



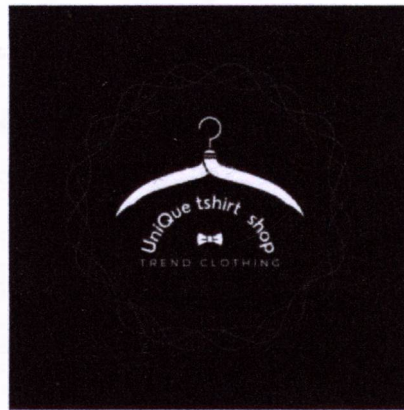
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UNIVERSITI TEKNOLOGI MARA

ENT300

FUNDAMENTALS OF ENTREPRENEURSHIP

BUSINESS PLAN



UniQue T-Shirt Shop

Prepared by:

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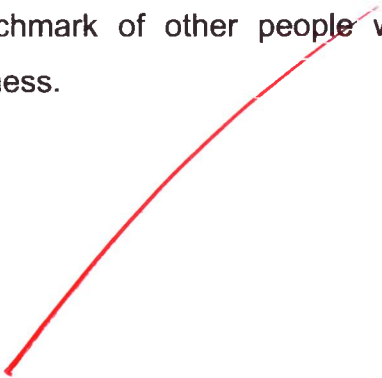
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EXECUTIVE SUMMARY

UniQue T-shirt Shop is a clothes business that sell a high quality clothes. This business sell various type of shirt. Our primary startegy is with selling the shirt to our customers with reasonable prices which is the shirt is not too expensive and not too cheap. We are reaching customers and promoting our UniQue T-shirt via social media such as Facebook, WhatsApp, Tiktok, Telegram, email and Instagram. Our business is run by five main workers which are General manger, administrative manager,marketing manager,operation manager and financial manager. All of us play a vital role in this business and we will able to make our business successful. We believe that we will be able to achieve our business goal with our business financial position statement. With the quality services and well education about how to do the clothes business,we are pretty sure that's good words about our business wilol be spread among customers. We hope that UniQue T-shirt Shop can be a well-known clothes business in the area and other are as well and able to provide greater clothes services from time to time. Last but not least, it is our pleasure to be the benchmark of other people who are interested to start business in clothes business.



CHAPTER 1.0 INTRODUCTION

1.1 Business Description

Name of business	UniQue T-shirt shop
Business Address	Marina Bay,98000, Miri Sarawak
Business legal entity	Partnership
Nature of business	Product business
Social media (Instagram/Facebook)	uniQuetshirt.shop
Email address	uniQuetshirtshop@gmail.com
Telephone number	+6011-4732118
Factor in selecting the proposed business (the opportunity)	<ul style="list-style-type: none">● The place we choose is startegic● Has a high potential to growth
Future prospects of the business	<ul style="list-style-type: none">● Our shop will be the most visited shop in Miri after 1 year of opening● UniQue T-shirt shop will open another district in Sarawak during 2025 as we target that our financial status well be enough and stable during that year.

Purpose of preparing business plan

- 1) Opportunity for entrepreneur to assess the business venture objectively, practically and critically.
- 2) To study and evaluate the feasibility of business.
- 3) To convince venture capitalists, investors and bankers in order to raise capital and obtain support for the venture.
- 4) Business plan is also for guideline for day to day management of business.
- 5) To be able to distribute business resources more effectively.


Business background

Business Main Activity	
Core activity:	<ul style="list-style-type: none">● We are selling our t-shirt to customer of all ages● The printing at the t-shirt will be chosen by the customers
Other activities:	There are 4 main business activities which are very vital in order to make sure that the core activity will proceed and go smoothly.
❖ Administration:	This task falls within the purview of the administrative manager, who will also develop the overall personnel administration plan. Administrative administrators must also make sure that every equipment is suitable and secure for usage.
❖ Marketing:	Planning marketing tactics to maximize profit is the responsibility of the marketing manager. In order to draw in more consumers, strategies include social media promotion, banner advertising, and sharing sessions about our shop's specifics on Live Tiktok.
❖ Operational:	The operations manager will make sure the UniQue T-shirt store complies with the requirements and will examine client demands and comments following a purchase.
❖ Financial:	Typically, the financial manager is responsible for managing cash flow and establishing the company's

	budget.
Business Commencement:	15 April 2022
Registration Details:	15 March 2022
Banking Details:	UniQue T-shirt shop Bank islam : 11131457891765

1.2 Owner Description

BUSINESS PARTNER BACKGROUND

	
Name	Julliana Carol
Identity Card Number	000124-13-0190
Date of Birth	24 January 2000
Marital Status	Single
Permanent Address	Lot 8950, Jalan taman tunku, taman jelita, 98000 Miri Sarawak
Correspondence Address	Lot 8950 Jalan taman tunku, taman jelita, 98000 Miri Sarawak
Email Address	caroljulliana00@gmail.com
Telephone Number	011-15527150
Academic Qualification	Diploma in Public Administration
Course Attended	AM110
Skills	<ul style="list-style-type: none">● Good communication skills
Experience	<ul style="list-style-type: none">● Kitchen assistant singapore cake house miri● Cashier singapore cake house miri● waitress
Capital Contribution	RM20,000.00



Name	Stefanus Ak Robert
Identity Card Number	010831-13-2001
Date of Birth	31 August 2001
Marital Status	Single
Permanent Address	Kampung Tian Sekawan, Batu 29 Jln Kuching Serian, 94700 Serian, Sarawak.
Correspondence Address	Kampung Tian Sekawan, Batu 29 Jln Kuching Serian, 94700 Serian, Sarawak.
Email Address	0831puput@gmail.com
Telephone Number	010-5928909
Academic Qualification	Diploma In Public Administration
Course Attended	AM110
Skills	● Good communication skills
Experience	Do a business opportunities
Capital Contribution	RM20,000.00



Name	Tracy Stanly
Identity Card Number	981115-13-5732
Date of Birth	15 November 1998
Marital Status	Single
Permanent Address	Kampung Long Lamai, Baram, Sarawak
Correspondence Address	Kampung Long Lamai, Baram, Sarawak
Email Address	tracystanly98@gmail.com
Telephone Number	01125097739
Academic Qualification	Diploma in Public Administration
Course Attended	AM110
Skills	<ul style="list-style-type: none">✓ Negotiation and persuasion skills✓ Good communication skills
Experience	Salesgirl at Boulevard Shopping Complex, Miri
Capital Contribution	RM20,000.00



Name	Anjali Ak Sedit
Identity Card Number	000418-13-0620
Date of Birth	18 April 2000
Marital Status	Single
Permanent Address	No 133 Kpg Engkeroh Serian, Sarawak.
Correspondence Address	No 133 Kpg Engkeroh Serian, Sarawak.
Email Address	Angelsedit184@gmail.com
Telephone Number	014-3582246
Academic Qualification	Diploma in Public Administration
Course Attended	AM110
Skills	● Good communication skills
Experience	-
Capital Contribution	RM20,000.00



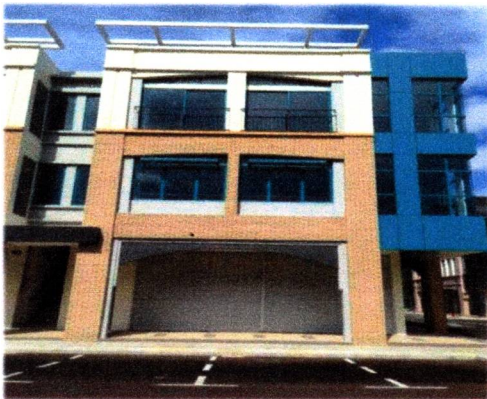
Name	Sharifah Nur Amira Syahirah Bt. Wan Safruddin
Identity Card Number	011201-13-0674
Date of Birth	01 December 2001
Marital Status	Single
Permanent Address	No 122, Lot 4257, Lrg Jeletung 3, Jln Sultan, 93050, Kuching, Sarawak.
Correspondence Address	No 122, Lot 4257, Lrg Jeletung 3, Jln Sultan, 93050, Kuching, Sarawak.
Email Address	sharifahnuramirasyahirah@gmail.com
Telephone Number	011-12388792
Academic Qualification	Diploma in Public Administration
Course Attended	AM110
Skills	● Good communication skills
Experience	
Capital Contribution	RM20,000.00

BUSINESS LOCATION

In the world of business, having a good location is one of the benefits. It may help us align with the goals and demands of our company, which will then enable us to take full advantage of business opportunities with little expense and risk. Additionally, our strategic position provides us with easy access to personnel, clients, and other resources.

The intended location of the UniQue T-shirt store in Sarawak is Marina Bay Miri. The largest housing development in the state of Miri Sarawak is Marina Bay. In Marina Bay, we intend to rent a store lot building. It will be located on the 1st floor. We chose to build a T-shirt store there because of the prime location. Additionally, there are eateries nearby.

