



اَوْنُوْزِ سَيِّدِي تَيْكُوْ لُوْ كِي مَبَارَا
UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF ARCHITECTURE PLANNING AND SURVEYING

DIPLOMA IN QUANTITY SURVEYING (AP 114)

ENT/ETR 300

ENTREPRENEURSHIP

MUSCLE AND FITNESS GYM CENTRE

NAME	MATRIC NO
IRFANNUR FIQRIE B. MOHD MORTADZA	2011459998
MOHD EZHAN FAHMI BIN JEFFERY	2011822782
MUHAMMAD HAFIFI BIN ROZLAN	2011281644
MOHD ZHAFRI BIN JAMAN@ZAMAN	2011808986
NAZMI NAIM BIN JAMIL	2011456838

TABLE OF CONTENT

NO	CONTENT	PAGE
1	Introduction	2-8
2	Purpose of business plan	9-12
3	Company background	13-15
4	Owners background	16-21
5	Business location	22-24
6	Administration plan	25-42
7	Marketing plan	43-59
8	Operation plan	60-77
9	Financial plan	78-81
10	Summary	82-83
11	appendices	84



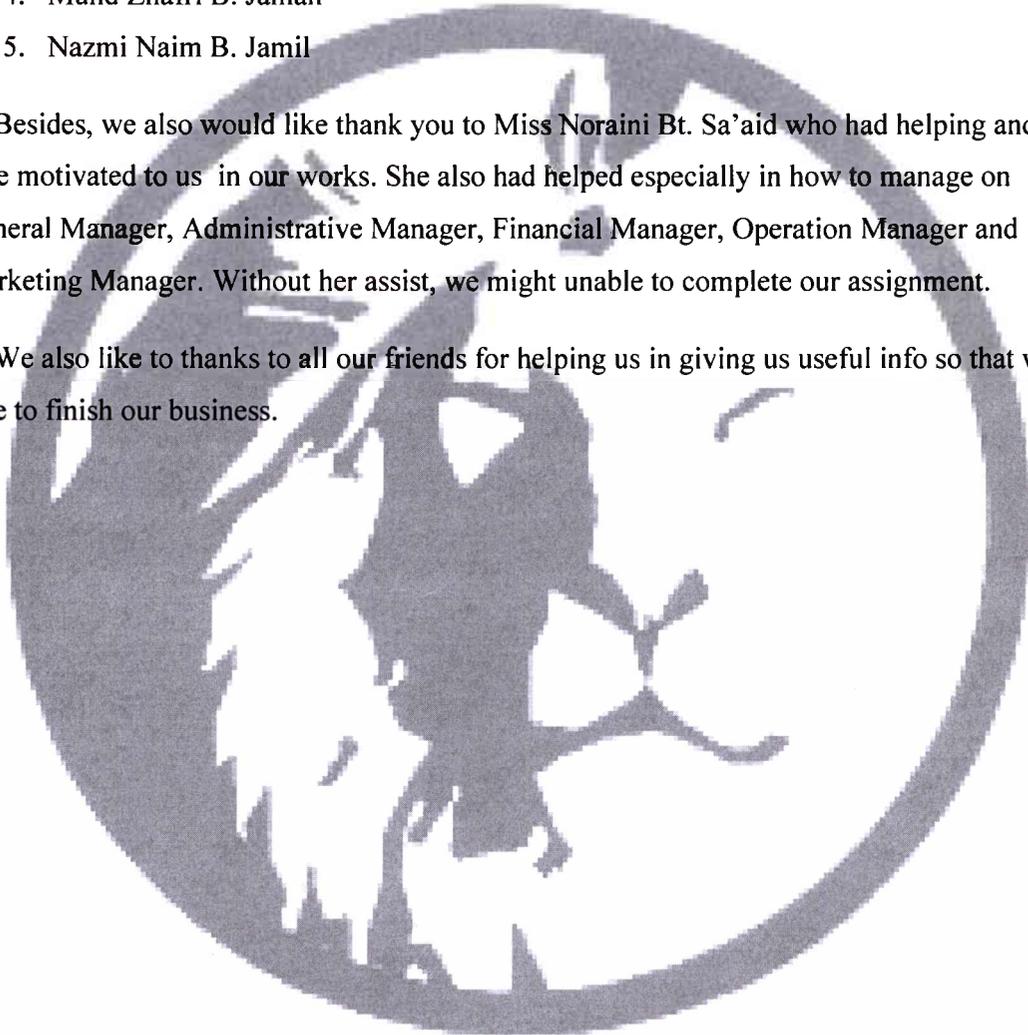
ACKNOWLEDGEMENT

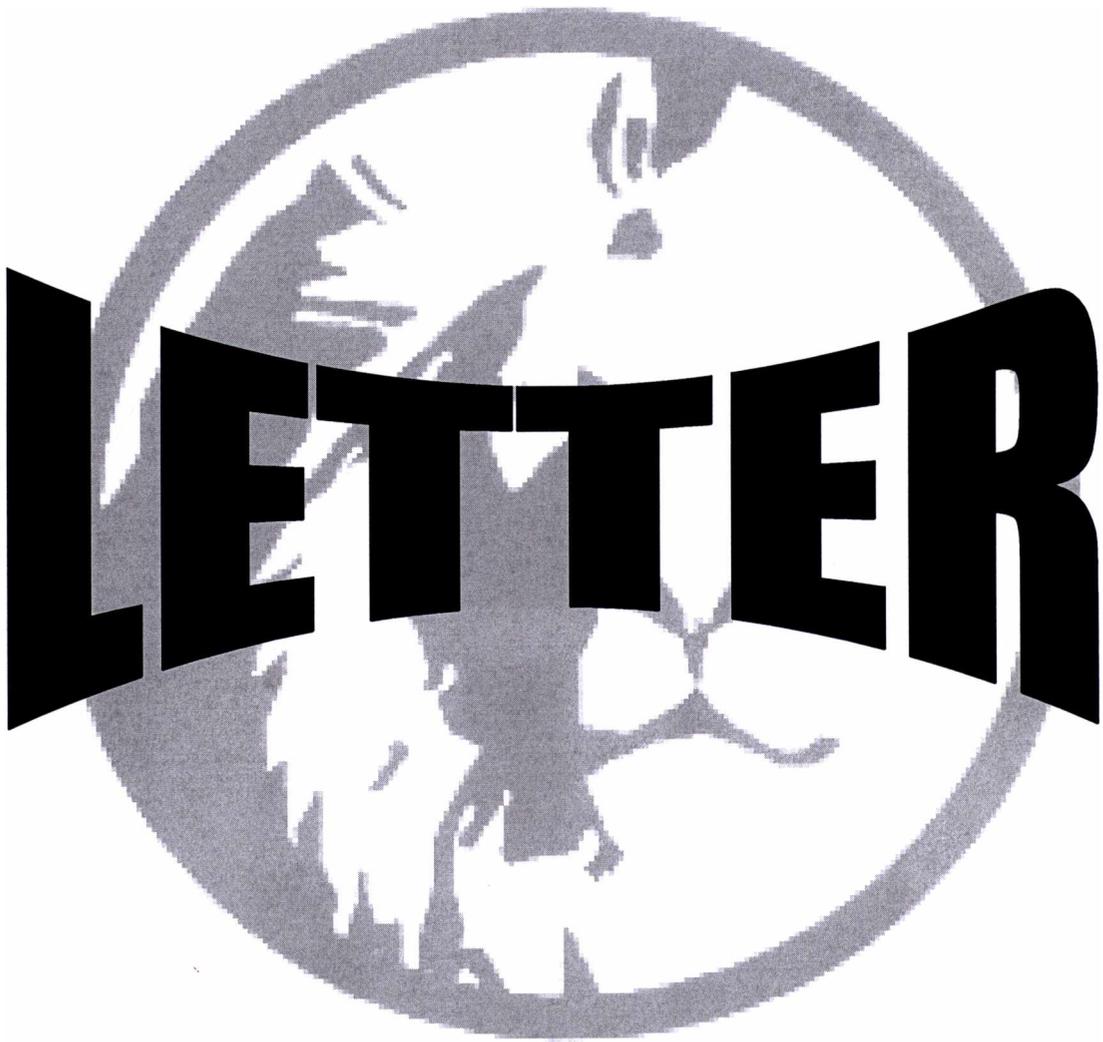
In preparing this business plan, we would like to express our gratitude to Allah S.W.T for the blessing in allowing us to complete our business plan successfully. This progress had been done by all of our group member. They are :

1. Irfannur Fiqrie B. Mohd Mortadza
2. Mohd Ezhan Fahmi B. Jeffery
3. Mohd Hafifi B. Rozlan
4. Muhd Zhafri B. Jaman
5. Nazmi Naim B. Jamil

Besides, we also would like thank you to Miss Noraini Bt. Sa'aid who had helping and give motivated to us in our works. She also had helped especially in how to manage on General Manager, Administrative Manager, Financial Manager, Operation Manager and Marketing Manager. Without her assist, we might unable to complete our assignment.

We also like to thanks to all our friends for helping us in giving us useful info so that we able to finish our business.





Submission Letter

Irfannur Fiqrie B. Mohd Mortadza

1st floor Lot 14646,
PL 22 Heights drive phase 3,
Jalan Stutong ,
93350 Kuching,
Sarawak.

Miss Noraini Bt. Sa'ait

Lecturer of ENT 300(Entrepreneurship),
Universiti Teknologi Mara,
Kota Samarahan Campus,
94300 Kota Samarahan,
Sarawak

Miss,

Re: Submission of Our Business Plan

As a representative of Muscle and Fitness Gym and acting on behalf of my fellow group partners, I would like to submit our Business Plan for your reviewing purpose.

2. By learning ENT 300, our group has found that this course has given us a lot of information and important basic thing when we want to start a new business. Therefore, we are able to start our own business in the future.
3. This business plan would not be able to be completed on time if our member does not cooperated and helping each other. Therefore, our entire member had worked together and we had meet lots of people which had give us lots of info so that we are well prepared to face the real business world.
4. Your advice and support have made us to be more motivated. We would like to express our gratitude towards your guidance for patiently taught us on this subject.

Thank You.

Your sincerely,

.....

(IRFANNUR FIQRIE B. MOHD MORTADZA)

General Manager & Administrative Manager

Muscle & Fitness Gym

.....

(MUHD HAFIFI B. ROZLAN)

Marketing Manager

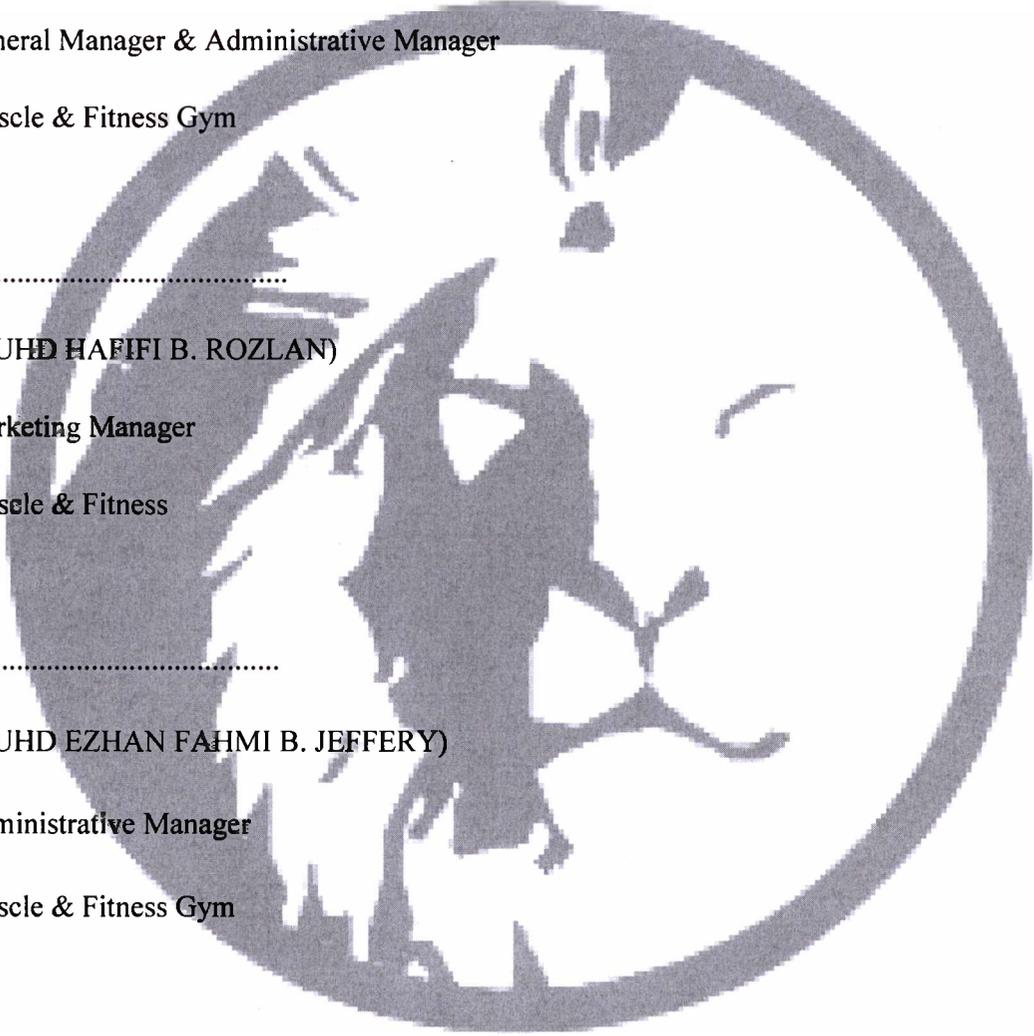
Muscle & Fitness

.....

(MUHD EZHAN FAHMI B. JEFFERY)

Administrative Manager

Muscle & Fitness Gym



.....

(MUHD ZHAFRI B. JAMAN)

Operational Manager

Muscle & Fitness Gym

.....

(NAZMI NAIM B. JAMIL)

Financial Manager

Muscle & Fitness Gym



Application of Loan

Irfannur Fiqrie B. Mohd Mortadza

1st floor Lot 14646,
PL 22 Heights drive phase 3,
Jalan Stutong ,
93350 Kuching,
Sarawak.

.....

Financial Manager
SME Bank Bhd.
Lot 514 & 515
Sekstyen 6
Jalan Kulas
93400 Kuching

Sir

Business Loan Application

As the General Manager of Muscle & Fitness Gym, I would like to apply for a business loan from SME Bank Berhad with total amount of RM 50 000. This amount is an addition for our business capital in order to ensure our business run smoothly.

2. Our business is engage in providing services for muscle builder and fitness among customer as our main activity. We choose this business because it has become trend among the people who want to achieve beautiful and healthy body. Besides, we identify that the number of people who went to gym is increasing. Therefore, we decided to open this business and challenge ourselves.

3. Together with this letter, we attached our business plan so that your know about our business information details. We are very grateful if you would spare your time to read through it. We hope that you will consider our application and we would like to thank for your cooperation.

Thank you.

Yours faithfully,

.....
(IRFANNUR FIQRIE B. MOHD MORTADZA)

General Manager

Muscle & Fitness Gym





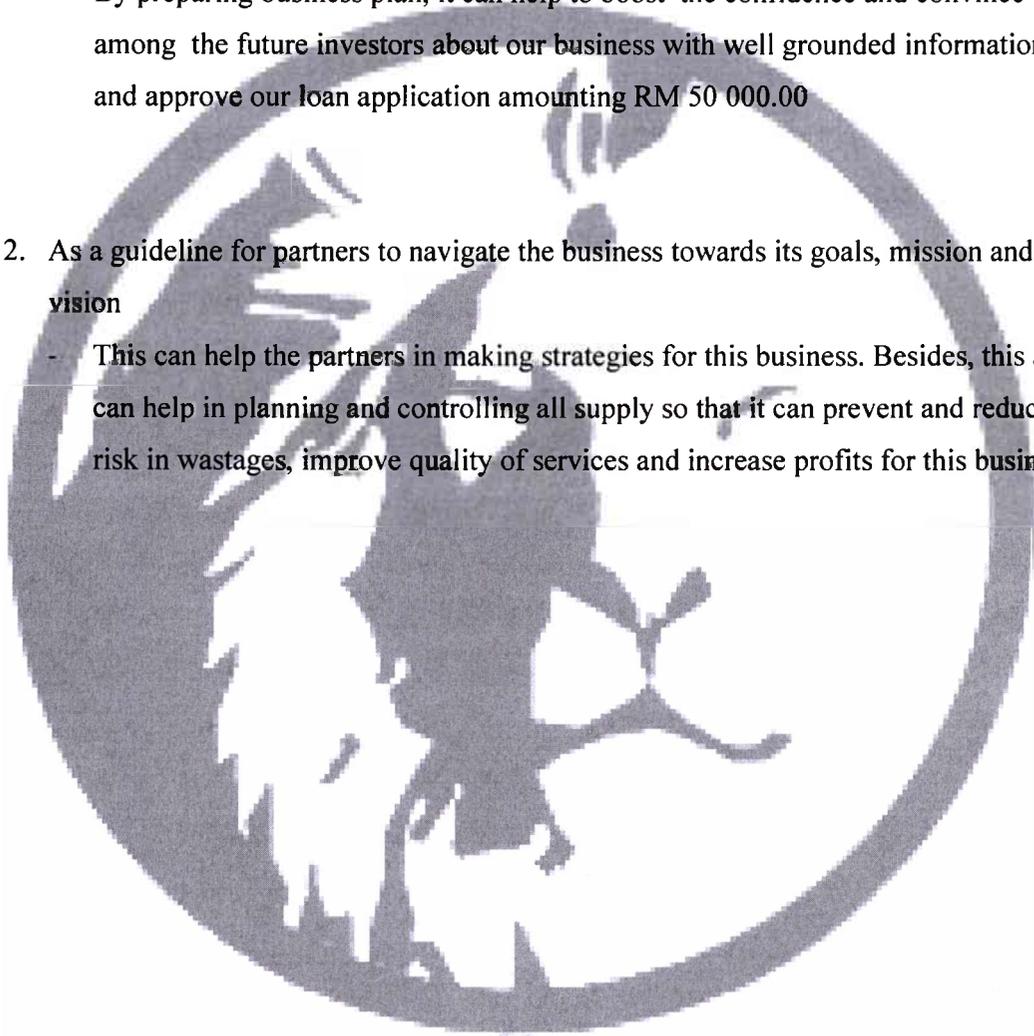
Business Plan

Purpose of Business Plan

The purposes of business plan for Muscle & Fitness Gym are prepared:

1. To convince bankers and other future investors to support our business and approving loan application to finance the business.
 - By preparing business plan, it can help to boost the confidence and convince among the future investors about our business with well grounded information and approve our loan application amounting RM 50 000.00

2. As a guideline for partners to navigate the business towards its goals, mission and vision
 - This can help the partners in making strategies for this business. Besides, this also can help in planning and controlling all supply so that it can prevent and reduce risk in wastages, improve quality of services and increase profits for this business.



Partnership Agreement

The letter had been written according to the agreement that being agreed by all shareholder of Muscle & Fitness Gym.

1. The business is named as Muscle & Fitness Gym and will be operated on 1st January 2014.
2. For this business, all partner are responsible with their position in the organisation and must be actively involved in any operation or task that has been assigned. Position in the organization are as follow:

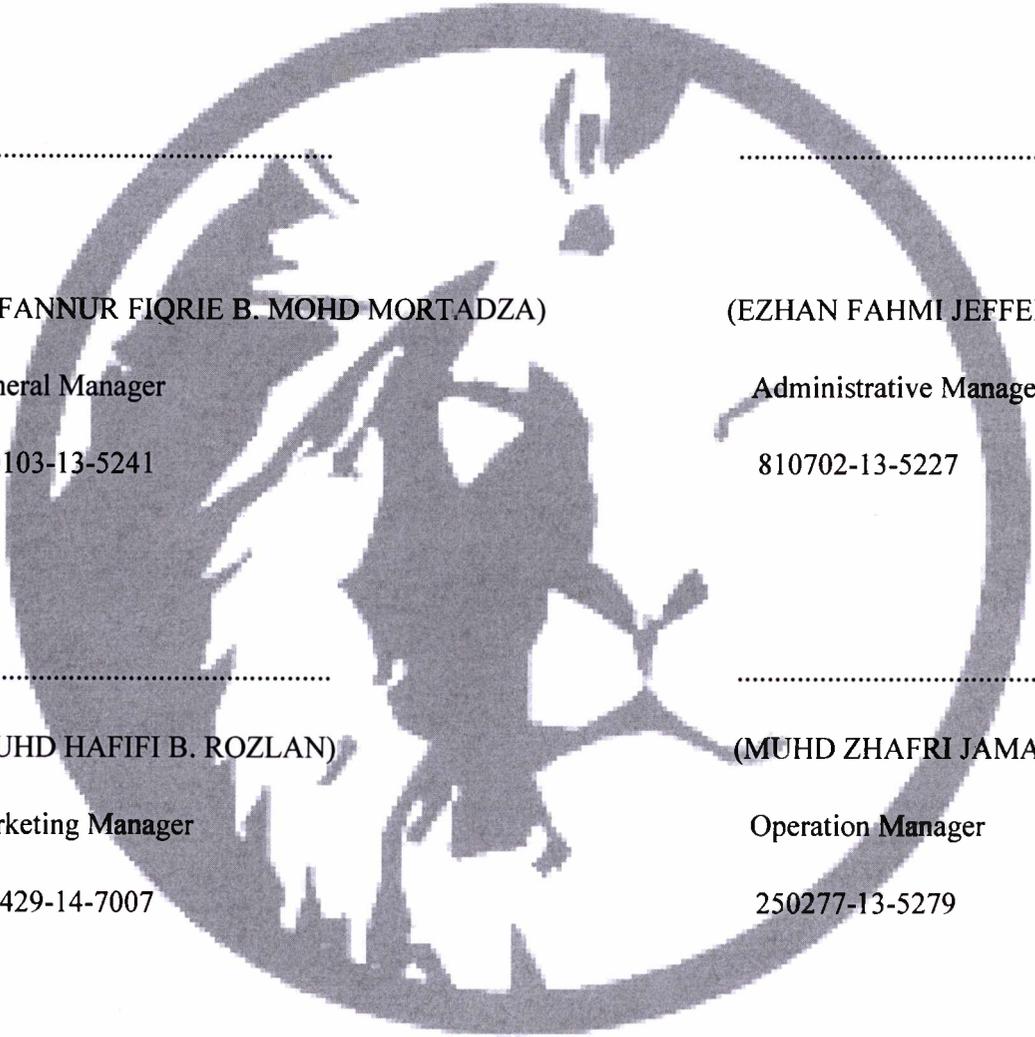
Name	Position
Irfannur Fiqrie B. Mohd Mortadza	General Manager
Mohd Ezhan Fahmi B. Jeffary	Administration Manager
Muhd Hafifi B. Rozlan	Marketing Manager
Mohd Zhafri B. Jaman@Zaman	Operation Manager
Nazmi Naim B. Jamil	Financial Manager

3. This business will not be terminated or stop from operating if any shareholder resign as partnership, lost liability as a manager in any activity or die.
4. Every partner is liable to one another.
5. Every profits and losses of Muscle & Fitness Gym will be distributed according to the percentage share of capital distribution from each partner.
6. Basic payment for all partner is RM 1800 and RM2000 for General Manager per month.
7. No other person will be introduced as a partner in the organisation without consent of all the existing partners.
8. Matters regarding the financial related information are to be made available at all times.
9. Any arising matter concerning to the business will be discussed.
10. Partnership is dissolved when the business facing bankrupt.
11. An addition of capital and assets of the company need to be agreed by other partnes and proved with the agreement letter.

12. Any provision in the partnership Act 1969 shall be taken effect on any situation, circumstance and matter that are not mentioned in the agreement letter.

13. Any partner who wants to quit from the partnership shall be given at least 1 month notice of resignation.

Certified and agreed by,



.....

(IRFANNUR FIQRIE B. MOHD MORTADZA)	(EZHAN FAHMI JEFFERY)
General Manager	Administrative Manager
810103-13-5241	810702-13-5227

.....

(MUHD HAFIFI B. ROZLAN)	(MUHD ZHAFRI JAMAN)
Marketing Manager	Operation Manager
840429-14-7007	250277-13-5279

.....

(NAZMI NAIM B. JAMIL)

Financial Manager

841108-13-5405



No	Items	Particulars
1	Business Address	1 st floor Lot 14646, PL 22 Heights drive phase 3, Jalan Stutong ,93350 Kuching, Sarawak.
2	Correspondence Address	1 st floor Lot 14646, PL 22 Heights drive phase 3, Jalan Stutong ,93350 Kuching, Sarawak.
3	Business Website	www.M&FGym.com
4	Telephone Number	082-399300
5	Fax Number	082-399400
6	Form Of Business	Partnership
7	Date of Business Operation starts	1 st January 2014
8	Name of Bank	SME Bank Bhd
9	Initial Capital	RM 100 461.00

MUSCLE & FITNESS GYM LOGO

This is our business logo. Based on this logo, our member had decided to choose lion because it is tough and “King of Animals”. The symbol of lion is suitable because the target of customer who going to gym is not only to get beautiful body and look tough but they also increase their strength and maintain their health. Each of the colour have its own meaning. These logos only use two types of colour which are black and white.

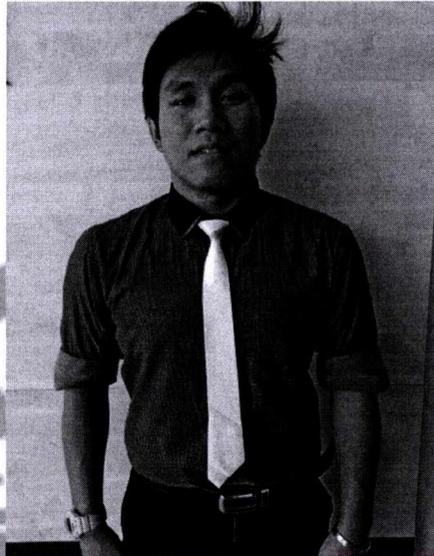
The meaning the of colour are:

-Black: It is the meaning of bravery where are the people brave enough to accept the challenge to get beautiful body to become a reality.

White: It is symbol of honesty and will in service the customer to achieve their target.



Partnership Background

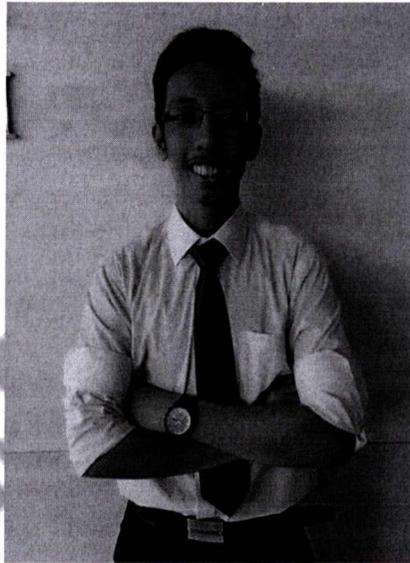


Name	IRFANNUR FIQRIE B. MOHD MORTADZA
Position	General Manager
Permanent Address	No115f Fasa 9, Lorong 6B1 Taman Matang Jaya, 93050 Kuching, Sarawak
Telephone Number	010-9608543
Email	<u>Efan_88@yahoo.com</u>
Date of Birth	3 rd January 1981
Age	32
Marital Status	Single
Academic Qualification	Diploma in Quantity Surveying Bachelor in Quantity Surveying
Coarse attended	Fundamental of Entrepreneurship
Skills	-Excellent in leadership and communication skills
Current Occupation	Project Manager
Equity Contribution	RM 20 461

Partnership Background



Name	MOHD EZHAN FAHMI B. JEFFERY
Position	Administration Manager
Permanent Address	No 100 Seri Sena Semariang Petra Jaya 93050 Kuching Sarawak.
Telephone Number	0146900157
Email	Ez_han@yahoo.com
Date of Birth	2 nd July 1981
Age	32
Marital Status	Married (1 children)
Academic Qualification	Diploma in Quantity Surveying Bachelor in Chemical Engineering
Coarse attended	Fundamental of Entrepreneurship
Skills	-Fluent in English -Good in communication skills
Current Occupation	Businessman
Equity Contribution	RM 20 000

Partnership Background

Name	MUHAMMAD HAFIFI BIN ROZLAN
Position	Marketing Manager
Permanent Address	NO 16, Jalan Alam Sutera 3, Taman Alam Sutera, Bukit Jalil 57000, W.P. Kuala Lumpur
Telephone Number	012-3172744
Email	hafifi.rozlan@gmail.com
Date of Birth	29 april 1988
Age	25 year old
Marital Status	Single
Academic Qualification	Diploma in Business Management Degree in Marketing
Coarse attended	Business Seminar at Genting Highland
Skills	-Good in leadership -Master in Handling Computer
Current Occupation	Marketing Executive DAME Event and Cooperation Sdn. Bhd
Equity Contribution	RM 20 000

Partnership Background



Name	MUHD ZHAFRI BIN JAMAN @ ZAMAN
Position	Operation Manager
Permanent Address	No 65, Taman Pelita Jaya, Sultan Tengah, 93050, Kuching Sarawak.
Telephone Number	0143900252
Email	Eshems93@gmail.com
Date of Birth	25 February 1977
Age	36 years old
Marital Status	Married (9 children)
Academic Qualification	Diploma in Office Management Bachelor in Office Management
Coarse attended	Fundamental of Entrepreneurship
Skills	Good Communication skill Expert in computer handling
Current Occupation	Lecturer
Equity Contribution	RM 20 000

Partnership Background

Name	NAZMI NAIM BIN JAMIL
Position	Financial Manager
Permanent Address	No 109, Taman Matang Indah, Jalan Matang, Kuching, 93050, Sarawak.
Telephone Number	019-8494663
Email	naim_mnf@yahoo.com
Date of Birth	8 November 1984
Age	29
Marital Status	Single
Academic Qualification	Diploma in Quantity Surveying Bachelor in Quantity Surveying
Coarse attended	Fundamental of Entrepreneurship
Skills	Fluent in English
Current Occupation	Lecturer
Equity Contribution	RM 20 000



LOCATION OF BUSINESS LOCATION



For our business, it is located at 1st floor Lot 14646 PL 22 Heights drive phase 3, Jalan Stutong ,93350 Kuching, Sarawak. Based on the location there are many factor that makes us want to start the business at that place.

