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## EXECUTIVE SUMMARY

Pavlova Cake Bakery is a company that creates sponge cake with pavlova placed on top to plunge our creativity into the consumers' wants. Each of the task conducted in the dessert business are solely manage by our team members who act as the managers in each of their particular field area in the starting of the first year. This action could help us to heavily focus on strengths and weaknesses during the process while to overcome the shortcomings that our part lacks in order to expand our growth with the guidance of Malaysia's funding organization such as TEKUN that proves to provide assistance in terms loaning purpose. To produce our masterpiece, we only purchase the ingredients at its newest state that being the main reason for our business to flourish with wonderful recipes.

We have extended our company's business by publishing our products through online marketing by having the public to easily purchase from personalised shopping blog including online database and Grab app specifically. Strategic connection proximity such as high school and hospital nearby serves as a leaping stone for future business openings or as a hotspot location for bulk pre-order to surface. Our pure hearted intention is to provide everyone with the freshest product that comes with reasonable and affordable price. Those are the reason for the high sales revenue could be obtained from since our product's demographic and target market are relevant for them to learn more about us which includes children, teens and people of all ages. The expenses and momentum established with the public are reduced when we use the proper distribution channels.

# **CHAPTER 1.0 : INTRODUCTION**

This is our product illustration :



*Figure 1.1: Example of pavlova cake*

## **CHAPTER 2.0 : ADMINISTRATION PLAN**

## **2.1 INTRODUCTION TO THE ORGANIZATION**

The administration plan is essential for keeping and regulating the corporate routine. One of the most effective methods to introduce a firm is to express its vision, mission, and objectives.

### **MISSION**

1. To become a bakery house that touches the hearts of the sweet tooth people by providing a wide range of desserts with the best quality which they can discover and enjoy the services.
2. Aiming for positive food reviews and atmosphere to be the place for the customers to relax and study away from home and technological distractions.
3. Broaden up options for desserts.

### **VISION**

Our vision is to become a bakery house that collaborates with the customers especially for the youngs in creating custom and one of a kind design desserts but not limited to pavlova itself in order to elevate happiness and excitement to each customer. Besides, we aim to build a business by engaging in interactions and delivery results.

### **OBJECTIVES**

1. To deliver the highest quality services while maintaining a warm connection with customers.
2. To understand our customers' demand and supply beyond their expectation.
3. To strive for competitions with other bakery companies in Malaysia and be on par.
4. Carry out research and designation on dessert products and distinctive packaging or labelling based on surveys.

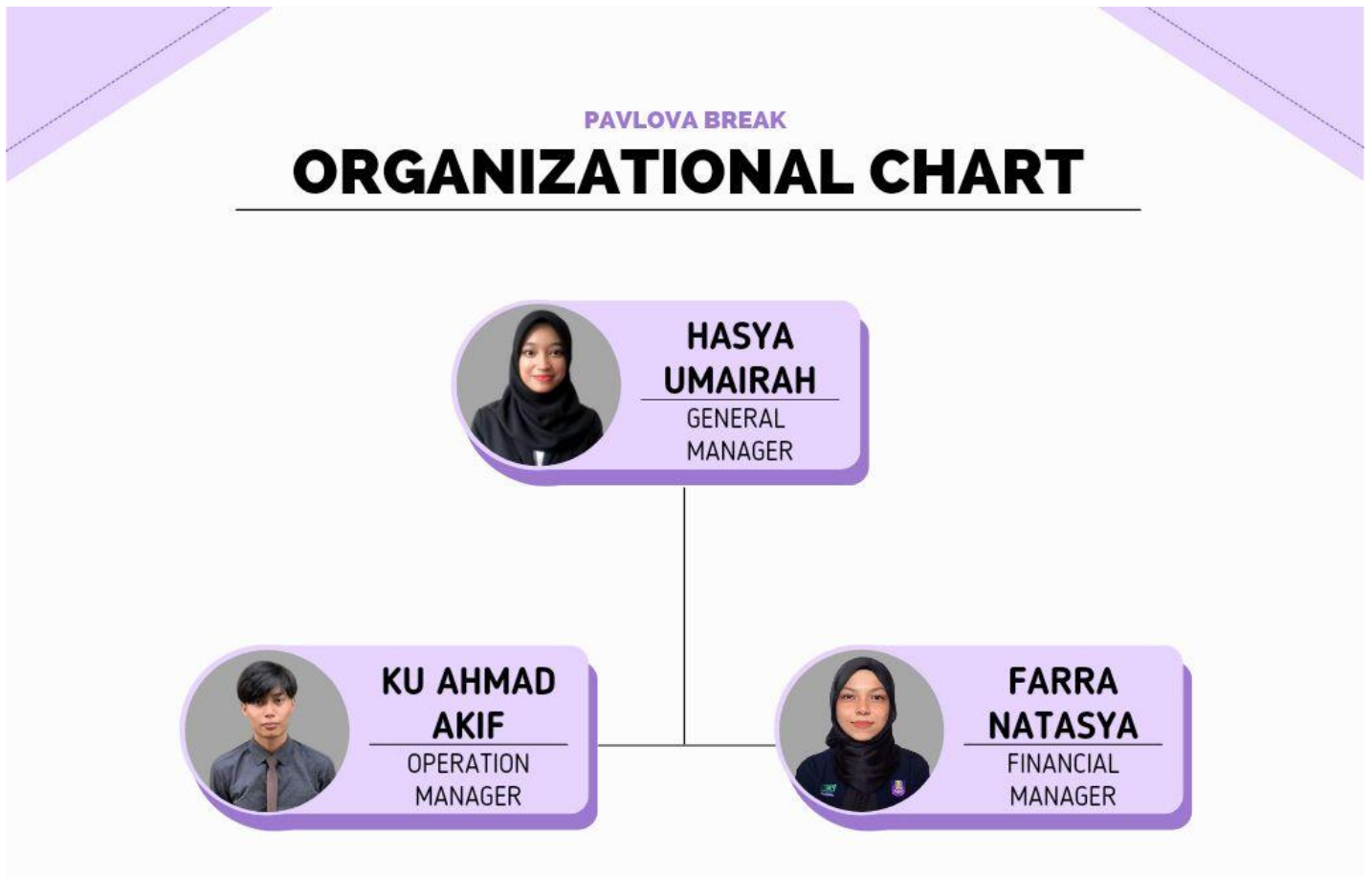
## 2.2 BUSINESS LOGO & DESCRIPTION



First on our list is the beautiful bakery logo of **Pavlova Cake**! This innovative logo has been created by our own to tickle your sweet tooth!

- ★ This logo used only two multicolored colors which are pink (#F9B9A5) and maroon (#9D4045) to keep the logo design simple as our theme for the bakery shop.
- ★ Pink represents a nurturing, playful and nostalgic color that takes people back to their childhood especially for our customers. While Maroon is a deep red color associated with strength, depth and passion for us as a partnership business.
- ★ Pavlova Cake logo's design consists of a pink watercolor element as the background with a cake with pavlova on it placed at front center and at the foremost layer a maroon color text of the 'Pavlova Cake Bakery Shop' acronym at the bottom front of the logo.
- ★ The word 'Pavlova Cake' is also elevated in comparison to the word 'Bakery Shop' as a highlight for our sales products.
- ★ The flower on the cake represents a sunflower which is used to make vegetable oil and margarine as one of our main ingredients used in making pavlova cake.

## 2.3 ORGANIZATIONAL CHART



**Figure 1 :** *Organization Chart of Pavlova Cake Bakery*



## 2.4 ADMINISTRATION PERSONNEL SCHEDULE

**Table : Schedule of Tasks and Responsibilities**

Position	Number of Personnel	Task & Responsibilities
General Manager	1	<ul style="list-style-type: none"> <li>➤ Responsible for lead and planning in a management role as well as control the daily operations in business.</li> <li>➤ Determining strategies to use, what actions to take and deciding what resources are needed to achieve the goals and objectives.</li> <li>➤ Manage baking personnel and ensure that all bakery operations function efficiently.</li> <li>➤ Take inventory of baking supplies, handle consumer complaints, and address bad staff performance.</li> </ul>
Operation Manager	1	<ul style="list-style-type: none"> <li>➤ Formulating strategy by recruiting, training and supervising staff.</li> <li>➤ To monitor and comply in the field of securing compliance.</li> <li>➤ Examine financial sales data and use it to improve profitability.</li> <li>➤ To procure baking materials, plan inventory and oversee stock quantity.</li> <li>➤ Find ways to increase the quality of customer service.</li> </ul>
Financial Manager	1	<ul style="list-style-type: none"> <li>➤ Providing, monitoring and interpreting financial information.</li> <li>➤ To analyse, control and record the cash flow and predict future trends of the business.</li> <li>➤ To manage the payment to suppliers and creditors.</li> <li>➤ To identify potential markets for companies.</li> <li>➤ To attract customers by planning a good marketing strategy.</li> </ul>

## 2.5 REMUNERATION SCHEDULE

**Table : Schedule of Remuneration**

POSITION	NO.	MONTHLY SALARY (RM) (A)	EPF (RM) (B)	SOCSSO (RM) (C)	TOTAL AMOUNT (RM) (A+B+C)
General Manager	1	1,500.00	165.00	7.25	1672.25
Operation Manager	1	1,500.00	165.00	7.25	1672.25
Financial Manager	1	1,500.00	165.00	7.25	1672.25
<b>TOTAL</b>	<b>3</b>	<b>4,500.00</b>	<b>495.00</b>	<b>21.75</b>	<b>5016.5</b>

## 2.6 ADMINISTRATION BUDGET

**Table : List of Office Furniture and Fitting**

OFFICE FURNITURE AND FITTING	QUANTITY	PRICE PER UNIT (RM)	TOTAL (RM)
Laptop	3	1,108.04	3,324.12
Office Conference Desk	1	429.00	429.00
Chair	6	149.00	894.00
Remanufactured Copier, Laser Printer, Fax, Scanner	1	1,308.12	1,308.12
Dustbins	1	84.00	84.00
Clock	1	10.00	10.00
Notice Board	1	245.00	245.00
Telephone	1	749.00	749.00
Wireless Router (Wi-Fi)	1	1,300.00	1,300.00
First Aid Safety	1	122.00	122.00
Fire Extinguisher	1	121.00	121.00
<b>TOTAL</b>			<b>8586.24</b>

**Table : List of Stationeries**

STATIONERIES	QUANTITY	PRICE PER UNIT (RM)	TOTAL (RM)
Ream of A4 Paper	1	11.40	11.40
Pen	3	0.89	2.67
Correction Tape	2	8.93	17.86
Mechanical Pencil	3	3.40	10.20
Eraser	3	1.30	3.90
Stapler	1	5.20	5.20
Glue Stick	1	5.50	5.50
Scissor	1	10.40	10.40
Ink Printer	1	227.55	227.55
Calculator	3	24.50	73.50
<b>TOTAL</b>			<b>368.18</b>

**Table : Administration Budget**

<b>ITEMS</b>	<b>FIXED ASSETS (RM)</b>	<b>MONTHLY EXPENSES (RM)</b>	<b>OTHER EXPENSES (RM)</b>
<b><i>FIXED ASSETS</i></b>			
Office Furniture and Fittings	8,586.24		
Stationeries	368.18		
Renovation	1,000.00		
<b><i>WORKING CAPITAL</i></b>			
Rent		2,500.00	
Utilities		2,000.00	
Salaries, EPF & SOCSO		10,901.25	
<b><i>PRE-OPERATIONS</i></b>			
Deposit (Rent, Utilities & etc.)			7,500.00
Business Registration & License			980.00
Other Expenditure			-
<b>TOTAL</b>		<b>33,835.67</b>	

# **CHAPTER 3.0 : MARKETING PLAN**

### 3.1 PRODUCT DESCRIPTION



*Pavlova Cake Bakery Shop* is a business that sells sweet treats. The pavlova cake is our main product. To make the cake, we use butter and whipping cream as the primary ingredient. Our bakery consistently produces pavlova that are soft on the outside and slightly crunchy on the inside. The tasty selection of strawberries and grapes used for the pavlova's topping ensures that it tastes as good as it does. The cake's crisp crust is complemented by the sweet and fluffy whipped cream, although not too heavily sweet. Those who enjoy sweets ought to give it a try without a doubt. This special of our pavlova cake is the first to be made in Malaysia and it will no doubt be a hit with fans of the dessert. Our customers can choose whether they want to walk into our bakery shop or deliver via foodpanda or grabfood. In addition to that, our bakery shop has a lot of attractions, such as:

#### **3.1.1 Fresh made product**

For our product, cakes that are 3 days after production, we will change the cake to a new one so that the quality of the cake can be preserved. In order to discourage customers from purchasing this product, we will throw it away and replace it with a new one instead of putting it on display. To ensure the cake's condition is taken care of, we will also put the cake in the refrigerator and proofer.