We intend to rent an office complex. We chose to rent on the lower level since it was less expensive than the top level. The size of our rental shop is 1200 square feet. The bottom level already has a stunning tile floor and a plaster ceiling. We won't have to raise our renovation budget as a consequence. Our neighbourhood has numerous services and amenities, such as roads, water, power, telephones, and the internet, in addition to some essential utilities because it is a growing metropolis.



CHAPTER 2.0 ADMINISTRATION PLAN

2.1 INTRODUCTION TO THE ORGANIZATION

VISION

- ✓ Our company the **UniQue T-shirt** strives hard to produce the best high-quality clothes for our customers, and trying our best to fulfill our customers' demand or desire.

MISSION

- ✓ The **UniQue T-shirt** aims to satisfy customers with produce comfortable t-shirt, as well as providing better customer services, and make sure what the customer wants can be achieved with provide affordable products to all customers.

MOTTO

“REASONABLE PRICE, WITH THE BEST QUALITY”

- ✓ Our motto shows how persistent we are in providing and sold our product to customers with the reasonable price we have given, to satisfy them with the best quality of t-shirt we have, which to provide comfortable clothes and in accordance with the state of the environment and fashion nowadays, according to their respective comfort.

OBJECTIVE

- ★ To produce the best high-quality clothes for our customers, and trying our best to fulfill our customers' demand or desire.
- ★ To become one of the popular clothing stores and could compete with others clothing stores in Marina Bay, Miri Sarawak.
- ★ To provide comfortable clothes and in accordance with the state of the environment and fashion nowadays, according to customer respective comfort.
- ★ To attract young and middle-aged customers to try a garment printing service, doesn't matter for girls or boys.

SHORT TERM GOALS

- ❖ The UniQue T-shirt Shop target to get at least in the first day just opened, get 10 customers who come to buy our products.
- ❖ In 1 month, our business gets increasingly known to many.

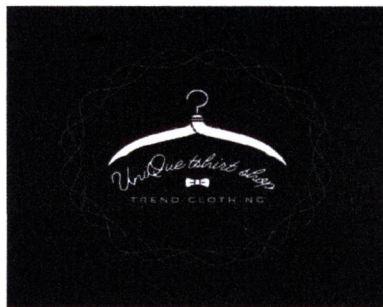
- ❖ At least in 1 month our income or gross profit could fund or cover all our capital.
- ❖ Hope our shop, at least 3 months have more and more people been visited and become the talk of the town, and have regular customers.
- ❖ And also hope, our goods meet the standards and demands of customers.

LONG TERM GOALS

- ❖ Hoping that in 1 year of opening we could get some bonus from the boss.
- ❖ We hope that our business always gets profits, although the profits are little.
- ❖ After 1 year or maybe more we could rent the top level to expand our shop or store.
- ❖ In the coming years, our target is to be the No.1 garment printing service in the hearts of the people of Miri.
- ❖ Maybe in 6 years, our shop UniQue T-shirt not only be visited by locals' people but also from outside like from Peninsular Malaysia or maybe from abroad, who knows? people that visited Sarawak and come to Miri city.

BUSINESS LOGO AND DESCRIPTION

The name and logo of our business are inspired by our own General Manager, she is the mastermind that thinking about this business first and the person that named the shop, without her, our project will not be happened. Our shop named as UniQue T-shirt because we selling unique t-shirt that never seen before by customers and the logo clearly show what we are sell, which it is the trending cloths that the customer could get.



- ★ “UniQue T-shirt Shop” represents our business name, which showed that we selling unique cloths.
- ★ The word “UniQue” means we selling unique t-shirt that never seen before by customers.

- ★ “REASONABLE PRICE, WITH THE BEST QUALITY” is our motto, that told the customer, that we selling the best quality shirt with affordable price.
- ★ The colour of black and white represents, is the primary colour of others and this two colour is one of colour that considered as the sexier colour that we could have seen.

LOCATION

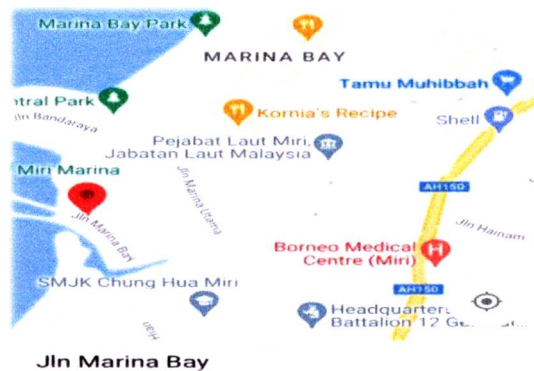
Our UniQue T-shirt Shop location is in the largest housing development of Marina Bay, with strategic positions provides us with easy access to personnel, clients and others resources. We intend to rent an office complex, and thus we choose to rent the lower level first, because it less expensive than the second level, maybe in coming years if we have great profit, we would think to rent it too.

Location: Marina Bay, 98000 Miri, Sarawak

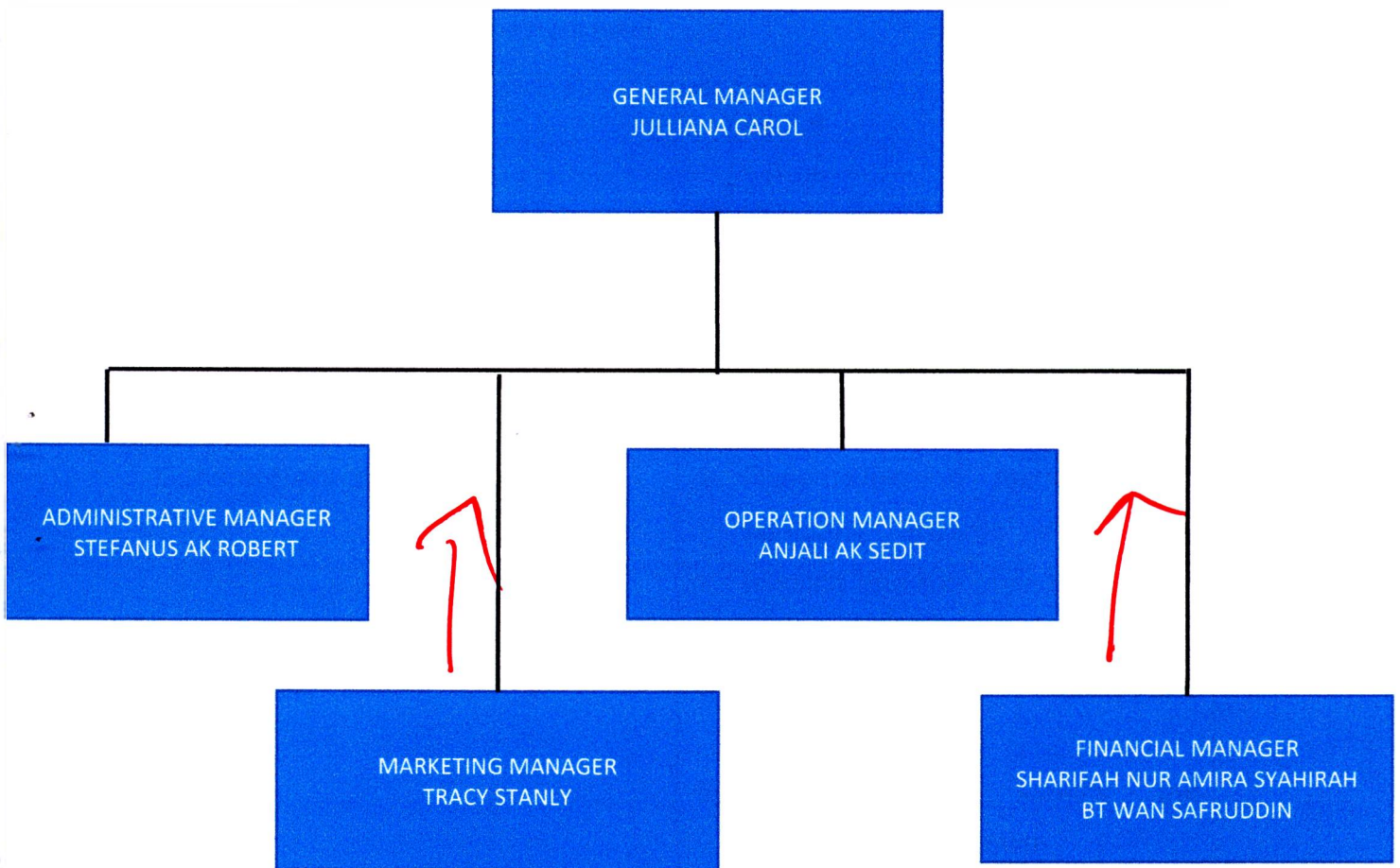
Property Type: Shop/Office Complex

Property Title Type: Individual

Built-up Size: 1, 200 sq.ft.



2.2 ORGANIZATION CHART



Same level!

