



اَوْنُوْرُتْسِيْتِي تِكْنُوْلُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF ADMINISTRATION SCIENCE AND POLICY STUDIES

DIPLOMA IN PUBLIC ADMINISTRATION (AM110)

**FUNDAMENTAL OF ENTREPRENEURSHIP
(ENT300)**



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SUBMISSION DATE:

15th JULY 2022

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TABLE OF CONTENTS

CONTENTS	PAGE
EXECUTIVE SUMMARY	1
1.0 INTRODUCTION	2-11
2.0 ADMINISTRATION PLAN	12-20
3.0 MARKETING PLAN	21-30
4.0 OPERATION PLAN	31-43
5.0 FINANCIAL PLAN	44-52
6.0 BUSINESS MODEL CANVAS (BMC)	53-54
CONCLUSION	55
APPENDICES	56-67
REFERENCES	68

EXECUTIVE SUMMARY

Chicken Box Crispy is a food business that sell tasty and crispy chicken popcorn. This business sell chicken popcorn in a box with various flavor and sell at affordable price without no minimum order requirement. Our primary strategy and aim is to sell chicken popcorn to customers of all ages, people who love chicken and people who interested to try our chicken product. We are reaching customers and promoting our Chicken Box Crispy via social media such as Facebook, WhatsApp, Tiktok and Instagram. Our business is run by five main workers which are general manager, administration manager, marketing manager, operation manager and financial manager. All of us play a vital role in this business and we will make sure that this business will be successful. We believe that we will be able to achieve our business goal with our business financial position statement. With the quality services and well education about how to do food business, we are pretty sure that good words about our business will be spread among customers. We hope that Chicken Box Crispy can be a well-known chicken business in this area and other area as well and able to provide greater food services from time to time. Last but not least, it is our pleasure to be the benchmark of other people who are interested to start business in food product.

CHAPTER 1.0: INTRODUCTION

1.1 BUSINESS DESCRIPTION

Name of business	Chicken Box Crispy
Business address	Bandar Baru Mukah, 96400 Mukah, Sarawak
Business legal entity	Partnership
Nature of business	Product Business
Social media (Facebook, WhatsApp, TikTok and Instagram)	Chicken Box Crispy
Email address	chickenboxcrispy@gmail.com
Telephone number	+60 11-63132412
Factors in selecting the proposed business (the opportunity)	<ul style="list-style-type: none"> ❖ Higher chances to gain customers from varies age range. ❖ Has potential to growth. ❖ The place is strategic.
Future prospects of the business	<ul style="list-style-type: none"> ❖ Our stall will be the most visited stall in Mukah after 1 year of opening. ❖ Chicken Box Crispy will open another stall in another district in Sarawak during 2028 as we target that our financial status will be enough and stable during that year.

Purpose of Preparing Business Plan

1. Opportunity for entrepreneur to assess the business venture objectively, practically and critically.
2. To study and evaluate the feasibility of business.
3. To convince venture capitalists, investors and bankers in order to raise capital and obtain support for the venture.
4. Business plan is also for guideline for day to day management of business.
5. To be able to distribute business resources more effectively.

Business Background

Business Main Activity	
Core activity	<p>We are selling chicken popcorn in the box to customers of all ages.</p> <p>The flavor for the chicken popcorn will be various.</p>
Other activities	<p>There are 4 main business activities which are very vital in order to make sure that the core activity will proceed and go smoothly.</p>
Administration	<p>The administration manager is responsible in this activity and will arrange the entire personnel administration plan. In addition, administration manager also has to make sure that all equipment are adequate.</p>
Marketing	<p>Marketing manager is responsible to plan on marketing strategies in order to gain profit as much as possible. Such as promoting through media social to attract more customers.</p>
Operational	<p>Operational manager will make sure that Chicken Box Crispy can achieve the set standard and also analyze customer's need and feedback after the business.</p>
Financial	<p>Generally, financial manager will in charge of the cash flow and also planning of business budget.</p>
Business Commencement	<p>3rd January 2022</p>
Registration Details	<p>3rd December 2021</p>
Banking Details	<p>Chicken Box Crispy CIMB BANK : 7083286405</p>

1.2 OWNER DESCRIPTION

BUSINESS PARTNER BACKGROUND

GENERAL MANAGER



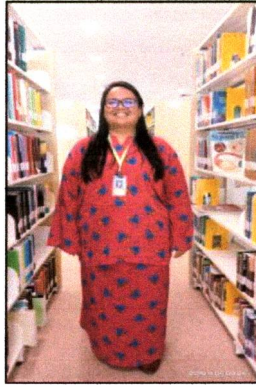
FULLNAME	Jeanttie Samban Ak Jelani
IDENTITY CARD NUMBER	990302-13-6364
DATE OF BIRTH	02 March 1999
MARITAL STATUS	Single
ADDRESS	Lot 600, Taman Cempaka Indah Rpr Rangau, 98700 Limbang
EMAIL ADDRESS	jeanttiesamban@gmail.com
TELEPHONE NUMBER	+6011-14594541
ACADEMIC QUALIFICATION	Diploma In Public Administration
COURSE ATTENDED	✓ Food Preparation Training Course ✓ Safe Food Business Course
SKILLS	◇ Good time management ◇ Excellent in team working ◇ Creative and innovative
EXPERIENCE	Part time at The Place Supermarket
CAPITAL CONTRIBUTION	RM25,000.00

ADMINISTRATION MANAGER



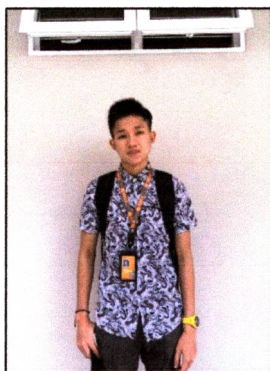
FULLNAME	Tiffany Nara Anak James Bassie
IDENTITY CARD NUMBER	010922-13-0928
DATE OF BIRTH	22 September 2001
MARITAL STATUS	Single
ADDRESS	Lot 1183, Jalan Penempatan, Piasau Jaya, Fasa Dua, 98000 Miri, Sarawak
EMAIL ADDRESS	Tiffanynara2014@gmail.com
TELEPHONE NUMBER	018-9835649
ACADEMIC QUALIFICATION	Diploma In Public Administration
COURSE ATTENDED	✓ Food Preparation Training Course ✓ Safe Food Business Course
SKILLS	◇ Excellent communication and organizational ◇ Best project management ◇ Good time management
EXPERIENCE	Part time at KFC and joining family's business
CAPITAL CONTRIBUTION	RM25,000.00

MARKETING MANAGER



FULLNAME	Joyce Mujan Jok
IDENTITY CARD NUMBER	971221-13-6124
DATE OF BIRTH	21 December 1997
MARITAL STATUS	Single
ADDRESS	Blok G No.10 Uma Bakah Sg. Asap Belaga, 96950 Sarawak
EMAIL ADDRESS	joyceley08@gmail.com
TELEPHONE NUMBER	01125087075
ACADEMIC QUALIFICATION	Diploma In Public Administration
COURSE ATTENDED	✓ Food Preparation Training Course ✓ Safe Food Business Course
SKILLS	◇ Punctual ◇ Spirit of teamwork ◇ Hardworking
EXPERIENCE	◇ Part time as a Sales Assistant at H&L supermarket ◇ Part time as a cashier at Upwell supermarket
CAPITAL CONTRIBUTION	RM25,000.00

OPERATION MANAGER



FULLNAME	Telemarcus Ak Omar
IDENTITY CARD NUMBER	010220-13-0421
DATE OF BIRTH	20/02/2001
MARITAL STATUS	Single
ADDRESS	Kuaters Rampai, Lorong Maxwell 2, Jalan Maxwell, 93000 Kuching Sarawak
EMAIL ADDRESS	tellymarcus21@gmail.com
TELEPHONE NUMBER	+60199041027
ACADEMIC QUALIFICATION	Diploma In Public Administration
COURSE ATTENDED	✓ Food Preparation Training Course ✓ Safe Food Business Course
SKILLS	◇ Interpersonal skill ◇ Active listening ◇ Conflict resolution
EXPERIENCE	Part time as a E-hailing Grab Part time as staff Laundry
CAPITAL CONTRIBUTION	RM25,000.00

