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اوتنو سيني تيكنولوگي مارا
UNIVERSITI
TEKNOLOGI MARA
SARAWAK

FUNDAMENTAL OF ENTREPRENEURSHIP (ENT 300) BUSINESS PLAN ONE STOP LEGACY BORNEO TRADITIONAL PACKED FOOD

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SUBMISSION LETTER

ENT 300 Students,
Diploma in Office Management and Technology,
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Madam Noraida binti Omar,
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SARAWAK.

Madam,

Submission of Enterprenuership Business Proposal

Referring to the subject stated above, we would like to submit the proposal of our project paper for ENT 300 subject. We planned to held a business on traditional packed-food and our business company named as One Stop Legacy Borneo Traditional Packed-Food.

2. This business plan was completed according to the guidelines and requirements given according to our subject syllabus. This business plan also constructed to serve as a blueprint and guide for a proposed business venture which covers administration, marketing, operation and financial aspects.

3. The partnership that involves in this business is as follows:

i)	Sapiah Hanum Binti Sudirman	General Manager
ii)	Noor Amirawati Binti Ahmad	Administration Manager
iii)	Rismawati Binti Jomoly	Operational Manager
iv)	Nur Aini Mardhiah Binti Kamal	Marketing Manager
v)	Nur Hani Syafiqqa Binti Hasnan	Financial Manager

4. We hope that this business plan that we proposed does fulfilled your requirement. Any mistakes or lack in any area falls fully on us and we appreciate any comments or remarks on our project in order to help us improve it and ourselves as well. Thank you for your guidance and time to go through our business plan and analysing it. With all our efforts we hope that you will approve this business plan that we produced. Lastly, with the cooperation that arises among us can enhance a good collaboration.

ACKNOWLEDGMENT

On top of everything, we would like to express our highest gratitude to Allah for his blessing upon us in accomplishing this business plan

We are glad that this code ENT 300 is one of our courses for this semester as we have learnt much from this course. We would like to thank the higher academic authority of University Teknologi Mara for given us such a golden opportunity.

Besides, we would like to express our appreciation to our ENT300's lecturer, Madam Noraida for her patient and passion in providing us comprehensive guidance, non-stop motivations and useful information throughout the progress of our business plan.

Apart from that, we also would like to thank to the owner

Furthermore, we wanted to thank our classmates for spending time together as for sharing data, information and appendix that related to our business plan proposal. The cooperation given is most appreciated. Not to forget also, a big thanks to our parents and other family members for the financial support, as well as the endless moral support.

The presence of helping hands has enables our members to accomplish this business plan proposal successfully in given time frame.

EXECUTIVE SUMMARY

One Stop Legacy Borneo Traditional Packed Food is partnership business collaboration of five individuals, who are also the managers of the company. The managers are Sapiahanum Sudirman, Nur Aini Mardhiah, Rismawati, Noor Amirawati and Nur Hani Syafiqah. As one of the preparation for our Business Plan, we have set up a meeting to appoint position of managers among us. From the discussion made, we have strongly agreed that Sapiahanum will be our General Manager, Nur Aini Mardhiah as our Marketing Manager, Rismawati Jomoly will be our Operational Manager, Noor Amirawati as our Administration Manager and Nur Hani Syafiqah as Financial Manager. This appointment is made based on our skills, abilities and experiences. Besides that, one of us has agreed to contribute capital to start up this business.

The nature of One Stop Legacy Borneo Traditional Packed Food is mainly on dry food, whereby we offer traditional dry packed food with variety types of chips, cracker and biscuits. Our concept of business is customer friendly, as we maximize the choices of flavour and type dry food for the customer to choose based on their preferences. Regarding the supply of raw materials, we plan to buy cash from our supplier instead of signing a contract. This is because we want to ensure that our raw materials are fresh enough to be served to our customers.

One Stop Legacy Borneo Traditional Packed Food has a vision to become the greatest and finest dry packed food in the industry and expand our goods nationally and internationally and our mission is to provide the best and the most variety taste and types of dry food while giving the excellent service to our customer.

Our company shop is located at 2 Storey Shop Lot 32, Jalan Main Bazaar 93000 Kuching, Sarawak. This shop is at middle lot. We expect to commence One Stop Legacy Borneo Traditional Packed Food business on the 1st of January 2016.