



اُنْبُوْرَسِيْتِي تِكْنُوْلُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

UNIVERSITY TEKNOLOGI MARA CAMPUS PASIR GUDANG JOHOR

FACULTY OF BUSINESS AND MANAGEMENT

DIPLOMA IN BUSINESS STUDIES (BA117)

A3: BUSINESS PLAN REPORT

GIDGET'S GADGET'S

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J4BA1175D

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EXECUTIVE SUMMARY

Gidget's Gadget's enterprise provides a variety of attractive casings and customers can also request custom mobile phone casings according to their preferences. Our target and strategy is to meet the needs and want to satisfy customers with high quality goods and low prices that we provide. Our store's target segmentation is in all age range especially teenagers. We will always look forward to ensure that customers are always satisfied with our services. Our service will also inspire and aspire to all gadget enthusiasts to give them a taste of something new and interesting. We will also play many roles that cover various aspects to and constantly learn to improve and become a complete company in the market. Furthermore, now almost 90% of Malaysians have used smartphones. This should be able to give a good response from customers to use our services despite the competition from various existing gadget shops, but Gidget's Gadget's will always be eager to provide the best service. Our business is run by five main workers who are general manager, administration manager, marketing manager, operation manager and financial manager. All of us play an important role and always work together to ensure our business is successful. From our point of view, with the location of the store located in a strategic urban area and having many places of learning institutions and shopping places such as malls, so we can get many customers according to our target which is teenagers. We believe, we can achieve the goal by being in that strategic location. We are confident that the experience and courses followed by these main workers can help develop this business much better. The services provided by us such as making online deliveries can also attract the attention of customers because they do not have to bother coming to our store. Finally, we hope that Gidget's Gadget's can grow well in the first location that we will establish. We also strongly believe that this business can develop well from year to year with the demand in the current market.

CHAPTER 2.0

ADMINISTRATION PLAN

2.1 INTRODUCTION TO THE ORGANIZATION

VISION

Open more new branches in fast-paced places and become one of the leading phone casing suppliers.

MISION

Ensuring as well as work hard to give our customers the best selection, the lowest costs, and the greatest ease.

OBJECTIVE

- 1) To reach maximum customers at the right time to increase sales and profitability of the business.
- 2) Becoming and maintaining a profit
- 3) Preserving cash flow
- 4) The establishment and maintenance of productivity
- 5) Bringing in and keeping customers
- 6) Creating an iconic brand
- 7) Using marketing to reach and expand a market
- 8) Preparing for expansion

SHORT-TERM GOALS

- Get customers on the first day our store is open.
- Received a lot of attention from people living around Bangsar Baru Area, Kuala Lumpur.
- This shop is already known and accepted by all communities in the area.
- Can satisfy customers after receiving our services.

LONG-TERM GOALS

- Can open several other branches in other states.
- The income we achieve within the first year will double up to two or three times.
- Can compete with well-known competitors such as Al-Ikhlas Gadget.
- Get customers in 50% of the suggestions of other gadget shops and indirectly this shop will attract the attention of the local community.

2.2 LOGO DESCRIPTION

This logo is a symbol for our gadget business. Although this logo looks familiar, each symbol on the logo has its own meaning. First, we chose "Gidget's" because the word is unique and almost the same as the product we produce, which is a gadget. The colored letter (GG) also has the opposite meaning. Blue usually symbolizes inspiration.



Our logo has its own deep meaning for every element that appears on that logo in our names.

- "GIDGET'S GADGET'S is the name of our company. Blue color was chosen to represent inspiration, as our store serves as an inspiration to all communities.
- "Don't trust the price, trust the quality" shows that the quality given by us is not comparable to the price the customer must pay. They only need a little money to get the best quality from us.
- While the letter "GG" in the middle of the logo symbolizes the name of our store which is "GIDGET'S GADGET'S".

2.5 ADMINISTRATION PERSONNEL

Table 1: List of Administration Personnel

POSITION	NO. OF PERSONNEL
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 RESPONSIBILITY
General Manager	<ul style="list-style-type: none">• Organize personnel, manage subordinate managers, and oversee them.• Conduct in-depth analyses of potential prospects and the market.• Make recommendations for business expansion.• Suggest for a way to boost sales.
Administration Manager	<ul style="list-style-type: none">• Communicate work expectations, evaluate employee performance, and discipline administrative and clerical workers.• Establish policies and practises for staff career development, coaching, training, and counselling.• Establish and plan projects, timelines, and goals for their department.• Create and implement procedures and policies to enhance departmental operations.
Marketing Manager	<ul style="list-style-type: none">• Coordinating marketing initiatives with the divisions of sales, finance, public relations, and production.• Creating and providing senior management quarterly and annual reports.• Advertising our brand at significant trade exhibits and business-related gatherings.

	<ul style="list-style-type: none"> • Staying current on marketing tactics and trends.
Operation Manager	<ul style="list-style-type: none"> • Make sure all operations are conducted in an appropriate, economical manner. • Enhance operational management procedures, methods, and standards. • Purchase supplies, make inventory plans, and monitor warehouse effectiveness. • Aid in keeping the organization's procedures compatible with the law.
Financial Manager	<ul style="list-style-type: none"> • Oversee the creation, management, and monitoring of the total business budget. • Carrying out managerial, reporting, and financial analytical tasks. • Watch out for the timely preparation and delivery of the financial reports. • Check the accuracy, consistency, and completeness of the financial data.

Table 3: Schedule of Remuneration

POSITION	NO.	MONTHLY SALARY (RM) (A)	EPF (RM) (B)	SOCSSO (RM) (C)	TOTAL AMOUNT (RM)
GENERAL MANAGER	1	5,000.00	600.00	86.65	5,686.65
ADMINISTRATION MANAGER	1	3,500.00	385.00	17.75	3,902.75
MARKETING MANAGER	1	3,500.00	385.00	17.75	3,902.75
OPERATION MANAGER	1	3,500.00	385.00	17.75	3,902.75
FINANCIAL MANAGER	1	3,500.00	385.00	17.75	3,902.75
TOTAL	5				21,297.65

Table 4: List of Office Equipment & Supplies

TYPE	PRICE / UNIT (RM)	QUANTITY	TOTAL AMOUNT (RM)
EQUIPMENT & SUPPLIES			
Computer	1,668.00	2	3,336.00
Telephone	2,000.00	1	2000.00
Air Conditioner	1,205.00	2	2,410.00
Scanner	500.00	1	500.00
Wireless router (Wi-Fi)	1,100.00	1	1,100.00
Printer	540.00	1	540.00
Table	250.00	2	500.00
Chair	75.00	6	450.00
Shelf	250.00	4	1,000.00
Scientific Calculator	64.00	2	128.00
Scanner	89.00	2	178.00
Extension Plug	24.00	4	96.00
A4 Paper	60.00	1	60.00
Pen/Box	40.00	2	80.00
Printer Ink	40.00	6	240.00
TOTAL			12,618.00

2.5 OFFICE FURNITURE AND FITTINGS

Table 5: List of Office Furniture and Fittings

TYPE	PRICE / UNIT (RM)	QUANTITY	TOTAL AMOUNT (RM)
Table & Chair Office	500.00	5	2500.00
Front Desk	400.00	1	400.00
Cabinet	400.00	2	800.00
Cupboard	125.00	1	125.00
Coffee Table	450.00	1	450.00
Curtain	30.00	5	150.00
Curtain Rod	40.00	5	200.00
Sofa	800.00	1	800.00
Pantry Set	450.00	1	450.00
Chair	25.00	5	125.00
TOTAL			6000.00

2.6 ADMINISTRATIVE BUDGET

Table 6: Administration Budget

ITEMS	FIXED ASSETS (RM)	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)
Fixed Assets			
Office Equipment and Furniture/ Fittings	12,618.00		
Renovation	6,000.00		
	5,000.00		
Working Capital			
Rent		3,200.00	
Utilities		2,250.00	
Salaries, EPF & SOCSO		21,298.00	
Pre-Operations			
Deposit (rent, utilities, etc)			2,000.00
Business Registration & Licence			1,400.00
Other Expenditure			1,500.00
Insurance and parking			1,800.00
TOTAL		57,066.00	

CHAPTER 3.0

MARKETING PLAN

3.1 INTRODUCTION TO MARKETING PLAN

At Gidget's Gadget's, our company would like to introduce our product which is custom casing, where we want to innovate our own casing according to the customer's wishes. Additionally, we would like to estimate the acceptance of our products in existing market and sales forecast.