Factor that influence the business location:

1. Number of population

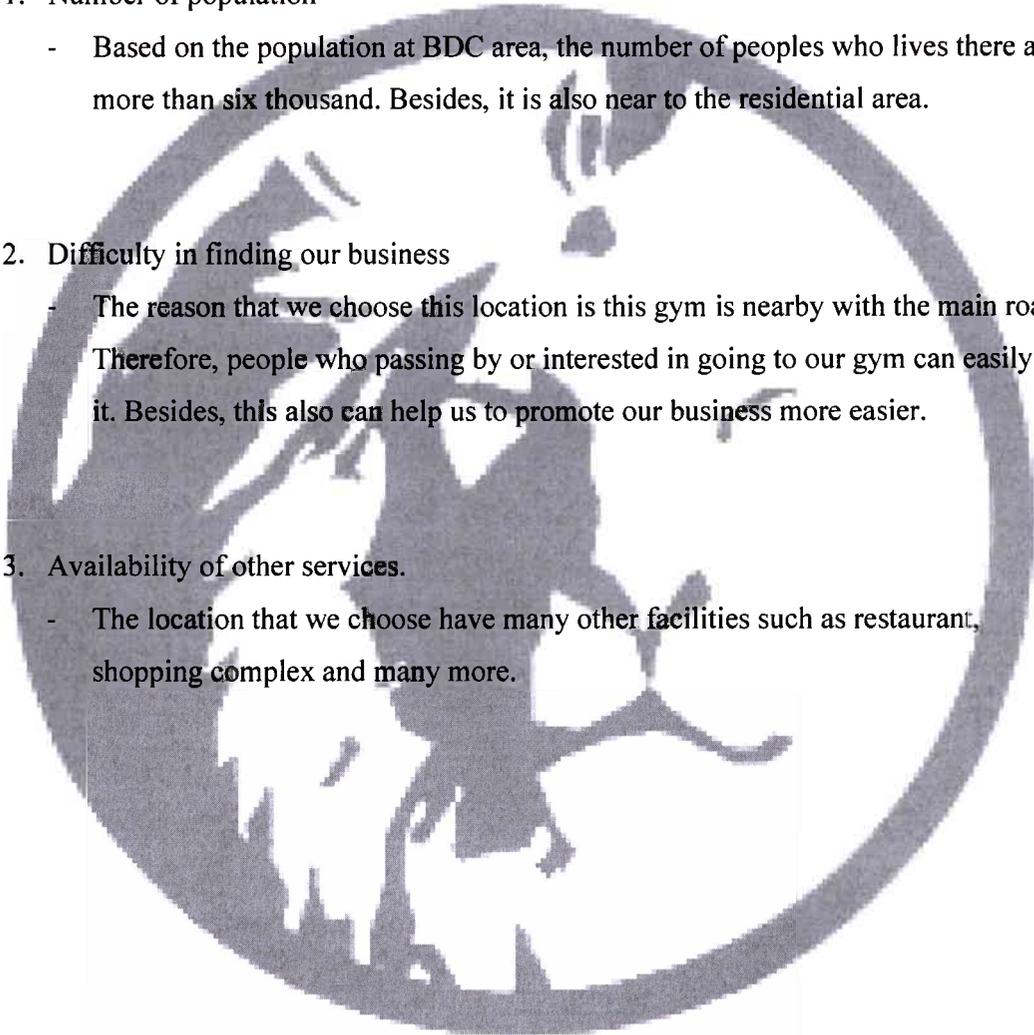
- Based on the population at BDC area, the number of peoples who lives there are more than six thousand. Besides, it is also near to the residential area.

2. Difficulty in finding our business

- The reason that we choose this location is this gym is nearby with the main road. Therefore, people who passing by or interested in going to our gym can easily find it. Besides, this also can help us to promote our business more easier.

3. Availability of other services.

- The location that we choose have many other facilities such as restaurant, shopping complex and many more.





ADMINISTRATION PLAN

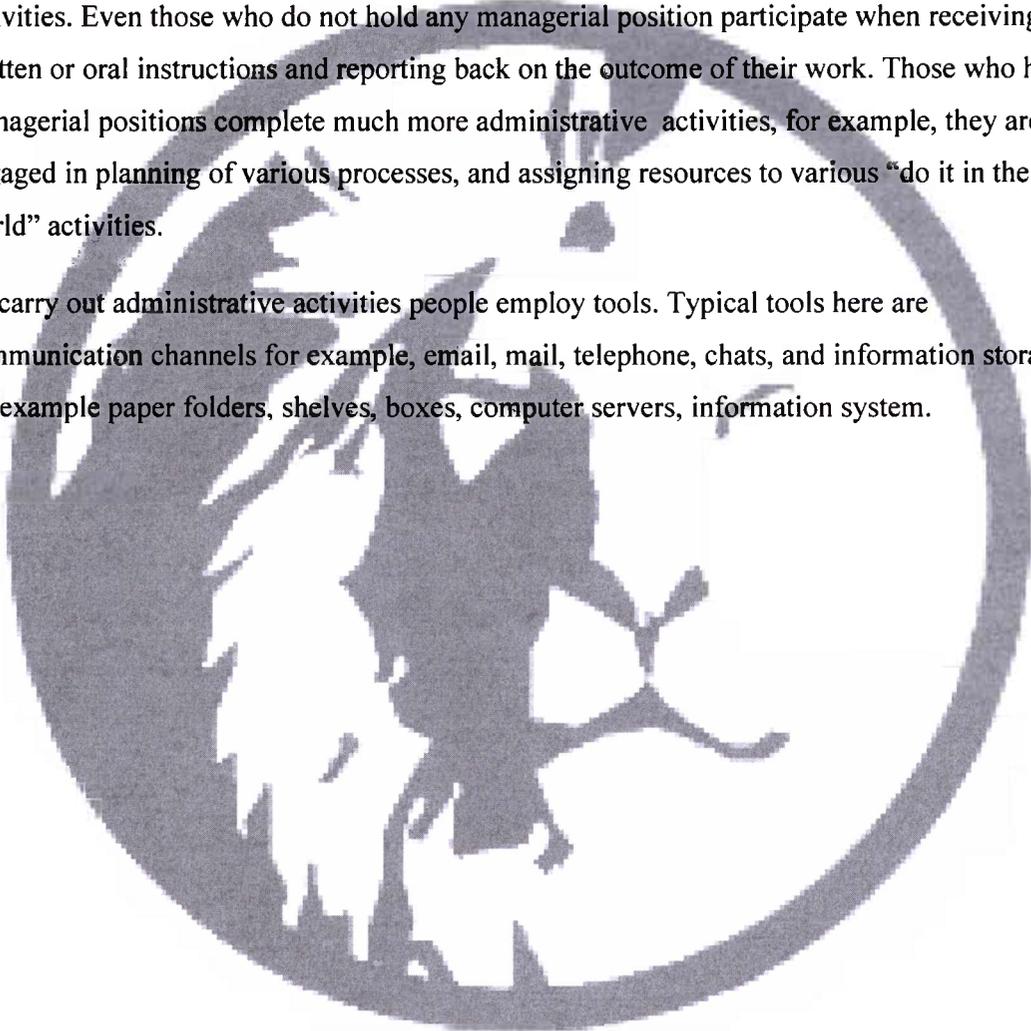
Introduction

The goal of administration is to ensure smooth running of the organization's processes by coordinating people participating in the processes, and providing them with information needed for completing their assignments

Administration deals with gathering, processing, and communicating information.

Practically, everybody working for an organization participates in the administrative activities. Even those who do not hold any managerial position participate when receiving written or oral instructions and reporting back on the outcome of their work. Those who have managerial positions complete much more administrative activities, for example, they are engaged in planning of various processes, and assigning resources to various "do it in the real world" activities.

To carry out administrative activities people employ tools. Typical tools here are communication channels for example, email, mail, telephone, chats, and information storage for example paper folders, shelves, boxes, computer servers, information system.



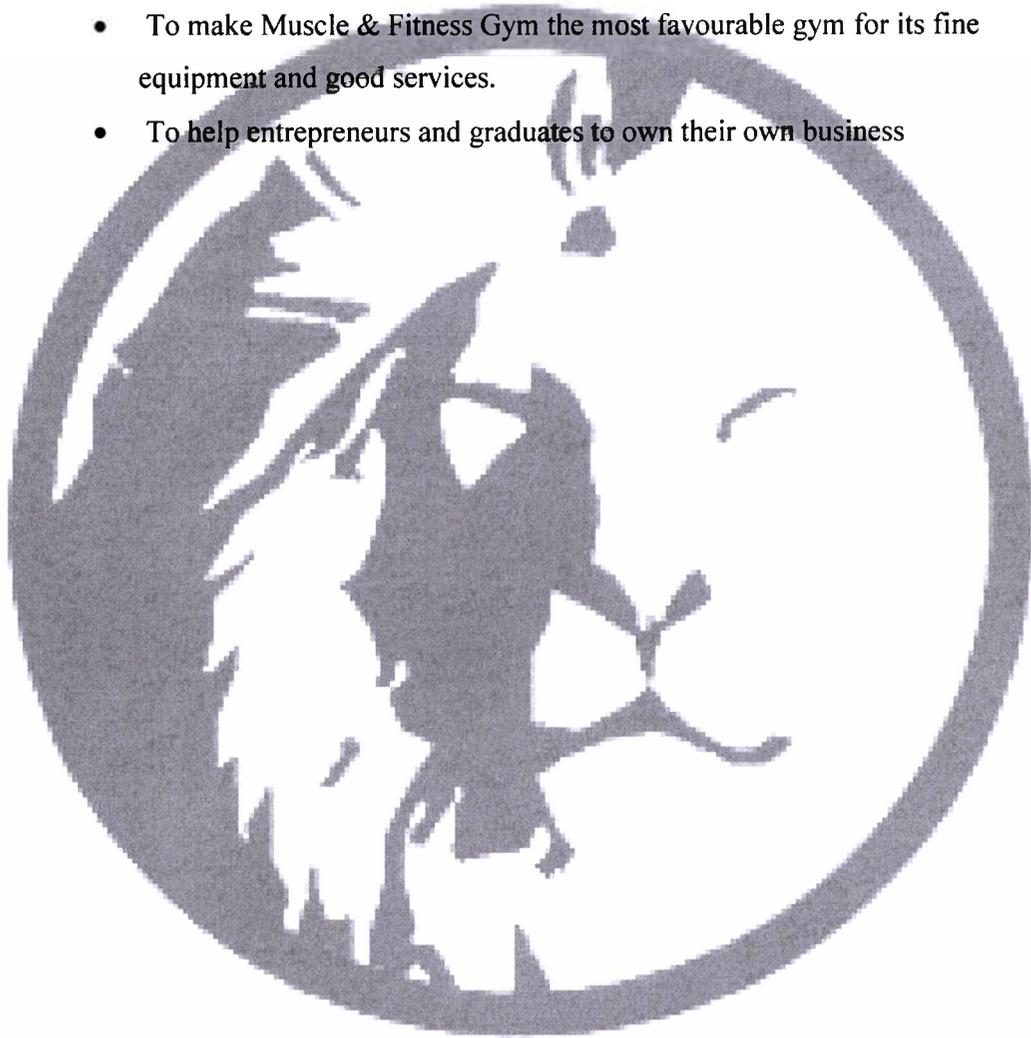
Mission and Vision

1) Mission

- To help the customer in the aspect of health and fitness thus giving the customer the opportunity to gain muscle fitness.

2) Vision

- To make Muscle & Fitness Gym the most favourable gym for its fine equipment and good services.
- To help entrepreneurs and graduates to own their own business



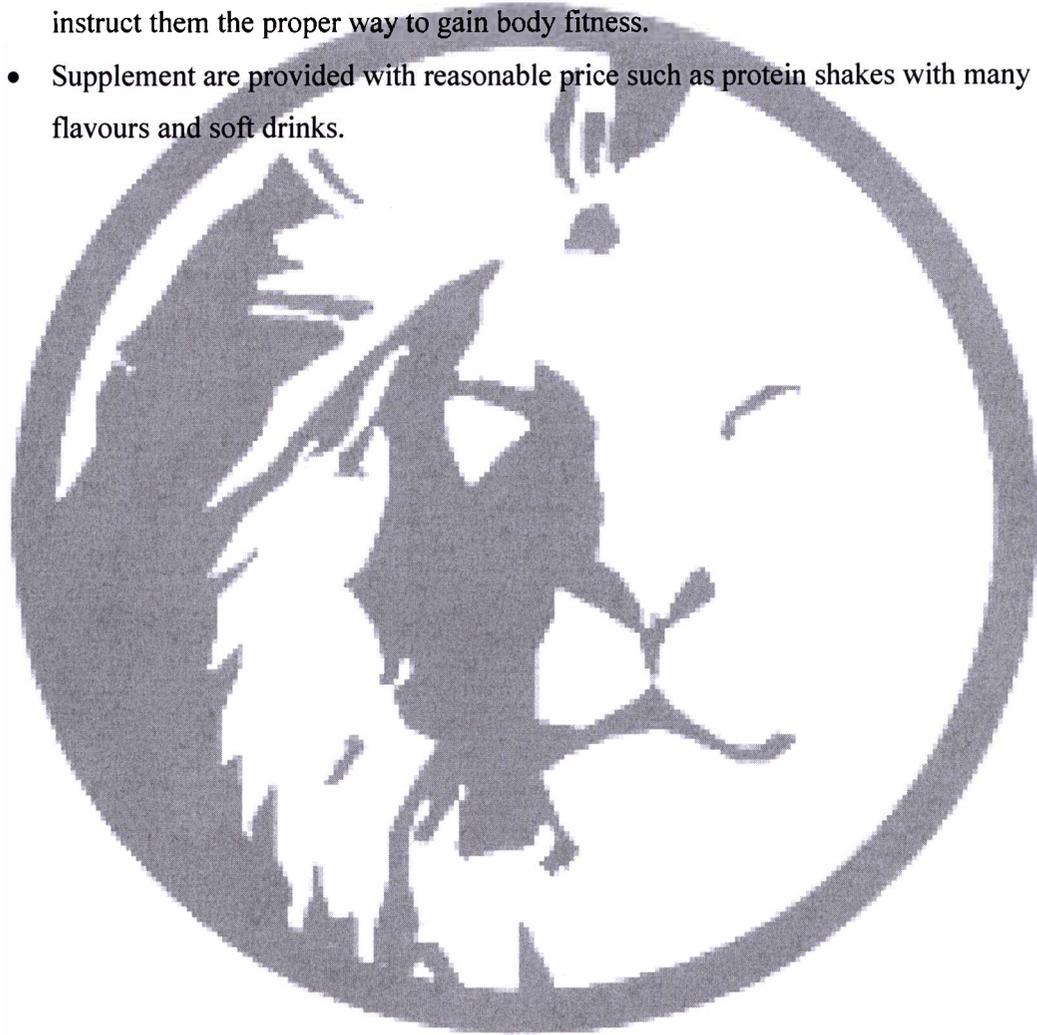
Objectives

1) Sales & Profit

- We are expecting increase of 3% in our sales and profits yearly.

2) Product & Services

- To aid the customer with the aid of trainer to help them with the equipment and instruct them the proper way to gain body fitness.
- Supplement are provided with reasonable price such as protein shakes with many flavours and soft drinks.



Strategies

1) Administrative Management

- Making sure the business is running smoothly
- Coordination and implementation of office procedures
- Using content management systems to maintain and update websites and internal databases.

2) Marketing Management

- Controls all marketing work

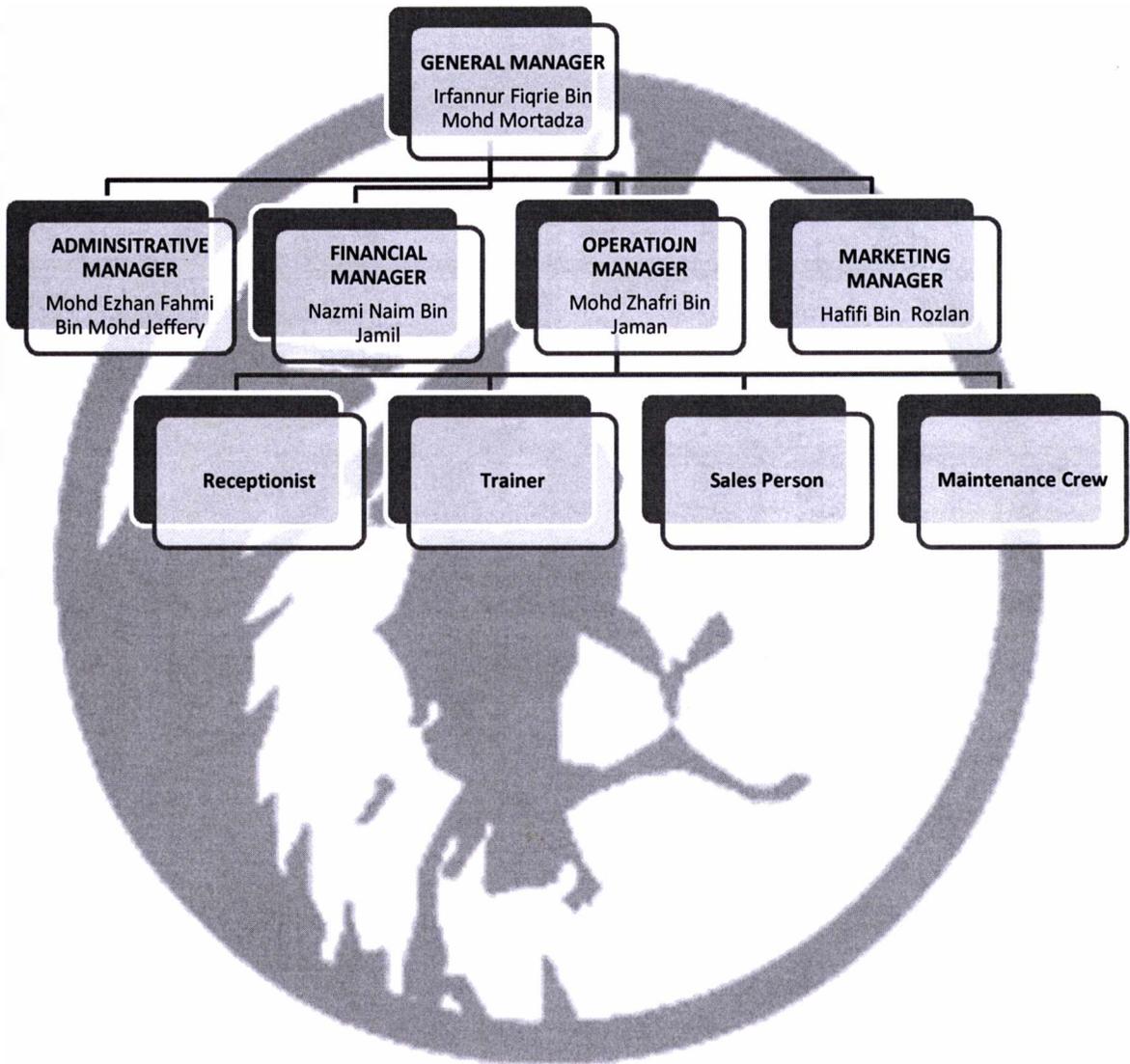
3) Operation Management

- Improve the operational systems, processes and policies in support of organizations mission specifically, support better management reporting, information flow and management, business process and organizational planning.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.

4) Financial Management

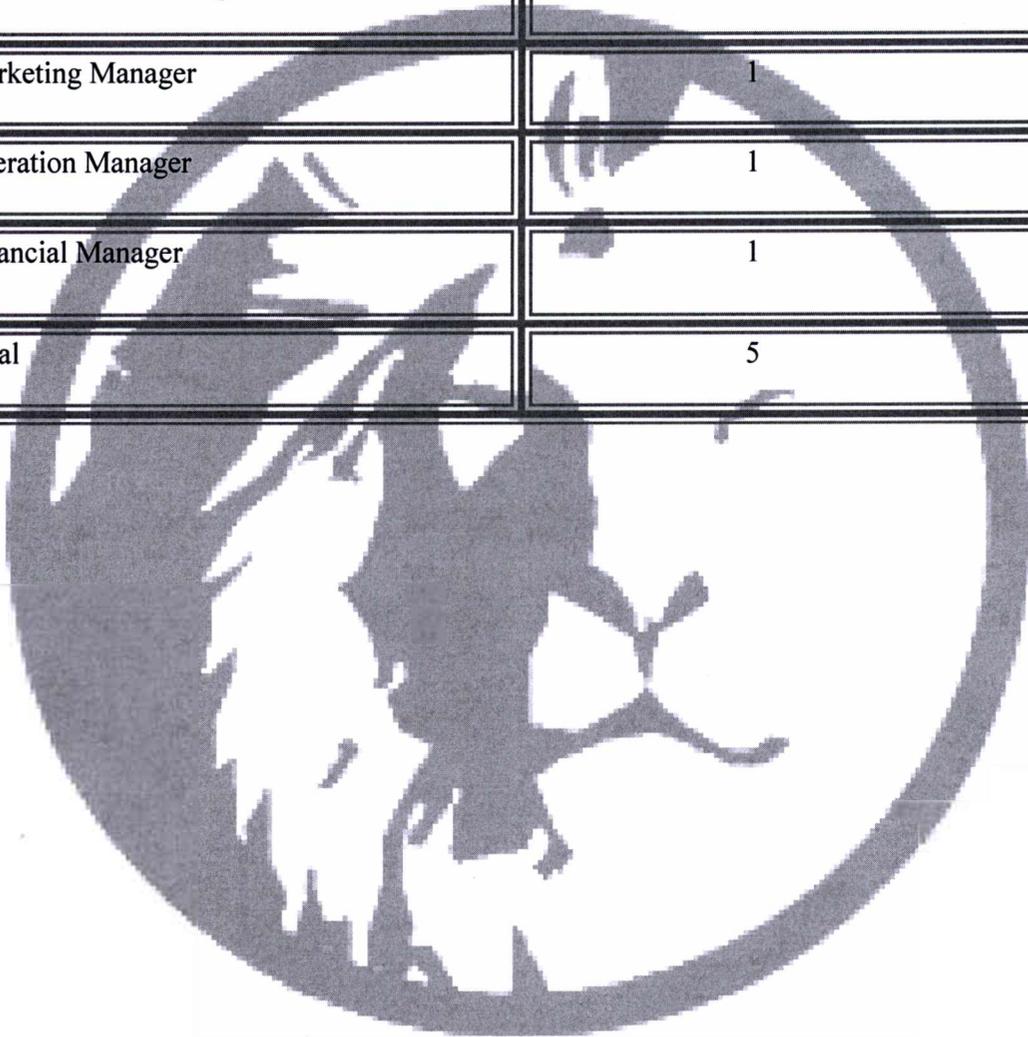
- Ensure that Accounting Department requests are resolved and communicated in a timely manner to internal and external parties.

Organization Planning



Manpower Planning

POSITION	NO. OF STAFF
General Manager	1
Administration Manager	1
Marketing Manager	1
Operation Manager	1
Financial Manager	1
Total	5



POSITION AND TASK.

Position	Task
<p>General Manager</p>	<ul style="list-style-type: none"> • The head of the overall business for sections of administration, management, planning, organizing, operating, and controlling the business • The leader of the business and they are responsible to supervise the progress of the store • The managers are given responsibilities accordingly so that the business can be carried out efficiently • Introduce the purpose of the business
<p>Administrative</p>	<ul style="list-style-type: none"> • Responsible in Planning, organizing, staffing, directing and controlling • Responsible in setting the goals, objectives, vision, and mission of the organization • Records the allowances, salary and bonuses of employee • Ensuring sufficient supply of needs such as stationary and condition of office and equipments are in good shape.
<p>Marketing</p>	<ul style="list-style-type: none"> • Pricing of the product according to the current market price • Analyzing the strength and weakness of competitors to tackle the market demand of product • Organize the strategies to promote product off current demand

Position	Task
<p>Operational</p>	<ul style="list-style-type: none"> • Making sure the equipment are supervised before and after the operation • Handling the materials such as stock and their arrangement and also their condition • To make sure the business is running smoothly • Schedule of the daily business are made to make sure the daily input and output are on the desired rate
<p>Financial</p>	<ul style="list-style-type: none"> • Raising the source and maintaining the organization's finance • Analyze the risk and profit of the steps taken by the organizations • Making sure the financial grip of the organization is steady • Balancing the account of the company and presenting the financial statement at the end of accounting period

WORKING PERIOD

Monday – Sunday – 10.00 a.m. – 10.00 p.m.

Position	Salary (RM)	EPF Contribution (13%) (RM)	SOCSSO (3 %) (RM)	Monthly Salary (RM)
General Manager	2000	260	60	2,320.00
Administrative Manager	1800	234	54	2,088.00
Marketing Manager	1800	234	54	2,088.00
Operational Manager	1800	234	54	2,088.00
Financial Manager	1800	234	54	2,088.00
Total	9,200.00	1,196.00	276.00	10,672.00

OPERATIONAL DEPARTMENT JOB REQUIREMENT

POSITION	QUALIFICATION
Receptionist	-Minimum SPM certificate. -Fluent in English. -A friendly person.
Trainers	-Minimum Diploma in Physical Science or any deemed equal by Operational Executive. -Fluent in English. -Able to perform CPR. -First-Aid training.
Sales Person	-Minimum SPM certificate. -Fluent in English. -A friendly person.
Maintenance Crewman	-Experience in handling mechanical machinery. -Flexible working hours. -Fluent in English

EMPLOYMENT BENEFITS

Salary Review

- Management reviews of present salaries to determine if an increase is to be given and if so, how much and when. The salary will be paid on every 28th of every month to all employee.

Holidays

- Double payments are given to employee that are working during holidays based on agreement
 - New Year Celebration 1 day
 - Labour Day 1 day
 - The YDPA's Birthday 1 day
 - The State Ruler Birthday 1 day
 - Gawai Dayak Day 1 day
 - National Day 1 day
 - Prophet Birthday 1 day
 - Hari Raya Aidilfitri 2 day
 - Hari raya Aidiladha 1 day
 - Christmas Eve and Christmas Day 2 day
 - Chinese New Year 2 Day
 - Other miscellaneous celebration 1 day

Unpaid Leave

- Absence of work because of an emergency or because of personal matter with approval of higher management will ensure the unpaid leave

Sick Leave

- Employees are allowed to take sick leave. The period of sick leave depends on the period of their service in the company

Employee Provident Fund (EPF)

- The employee contributes an amount of 13%

Social Security Organization (SOCSO)

- All workers of the company will register as the socso members and contribute 3% of their basic salary. The amount of 3% are taken from their basic salary

List of Office Equipment (Fixed Asset)

ITEM	NUMBER	PRICE PER UNIT (RM)	PRICE (RM)
Air conditioner	1	1000.00	1000.00
Photostat machine	1	3000.00	3000.00
Desktop	1	1000.00	1000.00
Laser printer	1	350.00	350.00
Dustbin	1	7.00	7.00
Broom	1	5.00	5.00
Computer desk	1	300.00	300.00
Wall clock	1	11.00	11.00
Drawer	2	200.00	400.00
Round table	1	300.00	300.00
Chairs	5	70.00	350.00
Decoration plant	1	15.00	15.00
TOTAL	17		6,738.00

Office Renovation

ITEM	PRICE (RM)
Tiles	400.00
Panel door	700.00
Paints	200.00
Plastering for wall and ceiling	700.00
TOTAL	2000.00

Office Furniture and Fitting

ITEM	PRICE (RM)	UNIT
First aid kit	100.00	1
Safety box	900.00	1
Fire extinguishers	120.00	1
TOTAL	1170.00	3

List of Utilities

ITEM	PRICE (RM)
Electricity bill	300.00
Water bill	200.00
Telephone bill	140.00
Streamyx bill	250.00
Land and buiding rental	5500.00
Maintenance	100.00
TOTAL	6490.00

Office Stationary

ITEM	AMOUNT	1 UNIT	PRICE (RM)
Pen (blue, red, black)	6	1.50	9.00
Liquid paper	1	2.50	2.50
Ruler	1	1.00	1.00
Scissor	1	2.50	2.50
Paper clip	1 box	3.50	3.50
Puncher	1	5.50	5.50
Stapler	1	4.00	4.00
File folder	7	3.00	21.00
Whiteboard	1	35.00	35.00
Marker (blue, red, black)	3	2.50	7.50
Calculator	1	35.00	35.00
Catridge	2 set	50.00	100.00
Stapler ink	3 box	1.00	3.00
A4 paper	1 box	35.00	35.00
TOTAL			249.50

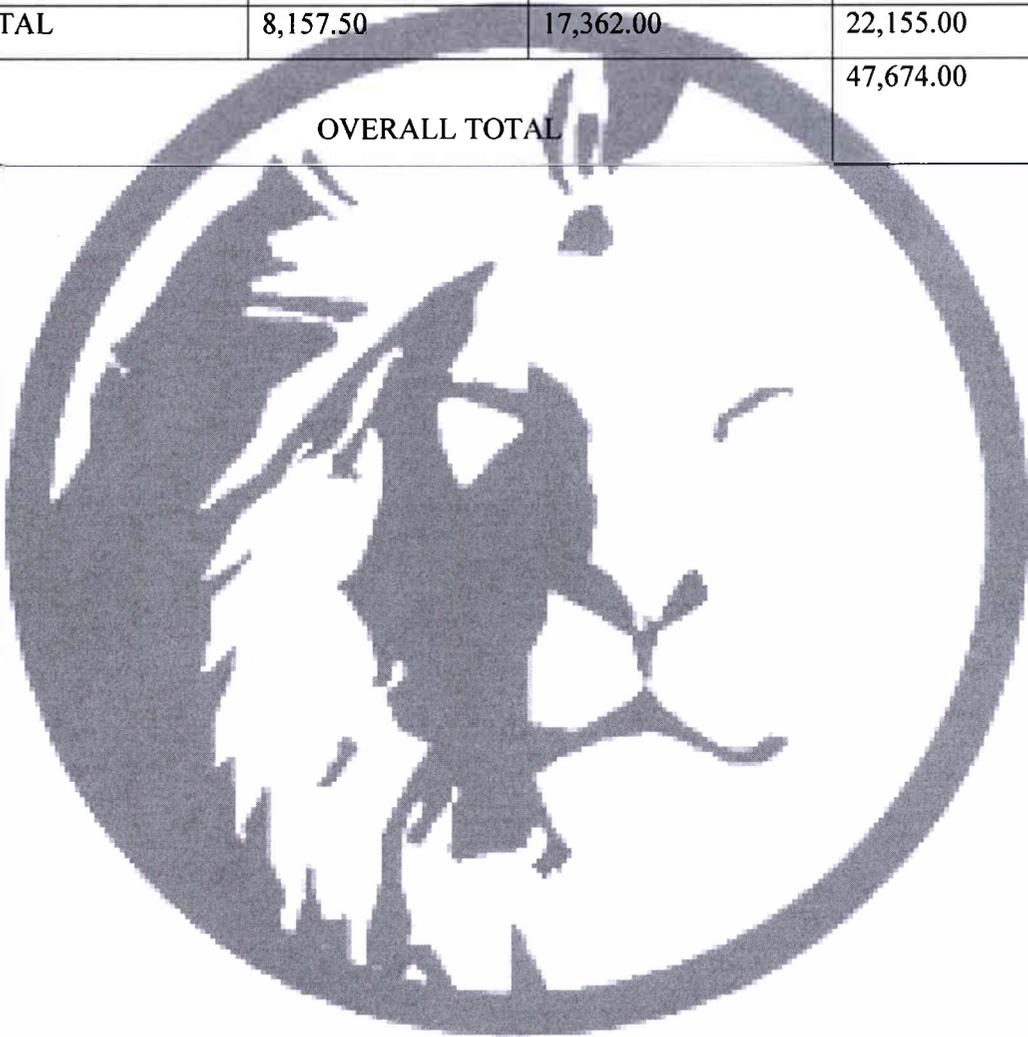
List of Other Expenses

ITEM	PRICE (RM)
Business registration fees	75.00
Business license	30.00
Business insurance	3,000.00
Deposit (water, electricity, streamyx, building)	17,050.00
TOTAL	20,155.00

