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## ADMINISTRATIVE INTRODUCTION

The administrative management in our business is purpose to ensure that the business management runs accordingly with our plan. Since our product is new in the local market, we have to strengthen our business management in order to survive in the industry. To do that, we organized every segmentation administrative department with detailed information and preparation. These include proper organizational chart, brief partnership agreement, and the list of tasks and responsibilities of each partner.

Moreover, we have also set up our business vision, mission and objectives so that we know what we want to achieve in future. To pursue these targets, the manager will make sure that the management of business is always accordingly to the plan. If there is a mistake, a proper and quick solution needed for the business to be in the right track again.

Besides that, the manager is responsible to manage the salary of all managers in the business. The salary will be divided based on the agreed value from each partner which is stated in the partnership agreement.



## **BUSINESS VISION, MISSION AND OBJECTIVES**

### **Vision**

**To become one of the well-known tart  
manufacturer  
locally and internationally**

The vision of our business is to become one of the well-known tart manufacturers locally and internationally. This is because, we see that there is high opportunity for our product to be commercialized in Sabah and further to international.

### **Mission**

- 1. To introduce apple tart to customer around Sabah**
- 2. To develop business performance**

Since our product is new in Sabah, therefore our first mission is to introduce apple tart to customer around Sabah. Then, we will develop our business performance so that, we can maximize the profit.