As we know, a mobile phone case is a must have for every user who owns a phone. This is because, by wearing a case on a smartphone, it will further increase the durability of the phone if something unwanted happens. Not only that, an attractive casing is also able to attract users to wear the casing. At Gidget's Gadget's, we also sell other gadgets such as power banks, cable phones and earphones. If our business is running smoothly and we want to add other gadgets to be able to increase the user's choice of Gidget's Gadget's.

3.1.1 OBJECTIVES OF MARKETING

To increase the sale

Every company wants to increase sales, don't forget Gidget's Gadget's. Gidget's Gadget's wants to increase their sales in the next year by 30%. Gidget's Gadget's will make every effort to reach the target by actively moving in social media such as Whatsapp, Tik Tok and so on. In this way, it will attract users to buy products at Gidget's Gadget's.





Improve awareness and demand around new products or services

Gidget's Gadget's wants to achieve this objective because of the many benefits that Gidget's Gadget's will get. Gidget's Gadget's wants to make this product the number 1 choice in the hearts of consumers. If they want to buy gadgets, they will buy things at Gidget's Gadget's store. Not only that, they will recommend Gidget's Gadget's as the best place to buy gadgets because of low prices but high-quality items

Increase profitability

The purpose of marketing is none other than to increase profitability. If this goal can be achieved, then Gidget's Gadget's can increase or add a variety of other gadgets in the store. Not only that, with more profit, Gidget's Gadget's will be more stable and not limited and able to compete with other shops. For a long time, that extra money can open branches in other places so that Gidget's Gadget's become famous and become a mention among users.

3.2 PRODUCT/SERVICES DESCRIPTION

PRODUCT	PRICES
Custom Casing 	RM23
Earphone 	RM15
Power Bank 	RM50
Cable 	RM20

Strength:

- Our company has a special feature that is being able to customize phone casings to meet the needs of users.
- We also sell other gadgets, such as earphones, power banks and cables.

- We also want to sell those items at a relatively low price compared to other companies.

3.3 TARGET MARKET

Target market is a group of customer within a business's serviceable available market at which a business aim into marketing efforts and resources.

In our business, we located at Bangsar Baru, Kuala Lumpur is the mall places. The reason we want to create a business there is because as we know, the number of residents in Kuala Lumpur is very large, amounting to 8,420,000 today. So because of this, we want to take the opportunity because when the population increases, then the demand will also increase.

Because our company is located near education places, so our target customers are students. This is because, the products we sell are affordable compared to other stores, most students do not have much money because they are not working. With the reasonable price offered, this can attract students to buy our products.

Basically, the main product we aim at major groups who like art. For example, our product is a custom casing, so the customer can request to custom the design to put at their casing to fulfill their satisfaction. We also provide some interesting design samples so that they can choose if they have no idea for custom.

Not only that, we are also aiming at teenagers who follow the current trends. As we know, anything that goes viral will definitely sell in the market. The main contributors to the sale of these items in the market are teenagers because teenagers are known for their willingness to try. Because of that, teenagers can increase sales and can maximize the profit.

3.4 Market Segmentation

SEGMENTATION	BASES
1. GEOGRAPHIC	Near to shopping mall and education places
2. DEMOGRAPHIC	Age: 13 years old to 50 years old Gender: Male and Female
3. PSYCHOGRAPHIC	Lifestyles: people who love the art.

3.5 Competitors Analysis

A competitor analysis, also referred to as a competitive analysis, is the process of identifying competitors in your industry and researching their different marketing strategies.

COMPETITORS	<p>Star Gadget</p> 	<p>Ninjaz Bangsar</p> 
STRENGTH	<ul style="list-style-type: none"> • Have a lot of design of casing phone • Have an online platform • Strategic place 	<ul style="list-style-type: none"> • Strategic place • Low price
WEAKNESS	<ul style="list-style-type: none"> • Expensive price 	<ul style="list-style-type: none"> • A small shop

According to the table above, both Gadget's Gadget's competitors have their own strengths and weaknesses. The strength of Star Gadget is that there are a variety of interesting phone casing designs. Not only that, Star Gadget also has an online platform for them to promote their sales products. The last strength is that the store is located in a crowded area. But this store charges high prices for their gadgets.

The second competitors are Ninjaz Bangsar. Ninjaz Bangsar is also located in an area that has a high concentration of people. Contrary to Star Gadget, Ninjaz Bangsar charge lower prices for their products. Ninjaz Bangsar also did a massive promotion to attract more customers to their store. But Ninjaz Bangsar's weakness is its small shop. Customers had to line up outside the store to buy their products. The storage stock of Ninjaz bangsar is also small and this causes their stock to be small and limited.

3.6 Market size

Market size is defined as the total number of potential buyers of a product or service within a given market, and the total revenue that these sales may generate. So that, it is very important to calculate and understand market size for several reasons.

Gidget's Gadget's company can use market sizing to estimate how much profit we could potentially earn from a new business at Bangsar Baru, Kuala Lumpur. Bangsar Baru is a place in Kuala Lumpur. The total population in Kuala Lumpur is 8,420,000. However, only 900,000 people live in Bangsar Baru. It consists of 451,997 males and the rest are females. Because we sell gadgets, gender is not an obstacle for us. Gidget's Gadget's company also estimates 0.06 percent of the number of people in the year buy Gidget's Gadget's product.

	Total
Population x Average price = Market size $900,000 \times \text{RM}27 = 24,300,000$	24,300,000
Sales Forecast : 3% from Market Size $24,300,000 \times 3\% = 729,000$	729,000
Customer per year : $(6/100) \times 900,00$ $= 54,000$ people per year	54,000 people per year
Customer per month : / 12 $= 4,500$ people per month	4,500 people per month
Total sales per year : $54,000 \times \text{RM}27 = 1,458,000$	RM1,458,000
Total sales per month : $\text{RM}1,458,000 / 12 = 121,500$	RM121,500
Total sales per day : $\text{RM}121,500 / 26 = \text{RM}4,673.07$	RM4,673.07
Customer per day : $\text{RM}4,673.07 / 26$	179 customers

3.7 Sale Forecast

A sales forecast is a projection of future sales revenue and a prediction of which deals will move through the sales cycle. Sales forecasts drive short-term spending decisions and impact decisions on key deals.

Sale forecast for Year:

MONTH	SALES FORECAST (RM)
JANUARY	90,500
FEBRUARY	91,700
MARCH	93,500
APRIL	95,000
MAY	97,500
JUNE	97,354
JULY	97,000
AUGUST	98,500
SEPTEMBER	98,600
OCTOBER	98,800
NOVEMBER	98,900
DECEMBER	100,900
TOTAL	1,158,254

Sales Forecast by Year:

YEAR	Percentage increase (%)	Sales Forecast (RM)
1	-	1,158,254
2	11	1,290,080
3	8	1,300,750

3.8 Market share

Market share is the percent of total sales in an industry generated by a particular company. Market share is calculated by taking the company's sales over the period and dividing it by the total sales of the industry over the same period.

Market share before the entrance of Gidget's Gadget's

COMPETITORS	PERCENTAGE OF MARKET SHARE (%)	ESTIMATED INCOME (RM)
Star Gadget	57	13,851,000
Ninjaz Bangsar	43	10,449,000
TOTAL	100	24,300,000

Market share after the entrance of Gidget's Gadget's

COMPETITORS	PERCENTAGE OF MARKET SHARE AFTER THE ENTRANCE (%)	MARKET LOSS(%)	PERCENTAGE OF MARKET SHARE AFTER THE ENTRANCE	ESTIMATED INCOME (%)
Star Gadget	57	15	42	10,206,000
Ninjaz Bangsar	43	13	30	7,290,000
Gidget's Gadget's	-	-	28	6,804,000
TOTAL	100	28	100	

