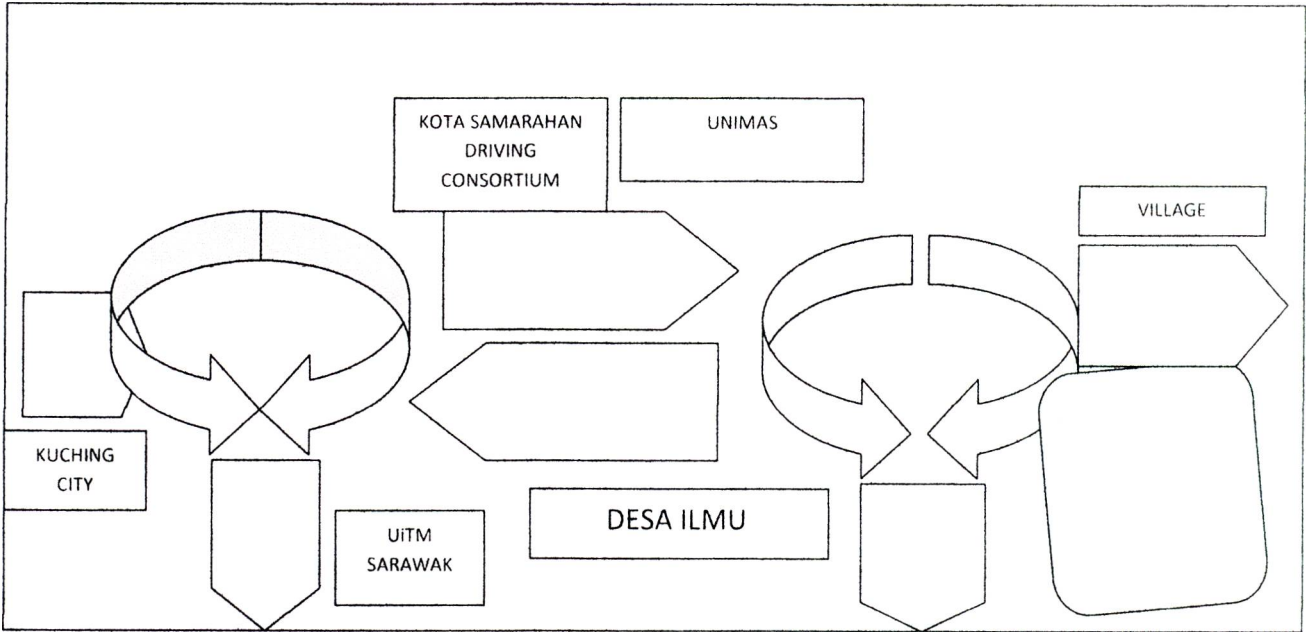


Figure 2 : Location of Business

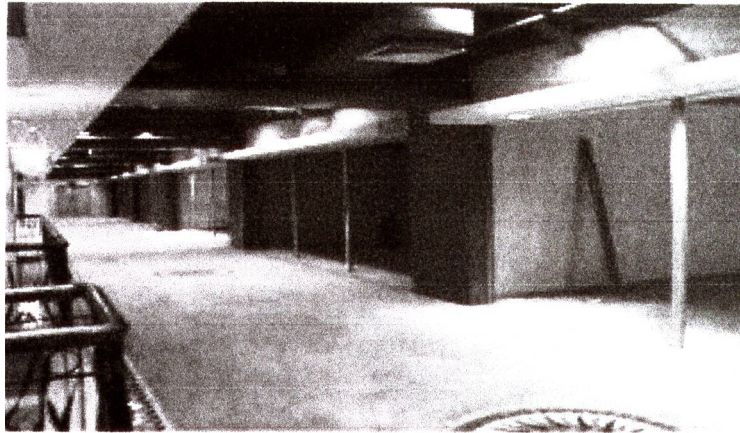


Figure 3 : Front Side



Figure 4 : Back Side

ADDRESS:
SUBLOT 24.
THE SUMMER MALL,
JALAN DESA ILMU 1
94300 KOTA SAMARAHAN

ADMINISTRATION PLAN

6.0 INTRODUCTION TO ADMINISTRATION PLAN

Nowadays women are working, travelling, studying, going to the gym, and many more during pregnancy. Because of this reason we will provide clothes that are suitable to use during all that day. Their clothes must be greater and comfortable to be used also safe to their baby. We are only use high tech fabric such as spandex for the material to our maternity clothes. Spandex material is an eco system friendly, and it is saved to be used. Our mission to provide the best quality maternity clothes for the most reasonable price for mother to-be. Our vision is to be the most successful maternity clothes business in Malaysia. Besides that, our objectives to do this business are to accept challenge for being Bumiputera entrepreneurs and realizing the needs and importance of becoming successful Sarawak entrepreneurs. It is our responsibilities to provide the quality maternity clothes and satisfy the customers at an affordable price.

7.0 MISSION

- To be a market leader of fashion forward maternity clothing in Sarawak for the stylish mom and to keep your great fashion sense all nine and to ensure our store and staff as knowledgeable, dependable, and trustworthy.

8.0 VISSION

- To commercialize trendy chic and do-it-yourself mother-to-be clothes to international level and have franchise all over the world.
- To gain maximum profit with integrity for the benefit and enjoyment of our people, customers, shareholders and the wider community
- To deliver customer satisfaction by offering them chances to design their own clothes and designed clothes beyond their expectations.
- To providing a friendly and efficient service in attractive surroundings.

9.0 GOALS

- To promote the product and the quality of the product produced by OH MAMA.
- To ensure the quality of the product so that customers will stay loyal to the business
- To achieve organization's goal and customers' satisfaction.
- To be dominant in "maternity clothes" production market.

10.0 ORGANIZATIONAL CHART

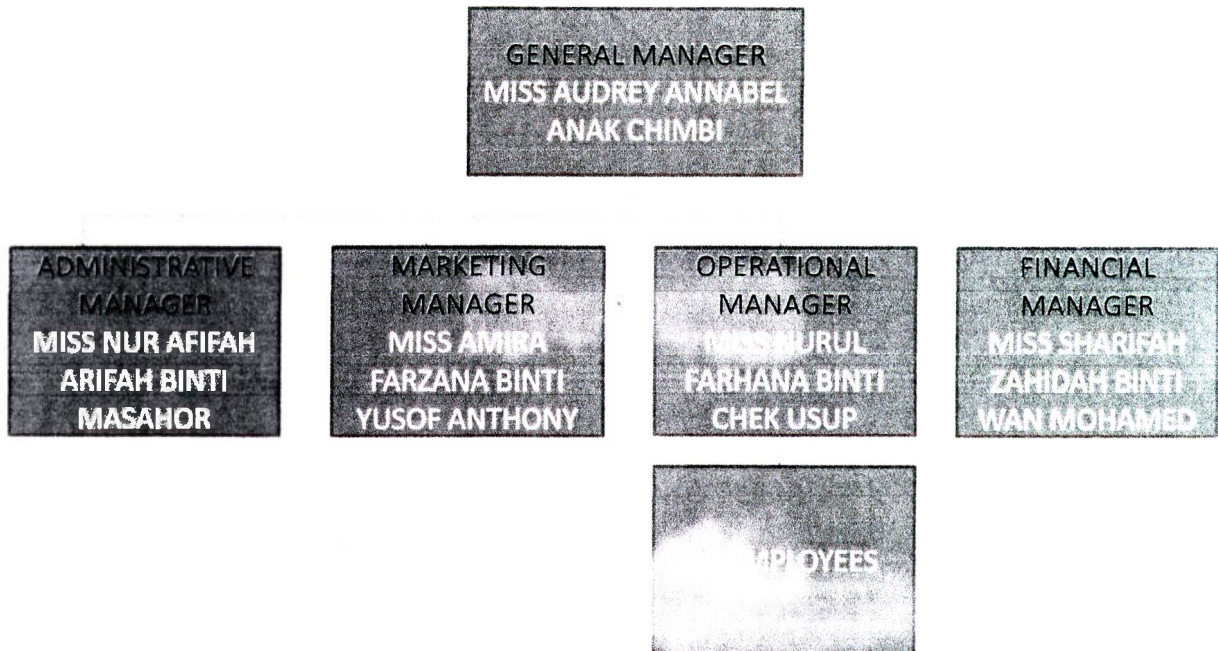


Figure 5: organization chart

11.0 SCHEDULE OF TASK RESPONSIBILITIES.

POSITION	NO. OF STAFF	RESPOSIBILITY
GENERAL MANAGER	1	To be accountable for the overall performance of the business.
ADMINISTRATIVE MANAGER	1	Supervise administrative services within the municipal office.
MARKETING MANAGER	1	To measuring success. To managing budgets.
OPERATIONAL MANAGER	1	The responsibilities of an operational manager involves the process of planning, designing, and operating production systems.
FINANCIAL MANAGER	1	To ensure the overall financial operation of the department run smoothly .

Figure 6: schedule of task responsibilities

12.0 SCHEDULE OF REMUNERATION DESIGNATION

POSITION	NO.	MONTHLY SALARY (RM) [A]	EPF (RM) [B]	SOSCO (RM) [C]	TOTAL AMOUNT (RM) [A+B+C]
GENERAL MANAGER	1	3480	440	80	4000
ADMINISTRATIVE MANAGER	1	2610	330	60	3000
MARKETING MANAGER	1	2610	330	60	3000
OPERATIONAL MANAGER	1	2610	330	60	3000
FINANCIAL MANAGER	1	2610	330	60	3000

Figure 7: schedule of remuneration designation

13.0 LIST OF OFFICE STATIONARY

Item	Unit	Price/Unit (RM)	Total (RM)
Manager table	5	170	850
Chair	5	120	600
File cabinet	1	180	180
Wall clock	2	5	10
White board	1	40	40
Cashier table	1	170	170
Clothes rack	22	100	2200
Hanger	665	2	1140
Fire extinguisher	1	320	320
TOTAL			5,700

Figure 8: list of office stationary

14.0 LIST OF RENOVATION EXPENSES

PARTICULARS	QUANTITY	COST / PRICE
PAINTE	10 x 5litre	RM1000
ROLLER	10	RM550
SPONGE	10	RM150
BRUSH	10	RM300
SALARY	4 workers	RM2000