2.3 ADMINISTRATION PERSONNEL

Table 1: List of Administration Personnel

POSITION	NUMBER OF PERSONNELS
General Manager	1
Administration Manager	1
Marketing Manager	1
Operation Manager	1
Financial Manager	1

Table 2: Schedule of Tasks and Responsibilities

POSITION	TASK AND RESPONSIBILITIES
General Manager	<ul style="list-style-type: none"> ◆ Responsible in managing the company towards the vision, mission and the objectives of the company. ◆ Evaluate the performance and productivity. ◆ Research and identify the opportunities of growth. ◆ Create and implementing expansion strategy. ◆ Made the decision and gaining new ideas to improve the business.
Administration Manager	<ul style="list-style-type: none"> ◆ Responsible to arrange the entire personel administration plan. ◆ Develops and implementing policies to improve the process of business. ◆ Manage and maintain the office supplies and equipment. ◆ Establishes some procedures for staff;in training,coaching,counselling and

	<p>career advancement.</p> <ul style="list-style-type: none"> ◆ Ensure the working environment is in safe condition, in terms of health and safety for the staff.
Marketing Manager	<ul style="list-style-type: none"> ◆ Implementing marketing strategies. ◆ Ensuring the company is communicating the right messaging to attract prospective customers and retain existing ones. ◆ Gather of market research and decide control the quantity and the quality of production. ◆ Prepare advertisement and promotion of company.
Operation Manager	<ul style="list-style-type: none"> ◆ Materials selection, ordering and purchasing. ◆ To promote a customer care approach and investigating the issues of customers problems. ◆ To ensure all performance and issues are addressed in the right way and at the right time. ◆ Operation schedules are planned and organized.
Financial Manager	<ul style="list-style-type: none"> ◆ In charge to controlling the financial planning and cash flow. ◆ Creating and maintaining accurate financial report and data. ◆ Identifying business possibilities and maximizing earnings by

	<p>analyzing market trends.</p> <p>◆ Preparing the financial reports in terms of profit and loss; then provide an advice to creating a solution to solve the financial problems.</p>
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Table 3: Schedule of Remuneration

POSITION	NO.	MONTHLY SALARY (RM) (A)	EPF (RM) (B)	SOCSSO (RM) (C)	TOTAL AMOUNT (RM) (A+B+C)
GM	1	Rm 2,000	RM 240	RM 34.15	RM 2,274.15
AM	1	RM 1,600	RM 192	RM 27.15	RM 1,819.15
MM	1	RM 1,600	RM 192	RM 27.15	RM 1,819.15
OM	1	RM 1,600	RM 192	RM 27.15	RM 1,819.15
FM	1	RM 1,600	RM 192	RM 27.15	RM 1,819.15
TOTAL	5				RM 9,550.75

2.4 OFFICE EQUIPMENT & SUPPLIES

Table 4: List of Office Equipment & Supplies

◆ Office Equipment

TYPE	QUANTITY	PRICE/UNIT (RM)	TOTAL AMOUNT (RM)
OFFICE EQUIPMENT			
Computer	1	2,000.00	2,000.00
Office telephone	1	100.00	100.00
Printer	1	1,500.00	1,500.00
Wireless router (Wi-Fi)	1	400.00	400.00
TOTAL			4,000.00
SUPPLIES			
A4 Paper	2	15.00	30.00
Filing	5	25.00	125.00
Manila card	10	0.80	8.00
Printer ink	5	40.00	200.00
Calculator	2	30.00	60.00
Notepads	2	2.00	4.00
Other expenditure			100.00
TOTAL			527.00

2.5 OFFICE FURNITURE AND FITTINGS

Table 5: List of Office Furniture and Fittings

- Office furniture & Fittings

TYPE	QUANTITY	PRICE/UNIT (RM)	TOTAL AMOUNT (RM)
Table & Chair Office Set	1	630.00	630.00
Cabinet	1	800.00	800.00
Ceiling Fan	2	340.00	680.00
Cupboard	1	590.00	340.00
Office Sofa (SINGLE)	2	800.00	1,600.00
Wooden Chair	3	200.00	600.00
TOTAL			4,650.00

2.6 ADMINISTRATIVE BUDGET

Table 6: Administration Budget

ITEM	FIXED ASSESTS (RM)	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)
Fixed Assets			
Office Equipment	4,527	<i>5m 7m only</i>	
Furniture & Fittings	4,650		
Renovation	1,000		
Working Capital			
Rent		2,250	
Salaries, SOCSO & EPF		9,550.75	
Pre-Operations			
Deposit of utilities			
Business Registration & License			10,000
Other Pre-Operations Expenditure			1,000
TOTAL			RM 32, 977.75

CHAPTER 3.0 MARKETING PLAN

3.1 MARKETING OBJECTIVES

Unique T-Shirt Shop objectives are as follows:

- To be the most visited T-shirt shop in Miri after 1 year of opening
- To increase 15% sales by 2024
- To create many new products, service and something special for the customer
- To make sure our product or services is known by people around the world
- To provide more feedback at least from 50% of our customers
- To help people get a unique pattern based on the criteria they want
- To enter the global market and become one of the strongest competitors by the next 5 to 7 years of operating

3.2 SERVICES DESCRIPTION

Unique T-Shirt Shop is a place or business that serves the community, especially in designing t-shirts with unique patterns. As is well known, one of the services required in a location to make it simpler for individuals to order their preferred clothing is a store or businesses like Unique T-Shirt shop. With a store like this, it will be particularly simple and convenient for the community or customers nearby to place orders in accordance with the desired design pattern. One of our primary goals and objectives to be further developed is to ensure that customers are satisfied when purchasing and getting goods or shirts from Unique T-Shirt shop.

We are also certain that any customer who places an order or makes a purchase from our store will receive the satisfaction and advantages consistent with the services we offer. This is due to the fact that our shop service will offer clients a number of options from which they can select based on their preferences. Additionally, we provide the highest quality products at competitive costs for all social classes through our site.

Furthermore, our Uniqueness and strength will contribute to Unique T-Shirt Shop being the best T-shirt shop in Miri. Customers satisfaction is our top priority. All the materials we use in producing the ordered patterns are also a material that are guaranteed safe and harmless. Besides that, we will indeed make a thorough assessment before using any materials for patterning and so on. Plus, our business location is very strategic as our store is located in an area that is indeed a best-selling and frequency and easily accessible place in Miri. For more, our services can also be online or come physically. Next, our operating hours in the store are start from 8:00 A.M until 5:00 P.M, and our working days are from Monday to Saturday only. However, we will continue accept any order from customers via online 24 hours a day. Overall, for Unique T-Shirt Shop, the satisfaction from customers is our priority and the feedback they shared is very much needed and appropriated in order to improve and enhance our services.

3.3 TARGET MARKET

In determining target market, a business needs to first identify the product or services to be offered. Next, the business should focus its marketing efforts by identifying the market area and business location, collecting information and data of customer that can be used to identify personal details of the population in the area, their lifestyle and buying habits. By compiling these details, we can estimate the target market to our product.

SEGMENTING MARKET

Market segmentation is the practice of grouping or segmenting a market of potential buyers depending on various criteria. The segments formed are made up of consumers who have comparable responses to marketing techniques and who share characteristics such as similar interests, needs, or location. Its purpose is to guarantee that businesses may split their customers into groups in order to market their product or service more effectively.

- ❖ ***Geographic segmentation***
- ❖ ***Demographic segmentation***
- ❖ ***Psychographic segmentation***

Geographic segmentation

Geographic segmentation is the division of a company's market based on geography. A market can be geographically segmented into cities, counties, regions, nations, and international areas. A market can also be divided into rural, suburban, and urban areas. Using this segmentation, we may determine the product that the consumer need at a certain location.

For Unique T-Shirt Shop, Marina Bay, Miri, Sarawak had been selected as our company location. For your knowledge, Miri is a location that can be regarded as a developing city. Because of our store is adjacent to the parking lot and a prominent position that is frequently the attention of people, our business is located in a very strategic area. Customers will find it simpler to visit and make appointments as a result. Such stores are ideal places to operate because numerous visitors from outside may also view the sales being offered. Indirectly, this will be a fantastic opportunity for us to keep up the competition in this industry.

Demographic segmentation

Market segmentation based on age, race, religion, gender, family size, ethnicity, income, and education are known as demographic segmentation. To assist a business targets its customers more precisely, demographics can be split into a number of markets. We provide our service to people of all ages and genders.

Next, the store we open sells its goods at a competitive price. Before we open this store, we take this into account based on the findings of the evaluation. As a result, everyone will be able to trial and purchase the goods we offer at a fair price.

Psychographic segmentation

Psychographic segmentation splits the market into categories based on the lifestyle of the customer. Activities, interest, and opinion (AIO) surveys are one type of lifestyle measuring tool. It analyses a few potential impacts on purchasing behavior, such as consumer attitudes, expectations, and activities. It was developed in the 1970s and uses behavioral and social sciences to investigate customer decision-making processes, attitudes, values, personalities, lifestyles, and communication preferences.