Administration Budget

PARTICULAR	FIXED ASSET (RM)	MONTHLY EXPENSES (RM)	OTHERS (RM)
Office equipment	6,738.00		
Furniture and fitting			
<ul style="list-style-type: none"> • Office security 	1,170.00		
<ul style="list-style-type: none"> • Stationary 	249.50		
Office renovation			2000.00
Salary		9,200.00	
EPF		1,196.00	
SOCSSO		276.00	
Utilities			
<ul style="list-style-type: none"> • Telephone 		140.00	
<ul style="list-style-type: none"> • Electricity 		500.00	
<ul style="list-style-type: none"> • Water 		200.00	
<ul style="list-style-type: none"> • Streamyx 		250.00	
<ul style="list-style-type: none"> • Building rent 		5500.00	
Maintenance		100.00	
Business registration			75.00
Business license			30.00

Business insurance			3,000.00
Deposit (water, electricity, streamyx, building)			17,050.00
TOTAL	8,157.50	17,362.00	22,155.00
OVERALL TOTAL			47,674.00





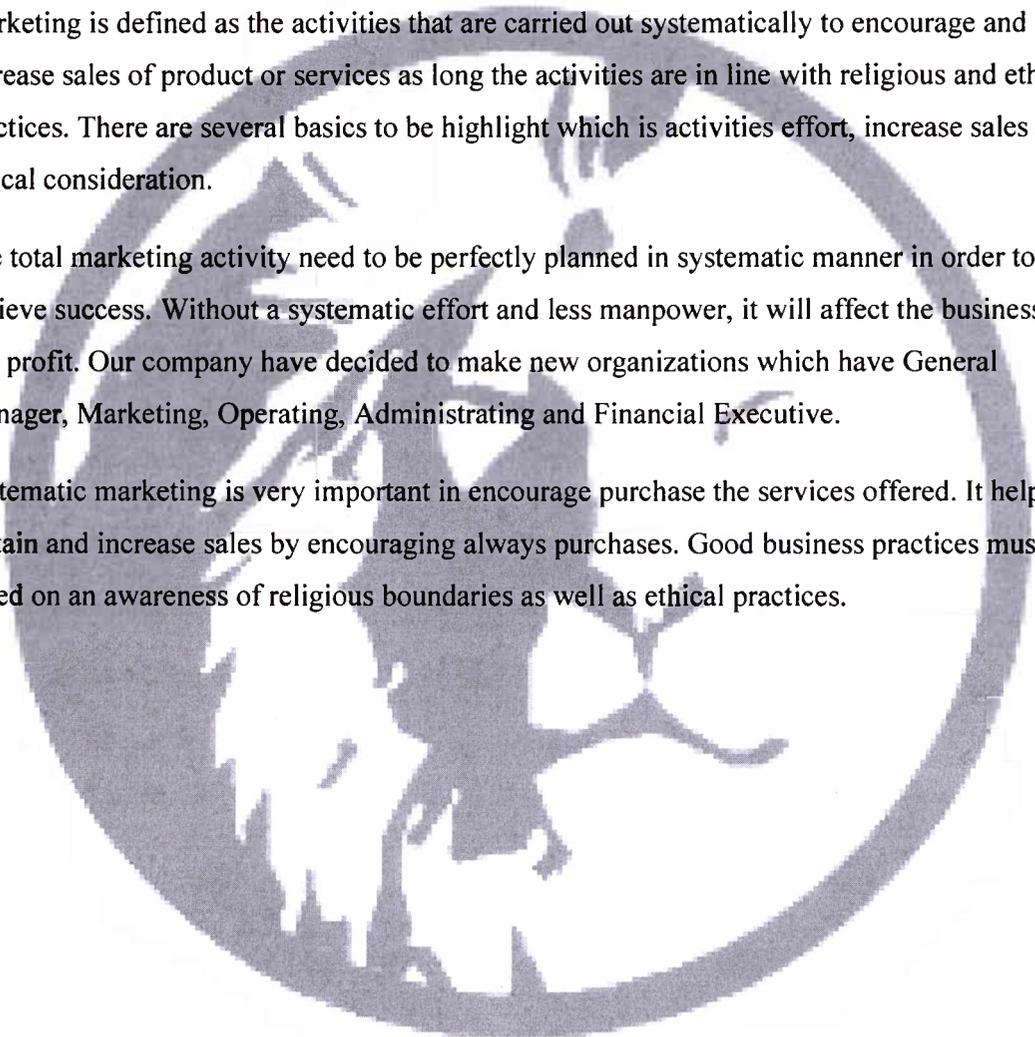
Introduction

The marketing concept that all marketing activities must be satisfy customer demand and at the same time to achieve profit. Firstly, to maintain our services, it must be focus to customer satisfaction and then gain profit. In short word, if there are more customer, increase profit will be achieved. A lack of understanding of the marketing concept, it is hard to develop a new product and fail to find customer want.

Marketing is defined as the activities that are carried out systematically to encourage and increase sales of product or services as long the activities are in line with religious and ethical practices. There are several basics to be highlight which is activities effort, increase sales and ethical consideration.

The total marketing activity need to be perfectly planned in systematic manner in order to achieve success. Without a systematic effort and less manpower, it will affect the business and profit. Our company have decided to make new organizations which have General Manager, Marketing, Operating, Administrating and Financial Executive.

Systematic marketing is very important in encourage purchase the services offered. It helps to sustain and increase sales by encouraging always purchases. Good business practices must be based on an awareness of religious boundaries as well as ethical practices.

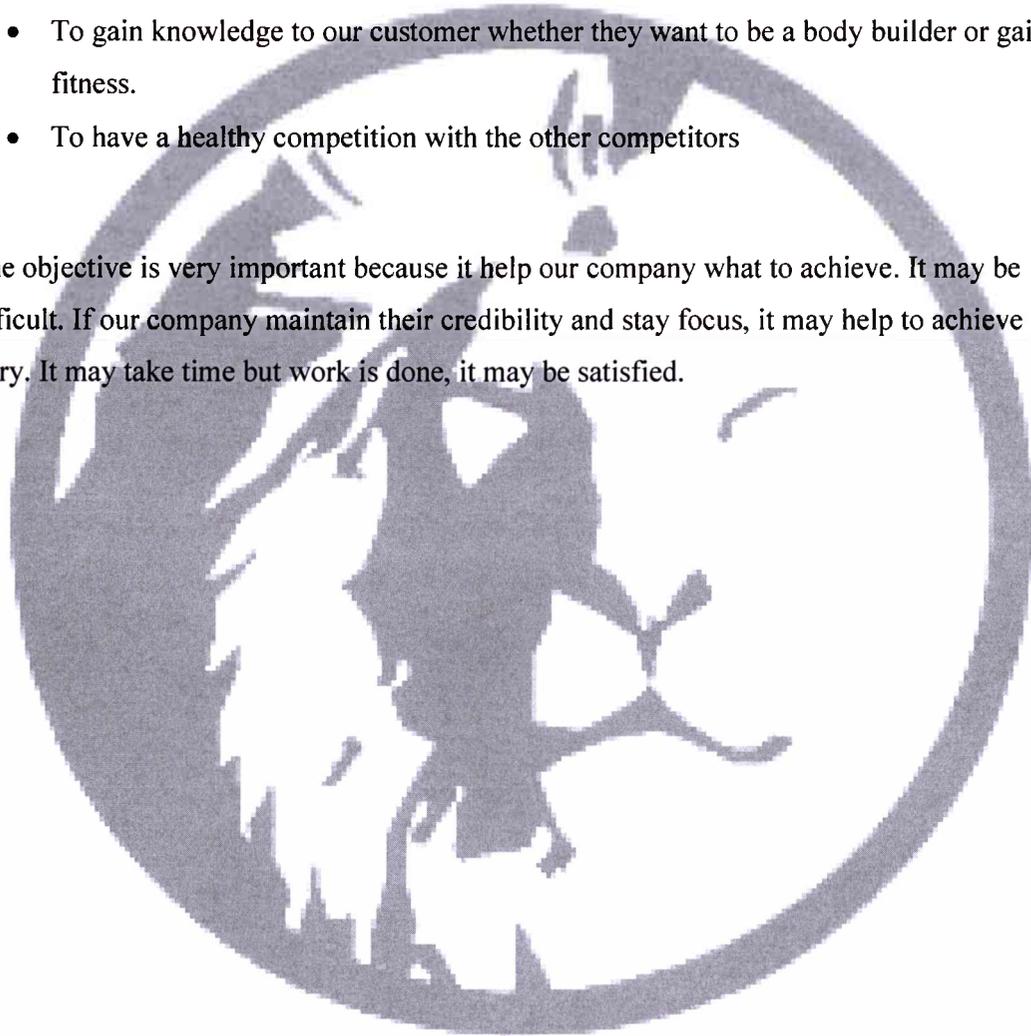


Marketing objective

The objectives of our marketing plan are as follow:

- To achieve customer demand which is loss fat and gain muscle.
- Aim to expand business by opening new branch for a long period.
- Want our customer attend the to the centre and buy our product
- To make customer satisfied our services.
- To gain knowledge to our customer whether they want to be a body builder or gain fitness.
- To have a healthy competition with the other competitors

The objective is very important because it help our company what to achieve. It may be difficult. If our company maintain their credibility and stay focus, it may help to achieve glory. It may take time but work is done, it may be satisfied.



Services description

This is a new chance to develop a new service at Taman BDC. Services which our company has been plan is making a body building centre. The place has been selected by our company because Taman BDC is the residential area. The residential area is mostly lived by affordable family. Our company choose this area because the place is strategic and might help to recover our outcome money.

As we know, health is an essential subject that persons are paying attention to nowadays. However lots of them are finding it important to buy the expensive fitness equipment brands. It is definitely an excellent option, which most of us would like to value. Our company want to make a good service to achieve customer demand and satisfaction. There are several things that differentiate our services and the other competitors. Our body building centre is been certified by KEMENTERIAN BELIA DAN SUKAN

1. Equipment

- Equipment that we install is barbell, dumbbell, trackmeil and etc.
- The equipment is the assets in our company.

2. Trainer

- Our company provide trainer to help the customer

3. Supplement (other's income)

- The supplement that our company sale is protein
- Flavour which is banana, chocalate and many more.
- Many type of protein which is

Market analysis

Market is a physical place where buyers and seller exchange their goods and services. . It is a simply matter of finding out as much as we can before launching into full-scale production and investing a lot money in stock, machinery and finished goods. Customer preferences can change in any time, new technologies appear and competitors attract away regular buyers. When we want to make an analysis in the market we must consider certain condition our research should cover some area in the market. Element that included on our research and data consist of:

- Target market
- competitor
- market size
- Market shares
- Sales forecast

Market analysis is important help in finding the product awareness, customer reaction, advertising recall and buying preference.

Target market

Target market is defined as the group of customer with needs and wants. Most business has their own limited resources in term of time, money and manpower. The main income is derived from the primary target market.

A business need to identify a variable product or service based on the need and wants of the market. Based on the survey that we make, our company decide to open new body building centre at Taman BDC. Taman BDC is mostly a residential area. Possibility our company making a new services centre which is body building centre may able to make a improvement at the area.

After identified services that can satisfy the need and wants of the market, the business should focus it is marketing effort. The key factor to be considered is the physical distance between the business location and the target market. Body building centre is located at Taman BDC. Physical distance depends on the nature of the business. The personal details are termed as demographic information and need to be included variable such as age, gender, education, occupation and religion.

Within the same geographic area, it is possible to have several market segments. Mistake in market segmenting may cause business to lose sales. It depends to the customer. Market segment has been widely used by marketers. The location for our gym centre at Taman BDC. Our target market consists of teenagers and others.

Segmentation	Variable	Description
Geographic	Place	Our company decide to open at Taman BDC. Floor 1 for gym area and floor 2 have studio.
Demographic	Age	17 year to 50 years (open to all)
	Occupation	Taman BDC is near to Kuching. Taman BDC is the focus of daily activities. Our business is only target for local resident.
	Gender	Male and female
	Race	Malay, Chinese and other
Psychographic	Status Hobby	Lifestyle

The target market is selected based on the higher sale potential and profits to produce compared with the other market segments. This allows for more effective marketing efforts.

Competitor.

COMPETITOR	STRENGTH	WEAKNESS
Fitness pool club	<ul style="list-style-type: none"> • Swimming pool • Cafe • Provide trainer 	<ul style="list-style-type: none"> • EXPENSIVE (MEMBERSHIP RM1000 PER ANNUM)
Angulus Fitness	<ul style="list-style-type: none"> • Have a complete tools and equipment • RM 10 per entry 	<ul style="list-style-type: none"> • no trainer provided • membership RM600 per annum
Prime Fitness	<ul style="list-style-type: none"> • Comfortable • RM 8 per entry 	<ul style="list-style-type: none"> • Membership RM60 per month
Muscle & Fitness Gym	<ul style="list-style-type: none"> • Provide trainer • Have studio • Comfortable • Near to shopping complex 	

Market size

593,671 people are stayed at Kuching. Then we estimate around 1.5% from Kuching live in Taman BDC.

- | | |
|---------------------------------|------------------|
| a) People live in Kuching | = 593,671 people |
| b) 3% people lived at Taman BDC | = 17,810 people |
| c) 30% people will spend on gym | = 5343 people |

Market size

- 30% are take monthly membership

$$= 30\% \times 5343$$

$$= 1604 \text{ peoples} \times \text{RM } 60 \text{ (monthly fee)}$$

$$= \text{RM } 1,154,800$$

- 20 % are take membership per annum

$$= 20\% \times 5343$$

$$= 1064 \text{ peoples} \times \text{RM } 600 \text{ (yearly fee)}$$

$$= \text{RM } 640,800$$

- 50% are take per entry

$$= 50\% \times 5343$$

$$= 2672 \text{ peoples} \times \text{RM } 7 = \text{RM } 9352.00/\text{month}$$

$$= \text{RM } 18,704.00 \times 12 \text{ month}$$

$$= \text{RM } 224,448$$

Total market size.

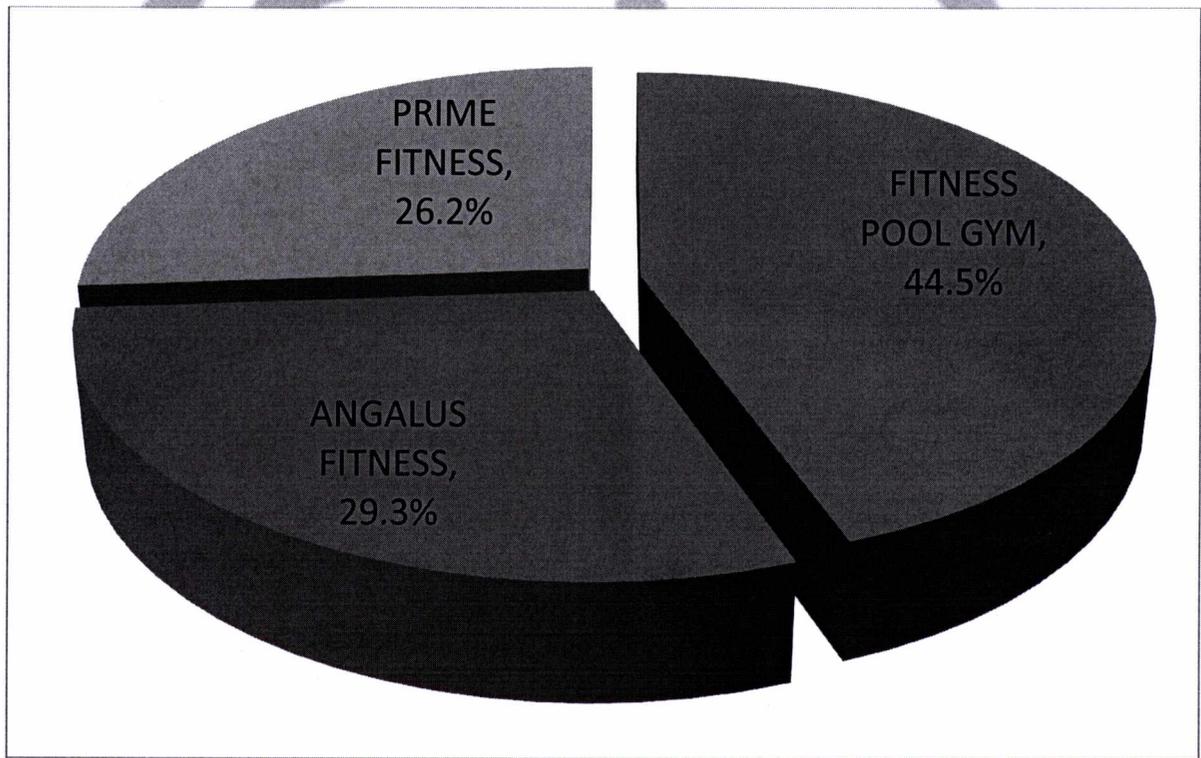
$$= \text{RM } 1,154,800.00 \text{ (monthly)} + \text{RM } 640,800.00 \text{ (annum)} + \text{RM } 224,448.00 \text{ (entry)}$$

$$= \text{RM } 2020048.00 / \text{year}$$

Market share

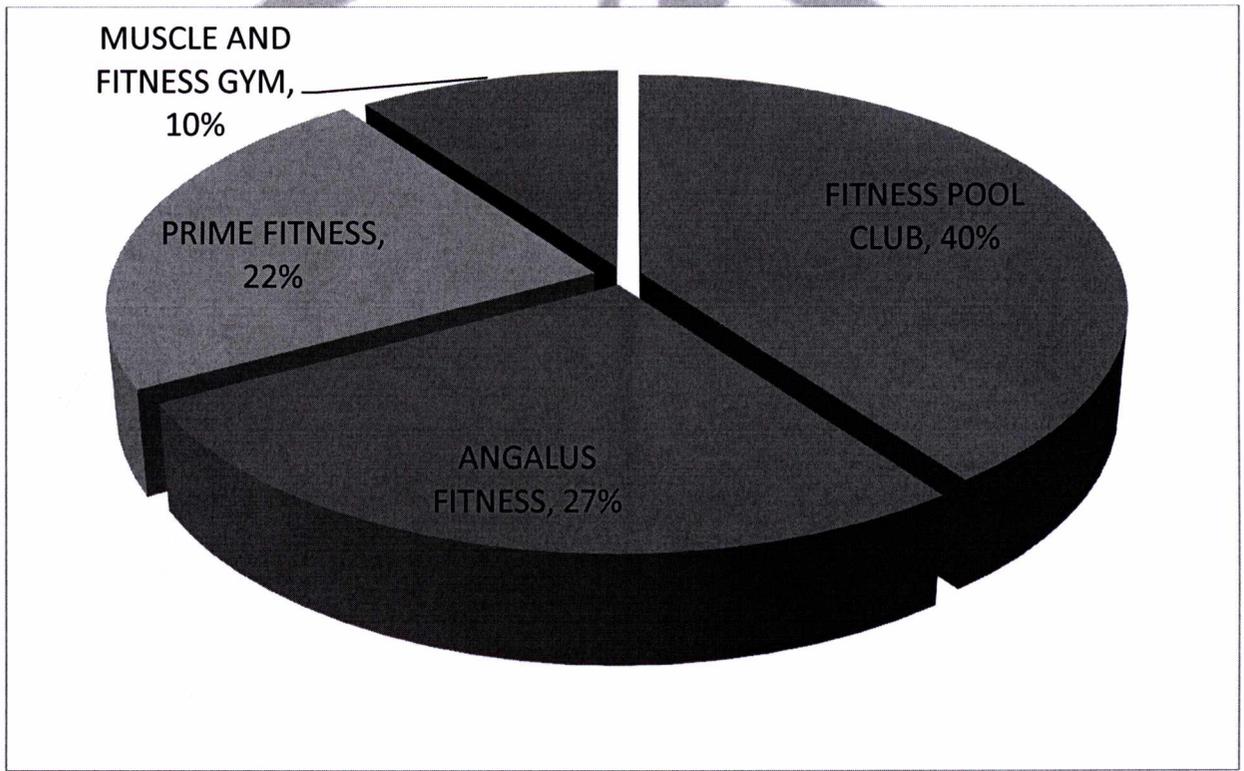
The schedule is based before Muscle and Fitness Gym has existed

Gym	Percentage	Market Share(RM)
Fitness Pool Club	44.5%	898,920.00
Angulus Fitness	29.3%	591,874.00
Prime Fitness	26.2%	529,254.00
TOTAL	100%	2,020,048.00



The schedule and pie chart is based on after Muscle and Fitness has existed.

Gym	Percentage	Market size(RM)
Fitness Pool Club	37%	747,428.00
Anguglus Fitness	24%	484822.00
Prime Fitness	20%	404,024.00
Muscle & Fitness	19%	396,384.00
TOTAL	100%	2,020,048.00



no	Month	inflation	Sale forecast (RM)
1	January	10.2%	38,778
2	February	7.1%	26,993
3	March	7.2%	27,373
4	April	10.1%	38,398
5	May	8.2%	31,175
6	June 380184	7.4%	28,133
7	Julai	9.2%	34,976
8	August	7.3%	27,753
9	September	9.2%	34,976
10	October	8.3%	31,555
11	November	8.2%	31,175
12	December	7.6%	28,899
	Total	100%	380,184.00 + 16,200.00 = 396,384.00

- For second year we estimate that our forecast services will increase 3%
 - total sale forecast
 $(3\% \times \text{total sale 1}^{\text{st}} \text{ year}) + \text{total sale 1}^{\text{st}} \text{ year}$
 $= (3\% \times \text{RM}396,384.00) + \text{RM}396,384.00$
 $= \text{RM } 408,275.00$
- for third year we estimate that our forecast services will increase another 3%
 - total sale forecast
 $(3\% \times \text{total sale 2}^{\text{nd}} \text{ year}) + \text{total sale 2}^{\text{nd}} \text{ year}$
 $= (3\% \times \text{RM } 408,275.00) + \text{RM } 408,275.00$
 $= \text{RM } 420,523.00$

Marketing strategy

Marketing strategy for services is based on 4 elements which is:

1. Service quality
2. Service package
3. Service differentiation
4. After sale service
5. promotion

Service quality

Quantity is doesn't matter but our company want to be focus at the quality. The quality is important to make consumer feel comfortable to our services.

Service package

Our company provide package to customer. It help customer to satisfied services from our company. The services that our company provide are:

- provide trainer
- membership card
 - monthly fee
 - annum fee
- discount for membership

Service differentiation

- training session
- aerobic session
- yoga session

Promotion

Promotion is used to disseminate information about the company services with the purpose of attracting the target market. There are many ways to make a promotion which are advertising and sale promotion.

1. Advertising

- signboard
- newspaper
- Radio
- World wide web
- Flyer



- Billboard



- Banner



Marketing budget

Marketing costs money. The marketing budget summarises all marketing expenses planned and is useful for financial planning.

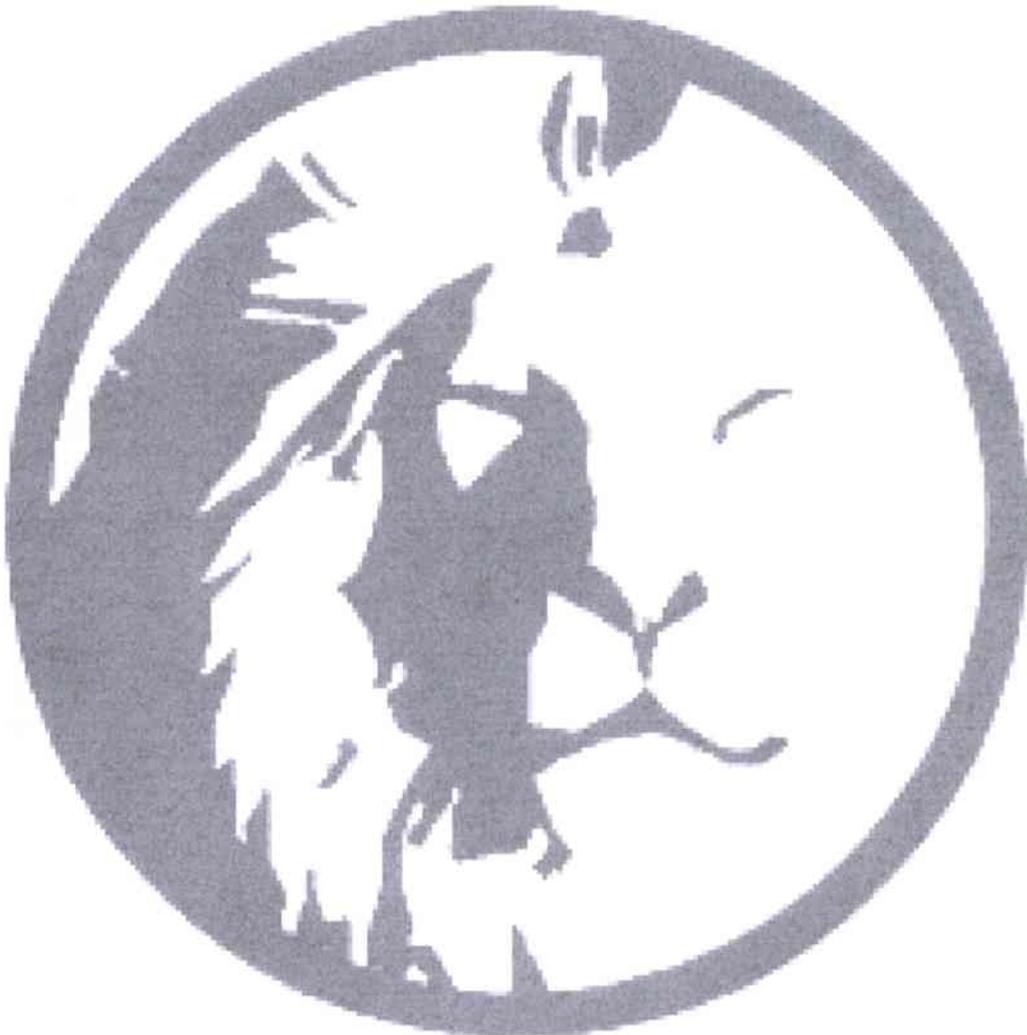
NO	ITEM	QUANTITY	RATE (RM)	FXED EXPENSES (RM)	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)
1	Newspaper (Borneo Post)	3 days	100			300
2	Radio (Sarawak fm)	2 days	1000			1000
3	Flyers	350	1.50			525
4	Billboard	1	100			100
5	Signboard	2	150			150
6	Banner	12	35			420
7	Permission from local authority	Signboard (1)	75		75	
		Banner (10)	10			100
8	Worker (for distribution flyers)	7 days	70			490
9	Computer	1	4000	4000		
10	Opening ceremony	1	3000			3000
	Total			4000	75	6085

Total for marketing cost

= Fixed expenses +monthly expenses + other expenses

= RM 4000.00 + RM 75.00 + 6085.00

= **RM 10,160.00**





OPERATION PLAN

INTRODUCTION TO OPERATIONAL DEPARTMENT

Operational Department is an integral department in every business as well as other departments. The main role of the Operational Department is to monitor and ascertain all operations done by a business or organization run smoothly and according to plan.

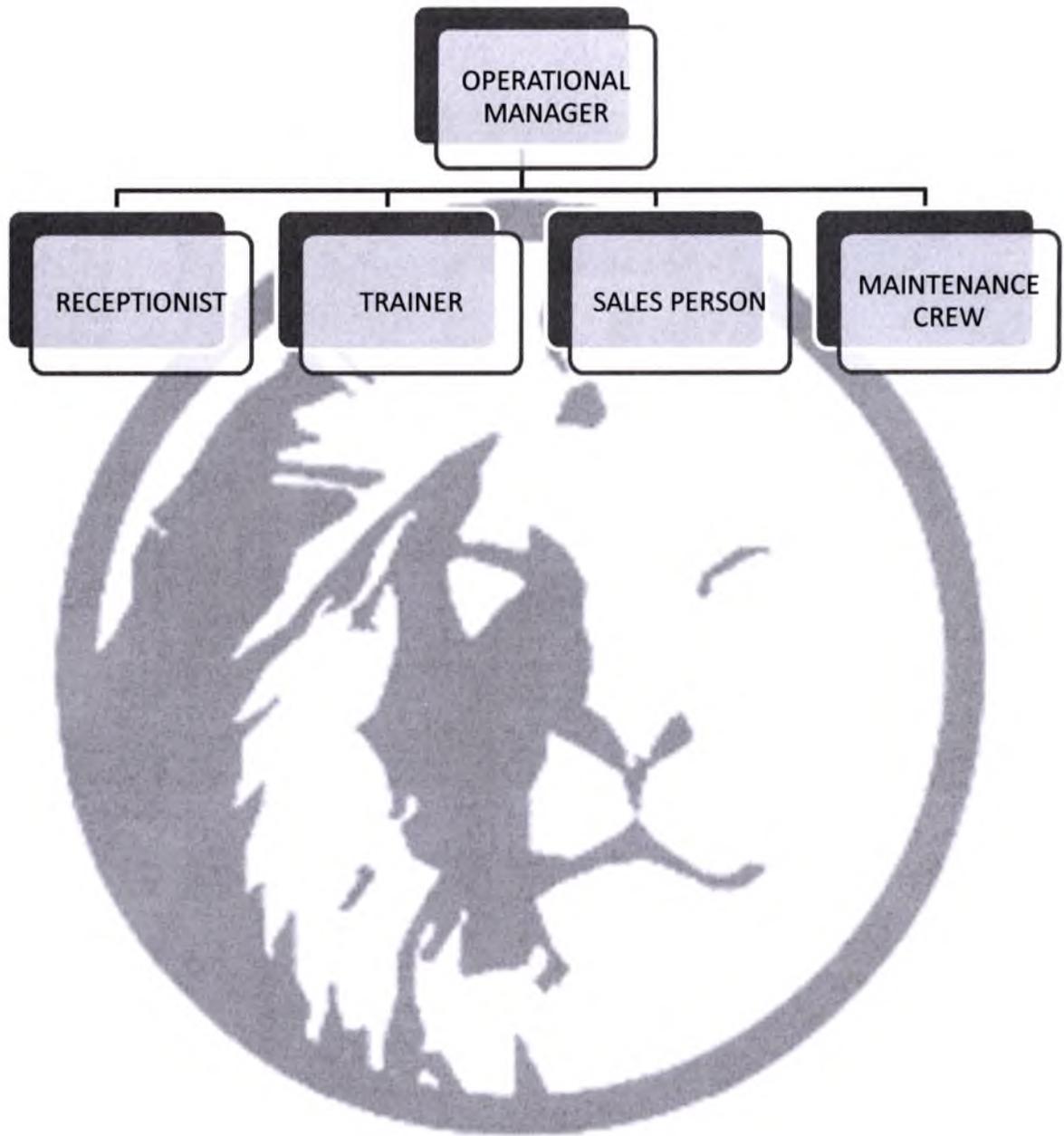
The definition of operation management is that it is the process of transforming resource into desired output according to the type of business run by the company. The process starts from business input, then transformation and finally output. Business input is procurement of resource and labor needed to produce the desired output. Transformation is the process of changing the input into desired output. Lastly output is the final product or services that the company produces after it has gone through the transformation process.