3.9 Marketing Strategy





Product strategy

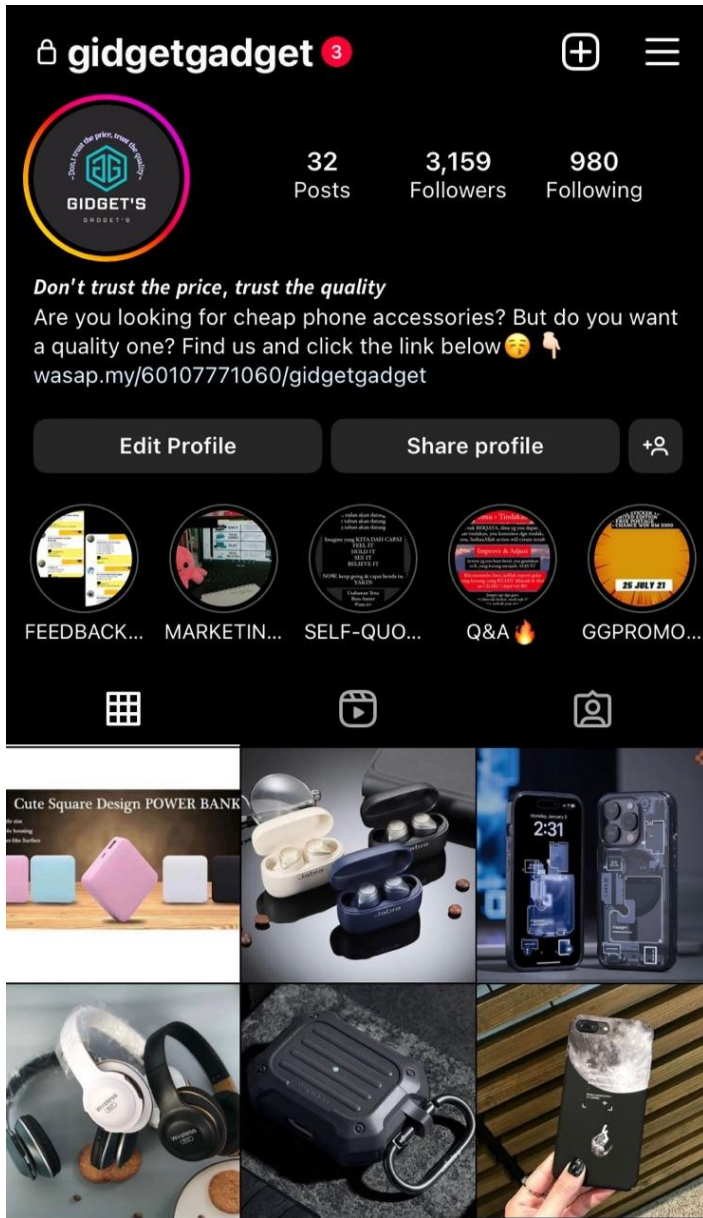
The brand name our product is Gidget's Gadget's which provide the gadget for the mobile phone. In our store, there are have earphone, power bank, cable and the main product that we focused on custom casing. So the additional product we take from the supplies which serve the best product to sell. But the main product which is the custom casing, the material that we choose is the high quality. We chosen the polyurethane material because first of all, this material is hard and soft. This material is very flexible and offers an excellent level of protection for mobile phones. Not only that, the price of polyurethane is also quite cheap. Due to these advantages, we have all agreed to make polyurethane as a material for custom casing products.



3.10 Price Strategy

The price of the product is based on the cost of each product itself. Price is the exchanged between the seller and the buyer for the buyer possess, use or experience the product offered. Gidget's Gadget's is a new company that enters the market by producing a custom casing and some more the gadget tools for the most people in the area. Our company focuses on producing a high-quality product with such a reasonable price as compared to other competitor's product. Our company offers a moderate price to compare with all the competitors around the Kuala Lumpur. So, people will mostly prefer to buy a product with a lower price from our company. In conclusion, our competitors mostly provide a products with a higher prices but same quality of product. Therefore, why we need to spend more money on the same product that have a same quality? So, there are the chances that people will choose our product based on the price over other competitors' products.

PRODUCT	PRICES
<p data-bbox="204 277 405 309">Custom Casing</p> 	<p data-bbox="810 277 895 309">RM23</p>
<p data-bbox="204 651 331 683">Earphone</p> 	<p data-bbox="810 651 895 683">RM15</p>
<p data-bbox="204 999 363 1030">Power Bank</p> 	<p data-bbox="810 999 895 1030">RM50</p>
<p data-bbox="204 1323 284 1355">Cable</p> 	<p data-bbox="810 1323 895 1355">RM20</p>



3.13 List of Marketing Personnel & Remuneration

List of Marketing Personnel

POSITION	NUMBER OF PERSONNEL
Promoter	1
Total	1

List of Marketing Remunerations

POSTION	TOTAL AMOUNT (RM)
Promoter	1,500
Total	1,500

POSITION	NO.	MONTHLY SALARY (RM) (A)	BONUS (RM) (B)	EPF 11% (RM) (C)	SOC SO (RM) (D)	TOTAL AMOUNT (RM) (A) + (B) + (C) + (D)
Promoter	1	1,500	80	173.80	7.75	1761.55

Schedule of Task and Responsibilities

POSITION	TASK AND RESPONSIBILITIES
Promoter	<ul style="list-style-type: none"> • Perform product demonstrations and disseminate information about them. • Foster a favourable perception and encourage usage among customers. • Determine your areas of interest and comprehend the needs and demands of your customers

3.14 Market Budget

A marketing budget outlines all the money a business intends to spend on marketing-related projects over the quarter or year. Gidget's Gadget's marketing budget determines exactly how much money Gidget's Gadget's must play with, and how exactly to spend it.

ITEM	FIXED ASSETS	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)	TOTAL (RM)
Fixed Asset Signboard Banner	500 225			500 225
Working Capital Salary		1,761.55		1,761.55
Other Expenses Membership card			900	900
TOTAL				3,386.55

CHAPTER 4.0

OPERATION PLAN

4.1 OPERATION OBJECTIVES

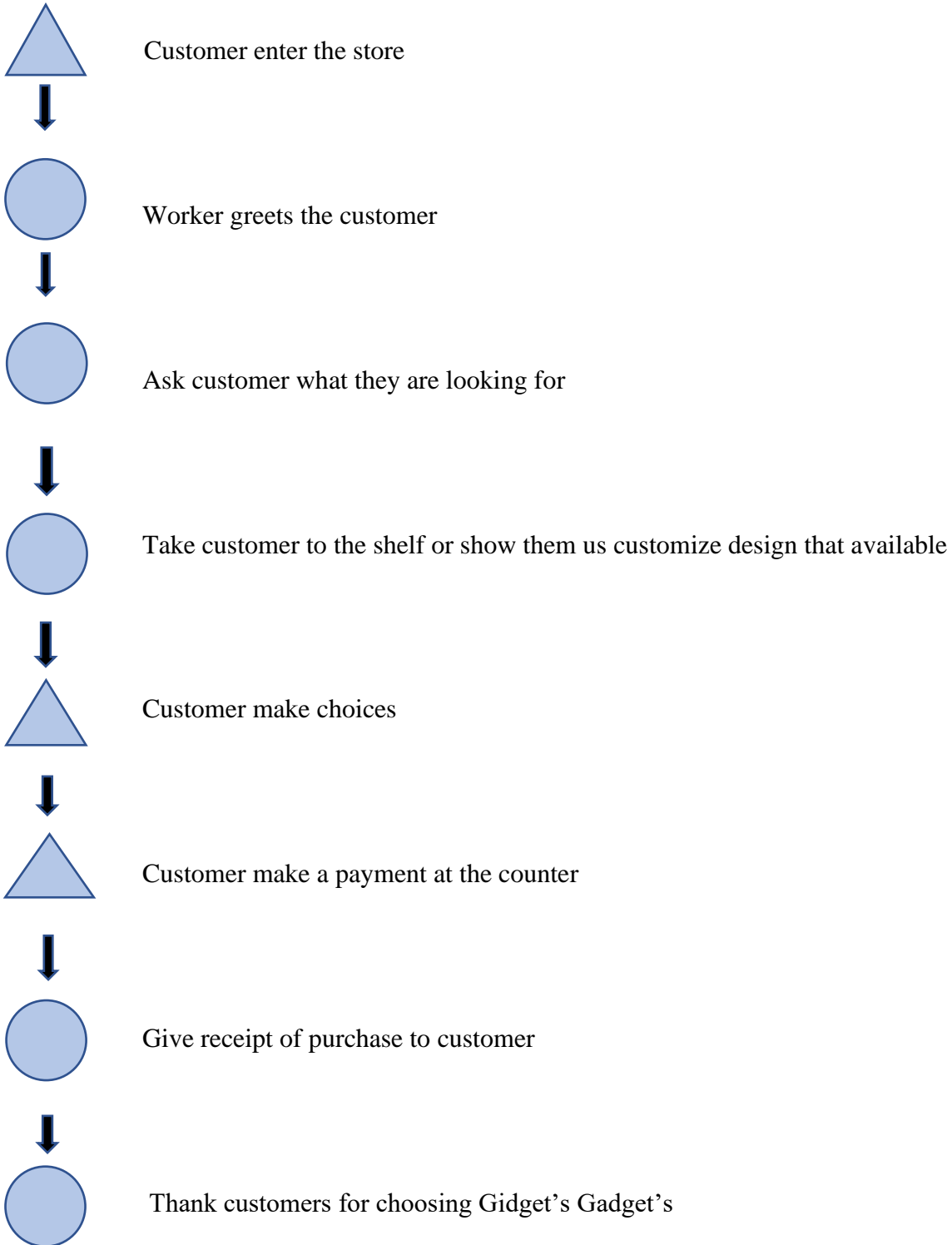
In organisation a business, operational plan is one of the important functions. Managing operations is critical to ensuring that the company can produce goods or provide services in accordance with the specifications, quality, and timeframes specified by the customer. The process of marshalling also can be defined as operation management. Business input is transformed into output in the form of a product or service. The component of an operations system involved in the transformation of business input into output consists of the following elements which is business input, transformation process, output, feedback, and external environment.

