



UNIVERSITI TEKNOLOGI MARA

KOTA SAMARAHAN KAMPUS 2 SARAWAK

FACULTY OF BUSINESS MANAGEMENT

DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY

**FUNDAMENTAL OF ENTREPRENEURSHIP**

**ENT300**

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**PREPARED FOR:**

ENCIK ABANG SULAIMAN BIN ABANG NAIM

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## **EXECUTIVE SUMMARY**

Our name of business is DE' KAMPUNG Food Delivery Services. This business is formed based on the partnership ventures of five people that also as a manager in the business. Basically, our core business is to provide food delivery services to all people around Jalan Tabuan Jaya especially the officer, student and the housing residence. Besides, we can see in Jalan Tabuan Jaya is a busy area. If they want to buy any food, they need to go wait and also take a long time if the road is crowded at the lunch time. Because of that instead we open the store that selling food, we also provide delivery services to the customers.

As for our business here, basically DE' KAMPUNG means "The Kampung". Instead use "The Village" for our business name, we prefer to use word "Kampung" which it in malay because it can show clearly that we provide the local food for our customers. We choose the simple name because it's easy to say and not impossible it will easy to remember by the customers that had taste our food. For these food services, we aim to give the best food delivery services. As we can see, basically in Tabuan Jaya area there's no restaurant that has make this services. There only have franchise restaurant which is Sugar Bun, KFC, Bombay Spices. But we need to know that, not everyday people want to eat the fast food. Besides, with this service, we can help customers that don't like to waiting or take a long queued up to buy a food.

In our company, the top management was conducted by our shareholders themselves. Starting from the General Manager which is going to be held by Nurhajirah Binti Dibit. Our Administrative Managers will be taken by Nurfarahin Bt Ismail and our Operation Manager is going to be held by Nurul Azwein Bt Mohd. Julaihi. The Financial Manager will be taken by

Dayang Siti Azizah Bt Awang Yusuf and our Marketing Manager will be held by Karmila Bt Suliman.

The management team will be led by the General Manager and the other manager will help in other process. As the top management, general manager is responsible in controlling, leading, organizing and not excepted to planning the entire business. The administrative manager is responsible in concerns regarding to office administration. Then, the operation manager will be controlling and monitoring all the operation of our business. This is where the quality control and productivity will take place in order to improve the effectiveness of the workers and the business its own. The financial manager will be handling the important part about the financial matters such as preparing the budgets and financial statement for each department. All the financial statement need to be properly taken by our financial manager. Finally, the marketing manager will responsible in preparing the marketing process which include the process to identifying the target market, market size, the competitors, market share, sales forecast and lastly is marketing strategies to huge our business.

## **INTRODUCTION**

Business plan is the way we make a planning on all activities, strategies, financial, operating and others that related to the business. Because that, business plan is important to start the business. People that have many suggestion or idea about business can conduct the business easily like a entrepreneurship. It is because the entrepreneurship has much knowledge about business. With that knowledge, it will help to instruct others becoming entrepreneurship to start the business successfully.

DE' KAMPUNG Food Delivery Services is a business that gives services to people with delivery the foods to customers by using traditional bowl that called "mangkuk tingkat" which is in malay. Our services is special because this service is never been used by any food delivery services in Tabuan Jaya area. We will design our own "mangkuk tingkat" to help attract our customers beside the different way to deliver food to them. Besides, special about us is, we prepare the local food especially all about the village food.

For our services, we choose Tabuan Jaya area. It is because our target market is student, lecturer, office staff, housing residence and more. In here, there has much kind of institutions and company like Segi College, Swinburne, KWSP, JPN and more. Therefore, we know that in this area, no restaurant using our idea to deliver the food by "mangkuk tingkat".

The reason we choose this business is because we make a some survey that some staff, officer and student do not like to going out but any food. It's because they need to take a long queued up to buy a food. Besides, maybe they miss to eat village food especially student that far from their family. Even though we have many competitors in here, with our new concept

it may lead customers to try our food and services. We believe we can give an impact to our competitors.

Lastly, we hope our business can provide the best services for our customers. Besides to gain some profits, we decided to make these food services because we want to give other variations to our customers. So our in DE' KAMPUNG Food Delivery Services promise to give commitment to our customers that trust on our new concept.

## **LOCATION**

As what we have agreed by all due to the conveniences, we have agreed to set up our business at the Taman Bayor Bukit 5, Lot 770, Tabuan Jaya, Kuching, Sarawak. Furthermore, it is very conducive and strategic for our business. As we can see, there is less competitors that selling the food too. But, we are ready to any healthy competition although we know that they are offering different services as we are going to provide. In addition, other existing facilities around there such as electricity, water, proper road are found there. These facilities help us easily to perform our business with much comfort beginning in 1st January 2015.

## **FUTURE PROSPECT OF BUSINESS**

- Becoming the first choice of student, officer and housing residence around Tabuan Jaya
- Able to provide the faster and easier to order the food which has delivery services to the customers.
- Serve our food to the customers without hear any complaining from them
- Open other branch in different location. Probably around outside Kuching.
- Able to get a positive feedback from the customers.
- Able to make different services that never used by others.

## BUSINESS LOGO



**Chef Hat** – show that we prepared the food by our own recipe and idea.

**Bowl or “mangkuk tingkat”** – The traditional way to deliver food to the customers.

**Flower** – Represent ourselves as the owner of the business.

**Flower in grey** – Represent the teamwork and responsibility to conduct this business.



## **BUSINESS OBJECTIVES**

In way to help the organizations goals and objectives to be achieved, administration department also have is own objective which is to make sure the business is run smoothly in the future. The objectives of our business are:

- To show that process of planning, organizing, leading and controlling really help to conduct our business.
- Besides to give the best services to our customers, from established of this business, we can practice to be more effectiveness in our job.
- To increase our confident in the business to the perfect way.

## **VISION AND MISSION**

### **VISION**

Our business had vision to describe what our business will be in the future. To achieve what we want, our vision is:

- To give the best delivery services to our customers and will be there first choice.

### **MISSION**

To achieve our mission, we have our own milestone which it will be guidelines to the employees perform their task and in order to achieve our business goals, our mission stated is:

- To large our business to other place and improve our work quality to be more effective and efficient in way to give satisfaction to the customers.

**SHARE CONTRIBUTION**

<b>POSITION</b>	<b>CONTRIBUTION (RM)</b>
General Manager (24%)	8569.44
Administrative Manager (19%)	6784.14
Operating Manager (19%)	6784.14
Financial Manager (19%)	6784.14
Marketing Manager (19%)	6784.14
<b>TOTAL</b>	<b>35,706</b>



**MARKETING**

**PLAN**

## **INTRODUCTION**

Marketing is defined as the activities that are carried out systematically to encourage and increase sales of products or services as long as the activities are in line with religious and ethical practices. Basically, it is an exchange activity that takes place between a business entity and its customers. Therefore, all marketing activities must satisfy customer needs and want, and at the same time achieve the targeted profits. Thus, marketing is a critical activity in any business because it forms the backbone to the total business effort in achieving a profitable outcome.

A well prepared marketing plan helps entrepreneurs to evaluate market acceptance on the products or services offered, develop strategies to market products or services of the business, identify required resources to execute the marketing strategy, and estimate marketing financial requirement.

In our business, we are introducing new business in Kuching, Sarawak. Our business is a delivery services using "mangkuk tingkat" as you can see in our logo. In this new era, people are very busy with their work which causes them to neglect taking a proper meal. So, we decided to provide food delivery services that can overcome this problem.

There are several steps in preparing a marketing plan for business such as setting marketing objectives, determining product or services, identifying target market, analyzing market trend and size, assessing competition, forecasting sales, developing marketing strategy, planning for marketing personnel, and preparing marketing budget.

## **MARKETING OBJECTIVES**

Objectives refer to the goal we want to achieve in a set time period:

- To introduce new services to customers.
- To estimate market acceptance and sales.
- To satisfy customer needs and wants.

## **SERVICE DESCRIPTION**

DE' KAMPUNG Food Delivery services provide lunch to customers. Our business is open to students, workers, and public. From our survey, students and staffs nowadays barely have time to enjoy proper meal due to their busy schedules. Besides that, people nowadays are becoming more aware about the importance of having a proper meal because they want to see themselves more attractive and healthy so they can increase their productivity in studies as well as work performance.

Our services is unique because the meal will be delivered using "mangkuk tingkat" instead of polystyrene or container. We are using "mangkuk tingkat" because we want to emphasize on culture. Furthermore, using "mangkuk tingkat" is also a method of practicing green environment in our business.

In addition, our business provide HALAL and local food to customers. In other word, our local foods refer to village food such as ulam-ulaman.

Other than that, our location to set up the business is at a strategic location. It is very strategic because there are many offices such Employee Provident Fund (KWSP) and Jabatan Pendaftaran Negara (JPN), police station and SAKURA hostel. There is also institution in that area such as Swinburne University and SEgi College.

Our business will operate from Monday to Friday from 10:00 a.m. to 5:00 p.m. During weekend and public holidays, we will be closed down our business. We will start to take orders at 10:00 a.m. until 11:30 a.m. The delivery hour will be at 11:30 a.m. until 1:30 p.m.

## **TARGET MARKET**

To ensure that marketing efforts fulfill customers' needs and wants as well as bring profits, the business should identify and focus its efforts on a selected group of customers. This is to ensure that the marketing efforts taken are within the scope and capabilities of the business.

The target market is defined as the group of customers with needs and wants that can be satisfied by the business through the supply of goods or services. With a clearly defined target market, it is much easier to determine where and how to market our business.

First of all, any services or product provided by the company must satisfy the customers need and want. Target market can be divided for each characteristic such as age, agenda, religion and others. We have decided to open our business at Taman Bayor Bukit 5, Lot 770, Tabuan Jaya, Kuching Sarawak.

After much discussion, we have a specific target market for our business. Our target market is students and workers. However, it doesn't mean we only focus on this group of people and ignore others that are not in our target market, as the other group is our secondary market and could also bring income to our business.

## **MARKETING SEGMENTATION**

Marketing segmentation has been widely used by marketers. Market segmentation is the technique that we apply in order to identify our market which greatly helps in deciding our target market, finally our business in a long run. Its objective is to design a marketing mix that precisely matches the expectations of customers in the targeted segment. This is because mistakes in market segmentation may lead to downfall in business.

In our business, we use demographic segmentation to classify our customers.

Demographic segmentation consists of dividing the market into groups based on factors such as age, gender, income, and occupations. Our company is located at the town where the people or customers come from different background or lifestyle. This type of segmentation helps us to identify the trend that might shape future spending patterns in the target market. Based on population, they have different level of income, social status, and occupation. Therefore, we will ensure our business is affordable for everyone.

We also apply geographic segmentation in our business. In geographic segmentation, we focus on regional factor such as population density, climate, and others so that we can obtain large sales to make more profit as possible and at the same time fulfill the customers need and want.

Besides that, we apply psychographic segmentation in our market segmentation.

Psychographic segmentation divides the market into groups according to customer's lifestyle. Generally, nowadays people are practicing the healthy lifestyle in their daily life. In our business we provided a healthy meal for everyone. Not only that, we have decided to use "mangkuk tingkat" to deliver food to customers. Plus, the food provided for customers is at reasonable prices. All of these are important to ensure that our customer is satisfied with our services.



## **MARKETING ANALYSIS**

Market analysis is one of the main factors in marketing. It is a study used to identify a company's markets, forecast their directions, and how to expand the company's share and exploit any new trends in the market. Things that include in market analysis are for example, target market, market size, competition, market share, sales forecast, and marketing strategy.

Market analysis also can be used to inform a firm's planning activities, particularly around decisions of inventory, purchases of equipment, promotional activities, and other aspects of a company.

Our market analysis should include:

- a) Who is the target market and what is the information and characteristic about the target market?
- b) What is the customer wants and need?
- c) What are the demographic of the group?
- d) Who are the competitors of the business?
- e) What is the opportunity of the business and what is the market share percentage?

## **MARKET SIZE**

Market size is the total potential purchases from the target market which includes purchases of the competitor products and services. Then, the competitors must have the same market in the same area. In other words, market size is the number of buyers and sellers in a particular market. This is especially important for companies that wish to launch a new product or services, since small markets are less likely to be able to support a high volume of goods or services.

Before open our business, we need to know the estimation of the market size which is estimating on how much people will tend to use our services in order to determine the success of our business in future. Thus, we can estimate our target market that will spend on our business based on the population of our target market.

Calculation of the market size:

Menu per person = RM8.00

Population = 12000

Only 10% using our services

$10\% \times 12000 = 1200$  person

1 person spent per week (on average) = RM32

Market size in a year =  $(1200 \times 32) \times 4 \times 12$

=RM 1,843,200

## COMPETITION

Basically, competitors often defined as other firms or independent entities that offer similar services or goods in the market place. Knowing the competitors and what they are offering is very significant in setting up a new business. It will trigger us enhance our products, services, and marketing. Other than that, it will allow us to set our prices competitively and help us to respond to rival marketing company with our own initiatives and efforts. We can also identify the strengths and weaknesses of our services. Competition also requires companies to become more efficient in order to reduce costs and other expenditures. The competition analysis is important because it helps us to understand more on the competition and thus help us to prepare a blueprint for a strategic business plan.

Below are the lists of our current potential competitors:

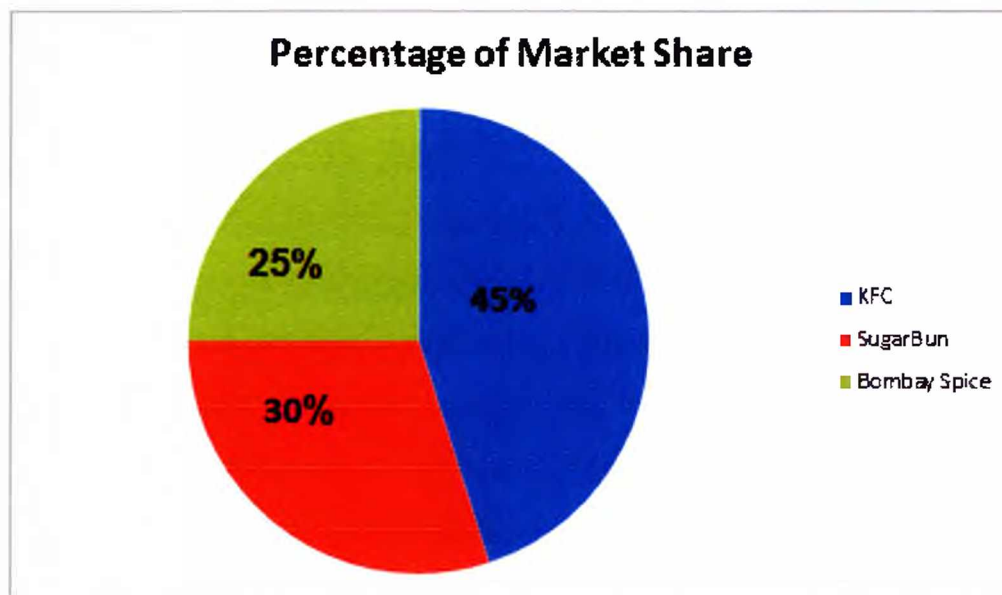
No.	Name of the company	Strengths	Weakness
1.	Kentucky Fried Chicken (KFC)	<ul style="list-style-type: none"> <li>• Experiences in business</li> <li>• Well known</li> <li>• Reasonable price</li> </ul>	<ul style="list-style-type: none"> <li>• Service is not good</li> <li>• Limited choice of menu</li> </ul>
2.	SugarBun	<ul style="list-style-type: none"> <li>• The shop is clean</li> <li>• Well known</li> </ul>	<ul style="list-style-type: none"> <li>• Service is not good</li> <li>• The shop is small</li> </ul>
3.	Bombay Spice	<ul style="list-style-type: none"> <li>• Variety of menu offered</li> <li>• Large quantity amount of food serve</li> </ul>	<ul style="list-style-type: none"> <li>• Unreasonable price</li> <li>• Far from our target market</li> </ul>

## **MARKET SHARE**

Market share is the percentage of the market's total sales that is earned by a particular company over a specified time period. Market share is calculated by taking the company's sales over the period and dividing it by the total sales of the industry over the same period. This metric is used to give a general ideal of the size of a company to its market and its competitors.

### ➤ **Market share before DE'KAMPUNG entering market**

NO.	COMPETITORS	PERCENTAGE OF MARKET SHARE (%)	ESTIMATED INCOME (RM)
1.	Kentucky Fried Chicken (KFC)	45	829,440
2.	SugarBun	30	552,960
3.	Bombay Spice	25	460,800
	<b>TOTAL</b>	<b>100</b>	<b>1,843,200</b>



**Chart Analysis for the market share before DE' KAMPUNG Food Delivery Services enter the market share.**

➤ **Market share after DE'KAMPUNG entering market**

NO.	COMPETITORS	PERCENTAGE OF MARKET SHARE (%)	ESTIMATED INCOME (RM)
1.	Kentucky Fried Chicken (KFC)	50	921,600
2.	SugarBun	25	460,800
3.	Bombay Spice	10	184,320
4.	DE' KAMPUNG Food Delivery Services	15	276,480
	<b>TOTAL</b>	<b>100</b>	<b>1,843,200</b>

Chart Analysis for the market share after DE' KAMPUNG Food Delivery Services enter the market.

## SALES FORECAST

The sales forecast shows the increase and decrease in the percentage of customer.

The sales forecast help us to estimate our business income and the source requirements for that year. There are four steps involve in preparing sales forecast such as determining market size, identify the competitors, estimate market share and forecast sales.

