

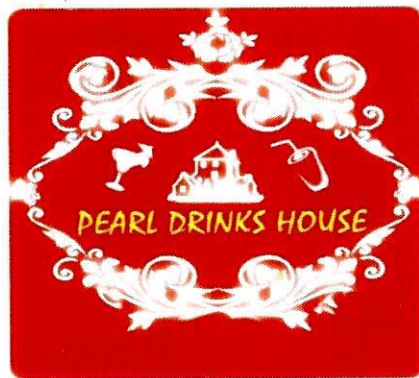


UNIVERSITI TEKNOLOGI MARA SARAWAK

FACULTY OF BUSINESS MANAGEMENT (BM 118)

DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY (OM114)

PEARL DRINKS HOUSE ENTERPRISE



GR. FLOOR, SURVEY LOT 5350, BLOCK 1 SAMARAHAN LAND DISTRICT,
94300 KOTA SAMARAHAN.

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MARCH 2013

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Executive Summary

The name of our company is Pearl Drinks House. The business is in form of partnership which consists of five members. Each partner contributes certain amount of capital as agreed in agreement. The main business activity is trading as we sell other people product at our cafe. Our concept is also accurate and suitable with the citizen at Kota Samarahan area nowadays becomes more compact. Our business operation is at 10 a.m. to 10 p.m Tuesday until Sunday and our close on Monday.

There are no sleeping partners and all are entitled to participate in the business management. We agreed that Nur Aida Ibrahim is our General Manager and Administrative Manager, Nurazana Binti Osman is the Marketing Manager, Nudra Shafini Binti Mohd. Nazari is the Financial Manager and Siti Nurnazwa Binti Sufferi is Operation Manager. The selection of General Manager is based on consensus among all the partners and selected based on the experience, skills and ability.

The management team will be led by the General Manager and assist by the other managers. The General Manager is responsible in planning, leading, controlling and organizing the business. The Administration Manager is responsible for the job that related to administration such as planning and arranging the remuneration schedule of salary and wages. The Operation Manager is responsible to the entire job that related to the operation and will be responsible to create the marketing plan, identifying the customer's need and demand, identifying the competitors, target market, market size and forecast the future market. Lastly, the Financial Manager will be handled the financial matters such as preparing the budget and financial statement for expenses of each departments and controlling the flow of the money of the organization.

Submission Letter

ETR 300 Students,
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22 February 2013

Madam,

RE: SUBMISSION OF BUSINESS PLAN

As a representative of our company, Pearl Drinks House, I would like to submit our business plan for your evaluation and further action. We are very grateful for the motivation, advice and support that have been given by you in order to accomplish this business plan and in the same time anchored us toward goals and objective of the preparation of this business plan until we are finally completing according to time given and as scheduled.

Due to the completion of this project, the team had gathered many ideas and I personally felt that, this project could be realized one day. To become the real entrepreneur one day, it can be easy with the existence of the team spirit as what our team did and the basic knowledge that we gained from this project. On the other hand, it may become difficult and hard to be realized if the existence of the negative elements such as laziness, selfish, impatience and not highly motivated appear. Dare to take the risks and not dare to fail become our ingredients in order to make this project to be realized someday.

Shareholders Agreement

This partnership agreement is made on 1st January among shareholders of PEARL DRINKS HOUSE.

1. Name of Business. The parties hereby form a partnership under the name PEARL DRINKS HOUSE to produce and services drinks. This business name and location has been considered before the business opening. Any changes of company's name and location shall be considered among partners.
2. Term. This partnership shall be starting on 11th of January 2013. This partnership will continue until there are something that might terminate it and also made the contract to become void.
3. Capital. The capital contributed by the partnership stated below:
 - General Manager and Administrative Manager: Nur Aida Ibrahim ~ RM30, 000
 - Financial Manager: Nudra Shafini Binti Mohd. Nazari ~ RM15, 000
 - Marketing Manager: Nurazana Binti Osman ~ RM15, 000
 - Operation Manager: Siti Nurnazwa Binti Sufferi ~ RM15, 000

Total contribution among shareholders = RM75, 000

With this contribution, the shareholders are ready to share all the profits and losses of the business among them. Upon the demand of either partner, the capital accounts of the partners shall be maintained in terms of its total value stated above.

4. Profit and Losses. The net profits obtained shall be divided equally among the shareholders and any net losses shall be borne equally also.
5. Interest. The interest will not be paid on the initial contributions to the capital of the partnership or any subsequent contributions of capital.