Figure 9: list of renovation expenses

15.0 LIST OF ADMINISTRATION BUDGET

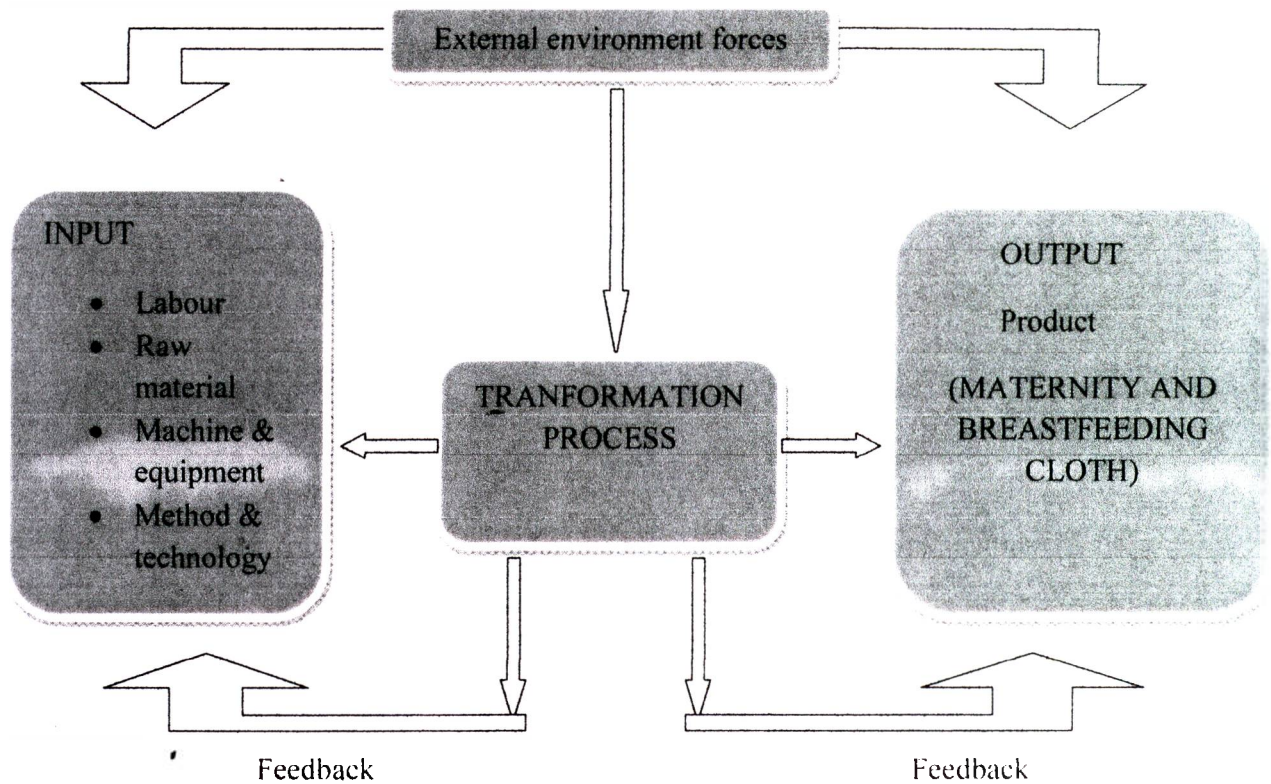
	Fixed assets Expenses (RM)	Monthly Expenses (RM)	Other Expenses (RM)
Office renovation	4,000		
Furniture and fittings	3,500		
Other expenditure	2,200		
Salaries		2610	
EPF (11%)		330	
SOCSO (2%)		60	
Business registration and license.			2,000
Insurance and road tax for motor vehicle			800
Other expenditure under pra-operasi			1,700
TOTAL	9,700	3,000	4,500

Figure 10: list of administration budget

OPERATIONAL PLAN

16.0 INTRODUCTION TO OPERATION

Besides administrative and marketing plans, entrepreneurs should also plan their operations activities to ensure that the business will meet customers' expectations, which include production such as quality, quantity and time. Operation management can be defined as the process of marshaling resources to produce output through the transformation process. The operations process comprises three main components such as business input, transformation system and output. Business input refers to all resources required to produce a particular output. Example of input is manpower, raw materials, and machine and equipment. The transformation system refers to the activities involved in transforming input into output. Among other, the processing system involves planning of raw materials, designing of operational process, planning of floor layout and distributing of manpower in the organization. Output refers to the end product created as the result of the transformation process. Business output is transformed into output, it acquires added value, whereby the value of input is higher than the total input value. The transformation process of input into output can be portrayed in the form of schematic diagram shown in figure 11.



In our company, the input used to produce the maternity and breastfeeding cloth can be categorized into:

1. The raw material such as fabric, sewing thread, needle, ribbon, zipper and cloth accessories.
2. Machine and equipment such as sewing machine, scissors, and iron
3. Technology and method such as making designing, cutting, sewing and ironing.
4. Manpower such as the labour.

All this input will be integrated through the transformation process in the process sequence that has been designed to produce the maternity and breastfeeding cloth. In the figure 1, it illustrated that there are external environmental factors and internal feedback that need to be considered.

The external environment forces can be categorized into new technology, socio-cultural factors, climatic conditions, supplier, customers and also the competitors. The entrepreneur has to carefully analyze these forces because each of them could potentially be an opportunity or threat to the input, transformation process or the output. The entrepreneur also must constantly monitor the quality of all the process and the output. This will yield feedback that crucial to improve the whole production system.

17.0 OPERATIONAL OBJECTIVE

The objectives of operation planning are:

- To ensure the stock of product are sufficient
- To ensure the display and arrangement of the product are in good position to attract the customer
- To ensure purchasing of stock run smoothly
- To ensure the business goes smoothly and effectively

18.0 OPERATIONAL EXECUTIVE FUNCTION

NO	FUNCTION	NO OF STAFF REQUIRED
1.	OPERATIONAL MANAGER	1
2.	FASHION DESIGNER	2
3.	CASHIER	1
4.	TAILOR	4
5.	SALES ASSISTANT	2
6.	DRIVER	1

Figure 12: operational wxecutive function

19.0 CONVENTIONAL SYMBOL

The symbol used in the flow chart can also be used to make a job activities chart. The job activities chart. In OH MAMA company, we used 4 type of symbol in our flow chart.


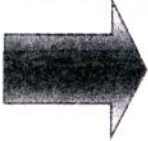


SYMBOL	TYPE OF ACTIVITY	DESCRIPTION
	Operation	Activities that modify, transform or give values to the input
	Transportation	Transport activity occurs when materials are transported from one point to another.
	Inspection	Activity that measures standard of the in-process material, finished product or services.
	Storages	The symbol is used when the in-process material or finished product are stored in the storages area.

Figure 13: conventional symbol

20.0 FLOW CHART FOR THE PRODUCTION OF MATERNITY AND BREASTFEEDING CLOTH.

There are several alternative processes available and the entrepreneur will have to choose one that is most suitable and cost effective to his operation. The chosen process can be illustrated by using a flow chart. Before preparing this chart, the entrepreneur must identify all the activities involved in the manufacture of the product. These activities will be arranged in sequence from beginning to end. **Figure** show the flow chart of production maternity and breastfeeding cloth in 'OH MAMA' company.

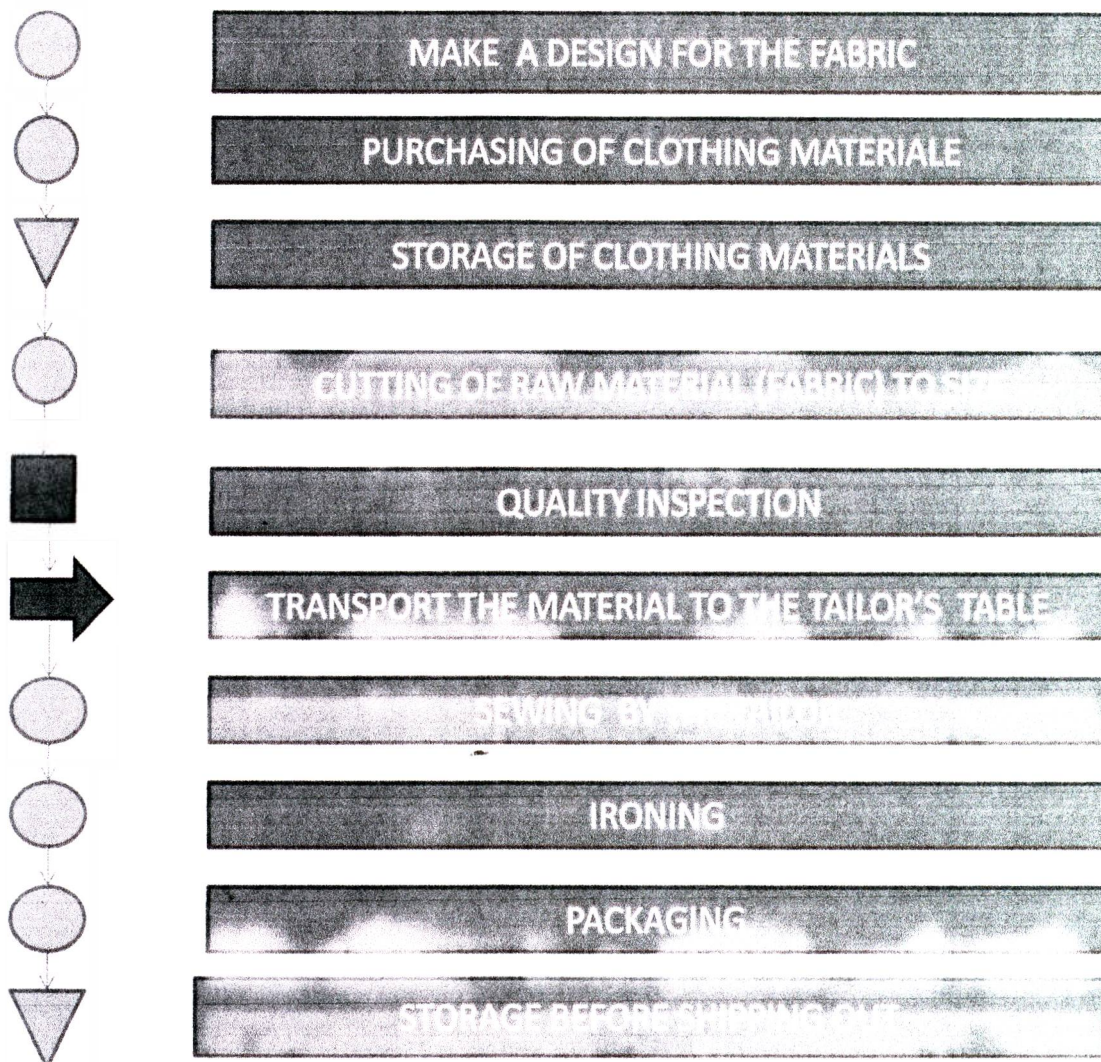


Figure 14: flow chart of producing maternity and breastfeeding cloth

21.0 MANPOWER REQUIREMENT

NO	FUNCTION	NO OF STAFF REQUIRED	SALARY/MONTH (RM)	EPF (RM) 11%	SOCSOC (RM) 2%	TOTAL SALARY (RM)
1.	OPERATIONAL MANAGER	1	2,610.00	330.00	60.00	3,000.00
2.	FASHION DESIGNER	2	1,740.00	220.00	40.00	2,000.00
3.	CASHIER	1	1,070.00	132.00	24.00	1,200.00
4.	TAILOR	4	870.00	110.00	20.00	1,000.00
5.	SALES ASSISTANT	2	670.00	110.00	20.00	1,000.00
6.	DRIVER	1	696.00	80.00	16.00	800,00

Figure 15: manpower requirement

21.1 TOTAL SALARY PER MONTH

WORKER	SALARY PER EACH PERSON (RM)	TOTAL SALARY (RM)
2 FASHION DESIGNER	2,000.00 X 2	4,000.00
1 CASHIER	1,200.00 X 1	1,200.00
4 TAILOR	1,000.00 X 4	4,000.00
2 SALES ASSISTANT	1,000.00 X 2	2,000.00
1 DRIVER	800,00 X 1	800.00
TOTAL		12,000.00

Figure 16: total salary per month

22.0 OPERATIONAL BUDGET

	Fixed assets (RM)	Monthly Expenses (RM)	Other Expenses (RM)
Machine and equipments	37,700.00		
Raw materials		12,000.00	
Utilities maintenance			1,500.00
Salary		15,000.00	
TOTAL	37,700.00	27,000.00	1,500.00

Figure 17: operational budget

Total operational budget=RM66,200.00

23.0 RAW MATERIAL EXPENSES

MATERIAL	QUANTITY FOR 25 UNIT OF CLOTH PER DAY	PRICE PER EACH (RM)	TOTAL PRICE (RM)
FABRIC	100 METER	50,00 PER 4 METER	50,00 X 25 = 1250.00
SEWING THREAD	20 PIECES	1.00	20.00
NEEDLE	30 PIECES	1.00	30.00
RIBBON	30 PIECES	3.00	90.00
ZIPPER	25 PIECES	2.00	50.00
CLOTH ASSOCERIES (BUTTONS, SEQUINS, PEARLS)	5 BOX PER EACH	10.00 PER BOX	50.00
TOTAL			1,470.00

Figure 18: raw material

23.1 MACHINE AND EQUIPMENT

Item	Price Per Unit (RM)	No. Required	Total cost (RM)
SEWING MACHINE	1,500.00	4	6,000.00
CASH REGISTER MACHINE	1,500.00	1	1,500.00
COMPUTER	2,500.00	2	5,000.00
IRON	50,00	4	200.00
LIGHT	50,00	6	300.00
AIR- COND	1,000	3	3,000.00
TOTAL			16,000.00

Figure 19: machine and equipment

23.2 COST OF MATERNITY AND BREASTFEEDING CLOTH PER EACH

$$\begin{aligned}\text{Operation costs} &= \text{Direct Material Cost} + \text{Direct Labour Cost} + \text{Overhead Cost} \\ &= \text{RM } 33,389.00 + \text{RM } 4,976.00 + \text{RM } 6,610.50\end{aligned}$$

$$\begin{aligned}\text{Cost Per Unit} &= \frac{\text{Total Operation Cost (RM)}}{\text{Total Number Of Output (Units)}} \\ &= \frac{\text{RM}66,200.00}{780} \\ &= \text{RM } 85\end{aligned}$$

23.2 OPERATIONAL PRODUCTION SCHEDULE

ITEM	PRICE PER EACH	OUTPUT PER DAY	TOTAL PRICE
MATERNITY CLOTH	85.00	20 UNIT	$85.00 \times 20 = 1700$
BREASTFEDDING CLOTH	85.00	10 UNIT	$85.00 \times 10 = 850$
TOTAL SALES PER DAY			2,550.00

$RM\ 2,550.00 \times 12\ MONTH = RM\ 66,300.00$

Figure 20: operational production schedule

24.0 OVERHEAD EXPENSES

UTILITIES	RENT	Monthly Expenses (RM)
RM 500.00	RM1,000.00	RM1,500.00

Figure 21: overhead expenses

25.0 LAYOUT

In our company “OH MAMA”, we used the layout based on the process. This is because it suitable for a company that producing several product that undergo a similar process. In these cases, machines and equipment that perform similar function are grouped together. Figure shows our company layout.