The operational plan is the section of our business plan where we get into the nuts and bolts of our business areas like production, manufacturing, inventory, and distribution. In other words, where we set aside the conceptual aspects of our business to get our hands dirty in terms of writing out the specifics of how we will make our product, store it, and then ship it to our customer. Business plans can be developed after establishing acceptable operational objectives for each department. The objective including:

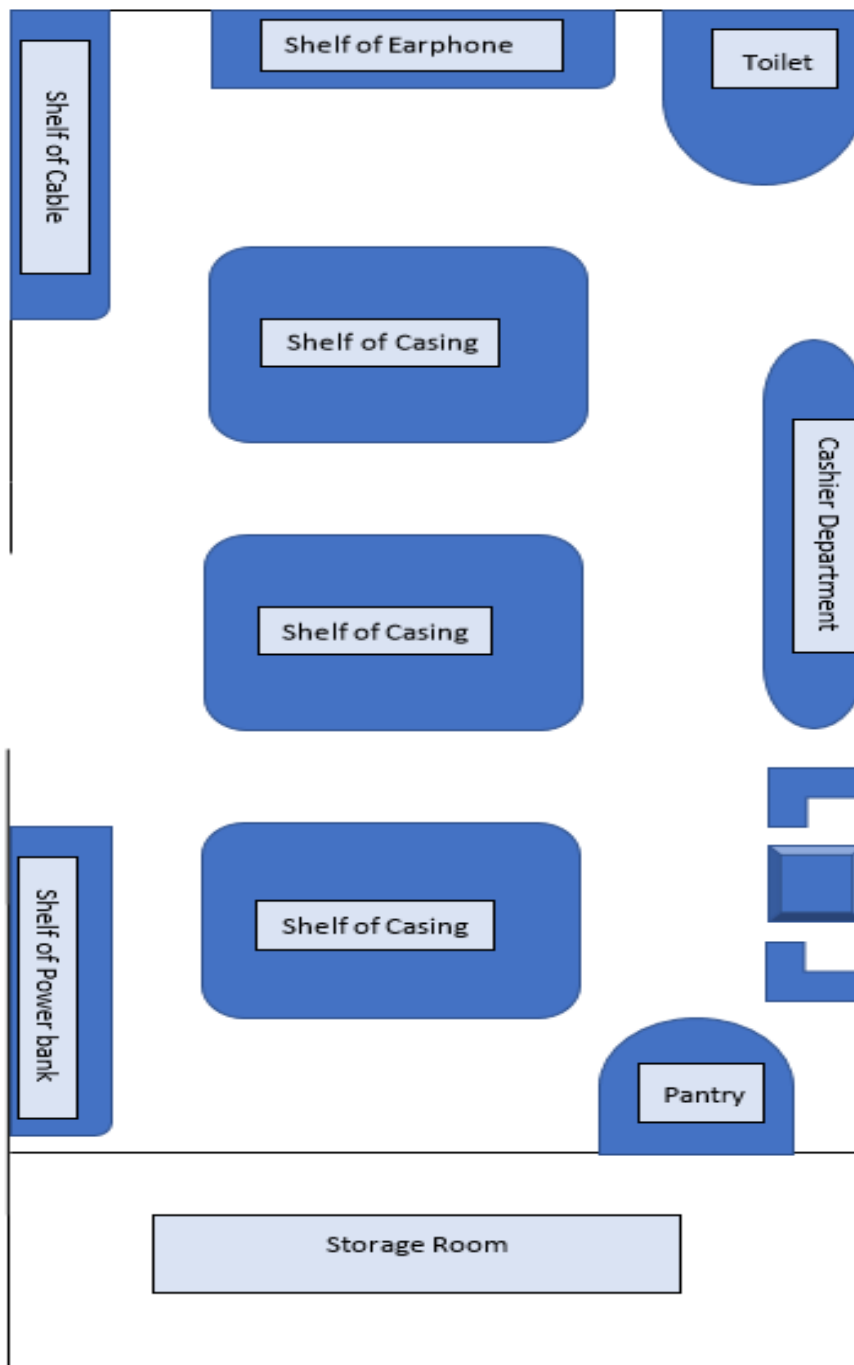
- To make sure the organization's processes is in according to high legal standard
- To provide the best systems and methods on daily basic for operation management.
- To effectively manage business budgets and forecasts by maximising sales and minimising costs
- To efficiently generate financial data in order to maximise profits
- To recruit, train and supervise staff efficiently for the highest level of performance standard

If an organisation fails to meet its objectives and prepare for fundamental changes, it will lose valuable lead time and momentum to combat them when they occur. A lack of direction in a company causes morale issues because the future is uncertain, unpredictable, and out of control for the employees. These bleak findings can only be interpreted as a threat to employment, which has a negative impact on productivity. This is why strategic planning is essential in business.