FINANCIAL MANAGER

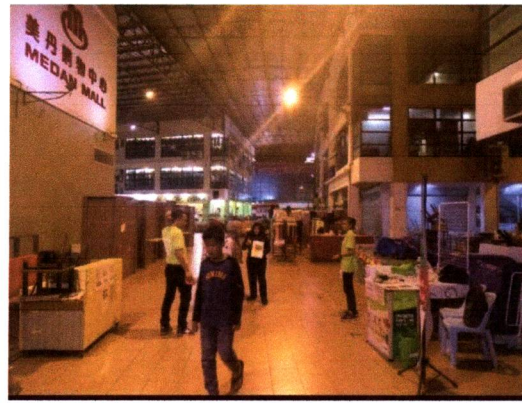


FULLNAME	Daveronica Clara Anak Donall
IDENTITY CARD NUMBER	000528-13-0736
DATE OF BIRTH	28 May 2000
MARITAL STATUS	Single
ADDRESS	Rumah Andrew Balih Sg Jih, 96700 Kanowit.
EMAIL ADDRESS	daveronicaclara28@gmail.com
TELEPHONE NUMBER	+6014-3928017
ACADEMIC QUALIFICATION	Diploma In Public Administration
COURSE ATTENDED	✓ Food Preparation Training Course ✓ Safe Food Business Course
SKILLS	◇ Leadership ◇ Mathematical proficiency ◇ Analytical
EXPERIENCE	Part time cashier at Sing Kwong Supermarket
CAPITAL CONTRIBUTION	RM 25,000.00

BUSINESS LOCATION

Having a good location is one of the advantages in business world. It can obtain us to align with our organization's objectives and needs which then also will allow us to maximize a firm opportunity with a low costs and risk. Strategic location also gives us adequate access to customers, transportation, workers and so on.

Chicken Box Crispy is planned to be located at Bandar Baru Mukah, 96400 Mukah, Sarawak. We are planning to rent a stall in front of Medan Mall because the location is very strategic. Medan Mall is a main shopping mall in Mukah and many people went there.



CHAPTER 2.0: ADMINISTRATION PLAN

2.1 INTRODUCTION TO THE ORGANIZATION

Mission

We are committed to provide delicious tasty chicken popcorn at a reasonable price with unmatched customer service for our staff,partners, and customers.

Vision

Our vision is to consistently try to surpass the expectations of our customers, partners, and staff while also earning their respect for our excellent popcorn chicken.

Motto

“ONCE TRY FOR SURE WANT AGAIN”

Our motto shows the chicken popcorn that we sell will make customers want to eat again after they try once and they also will be addicted with our tasty chicken.

Objective

- To serve our best and top selling tasty chicken popcorn.
- Make a good relation and offer good services with customers, suppliers and staff.
- Generate our profit daily weekly and monthly so that we can open our branch in other places.

Short Term Goals

- Increase the number of sales of Chicken Popcorn by 10% versus previous month.
- Create marketing promotions for top and best sellers to increase sells by 12%
- Limit wastage to 5% versus total purchased for a month
- Increase average check by 6% versus previous month

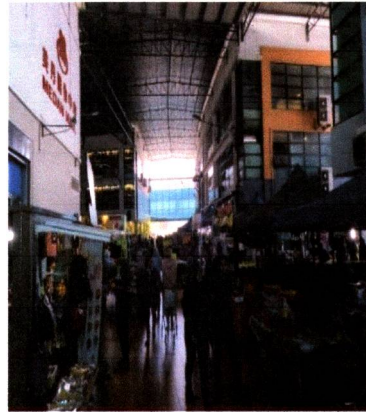
Long Term Goals

- Increase Yearly sales by 15% than the previous year
- Achieve a year on year growth of 20% in the next five years
- Keep total wastage for the year below 10,000 and under 2% of total purchased

Location

LOCATION OF CHICKEN CRISPY BOX

Our shop location is at outside Medan Mall Mukah, 96400 Mukah, Sarawak. We picked the location because it is one of the strategic places outside the Medan Mall, also it is not a hidden place, which means that anyone walking in the area will be stimulated to stop by our shop and check it out. Students and visitors to the area frequently comprise our target market.

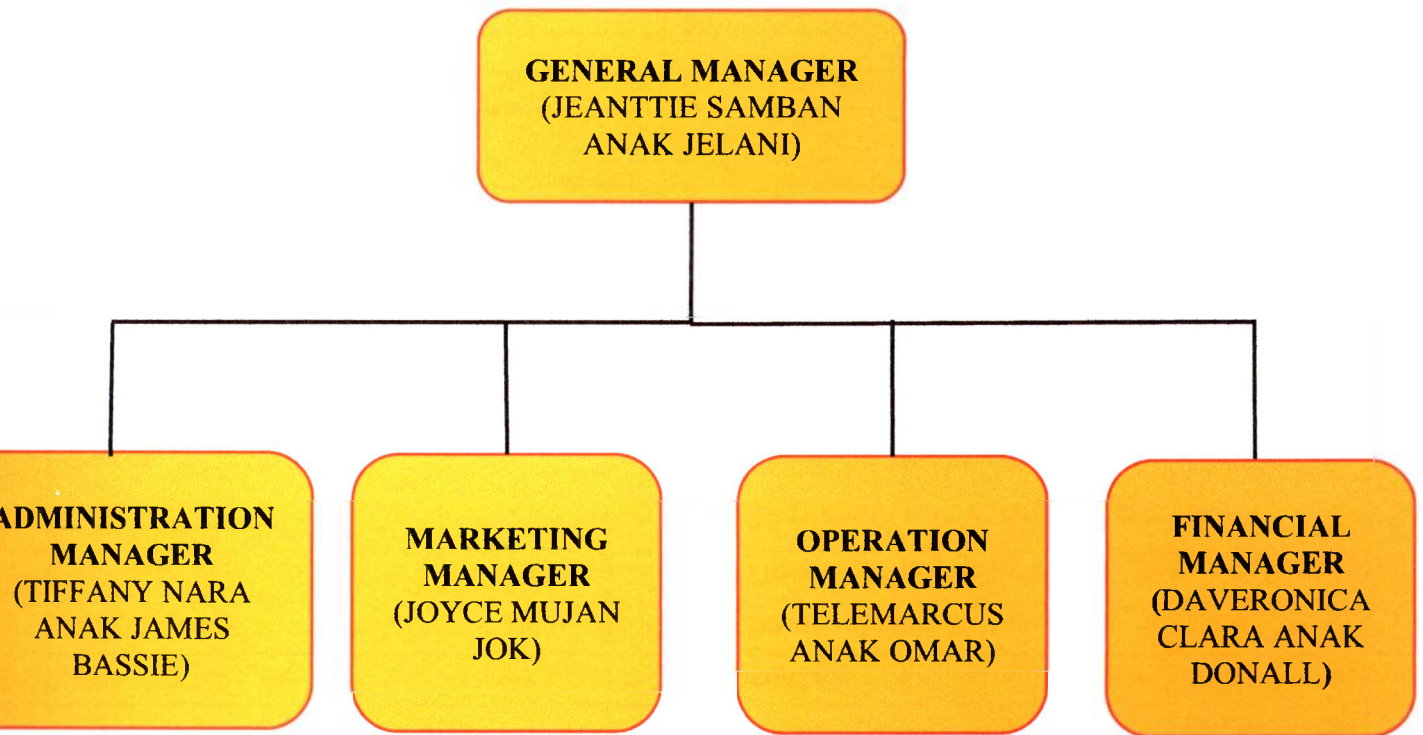


Business Logo And Description



Our logo is a symbol for customers to know about our business. We put up pictures of chicken popcorn so customers know that what food we will be focusing on. The chicken popcorn in the box is marked by our business name which is "Chicken Box Crispy". We use bright color contrasts such as red and yellow to make customers more interested and those colors are clearly visible colors. We also put our motto in the logo so that our motto and logo are easily known to the public.