The company's Operational Department is supervised by the Operational Manager, MohdZhafri, one of the partners of this company. The Operational Department is made up of the Operational Executive, two receptionists, two trainers and two maintenance crewmen. The Operational Executive is the one responsible to give orders to the workers of this department. The Operational Executive is also responsible in supervising the day to day operation of the department, decision making within the department and operation of the gym.

The department's objectives are to ensure the operation crew does the job effectively and efficiently, maintain and improve service quality and ensure day to day operation runs smoothly. As the department that deals with the customers directly, we strive to give maximum commitment to achieve highest quality of customer service to while emanating a sense of warmth and friendliness. Customer satisfaction is of high priority as it encourages repeat or regular customers.

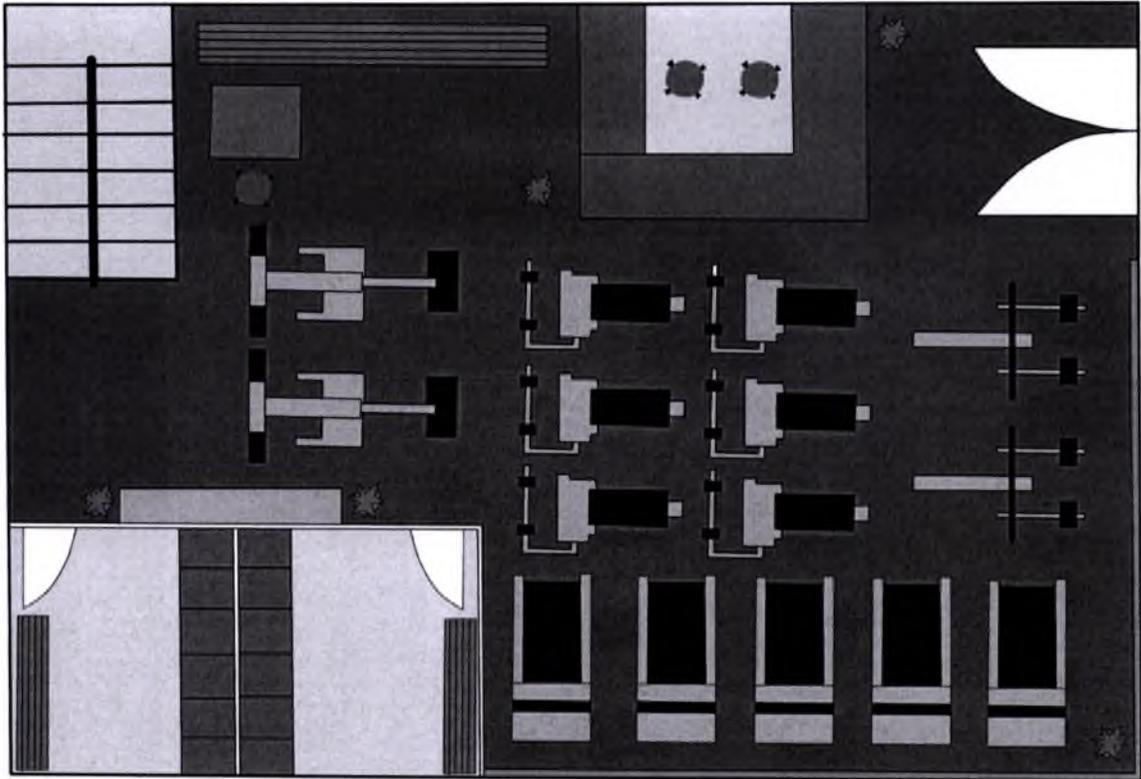
Our gym is equipped fully with all workout equipment including, but not only limited to, barbells, dumbbells and treadmills. The floors are completely covered with exercise mat and one side of each floor is clad with ceiling-high mirrors to create a comfortable and safe environment to workout. Each floor is also fully air-conditioned. A changing room is also available for use on the first floor. The changing room is partitioned and comes fully equipped with lockers for customers to put their belongings for free. At the reception counter, customers can buy refreshment, supplements and pay for the services offered.

OPERATIONAL DEPARTMENT ORGANIZATION CHART

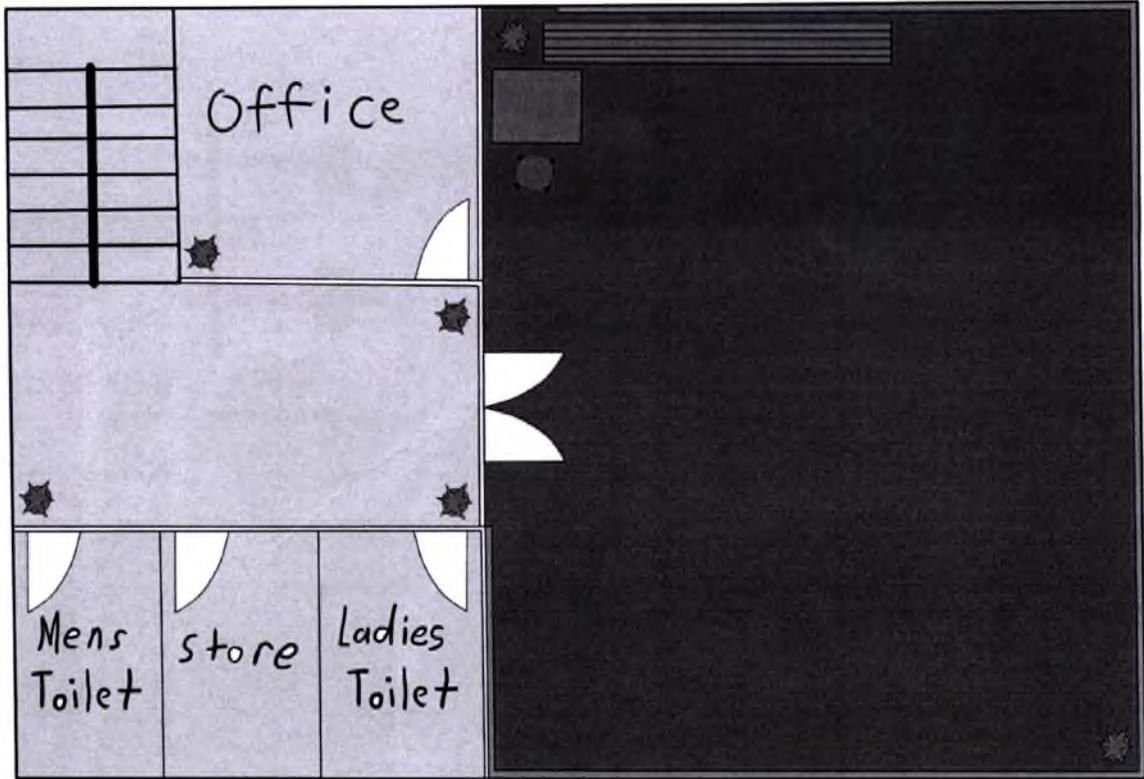


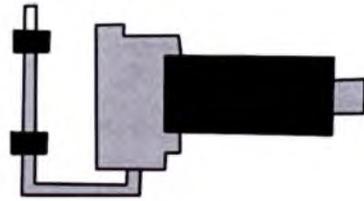
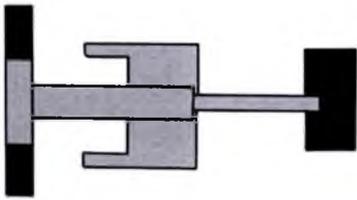
OPERATION LAYOUT PLAN

GROUND FLOOR



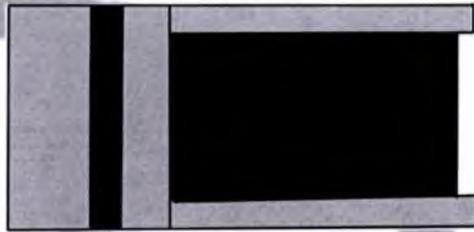
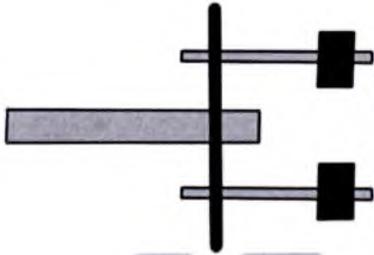
FIRST FLOOR





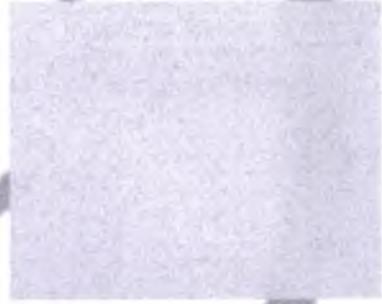
Platform 1

Platform 2



Barbell Setup

Treadmill



Exercise mat flooring

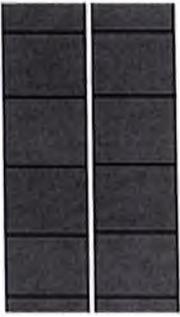
Cement render flooring



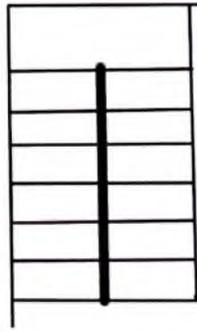
Table

Chair

Plant



Locker



Mirror clad wall



Stairs



Bench



Door



Weights Cabinet

OPERATIONAL DEPARTMENT JOB DESCRIPTION

Operational Executive

The Operational Executive is the one responsible to give orders to the workers of this department. The Operational Executive is also responsible in supervising the day to day operation of the department, decision making within the department and operation of the gym.

Receptionist

In charge of reception counter including sale of beverages and supplements and handle payment and enquiries of services.

Trainers

Responsible in helping customers during workout including ensure safety of customers, application of first aid, assisting customers during workout such as counter balancing barbells and personal training.

Sales person

Prepares beverages and supplements.

Maintenance Crewman

Responsible for maintaining equipment and other utility of the gym including procurement, handling, cleaning and fixing of parts of equipment or utility as well as installation or setting up of new equipment or utility.

OPERATIONAL DEPARTMENT JOB REQUIREMENT

POSITION	QUALIFICATION
Receptionist	<ul style="list-style-type: none"> -Minimum SPM certificate. -Fluent in English. -A friendly person.
Trainers	<ul style="list-style-type: none"> -Minimum Diploma in Physical Science or any deemed equal by Operational Executive. -Fluent in English. -Able to perform CPR. -First-Aid training.
Sales Person	<ul style="list-style-type: none"> -Minimum SPM certificate. -Fluent in English. -A friendly person.
Maintenance Crewman	<ul style="list-style-type: none"> -Experience in handling mechanical machinery. -Flexible working hours. -Fluent in English

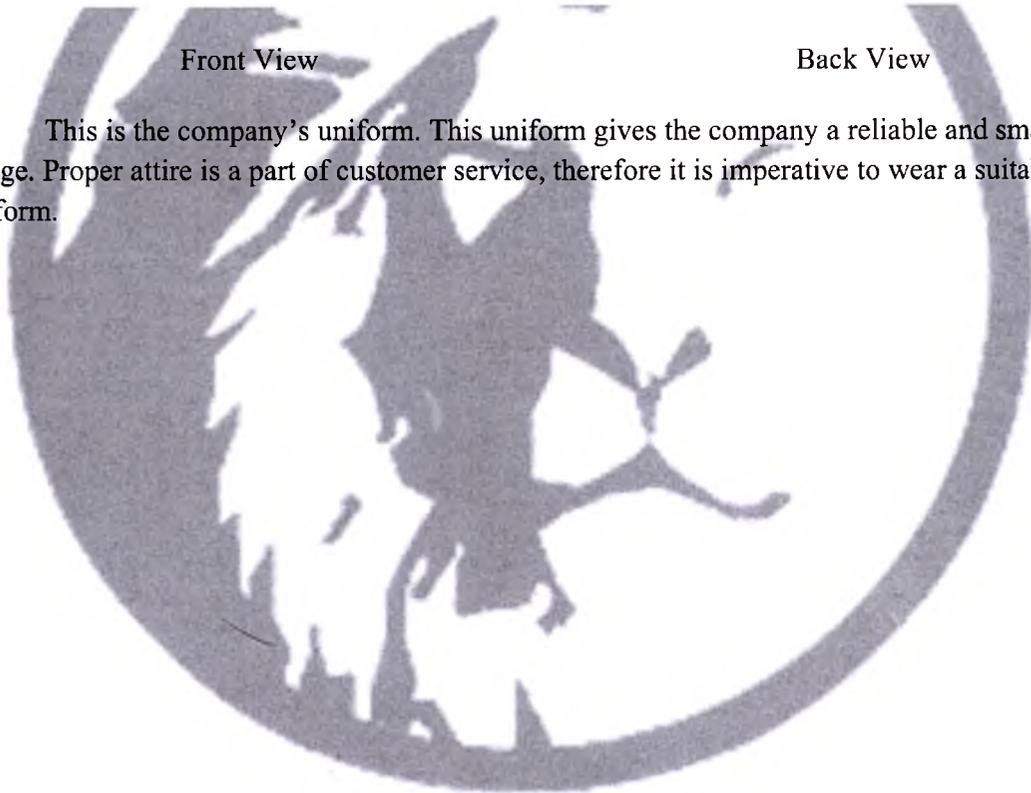
OPERATIONAL DEPARTMENTWORKER UNIFORM

Front View



Back View

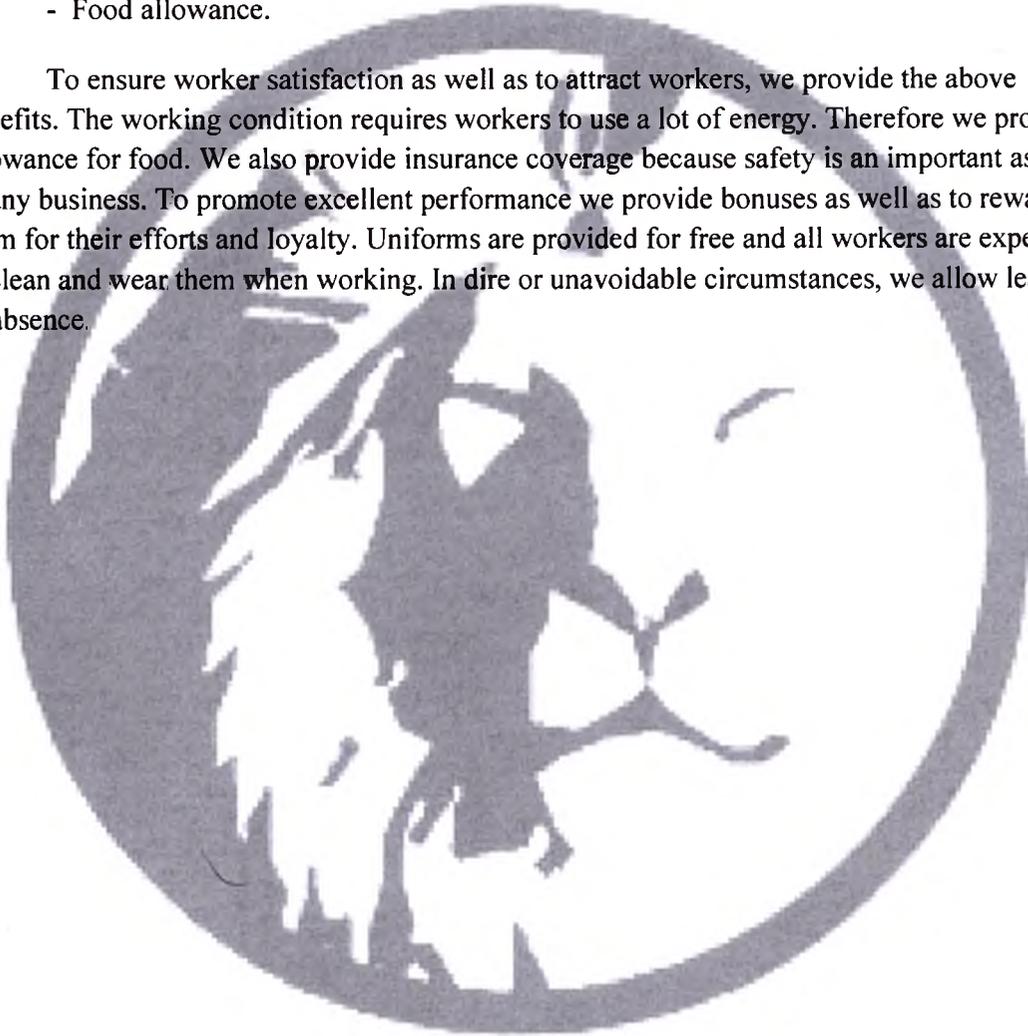
This is the company's uniform. This uniform gives the company a reliable and smart image. Proper attire is a part of customer service, therefore it is imperative to wear a suitable uniform.



OPERATIONAL DEPARTMENT WORKER BENEFITS

- Uniform provided.
- Leave of absence.
- Bonus based on performance.
- Insurance coverage.
- Food allowance.

To ensure worker satisfaction as well as to attract workers, we provide the above benefits. The working condition requires workers to use a lot of energy. Therefore we provide allowance for food. We also provide insurance coverage because safety is an important aspect in any business. To promote excellent performance we provide bonuses as well as to reward them for their efforts and loyalty. Uniforms are provided for free and all workers are expected to clean and wear them when working. In dire or unavoidable circumstances, we allow leaves of absence.

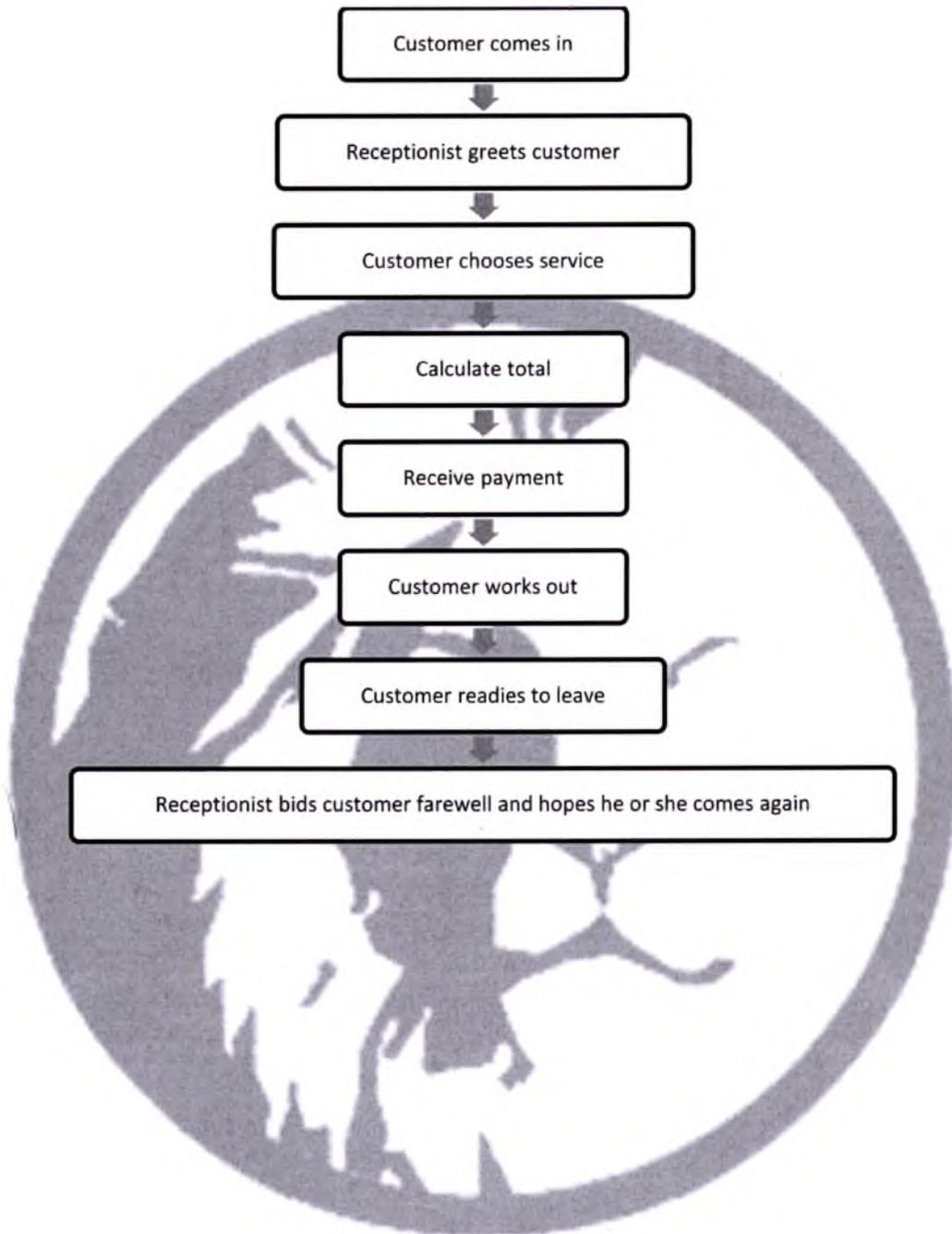


OPERATIONAL DEPARTMENT WORK SCHEDULE

POSITION	WORKING HOURS
Receptionist	FIRST SHIFT: 10.00 a.m. – 6.00 p.m. SECOND SHIFT: 2.00 p.m. -10.00 p.m.
Trainers	FIRST SHIFT: 10.00 a.m. – 6.00 p.m. SECOND SHIFT: 2.00 p.m. -10.00 p.m.
Sales Person	FIRST SHIFT: 10.00 a.m. – 6.00 p.m. SECOND SHIFT: 2.00 p.m. -10.00 p.m.
Maintenance Crew	Morning Maintenance 10.00 a.m. – 12.00 p.m. On-call

Our business starts operating at 10.00 a.m. Workers are expected to come at least fifteen minutes early to the gym. The salesperson holds the keys to the gym and is required to come at least 30 minutes earlier. The Maintenance Crew will check for malfunctions and making sure that all equipment and utilities are usable and in working condition as well as to perform daily maintenance such as oiling. The receptionist will greet customers and service them. Trainers will provide assistance and guidance during workout. Shifts are seven hours long and maintenance crewman is expected to be on-call whenever equipment or utilities are out of order.

OPERATIONAL DEPARTMENT PROCESS CHART



OPERATIONAL DEPARTMENT CAPACITY PLANNING

All assumptions and figures are based on market plan.

In first shift we accommodate 10 customers.

In second shift we accommodate 30 customers.

$$: 10 \text{ customers} + 30 \text{ customers} = 40 \text{ customers}$$

Open 6 days a week.

$$: 6 \times 40 \text{ customers} = 240 \text{ customers}$$

Annual membership income

Assume 3% of customers are regulars and have annual membership.

$$: 240 \text{ customers} \times 4 \text{ weeks} \times 3\% = 31 \text{ customers}$$

$$: 31 \text{ customers} \times \text{RM}600.00 = \text{RM } 18,600.00$$

Monthly membership income

Assume 20% of customers are regulars and have monthly membership.

$$: 240 \text{ customers} \times 4 \text{ weeks} \times 20\% = 205 \text{ customers}$$

$$: 205 \text{ customers} \times \text{RM } 60.00 = \text{RM}12,300.00$$

$$\text{Per year: } \text{RM } 12,300.00 \times 12 \text{ months} = \text{RM } 147,600.00$$

One-day Pass income

Assume 77% of customers are not regulars and do not have membership.

$$: 240 \text{ customers} \times 4 \text{ weeks} \times 77\% = 787 \text{ customers}$$

$$: 240 \text{ customers} \times 4 \text{ weeks} \times \text{RM } 7.00 = \text{RM } 5,509.00$$

$$\text{Per year: } \text{RM } 5,509.00 \times 12 \text{ months} = \text{RM } 66,108.00$$

Total service sale (per year)

$$\text{RM } 18,600.00 + \text{RM } 147,600.00 + \text{RM } 66,108.00 = \text{RM}232,308.00$$

Side income

In one day 10 refreshments are sold.

: 6 days X 4 weeks X 10 refreshments = 240 refreshments

: 240 refreshments X RM 1.80 = RM 432.00

Per year: RM 432.00 X 12 months = RM 5,184.00

In one day 10 supplement shakes are sold.

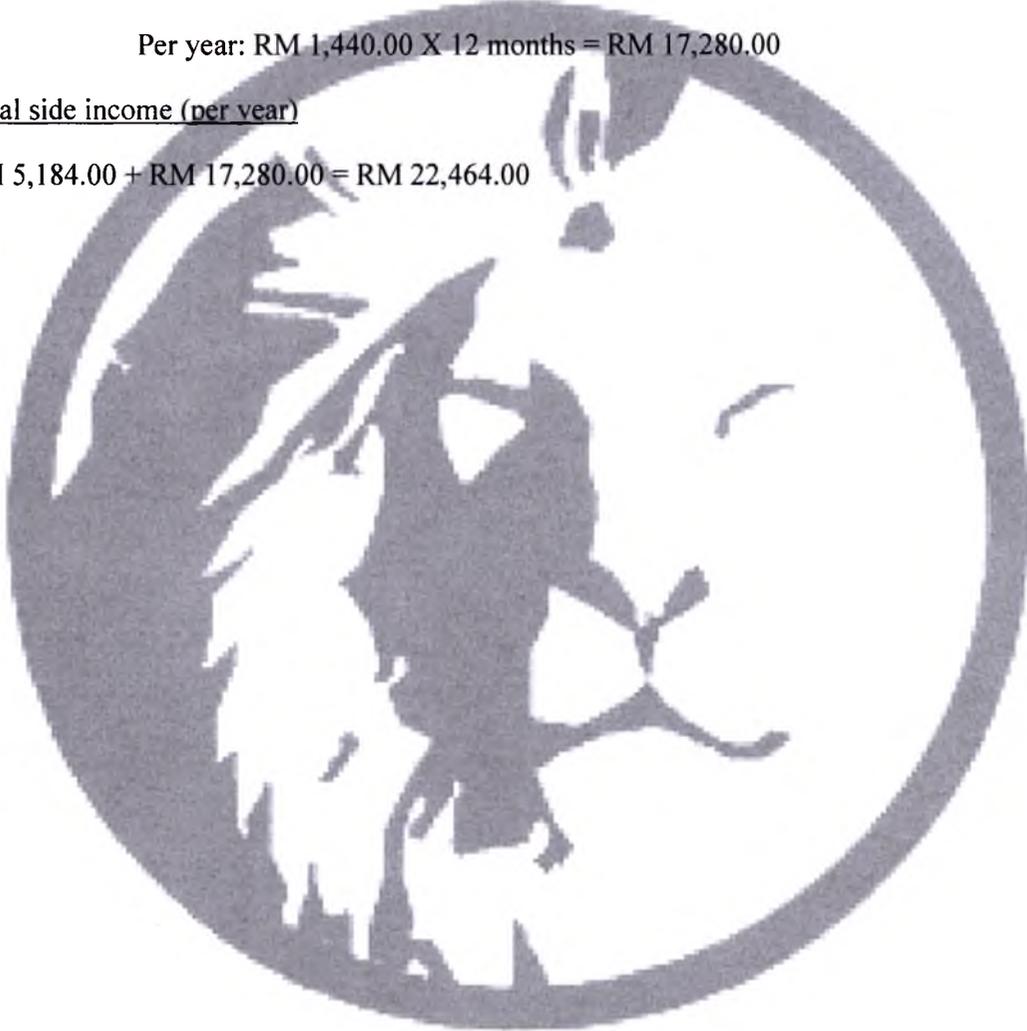
: 6 days X 4 weeks X 10 supplement shakes = 240 supplement shakes

: 240 supplement shakes X RM 6.00 = RM 1,440.00

Per year: RM 1,440.00 X 12 months = RM 17,280.00

Total side income (per year)

RM 5,184.00 + RM 17,280.00 = RM 22,464.00



OPERATIONAL SCHEDULE

DAY	OPENING HOURS
All days	10.00 a.m. – 10.00 p.m.

OPERATIONAL DEPARTMENT BUDGET PLAN

List of suppliers:

ITEMS	SUPPLIER	ADDRESS
Equipment	Fitness Concept	The Spring, Kuching.
Refreshment	Ahmad Groceries	Jalan Astana, Kuching
Supplements	King Supplement	One Jaya, BDC
Spare parts	Fitness Concept	The Spring, Kuching.

Expenses for Equipment:

FIXED ASSETS	COST
Exercise platforms	RM 50,000
Barbells & setup	RM 5,000
Dumbells& setup	RM 3,000.00
OTHER EXPENDITURE	COST
Maintenance	RM 1,000.00
Insurance	RM 1,000.00
TOTAL	RM 60,000.00

Gross cost per person:

TOTAL COST	CALCULATION	AMOUNT
RM 60,000.00	$RM\ 60,000.00 / 40\ person =$ $RM\ 1500.00$ $RM\ 1500.00 / 25\ days =$ $RM\ 60$	RM 60 per month

Side income cost:

ITEMS	COST PER UNIT	SELLING PRICE PER UNIT
100 plus	RM 1.00	RM 1.80
Coke	RM 1.00	RM 1.80
Mineral Water	RM 0.60	RM 1.00
Supplement Shake	RM 4.50	RM 6.00

Depreciation:

ITEMS	AMOUNT	LIVE SPENT	UNIT	DEPRCIATION VALUE	TOTAL
Equipment	RM 60,000.00	4 years	25 nos	RM 360.00	RM 9,000.00
TOTAL		4 years			RM 9,000.00

SUMMARY OF OPERATIONAL DEPARTMENT BUDGET

ITEMS	FIXED ASSETS EXPENSES	MONTHLY EXPENSES	OTHER EXPENSES
Exercise platforms	RM 50,000		
Barbells & setup	RM 5,000		
Dumbbells& setup	RM 3,000.00		
Table	RM 50.00		
Bench	RM 100.00		
Mirrors	RM 1,000.00		
Lockers	RM 3,00.00		
Exercise mat	RM 7,000.00		
Air-conditioner	RM 7,000.00		
Reception counter	RM 500.00		
100 plus		RM 125.00	
Coke		RM 125.00	
Chrysanthemum Tea		RM 60.00	
Supplement Shake		RM 1,125.00	
Food Allowance		RM 1,500.00	
Extra Change		RM 300.00	
Maintenance		RM 1,000.00	
Rent		RM 8,000.00	
Depreciation			RM 9,000.00
Insurance			RM 1,000.00
Deposit for rent			RM 4,000.00
TOTAL	RM 76,650.00	RM10,235.00	RM 14,000.00



FINANCIAL PLAN

INTRODUCTIONS

Financial plan is the final step in the preparation of the business plan. It is the most crucial

aspect of the business plans involves determining the total project cost, choice of source of financing and preparation of financial projection in terms of pro forma statement.