#### **3.1.2 Affordable price**

We set a fair price for our product based on the kind of material used or the size of the finished cake. We don't set our prices too high or too low. For customers, we offer fair prices for the whole cake or slices cake. Customers who want to use their delivery service can view the price or promotion that we make on the *Pavlova Cake Bakery Shop* on foodpanda or grabfood to make it simpler for them to understand the price of the goods we sell. For the whole cake, we only sell from RM50 only while for slices we sell RM7.99.

### **3.1.3 Balanced nutrition**

There are many different kinds of toppings available at *Pavlova Cake Bakery Shop*. However, we have reduced the sugar and fat content of this cake so that customers can take care of their health. Moreover, the majority of our cake's toppings are fruits. This is part of our bakery's concept, which places customers first in both our services and our products, setting us apart from other bakeries. We have reduced the sugar and fat in our cake so that it is safe for both young and old to eat without suffering any negative health effects. We recommend visiting our bakery for those who don't enjoy sweet foods like cakes because we are confident they will also fall in love with our pastries.

### **3.1.4 Various types of Pavlova Cakes**

*Pavlova Cake Bakery Shop* offers a wide variety of mouthwatering pavlova cakes, many of which are full of fruits. Some of these include the Mixed Berries Pavlova Cake, Black Forest Pavlova Cake, Kiwi Passionfruit Pavlova Cake, Espresso Pavlova Cake, Caramel Bananas with Chocolate Ripple Pavlova Cake, Traditional Pavlova and Custom Toppings Pavlova.

### 3.2 TARGET MARKET

a) **Geographic Segmentation**

State : Nilai

We agreed to use the state as our target market because our premises are in this location. Furthermore, there is little competition among high-level bakery shops. As a result, people in the surrounding area will be drawn to our bakery.

b) **Demographic Segmentation**

Age : Teenager, adult, elderly

Our solutions are applicable to everyone, but we focus on those who work, study, or do not work. This is due to the fact that the majority of them have family, friends, or coworkers and must celebrate a birthday, farewell, anniversary, or other occasion.

c) **Psychographic Segmentation**

Sensitivity to price

The Malaysian economy's instability may cause people to prefer lower-cost products, but it also benefits them. We provide lower-cost pastries, so they will distinguish our cakes from other products.

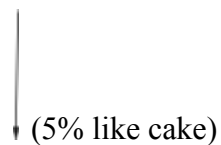
### 3.3 MARKET SIZE & MARKET SHARE

#### Market Size:

Population of targeted customers in Nilai, Negeri Sembilan: **504,000 people**

GENDER	PERSONS	PERCENTAGE (%)
Males	21,255	53.5%
Females	18,486	46.5%

Population = 504,000 people



25200 people

$$\text{Average sales : } \frac{\text{Komugi (RM85.50)} + \text{King's Confectionery (RM60.20)} + \text{Secret Recipe (RM116.50)}}{3}$$

$$: \frac{\text{RM85.50} + \text{RM60.20} + \text{RM116.50}}{3}$$

Population × Average Price = Market Share

$$\text{RM87.40} \times \frac{12}{\text{year}} \times 25,200 = \text{RM26,429,760.00 (per year)}$$

Our sales forecast is 5.6% from market size

$$5.6\% \times \text{RM26,429,760.00} = \text{RM1,480,066.56 (per year)}$$

Our pavlova cake price is RM50 for the whole cake.

$$\text{RM1,480,066.56}/100 = 14,800 \text{ customer per year}$$



## Market share

### **i. BEFORE INVOLVEMENT**

<b>COMPANY</b>	<b>PERCENTAGE %</b>	<b>EXPECTED PURCHASE PER YEAR (RM)</b>
Komugi 12 stores	24.15	760,744
King's Confectionery 20 stores	15.17	578,700
Secret Recipe 20 stores	60.68	1,069,021.60
<b>Total</b>	<b>100%</b>	<b>2,083,965.60</b>

### **ii. AFTER INVOLVEMENT**

<b>COMPANY</b>	<b>PERCENTAGE %</b>	<b>EXPECTED PURCHASE PER YEAR (RM)</b>
Pavlova Cake Bakery Shop	5.60	300,000
Komugi	22.77	660,744
King's Confectionery	13.99	468,700
Secret Recipe	58.18	979,021.6
<b>Total</b>		<b>2,083,965.60</b>

### 3.4 SALES FORECAST

#### Sales Forecast for Pavlova Bakery Shop

Year 2022




Month	Sales Forecast (RM)
January	123,338.83
<b>February</b>	135,671.80
March	129,504.90
April	125,787.65
<b>May</b>	132,567.67
<b>June</b>	131,456.56
July	120,876.40
August	119,567.60
September	93,067.89
October	97,458.80
November	111,234.95
<b>December</b>	159,534.34
<b>TOTAL</b>	<b>1,480,066.56</b>

#### Sales Forecast by Year

Year	Percentage Increase (%)	Sales Forecast (RM)
2022	-	116,702.07
2023	15	134,207.38
2024	25	167,759.23

### 3.4 COMPETITORS ANALYSIS (STRENGTHS AND WEAKNESSES)

Acknowledging that we have competition is crucial for us to always grow and avoid thinking that we are always in our comfort zone. Competitors are businesses that provide comparable goods or services. Based on a market survey, our company discovered that there are three competitors for our business which are Komugi, Kings Confectionery and La Bohème.

Competitor	Product	Strength	Weakness
Komugi Lot G-31, Ground Floor, <b>AEON Mall</b> Nilai 	Cake/Cookies/ Bread/Pastry	Komugi is a staple for those who appreciate staple quality bakery and pastry products enjoined with a Japanese concept.	High pricing on the food products. This is a reasonable excuse for its high quality products but it only aims for the upper class family income.
Kings Confectionery A20-A21 Outer Mall Giant Hypermarket 	Cake/Cookies/ Bread	King's is a well established franchise brand around the Peninsular of Malaysia since 1993.	Low pricing on the food products. This can affect the volume of sales up or down by having the consumers to fear perceiving the food quality.
Secret Recipe Lot S606, 2nd Floor, <b>AEON Mall</b> Nilai 	Cake/Cookies/ Bread/Pastry	Bakery array isles are well organized to attract customers to indulge their browsing time for the middle class prices without neglecting the freshness and good quality product.	Inconsistent in pricing of the products due to materials scarcity and high cost production, competition with other big brands such as Lavender.

### 3.6 MARKETING PERSONNEL SCHEDULE

Position	Number of Personnel	Task & Responsibilities
Marketing Manager	1	<ul style="list-style-type: none"> <li>➤ Responsible to carry out marketing studies which is concerned with deepening the understanding of the customer need in the market environment of businesses and finding solutions of marketing problems through a scientific manner</li> </ul>
Retail Bakery	1	<ul style="list-style-type: none"> <li>➤ To produce and sell baked goods.</li> <li>➤ Taking orders for special occasions such as weddings or birthdays.</li> <li>➤ Customizing products to meet customers' preferences.</li> <li>➤ Managing inventory, maintaining equipment and handling customer service.</li> </ul>


### 3.6 REMUNERATION SCHEDULE


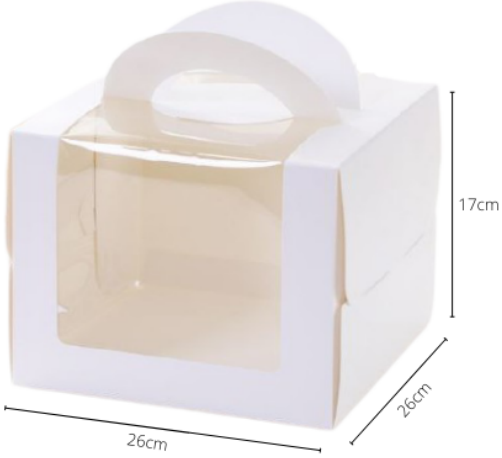
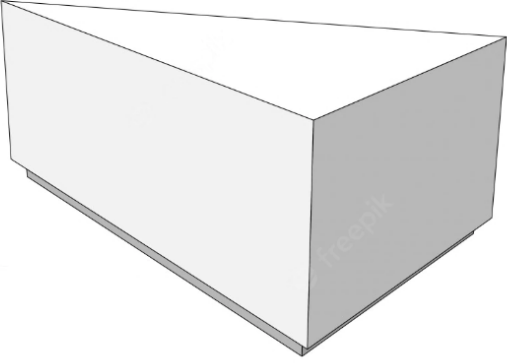
POSITION	NO.	MONTHLY SALARY (RM) (A)	EPF (RM) (B)	SOCSSO (RM) (C)	TOTAL AMOUNT (RM) (A+B+C)
Marketing Manager	1	1500.00	165.00	7.25	1672.25
Retail Bakery Assistant	1	1500.00	165.00	7.25	1672.25
<b>Total</b>	<b>2</b>	<b>4500.00</b>	<b>555.00</b>	<b>59.75</b>	<b>5114.75</b>

### 3.7 MARKETING MIX

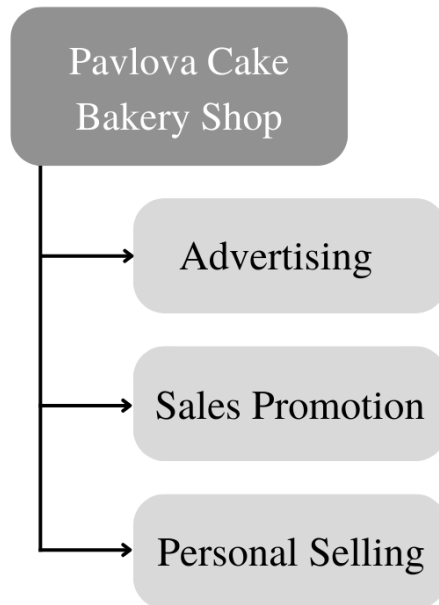
The link connecting the product and the customer is marketing. Marketing plan uses the four P's elements which are Product, Pricing, Place and Promotion, to communicate with the customers and consumers. Marketing mix is very important in our business in order for it to run smoothly and successfully.