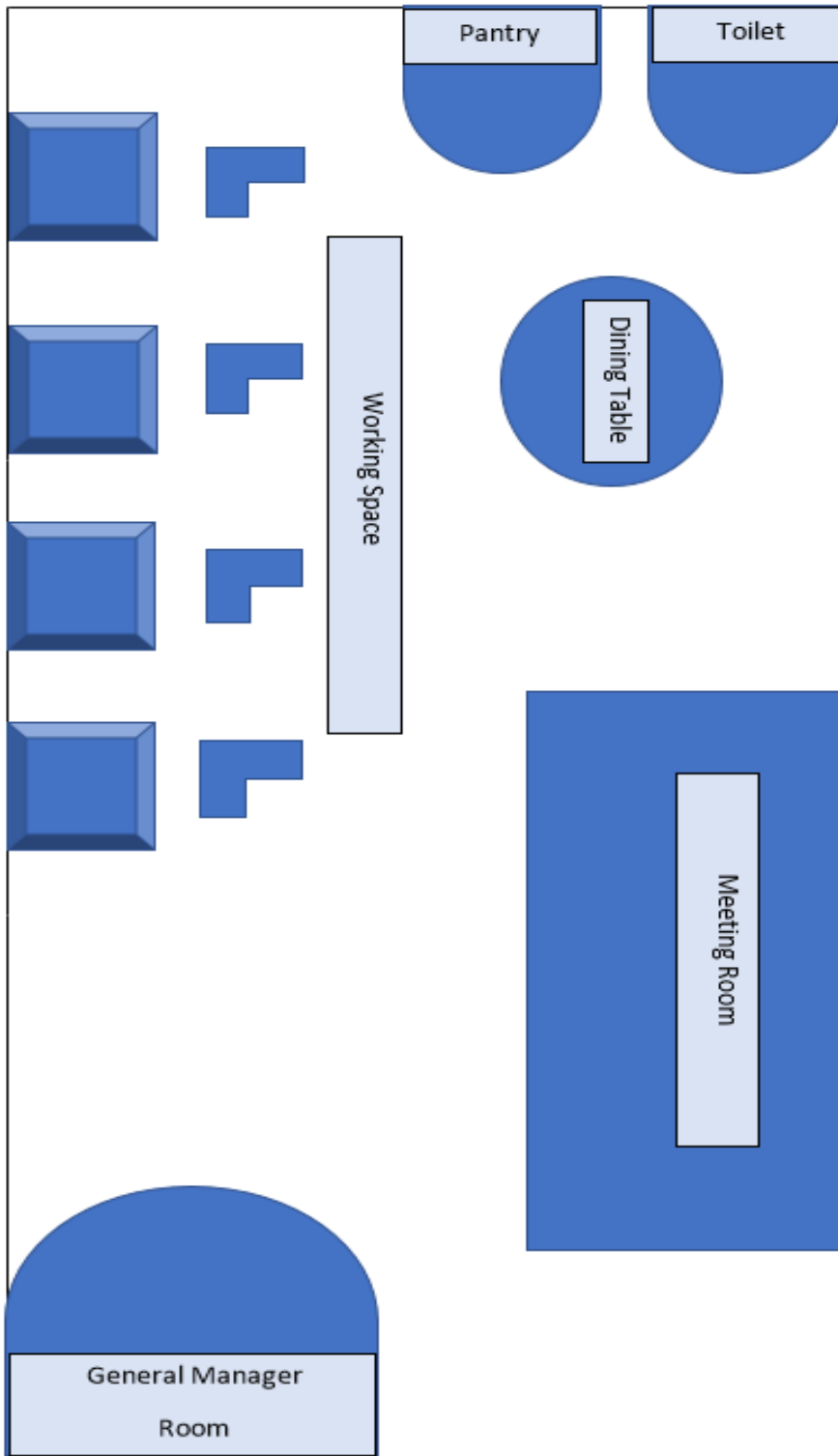
4.2 PROCESS PLANNING



4.3 OPERATION LAYOUT



1.0 Layout of the first-floor store



2.0 Layout of the second-floor store

4.4 OPERATIONS PERSONNEL & REMUNERATION

Task and Responsibilities

POSITION	TASK AND RESPONSIBILITIES
Operation Worker	<ul style="list-style-type: none"> • Handling production equipment, operation, and maintenance • Assembling and inspecting machinery parts • Monitoring product shipment

Number of Personnel

POSITION	NUMBER OF PERSONNEL
Operation worker	1
TOTAL	1

Schedule of Remuneration

POSITION	QUANTITY	MONTHLY SALARY (RM) (A)	BONUS (RM) (B)	EPF (11%) (RM) (C)	SOCSSO (RM) (D)	AMOUNT (RM) (A+B+C+D)
OPERATION WORKER	1	1,500.00	80.00	173.80	7.75	1761.55
TOTAL						1761.55

4.5 CAPACITY PLANNING

Information	Calculation
Total workdays	26 days
Number of customers in a month	4,500 people on a month
Daily customer	179 customers
BOM cost per customer	$55,259/4500 = \text{RM } 12.28$
No. of population in Bangsar Baru	900,000
Sales forecast monthly	$\text{RM } 1,458,000.00/12 = \text{RM } 121,500$
Sales forecast yearly	$54000 \times \text{RM } 27.00 = \text{RM } 1,458,000.00$
Market size	Population x Average price = market size $900,000 \times \text{RM } 27 = 24,300,000$

4.6 MATERIAL PLANNING

List of raw material

Material	Quantity	Safety Stock	Total Material Requirement	Price per unit (RM)	Total Price (RM)
Thermoplastic polyurethane (TPU) plain case	300	50	350	6.00	2,100.00
Polycarbonate (PC) plain case	300	50	350	10.00	3,500.00
Silicone plain case	300	50	350	6.00	2,100.00
Leather plain case	300	50	350	11.00	3,850.00
Wood plain case	300	50	350	12.00	4,200.00
Magnetic magsafe	200	100	300	8.00	2,400.00
Earphones	300	100	400	15.00	6,000.00
Cable	300	100	400	20.00	8,000.00
Power bank	300	100	400	50.00	20,000.00
Scissor	3	3	6	3.00	18.00
Glue	4	3	7	8.00	56.00
Utility knife	4	3	7	5.00	35.00
Membership card	200	100	300	10.00	3,000.00
TOTAL					55,259.00

Supplier of Material

NO	ITEM	SUPPLIER
1	Thermoplastic polyurethane (TPU) plain case	CME Distribution Sdn Bhd
2	Polycarbonate (PC) plain case	CME Distribution Sdn Bhd
3	Silicone plain case	CME Distribution Sdn Bhd
4	Leather plain case	CME Distribution Sdn Bhd
5	Wood plain case	CME Distribution Sdn Bhd
6	Magnetic magsafe	CME Distribution Sdn Bhd
7	Earphones	CME Distribution Sdn Bhd
8	Cable	CME Distribution Sdn Bhd
9	Power bank	CME Distribution Sdn Bhd
10	Scissor	B2B Enterprise
11	Glue	B2B Enterprise
12	Utility knife	B2B Enterprise

4.7 MACHINE AND EQUIPMENT PLANNING

List of machine and equipment

ITEM	QUANTITY	PRICE PER UNIT (RM)	TOTAL COST (RM)
Table	5	250.00	1,250.00
Counter	1	400.00	400.00
Chair	6	75.00	450.00
Office Chair	5	120.00	600.00
Shelf	4	250.00	1,000.00
Scientific Calculator	2	64.00	128.00
Air Conditioner	2	1,205.00	2,410.00
Scanner	2	89.00	178.00
PC	2	1,668.00	3,336.00
Extension Plug	4	24.00	96.00
First and Kits	1	28.00	28.00
Printer and Photostat	1	3,850.00	3,850.00
TOTAL			13,726.00

Supplier of Machine and Equipment

NO	ITEM	SUPPLIER
1	Table	PK Furniture System Sdn Bhd
2	Chair	PK Furniture System Sdn Bhd
3	Shelf	PK Furniture System Sdn Bhd
4	Counter	PK Furniture System Sdn Bhd
5	Office Chair	PK Furniture System Sdn Bhd
6	Scientific Calculator	Marco E-Store
7	Air Conditioner	Samsung
8	Scanner	Marco E-Store
9	PC	Dell
10	Extension Plug	Hoyo Tech
11	First and Kits	MediShield First Aid Kit
12	Printer and Photostat	Epson

4.8 OVERHEAD REQUIREMENT

Fixed Overhead	COST (RM)
Insurance and Parking	1,800.00
Business Registration and License	1,400.00
Variable Overhead	
Rental	3,200.00
Utilities	2,250.00
Salaries/EPF/SOCSO	23,153.24
Maintenance	1,000.00
TOTAL	31,703.24

4.9 OPERATIONS BUDGET

Items	Fixed Asset (RM)	Monthly Expenses (RM)	Other Expenses (RM)
Fixed Asset			
Machine & equipment	13,726.00		
Working Capital			
Raw material		55,259.00	
Maintenance		1,000.00	
Pre-operation			
Insurance and parking			-
Business registration and permit			-
TOTAL	13,726.00	56,259.00	

4.10 BUSINESS AND OPERATION HOUR

Gidget's Gadget's Opening Hours

Sunday	9 am – 10 pm
Monday	9 am – 10 pm
Tuesday	9 am – 10 pm
Wednesday	9 am – 10 pm
Thursday	9 am – 10 pm
Friday	9 am – 5 pm
Saturday	Closed

Operation	Rest Hour
Sunday - Thursday	1 pm – 2 pm
Friday	12 pm – 2 pm

4.11 LICENSE REQUIREMENT

In Malaysia, having a current business licence is required prior to opening a business. Licenses, registrations, permissions, and approvals are all part of the package. The "Pihak Berkuasa Melesen" (PBM) responsible for the location and business activity accepts business licence applications.

Before they can begin operating legally, businesses must first obtain a licence, which could be a general licence, an industry/sector-specific licence, or an activity-specific licence. Businesses are required by law to obtain licences, which are then managed by several governmental organisations, statutory entities, and municipal authorities.

General permits are required:

- Company Registration
- Company and Employees Income Tax Registration
- Employees Provident Fund
- Social Security Organisation
- Human Resources Development Fund
- Business Premise Licenses and Signboard License

For Company

1. Certificate of Incorporation (Form 9/ Notice Section 17) – 1 copy
2. Return of Particulars of Directors, Managers and Secretaries (Form 49 / Notice Section 58) – 1 copy
3. Photos of our business premise (front and interior of premise)
4. Any one Director's NRIC / Passport as stated in Form 49 / Notice Section 58 – 1 copy
5. Sample of signboard indicating design and colour (if applicable)
6. Photos showing location of signboard (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) Photos of business premise (front and interior of premise)
- (iv) Copy of any Business owner/Partner's NRIC as stated in Form 49 – 1 copy
- (v) Sample of signboard indicating design and colour (if applicable);
- (vi) Photos showing location of signboard (if applicable).

Activity Specific licenses

- Certificate of Fitness for Certified Machinery
- Building Plan Approval
- Sales Tax Licence



Based on the picture above, Gidget's gadget's Enterprise was in the middle of the city and very strategic since it is near with shopping centre, restaurant and others. Not only that, this shop also near with the medical and education centers which school and the hospital were not far from that area. This area also one of the places that always people focus on since there are facilities provided such as paid parking and zebra crossing.