From financial plan, we can evaluate the profit and losses in our business. Good financial standing is the main purpose, which we want to achieve by our business. We also concern about our financial stability where we can ensure that our business are in a good condition and will give profit to us. Its importance can be summarized as follows:

a) To determine the amount of money to be invested.

A financial plan able to determine the size of investment needed to start a new business or project. By knowing the size of investment required, the entrepreneur can seek sources to finance the project.

b) To facilitate the efficiency of allocation of resources

The function of financial plan to confirm the efficiency and accuracy of the financial resources allocation where the financial provided fulfills the financial requirement to establish and implement the business affairs. Allocation of resources is generally given microeconomic interpretation by providing information to the potential local and foreign investor about the business financial standing. Besides that, it helps the organization to make continuous improvement regarding the allocation of financial resources towards more efficient organization.

c) To record and control of the business inflow and outflow transactions

The financial has been traditionally considered as the financial platform of the business which purpose is to ensure the safety and stability of the financial standing and the business asset.

In order to control the financial transactions in the business, the financial manager must ensure the amount of their expenses and income is adequate, collect the business debt in order to avoid bad debt occur which may lead to losses provide safe guard fraud and misappropriate of asset in term of product, service or cash.

Apart from that, financial plan is require interfering directly in all the business activities in order to ensure the financial and location can be fully utilized without wastage and violation of misconduct.

d) Guideline for the implementation of the business or project

In addition, by preparing the financial plan, it can be used as the guideline for the implementation of the business or project. An entrepreneur will be able to evaluate the business is on the right track or not.

Sources Of Financial Information

The financial information is gathered through budgets. There are two types of budgets that can be used as sources of the financial information which known as operational budget and financial budget.

There are several components under financial budget, there are:

a) Project Implementation Cost

Total costs for short and long terms period needed to implement the proposed business or project.

b) Sources Of Fund

The source of finance for a new project or business might come from internal or external sources.

c) Projected Cash Flow Statement

In the pro forma cash flow statement refers to the projected statement of cash inflow throughout the planned period.

d) Projected Profit and Loss Statement

Projected statement which show the expected profit or loss throughout the planned period(3 consecutive years).

e) Projected Balance Sheet Statements

Projected statement which shows the financial position of the company at the specific point in time terms of assets owned and how those assets are financed. It is prepared for the period of three years.

Project Implementation Cost & Sources Of Finance

PROJECT IMPLEMENTATION COST & SOURCES OF FINANCE

Project Implementation Cost		Sources of Finance			
Requirements	Cost	Loan	Hire-Purchase	Cash	Own Contribution
Fixed Assets					Existing F. Assets
Land & Building					
Office Equipment	6,738			6,738	
office security	1,170			1,170	
stationary	250			250	
computer	4,000			4,000	
Gym Equipment	58,000	5,000		53,000	
OPERATIONS EXPENDITURE	18,650			18,650	
Working Capital					
Administrative	17,362	1,000		16,362	
Marketing	640	640			
Operations	8,888	8,597		291	
Pre-Operations & Other Expenditure	21,085	21,085			
Contingencies	13,678	13,678			
TOTAL	150,461	50,000		100,461	

Administrative Budget

Particulars	F.Assets	Monthly Exp.	Others	Total
Fixed Assets				
Land & Building	-			-
Office Equipment	6,738			6,738
office security	1,170			1,170
stationary	250			250
	-			-
Working Capital				
Salaries, EPF, SOCSO		10,672		10,672
Rental of building		5,500		5,500
Utilities		1,190		1,190
		-		-
		-		-
		-		-
		-		-
Pre-Operations & Other Expenditure				
Other Expenditure			-	-
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licences			-	-
Insurance & Road Tax for Motor Vehicle			-	-
Other Pre-Operations Expenditure			-	-
Total	8,158	17,362	-	25,520

Marketing Budget

Particulars	F.Assets	Monthly Exp.	Others	Total
Fixed Assets				
computer	4,000			4,000
	-			-
	-			-
	-			-
Working Capital				
signboard		150		150
salary		490		490
		-		-
		-		-
		-		-
		-		-
		-		-
Pre-Operations & Other Expenditure				
Other Expenditure			6,085	
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licences			-	-
Insurance & Road Tax for Motor Vehicle			-	-
Other Pre-Operations Expenditure			-	-
Total	4,000	640	6,085	4,640

Operations Budget

Particulars	F.Assets	Monthly Exp.	Others	Total
Fixed Assets				
Gym Equipment	58000			58,000
OPERATIONS EXPENDITURE	18650			18,650
				-
				-
Working Capital				
Raw Materials & Packaging		-		-
Carriage Inward & Duty		-		-
Salaries, EPF & SOCSO		7,888		7,888
Maintenance		1,000		1,000
		-		-
		-		-
		-		-
Pre-Operations & Other Expenditure				
Other Expenditure			2,000	
Deposit (rent, utilities, etc.)			12,000	12,000
Business Registration & Licences			-	-
Insurance & Road Tax for Motor Vehicle			1,000	1,000
Other Pre-Operations Expenditure			-	-
Total	76,650	8,888	15,000	98,538

Depreciation Schedules

Fixed Asset		Office Equipment	
Cost (RM)	6,738	Accumulated Depreciation	Book Value
Method	Straight Line		
Economic Life (yrs)	4		
Year	Annual Depreciation	Accumulated Depreciation	Book Value
	-	-	6,738
1	1,685	1,685	5,054
2	1,685	3,369	3,369
3	1,685	5,054	1,685
4	1,685	6,738	-
5	0	0	-
6	0	0	-
7	0	0	-
8	0	0	-
9	0	0	-
10	0	0	-

Fixed Asset		office security	
Cost (RM)	1,170	Accumulated Depreciation	Book Value
Method	Straight Line		
Economic Life (yrs)	4		
Year	Annual Depreciation	Accumulated Depreciation	Book Value
	-	-	1,170
1	293	293	878
2	293	585	585
3	293	878	293
4	293	1,170	-
5	0	0	-
6	0	0	-
7	0	0	-
8	0	0	-
9	0	0	-
10	0	0	-

Fixed Asset		stationary			
Cost (RM)		250			
Method		Straight Line			
Economic Life (yrs)		4			
Year	Annual Depreciation	Accumulated Depreciation	Book Value		
1	63	63	188	250	
2	63	125	125		125
3	63	188	63		63
4	63	250	-		-
5	0	0	-		-
6	0	0	-		-
7	0	0	-		-
8	0	0	-		-
9	0	0	-		-
10	0	0	-		-

Fixed Asset Cost (RM) Method Economic Life (yrs)			
computer 4,000 Straight Line 4			
Year	Annual Depreciation	Accumulated Depreciation	Book Value
	-	-	4,000
1	1,000	1,000	3,000
2	1,000	2,000	2,000
3	1,000	3,000	1,000
4	1,000	4,000	-
5	0	0	-
6	0	0	-
7	0	0	-
8	0	0	-
9	0	0	-
10	0	0	-

Fixed Asset				Gym Equipment	
Cost (RM)				58,000	
Method				Straight Line	
Economic Life (yrs)				4	
Year	Annual Depreciation	Accumulated Depreciation	Book Value		
1	14,500	14,500	58,000		
2	14,500	29,000	43,500	29,000	29,000
3	14,500	43,500	14,500	43,500	14,500
4	14,500	58,000	-	58,000	-
5	0	0	-	0	-
6	0	0	-	0	-
7	0	0	-	0	-
8	0	0	-	0	-
9	0	0	-	0	-
10	0	0	-	0	-

OPERATIONS EXPENDITURE

18,650

Straight Line

4

Fixed Asset

Cost (RM)

Method

Economic Life (yrs)

Year	Annual Depreciation	Accumulated Depreciation	Book Value
	-	-	18,650
1	4,663	4,663	13,988
2	4,663	9,325	9,325
3	4,663	13,988	4,663
4	4,663	18,650	-
5	0	0	-
6	0	0	-
7	0	0	-
8	0	0	-
9	0	0	-
10	0	0	-

LOAN REPAYMENT SCHEDULE

Amount
50,000

Interest Rate
5%

Duration (yrs)
5

Method
Baki Tahunan

Year	Principal	Interest	Total Payment	Principal Balance
	-	-		50,000
1	10,000	2,500	12,500	40,000
2	10,000	2,000	12,000	30,000
3	10,000	1,500	11,500	20,000
4	10,000	1,000	11,000	10,000
5	10,000	500	10,500	-
6	0	0	-	-
7	0	0	-	-
8	0	0	-	-
9	0	0	-	-
10	0	0	-	-

PRO-FORMA INCOME STATEMENT

	Year 1	Year 2	Year 3
Sales	402,648	414,727	427,169
Less: Cost of Sales			
Opening stock			
Purchases			
less: Ending Stock			
Carriage Inward & Duty			
Gross Profit			
Less: Expenditure			
Administrative Expenditure	208,344	214,594	221,032
Marketing Expenditure	7,680	7,910	8,148
Other Expenditure	8,085	8,328	8,577
Business Registration & Licences			
Insurance & Road Tax for Motor Vehicle	1,000	1,000	1,000
Other Pre-Operations Expenditure			
Interest on Hire-Purchase			
Interest on Loan	2,500	2,000	1,500
Depreciation of Fixed Assets	22,202	22,202	22,202
Operations Expenditure	106,656	109,856	113,151
Total Expenditure	356,467	365,890	375,611
Net Profit Before Tax	46,181	48,837	51,558
Tax	0	0	0
Net Profit After Tax	46,181	48,837	51,558
Accumulated Net Profit	46,181	95,018	146,577

PRO-FORMA BALANCE SHEET

	Year 1	Year 2	Year 3
ASSETS			
Fixed Assets (Book Value)			
Land & Building		3,369	1,685
Office Equipment	5,054	585	293
office security	878	125	63
stationary	188		
computer	3,000	2,000	1,000
Gym Equipment	43,500	29,000	14,500
OPERATIONS EXPENDITURE	13,988	9,325	4,663
	66,606	44,404	22,202
Current Assets			
Stock of Raw Materials	0	0	0
Stock of Finished Goods	0	0	0
Accounts Receivable	41,140	44,929	46,277
Cash Balance	66,896	124,147	186,559
	108,036	169,076	232,836
Other Assets			
Deposit	12,000	12,000	12,000
TOTAL ASSETS	186,642	225,480	267,038
Owners' Equity			
Capital	100,461	100,461	100,461
Accumulated Profit	46,181	95,018	146,577
	146,642	195,479	247,038
Long Term Liabilities			
Loan Balance	40,000	30,000	20,000
Hire-Purchase Balance			
Current Liabilities			
Accounts Payable	40,000	30,000	20,000
TOTAL EQUITY & LIABILITIES	186,642	225,480	267,038

CASH FLOW PRO FORMA STATEMENT

MONTH	Pre-Operations	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL YR 1	YEAR 2	YEAR 3
CASH INFLOW																
Capital (Cash)	100,461													100,461		
Loan	50,000													50,000		
Cash Sales	8,130	5,773	5,849	8,054	6,609	6,001	7,370	7,370	5,925	7,370	6,685	6,609	6,154	80,530	82,945	85,434
Collection of Accounts Receivable		12,195	28,985	23,206	26,704	30,049	25,525	25,525	26,057	27,312	25,867	28,452	26,628	280,978	327,993	340,387
TOTAL CASH INFLOW	150,461	8,130	17,968	34,834	31,260	33,313	36,050	32,895	31,982	34,681	32,552	35,062	32,782	511,969	410,939	425,821
CASH OUTFLOW																
Administrative Expenditure																
Salaries, EPF, SOCSO	10,672	10,672	10,672	10,672	10,672	10,672	10,672	10,672	10,672	10,672	10,672	10,672	10,672	128,064	131,906	135,863
Rental of building	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	66,000	67,980	70,019
Utilities	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	14,280	14,708	15,150
Marketing Expenditure																
signboard	150	150	150	150	150	150	150	150	150	150	150	150	150	1,800	1,854	1,910
salary	490	490	490	490	490	490	490	490	490	490	490	490	490	5,880	6,056	6,238
Operations Expenditure																
Cash Purchase																
Payment of Account Payable																
Carriage Inward & Duty																
Salaries, EPF & SOCSO	7,888	7,888	7,888	7,888	7,888	7,888	7,888	7,888	7,888	7,888	7,888	7,888	7,888	94,656	97,496	100,421

ENDING CASH BALANCE	48,653	20,767	10,803	17,705	21,033	26,414	34,533	39,496	43,546	50,295	54,916	62,046	66,996	66,996	124,147	186,559
------------------------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	---------	---------



SUMMARY

Executive Summary

The name for our business that we will operate is Muscle & Fitness Gym. This business is in the form of partnership and consists of 5 partners. Each partner contributes certain amount of capital as agreed in the agreement. For our business, our main activity is by providing services to the people in muscle building and fitness. This is because muscle building and fitness had become a trend among the people nowadays. Besides, we also provide other things such as supplement to help them to achieve their target.

This business will be operated at 1st floor lot 14646 PL 22 heights drive phase 3, Jalan Stutong 93350 Kuching Sarawak. The reason for our business is the place is strategic where the population at that area is more than six thousand peoples. Besides, it is also near to the residential area so that the customer at that area can go there easily. The location also is easy to be located.

We had decided to operate our business on 1st January 2014. All partners are entitled to participate in the business operation. All shareholders had agreed to the list in the agreement letter.

This business, we use partnership as our option because it is the perfect option where the share holders are able to share ideas, knowledge and expertise in order to increase profit and minimise loss and provide the best services to the customer. This business plan is prepared to convince our future venture capitalist, investors and bankers for rising capital and obtain extra support for the venture.



APPENDICES



Telekom Malaysia Berhad (128740-PI)

SECTION 1a: TYPE OF APPLICATION - PHONE

1. Type of Application [] New [] Additional [] Number of Phone Service
a) If additional Phone, please state existing telephone number. Telephone No. [] - []
b) Charges to be included in existing Phone bill (for existing Customers only). (Please tick ✓ in appropriate box) [] Yes [] No
2. Other Facilities (Please tick ✓ in the appropriate box) [] International Call [] 600 Infotone [] Autopay Others
3. Include in White Pages / Directory 103 listing [] Yes
4. Customer Premises Equipment Ownership Program (If the Customer disagrees, the Customer will be provided with a basic telephone set by TM) [] Agree [] Disagree
5. Enhanced Facilities (Please tick ✓ in the appropriate box)
[] Speed Dialing [] Call Transfer [] Call Transfer On Busy [] Call Transfer On No Reply [] Credit Limit [] Reminder
[] Caller Line Identification [] SMS [] Call Waiting [] Usage Alert (RM50-RM600 in RM50 block)
[] Voicemail (This service is included automatically, please tick ✓ to unsubscribe) [] Others

SECTION 1b: TYPE OF APPLICATION - Streamyx™

Type of Application: [] New [] Upgrade [] Streamyx 1 Mbps / 384 kbps (RM110 per month)
Package: (Please tick one) [] Streamyx 384 kbps / 128 kbps (RM60 per month) [] Streamyx 2 Mbps / 512 kbps (RM130 per month)
[] Streamyx 512 kbps / 256 kbps (RM90 per month) [] Streamyx 4 Mbps / 512 kbps (RM140 per month)
[] Streamyx 8 Mbps / 512 kbps (RM160 per month)
[] Others
Add-On Voice Plan: [] Unlimited Nationwide calls any time to any TM Fixed Line number. (RM10 per month - applicable to 384 kbps and 512 kbps only)
Add-On Value Added Services: [] Internet Security-Basic Online Guard, Virus Shield and Anti-Spamming (RM3 per month)
[] Internet Security-Premium Online Guard, Virus Shield and Anti-Spamming, Xfilter Escan (RM8 per month)
[] Device Bundle Contract Period: [] 12 months [] 24 months
Device: _____ Device Type: _____



IMPORTANT ACKNOWLEDGEMENT

Minimum subscription period of Streamyx & Phone Package™ is twelve (12) months. Applicable to new and additional telephone lines.
The Customer agrees to notify TM immediately of any change of address or cancellation of the application.
The Customer agrees and undertakes all Subscription Fee payments and any applicable charges based on current rates.
The Customer agrees that all the Terms and Conditions contained in this Application Form or as required by TM shall be binding on the Customer.
The Customer is responsible to give a written notice of not less than fourteen (14) days to TM of the Customer's intention to have the telephone service disconnected.
Monthly rental for new TM Phone™ application with Streamyx™ will be waived up to the 3rd month if the Streamyx™ service cannot be provisioned.
Connection Fee of RM50 for new telephone line under Streamyx™ will be waived.
FREE WiFi modem with twelve (12) months warranty is only applicable to new Customers and existing Customers with a wired modem.
No new modem will be given to existing Customers subscribing to a package with a WiFi modem.
Streamyx™ shall be applicable for residential applications only.
Streamyx™ packages shall be for unlimited usage, with free wireless modem and shall be without monthly rental for TM Phone™.
Monthly rental for TM Phone™ shall be waived from the next bill date of the Customer's Phone within thirty (30) days after service activation of Streamyx.
Streamyx™ packages are only applicable to successful Streamyx™ installation and activation. Thus, Phone subscriptions before the said event is treated separately and subject to TM Phone™ Terms and Conditions.
Add On for Voice Plan or Value Added Services is on top of any package.
For Voice Plan RM10/ Free Voice Plan (for 1 Mbps, 2 Mbps, 4 Mbps and 8Mbps):
- Subject to 5% Service Tax.
- The Customer can start enjoying the call plan the day after the Streamyx™ service is installed and activated. In general, package registration takes between three (3) to seven (7) days from application date, depending on individual cases. An SMS notification will be sent to the Customer to inform them of the call plan activation date. The voice charges before such notification(s) will be treated as normal charges.
- The existing voice/call plan will be terminated on the next bill date after Streamyx™ service is activated.
- Free Cordless Phone will be given for subscriptions of 1 Mbps, 2 Mbps, 4 Mbps and 8Mbps packages.
- Upon Streamyx™ activation, the Customer has to bring along Multimedia Confirmation Slip for the collection of their Cordless Phone at any TMpoint. Cordless Phone is applicable for new subscription and upgrading speed only. Upgrading within Streamyx & Phone Package™ will not receive a new Cordless Phone.
- No Cordless Phone will be given for same speed migration.
- For Voice Plan RM10, the Customer has the option to purchase the Cordless Phone.
Value Added Service(s) activation shall be twenty four (24) hours after Streamyx™ service activation.
Streamyx™ service shall be subject to availability and technical testing and the speed of service shall be on best effort basis.

Product Updates
We would like to share your personal information within TM's group of companies and/or their business affiliates to contact you about other products or services available from TM and its group of companies and their business affiliates which may be of interest to you.

ease tick the relevant box if you would like to receive marketing and promotional materials from:
[] TM and its group of companies;
[] TM and its group of companies' business affiliates.

The Customer is NOT ALLOWED to change the telephone number (connecting to Streamyx™) before installation of service.
The Customer is responsible for internet wiring, NIC card and networking.
For Streamyx™ In-A-Box:
- Auto account activation shall be seven (7) days from the date of registration for self collection and ten (10) days for courier delivery.
- RM88 Installation Fee shall be applicable only if installation assistance is required.
- Streamyx™ In-A-Box courier service charges are RM14 for Peninsular Malaysia and RM25 for Sabah/Sarawak.
For Streamyx™ 2 Mbps, 4 Mbps and 8 Mbps packages:
- The Service is available at selected areas only. A list of the areas is available at www.tm.com.my
- The Service shall be subject to availability and technical testing during installation.
All Internet charges will be included in "Bil Telefon & Multimedia". The first bill received may include the following fees under the Internet Charges upon Streamyx™ activation:
- RM75 for Activation Fee
- RM88 for Installation Fee (if applicable)
- First and second months advanced Subscription Fees
- Stamp duty fee
For account activated on every 29th, 30th or 31st, the current charges for the month will be prorated.
If the Customer terminates Streamyx™ before the end of the minimum subscription period, the Customer must pay Administrative Fees of RM350. Premature termination includes relocation of premise.
Streamyx™ bill must be paid before the due date to avoid any service suspension.
During suspension period, TM will continue to charge for the Monthly Subscription Fee.
RM10 Reconnection Fee will be charged upon service reactivation.
Kindly contact TM at 100 for any request to change your installation appointment date.
The Customer shall be entitled to a maximum of two (2) changes to the installation appointment date and TM shall have the right to cancel your application if there is any request for a deferment that exceeds a period of two (2) months from the Registration Date.

TM Rewards Programme
TM Rewards Programme is TM's special way of rewarding relationships between TM and its Customers. With it, you will enjoy great savings by accumulating points each time you pay for your TM services on time. You may also redeem your points for a rebate on TM bills, shopping vouchers or other merchandise in the TM Rewards Catalogue. You may visit the TM Rewards Programme website at www.tm.com.my/tmrewards for more information.
() Please tick this box if you would like to sign up and become a member of the TM Rewards Programme.

TM Autopay Enrolment
Autopay Service means the service provided by the Credit Card/Charge Card Company/Financial Institution to the Customers to settle their telephone bills upon receiving instruction from TM. The amount will be charged to the Customer's Credit Card/Charge Card or debited from the Customer's savings/current Bank Account. TM will contact you for the enrolment of the autopay service.
() Please tick this box if you would like to sign up for TM Autopay service.

SECTION 2: APPLICANT DETAILS

Name of Applicant (As per NRIC/Passport) _____
RIC/Old IC _____ Passport No. _____ Date of Birth _____
Malaysian Citizens - Please enclose a copy of NRIC (Non-Malaysian Citizens - Please enclose a copy of Passport)
mail _____ Gender [] Male [] Female
referred access login ID 1: _____ 2: _____ 3: _____
(minimum 3 characters, maximum 8 characters)
referred email login ID 1: _____ 2: _____ 3: _____
(minimum 3 characters, maximum 8 characters (xxx@streamyx.com))
Communication will be via SMS, email or telephone.
Installation Address
No. _____ Floor _____ Lot No./Apartment No. _____ Building _____
Street Name _____
Post Box _____ Postcode _____ Town _____ Garden/Section _____
State _____
i. No. (Where Streamyx™ is to be connected) _____
Contact Person _____
Home No. _____ Mobile No. _____
Office Tel. No. _____ Fax No. _____
Correspondence address if different from above _____

Trade and Working Capital Application Form
Borang Permohonan Perdagangan dan Modal Kerja

CORPORATE DETAILS / BUTIRAN KORPORAT

Name of company / Nama syarikat

Type of entity / Jenis entiti
 Private limited company / Syarikat Sendirian Berhad
 Partnership / Perkongsian
 Sole proprietorship / Pemilik tunggal

Date of incorporation / registration / Tarikh penubuhan / pendaftaran / / / / /

Country of incorporation / registration / Negara penubuhan / pendaftaran

Certificate of incorporation no. / Business registration no. / No. sijil penubuhan / No. pendaftaran perniagaan

Resident status / Taraf pemastautin Resident / Pemastautin Non-resident / Bukan pemastautin

Bumiputra status / Taraf bumiputra Bumiputra / Bumiputra Non-bumiputra / Bukan bumiputra

Nature of business / Jenis perniagaan

Annual sales turnover / Perolehan setahun RM , , , , , Year / Tahun / / /

No. of full-time employees / Bilangan pekerja sepenuh masa

Importer / Pengimport Yes / Ya No / Bukan

Estimated import volume / Jumlah anggaran import RM , , , , , per annum / setahun

Exporter / Pengeksport Yes / Ya No / Bukan

Estimated export volume / Jumlah anggaran eksport RM , , , , , per annum / setahun

Business registered address / Alamat perniagaan berdaftar

Postcode / Poskod State / Negeri

Trading address / Alamat perniagaan

Postcode / Poskod State / Negeri

Contact person / Orang yang boleh dihubungi

Position held / Jawatan yang dipegang

Email / Emel

Telephone number / Nombor telefon - (Handphone / Bimbit)
 - (Office / Pejabat)
 - (Fax / Faks)

Name of shareholder / Nama pemegang saham	NRIC / Passport / Kad pengenalan baru / Pasport	Old I/C / Kad pengenalan lama	No of shares / Bilangan saham	% Shareholdings / % Pemegang saham	Director (Y/N) / Pengarah (Y/T)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total paid up share capital / Jumlah modal saham yang dibayar RM , , , , ,

SHORT MESSAGE SERVICE (SMS) NOTIFICATION ("SMS ALERT SERVICE") / PERKHIDMATAN MAKLUMAN "SMS"

Would you like to subscribe to "SMS Alert Service"? / Adakah anda ingin melanggan Perkhidmatan Makluman "SMS"?

- Yes, I / we would like to receive SMS notification from the Bank, including from its holding company, subsidiaries, associated companies, affiliates, related associates, agents or representatives. The following are the particulars of the authorised director to receive SMS notification: /
 Ya, saya / kami ingin menerima makluman melalui "SMS" daripada Bank, termasuk daripada syarikat pemegang, anak syarikat, syarikat bersekutu, gabungan, sekutu berkaitan, agen atau wakil. Butiran berkaitan dengan pengarah yang disahkan untuk menerima makluman "SMS" adalah seperti berikut:

Name of authorised recipient / Nama penerima yang disahkan

NRIC / Kad pengenalan baru - -

Handphone no. / No. telefon bimbit -

- No, I / we prefer not to receive any notification via SMS. / Tidak, saya / kami tidak ingin menerima makluman melalui "SMS".

I / We hereby agree to be bound by the following terms and conditions of the SMS Alert Service including all future amendments thereto:

- i) I / We who have subscribed to the SMS Alert Service which provides periodical updates on marketing offers and promotional materials, agree that the Bank accepts no liability and will not be liable for any loss or damage arising directly or indirectly (including special, incidental or consequential loss or damage) from the SMS Alert Service, howsoever arising, and including any loss, damage or expense arising from, but not limited to, any defect, error, imperfection, fault, mistake or inaccuracy in any information contained or related to the SMS Alert Service, its contents or associated services, or due to any unavailability of the SMS Alert Service or any part thereof or any contents or associated services.
- ii) The Bank does not guarantee that any message or information from the SMS Alert Service will be sent to the subscribers and / or its authorised recipient nor does the Bank warrant the privacy and / or security of any message or information during the SMS Alert Service transmission.
- iii) I / We shall be solely responsible for ensuring that my / our authorised recipient's personal details including but not limited to the mobile phone number are set out in the application form truthfully and accurately and to notify the Bank in the event of any change of the mobile phone number set out in the application form.
- iv) The Bank shall not be held liable in the event the information or message is sent to a wrong mobile phone number due to and / or as a result of any negligence, omission, fraud, inaccurate and / or incorrect information and / or misrepresentation provided and set forth by me / us.

Saya / Kami dengan ini bersetuju untuk diikat dengan terma-terma dan syarat-syarat Perkhidmatan Makluman "SMS", termasuk semua pemindaan masa depan yang berkaitan:

- i) Saya / Kami yang telah melanggan Perkhidmatan Makluman "SMS" yang menyediakan makluman berkala mengenai pemasaran dan promosi bersetuju bahawa Bank tidak menerima apa-apa tanggungjawab dan juga tidak akan dipertanggungjawabkan untuk apa-apa kerugian atau kerosakan yang timbul secara langsung atau secara tidak langsung (termasuk kerugian atau kerosakan istimewa, sampingan atau berbangkit) daripada Perkhidmatan Makluman "SMS", walaupun bagaimanapun ia timbul, dan termasuk apa-apa kerugian atau perbelanjaan yang timbul daripada, tetapi tidak terhad kepada, apa-apa kecacatan, kesilapan, ketidaksempurnaan, kesalahan atau ketidaktepatan di dalam apa-apa maklumat yang terkandung di dalam atau berkaitan dengan Perkhidmatan Makluman "SMS", kandungannya atau apa-apa perkhidmatan yang berkaitan, atau disebabkan oleh ketiadaan Perkhidmatan Makluman "SMS" atau apa-apa bahagiannya atau apa-apa kandungannya atau perkhidmatan yang berkaitan.
- ii) Bank tidak menjamin bahawa apa-apa mesej atau maklumat daripada Perkhidmatan Makluman "SMS" akan dihantar kepada pelanggan dan / atau penerima yang disahkan dan selanjutnya Bank tidak menjamin privasi dan / atau keselamatan apa-apa mesej atau maklumat semasa transmisi Perkhidmatan Makluman "SMS".
- iii) Saya / Kami akan bertanggungjawab sepenuhnya untuk memastikan bahawa butiran-butiran penerima yang disahkan, termasuk tetapi tidak terhad kepada nombor telefon bimbit, yang tertera di atas borang permohonan adalah benar dan tepat, dan saya / kami bertanggungjawab untuk memaklumkan kepada Bank sekiranya terdapat apa-apa perubahan nombor telefon bimbit yang tertera di atas borang permohonan.
- iv) Bank tidak akan dipertanggungjawabkan sekiranya maklumat atau mesej dihantar kepada nombor telefon bimbit yang salah disebabkan dan / atau akibat daripada apa-apa kecuatan, peninggalan, penipuan, maklumat yang tidak betul dan / atau kurang tepat dan / atau salah nyata yang disediakan dan diisytiharkan oleh saya / kami.

DECLARATION

1. I / We hereby confirm that all terms and conditions have been clearly explained to me / us. Other terms and conditions governing the facility will be made available to me / us in the Letter of Offer thereto. I / We hereby irrevocably and unconditionally agree to be bound by the terms and conditions governing the banking facility.
2. I / We hereby declare that I am / we are of full age and not under any legal impediment and I / we agree that the above statement shall form the basis of any arrangement as to a term financing (if any) made between myself / ourselves and Standard Chartered Bank Malaysia Berhad (the Bank).
3. I am / We are applying for credit facilities from your Bank and do hereby give my / our consent to your Bank to disclose to your Parent Company, any branch, related company, associate, agent or representative, Central Credit Bureau, SME Credit Bureau, Credit Guarantee Corporation, Central Credit Reference Information System, the Biro Maklumat Cek and / or such other authority or body established by Bank Negara Malaysia, as the Bank may, in its discretion, deem fit or necessary, of details pertaining to my / our application for credit facilities including any information relating to me / us or my / our company.
4. I / We confirm that the email address(es) listed above and other details, belongs to me / us and / or my / our company and I / we agree to allow the Bank or any of Standard Chartered Group's subsidiaries to send me / us email alerts / messages informing me / us of various products and services (including third parties' products and services) from time to time. I / We understand that I / we have the option to unsubscribe to this service by responding with my / our intention to unsubscribe to the email alert / message sent to me / us.
5. I / We further confirm that all information given above is true and complete.
6. I / We hereby irrevocably and unconditionally authorise the Bank to verify or check my / our credit standing including any information relating to me / us and / or my / our company without further approval from me / us from whatever sources including the Inland Revenue and by whatever means that the Bank considers appropriate.
7. I / We irrevocably and unconditionally agree that any disclosure by the Bank will not render the Bank liable to me / us for any claim, loss, damage or liability howsoever and / or whensoever arising.
8. I / We understand that the Bank reserves the absolute right to decline my / our application without assigning any reasons thereof. All documents including copies submitted to the Bank are not returnable.
9. I / We confirm that there are no bankruptcy or winding-up proceedings instituted against me / us and I am / we are not undischarged bankrupt(s) (or, in the case of a company, that we have not been wound up) and that none of my / our credit facilities / loans with any financial institutions has turned bad / irregular or is under default. I / We agree that the Bank is entitled to cancel my / our credit facilities / term financing if my / our confirmation is untrue.