### 3.7.1 Product Strategy

<p><b>Brand Name</b></p>	<p><u>PAVLOVA CAKE BAKERY</u></p>  <p>The brand name that we will be using should be easy for the customers to pronounce, identify and memorize. Our brand name, Pavlova Cake Bakery, is very easy for the customers to understand and know what we are selling, which is pavlova cake.</p>
<p><b>Product Variety</b></p>	<p><u>Type of Pavlova Cake That We Sell :</u></p> <ol style="list-style-type: none"> <li>1) Mixed Berries Pavlova Cake (Strawberries and Raspberries as toppings).</li> <li>2) Black Forest Pavlova Cake (Marbled with chocolate and topped with delicious poached cherries).</li> <li>3) Kiwi Passionfruit Pavlova Cake (Kiwi fruits and squeeze of passion fruits as toppings).</li> <li>4) Espresso Pavlova Cake (Coffee syrup, whipped cream and chocolate as toppings).</li> <li>5) Caramel Bananas with Chocolate Ripple Pavlova Cake</li> <li>6) Traditional Pavlova (Topped with fresh in-season fruits)</li> <li>7) Custom Toppings Pavlova (Customers can choose their own toppings to add on their pavlova)</li> </ol> <p><u>How We Sell :</u></p> <ol style="list-style-type: none"> <li>1) The whole Cake</li> <li>2) A slice of the Cake</li> </ol> <p><u>Cake's Serving Size :</u></p> <ul style="list-style-type: none"> <li>● For the whole cake, the size is 9 inch (diameter) and 4 inch (high) each.</li> <li>● For a slice of cake, the size is 4.5 inch and 4 inch (high) each.</li> </ul> <p>We decided to seek a competitive advantage and to leverage our brand awareness by offering more variety of pavlova cakes under a single bakery than what the competitors had offered.</p>
<p><b>Product Quality</b></p>	<p>Our aim is to produce a product that satisfies the customers' needs. We want to make sure that we always take care of the important characteristics requirements of our product including tastiness, a fresh-like appearance, healthiness, longer shelf life, convenience and of course, sell them at lower price.</p>

<p><b>Product Design</b></p>	
<p><b>Product Packaging</b></p>	<p>1) <u>For the whole cake :</u></p>  <p>2) <u>For a slice of cake :</u></p> 
<p><b>Product Labeling</b></p>	<p>We decided to put our product labeling at the top of our cake's packaging.</p>

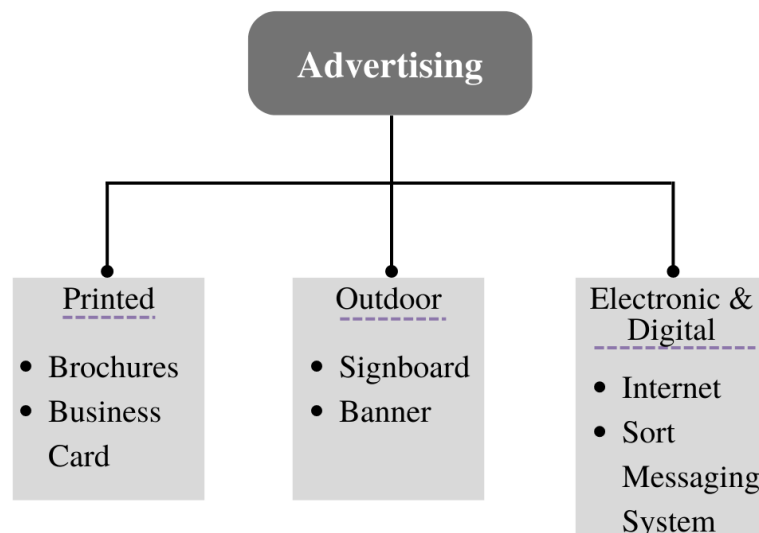
used various platforms and tools to promote our business and product to the public relations and publicity to attract their attention towards our business and product.



**Figure :** *Ways of Promotion of Pavlova Cake Bakery Shop*

➤ **Advertising**

Advertising is impersonal communication of information about products, services or ideas through the various media and it is usually persuasive by nature and paid by identified sponsors (Bovee, 1992). Advertising is any paid form of nonpersonal presentation and promotion of ideas, goods or services by an identified sponsor. It is important to introduce new products to the market and increase sales through electronic media or print media. However, advertisements are very expensive. This is because it allows a company to present its product clearly and effectively through text, sound and colour. There are many ways of advertising our product. For example,



**Figure :** *Ways of Advertising*

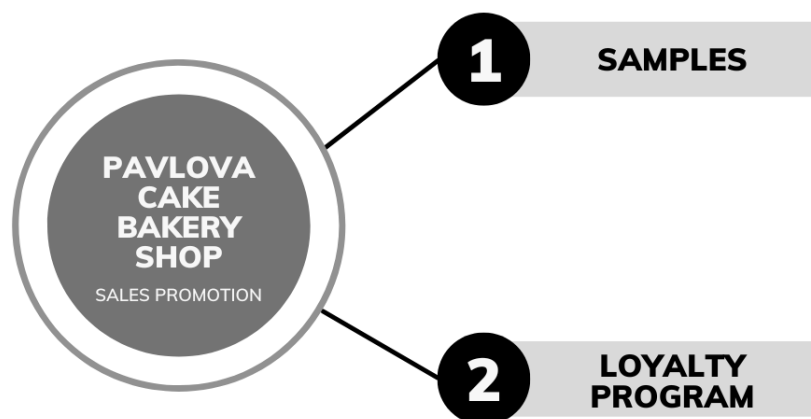
To advertise our goods, we have chosen to use printed materials. In order to reach a large number of consumers, printed advertising uses physically printed medium. Our ads are printed in hardcopy across different types of publications such as brochures and business card.

Next, we will also use outdoor advertising such as signboard and banner that we will put outside our bakery shop. Advertising that reaches consumers outside of their homes is referred to as outdoor advertising or out-of-home advertising. This method is important as it has been proven to be an effective strategy for boosting brand recognition and image. This is because when customers are outside, they have limited control over what marketing or ads they view outside because they can't ignore the outdoors like they can with online ads.

Lastly, for electronic and digital advertising, we will use the internet and sort messaging system (SMS) as our tools. We will use the internet advertising to promote our product to audiences and platform users such as *Instagram*, Facebook, *Twitter* and *Tiktok* applications and through our bakery shop's official website. Other than that, for sort messaging system (SMS), it is a method of advertising via mobile phones. We will frequently use the SMS marketing to promote our product sales and inform the limited-time offers. We will also use it for transactional communication like order confirmations, shipping notification and to collect feedback post-sale.

### ➤ **Sales Promotion**

A method of marketing that uses sales discounts, incentives, or other offers to persuade customers to perform a particular, predetermined action is known as a sales promotion strategy, also known as a discounting strategy.



**Figure :** *Ways of Sales Promotion*

Sales promotions will be used to improve product availability among distribution channel partners, boost consumer demand for our product, and synchronise marketing, advertising, and public relations efforts. One of the ways that we will use it is to give samples to the customer. A sample is a sales promotion in which customers are given a small quantity of a product to trial before buying it. Samples promote product testing and greater consumer awareness.



Next, in order to increase revenue and inspire customer loyalty, we will consider doing a loyalty program in our business. This program is where we will use the point system and reward the customers who repeatedly interact and buy with us. The more a customer buys with us, the more points they earn. After the customer accumulates so many points, we will provide them with a special incentive such as a free whole pavlova cake or they can redeem the points for discounts for next purchase.

➤ **Personal Selling**

Making eye contact with and speaking with your consumers directly is a part of personal selling, even better, show the product to potential buyers. We will train our communication skills so that we can attract the customer to buy a product from us without any hesitation.

### 3.8 MARKETING BUDGET

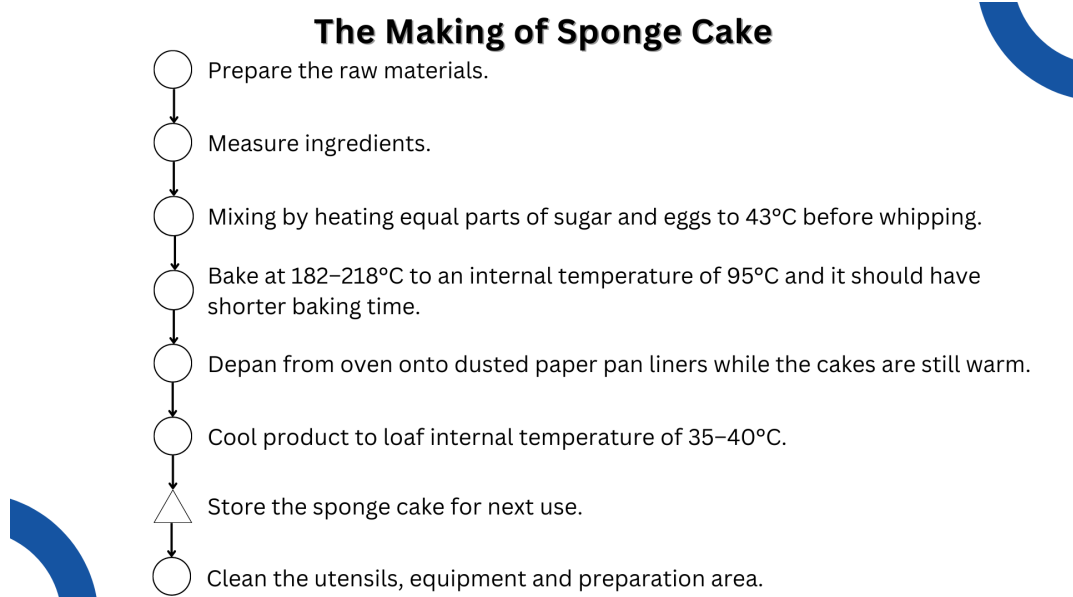
*Table : Marketing Budget*

<b>PARTICULAR</b>	<b>FIXED ASSETS EXPENSES (RM)</b>	<b>MONTHLY EXPENSES (RM)</b>	<b>OTHER EXPENSES (RM)</b>
Cost of Remuneration (Salary)		5,114.75	
Signboard	2,500		
Promotion Banner		38.00	
Business Card		22.96	
Grand Opening			4,000
Sub Total (RM)	2,500	5,175.71	4,000
<b>GRAND TOTAL (RM)</b>		11,675.71	

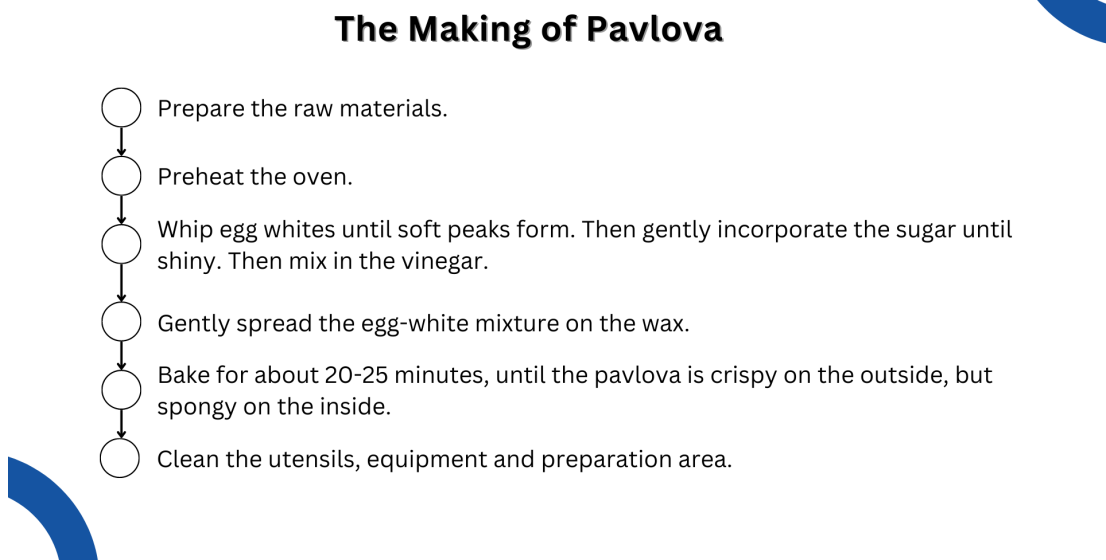
## **4.0 OPERATION PLAN**

## 4.1 PROCESS PLANNING

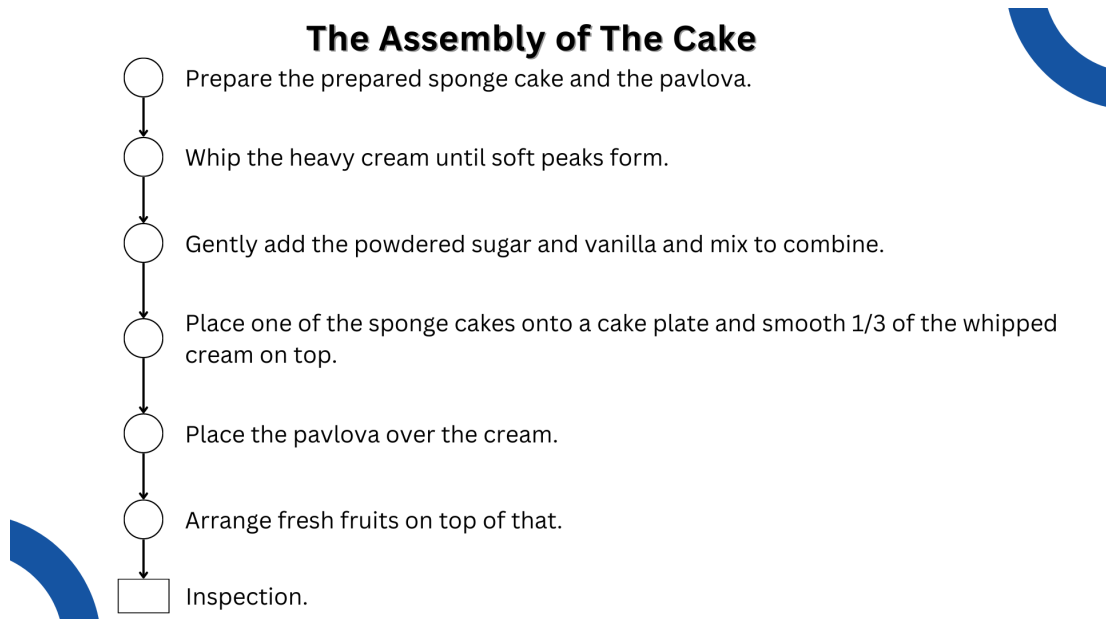
For our business, there is more than one process involved in business process planning.