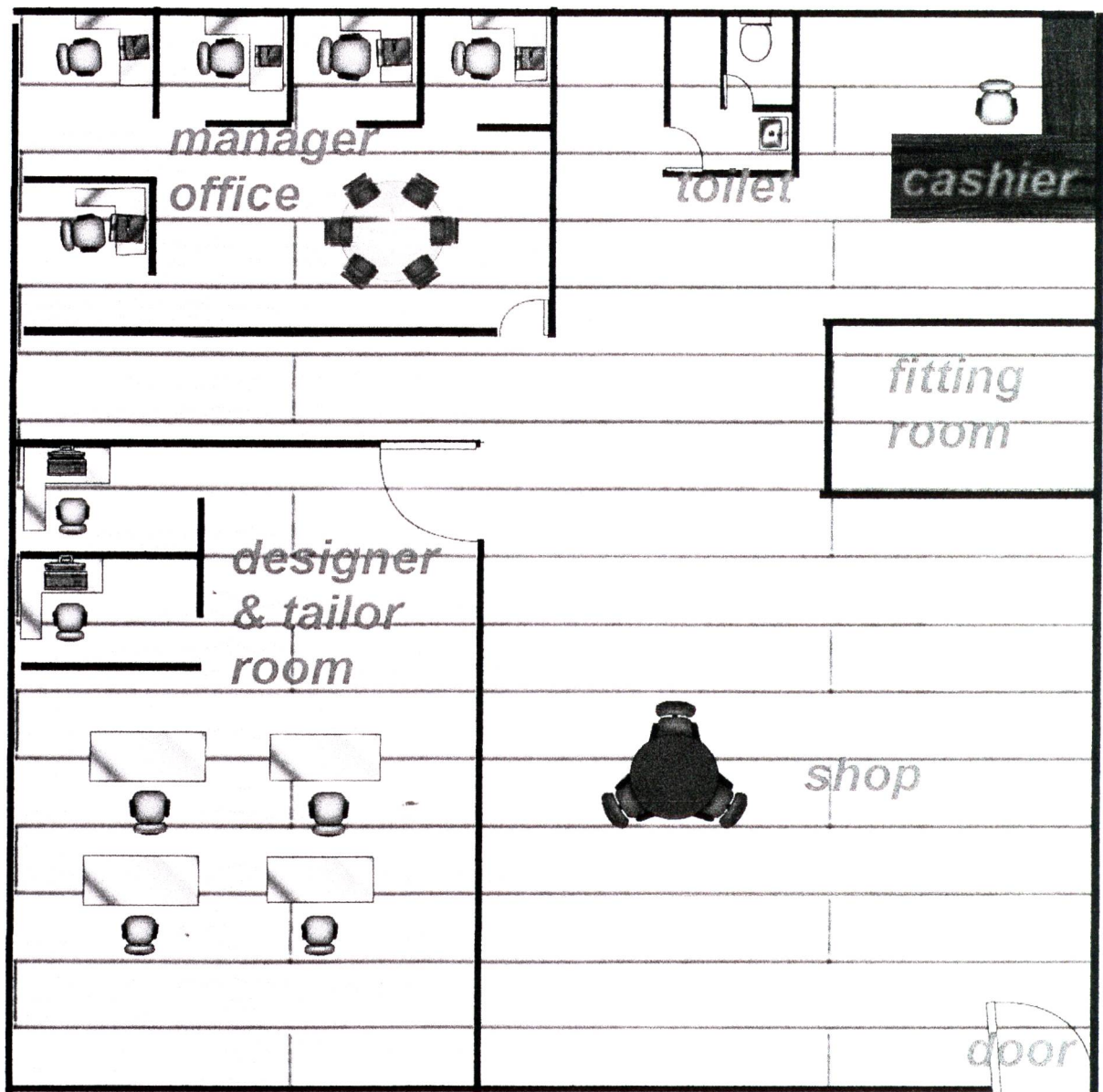


Figure 22: OH MAMA layout




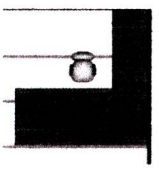
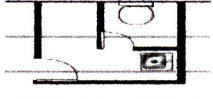
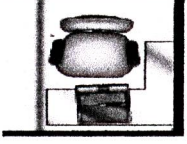
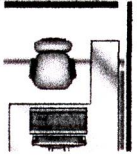


TYPE	DESCRIPTION
	CHAIR
	TAILOR TABLE
	DOOR
	CASHIER TABLE AND CHAIR
	TOILET
	MANAGER TABLE AND CHAIR
	FASHION DESIGNER TABLE AND CHAIR
	MEETING TABLE AND CHAIR
	CUSTOMER TABLE AND CHAIR

Figure 23 : layout description

MARKETING PLAN

INTRODUCTION OF MARKETING

A marketing plan is a written document that details the necessary actions to achieve one or more marketing objectives. It can be for a product or service, a brand, or a product line. Marketing plans cover between one and five years. A marketing plan may be part of an overall business plan.

26.0 Product description

Oh mama boutique will produce two types of clothes. There are maternity clothes and breastfeeding clothes.

We use the best fabric to our product. The fabric that we use is spandex fabric. This is because of its great shape retention quality. Spandex fabric is widely used as fashion fabric. The important point to note about spandex fabric is that it bounces back to its original structure even after stretching up to 600 times. Highly durable superior strength spandex fabric is resistant to dry heat and oil. Providing great comfort and flexibility it does not put on weight on the body of the wearer.

Furthermore, our product will be popular among the customer due to the styles of clothes. We will design our product follow the trend. Our product will be up to date fashion.

27.0 Target market

Due to the limited of boutique that selling the maternity clothes in Sarawak, we Oh Mama Company decide to opened up our Oh Mama boutique at Samarahan.

Samarahan have a large population of people because it is the centre of the university. So the reason why we opened up our boutique at Samarahan because our target market are those resident of Samarahan, the university, and also schools around there.

Our focus of customer is those women that are pregnant and also those that breastfeeding their baby. Due to the limited of selling the maternity clothes our boutique will being focused by customer.

28.0 Market area and location

Our market area is at Samarahan and to opened our boutique, we choose The Summer mall as our boutique location. We planned to rent the shop in The Summer mall.

We also planned to sell our maternity clothes at online shop. We will have our own blog to sell the clothes and it will make customer easy to buying our maternity clothes. As to introduce our Oh mama boutique we also have our page in facebook.

29.0 Market size

Each of our clothes will be sale on RM80 per unit. So our sales per month will expect to RM66300. For the sales per year we are expecting RM795600.

SALES PER MONTH = 66300

$66300 \times 12 \text{ MONTH} = 795600$

So our market size is RM795600.

30.0 Competitors

Based on our research at Sarawak we only have two competitors in Kuching Sarawak. There is only two types of boutique that opened up there are Casual maternity clothes and Almas.

COMPANY NAMES	LOCATION
Casual maternity clothes	RUG 6, Upper Ground Floor, Sarawak Plaza Shopping Complex, Jalan Tunku Abdul Rahman, Kuching, Sarawak, 93100
Almas	Desa Ilmu Kota Samarahan

For the online shop, we have many competitors around of Malaysia. There are JustMum, Kasihku Sayangku, Danita maternity, maternity clothes Malaysia, celebritymum boutique and many more.

31.0 Strength and weaknesses

Company names	Strength	Weaknesses
Casual corner maternity clothes	Produces Clothes that suitable for daily day for pregnant women.	Only selling limited type and not up to date fashion of maternity clothes
Almas	Produce clothes that suitable for special event.	The price of the clothes is too expensive and the fashion is not following the trend.

- Online boutique of maternity clothes

Name of boutique	Strength	weaknesses
JustMum, Kasihku Sayangku, Danita maternity, maternity clothes Malaysia, celebritymum boutique	Selling many types of maternity clothes.	Their quality of clothes is hard to believe and the process of selling the clothes is difficult.

32.0 Market share after and before the entry of Oh mama boutique

Company's name	Market Share before (%)	Market share after (%)
Casual Corner Maternity Boutique	60	30
ALMAS	40	20
Oh Mama boutique	-	50

We expect to have 50% of market share after we enter.

33.0 Sales forecast for the first year

Month	Sales collection (RM)	Remark
January	66300	Chinese new year
February	66300	
March	66300	
April	66300	
May	66300	
June	66300	Gawai dayak
July	66300	
August	66300	Hari raya aidilfitri
September	66300	
October	66300	
November	66300	
December	66300	Christmas eve/ mega sale
Total per year	795600	

33.1 Sales forecast for the 2nd year 2012

(1.03 × RM795600)

= 819468

33.2 Sales forecast for the 3rd 2013

1.03% × 819468

= 8,440,521

34.0 Product

We decide selling two types of product that using our own brand that is Oh mama. This will promote our product to the public because it different from other product. Due to the comfortable of our product we decide to used high quality of fabric. The high quality fabric that we will used is spandex fabric. This is because spandex providing great comfort and flexibility it does not put on weight on the body of the wearer. We also will design our product follow the trend, because it will attract more modern women nowadays. Futhermore, our product also provide safety towards the customer. Our product are using high quality of fabric that are Highly durable superior strength spandex fabric is resistant to dry heat and oil.

34.1 Pricing strategy

Our product is using the higher quality fabric that is spandex. So we sold our maternity clothes for RM80 per unit. Customer willingness to buy our product is higher due to our quality and up to date fashion that we introduced for women.

34.2 Distribution strategy

We distribute to use direct to consumer. This is because our clothes will be design by our own fashion designer and personally will meet the customer if there something wrong with the clothes.

34.3 Promotion strategy

We plan to promote our boutique in two ways. There are advertising and sales promotions. In printed media, we planned to advertised our product in newspaper and also ma & pa magazines due to the most popular reading rating that people read. In broadcast media, we planned to introduce our boutique in radio station at Sarawak. To our clothes also, we planned to introduce using internet. We decide to make our own blog and facebook page so it will attract more customers. For outdoor advertisement, we decide to put poster banner around Kuching and Samarahan Sarawak.

34.4 Sales promotion

To attract more customer, we will given sales promotion for our loyalty customer. We will given them free membership card if they bought our product above RM200. We will also gives 10% discount for customer that bought more than three item.