CHAPTER 5.0

FINANCIAL PLAN

5.1 OPERATIONS BUDGET

❖ 5.1 ADMINISTRATIVE BUDGET

ADMINISTRATIVE BUDGET				
Particulars	F.Assets	Monthly Exp.	Others	Total
<i>Fixed Assets</i>				
Office Equipment	12,618			12,618
Furniture and Fitting	6,000			6,000
Renovation	5,000			5,000
<i>Working Capital</i>				
Rent		3,200		3,200
Utilities		2,250		2,250
Salaries, EPF & SOCSO		21,298		21,298
<i>Pre-Operations & Other Expenditure</i>				
Other Expenditure			1,500	1,500
Deposit (rent, utilities, etc.)			2,000	2,000
Business Registration & Licences			1,400	1,400
Insurance and parking			1,800	1,800
Total	23,618	26,748	6,700	57,066

❖ 5.2 MARKETING BUDGET

MARKETING BUDGET				
Particulars	F.Assets	Monthly Exp.	Others	Total
<i>Fixed Assets</i>				
Signboard	500			500
Banner & Bunting	225			225
<i>Working Capital</i>				
Salary		1,762		1,762
<i>Pre-Operations & Other Expenditure</i>				
Membership Card			900	900
Other Pre-Operations Expenditure				
Total	725	1,762	900	3,387

❖ 5.3 OPERATIONS BUDGET

OPERATIONS BUDGET				
Particulars	F.Assets	Monthly Exp.	Others	Total
<i>Fixed Assets</i>				
Machine and Equipment	13,726			13,726
<i>Working Capital</i>				
Raw material		55,259		55,259
Maintenance		1,000		1,000
<i>Pre-Operations & Other Expenditure</i>				
Total	13,726	56,259	-	69,985

5.4 PROJECT IMPLEMENTATION COST & SOURCE OF FINANCE OVERVIEW

- Overview

A source of finance is where a firm obtains money to fund business activities such as administration, marketing, and operation. It is critical for all entrepreneurs, particularly newcomers, to have a source of financing as a support system for their firm. Choosing the correct source and mix of funding is a major problem for every financial manager. The source of money may be classified depending on time, the source of generation, ownership and control, and time span.

It may be divided into three categories based on the period:

- Long term (More than 5 years to 10, 15, 20 years).
- Medium term (3-5 years).
- Short term (3 months and less than 1 years).

While ownership and control may be separated :

- Owned (equity, preference, retained earnings, convertible debentures, venture fund).
- Borrowed (financial institutions, commercial banks).

Generation of capital can be classified into :

- Internal sources (retained profit, reduction or controlling of working capital, sale of assets)
- External sources (equity, debt from banks)

❖ GIDGET'S GADGET PROJECT IMPLEMENTATION COST & SOURCES OF FINANCE

GIDGET'S GADGET PROJECT IMPLEMENTATION COST & SOURCES OF FINANCE					
Project Implementation Cost			Sources of Finance		
Requirements	Cost	Loan	Hire-Purchase	Own Contribution	
				Cash	Existing F. Assets
Fixed Assets					
Office Equipment	12,618	12,618			
Furniture and Fitting	6,000	3,000			3,000
Renovation	5,000	2,500		2,500	
Signboard	500	100		400	
Banner	225	50		175	
Machine and equipment	13,726	7,000		6,726	
Working Capital	1 months				
Administrative	26,748	26,748			
Marketing	1,762	1,762			
Operations	56,259	56,259			
Pre-Operations & Other Expenditure	7,600				
TOTAL	130,437	110,037	0	9,801	3,000

5.5 FIXED ASSET DEPRECIATION SCHEDULE

One Sport Centre.ent DEPRECIATION SCHEDULES

Fixed Asset Office Equipment Cost (RM) 12,618 Method Straight Line Economic Life (yrs) 5			
Year	Annual Depreciation	Accumulated Depreciation	Book Value
0	-	-	12,618
1	2,524	2,524	10,094
2	2,524	5,047	7,571
3	2,524	7,571	5,047
4	2,524	10,094	2,524
5	2,524	12,618	-
6	0	0	-
7	0	0	-
8	0	0	-
9	0	0	-
10	0	0	-

Fixed Asset Renovation Cost (RM) 10,000 Method Straight Line Economic Life (yrs) 5			
Year	Annual Depreciation	Accumulated Depreciation	Book Value
0	-	-	5,000
1	1,000	1,000	4,000
2	1,000	2,000	3,000
3	1,000	3,000	2,000
4	1,000	4,000	1,000
5	1,000	5,000	-
6	0	0	-
7	0	0	-
8	0	0	-
9	0	0	-
10	0	0	-

Fixed Asset Furniture and Fitting Cost (RM) 6,000 Method Straight Line Economic Life (yrs) 5			
Year	Annual Depreciation	Accumulated Depreciation	Book Value
0	-	-	6,000
1	1,200	1,200	4,800
2	1,200	2,400	3,600
3	1,200	3,600	2,400
4	1,200	4,800	1,200
5	1,200	6,000	-
6	-	-	-
7	-	-	-
8	-	-	-
9	-	-	-
10	-	-	-

Fixed Asset Machine and equipment Cost (RM) 13,726 Method Straight Line Economic Life (yrs) 5			
Year	Annual Depreciation	Accumulated Depreciation	Book Value
0	-	-	13,726
1	2,745	2,745	10,981
2	2,745	5,490	8,236
3	2,745	8,236	5,490
4	2,745	10,981	2,745
5	2,745	13,726	-
6	-	-	-
7	-	-	-
8	-	-	-
9	-	-	-
10	-	-	-

Fixed Asset Signboard				Fixed Asset Banner			
Cost (RM) 500				Cost (RM) 225			
Method Straight Line				Method Straight Line			
Economic Life (y) 5				Economic Life (y) 5			
Year	Annual Depreciation	Accumulated Depreciation	Book Value	Year	Annual Depreciation	Accumulated Depreciation	Book Value
0	-	-	500	0	-	-	225
1	100	100	400	1	45	45	180
2	100	200	300	2	45	90	135
3	100	300	200	3	45	135	90
4	100	400	100	4	45	180	45
5	100	500	-	5	45	225	-
6	-	-	-	6	-	-	-
7	-	-	-	7	-	-	-
8	-	-	-	8	-	-	-
9	-	-	-	9	-	-	-
10	-	-	-	10	-	-	-

5.6 LOAN & HIRE-PURCHASE AMORTIZATION REPAYMENT SCHEDULE

One Sport Centre.ent									
LOAN & HIRE-PURCHASE AMMORTISATION SCHEDULES									
LOAN REPAYMENT SCHEDULE					HIRE-PURCHASE REPAYMENT SCHEDULE				
Amount 110,037					Amount 0				
Interest Rate 5%					Interest Rate 3%				
Duration (yrs) 5					Duration (yrs) 5				
Method Kadar tetap									
Year	Principal	Interest	Total Payment	Principal Balance	Year	Principal	Interest	Total Payment	Principal Balance
0	-	-	-	110,037	0	-	-	-	-
1	22,007	5,502	27,509	88,030	1	-	-	-	-
2	22,007	5,502	27,509	66,022	2	-	-	-	-
3	22,007	5,502	27,509	44,015	3	-	-	-	-
4	22,007	5,502	27,509	22,007	4	-	-	-	-
5	22,007	5,502	27,509	-	5	-	-	-	-
6	0	0	-	-	6	-	-	-	-
7	0	0	-	-	7	-	-	-	-
8	0	0	-	-	8	-	-	-	-
9	0	0	-	-	9	-	-	-	-
10	0	0	-	0	10	-	-	-	-

