



**DIPLOMA IN COMPUTER SCIENCE
FACULTY OF COMPUTER AND MATHEMATICAL SCIENCES
UNIVERSITY TECHNOLOGY MARA, SARAWAK,
SAMARAHAN CAMPUS**

**FUNDAMENTALS OF ENTREPRENEURSHIP
ENT300**

GROUP MEMBERS:

AZWAN BIN HAJI JAMHARI

(2010832378)

FALHAIND RUBIN

(2010847918)

STEPHEN JAMES GREGORY

(2010678396)

CLINTON JEMUT ANAK ASVESTER

(2010655098)

JUN 2012

TABLE OF CONTENT

No.	Contents	Page
	Letter of Transmittal	6-7
	Loan Application	8-9
	Introduction	
1.0	Acknowledgement	10
1.1	Executive Summary	11
1.2	Purpose of Business Plan	12
1.3	Partnership Agreement	13-14
1.4	Company Background	15
1.4.0	Introduction	16
1.4.1	Name of Company	17
1.4.2	Nature of the Business	18
1.4.3	Industry Profile	18
1.4.4	Date of Business Commencement	19
1.4.5	Factors in Selecting the Proposed Business	19
1.4.6	Future Prospects of the Business	19
1.5	Company's Logo	20
1.6	Partner's Background	21-25
1.7	Location	26
1.8	Premise	27-28
1.8.1	Type of Building and Infrastructure	28
	Administration Plan	29
2.0	Introduction	30
2.1	Company Mission, Goals and Objective	31
2.2	Partners	32
2.3	Administration Strategies	32
2.4	Organization Chart	33
2.5	Manpower Planning	33
2.6	Employee Task and Responsibility	34
2.7	Compensation and Benefit for Workers	35-37

LETTER OF TRANSMITTAL

Fundamentals of Entrepreneurship (ENT300) Students,

Diploma in Computer Science,

University Technology MARA Sarawak,

Samarahan Campus,

Jalan Meranek,

94300 Kota Samarahan,

Sarawak.

Miss Nurashikin Binti Nazer Mohd.,

Lecturer,

Fundamentals of Entrepreneurship (ENT300),

University Technology MARA Sarawak,

Samarahan Campus,

Jalan Meranek,

94300 Kota Samarahan,

Sarawak.

11th JULY 2012

Miss Nurashikin Binti Nazer Mohd.,

Re: Submission of Business Plan

As a representative of our company, Spotless House Cleaning, I would like to submit our business plan for your evaluation and further action. We are very grateful for the motivation, advice and support that have been given by you in order to accomplish this business plan and in

1.1 EXECUTIVE SUMMARY

The name of our company is Spotless House Cleaning. This business is in form of partnership which consists of four partners. Each partner contributes the same amount of capital as agreed in agreement. The main business activity is house cleaning which our concepts are to go to the customer house and do the cleaning for them. We do provide the customer the option to choose when they want to receive their service. These concepts are established due to the modern contemporary style of living, which the people in this global era become busier with their work and may not be able to do some house cleaning on their own.

Our concept is also accurate and suitable with the campus way of life in which the student's time nowadays becomes more compact. Besides that, it is also suitable for the working people that do not have the time in doing their house cleaning due to the busyness of working environment. Our business operation is from Monday to Saturday on 10.00 A.M. until 6.00 P.M. except for Sunday where we decide to make it as a day off for our workers.

There will be no sleeping partners and all are entitled to participate in the business management. We agreed that Azwan Bin Haji Jamhari is the General and Administration Manager, Falhaind Rubin as the Marketing Manager, Stephen James Gregory as the Operation Manager, and Clinton Jemut Anak Asvester as the Financial Manager. The selection of General Manager is based on consensus among all the partners and selected based on experience, skills and ability.

The management team will be led by the General Manager and assisted by the other managers. The General Manager is responsible in planning, leading, controlling and organizing the business, as well as taking the responsibility of Administration Manager for the job that related to administration such as planning and arranging the remuneration schedule of salary and wages. 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 Operation Manager is responsible to the entire job related to the operation and will supervise and coordinate the operation of the business. Lastly, the Financial Manager will be handling the financial matters such as preparing the budget and financial statement for expenses of each departments and control the flow of money in and out of the organization.

1.3 PARTNERSHIP AGREEMENT

This partnership agreement is made on 1st June 2012 between partners of **Spotless House Cleaning**. The terms of agreement are as the following:

TERMS AND CONDITIONS

1. The name of the business is **Spotless House Cleaning**.
2. The contract will be in effect on 1st June 2012
3. The position is as below:
 - a. **GENERAL & ADMINISTRATON MANAGER : AZWAN BIN HAJI JAMHARI**
 - b. **MARKETING MANAGER : FALHAIND RUBIN**
 - c. **OPERATION MANAGER : STEPHEN JAMES GREGORY**
 - d. **FINANCIAL MANAGER : CLINTON JEMUT ANAK ASVESTER**
4. Each partner had agreed that:
 - i. **Azwan Bin Haji Jamhari** as General & Administration Manager with 25% shares.
 - ii. **Falhaind Rubin** as Marketing Manager with 25% shares.
 - iii. **Stephen James Gregory** as Operation Manager with 25% shares.
 - iv. **Clinton Jemut Anak Asvester** as Financial Manager with 25% shares.
5. Each partner is an agent of the company and partners for the purpose of the partnership of the business.
6. Every partner is liable jointly with the others.
7. Every partner is entitled to the amount of the profit the company receives and the profit is to be shared equally among the partners.
8. Every partner is liable to the debts and or losses of the company.
9. In the event of a partner's death, the deceased partners profit share will be inherited to his/her next of kin as stated in this agreement.
10. No person shall be introduced as a partner without the consent of all existing partners.
11. Every partner must take part take part in the management of the business.
12. All matters of financial and true account and also information of all things relating to partnership will be made available at all times.
13. Any matters concerning to the business, i.e. the matters concerning to the well being of the business must be decided by the majority of the partners.