35.0 Budget

ITEMS	FIXED ASSETS EXPENSES (RM)	MONTHLY EXPENSES(RM	OTHER EXPENSES (RM)
SIGNBOARD	1500		
MARKETING PERSONNEL			
SALARY		3000 (+ EPF & SOCSSO)	
COMMISSION		2000	
TRAVELLING		2000	
PROMOTION			1500
GRAND OPENING			1000
TOTAL	1500	7000	2500

FIXED ASSET + MONTHLY EXPENSES + OTHER EXPENSES

RM1500 +RM 7000+RM2000

MARKETING BUDGET =RM11000

FINANCIAL PLAN

INTRODUCTION

Financial plan is the final step in the preparation of business plan to achieve the vision, mission, and goals.

The main purposes of preparing the financial plan are :

- I. To determine the amount of money to be invested in the project.
- II. To know the profit and loss of the company starting from the operation.
- III. To ensure the stabilization of the business.
- IV. To identify and propose the sources of finance.
- V. To know the position of our business cash flow.
- VI. As a guideline for the implementation.
- VII. To ensure that the initial capital is sufficient.

PROJECT IMPLEMENTATION COST SCHEDULE

PROJECT IMPLEMENTATION COST & SOURCES OF FINANCE						
Project Implementation Cost			Sources of Finance			
Requirements		Cost	Loan	Hire-Purchase	Own Contribution	
					Cash	Existing F. Assets
Fixed Assets						
Land & Building						
Furniture & Fitting		3,500			3,500	
Renovation		4,000			4,000	
Machinery Equipment		12,700	12,700			
Vehicle Van		25,000	21,720		3,280	
Working Capital						
	1 months					
Administrative		3,000			3,000	
Marketing		11,000	11,000			
Operations		27,000			27,000	
Pre-Operations & Other Expenditure		8,200			8,200	
Contingencies		9,440			9,440	
	10%					
TOTAL		103,840	45,420		58,420	

BUDGET

ADMINISTRATIVE BUDGET				
Particulars	FIXED Assets	Monthly Exp.	Others	Total
Fixed Assets				
Land & Building	-			-
Furniture & Fitting	3,500			3,500
Renovation	4,000			4,000
	-			-
	-			-
Working Capital				
Salaries		3,000		3,000
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
Pre-Operations & Other Expenditure				
Other Expenditure			2,200	
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licenses			2,000	2,000
Insurance & Road Tax for Motor Vehicle			800	800
Other Pre-Operations Expenditure			1,700	1,700
Total	7,500	3,000	6,700	15,000

MARKETING BUDGET				
Particulars	Fixed Assets	Monthly Exp.	Others	Total
Fixed Assets				
	-			-
	-			-
	-			-
	-			-
Working Capital				
Salaries (EPF & Socso)		3,000		3,000
Signboard		1,500		1,500
Commission		2,000		2,000
		-		-
Travelling		2,000		2,000
Promotion		1,500		1,500
Grand Opening		1,000		1,000
Pre-Operations & Other Expenditure				
Other Expenditure			-	-
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licenses			-	-
Insurance & Road Tax for Motor Vehicle			-	-
Other Pre-Operations Expenditure			-	-
Total	-	11,000	-	11,000

OPERATIONS BUDGET				
Particulars	Fixed Assets	Monthly Exp.	Others	Total
Fixed Assets				
Machinery Equipment	12700			12,700
Vehicle Van	25000			25,000
				-
				-
Working Capital				
Raw Materials & Packaging		12,000		12,000
Carriage Inward & Duty		-		-
Salaries, EPF & SOCSO		15,000		15,000
		-		-
		-		-
		-		-
		-		-
Pre-Operations & Other Expenditure				
Other Expenditure			-	
Deposit (rent, utilities, etc.)			1,500	1,500
Business Registration & Licenses			-	-
Insurance & Road Tax for Motor Vehicle			-	-
Other Pre-Operations Expenditure			-	-
Total	37,700	27,000	1,500	66,200

AMORTISATION SCHEDULE

- ▶ Type Of Assets : Vehicle (Van)
- ▶ Loan Amount : 25,000
- ▶ Loan Period : 5 Years
- ▶ Interest Rate : 5%

YEAR S	INTEREST	PRINCIPAL	PAYMENT	BALANCE
0				25000
1	1250	750	2000	24250
2	1212.5	750	1962.5	23500
3	1175	750	1925	22750
4	1137.5	750	1887.5	22000
5	1100	750	1850	21250

AMORTISATION SCHEDULE

- ▶ Type Of Assets : Machine
- ▶ Loan Amount : 15000
- ▶ Loan Period : 4 Years
- ▶ Interest Rate : 5%
- ▶ Down Payment : 1000

YEARS	INTEREST	PRINCIPAL	PAYMENT	BALANCE
0				14000
1	700	2800	4200	11200
2	700	2800	4200	8400
3	700	2800	4200	5600
4	700	2800	4200	2800
5	700	2800	4200	0

DEPRECIATION SCHEDULE

Fixed Asset		Furniture & Fitting	
Cost (RM)		3,500	
Method		Straight Line	
Economic Life (yrs)		5	
Year	Annual Depreciation	Accumulated Depreciation	Book Value
	-	-	3,500
1	700	700	2,800
2	700	1,400	2,100
3	700	2,100	1,400
4	700	2,800	700
5	700	3,500	-

Fixed Asset		Renovation	
Cost (RM)		4,000	
Method		Straight Line	
Economic Life (yrs)		5	
Year	Annual Depreciation	Accumulated Depreciation	Book Value
	-	-	4,000
1	800	800	3,200
2	800	1,600	2,400
3	800	2,400	1,600
4	800	3,200	800
5	800	4,000	-

DEPRECIATION SCHEDULE

Fixed Asset		Machinery Equipment	
Cost (RM)		12,700	
Method		Straight Line	
Economic Life (yrs)		5	
Year	Annual Depreciation	Accumulated Depreciation	Book Value
	-	-	12,700
1	2,540	2,540	10,160
2	2,540	5,080	7,620
3	2,540	7,620	5,080
4	2,540	10,160	2,540
5	2,540	12,700	-

Fixed Asset		Vehicle Van	
Cost (RM)		25,000	
Method		Straight Line	
Economic Life (yrs)		5	
Year	Annual Depreciation	Accumulated Depreciation	Book Value
	-	-	25,000
1	5,000	5,000	20,000
2	5,000	10,000	15,000
3	5,000	15,000	10,000
4	5,000	20,000	5,000

5	5,000	25,000	-
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LOAN AND HIRE PURCHASE AMMORTISATION SCHEDULE

LOAN REPAYMENT SCHEDULE				
Amount		45,420		
Interest Rate		5%		
Duration (yrs)		5		
Method		Baki Tahunan		
<i>Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total Payment</i>	<i>Principal Balance</i>
	-	-		45,420
1	9,084	2,271	11,355	36,336
2	9,084	1,817	10,901	27,252
3	9,084	1,363	10,447	18,168
4	9,084	908	9,992	9,084
5	9,084	454	9,538	-
6	0	0	-	-
7	0	0	-	-
8	0	0	-	-
9	0	0	-	-
10	0	0	-	-

MONTH	Pre-Operations	1	2	3
CASH INFLOW				
Capital (Cash)	58,420			
Loan	45,420			
Cash Sales		66,300	66,300	66,300
Collection of Accounts Receivable				
TOTAL CASH INFLOW	103,840	66,300	66,300	66,300
CASH OUTFLOW				
Administrative Expenditure				
Salaries		3,000	3,000	3,000
Marketing Expenditure				
Salaries (EPF & Socso)		3,000	3,000	3,000
Signboard		1,500	1,500	1,500
Commission		2,000	2,000	2,000
Travelling		2,000	2,000	2,000
Promotion		1,500	1,500	1,500
Grand Opening		1,000	1,000	1,000
Operations Expenditure				
Cash Purchase		12,000	12,000	12,000
Payment of Account Payable				
Carriage Inward & Duty				
Salaries, EPF & SOCSO		15,000	15,000	15,000
Other Expenditure				
Pre-Operations				
Deposit (rent, utilities, etc.)	1,500			
Business Registration & Licences	2,000			
Insurance & Road Tax for Motor Vehicle	800			
Other Pre-Operations Expenditure	1,700			
Fixed Assets				
Purchase of Fixed Assets - Land & Building				
Purchase of Fixed Assets - Others	45,200			
Hire-Purchase Down Payment				
Hire-Purchase Repayment				
Principal				
Interest				
Loan Repayment				
Principal		757	757	757
Interest		189	189	189
Tax Payable				
TOTAL CASH OUTFLOW	51,200	44,146	41,946	41,946
CASH SURPLUS (DEFICIT)	52,640	22,154	24,354	24,354
BEGINNING CASH BALANCE		52,840	74,794	99,148
ENDING CASH BALANCE	52,640	74,794	99,148	123,501

CASH FLOW

OH MAMA COMPANY

CASH FLOW PRO FORMA STATEMENT

4	5	6	7	8	9	10	11	12	TOTAL YR 1	YEAR 2	YEAR 3
									58,420		
									45,420		
66,300	66,300	66,300	66,300	66,300	66,300	66,300	66,300	66,300	795,600	819,468	8,440,521
66,300	66,300	66,300	66,300	66,300	66,300	66,300	66,300	66,300	890,440	819,468	8,440,521
3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000	36,000	36,000
3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000	36,000	36,000
1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	18,000	18,000
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	24,000	24,000
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	24,000	24,000
1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	18,000	18,000
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	12,000	12,000
12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	144,000	148,320	1,527,696
15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	180,000	180,000	180,000
									2,200	2,200	2,200
									1,500		
									2,000		
									500	800	800
									1,200		
									45,200		
757	757	757	757	757	757	757	757	757	9,084	9,084	9,084
189	189	189	189	189	189	189	189	189	2,271	1,817	1,363
									0	0	0
41,946	41,946	41,946	41,946	41,946	41,946	41,946	41,946	41,946	558,756	510,221	1,889,143
24,354	24,354	24,354	24,354	24,354	24,354	24,354	24,354	24,354	342,685	309,247	6,551,378
123,501	147,835	172,208	196,563	220,916	245,270	269,624	293,978	318,331		342,685	851,932
147,855	172,209	196,563	220,916	245,270	269,624	293,978	318,331	342,685	342,685	851,932	7,203,311

INCOME STATEMENT

OH MAMA COMPANY PRODUCTION COST PRO-FORMA STATEMENT			
	Year 1	Year 2	Year 3
Raw Materials			
Opening Stock	0		
Current Year Purchases	144,000	148,320	1,527,696
Ending Stock			
Raw Materials Used	144,000	148,320	1,527,696
Carriage Inwards			
	144,000	148,320	1,527,696
Salaries, EPF & SOCSO	180,000	180,000	180,000
Factory Overhead			
Depreciation of Fixed assets (Operations)	7,540	7,540	7,540
Total Factory Overhead	7,540	7,540	7,540
Production Cost	331,540	335,860	1,715,236

OH MAMA COMPANY PRO-FORMA INCOME STATEMENT			
	Year 1	Year 2	Year 3
Sales	795,600	819,468	8,440,521
Less: Cost of Sales			
Opening Stock of Finished Goods			
Production Cost	331,540	335,860	1,715,236
less: Ending Stock of Finisher Goods			
	331,540	335,860	1,715,236
Gross Profit	464,060	483,608	6,725,285
Less: Expenditure			
Administrative Expenditure	36,000	36,000	36,000
Marketing Expenditure	132,000	132,000	132,000
Other Expenditure	2,200	2,200	2,200
Business Registration & Licenses	2,000		
Insurance & Road Tax for Motor Vehicle	800	800	800
Other Pre-Operations Expenditure	1,700		
Interest on Hire-Purchase			
Interest on Loan	2,271	1,817	1,363
Depreciation of Fixed Assets	1,500	1,500	1,500
Total Expenditure	178,471	174,317	173,863
Net Profit Before Tax	285,589	309,291	6,551,422
Tax	0	0	0
Net Profit After Tax	285,589	309,291	6,551,422