According to our previous assessment, there are still a significant number of people living in Miri who are interested in distinctive clothing patterns such Orang Ulu patterns and weaving. We feel and hope that Unique T-Shirt Shop would be able to assist people or consumers who are looking for these distinctive patterns at a very reasonable price from us. Because of the exclusivity and privilege that our store has, we will work hard to meet the pattern that they themselves develop.

3.4 MARKET TREND AND MARKET SIZE

Market Size

Population of targeted customers in Miri, Sarawak: 356,900

5% x 356,900 = 17,845

RM 55 x 17,845 = RM 981,475.00

RM 981,475.00 x 12 Months = RM 11,777,700.00



3.5 COMPETITION – Strength and Weaknesses of Competitors

In this existing market, there are so much competitors that clearly everyone knows their existence. Although there's the competitors, everyone's need and wants still not fully fulfil due to their different in interest.

So, because of this, Unique T-Shirt Shop takes the competitors as the inspirations to focus on everyone's wants. It means that, we are trying really hard to hear everyone's voice including the minority.

The similarity between our company and other competitors is that we each design shirts. The difference between our company and other competitors is that we provide whatever patterns and designs the customer wants us to make.

Shown below, are the competitors of our business with their strength and weaknesses:

Competitors	Strength	Weaknesses
-------------	----------	------------

Sutra Design	Attractive location as it is in the center of the city.	The price is relatively high and does not have many privileges in designing and printing.
Love Art Prints	Established business because it is already operated for a long time.	Difficult to reach because it far from the center of the city or famous areas.
NK Printing	Many capabilities in printing with sophisticated tools and high quality.	Much depends on the machine.

3.6 MARKET SHARE

Market share defines as the division of market or sales between companies that are running the same type of business activities. It will consider the number of competitors, experience, strength and weaknesses.

The table below will show the market share division before and after our company has penetrated the market.

No.	Before	Amount (RM)	%	No	After (P/Year)	%	Amount (RM)
1.	Sutra Design	5,888,850.00	50	1.	Sutra Design	45	5,299,965.00
2.	Love Art Prints	2,944,425.00	25	2.	Love Art Prints	25	2,944,425.00
3.	NK Printing	2,944,425.00	25	3.	NK Printing	25	2,944,425.00
				4.	Unique T-shirt Shop	.5	588,885.00
	TOTAL	11,777,700.00	100			100	11,777,700.00

3.7 SALE FORECAST

Sales forecast for Year:

No.	Months	Sales Forecast (RM)
1.	January	49,073.75
2.	February	49,073.75
3.	March	49,073.75
4.	April	49,073.75
5.	May	49,073.75
6.	June	49,073.75
7.	July	49,073.75
8.	August	49,073.75
9.	September	49,073.75
10.	October	49,073.75
11.	November	49,073.75
12.	December	49,073.75
	TOTAL	588,885.00

Sales Forecast by Year:

Year	Percentages Increase (%)	Sales Forecast (RM)
2022	-	588,885.00
2023	10	647,773.50
2024	15	744,939.53

3.8 MARKETING STRATEGY

Service strategy

Unique T-Shirt Shop is a place and store where you can put your dreams into reality. You can design, you can choose colors and patterns by yourself, and it always about you. Therefore, our company provides the best unique design and pattern for everyone that can be afford in every social class.

Name	UNIQUE T-SHIRT SHOP
Service quality	<p>Unique T-Shirt Shop provide the best quality in their products as the quality represent how the company works for their customers. The quality is observed in terms of:</p> <ul style="list-style-type: none"> - High quality of pattern and long lasting - Unique

Service differentiation	<ul style="list-style-type: none"> - Customer's satisfaction will be our priority. - The choice is given entirely to the customer to choose or give the type of pattern and design desired. - Reservations can be made online and also directly to the store.
After sales service (if appropriate)	<p>Follow-ups.</p> <ul style="list-style-type: none"> - We will ask feedback from our customers about the quality of the service to make an improvement. - Offer membership's card to regular customers and allow them to contact us if anything that should be improved or repaired due to our mistakes.

Pricing strategy

For pricing strategy will be used based on competitions strategy. We will offer the best price which is not too low or too high from our competitors.

Table below showed comparison prices between Unique T-shirt Shop and other competitors:

Competitors	Prices (RM)
SUTRA DESIGN	RM30.00
LOVE ART PRINTS	RM35.00
NK PRINTING	RM48.00
UNIQUE T-SHIRT SHOP	RM25.00

Our pricing service and product also commonly based on our cost value.

a) Discounting Pricing

Discount pricing is for those who is order more than 2 goods or for those is paying using full payment. We also charge discount on the customers that be a part of the membership of Unique T-Shirt Shop.

b) Promotional Pricing

As the increasing of demand every month, our company decided to choose each end of the month for promotional pricing.

Place/Distribution strategy

Our shop's location is currently in the famous are which is in the Marina Bay, Miri Sarawak, so we take this opportunity to call out everyone who in that area to come to our shop to see our service and product.

Promotion strategy

The promotion strategy that we provide is to ensure that our company and our product get widely known by people. The method that we are using to promote our product is through:

Advertising

Advertising is one of our advertising strategies, and we bought a signboard, distributed flyers, and hung a banner. This approach is used to attract more customers from various cities and ensure that our company is well-known. Apart from that, we use social media as part of our promotion plan. This is one of the simplest ways to contact the customers. We can successfully extend our business by utilizing cutting-edge technologies. We will promote our shop through Facebook, Telegram, WhatsApp and Instagram.

Table below showed budget for promotion:

ITEMS	PRICES (RM)
Signboard	3,500.00
Opening	2,000.00
Banner	200.00
Poster	150.00
Sticker	150.00

Business Card

To ensure that we will be able to let people know about our existence, we make a business-cards that allows customers to keep in touch with us. Everyone can have this business cards as this is one of our promotion method.

Flyers

Giving out the flyers is one of our ways to convince people to put trust on us. We will distribute the flyers to the areas that has a great influence in making our target profit achieved. In the flyers, we are already stated the address and the company's contact, so it would be easier for them to come to our shop and just give us a call for any enquiries.

Facebook, Telegram, Instagram, Twitter etc.

Our company use Facebook and other online platform as a medium for us to promote our product and services. By doing this, we can actually get customers in different areas. When people buy our product and satisfied with it, they will make sure everyone knows it so people can find us in this platform to contact us.

3.9 MARKETING BUDGET

Items	Fixed Asset (RM)	Working Capital (RM)	Other Expenses (RM)
Fixed Asset Signboard	3,500		
Working Capital Salary		1,819	
Other Expenses			2,500
Total (RM)	3,500.00	1,819.00	2,500.00

CHAPTER 4.0 OPERATION PLAN

4.1 OPERATION OBJECTIVES

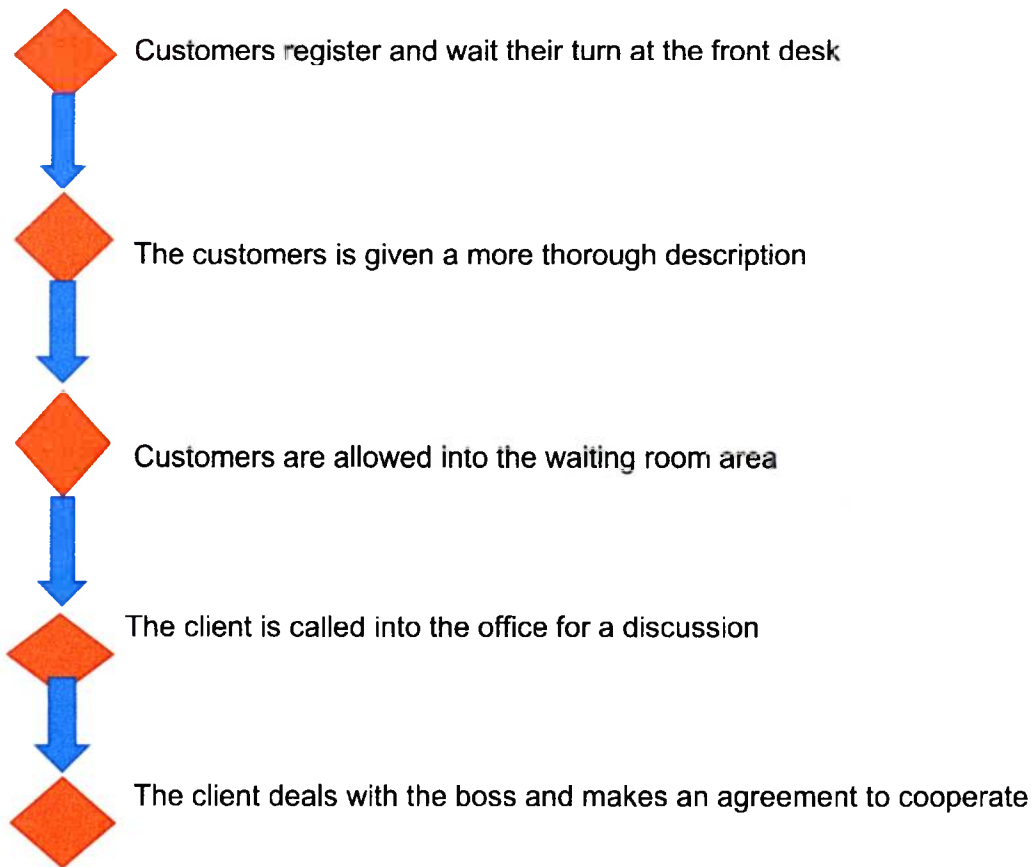
In a business organization, one of the most crucial functions is operation. Operational management is essential to ensuring that the business can produce goods or provide services in accordance with the requirements, standards, and deadlines of the client. The process of organizing company inputs into outputs in the form of products or services is another definition of operations management. Therefore, operational goals should be specific and attainable in order to give our company's daily operations clear guidance. Since different staff members may have varying interests and values, it can be challenging to establish operational objectives that are recognized and understood by everyone. Therefore, it's crucial to involve employees in the goal-setting process and to make sure they understand it. Business plans can be created to achieve the objectives if acceptable operational goals have been established for each department.