2.2 ORGANIZATION CHART



2.3 ADMINISTRATION PERSONNEL

Table 1: List of Administration Personnel

POSITION	NO. OF PERSONNELS
General Manager	1
Administration Manager	1
Marketing Manager	1
Operation Manager	1
Financial Manager	1

Table 2: Schedule of Tasks and Responsibilities

POSITION	TASKS AND RESPONSIBILITIES
General Manager	<ul style="list-style-type: none"> - Responsible for leading the company toward the organization's vision, purpose, and goals. - To plan, organize, lead, and control a company's, regions, operating unit's, or division's daily operations. - Acts as a decision maker and collaborates in the development of business ideas. - Keep an eye on things to make sure they're going according to plan.
Administration Manager	<ul style="list-style-type: none"> - It is responsibility to lay out the overall personnel administration strategy. - To ensure that the management system is run in a methodical manner. - Managing and controlling the salaries of employees - To discuss the stall's responsibilities and job description.
Marketing Manager	<ul style="list-style-type: none"> - It is responsibility to design marketing tactics to maximize profits. - Examining the marketing's market share, objectives, and size - Analyzing other rivals' products and services.
Operation Manager	<ul style="list-style-type: none"> - Responsible for ensuring that Chicken Box

	<p>Crispy meets the required level.</p> <ul style="list-style-type: none"> - Control the aspects of the company's operations. - Analyze the customer's requirements and comments following treatment.
Financial Manager	<ul style="list-style-type: none"> - Cash flow management is the responsibility of the person in control of the cash flow. - Budgeting for a business. - Managing and supervising financial reports, investment portfolios, bookkeeping, and all types of financial research for a company. - To keep an eye on the financial statements and the company's profit or loss.

2.4 SCHEDULE OF REMUNERATION

REMUNERATION SCHEDULE

POSITION	N0.	MONTHLY SALARY (RM) (A)	EPF (RM) (B) 12%	SOCSSO (RM) (C)	TOTAL AMOUNT RM
General manager	1	2,000.00	240.00	9.75	2249.75
Administration Manager	1	1,500.00	180.00	7.25	1687.25
Marketing Manager	1	1,500.00	180.00	7.25	1687.25
Operational Manager	1	1,500.00	180.00	7.25	1687.25
Financial Manager	1	1,500.00	180.00	7.25	1687.25
TOTAL	5				8,998.75

2.5 OFFICE FURNITURE AND FITTINGS

TYPE	PRICE/UNIT (RM)	QUANTITY	TOTAL AMOUNT (RM)
EQUIPMENT			
LAPTOP	1,400.00	2	2,800.00
Smartphone	499.00	1	499.00
Tab	699.00	1	699.00
Calculator	80.00	1	80.00
STAND FAN	71.00	2	142.00
Wireless router (Wi-fi)	500.00	1	500.00
TOTAL			4,720.00

2.6 ADMINISTRATION BUDGET

ADMINISTRATIVE BUDGET

Particulars	F.Assets	Monthly Exp.	Others	Total
Fixed Assets				
Land & Building	4,720			4,720
Furniture & Fitting	2,130			2,130
Working Capital				
Salary		5,624		5,624
Pre-Operations & Other Expenditure				
Other Expenditure			400	
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licences			70	70
Insurance & Road Tax for Motor Vehicle			520	520
Other Pre-Operations Expenditure			-	-
Total	6,850	5,624	990	13,064

CHAPTER 3.0: MARKETING PLAN

3.1 MARKETING OBJECTIVES

Chicken Box Crispy objectives are as follows:

- ✓ To ensure that Chicken Box Crispy is well-known among 20% of Mukah community in the first 2 months.
- ✓ To be the most popular fried chicken stall in Mukah after 1 year of opening.
- ✓ To increase sales by 10% by 2023 and 15% by 2024.
- ✓ To provide feedback from 50% of our customers.

3.2 PRODUCT DESCRIPTION

Chicken Box Crispy is a business that sells chicken popcorn to its customers. We decided to offer something that can make our customers thinking of us as our products can give maximum satisfaction. Therefore, we decided to target our customers that come from any level of age regardless of their gender. Our maximum focus would be customers that love to eat chicken as their daily food. Chicken Box Crispy is a partnership business owned by us. The main food product that we sell is chicken popcorn with various flavour such as seaweed, spicy, cheese powder or melted cheese, and original. Our business name itself portrays that we sell chicken popcorn as our main dish.

To ensure that our customers always know about our existence, we promote and advertising through media social such as Facebook, WhatsApp, TikTok, and Instagram. This platform for us to keep our customer updated. Furthermore, Chicken Box Crispy owns a stall that is strategically located in front of Medan Mall, Mukah. In addition, we want to fulfil our customers' demands and wants where they are looking for the affordable price for the chicken popcorn. Next, we want our business will grow well in the future because we always want to fulfil customers' demands by using our specialty. With our strategies that are different from the others, the number of demands will increase because many people will have the interest to try our chicken popcorn.

3.3 TARGET MARKET

Segmenting Market

Market segmentation is the practice of grouping or dividing a market of potential buyers depending on various criteria. The segments formed consisted of consumers who had comparable responses to marketing techniques and who shared characteristics such as similar interests, needs, or location. The goal is to ensure that businesses can divide their customers into groups in order to market their product or service more effectively.

- Geographic segmentation
- Demographic segmentation
- Psychographic segmentation

Geographic Segmentation

Geographic segmentation is the division of a company's market based on geography. A market can be geographically segmented into region, states/district, parliamentary, suburban, and urban areas. Using this segment, we may determine the product the consumer need at a certain location.

Demographic Segmentation

Demographic segmentation is market segmentation according to gender, age, race, religion, family size, ethnicity, education level, and income. Demographics can be segmented into several markets to help an organization target its consumer more accurately. Our service is offered based on the ages and gender. The business that we do is to target our customers that come from any level of age regardless of their gender.

Psychographic Segmentation

Based on the customer's lifestyle, psychographic segmentation splits the market into several divisions. AIO surveys, which measure activities, interests, and opinions, are one kind of lifestyle measurement technique. It analyses a few possible effects on customer attitudes, expectations, and behaviours as well as purchasing behaviour. It was created in the 1970s and employs behavioural and social sciences to look at the attitudes, values, personalities, and communication preferences of customers as well as their decision-making processes.

3.4 MARKET TREND & MARKET SIZE

MARKET TREND

Population ageing and increased life expectancy are expected to increase demand for the chicken such as chicken popcorn. The result of the rapid increase in the number of family size. Hence, the growing concerns for the product demands. It is resulting in higher demand for the Chicken Box Crispy.

MARKET SIZE

Mukah, Malaysia populasi, demografi, dan ramalan hingga 2100				
Tahun, penduduk, bilangan lelaki, bilangan perempuan, dan usia rata-rata penduduk				
Mukah, Sarawak, Malaysia populasi, demografi, dan ramalan hingga 2100				
Tahun	Penduduk	Lelaki	Perempuan	Umur median
2013	46,640	24,041	22,598	—
2014	47,269	24,550	22,918	—
2015	47,909	25,060	23,243	28
2016	48,564	25,571	23,572	—
2017	49,239	26,085	23,905	—
2018	49,939	26,608	24,240	—
2019	50,665	27,142	24,575	—
2020	51,415	27,681	24,905	30
2021	52,187	28,234	25,250	—
2022	52,515	28,665	25,552	30

The population of targeted customers in Mukah, Sarawak: 52,515 people

$$25\% \times 52,515 = 13,128.75$$

$$RM50 \times 13,128.75 = RM656,437.50$$

$$RM656,437.50 \times 12 \text{ months} = RM7,877,250.00$$

MARKET SHARE

Market share is defined as the division of market or sales between the company that are running the same types of business activities. This is considering the number of competitors and experience. The table below show the market share division before and after our company has penetrated the market.

Market share before the entrance of Chicken Box Crispy:

No	Competitors	Market share before entrance (%)	Total Market Share (RM)
1	KFC	60	4,726,350.00
2	CHICKILICIOUS	40	3,150,900.00
	Total	100	7,877,250.00

Market share after the entrance of Chicken Box Crispy:

No	Competitors	Market share after entrance (%)	Total Market Share (RM)
1	KFC	55	4,332,487.50
2	CHICKILICIOUS	35	2,757,037.50
3	CHICKEN BOX CRISPY ✓	10	787,725.00 ✓
	Total	100	7,877,250.00

SALES FORECAST

Sales Forecast for Year:

Month	Sales Forecast (RM)
January	65,644.00
February	65,644.00
March	65,644.00
April	65,644.00
May	65,644.00
June	65,644.00
July	65,644.00
August	65,644.00
September	65,644.00
October	65,644.00
November	65,644.00
December	65,644.00
Total	787,725.00

Sales Forecast by Year:

Year	Percentage increase (%)	Sales Forecast (RM)
2022	-	787,725.00
2023	10	866,498.00
2024	15	996,472.70

25% / 30% - Raw Material

RM787,725.00 x 25%

= RM196,931.25

MARKETING PERSONNEL SCHEDULE

SCHEDULE OF TASKS AND RESPONSIBILITIES

POSITION	TASKS AND RESPONSIBILITIES
General Manager	<ul style="list-style-type: none">- Responsible for leading the company toward the organization's vision, purpose, and goals.- To plan, organize, lead, and control a company's, regions, operating unit's, or division's daily operations.- Acts as a decision maker and collaborates in the development of business ideas.- Keep an eye on things to make sure they're going according to plan.
Administration Manager	<ul style="list-style-type: none">- It is responsibility to lay out the overall personnel administration strategy.- To ensure that the management system is run in a methodical manner.- Managing and controlling the salaries of employees- To discuss the stall's responsibilities and job description.
Marketing Manager	<ul style="list-style-type: none">- It is responsibility to design marketing tactics to maximize profits.- Examining the marketing's market share, objectives, and size- Analyzing other rivals' products and services.
Operation Manager	<ul style="list-style-type: none">- Responsible for ensuring that Chicken Box Crispy meets the required level.- Control the aspects of the company's

	<p>operations.</p> <ul style="list-style-type: none"> - Analyze the customer's requirements and comments following treatment.
Financial Manager	<ul style="list-style-type: none"> - Cash flow management is the responsibility of the person in control of the cash flow. - Budgeting for a business. - Managing and supervising financial reports, investment portfolios, bookkeeping, and all types of financial research for a company. - To keep an eye on the financial statements and the company's profit or loss.