Accumulated Net Profit	285,589	594,880	7,146,303
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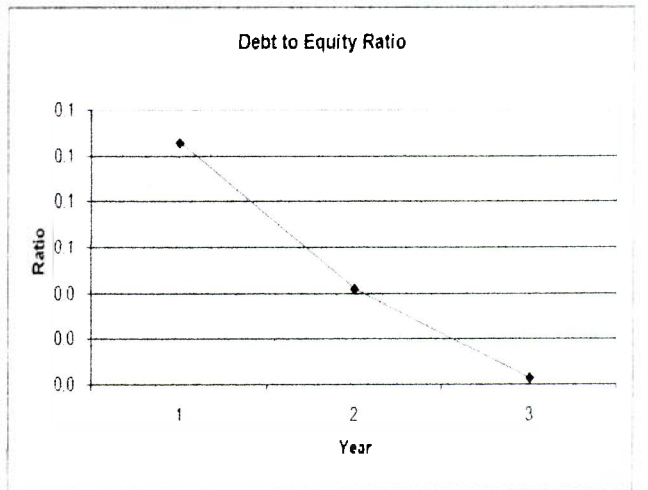
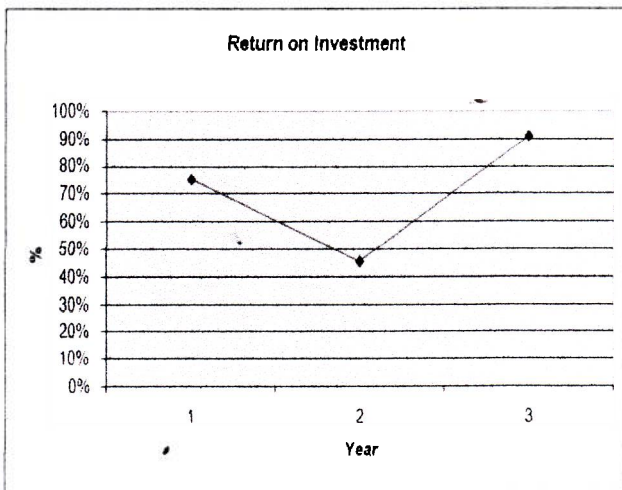
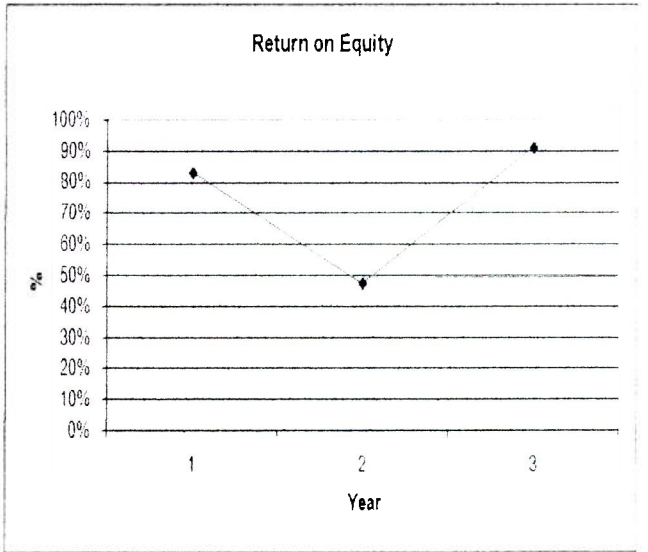
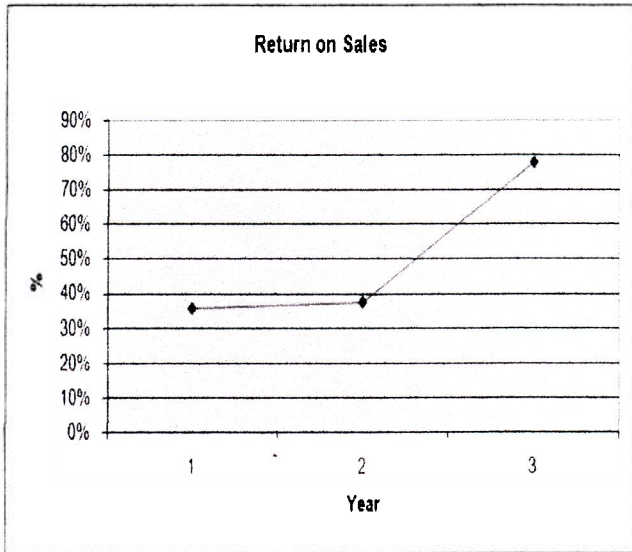
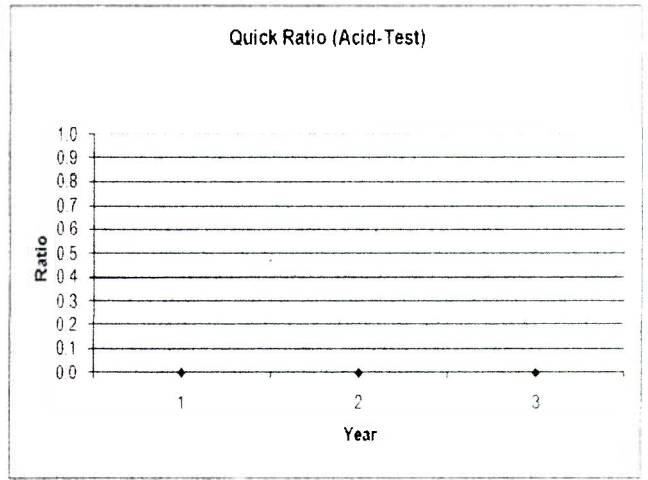
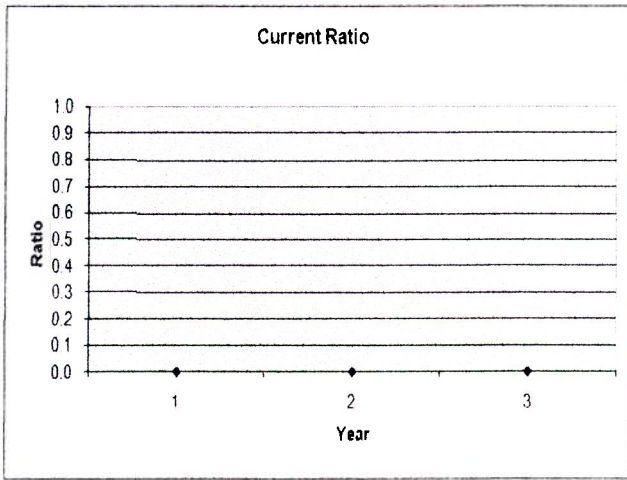
BALANCE SHEET**OH MAMA COMPANY
PRO-FORMA BALANCE SHEET**

	Year 1	Year 2	Year 3
ASSETS			
Fixed Assets (Book Value)			
Land & Building			
Furniture & Fitting	2,800	2,100	1,400
Renovation	3,200	2,400	1,600
Machinery Equipment	10,160	7,620	5,080
Vehicle Van	20,000	15,000	10,000
	36,160	27,120	18,080
Current Assets			
Stock of Raw Materials			
Stock of Finished Goods			
Accounts Receivable			
Cash Balance	342,685	651,932	7,203,311
	342,685	651,932	7,203,311
Other Assets			
Deposit	1,500	1,500	1,500
TOTAL ASSETS	380,345	680,552	7,222,891
Owners' Equity			
Capital	58,420	58,420	58,420
Accumulated Profit	285,589	594,880	7,146,303
	344,009	653,300	7,204,723
Long Term Liabilities			
Loan Balance	36,336	27,252	18,168
Hire-Purchase Balance	36,336	27,252	18,168
Current Liabilities			
Accounts Payable			
TOTAL EQUITY & LIABILITIES	380,345	680,552	7,222,891

OH MAMA COMPANY FINANCIAL PERFORMANCE			
	Year 1	Year 2	Year 3
<u>PROFITABILITY</u>			
Sales	795,600	819,468	8,440,521
Gross Profit	464,060	483,608	6,725,285
Profit Before Tax	285,589	309,291	6,551,422
Profit After Tax	285,589	309,291	6,551,422
Accumulated Profit	285,589	594,880	7,146,303
<u>LIQUIDITY</u>			
Total Cash Inflow	899,440	819,468	8,440,521
Total Cash Outflow	556,755	510,221	1,889,143
Surplus (Deficit)	342,685	309,247	6,551,378
Accumulated Cash	342,685	651,932	7,203,311
<u>SAFETY</u>			
Owners' Equity	344,009	653,300	7,204,723
Fixed Assets	36,160	27,120	18,080
Current Assets	342,685	651,932	7,203,311
Long Term Liabilities	36,336	27,252	18,168
Current Liabilities	0	0	0
<u>FINANCIAL RATIOS</u>			
<i>Profitability</i>			
Return on Sales	36%	38%	78%
Return on Equity	83%	47%	91%
Return on Investment	75%	45%	91%
<i>Liquidity</i>			
Current Ratio	#DIV/0!	#DIV/0!	#DIV/0!
Quick Ratio (Acid Test)	#DIV/0!	#DIV/0!	#DIV/0!
<i>Safety</i>			
Debt to Equity Ratio	0.1	0.0	0.0
<u>BREAK-EVEN ANALYSIS</u>			
Break-Even Point (Sales)	310,093	299,753	224,655
Break-Even Point (%)	39%	37%	3%

FINANCIAL PERFORMANCE

FINANCIAL PERFORMANCE



EXPLANATION OF THE GRAFT

CURRENT RATIO : The figure of current ratio in our business is normal.

QUICK RATIO : The figure of quick ratio in our business is normal.

RETURN ON SALES : The our business Graft, our return on sales is Increase from year 1 until year 3. It is because, our business OH MAMA have a positive demand from the customer because of our business is the first one are produce pregnancy cloths.

RETURN ON EQUITY : The Graft shows that our business is return equity is Increase in year 3 and its means our return equity is stable.

RETURN ON INVESTMENT: The graft shows our return on investment decrease on year 2 but it increasing in year 3. Our business also have positive changes.

DEBT TO EQUITY RATIO : That graft is shows our business OH MAMA have a decrease debt from year 1 until year 3.

CONCLUSION

- OH MAMA will be lead by a group of experience and dedication on their field, therefore it will ensure that the organization to be successful and gain profit.
- The invested a big amount of cash in order to ensure to achieve the objective, mission, and vision through an efficient , and leading, organizing and controlling.



SME FINANCING APPLICATION FORM

BACKGROUND INFORMATION

Name and Address of * Sole Proprietorship / Individual / Partnership / Corporation (or attach business card)

Business Registration No / Certificate of Incorporation No

* Please circle whichever is applicable

Size of Business (tick where applicable)

 Micro Small Medium

For Primary Agriculture and Services Sector (including ICT)

(Less than 5 employees or annual sales turnover of less than RM200,000)

(Between 5 & 19 employees or annual sales turnover of between RM200,000 & less than RM1million)

(Between 20 & 50 employees or annual sales turnover of between RM1 million & RM5 million)

For Manufacturing (including Agro-Based) and Manufacturing Related Services (MRS)

(Less than 5 employees or annual sales turnover of less than RM250,000)

(Between 5 & 50 employees or annual sales turnover of between RM250,000 & less than RM1million)

(Between 51 & 150 employees or annual sales turnover of between RM10million & RM25million)

Nature of Business

Business Premise (tick where applicable)

 Rented Owned

Year of Commencement of Business

Number of Employees

ADDITIONAL INFORMATION

Contact Person : Name and Designation

Telephone No / Fax No

Handphone No

E-mail

FACILITIES REQUIRED

Type	Amount (RM)	Collateral to Offer (if any)
Overdraft	<input type="text"/>	<input type="text"/>
Term Loan (e.g. to finance purchase of factory, shoplots, etc)	<input type="text"/>	<input type="text"/>
Trade Finance (please give details, e.g. Letter of Credit, Bills Negotiation, Trust Receipt, etc)	<input type="text"/>	<input type="text"/>
Export Credit Insurance Trade Facilities	<input type="text"/>	<input type="text"/>
Foreign Exchange (Spot and Forward Contracts)	<input type="text"/>	<input type="text"/>
Others (please specify)	<input type="text"/>	<input type="text"/>

Please state the purpose of applying for the loan

CREDIT FACILITIES WITH OTHER FINANCIAL INSTITUTION(S) (please use a continuation sheet if necessary)

Name of Financial Institution(s)	Type of Facility(ies)	Loan Amount (RM)
<input type="text"/>	<input type="text"/>	<input type="text"/>

SUPPORTING DOCUMENTS

For us to better consider your application, please read Attachments 1 and 2 and provide the relevant documents.