The objectives include:

- > to consistently offer the best systems and techniques for operation management.
- > To boost efficiency by 50% through the use of good materials, inventory management, and warehouse management.
- > to guarantee that the organization's procedures adhere to strict legal requirements.
- > to effectively produce financial data in order to enhance profits
- > to successfully manage business budgets and predictions by increasing sales and reducing costs
- >to effectively hire, train, and manage people in order to achieve the best level of performance
- >to offer consumers services of the highest calibre.

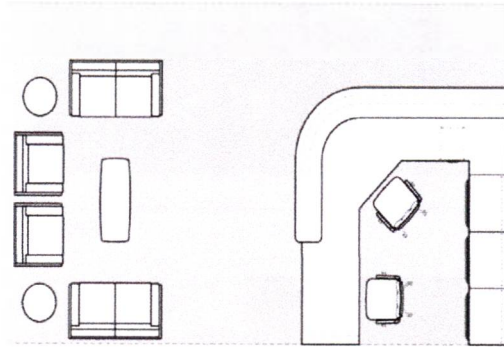
An organization may lose crucial lead time and momentum to battle major changes when they do come if it fails to fulfil its objectives and get ready for them. Morale issues arise when a corporation lacks direction because, in their eyes, the future is unknowable, unpredictable, and out of their control. These sobering conclusions can only be seen as a threat to employment, which has a negative impact on productivity. Strategic planning is crucial in business because of this.

4.2 PROCESS PLANNING

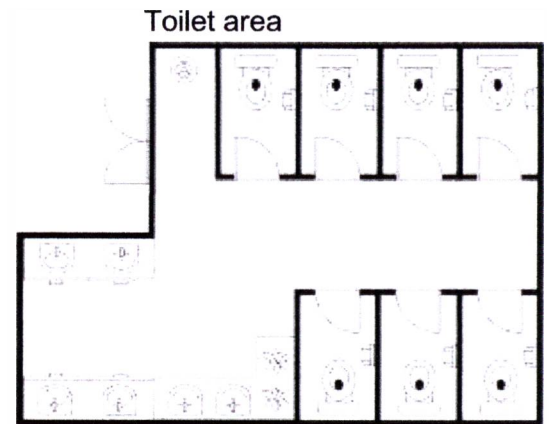
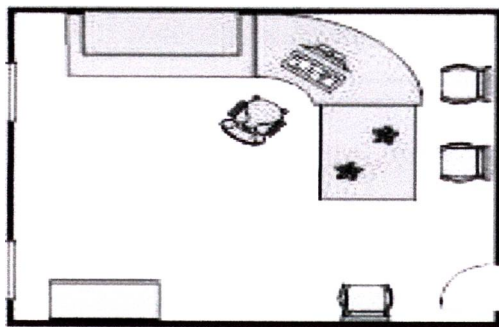
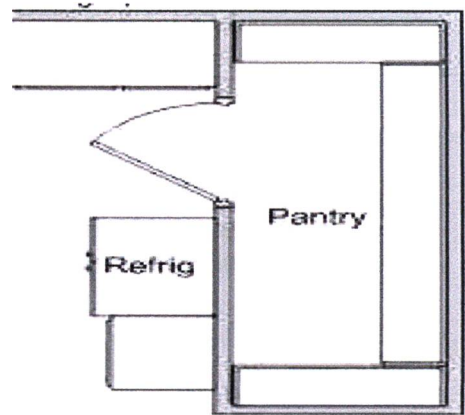


4.3 OPERATION LAYOUT

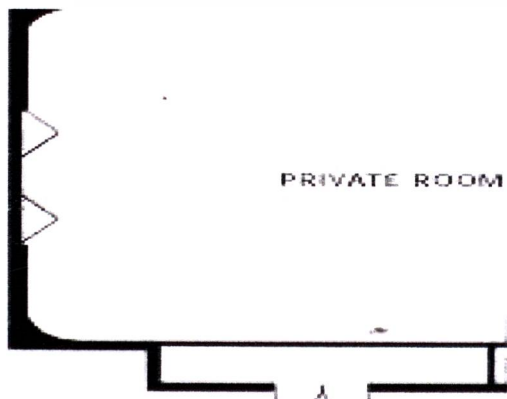
Front desk and waiting area



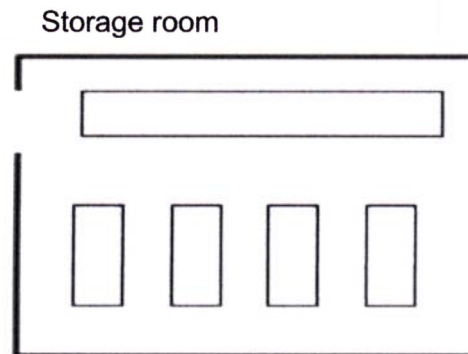
Office area





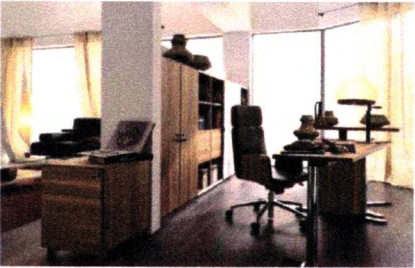

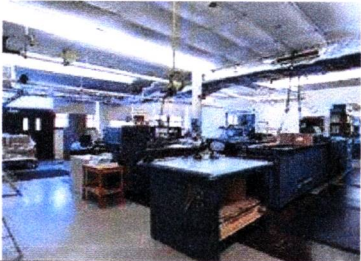
Toilet area



PRIVATE ROOM



Storage room

Partition	Description
<p data-bbox="189 223 359 252">Waiting area</p> 	<p data-bbox="775 223 1294 422">Sofas will be provided for customer to sit and wait patiently. This area is enough for 10-12 people. There are several books and novels to be used as reading material while customers are waiting their turn.</p>
<p data-bbox="189 557 329 586">Front desk</p> 	<p data-bbox="775 557 1294 659">Front desk will be the place for customers to register and ask any questions.</p>
<p data-bbox="189 891 269 920">Office</p> 	<p data-bbox="775 891 1294 957">Office is used to record total production and total sales of shirts.</p>
<p data-bbox="189 1258 368 1287">Storage room</p> 	<p data-bbox="775 1258 1294 1360">To be used as a storage space for all ready-made clothing stocks and ink stock storage.</p>
<p data-bbox="189 1641 455 1670">Special private room</p> 	<p data-bbox="775 1641 1294 1743">This space is a special space to carry out the work of printing the customer's shirt.</p>
<p data-bbox="189 2004 273 2032">Pantry</p>	<p data-bbox="775 2004 1294 2035">Pantry space is provided for all</p>



customers. The pantry also provides snacks and drinks for customers and it is free for all.

Toilet



Spacious and clean toilets are also provided for customers.