**Figure :** *The Making of Butter Cake*

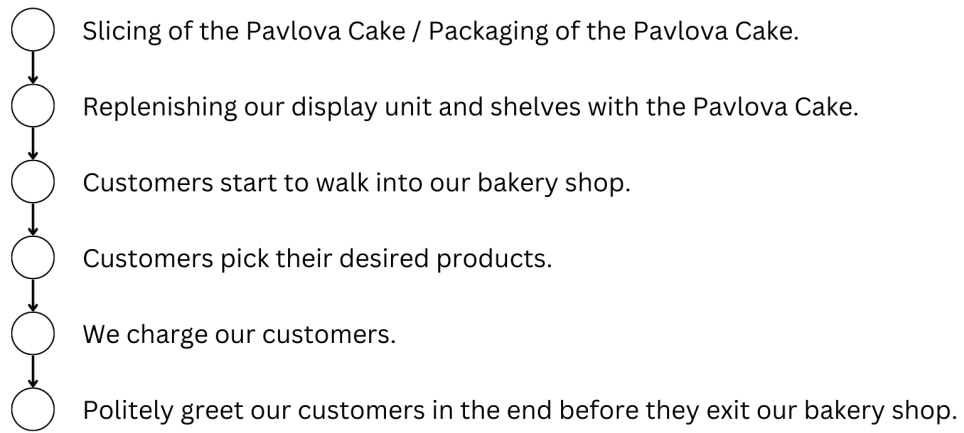


**Figure :** *The Making of Pavlova*



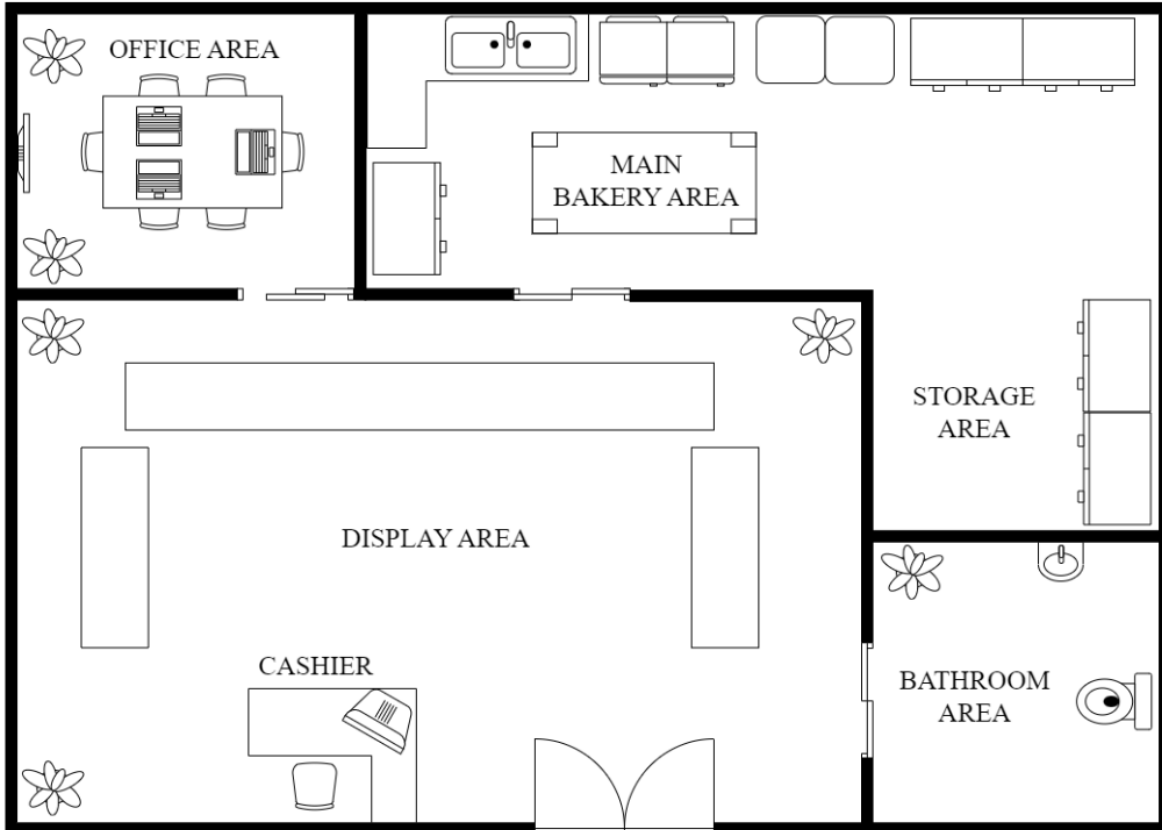
**Figure :** *The Assembly of The Cake*

## Serving Process



**Figure :** *The Serving Process of Our Business*

## 4.2 OPERATION LAYOUT



**Figure :** *Layout of the Pavlova Bakery Shop*

**Table :** *Area's Description of Operation Layout*

PARTITION	DESCRIPTION
<b>Office Area</b>	It includes spaces for working such as conference desks and chairs as well as areas for meetings and collaboration. The design and layout of the office area can vary depending on the type of business and the needs of the employees. Some offices are more open and collaborative, while others are more private and focused on individual work. The office area should be comfortable and functional.
<b>Main Bakery Area</b>	It includes various spaces and equipment for the production of baked goods. It also includes a packaging area and activity for finished products. This area must be kept clean and sanitary to ensure food safety and quality. The main bakery area should be designed to maximize efficiency and productivity, with easy access to all the necessary equipment and ingredients.
<b>Storage Area</b>	It is typically located near the main bakery area to ensure easy access to the ingredients needed for production. The storage area should be organized and well-maintained to ensure easy access to items and minimize waste. It is important to ensure that the storage area meets all the food safety standards and regulations, this includes proper labeling of ingredients, regular cleaning and pest control measures.
<b>Display Area</b>	It is where customers can view and purchase the baked goods. It should be visually appealing and well-maintained to attract customers and showcase the bakery's products and should be designed to make it easy for customers to see and select the products they want to purchase. It is important that the display area is kept clean and organized and the products are regularly rotated and replenished to ensure that the freshest products are presented to the customers.
<b>Cashier</b>	It was designed to be located near the entrance of the store or near the display area. The cashier area should be designed to be efficient and

	user-friendly for both the cashier and the customer. Besides, it should also have a clear view of the store to ensure security and the cashier should have easy access to the cash register and other tools needed to process the transactions.
<b>Bathroom Area</b>	A space designated for customers and employees to use for personal hygiene. The bathroom should be equipped with a ventilation system to keep the air fresh and reduce odors. It is important to keep the bathroom area clean and well maintained, this includes regular cleaning, restocking of supplies and ensuring that the fixtures and appliances are in good working order.

### 4.3 PRODUCTION/CAPACITY PLANNING

It is important to make sure that the business is able to produce output to fulfill the high demand from customers or sales. A well-prepared production or capacity plan will take into account both short-term and long-term business objectives and will outline strategies for achieving these goals. It is important for our business plan to include a realistic production or capacity plan, as it will provide investors and lenders with an understanding of the company's ability to meet demand for its products or services.

#### I. Calculation Output Per Month

$$\text{Average Sales Forecast Per Month} = \text{RM } 123,338.83$$

$$\text{Sales Price} = \text{RM } 50/\text{unit}$$

$$\text{Number of Output Per Month} = \frac{\text{Average Sales Forecast}}{\text{Sales Price Per Unit}}$$

$$\text{Number of Output Per Month} = \frac{\text{RM } 123,338.83}{\text{RM } 50.00}$$

$$\text{Number of Output Per Month} = \text{approximately } 2466 \text{ units per month}$$

## II. Calculation Output Per Day

If number of working days per month is 26 days

$$\begin{aligned}
 &= \frac{\text{Number of Output Per Month}}{\text{Number Working Days Per Month}} \\
 &= \frac{2466 \text{ units}}{26 \text{ days}} \\
 &= \text{approximately } 94 \text{ units per day}
 \end{aligned}$$

### 4.4 MATERIAL REQUIREMENT PLANNING

The material needed for production is based on a month production



Material	Quantity	Safety Stock	Total Requirement	Price/Unit (RM)	Total Price (RM)
Unsalted Butter (bunga mas)	10 kg	5 kg	15 kg	10.90	163.5
Corn flour	20 kg	5 kg	25 kg	2.30 (1 kg)	575.00
All purpose flour	9.35 kg	4.25 kg	9.74 kg	2.91 (850 g)	46.56
Castor sugar	10 kg	2 kg	12 kg	5.07 (1 kg)	60.84
Icing sugar	5 kg	2 kg	7 kg	3.20 (1 kg)	22.40
Himalayan Salt	4 kg	2 kg	6 kg	2.50 (1 kg)	15.00
Vanilla essence	125 mL	100 mL	225 mL	2.93 (25 mL)	26.37
Almond essence	100 mL	25 mL	125 mL	1.60 (25 mL)	8.0
Baking soda	2 kg	1 kg	3 kg	5.90 (500 g)	35.4
Milk	20 L	3 L	23 L	6.00 (1 L)	138.0
Egg	300 pcs	30 pcs	330 pcs	13.60 (30 pcs)	149.6
Whipped cream	7 packs	3 packs	10 packs	24.88 (1L)	248.80
Lemon	36 pcs	9 pcs	45 pcs	2.09 (9 pcs)	10.45
Strawberry	2 kg	1 kg	3 kg	8.99 (250 g)	107.88
Raspberry	1 kg	1 kg	2 kg	17.00 (500 g)	68.0
Fruits ● Apple ● Orange ● Kiwi	● 10 pcs ● 10 pcs ● 20 pcs	● 5 pcs ● 5 pcs ● 5 pcs	● 15 pcs ● 15 pcs ● 25 pcs	● 10 (10 pcs) ● 8.74 (5 pcs) ● 19.90 (5 pcs)	140.72
Coffee 9	600 g	0 g	600 g	11.50 (120 g)	57.50
Chocolate	2kg	400 g	2.40 kg	4.00 (200 g)	48.00
Cherries	500 g	0 g	500 g	30.10 (500 g)	30.1
<b>TOTAL</b>					<b>1,951.12</b>

#### 4.5 MACHINE & EQUIPMENT PLANNING

A well thought business company is usually equipped with a complete setup of machine and equipment as a way to show the full preparedness for the unpredicted situation. In order to provide consumers with the best quality, proper selection of machine/device is crucial. There are list of machines/devices that may help to ease the production of the

No.	Machine/Device	Quantity	Price/Unit (RM)	Total price (RM)
1	16 trays-Gas Convection Oven 	1	2,200.50	2,200.50
2	Dough Mixer 	2	1,046.50	2,093.00
3	Cake Accessories Tools Set 	2	35.90	71.80
4	Bar Pressure Espresso 20 bar 	1	249.00	249.00
5	Cake Display Chiller 	4	2,450.00	9,800.00
6	Refrigerator	2	1,199.00	2,398.00



				
7	Ergonomic chair 	1	149.00	149.00
<b>TOTAL</b>		12	7180.90	16,961.30

No. of machine required:  $\text{Planned Production Day Rate} \times \text{Standard Production}$

Machine Production Time/Day (times/unit)

#### 4.6 OVERHEAD REQUIREMENT

- ❖ Overhead refers to the requirement other than direct raw material and direct labour.
- ❖ To cite an instance of overhead; indirect labour costs, indirect material, insurance, maintenance and utilities.