10. I / We shall not dispute the contents of the faxed copy received by the Bank which shall be deemed as original application and I / we shall produce the original to the Bank upon request.
11. I / We understand that a banking Current Account or Savings Account (for non-company) needs to be opened at the branch to facilitate monthly loan / term financing repayments. Opening of the banking account will be done at the branch and I / we agree to sign a Standing Instruction Form with the sales representative who attends to us.
12. I / We declare that I / we and my / our guarantors and close family members (parents, spouse and children) are not related to present employees of the Bank.
13. I / We hereby agree to be bound by all the terms and conditions of the SMS Alert Service including all future amendments thereto.
14. In the event of any inconsistency, the terms in the Letter of Offer will prevail.
15. In the event of any inconsistency between the English and Bahasa Malaysia versions, the English version shall prevail.

PENGISYTIHARAN

1. Saya / Kami dengan ini mengesahkan bahawa semua syarat dan peraturan telah diterangkan dengan jelas kepada saya / kami. Lain-lain syarat dan peraturan termaktub dalam kemudahan boleh diperolehi oleh saya / kami dalam Surat Tawaran. Saya / Kami dengan ini bersetuju untuk terikat kepada syarat dan peraturan yang termaktub dalam kemudahan perbankan ini.
2. Saya / Kami dengan ini mengisytiharkan bahawa saya / kami adalah cukup umur dan bukan di bawah halangan undang-undang dan saya / kami bersetuju bahawa pernyataan di atas akan membentuk asas apa-apa pengaturan sebagaimana pinjaman (jika ada) dibuat di antara saya / kami dan Standard Chartered Bank Malaysia Berhad (Bank).
3. Saya / Kami memohon kemudahan kredit daripada Bank anda dan dengan ini memberikan kebenaran saya / kami kepada Bank anda untuk mendedahkan kepada Syarikat Induk anda, mana-mana cawangan, syarikat berkaitan, bersekutu, agen atau wakil, Biro Kredit Pusat, Biro Kredit SME, Credit Guarantee Corporation, Sistem Maklumat Rujukan Kredit Pusat, Biro Maklumat Cek dan / atau lain-lain badan atau pihak berkuasa yang ditubuhkan oleh Bank Negara Malaysia, yang mana Bank boleh, mengikut budi bicaranya, yang dianggap sesuai dan wajar, butiran berhubung permohonan saya / kami untuk kemudahan kredit daripada termasuk apa-apa maklumat berhubung saya / kami atau syarikat saya / kami.
4. Saya / Kami mengesahkan bahawa alamat emel yang disenaraikan di atas berserta butir-butir lain, dipunyai saya / kami dan saya / kami membenarkan Bank atau mana-mana subsidiari Kumpulan Standard Chartered untuk menghantar kepada saya / kami notis / mesej emel memberitahu saya / kami mengenai pelbagai produk dan perkhidmatan (termasuk produk dan perkhidmatan pihak ketiga) dari masa ke semasa. Saya / Kami memahami bahawa saya / kami mempunyai pilihan untuk tidak melanggan perkhidmatan ini dengan memaklumkan hasrat saya / kami untuk tidak melanggan dengan membalas notis / mesej emel yang dihantar kepada saya / kami.
5. Saya / Kami selanjutnya mengesahkan bahawa segala maklumat yang diberikan di atas adalah benar dan lengkap.
6. Saya / Kami dengan ini membenarkan Bank untuk mengesah atau memeriksa keutuhan kredit saya / kami termasuk apa-apa maklumat mengenai saya / kami atau syarikat saya / kami tanpa kebenaran selanjutnya daripada saya / kami dari apa jua sumber termasuk Jabatan Hasil Dalam Negeri dan untuk apa jua tujuan yang Bank menganggap sebagai wajar.
7. Saya / Kami bersetuju bahawa apa-apa pendedahan oleh Bank tidak akan menyebabkan Bank bertanggungjawab kepada saya / kami untuk apa-apa tuntutan, kehilangan, kerosakan atau tanggungan, walaubagaimanapun dan / atau bila-bila masa timbul.
8. Saya / Kami memahami bahawa Bank mempunyai hak mutlak untuk menolak permohonan saya / kami tanpa memberikan apa jua alasan. Semua dokumen termasuk salinan yang diserahkan kepada Bank tidak akan dikembalikan.
9. Saya / Kami mengesahkan bahawa tidak terdapat prosiding bankrupsi atau penamatan dikenakan terhadap saya / kami dan saya / kami bukan bankrup tidak berbayar (atau dalam kes syarikat, bahawa syarikat kami tidak ditutup) dan bahawa tiada kemudahan kredit / pinjaman saya / kami dengan mana-mana institusi kewangan menjadi tidak baik / luar aturan atau di bawah kemungkiran. Saya bersetuju bahawa Bank berhak untuk membatalkan kemudahan kredit / pinjaman saya / kami jika maklumat saya / kami tidak benar.
10. Saya / Kami tidak akan mempertikaikan kandungan salinan faks yang diterima oleh Bank yang mana akan dianggap sebagai permohonan asal dan saya / kami akan menunjukkan salinan asal apabila diminta Bank pada masa yang sama.
11. Saya / Kami setuju bahawa satu akaun Semasa atau akaun Simpanan (untuk bukan syarikat) perlu dibuka di cawangan untuk memudahkan pembayaran semula bulanan. Akaun akan dibuka di cawangan dan saya / kami perlu menandatangani Borang Arahan Tetap bersama dengan pegawai yang mengendalikan urusan pinjaman tersebut.
12. Saya / Kami mengisytiharkan bahawa saya / kami dan penjamin serta ahli keluarga terdekat (ibubapa, suami atau isteri dan anak-anak) saya / kami tidak mempunyai hubungan dengan kakitangan Bank anda masa kini.
13. Saya / Kami dengan ini bersetuju untuk mematuhi syarat-syarat dan peraturan bagi Perkhidmatan Makluman "SMS" termasuk semua pindaan di masa depan.
14. Jika berlaku ketidakseragaman, terma dalam Surat Tawaran akan digunapakai.
15. Jika berlaku ketidakseragaman di antara versi Bahasa Inggeris dan Bahasa Malaysia, versi Bahasa Inggeris akan digunapakai.

I / We hereby confirm that I / we have read and fully understand all the Declarations stated in this application form. /
 Saya / Kami mengesahkan bahawa saya / kami telah membaca dan memahami semua pengakuan yang tertera di borang permohonan ini.

SIGNATURE(S) OF APPLICANT(S) / TANDATANGAN PEMOHON

Name / Nama

NRIC / Kad pengenalan baru - - Old IC / Kad pengenalan lama

Passport / Pasport

Designation / Jawatan Director / Pengarah Partner / Rakan kongsi Sole proprietor / Pemilik tunggal
 Others (Please specify) / Lain-lain (Sila nyatakan): _____

Signature / Tandatangan

Name / Nama

NRIC / Kad pengenalan baru - - Old IC / Kad pengenalan lama

Passport / Pasport

Designation / Jawatan Director / Pengarah Partner / Rakan kongsi Sole proprietor / Pemilik tunggal
 Others (Please specify) / Lain-lain (Sila nyatakan): _____

Signature / Tandatangan

Name / Nama

NRIC / Kad pengenalan baru - - Old IC / Kad pengenalan lama

Passport / Pasport

Designation / Jawatan Director / Pengarah Partner / Rakan kongsi Sole proprietor / Pemilik tunggal
 Others (Please specify) / Lain-lain (Sila nyatakan): _____

Signature / Tandatangan

Company stamp / Cap syarikat

Date / Tarikh

FOR BANK USE / UNTUK KEGUNAAN BANK

Name of staff

Sales representative code

Signature Date / /

Date & time received : a.m. / p.m. / /

Remarks _____

ISIC Code (6 digits) ISIC Code (4 digits)

BNM Code

Processing date / /

Handover to approval / /

Follow-up date / /

Approval date / /

Response date / /

Apply now!

NECESSARY DOCUMENTATION / DOKUMEN YANG DIPERLUKAN

- Audited financial accounts for last 3 years, certified true copy by Company Secretary (for Private Limited companies) / Salinan Penyata Kewangan yang telah diauditkan untuk 3 tahun yang lepas yang disahkan benar oleh Setiausaha Syarikat (untuk syarikat Sendirian Berhad)
 FYE: / /
- FYE: / /
- FYE: / /
- Most recent management accounts, certified true copy by Company Secretary / Salinan akaun pengurusan terkini yang disahkan benar oleh Setiausaha Syarikat
 Year / Tahun:
- Latest debtors aging list corresponding to management accounts as at: / Senarai pengusuaian penghutang terkini yang berkenaan dengan akaun pengurusan terkini pada: /
- Latest creditors aging list corresponding to management accounts as at: / Senarai pengusuaian pemiutang terkini yang berkenaan dengan akaun pengurusan terkini pada: /
- Clear photocopies of NRIC or Passport of all Directors / Partners / Proprietors and any Guarantor(s) / Salinan Kad Pengenalan baru atau Pasport yang jelas untuk semua Pengarah / Rakan Kongsi / Pemilik dan Penjamin
- Certificate of Incorporation / Business Registration Certificate / Professional Certificate, certified true copy by Company Secretary / Salinan Sijil Penubuhan / Pendaftaran Perniagaan / Sijil Profesional yang disahkan benar oleh Setiausaha Syarikat
- Memorandum & Articles of Association, certified true copy by Company Secretary (for Private Limited companies) / Salinan M&A yang disahkan benar oleh Setiausaha Syarikat (untuk syarikat Sendirian Berhad)
- Form 24, 32A (if applicable), 44 and 49, and latest annual returns, certified true copy by Company Secretary (for Private Limited companies) / Salinan Borang 24, 32A (jika berkenaan), 44 dan 49, dan borang pulangan tahunan terkini yang disahkan benar oleh Setiausaha Syarikat (untuk syarikat Sendirian Berhad)
- Current / Operating account(s) bank statements for the last 6 months / Penyata bank akaun semasa / operasi untuk 6 bulan yang lepas
 From / Dari: /
 To / Hingga: /
- Corporate brochures or other literature, if available / Brosur korporat atau bahan berkenaan yang lain, jika ada
- Disclosure of all borrowings / financing with other banks or financial institutions / Dokumen yang membutuhkan segala bentuk pinjaman / pembiayaan dengan bank-bank lain atau institusi-institusi kewangan

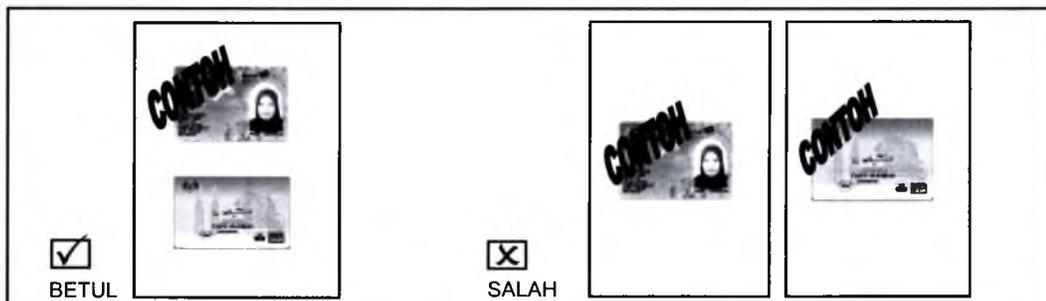
Call us at **1300 888 111** to fix an appointment or visit any of our branches.

Hubungi kami di **1300 888 111** atau kunjungi mana-mana cawangan kami.



KUMPULAN WANG SIMPANAN PEKERJA PANDUAN MENGISI BORANG KWSP 4 BAGI PERMOHONAN PENAMAAN

1. Ahli dinasihatkan membaca dengan teliti arahan-arahan di dalam panduan ini sebelum mengisi borang. Borang ini hendaklah dilengkapkan dengan menggunakan PEN DAKWAT HITAM TERANG dan ditulis menggunakan HURUF BESAR.
2. Syarat-syarat Penamaan adalah seperti berikut :-
 - Ahli adalah seorang Warganegara Malaysia, Pemastautin Tetap Malaysia dan Warganegara Asing yang menjadi ahli sebelum 1 Ogos 1998.
 - Ahli telah berusia 18 tahun dan belum mencapai usia 75 tahun.
 - Ahli dan Penama tidak layak menjadi saksi Penamaan pada Borang Penamaan (KWSP 4) ahli.
 - Saksi Penamaan boleh terdiri daripada mana-mana individu yang berusia **18 tahun ke atas** semasa penamaan dibuat.
 - Ahli hanya boleh menamakan individu (orang) sebagai Penama dan TIDAK BOLEH menamakan badan-badan kebajikan, organisasi atau pertubuhan sebagai Penama.
3. Kuatkuasa Penamaan adalah seperti berikut :-
 - Borang Penamaan (KWSP 4) mestilah diterima oleh KWSP semasa ahli masih hidup dan mula berkuatkuasa dari tarikh penerimaan Borang KWSP 4 oleh KWSP.
 - Penamaan bagi ahli yang beragama Islam adalah sebagai Pentadbir (Wasi) dan ahli yang bukan beragama Islam adalah sebagai Benefisiari (Orang Yang Bermanfaat).
 - Penamaan akan terbatal di dalam keadaan berikut :-
 - Penamaan terbatal sepenuhnya sekiranya semua Penama meninggal dunia sebelum kematian ahli.
 - Penamaan terbatal sebahagian setakat mana bahagian orang yang dinamakan itu meninggal dunia sebelum kematian ahli.
 - Penamaan bagi ahli beragama Islam terbatal sekiranya Penama meninggal dunia selepas kematian ahli tetapi sebelum apa-apa jumlah wang dibayar kepadanya sebagai Penama. Bagi ahli yang bukan beragama Islam, sekiranya Penama meninggal dunia selepas kematian ahli, penamaan masih berkuatkuasa dan menjadi harta pusaka Penama.
 - Penamaan terdahulu akan terbatal jika ahli membuat penamaan baru dengan mengisi Borang Penamaan (KWSP 4).
 - Penamaan akan terbatal jika ahli mengemukakan borang pembatalan penamaan (KWSP 4A).
 - Penamaan masih berkuatkuasa selepas pengeluaran penuh simpanan ahli cukup usia 55 tahun (bagi pengeluaran 55 tahun selepas 1 Februari 2008).
4. Dokumen-dokumen sokongan yang diperlukan bagi pendaftaran penamaan adalah :-
 - Salinan Kad Pengenalan ahli, Kad Kuasa Polis/Tentera atau Sijil Kelahiran/Sijil Kewarganegaraan (bagi Warganegara Malaysia yang tidak mempunyai Kad Pengenalan)
 - Salinan Pasport/Dokumen Perjalanan bagi Warganegara Asing (menjadi ahli sebelum 1 Ogos 1998).
 - Salinan Kad Pengenalan/Dokumen Pengenalan Diri Ahli PERLU dibuat kedua-dua bahagiannya (depan & belakang) di atas sekeping kertas saiz A4 pada muka surat yang sama seperti contoh di bawah. Borang permohonan diklipkan dengan salinan dokumen itu dan tidak menggunakan dawai kokot (stapler).



5. Borang Penamaan adalah terdiri daripada enam (6) bahagian - A hingga F. Berikut adalah panduan mengisi borang bagi setiap bahagian di dalam Borang KWSP 4 iaitu :-

BAHAGIAN A - MAKLUMAT AHLI

Lengkapkan maklumat pengenalan diri sebagaimana di dalam Kad Pengenalan atau lain-lain dokumen pengenalan diri pemohon iaitu Nama Ahli, Nombor Kad Pengenalan (baru/lama)/Sijil Kelahiran/Sijil Kewarganegaraan/Polis/Tentera, Agama, Alamat Surat Menyurat, Alamat Emel dan No. Telefon.

BAHAGIAN B - MAKLUMAT PENAMAAN

- Nama Penama Mengikut Dokumen Pengenalan Diri - Tuliskan dengan jelas menggunakan HURUF BESAR nama penuh Penama (orang yang dinamakan) mengikut Kad Pengenalan atau dokumen pengenalan diri penama berkenaan.
- No. Kad Pengenalan/Sijil Kelahiran/Passport/Lain-lain - Tuliskan nombor Kad Pengenalan/Sijil Kelahiran/Passport/Sijil Kewarganegaraan atau lain-lain dokumen pengenalan diri penama.
- Hubungan Dengan Ahli - Tuliskan pertalian atau hubungan di antara ahli dengan penama seperti suami, isteri, anak, ibu, bapa, adik-beradik dan sebagainya.
- Bahagian/Peratusan - Tuliskan bahagian/peratusan yang ingin diserahkan kepada penama atau diperuntukkan di kalangan penama-penama. Pemberian/peruntukan mesti dinyatakan dalam bentuk peratusan/pecahan yang TIDAK MELEBIHI 100% atau 1.
- Bilangan Penama - Isikan (dalam angka) jumlah bilangan penama yang dinamakan. PASTIKAN angka yang diisikan sama dengan bilangan penama yang dituliskan terdahulu.

RUANGAN PENAMA YANG TIDAK DIISI HENDAKLAH DITANDA PALANG (RUJUK CONTOH MENGISI BORANG).

BAHAGIAN C – PERAKUAN AHLI

Ahli hendaklah melengkapkan tarikh penamaan di Bahagian C selepas :-

- Melengkapkan maklumat diri, maklumat penamaan dan menurunkan cap ibu jari di Bahagian F.
- Memilih sama ada ingin mengemaskinikan alamat surat menyurat di dalam borang penamaan ke dalam Pangkalan Data KWSP.
- Memilih sama ada maklumat penamaan yang didaftarkan boleh dipaparkan di dalam Penyata Tahunan Ahli atau apa-apa notis yang berkaitan dengannya.

BAHAGIAN D - PENGESAHAN SAKSI

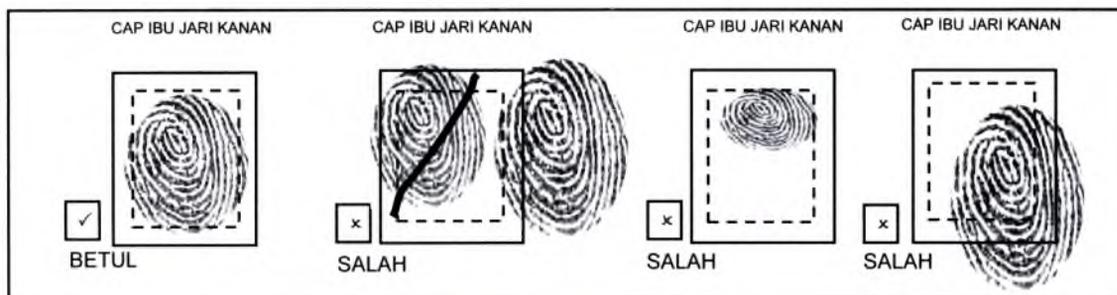
- Selepas semua maklumat ahli lengkap diisi dan ahli telah menurunkan cap jarinya di ruangan yang disediakan, saksi dikehendaki menurunkan tandatangan, nama penuh, nombor pengenalan diri dan alamat surat-menyurat bagi pengesahan maklumat dan cap jari pemohon.
- Pastikan tarikh pengesahan saksi adalah sama atau selepas tarikh Perakuan Ahli (Bahagian C).

BAHAGIAN E – KEGUNAAN KWSP SAHAJA

Bahagian ini tidak perlu diisi oleh ahli.

BAHAGIAN F - PENGESAHAN CAP IBU JARI AHLI

Ahli dikehendaki menurunkan cap ibu jari kanan dan kiri dengan terang dan jelas di hadapan saksi penamaan menggunakan pad cap jari berwarna hitam di dalam ruangan yang disediakan. Panduan menurunkan cap ibu jari yang sempurna adalah seperti berikut :-



PERINGATAN PENTING :

Ahli dinasihatkan supaya membuat penamaan secara bijaksana dengan mengambilkira kepentingan semua waris dan melakukannya dalam keadaan yang sedar atas semua implikasi. Ahli juga perlu sentiasa menyemak status penamaan dari semasa ke semasa dan mengemaskinikannya, sekiranya perlu.



(A) MAKLUMAT AHLI

NAMA: AY SHAH BINTI ARSHAD

NOMBOR KAD PENGENALAN BARU: 62XXXX-XX-3XXX NOMBOR KAD PENGENALAN LAMA: AOXXXXXX

NO. SIJIL KELAHIRAN/ SIJIL WARGANEGARA /POLIS/TENTERA: [Empty]

ALAMAT SURAT/MENYURAT: NO 260 KG AIR KUNING
PARIT BUNTAR

POSKOD: 3XXXX NEGERI: PERAK

ALAMAT EMEL: ei syah@yahoo.com.uk NO. TELEFON RUMAH: 0X-66XXXXXX

NO. TELEFON PEJABAT: 0X-67XXXXXX NO. TELEFON BIMBIT: 01X-67XXXXXX

(B) MAKLUMAT PENAMAAN

Dengan ini saya seperti nama dan nombor pengenalan diri di atas menamakan individu yang disenaraikan di bawah sebagai penama.

BIL	NAMA PENAMA MENGIKUT DOKUMEN PENGENALAN DIRI	NO. KAD PENGENALAN/SIJIL KELAHIRAN/PASSPORT/LAIN-LAIN	HUBUNGAN DENGAN AHLI	BAHAGIAN / PERATUSAN
1	MOHD ASYRAF BIN SAIFUDDIN	AK 2XXXX	ANAK	50%
2	SAIFUDDIN BIN MUSTAFFA	57XXXX-10-XXXX	SUAMI	30%
3	KAMARIAH BINTI MAT PIAH	38XXXX-08-XXXX	IBU	20%
4				
5				
6				

Bilangan penama: 03

(C) PERAKUAN AHLI

- Saya mengaku bahawa maklumat penamaan yang tercatat di dalam borang penamaan ini adalah betul dan dibuat dengan kerelaan hati saya.
- Saya bersetuju untuk memilih alamat surat-menyurat di dalam borang ini dikemaskini dan saya mengesahkan bahawa alamat ini adalah terkini, lengkap dan betul.
Ya Tidak
- Saya bersetuju untuk memilih maklumat penamaan yang didaftarkan ini dipaparkan di dalam Penyata Tahunan Ahli dan apa-apa notis yang berkaitan dengan penamaan ini. Saya faham bahawa pilihan ini adalah dibuat dengan kerelaan hati saya dan pihak KWSP tidak bertanggungjawab ke atas kebocoran maklumat ini sekiranya Penyata Tahunan Ahli atau apa-apa notis yang berkaitan pilihan ini tidak diterima oleh saya atas apa jua sebab.
Ya Tidak Tarikh: XX/XX/20XX

(D) PENGESAHAN SAKSI

1. Saya dengan ini mengesahkan kenyataan yang telah dibuat oleh ahli di dalam borang ini adalah benar dan cap ibu jarinya diturunkan di hadapan saya.

Tandatangan: DM Alamat: NO 42, JALAN KT 2/52,
3XXXX TAIPING, PERAK

Nama Penuh: AZMAN BIN RAZALI

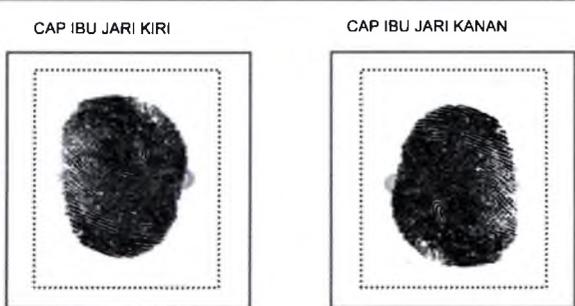
No. Pengenalan Diri: 66XXXX-09-XXXX Tarikh: XX/XX/20XX

(E) UNTUK KEGUNAAN KWSP SAHAJA

NO AHLI KWSP: [Empty]

MASA TERIMA: [Empty]

(F) PENGESAHAN CAP IBU JARI AHLI



(COP TARIKH TERIMA)



KUMPULAN WANG SIMPANAN PEKERJA
PERMOHONAN PENAMAAN

KWSP
4
PERCUMA

(A) MAKLUMAT AHLI

NAMA

NOMBOR KAD PENGENALAN BARU

 -

 -

 NOMBOR KAD PENGENALAN LAMA

NO. SIJIL KELAHIRAN/ SIJIL WARGANEGARA /POLIS/TENTERA

ALAMAT SURAT/MENYURAT

POSKOD

 NEGERI

ALAMAT EMEL

 NO. TELEFON RUMAH

 -

 -

NO. TELEFON PEJABAT

 -

 -

 NO. TELEFON BIMBIT

 -

 -

(B) MAKLUMAT PENAMAAN

Dengan ini saya seperti nama dan nombor pengenalan diri di atas menamakan individu yang disenaraikan di bawah sebagai penama.

BIL	NAMA PENAMA MENGIKUT DOKUMEN PENGENALAN DIRI	NO. KAD PENGENALAN/SIJIL KELAHIRAN/PASSPORT/LAIN-LAIN	HUBUNGAN DENGAN AHLI	BAHAGIAN / PERATURAN
1				
2				
3				
4				
5				
6				

Bilangan penama

(C) PERAKUAN AHLI

- Saya mengaku bahawa maklumat penamaan yang tercatat di dalam borang penamaan ini adalah betul dan dibuat dengan kerelaan hati saya.
- Saya bersetuju untuk memilih alamat surat-menyurat di dalam borang ini dikemaskini dan saya mengesahkan bahawa alamat ini adalah terkini, lengkap dan betul.
Ya Tidak
- Saya bersetuju untuk memilih maklumat penamaan yang didaftarkan ini dipaparkan di dalam Penyata Tahunan Ahli dan apa-apa notis yang berkaitan dengan penamaan ini. Saya faham bahawa pilihan ini adalah dibuat dengan kerelaan hati saya dan pihak KWSP tidak bertanggungjawab ke atas kebocoran maklumat ini sekiranya Penyata Tahunan Ahli atau apa-apa notis yang berkaitan pilihan ini tidak diterima oleh saya atas apa jua sebab.
Ya Tidak Tarikh : _____

(D) PENGESAHAN SAKSI

- Saya dengan ini mengesahkan kenyataan yang telah dibuat oleh ahli di dalam borang ini adalah benar dan cap ibu jarinya diturunkan di hadapan saya.

Tandatangan : _____
Nama Penuh : _____
No. Pengenalan Diri : _____

Alamat : _____
Tarikh : _____

(E) UNTUK KEGUNAAN KWSP SAHAJA

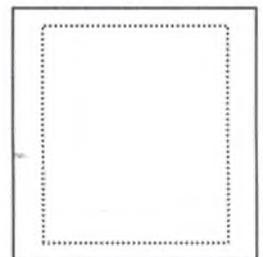
NO. AHLI KWSP

MASA TERIMA _____

(F) PENGESAHAN CAP IBU JARI AHLI

CAP IBU JARI KIRI

CAP IBU JARI KANAN



(COP TARIKH TERIMA)



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 berkenan

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)
 - 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 yang 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)
 - 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)
 - 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



KUMPULAN WANG SIMPANAN PEKERJA
BAYARAN CARUMAN PILIHAN SENDIRI

KWSP 6A(1)

S

PERINGATAN:

- 1) Had bayaran minimum bagi caruman ini adalah sebanyak RM50 bagi setiap transaksi.
- 2) Had maksimum terkumpul bagi Caruman Pilihan Sendiri, Caruman Skim Simpanan Persaraan 1 Malaysia dan Caruman Penambah Simpanan adalah sebanyak RM60,000 setahun.

(A) MAKLUMAT AHLI

1. Nombor Ahli	<input type="text"/>	2. Nombor Kad Pengenalan	<input type="text"/>
3. Nama	<input type="text"/>		
4. Alamat Surat Menyurat (Diisi sekiranya terdapat pertukaran alamat)	<input type="text"/>		
5. Poskod	<input type="text"/>	6. Bandar	<input type="text"/>
6. Negeri	<input type="text"/>		

(B) MAKLUMAT BAYARAN (Tandakan pada yang berkenaan)

Cara Bayaran	<input type="checkbox"/> Wang Tunai	No Cek/Kiriman Wang/Wang Pos/Draf Bank:	<input type="text"/>
Tarikh Bayaran	<input type="text"/>	Amaun Bayaran (RM)	<input type="text"/> , <input type="text"/> <input type="text"/> 00

(C) PENGESAHAN PEMBAYAR

1. Saya bersetuju mencarum kepada Kumpulan Wang Simpanan Pekerja menurut Seksyen 43(8) Akta Kumpulan Wang Simpanan Pekerja.
2. Saya mengaku dan mengesahkan semua maklumat yang diberikan dalam borang ini adalah sah dan benar.

Tandatangan Pembayar _____
No. Telefon _____
Alamat E - Mel _____
Tarikh _____

UNTUK KEGUNAAN KWSP SAHAJA

Tarikh Terima (dd/mm/yy)

No. Anggota

Cawangan

Cop Rasmi



BAYARAN CARUMAN – SKIM SIMPANAN PERSARAAN 1 MALAYSIA

M

PERINGATAN:
1) Had bayaran minimum bagi caruman ini adalah sebanyak RM50 bagi setiap transaksi.
2) Had maksimum terkumpul bagi Caruman Pilihan Sendiri, Caruman Skim Simpanan Persaraan 1 Malaysia dan Caruman Penambah Simpanan adalah sebanyak RM60,000 setahun.

(A) MAKLUMAT AHLI

Form fields for member information: Nombor Ahli, Nama, Alamat Surat Menyurat, Poskod, Negeri, 2. Nombor Kad Pengenalan, 6. Bandar.

(B) MAKLUMAT BAYARAN (Tandakan pada yang berkenaan)

Form fields for payment information: Cara Bayaran (Wang Tunai, No Cek/Kiriman Wang/Wang Pos/Draf Bank), Tarikh Bayaran, Amaun Bayaran (RM).