4.4 CAPACITY PLANNING

Information	Calculation
Total work days	26 days
Number of customers in a month	300 customers/month
Daily customers	$300/26 = 14$ customers/day
Price of the product	RM25
BOM cost per customers	$9,470 / 300 = \text{RM}31.56$
No . of population in location selected	356,900
Sales forecast monthly	$\text{RM}588,885.00 \times 300$ units = RM176,665,500.00
Sales forecast yearly	$\text{RM}11,777,700.00 \times 12$ months = RM141,332,400.00
Market size	$(17,845 \times \text{RM}25) \times 5\% = \text{RM}22,306.25$

4.5 MATERIAL PLANNING

Bill Of Material

Table below showed UniQue T-shirt items for a month

Material	Quantity	Safety stock	Total material requirement	Price / unit (RM)	Total price (RM)
Plain T-shirt	400 pieces	100pcs	500pcs	RM12.00	RM6,000
Ink	150 box	10 box	160pcs	RM20.00	RM3,200
Clear Resealable Cellophane Plastic Bags	400pcs	50pcs	450pcs	RM0.60	RM270.00
TOTAL					RM9,470

Supplier of Printing items

No	Printing items	Supplier
1	Plain T-shirt	Rightway supplier
2	Ink	Geliga Emmy supplier
3	Clear Resealable Cellophane Plastic Bags	ECO Shop supplier

4.6 MACHINES AND EQUIPMENT PLANNING

Table below show list of machines and equipment

ITEMS	QUANTITY	PRICE PER UNIT (RM)	TOTAL COST (RM)
Heat press printing	2	RM4000.00	RM8,000.00
Label thermal printer	2	RM 245.00	RM490.00

Supplier of Machines and Equipment

No	Items	Supplier
1	Heat press printing	FULRY (MIRI) supplier
2	Label thermal printer	FULRY (MIRI) supplier

4.7 OVERHEAD REQUIREMENT

Table below shows the total of overhead requirement cost.

Fixed Overhead	Cost (RM)
Office equipment	RM4,650
Business registration and Licenses	RM10,000
Variable Overhead	Cost (RM)
Rent	RM1,500
Utilities	RM600.00
Salaries, EPF and SOCSO	RM1,819.00
TOTAL	RM18,569.00

4.8 LOCATION

Marina Bay Miri is where the UniQue T-shirt store in Sarawak is supposed to be. Marina Bay is the state of Miri Sarawak's largest housing development. It will be on the first floor of the building. Because of its ideal location, we decided to construct a T-shirt store there. In addition, there are restaurants close by.



Location: Marina Bay Miri, Sarawak

Property Details

Property Type: Shop lot / Office for Rent

Property title Type: Individual

Built -up Size: 1200 square fit



According to the google map, this location is a tourist destination that is made up of commercial areas and tourist attractions in Miri, and is situated on a small piece of reclaimed land in the South China Sea. On the recovered area, a few shop homes are currently being built. Our strategic location also gives us quick access to staff, clients, and other resources.

For Company

- (i) Certificate of Incorporation (Form 9/ Notice Section 17) – 1 copy;
- (ii) Return of Directors, Managers, and Secretaries' Personal Information (Form 49/Notice Section 58)- 1 copy
- (iii) Pictures of the exterior and interior of our company location;
- (iv) Any one Director's NRIC / Passport as stated in Form 49 / Notice Section 58 – 1 copy;
- (v) Sample signboard with the design and colour (if appropriate) indicated;
- (vi) Photos displaying the signboard's location (if applicable).

For Enterprise (Sole-proprietor / Partnership)

- (i) Certificate of Registration of Business (Form D) – 1 copy;
- (ii) e-SSM Business Profile – 1 copy;
- (iii) Pictures of the exterior and interior of our company location;
- (iv) Copy of any Business owner/Partner's NRIC as stated in Form 49 – 1 copy;
- (v) Sample signboard with the design and colour (if appropriate) indicated;
- (vi) Photos displaying the signboard's location (if applicable).

Activity Specific licenses

- Fitness Certification for Approved Machinery
- Building Plan Approval
- Sales Tax Licence

BUSINESS AND OPERATIONS HOURS

MONDAY 8:30 AM - 5:30 PM
TUESDAY 8:30 AM - 5:30 PM
WEDNESDAY 8:30AM - 5:30 PM
THURSDAY 8:30AM - 5:30 PM
FRIDAY 9:00 AM - 4:00 PM
SATURDAY 8:30 AM - 4:00 PM
SUNDAY CLOSED

Operation	Rest hour
Monday to Friday	12 pm - 1 pm
Saturday	11 am - 1 pm

LICENSE, PERMITS AND REGULATIONS REQUIRED

Importance of licenses

We must first acquire a legitimate business licence in order to launch a firm in Malaysia. All of the following are crucial: licences, registrations, permits, and approvals. Depending on the location and type of business, the Pihak Berkuasa Melesen (PBM) can grant a business licence. Before it can legitimately start operating, our UniQue T-shirt must adhere to some kind of licencing, which may be a general licence, an industry/sector-specific licence, or an activity-specific licence.

List of General licences required:

- Company Registration
- Income Tax Registration for Businesses
- Company Provident Fund
- Association for Social Security
- Human Resources Development Fund
- Signboard and Business Premises Licenses

OPERATIONS BUDGET

Table below show the operation budget

ITEM	FIXED ASSET (RM)	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)
Fixed Assets			
Machine and Equipment	4,795.00		
Furniture and fitting	4,000		
Working capital			
Finished goods	12,268.94		
Carriage inward and duty			
Other expenditures			
Deposit for rent		1,500	4,500
Deposit for utilities		600.00	847.00
TOTAL	RM21,063.94	RM2,100	RM5,347

CHAPTER 5 : FINANCIAL PLAN

5.1 FINANCIAL OBJECTIVES

A financial plan is another important business activity that must be taken into account and given greater planning. Financial can be defined as having to do activities with accounting, budgeting, economics, finance, and money. In another ways, its involves managing money which also includes investing, borrowing lending, saving, budgeting and forecasting.

All financial that be information obtained from the marketing, operations, and administration budgets must be included in the financial plan. So, it will subsequently be converted into a financial budget from all that information. Besides that, the financial plan includes calculating the project's overall cost, selecting financing options like loans, grants, equity financing, venture capital, guarantee schemes, tax incentives, and many others, as well as creating pro forma financial projections that include cash flow, income statement, and balance sheet statements. Financial plans should also be backed up by depreciation schedules for all fixed costs as well as amortisation schedules for loan and hire purchase payback.

5.2 PROJECT IMPLEMENTATION COST

❖ Administrative Budget

ADMINISTRATIVE BUDGET	
Fixed assets	RM
Land and building	
Office equipment	4,527
Furniture and fitting	4,650
Renovation	1,000
Working capital	
Salary, SOCSO and EPF	9,551
Rent	2,250
Other expenditure	
Pre-operations	
Deposit (Rent, utilities, etc)	
Business registration and licences	10,000
Insurance and road tax for motor vehicle	
Other expenditure	1,000
TOTAL	32,978

Total Administrative Budget : RM32,978.00

❖ Marketing Budget

MARKETING BUDGET	
Fixed assets	RM
Signage	3,500
Working capital	
Salary	1,819
Other expenditure	
Other expenditure	2,500
Pre-operations	
Deposit (rent,utilities,etc)	
Business registration and licnces	
Insurance and road tax for motor vehicle	
Other expenditure	
TOTAL	7,819

Total marketing budget : RM7,819.00

❖ Operation Budget

OPERATION BUDGET	
Fixed assets	RM
Machine and equipment	4,795
Working capital	
Raw materials	12,268
Carriage inwards and duty	
Salaries,EPF and SOCSO	1,819
Rental	4,500
Water and electricity	600
Other expenditure	
Other expenditure	
Pre-operations	
Deposit (rent,utilities,etc)	
Business registration	
Insurance and road tax for motor vehicle	
Other expenditure	1,500
TOTAL	25,482

TOTAL OPERATION BUDGET : RM25,482.00

5.3 SOURCES OF FINANCES

- **OVERVIEW**

The source of financing can be defined as the place where a business obtains funding for business activities including administration, marketing, and operation. It was to all business owners, but especially new ones, that must have a source of funding to act as a support system for their enterprise. For any financial manager was responsibilities finding the correct source and mixture of finance is a one crucial challenge.

Sources of generation, ownership, and control as well as historical periods can be used to segment sources of funding.

It can be divided into three categories based on a time period, which are as follows:

- **LONG-TERM**
- **MEDIUM TERM**
- **SHORT TERM**

Although ownership and control may be divided into:

- **Owner ship - Equity shares, retained earnings, preference, convertible debentures and venture fund or equity privacy**
- **Control – In the case of debt securities in general public, banks of commercial and institutions of financial**

Capital creation can be categorised as follows:

- **Internal sources (sale of stock, debt collection, retained profit, debt collection and sales of fixed assets)**
- **External sources (stock, bank debt, public deposits and etc)**

❖ **UniQue T-shirt Shop**

Project Implementation Cost		Sources of Finance		
Requirements	Cost	Loan	Hire Purchase	Own contributions (Cash)
Fixed Assets				Cash
Office Equipment	4,527	4,527		
Furniture & Fittings	4,650	4,650		
Renovation	1,000	1,000		
SIGNAGE	3,500			3,500
Machines & Equipment	4,795		4,795	
Working Capital (6) months				
Administrative	70,805	70,805		
Marketing	10,915	10,195		
Operations	115,123	115,123		
Pre-operations & Other expenditure	15,000	15,000		
Contingencies				
TOTAL	230,314	222,019	4,795	3,500