START-UP

In the event of a start-up (where the business has yet to commence or business has commenced for less than 12 months), please indicate which standard documents cannot be submitted by crossing them out from the checklist itself.

DECLARATION

- a) I / We hereby confirm that all information and supporting documents provided herein are true, correct and complete.
- b) I / We hereby give you my / our expressed consent to conduct any checking on my / our credit standing / financial status with any person / institutions / agencies that you may deem necessary including CCRIS, CTOS, SME / Central Credit Bureau.
- c) I / We hereby agree the information relating to the facility may be forwarded by you to Central Credit Bureau and / or any other agencies / third party who may be entering into respective transactions with me / us.

Authorised Signatory (Name & Position)
NRIC No / Company Chop

Date : _____

SCHEDULE 3]

Standard Consent Form

To: (i) MALAYAN BANKING BERHAD
Lot 1.03 Level 1 Wisma Satok
Jalan Satok
93400 Kuching ("Bank")
(ii) SME Credit Bureau (M) Sdn Bhd
Level 9, Bangunan CGC, Kelana Business Centre, 97, Jalan SS 7/2
47301, Petaling Jaya, Selangor Darul Ehsan

From: Company's Name:
Company's No./Business Registration No.:
Address :

Contact No.:

I/We hereby irrevocably and unconditionally give my/our consent to and authorise the Bank and its officers to:

- (a) conduct credit checks on [] (hereinafter "Company/ Business") with the SME Credit Bureau;
- (b) obtain and verify any information about the Company/ Business at the Bank's absolute discretion and as it deems fit and I/we authorise the SME Credit Bureau to provide any information to the Bank which the Bank may require in connection with its application for credit facilities and/or review of the existing credit facilities from the Bank;
- (c) disclose any information and/or data relating to the Company/ Business and its account(s) with the Bank and/or any other information or data as the Bank may deem necessary to the SME Credit Bureau.

As regards the matters set out under sub-paragraphs (a) to (c) above, we agree and acknowledge that such credit checks and information to be disclosed include those in respect of or pertaining to every owner, partner and/or director of the Company and/or Business (as the case may be) (hereinafter "Relevant Person(s)") and we hereby represent and warrant to the Bank and the SME Credit Bureau that we are irrevocably authorized to issue this consent letter for and on behalf of every Relevant Person in respect of whom sub-paragraphs (a) to (c) above shall apply.

Further and in addition to the above, I/we acknowledge and agree that in respect of any information and/or data furnished under the terms of this consent letter, the SME Credit Bureau shall be authorised to collect/gather/search the information from any other data sources and to furnish such information and/or data (including any credit reports, processed information and/or any other related products) to the Bank.

Such consent will extend to any information and/or data obtained from any of the account(s) presently maintained for the Company / Business and/or any of the Relevant Person(s), any new application for any form of credit or loan, such historical financial or credit records, data or information whether or not provided personally or by the guarantor, surety or any other sources relating to the Company/ Business and/or the Relevant Person(s) which was collected, gathered, received, captured, compiled, secured and/or obtained by the Bank through or by whatever means or methods or forms.

Authorised Signatory & Co. Stamp
NRIC No
Date

Authorised Signatory & Co. Stamp
NRIC No
Date



RETAIL SME

Declaration on SME Classification & Submission of Document

Definition of SME (Please tick (✓) category)

By Turnover

Size	Sector	Primary Agriculture		Manufacturing (including agro-based & MRS)		Services Sector (including ICT)	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Micro	<input type="checkbox"/>	<RM 200k	<input type="checkbox"/>	<RM 250k	<input type="checkbox"/>	<RM 200k	<input type="checkbox"/>
Small	<input type="checkbox"/>	RM 200k - < RM 1mil	<input type="checkbox"/>	RM 250k - < RM 10mil	<input type="checkbox"/>	RM 200k - < RM 1mil	<input type="checkbox"/>
Medium	<input type="checkbox"/>	RM 1mil - < RM 5 mil	<input type="checkbox"/>	RM 10mil - < RM 25 mil	<input type="checkbox"/>	RM 1mil - < RM 5 mil	<input type="checkbox"/>

By Full Time Employee No

Size	Sector	Primary Agriculture		Manufacturing (including agro-based & MRS)		Services Sector (including ICT)	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Micro	<input type="checkbox"/>	< 5	<input type="checkbox"/>	< 5	<input type="checkbox"/>	< 5	<input type="checkbox"/>
Small	<input type="checkbox"/>	5 -19	<input type="checkbox"/>	5 -19	<input type="checkbox"/>	5 -19	<input type="checkbox"/>
Medium	<input type="checkbox"/>	20-50	<input type="checkbox"/>	51-150	<input type="checkbox"/>	20-50	<input type="checkbox"/>

Mandatory declaration by customer for application below RM5.0m (without submission of Financial Statement)

We hereby confirm that our total assets are less than RM 2.0 mil

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Name _____
Company Chop/Authorised Signatory

Documents submitted

a) Sole-Proprietorship/Partnership

- i) Form PNA 23 (From A) and all Form Bs for proprietorship and partnership
- ii) NRIC of Sole Proprietor/All Partners
- iii) Deed of Partnership (where applicable)
- iv) Latest Draft/Management Account (Certified true copy) OR Ageing List - Debtors
Ageing List - Creditors
- v) Bank statements - 6-months (for Non-Maybank customer) (where applicable)
- vi) Duly completed personal financial statement (Attachment 1)
- vii) Company profile

Original sighted

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b) Professional Bodies

- i) Practising License or Certificate of Professional regulated by Act of Parliament. - Original Sighted

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

RETAIL SME

Declaration on SME Classification & Submission of Document

Declaration

We enclose herewith the abovementioned documents and confirm the necessary income / financial statements/ other documents have been obtained and verified against original documents.
Kindly acknowledge receipt by signing and return the copy to us.

Branch Manager

SSE/CSE/RBE/CO

We hereby acknowledge receipt of the abovementioned documents.

Business Centre

Where applicant is a Private Limited Company or Sdn Bhd

Additional Documents That May Be Required By Banks to Support Application

The list is not exhaustive. Banks may require applicants to submit additional documents on a case to case basis.

Section 4	Supporting Information for Equipment / Machinery Financing
1	List and description of fixed assets and details on the equipment / machinery to be financed
Section 5	Supporting Information for Refinancing / Redemption
1	To furnish copy of Letter Offer from existing Banker reflecting details such as loan type / amount / securities / pricing / terms&conds etc) and loan statements (if TL) and account statements (if OD)
Section 6	Supporting Information for Project / Construction / Bridging Financing
1	Copy of letter of awards / contract / dealership agreements / invoices / purchase orders
2	Copy of Project Paper, Joint Venture Agreement, Technical Assistance Agreement or Management Agreement (where applicable)
3	Documentary Evidence / Confirmation on Settlement of Debt (for applicants with adverse CCRIS, CTOS & DCHEQ record)
4	For Applications from Developer or Contractor - list of completed, on-going projects and projects tendered
5	Relevant accreditations or certifications eg CIDB,PKK,ISO etc (where applicable)
6	Copy of construction costs/quotations from 2 contractors for comparison
7	For construction/bridging loans- copy of approvals from relevant authorities on building/layout plan, licences etc (where available)
8	For Bridging Loan - Feasibility Report (where applicable), project costing and location map. To provide projected cashflow for duration of the project/contract
Section 7	Supporting Information for Contract Financing
1	A list of on-going projects with details like contract value, percentage of completion, remaining of work to be done (contract sum) etc. To provide projected cashflow for duration of the project/contract

* Refers to Directors / Shareholders (whichever shall be applicable)

Where applicant is a (an) Sole Proprietorship / Partnership / Individual

Standard / Common Documents - generally required by the Banks to be submitted in a SME Loan Application

The list is not exhaustive. Banks may require applicants to submit additional documents on a case to case basis.

Type of Documents	
Section 1	Company and Related Persons' Background Information
1	Certified true copy of the Business Registration (Form A - sole proprietorship or Form B - partnership) and Business License (Form D)
2	Copy of Partnership Deed (where available)
3	Photocopy of NRIC of Proprietors (passport if foreigners)
4	Photocopy of NRIC of Partners (passport if foreigners)
5	Photocopy of NRIC of the guarantors (third party), where applicable
6	Profile of Company and Key Management
7	Information on other businesses (if any)
Section 2	Financial & Credit Information
1	Personal Information of Relevant Persons* in the business or otherwise (i.e. information relating to net worth and financial exposure) and evidence of income e.g. Form J / Form EA for the past 2 years
2	Audited accounts for the last 3 years (last audited period should not be more than 18 months from application date), where applicable
3	Management accounts for the last 3 years
4	Bank statements for the last 6 months (or more than 6 months at the discretion of the bank)
5	A list of facilities and securities arrangement from other financial institutions
Section 3	Supplier / Competitor / Customer Information
1	Current Debtors & Creditors Aging Report (including information relating to credit limit and terms)
2	List of top 10 suppliers / purchasers
3	List of major competitors (where applicable)

* Refers to Sole Proprietor / Partners / Guarantors (whichever shall be applicable)

Where applicant is a (an) Sole Proprietorship / Partnership / Individual

Additional Documents That May Be Required By Banks to Support Application

The list is not exhaustive. Banks may require applicants to submit additional documents on a case to case basis.

Type of Documents	
Section 1	Additional Business and Financial Information
1	Relevant Permits / Licenses
2	Projected Cashflow for the next 3 years (where applicable)
3	Product Brochures (where required)
4	For CGC loans - copy of CGC application form
Section 2	Supporting Information for Guarantees
1	If guaranteed by individual guarantors - supporting documents of the individual guarantor such as photocopy of guarantor's NRIC, photocopy of guarantor's evidence of income (Form J) for last 2 years, photocopy of the monthly salary slips for last 3 months and statement of accounts with other financial institutions for past 6 months
2	If guaranteed by corporate guarantors - supporting documents of the corporate guarantor such as profile of company, profile of directors, key management personnel and all other relevant persons*, business registration, Form 24 (Return on Allotment of Shares) and Form 49 (Return of Particulars of Directors), audited and / or management accounts for the last 2 years
3	Relevant Tax Returns and Tax Receipts of Proprietors, Partners and Guarantors etc
Section 3	Supporting Information for Property Financing
1	Copy of Sale and Purchase Agreement (SPA) or Copy of Booking Receipt (if SPA is not available), copy of valuation report, copy of title deed and Power of Attorney (where applicable). A copy of location map and photos of the property may be required (for cases pending formal valuation report)
2	Copy of insurance policy (where required)
3	Copy of latest quit rent and assessment (where required)
4	Tenancy Agreements (where applicable)



JABATAN BOMBA DAN PENYELAMAT MALAYSIA

**LAPORAN PEMERIKSAAN BANGUNAN BAGI TUJUAN SOKONGAN PELESENAN
PERNIAGAAN**

NEGERI : SARAWAK

BALAI BOMBA DAN PENYELAMAT MALAYSIA : BATU LINTANG

A. PERIHAL BANGUNAN / PERNIAGAAN

1. Nama Perniagaan:

2. Alamat :
.....
.....

Poskod : Negeri :

3. Nama Pemilik :

No. K.P. :

No. Tel. : No. Fak. :

4. Jumlah Tingkat : tingkat

5. Tingkat Yang Digunakan : tingkat

6. Keluasan Tempat : meter persegi

7. Jenis Perniagaan :

B. PERIHAL PEMERIKSAAN

1. Nama Pegawai pemeriksa: 1.1

1.2

1.3

2. Tarikh Pemeriksaan :

3. Masa :

Tarikh:

C. ULASAN PEGAWAI PEMERIKSA

Di Sokong / Tidak Sokong

***Permohonan ini adalah di sokong setelah didapati Kehendak – Kehendak
Pemasangan Menentang / Keperluan serta Kelengkapan Keselamatan Kebakaran
JBPM dipatuhi dan berada dalam keadaan SEMPURNA.***

Tarikh :

(.....) (.....)