No.	Components	Details	Cost/Month (RM)
1	Insurance	Etiqa Asset-Liability Protection	800
2	Phone and Wi-Fi bills	Samsung Galaxy A13 & YES	846
3	Utility <ul style="list-style-type: none"> <li>● Electricity</li> <li>● Water</li> </ul>	<ul style="list-style-type: none"> <li>● Tenaga Nasional Berhad</li> <li>● Indah Water Konsortium</li> </ul>	<ul style="list-style-type: none"> <li>● 600</li> <li>● 200</li> </ul>
Total			2,446

Total Overhead = Insurance + Phone and Wi-Fi bills + Utilities  
= **RM 2,446.00**

#### 4.8 OPERATION PERSONNEL SCHEDULE

Position	Number of Personnel	Task & Responsibilities
General Manager	1	<ul style="list-style-type: none"> <li>➤ Responsible for lead and planning in a management role as well as control the daily operations in business.</li> <li>➤ Determining strategies to use, what actions to take and deciding what resources are needed to achieve the goals and objectives.</li> <li>➤ Manage baking personnel and ensure that all bakery operations function efficiently.</li> <li>➤ Take inventory of baking supplies, handle consumer complaints, and address bad staff performance.</li> </ul>
Operation Manager	1	<ul style="list-style-type: none"> <li>➤ Formulating strategy by recruiting, training and supervising staff.</li> <li>➤ To monitor and comply in the field of securing compliance.</li> <li>➤ Examine financial sales data and use it to improve profitability.</li> <li>➤ To procure baking materials, plan inventory and oversee stock quantity.</li> <li>➤ Find ways to increase the quality of customer service.</li> </ul>
Financial Manager	1	<ul style="list-style-type: none"> <li>➤ Providing, monitoring and interpreting financial information.</li> <li>➤ To analyse, control and record the cash flow and predict future trends of the business.</li> <li>➤ To manage the payment to suppliers and creditors.</li> <li>➤ To identify potential markets for companies.</li> <li>➤ To attract customers by planning a good marketing strategy.</li> </ul>

#### 4.9 REMUNERATION SCHEDULE

POSITION	NO.	MONTHLY SALARY (RM) (A)	EPF (RM) (B)	SOCSSO (RM) (C)	TOTAL AMOUNT (RM) (A+B+C)
General Manager	1	1500.00	455.00	61.25	4016.25
Operation Manager	1	1500.00	390.00	52.50	3442.50
Financial Manager	1	1500.00	390.00	52.50	3442.50
<b>TOTAL</b>	<b>3</b>	<b>9500</b>	<b>1235</b>	<b>166.25</b>	<b>10901.25</b>

## 5.0 PERMITS/LICENSES REQUIREMENT

### ➤ **Business Licenses**

According to the Businesses Act, a new business must register in order to obtain a license. According to the ROBA of 1956, anyone who conducts business without registering a business is guilty of the offense and is subject to a fine of up to RM 5,000 or up to two years in prison. This license will grant permission to freely promote our product. As soon as a new company is established, it must register with Suruhanjaya Syarikat Malaysia, and Majlis Bandaraya Seremban (Nilai) will issue the necessary licenses. As a partnership business, we paid about RM60 to register our company under a trade name.

### ➤ **License for Signboard**

A signboard license is required to install a sign at a business location. A signboard is crucial for commercial buildings. People will find and recognise our company more easily if we have a license signboard. To avoid unwanted interference and frustration with authority issues, we must register the signboard in order to obtain the license before placing it at the location. Majlis Bandaraya Seremban (Nilai) will provide the license in exchange for payment.

### ➤ **Health and Safety**

According to the Regulations Governing General Hygiene Requirements for Food Premises and Food Transport under the Health Act (1977), anyone handling or permitting the handling of food must possess a certificate of acceptance for the benefit of the store.

### ➤ **Food Handler Permit**

Any person who handles food in a bakery needs to have a food handler permit in addition to a health permit for the establishment. The majority of the time, these distribution centers have taken courses on safe food handling techniques. This necessitates our store updating this permit each year as well. A food handler permit is not necessary for employees who do not handle food, such as those who focus solely on the register or manage marketing.

➤ **Halal Certification**

In order for businesses to market halal products in Malaysia, they must first obtain a halal certificate. When a product has a Halal Certificate, it means that the relevant board has carefully examined it in accordance with Islamic law or Syariah. It is because Muslims make up the majority of Malaysia's population. So, it is crucial to have the Halal certification because consumers who follow the Halal lifestyle will only purchase products that have received the certification and who also believe that Halal products meet the requirements for consumption. The portal for Halal Certificate applications is called JAKIM.

➤ **Typhoid Injection**

According to the Malaysian Food Act 1983 and the Food Hygiene Regulation 2009, typhoid vaccination is currently required for all Food and Beverage (F&B) handlers. The local medical facility will give the typhoid injection. To protect the public's health, it is important to maintain food safety and hygiene standards. This will help to prevent disease outbreaks from being spread through the consumption of food and will also help to ensure that the food that is served to the general public is wholesome and safe. A minimum of one week prior to opening for business, anyone working in the food industry must receive a typhoid anti-injection. A doctor-approved certificate will be given to the food handler after the injection. The injection of this should take at least three years. The costs for government medical facilities range from RM21 to RM40, while they start at RM80 or more for private facilities.

➤ **Provided Fund (EPF) and (SOCSO)**

In order to create a relationship management form that is good with staff, our entrepreneurs must pay attention to the need to protect and improve employee welfare. The Ordinal Employees Provident Fund of 1951 and the Akta Keselamatan Sosial Pekerja of 1969 set the legal requirements for workers' social needs. Every employee and employer must make a contribution to the EPF. The rate is 11% of the salary paid by the employer and 11% of the employee's salary. Involved in this industry were KWSP and PERKESO. In order to maintain positive relationships between employees and staff, it is important for us as business owners to pay attention to those things.

## 5.1 OPERATION BUDGET

Table : Operation Budget

ITEM	FIXED ASSET (RM)	WORKING CAPITAL (RM)	OTHER EXPENSES (RM)
<b>Fixed Assets</b>			
Machine & Equipment	16,961.30		
<b>Working Capital</b>			
Raw Materials & Packaging		1,951.12	
Wages + EPF + SOCSO		10,901.25	
<b>Other Expenditure</b>			
Deposit for rent			5,000.00
Deposit for utilities			2,500.00
Premis Renovation			5,000.00
Typhoid injection			240.00
<b>Total</b>	<b>16,961.30</b>	<b>15,352.37</b>	<b>12,740.00</b>

## 5.2 IMPLEMENTATION SCHEDULE

Activities	Deadlines	Duration
Incorporation of business	Jan - Mac 2023	3 months
Application for permits and license	Oct - Dec 2022	3 months
Searching for business premise	Feb - April 2022	3 months
Renovation for premise	Nov - Dec 2023	2 months
Procurement of machine and raw materials	April - June 2023	3 months
Recruitment of labour	Jan 2023	1 month
Installation of machines	Jan 2023	1 month

## **5.0 FINANCIAL PLAN**

## 5.1 OPERATION BUDGETS (ADMIN, MARKETING, OPERATION)

### ADMINISTRATION BUDGET

*Table : Administration Budget*

ITEMS	FIXED ASSETS (RM)	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)
<b><i>FIXED ASSETS</i></b>			
Office Furniture and Fittings	8,586.24		
Stationeries	368.18		
Renovation	1,000.00		
<b><i>WORKING CAPITAL</i></b>			
Rent		2,500.00	
Utilities		2,000.00	
Salaries, EPF & SOCSO		10,901.25	
<b><i>PRE-OPERATIONS</i></b>			
Deposit (Rent, Utilities & etc.)			7,500.00
Business Registration & License			980.00
Other Expenditure			-
<b>TOTAL</b>		<b>33,835.67</b>	

## MARKETING BUDGET

Table : Marketing Budget

PARTICULAR	FIXED ASSETS EXPENSES (RM)	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)
Cost of Remuneration (Salary)		5,114.75	
Signboard	2,500		
Promotion Banner		38.00	
Business Card		22.96	
Grand Opening			4,000
Sub Total (RM)	2,500	5,175.71	4,000
<b>GRAND TOTAL (RM)</b>		11,675.71	

## OPERATING BUDGET

Table : Operation Budget

ITEM	FIXED ASSET (RM)	WORKING CAPITAL (RM)	OTHER EXPENSES (RM)
<b>Fixed Assets</b>			
Machine & Equipment	16,961.30		
<b>Working Capital</b>			
Raw Materials & Packaging		1,951.12	
Wages + EPF + SOCSO		10,901.25	
<b>Other Expenditure</b>			
Deposit for rent			5,000.00
Deposit for utilities			2,500.00
Premis Renovation			5,000.00
Typhoid injection			240.00
<b>Total</b>	<b>16,961.30</b>	<b>15,352.37</b>	<b>12,740.00</b>



## 5.2 PROJECT IMPLEMENTATION COST & SOURCES OF FINANCING

PAVLOVA CAKE BAKERY SHOP					
PROJECT IMPLEMENTATION COST & SOURCES OF FINANCE					
Project Implementation Cost			Sources of Finance		
Requirements	Cost	Loan	Hire-Purchase	Own Contribution	
				Cash	Existing F. Assets
<b>Fixed Assets</b>					
Land & Building					
Office Equipment	8,954	8,954			
Signboard	2,500	2,500			
Machine & Equipment	16,961	16,961			
<b>Working Capital</b> 1 months					
Administrative	15,401	15,401			
Marketing	61	61			
Operations	1,951	1,951			
<b>Pre-Operations &amp; Other Expenditure</b>	17,720	17,720			
<b>Contingencies</b> 10%	6,355	6,355			
<b>TOTAL</b>	<b>69,904</b>	<b>69,904</b>			

Figure : Project Implementation Cost & Sources of Financing

### 5.3 PRO-FORMA CASH FLOW (3 YEARS)

PAVLOVA CAKE BAKERY SHOP																
CASH FLOW PRO FORMA STATEMENT																
MONTH	Pre-Operational	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL TR 1	YEAR 2	YEAR 3
<b>CASH INFLOW</b>																
Capital (Cash)														69,904		
Loan	69,904															
Cash Sales		123,338	135,672	129,505	125,788	125,788	125,788	125,788	125,788	125,788	125,788	125,788	125,788	1,520,604	1,596,634	1,756,297
Collection of Accounts Receivable																
<b>TOTAL CASH INFLOW</b>	<b>69,904</b>	<b>123,338</b>	<b>135,672</b>	<b>129,505</b>	<b>125,788</b>	<b>125,788</b>	<b>125,788</b>	<b>125,788</b>	<b>125,788</b>	<b>125,788</b>	<b>125,788</b>	<b>125,788</b>	<b>125,788</b>	<b>1,590,507</b>	<b>1,596,634</b>	<b>1,756,297</b>
<b>CASH OUTFLOW</b>																
<b>Administrative Expenditure</b>																
Salaries, EPF & SOCSO		10,901	10,901	10,901	10,901	10,901	10,901	10,901	10,901	10,901	10,901	10,901	10,901	130,815	138,664	144,904
Rent		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000	31,800	33,231
Utilities		2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	25,440	26,585
<b>Marketing Expenditure</b>																
Promotion Banner		38	38	38	38	38	38	38	38	38	38	38	38	456	483	505
Business Card		23	23	23	23	23	23	23	23	23	23	23	23	276	292	305
<b>Operational Expenditure</b>																
Cash Purchase		1,951	1,951	1,951	1,951	1,951	1,951	1,951	1,951	1,951	1,951	1,951	1,951	23,413	60,241	66,265
Payment of Accounts Payable																
Carriage Inward & Duty																
Salaries, EPF & SOCSO																
<b>Other Expenditure</b>																
<b>Pre-Operational</b>														9,240	9,794	10,235
Deposit (rent, utilities, etc.)	7,500													7,500		
Business Registration & Licences	980													980		
Insurance & Road Tax for Motor Vehicle																
Other Pre-Operational Expenditure																
<b>Fixed Assets</b>																
Purchase of Fixed Assets - Land & Building																
Purchase of Fixed Assets - Other	28,416													28,416		
Hire-Purchase Down Payment																
<b>Hire-Purchase Repayment:</b>																
Principal																
Interest																
<b>Loan Repayment:</b>																
Principal		1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	13,981	13,981	13,981
Interest		117	117	117	117	117	117	117	117	117	117	117	117	1,398	1,118	839
Tax Payable													0	0	0	0
<b>TOTAL CASH OUTFLOW</b>	<b>36,896</b>	<b>27,935</b>	<b>18,695</b>	<b>18,695</b>	<b>18,695</b>	<b>18,695</b>	<b>18,695</b>	<b>18,695</b>	<b>18,695</b>	<b>18,695</b>	<b>18,695</b>	<b>18,695</b>	<b>18,695</b>	<b>270,474</b>	<b>281,814</b>	<b>296,849</b>
<b>CASH SURPLUS (DEFICIT)</b>	<b>33,008</b>	<b>95,403</b>	<b>116,977</b>	<b>110,810</b>	<b>107,093</b>	<b>107,093</b>	<b>107,093</b>	<b>107,093</b>	<b>107,093</b>	<b>107,093</b>	<b>107,093</b>	<b>107,093</b>	<b>107,093</b>	<b>1,320,033</b>	<b>1,314,821</b>	<b>1,459,448</b>
<b>BEGINNING CASH BALANCE</b>	<b>33,008</b>	<b>33,008</b>	<b>128,411</b>	<b>245,388</b>	<b>356,198</b>	<b>463,291</b>	<b>570,384</b>	<b>677,476</b>	<b>784,569</b>	<b>891,662</b>	<b>998,755</b>	<b>1,105,847</b>	<b>1,212,940</b>	<b>1,320,033</b>	<b>1,320,033</b>	<b>2,634,854</b>
<b>ENDING CASH BALANCE</b>	<b>33,008</b>	<b>128,411</b>	<b>245,388</b>	<b>356,198</b>	<b>463,291</b>	<b>570,384</b>	<b>677,476</b>	<b>784,569</b>	<b>891,662</b>	<b>998,755</b>	<b>1,105,847</b>	<b>1,212,940</b>	<b>1,320,033</b>	<b>1,320,033</b>	<b>2,634,854</b>	<b>4,094,302</b>