5.4 LOAN AMORTIZATION

LOAN REPAYMENT SCHEDULE				
Amount: 222,019				
Interest Rate: 5%				
Duration (years): 5				
Method: Baki Tahunan				
Year	Principal	Interest	Total Payment	Principle Balance
	-	-		222,019
1	44,404	11,101	55,505	177,615
2	44,404	8,881	53,285	133,212
3	44,404	6,661	51,064	88,808
4	44,404	4,440	48,844	44,404
5	44,404	2,220	46,624	-
6	0	0	-	-
7	0	0	-	-
8	0	0	-	-
9	0	0	-	-
10	0	0	-	-

5.5 HIRE-PURCHASE REPAYMENT SCHEDULE

HIRE - PURCHASE REPAYMENT SCHEDULE				
Amount: 4,795				
Interest Rate: 5%				
Duration (years): 5				
Year	Principal	Interest	Total Payment	Principle Balance
	-	-		4,795
1	959	240	1,199	3,836
2	959	240	1,199	2,877
3	959	240	1,199	1,918
4	959	240	1,199	959
5	959	240	1,199	-
6	0	0	-	-
7	0	0	-	-
8	0	0	-	-
9	0	0	-	-
10	0	0	-	-









5.7 PRO FORMA BALANCE SHEET


	Year 1	Year 2	Year 3
Assets			
Fixed Assets (Book Value)			
Land & building			
Office Equipment	3,622	2,716	1,811
Furniture & Fittings	3,720	2,790	1,860
Renovation	800	600	400
SIGNAGE	2,800	2,100	1,400
Machines & Equipment	3,836	2,877	1,918
Other Assets			
Deposit			
	14,778	11,083	7,389
Current Assets			
Stock of raw Materials	0	0	
Stock of Finished Goods	58,889	64,777	74,494
Accounts Receivable	9,815	10,796	12,416
Cash Balance	331,658	418,094	453,643
	400,362	493,667	540,555
TOTAL ASSETS	415,140	504,750	547,944
Owners' Equity			
Capital	3,500	3,500	3,500
Accumulated Profit	224,054	274,235	339,032
	227,554	277,735	342,532
Long Term Liabilities			
Loan Balance	177,615	133,212	88,808
Hire-Purchase Balance	3,836	2,877	1,918
	181,451	136,089	90,726
Current Liabilities			
Accounts Payable	6,134	90,926	114,686
TOTAL EQUITY & LIABILITIES	415,140	504,750	547,944

5.8 FINANCIAL ANALYSIS

	Year 1	Year 2	Year 3
LIQUIDITY			
Current Ratio	65	5	5
Quick Ratio (Acid Test)	56	5	4
EFFICIENCY			
Inventory Turnover	1	5	5
PROFITABILITY			
Gross Profit Margin	85.00%	52.00%	52.40%
Net Profit Margin	38.05%	7.75%	8.70%
Return on Assets	53.97%	9.94%	11.83%
Return on Equity	98.46%	18.07%	18.92%
SOLVENCY			
Debt to Equity	82.44%	81.74%	59.97%
Debt to Assets	45.19%	44.98%	37.49%
Time Interest Earned	19	5	9

CHAPTER 6.0 :
BUSINESS MODEL CANVAS

<p>7) Key Partners</p>  <p>RIGHTWAY[®]</p> <p>-T-shirt Supplier (Rightway)</p>  <p>GELIGA EMMY</p> <p>-Ink Supplier (Geliga Emmy)</p>  <p>2CO[®] eco-shop</p> <p>-Plastic Bag Supplier (ECO)</p> <p>-we create a strong relationship with our supplier to ensure we always have steady stock of goods.</p>	<p>5/ Key Activities</p> <p>-We printing the T-shirt that have been order by the customer.</p> <p>-we will do marketing activities very often to attract and maintain customers.</p> <p>-our business will assign General Manager to monitor the process of our work</p> <p>6)Key Resources</p> <p>-Finished goods (t-shirt)</p> <p>-machine and equipment</p> <p>-physical shop</p> <p>-we don't need any workers, because we are the staff that does the work</p>	<p>1/ Value Proportion</p> <p>-Aside from sale printing T-shirt which has been made, we also provide services which the customers can also choose the pattern they want.</p> <p>-The price offered to the customers is reasonable.</p> <p>-we make sure the services are of high quality.</p> <p>-It is easy for our customers to go to our shop to order t-shirt</p>  	<p>4/ Customer Relationship</p> <p>-we have a 24-hours customers service line where our customer can contact us if they have any inquiries or problem arising accept on Sunday.</p> <p>3/ Channels</p> <p>- WhatsApp, email, Facebook, Telegram, Instagram and TikTok.</p> <p>-also use word of mouth as one of our channels in promoting our business</p> 	<p>2/ Customers Segments</p> <p>-we focus more on: (ALL GENDER))</p> <ul style="list-style-type: none"> *Adult *Teenagers or Youngster *Couple *People that interested with printing T-shirt  
<p>8)Cost Structure</p> <p>*Fixed Asset</p> <ul style="list-style-type: none"> - office equipment = RM 4,527.00 -furniture & fittings = RM 4, 650.00 - machine & equipment = RM 4, 795.00 - signage/board = RM 3, 500.00 <p>*Monthly Cost</p> <ul style="list-style-type: none"> -rental = RM 4, 500.00 -salary = RM 9, 550.75.00 -finished goods = RM 12, 268.00 - water & electricity = RM 600.00 		<p>9) Revenue Stream</p> <p>-Monthly Sales Forecast = RM 40, 073.75</p> <p>- Yearly Sales Forecast =</p> <ul style="list-style-type: none"> (2022) - RM 588, 885.00 (2023) - RM 647, 773.50 (2024) - RM 744, 939.53 <p>- Accumulated Net Profit =</p> <ul style="list-style-type: none"> (2022) - RM 224, 054.00 (2023) - RM 274, 235. 00 (2024) - RM 339, 032.00 		

	
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CHAPTER 7.0 : CONCLUSION

In conclusion, after checking on business open doors and some natural scanning, we all concur that this business will foster well and successfully. Also, we treat our clients cordial and obliging with next to no misconception between our customers. We additionally accept that one day our shop will create a ton of grain in the future. Apart from that, we are sure that we can accomplish every one of our goals like expanding deals by 15% by 2024. In fact, we likewise accept that we wont confront any misfortune in that frame of mind of activity.

We believe that our unique t-shirt will get a warm response. This is because our product is really a high quality product. Lastly, completing this ENT300 business plan has given the best opportunity for us on how to set up our own company. Thus, ENT300 is essential for us as it will expose and encourage us to set up our own new business to survive in future.

Appendices

A) Partnership agreement

UniQue T-shirt Shop
Diploma in administrative
Universiti Teknologi Mara
Kampus Samarahan 2
SARAWAK

15th July 2022

DR.SITI MARDINAH ABDUL HAMID
Lecturer of Fundamental of Entrepreneurship (ENT300)
Faculty of Business and Management
UiTM Sarawak

Dear Madam,

SUBMISSION OF THE BUSINESS PLAN

With reference to the matter above, our group would like to submit our business plan for your kind evaluation and further action. With regard to the business that we wish to venture is opening a rehab centre in Tumpat, Kelantan. Our company's name is UniQue T-shirt Shop. Our business is a partnership set up with the following business partners and address:

Partners:

1. STEFANUS AK ROBERT (2019419924)
2. JULLIANA CAROL (2020130021)
3. TRACY STANLY (2020100751)
4. ANJALI AK SEDIT (2020950547)
5. SHARIFAH NUR AMIRA SYAHIRAH BT WAN SAFRUDDIN (2020990585)

Business address:

Marina Bay 98000, Miri Sarawak

We did our best to develop this business plan in accordance with the requirements of the topic. We all worked together to create this working paper, and the lessons we learned are beneficial for the whole team.

We anticipate that our business strategy will meet your needs for this topic (ENT 300). We also hope that other people can use our business plan as a resource in the future and get something from it.

Sincerely,



(JULLIANA CAROL)
General Manager



(STEFANUS AK ROBERT)

Administrative Manager



(ANJALI AK SEDIT)

Operation Manager



(TRACY STANLY)

Marketing Manager



(SHARIFAH NUR AMIRA
SYAHIRAH BT
WAN SAFRUDDIN)

Financial Manager

Partnership agreement

This Partnership Agreement is made on "15th March 2022" between "JULLIANA CAROL", "STEFANUS AK ROBERT", "TRACY STANLY", "ANJALI AK SEDIT", "SHARIFAH NUR AMIRA BINTI WAN SAFRUDDIN"

1. UniQue T-shirt Shop

The parties hereby form a partnership under the name of "UniQue T-shirt Shop" to open a rehab centre. The location of the business shall be at "Marina Bay 98000 Miri Sarawak".

2. Term

The partnership shall begin on "15th Mac 2022", and shall continue until every partners agreed to terminate this partnership agreement.