5.7 PRO-FORMA CASH FLOW

GIDGET'S GADGET CASH FLOW PRO FORMA STATEMENT																
MONTH	Pre-Operative	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL TR 1	YEAR 2	YEAR 3
CASH INFLOW																
Capital (Bank)	9,901													9,901		
Loan	19,037													19,037		
Dark Sales		95,000	96,100	92,835	93,000	93,760	95,000	100,000	96,900	97,500	98,670	99,099	102,000	1,151,254	1,290,439	1,380,759
Collection of Accounts Receivable																
TOTAL CASH INFLOW	119,838	95,000	96,100	92,835	93,000	93,760	95,000	100,000	96,900	97,500	98,670	99,099	102,000	1,278,952	1,268,008	1,288,018
CASH OUTFLOW																
Administrative Expenditure																
Rent		3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	38,400	38,400	38,400
Utilities		2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	27,000	27,000	27,000
Insurance, EPF & SOCSO		21,291	21,291	21,291	21,291	21,291	21,291	21,291	21,291	21,291	21,291	21,291	21,291	258,972	258,972	258,972
Marketing Expenditure																
Salary		1,762	1,762	1,762	1,762	1,762	1,762	1,762	1,762	1,762	1,762	1,762	1,762	21,144	21,144	21,144
Operational Expenditure																
Raw Material		95,259	95,259	95,259	95,259	95,259	95,259	95,259	95,259	95,259	95,259	95,259	95,259	643,161	645,000	700,000
Maintenance		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	12,000	12,000
Other Expenditure																
Other Expenditure		1,500												1,500	1,500	1,500
Deposit (rent, utilities, etc.)		2,000												2,000		
Business Registration & Licenses		1,400												1,400		
Membership Card		300												300	1,200	1,500
Insurance and parking		1,800												1,800	1,800	1,800
Fixed Assets																
Purchase of Fixed Assets - Others		12,618												12,618		
Purchase of Fixed Assets - Others		25,451												25,451		
Hire-Purchase Down Payment																
Hire-Purchase Repayment:																
Principal																
Interest																
Loan Repayment:																
Principal		1,834	1,834	1,834	1,834	1,834	1,834	1,834	1,834	1,834	1,834	1,834	1,834	22,007	22,007	22,007
Interest		458	458	458	458	458	458	458	458	458	458	458	458	5,502	5,502	5,502
Tax Payable																
TOTAL CASH OUTFLOW	45,669	87,061	87,061	87,061	87,061	87,061	87,061	87,061	87,061	87,061	87,061	87,061	87,061	1,030,402	1,051,125	1,066,505
CASH SURPLUS (DEFICIT)	74,169	7,939	9,039	4,374	5,339	6,699	7,339	12,339	3,029	10,439	11,609	12,038	14,939	187,630	208,875	193,505
BEGINNING CASH BALANCE		74,169	82,108	91,147	96,121	102,060	108,758	116,697	123,636	138,665	149,104	160,713	172,751	0	187,630	336,564
ENDING CASH BALANCE	74,169	82,108	91,147	96,121	102,060	108,758	116,697	123,636	138,665	149,104	160,713	172,751	187,630	187,630	336,564	530,069

5.8 PRO-FORMA INCOME STATEMENT

GIDGET'S GADGET PRO-FORMA INCOME STATEMENT			
	Year 1	Year 2	Year 3
Sales	1,150,254	1,290,000	1,300,750
Less: Cost of Sales			
Opening stock			
Purchases	663,108	665,000	700,000
less: Ending Stock			
Carriage Inward & Duty	0	0	0
Gross Profit			
Less: Expenditure			
Administrative Expenditure	320,972	320,972	320,972
Marketing Expenditure	21,144	21,144	21,144
Other Expenditure	1,500	1,500	1,500
Business Registration & Licences	1,400	0	0
Membership Card	900	1,200	1,500
Insurance and parking	1,800	1,800	1,800
Interest on Hire-Purchase	0	0	0
Interest on Loan	5,502	5,502	5,502
Depreciation of Fixed Assets			
Maintenance	12,000	12,000	12,000
Total Expenditure	1,028,326	1,029,118	1,064,498
Net Profit Before Tax	129,928	260,962	236,252
Tax	0	0	0
Net Profit After Tax	129,928	260,962	236,252
Accumulated Net Profit	129,928	390,890	627,142

5.9 PRO-FORMA BALANCE SHEET

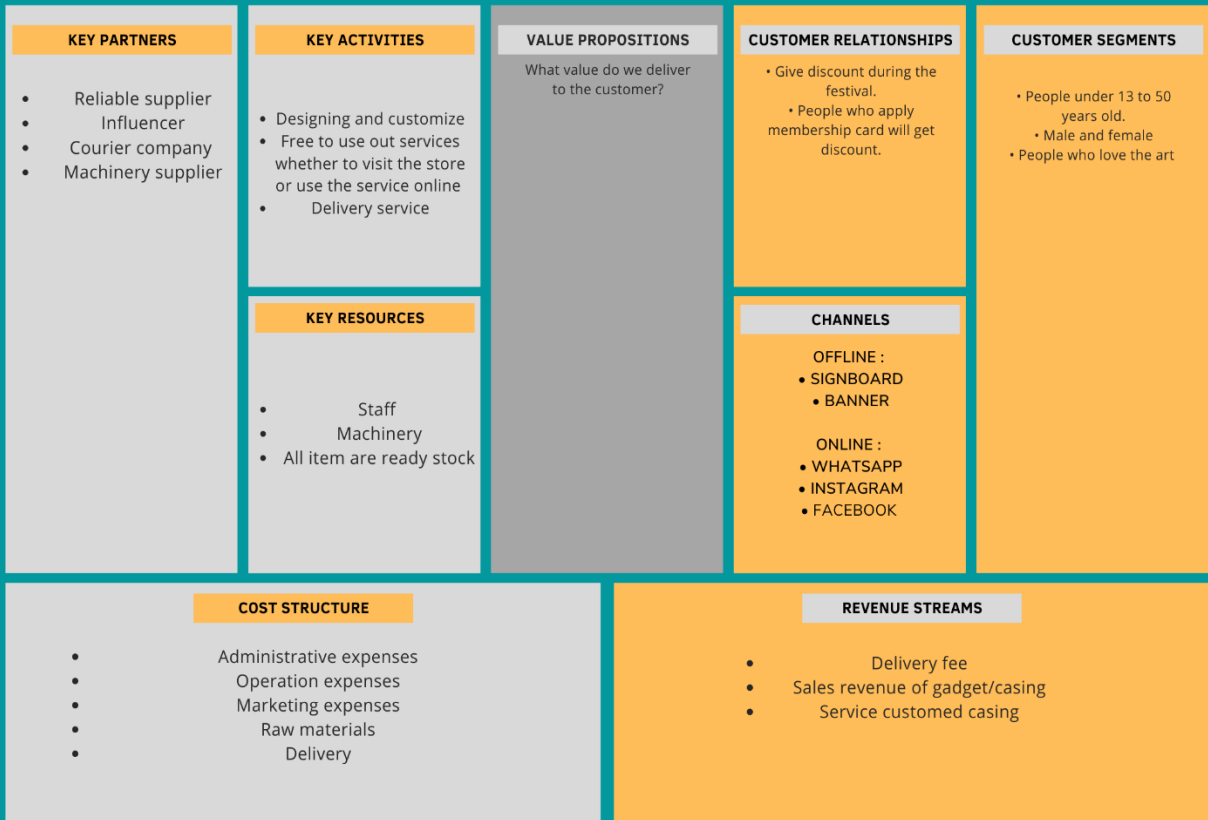
GIDGET'S GADGET			
PRO-FORMA BALANCE SHEET			
	Year 1	Year 2	Year 3
ASSETS			
Fixed Assets (Book Value)			
Office Equipment	10,094	7,571	5,047
Furniture and Fitting	4,600	3,600	2,400
Renovation	4,000	3,000	2,000
Machine and equipment	10,981	8,236	5,490
Signboard	400	300	200
Banner	180	135	90
	30,455	22,642	15,227
Current Assets			
Stock of Raw Materials	0	0	0
Stock of Finished Goods	0	0	0
Accounts Receivable	0	0	0
Cash Balance			
Other Assets			
Deposit	2,000	2,000	2,000
TOTAL ASSETS			
Owners' Equity			
Capital	110,000	110,000	110,000
Accumulated Profit			
Long Term Liabilities			
Loan Balance	88,030	66,022	44,015
Hire-Purchase Balance	0	0	0
	88,030	66,022	44,015
Current Liabilities			
Accounts Payable	0	0	0
TOTAL EQUITY & LIABILITIES			

5.10 FINANCIAL PERFORMANCE

GIDGET'S GADGET FINANCIAL PERFORMANCE			
	Year 1	Year 2	Year 3
<u>PROFITABILITY</u>			
Sales	1,158,254	1,290,080	1,300,750
Gross Profit			
Profit Before Tax	129,928	260,962	236,252
Profit After Tax	129,928	260,962	236,252
Accumulated Profit	129,928	390,890	627,142
<u>LIQUIDITY</u>			
Total Cash Inflow	1,278,092	1,260,000	1,280,010
Total Cash Outflow	1,090,402	1,051,125	1,086,505
Surplus (Deficit)	187,690	208,875	193,505
Accumulated Cash	187,690	396,564	590,069
<u>SAFETY</u>			
Owners' Equity	239,928	500,890	737,142
Fixed Assets	30,455	22,842	15,227
Current Assets	187,690	396,564	590,069
Long Term Liabilities	88,030	66,022	44,015
Current Liabilities	0	0	0
<u>FINANCIAL RATIOS</u>			
<i>Profitability</i>			
Return on Sales	11%	20%	18%
Return on Equity	54%	52%	32%
Return on Investment	59%	62%	39%
<i>Liquidity</i>			
Current Ratio	#DIV/0!	#DIV/0!	#DIV/0!
Quick Ratio (Acid Test)	#DIV/0!	#DIV/0!	#DIV/0!
<i>Safety</i>			
Debt to Equity Ratio	0.4	0.1	0.1
<u>BREAK-EVEN ANALYSIS</u>			
Break-Even Point (Sales)	822,745	723,628	759,912
Break-Even Point (%)	71%	56%	58%