**D. ULASAN PEN. PENGARAH BPK / PEGAWAI PENJAGA BALAI DAERAH /
PENGUASA ZON / PEGAWAI PENJAGA BALAI:**

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

Tarikh :

(.....)

Ketua Balai,
Balai Bomba Dan Penyelamat Batu Lintang,
92300 Kuching,
Sarawak.
b/p. Pengarah,
Jabatan Bomba Dan Penyelamat Malaysia
Negeri Sarawak.

ELECTRICITY SUPPLY APPLICATION



Syarikat SESCO Berhad (672931-A)

A wholly owned subsidiary of Sarawak Energy Berhad

TYPE OF APPLICATION	
<input type="checkbox"/> New Electricity Supply	<input type="checkbox"/> PV Generator Interconnection*
<input type="checkbox"/> New Electricity Supply (Pre-Payment)	<input type="checkbox"/> Change to Pre-Payment System
<input type="checkbox"/> Upgrading/Downgrading of Supply	<input type="checkbox"/> Separate Meter
<input type="checkbox"/> Rewiring/Retesting of Installation	<input type="checkbox"/> Rural Electrification Scheme (RES)

SECTION A: TO BE COMPLETED BY APPLICANT (FORM TO BE COMPLETED IN CAPITAL LETTERS)

I/We hereby request for Electricity Supply to the under mentioned premises for the purposes as stated below :

A1. APPLICANT'S DETAIL

Salutation : Mr./Mrs./Miss/Other Salutation/ _____

Applicant's Name

NRIC No.
 _____ - _____ - _____

Company Name

Company/Business Registration No.

A2. ADDRESS

Premises Address

Postcode _____

Town _____

State **S A R A W A K**

Telephone (H) _____

Telephone (O) _____

Handphone _____

Fax _____

E-mail _____

Premise Status Own Rent Others, please specify _____

Type of Premise Terrace House - Single/Double Semi Detached House - Single/Double Detached House - Single/Double

Apartment/Flat/Condominium Shophouse Showroom Factory Others, please specify _____

A3. DOCUMENTS REQUIRED

- | | |
|--|--|
| <input type="checkbox"/> Land Title/Sale and Purchase Agreement/Tenancy Agreement | <input type="checkbox"/> Photocopy of Identity Card |
| <input type="checkbox"/> Letter of appointment as authorised signatory on behalf of company | <input type="checkbox"/> Temporary Occupation License |
| <input type="checkbox"/> Penghulu/ Ketua Kampung's authorisation letter (for kampung house only) | <input type="checkbox"/> Business Document : Form 49 & Trading License |
| <input type="checkbox"/> Consent letter from co-owners for multiple ownerships of premises | <input type="checkbox"/> Authorisation Letter from relevant Government Dept. |

A4. DECLARATION BY APPLICANT

I/ We shall abide by the regulations of your company by, inter alia, paying the required amount of deposit/connection charges to SESCO before any works shall be carried out.

I/we undertake that any debit balance in excess of the deposit will be settled by me/us immediately upon receiving the bill, failing which the debit balance shall be raised through my electricity account.

I/we also undertake to engage suitably qualified and registered contractor(s) as approved by SESCO for the works to be carried out.

Signature _____

Name of Applicant _____

Date _____

Company's Name & Stamp/Seal

*Note: Size of PV should not exceed MD applied. This is to ensure that the system capacity is adequate.

FOR OFFICE USE			
C. Object	8 _____	Premise	6 _____
Contract	4 _____	S/N	1 _____
S/N	1 _____	Installation No.	7 _____
		B. Partner	3 _____
		Contract Acc	_____



PERTUBUHAN KESELAMATAN SOSIAL

Lot 436 Section 54
52, Travillion Commercial Centre, Padungan
TEL. 082 - 221666 FAKS: 082 - 421940
Perkeso Kuching Hotline : pkskuching@perkeso.gov.my
Website : www.perkeso.gov.my

CHECKLIST PERMOHONAN PENDAFTARAN MAJIKAN BARU

1 set Borang Pendaftaran Majikan (Borang 1)
Form 1 - *Employer Registration Form*
(Tandatangan Serta Cop Perusahaan dalam setiap salinan)

2 salinan Borang Pendaftaran Pekerja (Borang 2)
Form 2 - *Particulars of worker to be registered with SOCSO*
(3 copies to be sent together with Form 1 to SOCSO office)

► Sila Sertakan 1 Salinan Peta Lakar Lokasi Pejabat

DOKUMEN-DOKUMEN TAMBAHAN YANG DIPERLUKAN SEKIRANYA:

1. Syarikat Sdn Bhd
i. 2 salinan Borang 9 (Akta Syarikat 1965)
ii. 2 salinan Borang 49 (Company Act 1965)
iii. 2 salinan Borang 13 (jika ada pertukaran nama syarikat yang asal)
iv. 2 salinan Borang I (*The Business, Professions And Trading Licensing Ordinance*) - Trade License

2. Kepunyaan Tunggal/Perkongsian
i. 2 salinan Pengesahan Pendaftaran Nama Perniagaan
(Extract of Registration of Business Names)
ii. 2 salinan Photostate copy of Certificate of corporation/
Business Registration;
iii. 2 salinan Borang I (*The Business, Professions And Trading Licensing Ordinance*) - Trade License
iv. 2 salinan Kad Pengenalan Pemilik/Rakan Kongsi

Nota: Untuk isteri atau suami pemilik tunggal dan rakan kongsi tidak layak mencarum di bawah Akta

3. Pejabat Peguam
- 2 salinan Certificate of Practice Majlis Peguam (Bar Council)

4. Klinik
- 2 salinan Borang 12 (Akta Perubatan 1971 - Kelulusan Malaysia Medical Association)

5. Pejabat Audit
- 2 salinan Akta Syarikat 1965 (Kelulusan Juruaudit)

6. Pertubuhan/Persatuan
- 2 salinan Borang 3 (Peraturan 5)
- 2 salinan Akta Pertubuhan 1966 (Peraturan-Peraturan Pertubuhan 1984)



PERKESO

Lampiran Indicator Borang 2

1. Status Pemilik.	<ul style="list-style-type: none">i) Suami/Isteri bagi pemilik tunggal / perkongsian adalah dikecualikan dari mencarum.ii) Pengarah Syarikat bagi Syarikat Sdn. Bhd atau Bhd yang bekerja dan menerima gaji adalah layak mencarum.
2. Prinsip 'sekali layak – terus layak'.	<ul style="list-style-type: none">• Pekerja yang telah mencarum sebelum ini dan kini bergaji melebihi RM3,000 adalah WAJIB untuk terus mencarum (semakan boleh dibuat di Pejabat PERKESO yang berhampiran)
3. Notis pilihan [PKS(F)42] bagi pekerja yang pertama kali mencarum dan bergaji melebihi RM3,000.	<ul style="list-style-type: none">• Majikan dan pekerja yang bersetuju untuk membayar caruman perlu mengemukakan Borang PKS(F)42 dan Borang 2 ke Pejabat PERKESO yang berdekatan.
4. Mencapai umur 50 tahun pada pertama kali mencarum.	<ul style="list-style-type: none">• Caruman dibayar dibawah jenis kedua (Bencana Kerja sahaja)
5. Mencapai umur 55 tahun dan masih mencarum.	<ul style="list-style-type: none">• Caruman di bayar di bawah jenis kedua (Bencana Kerja Sahaja)



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

1. Nama Perusahaan

2. Alamat Surat - menyurat

Bandar

Poskod

 Peti surat

 No.Beg. berkunci

 WDT

3. (a) Nombor Telefon

 (b) No. Faks

(c) Alamat e-mail:

4. (a) Nombor Pendaftaran Perniagaan / Syarikat / Pihak Berkuasa Tempatan / Lain-lain

(b) Tahun Pendaftaran Perusahaan

 (c) Tarikh Perusahaan Dimulakan

Hari Bulan Tahun

(d) Jenis Ketuanpunyaan [tandakan (✓) dalam petak yang sesuai]

i. *Ketuanpunyaan Tunggal

 ii. *Pekongsian

iii. *Syarikat Persendirian

 iv. *Syarikat Awam

v. Lain-lain

 (nyatakan)

(sertakan salinan Borang Pendaftaran yang berkaitan dan lengkapkan butiran 6 di bawah)

(e) Jenis Perusahaan

(f) Alamat Penuh Tempat Letaknya Perusahaan (jika berlainan daripada alamat di atas)

.....

.....

5. (a) Tarikh pertama seorang 'Pekerja' diambil bekerja

Hari Bulan Tahun

(b) Jumlah 'Pekerja' yang telah diambil bekerja sehingga tarikh pendaftaran

(c) Jumlah amaun gaji yang kena dibayar kepada 'Pekerja' pada bulan mendaftar **RM**

6. Nama, Nombor Kad Pengenalan (Baru), dan Alamat Tempat Tinggal Pemunya / Pekongsi Urusan / Pengarah Urusan / Wakil yang diberi kuasa. (Sila sediakan lampiran sekiranya ruangan tidak mencukupi)

.....

.....

Saya dengan ini mengaku bahawa pernyataan di atas adalah benar sepanjang pengetahuan dan kepercayaan saya.

.....
Tandatangan (Pemunya / Pekongsi Urusan / Pengarah Urusan / Wakil yang diberikuasa) Nama :
Tarikh :
Cop Rasmi Perusahaan

* Sila sertakan salinan Borang D dan A atau Borang 9 dan 49 atau Borang lain yang dikeluarkan oleh Suruhanjaya Syarikat Malaysia.

Bagi Kegunaan PERKESO **Tarikh Liabiliti di Bawah Akta**

No. Kod Majikan

Kod Perusahaan

 Tarikh Pendaftaran

Hari Bulan Tahun Tandatangan Pegawai

Cop Tarikh Diterima Nama :