REMUNERATION SCHEDULE

POSITION	NO.	MONTHLY SALARY (RM) (A)	EPF (RM) (B) 12%	SOCSSO (RM) (C)	TOTAL AMOUNT RM
General manager	1	2,000.00	240.00	9.75	2249.75
Administration Manager	1	1,500.00	180.00	7.25	1687.25
Marketing Manager	1	1,500.00	180.00	7.25	1687.25
Operational Manager	1	1,500.00	180.00	7.25	1687.25
Financial Manager	1	1,500.00	180.00	7.25	1687.25
TOTAL	5				8,998.75

MARKETING MIX

NAME	DETAILS
Product	<ul style="list-style-type: none">▪ We sell variety flavour of chicken popcorn such as seaweed, spicy, cheese powder or melted cheese, and original.
Pricing	<ul style="list-style-type: none">▪ The price that we offer is RM15.00.
Place	<ul style="list-style-type: none">▪ The Chicken Box Crispy stall is in strategic place which is it's in front of Medan Mall, Mukah.
Promotion & Advertising	<ul style="list-style-type: none">▪ We promote our Chicken Box Crispy through social media such as Facebook, WhatsApp, TikTok, and Instagram.

MARKETING BUDGET

ITEMS	FIXED ASSETS (RM)	WORKING CAPITAL (RM)	OTHER EXPENSES (RM)
<u>Working Capital</u>			
Salary		1,687.00	
<u>Other Expenditure</u>			
Other expenditure			300.00
Total (RM)		1,987.00	

CHAPTER 4.0: OPERATION PLAN

OPERATION PLANNING

4.1 OPERATIONS OBJECTIVES

One of the most important roles in a company organization is operation. Operational management is essential to ensuring that the business can produce goods or provide services in accordance with the requirements, standards, and deadlines of the client. The process of organising company inputs into outputs in the form of products or services is another definition of operations management. Therefore, operational goals should be realistic and specific in order to give our company's daily operations clear direction. Since different staff members may have varying interests and values, it can be challenging to establish operational objectives that are recognised and understood by everyone. Therefore, it's crucial to involve employees in the goal-setting process and to make sure they understand it. Business plans can be created to achieve the objectives after each department has established acceptable operational goals.

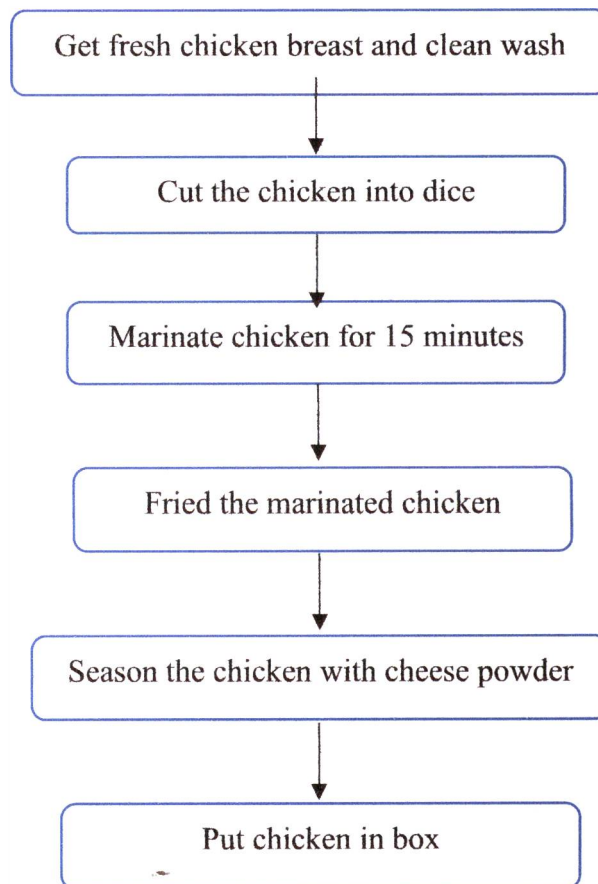
The objectives include:

- ✓ To ascertain that all activities are carried out in a timely and cost-effective manner by 70% in 2024.
- ✓ To provide 100% of the best systems and methods for operation management on daily basis.
- ✓ To increase 50% of efficiency level by purchasing good materials, inventory planning and management of warehouse.
- ✓ To ensure the organization's processes is in according to high legal standard.
- ✓ To formulate the best of strategic and operational goals to remain competitive in the market for 10 years.
- ✓ To produce financial data efficiently in order to maximize the profits.
- ✓ To manage business budgets and forecasts effectively by maximizing the sales and minimizing the cost.
- ✓ To recruit, train and supervise staff efficiently for the highest level of performance standard.
- ✓ To provide excellent quality of services to customers.

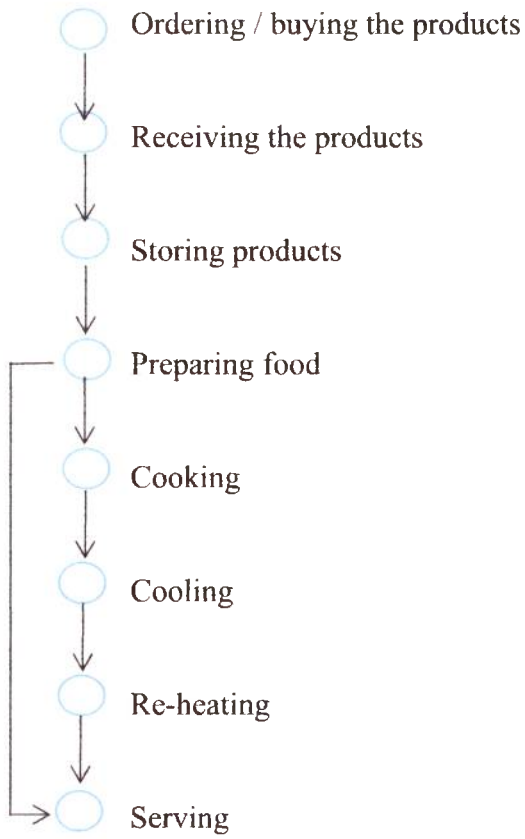
If an organisation may lose crucial lead time and momentum to battle major changes when they do come if it fails to fulfil its objectives and get ready for them. Morale issues arise when a corporation lacks direction because, in their eyes, the future is unknowable, unpredictable, and out of their control. These sobering conclusions can only be seen as a threat to employment, which has a negative impact on productivity. Therefore, strategic planning is crucial in