3. Capital

- A separate capital account shall be maintained for each partner.
- Neither partner shall withdraw any part of their capital account.
- Upon the demand of either partner, the capital accounts of the partners shall be maintained at all times in the proportions in which the partners share in the profits and losses of the partnership. The capital contribution to the partnership is stated as follows:

Name	Position	Capital contribution (RM)	Percentage Contribution (%)
JULLIANA CAROL	General manager	RM20,000.00	20
STEFANUS AK ROBERT	Administrative manager	RM20,000.00	20
TRACY STANLY	Marketing manager	RM20,000.00	20
ANJALI AK SEDIT	Operation manager	RM20,000.00	20
SHARIFAH NUR AMIRA SYAHIRAH BT WAN SAFRUDDIN	Financial manager	RM20,000.00	20
TOTAL		RM100,000.00	100

4. Profit and Loss

The net profit of the partnership shall be divided equally between the partners and the net losses shall be borne equally by them. A separate

income account shall be maintained for each partner. Partnership profits and losses shall be charged or credited to the separate income account of each partner. If a partner has no credit balance in their income account, losses shall be charged to their capital account.

5. Salaries and Withdrawals

Partners shall receive any salary for services rendered to the partnership. Each partner may, from time to time, withdraw the credit balance in their income account.

6. Interest

No interest shall be paid on the initial contributions to the capital of the partnership or on any subsequent contributions of capital.

7. Management Duties and Restrictions

The partners shall have equal rights in the management of the partnership business, and each partner shall devote their entire time to the conduct of the business. Without the consent of the other partner neither partner shall on behalf of the partnership borrow or lend money, or make, deliver, or accept any commercial paper, or execute any mortgage, security agreement, bond, or lease, or purchase or contract to purchase, or sell or contract to sell any property for or of the partnership other than the type of property bought and sold in the regular course of its business.

8. Banking

All funds of the partnership shall be deposited in its name in such checking account or accounts as shall be designated by the partners. All withdrawals therefrom are to be made upon checks signed by either partner.

9. Books

The partnership books shall be maintained at the principal office of the partnership, and each partner shall at all times have access to the books. The books shall be kept on a fiscal year basis, and shall be closed and balanced at the end of each fiscal year. An audit shall be made as of the closing date.

10. Voluntary Termination

The partnership may be dissolved at any time by agreement of the partners, in which event the partners shall proceed with reasonable promptness to liquidate the business of the partnership.

11. Death

Upon the death of either partner, the surviving partner shall have the right either to purchase the interest of the decedent in the partnership or to terminate and liquidate the partnership business.

12. Arbitration

Any controversy or claim arising out of or relating to this Agreement, or the breach hereof, shall be settled by arbitration in accordance with the rules. In witness whereof the parties have signed this Agreement. Executed this on 15th mac 200 in Miri Sarawak, each partner agreed and signed this agreement to show their commitment to this partnership.



(GENERAL MANAGER)

NAME : JULLIANA CAROL

IC NO : 000124-13-0190



(ADMINISTRATIVE MANAGER)

NAME : STEFANUS AK ROBERT

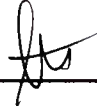
IC NO : 010831-13-0367



(MARKETING MANAGER)

NAME : TRACY STANLY

IC NO : 981115-13-5732



(OPERATION MANAGER)

NAME : ANJALI AK SEDIT

IC NO : 000418-13-0620



(FINANCIAL MANAGER)

NAME : SHARIFAH NUR AMIRA SYAHIRAH BT WAN SAFRUDDIN

IC NO : 011201-13-0674

COMPENSATION AND BENEFITS

Employment Act 1955

Employment law in Malaysia is generally governed by the Employment Act 1955

("Employment Act"). The Employment Act sets out certain minimum benefits that

are afforded to applicable employees. For applicable employees – any clause in an

employment contract that purports to offer less favourable benefits than those set out

in the Employment Act, shall be void and replaced with the minimum benefits in the

Employment Act.

The protection under the Employment Act only applies to these categories of employees:

Employees whose monthly salary does not exceed RM2,000

Employees who are engaged in manual labour, regardless of salary

Employees engaged in the operation or maintenance of mechanically propelled

vehicle

Employees who supervise or oversees other employees engaged in manual labour

Employees engaged in any capacity on a vessel (subject to certain other conditions)

1) . Rest day

Every employee shall be allowed in each week a rest day of one whole day as may. be determined from time to time by the employer.

2) . Holidays

Every employee shall be entitled to a paid holiday at his ordinary rate of pay on ten gazetted public holidays in any one calendar year, four of which shall be--

(a) the National Day;

(b) the Birthday of the Yang di-Pertuan Agong;

(c) the Birthday of the Ruler or the Yang di-Pertua Negeri, as the case may be, of the State in which the employee wholly or mainly works under his contract of service, or the Federal Territory Day, if the employee wholly or mainly works in the Federal Territory; and

(d) the Workers' Day:

Provided that if any of the said ten gazetted public holidays falls on a rest day the working day following immediately thereafter shall be a paid holiday in substitution therefor

3) . Annual leave

An employee shall be entitled to paid annual leave of--

(a) eight days for every twelve months of continuous service with the same employer if he has been employed by that employer for a period of less than two years;

(b) twelve days for every twelve months of continuous service with the same employer if he has been employed by that employer for a period of two years or more but less than five years; and

(c) sixteen days for every twelve months of continuous service with the same employer if he has been employed by that employer for a period of five years or more, and if he has not completed twelve months of continuous service with

the same employer during the year in which his contract of service terminates, his entitlement to paid annual leave shall be in direct proportion to the number of completed months of service:

4) . Sick leave

An employee shall, after examination at the expense of the employer --

(a) by a registered medical practitioner duly appointed by the employer; or

(b) if no such medical practitioner is appointed or, if having regard to the nature or circumstances of the illness, the services of the medical practitioner so appointed are not obtainable within a reasonable time or distance, by any other registered medical practitioner or by a medical officer,

be entitled to paid sick leave, --

(aa) where no hospitalisation is necessary, --

(i) of fourteen days in the aggregate in each calendar year if the employee has

been employed for less than two years;

(ii) of eighteen days in the aggregate in each calendar year if the employee has

been employed for two years or more but less than five years;

(iii) of twenty-two days in the aggregate in each calendar year if the employee has been employed for five years or more; or

(bb) of sixty days in the aggregate in each calendar year if hospitalisation is necessary, as may be certified by such registered medical practitioner or medical officer:

Provided that the total number of days of paid sick leave in a calendar year which an employee is entitled to under this section shall be sixty days in the *aggregate*;

An employee shall also be entitled to paid sick leave under paragraphs (aa) and (bb) of subsection (1) after examination by a dental surgeon as defined in the Dental Act 1971:

5). Maternity leave

Every female employee shall be entitled to maternity leave for a period of not less than sixty consecutive days.

A female employee shall not be entitled to any maternity allowance if at the time of her confinement she has five or more surviving children.

6). Overtime

For any overtime work carried out in excess of the normal hours of work, the employee shall be paid at a rate not less than one and half times his hourly rate

of pay irrespective of the basis on which his rate of pay is fixed. In this section "overtime" means the number of hours of work carried out in excess of the normal hours of work per day. Provided that if any work is carried out after the spread over period of ten hours, the whole period beginning from the time that the said spread over period ends up to the time that the employee ceases work for the day shall be deemed to be overtime.

Any other terms and conditions are:-

1). Paternity Leave

Male employees are eligible to 2 working days leave for the birth of their own child up to 5 surviving child.

2). Marriage Leave

Employees are entitled for 5 days leave for first legal marriage per employment.

3). Compassionate Leave

Every employee is entitled for 3 consecutive working days on the death of their immediate family member.

4). Bonus

The bonus will be granted to employees at a rate of 30 % of the monthly salaries depends on the company's performance.

5). The Annual Increment

Employees will be paid with an annual increment based on the individual performance at a rate of 5% to 30% per annum. Those who fail to achieve the performance standard will not be granted with an annual increment.

Social Security Organization (SOCSO)

The main function of SOCSO is to provide social security protection to employees

and their dependants through the Employment Injury Scheme and the Invalidity

Scheme. The Employment Injury Scheme provides protection to employees against

occupational injuries including occupational diseases and commuting accidents. The

Invalidity Scheme provides 24-hour protection to employees against invalidity or

death due to any cause outside working hours and not related to employment.

Both

schemes provide cash benefits to employees and their dependants in the event of

unforeseen incidents, in addition to providing medical treatment, physical rehabilitation or vocational training. SOCSO also conducts implements accident

prevention activities through occupational safety and health awareness programmes

among employees and employers. The rate of contribution is 1.25% per month from

the insured salary option. Monthly contribution is subject to the ceiling of the insured

wage of RM4,000.00 per month.

Employer Provident Fund (EPF)

As an employer, the responsibilities include paying EPF contributions in respect of

any person engaged to work under a Contract of Service or Apprenticeship.

Subject to

the provisions of section 52, every employee and every employer of a person who is

an employee within the meaning of this Act shall be liable to pay monthly contributions on the amount of wages at the rate respectively set out in the

Third

Schedule (Section 43(1), EPF Act 1991).