**Sales Forecast for DE'KAMPUNG Food Delivery Services Year 2016**

YEAR	MONTH	NO. OF CUSTOMER	SALES FORECAST (RM)
2015	January	1000	19,200
	February	1300	24,960
	March	1300	24,960
	April	1400	26,880
	May	1400	26,880
	June	900	17,280
	July	900	17,280
	August	1200	23,040
	September	1200	23,040
	October	1400	26,880
	November	1400	26,880
	December	1000	19,200
	<b>TOTAL</b>		<b>14,400</b>
2016		Increase by 5%	290,304

2017		Increase by 8%	313,528.32
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- Sales forecast for second year =  $(5\% \times 276480) + 276480$   
= RM290,304
- Sales forecast for third year =  $(8\% \times 290304) + 290304$   
= RM313,528.32

## **MARKETING STRATEGY**

Marketing strategy is important to ensure the flow of business is moving according to the plan. The marketing strategy consists of four key variables, which is also known as 4P's of marketing. These four variables are product, price, place or distribution, and promotion. For our business we use three marketing strategy which are product or service strategy, place or distribution and promotions.

### **a) Product and service strategy**

Our service as a delivery services are different with other deliveries. There are several strategies such as the name of product or service that using our business. So this ease makes the customers to recognize and identify our business. It will also help to encourage customer loyalty when they know the DE' KAMPUNG is one of the delivery services in the today market.

### **b) Place or distribution**

Strategy place is important for our business. We aim for a place which is surrounded by lots of shopping mall and large company. For a certain shopping mall, the workers cannot simply take a break during lunch hour as it may affect their business. Therefore, we can provide our services for them without affecting their business. We also choose this location because it has lower rental, not far from our target market which will make us to deliver the food easily.

### **c) Promotion**

For the first and second months we will focus on our promotion. As a new business it is important for us to make a promotion regarding our services. Promotion enables customer to recognize our business briefly. Below are the tools used in our promotion:



- Signboard
- Business card
- Banner
- Poster

### Signboard

First, we used signboard to promote our business. The signboard is important in order to promote our business to the customers. The signboard will be build up in front of our house so that customers will notice our business.



### Business card

Then, we use business card to promote our business. In the business card, we will have our company name, contact number, our location, and our website address. We will give the business card to our friends and customers during the delivery sessions.



### Banner

Next, we will use banner to promote our business to the public. We will put this banner in front of our shop. Other than that, the banner will be set up two weeks before we officially open our business. In addition, we will ensure our banner is design in attractive, effective and interesting way so that customer will be excited to try our services.



The banner features a dark background with a decorative floral pattern on the right side. On the left, there is a circular logo containing a stylized figure. The main text is in a red, hand-drawn font. Below the main text, the opening hours are listed in a white, hand-drawn font. At the bottom left, contact numbers are provided in a white, hand-drawn font. At the bottom right, there are social media icons for Facebook and Instagram, followed by the text 'Follow us on:' and the respective handles.

**DE' KAMPUNG  
FOOD  
DELIVERY SERVICES**

**OPENING HOURS: 10:00 a.m. - 5:00 p.m  
MONDAY - FRIDAY**

Contact:  
082-446589  
014-6814356

Follow us on:  
 officialdekampung\_fds  
 de'kampung\_fds

## Poster

Then, we use poster to provide some information regarding our business to the customers. Our trademark for the business is "Taste and Feel the Different". From our poster, customer will know what kind of food we provide.

*Busy at office?*  
*Do not like to queue up?*  
*Want to eat village food?*  
**CALL US NOW !!**  
 082-990089  
 024-0819300

OR

Follow us on:  
 Off- [cialdehamping\\_id](#)  
[dehamping\\_id](#)

**"MANGKUK TJNGKAT" bring you**  
*all the way to MEMORY..*

**TASTE & FEEL THE DIFFERENT**

### Business Logo

Business logo is very important in every business. Business logo will help customer to identify what kind of business we offered. The logo portrayed our unity with workers in leading the business.



## MARKETING BUDGET

Marketing budget refers to expenses incurred in planning for the marketing aspects of the proposed business. It consists of three components which are investment on fixed assets, allocation for monthly expenses, and other marketing expenses. The marketing budget is useful for financial planning.

Marketing Budget Table

Items	Fixed Asset Expenses (RM)	Monthly Expenses (RM)	Other Expenses (RM)
<b>Promotion</b>			
➤ Signboard	1,000.00		
➤ Business card (1.20x50)			60.00
➤ Banner			80.00
➤ Poster (1.50x20)			30.00
<b>Total</b>	<b>1,000.00</b>		<b>1,170.00</b>



**OPERATIONAL**

**PLAN**

## INTRODUCTION

Operation plan is one of the important functions in a business. It is to make sure that business is able to produce product or deliver services according to the specification, quality and time specified by the customer. It is also can be define as process of marshalling business input to transform them into output in the form of product or services.

DE'KAMPUNG Food Delivery Services is provided customer food and also service to them in order to fulfil their satisfaction. In order to do that, operational planning is the one important role play to make sure business activities is going well without having any problems. Instead of that, in this planning it is to make sure that all the equipment and machine in a good conditions.

Operational manager also manage the activities in DE'KAMPUNG Food Delivery Services. It is to make sure that food is fully cooked, good condition along the way to customer's place and the most important thing to maintain that food which is not faulty. Prior to that, operational department also need to provide the equipment and machine that needed in our business activity and materials that required so that during the process of cooking the food, packaging food, co-workers don't have any obstacle in order to complete that task.



## **OBJECTIVE**

To make sure activities of this business going smoothly, we have set up our operational plan. This following are the objectives in the operational plan for DE'KAMPUNG Food Delivery Services:

- To ensure the operational of the business run smoothly
- To ensure our business able to fulfil the customer demands on our goods and services.
- To provide the best workplace for the employee
- To achieve mission and vision of the company
- To improve the quality of operation's activities
- To make sure the food delivery is arrive within the time as promises
- To fulfil the needs and satisfaction of the customers
- To maintain the quality of equipment and machines
- To ensure the workplace of the employee is safe and have good environment
- To make sure the food that have been order is right

Based on the following objectives, we hope we can fulfil the customer needs and also their satisfaction. Additionally, DE'KAMPUNG Food Delivery Services provide the service that very unique compare to the others.

## LOCATION PLANNING

- **Strategic location**

DE'KAMPUNG Food Delivery Services has choose the strategic location because in our area there are many private and public company whereby the employee might be busy and do not have time to go out to buy food for their lunch. By having food delivery services, it can make them save their petrol and time. They just make call and wait for their food according to the time that promises.

- **Price of rental**

Price of house that we rent is reasonable and also it is suitable to do this business in there because the characteristics of house that we want are achievable, fulfill our needs and wants.

- **Distance from supplier**

It is easy to get the materials and others thing that we need in that business because it near from the supermarket and other shops that can provide us the thing that needed in our business.

## OPERATION HOURS

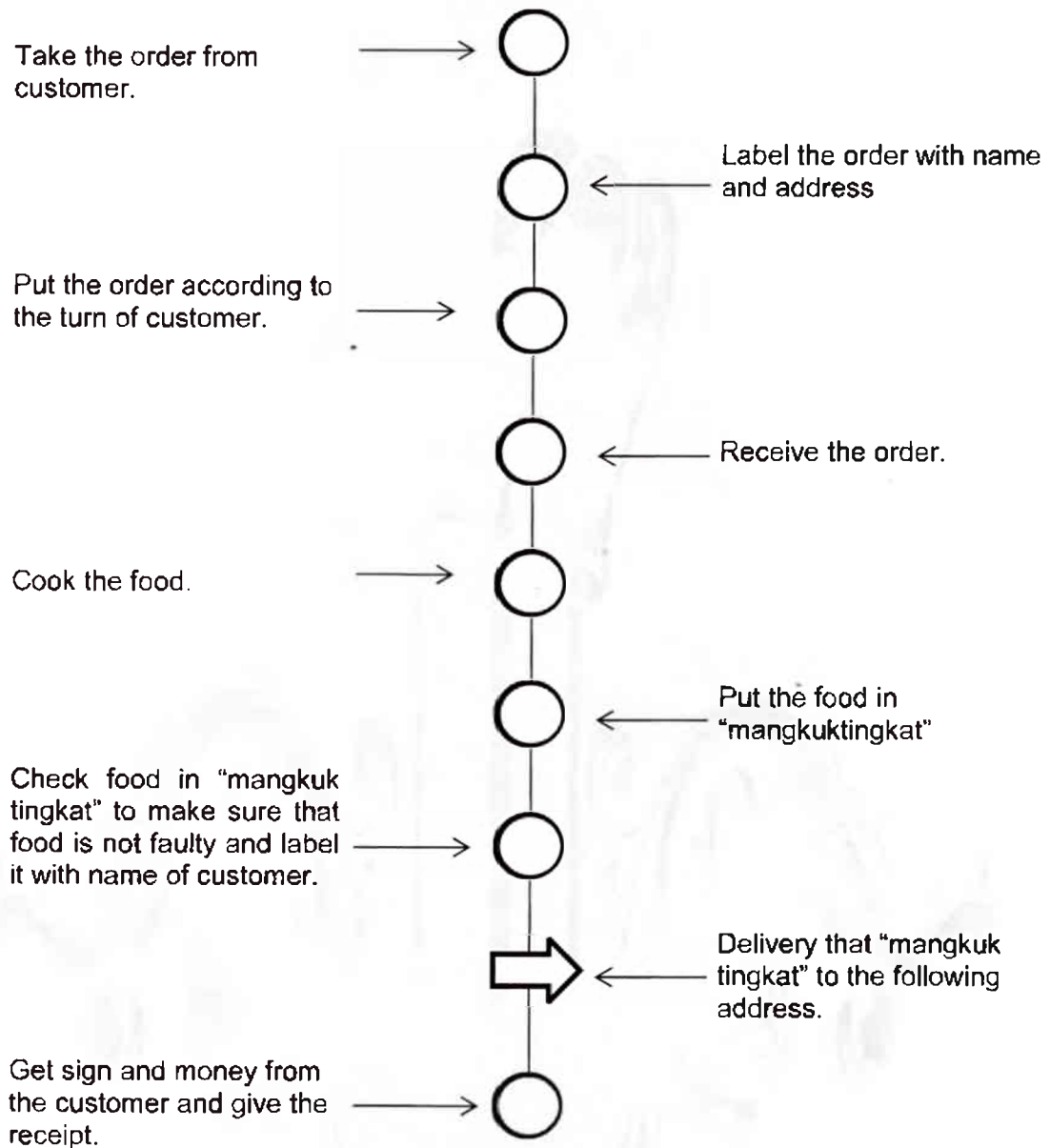
DAY	MORNING	BREAK	AFTERNOON
MONDAY	8:00 – 12:00	12:00 – 1:00	1:00 – 6:00
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY, SUNDAY & PUBLIC HOLIDAY	CLOSED		

- NOTE: 1. DE'KAMPUNG will not accept order during the break time of our operation hours which is 12:00 – 1:00 p.m. and also during the weekends and public holidays.
2. Customers only can order through the phone call that have been stated in social networking.
3. Customers do also can order the food through social networking that De'kampung only has such as Facebook, and Watsapp.
4. For those who prefer to call, De'kampung also has phone number that customer can call during the operation hours, it is 082 – 3344665.

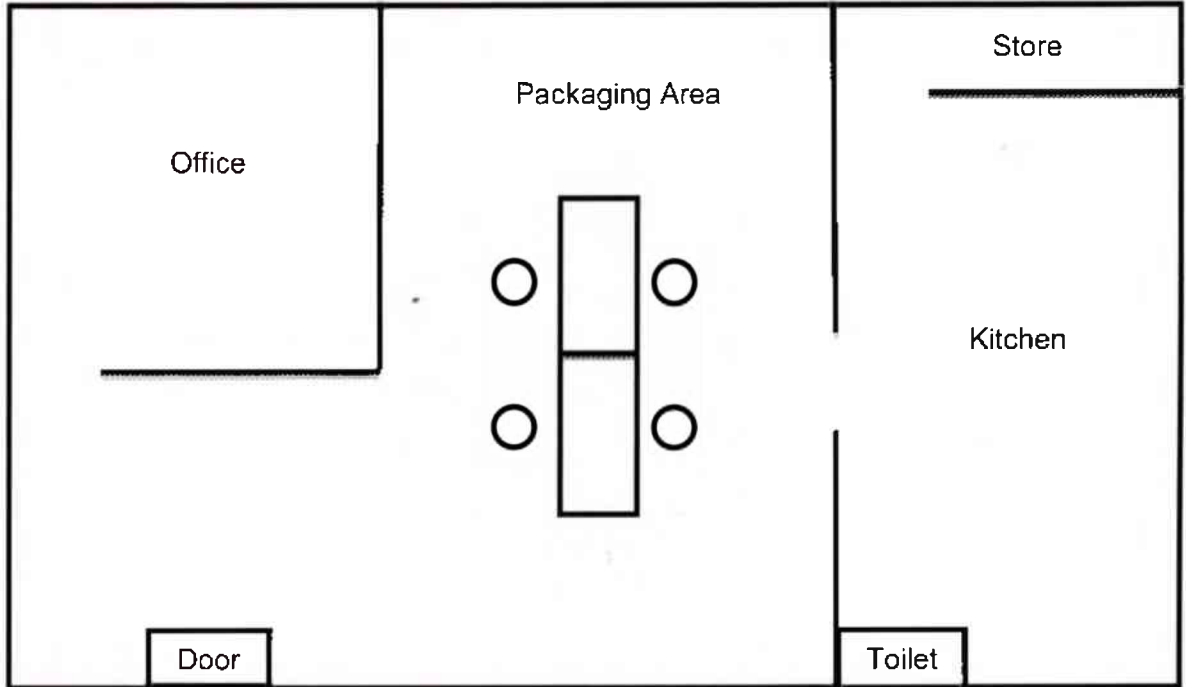
**BUSINESS HOURS**

DAY	BUSINESS HOURS		
	TIME		
	MORNING	BREAK	AFTERNOON
MONDAY	10:00 – 12:00	12:00 – 1:00	1:00 – 5:00
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY, SUNDAY & PUBLIC HOLIDAY	CLOSED		

## DE'KAMPUNG PROCESSES FLOWCHART



# OFFICE LAYOUT



## **PHYSICAL LOCATION**



Our location of business is at Taman Bayor Bukit 5 Lot 770, Taman Tabuan Jaya, Kuching, Sarawak.

## CALCULATION FOR OUTPUT PER MONTH

$$\begin{aligned}
 \text{Average of monthly sales} &= \text{Sales forecast (first year)} \div 12 \text{ month} \\
 &= 276,480 \div 12 \text{ month} \\
 &= 23040 \\
 &= \frac{23040}{10} \\
 &= 2304
 \end{aligned}$$

### **Rice**

$$\text{Price per unit/kg} = 1.00$$

$$\text{Number of output per month} = \frac{2304}{1.00}$$

$$\text{Number of output per month} = 2304 \text{ units per month}$$

### ***Ayam Masak Merah***

$$\text{Price per unit/kg} = 3.5$$

$$\text{Number of output per month} = \frac{2304}{3.5}$$

$$= 658.3 \text{ units per month}$$

### ***Sayur Campur***

$$\text{Price per unit/kg} = 3.5$$

$$\text{Number of output per month} = \frac{2304}{3.5}$$

$$= 658.3 \text{ units per month}$$

### ***Ikan Kembong Asam Pedas***

$$\text{Price per unit/kg} = 3.5$$

$$\text{Number of output per month} = \frac{2304}{3.5}$$

$$= 658.3 \text{ units per month}$$



**Cangkuk Manis Masak Lemak**

Price per unit/kg = 3.5

$$\text{Number of output per month} = \frac{2304}{3.5}$$

$$= 658.3 \text{ units per month}$$

**Meat Soup**

Price per unit/kg = 3.5

$$\text{Number of output per month} = \frac{2304}{3.5}$$

$$= 658.3 \text{ units per month}$$

**Sayur tauge tumis**

Price per unit/kg = 3.5

$$\text{Number of output per month} = \frac{2304}{3.5}$$

$$= 658.3 \text{ units per month}$$

**Sayur Kacang Panjang Tumis**

Price per unit/kg = 3.5

$$\text{Number of output per month} = \frac{2304}{3.5}$$

$$= 658.3 \text{ units per month}$$

**Ayam Masak Kicap**

Price per unit/kg = 3.5

$$\text{Number of output per month} = \frac{2304}{3.5}$$

$$= 658.3 \text{ units per month}$$

**Nasi Ayam Penyet**

Price per unit/kg = 8.0

$$\text{Number of output per month} = \frac{2304}{8.0}$$

$$= 288 \text{ units per month}$$

## **MENU FOR DE'KAMPUNG FOOD DELIVERY SERVICES**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<ul style="list-style-type: none"> <li>- Rice</li> <li>- Ayam Masak</li> <li>- Sayur Campur</li> </ul>	<ul style="list-style-type: none"> <li>- Rice</li> <li>- Ikan Kembong Masak Asam Pedas</li> <li>- Sayur Kacang Tumis</li> </ul>	<ul style="list-style-type: none"> <li>- Rice</li> <li>- Ayam Masak Kicap</li> <li>- Sayur Cangkok Manis Masak Lemak</li> </ul>	<ul style="list-style-type: none"> <li><i>Nasi Ayam Penyet</i></li> </ul>	<ul style="list-style-type: none"> <li>- Rice</li> <li>- Sup daging</li> <li>- Sayur tauge</li> </ul>