#### 5.4 PRO-FORMA INCOME STATEMENT (3 YEARS)

<b>PRO-FORMA INCOME STATEMENT</b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Sales</b>	<b>1,520,604</b>	<b>1,596,634</b>	<b>1,756,297</b>
<b>Less: Cost of Sales</b>			
Opening Stock of Finished Goods			
Production Cost	26,806	63,633	69,657
less: Ending Stock of Finished Goods	0	0	0
	<b>26,806</b>	<b>63,633</b>	<b>69,657</b>
<b>Gross Profit</b>	<b>1,493,798</b>	<b>1,533,001</b>	<b>1,686,640</b>
<b>Less: Expenditure</b>			
Administrative Expenditure	184,815	195,904	204,720
Marketing Expenditure	732	775	810
Other Expenditure	9,240	9,794	10,235
Business Registration & Licences	980		
Insurance & Road Tax for Motor Vehicle			
Other Pre-Operations Expenditure			
Interest on Hire-Purchase			
Interest on Loan	1,398	1,118	839
Depreciation of Fixed Assets	2,291	2,291	2,291
<b>Total Expenditure</b>	<b>199,455</b>	<b>209,883</b>	<b>218,895</b>
<b>Net Profit Before Tax</b>	<b>1,294,342</b>	<b>1,323,118</b>	<b>1,467,746</b>
<b>Tax</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Profit After Tax</b>	<b>1,294,342</b>	<b>1,323,118</b>	<b>1,467,746</b>
<b>Accumulated Net Profit</b>	<b>1,294,342</b>	<b>2,617,461</b>	<b>4,085,206</b>

**Figure : Pro-Forma Income Statement**

## 5.5 PRO-FORMA BALANCE SHEET (3 YEARS)

<b>PRO-FORMA BALANCE SHEET</b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>ASSETS</b>			
<b>Fixed Assets (Book Value)</b>			
Land & Building			
Office Equipment	7,163	5,373	3,582
Signboard	2,000	1,500	1,000
Machine & Equipment	13,569	10,177	6,785
	22,732	17,049	11,366
<b>Current Assets</b>			
Stock of Raw Materials			
Stock of Finished Goods			
Accounts Receivable			
Cash Balance	1,320,033	2,634,854	4,094,302
	1,320,033	2,634,854	4,094,302
<b>Other Assets</b>			
Deposit	7,500	7,500	7,500
<b>TOTAL ASSETS</b>	<b>1,350,265</b>	<b>2,659,403</b>	<b>4,113,168</b>
<b>Owners' Equity</b>			
Capital			
Accumulated Profit	1,294,342	2,617,461	4,085,206
	1,294,342	2,617,461	4,085,206
<b>Long Term Liabilities</b>			
Loan Balance	55,923	41,942	27,962
Hire-Purchase Balance	55,923	41,942	27,962
<b>Current Liabilities</b>			
Accounts Payable			
<b>TOTAL EQUITY &amp; LIABILITIES</b>	<b>1,350,265</b>	<b>2,659,403</b>	<b>4,113,168</b>

Figure : Pro-Forma Balance Sheet

## **6.0 CONCLUSION**

## 6.0 CONCLUSION

In a summary, this business plan focuses on the bakery products we offer. In this report, we've included some details about our business and how, with the support of other team members, we were able to start it up and expand it effectively. Honestly, as newcomers to the industry, we were astounded and thrilled to manage our business since we received so much assistance and learned so much. The fact that we create sweet, soft and airy pavlova cake products while placing attention on online purchases for the consumers are the reasons why our shop is the only business to do so sets us apart from other businesses that sell items that are comparable to ours.

Additionally, we expect to be able to advertise our goods in previously unexplored areas and transform them into mood boosters that quickly give people a sense of control and elevate their spirits during trying times. Despite the numerous difficulties we encountered, we never gave up on running our company. Without the help of family, friends, and motivation from our business relationships, none of this would have been possible. We frequently share comments and ideas with other large bakery companies such as Komugi, Secret Recipe and King's Confectionery in order to expand our business, as well as learn a lot of new things from them. Additionally, we hope that Pavlova Cake Bakery can satisfy a lot of our clients, especially the area.

## PARTNERSHIP AGREEMENT

With reference to the Partner Act 1961 (Revise 1974), this agreement is lawfully made between the partners of PAVLOVA BAKERY SHOP SDN. BHD. The reasons for this partnership agreement are made in order to make sure that all the business operations run according to the schedule and the main objective of the business can be achieved.

It is hereby declared that all partners as mentioned below have witnessed and agreed to accept all terms, conditions and regulations stated as follow :

This partnership is registered under the name of PAVLOVA BAKERY SHOP SDN. BHD.

The partners have als agreed to accept the position in PAVLOVA BAKERY SHOP SDN. BHD. Enlisted as follow :

HASYA UMAIRAH BINTI HALEM	GENERAL MANAGER
KU AHMAD AKIF BIN KU HARMI	OPERATION MANAGER
FARRA NATASYA BINTI ABDULLAH	FINANCIAL MANAGER

It is also agreed that all profit sharing will be based on the capital contribution of each partner. Should the company suffer from any loss, of which the negligence was caused by any of the partners, that partner will be responsible for the loss.

All the money owned by the partnership or money received on behalf of the partnership must be credited to the agreed partnership current bank account.

It is also agreed that if in case where any of the partners want to withdraw from the partnership, then she/he must give a one month notice to the other partners.

Each of the partners :

- Must have and act in good manner and have faith and be trustworthy between each partner in all business matters.
- Must give full effort in any way for the success of the company.
- Must keep all important information relating to the business confidential from people outside the business organization.
- Must settle all personal problems without involving the company.

Verify, I am Hasya Umairah binti Halem to be part of the partner for PAVLOVA BAKERY SHOP SDN. BHD. I promise to accomplish every duty assigned and willing to give full commitment towards the organization management. I also promise to obey all the rules and regulations that have been stated by Partnership regulation.

Yours Faithfully,



.....  
Name : HASYA UMAIRAH BINTI HALEM

Verify, I am Ku Ahmad Akif bin Ku Harmi to be part of the partner for PAVLOVA BAKERY SHOP SDN. BHD. I promise to accomplish every duty assigned and willing to give full commitment towards the organization management. I also promise to obey all the rules and regulations that have been stated by Partnership regulation.

Yours Faithfully,



.....  
Name : KU AHMAD AKIF BIN KU HARMI

Verify, I am Farra Natasya binti Abdullah to be part of the partner for PAVLOVA BAKERY SHOP SDN. BHD. I promise to accomplish every duty assigned and willing to give full commitment towards the organization management. I also promise to obey all the rules and regulations that have been stated by Partnership regulation.

Yours Faithfully,



.....  
Name : FARRA NATASYA BINTI ABDULLAH



# Business Model Canvas

Designed For:  
Puan Siti Hajar Anaziah Muhamad  
Ts. Mohammad Abdullah

Designed by:  
Pavlova Cake Bakery Shop

Date:  
17/ 1 / 2023





**PENDAFTARAN PERNIAGAAN**

**\*MAKLUMAT PEMILIK (Ejaan nama seperti di dalam MYKAD/MYPR)**

NAMA PEMILIK

NO. MYKAD/MYPR  -  -  NO. K/P (Lama)

TARIKH LAHIR  -  -  JANTINA L  P

KERAKYATAN WARGANEGARA  PENDUDUK TETAP (Nyatakan negara asal)

BANGSA MELAYU  CINA  INDIA  LAIN-LAIN (Nyatakan bangsa)

ALAMAT KEDIAMAN

BANDAR

POSKOD  NEGERI

NO. TELEFON  -

NAMA PEMILIK

NO. MYKAD/MYPR  -  -  NO. K/P (Lama)

TARIKH LAHIR  -  -  JANTINA L  P

KERAKYATAN WARGANEGARA  PENDUDUK TETAP (Nyatakan negara asal)

BANGSA MELAYU  CINA  INDIA  LAIN-LAIN (Nyatakan bangsa)

ALAMAT KEDIAMAN

BANDAR

POSKOD  NEGERI

NO. TELEFON  -

**PENGESAHAN PEMILIK TUNGGAL/RAKAN KONGSI**

(Diwajibkan setiap pemilik tunggal/rakan kongsi mengisi butiran dan menurunkan tandatangan/cap ibu jari kanan di atas borang ini)

Saya/kami yang bertandatangan di bawah mengesahkan semua kenyataan yang dibuat dalam borang ini adalah benar dan mengaku bahawa saya/kami adalah pemilik tunggal/rakan kongsi bagi perniagaan ini.

BIL.	NAMA DAN NO. MYKAD/MYPR	TANDATANGAN/CAP IBU JARI KANAN

TARIKH PERMOHONAN  -  -

**UNTUK KEGUNAAN PEJABAT**

Saya adalah Orang Yang Bertanggungjawab (OYB) menyerahkan butir pendaftaran perniagaan yang dinyatakan di atas.

NAMA DAN NO. MYKAD/MYPR	TANDATANGAN/CAP IBU JARI KANAN

PERMOHONAN PEMBAHARUAN PENDAFTARAN PERNIAGAAN  
KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN 1957 (KAEDAH 5)

SILA TANDAKAN (✓) DI PETAK BERKENAAN DAN LENGKAPKAN MAKLUMAT DENGAN HURUF BESAR  
(\*Ruangan wajib diisi)

*NO. PENDAFTARAN	<input type="text"/>	-	<input type="text"/>
*NAMA PERNIAGAAN	<input type="text"/>		
*TEMPOH PEMBAHARUAN	1 TAHUN <input type="checkbox"/>	2 TAHUN <input type="checkbox"/>	3 TAHUN <input type="checkbox"/>
	4 TAHUN <input type="checkbox"/>	5 TAHUN <input type="checkbox"/>	
*MAKLUMAT PERNIAGAAN	PERNIAGAAN MASIH AKTIF	<input type="checkbox"/>	
	PERUBAHAN	<input type="checkbox"/>	
	<i>(Jika ada, tandakan (✓) pada jenis perubahan)</i>		
JENIS PERUBAHAN	ALAMAT UTAMA PERNIAGAAN	<input type="checkbox"/>	
	JENIS PERNIAGAAN	<input type="checkbox"/>	
	ALAMAT CAWANGAN	<input type="checkbox"/>	
	MAKLUMAT PEMILIK	<input type="checkbox"/>	
NYATAKAN PERUBAHAN ITU	TELAH DIDAFTARKAN	<input type="checkbox"/>	
	BELUM DIDAFTARKAN	<input type="checkbox"/>	
	<i>(Daftar perubahan tersebut menggunakan Borang B)</i>		

KEMASKINI NOMBOR TELEFON BIMBIT PEMILIK/RAKAN KONGSI *(Jika ada perubahan maklumat no. telefon bimbit)*

BIL.	NAMA	NO. TELEFON BIMBIT

PENGESAHAN PEMILIK/ORANG YANG BERTANGGUNGJAWAB

Saya yang bertandatangan di bawah mengesahkan bahawa segala maklumat yang diberikan adalah benar.