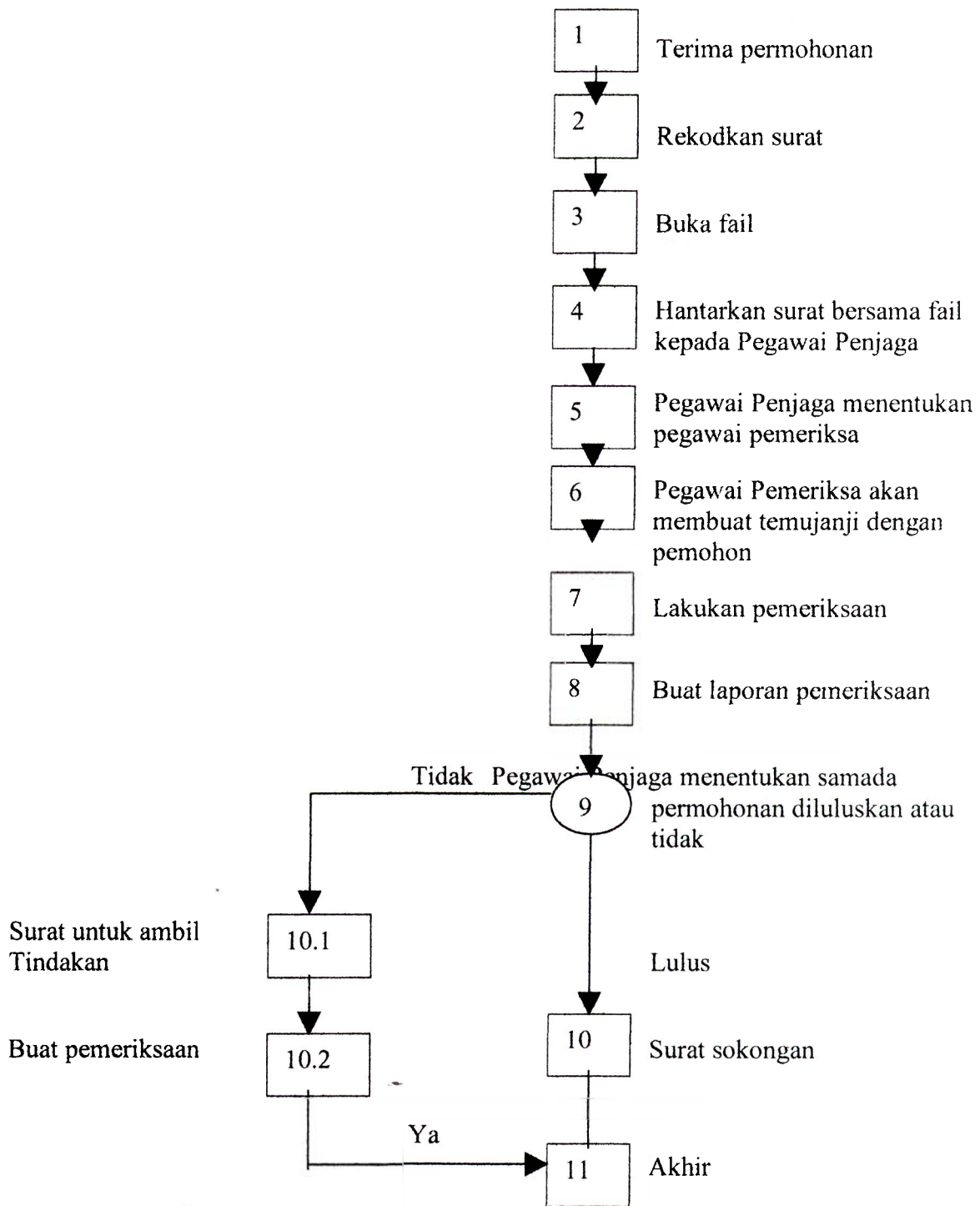
CATATAN:

- (a) Sila tulis menggunakan HURUF BESAR dan menggunakan pen dakwat hitam.
- (b) Nombor Kod Majikan hendaklah dimasukkan dalam petak di bahagian kanan atas borang.
- (c) Nombor Kad Pengenalan dan nama pekerja hendaklah sama seperti dalam Kad Pengenalan.
- (d) Dalam ruang 'Tarikh Lahir' dan 'Tarikh Mula Kerja' , sila masukkan tarikh dalam ruang H, bulan dalam ruang B dan tahun dalam ruang T. Contohnya 31 Dis 1986 dicatatkan sebagai 31 12 86.
- (e) Dalam ruang 'Jantina' , catatkan 'L' bagi Lelaki dan 'P' bagi Perempuan.
- (f) Dalam ruang 'Keturunan' catatkan 'M' bagi Melayu, 'C' bagi Cina, 'I' bagi India dan 'L' bagi lain-lain keturunan.

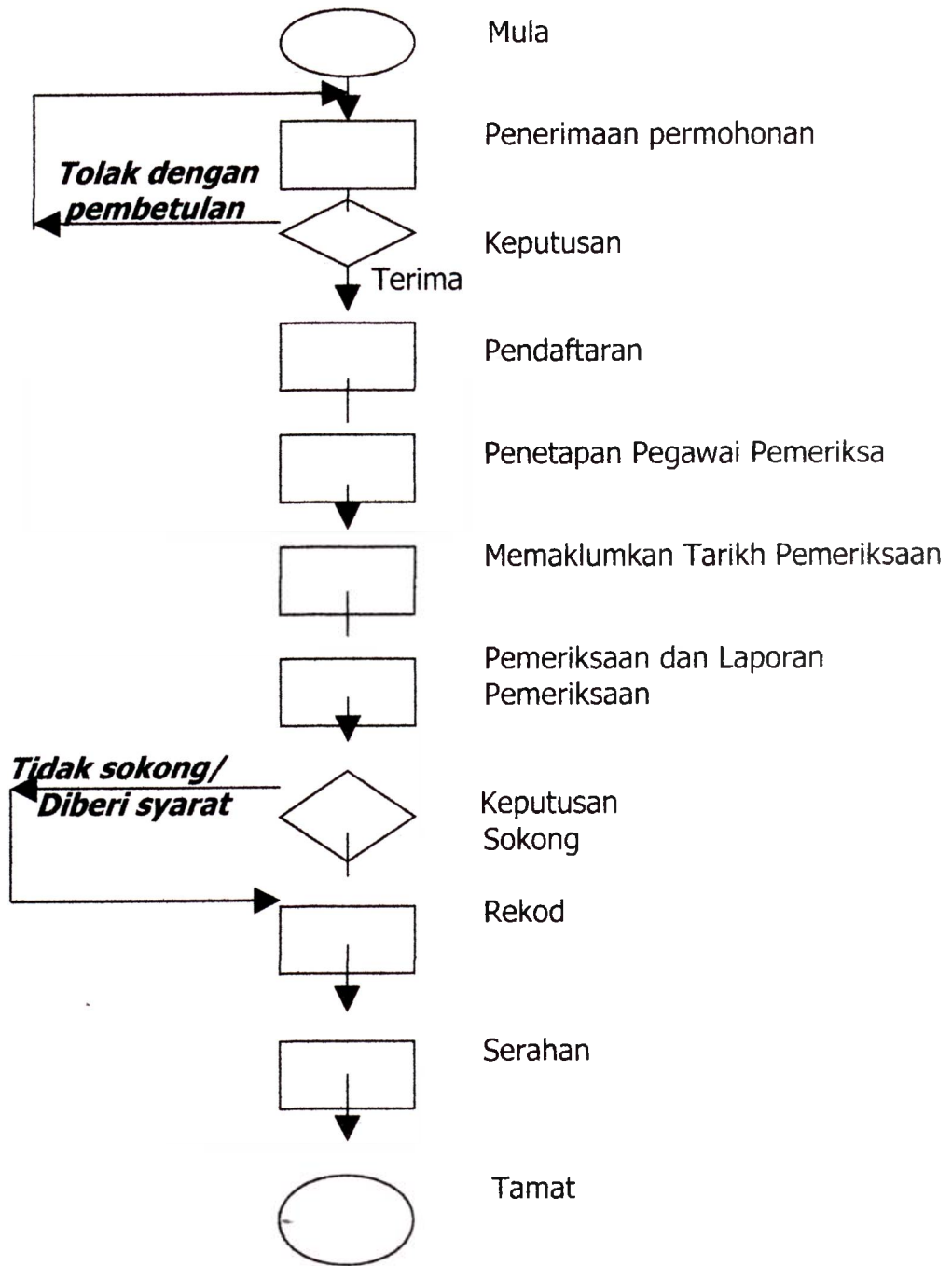
CATATAN:

- (a) Sila tulis menggunakan HURUF BESAR dan menggunakan pen **dakwat hitam**.
- (b) Nombor Kod Majikan hendaklah dimasukkan dalam petak di bahagian kanan atas borang.
- (c) Nombor Kad Pengenalan dan nama pekerja hendaklah sama seperti dalam Kad Pengenalan.
- (d) Dalam ruang 'Tarikh Lahir' dan 'Tarikh Mula Kerja' , sila masukkan tarikh dalam ruang H, bulan dalam ruang B dan tahun dalam ruang T. Contohnya 31 Dis 1986 dicatatkan sebagai 31 12 86.
- (e) Dalam ruang 'Jantina' , catatkan 'L' bagi Lelaki dan 'P' bagi Perempuan.
- (f) Dalam ruang 'Keturunan' catatkan 'M' bagi Melayu, 'C' bagi Cina, 'I' bagi India dan 'L' bagi lain-lain keturunan.

CARTA ALIRAN KERJA PELESENAN



CARTA ALIRAN PENGELUARAN SURAT SOKONGAN PERLESENAN



Senarai semakan

1. Terima surat permohonan
 - Pastikan ada alamat tempat letak tapak menyimpan bahan tersebut.
 - Jikalau ada dapatkan no. talipon
2. Rekodkan surat dalam fail
 - Buku daftar masuk untuk menentukan nombor fail
 - Buku terima
3. Buku fail dan tentukan nombor fail mengikut daftar dan panduan fail memail
4. Hantar surat dan fail ke Pegawai Penjaga Balai
5. Memeriksa fail dan surat maka beliau menentukan samaada beliau sendiri bersama dengan jika seorang anggota atau mengarahkan 2 orang pegawai atau anggota sebagai pegawai pemeriksa.
6. Buat temujanji bagi menentukan tarikh membuat pemeriksaan.
7. Membuat pemeriksaan
8. Pastikan segala borang yang diperlukan dibawa
9. Membuat laporan pemeriksaan setelah siap melakukan pemeriksaan dan pegawai pemeriksaan dengan menggunakan borang LESEN 1 dan LESEN 2.
10. Menaip laporan pemeriksa pastikan salinan sebanyak 2 salinan.
11. Majukan laporan pemeriksaan kepada Pegawai Penjaga Balai untuk ulasan dan kelulusan atau tidak.
12. Jikalau diluluskan majukan surat sokongan
 1. Pihak Berkuasa Tempatan - Warna Pink / Merah
 2. Y.S. Pengarah Bomba - Laporan pemeriksaan dan tunjukan pelan.
 3. Kementerian Perdagangan Dalam Negeri dan Hal Ehwal - Borang Putih
 4. Pemohon - Borang putih
 5. Simpanan balai putih
13. Tidak diluluskan

Surat ulasan dan tindakan hendaklah dimajukan kepada si pemohon.

Setelah tindakan si pemohon, Jabatan Bomba menjalankan pemeriksaan.

**KEHENDAK-KEHENDAK PEPASANGAN MENENTANG ATAU
KELENGKAPAN KESELAMATAN KEBAKARAN BAGI BANGUNAN KILANG
1 – 5 TINGKAT.**

(Nota: pilih Mengikut Kesesuaian Projek)

Pelan Tapak

1. Adakan buah pili bomba jenis tiang dua hala dengan pengeluaran air sebanyak 1135 liter seminit bagi setiap pili bomba sepertimana yang ditandakan di dalam pelan.
2. Adakan jalan masuk perkakas bomba (Accass Road) dengan kelebaran tidak kurang 6 meter yang boleh menanggung beban 35 tan sepertimana yang ditandakan di dalam pelan.

Kehendak – kehendak Am

1. Semua pedawaian elektrik hendaklah di dalam konduit logam /ditanam di dalam simen. Pemasangannya hendaklah mematuhi syarat – syarat penentuan I.E.E edisi terbaru.
2. Penggunaan siling bangunan hendaklah menepati kehendak – kehendak UBBL 1984 Jadual Kelapan.
3. Dinding pemisah hendaklah dari jenis batu-bata setebal 200 mm jenis yang menanggung beban dan 100 mm jenis yang tidak menanggung beban. Dinding ini hendaklah dinaikkan 225 mm melebihi paras bumbung atau mematuhi rekabentuk yang dipersetujui oleh Jabatan Bomba dan Penyelamat, Malaysia.
4. Semua tangga keselamatan yang ada hendaklah di kepong dengan tembok batu setebal 115 mm atau tangga terbuka yang memenuhi kehendak-kehendak UUBL 1984 sepertimana yang ditandakan di dalam pelan.
5. Adakan dinding pembalik (deflector wall) sepanjang 450 mm dan 115 mm tebal sepertimana yang ditandakan di dalam pelan.
6. Semua pintu bagi sesalur elektrik hendaklah mempunyai TKA 1 jam.
7. Semua dinding pembahagi dalaman hendaklah jenis rintangan ½ jam dan dari jenis yang dibenarkan oleh Jabatan Bomba dan Penyelamat, Malaysia.