



FACULTY OF ARCHITECTURE, PLANNING & SURVEYING
UiTM SARAWAK CAMPUS, KOTA SAMARAHAN

DIPLOMA IN QUANTITY SURVEYING
ETR 300 - ENTREPRENEURSHIP

TWO WHEELER SDN. BHD.

PREPARED BY:

ATHANASIOUS GARCIA AK ANTHONY JIM

2010940911

ZAINUL ARIFFIN BIN HAMZAH

2010978283

AARON RICHARD RUDA

2010965661

MOHAMMAD JAMAL BIN MOHAMUD

2010995279

Date of submission:

27th SEPTEMBER 2012

TABLE OF CONTENT

ACKNOWLEDGEMENT	IV
EXECUTIVE SUMMARY	V
BUSINESS PLAN	1 - 17
INTRODUCTION	
PURPOSE TO BUSINESS	
COMPANY BACKGROUND	
SHAREHOLDER BACKGROUND	
LOGO AND MEANING	
LOCATION OF THE BUSINESS PLAN	
ADMINISTRATIVE PLAN	18 - 34
INTRODUCTION	
ADMINISTRATION OBJECTIVE	
COMPENSATION AND BENEFITS OF THE WORKERS	
ADMINISTRATIVE MISSION AND VISION	
ADMINISTRATION STRATEGIES	
JOB DESCRIPTION	
MANPOWER PLANNING	
POSITION AND THE NUMBER OF STAFF	
SCHEDULE OF REMUNERATION	
WORKERS INCENTIVE	
LIST OF OFFICE EQUIPMENT, FURNITURES AND STATIONARIES	
ADMINISTRATION BUDGET	
ORGANISATIONAL CHART	
PLAN LAYOUT	



EXECUTIVE SUMMARY

Two Wheeler is a partnership company. There are four members of the partnership which are the General Manager who also acts as the Administrative Manager, the Operation Manager, Marketing Manager as well as Financial Manager. The nature of our business is trading bicycles.

This Two Wheeler Sdn. Bhd. of ours is located at Ground Floor, No. 17, Lot 5612, Uni Square, 94300, Kota Samarahan. The business itself will start with a share of 25% of every manager and a loan from bank as much as RM 25, 000.

Even though there are competitor at our location, we have full confidence that we can compete with them due to the advantages and accommodations as mention early we sure can capture a substantial portion of market.



1.0 INTRODUCTION

Name of Company

The business that we are venturing into is the business of trading bicycles. Since a bicycle normally has two wheels, we have decided to name our company Two Wheeler Sdn. Bhd.

Nature of Business

The business starts with a collaboration of four entrepreneurs whose favourite part time is cycling. Thus the entrepreneurs have decided to venture in trading bicycles which involve selling bicycle as a whole, the spare parts and other gears or equipment regarding cycling.

Industry Profile

The industry of trading bicycles

Location of the Business

Ground Floor, No. 17

Lot 5612, Uni Square

94300, Kota Samarahan

Sarawak

Date of Business Commencement

30th September 2012

Factors in Selecting the Proposed Business

- Cycling is a new trend in target location
- There is just one single shop that sells bicycle to customers
- Accommodate the wants of cyclers around target location