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MARA UNIVERSITY OF TECHNOLOGY
DIP. IN OFFICE MANAGEMENT AND TECHNOLOGY

FUNDAMENTAL OF ENTREPRENEURSHIP
ETR 300

DOMTI

Tampary

SECRETARIAL SERVICES

CORPORATE SECRETARIAL MANAGEMENT

B 10 Lorong Tun Ismail 6,
25000 Kuantan,
Pahang Darul Makmur.

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Thank you very much. Wassalam.

EXECUTIVE SUMMARY

Corporate Secretarial Management is fully owned by Bumiputra, where it is located at B 10, Lorong Tun Ismail 6, 25000 Kuantan, Pahang Darul Makmur. This business provides secretarial services to the companies around Kuantan, Pekan and Rompin. This business has high potential in future because not many companies provide this service and nowadays many people need it in running their business.

In running this business, we will have 7 workers consist of General Manager, Administrative Manager, Marketing Manager, Operational Manager, Financial Manager, Clerk and Receptionist. Our business open from 8.30 a.m. until 5.0 p.m. on Monday to Saturday and we will have holiday on Sunday.

Our net profit for the year 2003 is RM 6,411.26, year 2004 is RM 6,456.37 and for the year 2005 is RM 7,074.12.

TABLE OF CONTENT

<u>BIL.</u>	<u>ITEMS</u>	<u>PAGE</u>
1.	Letter of Submission	i
2.	Table of Content	iii
3.	Acknowledgement	1
4.	Executive Summary	2
5.	Introduction	3
6.	Purpose of Preparing Business Plan	4
7.	Background of the Business	5
8.	Background of Shareholders	7
9.	Location of Project	11
10.	The Organization Plan	
	▪ Business Objectives	14
	▪ Organizational Chart	15
	▪ Organizational Personnel	16
	▪ Fringe Benefits	17
	▪ Job Description	18
	▪ List of Office Furniture, Fixtures, and Fittings	20
	▪ Office Lay-out	21
	▪ Organizational Budget	23
11.	The Marketing Plan	
	▪ List of Services Offered	24
	▪ Target Market	25
	▪ Market Size	26
	▪ Competitors	27
	▪ Market Share	28
	▪ Sales Forecast	29
	▪ Marketing Strategies	30

12.	The Operation Plan	
	▪ Operation Flow Chart Process	33
	▪ Work Schedule/Operation Time	34
13.	The Financial Plan	
	▪ Project Implementation Cost	35
	▪ Sources of Financing	36
	▪ Table of Depreciation	37
	▪ Loan Amortization Schedule	45
	▪ Hire Purchase Repayment Scheme	46
	▪ Cash Flow Proforma	47
	▪ Profit and Loss Proforma	49
	▪ Balance Sheet Proforma	52
14.	Justification	55
15.	Appendices	56

