



# FUNDAMENTALS OF ENTREPRENEURSHIP (ENT300) BUSINESS PLAN

## NAME OF COMPANY:

## **CITRUS X LEMON DETOX**

#### PREPARED BY

FACULTY

: AT- FACULTY OF PLANTATION AND AGROTECHNOLOGY

PROGRAMME

: AT110- DIPLOMA IN PLANTING INDUSTRY MANAGEMENT

SEMESTER

: 5

PROJECT TITLE

: DETOX

## GROUP MEMBER

NAME	STUDENT ID
ARMELIA PHILOMENA ANAK BENOS	2016519345
GUNANG ANAK MANGGIE	2016369237
RADIEKA FELIX	2016745213
SHARLYNE JAMES ANAK LINUS	2016182877

PREPARED FOR:

MADAM SITI FARAH LAJIM

**SUBMISSION DATE:** 

23<sup>RD</sup> MAY 2019

## **Table of Contents**

Table of Contents	2
Executive summary	6
SUBMISSION LETTER	7
PARTNERSHIP AGREEMENT LETTER	8
Chapter 1: Introduction	11
1.1 Introduction to the business	11
1.2 Purpose of the Business Plan	12
1.3 Business/ Company Background	13
1.4 Partners Background	14
1.4.1 GENERAL MANAGER/ FINANCIAL MANAGER	14
1.4.2 ADMINISTRATION MANAGER	15
1.4.3 MARKETING MANAGER	16
1.4.4 OPERATION MANAGER	17
1.5 Business Location	18
1.5.1 Factors influencing choice of business location	18
1.5.2 Office Location	18
Chapter 2: Organizational plan	20
2.1 Introduction to the organization	20
2.1.1 Vision:	20
2.1.2 Mission	20
2.1.3 Objectives	20
2.1.4 Logo and Description	21
2.2 Organization Chart	22
2.3 List of Administrative Personnel	23
2.4 Schedule of Task and Responsibilities	24
2.5 Schedule of Remuneration (Administrative workers)	26
2.6 Compensation and benefits	27
2.7 List of Office Furniture & Fittings	29
2.8 List of office equipment	29
2.9 List of supplies	30

#### **Executive summary**

This business is based on partnership where it consists of four members who hold the important position in the company such as General and Financial Manager, Administration Manager, Marketing Manager and Operational Manager.

Citrus X Lemon Detox is located at 7<sup>th</sup> Mile, Jalan Penrissen, Kota Sentosa, 93250 Kuching, Sarawak. The location is in the middle of the city which is surrounded with mall, restaurant, and residential area. Other than that, location is the most important factor as it helps contributes to the business, helps to generate the profit of the business and reaches the target of the business.

The main business activity is supply the products to the retailers so that retailers will selling the products to the customers through their shops. The reason of why we sell Citrus X Lemon Detox is that we want to introduce the quality of our product that can bring positive effects or give benefits to the customers healthy. Through our products, the customers can maintain their healthy because our products is 100% produce from an organic ingredients.

Lastly, our business vision is to provide a way to encourage people take care of their healthy by consume our detox's products which is 100% produce from an organic ingredients in Malaysia. We expect that our business will become more successful in the future because with the material that we use to produce our product will make profit to our business because we only use high quality of organic ingredients to take care of people healthy.

## **Chapter 1: Introduction**

#### 1.1 Introduction to the business

Name of business : Citrus X Lemon Detox

ii. Nature of business : Partnership

iii. Industry profile : Agricultural product

iv. Business location : Kuching, Sarawak.

v. Date of commencement : 25th May 2020

## vi. Factors in selecting the proposed business:

a. Consumer wants an affordable product, so that we produce the product with affordable price.

b. We want to help people to achieve their healthy lifestyle. That is why we choose lemon as our main product because it may help people to improve their liver function.

## vii. Future prospect of the business:

- a. To enlarge this business by making more ingredient to our product so that people may choose their favourite flavour.
- b. To have our own branches so that people may come to us directly.

## 1.2 Purpose of the Business Plan

Business plan is a formal written document that describe in details about the business in order to set up a business in future.

#### i. Entrepreneur

To gain better understanding in the objectives of the business and guide the entrepreneur to view and evaluate the proposed business venture deeper value in an objective, critical and practical manner.

## ii. Employee

Help the employees to understand about the business's goal and objectives. Besides provide them a guidelines regarding to their job duties and responsibilities.