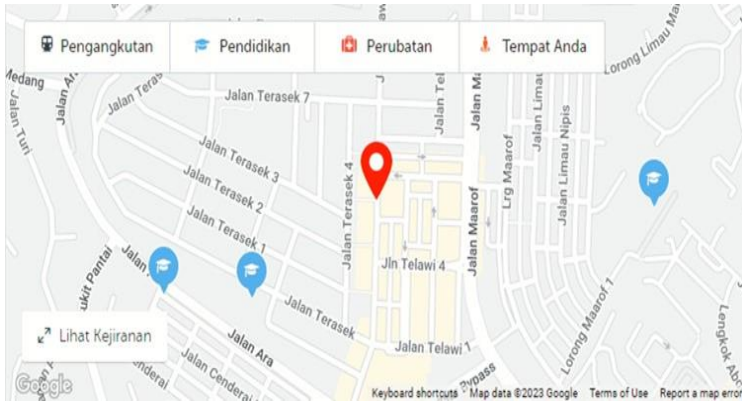
CHAPTER 6.0
BUSINESS MODEL
CANVAS

GIDGET'S GADGET'S BUSINESS MODEL CANVAS



CHAPTER 7.0

APPENDICES



MUHAMMAD IQMAL HAQEEM BIN ROSLAN	MARKETING MANAGER	RM20,000.00	18.25%
NAYLI FATINI BINTI RUSLAN	OPERATION MANAGER	RM20,000.00	18.25%
NUR FIRDINA BINTI HASNI	FINANCIAL MANAGER	RM20,000.00	18.25%
TOTAL		RM110,000.00	100%

4.Profit and Loss

The partnership's net profit is divided equally among the partners, as are the partnership's net losses. Each spouse must have his or her own income account. Earnings and losses from the partnership must be charged or credited to each partner's individual income account. If a partner has no credit balance in their income account, losses must be applied to their capital account.

5.Salaries and Withdrawals

Partners are entitled to compensation for services given to the partnership. Each collaborator has the option to delete the credit amount in their revenue account at any time.

6.Interest

There will be no interest paid on the partnership's first capital investment or any subsequent capital contributions.

7. Management Duties and Restrictions

Each partner must devote their entire time to the operation and have equal rights in the management of the partnership enterprise. Neither partner shall borrow or lend money on behalf of the partnership, 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 normal course of business, without the consent of the other partner.

8.Banking

All partnership monies must be deposited in the name of the partnership in a checking account or accounts chosen by the partners. All withdrawals must be made on checks that are signed by both partners.

9.Books

The partnership books must be stored at the partnership's main office, and each partner must have constant access to them. Fiscal years must be used to keep the books, which must be closed and balanced at the end of each fiscal year. As of the closing date, an audit must be done.

10.Voluntary Termination

The partnership may be dissolved at any time by the partners' permission, in which case the partners must liquidate the partnership's business as soon as possible.

11.Death

If either partner dies, the remaining partner has the choice of either acquiring the decedent's portion in the partnership or dissolving and liquidating the partnership corporation.

12.Arbitration

Any dispute or claim arising from or related to this Agreement or its breach must be handled via arbitration in accordance with the rules. As a result, the parties have signed this Agreement in witness.

COMPENSATION AND BENEFITS

○ EMPLOYMENT ACT 1955

The Employment Act 1955 ("Employment Act") governs employment law in Malaysia. The Employment Act establishes some minimum benefits for eligible employees. For relevant employees, any condition in an employment contract that pretends to provide less favourable benefits than those set forth in the Employment Act is void and substituted with the Employment Act's minimum benefits.

The Employment Act only provides protection to the following types of employees:

- Employees whose monthly wage does not exceed RM2,000
- Employees involved in manual labour, regardless of remuneration
- Employees engaged in the operation or maintenance of a mechanically propelled vehicle
- Employees who manage or oversee other employees engaged in manual labour (subject to certain other conditions)

1. Day of Rest

Every employee is entitled to one full day of rest every week, as established by the employer from time to time.

2. Holidays

Every employee is entitled to a paid holiday at his or her regular rate of pay on the eleven gazette public holidays each year, which include:

- a) National Day
- b) Birthday of the Yang di-Pertuan Agong
- c) Birthday of the State Ruler
- d) Labour Day
- e) Malaysia Day
- f) Eid holidays

3. Annual Leave

- a) Eight days for every twelve months of continuous service with the same employer if he has been there for less than two years.
- b) Twelve days for every twelve months of continuous employment with the same employer if he has been with such employer for at least two years but less than five years.
- (c) Sixteen days for every twelve months of continuous service with the same employer if he has been employed by that employer for five years or more; 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 is proportional to the number of completed months of service.

4. Sick Leave

An employee is entitled to paid sick leave after being examined at the employer's expense

- a) By a registered medical practitioner duly appointed by the employer; or
- b) If no such medical practitioner is appointed or, due 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.
 - i. When no hospitalization is required,
 - a. Fourteen days in total per calendar year if the employee has been employed for less than two years.
 - b. 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.
 - c. Twenty-two days in the aggregate in each calendar year.
 - ii. Sixty days in the aggregate in each calendar year if hospitalization is necessary, as 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.

5. Paid Maternity Leave

Every female employee is entitled to maternity leave for a maximum of ninety-eight consecutive days.

A female employee is not entitled to maternity leave if she has five or more surviving children at the time of her confinement and has worked for the company for at least ninety days prior to giving birth.

6. Overtime

Overtime labour performed in excess of the regular hours of work should be reimbursed at a rate not less than one and a half times the employee's hourly rate of pay, regardless of the basis for determining his rate of pay. "Overtime" in this section refers to the number of hours performed in excess of the average number of hours done each day. However, if any work is accomplished beyond the ten-hour spread over period, the whole period beginning when the spread over period ends and continuing when the employee departs work for the day shall be considered overtime.

Other terms and conditions include:

1. Paternity Leave

Male employees are entitled to 7 days of paid leave for the birth of their own kid, up to a maximum of 5 surviving children.

2. Marriage Leave

Employees are entitled to 5 days of leave per job for their first lawful marriage.

3. Compassionate Leave

Every employee is entitled to three consecutive working days following the loss of a member of their immediate family.

4. Bonus

Employees will get a bonus of 20% of their monthly wages, depending on the company's performance.

5. Annual Increase

Employees will be rewarded a yearly increase based on individual performance at a rate ranging from 5% to 30% each year. Those who do not meet the performance requirement will not be given an annual raise.

○ SOCIAL SECURITY ORGANIZATION (SOCSO)

The primary responsibility of SOCSO is to provide social security protection to employees and their dependents through the Employment Injury Scheme and the Invalidity Scheme. Employees are protected under the Employment Injury Scheme against industrial diseases such as occupational illnesses and commuting accidents. The Invalidity Scheme protects employees from invalidity or death that happens outside of working hours for reasons unrelated to employment. Both plans provide monetary compensation to employees and their families in the event of an unexpected incident, in addition to medical treatment, physical rehabilitation, or vocational training. Through occupational safety and health awareness programmes, SOCSO also promotes accident prevention among employees and employers. The contribution rate from the insured salary option is 1.25% each month.

○ EMPLOYER PROVIDENT FUND (EPF)'

Paying EPF contributions on behalf of any employee engaged under a Contract of Service or Apprenticeship is one of your responsibilities as an employer. Every employee and every employer of a person who is an employee within the meaning of this Act is required to pay monthly contributions on earnings at the rates set forth in the Third Schedule (Section 43(1), EPF Act 1991).

REFERENCES

- 1) <https://payroll.my/>
- 2) <https://www.maukerja.my/blog/ms/15798/wajib-tahu-cara-pengiraan-sebenar-epf-socso-supaya-tak-ditipu-oleh-majikan>