4.2 PROCESS PLANNING

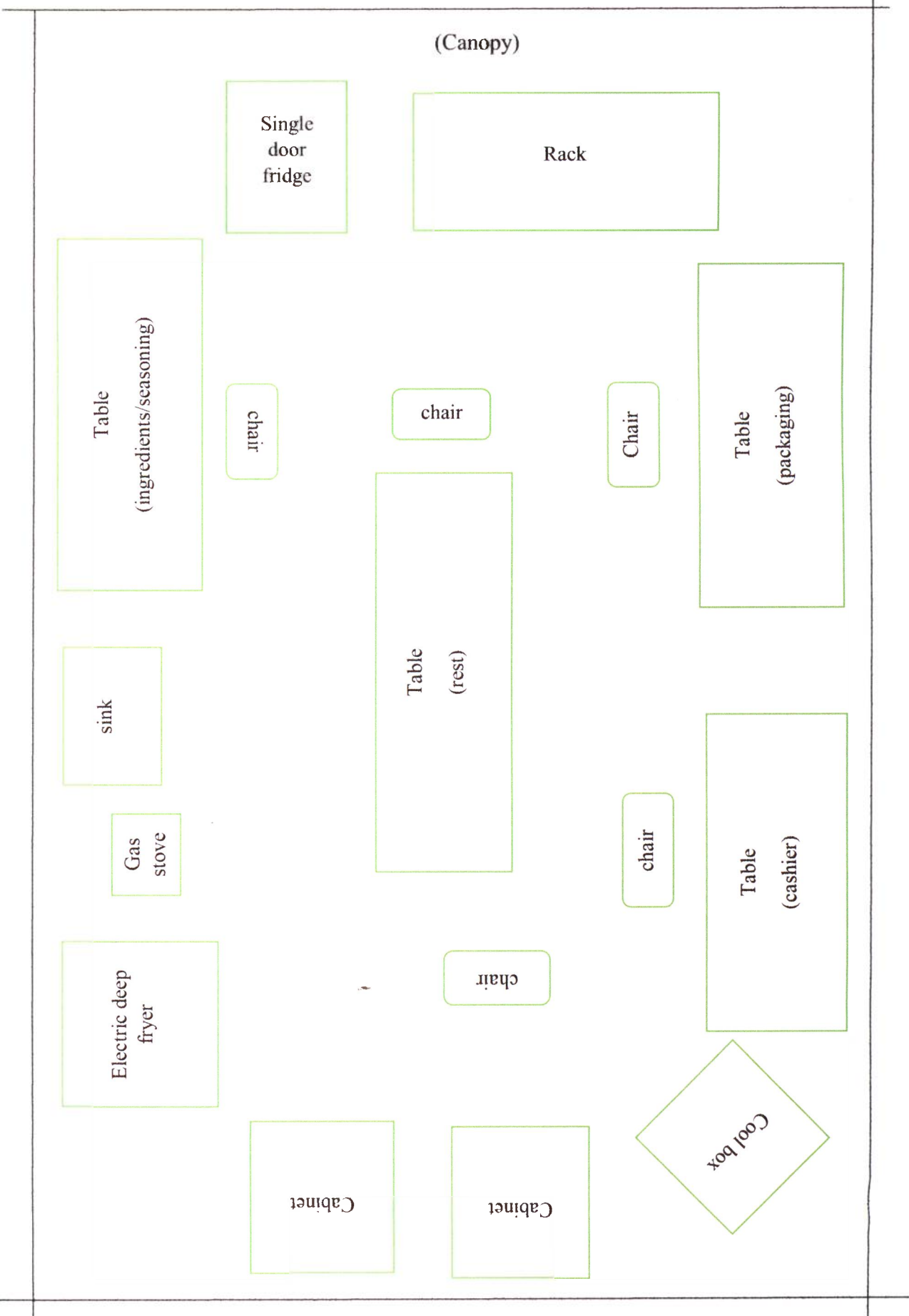
FLOW CHART FOR THE PRODUCTION OF CHICKEN POPCORN



ACTIVITY CHART FOR WEB DESIGNING SERVICES



4.3 OPERATION LAYOUT



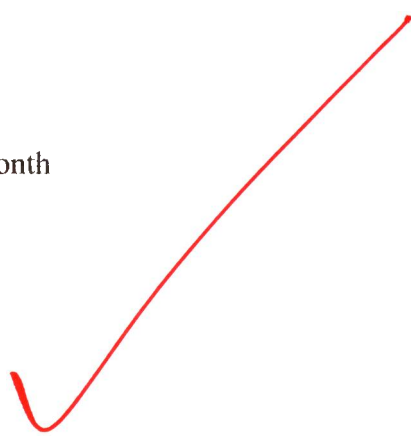
4.4 PRODUCTION PLANNING

❖ Calculation for output per day

Average sale forecast per month
= RM 787,725.00 x 25%
= RM 196,931.25

Price per unit
= 12 ÷ RM65,644.00
= RM 5470.33 per month

Working day
= 26 days
Monday (off day)
= 5470.33 ÷ 26
= 210 unit per day



4.5 MATERIAL PLANNING

LIST OF OFFICE EQUIPMENT & SUPPLIES

TYPE	PRICE/UNIT (RM)	QUANTITY	TOTAL AMOUNT (RM)
EQUIPMENT			
LAPTOP	1,400.00	2	2,800.00
Smartphone	499.00	1	499.00
Tab	699.00	1	699.00
Calculator	80.00	1	80.00
STAND FAN	71.00	2	142.00
Wireless router (Wi-fi)	500.00	1	500.00
TOTAL			4,720.00
SUPPLIES			

Raw Materials (Chicken breast, Onion, Black pepper, oil, etc.)	16,411.00	1	16,411.00
Kitchen utensils	3,000.00	2	6,000.00
Cup, straw, box, plastic	15.00	40	600.00
Pen	10.00	3	30.00
A4 Paper	30.00	2	60.00
Others expenditure			
TOTAL			23,101.00

4.6 MACHINE & EQUIPMENT PLANNING

LIST OF MACHINE & EQUIPMENT REQUISITION PLANNING SCHEDULE

NO.	MACHINE	QUANTITY	PRICE/UNIT (RM)	TOTAL PRICE (RM)
1.	Electric deep fryer	3	68.00	204.00
2.	Single door fridge	1	300.00	300.00
TOTAL				504.00

4.7 MANPOWER PLANNING

No. of Worker Required = $\frac{\text{Planned Rate of Production per day} \times \text{Worker Standard Production Time / Unit}}{\text{Worker Productive Time per day}}$

$$= \frac{168 \text{ units} \times 10 \text{ minutes}}{5 \times 60 \text{ minutes}}$$

$$= \frac{168 \text{ units} \times 10 \text{ minutes}}{300 \text{ minutes}}$$

$$= 5.6 = 5 \text{ workers}$$

$$5 \text{ hours (6 hours - 1 hours)}$$

4.8 LOCATION PLAN

LOCATION OF CHICKEN CRISPY BOX



Our shop location at outside Medan Mall Mukah, 96400 Mukah, Sarawak. We picked the location because it is one of the strategic places outside the Medan Mall, also it is not a hidden place, which means that anyone walking in the area will be stimulated to stop by our shop and check it out. Students and visitors to the area frequently comprise our target market.

4.9 BUSINESS & OPERATION HOURS

- ❖ Six days a week, from Tuesday to Sunday. Chicken Crispy Box is open. Our shop did not work on Mondays. So, if there is a time square event on that day, we won't close and will remain open.

- ❖ Business Hours

DAYS	HOURS
Tuesday – Sunday	10.30 AM – 10.00 PM
Monday	Close

- ❖ Operation Hours

DAYS	HOURS
Tuesday – Sunday	8.00 AM – 8.00 PM
Monday	Close

4.10 OPERATION PERSONAL SCHEDULE (INCLUDE TASK & RESPONSIBILITIES)

POSITION	TASKS AND RESPONSIBILITIES
General Manager	<ul style="list-style-type: none"> - Responsible for leading the company toward the organization's vision, purpose, and goals - To plan, organize, lead, and control a company's, regions, operating unit's, or division's daily operation - Acts as a decision maker and collaborates in the development of business ideas - Keep an eye on things to make sure they are going according to plan.
Administration Manager	<ul style="list-style-type: none"> - It is responsibility to lay out the overall personnel administration strategy - To ensure that the management system is run in methodical manner - Managing and controlling the salaries of employees - To discuss the stall's responsibilities and job description
Marketing Manager	<ul style="list-style-type: none"> - it is responsibility to design marketing tactics to maximize profits - examining the marketing's market share, objectives, and sizes - analysing other rivals' products and services
Operation Manager	<ul style="list-style-type: none"> - Responsible for ensuring that Chicken Box Crispy meets the required level - Control the aspects of the company's operation - Analyse the customer's requirements and comments following treatment

Financial Manager	<ul style="list-style-type: none"> - Cash flow management is the responsibility of the person in control of the cash flow - Budgeting for business - Managing and supervising financial reports, investment portfolios, bookkeeping, and all types of financial research for a company - To keep an eye on the financial statements the company's profit or loss
-------------------	--

