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UNIVERSITI
TEKNOLOGI
MARA

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CAMPUS SAMARAHAN 2

DIPLOMA IN PUBLIC ADMINISTRATION (AM110)
FUNDAMENTAL OF ENTREPRENEURSHIP (ENT300)

PREPARED BY :

NAME	ID MATRIX
CECELIA RETO	2012823236
DIORA FAZLIN FRADINA JECKLEN	2012419834
SITI SHERINA BINTI ROSLAN	2012441236
SITI NUR AFIZAH BINTI SUDERMAN	2012458734

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SUBMISSION LETTER

The Candy Club House,
Lot S19, 3rd Floor The Summer Shopping Mall
Jalan Dato Musa,
94300 Kota Samarahan,
Kuching, Sarawak.

Miss Noraini Binti Saait,
Lecturer of ENT 300 (Entrepreneurship),
University of Technology Mara,
Kampus Samarahan 2
94300 Kota Samarahan
Kuching, Sarawak

Miss,

Re: Submission of our Business Plan

As stated, I Cecelia Reto as the General Manager of The Candy Club House, acting on behalf of my fellow group partners, would be interested in submitting our Business Plan for your reviewing purpose.

2. It is hoped that through the Business Plan proposed, we are able to improve our financial base and also to further improve our presentation appropriately. All information should be available in the Business Plan included together with this letter.

Your time and support is highly appreciated.

Thank you.



(Cecelia Reto)

General Manager of The Candy Club House

EXECUTIVE SUMMARY

The name of our company is The Candy Club House. The business is in form of partnership which consists of four members. Each partner contributes certain amount of capital as agreed in agreement.

There are no sleeping partners and all are entitled to participate in the business management. We agreed that Cecelia Reto as the General Manager, Diora Fazlin Fradina as the Administrative Manager, Siti Sherina Binti Roslan as the Marketing Manager, Siti Nur Afizah Binti Suderman as the Operational Manager, Cecelia Reto as the Financial Manager. The selection of General Manager is based on consensus among all the partners and selected based on the experience, skills and ability.

The management team will be led by the General Manager and assist by the other managers. The General Manager is responsible in planning, leading, controlling and organizing the business. The Marketing Manager will be responsible to create the marketing plan, identifying the customer's need and demand, identifying the competitors, target market, market size and forecast the future market. The Operational Manager is responsible to the entire job that related to the operation and will be supervising and coordinating the operation of the business. The Administration Manager is responsible for the job that related to administration such as planning and arranging the remuneration schedule of salary and wages. Lastly, the Financial Manager will be handling the financial matters such as preparing the budget and financial statement for expenses of each departments and controlling the flow of the money of the organization.

1.1. INTRODUCTION TO GENERAL PLAN

Once a maxim have said 9/10 of the sources of wealth in this world are by doing business and the remainder is agriculture. Holding with this saying, our company which The Candy Club House has decided to venture into business of providing sport services with mounting hopes to be successful in the world of entrepreneurs sport which is getting more popular in the community and the demand is increasing. Thus, an idea of creating a potential this business is created.

The Candy Club House is in form of partnership which consists of four partners. All partners had agreed as stated in agreement letter which consist amount of capital, profit and loss will be divided as stated ratio. We had chosen this form of business because it is easier to secure financial assistance from financial institutions compared with sole proprietorship. Besides that, in partnership, there will be a lot of ideas, talents and skills can be pooled together for better future management of our company in the future.

