



UNIVERSITI
TEKNOLOGI
MARA

FUNDAMENTAL OF ENTREPRENEURSHIP

ENT 300

CHOCOLATIER BAKERY SHOP

GROUP MEMBERS

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GROUP

BM1116A

LECTURER

ESFARINA AMIZA BINTI MORSIDI

LETTER OF AGREEMENT

This shareholder agreement is made on 1st December 2014 between partners of CHOCOLATIER Bakery Shop. The terms of agreement has been discussed as followed:

1. Each shareholder is an agent of the company.
2. Every shareholder is entitled for amount receives from company profit equally among shareholder contribution as agreed.
3. Every shareholder must takes part in business management.
4. In the event of shareholder death, the deceased shareholder profit shared from the company will inherited to his/her kin as stated in the agreement.
5. All the matters that concerning the business must be discussed and decided by major shareholder.
6. No individual liable as a partner to the company without agreement and existing of shareholder.
7. Every shareholder liable for the debts add and losses of the company.
8. Subject to the agreement between the shareholder, company is dissolved as regard of bankruptcy of the business.
9. Any resignation of the partners need to send notice letter of resignation 30 days before resignation.
10. If the shareholder want to disclose the business partnership, he or she need to state a reason for the leave and the share of business will decide by the major shareholder.

EXECUTIVE SUMMARY

Our company name is CHOCOLATIER SDN BHD and the commercial name is CHOCOLATIER Bakery Shop. CHOCOLATIER SDN BHD is a form of private company. The company has authorized share capital of RM5 each with 1.2 million and 100,000 paid up capital which equally contributed capital by each shareholders. Moreover, each partner in the business contribute certain amount as agreed in agreement. The company close up each account on 31 December each year. CHOCOLATIER Bakery Shop is based on chocolate as main material in producing product such as dessert, fondue, cakes, drinks and more.

On the other hand, there's no sleeping partner in these business and all are entitled to participate in these business management. The selection of General Manager, Administration Manager, Operating Manager, Marketing Manager and Financial Manager are based on the experience, skills and education. Moreover, the selection of these are agreed by the shareholders. We agreed that Nur Aleeza Han binti Madehan act as General Manager, Nur Hazrina binti Bolhi as Administration Manager, Nor Khaleeda binti Marawi as Operating Manager, Norshafiza binti Rahslan as Marketing Manager and Nur Afifah binti Hasim as Financial Manager. Their selection as a manager of each department is a good way as a teamwork to ensure the success of the organization.

The management team will be leads by the General Manager and assists by other executives. First, the general manager will responsible in planning, organizing, leading and controlling organization management. General Manager needs to know how task to be done, who will do them and how those task will be managed and coordinated. Second, Administration Manager are helping the General Manager to ensure that the organization are smoothly worked toward organization goals. Administration managers responsible in develop an organization chart, prepare a list of administration personnel, develop a schedule and responsibilities, schedule of remuneration, determine the office equipment and supplies and prepare administration budget. Third, marketing managers responsible preparing a marketing plan. Fourth, Operating Managers are responsible for operation or production plan and lastly, Financial Managers responsible for financial plan of business management.

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1.1 INTRODUCTION

Name of the Company

CHOCOLATIER BAKERY SHOP

Nature of the Business

PARTNERSHIP

Industry Profile

Our business using chocolate as a main component of our material for product and services. Moreover, our business are food and beverages industry based on bakery shop.

Location of the Business

CHOCOLATIER Bakery Shop is locate at Matang. The address at Lot 2558, Block 28, Matang Hub, Jalan Matang 93050 Kuching, Sarawak.

Date of Business Commencement

The business commencement are start on 1st January 2015.

Factors in Selecting the Proposed Business

- Not many business based on bakery using one material as a main material in producing a product or services.
- Chocolate is a flavour that admire by many people.
- The location is a good place as a centre of attraction customers.

Future Prospect of the Business:

- To be the first choice of customer
- To gain more customer
- To open up more branches
- Inspired to enlarge and commercialize CHOCOLATIER Bakery Shop in order to meets customer demand.
- Increasing the sales and obtaining long term profit.
- Serve the customer with affordable and reasonable price.