4.11 REMUNERATION SCHEDULE

POSITION	NO.	MONTHLY SALARY (RM) (A)	EPF (RM) (B) (12%)	SOSCO (RM) (C)	TOTAL AMOUNT (RM)
General Manager	1	2,000.00	240.00	9.75	2249.75
Administration Manager	1	1,500.00	180.00	7.25	1687.25
Marketing Manager	1	1,500.00	180.00	7.25	1687.25
Operational Manager	1	1,500.00	180.00	7.25	1687.25
Financial Manager	1	1,500.00	180.00	7.25	1687.25
TOTAL	5				8,998.75

4.12 LICENSE, PERMITS AND REGULATIONS REQUIRES

NO.	ITEM	TYPE	REMARK
1.	Business license	License	Suruhanjaya Syarikat Malaysia (SSM)
2.	Halal certification	Regulation	Jabatan Kemajuan Islam Malaysia (JAKIM)
3.	License for signboard	License	Majlis Daerah Dalat & Mukah (MDDM)
4.	Social Security Organization (SOSCO)	Regulation	Pertubuhan Keselamatan Sosial (PERKESO)
5.	Employee Provide Fund (EPF)	Regulation	Pertubuhan Keselamatan Sosial (PERKESO)
6.	Typhoid injection	Regulation	Ministry of Health

4.13 OPERATIONS BUDGET

TABLE BELOW SHOW THE OPERATION BUDGET

ITEM	FIXED ASSET (RM)	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)
<u>Fixed Assets</u>			
Machine & Equipment	4,720.00		
<u>Working Capital</u>			
Raw Materials		16,411.00	
Wages+EPF+SOSCO		8,998.75	
<u>Other expenditures</u>			
Utilities (Electric bill, Water bills wireless router (Wi-Fi))		300.00	
Rent			
Deposit for rent			
Deposit for utilities			
TOTAL		RM33,729.75	

CHAPTER 5.0: FINANCIAL PLAN

5.1 FINANCIAL OBJECTIVES

Financial objectives typically focus on increasing a business's profits or sales, but they may also focus on investments and economic stability. Financial objectives are often measurable goals that businesses can track and reach. These objectives typically focus on long-term success. A company is free to adjust its financial goal as often as necessary. A company might establish a new financial goal after achieving its previous one. Businesses may also alter their goals in order to concentrate on a new approach or because of other pressing issues. It's also conceivable to simultaneously pursue many financial goals. All financial information obtained from the marketing, production (or operations), and administrative budgets is included in the financial plan. Then, a financial budget is created using the financial data from the operating budgets.

Based on the financial data, projections are prepared via the following pro-forma statements:

- Project Implementation Cost & Source of Financing
- Pro-Forma Cash Flow (3Years)
- Pro-Forma Income Statement (3Years)
- Pro-Forma Balance Sheet (3Years)

Financial goals are important because they enable you to create a strategy for growing your company. You may monitor your progress and determine if you've achieved your goals within the time frame you established by using financial targets. Setting financial goals is a crucial step in starting a new business or making significant improvements to an existing one. These objectives are something to strive towards and have an impact on a company's operations and decision-making.

5.1.2 OPERATIONAL BUDGETS

ADMINISTRATIVE BUDGET

Particulars	F.Assets	Monthly Exp.	Others	Total
Fixed Assets				
Land & Building	4,720			4,720
Furniture & Fitting	2,130			2,130
Working Capital				
Salary		5,624		5,624
Pre-Operations & Other Expenditure				
Other Expenditure			400	
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licences			70	70
Insurance & Road Tax for Motor Vehicle			520	520
Other Pre-Operations Expenditure			-	-
Total	6,850	5,624	990	13,064

MARKETING BUDGET

Particulars	F.Assets	Monthly Exp.	Others	Total
Fixed Assets				
Working Capital				
Salary		1,687		1,687
Pre-Operations & Other Expenditure				
Other Expenditure			300	
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licences			-	-
Insurance & Road Tax for Motor Vehicle			-	-
Other Pre-Operations Expenditure			-	-
Total	-	1,687	300	1,687

OPERATIONS BUDGET

Particulars	F.Assets	Monthly Exp.	Others	Total
<i>Fixed Assets</i>				
Machine & Equipment	4,720			4,720
0	-			-
0	-			-
0	-			-
<i>Working Capital</i>				
Raw Materials		16,411		16,411
Salaries, EPF & SOCSO		8,999		8,999
Rental		300		300
Utilities		800		800
0		-		-
0		-		-
0		-		-
<i>Pre-Operations & Other Expenditure</i>				
Other Expenditure			3,300	
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licences			-	-
Insurance & Road Tax for Motor Vehicle			-	-
Other Pre-Operations Expenditure			-	-
Total	4,720	26,510	3,300	31,230

5.1.3 PROJECT IMPLEMENTATION COST & SOURCES OF FINANCING

CHICKEN BOX CRISPY						
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						
Office Equipment	4,720	4,720				
Furniture & Fitting	2,130	2,130				
0	0					
0						
Machine & Equipment	4,720		4,720			
Working Capital						
	1	months				
Administrative	5,624	5,624				
Marketing	1,687	1,687				
Operations	26,510	26,510				
Pre-Operations & Other Expenditure	4,590	4,590				
Contingencies	0%					
TOTAL	49,981	45,261	4,720	0		0

CHICKEN BOX CRISPY

5.1.4 PRO-FORMA CASH FLOW (3 YEARS)

CHICKEN BOX CRISPY PRO FORMA CASH FLOW STATEMENT			
MONTH	TOTAL YEAR 1	YEAR 2	YEAR 3
<u>CASH INFLOW</u>			
Capital (Cash)	0	0	0
Loan	39,262	0	0
Cash Sales	630,180	693,198	797,178
Collection of Accounts Receivable	144,416	171,987	197,128
TOTAL CASH INFLOW	813,859	865,185	994,306
<u>CASH OUTFLOW</u>			
Administrative Expenditure			
Salary	67,491	74,240	85,376
Marketing Expenditure			
Salary	20,247	22,272	25,612
Operations Expenditure			
Cash Purchase	98,466	108,312	124,559
Payment of Account Payable	90,260	98,466	108,312
Carriage Inward & Duty	36,000	39,600	45,540
Salaries, EPF & SOCSO	3,600	3,960	4,554
Utilities	9,600	10,560	12,144
Other Expenditure			
	4,000	4,400	5,060
Pre-Operations			
Deposit (rent, utilities, etc.)	0	0	0
Business Registration & Licences	70		
Insurance & Road Tax for Motor Vehicle	520	520	520
Other Pre-Operations Expenditure	0		
Fixed Assets			
Purchase of Fixed Assets - Land & Building	4,720	0	0
Purchase of Fixed Assets - Others	2,130	0	0
Hire-Purchase Down Payment	0	0	0
Hire-Purchase Repayment:			
Principal	944	944	944
Interest	236	236	236
Loan Repayment:			
Principal	7,852	7,852	7,852
Interest	1,963	1,570	1,178
Tax Payable	0	0	0
TOTAL CASH OUTFLOW	348,099	372,932	421,888
CASH SURPLUS (DEFICIT)	465,759	492,252	572,418
BEGINNING CASH BALANCE	0	465,759	958,011
ENDING CASH BALANCE	465,759	958,011	1,530,430

5.1.5 PRO-FORMA INCOME STATEMENT (3 YEARS)

CHICKEN BOX CRISPY PRO-FORMA INCOME STATEMENT

	Year 1	Year 2	Year 3
Sales	787,725	866,498	996,472
Less: Cost of Sales			
Opening stock	0	78,773	86,650
Purchases	196,931	216,624	249,118
Less: Ending Stock	78,773	86,650	99,647
Carriage Inward & Duty	107,985	118,784	136,601
	226,144	327,530	372,721
Gross Profit	561,581	538,967	623,751
Less: Expenditure			
Administrative Expenditure	67,491	74,240	85,376
Marketing Expenditure	20,247	22,272	25,612
Other Expenditure	4,000	4,400	5,060
Business Registration & Licences	70		
Insurance & Road Tax for Motor Vehicle	520	520	520
Other Pre-Operations Expenditure	0	0	0
Interest on Hire-Purchase	236	236	236
Interest on Loan	2,263	1,810	1,358
Depreciation of Fixed Assets	1,370	1,370	1,370
Operations Expenditure	13,200	14,520	16,698
Total Expenditure	109,397	119,368	136,230
Net Profit Before Tax	452,184	419,599	487,520
Tax	0	0	0
Net Profit After Tax	452,184	419,599	487,520
Accumulated Net Profit	452,184	871,783	1,359,304