Ingredients:

### ***Ayam Masak Merah***

- Red onions
- Garlic
- Ginger
- Spice
- Cooking Oil
- Salt
- Ajinomoto
- Sugar
- Turmeric
- Chicken
- Sauce

### ***Sayur Campur***

- Cabbage
- Carrot
- Red Chilli
- Cooking Oil
- Red Onions
- Garlic
- Salt
- Ajinomoto

***Ikan Kembong Masak Asam Pedas***

- Ikan Kembong
- Lemon Grass
- Dry Chilli
- Turmeric
- Red Onions
- Salt
- Ajinomoto
- Garlic
- Cooking Oil
- Tamarind

***Sayur Kacang Tumis***

- Sayur Kacang
- Ikan bilis
- Red Onions
- Garlic
- Chilli

***Ayam Masak Kicap***

- Chicken
- Spice
- Ketchup
- Red Onions
- Garlic
- Chilli
- Ginger
- Cooking Oil
- Sugar

***Sayur Cangkuk Manis Masak Lemak***

- Sayur Cangkuk Manis
- Coconut milk
- Pumpkin
- Red Onions
- Garlic
- Belacan
- Ikan bilis
- Dry Chilli
- Salt
- Ajinomot

**Nasi Ayam Penyet**

- Chicken
  - Turmeric
  - Salt
  - Ajinomoto
- *Sambal*
  - Tomato
  - Dried Chilli
  - Belacan
  - Chilli
- *Ulam-ulaman*
  - Cabbage
  - Cucumber
  - Kacang Panjang

**Meat Soup**

- Spice
- Daun Sup
- Potato
- Carrot
- Meat
- Red Onions
- Garlic

**Sayur Tauge**

- *Sayur Tauge*
- *Tauhu*
- Red Onions
- Garlic
- Red Chilli

## RAW MATERIALS DE'KAMPUNG FOOD DELIVERY SERVICES (PER MONTH)

Material	Quantity	Total Material Requirement	Price (RM) kg/packet/bottle	Total Price (RM)
Sugar	10kg	10kg	1.5	15.0
Salt	3kg	3kg	2.0	6.0
Rice	50kg	50kg	22.20	1110.0
Cooking oil	20kg	20kg	3.0	60.0
Sauce	6kg	6kg	2.3	39.0
Ketchup	8 bottles (big)	8 bottles (big)	3.00	24.0
Ajinomoto	3kg	3kg	13.0	52.0
<i>Ikan Kembong</i>	24kg	24kg	6.0	144.0
Lemon grass	0.5kg	0.5kg	2.0	1.0
Spice routes	4 packet (big)	4 packet (big)	3.0	12.0
Ginger	0.5kg	0.5kg	4.0	2.0
Red Onions	5kg	5kg	2.0	10.0
Garlic	5kg	5kg	2.0	10.0
Tamarind	3 packet (big)	3 packet (big)	4.5	13.5
Cabbage	10kg	10kg	3.0	30.0
Carrot	5kg	5kg	1.5	7.5
<i>Belacan</i>	2kg	2kg	40.0	80.0
Turmeric	1.0kg	1.0kg	3.0	3.0
Dry Chilli	3kg	3kg	14.0	42.0
Red Chilli	2kg	2kg	17.0	34.0
<i>Cangkuk manis</i>	8kg	8kg	8.0	64.0
Chicken	40.0kg	40.0	8.4	336.0
Meat	40kg	40kg	12.0	480.0
<i>Daun sup</i>	0.25kg	0.25kg	7.0	2.0






Tauge	8kg	8kg	4.0	32.0
Tauhu	20 pieces	20 pieces	0.6	12.0
Potato	4kg	4kg	3.0	12.0
<i>Kacang Panjang</i>	8kg	8kg	4.5	36.0
<i>Cucumber</i>	2kg	2kg	1.5	3.0
Pumpkin	4kg	4kg	14.5	58.0
Chilli	0.5kg	0.5kg	16.0	8.0
Tomato	4kg	4kg	5.00	20.0
Santan	1kg	1kg	3.00	3.00
Total Amount				2761.0





## MACHINE AND EQUIPMENT REQUISITION

No.	Machine, Vehicle and Equipment	Quantity	Price/Unit	Total Price (RM)
1.	 (Gas)	2	50.00	100.00
2.	 (Rice Cooker)	2	95.00	190.00
3.	 (Van)	1	12 000	12 000.00
4.	 (Degchi Pot)	2	45.00	90.00

5.	 (Wok)	2	35.00	70.00
6.	 (Chopper)	2	15.00	30.00
7.	 (Chopping Board)	2	20.00	40.00
8.	 (Soup Ladle)	2	5.0	10.00
9.	 (Gas Stove)	1	59.00	59.00
11.	 (Freezer)	1	1000.0	1000.0



12.	 (Refrigerator)	1	880.0	880.0
13.	 (Knife)	3	3.00	9.00
14.	 (Blender)	1	80.00	80.00
	 (Frying Ladle)	2	4.00	8.00
	 (Large "mangkuk tingkat")	(Large) 120	8.00	960.00

	 (Small "mangkuk tingkat")	(Small) 240	9.00	2160.00
	 (Rice Ladle)	2	3.5	7.00
	 (Gas hose)	1	13.00	13.00
	 (Wok cover)	2	7.50	15.00
	<b>TOTAL</b>			17,721.00

**CLEANING EXPENSES (MONTHLY)**

MATERIAL	QUANTITY	PRICE/UNIT	TOTAL PRICE (RM)
Hand Wash	2	3.5	7.0
Sponge	5	0.4	2.0
Dish Washer	4	4.5	18.0
Wire Sponge	3	1.0	3.0
Garbage Plastic	4	4.0	16.0
Detergent	1 (kg)	6.0	6.0
<b>TOTAL</b>			<b>52.0</b>

## OPERATION BUDGET

Items	Fixed Asset	Monthly Expenses	Other Expenses
<b>Fixes Asset</b>			
Machine and Equipment	5721.0		
Van	12,000.0		
<b>Working Capital</b>			
Raw Materials		2761.0	
Fuel	-	400.0	
<b>Other expenses</b>			
Insurance and Road Tax			440.0
Cleaning Expenses			52.0
<b>Total</b>	<b>17721.0</b>	<b>3161.0</b>	<b>492.0</b>
<b>TOTAL</b>			<b>21,374.0</b>

## **IMPLEMENTATION SCHEDULE**

<b>ACTIVITIES</b>	<b>DEADLINES</b>	<b>DURATIONS</b>
Incorporation of business	January – February 2014	2 months
Application for permits and license	January – April 2014	3 months
Searching for business premise	May – April 2014	2 months
Acquire machines and raw materials	June – August 2014	3 months
Recruitment human resources	September 2014	1 month
Renovation of premise	September 2014	1 month
Commencement of business	January 2015	-



# ADMINISTRATION

# PLAN

## INTRODUCTION

DE'KAMPUNG Food Delivery Services is a partnership type of business which we have five partners. Administration is the most important thing when we want to open up a business. It is because to ensure the business run smoothly effective and efficiently. The performance, the successful and the survival of the business depend on the managerial skills and capabilities also need a productive and proactive team work in management. A good business management is where everyone contribute well, being responsibility of doing work and also able to carry out a good output of their work performance.

Hence, The Administration Manager is the important position because the business should have the administration function such as planning, controlling, organizing, also leading the company business. They are managing and lead the others to achieve goals while working and also to achieve the best strategies of the business.

The task of Administration Manager is to organize business structure and administration staffs including their work task and responsibilities. The Administration Manager is also to set the employee's salaries and includes provident funds like the Employer's Provident Fund (FPF) and also the Social Security Organization (SOSCO). This because our company is providing a protection to our employee's welfare compensation and fringe benefits, bonuses, medical leaves, emergency leaves, maternity leaves and annual leaves.

Beside that, in Administration we will do the calculate all budget that relate to administration department, arrange the organizational structure, manpower planning, schedule of remuneration and also we are provide the good furniture and fitting in the office because want to ensure employee comfortable working in office environment.

The Administration Manager is responsibility to ensure the employee's comfortable and provide them a training and development to the staff. This is to let the staff more precisely in doing their work.

Our business faced the same situation which we have to plan more carefully and also we divided our work among ourselves according to the skills and qualification of business. This is the one of to achieving goals of the business.

As the conclusion, the Administration department is playing important role to manage the business as easily to operate the company. Thus, more important is discipline among the staff also cooperation in team work to achieve goals.



## **ADMINISTRATION STRATEGIES**

DE' Kampung Food Delivery Services a manage to achieving goal setting by using the strategies in every department which is:

### ❖ ADMINISTRATIVE DEPARTMENT

- To ensure the business is manage to solve the problem in each department and also to ensure the business is followed the procedure of the company.

### ❖ MARKETING DEPARTMENT

- To ensure the market strategies is more advertise and to ensure our service is the best by promoting the company

### ❖ OPERATIONAL DEPARTMENT

- To ensure all the equipment are running smoothly and also to make sure the office layout more standardized to the workers.

### ❖ FINANCIAL DEPARTMENT

- To ensure the business is budgeting and the expense of the business is orderly.

**MAN POWERING**

NO	POSITIONS	NO. OF STAF
1	General Manager	1
2	Administration Manager	1
3	Marketing Manager	1
4	Operation Manager	1
	TOTAL	5

**DISTRIBUTION SHAREHOLDERS:**

NO	NAMES	POSITIONS	EQUITY (RM)	SHARE (%)
1	Nurhajirah Bt Dibit	General Manager	8569.44	24
2	Nurfarahin Bt Ismail	Administrative Manager	6784.14	19
3	Nurul Azwein Bt Mohd Julaihi	Operation Manager	6784.14	19
4	Dayang Siti Azizah Bt Awang Yusuf	Financial Manager	6784.14	19
5	Karmila Bt Suliman	Marketing Manager	6784.14	19
<b>TOTAL</b>			<b>35,706</b>	<b>100%</b>

## SCHEDULE OF TASKS AND RESPONSIBILITIES

POSITION	JOB DESCRIPTION
GENERAL MANAGER	<ul style="list-style-type: none"> <li>❖ Authority an a chairman in partnership</li> <li>❖ Create the objective, planning strategies and monitor the organization in the company</li> <li>❖ Responsible for all the management staff to improve their quality of business performance</li> <li>❖ Maintaining a good communication and relationship with others company or customers</li> <li>❖ Responsible run the business smoothly by using proper procedure for achieving towards goal</li> <li>❖ Able cooperate and interact with people</li> </ul>
ADMINISTRATION MANAGER	<ul style="list-style-type: none"> <li>❖ Planning or coordinate services in organization</li> <li>❖ Carry out the interview for workers to evaluate the performance</li> <li>❖ Responsible to handle the office matters</li> <li>❖ To ensure all the business objective and goal will be achieve</li> <li>❖ Help General Manager to manage and plan systematic</li> </ul>

	management
MARKETING MANAGER	<ul style="list-style-type: none"> <li>❖ To identify the market target of the business</li> <li>❖ To ensure the place were strategic</li> <li>❖ Responsible to set up 4P's which is place, promotion, price, and product</li> <li>❖ Provide advertise services that have potential client</li> </ul>
OPERATION MANAGER	<ul style="list-style-type: none"> <li>❖ Planning the program that will be done</li> <li>❖ Arrange the office equipment and fittings also furniture</li> <li>❖ To ensure the flow stock runs smoothly without having any shortage in the supply stock</li> </ul>
FINANCIAL MANAGER	<ul style="list-style-type: none"> <li>❖ Prepared the business cash flow, profit the get from year ended.</li> <li>❖ Manage the financial management of the business</li> <li>❖ Responsible to the entire of business transaction activities and asset are received or out.</li> <li>❖ Prepared the financial statement of the company business.</li> </ul>

## **LABOR INCENTIVES**

This benefit is very important to our business. It also compulsory gives to the partner and every staff. This benefit was stated in Employment Act 1955 (Act 265) and regulation.

### **Employees Provident Fund (EPF)**

- EPF is compulsory to the employer provided to the every employee which stated in the Employment Act 1955
- Our business will deducted 13% from the employee salary for the contribution.

### **Social Security Organization (SOCSO)**

- This benefit is also compulsory gives to the employees. It is because SOCSO give the protection to the employees from any circumstances like accident before working hour, during working hour and after working hour.
- If any happen to the staff, they may claim from the employer which stated in Employment Act 1955.
- Our business will deducted 2% from the employee salary for the contribution.

### **Leaves**

- This benefit also was stated in Employment Act 1955 which the employees may take leaves for any circumstances which implement by the employer.
- Our business provides sick leaves and annual leaves.

**SCHEDULE OF REMUNERATION**

POSITION	NO	MONTHLY SALARY	EPF (13%) (RM)	SOCSSO (2%) (RM)	TOTAL (RM)
General Manager	1	1000.00	130.00	20.00	1150.00
Administration Manager	1	900.00	117.00	18.00	1,095
Marketing Manager	1	900.00	117.00	18.00	1,095
Operation Manager	1	900.00	117.00	18.00	1,095
Financial Manager	1	900.00	117.00	18.00	1,095
Total Per Month	5	4,600	598.00	92.00	5,530
<b>Total Per Year</b>		<b>55,200</b>	<b>7,176</b>	<b>1,104</b>	<b>63,480</b>

**LIST OF SUPPLIERS**

ITEMS	NAME OF SUPPLIERS
Office Furniture and Fittings	Evergrow
Stationery	The Union Shop

**LIST OF OFFICE FURNITURE AND FITTINGS**

ITEMS	QUANTITY	PRICE PER UNIT (RM)	TOTAL AMOUNT (RM)
Table  (General Manager)	1	10.00	110.00
Office Chair  (General Manager)	1	40.00	40.00
Multipurpose cabinet	1	120.00	120.00
<b>TOTAL</b>			<b>270.00</b>



**LIST OF EQUIPMENT**

ITEMS	QUANTITY	PRICE PER UNIT (RM)	TOTAL AMOUNT
Lighting	2	30.00	60.00
Fan	2	97.50	195.00
Computer	1	1,400.00	1,400.00
Multipurpose Fax	1	400.00	400.00
<b>TOTAL</b>			<b>2,055</b>

**LIST OF ADMINISTRATIVE EXPENSES**

## (a) Stationery

ITEMS	QUANTITY	PRICE PER UNIT	Total
		(RM)	Amount (RM)
Pen	1 packet	4.00	4.00
A4 paper	2 packet	14.00	28.00
File	10 unit	1.50	15.00
Account Ledger book	1	4.00	4.00
calculator	1	25.00	25.00
ruler	2	0.50	1.00
Pencil	1 box	2.00	2.00
Stapler	1	3.00	3.00
Marker	2	1.00	2.00
<b>TOTAL</b>			<b>84.00</b>

## (b) Utilities expenses

ITEMS	QUANTITY	PRICE PER MONTH (RM)	PRICE FOR DEPOSIT 2 MONTH
Deposit Telephone bill	2 month	90.00	180.00
Deposit Electricity bill	2 month	100.00	200.00
Deposit Water bill	2 month	140.00	280.00
<b>TOTAL</b>		<b>330</b>	<b>660.00</b>

## (c) Rental

ITEMS	QUANTITY	PRICE PER MONTH (RM)	TOTAL AMOUNT PER YEAR (RM)
Rental Deposit	2 month	1,800	
Rental Fee	12 month	900.00	10,800.00

## (d) Other Expenses

ITEMS	TOTAL COST (RM)
Business Registration & License	80.00
Renovation	500.00
<b>TOTAL</b>	<b>580.00</b>

**ADMINISTRATION BUDGET**

ITEMS	FIXED ASSET (RM)	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)	TOTAL EXPENSES (RM)
Office Furniture & Fitting	270.00			
Office Equipment	2,055.00			
Salaries		4,600.00		
EPF		598.00		
Socso		92.00		
Stationary			84.00	
Utilities				
-Telephone Bills		90.00		
-Electricity Bills		100.00		
-Water Bills		140.00		
-Deposit Telephone bill				
-Deposit Electricity bill			200.00	
-Deposit Water bill			280.00	
Deposit Rental Fee			1,800.00	
Rental fee		900.00		
Business Registration & License			80.00	
Renovation			500.00	
<b>TOTAL</b>	<b>2,325.00</b>	<b>6,520.00</b>	<b>2,944.00</b>	<b>11,789.00</b>



**FINANCIAL**

**PLAN**

## **FINANCIAL PLAN- INTRODUCTION**

The financial plan is the final step in the preparation of a business plan. The financial plan incorporates all financial data derived from operation budgets from the marketing, operation and administrative budgets and financial information from the operating budgets to become financial budget.

A good financial plan should be able to determine:

- ✓ Total project implementation cost.
- ✓ Total amount of financing required and proposal sources of finance.
- ✓ Capital structure of the new firm.
- ✓ Amount of depreciation on fixed assets.
- ✓ Amount of loan and hire purchase repayments.
- ✓ Cash inflow and outflow for the planned period.
- ✓ Profit and loss at the end of the planned period.
- ✓ Financial position at the end of the planned period.
- ✓ Financial viability of the proposed project.

## **OBJECTIVES**

1. To determine the size of investment.
  - A financial plan should be able to determine the size of investment needed to start a new business or project.
2. To identify and propose the relevant sources of finance.
  - A financial plan should include proposals on how the project implementation cost is to be financed.
3. To ensure that the initial capital is sufficient.
  - Make sure that the initial capital is sufficient for the project to take off is became an important for entrepreneur.
4. To appraise the viability of the project before actual investment is committed.
  - Allows the entrepreneur to appraise the proposed business in terms of financial viability before the actual investment is committed.
5. To be used as a guideline for implementation.
  - The entrepreneur able to evaluate whether or not the project is on course.



