



## 1.0 EXECUTIVE SUMMARY

“Chatroom” is service for all customer which is in one place we provide many facilities to make them easy to do their works in comfortable place and very relaxing. We offer the customer with member card, 20 hours service and vacancy for students who want to part time. Our services is unique because we used theme “harry potter” every part of the building for example parking, cafe, and study area so they will more interested to come.

Our business have strategic to overcome the problem which is we used a system called shift, for 6 hours our service, students part time will takeover to do the job but we also have a staff that will manage the company, after 6 hours our staf will take over the job. We belief that this business will make a profit because nowadays students and any officer need a place that they are comfortable, relaxing, chilling and nothing can make them stress to do their works no matter it is assignment or assessment.

In addition, is providing one place for students, lecturer and for general uses to do their work like assignment, study, and many more. We provide many facilities for our customer such as wi-fi, printer, parking lot, photocopy machine, café, surau and smoking area so they will comfortable to do their works. This business own by Five shareholder, they are Nur Arrdilla Binti Arastam, Noor syamimi Binti Asri, Nor Sarmilah Binti Sarmin, Nor Syazwan Safwana and Amir Hamzah Sakiling. Our business located at Jalan Sulaman Lot 26 Kota Kinabalu Sabah.

## 1.1 PURPOSE OF BUSINESS PLAN

The purposes of preparing the business plan are:

- a) To help customer relaxing and chilling doing their work.
  - ✓ Our service have many facilities for our customer such as wifi, printer, parking, machine photocopy, café, surau and smoking area so they will comfortable to do their works
- b) To make a local business are successful in big market
  - ✓ Because as we know nowadays many company form outside more than local company so we want to compete with them.
- c) To gain profit
  - ✓ This business will make a profit because nowadays students and any officer need a place that they are comfortable, relaxing, chilling and nothing can make them stress to do their works no matter it is assignment or assessment.

## 1.2 COMPANY BACKGROUND

Name of Business: Chatroom

Business Address: P/s 122, Sulaman central, Block 3, ground floor Kota  
Kinabalu, Sabah.

Post Address: In progress

Telephone Number: 088-311213

E -mail: chatroom@yahoo.com

Main activity: café services

Date of Commencement: In progress

Date of Registration: In progress

Initial Capital: RM 46694.00

Bank Account: In progress





## 2.0 ADMINISTRATIVE PLAN

### 2.1 INTRODUCTION

Administrative plan is relating with complementing the operation plan and which provides information about that company. This administrative is the body in a company that in charge in managing the salary of the employees. Company administrative plan is consist the management of the employees of the company. Good administrative plan lead to the good management of company which is the department that in charge in manage the employees of the company.

