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LETTER OF AGREEMENT

Simpang Ranchan,
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MR. JAMESON GARRY
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University Teknologi Mara,
Campus Samarahan,
94300, Kota Samarahan, Sarawak.

07 APRIL 2010

Sir,

Submission of Business Plan

Referring on the statement above, on behalf of my group, I'm Nur Suryana Binti Mohd Sutarzi as the general manager of SARANG & Co. is proudly to submit our business plan on the actual date as being fixed.

2. We are greatly to send our grateful and appreciation to all individual person and company who helped us a lot in making this business plan became reality. Without any helped from them, we couldn't be succeed completing this business plan.

Truly,

NUR SURYANA BINTI MOHD SUTARZI

(General Manager)



Executive Summary

Section 1

Introduction

Every business organization may require an administration manager as its play important role to the administration of the organization and to ensure the efficiency and success of the business. The management of the organization will be hold by a person who will ensure that every single problem that occurs to the organization can be resolve as it will affect the entire organization. Other than that, good management and providing enough facilities to the organization will motivate the staff to work hard.

The department is responsible for the entire department of the organization in managing and arranging an efficient payment of salary, bonus, EPF, SOCSO and other fringe benefits to the staff. All these things are provided to ensure the staff welfare is highly protected to motivate and improve their performance of work. In addition the arranging of the office layouts and the office environment will create a good condition in term of the cleanliness of the office environment.

Besides, the other important elements that comprises in administration plan are the organization chart, administration budget, expenses and others. In fact, a good administration can make sure that the business management is in a good condition which properly organizes by conducting the running of the organization activities in order to achieve the organization's goal in terms of the organization's vision, mission, and objective. It is important to gain disciplinary of the workers to co-operate each other and build a good relationship among them.



Purposes

This Business Plan is prepared by SARANG & Co. for the purpose of:

1. Obtaining working capital loan from SME Bank with a total of RM 350,673.00
2. To produce a HALAL and healthy product
3. Attract variety of customers and opportunities in the market
4. To increase the numbers of participation of the Bumiputera involvement as an entrepreneur.
5. To be in line with the government objectives that encourages the Bumiputera to entered the business or entrepreneur world and have the owned company. It is initiated by the Prime Minister Dato' Seri Abdullah Bin Ahmad Badawi.
6. To provide people with knowledge about swiftlet bird nest where we can actually eat it.
7. As a daily guideline in managing the business. It is necessary to refer the business plan in order to achieve the organization goal.



Section 5

Administration Plan

Introduction to the Organization

Location Plan:

Our business is located at the Serian, Sarawak which is the most strategic, valuable and economic place to sell swiftlet bird nest. The location of our warehouse is at Serian which takes about one and half hours to main office. This warehouse we built as a bird nest which far from town to avoid disturbance to villagers. It is also a strategic place because Serian is known as a habitat for swiftlet.

We can compete with the other bird nest product because we can produce our own Grade A class of bird nest. Besides that, we can also deliver it to the wholesaler and retailer other than sell itself. Our operation manager will be placed here in order to maintain and observe the quality of the bird nest which has been produced.

We choose to build our warehouse or bird nest far away from the town is also because of the geography and environment condition. It is more likely that swiftlets are comfortable with the surrounding of the place and we would not disturb others.