## **THE PROCESS OF DEVELOPING A FINANCIAL PLAN**

To develop a workable and meaningful financial plan, the entrepreneur has to follow these steps:

Step 1: Gather all financial input.



Step 2: Prepare the project implementation cost schedule.



Step 3: Prepare the sources of finance schedule.



Step 4: Prepare the pro forma cash flow statement.



Step 5: Prepare the pro forma income statements.



Step 6: Prepare the pro forma balance sheet.



Step 7: Perform financial analysis based on the above pro forma statements.

## MARKET EXPENDITURE AND ADMINISTRATIVE EXPENDITURE

<b>MARKETING EXPENDITURE</b>	
<b>Fixed Assets</b>	<b>RM</b>
Signboard	1,000
<b>Working Capital</b>	
<b>Other Expenditure</b>	
Other Expenditure	170
<b>Pre-Operations</b>	
Deposit (rent, utilities, etc.)	
Business Registration & Licences	
Insurance & Road Tax for Motor Vehicle	
Other Expenditure	
<b>TOTAL</b>	<b>1,170</b>

<b>ADMINISTRATIVE EXPENDITURE</b>	
<b>Fixed Assets</b>	<b>RM</b>
Land & Building	
Office Furniture and Fitting	270
Office Equipment	2,055
<b>Working Capital</b>	
Salaries (EPF and SOCSO)	5,290
Telephone Bills	90
Electricity Bills	100
Water Bills	140
Rental	900
<b>Other Expenditure</b>	
Other Expenditure	2864
<b>Pre-Operations</b>	
Deposit (rent, utilities, etc.)	
Business Registration & Licences	80
Insurance & Road Tax for Motor Vehicle	
Other Expenditure	
<b>TOTAL</b>	<b>11,789</b>

## OPERATIONS EXPENDITURE

<b>OPERATIONS EXPENDITURE</b>	
<b>Fixed Assets</b>	<b>RM</b>
Machine and Equipment	5,721
Van	12,000
<b>Working Capital</b>	
Raw Materials	2,761
Carriage Inward & Duty	
Salaries, EPF & SOCSO	
Fuel	400
<b>Other Expenditure</b>	
Other Expenditure	52
<b>Pre-Operations</b>	
Deposit (rent, utilities, etc )	
Business Registration & Licences	
Insurance & Road Tax for Motor Vehicle	440
Other Expenditure	
<b>TOTAL</b>	<b>21,374</b>

<b>SALES PROJECTION</b>	
Month 1	19,200
Month 2	24,960
Month 3	24,960
Month 4	26,880
Month 5	26,880
Month 6	17,280
Month 7	17,280
Month 8	23,040
Month 9	23,040
Month 10	26,880
Month 11	26,880
Month 12	19,200
Total Year 1	276,480
Total Year 2	290,304
Total Year 3	313,528

<b>PURCHASE PROJECTION</b>	
Month 1	2,761
Month 2	2,761
Month 3	2,761
Month 4	2,761
Month 5	2,761
Month 6	2,761
Month 7	2,761
Month 8	2,761
Month 9	2,761
Month 10	2,761
Month 11	2,761
Month 12	2,761
Total Year 1	33,132
Total Year 2	34,789
Total Year 3	37,572



ed Assets - nd & Building urchase of ed Assets - bers	21,0 46													21,0 46		
re-Purchase wn Payment re-Purchase ayment: Principal Interest nn ayment: Principal Interest r Payable																
AL CASH FLOW	21,5 66	12, 767	9,68 1	9,6 81	9,6 81	9,6 81	9,6 81	9,6 81	9,68 1	9,6 81	9,6 81	9,6 81	9,6 81	140, 824	121,3 55	124,13 8
SH PLUS NCI(%)	14,1 40	6,4 33	15,2 79	15, 279	17, 199	17, 199	7,5 99	7,5 99	13,3 59	13, 359	17, 199	17, 199	9,5 19	171, 362	168,9 49	189,39 0
MINING SH BALANCE		14, 140	20,5 73	35, 852	51, 131	68, 330	85, 529	93, 128	100, 727	114 6	127 44	144 64	161 84		171,3 62	340,31 2
ING CASH BALANCE	14,1 40	20, 573	35,8 52	51, 131	68, 330	85, 529	93, 128	100 727	114, 086	127 44	144 64	161 84	171 36	171, 362	340,3 12	529,70 2



# CONCLUSION

## CONCLUSION

In completing this business plan, we could conclude that it was a tough task to be accomplished, especially for a beginner for us. In order to begin this challenging field, we must understand the nature of our business.

We realized in order to finish this business plan, a lot of researches and information regarding to this business were a compulsory in order to be able to stand among our competitor. After all, it gives us such a big advantage in understanding the preferences of the customers.

Furthermore, it is an important aspects for us to know how to operate our business efficiently and effectively, as it is indeed a must factor to make sure this business will continue in a long term.

While the financial which is costing, played the most important role as the generator for the business so that we are able to calculate the budgets and forecast the rising of the business.

We also feel very glad that after all the hard works is paid off after the business plan was accomplish. We understand the importance of being cooperative and work as a team really gave us benefits in lots of term. Finally, the task taught us what are the key to be successful in the raving business world.





# APPENDICES

Office Of The Registrar Of Business Names / Collector Of Trading Licence, Kuching District  
Inland Revenue Board Of Malaysia, Kuching Branch.  
Level 2, Wisma HASIL, jalan Padungan, 93100 Kuching.

Tel : 082-223400

Fax : 082-244475

#### Guideline On Application Of Business Names Registration And Trading Licences

Any person, residing in Sarawak ( an individual holding visit/social/work pass NOT QUALIFY ), intending to register a business under the Business Names Ordinance ( Chapter 64 Laws Of Sarawak) and subsequently apply for a trading licence under the Business, professional & Trades Licensing Ordinance ( Chapter 33 Laws Of Sarawak ) in the District of Kuching is required to observe the following procedures and terms:

1. Seek the *office's approval* for the use of the proposed *business name*.  
( name having "HORNBILL / SARAWAK / KING / QUEEN / PRINCE / STATE / NATIONAL / ASEAN / INTERNATIONAL / COLLEGE / CLUB / INSTITUTE / PARTY / FINANCE / LEASING / TRUST / INVESTMENT / INSURANCE / ..... ETC" in them and names that are offensive to members of the public, misleading as to the identity and purpose of the firm are not acceptable.)
2. Upon clearance, proceed on to make the official rubber stamp of the business. **HOME / RESIDENTIAL ADDRESS ARE NOT ALLOWED TO USE AS THE BUSINESS ADDRESS.**  
( The rubber stamp should contain such basic information as the name and address of the business.)
3. The following duly completed application form ( distributed free ) and documents are **REQUIRED** :
  - 3.1 THE BUSINESS NAME Ordinance Registration forms ( R.20 )(Preferably typewritten, however, R 20 written in **BLOCK LETTERS USING BLACK BALLPOINT PEN** may **BE ACCEPTABLE** if *properly written*.)
  - 3.2 Application For Trading Licence-Borang 2 ( I.R.D. No. 8 ) 2x.
  - 3.3 Census of Licensed Trading Establishment ( Form TL-from the Statistics Department.)
  - 3.4 Information On Particulars of a business ( BNR R.20 ( KG/IV).
  - 3.5 To produce *Certified true copy* of permits / licences / approvals from the respective authorities if your line of business is controlled, monitored or comes under the jurisdiction of other authorities.
  - 3.6 Certified true copy of the relevant academic certificates / practicing certificates ( especially for professional or consulting firms. )
  - 3.7 **ORIGINAL & PHOTOCOPY** of **IDENTITY CARD** of the **APPLICANTS**.
    - ( age limit - only individual aged 21 years and above may register as sole-proprietor of the business.
    - Individual aged 18 and above but below 21 years may become co-partner of a partnership in which one of the partner must be aged 21 years and above.
4. The *applicants* are required to *appear in person during the registration process to affix their signatures* on the registration form (R20) *in front of the registration clerk*. Submission of these forms, however, may also be done by a representative or agent if the affixed signatures have been duly witnessed by a notary public ( lawyer/accountants/commission of oaths or community leaders ) beforehand.
5. The following charges will be imposed. Payments should **PREFERABLY BE IN CASH**.

5.1	RM50.00	Being Registration Fee.
5.2	RM25.00	Being annual licence fee for each Trading Licence applied for
5.3	RM 2.00	For an extract of Business Registration.
6. Registration times are fixed as follows :

MONDAY TO THURSDAY	:	08.00 AM TO 12.15 PM / 02.00 PM TO 03.30 PM
FRIDAY	:	08.00 AM TO 11.15 AM / 02.15 PM TO 03.30 PM
7. The acceptance of the above registration forms and payments of the fees thereon does not necessarily meant that your form has been duly registered. The registrar reserves the right to accept or reject any submission which, to his mind, does not conform to procedure. You will be informed of this if it happens so that amendments could be made. For this purpose, all applicants must avail contact telephone numbers.
8. The *registration process* usually takes about *10 working days* from the date registration. Applicants are to call back at this office at a specified date to collect their business registration certificates and trading licences.
9. **Trading licences must be renewed annually**. Upon cessation of business, written notice, to be signed by the proprietor or all the co-partners of partnership, together with the certificate of registration and trading licences must be forwarded to the registrar for cancellation.

BORANG 2

(Seksyen 5, 6, dan 23)

KERAJAAN NEGERI SARAWAK

ORDINAN PERNIAGAAN, PROFESION DAN PERLESENAN PERDAGANGAN  
(THE BUSINESS, PROFESSIONS AND TRADES LICENSING ORDINANCE)

PERMOHONAN UNTUK LESEN PERDAGANGAN

- 1. (a) Nama Pemohon .....
- (b) Nama bagi lesen dikeluarkan jika tidak menggunakan pemohon .....

---

- 2. Nama Perniagaan .....

---

- 3. Jenis Perniagaan .....

---

- 4. Tempat perniagaan dijalankan .....

---

- 5. Alamat urusan pemakluman jika berlainan dengan (4) di atas .....

---

- 6. Jika Perniagaan telah/hendak dimulakan selepas 1 Januari pada tahun permohonan ini dibuat, nyatakan tarikh permulaan perniagaan .....

---

Saya memohon Lesen Perdagangan untuk perniagaan seperti yang dinyatakan di atas dan **DENGAN INI SAYA MENGAKU BAHAWA** saya bercadang untuk membuat pembayaran setahun/setengah tahun sekali.

Tarikh .....

*Tandatangan Pemohon*

**DENDA BAGI PENGAKUAN PALSU**

Di bawah seksyen 18 sesiapa yang membuat kenyataan yang palsu mengenai apa-apa maklumat atau dengan cara meninggalkan sebarang maklumat manakala dia mengetahui atau ada sebab untuk mempercayai kenyataan itu palsu, dia akan dianggap melakukan kesalahan dan didenda sebanyak seribu ringgit dan di penjara selama 6 bulan.

**NOTA:** Permohonan yang berasingan diperlukan bagi tiap-tiap jenis perniagaan.

**Untuk Kegunaan Pejabat Sahaja**

No. Permohonan	No. Pendaftaran Nama Perniagaan	Jenis	Bayaran Tahunan	Kuantiti Lesen Dikeluarkan

\*Potong yang tidak berkenaan.

**Butir-butir Perniagaan (Particular Of Business)**

(1) Nama Perniagaan (Name of Business) \_\_\_\_\_

Alamat Pos (Postal address) \_\_\_\_\_

(2) Butir-butir pemilik / ahli kongsi (Particular of Proprietor / partners)

No. Telefon \_\_\_\_\_

2.1	Nama Penuh (Name in full)						
2.2	No. K.P. (I. C. No.) Baru (New) Lama (Old)						
2.3	Kadar Milik Syer (Proportional Share)						
2.4	Alamat Sendiri (Personal Address)						
2.5	No Fail Cukai Pendapatan (Income Tax No.)						
2.6	Butir-butir Suami, jika berkenaan (Particular of Husband, if applicable)						
2.6.1.	Nama Penuh (Name in full)						
2.6.2.	No. K.P. (I.C. No.)						
2.6.3.	No. Fail Cukai Pendapatan (Income Tax No.)						
2.6.4.	Pekerjaan (Occupation)						
	Tandatangan (Signature)						

JD964105--PNMB, Kch.

(3) Tempat Perniagaan  
(Place of Business) \_\_\_\_\_

(4) Jenis Perniagaan  
(Nature of Business) \_\_\_\_\_



BANCI PERTUBUHAN-PERTUBUHAN BERNIAGA YANG BERLESEN  
CENSUS OF LICENSED TRADING ESTABLISHMENT

1. BUTIR-BUTIR LESEN (PARTICULARS OF LICENSE)

1. Tahun bagi lesen yang dipohon:  
Year for which license is applied: \_\_\_\_\_
2. Tarikh lesen didaftar:  
Date of License Registration: \_\_\_\_\_
3. (i) Nombor Pendaftaran Perniagaan: \_\_\_\_\_ (ii) Lesen Baru  (iii) Pembaharuan   
Business Registration No.: \_\_\_\_\_ New License Renewal
4. Nama Pemilik Lesen :  
Name of Licensee : \_\_\_\_\_
5. Nama Perniagaan/Syarikat:  
Name of Business/Company: \_\_\_\_\_
6. Nombor Telefon: \_\_\_\_\_ 7. Nombor Faks: \_\_\_\_\_ 8. Alamat E-mel:  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
9. Alamat tempat perniagaan (Nombor kedai/Lot>Nama Bangunan/Jalan/Kampung/Bandar/Poskod dll.):  
Business Address (Shop Number/Lot/Name of Building/Road/Village/Town/Postcode ect.):  
(i)  Alamat Lama, sila nyatakan:  
Former address, please specify: \_\_\_\_\_  
(ii)  Alamat Baru, sila nyatakan :  
New address, please specify: \_\_\_\_\_
10. Alamat Pos Perniagaan (Sekiranya berbeza dengan alamat di atas):  
Postal Address (If differ from address above) : \_\_\_\_\_

2. BUTIR-BUTIR PERNIAGAAN (BUSINESS PARTICULARS)

- (a) Sila tandakan (✓) pada kotak yang berkaitan dengan bidang/sektor perniagaan tuan. Sila tandakan satu kotak sahaja  
Please tick (✓) in the appropriate box which refer to your main business activity. Please tick one box only.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Pertanian<br>Agriculture                             | <input type="checkbox"/> Perniagaan Runcit<br>Retail                  | <input type="checkbox"/> Komputer & Aktiviti Berkaitan<br>Computer & Related Activity |
| <input type="checkbox"/> Perlombongan<br>Mining                               | <input type="checkbox"/> Restoran<br>Restaurant                       | <input type="checkbox"/> Pembuatan<br>Manufacturing                                   |
| <input type="checkbox"/> Penggalian Batu<br>Quarrying                         | <input type="checkbox"/> Penginapan<br>Accommodation                  | <input type="checkbox"/> Pendidikan<br>Education                                      |
| <input type="checkbox"/> Pembinaan<br>Construction                            | <input type="checkbox"/> Pengangkutan<br>Transportation               | <input type="checkbox"/> Perkhidmatan Profesional<br>Professional Services            |
| <input type="checkbox"/> Perniagaan Borong<br>Wholesale                       | <input type="checkbox"/> Pos/Telekomunikasi<br>Post/Telecommunication | <input type="checkbox"/> Perkhidmatan Kesihatan<br>Health Service                     |
| <input type="checkbox"/> Lain-lain (sila nyatakan)<br>Others (please specify) |   |   |

- (b) Sila terangkan dengan jelas aktiviti perniagaan utama anda (Please describe your main business activity)

Saya mengaku kenyataan di atas adalah benar mengikut pengetahuan dan pendapat saya  
I declare the above statement is true to the best of my knowledge and belief.

Nama: \_\_\_\_\_ Tandatangan: \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Jawatan: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Tarikh: \_\_\_\_\_ Cop Perniagaan:  
Date: \_\_\_\_\_ Business Stamp: \_\_\_\_\_

Jika anda menghadapi kesulitan dalam pengisian borang ini, sila hubungi Jabatan Perangkaan Malaysia yang terdekat seperti di bawah:-

Should you encounter any difficulties in filling this form, please contact the nearest Department of Statistics as follows:-

- |                          |                         |                          |
|--------------------------|-------------------------|--------------------------|
| (i) Kuching 082-573472   | (iv) Sarikei 084-651019 | (vii) Bintulu 086-331918 |
| (ii) Sri Aman 083-321355 | (v) Miri 085-442388     | (viii) Kapit 084-797833  |
| (iii) Sibul 084-333690   | (vi) Limbang 085-213343 |                          |

## **PANDUAN ARAHAN BAGI SOALSELIDIK TL**

(Pemohon adalah diwajibkan mengisi semua soalan yang berkenaan)

### **Blok 1 (Butir-Butir Lesen)**

1. Tuliskan tahun bila permohonan lesen dibuat
2. Tarikh lesen tuan didaftarkan
3. (i) Sila nyatakan nombor pendaftaran perniagaan  
(ii) Sila tandakan (√) sekiranya memohon lesen baru  
(iii) Sila tandakan (√) sekiranya membaharui lesen
4. Nama pemilik lesen tersebut.
5. Nyatakan nama syarikat yang memohon/membaharui lesen tersebut
6. Nyatakan nombor telefon pejabat/rumah ataupun telefon bimbit
7. Nyatakan nombor faksimili
8. Nyatakan alamat e-mel
9. Nyatakan alamat lengkap tempat tuan menjalankan perniagaan atau alamat syarikat tuan  
(i) Sila tandakan (√) sekiranya menggunakan alamat lama dan nyatakan  
(ii) Sila tandakan (√) sekiranya menggunakan alamat baru dan nyatakan
10. Nyatakan alamat pos perniagaan sekiranya berbeza dengan alamat tempat tuan menjalankan perniagaan tuan.

### **Blok 2 (Butir-Butir Perniagaan)**

- a) Sila tandakan (√) pada kotak yang sesuai berkenaan dengan bidang perniagaan yang dijalankan oleh pihak tuan.  
Sila tandakan SATU kotak sahaja.
- b) Sila terangkan dengan jelas aktiviti perniagaan utama yang telah ditandakan (√) pada bahagian (a) di atas. Contohnya;  
  
Sekiranya pada kotak Komputer & Aktiviti berkaitan ditandakan (√) maka pada bahagian (b) boleh dinyatakan tentang aktiviti yang dijalankan contohnya  
'menjual komputer atau membaiki komputer dan sebagainya'

### **Blok 3**

Pengakuan kenyataan bahawa segala keterangan yang dibuat adalah betul

### **Blok 4**

Nombor telefon semua Pejabat Operasi Jabatan Perangkaan Malaysia di seluruh Sarawak sekiranya pihak tuan menghadapi masalah untuk mengisi borang ini



**PERKESO**

**BORANG PERTUKARAN ALAMAT MAJIKAN**

1. Untuk makluman pihak tuan, syarikat kami telah bertukar alamat seperti berikut:

No. Kod Majikan :

--	--	--	--	--	--	--	--	--	--

Nama Majikan :

\_\_\_\_\_

Alamat baru dan no. telefon untuk dihubungi :

.....  
.....  
.....  
.....  
.....

2. Saya dengan ini mengesahkan bahawa kenyataan di atas adalah benar dan lengkap.

Sekian, terima kasih.

Yang benar,

.....  
Nama

.....  
Cop Rasmi Perusahaan







**BORANG 2- PENDAFTARAN PEKERJA**

**A. BUTIRAN PEKERJA**

Jenis Kad Pengenalan	No Kad Pengenalan	Nama Pekerja (seperti dalam Kad Pengenalan)	Jantina (L/P)	Bangsa	Tarikh Mula Kerja	Pekerjaan	Sila tandakan (/) pekerja yang bergaji melebihi RM3000.00 sebulan
(1)	(2)	(4)	(5)	(6)	(7)	(8)	(9)
	(3) Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		
	Tarikh Lahir				Hari Bulan Tahun		

**B. PENGESAHAN MAJIKAN / WAKIL MAJIKAN**

Saya mengesahkan bahawa tiada seorang pun pekerja perusahaan ini sebagaimana yang ditakrifkan dalam seksyen 2(5) Akta telah tertinggal daripada senarai di atas.

Tandatangan: \_\_\_\_\_

Tarikh :

Nama Majikan>Nama Wakil Majikan:

Nama Perusahaan:

No. KPPN:

Jawatan:

No. Telefon Pejabat/No. Telefon Bimbit

No. Faks:

E-mel :

## PANDUAN BORANG 2

1) Di ruangan (1), sila pilih jenis kad pengenalan yang dimiliki oleh pekerja dengan memasukkan kod seperti di bawah :

Bil.	Jenis Kad Pengenalan	Kod
1	KPPN Baru	B
2	KPPN Lama	L
3	Kad Pengenalan Tentera	T
4	Kad Pengenalan Polis	P
5	Penduduk Tetap	PR
6	Nombor Keselamatan Sosial	SSN

*Pekerja yang tidak memiliki kad pengenalan seperti di atas, dikehendaki datang sendiri ke pejabat PERKESO yang berdekatan untuk pendaftaran Nombor Keselamatan Sosial (SSN). Permohonan hendaklah dibuat dengan mengemukakan gambar terkini berukuran passport dan dan apa-apa dokumen sokongan yang mengesahkan kewarganegaraan pekerja (cth : sijil kelahiran pekerja, sijil perkahwinan ibu bapa, surat pengesahan dari ketua rumah panjang).*

2) Di ruangan (6), sila pilih salah satu kod bangsa seperti berikut :

Bil.	Kod	KETERANGAN
1	01	Melayu
2	02	Cina
3	03	India
4	04	Bumiputera Sabah
5	05	Bumiputera Sarawak
6	06	Lain-lain

3) Di ruangan (9), tandakan (/) hanya kepada pekerja yang pertama kali mencarum dengan PERKESO.

4) Di ruangan B : Hendaklah dilengkapi oleh majikan / Wakil majikan yang diberi kuasa.











BIL	GAJI BULANAN	RM	JENIS PERTAMA: BENCANA P'KERJAAN DAN ILAT (UNTUK BAWAH 60 TAHUN)			JENIS KEDUA: BENCANA P'KERJAAN SHJ (UTK LEBIH 60 TAHUN)
			SYER MAJIKAN	SYER PEKERJA	JUMLAH CARUMAN	JUMLAH CARUMAN OLEH MAJIKAN SAHAJA
1	Gaji sehingga 30	30	0.40	0.10	0.50	0.30
2	Apabila gaji melebihi tetapi tidak melebihi 50	50	0.70	0.20	0.90	0.50
3	Apabila gaji melebihi tetapi tidak melebihi 70	70	1.10	0.30	1.40	0.80
4	Apabila gaji melebihi tetapi tidak melebihi 100	100	1.50	0.40	1.90	1.10
5	Apabila gaji melebihi tetapi tidak melebihi 140	140	2.10	0.60	2.70	1.50
6	Apabila gaji melebihi tetapi tidak melebihi 200	200	2.95	0.85	3.80	2.10
7	Apabila gaji melebihi tetapi tidak melebihi 300	300	4.35	1.25	5.60	3.10
8	Apabila gaji melebihi tetapi tidak melebihi 400	400	6.15	1.75	7.90	4.40
9	Apabila gaji melebihi tetapi tidak melebihi 500	500	7.85	2.25	10.10	5.60
10	Apabila gaji melebihi tetapi tidak melebihi 600	600	9.65	2.75	12.40	6.90
11	Apabila gaji melebihi tetapi tidak melebihi 700	700	11.35	3.25	14.60	8.10
12	Apabila gaji melebihi tetapi tidak melebihi 800	800	13.15	3.75	16.90	9.40
13	Apabila gaji melebihi tetapi tidak melebihi 900	900	14.85	4.25	19.10	10.60
14	Apabila gaji melebihi tetapi tidak melebihi 1,000	1,000	16.65	4.75	21.40	11.90
15	Apabila gaji melebihi tetapi tidak melebihi 1,100	1,100	18.35	5.25	23.60	13.10
16	Apabila gaji melebihi tetapi tidak melebihi 1,200	1,200	20.15	5.75	25.90	14.40
17	Apabila gaji melebihi tetapi tidak melebihi 1,300	1,300	21.85	6.25	28.10	15.60
18	Apabila gaji melebihi tetapi tidak melebihi 1,400	1,400	23.65	6.75	30.40	16.90
19	Apabila gaji melebihi tetapi tidak melebihi 1,500	1,500	25.35	7.25	32.60	18.10
20	Apabila gaji melebihi tetapi tidak melebihi 1,600	1,600	27.15	7.75	34.90	19.40
21	Apabila gaji melebihi tetapi tidak melebihi 1,700	1,700	28.85	8.25	37.10	20.60
22	Apabila gaji melebihi tetapi tidak melebihi 1,800	1,800	30.65	8.75	39.40	21.90
23	Apabila gaji melebihi tetapi tidak melebihi 1,900	1,900	32.35	9.25	41.60	23.10
24	Apabila gaji melebihi tetapi tidak melebihi 2,000	2,000	34.15	9.75	43.90	24.40
25	Apabila gaji melebihi tetapi tidak melebihi 2,100	2,100	35.85	10.25	46.10	25.60
26	Apabila gaji melebihi tetapi tidak melebihi 2,200	2,200	37.65	10.75	48.40	26.90
27	Apabila gaji melebihi tetapi tidak melebihi 2,300	2,300	39.35	11.25	50.60	28.10
28	Apabila gaji melebihi tetapi tidak melebihi 2,400	2,400	41.15	11.75	52.90	29.40
29	Apabila gaji melebihi tetapi tidak melebihi 2,500	2,500	42.85	12.25	55.10	30.60
30	Apabila gaji melebihi tetapi tidak melebihi 2,600	2,600	44.65	12.75	57.40	31.90
31	Apabila gaji melebihi tetapi tidak melebihi 2,700	2,700	46.35	13.25	59.60	33.10
32	Apabila gaji melebihi tetapi tidak melebihi 2,800	2,800	48.15	13.75	61.90	34.40
33	Apabila gaji melebihi tetapi tidak melebihi 2,900	2,900	49.85	14.25	64.10	35.60
34	Apabila gaji melebihi 2,900	2,900	51.65	14.75	66.40	36.90

Pembayaran caruman juga boleh dibuat melalui panel bank PERKESO: MBB,RHB,PBB





## SENARAI SEMAK PENDAFTARAN PERUSAHAAN BARU

1. Sila isi dan lengkapkan borang-borang berikut:
  - i. Borang Pendaftaran Majikan (Borang 1) – 3 salinan
  - ii. Borang Pendaftaran Pekerja (Borang 2) – 2 salinan
  
2. Sila sertakan salinan dokumen seperti berikut:
  - a. **Sendirian Berhad, Berhad, Ketuanpunyaan Tunggal, Perkongsian, Perkongsian Liabiliti Terhad (PLT), Perwakilan/Kedutaan, Pertubuhan, Persatuan, Koperasi, Badan-Badan Profesional dan Organisasi Bukan Kerajaan (NGO).**
    - i. Kad Pengenalan/Pasport – 1 salinan.  
(Pengarah Urusan / Pemilik / Rakan Kongsi)
    - ii. Kad Pengenalan pekerja yang didaftar – 1 salinan.
    - iii. Dokumen tambahan berdasarkan entiti perniagaan (Rujuk senarai dokumen tambahan).
    - iv. Surat Akuan Majikan sekiranya wakil majikan datang mengemukakan permohonan pendaftaran di kaunter PERKESO (Rujuk contoh Surat Akuan Majikan).
  
  - b. **Kerajaan Persekutuan dan Negeri, Badan-Badan Berkanun, Pihak Berkuasa Tempatan.**
    - i. Kad Pengenalan pekerja yang didaftar – 1 salinan.
    - iii. Dokumen tambahan berdasarkan entiti perniagaan (Rujuk senarai dokumen tambahan).
    - iv. Surat pengesahan daripada agensi sekiranya wakil majikan datang mengemukakan permohonan pendaftaran di kaunter PERKESO.

## PANDUAN BORANG I

### PANDUAN MENGGISI BORANG:

- Sila masukkan No. Pendaftaran yang berkaitan di ruangan atas.
- Badan Berkanun dan Pihak Berkuasa Tempatan, Perwakilan dari Kedutaan perlu membuat pendaftaran di kaunter PERKESO.
- MAKLUMAT PERUSAHAAN:**
  - Bahagian A8.1 sila tandakan (/) salah satu jenis entiti perniagaan yang berkaitan. Sekiranya memilih Ketuanpunyaan Tunggal atau Perkongsian tandakan (/) salah satu Jenis Ketuanpunyaan Tunggal atau Perkongsian tersebut.
  - Bahagian A8.2 - Sila nyatakan entiti yang terlibat seperti yang disenaraikan.
  - Bahagian A.9 - Sila tandakan (/) salah satu kaedah bayaran caruman.
  - PENGESAHAN MAJIKAN:** Bahagian B hendaklah dilengkapkan oleh majikan / wakil majikan yang diberikuasa.
  - Tandatangan lldak diperlukan sekiranya borang ini dihantar melalui medium elektronik tertakluk kepada pengesahan yang ditetapkan oleh PERKESO.

## SENARAI DOKUMEN TAMBAHAN YANG DIPERLUKAN BAGI A8.1 ATAU A8.2

BIL	ENTITI PERNIAGAAN	DOKUMEN YANG DIPERLUKAN
1.	i) Syarikat Sdn Bhd ii) Berhad	<ul style="list-style-type: none"> <li>Borang 9 ( Akta Syarikat 1965 ) - Perakuan Pemerdagangan Syarikat Sendirian</li> <li>Borang 8 ( Akta Syarikat 1965 ) - Perakuan Pemerdagangan Syarikat Awam</li> <li>Borang 49 (Akta Syarikat 1965)</li> <li>Borang 13 - Jika ada pertukaran nama syarikat (Perakuan Pemerdagangan Atas Pertukaran Nama Syarikat).</li> <li>Borang 19 (Perakuan Pemerdagangan Atas Pertukaran Menjadi Persendirian (Sdn. Bhd.))</li> <li>Borang 20 ( Akta Syarikat 1965 ) - Perakuan Pemerdagangan Atas Pertukaran Menjadi Syarikat Awam</li> <li>Sekiranya Badan Profesional sila kemukakan dokumen seperti di no. 5 atau 6 atau 7 atau 8 atau 9 atau 10 atau 11</li> </ul>
2.	Perkongsian Liabiliti Terhad (PLT)	<ul style="list-style-type: none"> <li>Sijil Perakuan Perkongsian Liabiliti Terhad (PLT)</li> <li>Maklumat Pekongsi-pekongsi</li> <li>Perjanjian Perkongsian Liabiliti Terhad (PLT)</li> </ul>
3	Ketuanpunyaan Tunggal ( <i>Sole Proprietor</i> ) / Perkongsian (Partnership)  a. Berdaftar dengan SSM h. Berdaftar dengan agensi lain c. Tidak Berdaftar	<ul style="list-style-type: none"> <li>Maklumat Perniagaan</li> <li>Borang D (Perakuan Pendaftaran)</li> <li>Maklumat Pemilik</li> <li>Sekiranya Badan Profesional, sila kemukakan dokumen seperti di no. 5 atau 6 atau 7 atau 8 atau 9 atau 10 atau 11</li> </ul> <p><b>Negeri Sarawak</b></p> <ul style="list-style-type: none"> <li>Sijil Pendaftaran (Ordinan Nama-Nama Perniagaan)</li> <li>Borang : (Seksyen 5,23, dan 24(2))-Kerajaan Negeri Sarawak - Ordinan Perniagaan,Profesion dan Pelesenan Perdagangan.</li> <li>Pengesahan Pendaftaran Nama Perniagaan.</li> <li>Lesen dari Pihak Penguasa Tempatan.</li> <li>Lesen Pendaftaran Perniagaan dari Lembaga Hasil Dalam Negeri.</li> </ul> <p><b>Negeri Sabah</b></p> <ul style="list-style-type: none"> <li>Lesen dari Pihak Berkuasa Tempatan—Borang B - Lesen Berniaga - Ordinan Pelesenan Perdagangan,1948 (Ordinan No. 6 Tahun 1948).</li> </ul> <p><b>BERDAFTAR DENGAN AGENSI LAIN</b></p> <ul style="list-style-type: none"> <li>Salinan KPPN, Kad Pengenalan Tentera, Kad Pengenalan Polis, Kad Pengenalan Penduduk Tetap, Kad Keselamatan Sosial (SSN).</li> </ul> <p><b>TIDAK BERDAFTAR DENGAN SSM/AGENSI LAIN</b></p> <ul style="list-style-type: none"> <li>Salinan KPPN, Kad Pengenalan Tentera, Kad Pengenalan Polis, Kad Pengenalan Penduduk Tetap, Kad Keselamatan Sosial (SSN).</li> </ul>
4.	Pertubuhan / Persatuan/NGO/Society	<p><b>BERDAFTAR DENGAN PENDAFTAR PERTUBUHAN</b> <b>Akta Pertubuhan 1966 (Peraturan-peraturan Pertubuhan 1984)</b></p> <ul style="list-style-type: none"> <li>Borang 3 (Peraturan 5) Akta Pertubuhan 1966 - (Peraturan-Peraturan Pertubuhan 1984).</li> <li>Perakuan Pendaftaran Senarai Ahli Jawatankuasa / Ahli Lembaga</li> <li>Perakuan Pendaftaran dari Pihak Berkuasa Negeri / Pihak Berkuasa Tempatan.</li> <li>Senarai Ahli Jawatankuasa / Ahli Lembaga.</li> </ul> <p><b>BERDAFTAR DENGAN LAIN-LAIN AGENSI</b> <b>Akta Pembangunan Sukan 1967 dan Peraturan-Peraturan Pembangunan Sukan (Pendaftaran Badan dan Sukan 1998)</b></p> <ul style="list-style-type: none"> <li>Perakuan Pendaftaran.</li> <li>Senarai Ahli Jawatankuasa/Ahli Lembaga.</li> </ul> <p><b>Perakuan Perbadanan Pengurusan Bersama</b></p> <ul style="list-style-type: none"> <li>Perakuan Pendaftaran dari Pihak Berkuasa Negeri/Pihak Berkuasa Tempatan.</li> <li>Senarai Ahli Jawatankuasa/Ahli Lembaga</li> </ul> <p><b>Pertukaran Nama</b></p> <ul style="list-style-type: none"> <li>Perakuan Pertukaran Nama.</li> <li>Senarai Ahli Jawatankuasa/Ahli Lembaga.</li> </ul> <p><b>BERDAFTAR DENGAN INTERNATIONAL BODIES</b></p> <ul style="list-style-type: none"> <li>Surat pengesahan daripada agensi berkaitan.</li> </ul> <p><b>TIDAK BERDAFTAR DENGAN MANA-MANA AGENSI</b></p> <ul style="list-style-type: none"> <li>Salinan KPPN, Kad Pengenalan Tentera, Kad Pengenalan Polis, Kad Pengenalan Penduduk Tetap, Kad Keselamatan Sosial (SSN).</li> </ul>
5	Koperasi	<ul style="list-style-type: none"> <li>Perakuan Pendaftaran Koperasi.</li> <li>Senarai Ahli Lembaga/Jawatankuasa.</li> </ul>
6.	Firma Guaman	<ul style="list-style-type: none"> <li>Sijil Pendaftaran Firma Guaman dari Majlis Peguam(Bar Council).</li> <li>Certificate of Practice (Amalan Guaman).</li> </ul>
7.	Klinik Perubatan	<ul style="list-style-type: none"> <li>Borang 12 (Akta Perubatan 1971).</li> <li>Kelulusan daripada Malaysia Medical Consultant</li> </ul>

BIL	ENTITI PERNIAGAAN	DOKUMEN YANG DIPERLUKAN
8.	Audit	<ul style="list-style-type: none"> <li>• Borang 5</li> <li>• Maklumat Auditor</li> </ul>
9.	Akauntan	<ul style="list-style-type: none"> <li>• Certificate of Registration of firm (cari Malaysian Institute of Accountants)</li> <li>• Certificate of Membership (dari Malaysian Institute of Accountants)</li> </ul>
10.	Arkitek	<ul style="list-style-type: none"> <li>• Perakuan Pendaftaran Pengamal Perundingan Senibina Dari Lembaga Arkitek Malaysia (Akta Arkitek 1967: Kaedah-Kaedah Arkitek (Pindaan) 2011)</li> </ul>
11.	Badan-Badan Professional lain	<ul style="list-style-type: none"> <li>• Perakuan Pendaftaran daripada agensi-agensi berkaitan</li> </ul>
12.	Perkhidmatan Awam Persekutuan dan Negeri	<ul style="list-style-type: none"> <li>• Surat pengesahan daripada agensi berkaitan</li> </ul>
13.	Badan Berkanun Persekutuan dan Negeri	<ul style="list-style-type: none"> <li>• Surat pengesahan daripada agensi berkaitan</li> </ul>
14.	Pihak Berkuasa Tempatan	<ul style="list-style-type: none"> <li>• Surat pengesahan daripada agensi berkaitan</li> </ul>
16.	Kedutaan	<ul style="list-style-type: none"> <li>• Surat pengesahan dari Kedutaan berkaitan</li> </ul>
17.	Perwakilan	<p><b>MIDA / MITI</b></p> <ul style="list-style-type: none"> <li>• Salinan KPPN, Kad Pengenalan Penduduk Tetap, Pasport</li> <li>• Surat perakuan daripada MITI / MIDA</li> </ul> <p><b>KONSUL KEHORMAT</b></p> <ul style="list-style-type: none"> <li>• Salinan KPPN, Kad Pengenalan Penduduk Tetap, Pasport.</li> <li>• Surat Kelulusan daripada Kerajaan Malaysia</li> <li>• Surat Pelantikan dari Negara yang diwakili</li> </ul>

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**BORANG 1**  
**BORANG PENDAFTARAN MAJIKAN**  
**PERATURAN-PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971**  
 (Peraturan 10)

**BORANG 1 - PENDAFTARAN MAJIKAN**

Nombor Pendaftaran (No.SSM/MyCoID, Badan Profesional, Pertubuhan, Persatuan, Koperasi); atau

Nombor Pengenalan Diri Majikan (yang tidak berdaftar dengan SSM dan agensi lain); atau

Nombor PTJ Kerajaan Persekutuan atau Kerajaan Negeri

**A. MAKLUMAT PERUSAHAAN**

A1. Nama Perusahaan

A2. Alamat surat-menyurat

Poskod  Negeri

Peti Surat  No. Beg Berkunci  WDT  (Bagi Sabah/Sarawak)

A3. Alamat Perusahaan (Tidak perlu diisi jika alamat adalah sama seperti di A2)

Poskod  Negeri

Peti Surat  No. Beg Berkunci  WDT  (Bagi Sabah/Sarawak)

A4. No. Telefon  A5. No. Tel. Bimbit

A6. No. Faks  A7. E-mel

A8. Jenis Perusahaan

A8.1. Entiti Perniagaan

Sendirian Berhad  Berhad  Ketuanpunyaan Tunggal  Perkongsian

Perkongsian Liabiliti Terhad  Berdaftar dengan SSM  Berdaftar dengan SSM

Berdaftar dengan agensi lain  Berdaftar dengan agensi lain

Tidak berdaftar  Tidak berdaftar

A8.2. Lain-lain  (Kerajaan Persekutuan atau Negeri, Badan Berkanun, Pihak Berkuasa Tempatan, Perwakilan/Kedutaan, Pertubuhan/Persatuan, Koperasi)

A9. Kaedah Bayaran Caruman  Portal PERKESO  Perbankan Internet  CD  Borang Caruman Bulanan (8A)

**B. PENGESAHAN MAJIKAN/WAKIL MAJIKAN**

Saya dengan ini mengesahkan bahawa maklumat di atas adalah benar sepanjang pengetahuan dan kepercayaan saya.

Tandatangan

Nama Majikan>Nama Wakil Majikan:

Tarikh

No. KPPN:

Jawatan:

**KEGUNAAN PERKESO**

Kod Majikan  Kod Perusahaan  Tarikh Liabiliti

Tandatangan tidak diperlukan sekiranya borang ini dihantar melalui medium elektronik tertakluk kepada pengesahan oleh PERKESO





**BORANG 2**  
**BORANG PENDAFTARAN PEKERJA**  
 PERATURAN-PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971  
 (Peraturan 10, 12 dan 12A)

**BORANG 2- PENDAFTARAN PEKERJA**

**A. BUTIRAN PEKERJA**

Jenis Kad Pengenalan	No.Kad Pengenalan	Nama Pekerja (seperti dalam Kad Pengenalan)	Jantina (L/P)	Bangsa	Tarikh Mula Kerja
(1)	(2)	(4)	(5)	(6)	(7)
	(3) Tarikh Lahir				Hari Bulan Ta
	Tarikh Lahir				Hari Bulan Ta
	Tarikh Lahir				Hari Bulan Ta
	Tarikh Lahir				Hari Bulan Ta
	Tarikh Lahir				Hari Bulan Ta
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	Tarikh Lahir				Hari Bulan Ta
	Tarikh Lahir				Hari Bulan Ta
	Tarikh Lahir				Hari Bulan Ta
	Tarikh Lahir				Hari Bulan Ta
	Tarikh Lahir				Hari Bulan Ta

**B. PENGESAHAN MAJIKAN / WAKIL MAJIKAN**

Saya mengesahkan bahawa tiada seorang pun pekerja perusahaan ini sebagaimana yang ditakrifkan dalam seksyen 2(5) Akta telah tertinggal daripada senarai.

Tandatangan: \_\_\_\_\_

Tarikh: \_\_\_\_\_

Nama Majikan>Nama Wakil Majikan:

Nama Perusahaan:

No. KPPN:

Jawatan:

No. Telefon Pejabat/No. Telefon Bimbit

No. Faks:

E-mel: \_\_\_\_\_

Tandatangan tidak diperlukan sekiranya borang ini dihantar melalui medium elektronik terakluk kepada pengesahan di...

## PANDUAN BORANG 2

1) Di ruangan (1), sila pilih jenis kad pengenalan yang dimiliki oleh pekerja dengan memasukkan kod seperti di bawah :

BIL.	Jenis Kad Pengenalan	Kod
1	KPPN Baru	B
2	KPPN Lama	L
3	Kad Pengenalan Tentera	T
4	Kad Pengenalan Polis	P
5	Penduduk Tetap	PR
6	Nombor Keselamatan Sosial	SSN

*Pekerja yang tidak memiliki kad pengenalan seperti di atas, dikehendaki datang sendiri ke pejabat PERKESO yang berdekatan untuk permohonan (SSN). Permohonan hendaklah dibuat dengan mengemukakan gambar terkini berukuran passport dan dan apa-apa dokumen sokongan pekerja (cth : sijil kelahiran pekerja, sijil perkahwinan ibu bapa, surat pengesahan dari ketua rumah panjang).*

2) Di ruangan (6), sila pilih salah satu kod bangsa seperti berikut :

BIL.	KOD	KEPERANGAN
1	01	Melayu
2	02	Cina
3	03	India
4	04	Bumiputera Sabah
5	05	Bumiputera Sarawak
6	06	Lain-lain

3) Di ruangan (9), tandakan (/) hanya kepada pekerja yang pertama kali mencarum dengan PERKESO.

4) Di ruangan B : Hendaklah dilengkapkan oleh majikan / Wakil majikan yang diberikuasa.





**BORANG 2**  
**BORANG PENDAFTARAN PEKERJA**  
 PERATURAN-PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971  
 (Peraturan 10, 12 dan 12A)

**BORANG 2- PENDAFTARAN PEKERJA**

**A. BUTIRAN PEKERJA**

Jenis Kad Pengenalan	No.Kad Pengenalan	Nama Pekerja (seperti dalam Kad Pengenalan)	Jantina (L/P)	Bangsa	Tarikh Mula Kerja
(1)	(2)	(4)	(5)	(6)	(7)
	(3) Tarikh Lahir				Hari Bulan Tahun
	Tarikh Lahir				Hari Bulan Tahun
	Tarikh Lahir				Hari Bulan Tahun
	Tarikh Lahir				Hari Bulan Tahun
	Tarikh Lahir				Hari Bulan Tahun
	Tarikh Lahir				Hari Bulan Tahun
	Tarikh Lahir				Hari Bulan Tahun
	Tarikh Lahir				Hari Bulan Tahun
	Tarikh Lahir				Hari Bulan Tahun
	Tarikh Lahir				Hari Bulan Tahun

**B. PENGESAHAN MAJIKAN / WAKIL MAJIKAN**

Saya mengesahkan bahawa tiada seorang pun pekerja perusahaan ini sebagaimana yang ditakrifkan dalam seksyen 2(5) Akta telah tertinggal daripada senarai.

Tandatangan: \_\_\_\_\_

Tarikh: \_\_\_\_\_

Nama Majikan>Nama Wakil Majikan:

Nama Perusahaan:

No. KPPN:

Jawatan:

No. Telefon Pejabat/No. Telefon Bimbit

No. Faks:

E-mel: \_\_\_\_\_

## PANDUAN BORANG 2

1) Di ruangan (1), sila pilih jenis kad pengenalan yang dimiliki oleh pekerja dengan memasukkan kod seperti di bawah :

BIL.	Jenis Kad Pengenalan	Kod
1	KPPN Baru	B
2	KPPN Lama	L
3	Kad Pengenalan Tentera	T
4	Kad Pengenalan Polis	P
5	Penduduk Tetap	PR
6	Nombor Keselamatan Sosial	SSN

*Pekerja yang tidak memiliki kad pengenalan seperti di atas, dikehendaki datang sendiri ke pejabat PERKESO yang berdekatan untuk permohonan (SSN). Permohonan hendaklah dibuat dengan mengemukakan gambar terkini berukuran passport dan dan apa-apa dokumen sokongan pekerja (cth : sijil kelahiran pekerja, sijil perkahwinan ibu bapa, surat pengesahan dari ketua rumah panjang).*

2) Di ruangan (6), sila pilih salah satu kod bangsa seperti berikut :

BIL.	KOD	KETERANGAN
1	01	Melayu
2	02	Cina
3	03	India
4	04	Bumiputera Sabah
5	05	Bumiputera Sarawak
6	06	Lain-lain

3) Di ruangan (9), tandakan (/) hanya kepada pekerja yang pertama kali mencarum dengan PERKESO.

4) Di ruangan B : Hendaklah di lengkapkan oleh majikan / Wakil majikan yang diberikuasa.



## KUMPULAN WANG SIMPANAN PEKERJA PANDUAN MENGISI BORANG KWSP 3 BAGI PERMOHONAN PENDAFTARAN AHLI DAN PINDAAN MAKLUMAT

1. Pemohon dinasihatkan membaca dengan teliti arahan-arahan di dalam panduan ini sebelum mengisi borang.
2. Borang ini hendaklah dilengkapkan dengan menggunakan **PEN DAKWAT HITAM** dan ditulis menggunakan **HURUF BESAR**.
3. Berikut adalah panduan borang bagi bahagian-bahagian utama di dalam borang permohonan (KWSP 3) iaitu :-

(A) **JENIS PERMOHONAN** - Tandakan ( / ) jenis permohonan yang berkenaan.

(B) **MAKLUMAT PEMOHON** - Lengkapkan dengan maklumat sebagaimana di dalam kad pengenalan atau lain-lain dokumen pengenalan diri pemohon iaitu :-

Nama , Nombor Ahli KWSP (bagi permohonan pindaan maklumat ahli sahaja), Nombor Kad Pengenalan (Baru), Nombor Kad Pengenalan Lama/Polis/Tentera/Pasport, Nombor Sijil Kelahiran/Sijil Warganegara (jika ada/berkaitan) , Tarikh Lahir, Agama , Jantina , Taraf Penduduk, Warganegara dan Nombor Rujukan Majikan (untuk Pendaftaran Ahli sahaja- jika berkaitan).

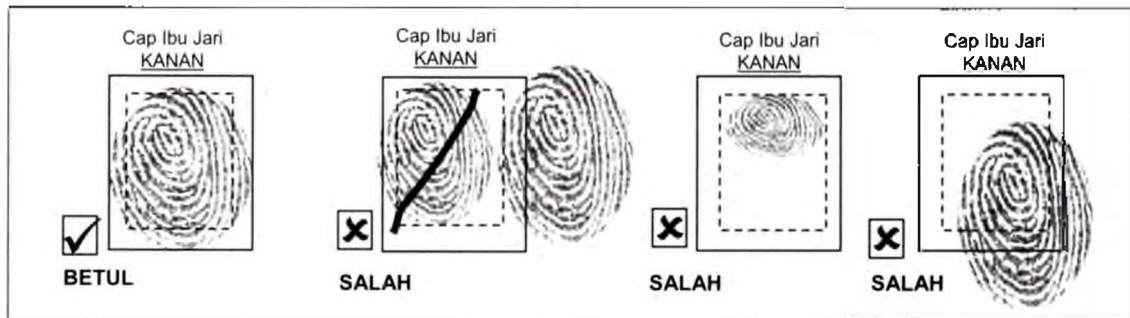
(C) **ALAMAT** -Alamat Surat-Menyurat dan Alamat Tetap (alamat tetap tidak perlu diisi jika sama dengan alamat surat-menyurat).

- **Nombor Untuk Dihubungi** - Isikan dengan lengkap nombor telefon rumah, pejabat dan telefon bimbit

- **Saluran Komunikasi** - Tandakan ( / ) salah satu sahaja di dalam ruang yang disediakan. Sekiranya memilih e-mel, catatkan alamat e-mel di ruang yang disediakan.

(D) **PENGESAHAN PEMOHON**

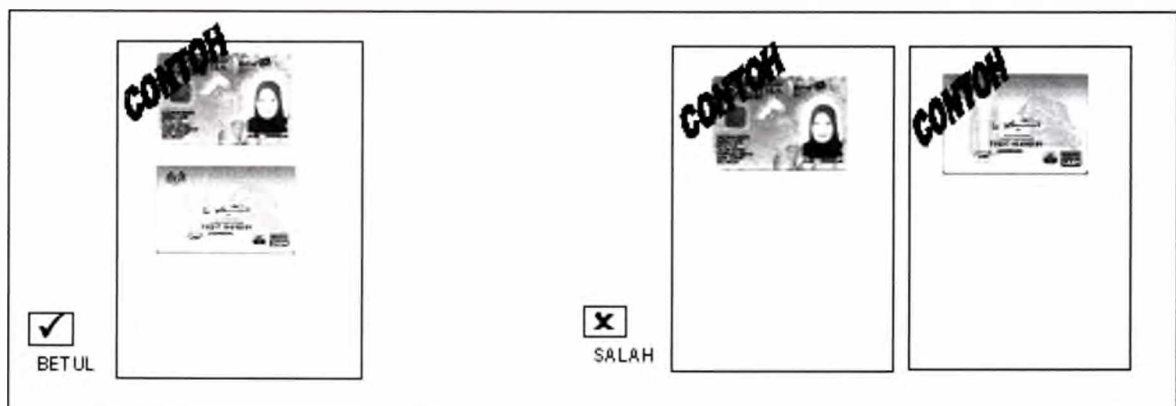
Pemohon dikehendaki menurunkan tandatangan, tarikh permohonan serta cap ibu jari kanan dan kiri. Cap ibu jari mestilah diturunkan dengan terang dan jelas dengan menggunakan pad cap jari berwarna hitam di dalam ruangan yang disediakan seperti panduan di bawah :-



(E) **PENGESAHAN SAKSI**

Selepas semua maklumat pemohon lengkap diisi dan pemohon telah menurunkan cap jarinya di ruangan yang disediakan, saksi dikehendaki menurunkan tandatangan, nama penuh, nombor kad pengenalan atau pasport, alamat dan nombor telefon bagi pengesahan maklumat dan cap jari pemohon.

4. Semua salinan dokumen sokongan hendaklah dibuat dalam saiz A4 dan pastikan dokumen yang disertakan bersama-sama dengan borang permohonan diklipkan dan tidak menggunakan dawai kokot (stapler).
5. Salinan Kad Pengenalan/Kad Kuasa Polis atau Tentera/Pasport PERLU dibuat kedua-dua bahagiannya (depan & belakang) di atas sekeping kertas saiz A4 pada muka surat yang sama seperti contoh di bawah :-



6. Borang permohonan boleh juga dihantar kepada KWSP melalui pos ke alamat :-

**KUMPULAN WANG SIMPANAN PEKERJA**  
**Beg Berkunci No. 220, Jalan Sultan,**  
**46720 Petaling Jaya , Selangor Darul Ehsan.**

7. Bagi permohonan melalui pos, semua salinan dokumen sokongan yang dikehendaki perlu disertakan bersama-sama.

8. Dokumen-dokumen sokongan yang diperlukan mengikut jenis permohonan adalah seperti di berikut :-

BIL	DOKUMEN	JENIS PERMOHONAN		
		Pendaftaran Ahli (Malaysia)	Pendaftaran Ahli (Warganegara Asing)	Pindaan Maklumat
1	Borang Permohonan KWSP 3 – satu salinan	✓	✓	✓
2	KWSP 16B – bagi pemohon <u>bukan</u> warganegara Malaysia (2 salinan)		✓	✓
3	Salinan Kad Pengenalan/Kad Kuasa Polis/Tentera dan Surat Pengesahan Kad Pengenalan Awam	✓		✓
4	Surat Pengesahan Majikan (sekiranya perlu)			✓
5	Sijil Kelahiran – sekiranya tidak mempunyai Kad Pengenalan	✓		✓
6	Pasport dan permit kerja yang masih sah tempoh laku (Sekiranya berkaitan)		✓	✓
7	Sijil Warganegara – sekiranya masih belum mendapat kad pengenalan	✓		✓
8	Surat Pengesahan JPN / Cetakan Maklumat MyKad (sekiranya perlu)			✓
9	Surat Pihak Berkuasa Agama bagi ahli beragama Islam, atau surat daripada Pejabat Agama Islam yang diberi kuasa, atau surat Mahkamah Syariah (pindaan nama dan agama sahaja)			✓
10	Surat Sumpah (sekiranya perlu)			✓







## KUMPULAN WANG SIMPANAN PEKERJA PANDUAN MENGISI BORANG KWSP 3 BAGI PERMOHONAN PENDAFTARAN AHLI DAN PINDAAN MAKLUMAT

1. Pemohon dinasihatkan membaca dengan teliti arahan-arahan di dalam panduan ini sebelum mengisi borang.
2. Borang ini hendaklah dilengkapkan dengan menggunakan **PEN DAKWAT HITAM** dan ditulis menggunakan **HURUF BESAR**.
3. Berikut adalah panduan borang bagi bahagian-bahagian utama di dalam borang permohonan (KWSP 3) iaitu :-

(A) **JENIS PERMOHONAN** - Tandakan ( / ) jenis permohonan yang berkenaan.

(B) **MAKLUMAT PEMOHON** - Lengkapkan dengan maklumat sebagaimana di dalam kad pengenalan atau lain-lain dokumen pengenalan diri pemohon iaitu :-

Nama , Nombor Ahli KWSP (bagi permohonan pindaan maklumat ahli sahaja), Nombor Kad Pengenalan (Baru), Nombor Kad Pengenalan Lama/Polis/Tentera/Pasport, Nombor Sijil Kelahiran/Sijil Warganegara (jika ada/berkaitan) , Tarikh Lahir, Agama , Jantina , Taraf Penduduk, Warganegara dan Nombor Rujukan Majikan (untuk Pendaftaran Ahli sahaja- jika berkaitan).

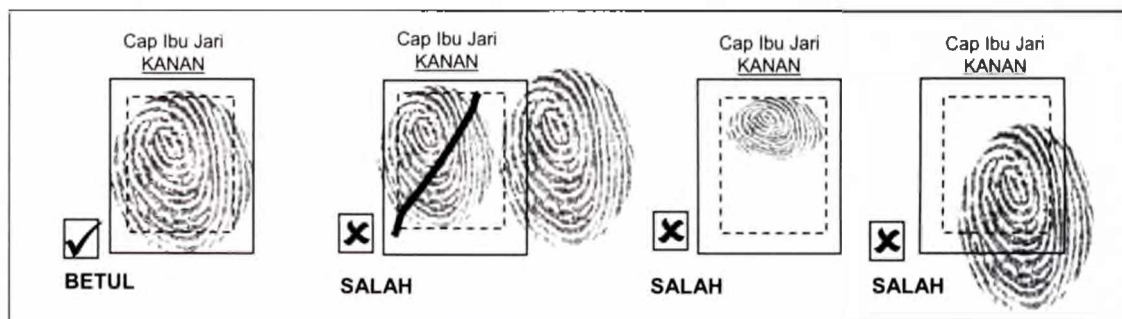
(C) **ALAMAT** -Alamat Surat-Menyurat dan Alamat Tetap (alamat tetap tidak perlu diisi jika sama dengan alamat surat-menyurat).

- **Nombor Untuk Dihubungi** - Isikan dengan lengkap nombor telefon rumah, pejabat dan telefon bimbit

- **Saluran Komunikasi** - Tandakan ( / ) salah satu sahaja di dalam ruang yang disediakan. Sekiranya memilih e-mel, catatkan alamat e-mel di ruang yang disediakan.

(D) **PENGESAHAN PEMOHON**

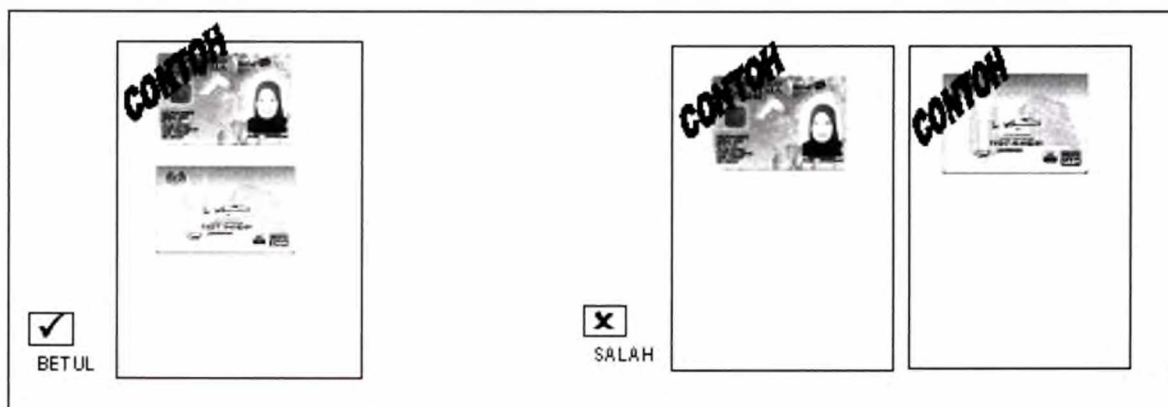
Pemohon dikehendaki menurunkan tandatangan, tarikh permohonan serta cap ibu jari kanan dan kiri. Cap ibu jari mestilah diturunkan dengan terang dan jelas dengan menggunakan pad cap jari berwarna hitam di dalam ruangan yang disediakan seperti panduan di bawah :-



(E) **PENGESAHAN SAKSI**

Selepas semua maklumat pemohon lengkap diisi dan pemohon telah menurunkan cap jarinya di ruangan yang disediakan, saksi dikehendaki menurunkan tandatangan, nama penuh, nombor kad pengenalan atau pasport, alamat dan nombor telefon bagi pengesahan maklumat dan cap jari pemohon.

4. Semua salinan dokumen sokongan hendaklah dibuat dalam saiz A4 dan pastikan dokumen yang disertakan bersama-sama dengan borang permohonan diklipkan dan tidak menggunakan dawai kokot (stapler).
5. Salinan Kad Pengenalan/Kad Kuasa Polis atau Tentera/Pasport PERLU dibuat kedua-dua bahagiannya (depan & belakang) di atas sekeping kertas saiz A4 pada muka surat yang sama seperti contoh di bawah :-



6. Borang permohonan boleh juga dihantar kepada KWSP melalui pos ke alamat :-

**KUMPULAN WANG SIMPANAN PEKERJA**  
 Beg Berkunci No. 220, Jalan Sultan,  
 46720 Petaling Jaya , Selangor Darul Ehsan.

7. Bagi permohonan melalui pos, semua salinan dokumen sokongan yang dikehendaki perlu disertakan bersama-sama.

8. Dokumen-dokumen sokongan yang diperlukan mengikut jenis permohonan adalah seperti di berikut :-

BIL	DOKUMEN	JENIS PERMOHONAN		
		Pendaftaran Ahli (Malaysia)	Pendaftaran Ahli (Warganegara Asing)	Pindaan Maklumat
1	Borang Permohonan KWSP 3 – satu salinan	✓	✓	✓
2	KWSP 16B – bagi pemohon <u>bukan</u> warganegara Malaysia (2 salinan)		✓	✓
3	Salinan Kad Pengenalan/Kad Kuasa Polis/Tentera dan Surat Pengesahan Kad Pengenalan Awam	✓		✓
4	Surat Pengesahan Majikan (sekiranya perlu)			✓
5	Sijil Kelahiran – sekiranya tidak mempunyai Kad Pengenalan	✓		✓
6	Pasport dan permit kerja yang masih sah tempoh laku (Sekiranya berkaitan)		✓	✓
7	Sijil Warganegara – sekiranya masih belum mendapat kad pengenalan	✓		✓
8	Surat Pengesahan JPN / Cetakan Maklumat MyKad (sekiranya perlu)			✓
9	Surat Pihak Berkuasa Agama bagi ahli beragama Islam, atau surat daripada Pejabat Agama Islam yang diberi kuasa; atau surat Mahkamah Syariah (pindaan nama dan agama sahaja)			✓
10	Surat Sumpah (sekiranya perlu)			✓







## KUMPULAN WANG SIMPANAN PEKERJA PANDUAN MENGISI BORANG KWSP 1 BAGI PERMOHONAN PENDAFTARAN MAJIKAN

BORANG INI HENDAKLAH DILENGKAPKAN DENGAN MENGGUNAKAN **PEN DAKWAT HITAM** DAN DITULIS MENGGUNAKAN **HURUF BESAR**.  
PANDUAN MENGISI BORANG INI ADALAH MERUJUK KEPADA BAHAGIAN-BAHAGIAN UTAMA DI DALAM BORANG PERMOHONAN

### (A) JENIS PENDAFTARAN MAJIKAN

Tandakan ( / ) salah satu sahaja di dalam ruangan yang disediakan mengikut jenis majikan yang hendak didaftarkan sebagaimana pilihan dan keterangan berikut :-

#### • Kerajaan

Permohonan daripada pihak Kerajaan Malaysia seperti jabatan atau agensi kerajaan, badan berkanun dan pihak berkuasa tempatan

#### • Berdaftar Dengan Suruhanjaya Syarikat Malaysia

Permohonan daripada syarikat yang berdaftar dengan Suruhanjaya Syarikat Malaysia.

#### • Berdaftar Selain Dengan Suruhanjaya Syarikat Malaysia

Permohonan daripada syarikat yang berdaftar selain dengan Suruhanjaya Syarikat Malaysia.

#### • Majikan Kepada Orang Gaji Domestik

Permohonan daripada majikan yang menggaji pekerja domestik/tempatan sebagai pekerja seperti pemandu, pembantu rumah dan seumpamanya .

#### • Lain-Lain

Permohonan daripada badan atau pertubuhan lain seperti Pertubuhan, Persatuan dan Koperasi.

### (B) MAKLUMAT MAJIKAN (Tidak Perlu Diisi Bagi Pendaftaran Majikan Orang Gaji Domestik)

Lengkapkan maklumat majikan yang diperlukan di Bahagian (B) sebagaimana keterangan berikut :-

**Nama Majikan** - Isikan nama penuh majikan sebagaimana dinyatakan di dokumen yang Syarikat/Firma/Persatuan

**Nombor Pendaftaran Perniagaan Bagi Syarikat/Firma/Persatuan** - Isikan nombor pendaftaran perniagaan syarikat/firma/persatuan/lain-lain

**Tarikh Penubuhan** - Isi tarikh syarikat/firma/persatuan ditubuhkan

**Tarikh Mula Mengambil Pekerja** - Isi tarikh mula mengambil pekerja pertama

**Entiti Perniagaan** - Tandakan ( / ) pada kotak yang berkenaan berdasarkan Sijil Pendaftaran Syarikat

**Jenis Perniagaan** - Isikan Jenis Perniagaan berdasarkan pada Sijil Pendaftaran Syarikat

**Bilangan Pekerja** - Isi/Nyatakan bilangan perkerja yang digaji semasa pendaftaran dibuat

### (C) MAKLUMAT PERNIAGAAN - Sila lengkap Bahagian (C) dengan maklumat perniagaan majikan

**Alamat Perniagaan** - Alamat di mana perniagaan dijalankan.

**Alamat Berdaftar** - Alamat yang didaftarkan pada Sijil Pendaftaran Syarikat (sekiranya berbeza dengan alamat perniagaan)

**Alamat Surat Menyurat** - Alamat untuk urusan surat menyurat (sekiranya berbeza dengan alamat perniagaan)

**Emel** - Alamat emel rasmi perniagaan

**Nama Pegawai** - Nama pegawai yang bertanggungjawab ke atas urusan KWSP syarikat berkenaan

**Jawatan** - Isi jawatan pegawai yang bertanggungjawab ke atas urusan KWSP

**Nombor Telefon 1 & 2** - Isi nombor telefon pegawai yang bertanggungjawab ke atas urusan KWSP

**Nombor Telefon Bimbit** - Isi nombor telefon bimbit pegawai yang bertanggungjawab ke atas urusan KWSP

**Nombor Faksimili** - Isi nombor faksimili syarikat

### (D) MAKLUMAT PEMILIK / PENGARAH SYARIKAT / RAKAN KONGSI / PEMEGANG JAWATAN UTAMA

Sila lengkap Bahagian (D) dengan maklumat Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Nama** - Isi nama Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Jawatan** - Isi jawatan Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Nombor KP/Pasport** - Isi no. KP/Pasport Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Nombor Ahli KWSP** - Isi no. ahli KWSP Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama **Warganegara** - Isi warganegara Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Tarikh Lantikan** - Isi tarikh lantikan Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

### (E) NAMA DAN ALAMAT TEMPAT PERNIAGAAN LAIN ATAU CAWANGAN

Sila lengkapkan Bahagian (E) dengan maklumat nama dan alamat tempat lain atau cawangan

**Nama dan Alamat** - Isi alamat surat-menyurat tempat perniagaan lain atau cawangan (jika ada)

### (F) MAKLUMAT MAJIKAN ORANG GAJI DOMESTIK

Sila lengkapkan Bahagian (F) dengan maklumat Majikan Orang Gaji Domestik

**Nama majikan** - Isi nama Majikan Orang Gaji Domestik

**Nombor KP/Pasport** - Isi nombor KP/Pasport Majikan Orang Gaji Domestik

### (G) MAKLUMAT ORANG GAJI DOMESTIK

Sila lengkapkan bahagian G dengan maklumat Orang Gaji Domestik seperti Nama ,No. K/P atau pasport dan tandatangan Orang Gaji Domestik

### (H) PENGESAHAN MAJIKAN

Sila turunkan tandatangan majikan / wakil majikan, jawatan , cop rasmi syarikat dan tarikh

## SENARAI SEMAKAN DOKUMEN SOKONGAN BAGI PERMOHONAN PENDAFTARAN MAJIKAN

SEGALA SALINAN DOKUMEN SOKONGAN HENDAKLAH DIBUAT DI DALAM SAIZ A4 DAN PASTIKAN DOKUMEN-DOKUMEN YANG DISERTAKAN BERSAMA-SAMA DENGAN BORANG PERMOHONAN DIKLIPKAN DAN TIDAK MENGGUNAKAN DAWAI KOKOT (STAPLES).

### 1.0 DOKUMEN SOKONGAN PERMOHONAN PENDAFTARAN MAJIKAN

- 1.1 Salinan Kad Pengenalan Diri / Polis / Tentera / Pasport. Salinan Kad Pengenalan **PERLU** dibuat di kedua-dua bahagian (depan & belakang) di atas sekeping kertas saiz A4
- 1.2 Salinan dokumen-dokumen sokongan yang dikemukakan **PERLU** dibuat di atas sekeping kertas saiz A4
- 1.3 Bagi Permohonan Pendaftaran majikan Awam
  - 1.3.1. Borang KWSP 1
  - 1.3.2. Satu (1) salinan kad pengenalan Pengarah/Ketua Jabatan
- 1.4 Bagi permohonan Pendaftaran Majikan Swasta/Syarikat Sdn Bhd **ATAU** Berhad
  - 1.4.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang Pengarah Syarikat) atau wakilnya
  - 1.4.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
  - 1.4.3. Salinan Borang 49 dan Borang 9 Pendaftaran Syarikat
  - 1.4.4. Sila sertakan **CEK** atau **BANK DRAF** atas nama KWSP untuk bayaran caruman pertama (jika terdapat bulan-bulan tertunggak, sila jelaskan bayaran sehingga bulan yang terkini bagi majikan yang mengambil pekerja lebih awal dari tarikh pendaftaran dengan KWSP).
- 1.5. Bagi permohonan Syarikat Perkongsian **ATAU** Pemilik Tunggal
  - 1.5.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang pemilik atau rakan kongsi) atau wakilnya
  - 1.5.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
  - 1.5.3. Salinan borang pendaftaran Syarikat ( Borang D dan Borang A)
  - 1.5.4. Sila sertakan **CEK** atau **BANK DRAF** atas nama KWSP untuk bayaran caruman pertama (jika terdapat bulan-bulan tertunggak, sila jelaskan bayaran sehingga bulan yang terkini bagi majikan yang mengambil pekerja lebih awal dari tarikh pendaftaran dengan KWSP).
- 1.6. Bagi permohonan Pendaftaran Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
  - 1.6.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang pemilik) atau wakilnya
  - 1.6.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
  - 1.6.3. Salinan Sijil Pendaftaran Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
  - 1.6.4. Senarai keanggotaan Jawatankuasa Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
- 1.7 Bagi permohonan majikan Orang Gaji Domestik:
  - 1.7.1. Borang KWSP 1
  - 1.7.2. Borang KWSP 16 (2 salinan)
  - 1.7.3 Satu (1) salinan kad pengenalan majikan
  - 1.7.4 Satu (1) salinan kad pengenalan pekerja domestik/tempatan

### 2.0 PERHATIAN : (Anda dinasihatkan untuk membaca dengan teliti arahan di bawah sebelum mengisi borang)

- 2.1 Setiap borang permohonan hendaklah ditulis menggunakan pen berdakwat hitam dengan terang dan jelas dalam **HURUF BESAR**.
- 2.2 Serahan borang di kaunter KWSP, hendaklah di bawa bersama dokumen asal beserta salinan dokumen bagi tujuan pengesahan oleh Pegawai KWSP (jika belum dibuat pengesahan dokumen)
- 2.3 Sila pastikan semua salinan dokumen di atas telah disahkan oleh pegawai yang dibenarkan oleh KWSP lengkap dengan nama, jawatan dan cop rasmi pengesah kecuali bagi salinan dokumen-dokumen yang telah ditetapkan KWSP sebagai pegawai pengesahnya.

DOKUMEN	NAMA PEGAWAI PENGESAH
Salinan Kad Pengenalan Dokumen-dokumen sokongan	a. Pegawai KWSP yang terdiri daripada - Pegawai KWSP Gred 18 ke atas - Pegawai Kaunter KWSP b. Majikan Pemohon c. Penghulu atau Pengawa d. Jaksa Pendamai e. Kumpulan Pengurusan/Profesional Kerajaan f. Ahli Dewan Undangan Negeri g. Ahli Parlimen h. Pesuruhjaya Sumpah









## KUMPULAN WANG SIMPANAN PEKERJA PANDUAN MENGISI BORANG KWSP 1 BAGI PERMOHONAN PENDAFTARAN MAJIKAN

BORANG INI HENDAKLAH DILENGKAPKAN DENGAN MENGGUNAKAN **PEN DAKWAT HITAM** DAN DITULIS MENGGUNAKAN **HURUF BESAR**.  
PANDUAN MENGISI BORANG INI ADALAH MERUJUK KEPADA BAHAGIAN-BAHAGIAN UTAMA DI DALAM BORANG PERMOHONAN

### (A) JENIS PENDAFTARAN MAJIKAN

Tandakan ( / ) salah satu sahaja di dalam ruangan yang disediakan mengikut jenis majikan yang hendak didaftarkan sebagaimana pilihan dan keterangan berikut :-

#### • Kerajaan

Permohonan daripada pihak Kerajaan Malaysia seperti jabatan atau agensi kerajaan, badan berkanun dan pihak berkuasa tempatan.

#### • Berdaftar Dengan Suruhanjaya Syarikat Malaysia

Permohonan daripada syarikat yang berdaftar dengan Suruhanjaya Syarikat Malaysia.

#### • Berdaftar Selain Dengan Suruhanjaya Syarikat Malaysia

Permohonan daripada syarikat yang berdaftar selain dengan Suruhanjaya Syarikat Malaysia.

#### • Majikan Kepada Orang Gaji Domestik

Permohonan daripada majikan yang menggaji pekerja domestik/tempatan sebagai pekerja seperti pemandu, pembantu rumah dan seumpamanya .

#### • Lain-Lain

Permohonan daripada badan atau pertubuhan lain seperti Pertubuhan, Persatuan dan Koperasi.

### (B) MAKLUMAT MAJIKAN (Tidak Perlu Diisi Bagi Pendaftaran Majikan Orang Gaji Domestik)

Lengkapkan maklumat majikan yang diperlukan di Bahagian (B) sebagaimana keterangan berikut :-

**Nama Majikan** - Isikan nama penuh majikan sebagaimana dinyatakan di dokumen yang Syarikat/Firma/Persatuan

**Nombor Pendaftaran Perniagaan Bagi Syarikat/Firma/Persatuan** - Isikan nombor pendaftaran perniagaan syarikat/firma/persatuan/lain-lain

**Tarikh Penubuhan** - Isi tarikh syarikat/firma/persatuan ditubuhkan

**Tarikh Mula Mengambil Pekerja** - Isi tarikh mula mengambil pekerja pertama

**Entiti Perniagaan** - Tandakan ( / ) pada kotak yang berkenaan berdasarkan Sijil Pendaftaran Syarikat

**Jenis Perniagaan** - Isikan Jenis Perniagaan berdasarkan pada Sijil Pendaftaran Syarikat

**Bilangan Pekerja** - Isi/Nyatakan bilangan perkerja yang digaji semasa pendaftaran dibuat

### (C) MAKLUMAT PERNIAGAAN - Sila lengkap Bahagian (C) dengan maklumat perniagaan majikan

**Alamat Perniagaan** - Alamat di mana perniagaan dijalankan.

**Alamat Berdaftar** - Alamat yang didaftarkan pada Sijil Pendaftaran Syarikat (sekiranya berbeza dengan alamat perniagaan)

**Alamat Surat Menyurat** - Alamat untuk urusan surat menyurat (sekiranya berbeza dengan alamat perniagaan)

**Emel** - Alamat emel rasmi perniagaan

**Nama Pegawai** - Nama pegawai yang bertanggungjawab ke atas urusan KWSP syarikat berkenaan

**Jawatan** - Isi jawatan pegawai yang bertanggungjawab ke atas urusan KWSP

**Nombor Telefon 1 & 2** - Isi nombor telefon pegawai yang bertanggungjawab ke atas urusan KWSP

**Nombor Telefon Bimbit** - Isi nombor telefon bimbit pegawai yang bertanggungjawab ke atas urusan KWSP

**Nombor Faksimili** - Isi nombor faksimili syarikat

### (D) MAKLUMAT PEMILIK / PENGARAH SYARIKAT / RAKAN KONGSI / PEMEGANG JAWATAN UTAMA

Sila lengkap Bahagian (D) dengan maklumat Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Nama** - Isi nama Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Jawatan** - Isi jawatan Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Nombor KP/Pasport** - Isi no. KP/Pasport Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Nombor Ahli KWSP** - Isi no.ahli KWSP Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama **Warganegara** - Isi warganegara Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Tarikh Lantikan** - Isi tarikh lantikan Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

### (E) NAMA DAN ALAMAT TEMPAT PERNIAGAAN LAIN ATAU CAWANGAN

Sila lengkapkan Bahagian (E) dengan maklumat nama dan alamat tempat lain atau cawangan

**Nama dan Alamat** - Isi alamat surat-menyurat tempat perniagaan lain atau cawangan (jika ada)

### (F) MAKLUMAT MAJIKAN ORANG GAJI DOMESTIK

Sila lengkapkan Bahagian (F) dengan maklumat Majikan Orang Gaji Domestik

**Nama majikan** - isi nama Majikan Orang Gaji Domestik

**Nombor KP/Pasport** - Isi nombor KP/Pasport Majikan Orang Gaji Domestik

### (G) MAKLUMAT ORANG GAJI DOMESTIK

Sila lengkapkan bahagian G dengan maklumat Orang Gaji Domestik seperti Nama ,No. K/P atau pasport dan tandatangan Orang Gaji Domestik

### (H) PENGESAHAN MAJIKAN

Sila turunkan tandatangan majikan / wakil majikan, jawatan , cop rasmi syarikat dan tarikh

## SENARAI SEMAKAN DOKUMEN SOKONGAN BAGI PERMOHONAN PENDAFTARAN MAJIKAN

SEGALA SALINAN DOKUMEN SOKONGAN HENDAKLAH DIBUAT DI DALAM SAIZ A4 DAN PASTIKAN DOKUMEN-DOKUMEN YANG DISERTAKAN BERSAMA-SAMA DENGAN BORANG PERMOHONAN DIKLIPKAN DAN TIDAK MENGGUNAKAN DAWAI KOKOT (STAPLES).

### 1.0 DOKUMEN SOKONGAN PERMOHONAN PENDAFTARAN MAJIKAN

- 1.1 Salinan Kad Pengenalan Diri / Polis / Tentera / Pasport. Salinan Kad Pengenalan **PERLU** dibuat di kedua-dua bahagian (depan & belakang) di atas sekeping kertas saiz A4
- 1.2 Salinan dokumen-dokumen sokongan yang dikemukakan **PERLU** dibuat di atas sekeping kertas saiz A4
- 1.3 Bagi Permohonan Pendaftaran majikan Awam
  - 1.3.1. Borang KWSP 1
  - 1.3.2. Satu (1) salinan kad pengenalan Pengarah/Ketua Jabatan
- 1.4. Bagi permohonan Pendaftaran Majikan Swasta/Syarikat Sdn Bhd **ATAU** Berhad
  - 1.4.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang Pengarah Syarikat) atau wakilnya
  - 1.4.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
  - 1.4.3. Salinan Borang 49 dan Borang 9 Pendaftaran Syarikat
  - 1.4.4. Sila sertakan **CEK** atau **BANK DRAF** atas nama KWSP untuk bayaran caruman pertama (jika terdapat bulan-bulan tertunggak, sila jelaskan bayaran sehingga bulan yang terkini bagi majikan yang mengambil pekerja lebih awal dari tarikh pendaftaran dengan KWSP).
- 1.5. Bagi permohonan Syarikat Perkongsian **ATAU** Pemilik Tunggal
  - 1.5.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang pemilik atau rakan kongsi) atau wakilnya
  - 1.5.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
  - 1.5.3. Salinan borang pendaftaran Syarikat ( Borang D dan Borang A)
  - 1.5.4. Sila sertakan **CEK** atau **BANK DRAF** atas nama KWSP untuk bayaran caruman pertama (jika terdapat bulan-bulan tertunggak, sila jelaskan bayaran sehingga bulan yang terkini bagi majikan yang mengambil pekerja lebih awal dari tarikh pendaftaran dengan KWSP).
- 1.6. Bagi permohonan Pendaftaran Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
  - 1.6.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang pemilik) atau wakilnya
  - 1.6.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
  - 1.6.3. Salinan Sijil Pendaftaran Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
  - 1.6.4. Senarai keanggotaan Jawatankuasa Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
- 1.7 Bagi permohonan majikan Orang Gaji Domestik:
  - 1.7.1. Borang KWSP 1
  - 1.7.2. Borang KWSP 16 (2 salinan)
  - 1.7.3 Satu (1) salinan kad pengenalan majikan
  - 1.7.4 Satu (1) salinan kad pengenalan pekerja domestik/tempatan

### 2.0 PERHATIAN : (Anda dinasihatkan untuk membaca dengan teliti arahan di bawah sebelum mengisi borang)

- 2.1 Setiap borang permohonan hendaklah ditulis menggunakan **pen berdakwa hitam** dengan terang dan jelas dalam **HURUF BESAR**.
- 2.2 Serahan borang di kaunter KWSP, hendaklah di **bawa bersama dokumen asal** beserta salinan dokumen bagi tujuan pengesahan oleh Pegawai KWSP (**jika belum dibuat pengesahan dokumen**)
- 2.3 Sila pastikan semua salinan dokumen di atas telah disahkan oleh pegawai yang dibenarkan oleh KWSP lengkap dengan nama, jawatan dan cop rasmi pengesah **kecuali bagi salinan dokumen-dokumen yang telah ditetapkan KWSP sebagai pegawai pengesahnya.**

DOKUMEN	NAMA PEGAWAI PENGESAH
Salinan Kad Pengenalan Dokumen-dokumen sokongan	a. Pegawai KWSP yang terdiri daripada - Pegawai KWSP Gred 18 ke atas - Pegawai Kaunter KWSP b. Majikan Pemohon c. Penghulu atau Pengawa d. Jaksa Pendamai e. Kumpulan Pengurusan/Profesional Kerajaan f. Ahli Dewan Undangan Negeri g. Ahli Parlimen h. Pesuruhjaya Sumpah





NAMA PENUH MAJIKAN (HURUF BESAR)

EMPLOYER'S NAME (CAPITAL LETTER)

(C) MAKLUMAT PERNIAGAAN / BUSINESS DETAILS

ALAMAT PERNIAGAAN

BUSINESS ADDRESS

POSKOD

POSTCODE

NEGERI

STATE

ALAMAT BERDAFTAR  
(SEKIRANYA BERBEZA  
DENGAN  
PERNIAGAAN)

REGISTERED ADDRESS

POSKOD

POSTCODE

NEGERI

STATE

ALAMAT SURAT  
MENYURAT

MAILING ADDRESS

POSKOD

POSTCODE

NEGERI

STATE

E-MEL  
EMAIL

NAMA PEGAWAI

NAME OF OFFICER

JAWATAN  
DESIGNATION

NO. TELEFON  
1

TELEPHONE NO 1

NO TELEFON BIMBIT

MOBILE NO

NO. TELEFON

2 my (03)

TELEPHONE NO 2

NO. FAKSIMILI

FAX NO

(D) MAKLUMAT PEMILIK / PENGARAH SYARIKAT / RAKAN KONGSI/PEMEGANG JAWATAN UTAMA/ BUSINESS OWNER DETAILS

NAMA  
NAME

JAWATAN  
DESIGNATION

NO. K. P/PASPORT  
IC/PASSPORT  
NO

WARGANEGARA  
CITIZENSHIP

TARIKH LANTIKAN  
DATE OF APPOINTMENT

NO. AHLI KWSP  
MEMBER'S NO

(E) NAMA DAN ALAMAT TEMPAT PERNIAGAAN LAIN ATAU CAWANGAN / OTHER BUSINESS OR BRANCH

NAMA  
NAME

ALAMAT  
ADDRESS

NOTA : JIKA RUANGAN TIDAK MENCIKUPI, SILA SERTAKAN LAMPIRAN BERSAMA PERMOHONAN INI.  
NOTE : IF SPACE IS INSUFFICIENT, PLEASE USE SEPARATE ATTACHMENT TOGETHER WITH THIS FORM.

Sila hubungi 03 - 8922 6000 untuk sebarang pertanyaan mengenai permohonan ini.

NAMA PENUH MAJIKAN (HURUF BESAR) \_\_\_\_\_  
EMPLOYER'S NAME (CAPITAL LETTER)

**(F) MAKLUMAT MAJIKAN ORANG GAJI DOMESTIK / EMPLOYER'S DETAILS FOR DOMESTIC SERVANTS APPLICATION**

NAMA MAJIKAN <small>EMPLOYER'S NAME</small>													
NO. K.P./PASPORT <small>IC/PASSPORT NO</small>													
ALAMAT KEDIAMAN/ PERNIAGAAN <small>RESIDENTIAL/BUSINESS ADDRESS</small>													
POSKOD <small>POSTCODE</small>				NEGERI <small>STATE</small>									
NO. TELEFON RUMAH <small>HOME TELEPHONE NO</small>							NO. TELEFON PEJABAT <small>OFFICE TELEPHONE NO</small>						
NO. TELEFON BIMBIT <small>MOBILE TELEPHONE NO</small>							NO. FAKSIMILE <small>FAX NO</small>						
SAYA SUDAH / BELUM DIDAFTARKAN SEBAGAI SEORANG MAJIKAN. NO. RUJUKAN MAJIKAN KWSP SAYA IALAH <small>THIS COMPANY REGISTERED / NOT REGISTERED WITH EPF. THE EMPLOYER REGISTRATION NO IS</small>							BILANGAN ORANG GAJI DOMESTIK						

**(G) MAKLUMAT ORANG GAJI DOMESTIK / DOMESTIC SERVANT DETAILS**

NOTA : JIKA RUANGAN TIDAK MENCUKUPI, SILA LENGKAPKAN DAN SERTAKAN PERMOHONAN YANG BERASINGAN.

NAMA ORANG GAJI DOMESTIK <small>DOMESTIC SERVANT NAME</small>													
NO. K.P./PASPORT <small>IC/PASSPORT NO</small>													
TANDATANGAN ORANG GAJI DOMESTIK <small>DOMESTIC SERVANTS SIGNATURE</small>							TARIKH <small>DATE</small>						

**(H) PENGESAHAN MAJIKAN / EMPLOYER'S DECLARATION**

NOTA : RUANGAN INI PERLU DILENGKAPKAN BAGI SEMUA JENIS PENDAFTARAN MAJIKAN.

1. SAYA MENGESAHKAN SEMUA MAKLUMAT DAN DOKUMEN YANG DIBERIKAN ADALAH SAH DAN BENAR.  
I HEREBY CONFIRM THAT ALL THE INFORMATION AND DOCUMENT GIVEN IN THIS APPLICATION IS VALID AND CORRECT.

TANDATANGAN MAJIKAN / WAKIL MAJIKAN <small>EMPLOYER'S SIGNATURE</small>	JAWATAN <small>DESIGNATION</small>	COP RASMI SYARIKAT <small>COMPANY SEAL</small>	TARIKH <small>DATE</small>
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