



FACULTY OF ACCOUNTANCY

ENTREPRENEURSHIP (ENT 300)

PREPARED FOR:

MADAM SHARIFAH NURAFIZAH BINTI SYED ANNUAR

PREPARED BY:

MOHD HISYAMUDDIN BIN KALONG (2013183941)

MOHAMMED AYYUB BIN SAPLIN (2013341361)

HERMAN BIN ABD KADIR (2013764563)

AMRAN BIN HASSAN (2013369575)

DIPLOMA IN ACCOUNTANCY
UNIVERSITI TEKNOLOGI MARA

KOTA KINABALU

SABAH

MARCH 2016

CONTENT

ACKNOWLEDGEMENT

INTRODUCTION OF COMPANY

- EXECUTIVE SUMMARY
- DETAILS OF COMPANY
- PURPOSE

COMPANY BACKGROUND

- BACKGROUND OF BUSINESS

PARTNERSHIP BACKGROUND

- PARTNERS DETAILS
- PARTNERSHIP AGREEMENT

LOCATION OF BUSINESS

- PLAN
- ADDRESS

ORGANIZATION PLAN

- ORGANIZATION MISSION AND VISION
- ORGANIZATION CHART
- SCHEDULE OF TASK AND RESPONSIBILITIES
- SCHEDULE OF REMUNERATION
- LIST OF OFFICE EQUIPMENT
- ADMINISTRATION BUDGETS
- NUMBER OF PERSONNEL

MARKETING PLAN

- SERVICE DISCRIPTION
- TARGET MARKET
- MARKET SIZE
- COMPETITION
- SALES FORECAST

OPERATIONAL PLAN

- PROCESS PLANNING
- OPERATIONAL LAYOUT
- LOCATION
- BUSINESS AND OPERATION HOURS
- LICENCE, PERMITS AND REGULATION REQUIRED
- OPERATION BUDGETS
- IMPLEMENTATION SCHEDULE

FINANCIAL PLAN

- PROJECT IMPLEMENTATION COST
- SOURCE OF FINANCING
- CASH FLOW STATEMENT
- INCOME STATEMENT

ACKNOWLEDGEMENT

First of all, Alhamdulillah praise to Allah S.W.T for giving us opportunity to complete our business plan for our ENT 300 subject.

We, accepting this challenge to ourselves it will become our experience on how to create business plan in order to create the business. In addition, for the prospect of business, this project plan of business is hopefully can be as one way for us to practice our ability and interest in other different ways to be a guidelines to encourage our effort for become an educative and succeeded in the business sectors.

Next, a thousand of thank you to our gorgeous, prettiest and beloved lecture MADAM SHARIFAH NURAFIZAH BINTI SYED ANNUAR for the guideline, advice and moral support to us for completing this business plan.

Last but not least, a million thank you to the member or partner of THE BESTALK which are MOHD HISYAMUDDIN BIN KALONG, MOHAMMED AYYUB BIN SAPLIN, HERMAN BIN ABD KADIR AND AMRAN BIN HASSAN for being so tough, supporting, and tolerance and finally we can create and finishing this extraordinary business plan.

EXECUTIVE SUMMARY

On December 2015, our founder Mohammed Ayyub persuaded us to form our business regarding the demands of the counselling services. The increasing of the demands is affecting from the growth of the economic or in other words the increasing of the new company in the country, especially in our state.

With the full concerned all the members, finally THE BEST TALK SDN BHD was created. Our company only served according the guideline to form the new business to the entity who wanted our help until they can stand on their own.

On 09 February 2016 is the date of our commencement. We located at the menara MAA at kota Kinabalu, why we choose this place because of the centre of the city with the majorities the business are operation. This company are conducted with 4 members which is Mohammed Ayyub bin Saplin as a GM and will in charged the financial department followed by Mohd Hisyamuddin bin kalong as co-founder and will in charged in human resource department or administration, while in marketing department will control by Herman bin abd Kadir and the operational department will in charge by Amran bin Hasan.

Of course the business plan is created to the bankers in order to get the financial as a our main source of capital. Besides, this business plan also is used for us as a guideline day to day in our operation because all the information, methods and the references are stated in the business plan.