

CIKGU RAJA ROSLAN BIN RAJA ABD RAHMAN

LECTURER

ETR 300



AZLIN BTE YAACOB (96364547)

MOHAMAD SHAH BIN AHMAD ROSLI (96140668)

ESZRUL ANUAR BIN ESHKAK (98093811)

NORSYAMSYARINA BTE KAMARZAMAN (98094697)

CONTENTS

Acknowledgements	
Contents	
Submission Letter	1-2
Agreement Letter	3-5
Companies Logo	6-7
INTRODUCTION	
Sekacip Pinang	8
Business Proposal Objective	9
Business Background	10
Partners Background	11-21
Location of Business	22-23
ADMINISTRATION	
Companies Objective and Goal	24
Organization Chart	25
List of Workforce	26
Job Description	27-28
Workers Incentive Schedule	29
Benefits	39-31
List of Office Equipment	32
Renovation Cost	33
Monthly Expenses	34
Overall Administration Expenses	35-36

Diploma in Business Studies University Technology MARA Km 26, Jalan Lendu 78000 Alor Gajah Melaka October 4, 2000

Cikgu Raja Roslan Bin Raja Abd. Rahman Lecturer Asas Keusahawanan (ETR 300) MARA University Of Technology Cawangan Melaka Km 26, Jalan Lendu 78000 Alor Gajah Melaka

Dear Sir,

SUBMISSION OF THE BUSINESS PROPOSAL REPORT

Referring to the subject above, we would like to submit our report, the Business Report that was directed according to the procedure. With this Business Proposal we have put together the business report for the purpose of running the business that was given the name Datalife Sdn. Bhd. that provides the sales and service, desktop publishing and cyber café.

- 2. This is for the purpose to fulfill the requirements of the Asas Keusahawanan (ETR 300). Apart from that, we could also benefit from it in terms of the experience that is very useful and could be implemented in our lives after we had received our diploma so that we could involve ourselves in the business world.
- 3. A million thanks to our beloved lecturer, Cikgu Raja Roslan Bin Raja Abdul Rahman. Without his guidance and expert advice we could never have completed this report. His motivation has put us in the state where we all were anxious to involve ourselves in the business line. Not forgetting to the people who were also involved in the efforts to complete this business report.

We also hope that your party is pleased with our efforts after all that we have put in trying to complete this business report. If there were any mistakes we would like to apologize in advance. We will be very grateful if your party could give your full co-operation and we will surely assist if there is any additional information needed in the future.

Yours sincerely,

Mohamad Shah B Ahmad Rosli (General Manager) 96140668 Diploma in Business Studies Part 5

SEKACIP PINANG

Alhamdulillah, we thank Allah the Almighty because with his blessings we were able to complete the Business Proposal that was given to us, Part five students of the Diploma in Business Studies. This Business Proposal was prepared for the sole purpose for us to face the real business world.

As a result from the discussions of our group members, we have chosen to run the business of selling and servicing computers, desktop publishing and a cyber café. We are confident that this business has the force to be successful and promise a profitable profit. Insya-Allah.

In our efforts to complete this Business Proposal report, we had to encounter various obstacles and challenges that form my perspective prove to be profitable in terms of strengthening our group's will power and giving us the experience we need in order to face the real world. All the advice and critics that were directed to us from various people were useful and we used it as a guide for us to produce this Business Proposal as good as we possibly could.