5.1.6 PRO-FORMA BALANCE SHEET (3 YEARS)

CHICKEN BOX CRISPY PRO-FORMA BALANCE SHEET

	Year 1	Year 2	Year 3
ASSETS			
Non-Current Assets (Book Value)			
Land & Building	4,720	4,720	4,720
Furniture & Fitting	1,704	1,278	852
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
Machine & Equipment	3,776	2,832	1,888
0	0	0	0
0	0	0	0
0	0	0	0
Other Assets			
Deposit	0	0	0
	10,200	8,830	7,460
Current Assets			
Stock of Raw Materials	0	0	0
Stock of Finished Goods	78,773	86,650	99,647
Accounts Receivable	13,129	14,442	16,608
Cash Balance	398,273	809,902	1,289,880
	490,175	910,994	1,406,135
TOTAL ASSETS	500,375	919,824	1,413,595
Owners' Equity			
Capital	0	0	0
Accumulated Profit	452,184	871,783	1,359,304
	452,184	871,783	1,359,304
Long-Term Liabilities			
Loan Balance	36,209	27,157	18,104
Hire-Purchase Balance	3,776	2,832	1,888
	39,985	29,989	19,992
Current Liabilities			
Accounts Payable	8,205	18,052	34,299
TOTAL EQUITY & LIABILITIES	500,375	919,824	1,413,595

5.1.7 FINANCIAL PERFORMANCE

CHICKEN BOX CRISPY FINANCIAL RATIO ANALYSIS			
	Year 1	Year 2	Year 3
<u>LIQUIDITY</u>			
Current Ratio	60	50	41
Quick Ratio (Acid Test)	50	46	38
<u>EFFICIENCY</u>			
Inventory Turnover	3	4	4
<u>PROFITABILITY</u>			
Gross Profit Margin	71.29%	62.20%	62.60%
Net Profit Margin	57.40%	48.42%	48.92%
Return on Assets	90.37%	45.62%	34.49%
Return on Equity	100.00%	48.13%	35.87%
<u>SOLVENCY</u>			
Debt to Equity	10.66%	5.51%	3.99%
Debt to Assets	9.63%	5.22%	3.84%
Time Interest Earned	199	231	358

CHAPTER 6.0: BUSINESS MODEL CANVAS

Key Partners	Key Activities	Value Propositions	Customer Relationships	Customer Segments
(7)	(5)	(1)	(4)	(2)
❖ Food Supplier: CCK Fresh Mart Sdn Bhd	❖ Selling and Marketing	❖ Selling tasty and crispy chicken popcorn	❖ Offer discount if buy more box sets	❖ Mukah people or people who travel to Mukah
❖ Everwin Mukah Supermarket	❖ Advertising	❖ No minimum order requirement	❖ Promotion	❖ Consumer of all ages
❖ Gafu Supermarket	❖ Prepare the chicken popcorn with various flavour	❖ Affordable price	❖ Become member	❖ People who love chicken
	Key Resources (6)			❖ People who interested to try chicken
	❖ Employees		Channels (3)	
	❖ Equipment & machinery		❖ Advertising	
	❖ Raw materials		❖ Reaching customer by social media such as Facebook, Whatsapp, TikTok and Instagram	
			❖ Promote the Chicken Box Crispy through social media	
	Cost Structure (8)		Revenue Streams (9)	
❖ Salaries (Marketing, Administrative, Operation) = RM10,311.00		❖ Direct selling		
❖ Expenditure (Marketing, Administrative, Operation) = RM4,000.00		❖ Sales forecast (monthly/yearly)		
❖ Total (salaries + expenditure) = RM14,311.00				



CONCLUSION

In conclusion, after studying the business opportunity and a few scanning the environment, we all agreed that this food business will be the best decision for us. We are so confident that Chicken Box Crispy will get acceptance and become well-known in our community. Plus, we really want to introduce our recipe to customers so that they can feel satisfied when they eat our product. Other than that, we believe that Chicken Box Crispy will generate a lot of profits to support all the expenses. Apart from that, we are confident that we can achieve all of our objectives.

We believe our Chicken Box Crispy will get a warm response. This is because our products are sold at an affordable price. Lastly, completing this ENT300 business plan has given the best opportunity for us on how to set up our own company. Thus, ENT300 is essential for us as it will expose and encourage us to get up our own new business to survive in future.

APPENDICES

Partnership Agreement

Chicken Box Crispy

Diploma in Public Administration

University Teknologi MARA (UiTM)

Kampus Samarahan 2

SARAWAK

13th July 2022

Dr. Siti Mardinah Binti Abdul Hamid

Lecturer of Fundamental of Entrepreneurship (ENT300)

Faculty of Business and Management

UiTM Sarawak

Dear, Dr.,

SUBMISSION OF THE BUSINESS PLAN

With reference to the matter above, our group would like to submit our business plan for your kind evaluation and further action. With regard to the business that we wish to venture is opening a food business in Mukah, Sarawak. Our company's name is Chicken Box Crispy. Our business is a partnership set up with the following business partners and address:

Partners:

1. JOYCE MUJAN JOK (2020973441)
2. TELEMARCUS ANAK OMAR (2020955383)
3. JEANTTIE SAMBAN ANAK JELANI (2020955567)
4. DAVERONICA CLARA ANAK DONALL (2020730869)
5. TIFFANY NARA ANAK JAMES BASSIE (2020531599)

Business address:

Bandar Baru Mukah, 96400 Mukah, Sarawak.

We have tried our very best to prepare this business plan in according to the subject requirements. This working paper is our group efforts and all experience gained are valuable lessons for the entire group members.

We hope that our business plan will satisfy your requirement for this subject (ENT 300). We also hope that our business plan can provide some benefits to the other people as a reference material for the future.

Sincerely,



(JEANTTIE SAMBAN)
General Manager



(TIFFANY NARA)
Administration Manager



(JOYCE MUJAN JOK)
Marketing Manager



(TELEMARCUS OMAR)
Operation Manager



(DAVERONICA CLARA)
Financial Manager

PARTNERSHIP AGREEMENT

This Partnership Agreement is made on 3rd December 2021 between “JOYCE MUJAN JOK”, “TELEMARCUS ANAK OMAR”, “JEANTTIE SAMBAN ANAK JELANI”, “DAVERONICA CLARA ANAK DONALL”, “TIFFANY NARA ANAK JAMES BASSIE”.

1. Chicken Box Crispy

The parties hereby form a partnership under the name of “Chicken Box Crispy” to open a food business. The location of the business shall be at “Bandar Baru Mukah, 96400 Mukah, Sarawak”.

2. Term

The partnership shall begin on “3rd December 2021”, and shall continue until every partners agreed to terminate this partnership agreement.

3. Capital

The capital of the partnership shall be contributed in cash by the partners as follows:

- A separate capital account shall be maintained for each partner.
- Neither partner shall withdraw any part of their capital account.
- Upon the demand of either partner, the capital accounts of the partners shall be maintained at all times in the proportions in which the partners share in the profits and losses of the partnership. The capital contribution to the partnership is stated as follows:

Name	Position	Capital Contribution (RM)	Percentage Contribution (%)
JEANTTIE SAMBAN ANAK JELANI	General Manager	25,000.00	20
TIFFANY NARA ANAK JAMES BASSIE	Administration Manager	25,000.00	20
JOYCE MUJAN JOK	Marketing Manager	25,000.00	20
TELEMARCUS ANAK OMAR	Operation Manager	25,000.00	20
DAVERONICA CLARA ANAK DONALL	Financial Manager	25,000.00	20
TOTAL		125,000.00	100

4. Profit and Loss

The net profit of the partnership shall be divided equally between the partners and the net losses shall be borne equally by them. A separate income account shall be maintained for each partner. Partnership profits and losses shall be charged or credited to the separate income account of each partner. If a partner has no credit balance in their income account, losses shall be charged to their capital account.

5. Salaries and Withdrawals

Partners shall receive any salary for services rendered to the partnership. Each partner may, from time to time, withdraw the credit balance in their income account.

6. Interest

No interest shall be paid on the initial contributions to the capital of the partnership or on any subsequent contributions of capital.

7. Management Duties and Restrictions

The partners shall have equal rights in the management of the partnership business, and each partner shall devote their entire time to the conduct of the business. Without the consent of the other partner neither partner shall on behalf of the

partnership borrow or lend money, or make, deliver, or accept any commercial paper, or execute any mortgage, security agreement, bond, or lease, or purchase or contract to purchase, or sell or contract to sell any property for or of the partnership other than the type of property bought and sold in the regular course of its business.