(C) PENGESAHAN PEMBAYAR

Saya mengaku dan mengesahkan semua maklumat yang diberikan di dalam borang dan dokumen yang disertakan (jika ada) adalah sah dan benar.
Saya mengesahkan untuk membuat caruman KWSP di bawah Skim Simpanan Persaraan 1 Malaysia.
Saya bersetuju bahawa saya tidak layak untuk menerima Sumbangan Kerajaan di bawah Skim Simpanan Persaraan 1 Malaysia, jika saya:
i. Belum mendaftar di bawah Skim Simpanan Persaraan 1 Malaysia melalui borang KWSP 16G(1M);
ii. Berumur 55 tahun dan keatas;
iii. Merupakan seorang pekerja mengikut pengertian Akta KWSP 1991

Form fields for payer signature and contact: Tandatangan Pembayar, No. Telefon, Alamat E - Mel, Tarikh.

UNTUK KEGUNAAN KWSP SAHAJA

Form fields for KWSP use only: Tarikh Terima (dd/mm/yy), No. Anggota, Cawangan.





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).

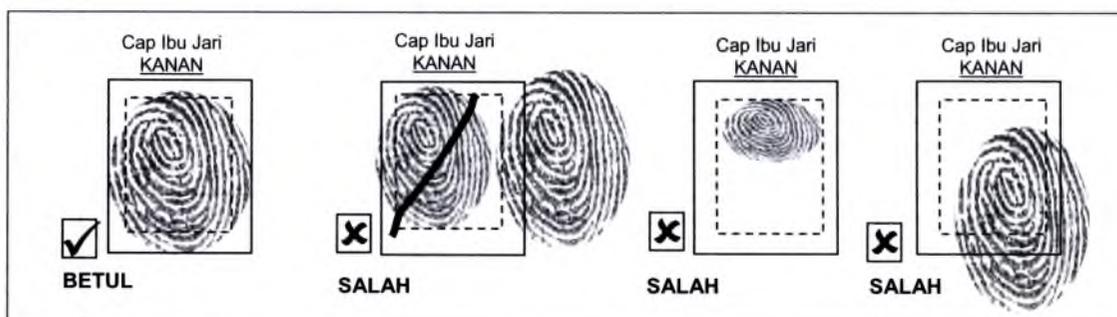
(C) ALAMAT -**Alamat Surat-Menyurat dan Alamat Tetap** (alamat tetap tidak perlu diisi jika sama dengan alamat surat-menyurat).

- **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

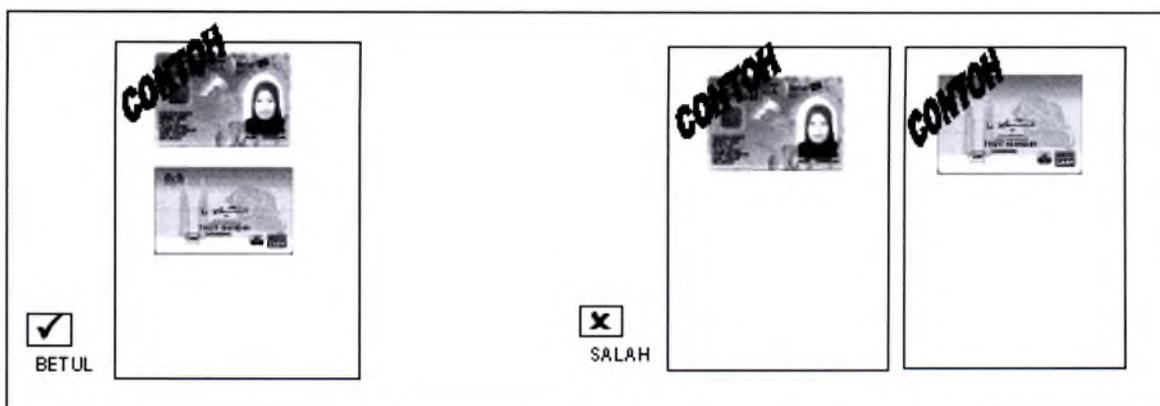
Pemohon dikehendaki menurunkan tandatangan, tarikh permohonan serta cap ibu jari kanan dan kiri. Cap ibu jari mestilah diturunkan dengan terang dan jelas dengan menggunakan pad cap jari berwarna hitam di dalam ruangan yang disediakan seperti panduan di bawah :-



(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)			✓



URUSAN SERI PADUKA BAGINDA

BAYARAN POS JELAS
POSTAGE PAID
PEJABAT POS BESAR
KUALA LUMPUR
MALAYSIA
NO. WP0218

UNTUK RUJUKAN SAHAJA

**GUNAKAN PEN MATA BULAT
BERDAKWAT HITAM & JANGAN LIPAT**

BORANG C & BORANG R 2011

Untuk Maklumat Lanjut:-

- Cawangan LHDNM
- Talian Utama : 1-300-88-3010
- Talian Utama – Panggilan Dari Luar Negara : 603-4289-3500
- Laman Web : <http://www.hasil.gov.my>

Jika Tidak Sampai, Kembalikan Kepada:
LEMBAGA HASIL DALAM NEGERI MALAYSIA
PUSAT PEMROSESAN
KARUNG BERKUNCI 11018
50990 KUALA LUMPUR
MALAYSIA



LEMBAGA HASIL DALAM NEGERI MALAYSIA

PUSAT PEMROSESAN
ARAS 10-18, MENARA C, PERSIARAN MPAJ
JALAN PANDAN UTAMA, PANDAN INDAH
KARUNG BERKUNCI 11018
50990 KUALA LUMPUR

CP5A

SULIT

Telefon : 1-300-88-3010
Faks : 03-42893400
Laman Web : <http://www.hasil.gov.my>

Kepada :

No. Rujukan (No. Pendaftaran):

No. Cukai Pendapatan :

Tarikh :

NOTA IRINGAN BORANG C DAN BORANG R BAGI TAHUN TAKSIRAN 2011

- Borang C merupakan:
 - suatu penyata di bawah seksyen 77A Akta Cukai Pendapatan 1967 (ACP 1967);
 - pengiraan cukai pendapatan di bawah subseksyen 77A(3) ACP 1967; dan
 - dianggap sebagai notis taksiran di bawah subseksyen 90(2) Akta yang sama.
- Tuan dikehendaki:
 - mengisi borang nyata ini dengan lengkap dan jelas.
 - membuat pengiraan cukai berdasarkan akaun beraudit dan merujuk kepada buku panduan yang boleh dicetak dari laman web Lembaga Hasil Dalam Negeri Malaysia (LHDNM). Walau bagaimanapun, helaian kerja / lampiran yang digunakan untuk pengiraan tidak perlu dikembalikan bersama-sama borang nyata ini tetapi perlu disimpan selama tujuh (7) tahun bermula dari akhir tahun dalam mana borang nyata tersebut telah dikemukakan, untuk tujuan rujukan dan semakan LHDNM.
 - mengemukakan Borang C (RK-T) / Borang C (RK-S) yang boleh dicetak dari laman web sekiranya syarikat menuntut / menyerahkan kerugian di bawah peruntukan Relif Kumpulan.
 - mengemukakan lampiran berikut yang boleh dicetak dari laman web sekiranya layak menuntut bayaran balik seperti pada ruang B17 borang nyata ini:
 - Lampiran B1 berkenaan tolakan cukai di bawah seksyen 51 Akta Kewangan 2007 (dividen);
 - Lampiran B2 berkenaan tolakan cukai di bawah seksyen 110 (lain-lain); dan
 - Lampiran B3 / Lampiran B4, jika berkenaan, berhubung dengan potongan cukai yang telah dibuat di negara asing.
 - menjelaskan baki cukai (jika ada) seperti pada ruang C3 borang nyata ini dengan menggunakan Slip Pengiriman Bayaran (CP207) untuk Borang C.
- Borang R merupakan suatu penyata di bawah subperenggan 45(1)(a)(ii) Bahagian II di Bab II Akta Kewangan 2007 (Akta 683) dan subseksyen 48(1) Bahagian II di Bab II Akta Kewangan 2009 (Akta 693).
 - Tuan dikehendaki mengisi borang ini dengan lengkap dan jelas berpandukan nota penerangan yang boleh dicetak dari laman web.
 - Amaun lebihan yang merupakan hutang kepada Kerajaan hendaklah dibayar dalam tempoh yang ditetapkan. Gunakan Slip Pengiriman Bayaran (CP207) untuk Borang R yang dilampirkan bersama Borang C apabila membuat bayaran.
- Sila ceraikan Slip Pengiriman Bayaran (CP207) sebelum mengembalikan Borang C. Borang C dan Borang R yang lengkap diisi hendaklah dikembalikan dalam tempoh yang ditetapkan ke LHDNM di alamat seperti di atas.
- Hanya borang nyata asal yang dicetak oleh LHDNM sahaja diterima. Penghantaran borang nyata melalui faks tidak dianggap dikemukakan di bawah ACP 1967.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"
"BERSAMA MEMBANGUN NEGARA"

Ketua Pengarah Hasil Dalam Negeri
Lembaga Hasil Dalam Negeri Malaysia



I Nama syarikat [Jika tukar nama, kemukakan Borang 13] _____

II No. rujukan (no. pendaftaran) _____

III No. cukai pendapatan C _____

IV No. telefon _____

V Menuntut / Menyerah kerugian di bawah peruntukan Relif Kumpulan [Jika menuntut, kemukakan Borang C (RK-T); Jika menyerah, kemukakan Borang C (RK-S)]

VI Perubahan sebahagian besar dalam pemegangan syer dan subseksyen 44(5A) terpakai

VII Syarikat kecil dan sederhana

1 = Menuntut
2 = Menyerah
3 = Tidak berkenaan

1 = Ya
2 = Tidak
3 = Tidak berkenaan

1 = Ya
2 = Tidak

[Laporkan amaun dalam mata wang Ringgit Malaysia (RM)]

Amaun / Amaun Tambahan Pendapatan Bercukai	Cukai / Cukai Tambahan Dikenakan	Jumlah Cukai Kena Dibayar

BAHAGIAN A: PENDAPATAN BERKANUN, JUMLAH PENDAPATAN DAN PENDAPATAN BERCUKAI

Pendapatan Berkanun Perniagaan

Kod Perniagaan

Amaun (RM)

A1	Perniagaan 1	_____	_____
A2	Perniagaan 2	_____	_____
A3	Perniagaan 3	_____	_____
A4	Perniagaan 4	_____	_____
A5	Perniagaan 5 + 6 dan seterusnya	_____	_____

Pendapatan Berkanun Perkongsian

No. Cukai Pendapatan

A6	Perkongsian 1	D	_____	_____
A7	Perkongsian 2	D	_____	_____
A8	Perkongsian 3	D	_____	_____
A9	Perkongsian 4	D	_____	_____
A10	Perkongsian 5 + 6 dan seterusnya	D	_____	_____
A11	Agregat pendapatan berkanun perniagaan (A1 hingga A10)	A11	_____	_____
A12	Tolak: Rugi perniagaan bawa hadapan (Terhad kepada A11)	A12	_____	_____
A13	JUMLAH (A11 - A12)	A13	_____	_____

Pendapatan Berkanun Lain

A14	Faedah dan diskaun	A14	_____
A15	Sewa, royalti dan premium	A15	_____
A16	Pendapatan lain	A16	_____
A17	Tambahan mengikut peruntukan perenggan 43(1)(c)	A17	_____
A18	Agregat pendapatan berkanun lain (A14 hingga A17)	A18	_____

Nama Syarikat:.....

C

A19 PENDAPATAN AGREGAT (A13 + A18)

Tolak:

A20 Rugi perniagaan tahun semasa (*Terhad kepada A19*)

A21 JUMLAH (A19 - A20)

Tolak: Perbelanjaan Lain

A22 Perbelanjaan mencarigali - Jadual 4 dan perenggan 44(1)(b)

A23 Perbelanjaan pra-operasi perniagaan - Jadual 4b dan perenggan 44(1)(b)

A24 Perbelanjaan dibenarkan di bawah seksyen 60F atau 60H dan pengecualian pendapatan yang diluluskan oleh Menteri di bawah seksyen 127

A25 JUMLAH (A21 - A22 - A23 - A24) (*Isi '0' jika nilai negatif*)

Tolak: Derma / Hadiah / Sumbangan / Zakat

A26 Hadiah wang kepada Kerajaan/Kerajaan Tempatan

A27A Hadiah wang kepada institusi atau organisasi yang diluluskan

A27B Hadiah wang atau kos sumbangan manfaat kepada aktiviti sukan atau badan sukan yang diluluskan

A27C Hadiah wang atau kos sumbangan manfaat kepada projek berkepentingan negara yang diluluskan oleh Menteri Kewangan

Terhad kepada 10% daripada A19

A28 Hadiah artifak, manuskrip atau lukisan

A29 Hadiah wang untuk kemudahan perpustakaan atau kepada perpustakaan

A30 Hadiah lukisan kepada Balai Seni Lukis Negara atau balai seni lukis negeri

A31 Zakat perniagaan (*terhad kepada 2.5% pendapatan agregat di A19*)

A32 Tuntutan kerugian di bawah peruntukan Relif Kumpulan

A33 JUMLAH PENDAPATAN [A25 - (A26 hingga A32)] (*Isi '0' jika nilai negatif*)

A34 Pendapatan berkanun daripada dividen

A35 PENDAPATAN PERINTIS KENA CUKAI

A36 PENDAPATAN BERCUKAI (A33 + A34 + A35)

A37 PENDAPATAN BERCUKAI PENGURUSAN DANA ASING (*seksyen 60G*)

A19

A20

A21

A22

A23

A24

A25

A26

A27

A28

A29

A30

A31

A32

A33

A34

A35

A36

A37

Nama Syarikat:.....

C

BAHAGIAN B:

CUKAI KENA DIBAYAR

	Pecahan Pendapatan Bercukai	Kadar (%)	Cukai Pendapatan
B1	PENDAPATAN BERCUKAI [dari (A36 + A37)]		B1
B2		5	
B3		8	
B4		10	
B5		15	
B5A		20	
B6		25	
B7			
B8	JUMLAH CUKAI PENDAPATAN DIKENAKAN (B2 hingga B7)		B8
B9	Tolak: Pengurangan cukai atas pendapatan aktiviti penjelajahan dan pengeksploitan petroleum dalam Kawasan Pembangunan Bersama		B9
B9A	JUMLAH (B8 – B9)		B9A
B9B	Campur: Cukai dahulunya dibayar balik		B9B
B9C	JUMLAH (B9A + B9B)		B9C
B10	Tolak: Tolakan cukai seksyen 110B		B10
B11	Tolakan cukai seksyen 51 Akta Kewangan 2007 (dividen)		B11
B12	Tolakan cukai seksyen 110 (lain-lain)		B12
B13	Pelepasan cukai seksyen 132	} <i>Terhad kepada B8</i>	B13
B14	Pelepasan cukai seksyen 133		B14
B15	Jumlah Tolakan / Pelepasan (B10 hingga B14)		B15
B16	CUKAI KENA DIBAYAR (B9C – B15)		B16

BAHAGIAN C:

PENGIRAAN KENAIKAN CUKAI DAN CUKAI KENA DIBAYAR

C1	Cukai kena dibayar (dari B16)	C1
C2	Tolak: Cukai dahulunya kena dibayar	C2
C3	Cukai / Cukai Tambahan Dikenakan (C1 – C2)	C3
C4	Kenaikan Cukai di bawah seksyen 77b Akta Cukai Pendapatan 1967 bagi:-	
C4a	Borang nyata terpinda yang dikemukakan dalam tempoh 60 hari dari tarikh kena dibayar (C3 x 10%)	C4a
	Atau	
C4b	Borang nyata terpinda yang dikemukakan selepas tempoh 60 hari dari tarikh kena dibayar tetapi tidak lewat daripada 6 bulan dari tarikh kena dibayar [C3 x 10%] + [{ C3 + (C3 x 10%) } x 5%]	C4b
C5	Jumlah cukai kena dibayar [(C3 + C4a) <i>atau</i> (C3 + C4b)]	C5

NOTA PANDUAN BORANG NYATA TERPINDA BAGI BORANG C TAHUN TAKSIRAN 2011

Di bawah peruntukan seksyen 77B Akta Cukai Pendapatan 1967 (ACP 1967), syarikat dibenarkan membuat pindaan ke atas Borang Nyata yang telah dikemukakan kepada Ketua Pengarah Hasil Dalam Negeri.

I	PERATURAN <ul style="list-style-type: none">• Syarikat yang telah mengemukakan Borang Nyata menurut subseksyen 77A(1) ACP 1967, dibenarkan membuat pindaan terhadap Borang tersebut. Dari pindaan yang dibuat, syarikat akan dikenakan cukai / cukai tambahan atas pendapatan bercukainya.• Syarikat yang ingin membuat pindaan dikehendaki mengisi borang yang ditetapkan di bawah seksyen 152 ACP 1967 (dikenali sebagai 'Borang Nyata Terpinda').• Pindaan hanya boleh dilakukan sekali sahaja bagi sesuatu tahun taksiran.• Pindaan tidak dibenarkan sekiranya Ketua Pengarah Hasil Dalam Negeri telah membuat taksiran tambahan di bawah peruntukan seksyen 91 ACP 1967 dalam tempoh 6 bulan selepas tarikh yang ditetapkan bagi pengumuman Borang Nyata.• Bagi tujuan seksyen 77B ACP 1967, Borang Nyata Terpinda hendaklah:-<ul style="list-style-type: none">(a) menyatakan amaun / amaun tambahan pendapatan bercukai dan amaun cukai / cukai tambahan atas pendapatan bercukai itu;(b) menyatakan amaun cukai yang kena dibayar atas cukai yang tersilap atau tersilap dibayar balik;(c) menyatakan jumlah kenaikan seperti ditentukan mengikut subseksyen 77B(4) ACP 1967; atau(d) mengandungi maklumat lain seperti dikehendaki oleh Ketua Pengarah Hasil Dalam Negeri.
II	KADAR DAN CARA PENGIRAAN KENAIKAN CUKAI <p>Cukai atau cukai tambahan yang kena dibayar adalah tertakluk kepada kenaikan cukai di bawah perenggan 77B(4)(a) dan 77B(4)(b) ACP 1967.</p> <p>Sekiranya Borang Nyata Terpinda dikemukakan:</p> <ul style="list-style-type: none">• Dalam tempoh 60 hari dari tarikh ditetapkan di bawah seksyen 77A ACP 1967, amaun kenaikan cukai yang dikenakan adalah 10% daripada amaun cukai atau cukai tambahan.• Selepas tempoh 60 hari tetapi tidak lewat daripada 6 bulan dari tarikh ditetapkan di bawah seksyen 77A ACP 1967, amaun kenaikan cukai yang dikenakan adalah berdasarkan formula berikut:- $B + [(A + B) \times 5\%]$<p>di mana: A = amaun cukai atau cukai tambahan; dan B = 10% daripada amaun cukai atau cukai tambahan (A x 10%)</p> <p>Syarikat yang membuat pindaan adalah dikehendaki mengira dan memasukkan amaun kenaikan cukai di ruang C4(a) atau C4(b) di muka surat 3 Borang Nyata Terpinda.</p>
III	TAKSIRAN DISIFATKAN <p>Sesuatu Borang Nyata Terpinda yang dikemukakan menurut seksyen 77B ACP 1967 hendaklah disifatkan sebagai notis taksiran atau notis taksiran tambahan, dan notis berkenaan hendaklah disifatkan telah disampaikan pada tarikh Borang Nyata Terpinda dikemukakan.</p>
IV	AKUAN <p>Bahagian ini hendaklah diperakui oleh orang seperti dinyatakan dalam subseksyen 75(1) ACP 1967.</p>
V	PENGHANTARAN BORANG NYATA TERPINDA <p>Borang Nyata Terpinda yang telah dilengkapkan dan diperakui hendaklah dialamatkan ke cawangan LHDNM yang mengendalikan fail syarikat berkenaan.</p>

I	Nama syarikat <i>(Jika tukar nama, kemukakan Borang 13)</i>	<input type="text"/>		
II	No. rujukan (no. pendaftaran)	<input type="text"/>	IX	Ketetapan umum dipatuhi <i>(Tandakan 'X')</i> Ya <input type="checkbox"/> Tidak <input type="checkbox"/>
III	No. majikan	<input type="text"/>	X	Penyimpanan rekod <i>(Tandakan 'X')</i> Ya <input type="checkbox"/> Tidak <input type="checkbox"/>
IV	Mastautin di Malaysia <i>(Tandakan 'X')</i>	Ya <input type="checkbox"/> Tidak <input type="checkbox"/>	XI	Menuntut / Menyerah kerugian di bawah peruntukan Relif Kumpulan <i>(Jika menuntut, kemukakan Borang C (RK-T); Jika menyerah, kemukakan Borang C (RK-S))</i>
V	Negara mastautin <i>(Gunakan Kod Negara)</i>	<input type="text"/>	XII	Perubahan sebahagian besar dalam pemegangan syer dan subseksyen 44(5A) terpakai 1 = Ya 2 = Tidak 3 = Tidak berkenaan
VI	No. cukai pendapatan	<input type="text"/>	XIII	Syarikat kecil dan sederhana 1 = Ya 2 = Tidak
VII	Tarikh mula akaun	<input type="text"/> Hari Bulan Tahun		
VIII	Tarikh tutup akaun	<input type="text"/> Hari Bulan Tahun		

Kedudukan Cukai (dari muka surat 4) *(Tandakan 'X' dalam petak yang berkenaan)*

<input type="checkbox"/> Bayaran balik <i>(ruang B17)</i>	<input type="checkbox"/> Cukai terlebih bayar <i>(ruang C4)</i>	<input type="checkbox"/> Ada baki cukai kena dibayar <i>(ruang B16 / C3 yang mana berkenaan)</i>	<input type="checkbox"/> Tidak kena cukai / Tiada baki <i>(jika B16 / B17 / C3 / C4 = '0')</i>
--	--	---	---

UNTUK KEGUNAAN PEJABAT

--	--	--

Tarikh terima – 1

Tarikh terima – 2

Tarikh terima – 3

[Laporkan dalam mata wang Ringgit Malaysia (RM)]

BAHAGIAN A: PENDAPATAN BERKANUN, JUMLAH PENDAPATAN DAN PENDAPATAN BERCUKAI

Pendapatan Berkanun Perniagaan	Kod Perniagaan	Amaun (RM)
A1 Perniagaan 1	<input type="text"/>	<input type="text"/>
A2 Perniagaan 2	<input type="text"/>	<input type="text"/>
A3 Perniagaan 3	<input type="text"/>	<input type="text"/>
A4 Perniagaan 4	<input type="text"/>	<input type="text"/>
A5 Perniagaan 5 + 6 dan seterusnya	<input type="text"/>	<input type="text"/>

Nama Syarikat:.....

C

Pendapatan Berkanun Perkongsian

No. Cukai Pendapatan

Amaun (RM)

A6 Perkongsian 1	D	<input type="text"/>	<input type="text"/>
A7 Perkongsian 2	D	<input type="text"/>	<input type="text"/>
A8 Perkongsian 3	D	<input type="text"/>	<input type="text"/>
A9 Perkongsian 4	D	<input type="text"/>	<input type="text"/>
A10 Perkongsian 5 + 6 dan seterusnya	D	<input type="text"/>	<input type="text"/>

A11 Agregat pendapatan berkanun perniagaan (A1 hingga A10)	A11	<input type="text"/>
A12 Tolak: Rugi perniagaan bawa hadapan (<i>Terhad kepada A11</i>)	A12	<input type="text"/>
A13 JUMLAH (A11 - A12)	A13	<input type="text"/>

Pendapatan Berkanun Lain

A14 Faedah dan diskaun	A14	<input type="text"/>
A15 Sewa, royalti dan premium	A15	<input type="text"/>
A16 Pendapatan lain	A16	<input type="text"/>
A17 Tambahan mengikut peruntukan perenggan 43(1)(c)	A17	<input type="text"/>
A18 Agregat pendapatan berkanun lain (A14 hingga A17)	A18	<input type="text"/>

A19 PENDAPATAN AGREGAT (A13 + A18)	A19	<input type="text"/>
A20 Tolak: Rugi perniagaan tahun semasa (<i>Terhad kepada A19</i>)	A20	<input type="text"/>

A21 JUMLAH (A19 - A20)	A21	<input type="text"/>
A22 Tolak: Perbelanjaan Lain	A22	<input type="text"/>

A22 Perbelanjaan mencarigali - Jadual 4 dan perenggan 44(1)(b)	A22	<input type="text"/>
A23 Perbelanjaan pra-operasi perniagaan - Jadual 4b dan perenggan 44(1)(b)	A23	<input type="text"/>

A24 Perbelanjaan dibenarkan di bawah seksyen 60F atau 60H dan pengecualian pendapatan yang diluluskan oleh Menteri di bawah seksyen 127	A24	<input type="text"/>
--	-----	----------------------

A25 JUMLAH (A21 - A22 - A23 - A24) (<i>Isi '0' jika nilai negatif</i>)	A25	<input type="text"/>
---	-----	----------------------

A26 Tolak: Derma / Hadiah / Sumbangan / Zakat	A26	<input type="text"/>
A26 Hadiah wang kepada Kerajaan/Kerajaan Tempatan	A26	<input type="text"/>

Nama Syarikat:.....

C

- A27A** Hadiah wang kepada institusi atau organisasi yang diluluskan
- A27B** Hadiah wang atau kos sumbangan manfaat kepada aktiviti sukan atau badan sukan yang diluluskan
- A27C** Hadiah wang atau kos sumbangan manfaat kepada projek berkepentingan negara yang diluluskan oleh Menteri Kewangan

Terhad kepada 10% daripada A19

- A28** Hadiah artifak, manuskrip atau lukisan
- A29** Hadiah wang untuk kemudahan perpustakaan atau kepada perpustakaan
- A30** Hadiah lukisan kepada Balai Seni Lukis Negara atau balai seni lukis negeri
- A31** Zakat perniagaan (terhad kepada 2.5% pendapatan agregat di A19)
- A32** Tuntutan kerugian di bawah peruntukan Relif Kumpulan
- A33** JUMLAH PENDAPATAN [A25 - (A26 hingga A32)] (Isi '0' jika nilai negatif)
- A34** Pendapatan berkanun daripada dividen
- A35** PENDAPATAN PERINTIS KENA CUKAI
- A36** PENDAPATAN BERCUKAI (A33 + A34 + A35)
- A37** PENDAPATAN BERCUKAI PENGURUSAN DANA ASING (seksyen 60G)

A27

A28

A29

A30

A31

A32

A33

A34

A35

A36

A37

BAHAGIAN B: CUKAI KENA DIBAYAR

B1 PENDAPATAN BERCUKAI [dari (A36 + A37)]

B1

Pecahan Pendapatan Bercukai

Kadar (%)

Cukai Pendapatan

B2

B3

B4

B5

B5A

B6

B7

5

8

10

15

20

25

B8 JUMLAH CUKAI PENDAPATAN DIKENAKAN (B2 hingga B7)

B8

Nama Syarikat:.....

C

Tolak:

- B9** Pengurangan cukai atas pendapatan aktiviti penjelajahan dan pengeksploitan petroleum dalam Kawasan Pembangunan Bersama B9
 - B10** Tolakan cukai seksyen 110B B10
 - B11** Tolakan cukai seksyen 51 Akta Kewangan 2007 (dividen) B11
 - B12** Tolakan cukai seksyen 110 (lain-lain) B12
 - B13** Pelepasan cukai seksyen 132 B13
 - B14** Pelepasan cukai seksyen 133 B14
- } *Terhad kepada B8*
- B15** Jumlah Kurangan Cukai / Tolakan / Pelepasan (B9 hingga B14) B15
 - B16** CUKAI KENA DIBAYAR * (B8 – B15) B16
- Atau**
- B17** CUKAI KENA DIBAYAR BALIK * (B15 – B8) B17
[Bagi kes 'Cukai Kena Dibayar Balik', sila isi ruang P7 dan P8 di muka surat 11]

BAHAGIAN C: KEDUDUKAN CUKAI TAHUN TAKSIRAN 2011

- C1** Cukai kena dibayar (dari B16) C1
- C2** **Tolak:** Bayaran ansuran yang telah dijelaskan C2
- C3** Baki cukai perlu dibayar * C3
- C4** Cukai terlebih bayar * C4

* Sila isi kedudukan cukai (B16 / B17 / C3 / C4 yang mana berkenaan) dalam ruang 'Kedudukan Cukai' di muka surat 1.

BAHAGIAN D: PERBELANJAAN KHAS, POTONGAN DUA KALI DAN POTONGAN SELANJUTNYA

- | | Kod Tuntutan | Amaun | | Kod Tuntutan | Amaun |
|------------|------------------------|----------------------|------------|----------------------|----------------------|
| D1 | <input type="text"/> | <input type="text"/> | D6 | <input type="text"/> | <input type="text"/> |
| D2 | <input type="text"/> | <input type="text"/> | D7 | <input type="text"/> | <input type="text"/> |
| D3 | <input type="text"/> | <input type="text"/> | D8 | <input type="text"/> | <input type="text"/> |
| D4 | <input type="text"/> | <input type="text"/> | D9 | <input type="text"/> | <input type="text"/> |
| D5 | <input type="text"/> | <input type="text"/> | D10 | <input type="text"/> | <input type="text"/> |
| D11 | JUMLAH DITUNTUT | | D11 | | <input type="text"/> |

Nama Syarikat:.....

C

BAHAGIAN E:

TUNTUTAN ELAUN JADUAL 3

Perniagaan	Amaun Diserap	Baki Hantar Hadapan
E1 Perniagaan 1	E1(a) <input type="text"/>	E1(b) <input type="text"/>
E2 Perniagaan 2	E2(a) <input type="text"/>	E2(b) <input type="text"/>
E3 Perniagaan 3	E3(a) <input type="text"/>	E3(b) <input type="text"/>
E4 Perniagaan 4	E4(a) <input type="text"/>	E4(b) <input type="text"/>
E5 Perniagaan 5 + 6 dan seterusnya	E5(a) <input type="text"/>	E5(b) <input type="text"/>
Perkongsian	Amaun Diserap	Baki Hantar Hadapan
E6 Perkongsian 1	E6(a) <input type="text"/>	E6(b) <input type="text"/>
E7 Perkongsian 2	E7(a) <input type="text"/>	E7(b) <input type="text"/>
E8 Perkongsian 3	E8(a) <input type="text"/>	E8(b) <input type="text"/>
E9 Perkongsian 4	E9(a) <input type="text"/>	E9(b) <input type="text"/>
E10 Perkongsian 5 + 6 dan seterusnya	E10(a) <input type="text"/>	E10(b) <input type="text"/>
E11 Jumlah elaun modal dipercepatkan	E11(a) <input type="text"/>	E11(b) <input type="text"/>
E12 Jumlah elaun modal bagi aset yang diperolehi dalam tempoh asas	E12 <input type="text"/>	E12 <input type="text"/>
E13 Jumlah elaun modal bawa hadapan yang diabaikan kerana perubahan sebahagian besar pemegangan syer	E13 <input type="text"/>	E13 <input type="text"/>

BAHAGIAN F:

TUNTUTAN KERUGIAN

Jenis Kerugian	Amaun Diabaikan	Baki Hantar Hadapan
F1 Kerugian perniagaan / perkongsian	F1(a) <input type="text"/>	F1(b) <input type="text"/>
F1A Kerugian diserahkan di bawah peruntukan Relif Kumpulan	F1A(a) <input type="text"/>	F1A(b) <input type="text"/>
	Amaun Diserap	Baki Hantar Hadapan
F2 Kerugian perintis	F2(a) <input type="text"/>	F2(b) <input type="text"/>
F3 Kerugian projek perkhidmatan diluluskan	F3(a) <input type="text"/>	F3(b) <input type="text"/>
F4 Kerugian perniagaan Ibu Pejabat Operasi / Pengurusan Dana Asing	F4(a) <input type="text"/>	F4(b) <input type="text"/>
F5 Kerugian perkapalan seksyen 54A	F5(a) <input type="text"/>	F5(b) <input type="text"/>

Nama Syarikat:.....