TANDATANGAN PEMILIK ATAU  
ORANG YANG BERTANGGUNGJAWAB

NAMA :

NO. MYKAD/MYPR :

NO. TELEFON BIMBIT :

TARIKH PERMOHONAN  -  -





JABATAN KESIHATAN PERSEKITARAN & PELESENAN  
 MAJLIS PERBANDARAN KANGAR  
 192, PERSIARAN JUBLI EMAS,  
 01000, KANGAR, PERLIS  
 NO.TEL PEJABAT : 04-976 2188  
 NO.FAX : 04-976 6052

NO SIRI: 2020/2021.....

**BORANG PERMOHONAN KAD PELALIAN PENGENDALI MAKANAN**

**\*Borang yang lengkap sahaja akan diproses**

Dokumen yang wajib ada dalam proses permohonan :

1. 1 salinan kad pengenalan/pasport/pas sempadan
2. 1 salinan Sijil Kursus Pengendali Makanan
3. 1 salinan slip/resit pembayaran suntikan pelalian dari klinik
4. 2 keping gambar berukuran passport (biru/putih)

SILA LEKATKAN  
 GAMBAR  
 BERUKURAN  
 PASPORT  
 (BIRU/PUTIH)

MAKLUMAT PEMOHON	
NAMA PEMOHON	
NO. KAD PENGENALAN/ PASPORT/PAS SEMPADAN	WARGANEGARA BUKAN WARGANEGARA
JANTINA	
UMUR	
ALAMAT TEMPAT TINGGAL	
NO. TEL. YANG BOLEH DIHUBUNGI	
MAKLUMAT TEMPAT PEKERJAAN	
NAMA PREMIS	
ALAMAT PREMIS	
MAKLUMAT KEHADIRAN KURSUS PENGENDALI MAKANAN	
TARIKH KURSUS	
NAMA SEKOLAH LATIHAN	
NO. SIJIL/NO. SIRI SIJIL	
PERAKUAN PEMOHON	
SAYA MENGAKUI BAHAWA MAKLUMAT DI ATAS ADALAH SAH DAN BENAR	
..... (TANDATANGAN PEMOHON)	
TARIKH :	
UNTUK KEGUNAAN PEJABAT	
1 Salinan kad pengenalan/passport/pas sempadan	<input type="checkbox"/>
1 Salinan Sijil Kursus Pengendali Makanan	<input type="checkbox"/>
1 Salinan slip/resit pembayaran suntikan pelalian dari klinik	<input type="checkbox"/>
2 keping gambar berukuran passport (biru/putih)	<input type="checkbox"/>
Tarikh suntikan:.....	Tarikh Suntikan Semula:.....
No. Resit Bayaran Kad:.....	
DISEMAK OLEH :	DILULUSKAN OLEH:
..... (PENOLONG PEGAWAI KESIHATAN PERSEKITARAN)	..... (PENGARAH JABATAN)

**Appendix 1**



**DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH  
OCCUPATIONAL SAFETY AND HEALTH (USE AND STANDARD OF EXPOSURE OF CHEMICALS HAZARDOUS TO HEALTH) REGULATIONS,  
2000**

Application Form for Registration as an Assessor

A. GENERAL PARTICULARS	
Full Name (in block letters):	Date of Birth:
NRIC Number (old) (new): OR Passport Number & Place of Issue:	Place of Birth City: State: Country:
Sex:	Citizenship:
Office Address: Poscode:	Tel No.: Fax No:
Home Address: Poscode:	Tel No.: Fax No:

Please affix recent photograph

e-mail address:

e-mail address:

B. TERTIARY EDUCATION AND RELEVANT COURSES ATTENDED				
B1. TERTIARY EDUCATION				
Name of Institution	Year		Highest Qualification Obtained*	
	From	To		
B2. RELEVANT COURSES*				
Name of Course	Date	Organiser		
C. EMPLOYMENT HISTORY & RELEVANT EXPERIENCE IN OCCUPATIONAL SAFETY AND HEALTH				
Name of Institut or Company	Period of Employment		Designation	Description of Duties
	From	To		

D. EXPERIENCE IN CONDUCTING HEALTH RISK ASSESSMENT FOR CHEMICAL RISKS

E. MEMBERSHIP OF OCCUPATIONAL SAFETY AND HEALTH / HYGIENE OR OTHER RELEVANT SOCIETIES / ASSOCIATIONS	
Membership	Year

\*Please enclose a certified copy of each relevant document

F. DECLARATION
<p>I hereby declare that the above particulars are true and correct to the best of my knowledge. If any information is found to be false or inaccurate, I fully accept the fact that my application for registration as a registered person may be rejected or my application for renewal cancelled by the Director General without prior notice being given.</p> <p>Signature : _____ Date : _____</p> <p>Name : _____</p>



**BORANG PERMOHONAN SIJIL HALAL**  
**APPLICATION FORM FOR HALAL CERTIFICATE**  
**PRODUK/ BARANGAN GUNAAN**  
**PRODUCT/ CONSUMER GOODS**

NO.RUJUKAN <i>REFERENCE NUM.</i>	
NO.PENDAFTARAN <i>REGISTRATION NUM.</i>	
NO.BILANGAN <i>COUNTER</i>	

(nota: \* adalah ruang yang mesti diisi)  
 (note: \* is a compulsory field)

1. BUTIR-BUTIR PEMOHON  
*PARTICULARS OF APPLICANT*

Nama & Alamat Syarikat* <i>Name &amp; Address of Company</i>		No. Pendaftaran Syarikat* <i>Company Registration No.</i>	Jenis Permohonan* <i>Type of Application</i> <input type="checkbox"/> Baru <i>New</i> <input type="checkbox"/> Permohonan Semula <i>Resubmission</i> <input type="checkbox"/> Pembaharuan <i>Renewal</i>
<input type="text"/>		<input type="text"/>	No. Pendaftaran Terdahulu* : <i>Previous Registration Number :</i> <input type="text"/>
No. Tel. <i>Tel. No.</i>	<input type="text"/>	No. Faks. <i>Fax. No.</i>	Tarikh Tamat Sijil (Jika Pembaharuan)* <i>Expiry Date of Existing Certificate (if Renewal)</i> <input type="text"/>
	<input type="text"/>		



Alamat Kilang/ Premis Pengeluaran <i>Factory Address/ Production Premise</i>		Jenis Perniagaan* <i>Type of Business</i>	
<input type="text"/>		<input type="checkbox"/> Pengeluaran <i>Manufacturing</i> <input type="checkbox"/> Subkontrak <i>Subcontracting</i> <input type="checkbox"/> Dagangan <i>Trading</i>	
No. Tel. <i>Tel. No.</i>	<input type="text"/>	Hasil Julan Setahun* <i>Turnover Per Year</i>	
No. Faks. <i>Fax. No.</i>	<input type="text"/>	RM <input type="text"/>	
Alamat Gudang/ Bilik sejuk/ Pusat Pengedaran (jika ada) <i>Warehouse/ Coldroom/ Distribution Centre Address (if any)</i>		Jenis Industri <i>Type of Industry</i>	
<input type="text"/>		<input type="checkbox"/> Industri Kecil <i>Small Industry</i> <input type="checkbox"/> Industri Kecil <i>Sederhana</i> <i>Small Medium Industry</i> <input type="checkbox"/> Multinasional <i>Multinational</i>	
No. Tel. <i>Tel. No.</i>	<input type="text"/>	Keluasan Premis* <i>Size of Premise</i>	
No. Faks. <i>Fax. No.</i>	<input type="text"/>	<input type="text"/> Mps/kps	
Waktu Operasi <i>Operating Hours</i>		Bil. Syif <i>No. of Shifts</i>	
<input type="text"/> Hingga <i>To</i> <input type="text"/>		<input type="text"/>	
Pegawai yang boleh dihubungi <i>Contact Person</i>			
Nama <i>Name</i>		Jawatan <i>Designation</i>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	

2. BUTIR-BUTIR PEGAWAI YANG DITUGASKAN UNTUK HAL-EHWAL HALAL  
*PARTICULARS OF PERSONNEL ASSIGNED FOR HALAL MATTERS*

Nama <i>Name</i>	No. KP/ No. Passport* <i>IC No/ Passport No.</i>	Jawatan* <i>Designation</i>	Waktu Bertugas* <i>Working Hours</i>

3. BILANGAN PEKERJA  
*NO. OF EMPLOYEES*

	Pengurusan <i>Management</i>	Bahagian Pengeluaran <i>Production</i>
Islam <i>Muslim</i>	[            ] Orang <i>Person(s)</i>	[            ] Orang <i>Person(s)</i>
Bukan Islam <i>Non-Muslim</i>	[            ] Orang <i>Person(s)</i>	[            ] Orang <i>Person(s)</i>

4. NAMA DAN KETERANGAN PRODUK UNTUK DISAHKAN  
*NAME AND DESCRIPTION OF PRODUCT TO BE CERTIFIED*

Produk* <i>Product</i>	Jenama* <i>Brand</i>	Nama dan Alamat Pengeluar <i>Name &amp; Address of Manufacturers</i>

5. SENARAIKAN SEMUA BAHAN RAMUAN/CAMPURAN TERMASUK BAHAN/ PRODUK SIAP YANG DIGUNAKAN SEBAGAI BAHAN KOMPONEN  
 LIST ALL INGREDIENTS, INCLUDING FINISHED PRODUCT USED AS COMPONENT OF YOUR PRODUCT\*

(SILA SERTAKAN LAMPIRAN SEKIRANYA RUANG TIDAK MENCUKUPI)

Produk <i>Ingredient</i>	Ramuan <i>Material Ingredient*</i>	Sumber <i>Ingredient Source of Ingredient</i>	Nama & Alamat <i>Pengeluar Name &amp; Address of Manufacturer</i>	Status Halal* <i>Halal Status</i>
		<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain		<input type="checkbox"/> JAKIM <input type="checkbox"/> Badan Islam Lain <i>Other Islamic Bodies</i> <input type="checkbox"/> Tiada <i>No</i>
		<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain		<input type="checkbox"/> JAKIM <input type="checkbox"/> Badan Islam Lain <i>Other Islamic Bodies</i> <input type="checkbox"/> Tiada <i>No</i>
		<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain		<input type="checkbox"/> JAKIM <input type="checkbox"/> Badan Islam Lain <i>Other Islamic Bodies</i> <input type="checkbox"/> Tiada <i>No</i>
		<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain		<input type="checkbox"/> JAKIM <input type="checkbox"/> Badan Islam Lain <i>Other Islamic Bodies</i> <input type="checkbox"/> Tiada <i>No</i>

6. NYATAKAN JENIS BAHAN PEMBUNGKUSAN YANG DIGUNAKAN  
 STATE THE TYPE OF PACKAGING MATERIAL USED

<input type="checkbox"/>	Kotak <i>Box</i>
<input type="checkbox"/>	Botol <i>Bottle</i>
<input type="checkbox"/>	Kertas <i>Paper</i>
<input type="checkbox"/>	Plastik <i>Plastic</i>
<input type="checkbox"/>	Aluminium Foil <i>Aluminium Foil</i>
<input type="checkbox"/>	Lain-lain <i>Others</i>

7. PROSES DAN PROSEDUR PENGELUARAN  
MANUFACTURING PROCESS AND PROCEDURES

Sertakan Carta alir proses pengeluaran  
Enclosed Flow Chart process

8. PROSEDUR JAMINAN DAN PENGAWALAN KUALITI (JIKA ADA)  
QUALITY ASSURANCE AND CONTROL PROCEDURES (IF ANY)

HACCP

MS ISO

GMP

GHP

TQM

Pencucian Biasa  
*Ordinary Cleaning*

Lain-lain (Nyatakan)  
*Others (Please Specify)*

Amalan Kebersihan dan Sanitasi Berjadual (terangkan)  
*Scheduled Hygiene and Sanitation Program (Please Specify)*

Lain-lain sila nyatakan disini :  
*Others please specify here :*

9. ADAKAH PREMIS ANDA MENGENDALI/MEMPROSES/MENYIMPAN BAHAN-  
 BAHAN YANG DINYATAKAN DI BAWAH  
 ARE YOU HANDLING/PROCESSING/STORING ANY MATERIAL LISTED BELOW

Daging Babi/Produk Babi* <i>Pork/Pork Products</i>	Ya Yes	<input type="checkbox"/>	Tidak No	<input type="checkbox"/>
Minuman Keras* <i>Alcoholic Beverages</i>	Ya Yes	<input type="checkbox"/>	Tidak No	<input type="checkbox"/>
Bahan Kimia* <i>Chemicals</i>	Ya Yes	<input type="checkbox"/>	Tidak No	<input type="checkbox"/>
Lain-lain (Nyatakan) <i>Others (Please Specify)</i>	Ya Yes	<input type="checkbox"/>	Tidak No	<input type="checkbox"/>

10. PENGAKUAN PEMOHON  
 DECLARATION OF APPLICANT

Saya mengaku bahawa segala butir dan maklumat yang dinyatakan di dalam borang ini dan di dalam dokumen yang dilampirkan adalah benar pada pengetahuan saya <i>I declare that all particulars stated here in together with the necessary document attached are true to the best of my knowledge.</i>	
<input style="width: 90%; height: 20px;" type="text"/> Ketua Pegawai Eksekutif/ Pemilik dan Cop Syarikat* <i>Chief Executive Officer/ Owner</i>	<input style="width: 90%; height: 20px;" type="text"/> Tarikh Permohonan* <i>Date of Application</i>
<input style="width: 90%; height: 20px;" type="text"/> Alamat e-mel* <i>E-mail Address</i>	



NAMA PENUH MAJIKAN (HURUF BESAR)  
FULL NAME OF EMPLOYER (CAPITAL LETTERS)

**(C) MAKLUMAT PERNIAGAAN / DETAILS OF BUSINESS**

ALAMAT PERNIAGAAN <small>BUSINESS ADDRESS</small>													
POSKOD <small>POSTCODE</small>				NEGERI <small>STATE</small>									
ALAMAT BERDAFTAR (SEKIRANYA BERBEZA DENGAN PERNIAGAAN) <small>REGISTERED ADDRESS</small>													
POSKOD <small>POSTCODE</small>				NEGERI <small>STATE</small>									
ALAMAT SURAT MENYURAT <small>MAILING ADDRESS</small>													
POSKOD <small>POSTCODE</small>				NEGERI <small>STATE</small>									
E-MEL <small>EMAIL</small>													
NAMA PEGAWAI <small>NAME OF OFFICER</small>													
NO. MYKAD / POLIS / TENTERA / PASPORT / SIJIL WARGANEGARA <small>MYKAD / POLICE / MILITARY / PASSPORT / CITIZENSHIP CERT. NO.</small>													
JAWATAN <small>DESIGNATION</small>													
NO. TELEFON 1 <small>TELEPHONE NO. 1</small>				NO. TELEFON 2 <small>TELEPHONE NO. 2</small>									
NO. TELEFON BIMBIT <small>MOBILE TELEPHONE NO.</small>				NO. FAKSIMILI <small>FAK. NO.</small>									

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

NAMA PEMILIK SYARIKAT <small>OWNER'S NAME</small>												
JAWATAN <small>DESIGNATION</small>												
NO. MYKAD / PASPORT <small>MYKAD / PASSPORT NO.</small>												
WARGANEGARA <small>CITIZENSHIP</small>												

**(E) NAMA DAN ALAMAT TEMPAT PERNIAGAAN LAIN ATAU CAWANGAN  
 OTHER BUSINESS OR BRANCH NAME AND PLACE OF BUSINESS**

NAMA <small>NAME</small>	ALAMAT <small>ADDRESS</small>

NOTA: JIKA RUANGAN TIDAK MENCUKUPI, SILA GUNAKAN KERTAS LAIN DAN SERTAKAN LAMPIRAN BERSAMA PERMOHONAN INI  
NOTE: IF THE ROWS PROVIDED ARE NOT SUFFICIENT, PLEASE FILL IN A SEPARATE PAPER AND ATTACH WITH THIS FORM.

Sila hubungi Pusat Pengurusan Perhubungan KWSP 03 – 8922 6000 untuk sebarang pertanyaan berkaitan permohonan ini.  
 For any enquiries on this application, please contact EPF Contact Management Centre 03-8922 6000

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NAMA PENUH MAJIKAN (HURUF BESAR)  
FULL NAME OF EMPLOYER (CAPITAL LETTERS)

(F) MAKLUMAT MAJIKAN ORANG GAJI DOMESTIK / DETAILS OF EMPLOYER OF DOMESTIC SERVANT

NAMA MAJIKAN EMPLOYER'S NAME																									
NO. MYKAD / PASPORT MYKAD / PASSPORT NO																									
ALAMAT KEDIAMAN / PERNIAGAAN RESIDENTIAL / BUSINESS ADDRESS																									
POSKOD POSTCODE					NEGERI STATE																				
NO. TELEFON RUMAH HOME TELEPHONE NO.							NO. TELEFON PEJABAT OFFICE TELEPHONE NO.																		
NO. TELEFON BIMBIT MOBILE TELEPHONE NO.							NO. FAKSIMILI FAX NO.																		
SAYA SUDAH DIDAFTARKAN SEBAGAI SEORANG MAJIKAN. NO. RUJUKAN MAJIKAN KWSP SAYA IALAH I AM REGISTERED AS AN EMPLOYER AND MY REGISTRATION NUMBER IS													BILANGAN ORANG GAJI DOMESTIK NO OF DOMESTIC SERVANTS												

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

NOTA : JIKA RUANGANTIDAK MENCUKUPI, SILA GUNAKAN KERTAS LAIN DAN SERTAKAN BERSAMA PERMOHONAN INI  
NOTE : IF THE SPACE PROVIDED IS NOT SUFFICIENT, PLEASE FILL IN A SEPARATE PAPER AND ATTACH WITH THIS FORM

NAMA ORANG GAJI DOMESTIK NAME OF DOMESTIC SERVANT																								
NO. MYKAD / PASPORT MYKAD / PASSPORT																								
TANDATANGAN ORANG GAJI DOMESTIK SIGNATURE OF DOMESTIC SERVANT													TARIKH DATE											

(H) PENGESAHAN MAJIKAN / DECLARATION OF EMPLOYER

NOTA : RUANGAN INI PERLU DILENGKAPKAN BAGI SEMUA JENIS PENDAFTARAN MAJIKAN.  
NOTE : THIS SECTION MUST BE COMPLETED FOR ALL REGISTRATION TYPES OF EMPLOYERS

1. SAYA MENGESAHKAN BAHAWA SEMUA MAKLUMAT DAN DOKUMEN YANG DIBERIKAN ADALAH SAH DAN BENAR  
I, THE UNDERSIGNED DO HEREBY DECLARE THAT ALL THE INFORMATION GIVEN IN THIS APPLICATION AND SUPPORTING DOCUMENTS ARE CORRECT AND TRUE

TANDATANGAN MAJIKAN / WAKIL MAJIKAN SIGNATURE OF EMPLOYER / REPRESENTATIVE OF EMPLOYER	JAWATAN DESIGNATION	CAP RASMI ORGANISASI OFFICIAL STAMP OF BUSINESS	TARIKH DATE
---	------------------------	--	----------------

Sila hubungi Pusat Pengurusan Perhubungan KWSP 03-8922 6000 untuk sebarang pertanyaan berkaitan permohonan ini.  
For any enquiries on this application, please contact EPF Contact Management Centre 03-8922 6000

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KUMPULAN WANG SIMPANAN PEKERJA

**PANDUAN MENGISI BORANG KWSP 1 DAN SENARAI SEMAK  
DOKUMEN SOKONGAN BAGI PERMOHONAN PENDAFTARAN  
MAJIKAN**

**1. ANDA DINASIHATKAN UNTUK MEMBACA DENGAN TELITI ARAHAN DI BAWAH SEBELUM MENGISI BORANG**

- 1.1 Borang ini hendaklah dilengkapkan dengan menggunakan pen dakwat hitam dan ditulis dengan terang dan jelas menggunakan HURUF BESAR.
- 1.2 Serahan borang di kaunter KWSP hendaklah dibawa bersama dokumen asal berserta salinan dokumen
- 1.3 Semua 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).

**2. 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:-

1. Kerajaan - Jabatan atau agensi kerajaan, badan berkanun dan pihak berkuasa tempatan.
2. Berdaftar dengan Suruhanjaya Syarikat Malaysia - organisasi yang berdaftar dengan Suruhanjaya Syarikat Malaysia seperti pemilik tunggal, perkongsian, syarikat sendiri berhad, berhad dan perkongsian liabiliti terhad
3. Berdaftar Selain dengan Suruhanjaya Syarikat Malaysia - Organisasi yang berdaftar selain dengan Suruhanjaya Syarikat Malaysia.
4. Majikan kepada Orang Gaji Domestik - Pekerja domestik / tempatan sebagai pekerja seperti pemandu, pembantu rumah dan seumpamanya.

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

Lengkapkan maklumat majikan yang dipertukan iaitu nama penuh dan nombor pendaftaran syarikat / pemiagaan / persatuan, tarikh penubuhan, tarikh mula mengambil pekerja, entiti dan jenis pemiagaan dan bilangan pekerja yang digaji.

**(C) MAKLUMAT PERNIAGAAN**

Lengkapkan alamat pemiagaan, berdaftar, surat menyurat dan emel rasmi pemiagaan, nama, nombor Pengenal Diri dan jawatan Pegawai yang bertanggung ke atas urusan KWSP. Seterusnya lengkapkan Nombor Telefon rasmi, bimbit dan faksimili.

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

Lengkapkan nama, jawatan, Nombor MyKad / Pasport dan Warganegara Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama.

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

Lengkapkan Nama dan Alamat surat-menyurat tempat pemiagaan lain atau cawangan (jika ada).

**(F) MAKLUMAT MAJIKAN ORANG GAJI DOMESTIK**

Lengkapkan nama, nombor MyKad/pasport, alamat kediaman/pemiagaan majikan. Seterusnya lengkapkan nombor telefon rumah, pejabat, bimbit dan faksimili untuk dihubungi

**(G) MAKLUMAT ORANG GAJI DOMESTIK**

Lengkapkan Bahagian G dengan maklumat Orang Gaji Domestik seperti Nama, No. My Kad atau pasport dan tandatangan Orang Gaji Domestik.

**(H) PENGESAHAN MAJIKAN**

Turunkan tandatangan majikan / waki majikan, jawatan, cap rasmi organisasi dan tarikh.

3. DOKUMEN SOKONGAN MENGIKUT ENTITI PERNIAGAAN ADALAH SEPERTI BERIKUT:

Dokumen Sokongan	Syarikat Sdn Bhd Atau Berhad	Perkongsian, Pemilik Tunggal Atau Perkongsian Liabiliti Terhad	Badan Profesional / Pertubuhan / Persatuan / Kesatuan / Koperasi	Majikan Orang Gaji Domestik
Salinan MyKad/Pasport	/	/		
Borang 9 - Pendaftaran Syarikat atau Notis Pendaftaran (Seksyen 15); atau Perakuan Pembedanan Syarikat Sendirian (Seksyen 17).	/			
Borang 49 / Borang Maklumat Pegawai dan Pegawai	/			
Salinan borang pendaftaran Syarikat (Borang D dan Borang A).		/		
Borang Pemilikan Perkongsian atau Pemilik Tunggal		/		
Salinan Sijil Pendaftaran Badan Profesional / Pertubuhan / Persatuan / Koperasi / lain-lain			/	
Senarai keanggotaan Jawatankuasa Badan Profesional / Pertubuhan / Persatuan / Koperasi / lain-lain			/	
Borang KWSP 16 (2 salinan)				/
Salinan MyKad pekerja domestik/ tempatan atau pasport.				/

4. BAYARAN:

Sila buat bayaran caruman secara elektronik. Bagi majikan yang mengambil pekerja lebih awal dari  
tarikh pendaftaran dengan KWSP, sila jelaskan bayaran caruman bulanan tertunggak sehingga bulan  
terkini menggunakan **CEK** atau **DRAF BANK**.