8. Banking

All funds of the partnership shall be deposited in its name in such checking account or accounts as shall be designated by the partners. All withdrawals therefrom are to be made upon checks signed by either partner.

9. Books

The partnership books shall be maintained at the principal office of the partnership, and each partner shall at all times have access to the books. The books shall be kept on a fiscal year basis, and shall be closed and balanced at the end of each fiscal year. An audit shall be made as of the closing date.

10. Voluntary Termination

The partnership may be dissolved at any time by agreement of the partners, in which event the partners shall proceed with reasonable promptness to liquidate the business of the partnership.

11. Death

Upon the death of either partner, the surviving partner shall have the right either to purchase the interest of the decedent in the partnership or to terminate and liquidate the partnership business.

12. Arbitration

Any controversy or claim arising out of or relating to this Agreement, or the breach hereof, shall be settled by arbitration in accordance with the rules. In witness whereof the parties have signed this Agreement.

Executed this on 1st November 2021 in Mukah, Sarawak, each partner agreed and signed this agreement to show their commitment to this partnership.



(GENERAL MANAGER)

NAME: JEANTTIE SAMBAN ANAK JELANI

IC NO: 990302-13-6364



(ADMINISTRATION MANAGER)

NAME: TIFFANY NARA ANAK JAMES BASSIE

IC NO: 010922-13-0928



(MARKETING MANAGER)

NAME: JOYCE MUJAN JOK

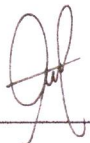
IC NO:



(OPERATIONS MANAGER)

NAME: TELEMARCUS ANAK OMAR

IC NO:



(FINANCIAL MANAGER)

NAME: DAVERONICA CLARA ANAK DONALL

IC NO:

Witness by:

NAME: DR. SITI MARDINAH BINTI ABDUL HAMID

COMPENSATION AND BENEFITS

❖ Employment Act 1955

Employment law in Malaysia is generally governed by the Employment Act 1955 (“Employment Act”). The Employment Act sets out certain minimum benefits that are afforded to applicable employees. For applicable employees – any clause in an employment contract that purports to offer less favourable benefits than those set out in the Employment Act, shall be void and replaced with the minimum benefits in the Employment Act.

The protection under the Employment Act only applies to these categories of employees:

Employees whose monthly salary does not exceed RM2,000

Employees who are engaged in manual labour, regardless of salary

Employees engaged in the operation or maintenance of mechanically propelled vehicle

Employees who supervise or oversees other employees engaged in manual labour

Employees engaged in any capacity on a vessel (subject to certain other conditions)

1) Rest day

Every employee shall be allowed in each week a rest day of one whole day as may be determined from time to time by the employer.

2) Holidays

Every employee shall be entitled to a paid holiday at his ordinary rate of pay on ten gazetted public holidays in any one calendar year, four of which shall be--

- a) the National Day;
- b) the Birthday of the Yang di-Pertuan Agong;
- c) the Birthday of the Ruler or the Yang di-Pertua Negeri, as the case may be, of the State in which the employee wholly or mainly works under his contract of service, or the Federal Territory Day, if the employee wholly or mainly works in the Federal Territory; and
- d) the Workers' Day: Provided that if any of the said ten gazetted public holidays falls on a rest day the working day following immediately thereafter shall be a paid holiday in substitution therefor

3) Annual leave

An employee shall be entitled to paid annual leave of--

- (a) eight days for every twelve months of continuous service with the same employer if he has been employed by that employer for a period of less than two years;
- (b) twelve days for every twelve months of continuous service with the same employer if he has been employed by that employer for a period of two years or more but less than five years; and
- (c) sixteen days for every twelve months of continuous service with the same employer if he has been employed by that employer for a period of five years or more, and if he has not completed twelve months of continuous service with the same employer during the year in which his contract of service terminates, his entitlement to paid annual leave shall be in direct proportion to the number of completed months of service:

4) Sick leave

An employee shall, after examination at the expense of the employer --

- (a) by a registered medical practitioner duly appointed by the employer; or
- (b) if no such medical practitioner is appointed or, if having regard to the nature or circumstances of the illness, the services of the medical practitioner so appointed are not obtainable within a reasonable time or distance, by any other registered medical practitioner or by a medical officer, be entitled to paid sick leave, --
 - (aa) where no hospitalization is necessary, --
 - (i) of fourteen days in the aggregate in each calendar year if the employee has been employed for less than two years;
 - (ii) of eighteen days in the aggregate in each calendar year if the employee has been employed for two years or more but less than five years;
 - (iii) of twenty-two days in the aggregate in each calendar year if the employee has been employed for five years or more; or
 - (bb) of sixty days in the aggregate in each calendar year if hospitalization is necessary, as may be certified by such registered medical practitioner or medical officer:

Provided that the total number of days of paid sick leave in a calendar year which an employee is entitled to under this section shall be sixty days in the aggregate;

An employee shall also be entitled to paid sick leave under paragraphs (aa) and (bb) of subsection (1) after examination by a dental surgeon as defined in the Dental Act 1971:

5) Maternity leave

Every female employee shall be entitled to maternity leave for a period of not less than sixty consecutive days.

A female employee shall not be entitled to any maternity allowance if at the time of her confinement she has five or more surviving children.

6) Overtime

For any overtime work carried out in excess of the normal hours of work, the employee shall be paid at a rate not less than one and half times his hourly rate of pay irrespective of the basis on which his rate of pay is fixed. In this section "overtime" means the number of hours of work carried out in excess of the normal hours of work per day. Provided that if any work is carried out after the spread over period of ten hours, the whole period beginning from the time that the said spread over period ends up to the time that the employee ceases work for the day shall be deemed to be overtime.

Any other terms and conditions are:-

1) Paternity Leave

Male employees are eligible to 2 working days leave for the birth of their own child up to 5 surviving child.

2) Marriage Leave

Employees are entitled for 5 days leave for first legal marriage per employment.

3) Compassionate Leave

Every employee is entitled for 3 consecutive working days on the death of their immediate family member.

4) Bonus

The bonus will be granted to employees at a rate of 30 % of the monthly salaries depends on the company's performance.

5) The Annual Increment

Employees will be paid with an annual increment based on the individual performance at a rate of 5% to 30% per annum. Those who fail to achieve the performance standard will not be granted with an annual increment.

❖ Social Security Organization (SOCSO)

The main function of SOCSO is to provide social security protection to employees and their dependant through the Employment Injury Scheme and the Invalidity Scheme. The Employment Injury Scheme provides protection to employees against occupational injuries including occupational diseases and commuting accidents. The Invalidity Scheme provides 24-hour protection to employees against invalidity or death due to any cause outside working hours and not related to employment. Both schemes provide cash benefits to employees and their dependant in the event of unforeseen incidents, in addition to providing medical treatment, physical rehabilitation or vocational training. SOCSO also conducts implements accident prevention activities through occupational safety and health awareness programme among employees and employers. The rate of contribution is 1.25% per month from the insured salary option. Monthly contribution is subject to the ceiling of the insured wage of RM4,000.00 per month.

❖ Employer Provident Fund (EPF)

As an employer, the responsibilities include paying EPF contributions in respect of any person engaged to work under a Contract of Service or Apprenticeship. Subject to the provisions of section 52, every employee and every employer of a person who is an employee within the meaning of this Act shall be liable to pay monthly contributions on the amount of wages at the rate respectively set out in the Third Schedule (Section 43(1), EPF Act 1991).

Mukah, Malaysia populasi, demografi, dan ramalan hingga 2100

Populasi, bilangan lelaki dan perempuan, bilangan kelahiran dan kematian, angka kelahiran, bilangan penduduk, jumlah penduduk, bilangan lelaki, bilangan wanita, dan usia rata-rata penduduk Mukah, Malaysia penduduk

Demografi, ramalan penduduk lelaki dan perempuan, dan ramalan penduduk hingga 2100

Tahun	Penduduk	Lelaki	Perempuan	Umur median
2000	46,400	24,041	22,598	—
2001	47,269	24,550	22,918	—
2005	47,000	24,666	25,245	28
2006	48,364	24,991	25,572	—
2007	49,239	25,325	25,905	—
2008	49,899	25,658	24,240	—
2009	50,366	25,992	24,575	—
2020	52,228	26,521	24,905	50
2021	52,824	26,944	25,250	—
2022	52,515	26,963	25,552	30



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