C

BAHAGIAN G: TUNTUTAN INSENTIF

Jenis Insentif		Amaun Diserap		Baki Hantar Hadapan	
G1	Elaun Cukai Pelaburan	G1(a)	<input type="text"/>	G1(b)	<input type="text"/>
G2	Elaun Pelarasan Perindustrian	G2(a)	<input type="text"/>	G2(b)	<input type="text"/>
G3	Elaun Infrastruktur	G3(a)	<input type="text"/>	G3(b)	<input type="text"/>
G4	Elaun Jadual 7A	G4(a)	<input type="text"/>	G4(b)	<input type="text"/>
G5	Elaun Jadual 7b	G5(a)	<input type="text"/>	G5(b)	<input type="text"/>
G6	Elaun Peningkatan Eksport	G6(a)	<input type="text"/>	G6(b)	<input type="text"/>
G6A	Elaun Peningkatan Eksport Pertanian	G6A(a)	<input type="text"/>	G6A(b)	<input type="text"/>
G6B	Elaun Peningkatan Eksport bagi Syarikat Perdagangan Antarabangsa Malaysia	G6B(a)	<input type="text"/>	G6B(b)	<input type="text"/>
G6C	Nilai Peningkatan Eksport Perkhidmatan	G6C(a)	<input type="text"/>	G6C(b)	<input type="text"/>
G6D	Insentif Khas bagi Eksport	G6D(a)	<input type="text"/>	G6D(b)	<input type="text"/>
G6E	Elaun bagi syarikat berstatus BioNexus	G6E(a)	<input type="text"/>	G6E(b)	<input type="text"/>
G7	Perbelanjaan Jadual 4			G7	<input type="text"/>
G8	Perbelanjaan Jadual 4b			G8	<input type="text"/>
G9	JUMLAH TUNTUTAN [A22, A23 dan G1(a) hingga G6E(a)]			G9	<input type="text"/>
G10	JUMLAH DIPINDAHKAN KE AKAUN PENGECCUALIAN [G1(a) hingga G6E(a)]			G10	<input type="text"/>

BAHAGIAN H: PENDAPATAN YANG DIPINDAHKAN KE AKAUN PENGECCUALIAN

Kod Pendapatan	Amaun	Kod Pendapatan	Amaun
H1	<input type="text"/>	H6	<input type="text"/>
H2	<input type="text"/>	H7	<input type="text"/>
H3	<input type="text"/>	H8	<input type="text"/>
H4	<input type="text"/>	H9	<input type="text"/>
H5	<input type="text"/>	H10	<input type="text"/>
H11	JUMLAH DIPINDAHKAN KE AKAUN PENGECCUALIAN	H11	<input type="text"/>

Nama Syarikat:.....

C

BAHAGIAN I: AKAUN PENGEUALIAN

Amaun

I1 Kredit dalam akaun 11

I2 Dividen dikecualikan cukai yang dibayar 12

I3 Baki hantar hadapan 13

(Tandakan 'X' jika nilai negatif)

BAHAGIAN J: PENDAPATAN TAHUN KEBELAKANGAN BELUM DILAPORKAN

J1 Pendapatan bercukai tahun kebelakangan yang belum dilapor (jika ada) J1

BAHAGIAN K: PELUPUSAN ASET DI BAWAH AKTA CUKAI KEUNTUNGAN HARTA TANAH 1976

K1 Telah melupuskan aset? Ya Tidak (Tandakan 'X' dalam petak yang berkenaan)

K2 Telah melaporkan pelupusan kepada LHDNM? (Jika K1 = 'Ya') Ya Tidak

BAHAGIAN L: MAKLUMAT KEWANGAN SYARIKAT

Pendapatan Perniagaan:

L1 Kod perniagaan (perniagaan utama) L1

L2 Jualan / Perolehan (perniagaan utama) L2

Tolak:

L3 Stok awal L3

L4 Belian L4

L4A Kos pengeluaran L4A

L5 Stok akhir L5

L6 Kos jualan L6

L7 **UNTUNG / RUGI KASAR** (L2 - L6) L7

(Tandakan 'X' jika nilai negatif)

L8 Keuntungan pertukaran wang asing L8

L9 Pendapatan perniagaan lain L9

L10 Pendapatan lain L10

L11 Keuntungan tidak dikenakan cukai L11

Nama Syarikat:.....

C

.....

L32 Pelaburan L32

Aset Semasa:

L33 Penghutang dagangan L33

L34 Penghutang lain L34

L34A Stok L34A

L35 Pinjaman kepada pengarah L35

L36 Baki tunai dan baki di bank L36

(Tandakan 'X' jika nilai negatif)

L37 Aset semasa lain L37

L38 JUMLAH ASET SEMASA L38

L39 JUMLAH ASET (L31 + L32 + L38) L39

LIABILITI DAN EKUITI PEMILIK

Liabiliti Semasa:

L40 Pinjaman dan overdraf L40

L41 Pemiutang dagangan L41

L42 Pemiutang lain L42

L43 Pinjaman daripada pengarah L43

L44 Liabiliti semasa lain L44

L45 JUMLAH LIABILITI SEMASA L45

L46 Liabiliti jangka panjang L46

L47 JUMLAH LIABILITI L47

Ekuiti Pemegang Saham:

L48 Modal berbayar L48

L49 Akaun pengasingan untung/rugi L49

(Tandakan 'X' jika nilai negatif)

L50 Akaun rizab L50

L51 Jumlah Ekuiti L51

(Tandakan 'X' jika nilai negatif)

L52 JUMLAH LIABILITI DAN EKUITI L52

(Tandakan 'X' jika nilai negatif)

Nama Syarikat:.....

C

--

BAHAGIAN M:

MAKLUMAT CUKAI PEGANGAN

Bayaran kasar dalam tempoh asas kepada bukan pemastautin yang melibatkan cukai pegangan di bawah seksyen 107A, 109, 109A, 109B, 109E dan 109F.

Seksyen	Jumlah kasar dibayar	Jumlah cukai yang dipegang dan diremit kepada LHDNM	Jumlah bersih dibayar
M1 107A	<input type="text"/>	<input type="text"/>	<input type="text"/>
M2 109	<input type="text"/>	<input type="text"/>	<input type="text"/>
M3 109A	<input type="text"/>	<input type="text"/>	<input type="text"/>
M4 109B	<input type="text"/>	<input type="text"/>	<input type="text"/>
M5 109E	<input type="text"/>	<input type="text"/>	<input type="text"/>
M6 109F	<input type="text"/>	<input type="text"/>	<input type="text"/>

BAHAGIAN N:

TRANSAKSI DI ANTARA SYARIKAT BERKAITAN

	Amaun
N1 Jumlah jualan kepada syarikat berkaitan di Malaysia	N1 <input type="text"/>
N2 Jumlah jualan kepada syarikat berkaitan di luar Malaysia	N2 <input type="text"/>
N3 Jumlah belian daripada syarikat berkaitan di Malaysia	N3 <input type="text"/>
N4 Jumlah belian daripada syarikat berkaitan di luar Malaysia	N4 <input type="text"/>
N5 Jumlah bayaran lain kepada syarikat berkaitan di Malaysia	N5 <input type="text"/>
N6 Jumlah bayaran lain kepada syarikat berkaitan di luar Malaysia	N6 <input type="text"/>
N7 Pinjaman kepada syarikat berkaitan di Malaysia	N7 <input type="text"/>
N8 Pinjaman kepada syarikat berkaitan di luar Malaysia	N8 <input type="text"/>
N9 Pinjaman daripada syarikat berkaitan di Malaysia	N9 <input type="text"/>
N10 Pinjaman daripada syarikat berkaitan di luar Malaysia	N10 <input type="text"/>
N11 Penerimaan daripada syarikat berkaitan di Malaysia	N11 <input type="text"/>
N12 Penerimaan daripada syarikat berkaitan di luar Malaysia	N12 <input type="text"/>

Nama Syarikat:.....

C

.....

BAHAGIAN P:

MAKLUMAT SYARIKAT

P1 Status syarikat
(Tandakan 'X' dalam petak berkenaan)

<input type="checkbox"/> BioNexus	<input type="checkbox"/> Harta Tanah	<input type="checkbox"/> Modal Teroka	<input type="checkbox"/> Dana Tertutup	<input type="checkbox"/> Ibu Pejabat Operasi	<input type="checkbox"/> Pegawai Pelaburan
<input type="checkbox"/> Institusi	<input type="checkbox"/> Pusat Perolehan Antarabangsa	<input type="checkbox"/> Pengurusan Dana Asing	<input type="checkbox"/> Perdagangan Antarabangsa Malaysia	<input type="checkbox"/> Pusat Pengedaran Serantau	<input type="checkbox"/> Lain-lain

MSC Awam Terkawal Khairat

P2 Alamat berdaftar

.....

.....

.....

Poskod: Bandar:

Negeri:

P3 No. telefon di premis perniagaan:

P4 Alamat surat-menyurat

.....

.....

.....

Poskod: Bandar:

Negeri:

P5 Alamat premis perniagaan

.....

.....

.....

Poskod: Bandar:

Negeri:

P6 Alamat laman web / blog:

P7 Nama bank:

P8 No. akaun bank:

P9 Alamat di mana rekod syarikat disimpan
(Tandakan 'X' dalam petak yang berkenaan)

Alamat seperti di P2 Alamat seperti di P4 Alamat seperti di P5

UNTUK RUJUKAN SAHAJA

Nama Syarikat:.....

C

P10 Alamat lain jika P9 tidak berkenaan

Poskod Bandar

Negeri

P11 Nama Pengarah

Pengarah I

Pengarah II

Pengarah III

P12 No. kad pengenalan / pasport Pengarah

Pengarah I

Pengarah II

Pengarah III

P13 No. telefon Pengarah

P14 No. cukai pendapatan Pengarah

Pengarah I

SG / OG

Pengarah II

SG / OG

Pengarah III

SG / OG

P15 Pegangan ekuiti Pengarah (%)

P16 Gaji / Bonus Pengarah

Pengarah I

Pengarah II

Pengarah III

P17 Fi / Komisen / Elaun Pengarah

Nama Syarikat:.....

C

BAHAGIAN Q: MAKLUMAT LIMA PEMEGANG SYER UTAMA BAGI SYARIKAT TERKAWAL

Q1	No. Kad Pengenalan / Pasport / Pendaftaran Syarikat <input type="text"/> Nama <input type="text"/> <input type="text"/> Pegangan syer secara langsung (%) <input type="text"/> Negara asal (Gunakan kod negara) <input type="text"/>
Q2	No. Kad Pengenalan / Pasport / Pendaftaran Syarikat <input type="text"/> Nama <input type="text"/> <input type="text"/> Pegangan syer secara langsung (%) <input type="text"/> Negara asal (Gunakan kod negara) <input type="text"/>
Q3	No. Kad Pengenalan / Pasport / Pendaftaran Syarikat <input type="text"/> Nama <input type="text"/> <input type="text"/> Pegangan syer secara langsung (%) <input type="text"/> Negara asal (Gunakan kod negara) <input type="text"/>
Q4	No. Kad Pengenalan / Pasport / Pendaftaran Syarikat <input type="text"/> Nama <input type="text"/> <input type="text"/> Pegangan syer secara langsung (%) <input type="text"/> Negara asal (Gunakan kod negara) <input type="text"/>
Q5	No. Kad Pengenalan / Pasport / Pendaftaran Syarikat <input type="text"/> Nama <input type="text"/> <input type="text"/> Pegangan syer secara langsung (%) <input type="text"/> Negara asal (Gunakan kod negara) <input type="text"/>

Nama Syarikat:.....

C

BAHAGIAN R:

MAKLUMAT LAIN

R1 Ekuiti asing berbanding dengan modal berbayar: (Tandakan 'X' dalam petak yang berkenaan)

70% - 100% 51% - 69% 20% - 50% ≤ 19% TIADA

R2 Ketetapan Awal: (Tandakan 'X' dalam petak yang berkenaan)

R2a Ada Ketetapan Awal Ya Tidak **R2b** Ketetapan Awal dipatuhi Ya Tidak
(Isikan jika R2a = 'Ya')

R2c Ada perubahan ketara dalam perkiraan Ya Tidak
(Isikan jika R2a = 'Ya')

R3 Perkiraan Penentuan Harga Awal: (Tandakan 'X' dalam petak yang berkenaan)

R3a Ada Perkiraan Penentuan Harga Awal Ya Tidak **R3b** Perkiraan Penentuan Harga Awal dipatuhi Ya Tidak
(Isikan jika R3a = 'Ya')

R3c Ada perubahan ketara dalam perkiraan Ya Tidak
(Isikan jika R3a = 'Ya')

BAHAGIAN S:

MAKLUMAT JURUAUDIT

S1 Nama firma

S2 Alamat firma

Poskod Bandar

Negeri

S3 No. telefon

-

Nama Syarikat:.....

C

BAHAGIAN T: MAKLUMAT FIRMA DAN TANDATANGAN ORANG YANG MENYEDIAKAN BORANG NYATA INI

T1 Nama firma

T2 Alamat firma

Poskod

Bandar

Negeri

T3 No. telefon

T4 No. kelulusan ejen cukai

T5 No. pendaftaran perniagaan

T6 e-mel

Tandatangan

Tarikh

Hari Bulan Tahun

AKUAN

Saya

No. Kad Pengenalan / No. Pasport *

(* Potong yang tidak berkenaan)

dengan ini mengakui bahawa borang nyata ini mengandungi maklumat yang benar, lengkap dan betul mengenai cukai pendapatan syarikat yang tersebut di atas bagi Tahun Taksiran 2011 seperti mana yang dikehendaki di bawah Akta Cukai Pendapatan 1967.

Tandatangan

Tarikh

Hari Bulan Tahun

Jawatan

SLIP PENGIRIMAN BAYARAN UNTUK BORANG C



SLIP PENGIRIMAN BAYARAN

CP207 [Pin. 1/2011]

Kepada: KETUA PENGARAH HASIL DALAM NEGERI

Bersama-sama ini disertakan cek/kiriman wang/wang pos/draf bank sebagai bayaran cukai pendapatan.

NO. CUKAI PENDAPATAN

KOD BAYARAN

NO. ANSURAN

TAHUN TAKSIRAN

Amaun Bayaran RM

Nama dan Alamat Pos

No. Rujukan
(No. Pendaftaran)

No. Cek dan
Lain-lain

Nama Bank
Pembayar

No. Telefon

Tarikh :

SLIP PENGIRIMAN BAYARAN UNTUK BORANG R



SLIP PENGIRIMAN BAYARAN

CP207 [Pin. 1/2011]

Kepada: KETUA PENGARAH HASIL DALAM NEGERI

Bersama-sama ini disertakan cek/kiriman wang/wang pos/draf bank sebagai bayaran cukai pendapatan.

NO. CUKAI PENDAPATAN

KOD BAYARAN

NO. ANSURAN

TAHUN TAKSIRAN

Amaun Bayaran RM

Nama dan Alamat Pos

No. Rujukan
(No. Pendaftaran)

No. Cek dan
Lain-lain

Nama Bank
Pembayar

No. Telefon

Tarikh :

CUKAI PENDAPATAN MALAYSIA Slip Pengiriman Bayaran

1. Pembayaran boleh dibuat di:

- 1.1 Bank - kaunter CIMB Bank Berhad (CIMB), Public Bank Berhad (PBB), Malayan Banking Berhad (Maybank), EON Bank dan Affin Bank Berhad (ABB) dengan menggunakan slip bayaran yang disediakan oleh pihak bank.
- perbankan internet PBB, Maybank, EON Bank, Citibank dan perbankan telefon Maybank.
- Auto Teller Machine (ATM) PBB dan Maybank.
- 1.2 LHDNM - e-Bayaran melalui FPX (Financial Process Exchange) di laman web LHDNM, <http://www.hasil.gov.my>
- kaunter bayaran LHDNM atau melalui pos:
Cek, kiriman wang dan draf bank hendaklah dipalang dan dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Gunakan Slip Pengiriman Bayaran (CP207) apabila membuat bayaran.
- 1.3 Pos Malaysia Berhad - kaunter dan Pos Online

	Alamat Pos	Kaunter Bayaran
SEMENANJUNG MALAYSIA	Lembaga Hasil Dalam Negeri Malaysia Cawangan Pungutan, Tingkat 15, Blok 8A Kompleks Bangunan Kerajaan, Jalan Duta Karung Berkunci 11061 50990 Kuala Lumpur	Tingkat Bawah, Blok 8A Kompleks Bangunan Kerajaan Jalan Duta Kuala Lumpur
SABAH & WP LABUAN	Lembaga Hasil Dalam Negeri Malaysia Cawangan Kota Kinabalu Wisma Hasil Jalan Tunku Abdul Rahman 88600 Kota Kinabalu	Tingkat Bawah Wisma Hasil Jalan Tunku Abdul Rahman Kota Kinabalu
SARAWAK	Lembaga Hasil Dalam Negeri Malaysia Cawangan Kuching Aras 17, Wisma Hasil No. 1, Jalan Padungan 93100 Kuching	Aras 1, Wisma Hasil No. 1, Jalan Padungan Kuching

2. Sila catatkan nama, alamat, nombor telefon, nombor cukai pendapatan, tahun taksiran dan kod bayaran di belakang instrumen bayaran.
3. Semak resit/slip bayaran bank sebelum meninggalkan kaunter bayaran.

CUKAI PENDAPATAN MALAYSIA Slip Pengiriman Bayaran

2. Pembayaran boleh dibuat di:

- 1.1 Bank - kaunter CIMB Bank Berhad (CIMB), Public Bank Berhad (PBB), Malayan Banking Berhad (Maybank), EON Bank dan Affin Bank Berhad (ABB) dengan menggunakan slip bayaran yang disediakan oleh pihak bank.
- perbankan internet PBB, Maybank, EON Bank, Citibank dan perbankan telefon Maybank.
- Auto Teller Machine (ATM) PBB dan Maybank.
- 1.2 LHDNM - e-Bayaran melalui FPX (Financial Process Exchange) di laman web LHDNM, <http://www.hasil.gov.my>
- kaunter bayaran LHDNM atau melalui pos:
Cek, kiriman wang dan draf bank hendaklah dipalang dan dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Gunakan Slip Pengiriman Bayaran (CP207) apabila membuat bayaran.
- 1.3 Pos Malaysia Berhad - kaunter dan Pos Online

	Alamat Pos	Kaunter Bayaran
SEMENANJUNG MALAYSIA	Lembaga Hasil Dalam Negeri Malaysia Cawangan Pungutan, Tingkat 15, Blok 8A Kompleks Bangunan Kerajaan, Jalan Duta Karung Berkunci 11061 50990 Kuala Lumpur	Tingkat Bawah, Blok 8A Kompleks Bangunan Kerajaan Jalan Duta Kuala Lumpur
SABAH & WP LABUAN	Lembaga Hasil Dalam Negeri Malaysia Cawangan Kota Kinabalu Wisma Hasil Jalan Tunku Abdul Rahman 88600 Kota Kinabalu	Tingkat Bawah Wisma Hasil Jalan Tunku Abdul Rahman Kota Kinabalu
SARAWAK	Lembaga Hasil Dalam Negeri Malaysia Cawangan Kuching Aras 17, Wisma Hasil No. 1, Jalan Padungan 93100 Kuching	Aras 1, Wisma Hasil No. 1, Jalan Padungan Kuching

2. Sila catatkan nama, alamat, nombor telefon, nombor cukai pendapatan, tahun taksiran dan kod bayaran di belakang instrumen bayaran.
3. Semak resit/slip bayaran bank sebelum meninggalkan kaunter bayaran.

SURAT TIDAK DAPAT DISERAHKAN

Sila tandakan 'X' di petak yang berkenaan

- | | | |
|---|---|--|
| <input type="checkbox"/> Tiada nama jalan ini | <input type="checkbox"/> Alamat tidak lengkap | <input type="checkbox"/> Sudah pindah |
| <input type="checkbox"/> Tiada nombor premis | <input type="checkbox"/> Tidak dituntut | <input type="checkbox"/> Meninggal dunia |
| <input type="checkbox"/> Tiada penghuni | <input type="checkbox"/> Tidak dikenali | <input type="checkbox"/> Termusnah |
| <input type="checkbox"/> Tiada nama penerima | <input type="checkbox"/> Enggan terima | |

Alamat yang boleh dihubungi (jika ada)

BORANG A
KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN 1957
[KAEDAH 3]
PENDAFTARAN PERNIAGAAN

**BORANG
PERCUMA**

(* Ruang yang wajib)
NO. KELULUSAN NAMA

Saya/Kami orang yang bertanggungjawab menyerahkan untuk pendaftaran butir-butir yang berikut berhubung perniagaan yang tersebut di bawah ini.

MAKLUMAT PERNIAGAAN (* Ruang yang wajib)

1. * NAMA PERNIAGAAN

2. * TARIKH PEMULAAN
PERNIAGAAN

(hh/bb/tttt)

3. * PERJANJIAN PERKONGSIAN

ADA (lampirkan salinan perjanjian)

TARIKH

(hh/bb/tttt)

TIADA

4. * ALAMAT TEMPAT UTAMA
PERNIAGAAN

BANDAR

POSKOD

NEGERI

5. TELEFON

FAKS

6. E-MEL

7. ALAMAT SURAT-MENYURAT

(jika berlainan daripada di atas)

BANDAR

POSKOD

NEGERI

BORANG AKAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN 1957
[KAEDAH 3]
PENDAFTARAN PERNIAGAAN**BORANG
PERCUMA****MAKLUMAT CAWANGAN (* Ruangan yang wajib)**

BIL	ALAMAT CAWANGAN	BANDAR	POSKOD	NEGERI
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

MAKLUMAT PEMILIK (* Ruangan yang wajib)

1. * NAMA PEMILIK

2. * TARIKH LAHIR

3. * KERAKYATAN

MALAYSIA

PENDUDUK TETAP (nyatakan negara asal)

4. * NO. PENGENALAN PERIBADI

KAD PENGENALAN (LAMA)

MYKAD

 - -

(i.e.: 810226-02-5601)

MYPR

 - -

(i.e.: 810226-02-5601)

PASPORT

POLIS

TENTERA

5. *WARNA

BIRU

MERAH

LAIN-LAIN

6. * JANTINA

LELAKI

PEREMPUAN

7. * BANGSA

MELAYU

BUMIPUTERA SABAH

BUMIPUTERA SARAWAK

CINA

i. KADAZAN

i. BIDAYUH

INDIA

ii. IBAN

ii. BAJAU

LAIN-LAIN

(sila nyatakan)

iii. DUSUN

iii. MELANAU

8. * ALAMAT KEDIAMAN

9. * BANDAR

10. * POSKOD

11. * NEGERI

12. TELEFON

FAKS

13. E-MEL

14. * PEMILIKAN

PEMILIKAN TUNGGAL

PERKONGSIAN

TANDATANGAN PEMILIK

BIL	GAJI BULANAN		(JENIS PERTAMA)			(JENIS KEDUA)
			BENCANA PEKERJAAN DAN ILAT			BENCANA PEKERJAAN SAHAJA
			SYER MAJIKAN	SYER PEKERJA	JUMLAH CARUMAN	JUMLAH CARUMAN OLEH MAJIKAN SAHAJA
		RM	RM	RM	RM	RM
1.	Gaji hingga	30/-	0.40	0.10	0.50	0.30
2.	Apabila gaji melebihi tetapi tidak melebihi	30/- 50/-	0.70	0.20	0.90	0.50
3.	Apabila gaji melebihi tetapi tidak melebihi	50/- 70/-	1.10	0.30	1.40	0.80
4.	Apabila gaji melebihi tetapi tidak melebihi	70/- 100/-	1.50	0.40	1.90	1.10
5.	Apabila gaji melebihi tetapi tidak melebihi	100/- 140/-	2.10	0.60	2.70	1.50
6.	Apabila gaji melebihi tetapi tidak melebihi	140/- 200/-	2.95	0.85	3.80	2.10
7.	Apabila gaji melebihi tetapi tidak melebihi	200/- 300/-	4.35	1.25	5.60	3.10
8.	Apabila gaji melebihi tetapi tidak melebihi	300/- 400/-	6.15	1.75	7.90	4.40
9.	Apabila gaji melebihi tetapi tidak melebihi	400/- 500/-	7.85	2.25	10.10	5.60
10.	Apabila gaji melebihi tetapi tidak melebihi	500/- 600/-	9.65	2.75	12.40	6.90
11.	Apabila gaji melebihi tetapi tidak melebihi	600/- 700/-	11.35	3.25	14.60	8.10
12.	Apabila gaji melebihi tetapi tidak melebihi	700/- 800/-	13.15	3.75	16.90	9.40
13.	Apabila gaji melebihi tetapi tidak melebihi	800/- 900/-	14.85	4.25	19.10	10.60
14.	Apabila gaji melebihi tetapi tidak melebihi	900/- 1,000/-	16.65	4.75	21.40	11.90
15.	Apabila gaji melebihi tetapi tidak melebihi	1,000/- 1,100/-	18.35	5.25	23.60	13.10
16.	Apabila gaji melebihi tetapi tidak melebihi	1,100/- 1,200/-	20.15	5.75	25.90	14.40
17.	Apabila gaji melebihi tetapi tidak melebihi	1,200/- 1,300/-	21.85	6.25	28.10	15.60
18.	Apabila gaji melebihi tetapi tidak melebihi	1,300/- 1,400/-	23.65	6.75	30.40	16.90
19.	Apabila gaji melebihi tetapi tidak melebihi	1,400/- 1,500/-	25.35	7.25	32.60	18.10
20.	Apabila gaji melebihi tetapi tidak melebihi	1,500/- 1,600/-	27.15	7.75	34.90	19.40
21.	Apabila gaji melebihi tetapi tidak melebihi	1,600/- 1,700/-	28.85	8.25	37.10	20.60
22.	Apabila gaji melebihi tetapi tidak melebihi	1,700/- 1,800/-	30.65	8.75	39.40	21.90

LAMPIRAN A

BIL	GAJI BULANAN	(JENIS PERTAMA)				(JENIS KEDUA)
		BENCANA PEKERJAAN DAN ILAT				BENCANA PEKERJAAN SAHAJA
			SYER MAJIKAN	SYER PEKERJA	JUMLAH CARUMAN	JUMLAH CARUMAN OLEH MAJIKAN SAHAJA
		RM	RM	RM	RM	RM
23.	Apabila gaji melebihi tetapi tidak melebihi 1,800/-	1,800/-	32.35	9.25	41.60	23.10
24.	Apabila gaji melebihi tetapi tidak melebihi 1,900/-	1,900/-	34.15	9.75	43.90	24.40
25.	Apabila gaji melebihi tetapi tidak melebihi 2,000/-	2,000/-	35.85	10.25	46.10	25.60
26.	Apabila gaji melebihi tetapi tidak melebihi 2,100/-	2,100/-	37.65	10.75	48.40	26.90
27.	Apabila gaji melebihi tetapi tidak melebihi 2,200/-	2,200/-	39.35	11.25	50.60	28.10
28.	Apabila gaji melebihi tetapi tidak melebihi 2,300/-	2,300/-	41.15	11.75	52.90	29.40
29.	Apabila gaji melebihi tetapi tidak melebihi 2,400/-	2,400/-	42.85	12.25	55.10	30.60
30.	Apabila gaji melebihi tetapi tidak melebihi 2,500/-	2,500/-	44.65	12.75	57.40	31.90
31.	Apabila gaji melebihi tetapi tidak melebihi 2,600/-	2,600/-	46.35	13.25	59.60	33.10
32.	Apabila gaji melebihi tetapi tidak melebihi 2,700/-	2,700/-	48.15	13.75	61.90	34.40
33.	Apabila gaji melebihi tetapi tidak melebihi 2,800/-	2,800/-	49.85	14.25	64.10	35.60
34.	Apabila gaji melebihi tetapi tidak melebihi 2,900/-	2,900/-	51.65	14.75	66.40	36.90

Lukiskan pelan lokasi tempat memerlukan bekalan air.

Saya mengesahkan bahawa "Stand Pipe" dan Saluran Paip Perhubungan telah dipasang semasa permohonan Bekalan Air dihantar.

Nama dan tandatangan
Jurugegas Paip

Tarikh

B. NOTIS CADANGAN KERJA PEMBEKALAN AIR (Diisi oleh Pemasang Paip)

Saya, dengan ini, memberi notis untuk menjalankan kerja penyambungan paip di-
(I, herewith, give notice of my intention to carry out work on the water supply)

Alamat Premis:
(Address of Premise)
.....
.....

Tarikh Kerja Dimulakan:
(Date of Commencement of Work)

Kerja Siap Untuk Diperiksa Pada:
(The Work will be ready for inspection on)

Nama Pemasang Paip Berlesen: No. Lesen:
(Name of Licensed Pipefitter) (Licence No.)

Tandatangan: Tarikh:
(Signature) (Date)

C. BUTIR-BUTIR KERJA (Diisi oleh Pemasang Paip)

	Jenis (Type)	Saiz (Size)	Kuantiti (Quantity)
Paip Service (Service Pipe)		mm.	m
Tangki Simpanan (Storage Tank)		lit.	no.
Pili Bomba (Fire Hydrant)			no.
Sinki (Sink)			no.
Basin (Wash Basin)			no.
Tangki Tandas (W.C.)			no.
Pemancar (Shower)			no.
Urinal (Tempat Kencing)			no.
Pemanas (Water Heater)			no.
Kolah Panjang (Long Bath)			no.
Tangki Sedutan (Suction Tank)		lit.	no.
Pam Letrik (Electric Pump)		kw.	no.
Injap Meter (Valve)		mm.	no.

KEGUNAAN PEJABAT

No. Fail:

Tarikh Pemeriksaan:

Ulasan:
.....
.....

Jenis Kerja	Saiz	Kuantiti	Kadar	Harga
Paip Hubungan	mm	m		
Ferrule	mm	no.		
Saddle	mm	no.		
Tambahan Potong Jalan				
Jumlah: RM				

* Disokong/Tidak Disokong
Pemeriksa

Tarikh:

*Dilulus/Tidak Dilulus:
Jurutera

Tarikh: