



**UNIVERSITI TEKNOLOGI MARA SARAWAK  
KAMPUS KOTA SAMARAHAN**

**KAMPONG PUTU**

<b>MUHAMMAD AMIRUL BIN AZLAN</b>	<b>2007240166</b>
<b>FARAH FATIN BINTI MAZLAN</b>	<b>2007405714</b>
<b>MUHAMMAD SABRI BIN JOHARI</b>	<b>2007250942</b>
<b>MOHD AFIZAL BIN ABD GHANI</b>	<b>2006146511</b>
<b>KHAIRUL AKMAL BIN ROSLY</b>	<b>2007241364</b>

**DIPLOMA PENTADBIRAN AWAM**



E-Mel:

Surat Kami : 100-UiTMKS (HEA. 30/7)

Tarikh : 24 Ogos 2009

**KEPADA SESIAPA YANG BERKENAAN**

Tuan/Puan

**BIL. NO. PELAJAR NAMA PELAJAR**

- |    |            |                             |
|----|------------|-----------------------------|
| 1. | 2007240166 | MUHAMMAD AMIRUL BIN AZLAN   |
| 2. | 2007405714 | FARAH FATIN BT. MAZLAN      |
| 3. | 2007241364 | KHAIRUL AKMAL BIN ROSLY     |
| 4. | 2007250942 | MUHAMMAD SABRI BIN JOHARI   |
| 5. | 2006146511 | MOHD. AFIZAL BIN ABD. GHANI |

Sukacita sekiranya pihak tuan/puan dapat membantu dan memberi kerjasama kepada pelajar di atas dari Program **Diploma Pentadbiran Awam** untuk membuat satu kertas projek bagi kursus **ETR300 (Fundamentals of Entrepreneurship)**.

Maklumat-maklumat daripada jabatan/agensi/syarikat tuan/puan amatlah diperlukan bagi melengkapkan kertas projek tersebut. Semua maklumat yang tuan/puan berikan adalah untuk tujuan akademik sahaja.

Sila hubungi Penyelia Projek, **En. Mohd. Sapawi bin Jamain** sekiranya pihak tuan/puan ingin mendapatkan maklumat lanjut berkaitan perkara di atas.

Kerjasama daripada pihak tuan/puan kami dahului dengan ucapan ribuan terima kasih.

**“BERSATU BERUSAHA BERBAKTI”**

Sekian.

Yang benar

**SADIT BIN TAHA**  
 Pegawai Eksekutif  
 Bahagian Hal Ehwal Akademik  
 bp Pengarah Kampus

/az



# KAMPONG PUTU



**ETR student,  
AMD5P1,  
Diploma Public Administration,  
UiTM Kota Samarahan,  
Jalan Meranek,  
94300 Kota Samarahan,  
Sarawak.**

---

**Mr. Sapawi Bin Jemain,  
ETR300 Lecture,  
UiTM Kota Samarahan,  
Jalan Meranek,  
94300 Kota Samarahan,  
Sarawak.**

**Sir,**

**Re: Submission of Business Plan**

**As stated above, I, Muhammad Amirul bin Azlan, as a General Manager of Kampong Putu and also representative for my group members, would like to submit our business plan for your evaluation and further action.**

# KAMPONG PUTU

2. My member and I fell highly motivated to complete this task. It gives us a clear and wide introduction about the fundamental of starting the business. We frankly think this knowledge and experience will be useful for us when we want to develop our career in the future.

We would be glad if you wish to have us present our Business Plan for better understanding. All your attention and support towards our Business Plan is greatly appreciated.

Thank you,

You're sincerely,



.....

**(MUHAMMAD AMIRUL BIN AZLAN)**

**General Manager of Kampong Putu**



# KAMPONG PUTU



## **ACKNOWLEDGEMENT**

First of all, we would like to express our grateful and gratitude to Allah S.W.T for His blessing and His most love for giving us the invaluable and precious effort to finish this business plan or this business proposal. We are grateful million times that this business plan accomplished after lots of perspiration and hard work of all this.

We also thanks to Sir Sapawi bin Jemain, our lecturer for ETR 300 (Fundamental of Entrepreneurship) who has providing us with information and knowledge in making this business proposal and not forget the support from fellow colleagues especially classmate, course mate, and others.

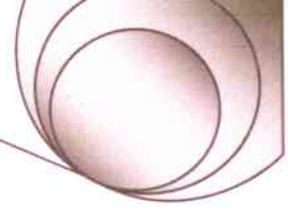
Thanks also sent toward our parent who helps us especially with their prey for our project complete without any problems and done completely. Also our thanks for our parent, brothers and sisters not only for morale support but also give us a guideline and information about our study plan and gives us a brilliant idea to put in our proposal.

Not to forget our group member who willingly to give full cooperation, efforts, unite together in better or worse condition, in concern and combined tireless efforts, determination, togetherness and great understanding during the making of this proposal. This business plan is a small effort, made and designs with the hope that it with the hope that it will give an unforgettable experience and knowledge about establishment, management and the future experience and knowledge about establishment, management and the nature of small and medium size of business.

# KAMPONG PUTU

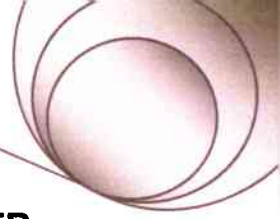
Furthermore, we want to thank the entire departments who have been involved in the business proposal making because their help to get information from them. The information that we gathered and we present in this business proposal is a pure and true determination and also hard work from all people.

Last but not least, once again to give our thanks toward all the people who involved and helped, directly or indirectly in helping us to finish this business proposal. Their contribution is the most valuable asset in this small but useful study.



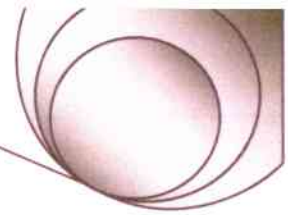
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# KAMPONG PUTU



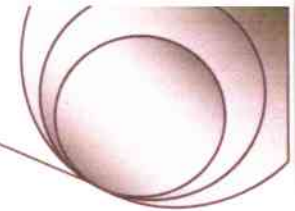
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# **KAMPONG PUTU**



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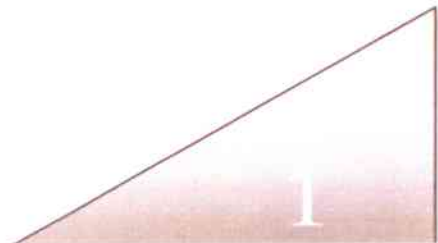
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**KAMPONG PUTU**



**BUSINESS**

**PLAN . . .**



# KAMPONG PUTU



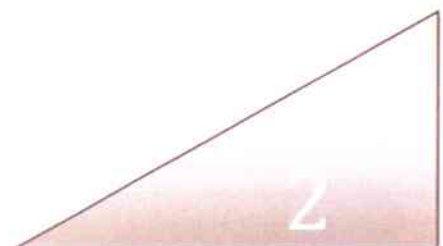
## 1.1 INTRODUCTION

### Name Of Business

The name of our business is 'KAMPONG PUTU'. The word "kampong" used as the symbol of our custom. In other words, it shows that our business is based on our own custom and using the originality of our country to produce our traditional recipe without following others such as from western country. Basically it refers to the way we operate our business by using our traditional recipe to our menu. The word "putu" originally came from our products which is 'putu mayam', 'putu buluh' and also 'putu piring' but in our business is not only followed the basic traditional recipe but we also upgrade it to be more attracted by our customer.

### Nature of Business

Our business offers a various design and also with various flavor of three types of putu which were 'putu mayam', 'putu buluh' and 'putu piring'. Our company run a business in our premises and it was at the strategic place in Kuching because we run a business at The Spring Kuching. Our services is not only at our premises but we also provides order thru our website and at our customer also can call directly to our premises phone number but on working hours only.





# KAMPONG PUTU

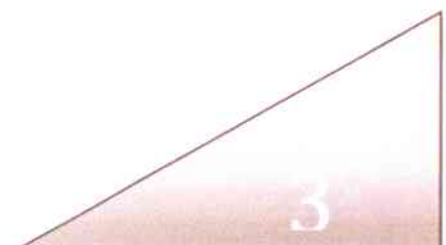


## Information Technology

To survive in the world of technologies, our company runs a techno enterprise which using internet as the alternative way to get our product. By using internet, all the customer can sign up for free at <http://www.kgPU2.com.my> to get more discount as they join our community as a regular customer for our company. It is also easy for all customer to get our product anytime, sign up, and then the menu will appear for customer to choose for their meals.

Our customers also have been providing an online banking to pay their meals. We use Maybank as our main place for payment. It is because Maybank is known for their easiest online banking. Our customers have to a fix account in our account for a month. Therefore, it gives both parties a very systematic way of dealing the monthly payment.

Our company also provides motorcycle as our vehicles to perform our business. After we identified our customer, we will go their place and delivered our meals to them. We also use other motorcycles and go to the nearest place which more popularity of people to buy our product for a certain times at one place. If there any person that not sign up in our website and want to buy our meal suddenly, they can purchase it immediately at our KAMPONG PUTU stall.



# KAMPONG PUTU



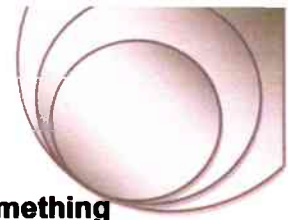
## 1.2 EXECUTIVE SUMMARY

**KAMPONG PUTU is a one of the types of food stall establishment that aims to provide the best method of business which uses certain technological approach to delight and attract customers, and at the same time to be the first entrepreneur which selling these three types of putu at the next level, which were not just only sell 'putu mayam', 'putu piring' and also 'putu buluh' in small size of market such as at night market or weekly market.**

**The main selling points for 'KAMPONG PUTU' would be the operation of our business. We started our business at 7am which is the breakfast hour for all people. Early in the morning, we will prepare before our stall open with all preparation same with every business in Malaysia but the difference between our company and others is we were focused especially in terms of time management. This is important because by professional at time management will attract people to go to our stall anytime because they can get the best product of ours even if they were in hurry or urgent. With a minimum of 2 minutes to serves each customer will make sure no more waiting time for our customer to get the fresh and tasty putu.**

**We had chosen three types of putu as our product. The idea to make these three putu's comes after doing observation and small research on why people only sell these three putu's at night market or weekly market which customers can only buy these foods once or twice per week. Our Business Plan is pointing to become first official producer and supplier of 'putu mayam', 'putu piring', and 'putu buluh'. Our target costumers are around The Spring Shopping Mall and also who comes to our stall.**

# KAMPONG PUTU

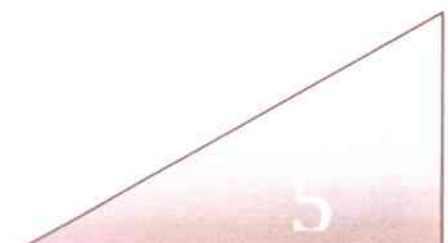


Thus, we've decided to capitalize on this situation by offering something new. Our customer doesn't need to go through our stall to get our product but only order their meal in a more futuristic way, by calling our stall and also using our interactive website. Just go to <http://www.kgPU2.com.my> to choose and decide on their orders. After the selection is confirmed, the order will be directly sent to them depending on their place. Average for our delivery is only about half an hour. If we don't get it on time, we will give a discount for the next order. It is because we will give fresh and tasty foods for our customer.

From our view, we believe that this business has potential to be developed because based on our research, we are the first who sell these three putu's on a commercial way. We also want all the customer to know about one of the types of our traditional food in Malaysia and also we try to make all around the world know about these putu family because we sell in The Spring Mall, which many tourists come here as one of the places to visit in Sarawak.

Other than that from the information that we get from 'Majlis Bandaraya Kuching Selatan', there is no other official organization that existed yet in Sarawak especially use these three putu as their product. Most of them only sell it as their small business weekly and don't want to commercialize it. This is our opportunity for us to run this business because we can do better in terms of competition and also potential to go further with this business.

Our business is located in The Spring Mall, one of the most visited places in Kuching. Our place is also strategic because we are at the centre of Kuching Sarawak for all people to come and enjoy our meals. All the customers can come anytime because our operating hours are flexible, which from 8AM to 10PM. It shows that everyone can get our product anytime.



# KAMPONG PUTU

## 1.3 COMPANY BACKGROUND



**NAME** : **KAMPONG PUTU**

**ADDRESS** : **KAMPONG PUTU, G24, GROUND FLOOR,  
THE SPRING SHOPPING MALL,  
JALAN SIMPANG TIGA, 93350 KUCHING,  
SARAWAK**

**TELEPHONE** : **082 - 855524**

**FAX NUMBER** : **082 - 855528**

**FORM OF BUSINESS** : **PARTNERSHIP**

**MAIN ACTIVITY** : **MOBILE BUSINESS**

**DATE OF BUSINESS**

**REGISTRATION** : **28th AUGUST 2009**

**DATE OF COMMENCEMENT** : **2nd SEPTEMBER 2009**

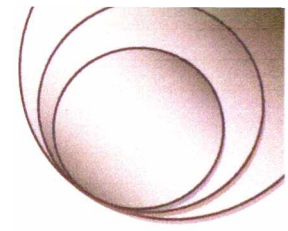
**INITIAL (OWN) CAPITAL** : **RM 25,000**

**NAME OF BANK** : **MAYBANK BERHAD**

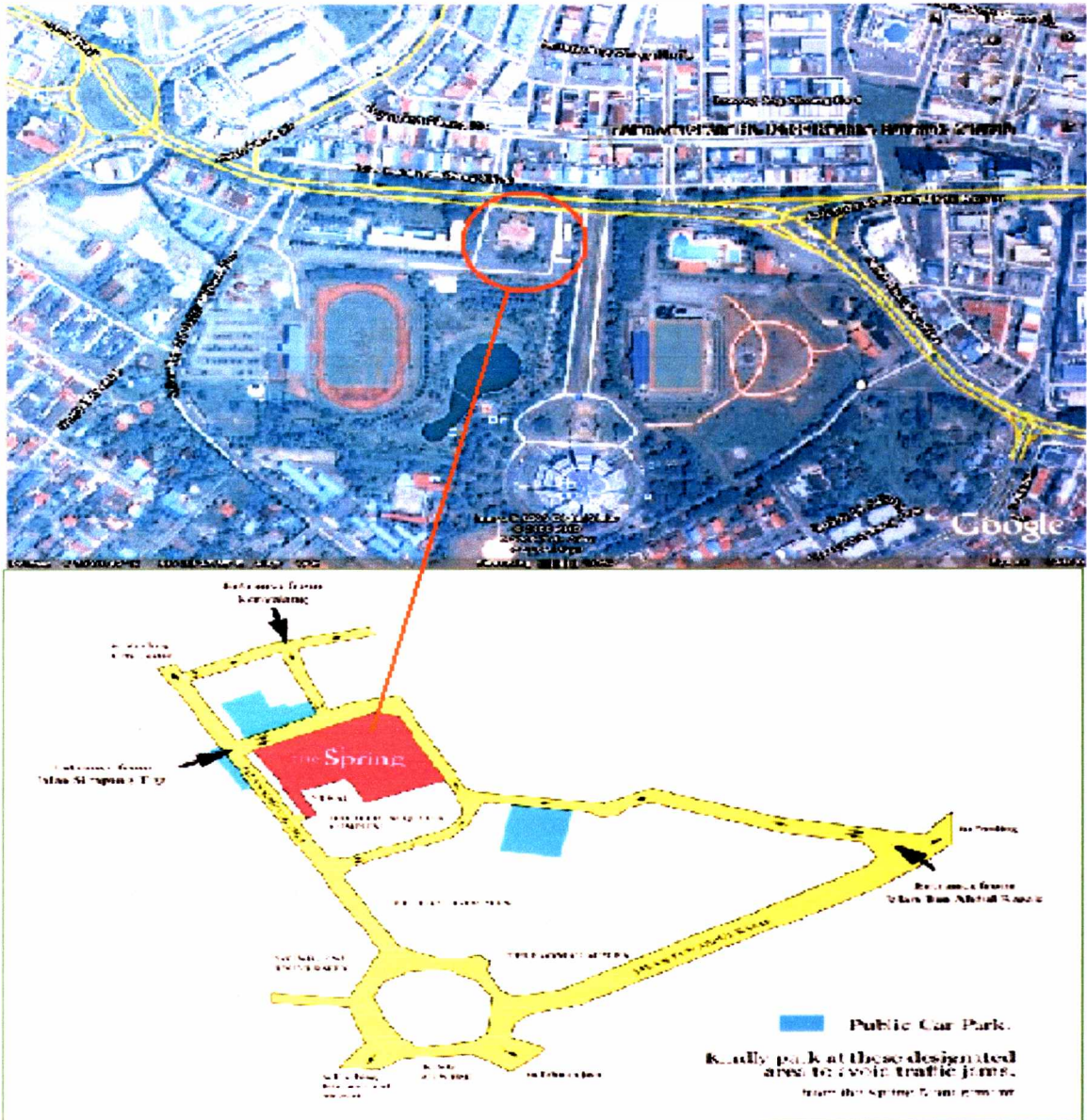
**BANK ACCOUNT NUMBER** : **9431 5551 4224**



# KAMPONG PUTU



## 1.4 LOCATION



**KAMPONG PUTU,  
G24, GROUND FLOOR,  
THE SPRING SHOPPING MALL,  
JALAN SIMPANG TIGA, 93350 KUCHING,  
SARAWAK.**



# KAMPONG PUTU

## 1.5 EXPLANATION OF LOGO



### Symbol

- **'KAMPONG PUTU'** is our company name. **'KAMPONG'** means our product is more to traditional in terms of recipe but we do in modern method such as machine and the word of **'PUTU'** give the customer idea's on what was actually our product which were 'putu mayam', 'putu piring' and also 'putu buluh'.
- The picture of traditional house gives the meaning that our concept is more on traditional way and still standing till today because by using traditional method is more pure and original which attract our costumers to come again. Our logo also include our three basic product picture which is 'putu mayam', 'putu piring' and also 'putu buluh'.
- We using two colour which shows the natural colour, includes **brown** and also **green**. **Brown** and **green** gives a meaning that our product is traditional and natural or original.



# KAMPONG PUTU



## 1.6 BACKGROUND OF OWNER



**POSITION** : **GENERAL MANAGER**  
: **CHEF**

**FULL NAME** : **MUHAMMAD AMIRUL BIN AZLAN**

**My ID NUMBER** : **840424-14-5869**

**PERMANENT ADDRESS** : **2A, BLOCK KENANGA, QUARTERS**  
**TNB, JLN PANTAI**  
**BAHARU, 59200, KUALA LUMPUR**

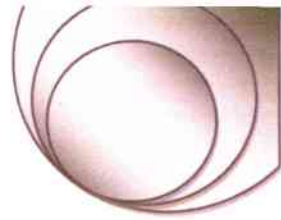
**E-MAIL** : **muhdamirul@kgPU2.com.my**

**TELEPHONE NUMBER** : **013 3588124**

**DATE OF BIRTH** : **24TH APRIL 1984**

**AGE** : **25 YEARS OLD**

# **KAMPONG PUTU**

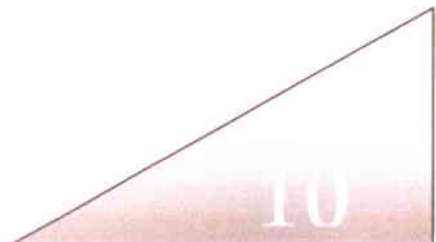


**ACADEMIC QUALIFICATION** : **DIPLOMA IN PUBLIC  
ADMINISTRATION**  
:  
:  
:  
**DEGREE IN PSYCHOLOGY**

**SKILL** : **LEADERSHIP**  
:  
:  
:  
**CRITICAL THINKING**

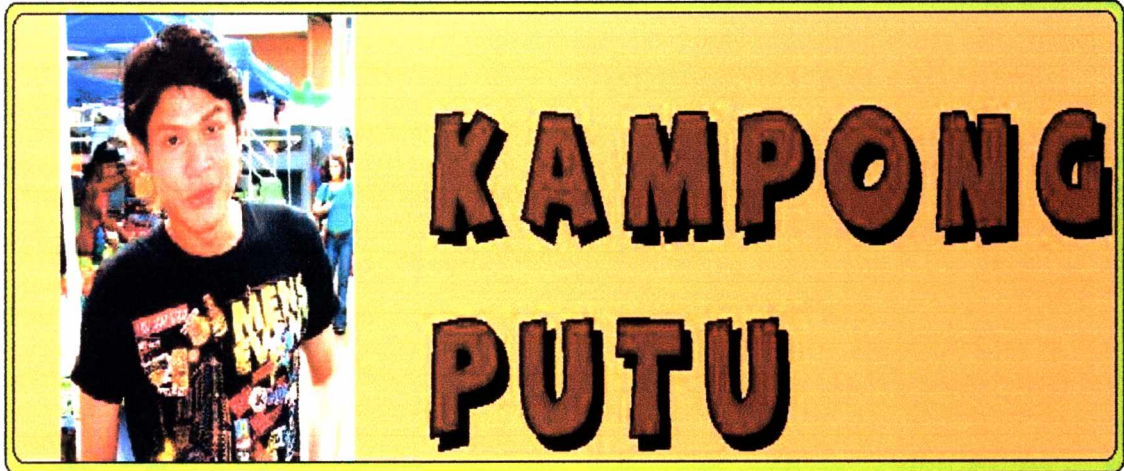
**COURSE ATTEND** : **MANAGEMENT AND MARKETING**  
:  
:  
:  
:  
**HUMAN RESOURCE**  
**NETWORKING**  
**CULINARY**

**EXPERIENCE** : **ASSISTANT AT INSTITUT  
GENERASI AS PROGRAMMER IN 4  
MONTHS**  
:  
:  
**ASSISTANT CHEF AT HOTEL  
ARMADA**



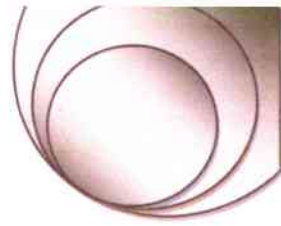


# KAMPONG PUTU



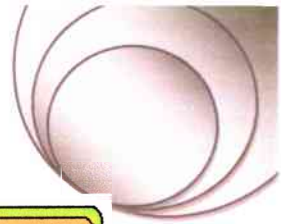
**POSITION** : **ADMINISTRATIVE MANAGER**  
:  
:  
:  
**FULL NAME** : **MOHD AFIZAL BIN ABD GHANI**  
**My ID NUMBER** : **820722-52-6231**  
**PERMANENT ADDRESS** : **LOT 1219, LORONG 4D, KAMPUNG LUAK, 98000, MIRI, SARAWAK**  
**E-MAIL** : **afizal@kgPU2.com.my**  
**TELEPHONE NUMBER** : **016-5763884**  
**DATE OF BIRTH** : **22TH JULY 1982**  
**AGE** : **27 YEARS OLD**  
**ACADEMIC QUALIFICATION** : **DIPLOMA IN PULIC**  
:  
**ADMINISTRATIVE**  
:  
**DEGREE IN BUSINESS**  
**MANAGEMENT**  
**SKILL** : **CREATIVE**  
:  
**COMMUNICATION SKILLS**

# **KAMPONG PUTU**



**COURSE ATTEND** : **HYGEINE**  
: **ADMINISTRATION AND HUMAN**  
**RESOURCE**  
**FOOD HANDLING AND**  
**ADMINISTRATION**  
: **MECHANICAL AND ENVIRONMENT**  
**EXPERIENCE** : **ADMINISTRATIVE OFFICER AT**  
**EVERRISE SUPERMARKET IN 2**  
**YEARS**

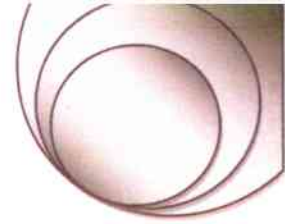
# KAMPONG PUTU



**POSITION** : **OPERATION MANAGER**  
:  
:  
:  
**FULL NAME** : **MUHAMMAD SABRI BIN JOHARI**  
**My ID NUMBER** : **840930-13-5719**  
**PERMANENT ADDRESS** : **LOT6, JALAN PENUH BERLIKU,**  
**BUKIT TAK TINGGI SANGAT,**  
**KUCHING SARAWAK**  
**E-MAIL** : **sabri@kgPU2.com.my**  
**TELEPHONE NUMBER** : **014-6921933**  
**DATE OF BIRTH** : **30TH SEPTEMBER 1984**  
**AGE** : **25 YEARS OLD**  
**ACADEMIC QUALIFICATION** : **DIPLOMA IN PUBLIC**  
**ADMINISTRATION**  
:  
**DEGREE IN INFORMATION**  
**SYSTEM**



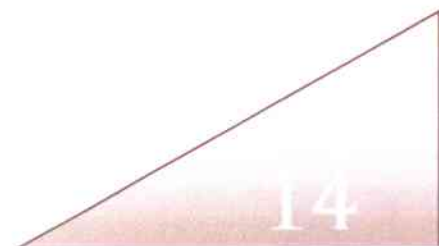
# **KAMPONG PUTU**



**SKILL** : **GOOD IN CRITICAL THINKING,  
CREATIVE, FAST TYPING,  
CYCLING.**

**COURSE ATTEND** : **OFFICE MANAGEMENT,  
HUMAN RESOUCE MANAGEMENT,  
SOFTWARE DESSIGNER,  
METRODRIVING ACADEMY.**

**EXPERIENCE** : **SUPERVISOR AH TAT MIN CO.  
:  
OPEN SMALL BUSINESS**



# KAMPONG PUTU



**POSITION** : **MARKETING MANAGER**  
: **PACKAGING**

**FULL NAME** : **FARAH FATIN BINTI MAZLAN**

**My ID NUMBER** : **841108-10-5544**

**PERMANENT ADDRESS** : **77,JLN GREEN PARK,**  
**LRG PARK PERMAI,**  
**54231, KELANA JAYA, SELANGOR**

**E-MAIL** : **farahfatin@kgPU2.com.my**

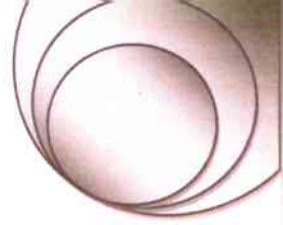
**TELEPHONE NUMBER** : **012 - 6741108**

**DATE OF BIRTH** : **8TH NOVEMBER 1984**

**AGE** : **25 YEARS OLD**

**ACADEMIC QUALIFICATION** : **DIPLOMA IN PUBLIC**  
**ADMINISTRATION**  
: **DEGREE IN MARKETING**

# KAMPONG PUTU



- SKILL** : **UPDATED INFORMATION  
ESPECIALLY IN TERMS OF  
FINDING OPPORTUNITY TO  
MARKET OR PUBLISH PRODUCT,  
SOFTWARE AND WEBPAGE  
DESIGN**
- COURSE ATTEND** : **FOOD HANDLING COURSE,  
MARKETING IN SMART WAY.**
- EXPERIENCE** : **ASSISTANT MANAGER IN GIFT  
SHOP**



# KAMPONG PUTU



**POSITION** : **FINANCIAL MANAGER**  
:  
:  
**CASHIER**

**FULL NAME** : **KHAIRUL AKMAL BIN ROSLY**

**My ID NUMBER** : **841015-06-5109**

**PERMANENT ADDRESS** : **A-05-21, TAMAN INDUSTRI**  
**LEMBAH JAYA, 68000 AMPANG,**  
**SELANGOR**

**E-MAIL** : **khairulakmal@kgPU2.com.my**

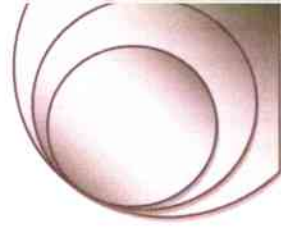
**TELEPHONE NUMBER** : **017-2068455**

**DATE OF BIRTH** : **15TH OCTOBER 1984**

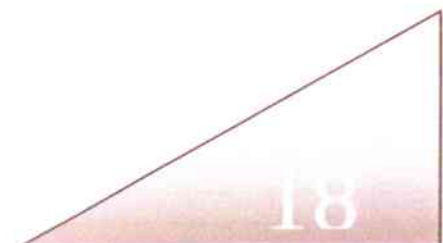
**AGE** : **25 YEARS OLD**

**ACADEMIC QUALIFICATION** : **DIPLOMA IN PUBLIC**  
**ADMINISTRATION**  
:  
**DEGREE FINANCIAL**  
**MANAGEMENT**  
:  
**LICENSE IN ACCOUNTING**

# KAMPONG PUTU

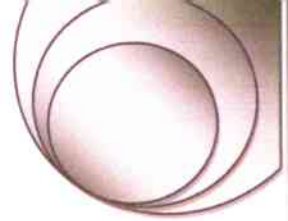


- SKILL** : **COMMUNICATION SKILL,  
CALCULATING, TYPING,  
FORECASTING**
- COURSE ATTEND** : **BUILDS SELF CONFIDENT IN  
YOURSELF(DR. FADHILAH  
KAMSAH), ACCOUNTING TEST**
- EXPERIENCE** : **SMALL BUSINESS IN PUBLIC  
MARKETING, FINANCIAL  
ADVISORY, CASHIER AT MYDIN.**





# KAMPONG PUTU



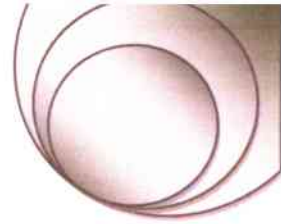
## 1.7 SHAREHOLDERS CONTRIBUTION

### Shareholder Contributions and Loans

Bil.	NAME	POSITION	EQUITY (RM)	SHARE
1.	MUHAMMAD AMIRUL BIN AZLAN	GENERAL MANAGER	RM5,000	20%
2.	MOHD AFIZAL BIN ABD GHANI	ADMINISTRATION MANAGER	RM5,000	20%
3.	FARAH FATIN BIN MAZLAN	MARKETING MANAGER	RM5,000	20%
4.	MUHD SABRI BIN JOHARI	OPERATIONAL MANAGER	RM5,000	20%
5.	KHAIRUL AKMAL BIN ROSLY	FINANCIAL MANAGER	RM5,000	20%
<b>TOTAL</b>			<b>RM25,000</b>	<b>100%</b>

Capital Sources	Capital (RM)
Partnership Contribution	25,000
Loan	70,065
<b>Total</b>	<b>95,065</b>

# KAMPONG PUTU



## 1.8 SHAREHOLDERS AGREEMENT

### LETTER OF AGREEMENT

To all shareholders of KAMPONG PUTU

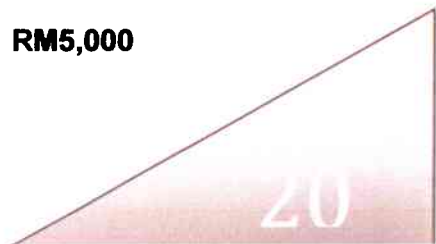
#### SHAREHOLDERS AGREEMENT

1. Hereby, all the individuals as mentioned below, as witnessed by lawyer have agreed on becoming partners and shareholders of KAMPONG PUTU.

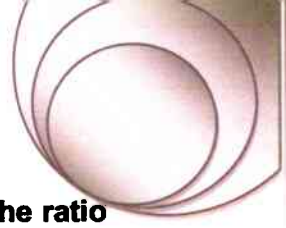
MUHAMMAD AMIRUL BIN AZLAN	2007240166
MOHD AFIZAL BIN ABD GHANI	2006146511
FARAH FATIN BINTI MAZLAN	2007405714
MUHAMMAD SABRI BIN JOHARI	2007250942
KHAIRUL AKMAL BIN ROSLY	2007241364

2. With this, the partners will be bound under rules and regulation of this partnership. Hereby, the partners agreed that the capital contributions from each partners are as follows.

MUHAMMAD AMIRUL BIN AZLAN	RM5,000
MOHD AFIZAL BIN ABD GHANI	RM5,000
FARAH FATIN BINTI MAZLAN	RM5,000
MUHAMMAD SABRI BIN JOHARI	RM5,000
KHAIRUL AKMAL BIN ROSLY	RM5,000



# KAMPONG PUTU



3. From purpose of profit distribution, it will be given according to the ratio of contribution.

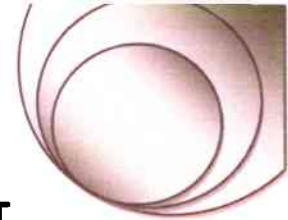
<b>MUHAMMAD AMIRUL BIN AZLAN</b>	<b>2007240166</b>
<b>MOHD AFIZAL BIN ABD GHANI</b>	<b>2006146511</b>
<b>FARAH FATIN BINTI MAZLAN</b>	<b>2007405714</b>
<b>MUHAMMAD SABRI BIN JOHARI</b>	<b>2007250942</b>
<b>KHAIRUL AKMAL BIN ROSLY</b>	<b>2007241364</b>

4. However, any partner is allowed to contribute additional amount of capital more as stated above. And the rate of profit sharing will then be conferred to by the new amount of the contribution by the particular partner. On the other hand, it is agreed that whatever matters occurred, unless decided by all partners, **MUHAMMAD AMIRUL BIN AZLAN** is the General Manager of the business organization.
5. All partners are required to work as a team to achieve the vision and mission of the company.
6. Any partner who wants to quit from this partnership shall give at least 14 days notice prior to resignation.
7. If any of the partners deceased, the business entity shall not be dissolved and shall be continued by inheritor to partner's next of kin as stated in this agreement.
8. Partners are collectively responsible to the liability of the business and shall act accordingly, ethically and morally.

# KAMPONG PUTU

9. Any provisions in the Partnership Act 1961 shall take effect on any situation, circumstances and matters that are not been mentioned in this letter.
10. All partners agree that there are understood the contents of this letter and will obey all the rules and regulation of the partnership. Any partner, who disobeys the rules and regulations, may take all responsibilities due to damage, or loss, or defect caused by his / her action.
11. All matters of financial and true accounts and also information of all things relating to partnership will be made available at all times.
12. Any matters concerning to the business, i.e. the matters concerning to well being of the business must be decided by majority of the partners.
13. Subject to the government between the partners, partnership is dissolved as regards all the partners by the bankruptcy of the business.

# KAMPONG PUTU



## 1.9 DECLARATION OF SHAREHOLDER AGREEMENT

All these terms and conditions have been acknowledged and agreed by:

**MUHAMMAD AMIRUL BIN AZLAN**

**2007240166**

**GENERAL MANAGER**

**MOHD AFIZAL BIN ABD GHANI**

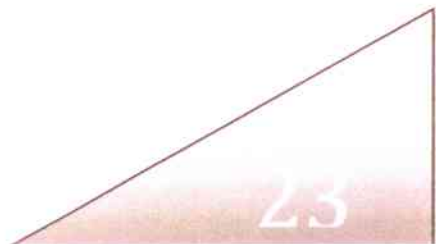
**2006146511**

**ADMINISTRATIVE MANAGER**

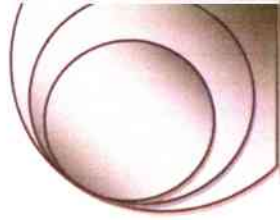
**FARAH FATIN BINTI MAZLAN**

**2007405714**

**MARKETING MANAGER**



# KAMPONG PUTU



*Sabri*

.....  
**MUHAMMAD SABRI BIN JOHARI**

**2007250942**

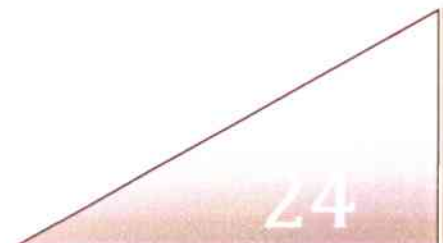
**OPERATIONAL MANAGER**

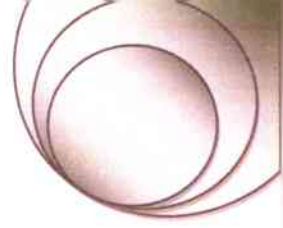
*Maz*

.....  
**KHAIRUL AKMAL BIN ROSLY**

**2007241364**

**FINANCIAL MANAGER**

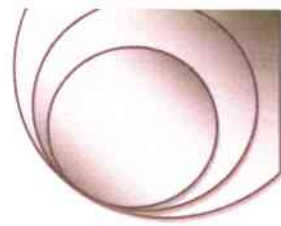




# **ADMINISTRATIVE**

# **PLAN . . . . .**

# KAMPONG PUTU



## 2.1 INTRODUCTION

### ADMINISTRATIVE PLAN

The administration of any businesses forms an important base from which the businesses routines are maintained and controlled. More often than not, the administration section has to manage the overall businesses objective and goals. Every business wants to achieve their own goals and objective and so do our business. It is very important to have an efficient and systematic management system to reach the meaning and target of the management.

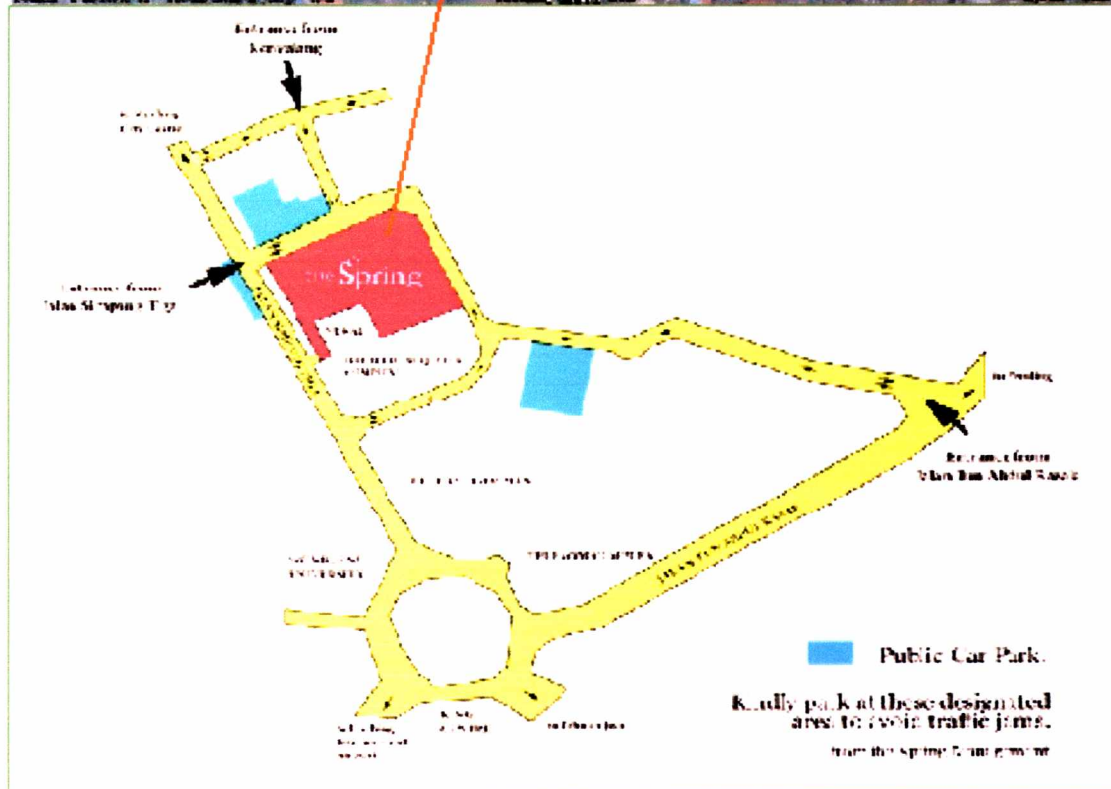
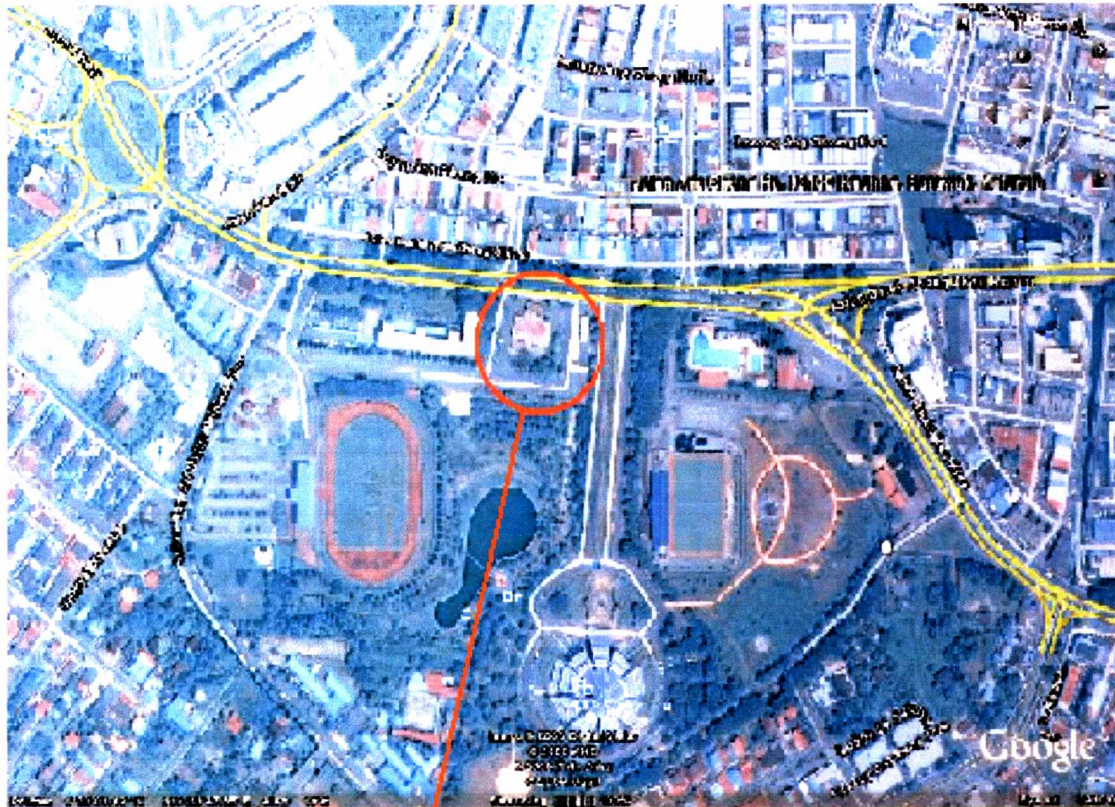
There are several elements of management that is planning, organizing, leading, and controlling the organization's financial, physical, human and information resources. The performance, growth and survival of the business depend o the managerial skills and capabilities. It is therefore crucial for the entrepreneur, as the owner-manager to fully understand and perform the managerial function effectively.





# KAMPONG PUTU

## 2.2 INTRODUCTION TO THE ORGANIZATION

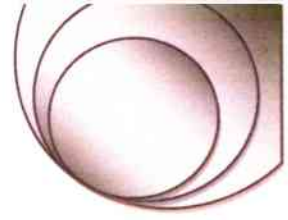




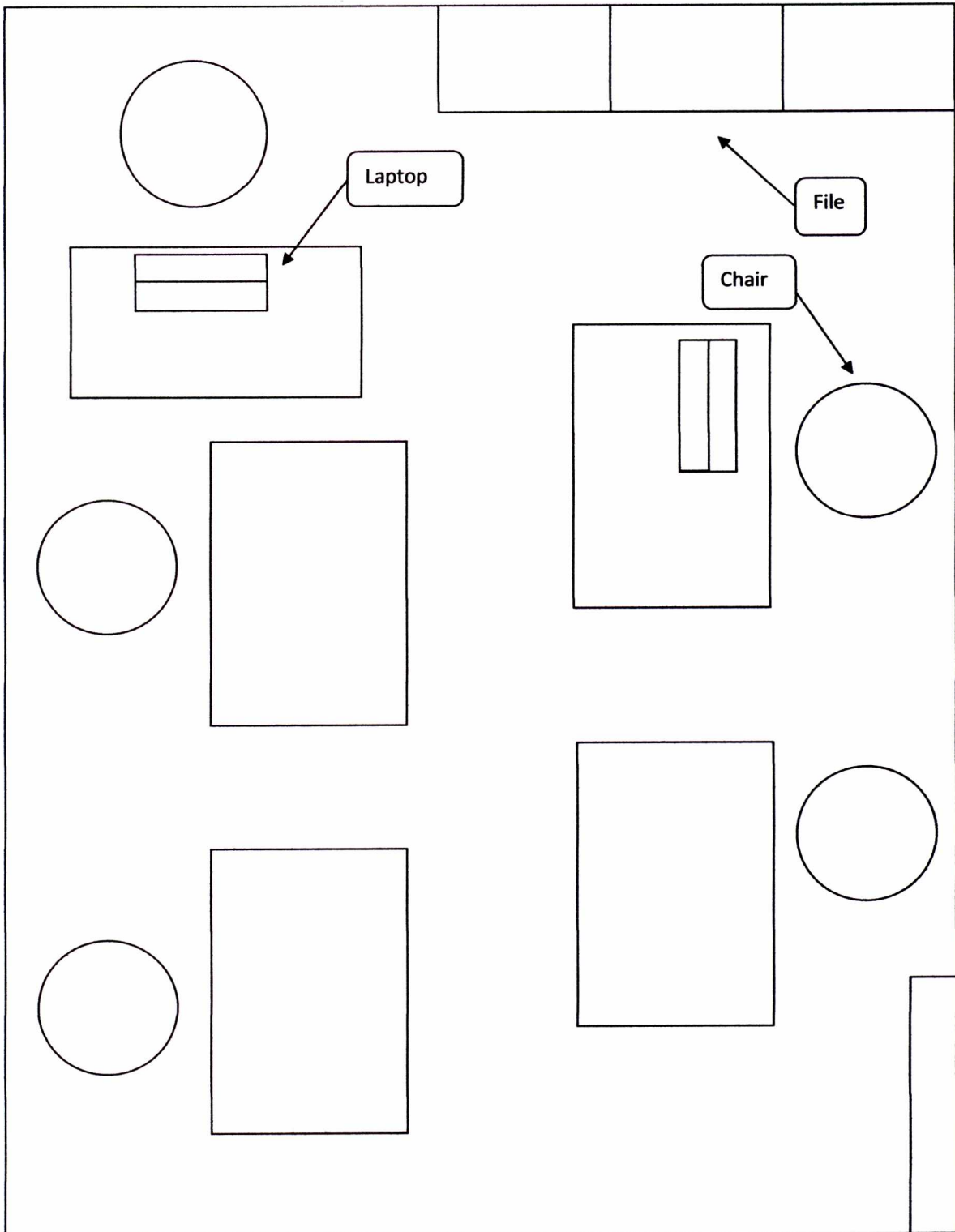
# KAMPONG PUTU



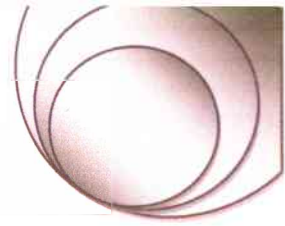
**KAMPONG PUTU,  
G24, GROUND FLOOR,  
THE SPRING SHOPPING MALL,  
JALAN SIMPANG TIGA, 93350 KUCHING,  
SARAWAK**



## 2.3 OFFICE LAYOUT



# KAMPONG PUTU



## 2.4 COMPANY MISSION AND VISION

Every organization or business should have their own mission and also vision before establish the organization. Mission is important as it is a statement of purpose or the reason for existence. Besides that, it establishes the identity of the business and what it does. Mission also defines long-term goals of the company but in the specified time frame. Vision is an idea of what you think something should be like.

### Company's Mission

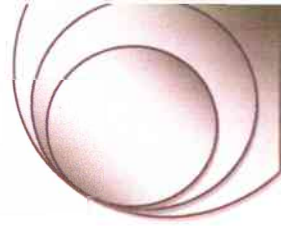
Our mission is to be a well-known putu mayam, putu piring and putu buluh which produces with great taste like no other in Malaysia and other country. Besides that, we also have the desire to expand our business all over the state and nationwide in the future.

### Company Vision

Our vision is to be the first company which introduce putu mayam, putu piring and putu buluh in higher level of market which known by everyone but still maintain the traditional style.



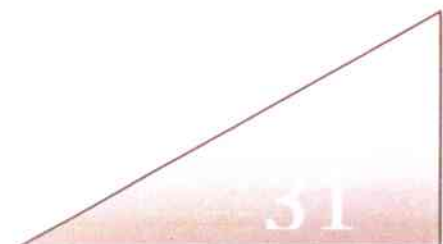
# KAMPONG PUTU

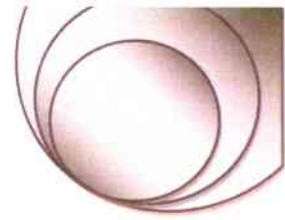


## 2.5 COMPANY'S GOALS

**As we realize that we are the only entrepreneur who enter into this kind of business, we grab opportunities as many as we can so that our business will be on top fast. It is important to know whom the business is sharing market with and to develop appropriate marketing strategies to compete with its rivals.**

**Besides that, as we realize that the involvement of the Bumiputra in this kind of business is very low, so it is the right time for us to be the market leader among the Bumiputra because we know that this business and other business are monopolized by the non-Bumiputra.**

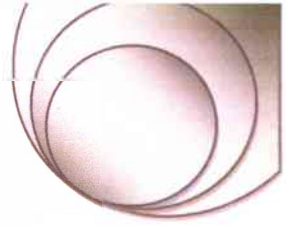




## 2.6 COMPANY'S OBJECTIVE

The objective for this business is we desire to achieve the maximum profit and sales. Besides that, we focus on customer satisfaction first and then profit. It is important to ensure that the customer satisfied with our product because when they satisfied with our product they will come back for more and continue to contribute to the business sales and profit.





## 2.7 COMPANY'S STRATEGIES

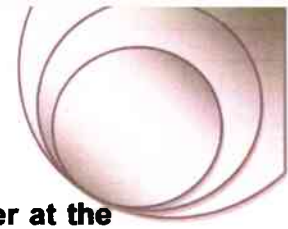
In order to achieve those objectives of our business, we have to plan for our personnel management. Personnel are important asset to an organization. All business requires qualified personnel for position in the organization. One of the challenges faced by an organization in managing personnel is to retain good and capable workers. Workers' loyalty is the great importance to an organization. A high rate of worker turnover will impair the development of an organization.

Therefore, it is important to have proper personnel planning regardless of the size of an organization. Good and workable personnel planning reduce the risk of high worker turnover, which will affect the development of the business. It also encompasses strategies to ensure workers remain in the organization and contribute to the attainment of identified goals and objectives. Thus, we are quite strict on the recruitment of the workers where we only select the candidates who are really interested in our business. This is because when they are interested in doing their job, they will perform better and assist our business to success and compete with others.

The objectives of our business also can be achieved through the marketing strategies. The total marketing activity needs to be planned and implemented in a systematic manner in order to achieve the business objectives. Without the systematic effort, resources such as time, money and manpower can be wasted unnecessarily, thus affecting business performance and profit. In term of service, we must provide and serve the customer with our best so that will be the satisfaction of the customer. A satisfied customer will most likely comeback for more and continue to contribute to the business sales and profit. In order to fulfil the customer needs and wants, our business



# KAMPONG PUTU

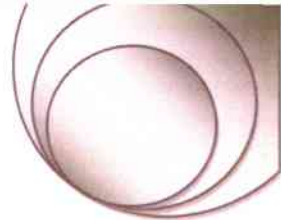


have to offer services that are easily available to the targeted customer at the right place and time and at attractive price as we want everyone is able to enjoy our product. As our business is a business which uses the direct marketing channel, we will ensure that the product offered will reaches the target customer through providing the customer with our best services and great taste of our Putu's which consist three different type. In order to promote our business, we tend to choose the selecting advertising media such as printed media, broadcast media, internet and outdoor advertisement. Besides that, we also made sales promotion to promote our business. We made the promotion such as premiums and coupons.

Apart from personnel and marketing strategy, we also use the operation strategy to help achieve our business objectives. As we are in the food industry, we use to plan for our operation activities to ensure that the business will meet customers' expectations which include production parameters such as quality, quantity and time. Before we can produce an output in the form of services, we will have to undertake process planning. There should be the flow chart of the operation of our activities. Those activities must be arranged in sequence from beginning to end so that the operation remains effective and efficient. Besides that, there will should also the production schedule and material requirement planning in order to ensure the business run smoothly in operation to assist the business achieve its goals.

And for the financial strategy, as it is the most crucial aspect of the business plan and involves determining the total project cost. In order to achieve the goals of our business, we should always ensure that the budget is allocated properly and the expenditure must go for the necessary things only. We must try to gain profit and balance our income and expenditure. Everything that deals with income and expenditure should always be recorded in the financial statement so we know the cash flow of our business.

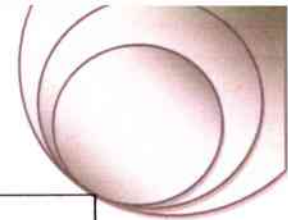
# KAMPONG PUTU



## 2.8 SCHEDULE OF STAFF AND RESPONSIBILITIES

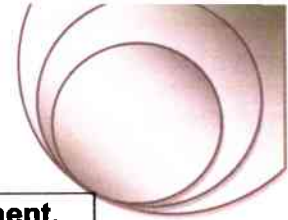
POSITION	NO. OF STAFF	JOB DESCRIPTION
<b>General Manager</b>	<b>1</b>	<ul style="list-style-type: none"><li>• To plan, implement and control the overall management of the business.</li><li>• To plan and monitor the strategic progress of the business.</li><li>• To be accountable for the overall performance of the business.</li><li>• Planning, leading, organizing and controlling the operation of the business.</li><li>• As a chair person in the meeting and have power in deciding the business matter.</li></ul>
<b>Administration Manager</b>	<b>1</b>	<ul style="list-style-type: none"><li>• To plan for manpower.</li><li>• To prepare schedule of tasks and responsibilities.</li><li>• To prepare schedule of remuneration.</li><li>• To prepare list of office equipment.</li><li>• Ensuring the management work smoothly.</li><li>• Make sure all the workers welfare is well taken care of. Supervise in the workers or employees when doing their job.</li><li>• Take care of the environment in the organization.</li></ul>

# KAMPONG PUTU



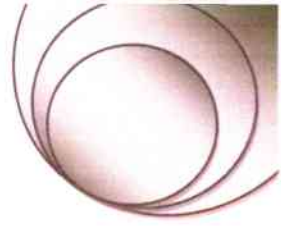
<b>Marketing Manager</b>	1	<ul style="list-style-type: none"><li>• To manage marketing activities.</li><li>• To identify the service to be offered based on the needs and wants of the market.</li><li>• To identify the competitors by knowing their weaknesses and try to compete with them.</li><li>• To ensure the marketing strategies are effective and well planned so that the objective can be achieved.</li><li>• Analyse the market size and try to take opportunities in the market.</li><li>• Must have the target market and the market form or size.</li><li>• Responsible in promoting the product in the market.</li></ul>
<b>Operation Manager</b>	1	<ul style="list-style-type: none"><li>• To plan the operations activities.</li><li>• To ensure the business meet customers' expectations.</li><li>• To determine the operation costs and cost per unit.</li><li>• Need to ensure the operation being carried well and according to plan that has been set.</li><li>• Get information about new product and analyse it.</li><li>• Search for suitable supplier and a reasonable one in order to have better and reasonable price.</li></ul>

# KAMPONG PUTU

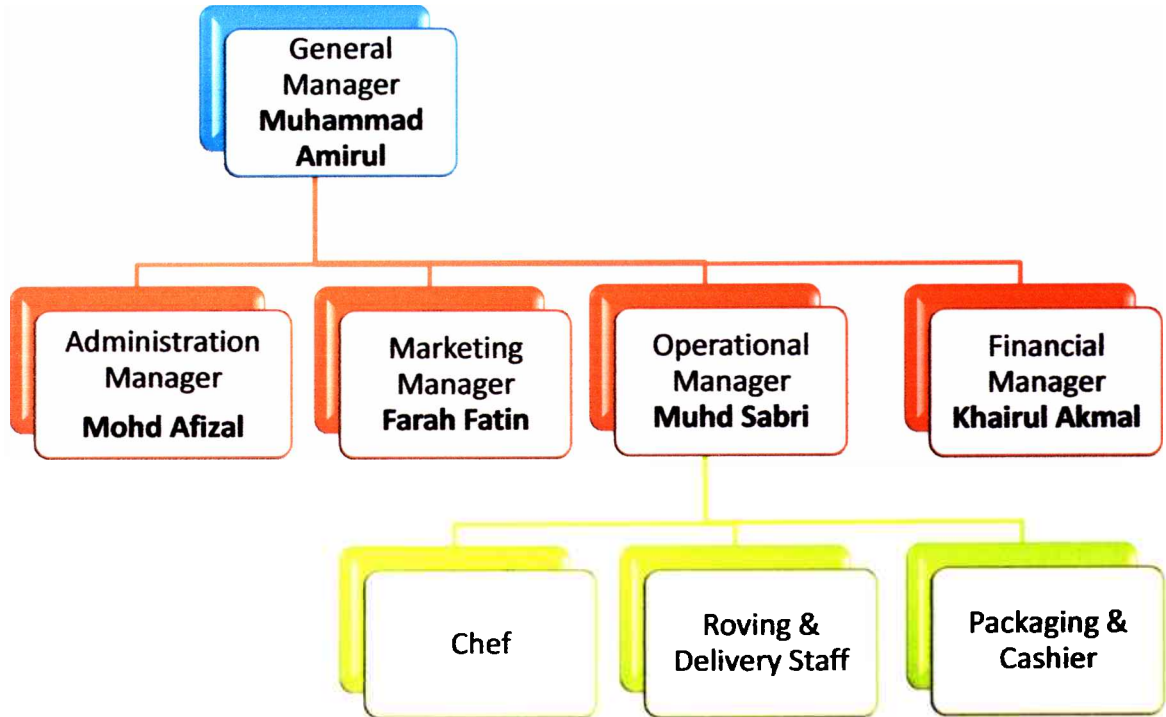


<b>Financial Manager</b>	<b>1</b>	<ul style="list-style-type: none"><li>• <b>To determine the size of investment.</b></li><li>• <b>Managing the accounts or financial of the business organization.</b></li><li>• <b>Managing the budget of the company as a whole.</b></li><li>• <b>Make financial statement for reference of the business.</b></li><li>• <b>Analyse profit and loss of the business.</b></li><li>• <b>To identify and propose the relevant sources of finance.</b></li><li>• <b>To ensure that the initial capital is sufficient.</b></li></ul>
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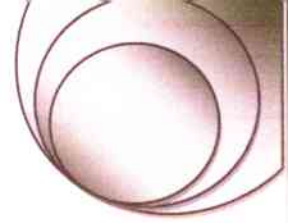
# KAMPONG PUTU



## 2.9 ORGANIZATION CHART



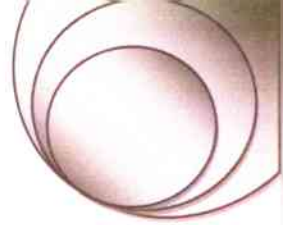
# KAMPONG PUTU



## 2.10 MANPOWER PLANNING

<b>POSITION</b>	<b>NUMBER OF STAFF</b>
<b>GENERAL MANAGER</b>	<b>1</b>
<b>ADMINISTRATION MANAGER</b>	<b>1</b>
<b>OPERATING MANAGER</b>	<b>1</b>
<b>MARKETING MANAGER</b>	<b>1</b>
<b>FINANCIAL MANAGER</b>	<b>1</b>

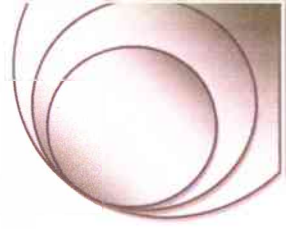
# KAMPONG PUTU



## 2.11 SCHEDULE OF REMUNERATION

<b>Position</b>	<b>No.</b>	<b>Total Salary (RM)</b>	<b>Monthly Salary (RM)</b>	<b>EPF Contribution 12%(RM)</b>	<b>SOCSSO Contribution 2%(RM)</b>
<b>General Manager</b>	<b>1</b>	<b>1,500</b>	<b>1,290</b>	<b>180</b>	<b>30</b>
<b>Administration Manager</b>	<b>1</b>	<b>1,500</b>	<b>1,290</b>	<b>180</b>	<b>30</b>
<b>Marketing Manager</b>	<b>1</b>	<b>1,500</b>	<b>1,290</b>	<b>180</b>	<b>30</b>
<b>Operation Manager</b>	<b>1</b>	<b>1,500</b>	<b>1,290</b>	<b>180</b>	<b>30</b>
<b>Financial Manager</b>	<b>1</b>	<b>1,500</b>	<b>1,290</b>	<b>180</b>	<b>30</b>
<b>Total</b>	<b>5</b>	<b>7,500</b>	<b>6,450</b>	<b>900</b>	<b>150</b>





## 2.12 LABOUR INCENTIVES SCHEME.

One of the main problems facing owners of business is how to retain employees. Without undermining the importance of the work environment, the employer has to offer good and incentives for the workers.

### Compensation

The workers will be compensated for their work and contributions. Compensation refers to the monetary reward in various forms of pay. Among the main categories of cash compensation are salary, allowances, bonus, and EPF and SOSCO contributions.

### Salary

Salary is a fixed monetary reward paid to workers on periodical basis. It can be paid on a weekly, biweekly or monthly basis as required. However, we will pay our workers on a monthly basis.

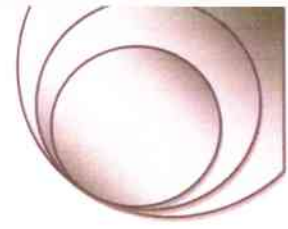
### Contribution to the Employees Provident Fund (EPF)

It is the responsibility of the employer to register its employees if they are not yet contributors to EPF. It is a mandatory for employers to contribute to the EPF for all qualified employees. At present, the statutory rate of the monthly contribution for employees is 11% of the basis salary. The employer's portion of the monthly contribution is 12%.

### Contributions to the Social Security Organization (SOCSCO)

It is obligated for the employer to protect their employees by contributing to SOCSCO. SOCSCO is a form of insurance to protect the employees in terms of monetary compensation in case of unforeseen incidents at the workplace. Therefore, the employees will contribute 0.5% while the employer is 2.5%.

# KAMPONG PUTU



## Allowances

Allowances are additional benefits paid to workers. They are considered incentives to motivate and encourage workers to perform better. An overtime allowances will be paid to our workers when they work more than a certain number of hours in a month.

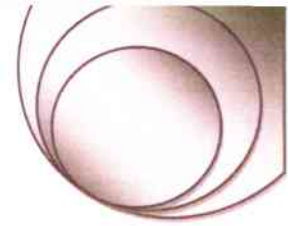
## Sick leaves

A further benefit to which employees are entitled under the Employment Act is paid sick leave. Before they can avail themselves of this privilege they must undergo an examination by a registered medical practitioner and be certified unfit for work by the doctor.

## Holiday

Most workers expect to be able to enjoy public holiday. The Employment Act only entitles workers to 10 public holidays per year. Sometimes, by mutual agreement between the employer and employee a public holiday to which the employee is entitled can be substituted with any other day. As long as this exchange is acceptable to the employee, this practice may be implemented.

# KAMPONG PUTU

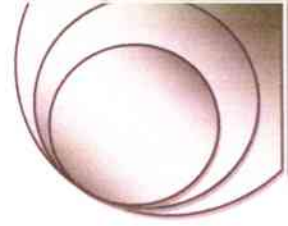


## 2.13 ADMINISTRATION EXPENSES

### List of office equipment:

No.	Items	Quantity	Price/Per unit(RM)	Total Cost(RM)
1	LAPTOP	2	1,699	3,398
2	PRINTER, FAX, SCANNER AND TELEPHONE	1	1,099	1,099
3	FIRST AID	1	35	35
4	FIRE EXTINGUISHER	2	159	318
5	OTHER (UTILITIES)	-	50	50
<b>Total</b>				<b>4,850</b>

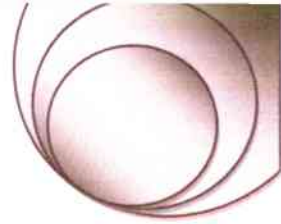
# KAMPONG PUTU



## LIST OF OFFICE FURNITURE

No.	Items	Quantity	Price/per unit(RM)	Total Cost
1	OFFICE TABLE	5	55	275
2	EXECUTIVE CHAIR	5	45	225
3	FILE CABINET	3	69	207
4	LIGHTING	4	15	60
5	AIR CONDITIONER	1	159	159
6	CARPET (PER METER)	4	35	140
7				
8				
9				
10				
11				
12				
<b>Total</b>				<b>1,066</b>

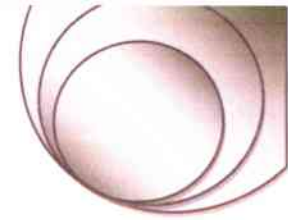
# KAMPONG PUTU



## LIST OF MONTHLY EXPENSES

ITEM	TOTAL COST (RM)
LICENSE OF THE BUSINESS	25
BUSINESS OF REGISTRATION	50
ELECTRICITY (ADMINISTRATION & OPERATION PURPOSE)	2,500
WATER (ADMINISTRATION & OPERATION PURPOSE)	200
TELEPHONE + FAX + INTERNET	300
TOTAL	3,075

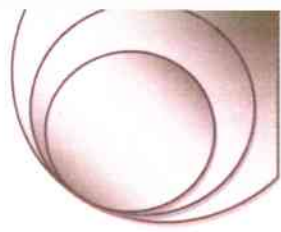
# KAMPONG PUTU



## 2.14 ADMINISTRATION BUDGET

<b>ITEMS</b>	<b>FIXED ASSET EXPENSES (RM)</b>	<b>MONTHLY EXPENSES (RM)</b>	<b>OTHER EXPENSES (RM)</b>	<b>TOTAL (RM)</b>
<b>OFFICE FURNITURE &amp; FITTING</b>	<b>1,066</b>	<b>-</b>	<b>-</b>	<b>1,066</b>
<b>OFFICE EQUIPMENT</b>	<b>4,850</b>	<b>-</b>	<b>-</b>	<b>4,850</b>
<b>SALARIES</b>	<b>-</b>	<b>6,450</b>	<b>-</b>	<b>6,450</b>
<b>EPF (12%)</b>	<b>-</b>	<b>900</b>	<b>-</b>	<b>900</b>
<b>SOCSSO (2%)</b>	<b>-</b>	<b>150</b>	<b>-</b>	<b>150</b>
<b>RENOVATION</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>BUSINESS REGISTRATION</b>	<b>-</b>	<b>-</b>	<b>50</b>	<b>50</b>
<b>BUSINESS LICENSE</b>	<b>-</b>	<b>-</b>	<b>25</b>	<b>25</b>
<b>UTILITIES DEPOSIT</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>ADMINISTRATIVE OVERHEAD (BILL);</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>- TELEPHONE</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>300</b>
<b>- ELECTRICITY</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>
<b>- WATER</b>	<b>-</b>	<b>200</b>	<b>-</b>	<b>200</b>
<b>- RENTAL (PREMISES)</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>
<b>INSURANCE</b>	<b>-</b>	<b>-</b>	<b>2500</b>	<b>2500</b>
<b>TOTAL</b>	<b>15,916</b>	<b>13,000</b>	<b>3,575</b>	<b>32,491</b>

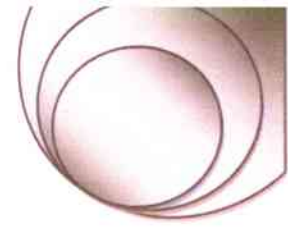
**KAMPONG PUTU**



**MARKETING  
MANAGER**



# KAMPONG PUTU



## 3.1 INTRODUCTION

Based on Philip Kotler, marketing can be defined as a social and managerial process by which individuals and group obtain what they need and want through creating and exchanging products and value with others.

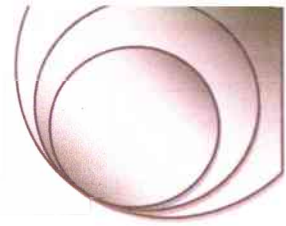
A well structured and organized marketing plan is essential to fulfill customers' demand. Information in the marketing plan connected to the operation, administration and financial department, there is why it is needed to have well structured marketing plan.

There are eight steps that must be considered in establishing a business plan. The items that have to be discussed in the marketing plan are:

- Profile of product/services
- Target market
- Market size
- Competition
- Market share
- Sales forecast
- Marketing strategy
- Marketing budget

Marketing plan requires the efforts of everyone in an organization or company and can be made more or less effective by actions of complementary organization or company.

# KAMPONG PUTU



## 3.2 PRODUCT AND SERVICE DESCRIPTION

Market product can be categorized into two important aspects which is product and services. Product is something that possesses a physical form that is required to fulfill the human wants directly or indirectly where it can be in terms of clothes, stationeries, shoes, books and so on. However, service does not possess a physical form but has the capability to fulfill the customer needs and wants. It is the product that cannot be seen and it associate with the services offered by the retailer such as car services, transportation services, printing services, saloon services and so on.

Our company is established to manufacture and distribute variety types of putu's and our business known as "Kampung Putu". In manufactured the putu's, we did not contained it with any acid or chemical compositions that can harm the consumer health.

The putu's basic ingredients consist of flour, brown sugar, flavor, coconut milk and salt. Each of the products is shield and labeled. In the label stated all the ingredients, the nutrition information, the name of our company, contact number and location. This is to ensure make easier for customer to contact with us.

# KAMPONG PUTU



## 3.3 TARGET MARKET

The target market can be defined as the group of customer with needs and wants that can be satisfied by the business through the supply of goods or services. Target strategy is the selection of the customer that we wish to serve. In targeting market, it is important to know how many segments to target by i.e. how many populations that would we expect to go to our "Kampong Putu". It is also need to be defining which segment of group that we targeted.

In the segment of group that our selected, it is important to know which product that appropriate to offer to the respective segment. Generally, our target market would be the people in the area of Kuching.

The most important thing to select our customer is that we need to know whether our products can give them pleasure that can fulfill their requests and needs. Our target will be divided into three categories which are geography, behavioral and demography segmentation.

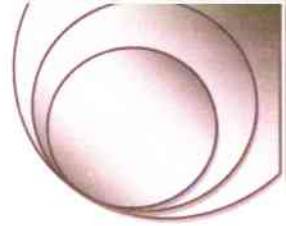
### a) Geography segmentation

Putu is a traditional food from India but is also popular in **Malaysia**. The market will be more focusing at Kuching area because there is a main town and people used to go there. So, it will be easier for us to serve them.

Kuching also known as the capital city of Sarawak which mean majority target of the tourist who visits the Sarawak. Beside, the good transportation in Kuching gives a big sales opportunity to us.



# KAMPONG PUTU



## Behavioral segmentation

Our company is considered to people who are looking for something new, special, delicious and easy to consume like children and also adults. This putu's can be consider a fast food that can suit anytime and anyplace like a breakfast, lunch, or dinner and comes with handy package which can eaten anywhere they want. This is because our customers usually have their own favorite place to have their foods.

## b) Demography segmentation

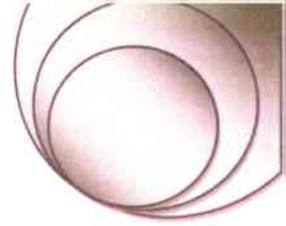
The markets are divided into the population in Kuching area and the nearby part. It comprises the gender, age, religion, race and occupation.

Based on our survey, a large and growing percentage of the population in Kuching today are looking or prefer to consume something delicious, modern and fast products.

The survey also indicates that main consumers of these products are not limited to Muslim's but also anyone who like to feel the feeling of returning to kampong. We seem that Putu's is also popular as a dish, which can be eaten anytime they want especially in a limited time to search for foods.

To conclude, our biggest target market is the people who are living around and nearest Kuching because of our stall are opened at The Spring shopping mall. Hence, the government servants also are one of the main target markets.

# KAMPONG PUTU



## 3.4 MARKETING SIZE

**Market size defines as the total market area of the targeted market or the potential market of the business. It comprises the total target customer that will buy the company's products. The potential purchase includes purchases of the competitor's product within the same market. The market size is often quoted in unit of sales or Ringgit for a specific period, for example daily, weekly, monthly or yearly.**

**In market size we focus to the people especially citizen of Kuching and the nearby area. We choose The Spring Shopping Mall at Simpang Tiga as our location whereby it is easy for the customer to come and get our product and information. Beside, the new build shopping complex will increase the rate of costumers who will come to our premise.**

- The estimate number of population in Kuching by 2009  
= 681, 405 people**

**We assume that 24% of people will purchase our Putu's per year**

$$= 24\% \times 681, 405$$

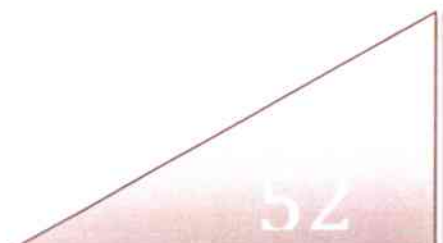
$$= 163,537.20 \text{ people/year}$$

**We also assume that, 24% people will buy 1 set per year**

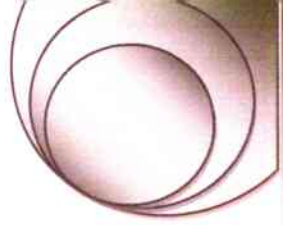
$$= 163,537.20 \times 5 \text{ set}$$

$$= 163,537 \text{ set} \times \text{RM } 2.50$$

$$= \text{RM } 408,842.50/\text{year}$$



# KAMPONG PUTU



Or

$$=RM 408,842.50 \div 12 \text{ months}$$

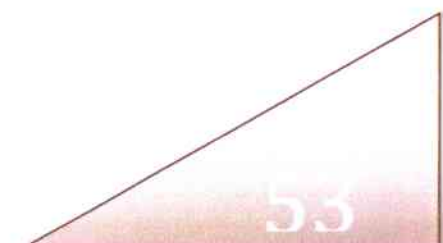
$$=RM 34,070.21 / \text{month}$$

Or

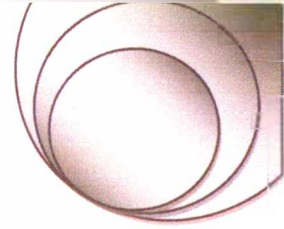
$$=RM 34,070.21 \div 30 \text{ days}$$

$$=RM 1135.67 / \text{day}$$

From the calculation above, the potential market size that we entered is worth RM 408,842.50.



# KAMPONG PUTU



## 3.5 MARKETING ANALYSIS

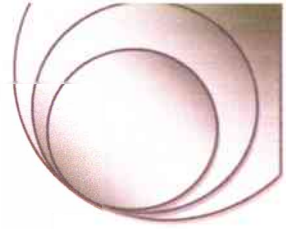
Based on our analysis, we decide we have to make a research method and survey in the market in Kuching and nearby area to ensure that our marketing analysis can help our company to be a successful business. Hence, we are the only manufacturer that serve and produce variety types of putu and make it commercialized and we does not have any competitors that serve the same products.

Firstly, we will make a discussion on our business plan such as; type of product, location and people in charge. When we have reached the agreement, we will get important information from different recourses such us through other company, internet, interview, telephone conversation and our own research.

Finally, we will get the information that we want in our business. The results will help us in making analysis about marketing types, market size, market target, sales forecast and strategy.



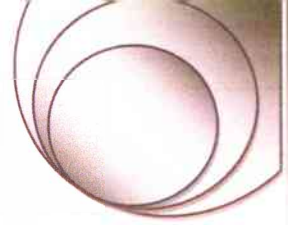
# KAMPONG PUTU



## 3.6 COMPETITORS

Main competitors does not have in our business because we have been declared that the small and district stall are not our competitors. This is because based on their product sells, operation time and areas that they covered. Our main product in this business is putu's. However, the small and district stalls does not make the putu's as their main product and their production are limited. The operation time includes the opening and closing time. Our stall are opened 7 days per week and customer can buy the putu's anytime that they want but the small and district stalls open up their stalls are not consistent and sometimes depends on themselves. Hence, certain of them only open their stalls on weekends. The areas that they covered are not every part of Kuching and certain, only a small rural area. On the other hands, our business can be defined as covered majority part of Kuching because the consumer not only can buy our product at the stall but also through delivery.

Another reasons why we do not have main competitors and ensure that we can be successful and doing well in this business because the promotion that we done to ensure the customer will buy our product. The promotion that we done such giving tester of our product at the time we launching our stall to let people try our products. Besides that, we also are doing promotion such as flyers, business card, banners, coupons and websites to introduce our business to the consumers. An additional, we are the only one manufacturing these three putu's and make it commercialize.



## 3.7 MARKET SHARE

Market share refers to the estimated potential of the customer of the business after taking into consideration of the market size and competitor's market sized owned. However, in doing business putu's, we do not have any min competitors. So, not all matters are taking part in our market share.

The following are include under the matters that taking into consideration:

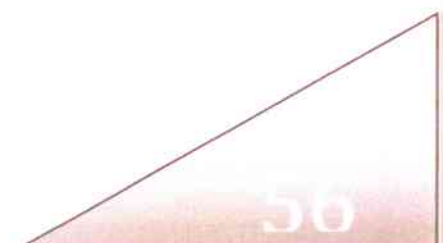
- Size and competitor's influences
- Experience and duration of the business
- Competitor's strengths
- Financial strength
- Product line – up

It also represents the amount of market that the business controlled by our competitors before joining and after we joined into the business at Simpang Tiga, Padungan. As we do not have any competitors, the market share that we earn is fully 100%.

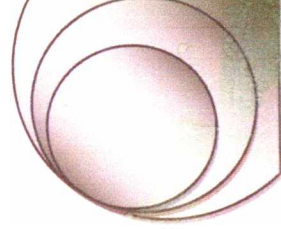
**Our market share**

**=100% x RM 408,842.50**

**=RM 408,842.50**



# KAMPONG PUTU



## 3.8 SALES FORECAST

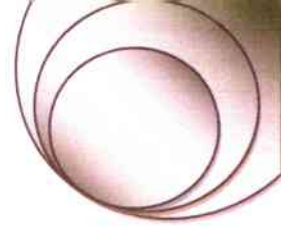
The sales forecast is the expected sales potential from the selected target market. The sales forecast is quoted in units of the sales or in Ringgit for a period of time, for example, one month or one year. It is important tools that determine how potential is the business running for a particular year and it also shows how the business sales going to develop in the future.

It also helps the company to determine the profit and loss of the business. Without mechanism, the company would not be able to predict how their business sales would be in the future. This sales forecast of business is much influence by the market situation and from customer demands.

The estimation of sales for our business is quoted in Ringgit Malaysia for period of one year. In our business, it has 100% market share that we have. The market share that had been determined helps us to make our sales forecast in Kampong Putu.



# KAMPONG PUTU



## Sales Forecast for 2010, 2011 and 2012

Sales forecast for the first year (2010) = RM 408,842.50

### Sales forecast for the second year (2011)

Increment about 5% of the sales.

$$= (\text{RM}408,842.50 \times 0.05)$$

$$= \text{RM } 429,284.10$$

### Sales forecast for the third year (2012)

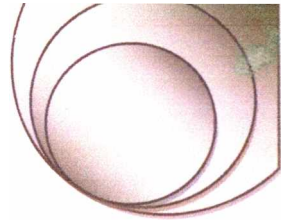
Increment about 10% of the sales.

$$= (\text{RM}408,842.50 \times 0.10)$$

$$= \text{RM } 449,726.20$$



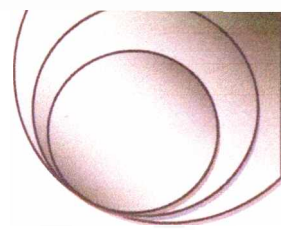
# KAMPONG PUTU



Our sales forecast for the first three years are as follows:

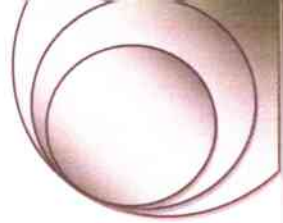
YEAR	MONTH	SALES FORECAST (RM)
FIRST	January (New Year & Chinese New Year)	37, 886.50
	February (Valentine Day)	39, 930.50
	March	28, 560
	April	28, 855
	May	27, 458.50
	June (School Holiday)	39, 989.50
	July	28, 854.50
	August (National Day)	40, 665.50
	September	32, 876
	October	35, 746.50
	November	27, 050
	December (School Holiday & Christmas Eve )	40, 970
	<b>TOTAL</b>	<b>408,842.50</b>

# KAMPONG PUTU



YEAR	MONTH	SALES FORECAST (RM)
SECOND	January (New Year & Chinese New Year)	29, 645
	February (Valentine Day)	30, 004.20
	March	28, 232
	April	27, 788.40
	May (Promotion)	30, 117
	June (School Holiday)	30, 492
	July	29, 453
	August (National Day)	30, 001
	September	29, 867
	October	28, 764
	November (Promotion)	31, 476
	December (School Holiday & Christmas Eve )	31, 898
	<b>TOTAL</b>	<b>429,284.10</b>

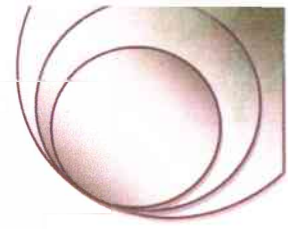
# KAMPONG PUTU



YEAR	MONTH	SALES FORECAST (RM)
THIRD	January (New Year & Chinese New Year)	31, 645
	February (Valentine Day)	32, 004.20
	March	29, 232
	April (Promotion)	31, 788.40
	May	30, 147
	June (School Holiday)	32, 492
	July	25, 453
	August (National Day)	31, 006
	September	30, 867
	October (Promotion)	33, 764
	November	32, 476
	December (School Holiday & Christmas Eve )	33, 898.20
	<b>TOTAL</b>	<b>449,726.20</b>



# KAMPONG PUTU



## 3.9 MARKET STRATEGY

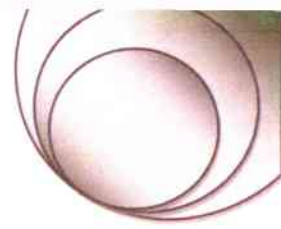
In term to achieve the goal, our company needs to do the marketing strategy. We need to do the marketing strategy to support our products, so that we can sell them and promote to our customers. Moreover, through the marketing strategy, we can fulfill the customers' needs and wants, besides to achieve the business goals and profits.

In order to achieve our business goals and profits, we have emphasized the basic principles that are:-

- **Product strategies**
- **Pricing strategies**
- **Promotion strategies**



# KAMPONG PUTU



## Product Strategies

### **Product Design**

Our company has our own design that has its own ability to attract people. Our products are designed after making some research and survey about types of color and the way to mix it together to attract customers' attention.

Our company is a new company we may want to begin by establishing the company name first and the products later.

Our product design strategy is not only to attract customers' attention but we are also promoting the company name. Hence, we placed our company symbol in the middle of the boxes of our products.

### **Quality**

Our products produce in high quality especially in its durability.

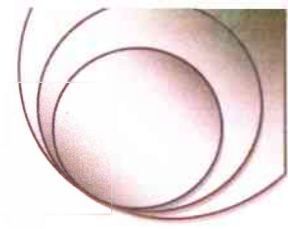
### **Packaging**

Our products are packed efficiently and there is just a simple step to prepare the products before it can be consumed.

### **Product differentiation**

Our products packaging has a power to create instant recognition. Hence, we are serving variety types of putu and certain of them are been modified it taste to be more delicious.

# KAMPONG PUTU



## **Attractive to customer**

Our company used transparent plastic to pack these products. There is a layer inside that make it unique and transparent plastic can show it to public. An additional, our products also have variety types of colors and flavors that can make people more attractive.

## **Labeling**

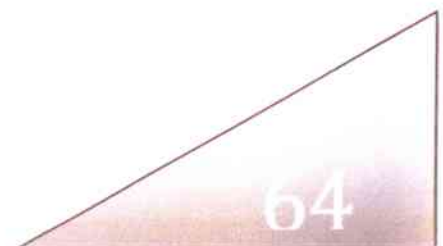
Our products are completely labeled. On the boxes of the products, it displays information about the manufacturer, the contents of the products and usage instructions.

## **Brand Name**

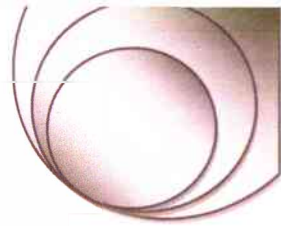
Our products have its brand name. Kampong Putu is its trademark. The variety types of putu make it unique and everyone will know what type of putu when talking about it.

It also help customer to find this product by referring to its brand name. Besides that, the symbol we use on the box also as its brand.

The symbol identifies a product and differentiates it from any other products. It's added value to the products and encourages customers' loyalty.



# KAMPONG PUTU



## 1. Pricing

The price of the products is the amount of money charged to the customer for a particular purchase. Our company produces variety types of putu. The price is RM 2.50 per box consists of 4 pieces. However, it's still depends on the flavor.

The prices made based on the raw materials that we used and also the box and plastic bags that packaging the products.

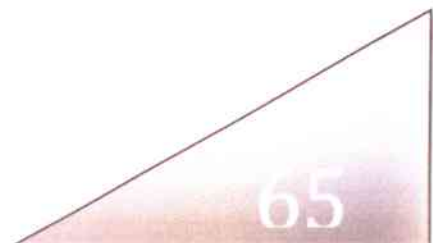
So, based on the operation cost and the information gained from our research, our prices are reasonable and affordable.

## 2. Promotion strategies

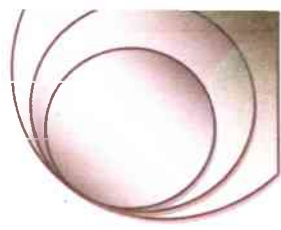
There are a few promotions that our company will do to make sure that our product will be known by all people and to gain attention from the potential customer.

Promotion strategy is used to spread information about our services in a purpose to attract people. This is also a tool to increase our sales from time to time.

The promotions tool that we choose must be suitable to attract the potential customers such as:



# KAMPONG PUTU



## a) Coupons

The first promotion that we use to ensure people by our products is through giving limited coupons among first 100 customers that come and buy our products. After that, we also gives coupon 'buy one free one' (box) to the customer purchased more than RM15.

## b) Banner

Besides that, our company will make a small banner to promote our product to the public and put it at the junction of each district or targeted area. The numbers of banners that we need are only 3.

## c) Flyers

Flyers is the most easier way to attract people whereby we will pass the flyer to the public during our first opening in order to introduce them to our company. There are 2000 flyers to distribute to public.

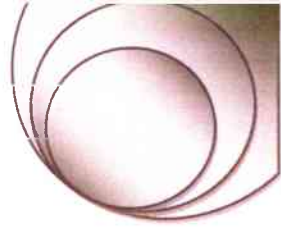
## d) Business card

The business will be given the public in order to promote our agency. It is also the easiest way to promote our agency to the public and friends.

## e) Publication through Website

Our company also provides a website. All about the putu's are publish in the website include the types of flavors. Customer can find information from the website. Besides that, customer can make an order through the website.

# KAMPONG PUTU



## f) Public Relation on the 'Launching Day'

During the stall opening, our company will invite all of our supporters, the Investors, Bankers, and Suppliers, public and also employees.

Besides that, our company will provide 500 pieces variety types of our putu's free for public during the stall opening.

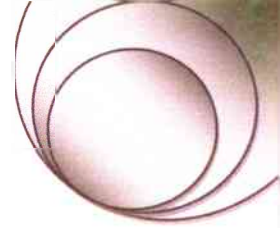
# KAMPONG PUTU

## 3.10 LIST OF PUBLICATION AND PROMOTION

NUM	ITEMS	UNITS	PRICE PER PIECES (RM)	TOTAL (RM)
1	Coupons	100	0.15	150
2	Banners	3	300	900
3	Flyers	2000	0.20	400
4	Business card	100	0.35	350
5	Website	1	120	120
6	Launching Day	500	0.70	350
<b>TOTAL</b>				<b>2,270</b>



# KAMPONG PUTU

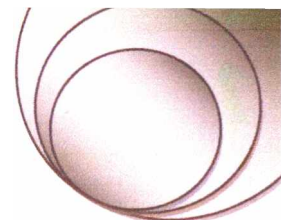


## 3.11 MARKET BUDGET

Particulars	Fixed expenses (RM)	Monthly expenses (RM)	Other expenses (RM)	Total (RM)
<i>Fixed Assets</i>				
<b>Signboard</b>	1, 000			<b>1, 000</b>
<i>Working Capital</i>				
<b>Publication and promotion</b>			2, 270	<b>2, 270</b>
<i>Other Requirements</i>				
<b>Deposit</b>	225			<b>225</b>
<b>Registration &amp; Licenses</b>	464			<b>464</b>
<b>Insurance &amp; Road tax</b>				
<b>Other expenses</b>			200	<b>200</b>
<b>TOTAL</b>	<b>1, 689</b>		<b>1, 660</b>	<b>4, 159</b>

**Total Marketing budget = RM 4, 159.00**

# KAMPONG PUTU



## 3.12 BUSINESS CARD

### KAMPONG PUTU



**MUHAMMAD AMIRUL BIN AZLAN**

**GENERAL MANAGER**

G24, GROUND FLOOR,  
THE SPRING SHOPPING MALL,  
JALAN SIMPANG TIGA,  
93350, KUCHING, SARAWAK.

Phone: 082-855624  
Fax : 082-855628  
Email : muhammadamirul@kgPU2.com.my  
www.kgPU2.com.my

### KAMPONG PUTU



**MOHD AFZAL BIN ABD**

**ADMINISTRATION**

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### KAMPONG PUTU



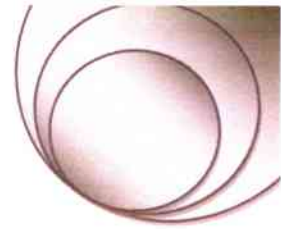
**MUHAMMAD SABRI BIN**

**OPERATING MANAGER**

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# KAMPONG PUTU



## KAMPONG PUTU



**FARAH FATIN BINTI MAZLAN**  
**MARKETING MANAGER**

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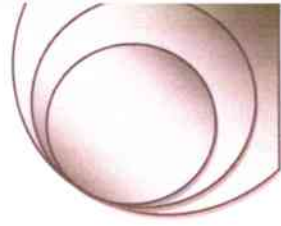
## KAMPONG PUTU



**KHAIRUL AKMAL BIN ROSLY**  
**FINANCIAL MANAGER**

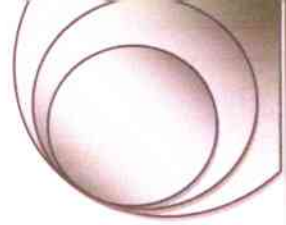
G24, GROUND FLOOR,  
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www.kgPU2.com.my



# **OPERATIONAL PLAN**

# KAMPONG PUTU



## 4.1 INTRODUCTIONS

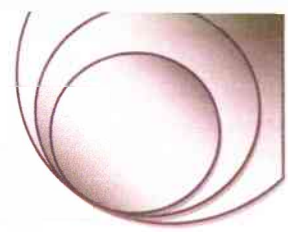
Production is *“the process of marshalling resources to produce output through transformation process.”* We need to decide what technology and operations strategies we will use to produce our services. The important elements in production are manufacturing management, inventory control, cost analysis and control, quality control, production scheduling and flow, purchasing and job evaluation. Production plays an important part in Kampong Putu, because through the services that we provide to our customers, that is where our profits flow in.

Production is also the process where the management out-sources general workers to perform the temporary task. In our company, we have divided the job into 2 tasks which are preparing, deliver and roving at the selected places. We used three custom made motorcycles for roving task and a motorbike for delivery task.

For the task of preparing, we have 2 professional chefs. They are responsible to cooking and preparing the putu's for our customer. We also have a custom machine for the task for steaming. These machines are use to steamed the putu's that have been made. Besides that, we also have workers to sell the putu's in selected places by using our roving motorcycle. They also serve as the delivery teams which send any demand putu's for the customer. For the first year, we are targeting the area around The Spring where it place near to our main centre. Our operational area will increase from year to year.



# KAMPONG PUTU



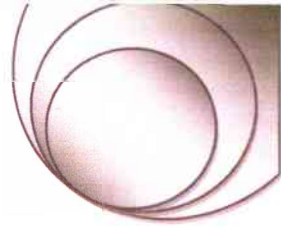
## 4.2 OPERATION OBJECTIVES

The production objectives are important in order to have a smooth flow of work and to achieve its goals.

The following are the objectives and goals of Kampong Putu

- ❖ To achieve consistency in the production and services.
- ❖ To meet customers' satisfaction.
- ❖ To cover all operational costs, calculate reasonable prices to obtain satisfactory profit.
- ❖ To enable prediction for future developments so it that can be established.
- ❖ To make sure the operations is well manage and the business activity can operate smoothly.
- ❖ Get profit by the end of the day.

# KAMPONG PUTU



## 4.3 OPERATIONAL LAYOUT PLAN

The location that we use as our premise to run out operation of Kampong Putu is at the fellow address:

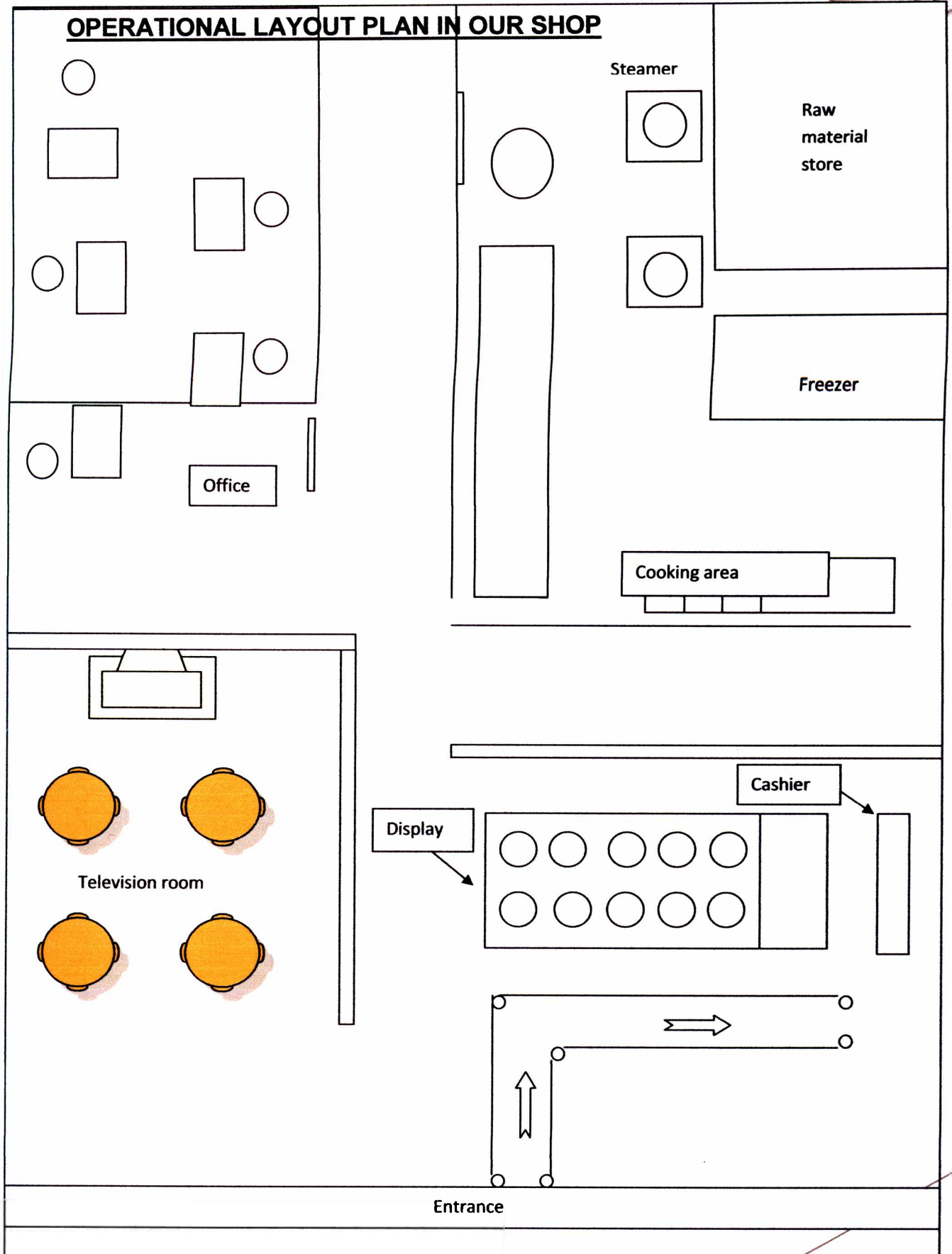
Kampong Putu,  
G24, Ground Floor,  
The Spring Shopping Mall,  
Jalan Simpang Tiga,  
93350, Kuching  
Sarawak.

Therefore, as this is our first business on new type of fast food, our operational layouts are located at the place where the main attraction of Kuching which is The Spring becomes. We use the place efficiently to ensure the comfort of our customer and bring out the maximum of our food serving. Beside, our arrangement will avoid the long queue of our customer. The layout includes a set of comfortable chair and television for our customer to spend their time in our premises. The layout can be seeing at the following page.



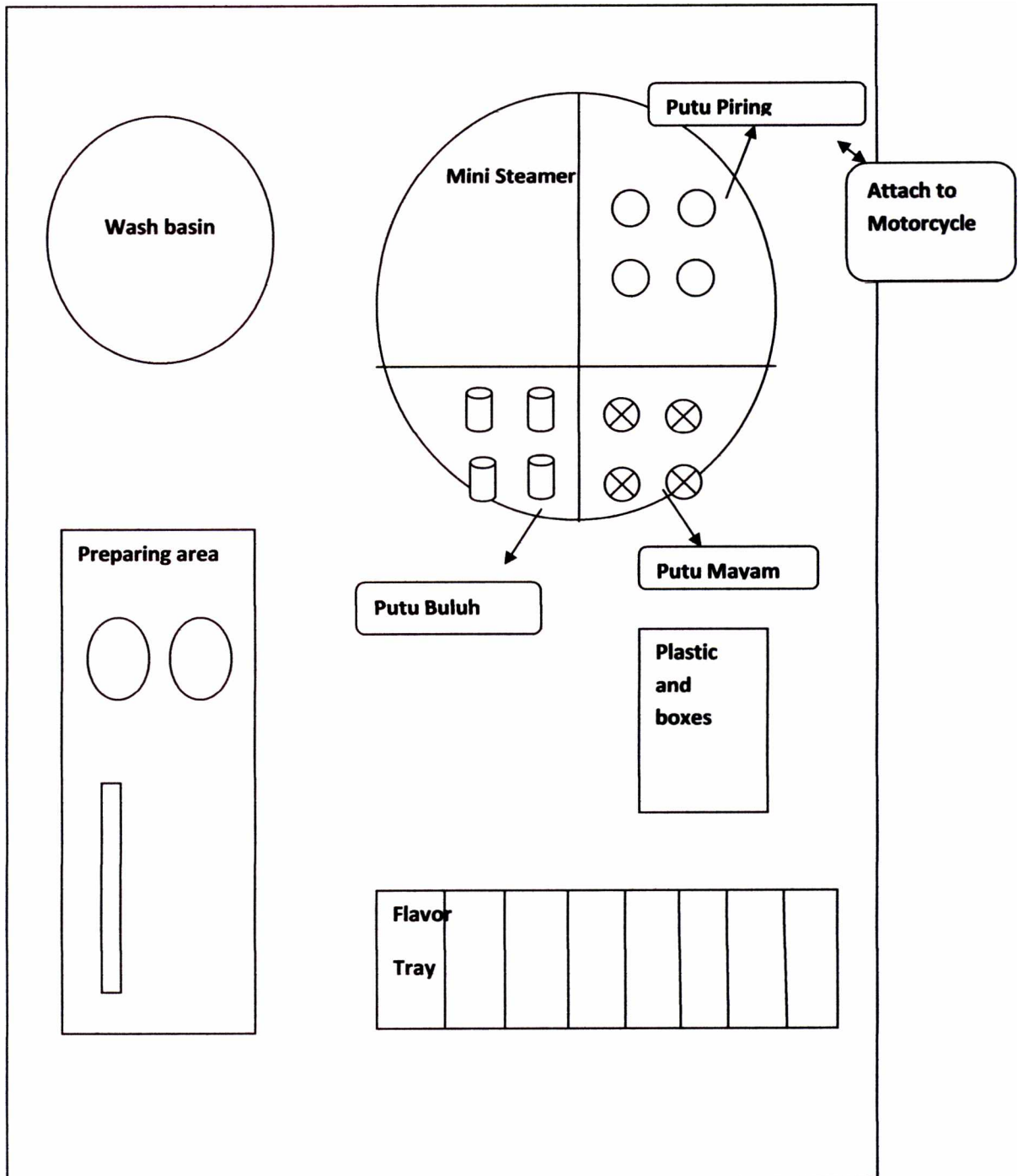


# KAMPONG PUTU

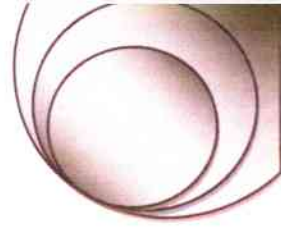


# KAMPONG PUTU

## OPERATIONAL LAYOUT PLAN IN OUR ROVING MOTORCYCLE



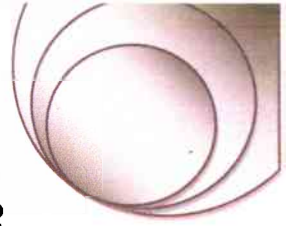
# KAMPONG PUTU



**Kampong Putu's motorcycle is also completed build with:**

- **Structure of full aluminum**
- **Mini steamer**
- **Attractive design**
- **Easy to maintain**
- **Flavor tray**
- **Hitter for display**

# KAMPONG PUTU



## 4.4 TERM OF PAYMENT FOR CUSTOMER TO ORDER

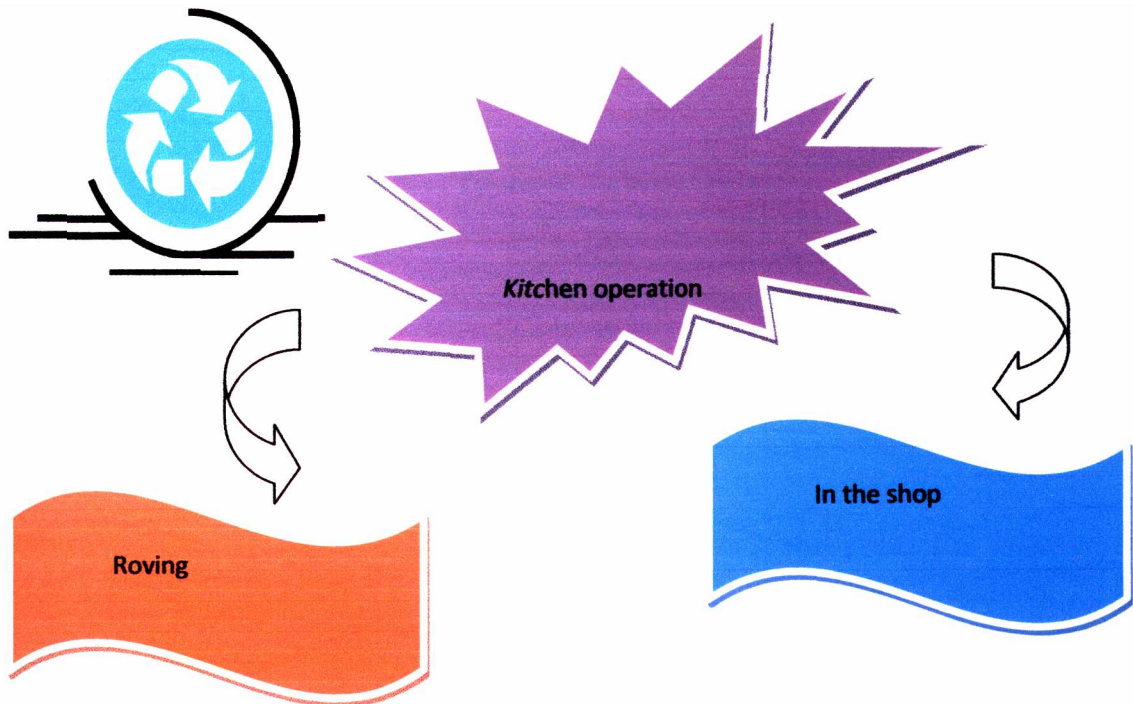
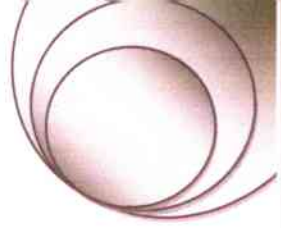
In Kampong Putu, we have prepared special service for our customer. Besides buying direct from our premises in The Spring Shopping Mall, we also prepare a roving team which goes to three different places so our customer can buy directly from us. Other than that, our customer can order through the phone line directly to our centre to pre order. We have prepared to delivery team which can deliver straight to our customer within 30 minutes.

Our delivery is straight to the door which compatible with the customer demand. They can pay cash to our delivery staff or pay through credit card by using a portable paying machine. Extra charge will be including according to the length of the area.



# KAMPONG PUTU

## 4.5 DAILY SERVICE OPERATION



Load the putu's into the motorcycle for roving

Putu's will be put in the steamer to ensure the putu's that will be sale are still hot and fresh.

The staff wills sales the putu's until 12.30 pm and they return at shop to make a report.

Finish for today

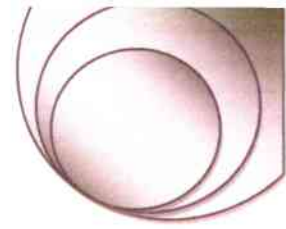
Putu's will be making according to the order receive.

The change shift for the staff and the pass down off the work will be done.

The closing will be made by the staff.


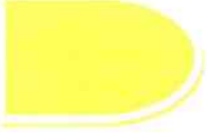
The chef will prepare the putu's for roving and put in the freezer

Finish for today



## 4.6 PROCESS FLOW CHART

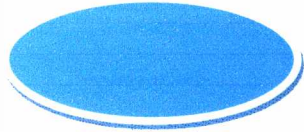
### SYMBOLS USED IN FLOW CHART PROCESS

Symbols	Types of Activity	Description
	Operation	Activity that modify, transform or give values to the inputs.
	Delay	The symbol is used when process material is restrained in a location waiting for the next activity.

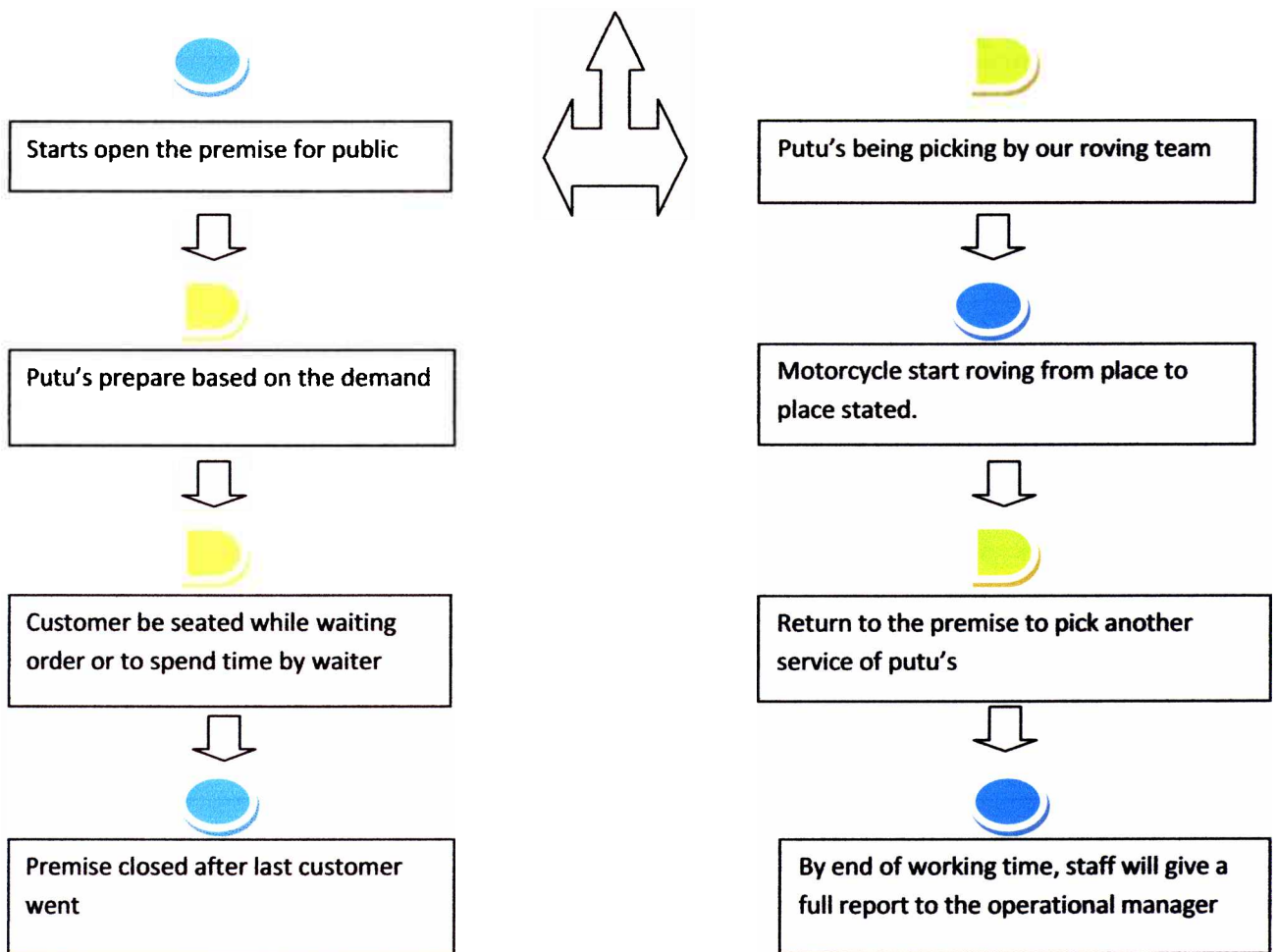


# KAMPONG PUTU

## PROCESS FLOW CHART

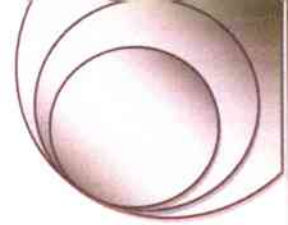


Defrosts and preparing fresh putu's





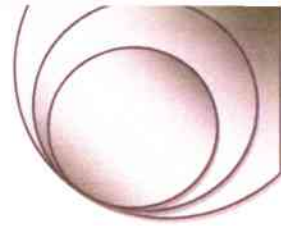
# KAMPONG PUTU



## 4.7 PURCHASE ESTIMATE

<b>Year</b>	<b>Month</b>	<b>Amount sales</b>
	<b>January</b>	<b>8,000</b>
	<b>February</b>	<b>8,100</b>
	<b>March</b>	<b>8,120</b>
	<b>April</b>	<b>8,100</b>
	<b>May</b>	<b>8,300</b>
	<b>June</b>	<b>8,230</b>
	<b>July</b>	<b>8,300</b>
	<b>August</b>	<b>8,322</b>
	<b>September</b>	<b>8,130</b>
	<b>October</b>	<b>8,200</b>
	<b>November</b>	<b>8,100</b>
	<b>December</b>	<b>8,300</b>
<b>Total year one</b>		<b>98,113</b>
<b>Total year two</b>		<b>100,105</b>
<b>Total year three</b>		<b>120,334</b>

# KAMPONG PUTU

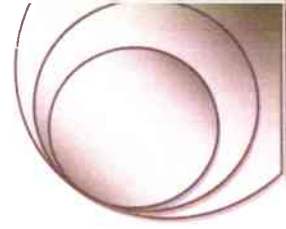


## 4.8 OPERATION HOURS

In our business, we are going to be involved and deal with many types of customers. However our target markets are government workers and students. Therefore, our business will be operating 16 hour per day. This will help our customers can reach our branch in any time and with the roving motorcycle, our customers can buy our putu's easily in their area.

Time/ task	Working hour	Total hour per day hours
8.00 am - 4.00 pm	7.30 am - 3.30 pm	8 hours
3.00 pm - 10.00 pm	2.30 pm - 10.30 pm	8 hours
Roving	5.00am-1.00pm	8 hours

# KAMPONG PUTU



## IN THE SHOP

**7.30 am-8.00 am: -Preparation and opening of our shop.**

**8.00 am-8.30 am: -The chef will prepare the putu's**

**-The manager will start a short meeting on motivation.**

**8.30 am-3.30 pm: -The business will run as usual and the putu's will be made  
According to the order receive.**

**-The change shift for the staff and the pass down off the work will  
be done.**

**3.30 pm-9.30 pm: -The operation in the shop will be continued.**

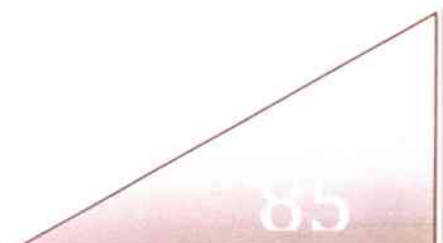
**9.30 pm-10.30 pm: - Short brief of our activities by the General Manager**

**-The closing will be made by the staff.**

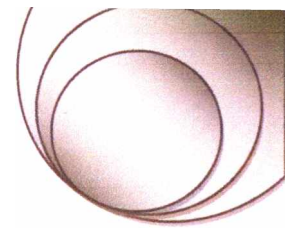
**-At the same time, the chef will prepare the putu's that will be  
selling by using roving motorcycle.**

**-the putu's will be put in the freezer to ensure the quality of the  
product.**

**-Finish for today.**



# KAMPONG PUTU



## ROVING

**5.00 am-5.30 am: -The roving person will load the putu's in the custom motorcycle.**

**-The putu's then will be put in the steamer to ensure the putu's that will be sales is still hot and fresh.**

**5.30am - 1.00 pm: - The roving person will start moving to the selected places.**

**-The roving person will sales the putu's until 12.30 pm and they will be return at shop to make a report.**

**-Finish for today.**

# KAMPONG PUTU

## 4.9 MANPOWER REQUIREMENT

Position	Qualification	Responsibility
Roving & Delivery Staff	<ul style="list-style-type: none"><li>• Male</li><li>• At least pass SPM</li><li>• Has the license of 'A' class</li><li>• Has healthy body</li></ul>	<ul style="list-style-type: none"><li>• Drive the Kampong Putu's motorcycle to selected area</li><li>• Help to sales the putu's</li><li>• Make a report to the office after finish the roving</li><li>• Deliver any request putu's from our customer</li></ul>
Cook (Chef)	<ul style="list-style-type: none"><li>• Have qualification in food handling</li><li>• Have experience in cook's job</li><li>• Have healthy body</li><li>• Able to work extra time</li></ul>	<ul style="list-style-type: none"><li>• Cook the putu's</li><li>• Produce the consistent taste of putu's</li><li>• Ensure the cleanliness and safety in the kitchen</li><li>• Produce a quality putu's</li></ul>
Packager and cashier	<ul style="list-style-type: none"><li>• Has a healthy body</li><li>• At least pass SPM</li><li>• Able to communicate well in Malay and English</li></ul>	<ul style="list-style-type: none"><li>• Packaging the putu's for Roving team</li><li>• Serve the customers</li></ul>

# KAMPONG PUTU



## REMUNERATION OF WORKERS

Our workers are our main assets. Therefore, it is important for us to take a very good care of them as to make sure they give a full commitment. All workers are fulltime workers and they will get benefit such as EPF and SOCSO. They also entitle for two days off every month.

Position	No. of workers	Net salary (RM)	EPF (11%)	SOCSO (2%)	Monthly salaries (RM)	Total monthly salary (RM)
Driver for Roving & Delivery	3	600	66	12	522	1,566
Cook (Chef)	2	700	77	14	609	1,218
Packager and Cashier	2	600	66	12	522	1,044
					<b>TOTAL</b>	<b>3,828</b>

# KAMPONG PUTU



## STAFF

### **Safety**

Kampong putu's work hard to prevent any unpredictable accidents from occur. So, all the staff is required to be careful while operating their job. They are need to maintaining the equipment been used in good condition. All the staff also required to report if any possible safety hazard and malfunctioning equipment occur. The meeting will be conduct twice a month in order to review and plan the operation job. Safety prevention and any loss damage control ideas are discuss and developed.

### **Sanitary**

We know that customer look for cleanliness in food and service establishment. If they have any doubt about the sanitation, we could lose potential customers. With this in mind, we are committed in maintaining the level of cleanliness that would impress the customers. We have a substantial investment in our equipment. We clean, shine and preserve it to its optimum condition, thus protecting our investment.

Our food handlers are required to:

- a. Wash hand with soap and hot water prior to handling food and after each visit to the bathroom or before start their daily job.
- b. Hair nets must be worn while in the food preparation area.
- c. Apron and uniform worn by each employee.
- d. Use hand gloves when make the putu's.



# KAMPONG PUTU



## 4.10 LIST OF EXPENDITURE

### MACHINE AND REQUIREMENT

Items	Price per unit (RM)	Quantity	Total (RM)
Cooker hood(Fujioh)	1,500	1	1,500
Gas hob(Fujioh)	1,000	1	1,000
Freezer (Mistral)	1,400	1	1,400
Cooking pot(L)	80	2	160
Cooking pot(S)	40	2	80
Frying pan(L)	270	1	270
Steamer(L)	4,500	1	4,500
Steamer(S)	2,350	3	7,050
Flavor pot	130	6	780
		<b>TOTAL</b>	<b>15,240</b>



# KAMPONG PUTU

## OPERATIONAL FURNITURE

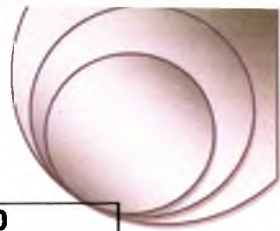
Items	Price per unit (RM)	Quantity	Total (RM)
Chair	38	16	608
Table	168	4	672
Television	2,530	1	2,530
Cabinet for storage	388	2	776
Computer	1,299	1	1,299
		<b>TOTAL</b>	<b>5,885</b>

# KAMPONG PUTU

## DIRECT MATERIAL REQUIREMENT

<b>Item</b>	<b>Price per kg/packet (RM)</b>	<b>Quantity</b>	<b>Total (RM)</b>
<b>Flour</b>	<b>2.50</b>	<b>40</b>	<b>100.00</b>
<b>Salt</b>	<b>1.50</b>	<b>10</b>	<b>15.00</b>
<b>Coconut milk</b>	<b>1.70</b>	<b>40</b>	<b>68.00</b>
<b>Lemon grass</b>	<b>1.00</b>	<b>30</b>	<b>30.00</b>
<b>Sugar</b>	<b>2.60</b>	<b>30</b>	<b>78.00</b>
<b>Shaved coconut</b>	<b>1.70</b>	<b>40</b>	<b>68.00</b>
<b>Brown sugar</b>	<b>2.40</b>	<b>20</b>	<b>48.00</b>
<b>Flavor</b>	<b>16.00</b>	<b>30</b>	<b>480.00</b>
<b>Gas</b>	<b>29.00</b>	<b>2</b>	<b>58.00</b>
<b>Coffee</b>	<b>75.00</b>	<b>2</b>	<b>150.00</b>
<b>Tea (L)</b>	<b>6.00</b>	<b>15</b>	<b>90.00</b>
<b>Juice</b>	<b>8.50</b>	<b>80</b>	<b>680.00</b>
<b>Cup</b>	<b>3.00</b>	<b>72</b>	<b>216.00</b>
<b>Plastic food packaging(per packet)</b>	<b>2.00</b>	<b>10</b>	<b>20.00</b>
<b>Box food packaging(per dozen)</b>	<b>2.90</b>	<b>30</b>	<b>87.00</b>
<b>Plate (per dozen)</b>	<b>30.00</b>	<b>6</b>	<b>180.00</b>

# KAMPONG PUTU



<b>Spoon and foxes(per dozen)</b>	<b>5.00</b>	<b>6</b>	<b>30.00</b>
		<b>TOTAL</b>	<b>2,398</b>

# KAMPONG PUTU



## OVERHEAD EXPENSES

Particular	Total Cost (RM) / Month
Water	200
Electricity	2,500
Rent	2,500
Telephone	300
Insurance	2,500
Utilities	1,000
Petty Expenses	45
Fuel	200
Maintenance for Motorcycle	200
Carriage Inwards	2,000
<b>TOTAL</b>	<b>8,735</b>

Our total operation overhead is RM 8,735. However, because we use the same building for the administration and operation, the water, electricity, telephone, insurance, rent, utilities was calculated under the administration. So, the total operations overhead is RM 2,445.

# KAMPONG PUTU



## 4.11 SUPPLIER OF KAMPONG PUTU

A fresh material will make a fresh and healthy food. So, a fixed supplier is needed to ensure our Kampong Putu only get the best ingredient for our customer. All the raw materials and equipment that we used to produce our product and deliver are coming from the selected suppliers. This way, our business will providing and delivers the top quality and delicious breakfast to our customers. In this way, our customer will be encouraged to come again to our Kampong Putu.

<b>Materials/equipment</b>	<b>Suppliers</b>
<b>Modenas motor</b>	<b>Modenas (m'sia) sdn.bhd</b> <b>No 12. Jln Tun Abg Haji Openg;</b> <b>9300, Kuching, Sarawak</b>
<b>Modification for motorcycle</b>	<b>Ngam Auto works,</b> <b>Lot 1168, Section 66 , KTLD,</b> <b>Pending Industrial Park,</b> <b>Jln Gedung, 93450 Kuching</b> <b>Sarawak.</b>

# KAMPONG PUTU

<b>Cook's material</b>	<b>Ever Kitchen &amp; restaurant</b> <b>Suppliers</b> <b>Lot 188, Jln Rubber, 93400</b> <b>Kuching , Sarawak</b>
<b>S/steel Glass Showcase Warmer</b>	<b>Resources Machinery Sdn.Bhd</b> <b>Ground Floor , lot 166,</b> <b>Jln Datuk Rahim, Lorong 5 93450</b> <b>Kuching, Sarawak</b>
<b>Packaging Equipment</b>	<b>Ever – Rich Packaging Trading. Co</b> <b>Lot 480, Ground Floor, section</b> <b>Rubber , 93400, Kuching Sarawak</b>

**There are certain reasons to why we choose these all suppliers for our store which are;**

- Types and quality materials offer by them**
- Price and discount offered by them**
- Sales term and condition such as payment term**
- Delivery term such as free transportation**
- Reputation and liability of them**





# KAMPONG PUTU



**Operation cost per unit = total operation cost (RM)**  

---

**total number of food serve per month**

**=RM 4,298 / 8000**

**= RM 0.54**

# KAMPONG PUTU



## 4.13 OPERATIONAL BUDGET

Items	Fixed assets expenses	Monthly expenses	Other expenses
Direct material	-	2,398	-
Fixture and fittings	5,885	-	-
Motor vehicle	33,000	-	-
Motor Vehicles Modification	15,000		
Machine and equipment	15,240	-	-
Workers remuneration	-		-
Salaries		1,653	
EPF (12%)		209	
SOC SO (2%)		38	
Overhead expenses	-	2,445	-
Other expenses	-	-	
Road tax			140
Insurance for motorcycle			500
<b>TOTAL</b>	<b>69,125</b>	<b>7,543</b>	<b>640</b>

# KAMPONG PUTU

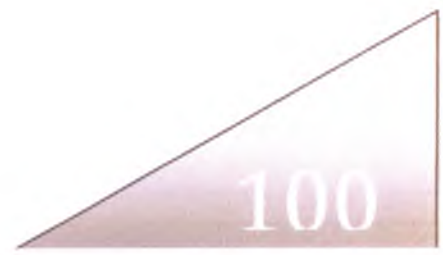


## Operation calculation

= Fixed assets + Monthly Expenses + Other expenses

= RM 69,125 + RM 7,543 + RM 640

= RM 77,308





# **FINANCIAL PLAN**



## 5.1 INTRODUCTION TO FINANCIAL

Financial is a final step of calculation which comes from all financial data that gather from the operational budgets. It concludes the marketing, operation and administration happen in the project. It also include all those factor such as cash flow in and out of the organizational, income or known as profit and loss of account, and the balance sheet which to ensure that the calculation used in financing are correct without defect. Financial also conclude all the assets of the project like fixed asset which stand for a period of time, current assets which stand for less than a year, and all the depreciation which happen while the assets was still in use.

From the explanation above, we can understand that the financial was the important in doing the project. It helps us to predict the expenses which may happen while starting out a business and while doing it. The purpose of financial is:

- ♥ To record and control the business inflow and outflow transactions
- ♥ To maintain accuracy in recording
- ♥ To present financial report and analysis
- ♥ To facilitate of allocation of resource

Financial is important because of:

- ♣ To determine the size of investment
- ♣ To identify and proposed the relevant source of finance
- ♣ To ensure that the initial capital is sufficient
- ♣ To analyze the viability of the project before actual investment is committed
- ♣ To be use as a guideline for project implementation

There are several process needed to be follow in order to developing a proper financial plan which is:

- ♣ Gather all the financial output
- ♣ Determine the project implementation cost
- ♣ Select the source of financial
- ♣ Prepare the pro forma cash flow statement
- ♣ Prepare the pro forma income statement
- ♣ Prepare the pro forma balance sheet
- ♣ Perform basic financial analysis

Background of Business

# KAMPONG PUTU



<b>NAME OF BUSINESS/COMPANY</b>	<input type="text" value="KAMPONG PUTU"/>
<b>BUSINESS ENTITY</b>	<input type="text" value="2"/>
1 = Private Limited Company	
2 = Partnership	
3 = Sole Proprietorship	
<b>TYPE OF BUSINESS</b>	<input type="text" value="3"/>
1 = Manufacturing	
2 = Trading	
3 = Service	



# KAMPONG PUTU



## 5.2 FINANCIAL PLANNING

### NAME OF BUSINESS – KAMPONG PUTU

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					
Land & Building					
Office Equipment	4.850			4.850	
Office Renovation	10.000			10.000	
Furniture & Fitting	1.066			1.066	
Signboard	1.000			1.000	
Fixture & Fitting	5.885			5.885	
Motor Vehicles	33.000	33.000			
Motor Vehicles Modification	15.000	15.000			
Machinery & Equipment	15.240	13.041		2.199	
Working Capital	1 months				
Administrative	13.000	13.000			
Marketing	2.270	2.270			
Operations	15.645	15.645			
Pre-Operations & Other Expenditure	5.104	5.104			
Contingencies					
<b>TOTAL</b>	<b>122.060</b>	<b>97.060</b>		<b>25.000</b>	

# KAMPONG PUTU



## KAMPONG PUTU – Useful Life of Fixed Assets

FIXED ASSETS	Econ. Life (yrs)	FIXED ASSETS	Econ. Life (yrs)
#REF!	5		5
Office Equipment	5		5
Office Renovation	5	Fixture & Fitting	5
Furniture & Fitting	5	Motor Vehicles	5
Signboard	5	Motor Vehicles Modification	5
.	5	Machinery & Equipment	5

1= straight line, 2= reducing balance

# KAMPONG PUTU



## KAMPONG PUTU – Sources of Finance

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					
Land & Building					
Office Equipment	4,850			4,850	
Office Renovation	10,000			10,000	
Furniture & Fitting	1,066			1,066	
Signboard	1,000			1,000	
Fixture & Fitting	5,885			5,885	
Motor Vehicles	33,000	33,000			
Motor Vehicles Modification	15,000	15,000			
Machinery & Equipment	15,240	13,041		2,199	
Working Capital	1 months				
Administrative	13,000	13,000			
Marketing	2,270	2,270			
Operations	15,845	15,845			
Pre-Operations & Other Expenditure	5,104	5,104			
Contingencies					
<b>TOTAL</b>	<b>122,060</b>	<b>97,060</b>		<b>25,000</b>	

# KAMPONG PUTU



## KAMPONG PUTU – Administrative Budget

ADMINISTRATIVE EXPENDITURE	
Fixed Assets	RM
Land & Building	
Office Equipment	4,850
Office Renovation	10,000
Furniture & Fitting	1,066
Working Capital	
Salary	6,450
EPF	900
SOCSSO	150
Overhead Expenses	5,500
Other Expenditure	
Other Expenditure	
Pre-Operations	
Deposit (rent, utilities, etc.)	1,000
Business Registration & Licences	75
Insurance & Road Tax for Motor Vehicle	2,500
Other Expenditure	
<b>TOTAL</b>	<b>32,491</b>



# KAMPONG PUTU



## KAMPONG PUTU – Marketing Budget

MARKETING EXPENDITURE	
Fixed Assets	RM
Signboard	1,000
Working Capital	
Publication & Promotion	2,270
Other Expenditure	
Other Expenditure	
Pre-Operations	
Deposit (rent, utilities, etc.)	225
Business Registration & Licences	464
Insurance & Road Tax for Motor Vehicle	
Other Expenditure	200
TOTAL	4,159

# KAMPONG PUTU



## KAMPONG PUTU – Operational Budget

OPERATIONS EXPENDITURE	
Fixed Assets	RM
Fixture & Fitting	5,885
Motor Vehicles	33,000
Motor Vehicles Modification	15,000
Machinery & Equipment	15,240
Working Capital	
Raw Materials	8,000
Carriage Inward & Duty	2,500
Salaries, EPF & SOCSO	1,900
Overhead Expenses	3,245
Other Expenditure	
Other Expenditure	
Pre-Operations	
Deposit (rent, utilities, etc.)	
Business Registration & Licences	
Insurance & Road Tax for Motor Vehicle	640
Other Expenditure	
<b>TOTAL</b>	<b>85,410</b>

# KAMPONG PUTU



## KAMPONG PUTU – Sales and Purchase Budgets

SALES PROJECTION		PURCHASE PROJECTION	
Month 1	37,887	Month 1	8,000
Month 2	39,931	Month 2	8,100
Month 3	28,560	Month 3	8,120
Month 4	28,855	Month 4	8,100
Month 5	27,459	Month 5	8,300
Month 6	39,990	Month 6	8,230
Month 7	28,855	Month 7	8,300
Month 8	40,666	Month 8	8,322
Month 9	32,876	Month 9	8,130
Month 10	35,747	Month 10	8,200
Month 11	27,050	Month 11	8,100
Month 12	40,970	Month 12	8,300
Total Year 1	408,843	Total Year 1	98,202
Total Year 2	429,842	Total Year 2	100,105
Total Year 3	449,726	Total Year 3	120,334



# KAMPONG PUTU

## KAMPONG PUTU – Depreciation of Fixed Assets

<b>Name of Assets</b> : Furniture & Fitting			
<b>Cost (RM)</b> : 1066			
<b>Method of Depreciation</b> : Straight Line			
<b>Duration (years)</b> : 5			
Year	Annual Depreciation	Accumulate Depreciation	Book Value
	213	-	1066
1	213	214	853
2	213	427	640
3	213	640	427
4	213	853	214
5	214	1066	-

<b>Name of Assets</b> : Office Equipment			
<b>Cost (RM)</b> : 4850			
<b>Method of Depreciation</b> : Straight Line			
<b>Duration (years)</b> : 5			
Year	Annual Depreciation	Accumulate Depreciation	Book Value
	970	-	4850
1	970	970	3880
2	970	1940	2910
3	970	2910	1940
4	970	3880	970
5	970	4850	-

<b>Name of Assets</b> : Office Renovation			
<b>Cost (RM)</b> : 10,000			
<b>Method of Depreciation</b> : Straight Line			
<b>Duration (years)</b> : 5			
Year	Annual Depreciation	Accumulate Depreciation	Book Value
	2,000	-	10,000
1	2,000	2,000	8,000
2	2,000	4,000	6,000
3	2,000	6,000	4,000
4	2,000	8,000	2,000
5	2,000	10,000	-

# KAMPONG PUTU

<b>Name of Assets</b> : Signboard			
<b>Cost (RM)</b> : 1,000			
<b>Method of Depreciation</b> : Straight Line			
<b>Duration (years)</b> : 5			
Year	Annual Depreciation	Accumulate Depreciation	Book Value
	-	-	1,000
1	200	200	800
2	200	400	600
3	200	600	400
4	200	800	200
5	200	1,000	-

<b>Name of Assets</b> : Motor Vehicles			
<b>Cost (RM)</b> : 33,000			
<b>Method of Depreciation</b> : Straight Line			
<b>Duration (years)</b> : 5			
Year	Annual Depreciation	Accumulate Depreciation	Book Value
	-	-	33,000
1	6,600	6,600	26,400
2	6,600	13,200	19,800
3	6,600	19,800	13,200
4	6,600	26,400	6,600
5	6,600	33,000	-

<b>Name of Assets</b> : Motor Vehicles Modification			
<b>Cost (RM)</b> : 15,000			
<b>Method of Depreciation</b> : Straight Line			
<b>Duration (years)</b> : 5			
Year	Annual Depreciation	Accumulate Depreciation	Book Value
	-	-	15,000
1	3,000	3,000	12,000
2	3,000	6,000	9,000
3	3,000	9,000	6,000
4	3,000	12,000	3,000
5	3,000	15,000	-

# KAMPONG PUTU

<b>Name of Assets</b> : Fixtures & Fittings			
<b>Cost (RM)</b> : 5885			
<b>Method of Depreciation</b> : Straight Line			
<b>Duration (years)</b> : 5			
Year	Annual Depreciation	Accumulate Depreciation	Book Value
	-	-	5,885
1	1,177	1,177	4,708
2	1,177	2,354	3,531
3	1,177	3,531	2,354
4	1,177	4,708	1,177
5	1,177	5,885	-

<b>Name of Assets</b> : Machinery & Equipment			
<b>Cost (RM)</b> : 15,240			
<b>Method of Depreciation</b> : Straight Line			
<b>Duration (years)</b> : 5			
Year	Annual Depreciation	Accumulate Depreciation	Book Value
	-	-	15,240
1	3,048	3,048	12,192
2	3,048	6,096	9,144
3	3,048	9,144	6,096
4	3,048	12,192	3,048
5	3,048	15,240	-

# KAMPONG PUTU



## KAMPONG PUTU – Loan Repayment Schedule

LOAN REPAYMENT SCHEDULE				
Total		: 91,458		
Interest Rate		: 5.6%		
Duration (years)		: 5		
Method		: Flat Rate		
Year	Principal	Interest	Total Payment	Principal Balance
	-	-	-	91,458.00
1	18,291.60	5,121.65	23,413.25	73,166.40
2	18,291.60	5,121.65	23,413.25	54,874.80
3	18,291.60	5,121.65	23,413.25	36,583.20
4	18,291.60	5,121.65	23,413.25	18,291.60
5	18,291.60	5,121.65	23,413.25	-

**Method: 1 = Flat rate**

Interest on Loan	5.6%
Loan Duration	5
Method	1

1= straight line, 2= reducing balance

# KAMPONG PUTU

## KAMPONG PUTU – Pro Forma Cash Flow Statement

### PRO FORMA CASH FLOW STATEMENT

MONTH	Pre-Operations	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL YR 1	YEAR 2	YEAR 3
<b>CASHING-OUT</b>																
Comm. Cost	25,000													25,000		
Lease	67,000													67,000		
Cost Sales		27,887	38,221	23,562	28,855	27,456	35,262	28,855	40,888	32,878	35,747	27,860	40,870	429,842	429,842	446,778
Collector of Accounts Receivable																
<b>TOTAL CASH INFLOW</b>	<b>122,000</b>	<b>27,887</b>	<b>38,221</b>	<b>23,562</b>	<b>28,855</b>	<b>27,456</b>	<b>35,262</b>	<b>28,855</b>	<b>40,888</b>	<b>32,878</b>	<b>35,747</b>	<b>27,860</b>	<b>40,870</b>	<b>526,913</b>	<b>429,842</b>	<b>446,778</b>
<b>CASH OUTFLOW</b>																
<b>Administrative Expenditure</b>																
Salary		8,450	8,450	8,450	8,450	8,450	8,450	8,450	8,450	8,450	8,450	8,450	8,450	77,400	81,270	88,950
EP		800	800	800	800	800	800	800	800	800	800	800	800	10,800	11,340	12,474
SOCSO		150	150	150	150	150	150	150	150	150	150	150	150	1,800	1,890	2,076
Overhead Expenses		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	66,000	66,000	72,228
<b>Marketing Expenditure</b>																
Novation & Promotion		2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	27,240	28,800	31,464
<b>Operators Expenditure</b>																
Car Purchase																
Payment Account Payable			8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	88,000	88,000	102,000
Damage Inward & Duty		2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	33,600	34,500	34,800
Salaries EP & SOCSO		1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400	15,040	16,384
Overhead Expenses		2,245	2,245	2,245	2,245	2,245	2,245	2,245	2,245	2,245	2,245	2,245	2,245	26,940	27,885	30,276
<b>Other Expenditure</b>																
<b>Pre-Operations</b>																
Deposit (rent, phone, etc.)		1,225												1,225		
Business Registration & Licences		538												538		
Insurance & Road Tax for Motor Vehicle		3,142												3,142	3,142	3,142
Other Pre-Operations Expenditure		200												200		
<b>Fixed Assets</b>																
Purchase of Fixed Assets - Land & Building																
Purchase of Fixed Assets - Others		38,241												38,241		
<b>Net Purchase/Disposal Payment</b>																
<b>Net Purchase/Disposal Payment</b>																
<b>Interest</b>																
Interest		1,618	1,618	1,618	1,618	1,618	1,618	1,618	1,618	1,618	1,618	1,618	1,618	19,412	19,412	19,412
Interest		424	424	424	424	424	424	424	424	424	424	424	424	5,088	5,352	5,812
Tax Payable																
<b>TOTAL CASH OUTFLOW</b>	<b>91,945</b>	<b>24,937</b>	<b>32,937</b>	<b>33,837</b>	<b>33,857</b>	<b>33,837</b>	<b>33,237</b>	<b>33,987</b>	<b>33,237</b>	<b>33,250</b>	<b>33,087</b>	<b>33,937</b>	<b>33,837</b>	<b>408,282</b>	<b>493,385</b>	<b>442,974</b>
<b>CASH SURPLUS (DEFICIT)</b>	<b>30,055</b>	<b>12,948</b>	<b>5,284</b>	<b>(9,275)</b>	<b>(4,982)</b>	<b>(6,381)</b>	<b>6,752</b>	<b>(5,232)</b>	<b>7,651</b>	<b>2,628</b>	<b>(5,227)</b>	<b>(6,077)</b>	<b>7,033</b>	<b>50,811</b>	<b>16,477</b>	<b>8,556</b>
<b>BEGINNING CASH BALANCE</b>	<b>30,215</b>	<b>43,864</b>	<b>50,850</b>	<b>46,381</b>	<b>42,171</b>	<b>38,886</b>	<b>43,352</b>	<b>38,040</b>	<b>46,488</b>	<b>46,085</b>	<b>48,785</b>	<b>42,878</b>	<b>50,811</b>	<b>50,811</b>	<b>67,087</b>	<b>67,087</b>
<b>ENDING CASH BALANCE</b>	<b>30,215</b>	<b>43,864</b>	<b>50,850</b>	<b>46,381</b>	<b>42,171</b>	<b>38,886</b>	<b>43,352</b>	<b>38,040</b>	<b>46,488</b>	<b>46,085</b>	<b>48,785</b>	<b>42,878</b>	<b>50,811</b>	<b>50,811</b>	<b>67,087</b>	<b>75,643</b>



# KAMPONG PUTU

## KAMPONG PUTU – Manufacturing Cost

	Year 1	Year 2	Year 3
<b>Materials</b>			
Opening Stock	0	98,113	100,105
Current Year Purchases	98,113	100,105	120,334
Closing Stock	98,113	100,105	120,334
Material Used	-	98,113	100,105
Carriage Inwards & Duties	2,500	2,500	2,500
	<u>2,500</u>	<u>100,613</u>	<u>120,605</u>
<b>Salaries, EPF &amp; SOCSO</b>	22,800	22,800	22,800
<b>Factory Overhead</b>			
Depreciation on Fixed Assets (Operation)	13,825	13,825	13,825
Overhead Expenses	29,340	29,340	29,340
	-	-	-
<b>Total Factory Overhead</b>	<u>43,165</u>	<u>43,165</u>	<u>43,165</u>
<b>Cost of Goods Manufactured</b>	<b>68,465</b>	<b>166,578</b>	<b>186,570</b>

# KAMPONG PUTU



## KAMPONG PUTU – Pro Forma Income Statement

### PRO-FORMA INCOME STATEMENT

	Year 1	Year 2	Year 3
Sales	408,843	429,842	449,726
Less: Cost of Sales			
Opening stock			
Purchases	98,202	100,105	120,334
Less: Ending Stock			
Carriage Inward & Duty	30,000	31,500	34,650
<b>Gross Profit</b>			
Less: Expenditure			
Administrative Expenditure	158,000	163,800	180,180
Marketing Expenditure	27,240	28,602	31,482
Other Expenditure			
Business Registration & Licences	539		
Insurance & Road Tax for Motor Vehicle	3,140	3,140	3,140
Other Pre-Operations Expenditure	200		
Interest on Hire-Purchase			
Interest on Loan	4,853	3,882	2,912
Depreciation of Fixed Assets	17,208	17,208	17,208
Operations Expenditure	61,740	64,827	71,310
<b>Total Expenditure</b>	<b>399,122</b>	<b>413,065</b>	<b>461,196</b>
<b>Net Profit Before Tax</b>	<b>9,720</b>	<b>16,777</b>	<b>(11,470)</b>
Tax	0	0	0
<b>Net Profit After Tax</b>	<b>9,720</b>	<b>16,777</b>	<b>(11,470)</b>
<b>Accumulated Net Profit</b>	<b>9,720</b>	<b>26,498</b>	<b>15,028</b>



# KAMPONG PUTU



## KAMPONG PUTU – Pro Forma Balance Sheet

PRO-FORMA BALANCE SHEET			
	Year 1	Year 2	Year 3
<b>ASSETS</b>			
<b>Non-Current Assets (Book Value)</b>			
Land & Building			
#REF!			
Office Equipment	3.880	2.910	1.940
Office Renovation	8.000	6.000	4.000
Furniture & Fitting	853	640	426
Signboard	800	600	400
Fixture & Fitting	4.708	3.531	2.354
Motor Vehicles	26.400	19.800	13.200
Motor Vehicles Modification	12.000	9.000	6.000
Machinery & Equipment	12.192	9.144	6.096
<b>Other Assets</b>			
Deposit	1.225	1.225	1.225
	70.058	52.850	35.641
<b>Current Assets</b>			
Stock of Raw Materials	0	0	0
Stock of Finished Goods	0	0	0
Accounts Receivable			
Cash Balance	50.611	67.087	73.643
	50.611	67.087	73.643
<b>TOTAL ASSETS</b>	<b>121.893</b>	<b>121.162</b>	<b>110.509</b>
<b>Owners' Equity</b>			
Capital	25.000	25.000	25.000
Accumulated Profit	9.720	26.498	15.028
	34.720	51.498	40.028
<b>Long-Term Liabilities</b>			
Loan Balance	77.648	58.236	38.824
Hire-Purchase Balance			
	77.648	58.236	38.824
<b>Current Liabilities</b>			
Accounts Payable	8.300	10.203	30.432
<b>TOTAL EQUITY &amp; LIABILITIES</b>	<b>120.668</b>	<b>119.937</b>	<b>109.284</b>

# KAMPONG PUTU



## KAMPONG PUTU – Forecast Performance

Particular	Year 1	Year 2	Year 3
<b>Profitability</b>			
Sales	408,842.50	429,284.10	449,726.20
Gross Income	341,377.50	264,586.10	256,556.20
Net Income Before Tax	174,097.90	97,381.50	89,351.60
Net Income After Tax	174,097.90	97,381.50	89,351.60
Accumulated Net Income	174,097.90	271,479.40	360,831.00
<b>Liquidity</b>			
Total Cash Receipts	550,300.50	429,284.10	449,726.20
Total Cash Payments	444,274.60	364,358.20	384,587.20
Excess (Deficit)	106,025.90	64,925.90	65,139.00
Accumulates Cash	100,805.40	165,731.30	230,870.30
<b>Safety</b>			
Owner Equity	25,000	25,000	25,000
Fixed Assets	71,833	54,630	37,417
Current Assets	200,918.40	268,716.30	354,514.30
Long Term Liabilities	77,648	58,236	38,824
Current Liabilities	-	-	-
<b>Financial Ratios</b>			
<b>Profitability</b>			
Return on Sales	83.5%	61.63%	57.05%
Return on Equity	42.58%	22.68%	19.87%
Return on Investment	64%	74%	81%
<b>Liquidity</b>			
Current Ratio	6.09	6.58	2.42
Quick Ratio (Acid Test)	6.09	6.58	2.42
<b>Safety</b>			
Debt to Equity	3.11	2.33	1.55
<b>Break Even Analysis</b>			
Break Even Point (Sales)	408,842.50	429,284.10	449,726.20
Break Even Point (%)	65%	69%	62%



# **APPENDIX**



# KAMPONG PUTU



# KAMPONG PUTU

CONTACT US



YOU CAN ORDER OUR MEAL EITHER VIA:

OUR WEBSITE

[www.kgPU2.com.my](http://www.kgPU2.com.my)

OR

CONTACT US AT THIS NUMBER

[082-855524](tel:082-855524)

OR

YOU CAN COME TO OUR PREMISE AT

[KAMPONG PUTU, G24, GROUND FLOOR,](#)

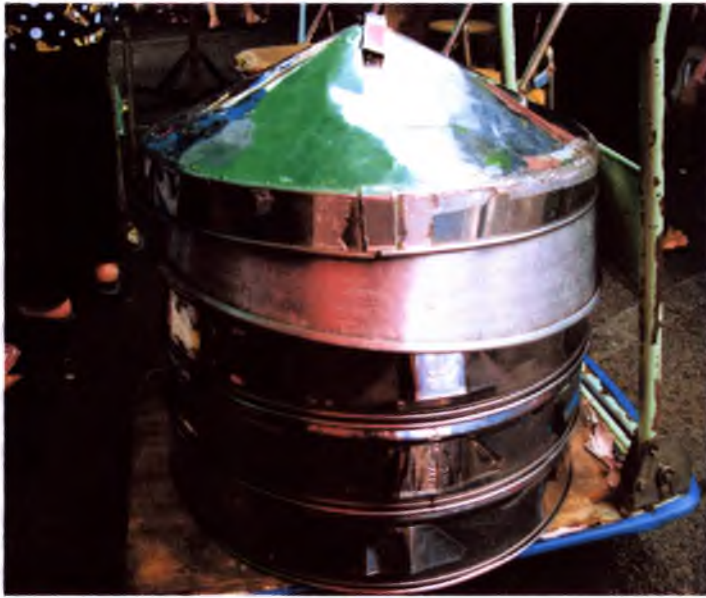
[THE SPRING SHOPPING MALL,](#)

[JALAN SIMPANG TIGA, 93350 KUCHING,](#)

[SARAWAK](#)



# KAMPONG PUTU





# KAMPONG PUTU



## OUR MENUS





# KAMPONG PUTU







Multideck Produce Case



Service Counter



Mee Tong and Soup Tong



Fries Warmer



Coffee Warmer



Commercial Infrared Grill



Gas Burner



Pre-rinse Faucet



Lava Rock



Display Warmer



Cake Display Showcase



Ice Maker Machine



Cold Drink Dispenser



Blender



Ice Shaver



Bread Toaster



Juicer Extractor



Stand Mixer



Coffee Brewer



Corn Steamer



Water Boiler



Boiling Pan



Tilting Kettle



Dishwasher Machine



**HP Compaq CQ3030D**

- Intel Pentium Dual Core E5400
- 2.7GHz, 800MHz FSB)
- 1.0GB DDRII RAM
- 160.0GB SATA HDD
- SuperMulti Drive With Lightscribe Technology
- Integrated on board graphic
- HP P/S 2 Mouse & Keyboard
- Window Vista Basic
- 1 year Parts & Labour Limited Warranty

**RM 1688**



**HP Pavilion p6145d**

- Intel Core 2 Duo E7400
- 2.8GHz, 3MB cache, 1066FSB
- 1.0 GB DDRII RAM
- 320.0 GB SATA HDD
- SuperMulti DVD Drive
- 15 in 1 Digital Media Reader
- Nvidia GeForce G210 With 512MB Graphic
- HP PS/2 keyboard & Mouse
- 20" Wide TFT Panel Monitor
- Microsoft® Windows® Vista Home Premium
- 1 year Parts & Labour limited warranty

**RM 2388**

**HP Pavilion Slimline s5189d**

- Intel® Core™ 2 Duo E7500
- 2.93GHz, 3MB L2 Cache, 800MHz FSB
- 2.0GB DDRII RAM
- 500.0GB B SATA HD
- SuperMulti Drive with Lightscribe
- 6 in 1 Digital Media Reader
- Nvidia GeForce G210 with 512MB memory
- HP wireless keyboard & mouse
- 20" TFT Panel Monitor
- Microsoft® Windows® Vista Home Premium

**RM 2988**

**HP CAREPACK - RM199**

**HP Pavilion p6130d**

- Intel Pentium Duo Core E6300
- 2.7GHz, 1MB L2 Cache, 800MHz FSB)
- 2.0GB DDRII RAM
- 320.0 GB SATA HDD
- SuperMulti Drive with Lightscribe Technology
- 15 in 1 card reader
- HP keyboard and mouse
- 18.5" Wide TFT Panel Monitor
- 1 Year Parts & Labour Warranty

**RM 1888** XP Home

**HP Pavilion p6145d**

- Intel Core 2 Quad Q8400
- 2.66GHz, 4MB L2 Cache, 1333MHz FSB)
- 2.0GB DDRII RAM 1024MB PC2-6400/ 800MHz
- 500.0 GB SATA HDD
- SuperMulti Drive with Lightscribe Technology
- 15 in 1 Digital Media Reader
- Nvidia GeForce GT120 1GB DDR2 Memory
- HP deluxe multimedia wired keyboard
- 20" Wide TFT Panel Monitor
- Microsoft® Windows® Vista Home Premium
- 1 year Parts & Labour limited warranty

**RM2788**

**HP Pavilion Elite m9591d MCPC**

- Intel Core 2 Quad Q9400
- 2.66GHz, 1333MHz FSB, 6MB Cache)
- 3.0GB DDRII RAM
- 500.0GB SATA HDD
- BlueRay Player with DVD SuperMulti Drive
- 15 in 1 Digital Media Reader
- Nvidia GeForce 9500GS With 512MB DDR2
- HP wireless keyboard and mouse
- HP w2228h 22" LCD
- 1 Year Parts & Labour Warranty

**RM4488**

**Acer Aspire M1202-274F**

- AMD® Athlon 64 X2 7450
- AMD® 740G Chipset
- 1GB DDR2 Memory / 320GB HDD
- DVD SuperMultiplus Writer
- ATI Radeon™ HD 2100 Integrated Graphic
- Integrated LAN • 40-in-1 Card Reader
- Acer USB Keyboard & Optical Mouse

RM 929 DOS RM 1179 Vista Basic

RM1229 RM 1279

XP Home Vista Premium

**Acer Aspire M3710-275F**

- Intel® Core 2 Duo Processor E7500
- (2.93GHz / 3MB Cache / 1066MHz FSB)
- 2DDR2 Memory • 320GB SATA HDD
- DVD Writer • 40-in-1 Card Reader
- Integrated Nvidia GeForce 9200 Graphic
- Integrated Ethernet • Integrated 7.1 audio
- Acer USB Keyboard & Optical Mouse
- Stereo Speakers • Linux OS

RM 1388 DOS RM 1638 Vista Basic

RM 1688 RM 1738

XP Home Vista Premium

**Aspire M7720-492X**

- Intel® Core™ i7 920
- (2.66GHz / 8MB Cache / 4.8 GT/Sec QPI)
- 6GB DDR3 • 640GB HDD
- DVD Writer • 40-In-1 Card Reader
- ATI HD 4870 with 1GB DDR5 Graphics
- Integrated Ethernet • Integrated 7.1 Audio
- Acer USB Keyboard & Mouse
- FREE • Sonic Gear 5.1 Enzo 4000Speakers

**RM3,888** Vista Premium

**Acer Aspire M1800-253F**

- Intel® Pentium® Dual Core Processor E5300
- (2.6GHz / 2MB Cache / 800MHz FSB)
- 1GB DDR2 Memory • 320GB HDD
- DVD Writer • All in one Card Reader
- Integrated Gigabit Ethernet
- Integrated NVIDIA® GeForce® 7050 graphics
- Acer USB Keyboard & Optical Mouse

RM 999 DOS RM 1249 Vista Basic

RM1299 RM 1249 1349

XP Home Vista Premium

**Acer Aspire M3710-483F**

- Intel® Core™ 2 Quad Processor Q8300
- (2.5GHz / 4MB Cache / 1333MHz FSB)
- 2GB DDR2 Memory • 320GB HDD
- DVD Writer • 40-in-1 Card Reader
- Integrated Nvidia GeForce 9200 Graphic
- Integrated Ethernet • Integrated 7.1 audio
- Acer Keyboard & Optical Mouse
- Stereo Speakers • Linux OS

RM 1488 DOS RM 1738 VistaBasic

RM 1788 RM 1838

XP Home Vista Premium

**Acer Aspire R3600-A33XA**

- Intel® Atom N330
- (1.6GHz / 1 MB Cache / 533MHz FSB)
- 4GB DDR2 • 320GB HDD
- DVD Writer • Multi Card Reader
- Onboard NVIDIA ION Chipset Graphic
- Integrated Ethernet • Integrated Audio
- Acer Wireless Keyboard & Mouse
- 1.3 Mb USB Webcam & Mini Speaker

**RM 1399** Vista Premium

**Acer 20" LCD - RM419**

**Compumart Sales & Services (S) SDN BHD**

Tel:082-247737 Fax:082-252853

**Acer 18.5" LCD - RM395**

**Compumart Sales & Services (S) SDN BHD**

Lot G13, G15, Upper Ground Floor, Wisma Saberka, Jln Green, 93150, Kuching  
Lot 3.29, 3rd Floor, Wisma Saberka, Jln Green, 93150, Kuching

Tel:082-247737 Fax:082-252853



# Promotion Model

HQ : Lot G13, G15, Upper Ground Floor Wisma Sberkas, Jln Green, 93150, Kuching.  
 Showroom : Lot 3, 29, 3rd Floor, Wisma Sberkas, Jln Green, 93150, Kuching.  
 Tel: 082-247737 Fax: 082-252853

**ACER Aspire 4736Z**  
 Intel® Pentium Dual-Core T4300 (2.1 GHz, 1MB Cache, 800MHz FSB) 14.1" WXGA LCD with Webcam/Mic Intel 945GM Chipset 1GB DDR2 / 250GB HDD / DVD Writer Integrated Wireless LAN 5 in 1 Card reader / 2.4kg 1 year International warranty  
**RM1,899** Vista Premium w CD  
**RM1,899** Vista Basic  
**RM1,849** XP Home with CD  
**RM1,949** XP Home with CD

**e-Machine by ACER**  
 Intel® Pentium Dual-Core T4300 (2.1 GHz, 800 MHz, 1MB L2 Cache) 14.0" WXGA 16.9 HD LCD (1366 x 768) Intel GMA 4500M Graphic integrated 1 GB DDR2 (upgradable to 4GB) 160GB SATA HDD / DVD DL Writer Wireless LAN / Ethernet LAN Integrated Web-cam Card Reader / 6-Cell Li-Ion Battery  
**RM1,499** XP Home  
**RM1,799** XP Home

**Acer Aspire 4736**  
 Intel® Centrino Core™ 2 Duo T6500 (2.1GHz, 2MB Cache, 800MHz FSB) Intel® 945GM Chipset / Wireless LAN 1GB DDR3 / 250GB HDD / DVD-Writer Intel GMA 4500MHD / 14.1" WXGA CrystalBrite w WebCam Modem / Card Reader / 6-cell Battery Weight 2.4kg / Bluetooth  
**RM1,999** Vista Prem with CD  
**RM2,299** XP Home

**Acer Aspire 4540 Laptop**  
 AMD Turion II X2 M520 (2.3GHz, 1MB cache) 14.0" HD Acer Cine Crystal LED LCD ATI Radeon HD 4200 Graphic Card 1.0GB DDR2 RAM / 320.0GB SATA HDD Integrated Wireless & Bluetooth Integrated Webcam / 5 in 1 Card Reader Integrated DVD Writer  
 1 Year International Warranty  
**RM1,799** Vista Basic  
**RM2,049** XP Home  
**FREE DOS** Vista Basic

**Acer Aspire 5936G**  
 Intel® Centrino Core™ 2 Duo P8600 (2.4GHz, 3MB Cache, 1066MHz FSB) Nvidia GeForce GT 130M 2GB DDR3 / 500GB HDD / DVD-Writer Wireless LAN / Bluetooth / Card Reader Modem / 6-cell Battery / FingerPrint 15.1" WXGA w Crystal Eye WebCam Win Vista HP / Weight 3.0kg / 1 Year International Warranty  
**RM 3,999** Vista Premium

**Gateway ID5802Y**  
 Intel® Core™ 2 Duo P8600 (2.4GHz, 3MB L2 Cache, 1066MHz FSB) 15.6" WXGA Super Shine View Technology NVIDIA® GeForce® G105M8 with 512MB 2 GB DDR3 / 320 GB SATA HDD DVD-Writer / 4-in-1 Card Reader / Integrated Webcam with MIC Gigabit LAN / Bluetooth / Wireless 3.0 kg / 6-cell Battery  
**RM 3,299** Vista Home Premium

**Gateway NV4801Y**  
 Intel® Core™ 2 Duo T6400 (2.0GHz, 2MB Cache, 800MHz FSB) 14" WXGA Super Shine View LCD NVIDIA® GeForce® G105M6 with 512MB 2 GB DDR3 / 250 GB SATA HDD DVD-Writer / 4-in-1 Card Reader / Integrated Webcam with MIC Gigabit LAN/ Bluetooth / Wireless 3.0 kg / 6-cell Battery  
**RM 2,499** Vista Home Premium

**HP Compaq CQ40-502AU**  
 Intel® Pentium Dual-Core T4200 (2.0 GHz, 1 MB L2 cache, 800 MHz) 14.1" WXGA LCD panel with B-View Integrated Webcam with MIC 2GB DDR2 RAM / 320 GB HDD DVD +/- RW DL / 5-in-1 C/Reader Wireless / Aitec Lansing Speaker 1 Year Limited Warranty / 2.5 Kg Weight  
**RM1,799** Vista Basic  
**RM2,049** XP Home  
**Value Buy !!!**

**HP Pavilion dv3-2111TX**  
 Intel Core 2 Duo P7350 (2.0GHz) 13.1" WXGA LCD w BrightView Techlogy NVIDIA GeForce G105M w 512MB dedicated DVD-Writer LightScribe/WebCam with Mic Intel WiFi Link 5100 / Bluetooth Card Reader/Express Card/6-cell HP Mini Remote Control Microsoft Windows Vista Premium  
**RM 2,949**

**HP Pavilion dv2-1007AX**  
 AMD Athlon Neo MV-40 (1.6GHz, 512KB L2 Cache) 2GB DDR2 RAM / 320GB (5400rpm) HDD iLightScribe DVD-Writer Ext / Web Cam 12.1" WXGA HD Wide LCD ATI Mobility Radeon HD 3410 dedicated 512MB Graphics memory Wireless LAN/Bluetooth/Card Reader/ Microsoft Windows Vista Home Premium  
**RM 2,399**

**HP Compaq CQ40-506TU**  
 Intel Pentium Dual-Core T4200 (2.0 GHz, 1 MB L2 cache, 800 MHz) 14.1" WXGA LCD panel with B-View Integrated Webcam with MIC 2GB DDR2 RAM / 320 GB HDD DVD +/- RW DL / 5-in-1 C/Reader Wireless / Aitec Lansing Speaker 1 Year Limited Warranty / 2.5 Kg Weight  
**RM1,799** Vista Basic  
**RM2,099** XP Home

**HP Compaq CQ40-540TU**  
 Intel Core 2 Duo Processor T6500 (2.1GHz, 2MB L2 Cache, 800MHz FSB) 14.1" WXGA LCD w BrightView Techlogy Intel 4500M Graphic with shared memory 2GB DDR2 / 320GB SATA HDD DVD Writer / Webcam with Mic 802.11 b/g WLAN / Bluetooth USB ports/ HDMI / Digital Media Reader Microsoft Vista Home Premium  
**RM 2,299**

**HP Compaq CQ40-540TU**  
 Intel Core 2 Duo Processor T6500 (2.1GHz, 2MB L2 Cache, 800MHz FSB) 14.1" WXGA LCD w BrightView Techlogy Intel 4500M Express Chipset  
**TOSHIBA** ATI Radeon HD 4570 with 512MB 2GB DDR3 / 320GB HDD/DVD-Writer Bluetooth / Wireless / Gigabit LAN Card Reader/6-Cell battery Intel® GM45 Express Chipset 1 years international warranty / 1.97kg  
**RM 2,899** Vista Premium  
**RM 2,999** Vista Premium  
**RM 2,499** Vista Home Premium  
**RM 550** Vista Home Premium - RM399 Microsoft Office Basic  
**RM599** Microsoft Office Home & Student - RM 280 (While Stock Last)

**HP Compaq CQ40-502AU**  
 Intel® Pentium Dual-Core T4300 (2.1 GHz, 1MB Cache, 800MHz FSB) 14.1" WXGA LCD with Webcam/Mic Intel 945GM Chipset 1GB DDR2 / 250GB HDD / DVD Writer Integrated Wireless LAN 5 in 1 Card reader / 2.4kg 1 year International warranty  
**RM1,899** Vista Premium w CD  
**RM1,899** Vista Basic  
**RM1,849** XP Home with CD  
**RM1,949** XP Home with CD

**HP Compaq CQ40-506TU**  
 Intel Pentium Dual-Core T4200 (2.0 GHz, 1 MB L2 cache, 800 MHz) 14.1" WXGA LCD panel with B-View Integrated Webcam with MIC 2GB DDR2 RAM / 320 GB HDD DVD +/- RW DL / 5-in-1 C/Reader Wireless / Aitec Lansing Speaker 1 Year Limited Warranty / 2.5 Kg Weight  
**RM1,799** Vista Basic  
**RM2,099** XP Home

**HP Compaq CQ40-540TU**  
 Intel Core 2 Duo Processor T6500 (2.1GHz, 2MB L2 Cache, 800MHz FSB) 14.1" WXGA LCD w BrightView Techlogy Intel 4500M Express Chipset  
**TOSHIBA** ATI Radeon HD 4570 with 512MB 2GB DDR3 / 320GB HDD/DVD-Writer Bluetooth / Wireless / Gigabit LAN Card Reader/6-Cell battery Intel® GM45 Express Chipset 1 years international warranty / 1.97kg  
**RM 2,899** Vista Premium  
**RM 2,999** Vista Premium  
**RM 2,499** Vista Home Premium  
**RM 550** Vista Home Premium - RM399 Microsoft Office Basic  
**RM599** Microsoft Office Home & Student - RM 280 (While Stock Last)

**HP Compaq CQ40-540TU**  
 Intel Core 2 Duo P7350 (2.0GHz) 13.1" WXGA LCD w BrightView Techlogy NVIDIA GeForce G105M w 512MB dedicated DVD-Writer LightScribe/WebCam with Mic Intel WiFi Link 5100 / Bluetooth Card Reader/Express Card/6-cell HP Mini Remote Control Microsoft Windows Vista Premium  
**RM 2,949**

**HP Compaq CQ40-540TU**  
 Intel Core 2 Duo P7350 (2.0GHz, 2MB Cache, 800 MHz) 14.1" WCSV LCD ATI 512MB Radeon HD3470 up to 1279MB DVD Supermulti Double layer Writer Bluetooth / Wireless / Gigabit LAN Card Reader/ Web Camera/6-Cell Lithium Ion Microsoft Windows Vista Home Premium 1 year international warranty/2.30kg  
**RM 2,949** Vista Premium  
**RM 3,699** Vista Premium  
 13.3" / 4GB DDR2 / 512MB ATI HD4570



# Memperkenalkan Prabayar Celcom Broadband



Nikmati akses segera Internet di hujung jari anda dengan pek Prabayar Celcom Broadband. Dengan hanya RM25, ia didatangkan dengan RM20 pra-isi kredit. Tiada pendaftaran, pengaktifan segera dan tanpa komitmen bulanan! Jadilah yang pertama memilikinya!

## Daily Unlimited

RM6 untuk 24 jam penggunaan akses Internet pada kelajuan 384 Kbps

## Weekly Unlimited

RM20 untuk 7 hari penggunaan akses Internet pada kelajuan 384 Kbps

celcom  
BROADBAND

Celcom, *Broadband Mudah Alih* No.1 di Malaysia. Sertai Kami.

**Memang Pantas** • **Memang Luas** • **Memang Canggih**



# **BORANG PERMOHONAN SIJIL HALAL**

**UNTUK**

**PREMIS MAKANAN**

**Majlis Islam Sarawak  
Bangunan Mahkamah Syariah  
Anjung Kiri, Jalan Satok  
93400 Kuching, Sarawak**

**Tel : 082 244525 / 082-233914  
Faks : 082-258145**





**BORANG PERMOHONAN SIJIL HALAL MAJLIS ISLAM SARAWAK**  
 APPLICATION FORM FOR SARAWAK ISLAMIC COUNCIL HALAL CERTIFICATE  
**PREMIS MAKANAN**  
 EATING OUTLET

<b>NO. RUJUKAN</b> REFERENCE NUM.	
<b>NO. PENDAFTARAN</b> REGISTRATION NUM.	
<b>NO. BILANGAN</b> COUNTER	

(nota: \* adalah ruang yang mesti diisi)  
 (note: \* is a compulsory field)

**1. BUTIR-BUTIR PEMOHON**  
 PARTICULARS OF APPLICANT

<b>Nama dan Alamat Premis*</b> Name and Address of Premise		<b>No. Lesen Perniagaan*</b> License's Company No. <input type="text"/> <b>Bilangan Francais</b> No. of franchises <input type="text"/>	<b>Jenis Permohonan*</b> Type of Application <input type="checkbox"/> Baru New <input type="checkbox"/> Permohonan Semula Resubmission <input type="checkbox"/> Pembaharuan Renewal
<b>No. Tel.*</b> Tel. No. <b>No. Faks.</b> Fax. No.	<input type="text"/> <input type="text"/>		
<b>Nama dan Alamat Pemohon Syarikat*</b> Name and Address of Applicant Company		<b>Jumlah Tempat Duduk</b> Seating Capacity <input type="text"/>	
<b>No. Tel.*</b> Tel. No. <b>No. Faks.</b> Fax. No.	<input type="text"/> <input type="text"/>		<b>Jenis Industri*</b> Type of Industry <input type="checkbox"/> Industri Kecil <input type="checkbox"/> Industri Kecil Sederhana <input type="checkbox"/> Multinasional

<b>Alamat Gudang/Biliksejuk/Pusat Pengedaran (jika ada)*</b> <i>Warehouse/Coldroom/Distribution Centre Address (if any)</i>		
<b>No. Tel.*</b> <i>Tel. No.</i> <b>No. Faks.</b> <i>Fax. No.</i>	<input type="text"/> <input type="text"/>	
	<b>Waktu Operasi</b> <i>Operating Hours</i>	<input type="text"/>
	<b>Bil. Syif</b> <i>No. of Shifts</i>	<input type="text"/>
	<b>Pegawai yang boleh dihubungi</b> <i>Contact Person</i>	
	<b>Nama</b> <i>Name</i>	<b>Jawatan</b> <i>Designation</i>
<b>Kategori Premis</b> <i>Category of Premise</i>		
<input type="checkbox"/> <b>Restoran</b> <i>(Restaurant)</i> <input type="checkbox"/> <b>Medan Selera</b> <i>(Food Court)</i> <input type="checkbox"/> <b>Dapur Komersil</b> <i>(Commercial Kitchen)</i> <input type="checkbox"/> <b>Kafeteria</b> <i>(Cafeteria)</i> <input type="checkbox"/> <b>Kedai Kek dan Pastrri</b> <i>(Cake and Pastry Shop)</i> <input type="checkbox"/> <b>Restoran Makanan Segera</b> <i>(Fast Food Restaurant)</i> <input type="checkbox"/> <b>Kantin</b> <i>(Canteen)</i> <input type="checkbox"/> <b>Restoran Hotel/Kelab</b> <i>(Club/Hotel Restaurant)</i> <input type="checkbox"/> <b>Lain-lain (Nyatakan)</b> <i>(Others (Please Specify))</i> <input type="text"/>		

## 2. BUTIR-BUTIR PEGAWAI/KAKITANGAN YANG DITUGASKAN UNTUK HAL-EHWAL HALAL

PARTICULARS OF PERSONNEL ASSIGNED FOR HALAL MATTERS

Nama <i>Name</i>	No. KP/No. Passport <i>IC No/Passport No.</i>	Jawatan/Bahagian <i>Designation/Section</i>	Waktu Bertugas <i>Working Hours</i>

## 3. BILANGAN PEKERJA

NO. OF EMPLOYEES

	Pengurusan* <i>Management</i>	Pengendali Makanan* <i>Food Handlers</i>	Tukang Masak* <i>Chef</i>
Islam <i>Muslim</i>	Orang <i>Person(s)</i>	Orang <i>Person(s)</i>	Orang <i>Person(s)</i>
Bukan Islam <i>Non-Muslim</i>	Orang <i>Person(s)</i>	Orang <i>Person(s)</i>	Orang <i>Person(s)</i>

## Maklumat Francais

Information of Franchise

(SILA SERTAKAN LAMPIRAN SEKIRANYA RUANG TIDAK MENCUKUPI)

Alamat Francais* <i>Address of Franchise</i>	
No. Tel.* <i>Tel. No.</i>	<input type="text"/>
No. Faks. <i>Fax. No.</i>	<input type="text"/>
Alamat Francais* <i>Address of Franchise</i>	
No. Tel.* <i>Tel. No.</i>	<input type="text"/>
No. Faks. <i>Fax. No.</i>	<input type="text"/>
Alamat Francais* <i>Address of Franchise</i>	
No. Tel.* <i>Tel. No.</i>	<input type="text"/>
No. Faks. <i>Fax. No.</i>	<input type="text"/>

**4. ADAKAH PREMIS ANDA MENGENDALI/MEMPROSES/MENYIMPAN BAHAN-BAHAN YANG DINYATAKAN DI BAWAH**

ARE YOU HANDLING/PROCESSING/STORING ANY MATERIAL LISTED BELOW

Daging Babi/Produk Babi* <i>Pork/Pork Products</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
Minuman Keras* <i>Alcoholic Beverages</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
Bahan Kimia* <i>Chemicals</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
Lain-lain (Nyatakan) <i>Others (Please Specify)</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No

**5. PROSEDUR KAWALAN HALAL**

HALAL CONTROL PROCEDURES

Adakah pengasingan produk halal dan tidak halal dilakukan di tempat-tempat berikut:

Do you separate halal and non-halal product at the following areas:

<b>i- Kawasan Dapur</b> <i>Kitchen Areas</i>		
<input type="checkbox"/>	Stor Penyimpanan <i>Storage Area</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
<input type="checkbox"/>	Peralatan <i>Equipment</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
<input type="checkbox"/>	Dapur <i>Kitchen</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
<input type="checkbox"/>	Pinggan mangkuk <i>Dishes</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
<input type="checkbox"/>	Pembasuh Pinggan Mangkuk <i>Dish Washer</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
<input type="checkbox"/>	Penyimpanan Pinggan Mangkuk <i>Storage of Dishes</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
<input type="checkbox"/>	Lain-lain (Nyatakan) <i>Others (Please Specify)</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No

<b>ii- Pengendali</b> <i>Handlers</i>	
Tukang Masak <i>Cook</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
Pengendali Makanan <i>Food Handlers</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
<b>iii- Penghidangan</b> <i>Serving Procedures</i>	
Meja Hidangan Berselerak <i>Buffet Table</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No
Meja Makan <i>Dining Table</i>	<input type="checkbox"/> Ya Yes <input type="checkbox"/> Tidak No

**7. PROSEDUR JAMINAN DAN PENGAWALAN KUALITI (JIKA ADA)**  
*QUALITY ASSURANCE AND CONTROL PROCEDURES (IF ANY)*

Tandakan amalan/program kebersihan dan kawalan kualiti yang dijalankan di premis  
*Mark the hygiene and quality programs/procedures adopted in the premise.*

<input type="checkbox"/> HACCP <input type="checkbox"/> MS ISO <input type="checkbox"/> GMP <input type="checkbox"/> GHP <input type="checkbox"/> TQM <input type="checkbox"/> Pencucian Biasa <i>Ordinary Cleaning</i> <input type="checkbox"/> Lain-lain (Nyatakan) <i>Others (Please Specify)</i> <input type="checkbox"/> Amalan Kebersihan dan Sanitasi Berjadual (terangkan) <i>Scheduled Hygiene and Sanitation Program (Please Specify)</i>	
<input type="text"/>	
Lain-lain sila nyatakan disini: <i>Others please specify here:</i>	
<input type="text"/>	

**8. PENGAKUAN PEMOHON**

*DECLARATION OF APPLICANT*

Saya mengaku bahawa segala butir dan maklumat yang dinyatakan di dalam borang ini dan di dalam dokumen yang dilampirkan adalah benar pada pengetahuan saya

*I declare that all particulars stated here in together with the necessary documents attached are true to the best of my knowledge.*

<p>_____ <b>Tandatangan Pengurus/Pemilik Premis</b> <i>Signature Of Manager/Owner</i></p> <p>_____</p> <p><b>Nama</b> Name</p> <p>_____</p> <p><b>Alamat e-mel</b></p>	<p>_____</p> <p><b>Tarikh Permohonan</b> <i>Date of application</i></p>  <p><b>Cop Syarikat</b> <i>Company Stamp</i></p>
--	--



**PENGISYTIHARAN MENU / MENU DECLARATION**

**SENARAIKAN MENU YANG DIHIDANGKAN BESERTA RAMUANNYA**  
*LIST THE MENU SERVED AND ALL MATERIALS AND INGREDIENTS USED\**

Nama Menu <i>Menu Name*</i>				
Ingredient <i>Material Ingredient*</i>	Sumber Ingredient* <i>Source of Ingredient</i>	Nama & Alamat Pengeluar <i>Name &amp; Address of Manufacturer</i>	Nama & Alamat Pembekal <i>Name &amp; Address of Supplier</i>	Status Halal* <i>Halal Status</i>
	<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain			<input type="checkbox"/> Ada Sijil <input type="checkbox"/> Tiada Sijil <input type="checkbox"/> Pengeluar Sijil (Sila Nyatakan)
	<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain			<input type="checkbox"/> Ada Sijil <input type="checkbox"/> Tiada Sijil <input type="checkbox"/> Pengeluar Sijil (Sila Nyatakan)
	<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain			<input type="checkbox"/> Ada Sijil <input type="checkbox"/> Tiada Sijil <input type="checkbox"/> Pengeluar Sijil (Sila Nyatakan)
	<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain			<input type="checkbox"/> Ada Sijil <input type="checkbox"/> Tiada Sijil <input type="checkbox"/> Pengeluar Sijil (Sila Nyatakan)
	<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain			<input type="checkbox"/> Ada Sijil <input type="checkbox"/> Tiada Sijil <input type="checkbox"/> Pengeluar Sijil (Sila Nyatakan)
	<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain			<input type="checkbox"/> Ada Sijil <input type="checkbox"/> Tiada Sijil <input type="checkbox"/> Pengeluar Sijil (Sila Nyatakan)
	<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain			<input type="checkbox"/> Ada Sijil <input type="checkbox"/> Tiada Sijil <input type="checkbox"/> Pengeluar Sijil (Sila Nyatakan)
	<input type="checkbox"/> Tumbuhan <input type="checkbox"/> Haiwan <input type="checkbox"/> Kimia <input type="checkbox"/> Semulajadi <input type="checkbox"/> Lain-lain			<input type="checkbox"/> Ada Sijil <input type="checkbox"/> Tiada Sijil <input type="checkbox"/> Pengeluar Sijil (Sila Nyatakan)

**NOTA PENTING :**

\*\* Pengisytiharan menu mesti ditaipkan dalam format Microsoft Word atau Excel

\*\* *Menu declaration must be type in Microsoft Word or Excel format*

**Borang Pendaftaran Ordinan Nama-Nama Perniagaan  
(The Business Names Ordinance Registration Form)**

R.18-Pend.1/86

<p><b>UNTUK KEGUNAAN PELAJANT</b> <b>SAHAJA</b></p> <p>Tarikh Diterima: .....</p> <p>No. Sijil: .....</p> <p>Peta Daerah: .....</p>	<p align="center">Nama Perniagaan (Berikan daripada nama, menggunakan huruf kecil dan tidak menggunakan titik, jeda, dan garis malar)</p> <p align="center">Nama Perniagaan (Berikan daripada setiap huruf)</p>	<p align="center">Ehsan per 23 Februari</p>																																				
<p>(1) Bilangan orang di (1-4) firma</p> <p>(2) Nama Perniagaan</p> <p>(3) Nama actual Perniagaan</p> <p>(4) Nama-nama lain jika ada</p> <p>(5) Ehsan perniagaan di setiap</p> <p>(6) Nama actual individu</p> <p>(7) Ehsan perniagaan</p> <p>(8) Puan leguan lain yang diketahui</p> <p align="center">*(Silahkan di isi jika ada)*</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> <tr> <td style="text-align: center;">(1)</td> <td style="text-align: center;">(2)</td> <td style="text-align: center;">(3)</td> <td style="text-align: center;">(4)</td> <td style="text-align: center;">(5)</td> <td style="text-align: center;">(6)</td> <td style="text-align: center;">(7)</td> <td style="text-align: center;">(8)</td> <td style="text-align: center;">(9)</td> </tr> </table>										(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> <tr> <td style="text-align: center;">(1)</td> <td style="text-align: center;">(2)</td> <td style="text-align: center;">(3)</td> <td style="text-align: center;">(4)</td> <td style="text-align: center;">(5)</td> <td style="text-align: center;">(6)</td> <td style="text-align: center;">(7)</td> <td style="text-align: center;">(8)</td> <td style="text-align: center;">(9)</td> </tr> </table>										(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)																														
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)																														
<p>(9) Tarikh pendaftaran perniagaan</p> <p>(10) Tarikh pendaftaran perniagaan</p> <p>(11) Tarikh pendaftaran perniagaan</p> <p align="center">*(Silahkan di isi jika ada)*</p>	<p>(6) Catatan terperinci yang akan digunakan dalam perniagaan ini</p>																																					
<p>(12) Jalinan Perniagaan</p> <p>(13) Tarikh pendaftaran perniagaan</p> <p>(14) Tarikh pendaftaran perniagaan</p>	<p>Syarat-syarat yang akan dikenakan di sini, seperti per 13/7/86 dan per 13/7/86 yang berkaitan dengan permohonan pendaftaran perniagaan dan per 13/7/86 yang berkaitan dengan permohonan pendaftaran perniagaan yang berkaitan dengan permohonan pendaftaran perniagaan.</p> <p align="right">             (1) ..... (2) ..... (3) .....              (4) ..... (5) ..... (6) .....              (7) ..... (8) ..... (9) .....              (10) ..... (11) ..... (12) .....              (13) ..... (14) .....           </p> <p align="center">Tandatangan</p> <p align="right">             Tanda: .....              Nama: .....              Nama: .....           </p>																																					

UNTUK KEGUNAAN PEJABAT SHAJA

<p>Pertanyaan : Apakah terdapat peraturan yang mengatur pelaksanaan tugas dan kewajiban pejabat sjaja?</p>	<p>PINDA ANGGARAN KE CVR</p> <p>Jawab : Sesuai dengan peraturan yang berlaku, pelaksanaan tugas dan kewajiban pejabat sjaja diatur dalam peraturan yang berlaku.</p>	<p>Terdapat peraturan yang mengatur pelaksanaan tugas dan kewajiban pejabat sjaja.</p>
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44/1998/BA. ...  
 ...  
 ...

\*Sesuai dengan peraturan yang berlaku, pelaksanaan tugas dan kewajiban pejabat sjaja diatur dalam peraturan yang berlaku.

## SENARAI SEMAKAN BORANG PERMOHONAN

SENARAI SEMAKAN BORANG PERMOHONAN  
PERAKUAN BOMBA ATAU PEMBAHARUAN PERAKUAN BOMBA

Semua maklumat berikut hendaklah lengkap

( /-, X- TIDAK)

## A. Permohonan Baru :

- |     |   |     |
|-----|---|-----|
| 1.  | Nama pemohon  | ( ) |
| 2.  | Alamat premis ditetapkan  | ( ) |
| 3.  | Nombor Kad Pengenalan   | ( ) |
| 4.  | Salinan pemunyaan terbaru premis  | ( ) |
| 5.  | Nombor pendaftaran  | ( ) |
| 6.  | Alamat Pos  | ( ) |
| 7.  | Pelan rekabentuk premis   | ( ) |
| 8.  | Pelan lokasi  | ( ) |
| 9.  | Nombor kelulusan premis oleh PBT  | ( ) |
| 10. | Tarikh kelulusan PBT  | ( ) |
| 11. | Kemudahan kelengkapan keselamatan kebakaran   | ( ) |
|     | a. Kemudahan keselamatan diri   | ( ) |
|     | b. Pencegahan kebakaran   | ( ) |
|     | c. Perlindungan kebakaran   | ( ) |
|     | d. Kemudahan menentang kebakaran  | ( ) |
| 12. | Peruntukan Khas   | ( ) |
| 13. | Organisasi Keselamatan kebakaran dinyatakan   | ( ) |
| 14. | Butir-butir tentang penyelenggaraan kemudahan-kemudahan bagi pemasangan keselamatan kebakaran | ( ) |
| 15. | Ditandatangani dan di cop   | ( ) |

## B. Permohonan Pembaharuan :

- |    |                                       |     |
|----|---------------------------------------|-----|
| 1. | Guna borang permohonan ( Borang III ) | ( ) |
| 2. | Nama Pemohon                          | ( ) |
| 3. | Alamat Penuh Premis ditetapkan        | ( ) |
| 4. | Ditandatangani dan dicop              | ( ) |

## SENARAI SEMAK PERMOHONAN PERAKUAN BOMBA

1	Borang I (Diisi lengkap)	
2	Gran (Hakmilik)	
3	Cukai Pintu/Cukai Tanah	
4	ROC Pendaftaran Syarikat (Form 9)	
5	Sokongan Menduduki JBPM (CF)	
6	Sokongan Menduduki Majlis Tempatan (CF)	
7	Surat Perjanjian CMS	
8	Laporan Service CMS	
9	Laporan Service Alat Kebomgaan	
10	Carta Pasukan Keselamatan Kebakaran(ERT)	
11	Pelan M & E (Disahkan JBPM)	
12	Pelan Akitek (rekabentuk) Disahkan JBPM	
13	Alamat Resmi (Form 24)	
14	Senarai Nama Share (From 49)	





15. Name of Husband/Wife (If Applicable)

[Grid for name entry]

I.C./Passport No.

[Grid for I.C./Passport No.]

16. Are you holder of any MBKS license

Yes

No.

If Yes, type of License

\_\_\_\_\_

License No.

[Grid for License No.]

Declaration:

I hereby declare that the information given in this form is correct and I undertake to notify the Council of the City of Kuching South of any changes in the circumstances.

I understand that it is an offence under the Penal Code (F.M.S. Cap 45) to give false information on this form and that I shall be liable on conviction by a Court to a fine of RM2,000.00 or imprisonment for 6 months or both, and that the Council may revoke any license issued in connection with this application on account of any false information given by me.

Date:

[Date grid: d d m m y y y y]

Signature of Applicant  
(Company Stamping if Applicable)

Check list of document to be submitted – for siting approval

Check

- |     |   |            |     |
|-----|---|------------|-----|
| 1.  | Completed Application Form (FORM A)                                 | X 5 sets   | [ ] |
| 2.  | Tenancy Agreement/ Letter of Consent by proprietor                  | X 2 sets   | [ ] |
| 3.  | Photo copy of Occupation Permit                                     | X 3 copies | [ ] |
| 4.  | Photo copy of Land Title  | X 3 copies | [ ] |
| 5.  | Locality Plan of the proposed trade premises                        | X 5 sets   | [ ] |
| 6.  | Sketch Plan (Concept Proposed)                                      | X 3 copies | [ ] |
| 7.  | I.C. (both sides) – Applicant/Nominee ( by company)                 | X 1 copy   | [ ] |
| 8.  | Passport – size Photo   | X 1 copy   | [ ] |
| 9.  | Current Year Property's Assessment Payment Slip                     | X 1 copy   | [ ] |
| 10. | Form 49 (Company Registration – for Company)                        | X 1 copy   | [ ] |
| 11. | Letter of Nomination (for Company)                                  | X 1 copy   | [ ] |
| 12. | Working Permit for <b>Non Sarawakian</b> (Related to Food Business) | X 1 copy   | [ ] |

Please  on selected item

(II) AIR-CONDITIONED COFFEE SHOP, RESTAURANT OR SIMILAR ESTABLISHMENTS

Requirement on Building Plan:

1. Five-foot ways

To be finished with non-slip tiles, minimum size of tiles is 200mm<sup>2</sup> (8 in<sup>2</sup>).

2. Serving area

2.1 Walls

- Finished with impervious, durable material that facilitates cleaning and maintenance.
- Finishing does not permit retention of potential contaminants or contribute direct contamination.
- Recommended to finish with glazed ceramic tiles, water proof wall paper, smooth finished timber, proprietary finishes for food premises and minimum up to 1.5 meters high all round.

2.2 Floor

- Finished with impervious, durable material that facilitates cleaning and maintenance.
- Finishing does not permit retention of potential contaminants or contribute direct contamination.
- Floor including steps to toilets to be finished with non-slip tiles, minimum size of floor tiles are 200mm<sup>2</sup> (8 in<sup>2</sup>).
- Floors should be constructed to allow adequate drainage and cleaning.

2.3 Air ventilation

- To provide adequate number of extractor fan for airflow in the dining area.
- Position of air-conditioning unit with the minimum requirement of 176 BTU to 1m<sup>3</sup> to be shown on plan.

2.4 Ceiling

- Construction and surface of the ceiling do not permit shedding of particles and accumulation of deposits or condensation.

2.5 Wash hand basin

- Ceramic material and complete with liquid soap dispenser and hand-dryer.
- Glazed tile finish provided at backsplash.
- Easily accessible.

- 2.6 Size/Space
- The serving area should be at least 50% of the total floor area, the serving area including layout of tables and chairs should be clearly marked in the proper building plan.
- 2.7 The smoking area is separated with a partition from the area where smoking is prohibited and shall be provided with sufficient extractor fan and mechanical ventilation system as approved by the director of Health Services of the Ministry of Health or authorized officer.
- 2.8 The size of the smoking area shall not exceed 1/3 of the eating place and to designate signage for smoking and non-smoking zone on permanent partition wall.
- 2.9 To show on plan all the furniture including cashier counter.

### 3. Kitchen area

#### 3.1 Walls

- Wall shall be finished with glazes tiles up to ceiling height all round.
- Wall along the cooking range shall be finished with stainless steel to the height of the hood.
- To build a minimum 1.2 meters partition wall between the kitchen and the back lane.

#### 3.2 Floor

- Floor tiles must be non-slip tile (*Heavy duty floor tiles with steadfast grouting*) and minimum size of floor tiles are 200mm<sup>2</sup> (8 in<sup>2</sup>).
- Should slop towards strategically situated floor traps or drainage outlet.
- Provided with strategically located floor traps/gulley or spoon drains.

#### 3.3 Ceiling

- Ceiling of smooth surface (*washable painted plaster*).
- Material facilitates general cleaning.

#### 3.4 Cooking Range

- Constructed of durable, impervious material capable of withstanding vigorous washing and disinfections. (stainless steel)
- Design with graded/drainage to a grease interceptor prior to final discharge.
- Wall behind cooking range to be finished with stainless steel sheeting where heavy cooking is involved.
- Hood over cooking range complete with oil filtering mechanism for heavy cooking kitchen.

- Hood (with oil filter and adequate extractor) and flue to be provided over cooking area and flue to be extended 1 meters above conventional roof or 2 meters above r.c. flat roof.
- Immediate accessibility to potable water supply.

### 3.5 Washing facilities

- Provide adequate and segregated number of washing facilities for equipment, raw food and for washing hands.
- Sinks provided shall be sufficient in size and depth. (*Stainless steel double bowl sunken sink is recommended*).

### 3.6 Preparation table

- Work table and shelf top to be faced with stainless steel top.
- Segregated tables for cooked and raw food.

### 3.7 Drink preparation area

- Finished with stainless steel top.

### 3.8 To provide food lift where kitchen is sited on different floor from service area. Inside of food lift to be lined with stainless steel. Details to be shown on plan.

### 3.9 Main door to the kitchen to be provided with self-closing device.

### 3.10 Foods in restaurant to be prepared insitu or must be supplied by licensed food processing establishment.

### 3.11 Kitchen area should be minimum 20% of the total floor area.

## 4. Toilet

4.1 A minimum of one toilet for either sex is required. Centralized toilets and auto-flushing system are recommended.

4.2 Derived number of toilets for large establishments (Refer table below for minimum provision of w.c. or urinal)

Number of Customers	25 person or below	50 person or below	100 person or below	Every addition 50 person
Male	1 w.c. and 1.2 metres wide wall urinal (or 2 bowl type)	2 w.c. and 2.4 metres wide wall urinal (or 4 bowl type)	3 w.c. and 3.6 metres wide wall urinal (or 6 bowl type)	1 w.c. and 1.2 metres wide wall urinal (or 2 bowl type)
Female	1 w.c. for every 20 person or below			

Based on standard floor space requirement: 9.3 m<sup>2</sup>/table of 10

- 4.3 To provide stainless steel hand-rail (40mm in diameter) at staircase to the toilet.
- 4.4 Provide adequate wash hand basins complete with liquid soap dispenser and hand-dryer.
- 4.5 Wall tiles to ceiling height.
- 4.6 Non-slip floor tiles finish graded to floor traps.
- 4.7 Ceramic toilet bowls.
- 4.8 Ceramic dual pushes flush cisterns.
- 4.9 All toilets shall be equipped with stainless steel hand-rail (40 mm in diameters) to be fixed at appropriate position of the wall.
- 4.10 Hook for hanging of clothes.
- 4.11 To provide toilet paper roller or facilities for washing purpose.
- 4.12 Litter bin for proper storage of sanitary napkins (*female toilet*).
- 4.13 Access to the toilets shall not go through the food preparation area and main door to the toilet area should be fitted with self-closing device.
- 4.14 To provide adequate number of extractor fan for airflow in the toilet.
- 4.15 Toilet door with indicator lock.
- 4.16 Handicapped toilet to be included in the building plan where necessary.
- 4.17 All existing manholes serving the septic tanks shall not be obstructed or be permanently sealed off by the renovation works.

## 5. Storage

- 5.1 To provide separate store for raw food/foodstuff and cleaning equipments, chemicals with separate entrances.
- 5.2 Store for raw food/foodstuff shall be finished with 1.5 meters wall tiles and floor tiles throughout and to be rodent and vermin proof and with palletted platform.

## 6. Drainage and waste disposal

- 6.1 All sinks to be provided with food waste strainer or grease trap. Details to be shown on plan.
- 6.2 To provide adequate size grease-trap with food waste strainer for kitchen. Adequate size centralized grease-trap is to be provided for restaurant. Details to be shown on plan.
- 6.3 Adequate mobile garbage bin should be provided and indicated on plan.

6.4 Condensation wastewater from refrigerator or freezer shall be properly drained.

6.5 To show on plan the waste water piping, size of pipe and the direction of flow.

7. Pest control

7.1 Pest control measures to be provided at food preparation area where required.



(I) NON AIR-CONDITIONED COFFEE SHOP OR SIMILAR ESTABLISHMENTS

Requirement On Building Plan:

1. Five-foot ways

To be finished with non-slip tiles, minimum size of tiles is 200mm<sup>2</sup> (8 in<sup>2</sup>).

2. Serving area

2.1 Walls

- To be faced with glazed ceramic tiles up to 1.5 meters high minimum at serving area all round (Walls and partitions erected shall have a minimum height of 1.5 meters).

2.2 Floor

- Floor including steps to toilets to be finished with non-slip tiles, minimum size of tiles are 200mm<sup>2</sup> (8 in<sup>2</sup>).
- Floors should be constructed to allow adequate drainage and cleaning.

2.3 Windows

- Should be easy to clean, be constructed to minimize the build up of dirt and where necessary.

2.4 Ceiling

- Construction and surface of the ceiling do not permit shedding of particles and accumulation of deposits or condensation.

2.5 Wash hand basin

- Ceramic material and complete with liquid soap dispenser and hand-dryer.
- Glazed tile finish provided at backsplash.
- Adequate and easily accessible.

2.6 Size/Space

- The serving area should be at least 50% of the total floor area, the serving area including layout of tables and chairs should be clearly marked in the sketch plan.

2.7 To show on plan all the furniture including cashier counter.

3. Kitchen area

3.1 Walls

- Wall shall be finished with glazes tiles up to ceiling height all round.
- Wall along the cooking range shall be finished with stainless steel to the height of the hood.

- To build a minimum 1.2 meters partition wall between the kitchen and the back lane.
- 3.2 Floor
- Minimum size of tile is 200mm<sup>2</sup> (8 in<sup>2</sup>) and must be non-slip tile (*Heavy duty floor tiles with steadfast grouting*).
  - Finish with durable, impervious material capable of withstanding rigorous washing and disinfections.
  - Graded to allow good drainage.
  - Provided with strategically located floor traps/gulley or spoon drains.
- 3.3 Ceiling
- Ceiling of smooth surface (*washable painted plaster*).
  - Material facilitates general cleaning.
- 3.4 Cooking Range
- Constructed of durable, impervious material capable of withstanding vigorous washing and disinfections.(stainless steel)
  - Design with graded/drainage to a grease interceptor prior to final discharge.
  - Wall behind cooking range to be finished with stainless steel sheeting where heavy cooking is involved.
  - Hood over cooking range complete with oil filtering mechanism for heavy cooking kitchen.
  - Hood (with oil filter and adequate extractor) and flue to be provided over cooking area and flue to be extended 1 meters above conventional roof or 2 meters above r.c. flat roof.
  - Immediate accessibility to potable water supply.
- 3.5 Washing facilities
- Each food stall shall have an independent washing sink with sufficient size and depth.
  - Separated washing facility for raw food and cooking utensils/equipment for kitchen.
- 3.6 Preparation table
- Faced with stainless steel top.
  - Segregated tables for cooked and raw food.
- 3.7 Foodstalls
- All foodstalls proposed in the premises shall be of stainless steel finish with fly-proof display shelf on top of foodstalls.
  - The size of foodstall shall not be less than 0.6 m<sup>2</sup> and not more than 3.34 m<sup>2</sup> and should be shown in the building plan proposal.
- 3.8 Drink preparation area
- Finished with stainless steel top.

#### 4. Toilet

4.1 A minimum of one toilet for either sex is required.

4.2 Derived number of toilets for large establishments (Refer table below for minimum provision of w.c. or urinal)

Number of Customers	25 person or below	50 person or below	100 person or below	Every addition 50 person
Male	1 w.c. and 1.2 metres wide wall urinal (or 2 bowl type)	2 w.c. and 2.4 metres wide wall urinal (or 4 bowl type)	3 w.c. and 3.6 metres wide wall urinal (or 6 bowl type)	1 w.c. and 1.2 metres wide wall urinal (or 2 bowl type)
Female	1 w.c. for every 20 person or below			

Based on standard floor space requirement: 9.3 m<sup>2</sup>/table of 10

- 4.3 To provide stainless steel hand-rail (40mm in diameter) at staircase to the toilet.
- 4.4 Provide adequate wash hand basins complete with liquid soap dispenser and hand-dryer.
- 4.5 Wall tiles to ceiling height.
- 4.6 Non-slip floor tiles finish graded to floor traps.
- 4.7 Ceramic toilet bowls.
- 4.8 Ceramic dual pushes flush cisterns.
- 4.9 All toilets shall be equipped with stainless steel hand-rail (40mm in diameter) to be fixed at appropriate position of the wall.
- 4.10 Hook for hanging of clothes.
- 4.11 To provide toilet paper roller or facilities for washing purpose.
- 4.12 Litter bin for proper storage of sanitary napkins (*female toilet*).
- 4.13 Access to the toilets shall not go through the food preparation area and main door to the toilet area should be fitted with self-closing device.
- 4.14 To provide adequate number of extractor fan for airflow in the toilet.
- 4.15 Toilet door with indicator lock.
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- 4.17 All existing manholes serving the septic tanks shall not be obstructed or be permanently sealed off by the renovation works.

5. Storage

- 5.1 To provide separate store for raw food/foodstuff and cleaning equipments, chemicals with separate entrances.
- 5.2 Store for raw food/foodstuff shall be finished with 1.5 meters wall tiles and floor tiles throughout and to be rodent and vermin proof and with palletted platform.

6. Drainage and waste disposal

- 6.1 All sinks to be provided with food waste strainer or grease trap. Details to be shown on plan.
- 6.2 To provide adequate size grease-trap with food waste strainer for kitchen. Details to be shown on plan.
- 6.3 Adequate mobile garbage bin should be provided and indicated on plan.
- 6.4 Condensation wastewater from refrigerator or freezer shall be properly drained.
- 6.5 To show on plan the waste water piping, size of pipe and the direction of flow.

7. Pest control

- 7.1 Pest control measures to be provided at food preparation area where required.

**BORANG 2**

(Seksyen 5,6 dan 23)

**KERAJAAN NEGERI SARAWAK  
ORDINAN PERNIAGAAN, PROFESION DAN PERLESENAN PERDAGANGAN  
(THE BUSINESS, PROFESSIONS AND TRADES LICENSUNG ORDINANCE)**

**PERMOHONAN UNTUK LESEN PERDAGANGAN**

- 1. (a) Nama pemohon.....
- (b) Nama bagi lesen dikeluarkan, jika tidak menggunakan pemohon .....

2. Nama Perniagaan .....

3. Jenis Perniagaan .....

4. Tempat Perniagaan Dijalankan .....

5. Alamat Urusan Pemakluman Jika Berlainan dengan (4) Di atas .....

6. Jika perniagaan Telah Dimulakan Selepas 1 Januari Pada Tahun Permohonan Ini Dibuat, nyatakan tarikh Permulaan Perniagaan .....

Saya memohon Lesen Perdagangan untuk Perniagaan seperti yang dinyatakan di atas dan DENGAN INI SAYA MENGAKU BAHAWA saya bercadang untuk membuat pembayaran setahun setengah tahun sekali

Tarikh.....  
Tandatangan Pemohon

**DENDA BAGI PENGAKUAN PALSU**

Di bawah seksyen 18 sesiapa yang membuat kenyataan yang palsu mengenai apa-apa maklumat atau dengan cara meninggalkan sebarang maklumat manakala dia mengetahui atau ada sebab untuk mempercayai kenyataan itu palsu, dia akan dianggap melakukan kesalahan dan didenda sebanyak seribu ringgit dan dipenjarakan selama 6 bulan.

NOTA : Permohonan yang berasingan diperlukan bagi tiap-tiap jenis perniagaan

**Untuk Kegunaan Pejabat Sahaja**

No. Permohonan	No. Pendaftaran Nama Perniagaan	Jenis	Bayaran Tahunan	Kuantiti Lesen Dikeluarkan

\* Potong yang tidak berkenaan

## RINGKASAN JADUAL PERTAMA

### BAHAGIAN II

1. (1) Lesen untuk menjalankan perniagaan sebagai pengimport atau pengeksport – bayaran RM 25.00.  
(2) Pemegang lesen pengimport atau pengeksport, yang mana berkenaan, boleh menjalankan perniagaan sebagai pengimport, pengeksport dan perdagangan am.
2. (1) Lesen untuk menjalankan perniagaan sebagai pengilang papan-bayaran RM25.00.  
(2) Satu lesen membolehkan pemilik mengusahakan semua kilang-kilang papan yang ia miliki dan usahakan yang mana telah dinyatakan di dalam lesen tersebut.
3. (1) Lesen untuk menjalankan perniagaan sebagai pengusaha sebuah panggung wayang atau teater sama ada panggung wayang atau teater tersebut di milik dan diusahakan oleh pemilik yang sama atau tidak.

### BAHAGIAN III

4. (1) Lesen untuk menjalankan perniagaan perkapalan untuk tujuan pengangkutan penumpang atau kargo di perairan laut dan sungai-sungai di Sarawak sahaja atau di antara man-mana tempat diBahagian Kelima dengan Sabah dan Brunei –bayaran RM25.00:-untuk sebuah kapal  
(2) Perenggan kecil (i) di atas tidak meliputi perniagaan di mana hanya vesel-vesel yang menggunakan enjin-enjin sangkut digunakan untuk menjalankan perniagaan.
5. Lesen untuk menjalankan perniagaan pengangkutan penumpang atau kargo dengan kenderaan bermoto untuk sewa atau upah-bayaran RM25.00.
6. Lesen untuk menjalankan perniagaan mengajar memandu kenderaan bermoto selain daripada motosikal-bayaran RM25.00.
7. Lesen untuk menjalankan perniagaan berdagang dengan menggunakan bot-bayaran RM25.00.
8. Lesen untuk menjalankan perniagaan sebagai kotraktor-bayaran RM25.00.
9. (1) Lesen untuk menjalankan perniagaan sebagai pengusaha hotel atau rumah tumpangan-RM25.00.  
(2) Lesen yang berasingan adalah diperlukan bagi tiap-tiap sebuah hotel atau rumah tumpangan sama ada hotel atau rumah tumpangan itu dimiliki dan diuruskan oleh pemilik yang sama atau tidak.
10. Lesen untuk menjalankan perniagaan sebagai pencetak- bayaran RM25.00.
11. Lesen untuk menjalankan perniagaan sebagai tukang gunting rambut atau pendandan rambut- bayaran RM25.00:- bagi tiap-tiap satu tempat perniagaan.
12. Lesen untuk menjalankan perniagaan ketukangan- bayaran RM25.00.
13. (Kilang padi-dipotong oleh S60/62).
14. (1) Lesen untuk menjalankan perniagaan sebagai perdagang am atau lain-lain perniagaan tidak disebut dimana-mana di dalam jadual ini, selain daripada satu-satu profesion-bayaran RM25.00.  
(2) Lesen berasingan adalah diperlukan bagi tiap-tiap satu tempat perniagaan tetapi lesen ini meliputi apa-apa sahaja jenis perniagaan yang lain kecuali yang telah disebut di dalam jadual.
15. Lesen untuk menjalankan satu-satu profesion-bayaran bagi tiap-tiap satu pejabat atau bilik perbincangan.  
Lesen Salinan (Seksyen 22) .....RM2.00.  
Pindah milik lesen (Seksyen 20) .....RM2.00.





BANCI PERTUBUHAN-PERTUBUHAN BERNIAGA YANG BERLESEN  
CENSUS OF LICENSED TRADING ESTABLISHMENTS

1. BUTIR-BUTIR LESEN (PARTICULARS OF LICENCE)

1. Tahun bagi Lesen yang dipohon  
Year for which Licence is applied \_\_\_\_\_

2. (i) Nombor Pendaftaran Perniagaan  
Business Registration No. \_\_\_\_\_ (ii) Lesen Baru  
New Licence  (iii) Pembaharuan  
Renewal

3. Nama Perniagaan / Syarikat (Name Of Business / Company) \_\_\_\_\_

4. Alamat tempat berniaga (Rumah/Nombor Kedai, Jalan, Kampung/Bandar, Daerah dll.)  
Business Address (House/Shop No., Road, Village/Town, District, etc.) \_\_\_\_\_

5. Alamat Pos Perniagaan (Postal Address) \_\_\_\_\_

6. Nombor Telefon (Telephone No.) \_\_\_\_\_

2. BUTIR-BUTIR PERNIAGAAN (BUSINESS PARTICULARS)

(a) Bidang/Sektor perniagaan tuan (sila tandakan (✓) pada kotak yang berkaitan di bawah)  
Field/Sector of your business (please tick (✓) in the appropriate boxes below)

<input type="checkbox"/> Pertanian (Agriculture)	<input type="checkbox"/> Pengangkutan (Transportation)
<input type="checkbox"/> Pertambangan (Mining)	<input type="checkbox"/> Pos/Telekomunikasi (Post/Telecommunication)
<input type="checkbox"/> Penggalian Batu (Quarrying)	<input type="checkbox"/> Komputer & Aktivi Berkaitan (Computer & Related Activities)
<input type="checkbox"/> Pembinaan (Construction)	<input type="checkbox"/> Pembuatan (Manufacturing)
<input type="checkbox"/> Perniagaan Borong (Wholesale)	<input type="checkbox"/> Pendidikan (Educator)
<input type="checkbox"/> Perniagaan Runcit (Retail)	<input type="checkbox"/> Perkhidmatan Profesional (Professional Services)
<input type="checkbox"/> Restoran (Restaurant)	<input type="checkbox"/> Perkhidmatan Kesihatan (Health Services)
<input type="checkbox"/> Hotel (Hotel)	<input type="checkbox"/> Lain-lain (sila nyatakan)

Others (please specify) \_\_\_\_\_

(b) Sila terangkan dengan jelas aktiviti perniagaan utama anda  
Please describe your main business activity  
\_\_\_\_\_

Saya mengaku kenyataan di atas adalah benar mengikut pengetahuan dan pendapat saya.  
I declare the above statement is true to the best of my knowledge and belief.

Nama : \_\_\_\_\_ Tandatangan : \_\_\_\_\_  
Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Jawatan : \_\_\_\_\_  
Designation : \_\_\_\_\_

Tarikh : \_\_\_\_\_ Cop Perniagaan : \_\_\_\_\_  
Date : \_\_\_\_\_ Business Chop \_\_\_\_\_

Jika anda menghadapi kesulitan dalam pengisian borang ini, sila hubungi Jabatan Perangkaan Malaysia yang terdekat seperti di bawah : -  
Should you encounter any difficulties in filing this form, please contact the nearest Statistics Department as follows :-

- |                          |                          |
|--------------------------|--------------------------|
| (i) Kuching 082-231780   | (v) Miri 085-442388      |
| (ii) Sri Aman 083-322301 | (vi) Limbang 085-213343  |
| (iii) Sibul 084-333690   | (vii) Bintulu 086-331918 |
| (iv) Sarikei 084-651019  |                          |



**PERKESO**

**PERTUBUHAN KESELAMATAN SOSIAL**

**PEKELILING MAJIKAN NO. 2 TAHUN 2003**

**AKTA KESELAMATAN SOSIAL PEKERJA 1969**

**1. TUJUAN**

- 1.1 Pekeliling ini bertujuan memaklumkan kepada majikan bahawa PERKESO telah membuat beberapa pindaan kepada Jadual Caruman Bulanan ( Borang 8A ) dan Jadual Caruman Terkurang Bayar ( Borang 8B ). Pindaan ini dibuat berikutan perubahan dalam sistem komputer PERKESO.

**2. LATARBELAKANG**

- 2.1 PERKESO menetapkan majikan mengisi Borang 8A ketika membayar caruman bulanan. Borang 8B digunakan untuk tujuan pembayaran caruman terkurang bayar. Kedua-dua jenis borang yang mengandungi butir-butir caruman pekerja diproses melalui sistem komputer dan rekod caruman pekerja dikemaskini.

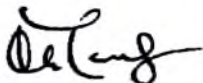
### 3. PELAKSANAAN

3.1 Borang 8A dan 8B baru hendaklah digunakan mulai Januari 2004. Majikan diminta meneliti **CATATAN** yang terdapat dalam Borang 8A dan Borang 8B yang disertakan. Bagi majikan yang menggunakan Borang 8A atau Borang 8B cetakan sendiri adalah diminta menggunakan format baru borang tersebut. Bagi majikan yang menggunakan cakera liut ( disket ) atau sistem EDI masih boleh terus menggunakan format yang sedia ada.

### 4. KEMUSYKILAN

4.1 Jika majikan memerlukan apa-apa penjelasan berhubung dengan pekeliling ini, sila berhubung dengan mana-mana Pejabat Pertubuhan Keselamatan Sosial yang berhampiran.

**"BERKHIDMAT UNTUK NEGARA"**



**( DATUK NG TECK )**

Ketua Eksekutif

**Pertubuhan Keselamatan Sosial**

Tarikh : 23 Oktober 2003

**"SIKAP TERBUKA LAYANAN MESRA"**



BORANG

# PERTUBUHAN KESELAMATAN SOSIAL JADUAL CARUMAN TERKURANG BAYAR

## 8B

UNTUK CARUMAN TERKURANG BAYAR BULAN

□ □ 2 0 0 □  
b b t



**PERKESO**

No. Kod Majikan

Nama dan Alamat Majikan

**Jumlah caruman yang terkurang dibayar untuk bulan di atas hendaklah dibayar kepada Pertubuhan Keselamatan Sosial melalui bank yang dilantik**

<input type="checkbox"/> Bayaran Tansal.	Arauan	Hilangan Pekerja	Lemburan
<input type="checkbox"/> Bayaran cek. No. cek.....	RM		
□ □ □ □ □ □ □ □ □ □ Cap Bank		<b>CATATAN</b> 1) NO. PENDAFTARAN KESELAMATAN SOSIAL ADALAH NOMBOR KAD PENGENALAN PENDAFTARAN NEGARA. 2) Tandakan X di ruangan (2) jika pekerja telah berhenti kerja dan masukkan tarikh berhenti kerja di ruangan (3). 3) Isikan tarikh mula kerja untuk pekerja yang tidak seronoreri sahaja di ruangan (3). Pendaftaran gharja sedemikian hendaklah juga dibuat dalam borang 2. 4) Jika tiada caruman sebab cuti tanpa gaji masukkan angka 00.00 di ruangan (6). 5) Jika ada butiran-butir yang didapati tidak betul, jangan buat pindaan di borang ini, sila beritahu PERKESO secara bertulis. 6) Sila pastikan tulisan/angka/cap tidak menyentuh mana-mana garisan/kotak/barcode yang disediakan. 7) Formai untuk tgh. muda/tgh. berhenti kerja adalah hbbbtu carneh 01072000.	

NO. KAD PENGENALAN PENDAFTARAN NEGARA <small>Libat Catatan (1)</small>	TKH. MULA/TKH. BERHENTI KERJA <small>hhbbmm (2)</small>	KEGUNAAN PERKESO <small>(3)</small>	NAMA PEKERJA (MENGKUT KAD PENGENALAN) <small>(4)</small>	CARUMAN (6)				
				RM	SEN	RM	SEN	
				□	□	-	□	□
				□	□	-	□	□
				□	□	-	□	□
				□	□	-	□	□
				□	□	-	□	□
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				□	□	-	□	□
				□	□	-	□	□
				□	□	-	□	□

Jumlah muka surat ini □ □ □ □ - □ □

\* JUMLAH BESAR RM □ □ □ □ □ □ - □ □

Tandatangan :  
Nama Peruh :

No. Tel & Cap Majikan :



**PERTUBUHAN KESELAMATAN SOSIAL**

Lot 436 Section 54  
 52, Travillion Commercial Centre, Padungan  
 TEL. 082 - 221666 FAKS: 082 - 421940  
 Perkeso Kuching Hotline : pkskuching@perkeso.gov.my  
 Website : www.perkeso.gov.my

AL PEKERJA 1971

**DAFTAR PERMOHONAN PENDAFTARAN MAJIKAN BARU**

- Borang Pendaftaran Majikan (Borang 1)  
 1 - Employer Registration Form  
 (Tandatangan Serta Cop Perusahaan dalam setiap salinan)
- Borang Pendaftaran Pekerja (Borang 2)  
 1 - Particulars of worker to be registered with SOCSO  
 (Salinan ini harus diserahkan bersama Borang 1 ke pejabat SOCSO)

**DOKUMEN-DOKUMEN TAMBAHAN YANG DIPERLUKAN SEKIRANYA:**

- Syarikat Sdn Bhd**
  - 1. 2 salinan Borang 9 (Akta Syarikat 1965)
  - 2. 2 salinan Borang 49 (Company Act 1965)
  - 3. 2 salinan Borang 13 (jika ada pertukaran nama syarikat yang asal)
  - 4. 2 salinan Borang 1 (The Business, Professions And Trading Licensing Ordinance) - Trade License
- Kepunyaan Tunggal/Perkongasian**
  - 1. 2 salinan Pengesahan Pendaftaran Nama Perniagaan (Extract of Registration of Business Names)
  - 2. 2 salinan Photostate copy of Certificate of corporation/ Business Registration;
  - 3. 2 salinan Borang 1 (The Business, Professions And Trading Licensing Ordinance) - Trade License
  - 4. 2 salinan Kad Pengenalan Pemilik/Rakan Kongsi

**Nota:** Untuk isteri atau suami pemilik tunggal dan rakan kongsi tidak layak mencarum di bawah Akta

- Pejabat Peguam**
  - 1. 2 salinan Certificate of Practice Majlis Peguam (Bar Council)

- Klinik**
  - 1. 2 salinan Borang 12 (Akta Perubatan 1971 - Kelulusan Malaysia Medical Association)

- Pejabat Audit**
  - 1. 2 salinan Akta Syarikat 1965 (Kelulusan Juruaudit)

- Pertubuhan/Persatuan**
  - 1. 2 salinan Borang 3 (Peraturan 5)
  - 2. 2 salinan Akta Pertubuhan 1966 (Peraturan-Peraturan Pertubuhan 1984)

WDT										
Hari      Bulan      Tahun										
RM										

Saya dengan ini mengaku bahawa pernyataan di atas adalah benar sepanjang pengetahuan dan kepercayaan saya.

Tandatangan (Pemunya / Pekongsi Urusan / Pengarah Urusan / Wakil yang diberi kuasa)      Nama : .....  
 Tarikh : .....

**Cop Rasmi Perusahaan**

\* Sila sertakan salinan Borang D dan A atau Borang 9 dan 49 atau Borang lain yang dikeluarkan oleh Suruhanjaya Syarikat Malaysia.

**Bagi Kegunaan PERKESO**

**Tarikh Liabiliti di Bawah Akta**

No. Kod Majikan

Kod Perusahaan

Tarikh Pendaftaran

Hari      Bulan      Tahun

Tandatangan Pegawai

Cop Tarikh Diterima

Nama : .....





**BORANG 1**  
**BORANG PENDAFTARAN MAJIKAN**  
**PERATURAN-PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971**  
**(Peraturan 10)**

1. Nama Perusahaan

2. Alamat Surat - menyurat

Bandar

Poskod 



 Peti surat 



 No.Beg. berkunci 



 WDT

3. (a) Nombor Telefon 







 (b) No. Faks

(c) Alamat e-mail: .....

4. (a) Nombor Pendaftaran Perniagaan / Syarikat / Pihak Berkuasa Tempatan / Lain-lain

(b) Tahun Pendaftaran Perusahaan 



 (c) Tarikh Perusahaan Dimulakan

Hari      Bulan      Tahun

(d) Jenis Ketuanpunyaan [tandakan (✓) dalam petak yang sesuai]

i. \*Ketuanpunyaan Tunggal 



      ii. \*Pekongsian

iii. \*Syarikat Persendirian 



      iv. \*Syarikat Awam

v. Lain-lain 



 (nyatakan) .....

(sertakan salinan Borang Pendaftaran yang berkaitan dan lengkapkan butiran 6 di bawah)

(e) Jenis Perusahaan .....

(f) Alamat Penuh Tempat Letaknya Perusahaan (jika berlainan daripada alamat di atas)

.....

.....

5. (a) Tarikh pertama seorang 'Pekerja' diambil bekerja

Hari      Bulan      Tahun

(b) Jumlah 'Pekerja' yang telah diambil bekerja sehingga tarikh pendaftaran

(c) Jumlah amaun gaji yang kena dibayar kepada 'Pekerja' pada bulan mendaftar RM

6. Nama, Nombor Kad Pengenalan (Baru), dan Alamat Tempat Tinggal Pemunya / Pekongsi Urusan / Pengarah Urusan / Wakil yang diberi kuasa. (Sila sediakan lampiran sekiranya ruangan tidak mencukupi)

.....

.....

Saya dengan ini mengaku bahawa pernyataan di atas adalah benar sepanjang pengetahuan dan kepercayaan saya.

.....

Tandatangan (Pemunya / Pekongsi Urusan / Pengarah Urusan / Wakil yang diberikuasa)      Nama : .....

.....      Tarikh : .....      Cop Rasmi Perusahaan

\* Sila sertakan salinan Borang D dan A atau Borang 9 dan 49 atau Borang lain yang dikeluarkan oleh Suruhanjaya Syarikat Malaysia.

Bagi Kegunaan PERKESO      Tarikh Liabiliti di Bawah Akta

No. Kod Majikan

Kod Perusahaan 



 Tarikh Pendaftaran 



 .....

Hari      Bulan      Tahun      Tandatangan Pegawai

Cop Tarikh Diterima      Nama : .....



**PERKESO**

**BORANG 2  
BORANG PENDAFTARAN PEKERJA**

**PERATURAN-PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971  
(Peraturan 10, 12(4) dan 12A)**

NOMBOR KOD MAJIKAN									

Sila gunakan HURUF BESAR, Dakwat Hitam sahaja dan rujuk catatan di belakang Borang ini.  
Di bawah ini saya berikan nama dan butir-butir pekerja perusahaan ini sebagaimana dalam seksyen 2(5) Akta.

Nombor Kad Pengenalan Baru (Sila nyatakan No. Kad Pengenalan Lama, jika ada) (1)	Nama Pekerja (Seperti dalam Kad Pengenalan) (2)	Tarikh Lahir (3)			Jantina (4)	Ketunanan (5)	Tarikh Mula Bekerja (6)			Pekerjaan (7)	Bagi Kegunaan PERKESO (8)
		H	B	T			H	B	T		
	Lama										
	Lama										
	Lama										
	Lama										
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	Lama										
	Lama										

Saya mengaku bahawa tiada seorang pun pekerja perusahaan ini sebagaimana yang ditakrifkan dalam seksyen 2(5) Akta telah tertinggal daripada senarai di atas.

Tandatangan : \_\_\_\_\_  
 Nama Perusahaan : \_\_\_\_\_  
 (Pemunya/Pekongsi Urusan/Pengarah Urusan/Wakil Yang Diberikuasa)

Nama : \_\_\_\_\_  
 (HURUF BESAR)

Nombor Telefon (Pejabat) : \_\_\_\_\_  
 Cop Rasmi Perusahaan : \_\_\_\_\_



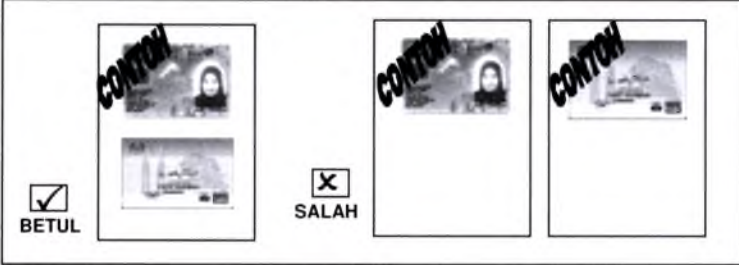
KUMPULAN WANG SIMPAPAN PEKERJA  
**SENARAI SEMAKAN DOKUMEN PERMOHONAN  
PENGELUARAN UMUR 50 TAHUN / UMUR 55 TAHUN /  
SIMPANAN MELEBIHI RM1 JUTA**

KWSP  
9B (AHL)  
PERCUMA

**PEMOHON DINASIHATKAN MEMBACA DENGAN TELITI ARAHAN DI BAWAH SEBELUM MENGISI BORANG**

- SILA GUNAKAN **PEN DAKWAT HITAM** DENGAN **TERANG DAN JELAS** DALAM HURUF BESAR.
- SALINAN DOKUMEN HENDAKLAH MENGGUNAKAN **KERTAS SAIZ A4** DAN **DIKLIPKAN BERSAMA-SAMA** BORANG PERMOHONAN [TIDAK MENGGUNAKAN DAWAI KOKOT (*STAPLES*)]
- CAP IBU JARI HENDAKLAH DITURUNKAN DENGAN **TERANG DAN JELAS** MENGGUNAKAN **PAD CAP IBU JARI BERWARNA HITAM**.

**1.0 SENARAI DOKUMEN YANG DIPERLUKAN**

BIL.	SENARAI DOKUMEN
1.	Borang Pengeluaran KWSP 9B (AHL)
2.	(a) Kad Pengenalan Malaysia (MyKad)/Kad Pengenalan Tentera/Kad Pengenalan Permastautin Tetap (MyPR). <b>ATAU</b> (b) Kad Pengenalan Polis dan Surat Pengesahan Majikan menyatakan no. Polis dan no. Kad Pengenalan Diri merujuk kepada orang yang sama. <b>ATAU</b> (c) Pasport. Jika ahli bukan warganegara Malaysia yang menjadi ahli KWSP sebelum 1 Ogos 1998 <u>Nota:</u> Salinan Kad Pengenalan <b>PERLU</b> di buat di kedua-dua bahagian (depan dan belakang) di atas sekeping kertas saiz A4 seperti contoh di bawah: 
3.	Buku Bank/Penyata Akaun Simpanan (jenis persendirian) <b>ATAU</b> Penyata Akaun Semasa yang asal (jenis persendirian) <b>ATAU</b> Jenis Akaun Bersama Individu ( <i>'joint account'</i> ) bagi jumlah pengeluaran melebihi RM100,000.00. <ul style="list-style-type: none"><li>• Akaun bank mestilah yang masih aktif; <b>DAN</b></li><li>• Mempunyai akaun di bank panel KWSP yang dilantik (Sekiranya memilih pembayaran secara Pengkreditan Terus ke akaun bank)</li></ul>
4.	Sekiranya, ahli mengemukakan permohonan <b>menerusi pos</b> <ul style="list-style-type: none"><li>• Borang Permohonan Pendaftaran Ahli dan Pindaan Maklumat (KWSP3). (Anda dinasihatkan membaca dengan teliti arahan-arahan di dalam panduan yang disertakan sebelum mengisi borang).</li></ul>

**2.0 PERHATIAN DAN MAKLUMAN KEPADA PEMOHON**

- 2.1 Pengeluaran Umur 50/55 Tahun boleh dipohon **6 bulan** sebelum anda mencapai umur 50/55 tahun. Bagaimanapun bayaran hanya akan diproses selepas anda **genap** umur 50/55 tahun.
- 2.2 Apabila anda mencapai umur 55 tahun, anda layak untuk membuat pilihan pengeluaran secara:
  - Membuat pengeluaran semua simpanan (*'lump sum'*); **ATAU**
  - Memilih salah satu atau kedua-dua kombinasi bayaran di bawah:
    - (i) Pengeluaran Sebahagian **DAN/ATAU**
    - (ii) Bayaran Bulanan
- 2.3 Pengeluaran Umur 50 Tahun hanya boleh dibuat **sekali** sahaja bagi setiap ahli.
- 2.4 KWSP berhak meminta apa-apa dokumen tambahan sekiranya diperlukan dan menolak mana-mana permohonan yang tidak lengkap dan tidak memenuhi syarat yang ditetapkan.
- 2.5 **Membuat Kenyataan Yang Tidak Betul Atau Tidak Benar Atau Mengemukakan Dokumen Palsu**  
Sekiranya pemohon memberi kenyataan yang tidak betul atau tidak benar atau mengemukakan dokumen palsu, pemohon dianggap telah melakukan kesalahan dan sekiranya disabitkan pemohon boleh dipenjarakan selama suatu tempoh yang tidak melebihi tiga tahun atau didenda tidak melebihi RM10,000.00 atau kedua-duanya [Seksyen 59, Akta KWSP 1991 (Pindaan) 2007].



**3.0 PENGESAHAN DOKUMEN**

- Bagi serahan borang di kaunter KWSP, sila bawa bersama dokumen asal beserta salinan dokumen bagi tujuan pengesahan oleh Pegawai KWSP (jika belum dibuat pengesahan dokumen).
- Sila pastikan **SEMUA** salinan dokumen di atas telah disahkan oleh pegawai yang dibenarkan oleh KWSP lengkap dengan nama, jawatan dan cop rasmi pengesah **kecuali bagi salinan dokumen-dokumen yang telah ditetapkan oleh KWSP sebagai pegawai pengesahnya.**

**3.1 PEGAWAI PENGESAH DOKUMEN BAGI PERMOHONAN DALAM NEGARA**

BIL.	DOKUMEN	NAMA PEGAWAI PENGESAH
1.	Salinan Kad Pengenalan Diri dan Dokumen-Dokumen Sokongan Lain	<ul style="list-style-type: none"> <li>○ Pegawai KWSP yang terdiri daripada:               <ul style="list-style-type: none"> <li>i. Pegawai KWSP Gred 18 ke atas</li> <li>ii. Pegawai Kaunter KWSP</li> </ul> </li> <li>○ Majikan Pemohon</li> <li>○ Penghulu/Penggawa</li> <li>○ Jaksa Pendamai</li> <li>○ Peguam</li> <li>○ Pegawai Kerajaan Dalam Kumpulan Pengurusan dan Profesional</li> <li>○ Ahli Dewan Undangan Negeri</li> <li>○ Ahli Parlimen</li> <li>○ Pesuruhjaya Sumpah</li> </ul>
2.	Salinan Buku Bank atau Penyata Akaun Simpanan/Semasa	<ul style="list-style-type: none"> <li>a. Pegawai KWSP yang terdiri daripada:               <ul style="list-style-type: none"> <li>- Pegawai KWSP Gred 18 ke atas</li> <li>- Pegawai Kaunter KWSP</li> </ul> </li> <li>b. Pegawai Bank berkenaan</li> </ul>

**3.2 PEGAWAI PENGESAH DOKUMEN BAGI PERMOHONAN LUAR NEGARA**

BIL.	DOKUMEN	NAMA PEGAWAI PENGESAH
1.	Semua Dokumen	<ul style="list-style-type: none"> <li>○ Kedutaan Malaysia</li> <li>○ Pesuruhjaya Tinggi/Konsulat Malaysia</li> <li>○ Pesuruhjaya Perdagangan Malaysia</li> <li>○ Notari Awam ('Public Notary')</li> </ul>

*Anda Keutamaan Kami*



KUMPULAN WANG SIMPANAN PEKERJA  
**PANDUAN MENGISI BORANG PERMOHONAN  
 PENGELUARAN UMUR 50 TAHUN / UMUR 55 TAHUN /  
 SIMPANAN MELEBIHI RM1 JUTA**

KWSP  
 9B (AHL)  
 PERCUMA

PANDUAN MENGISI BORANG INI ADALAH MERUJUK KEPADA BAHAGIAN-BAHAGIAN UTAMA DI DALAM BORANG PERMOHONAN DI BAWAH.

**(A) JENIS PENGELUARAN**

Sila tandakan salah satu sahaja di dalam ruangan yang disediakan mengikut jenis pengeluaran yang dikehendaki. Borang ini merangkumi 3 jenis permohonan seperti yang dinyatakan di bawah:

**1. Umur 50 Tahun**

Permohonan ini adalah bertujuan bagi Pengeluaran Umur 50 tahun.

**2. Umur 55 Tahun**

Permohonan ini adalah bertujuan bagi Pengeluaran Umur 55 tahun.

**3. Simpanan Melebihi Satu Juta**

Permohonan ini adalah bertujuan bagi Pengeluaran Simpanan Melebihi Satu Juta. (Ahli yang mempunyai simpanan satu juta atau lebih layak mengeluarkan simpanan mereka di bawah pengeluaran ini).

**(B) MAKLUMAT PEMOHON**

Sila lengkapkan Bahagian (B) dengan maklumat pengenalan diri pemohon.

**1. Nombor Ahli**

Nombor Ahli KWSP

**2. Nombor Kad Pengenalan**

Isi nombor Kad Pengenalan 12 Digit seperti terdapat dalam Kad Pengenalan Diri pemohon.

**3. Nombor Polis/Tentera/Pasport**

Isi nombor Kad Pengenalan Polis atau Tentera atau Pasport pemohon.

**4. Nama**

Isi nama pemohon sebagaimana tercatat di dalam Kad Pengenalan.

**5. Alamat Surat Menyurat**

Isi alamat surat-menyurat pemohon yang terkini beserta Poskod, Bandar dan Negeri dengan lengkap.

**6. Nombor Untuk Dihubungi**

Isi nombor Telefon Rumah, Pejabat, Faksimili dan Telefon Bimbit untuk dihubungi dengan lengkap. Tinggalkan kotak jika tidak berkaitan.

**7. E-mel**

Isi alamat e-mel pemohon.

**(C) MAKLUMAT PEMBAYARAN**

Sila lengkapkan Bahagian (C) dengan maklumat untuk pembayaran.

**Cara Bayaran**

Tandakan **salah satu sahaja** cara bayaran yang dikehendaki sama ada Pengkreditan Terus, Cek Jurubank atau Draf Bank Asing.

**(C1) PENGKREDITAN TERUS**

**1. Nama Bank Panel KWSP**

Sila pilih satu sahaja nama bank daripada senarai Bank Panel KWSP yang memberikan perkhidmatan di bawah sistem pengkreditan terus seperti berikut:

<ul style="list-style-type: none"> <li>• RHB Bank Berhad</li> <li>• Maybank Berhad</li> <li>• CIMB Bank Berhad</li> <li>• Public Bank Berhad</li> <li>• Citi Bank Berhad</li> </ul>	<ul style="list-style-type: none"> <li>• EON Bank Berhad</li> <li>• Arab Malaysian Bank Berhad</li> <li>• Alliance Bank Berhad</li> <li>• Affin Bank Berhad</li> <li>• United Overseas Bank Berhad</li> </ul>	<ul style="list-style-type: none"> <li>• Bank Muamalat Berhad</li> <li>• Bank Islam Berhad</li> <li>• Bank Simpanan Nasional</li> <li>• Hong Leong Bank Berhad</li> <li>• Bank Kerjasama Rakyat Malaysia Bhd</li> <li>• OCBC Bank Berhad</li> </ul>
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**2. No. Akaun Bank**

Isikan nombor akaun bank di ruangan yang disediakan. Sila pastikan akaun bank anda aktif dan jenis persendirian sahaja.

**3. Jenis Akaun**

Sila tanda jenis akaun yang dipilih sama ada Akaun Konvensional atau Akaun Al-Wadiah.

**(C2) CEK JURUBANK**

**1. Cara Penerimaan Cek Jurubank**

Sila pilih sama ada cara penerimaan di kaunter KWSP atau mel.

**2. Lokasi Penerimaan (jika kaunter)**

Isi ruangan ini sekiranya memilih cara penerimaan di kaunter. Nyatakan KWSP Cawangan yang terdekat.

**(C3) DRAF BANK ASING**

**1. Jenis Matawang Asing**

Sila isi jenis matawang asing yang dikehendaki. Contoh: USD, AUD, GBP dan sebagainya selain RM.

**2. Cara Penerimaan Draf Bank Asing**

Sila pilih sama ada cara penerimaan di kaunter KWSP atau mel.

**3. Lokasi Penerimaan (jika kaunter)**

Isi ruangan ini sekiranya memilih cara penerimaan di kaunter. Nyatakan KWSP Cawangan yang terdekat.

**4. Alamat Ahli untuk penerimaan Draf Bank Asing secara mel**

Jika memilih untuk penerimaan Draf Bank Asing secara mel, sila isi alamat dengan lengkap.

**(D1) MAKLUMAT PEMBAYARAN (Bagi Pengeluaran Simpanan Melebihi RM1 Juta Sahaja)**

**Amaun Dipohon**

Isi ruangan ini sekiranya anda membuat Pengeluaran Simpanan Melebihi RM1 Juta.

**(D2) PILIHAN BAYARAN (Bagi Pengeluaran Umur 55 Tahun Sahaja)**

Isi ruangan ini sekiranya memohon untuk Pengeluaran 55 Tahun sahaja. Sila pilih dan tandakan **salah satu sahaja** sama ada pembayaran secara Semua Simpanan atau Pilihan Kombinasi.

**(D3) MAKLUMAT PILIHAN KOMBINASI BAYARAN**

Jika anda memilih bayaran secara Pilihan Kombinasi, sila tandakan di dalam ruangan 1.a, 1.b, atau 1.c.

Jika anda memilih 1.a (Pengeluaran Sebahagian) sahaja, sila lengkapkan ruangan 2.a (Maklumat Bayaran Sebahagian).

Jika anda memilih 1.b (Bayaran Bulanan) sahaja, sila lengkapkan ruangan 2.b (Maklumat Bayaran Bulanan).

Jika anda memilih kedua-duanya, sila lengkapkan ruangan 1.c (Jumlah Keseluruhan Amaun Pilihan Kombinasi Yang Dipohon), 2.a (Maklumat Bayaran Sebahagian) dan 2.b (Maklumat Bayaran Bulanan).

Sebagai contoh, sekiranya pemohon memilih pilihan kombinasi bayaran secara 1.a. (Pengeluaran Sebahagian) sebanyak RM5,000.00 dan 1.b (Bayaran Bulanan) sebanyak RM2,000.00, maka Jumlah Amaun Keseluruhan Pilihan Kombinasi Yang Dipohon adalah sebanyak (RM5,000.00 + RM2,000.00) = RM7,000.00. Isi ruangan seperti berikut:

**Jumlah Amaun Pilihan Kombinasi Yang di Pohon**

R	M	0	0	0	0	7	0	0	0	0	0
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Isi satu nombor untuk tiap-tiap satu ruangan. Nombor 'kosong' (0) di hadapan perlu diisi dalam semua ruangan yang tidak dipenuhi. Lengkapkan juga ruangan 2.a (Maklumat Bayaran Sebahagian) iaitu sebanyak RM5,000.00 dan 2.b (Maklumat Bayaran Bulanan) iaitu sebanyak RM2,000.00

**2.a. Maklumat Bayaran Sebahagian (jika ada)**

Isi ruangan ini dengan jumlah amaun pembayaran sebahagian yang diinginkan. Sebagai contoh, sekiranya anda mempunyai simpanan RM500,000.00 dan anda ingin menerima pembayaran sebahagian sebanyak RM260,000.00 sahaja dengan meninggalkan baki RM240,000.00 (RM500,000.00 – RM260,000.00) diterima secara pembayaran secara bulanan, isi ruangan berkenaan seperti berikut:

**Jumlah Amaun Sebahagian**

R	M	0	0	2	6	0	0	0	0	0	0
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**2.b. Maklumat Bayaran Bulanan (jika ada)**

Isi ruangan ini dengan jumlah amaun pembayaran secara bulanan yang diinginkan. Sebagai contoh, sekiranya anda mempunyai simpanan RM100,000.00 dan anda ingin memohon pengeluaran bayaran bulanan sebanyak RM1,000.00 sebulan untuk tempoh 60 bulan, (RM1,000.00 x 60 bulan = RM60,000), isi ruangan berkenaan seperti berikut:

**i. Jumlah Keseluruhan Amaun Dipohon**

R	M	0	0	0	6	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---

**ii. Amaun Bayaran Bagi Setiap Bulan**

R	M	0	0	0	0	1	0	0	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---

**iii. Tempoh Bayaran (Bulan)**

Isi ruangan ini dengan tempoh pembayaran bulanan yang dipersetujui. Tempoh maksima bulan hendaklah sejajar dengan jumlah amaun yang dipilih untuk diterima oleh pemohon pada setiap bulan.

**Tempoh Bayaran (Bulan)**

0	6	0
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**iv. Tarikh mula**

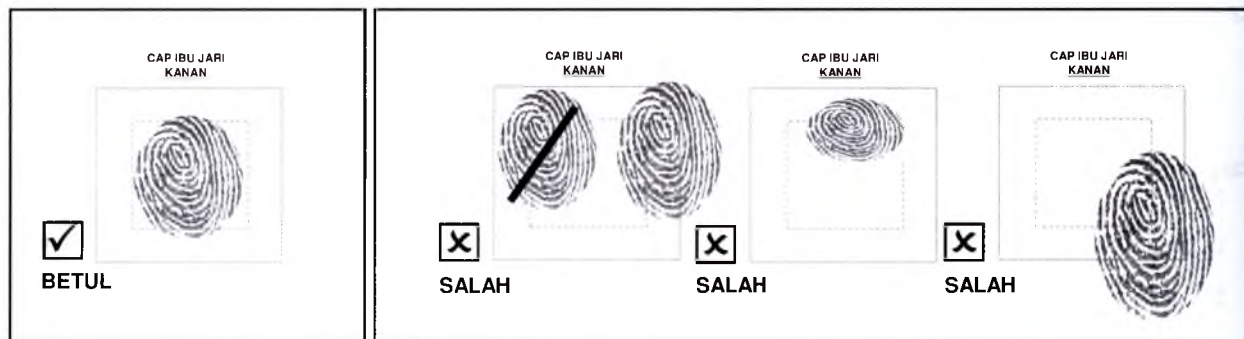
Isi ruangan ini dengan tarikh mula pembayaran bulanan yang dipersetujui.

**v. Tarikh akhir**

Isi ruangan ini dengan tarikh akhir pembayaran bulanan yang dipersetujui.

**(E) PENGESAHAN PEMOHON**

Sila turunkan tandatangan, tarikh permohonan serta cap ibu jari kanan dan kiri pemohon. Cap ibu jari mestilah diturunkan dengan **TERANG DAN JELAS** dengan menggunakan **PAD CAP IBU JARI BERWARNA HITAM** di dalam ruangan yang disediakan seperti panduan di bawah.







# KUMPULAN WANG SIMPANAN PEKERJA PERMOHONAN PENGLUARAN UMUR 50 TAHUN / UMUR 55 TAHUN / SIMPANAN MELEBIHI RM1 JUTA

KWSP  
9B (AHL)  
PERCUMA

**SILA GUNAKAN PEN DAKWAT HITAM**

## A) JENIS PENGLUARAN (Sila tandakan salah satu sahaja)

1. 50 Tahun	2. 55 Tahun	3. Simpanan Melebihi Satu Juta
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## B) MAKLUMAT PEMOHON

1. Nombor Ahli	<input type="text"/>	2. Nombor Kad Pengenalan	<input type="text"/>
3. Nombor Polis/Tentera/Pasport	<input type="text"/>		
4. Nama	<input type="text"/>		
5. Alamat Surat Menyurat	<input type="text"/>		
Poskod	<input type="text"/>	6. Nombor Untuk Dihubungi	<input type="text"/>
Bandar	<input type="text"/>	Rumah	<input type="text"/>
Negeri	<input type="text"/>	Pejabat	<input type="text"/>
7. E-mel	<input type="text"/>	Faksimili	<input type="text"/>
		Telefon Bimbit	<input type="text"/>

## C) MAKLUMAT PEMBAYARAN (Sila tandakan salah satu sahaja)

Cara Bayaran	Pengkreditan Terus	<input type="checkbox"/>	Sila lengkapkan Bahagian (C1)
	Cek Jurubank	<input type="checkbox"/>	Sila lengkapkan Bahagian (C2)
	Draf Bank Asing	<input type="checkbox"/>	Sila lengkapkan Bahagian (C3)

### C1) PENGKREDITAN TERUS

1. Nama Bank Panel KWSP	<input type="text"/>
2. Nombor Akaun Bank	<input type="text"/>
3. Jenis Akaun	<input type="checkbox"/> Konvensional <input type="checkbox"/> Al-Wadiah

### C2) CEK JURUBANK

1. Cara Penerimaan Cek Jurubank	<input type="checkbox"/> Kaunter <input type="checkbox"/> Mel
2. Lokasi Penerimaan (jika kaunter)	<input type="checkbox"/> KWSP Cawangan

**UNTUK KEGUNAAN KWSP SAHAJA**

Cop Tarikh Terima

**(C3) DRAF BANK ASING**

1. Jenis Matawang Asing  (Contoh : USD, AUD, GBP dan sebagainya selain RM)

2. Cara Penerimaan Draf Bank Asing  
 Kaunter  Mel

3. Lokasi Penerimaan (jika kaunter)  
 KWSP Cawangan

4. Alamat Ahli untuk penerimaan Draf Bank Asing secara mel

**(D1) MAKLUMAT PEMBAYARAN (Bagi Pengeluaran Simpanan Melebihi RM 1 Juta sahaja)**

Amaun Dipohon  R  M

**(D2) PILIHAN BAYARAN (Bagi Pengeluaran Umur 55 Tahun sahaja)**

\* Tandakan salah satu sahaja (Jika Memilih Pengeluaran Pilihan Kombinasi, Sila Lengkapkan Bahagian D3)

Semua Simpanan  Pilihan Kombinasi \*

**(D3) MAKLUMAT PILIHAN KOMBINASI (Bagi Pengeluaran Umur 55 Tahun sahaja)**

\* Anda boleh memilih **salah satu** atau **kedua-dua kombinasi** cara pembayaran di bawah:

1.a  Pengeluaran Sebahagian  Sila lengkapkan ruangan 2.a

1.b  Bayaran Bulanan  Sila lengkapkan ruangan 2.b

1.c  Pengeluaran Sebahagian dan Bayaran Bulanan  Sila lengkapkan ruangan 1.c, 2.a dan 2.b

R  M  Jumlah Amaun Pilihan Kombinasi di Pohon

**2.a Maklumat Bayaran Pengeluaran Sebahagian (jika ada)**

Jumlah Amaun Sebahagian  R  M

**2.b. Maklumat Bayaran Bulanan (jika ada)**

i. Jumlah Keseluruhan Amaun Dipohon  R  M

ii. Amaun Bayaran Bagi Setiap Bulan  R  M

iii. Tempoh Bayaran (Bulan)

iv. Tarikh Mula (BB/TTTT)  -  v. Tarikh Akhir (BB/TTTT)  -

**(E) PENGESAHAN PEMOHON**

- SAYA MENGESAHKAN SEMUA MAKLUMAT DAN DOKUMEN YANG DIBERIKAN BAGI PERMOHONAN INI ADALAH SAH DAN BENAR.
- SAYA MEMAHAMI SEKIRANYA SAYA MEMBUAT APA-APA KENYATAAN YANG TIDAK BETUL ATAU TIDAK BENAR ATAU MENGEMUKAKAN ATAU MEMBERIKAN APA-APA DOKUMEN PALSU, IA MERUPAKAN SUATU KESALAHAN DAN BOLEH MENYEBABKAN SAYA DIDENDA ATAU DIPENJARA ATAU KEDUA-DUANYA.
- SAYA MENGAMBIL MAKLUM RISIKO KERUGIAN PERTUKARAN MATAWANG ASING JIKA MEMILIH PEMBAYARAN MELALUI DRAF BANK ASING DAN SAYA TIDAK AKAN MEMBUAT APA-APA TUNTUTAN DARI KWSP JIKA BERLAKU KERUGIAN LANJUTAN DARI PILIHAN SAYA UNTUK PEMBAYARAN TERSEBUT.
- SAYA DENGAN INI MENURUNKAN CAP IBU JARI KIRI DAN KANAN DI ATAS BORANG PERMOHONAN INI DAN SAYA MENGAKUI BAHAWA CAP IBU JARI KIRI DAN KANAN INI ADALAH MILIK SAYA.

CAP IBU JARI KIRI

CAP IBU JARI KANAN

Tandatangan Pemohon : \_\_\_\_\_

Tarikh Permohonan : \_\_\_\_\_



KUMPULAN WANG SIMPANAN PEKERJA  
**PANDUAN MENGISI BORANG KWSP 4 BAGI PERMOHONAN  
PENDAFTARAN PENAMAAN**

1. Pemohon dinasihatkan membaca dengan teliti arahan-arahan di dalam panduan ini sebelum mengisi borang. Borang ini hendaklah dilengkapi dengan menggunakan **PEN DAKWAT HITAM TERANG** dan ditulis menggunakan **HURUF BESAR**.
2. Ahli perlu memahami **PANDUAN DAN MAKLUMAT PENTING** berhubung Penamaan sebagaimana berikut :-
  - Ahli-ahli yang telah mencapai umur 18 tahun ke atas sahaja layak membuat penamaan ini.
  - Ahli dan Penama tidak layak menjadi saksi di dalam Borang Penamaan (KWSP 4) ahli.
  - Saksi di dalam borang ini mestilah berumur 18 tahun ke atas semasa penamaan dibuat.
  - Ahli tidak boleh menamakan badan-badan kebajikan, mana-mana organisasi atau mana-mana pertubuhan sebagai penama.
  - Borang Penamaan (KWSP 4) mestilah diterima oleh KWSP semasa ahli masih hidup.
  - Penamaan akan terbatal jika kesemua orang yang dinamakan meninggal dunia semasa ahli masih hidup.
  - Penamaan terdahulu akan terbatal jika ahli membuat penamaan baru dengan mengisi Borang Penamaan (KWSP 4).
3. Dokumen-dokumen sokongan yang diperlukan bagi pendaftaran penamaan adalah :-
  - Salinan Kad Pengenalan ahli
4. Berikut adalah panduan borang bagi bahagian-bahagian utama di dalam borang permohonan (KWSP 4) iaitu :-

**(A) MAKLUMAT AHLI**

Lengkapkan maklumat sebagaimana di dalam kad pengenalan atau lain-lain dokumen pengenalan diri pemohon iaitu :-

Nombor Ahli KWSP ,Nombor Kad Pengenalan (baru) .Nombor Kad Pengenalan Lama/Sijil Kelahiran/Sijil Warganegara Nama dan Agama

**(B) MAKLUMAT PENAMAAN**

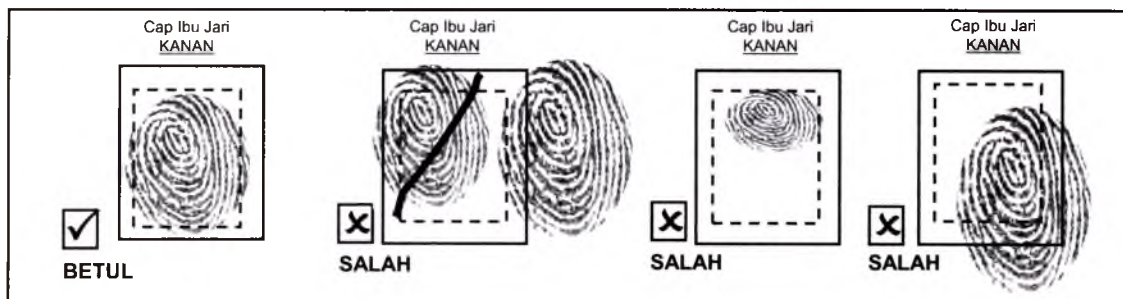
- **Nama Penuh Penama** - Tuliskan dengan jelas menggunakan HURUF BESAR nama penuh penama (atau orang yang dinamakan) mengikut kad pengenalan atau dokumen pengenalan diri penama berkenaan.
- **No. Kad Pengenalan/Sijil Kelahiran/Pasport/Sijil Warganegara**  
Tuliskan nombor Kad Pengenalan/Sijil Kelahiran/Pasport/Sijil Warganegara atau lain-lain dokumen pengenalan diri penama.
- **Pertalian/Hubungan** - Tuliskan pertalian atau hubungan di antara ahli dengan penama seperti anak , ibu, bapa.
- **Bahagian/Peratusan Diserahkan**  
Tuliskan bahagian/peratusan yang ingin diberikan kepada penama atau diagihkan di kalangan penama-penama. Pemberian atau agihan mesti dinyatakan dalam bentuk peratusan/pecahan yang **TIDAK MELEBIHI 100% atau 1**.
- **Bilangan Orang Yang Dinamakan**  
Isikan (dalam angka) jumlah bilangan penama yang didaftarkan. **PASTIKAN** angka yang diisikan sama dengan bilangan penama yang dituliskan terdahulu.
- **Butiran penamaan tidak disenaraikan di dalam notis/surat?**  
Pilih **SETUJU** atau **TIDAK SETUJU** berhubung dengan maklumat & butiran penama yang dikehendaki dalam Notis.

**RUANGAN PENAMA YANG TIDAK DIISI HENDAKLAH DITANDA PALANG (RUJUK CONTOH MENGISI BORANG).**



**(C) PENGESAHAN PEMOHON**

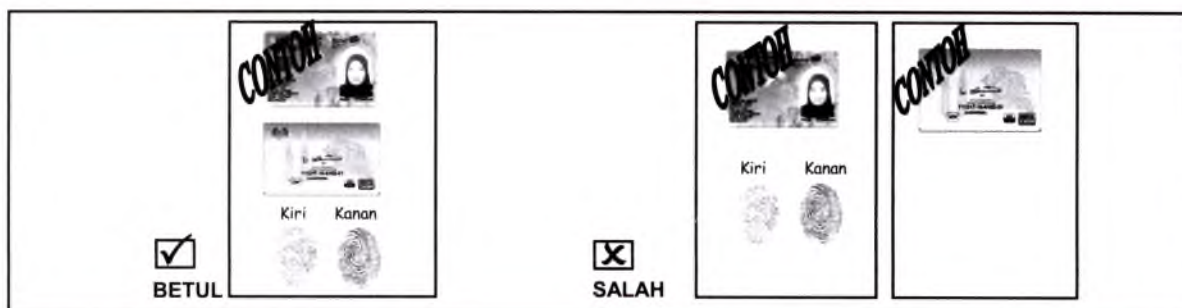
Pemohon dikehendaki menurunkan tandatangan, menuliskan alamat, nombor telefon atau telefon bimbit dan tarikh permohonan serta menurunkan cap ibu jari kanan dan kiri. Bagi ahli yang hadir di kaunter, cap ibu jari boleh diturunkan di hadapan Pegawai Kaunter KWSP. Selain dari itu, cap ibu jari mestilah diturunkan dengan terang dan jelas dengan menggunakan pad cap jari berwarna hitam di dalam ruangan yang disediakan seperti panduan berikut :-



**(D) PENGESAHAN SAKSI**

Selepas semua maklumat pemohon lengkap diisi dan pemohon telah menurunkan cap jarinya di ruangan yang disediakan, saksi dikehendaki menurunkan tandatangan, nama penuh, nombor kad pengenalan atau passport, alamat dan nombor telefon bagi pengesahan maklumat dan cap jari pemohon. Bagi ahli yang hadir dan menurunkan cap ibu jarinya di hadapan Pegawai Kaunter KWSP, pengesahan akan dibuat oleh pegawai tersebut.

5. Semua salinan dokumen sokongan hendaklah dibuat dalam saiz A4 dan pastikan dokumen yang disertakan bersama-sama dengan borang permohonan diklipkan dan tidak menggunakan dawai kokot (stapler).
6. Salinan Kad Pengenalan/Kad Kuasa Polis atau Tentera/Pasport PERLU dibuat kedua-dua bahagiannya (depan & belakang) di atas sekeping kertas saiz A4 pada muka surat yang sama dan disertakan bersama cap ibu jari kanan dan kiri yang diturunkan ke atas salinan tersebut seperti contoh di bawah :-



7. Serahan borang di kaunter KWSP hendaklah dengan membawa bersama dokumen sokongan asal berserta salinannya bagi tujuan pengesahan oleh Pegawai KWSP (sekiranya pengesahan salinan dokumen belum dibuat)
8. Borang permohonan boleh juga dihantar kepada KWSP melalui pos ke alamat :-

**KUMPULAN WANG SIMPANAN PEKERJA**  
**Beg Berkunci No. 220, Jalan Sultan,**  
**46720 PETALING JAYA, Selangor Darul Ehsan.**

9. Bagi penghantaran permohonan melalui pos, semua salinan dokumen sokongan yang dikehendaki perlu disertakan bersama-sama dan disahkan oleh pihak yang diiktiraf KWSP.
10. Bagi tujuan mengesahkan salinan dokumen, berikut adalah pihak yang diiktiraf KWSP tujuan pengesahan tersebut :-
  - Pegawai KWSP yang terdiri daripada Pegawai Gred 18 dan ke atas
  - Pegawai Kaunter KWSP
  - Majikan Pemohon
  - Penghulu atau Penggawa
  - Jaksa Pendamai
  - Kumpulan Pengurusan/Profesional Kerajaan
  - Ahli Dewan Undangan Negeri
  - Ahli Parlimen
  - Pesuruhjaya Sumpah

NO. AHLI TIDAK PERLU DIISI OLEH PEMEGANG MYKAD



KUMPULAN WANG SIMPANAN PEKERJA  
PERMOHONAN PENAMAAN

KWSP  
4  
PERCUMA

(A) MAKLUMAT AHLI

NO. AHLI KWSP

NOMBOR KAD PENGENALAN (BARU)

NOMBOR KAD PENGENALAN LAMA/SIJIL KELAHIRAN/SIJIL WARGANEGARA/  
POLIS/TENTERA

NAMA

AGAMA  ISLAM  BUKAN ISLAM

(B) MAKLUMAT PENAMAAN

Saya seperti nama dan nombor ahli KWSP yang tercatat di atas, dengan ini menamakan individu seperti disebutkan di bawah untuk menerima simpanan KWSP saya mengikut bahagian atau peratusan yang diserahkan apabila berlaku kematian ke atas diri saya.

BIL	NAMA PENUH PENAMA (HURUF BESAR MENGIKUT DOKUMEN PENGENALAN DIRI)	NO. KAD PENGENALAN/ SIJIL KELAHIRAN/ PASPORT	PERTALIAN/ HUBUNGAN	PECAHAN/ PERATUSAN DISERAHKAN
1				
2				
3				
4				
5				
6				
7				
8				
9				

Bilangan orang yang dinamakan

Saya SETUJU butiran Penama disenaraikan dalam Notis   
Saya TIDAK SETUJU butiran Penama disenaraikan dalam Notis

(D) PENGESAHAN SAKSI

- Saya dengan ini mengesahkan kenyataan yang telah dibuat oleh ahli benar dan cap ibu jarinya telah diturunkan di hadapan saya.
- Saya mengaku maklumat peribadi saya seperti di bawah adalah betul dan benar.

Tandatangan : \_\_\_\_\_

Nama Penuh : \_\_\_\_\_

No. Kad Pengenalan : \_\_\_\_\_

Alamat : \_\_\_\_\_

Tarikh : \_\_\_\_\_

(C) PENGESAHAN PEMOHON

- Saya mengaku bahawa maklumat penamaan yang tercatat di dalam borang penamaan ini adalah betul dan benar.
- Saya mengaku cap ibu jari yang diturunkan di dalam borang ini adalah milik saya.

Tandatangan Ahli \_\_\_\_\_

Alamat \_\_\_\_\_

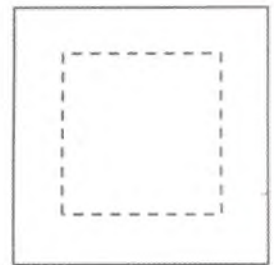
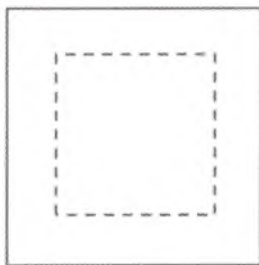
Kemaskini alamat tersebut di pangkalan data KWSP? YA  TIDAK

Nombor Telefon/ Telefon Bimbit \_\_\_\_\_

Tarikh \_\_\_\_\_

CAP IBU JARI KIRI

CAP IBU JARI KANAN



UNTUK KEGUNAAN KWSP SAHAJA

(Cop tarikh terima)



# KUMPULAN WANG SIMPANAN PEKERJA

PERATURAN-PERATURAN DAN KAEDAH-KAEDAH KWSP 1991 KAEDAH 11(1)

KWSP 6

## Borang A

No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No Rujukan Borang A
Jumlah caruman untuk bulan di atas hendaklah dibayar kepada KWSP/Agen Kutipan KWSP sebelum/pada 15hb setiap bulan <input type="checkbox"/> Wang Tunai <input type="checkbox"/> Cek/Kiriman Wang/Wang Pos /Draf Bank*No /EFT /TT. : _____			
Nama Majikan Alamat		Tarikh DiCetak : Bil Pekerja :	

Mukasurat:



Cop Agen Kutipan

NO AHLI	N K	NO KAD PENGENALAN	NAMA PEKERJA / AHLI (Seperti yang terdapat di dalam Kad Pengenalan)	UPAH (RM)	CARUMAN (RM)	
					MAJIKAN	PEKERJA
Jumlah yang dibawa dari mukasurat terdahulu (jika ada)						
Jumlah yang dibawa ke mukasurat seterusnya (jika ada)						
				<b>JUMLAH (RM)</b>		

Nama Majikan \_\_\_\_\_  
 Alamat \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Cop Rasmi Majikan

- CATATAN**
- Nombor Majikan mesti ditulis di belakang cek.
  - Jumlah bayaran mesti sama dengan jumlah di Borang A.
  - Potong maklumat ahli yang telah berhenti kerja.
  - Jika ada butir-butir pekerja yang tidak disenaraikan, sila catatkan semua butirnya dan masukkan pekerja baru dalam ruangan kosong (jika ada).
  - Ruang ketiga (NK) hanya diisi oleh KWSP sahaja.
  - Bulan caruman bersamaan Bulan Upah + 1.
  - Upah termasuklah gaji pokok, komisen, bonus, elaun dan bayaran yang dikenakan caruman KWSP.
  - Sila rujuk panduan mengisi Borang A di buku Panduan Majikan





## KUMPULAN WANG SIMPANAN PEKERJA PANDUAN MENGISI BORANG KWSP 3 BAGI PERMOHONAN PENDAFTARAN AHLI DAN PINDAAN MAKLUMAT

1. Pemohon dinasihatkan membaca dengan teliti arahan-arahan di dalam panduan ini sebelum mengisi borang.
2. Borang ini hendaklah dilengkapkan dengan menggunakan **PEN DAKWAT HITAM** dan ditulis menggunakan **HURUF BESAR**.
3. Berikut adalah panduan borang bagi bahagian-bahagian utama di dalam borang permohonan (KWSP 3) iaitu :-

(A) **JENIS PERMOHONAN** -Tandakan ( / ) jenis permohonan yang berkenaan.

(B) **MAKLUMAT PEMOHON** - Lengkapkan dengan maklumat sebagaimana di dalam kad pengenalan atau lain-lain dokumen pengenalan diri pemohon iaitu :-

Nama , Nombor Ahli KWSP (bagi permohonan pindaan maklumat ahli sahaja), Nombor Kad Pengenalan (baru), Nombor Kad Pengenalan Lama/Polis/Tentera/Pasport, Nombor Sijil Kelahiran/Sijil Warganegara (jika ada/berkaitan) , Tarikh Lahir, Bangsa, Agama , Jantina , Taraf Penduduk, Warganegara dan Nombor Rujukan Majikan (untuk Pendaftaran Ahli sahaja- jika berkaitan).

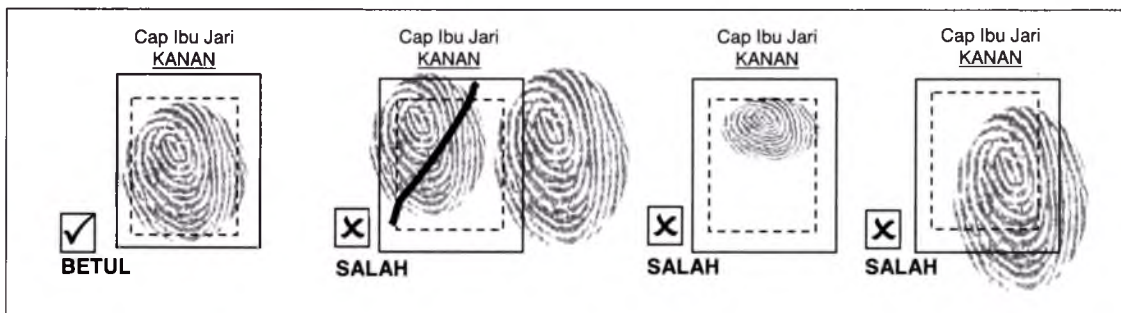
(C) **ALAMAT -Alamat Surat-Menyurat dan Alamat Tetap** (alamat tetap tidak perlu diisi jika sama dengan alamat surat-menyurat).

- **Nombor Untuk Dihubungi** - Isikan dengan lengkap nombor telefon rumah, pejabat dan telefon bimbit

- **Saluran Komunikasi** - Tandakan ( / ) salah satu sahaja di dalam ruang yang disediakan. Sekiranya memilih e-mel, catatkan alamat e-mel di ruang yang disediakan.

(D) **PENGESAHAN PEMOHON**

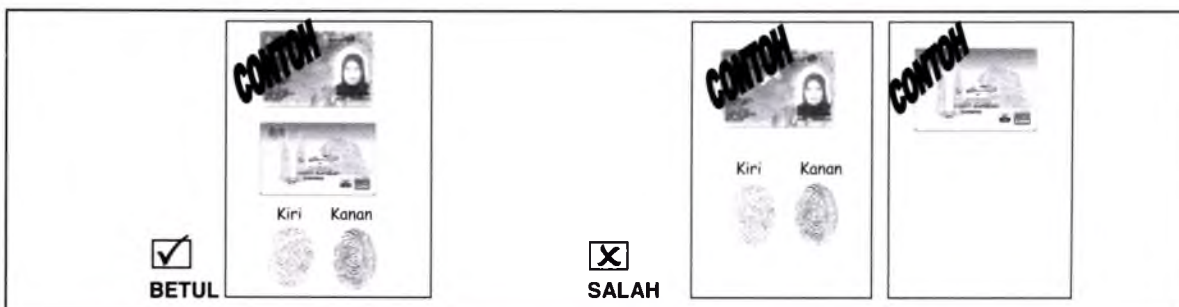
Pemohon dikehendaki menurunkan tandatangan, tarikh permohonan serta cap ibu jari kanan dan kiri. Cap ibu jari mestilah diturunkan dengan terang dan jelas dengan menggunakan pad cap jari berwarna hitam di dalam ruangan yang disediakan seperti panduan di bawah :-



(E) **PENGESAHAN SAKSI**

Selepas semua maklumat pemohon lengkap diisi dan pemohon telah menurunkan cap jarinya di ruangan yang disediakan, saksi dikehendaki menurunkan tandatangan, nama penuh, nombor kad pengenalan atau pasport, alamat dan nombor telefon bagi pengesahan maklumat dan cap jari pemohon.

4. Semua salinan dokumen sokongan hendaklah dibuat dalam saiz A4 dan pastikan dokumen yang disertakan bersama-sama dengan borang permohonan diklipkan dan tidak menggunakan dawai kokot (stapler).
5. Salinan Kad Pengenalan/Kad Kuasa Polis atau Tentera/Pasport PERLU dibuat kedua-dua bahagiannya (depan & belakang) di atas sekeping kertas saiz A4 pada muka surat yang sama dan disertakan bersama cap ibu jari kanan dan kiri yang diturunkan ke atas salinan tersebut seperti contoh di bawah :-



6. Serahan borang di kaunter KWSP hendaklah dengan membawa bersama dokumen sokongan asal berserta salinannya bagi tujuan pengesahan oleh Pegawai KWSP (sekiranya pengesahan salinan dokumen belum dibuat)
7. Borang permohonan boleh juga dihantar kepada KWSP melalui pos ke alamat :-

**KUMPULAN WANG SIMPANAN PEKERJA**  
**Beg Berkunci No. 220, Jalan Sultan,**  
**46720 Petaling Jaya , Selangor Darul Ehsan.**

8. Bagi permohonan melalui pos, semua salinan dokumen sokongan yang dikehendaki perlu disertakan bersama-sama dan telah disahkan oleh pihak yang diiktiraf KWSP iaitu :-
  - Pegawai KWSP yang terdiri daripada Pegawai Gred 18 dan ke atas
  - Pegawai Kaunter KWSP
  - Majikan Pemohon
  - Penghulu atau Penggawa
  - Jaksa Pendamai
  - Kumpulan Pengurusan/Profesional Kerajaan
  - Ahli Dewan Undangan Negeri
  - Ahli Parlimen
  - Pesuruhjaya Sumpah
9. Dokumen-dokumen sokongan yang diperlukan mengikut jenis permohonan adalah seperti di berikut :-

BIL	DOKUMEN	JENIS PERMOHONAN		
		Pendaftaran Ahli (Malaysia)	Pendaftaran Ahli (Warganegara Asing)	Pindaan Maklumat
1	Borang Permohonan KWSP 3 – satu salinan	✓	✓	✓
2	KWSP 16B – bagi pemohon <u>bukan</u> warganegara Malaysia (2 salinan)		✓	
3	Salinan Kad Pengenalan/Kad Kuasa Polis/Tentera dan Surat Pengesahan Kad Pengenalan Awam	✓		✓
4	Surat Pengesahan Majikan (sekiranya perlu)			✓
5	Sijil Kelahiran – sekiranya tidak mempunyai Kad Pengenalan	✓		✓
6	Pasport dan permit kerja yang masih sah tempoh laku (Sekiranya berkaitan)		✓	✓
7	Sijil Warganegara – sekiranya masih belum mendapat kad pengenalan	✓		✓
8	Surat Pengesahan JPN (sekiranya perlu)			✓
9	Surat Pihak Berkuasa Agama bagi ahli beragama Islam, atau surat daripada Pejabat Agama Islam yang diberi kuasa; atau surat Mahkamah Syariah (pindaan nama dan agama sahaja)			✓
10	Surat Sumpah (sekiranya perlu)			✓















KUMPULAN WANG SIMPANAN PEKERJA  
**PANDUAN MENGISI BORANG KWSP 1**  
**BAGI PERMOHONAN PENDAFTARAN MAJIKAN**

BORANG INI HENDAKLAH DILENGKAPKAN DENGAN MENGGUNAKAN **PEN DAKWAT HITAM** DAN DITULIS MENGGUNAKAN **HURUF BESAR**.  
PANDUAN MENGISI BORANG INI ADALAH MERUJUK KEPADA BAHAGIAN-BAHAGIAN UTAMA DI DALAM BORANG PERMOHONAN.

**(A) JENIS PENDAFTARAN MAJIKAN**

Tandakan ( / ) salah satu sahaja di dalam ruangan yang disediakan mengikut jenis majikan yang hendak didaftarkan sebagaimana pilihan dan keterangan berikut :-

- **Kerajaan**  
Permohonan daripada pihak Kerajaan Malaysia seperti jabatan atau agensi kerajaan, badan berkanun dan pihak berkuasa tempatan.
- **Berdaftar Dengan Suruhanjaya Syarikat Malaysia**  
Permohonan daripada syarikat yang berdaftar dengan Suruhanjaya Syarikat Malaysia.
- **Berdaftar Selain Dengan Suruhanjaya Syarikat Malaysia**  
Permohonan daripada syarikat yang berdaftar selain dengan Suruhanjaya Syarikat Malaysia.
- **Majikan Kepada Orang Gaji Domestik**  
Permohonan daripada majikan yang menggaji pekerja domestik/tempatan sebagai pekerja seperti pemandu, pembantu rumah dan seumpamanya .
- **Lain-Lain**  
Permohonan daripada badan atau pertubuhan lain seperti Pertubuhan, Persatuan dan Koperasi.

**(B) MAKLUMAT MAJIKAN (Tidak Perlu D diisi Bagi Pendaftaran Majikan Orang Gaji Domestik)**

Lengkapkan maklumat majikan yang diperlukan di Bahagian (B) sebagaimana keterangan berikut :-

**Nama Majikan** - Isikan nama penuh majikan sebagaimana dinyatakan di dokumen yang Syarikat/Firma/Persatuan  
**Nombor Pendaftaran Perniagaan Bagi Syarikat/Firma/Persatuan** - Isikan nombor pendaftaran perniagaan syarikat/firma/persatuan/lain-lain

**Tarikh Penubuhan** - Isi tarikh syarikat/firma/persatuan ditubuhan

**Tarikh Mula Mengambil Pekerja** - Isi tarikh mula mengambil pekerja pertama

**Entiti Perniagaan** - Tandakan ( / ) pada kotak yang berkenaan berdasarkan Sijil Pendaftaran Syarikat

**Jenis Perniagaan** - Isikan Jenis Perniagaan berdasarkan pada Sijil Pendaftaran Syarikat

**Bilangan Pekerja** - Isi/Nyatakan bilangan perkerja yang digaji semasa pendaftaran dibuat

**(C) MAKLUMAT PERNIAGAAN** - Sila lengkap Bahagian (C) dengan maklumat perniagaan majikan

**Alamat Berdaftar** - Alamat berdaftar yang didaftarkan pada Sijil Pendaftaran Syarikat

**Alamat Perniagaan** - Alamat perniagaan (sekiranya berbeza dengan alamat berdaftar)

**Nama Pegawai** - Nama pegawai yang bertanggungjawab ke atas urusan KWSP syarikat berkenan

**Jawatan** - Isi jawatan pegawai yang bertanggungjawab ke atas urusan KWSP

**Nombor Telefon 1 & 2** - Isi nombor telefon pegawai yang bertanggungjawab ke atas urusan KWSP

**Nombor Telefon Bimbit** - Isi nombor telefon bimbit pegawai yang bertanggungjawab ke atas urusan KWSP

**Nombor Faksimili** - Isi nombor faksimili syarikat

**(D) MAKLUMAT PEMILIK / PENGARAH SYARIKAT / RAKAN KONGSI / PEMEGANG JAWATAN UTAMA**

Sila lengkap Bahagian (D) dengan maklumat Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Nama** - Isi nama Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Jawatan** - Isi jawatan Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Nombor KP/Pasport** - Isi no. KP/Pasport Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Nombor Ahli KWSP** - Isi no.ahli KWSP Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama **Warganegara** - Isi warganegara Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**Tarikh Lantikan** - Isi tarikh lantikan Pemilik / Pengarah Syarikat / Rakan kongsi / Pemegang jawatan utama

**(E) NAMA DAN ALAMAT TEMPAT PERNIAGAAN LAIN ATAU CAWANGAN**

Sila lengkapkan Bahagian (E) dengan maklumat nama dan alamat tempat lain atau cawangan

**Nama dan Alamat** - Isi alamat surat-menyurat tempat perniagaan lain atau cawangan (jika ada)

**(F) MAKLUMAT MAJIKAN ORANG GAJI DOMESTIK**

Sila lengkapkan Bahagian (F) dengan maklumat Majikan Orang Gaji Domestik

**Nama majikan** - Isi nama Majikan Orang Gaji Domestik

**Nombor KP/Pasport** - Isi nombor KP/Pasport Majikan Orang Gaji Domestik

**(G) MAKLUMAT ORANG GAJI DOMESTIK**

Sila lengkapkan bahagian G dengan maklumat Orang Gaji Domestik seperti Nama ,No. K/P atau pasport dan tandatangan Orang Gaji Domestik

**(H) PENGESAHAN MAJIKAN**

Sila turunkan tandatangan majikan / wakil majikan, jawatan, cop rasmi syarikat dan tarikh.

Sila hubungi 03 - 8732-6000 untuk sebarang pertanyaan berkaitan permohonan ini.

# SENARAI SEMAKAN DOKUMEN SOKONGAN BAGI PERMOHONAN PENDAFTARAN MAJIKAN

SEGALA SALINAN DOKUMEN SOKONGAN HENDAKLAH DIBUAT DI DALAM SAIZ A4 DAN PASTIKAN DOKUMEN-DOKUMEN YANG DISERTAKAN BERSAMA-SAMA DENGAN BORANG PERMOHONAN DIKLIPKAN DAN TIDAK MENGGUNAKAN DAWAI KOKOT (*STAPLES*).

## 1.0 DOKUMEN SOKONGAN PERMOHONAN PENDAFTARAN MAJIKAN

- 1.1 Salinan Kad Pengenalan Diri / Polis / Tentera / Pasport. Salinan Kad Pengenalan **PERLU** dibuat di kedua-dua bahagian (depan & belakang) di atas sekeping kertas saiz A4
- 1.2 Salinan dokumen-dokumen sokongan yang dikemukakan **PERLU** dibuat di atas sekeping kertas saiz A4
- 1.3. Bagi Permohonan Pendaftaran majikan Awam
  - 1.3.1. Borang KWSP 1
  - 1.3.2. Satu (1) salinan kad pengenalan Pengarah/Ketua Jabatan
- 1.4. Bagi permohonan Pendaftaran Majikan Swasta/Syarikat Sdn Bhd **ATAU** Berhad
  - 1.4.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang Pengarah Syarikat)
  - 1.4.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
  - 1.4.3. Salinan Borang 49 dan Borang 9 Pendaftaran Syarikat
  - 1.4.4. Sila sertakan **CEK** atau **BANK DRAF** atas nama KWSP untuk bayaran caruman pertama (jika terdapat bulan-bulan yang tertunggak, sila jelaskan bayaran sehingga bulan yang terkini bagi majikan yang mengambil pekerja lebih awal dari tarikh pendaftaran dengan KWSP).
- 1.5. Bagi permohonan Syarikat Perkongsian **ATAU** Pemilik Tunggal
  - 1.5.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang pemilik atau rakan kongsi)
  - 1.5.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
  - 1.5.3. Salinan borang pendaftaran Syarikat ( Borang D dan Borang A)
  - 1.5.4. Sila sertakan **CEK** atau **BANK DRAF** atas nama KWSP untuk bayaran caruman pertama (jika terdapat bulan-bulan tertunggak, sila jelaskan bayaran sehingga bulan yang terkini bagi majikan yang mengambil pekerja lebih awal dari tarikh pendaftaran dengan KWSP).
- 1.6. Bagi permohonan Pendaftaran Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
  - 1.6.1. Borang KWSP 1 (mesti ditandatangani oleh salah seorang pemilik)
  - 1.6.2. Satu (1) salinan kad pengenalan orang yang menandatangani Borang KWSP 1
  - 1.6.3. Salinan Sijil Pendaftaran Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
  - 1.6.4. Senarai keanggotaan Jawatankuasa Badan Profesional/Pertubuhan/Persatuan/Koperasi dan lain-lain
- 1.7. Bagi permohonan majikan Orang Gaji Domestik:
  - 1.7.1. Borang KWSP 1
  - 1.7.2. Borang KWSP 16 (2 salinan)
  - 1.7.3. Satu (1) salinan kad pengenalan majikan
  - 1.7.4. Satu (1) salinan kad pengenalan pekerja domestik/tempatan

## 2.0 PERHATIAN : (Anda dinasihatkan untuk membaca dengan teliti arahan di bawah sebelum mengisi borang)

- 2.1 Setiap borang permohonan hendaklah ditulis menggunakan **pen berdarkwat hitam** dengan terang dan jelas dalam **HURUF BESAR**.
- 2.2 Serahan borang di kaunter KWSP, hendaklah di **bawa bersama dokumen asal** beserta salinan dokumen bagi tujuan pengesahan oleh Pegawai KWSP (**jika belum dibuat pengesahan dokumen**)
- 2.3 Sila pastikan semua salinan dokumen di atas telah disahkan oleh pegawai yang dibenarkan oleh KWSP lengkap dengan nama, jawatan dan cop rasmi pengesah **kecuali bagi salinan dokumen-dokumen yang telah ditetapkan KWSP sebagai pegawai pengesahnya.**

DOKUMEN	NAMA PEGAWAI PENGESAH
Salinan Kad Pengenalan Dokumen-dokumen sokongan	a. Pegawai KWSP yang terdiri daripada <ul style="list-style-type: none"> <li>- Pegawai KWSP Gred 18 ke atas</li> <li>- Pegawai Kaunter KWSP</li> </ul> b. Majikan Pemohon c. Penghulu atau Pengawa d. Jaksa Pendamai e. Kumpulan Pengurusan/Profesional Kerajaan f. Ahli Dewan Undangan Negeri g. Ahli Parlimen h. Pesuruhjaya Sumpah



- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Conventional Housing Loan | <input type="checkbox"/> BBA Home Financing-I       | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> OD/RC Facility            | <input type="checkbox"/> Al-Inah Personal Financing |                                      |
| <input type="checkbox"/> ASB                       |   |                                      |
| <input type="checkbox"/> Other Facility            |   |                                      |

**A. PERSONAL PARTICULARS (TO BE FILLED COMPLETELY)**
**Principal Applicant**

Title \_\_\_\_\_  
 Name \_\_\_\_\_  
 I/C (Old) \_\_\_\_\_  
 I/C (New) \_\_\_\_\_  
 DOB \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Year of Occupancy \_\_\_\_\_  
 Type of Residence  Own  Rented  
 Nationality \_\_\_\_\_  
 Preferred Language  English  Bahasa Malaysia  Chinese  
 Race  Malay  Chinese  Indian  Others  
 (Please specify others : \_\_\_\_\_ )  
 Religion  Islam  Buddhism  Hinduism  Others  
 (Please specify others : \_\_\_\_\_ )  
 Country of P/R \_\_\_\_\_  
 Residence Status \_\_\_\_\_  
 Gender  Male  Female  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Handphone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Passport No. \_\_\_\_\_  
 Marital Status  Married  Single  Others  
 (Please specify others : \_\_\_\_\_ )  
 Number of Children \_\_\_\_\_

**Spouse/Joint Applicant/Guarantor**

Title \_\_\_\_\_  
 Name \_\_\_\_\_  
 I/C (Old) \_\_\_\_\_  
 I/C (New) \_\_\_\_\_  
 DOB \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Year of Occupancy \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Type of Residence  Own  Rented  
 Nationality \_\_\_\_\_  
 Preferred Language  English  Bahasa Malaysia  Chinese  
 Race  Malay  Chinese  Indian  Others  
 (Please specify others : \_\_\_\_\_ )  
 Religion  Islam  Buddhism  Hinduism  Others  
 (Please specify others : \_\_\_\_\_ )  
 Country of P/R \_\_\_\_\_  
 Residence Status \_\_\_\_\_  
 Gender  Male  Female  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Handphone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Passport No. \_\_\_\_\_  
 Marital Status  Married  Single  Others  
 (Please specify others : \_\_\_\_\_ )  
 Number of Children \_\_\_\_\_

**B. EMPLOYMENT PARTICULARS (TO BE FILLED COMPLETELY)**
**Principal Applicant**

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Position \_\_\_\_\_  
 Occupation Sector \_\_\_\_\_  
 Length of Service \_\_\_\_\_  
 Education Level \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Monthly Income \_\_\_\_\_  
 Other Income \_\_\_\_\_  
 (Amount & Type of Income)

**Spouse/Joint Applicant/Guarantor**

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Position \_\_\_\_\_  
 Occupation Sector \_\_\_\_\_  
 Length of Service \_\_\_\_\_  
 Education Level \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Monthly Income \_\_\_\_\_  
 Other Income \_\_\_\_\_  
 (Amount & Type of Income)

**C. BANKING DETAILS (TO BE FILLED COMPLETELY)**

Bank 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 Branch 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 Account Type 1. \_\_\_\_\_ 2. \_\_\_\_\_

**D. OTHER CREDIT FACILITY (TO BE FILLED COMPLETELY)**

Name of Financial Institution  
 1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_  
 Type of Loan/Financing Amount  
 1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_  
 Approximate Current Balance  
 1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_  
 Monthly Repayment  
 1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**E. CREDIT CARD APPLICATION ONLY**

Spouse/Joint Applicant Supplementary Card \*

**Type of Card(s)**  
 Visa Gold  MasterCard Gold  American Express Gold  
 Visa Classic  MasterCard Classic  American Express Classic

Name to appear on the Principal Card  
 \_\_\_\_\_  
 \_\_\_\_\_

Name to appear on the Supplementary Card  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of Supplementary Card \_\_\_\_\_  
 Mother's Maiden Name \_\_\_\_\_  
 Other Credit/Charge Card 1 \_\_\_\_\_  
 2 \_\_\_\_\_

Billing Address  Home  Office

**Personal Reference (Immediate Family Member)**

Name \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Handphone \_\_\_\_\_  
 Home Telephone \_\_\_\_\_  
 Office Telephone \_\_\_\_\_

Collecting Branch \_\_\_\_\_  By Courier Service

\* If the Supplementary Cardholder is other than the Spouse/Joint applicant in Part A, please fill in the following

Title \_\_\_\_\_  
 Name \_\_\_\_\_  
 I/C (Old) \_\_\_\_\_  
 I/C (New) \_\_\_\_\_  
 DOB \_\_\_\_\_  
 Relationship \_\_\_\_\_

Credit Care Debt Relief Plan

Yes, I wish to be protected by the Debt Relief Plan for just RM0.28 a month for every RM100 of my outstanding credit card balance in the event of death or total permanent disability. I declare that I am above 20 and under 61 years of age. A Certificate of Assurance which details the Terms and Conditions will be sent to me upon my enrolment. If I am not completely satisfied with The Terms and Conditions of the policy, I can cancel my insurance from its inception by informing Maybank within 15 days of receiving the Certificate.

**F. HOUSING LOAN/FINANCING/OTHER APPLICATION (CONVENTIONAL & ISLAMIC)**

Type of Property \_\_\_\_\_  
 Purpose of Purchase  Owner Occupied  Investment  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Vendor/Developer \_\_\_\_\_  
 Repayment Period/Tenure \_\_\_\_\_  
 Purchase/Open Market Value \_\_\_\_\_  
 Construction Cost \_\_\_\_\_  
 Under Construction \_\_\_\_\_  
 Security For Other Facility \_\_\_\_\_  
 MRTA  Financing  Non-Financing

**Loan/Financing Amount**

Term Loan/Financing \_\_\_\_\_  
 OD Amount \_\_\_\_\_  
 ASB \_\_\_\_\_  
 AL-Inah \_\_\_\_\_  
 MRTA/Takaful \_\_\_\_\_  
 ASBRTA \_\_\_\_\_  
 Other Loan/Financing \_\_\_\_\_  
 Other Premium \_\_\_\_\_  
 Total \_\_\_\_\_



**G. DISCLOSURE**

I/We hereby :

1. declare that all information furnished to the Bank are true and correct and I/we authorise and consent to you obtaining any other information from any other sources including the Inland Revenue Authorities and by whatever means as the Bank considers appropriate;
2. expressly consent to and authorise you to disclose, as you shall in your absolute discretion deem fit, to Bank Negara Malaysia, any other bodies, authorise (CAGAMAS, debt collection agents) and the companies within Maybank Group including but not limited to their respective agents independent contractors and/or associates for the purpose of providing integrated services, maintaining records (financial or otherwise), marketing, distribution and/or other programmes, at any time and without notice or liability, any information and particulars (financial or otherwise) relating to my/our affairs and accounts, facilities or conduct thereof;
3. confirm that my/our borrowings/financing from all sources within Malaysia do not exceed in aggregate RM200,000 (applicable to non-residents and for refinancing only);

I/we hereby declare and confirm that

4. the property to be purchased is/is not my/our only property and the property will/will not be occupied by me/us;
5. I/we are not in default on any accounts with the Bank or other financial institutions or under any legal impediments;
6. neither my/our spouse, our parents or child(ren) are in the employment of or are directors of the Bank;
7. where the applicant is a company of business, neither the partners, the shareholders or directors are related to any of the Bank's staff or to any of the directors of the Bank;

8. this application form and all supporting documents that were submitted together with the application form shall be the sole property of the Bank and the Bank is entitled to retain the same irrespective of whether my/our application is accepted or rejected.
9. I/we agree to pay all incidental expenses in connection to the Facility(ies) and the preparation of security documents even if the Facility(ies) are not taken up or the documents may not be executed by us for any reason whatsoever;
10. I/we understand that Maybank reserves the right to decline an application without giving any reason;
11. I/we agree that my/our signing on the Visa and/or MasterCard and/or American Express or the use by me/us of the Visa and/or MasterCard and/or American Express shall constitute my/our acceptance of and my/our agreement to be bound by the terms and conditions contained in the Maybank CardMember Agreement, in the event that my/our application herein is approved (for Credit Card only).
12. For Non-Residents

I/we have with resident company(ies) / financial institution(s)

- No existing property loans/financing in Malaysia
- The following existing property loans / financing in Malaysia :-

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

\_\_\_\_\_  
 Name  
 I/C  
 Date

\_\_\_\_\_  
 Name  
 I/C  
 Date

\_\_\_\_\_  
 Name  
 I/C  
 Date

\_\_\_\_\_  
 Name  
 I/C  
 Date

**H. FOR BANK USE ONLY**

AA No. \_\_\_\_\_  
 Lead Generator \_\_\_\_\_  
 PF No. \_\_\_\_\_  
 Name \_\_\_\_\_  
 Department/Branch \_\_\_\_\_

Sales Person \_\_\_\_\_  
 PF No. \_\_\_\_\_  
 Name \_\_\_\_\_  
 Department/Branch \_\_\_\_\_

No. (Where Streamyx is to be connected) \_\_\_\_\_  
 Postcode \_\_\_\_\_ State \_\_\_\_\_  
 Home No. \_\_\_\_\_  
 Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ Current Email \_\_\_\_\_  
 (To be used for future marketing communications)  
 Passport No. \_\_\_\_\_  
 (Non-Malaysian Citizen - Please enclose a copy of Passport)  
 Date of Birth \_\_\_\_\_ Gender  Male  Female  
 Streamyx access login ID 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_  
 (Maximum 3 characters, maximum 8 characters)  
 Streamyx email login ID 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_  
 (Maximum 3 characters, maximum 8 characters (xxx@streamyx.com))

**SECTION 3 : INVOICING AND BILLING INFORMATION**

Billing Name \_\_\_\_\_ City \_\_\_\_\_ Postcode \_\_\_\_\_  
 Billing Address \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
 Contact Person's Email Address \_\_\_\_\_

**SECTION 4 : ACKNOWLEDGEMENT**

I have read, understand and agree to accept and be bound by the Terms and Conditions which accompany the usage of Streamyx access service. These Terms and Conditions may be subjected to approval by Telekom Malaysia Berhad, and I/We will be notified in a manner as Telekom Malaysia Berhad deems appropriate. I/We confirm that the information given herein by me/us is true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 RM10 Duty Stamp

In receipt of this application, Telekom Malaysia Berhad reserves the right to verify any information provided by you and reserves the right to decline any application without giving any reason thereof. Telekom Malaysia Berhad is not obligated to respond any request for any unsuccessful application. Kindly attach a copy of NRIC / Passport.

**APPLICANT IS NOT THE OWNER OF TELEPHONE LINE, PLEASE FILL UP ITEM 5.0a AND 5.0b**

**SECTION 5a : THIRD PARTY AUTHORISATION FOR USAGE OF FIXED TELEPHONE LINE BY APPLICANT (to be filled by telephone owner)**

\_\_\_\_\_ (telephone owner's name) NRIC No. \_\_\_\_\_ authorise \_\_\_\_\_ (Streamyx applicant name)  
 No. \_\_\_\_\_ to apply for Streamyx via my fixed telephone number \_\_\_\_\_. I hereby warrant that the above authorisation is the only authorisation given for the  
 use of subscribing for a Streamyx Combo package and/or Voice Plan under such package, and I shall NOT authorise the usage of the above telephone number for subsequent application of Streamyx service  
 to any other parties.

Signature of Telephone Owner \_\_\_\_\_ Date \_\_\_\_\_  
 Copy of telephone owner's NRIC and telephone bill (telephone line used to install Streamyx) are required.

**SECTION 5b : APPLICANT ACKNOWLEDGEMENT (to be filled by applicant)**

\_\_\_\_\_ (Streamyx applicant name), NRIC No. \_\_\_\_\_ hereby accept any and all responsibilities resulting from the written authorisation  
 \_\_\_\_\_ (telephone line owner), NRIC No. \_\_\_\_\_ and agree to be liable for any demand/claim and any cost arising from legal action pertaining to my usage of the  
 telephone line and the Streamyx service. I further agree that Telekom Malaysia Berhad shall not be responsible in any way whatsoever for any disruption to Streamyx service in the event that the owner terminates  
 the telephone line or upon suspension of the telephone line for any reason whatsoever.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 6 : ACKNOWLEDGEMENT FOR STREAMYX IN-A-BOX DELIVERY VIA COURIER**

Please state your delivery address: \_\_\_\_\_  
 Postcode \_\_\_\_\_ State \_\_\_\_\_

**General Terms and Conditions:**  
 Streamyx In-A-Box (modem set) forms part of the terms and conditions for Streamyx subscription.  
 Customer is responsible to self-install once modem received.  
 Account activation, SMS to STXACTV (space) Login ID and send to 33535 three (3) days after registration. Otherwise the account will auto activate 7-days from date of registration for self collect and 10-days for courier delivery.  
 Reply message from Telekom Malaysia Berhad will be charged RM0.30 to customer's mobile phone postpaid account or deducted from their prepaid balance. Telco SMS charges for each message sent is charged separately.  
 RM150 installation fee is applicable if installation assistance is required and charges shall be included in customer's bill.  
 Modem belongs to Telekom Malaysia Berhad and must be returned upon termination of service and/or non-availability of service due to line quality. RM150 will be charged in customer's bill for non returned modem set.  
 Faulty modem must be returned along with the Streamyx In-A-Box Modem Acceptance Form for modem replacement within fourteen (14) days from date of activation to any TMpoint / TM Authorised Resellers.  
 If modem is not available during delivery of the modem set, acceptance by a third party will be considered as successful delivery of the item to the Customer.

\_\_\_\_\_ (Streamyx applicant name) NRIC No. \_\_\_\_\_ hereby confirm that I have read, understand and agree to the  
 Terms and Conditions. In the event that I am not available during the delivery of the Streamyx In-A-Box (modem set) at the address as stated above, I agree to authorise a third party to receive the  
 modem set on my behalf by signing the Streamyx In-A-Box Modem Acceptance Form.

**SECTION 7 : FOR TM USE ONLY**

Type of service  Permanent  Temporary (Reason) \_\_\_\_\_  
 Account Executive \_\_\_\_\_  
 Mobile No. \_\_\_\_\_  
 Approval for Temporary account \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 8 : FOR AGENT USE ONLY**

Resellers ID \_\_\_\_\_ Agents ID \_\_\_\_\_  
 Resellers Name \_\_\_\_\_ Service Activation Date \_\_\_\_\_  
 Date \_\_\_\_\_





PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE YOU SIGN UP FOR THE STREAMYX SERVICE. BY INDICATING YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREOF, YOU ARE DEEMED TO HAVE ACCEPTED AND AGREED TO BE BOUND BY ALL THE FOLLOWING TERMS AND CONDITIONS FOR THE USE OF STREAMYX SERVICE PROVIDED BY TELEKOM MALAYSIA BERHAD ("TM"). TM RESERVES THE RIGHT TO UPDATE OR REVISE THE TERMS AND CONDITIONS FROM TIME TO TIME WITHOUT NOTICE TO THE CUSTOMER IN SUCH A MANNER AS TM DEEMS NECESSARY AND APPROPRIATE. CONTINUATION IN THE ACCESS OR USE OF THE STREAMYX SERVICE SIGNIFIES ACCEPTANCE OF THE CHANGES TO THESE TERMS AND CONDITIONS WITH REGARD TO THE STREAMYX SERVICE.

1. **The Service**  
TM (as hereinafter defined) is a company which is involved, amongst others in the provision of telecommunications and multimedia products and services and is desirous at the request of the Customer to provide to the Customer, Streamyx Service ("the Service" as hereinafter defined) on TM's network, which will allow the Customer the access to Internet on the terms and conditions set forth herein, as may be amended from time to time by TM).
2. **Definitions**  
  - 2.1 "Activation Date" means the date on which the Service and User Account (hereinafter defined) are activated for the Customer by TM as more particularly described in Clause 3.2 hereunder.
  - 2.2 "Agreement" means the completed Application Form (and its attachment(s)) and the terms and conditions herein contained.
  - 2.3 "Application Form" means the application form to which these terms and conditions are attached requesting particulars from an applicant offering to become a Customer (hereinafter defined) and furnishing the required and general information. Such application form and these terms and conditions shall form the Agreement.
  - 2.4 "Applicant" under this Agreement shall mean a natural person other than a minor and shall include corporate body, partnership, associations, company, government and/or non-government organisation whose application to enter into this Agreement is accepted by TM and shall include his successors and permitted assigns and is synonymous with the term "subscriber" or "applicant" wherever used in other correspondence or documents.
  - 2.5 "Commencement Notice" means the notice issued by TM to the Customer specifying the date of commencement of the Service. The Commencement Notice shall also contain the Customer's internet Protocol (IP) address or login name and password, as the case may be.
  - 2.6 "Leased Equipment" means the equipment which may include but not limited to modem provided by TM on lease basis to enable usage of the Service by the Customer, as may be decided by TM from time to time at its sole discretion.
  - 2.7 "Minimum Subscription Period" means the minimum period of twelve (12) months for subscription of the Service by the Customer or such other minimum period for subscription of the Service as may be determined by TM from time to time, and as more particularly described in Clause 4 hereon.
  - 2.8 "Queue Period" means the period where the service number is blocked from re-registration in provisioning system.
  - 2.9 "Registration Date" means the effective date of this Agreement which is the date upon which TM approves the Customer's application for the Services, as more particularly described in Clause 3.1 hereon.
  - 2.10 "TM" means TELEKOM MALAYSIA BERHAD (Company No. 128740 P), a company incorporated under the laws of Malaysia and having its registered address at Level 51, North Wing, Menara TM, Jalan Pantai Baharu, 50672 Kuala Lumpur ("TM").
  - 2.11 "Streamyx Service" (or the "Service") means a high speed internet access service which provides connection to the Internet with speeds ranging from 384kbps up to 4Mbps.
  - 2.12 "User Account" means an account under the name of the Customer in relation to the Service subscribed by the Customer.
  - 2.13 "Word expressions" denoting the singular include plural numbers and words and expressions denoting the plural shall include the singular number unless the context otherwise requires. Word denoting natural persons include bodies corporate, partnerships, sole proprietorship, joint ventures and trusts.
  - 2.14 The expression "him" or any other expressions appear herein shall be deemed to include the masculine, feminine, plural thereof where the context so admits.
3. **Agreement Period**  
  - 3.1 This Agreement shall be effective after execution of the Application Form by the Customer and upon the acceptance of the Application Form together with the required attachments hereunder and the registration thereof by TM ("Registration Date"). TM shall reserve the right to decline any application without assigning any reason thereto.
  - 3.2 The Service and Minimum Subscription Period shall commence after the successful completion of the Service installation, whether by TM, its appointed contractor or the Customer himself (as applicable) and upon the date on which the Service is activated for the Customer by TM ("Activation Date").
4. **Minimum Subscription**  
  - 4.1 The Customer shall subscribe to the Service for a period of not less than the Minimum Subscription Period of twelve (12) months or in the event of any promotion held by TM for the Service, such other minimum subscription period as may be prescribed by TM from time to time.
  - 4.2 This Agreement shall remain in full force and effect for the duration of the Minimum Subscription Period and upon expiry of the Minimum Subscription Period, this Agreement will automatically be renewed on a monthly basis unless earlier terminated by either Party hereto in accordance with the provisions of this Agreement.
5. **Application for the Service**  
  - 5.1 The Customer may apply for the Service online and offline. Where the Service is applied online, the Customer is still required to submit the relevant documents prescribed under Clause 5.3 herein to TM within reasonable period of the application.
  - 5.2 Upon submission of the Application Form (whether online or offline), the Customer shall ensure that all information (and documents) submitted to TM for the purpose of subscribing to the Service (including information requested to be submitted to the Customer's Application Form or information upon TM's request) are accurate, true, current and complete and the Customer hereby undertakes to inform TM of any updates to such information in the event of any changes thereto.
  - 5.3 The Customer is required to submit to TM the following supporting documents together with the Customer's signed and completed Application Form:  
    - For Malaysian:  
(i) Individual - a copy of the individual's identity card (both sides);
    - For Non-Malaysian:  
(i) Individual - a copy of the Customer's passport;
  - 5.4 In order to subscribe and establish connection to the Service, the Customer may use the Leased Equipment provided by TM or his own equipment to be connected to the Customer's telephone line to enable usage of the Service.
6. **Service Availability**  
  - 6.1 Upon receipt by TM of all the supporting documents specified in Clause 5.3 hereof, TM shall register the Customer's application and verify and confirm availability of the Service at the Customer's designated address as stated on the Customer's Application Form ("Designated Address").
  - 6.2 In the event that the Service is not available in the Designated Address, TM may inform the Customer and the Customer's application will be kept in TM's record as a waiter pending availability of the Service at the Designated Address. Where the Customer's application is not available in the Designated Address, TM shall be liable to pay to the Customer the amount of the Service fee for the period of the queue period. TM shall not be held liable or responsible in the event that TM are unable to provide such Customer with or facilitate availability of the Service at the Designated Address.
  - 6.3 In the event that the Service is available at the Designated Address, TM shall forthwith fix an appointment for and carry out the installation of the Service for the Customer in accordance with the provisions of Clause 7 hereof, unless specified otherwise (please see additional terms and conditions for Streamyx without modem package and Streamyx In-A-Box package attached hereto, as applicable).
  - 6.4 TM shall not be held liable for any problem arising between the Customer and TM in its capacity as the telephone line providers that may affect the availability of the Service. If there should be any interruption or termination of the Customer's fixed telephone line account by TM, this will affect the availability of the Service in which event, TM reserves the right to terminate the Service accordingly.
7. **Installation & Account Activation**  
  - 7.1 Unless otherwise arranged or provided to the Customer, TM and/or its appointed contractor shall fix an appointment date with the Customer for installation of the Service at the Designated Address by TM and/or its appointed contractor, subject to the Customer confirming the readiness and availability of all the following basic equipment required for the Service:  
    1. Telephone line through TM fixed line only;
    2. AC power supply for the Streamyx modem;
    3. Hubs, Routers, Servers (for Networking purposes);
    4. Internal wiring;
    5. Personal computer (with CD Drive and LAN connection card (NIC) and must conform with the specifications described by TM upon registration);
    6. DSL Modem (if modem is not leased from TM as part of the package subscribed);
    7. Approval in writing of the developer or building management corporation or the building owner, in the event that the Customer's premise is located at the high rise building that need the said approval for the installation of the Service; and
    8. Any other requirement as TM may notify to the Customer from time to time.
  - 7.2 Upon TM's satisfaction that the Customer is ready with all the basic equipment required for the Service as specified in Clause 7.1 above, TM and/or its appointed contractor shall confirm the appointment date and TM and/or its appointed contractor shall carry out the installation of the Service at the Designated Address within twenty four (24) hours from TM's confirmation thereof, at such time as may be agreed by the Parties.
  - 7.3 In the event that the Customer is not ready with the basic equipment as required in Clause 7.1 above, TM may at its sole discretion allow the Customer to defer the installation date for a period of fourteen (14) days. If after the fourteen (14) day period the Customer is still not ready with the basic equipment, TM may in its absolute discretion cancel the Customer's registration for the Service, unless the Customer submits a request in writing to TM within the said fourteen (14) day time frame to further defer the installation date for the Service and TM approves the same. Any such cancellation of the Service shall be at the Customer's own cost. The Customer may reapply for the Service subject to availability of the Service at the relevant point in time.
  - 7.4 Notwithstanding anything to the contrary in this Agreement, where the Customer subscribes to either the Streamyx without modem package or Streamyx In-A-Box package, the User Account and the Service will be activated automatically after ten (10) days from the date of registration of the Customer's application for the Service, provided that the Customer has paid the Service fee for the Service. The Customer is solely responsible for ensuring that the Streamyx without modem package or Streamyx In-A-Box package is properly installed at the Designated Address prior to such Activation Date. In the event that the Streamyx without modem package or Streamyx In-A-Box package is couriered to the Customer then the User Account shall only be activated automatically after ten (10) days from the Service registration date without notice to the Customer. For Customer of the Streamyx without modem package or Streamyx In-A-Box package, Clauses 7.1, 7.2 and 7.3 hereunder will not apply.
8. **Fees**  
  - 8.1 The fees for the Service shall be at the applicable rate indicated in the Application Form or such rates as may be prescribed and informed to the Customer by TM from time to time.
  - 8.2 The Fees shall be continuously chargeable and payable by the Customer upon connectivity of the Internet access to the Customer's Equipment regardless of the usage.
  - 8.3 Save and except as otherwise provided in this Agreement, payment of the fees for the Service shall be payable in advance from the Activation Date. The Customer shall be liable for and shall promptly pay to TM, within the time period specified in TM's bill for the Service, all charges, fees, rentals, costs or other amounts whatsoever as shown in TM's bill, notwithstanding that the Customer may dispute the same for any reason(s) whatsoever.
  - 8.4 In the event of suspension or termination of the User Account at any time during the Minimum Subscription Period, except where such termination arises from TM's breach or fault or an event of Force Majeure, then the Customer shall be liable to pay to TM all fees for the Service outstanding to TM from the date of such suspension or termination until the end of the Minimum Subscription Period.
  - 8.5 In the event that the telephone line used as a medium to connect to the Service is disconnected for any reason whatsoever, the Customer shall continuously be responsible to pay the monthly subscription fee for the Service.
9. **Payment**  
  - 9.1 In the event the amount stated in TM's bill or any part thereof remains unpaid after the due date, TM reserves the right to charge the Customer interest on the sum that remains unpaid as aforesaid at the rate of 1.5% per month and the due date shall be the date of due payment.
  - 9.2 The billing date will commence from the Activation Date.
  - 9.3 TM will issue the bill on monthly basis and the Customer is obligated to do reasonable inquiry in the event that he has not received the bill within the expected period. The Customer hereby acknowledges that non-receipt of a statement of account, bill, statement or any correspondence in relation to the Service subscribed shall not be a valid reason for the Customer to withhold or delay any outstanding payments to TM for the Service.
10. **Alteration/Modification**  
Any alteration/modification/restoration/investigation to the Service or Service configuration, and/or relocation of the Service based on the Customer's request is chargeable to the Customer at a rate as specified in the Application Form or any other rate as may be specified by TM from time to time.
11. **Change of Service Package Plan**  
  - 11.1 The Customer is not allowed to downgrade the Service package plan during the Minimum Subscription Period.
  - 11.2 Subject to Clause 11.3 and 11.4 hereinafter mentioned, the Customer may upgrade the Service package plan during the Minimum Subscription Period.
  - 11.3 The request for the Customer to upgrade or downgrade of his Service package plan after the Minimum Subscription Period shall be subject to TM's written approval which consent shall not be unreasonably withheld. For any allowable upgrades or downgrades as aforementioned, installation, activation and any other applicable fees will be charged to the Customer at a rate specified by TM from time to time.
  - 11.4 The Customer may request for upgrades of his Service package plan at any time during the term of this Agreement subject to the upgrade rate as may be prescribed by TM which shall be payable upon such application to TM for the upgrade. For the avoidance of doubt, in the event of termination of the Service before the expiry of the Minimum Subscription Period, the Customer shall be liable to pay the upgrade rate of Service fees for the remainder of the Minimum Subscription Period.
12. **Customer's Responsibilities**  
  - 12.1 The Customer shall:  
    - i. be responsible for the set-up or configuration of his own equipment for access to the Service;
    - ii. ensure his readiness for installation of the Service on the appointment date in accordance with Clause 7 hereof;
    - iii. comply with all notices or instructions given by TM from time to time in respect of the use of the Service;
    - iv. be solely responsible for obtaining, at his own cost, all licenses, permits, consents, approvals, and intellectual property or other rights as may be required for using the Service;
    - v. comply with the rules of any network to which the Customer has access through the Service;
    - vi. comply with and not contravene any and all applicable laws and regulations of Malaysia, whether relating to the Service or otherwise including but not limited to the Communication and Multimedia Act, 1998;
    - vii. be solely responsible for all information retrieved, stored and transmitted by the Customer through the use of the Service;
    - viii. obtain TM's prior approval before making any changes to the network configuration and interconnecting the private network to any public network;
    - ix. be responsible for ensuring that the Customer's personal computer is equipped with network card;
    - x. provide basic infrastructure for installation of the Leased Equipment including but not limited to internal wiring and in the event that the Customer is not leasing the Leased Equipment from TM, the Customer shall be responsible for purchasing the equipment at his own cost to enable connectivity of the Service;
    - xi. pay and settle all fees and any other charges due to TM in accordance with this Agreement;
    - xii. abide and adhere to the terms and conditions of this Agreement; and
    - xiii. be responsible to maintain in good condition any Leased Equipment by TM. In the event any of the Leased Equipment is faulty, lost or damaged due to any fault or negligence of the Customer, the Customer will have to bear the cost of the Leased Equipment according to its depreciated value that shall be determined by TM.
13. **Prohibited Use**  
  - 13.1 The Customer shall:  
    - i. not use the Service for any unlawful purpose including without limitation for any criminal purposes;
    - ii. not use the Service to send unsolicited electronic messages or any message which is obscene, threatening or offensive on moral, religious, racial or political grounds to any person including a company or a corporation;
    - iii. not compromise or infect any systems with computer viruses or otherwise;
    - iv. not infringe any intellectual property rights of TM, its related companies and subsidiaries or any third party;
    - v. not gain unauthorised access to any computer system connected to the internet or any information regarded as private by any person including a company or corporation;
    - vi. not share the Service with any other person including a company or corporation without the prior written approval of TM and shall use the Service only for the purpose for which it is subscribed;
    - vii. not resell or sublet the Service to any third parties without prior written consent from TM; and
    - viii. not use the Service in any manner, which in the opinion of TM may adversely affect the use of the Service by other Customers or efficiency or security as a whole.
14. **Security and Other Features**  
  - 14.1 The Customer shall take all such measures as may be necessary to protect his own system and network.
  - 14.2 The Customer shall be responsible for maintaining the confidentiality of his passwords, if any, (including without limitation changing his passwords from time to time) and shall not reveal the same to any other person. Where user identification is necessary to access the Service, the Customer shall use only his user identification.
  - 14.3 In the event that the Customer reports to TM that his user identification or password is stolen or lost, until such report has been made, the Customer shall be responsible for all transactions and access to the Service using the User Account, user identification or password by any third party and TM shall not be held responsible for the Service as provided in this Agreement.
15. **Leased Equipment**  
  - 15.1 In connection with any Leased Equipment that may be provided by TM for use of the Service the Customer shall:  
    - i. take appropriate measures to safeguard the Leased Equipment;
    - ii. properly maintain and keep the Leased Equipment at a safe place;
    - iii. adhere to all instructions and notice (written or otherwise) given by TM from time to time regarding the use of such Leased Equipment;
    - iv. be responsible for the return of the Leased Equipment in the event of any damage to the Leased Equipment whether by act or omission is caused by the Customer;
    - v. return and surrender the Leased Equipment to TM in the same condition as and when it was first provided to the Customer, normal wear and tear excepted, upon termination of the Service;
    - vi. be liable to pay TM for any Leased Equipment which the Customer fails to return or surrender to TM upon termination of the Service;
    - vii. not hold TM liable in the event that the Customer's own equipment and/or other devices is damaged due to including but not limited to floods, fire and lightning strike whilst using the Leased Equipment; and
    - viii. not hold TM liable in the event of any damage to the Leased Equipment to a similar model or type as the Customer's existing Leased Equipment and TM reserves the right to replace the Leased Equipment to any model or type available at the relevant time, at TM's sole discretion.



In the event of any interruption, loss or unavailability of the Service and/or any technical faults encountered with the Leased Equipment, the Customer may request for technical support and basic troubleshooting of the same from TM upon visiting the Customer's premises, if TM and/or its appointed contractor determines that such interruption, loss or unavailability of the Service is not attributable to or caused by any fault in the Leased Equipment or TM's network, then TM reserves the right to impose charges at the rate as specified in the Application Form or any other rate as may be prescribed by TM from time to time for the visit to the Customer's premises.

#### Customer's Equipment Installation

- The Customer shall prepare all applicable Customer's equipment at the Designated Address in accordance with Clause 7 herein and/or any other specifications TM may provide to the Customer in relation to the Service. The Customer shall further ensure that the said Customer's equipment are in good condition and has proper set-up for purposes of installation of additional configuration and installation of software to the said Customer's equipment by TM.
- In the installation of the configuration and software for the Customer's equipment can be conducted by the Customer themselves as per TM's guidelines. The Customer acknowledges that such installation shall be at the Customer's own risk.
- In the event that the Customer's premise is located at the high rise building that need the approval of the developer or the building management corporation or the building owner for the installation of the Service, as the case may be, the Customer shall ensure that he has obtained such consent to enable TM and/or its appointed contractor to do the installation without any disruption.
- TM shall not be liable for any loss or damage to any property or injury to any person whatsoever caused, whether negligent or otherwise arising out of any installation and/or configuration where such task is conducted by the Customer.
- TM and/or its appointed contractor shall not be liable or responsible for any technical problem, loss, interruption or unavailability of the Service, or other loss or damage suffered by the Customer which arises from or is caused by the Customer's equipment, whether connected to TM's equipment or otherwise.
- In the event that the Customer requests for TM's appointed contractor to conduct further technical investigation for the purpose of identifying and/or rectifying any problem arising from the Customer's equipment and TM's appointed contractor agrees to render such assistance, TM will not be involved or responsible for any fees or charges for such additional support services which TM's appointed contractor may impose on the Customer. TM shall not be liable or responsible for any loss or damage suffered by the Customer howsoever caused, whether negligent or otherwise arising out of the provision of additional support services to the Customer and/or in relation to the Customer's equipment by any appointed contractor.

#### Lawful Purpose

Customer shall only use the Service for lawful purposes. Transmission of any material in violation of any international, federal, state or local laws or regulations is prohibited. These include, but shall not be limited to copyrighted material, material legally judged to be threatening or obscene, pornographic, profane, or material protected by trade secrets. These also include links or any connection to such materials.

#### Suspension of Service

- Without prejudice to any other rights or remedies and notwithstanding any waiver by TM of any previous breach by the Customer, TM may suspend the Service for a period determined by TM in its sole discretion in the event that:
  - any fee and/or payment due hereunder for the Service provided is not settled in full on due payment date;
  - in the event the Customer fails to comply with the terms of this Agreement;
  - any scheduled or unscheduled outages occur which cause interruption to the Service, including but not limited to maintenance of TM's equipment or systems.
- In the event of any suspension of the Service by TM in accordance with Clause 18.1(i) and Clause 18.1(ii) hereof, TM may if it deems appropriate at its sole discretion and upon such terms, as it deems proper reconnect the Service, in which event the Service and this Agreement shall continue in effect as if the Service had not been suspended. TM shall have the right to impose on the Customer a reconnection fee at a rate as specified by TM from time to time.
- For the avoidance of doubt, the abovementioned suspension exercise shall not prejudice the right of TM to continuously bill the Customer for the subscription fees and/or recover all other charges, costs, and interests due and payable by the Customer to TM. In the event of non-payment by the Customer and subsequent suspension of the Customer's Service by TM, the Customer will still be liable to pay the fees for the Service during the period of suspension. Further where the Customer defaults in payment, TM may at its discretion charge the Customer a reconnection fee for the Service at the rate stated in the Application Form or any other rate as may be prescribed by TM from time to time.

#### Change of Customer's Details

Customer undertakes to inform TM of any change of the Customer's information provided earlier to TM within fourteen (14) days of such changes. Failure by the Customer to notify TM of such changes shall be a waiver of the Customer's right including the right to be notified under this Agreement as the case may be.

#### Termination

- Without prejudice to any other rights or remedies of the parties under this Agreement or at law, either party may terminate this Agreement, in the event:
  - the other breaches any term, condition, undertaking or warranty under this Agreement and such breach shall remain unremedied for a period of thirty (30) days after receipt of the written request to remedy the same;
  - the other becomes bankrupt or enters into any composition or arrangement with or for the benefit of creditors or either party or allow any judgment against either party to remain unsatisfied for the period of twenty-one (21) days;
  - any event of Force Majeure occurs as specified in Clause 31 hereof, which continues for a period of more than sixty (60) days.
- Without prejudice to any other rights or remedies of TM under this Agreement or at law, TM may terminate this Agreement by giving the Customer fourteen (14) days notice, in writing, if the Customer:
  - fails to comply with TM's policy(ies) and/or instruction(s) communicated to the Customer, in writing; or,
  - is in breach of any provision under Communication and Multimedia Act, 1998 or any other rules, regulations, by-laws, acts, ordinances or any amendments to the above.
- Notwithstanding the above, TM may terminate the Service under this Agreement immediately, without penalty, if:
  - the Customer fails to make payment of fees, Charges and/or any sum due to TM within the stipulated time. Notwithstanding the termination by TM, the Customer shall remain liable for all fees due and owing to TM during the Minimum Subscription Period.
  - the Customer fails to comply with the terms of this Agreement, and TM, in its sole discretion is of the opinion that such breach shall not be tolerated and shall not fall under provision of Clause 20.1 (i) above; and/or,
  - the Customer provided false or incomplete information to TM.
- Such termination, as hereinbefore mentioned in Clauses 20.2 and 20.3, shall not prejudice the right of TM to recover all charges, costs, and interests due and any other incidental damages incurred thereto.
- Subject to Clause 4 and Clause 8.3 aforementioned, this Agreement may be terminated by either party upon thirty (30) days written notice to the other party.
- Upon termination of the Service of the Agreement, all monies owing by the Customer to TM shall immediately become due and payable and the Customer shall upon demand by TM settle all amounts within the time stipulated by the Customer to TM. The Customer shall forthwith return the Leased Equipment (if any) to TM in a good condition (fair wear and tear excepted).
- Subject to Clause 20.5 aforementioned, any termination (based on service number) shall be subject to thirty (30) days Quarantine Period from the termination date.
- Any fee and/or charge paid by the Customer to TM pursuant to this Agreement shall not be refundable upon termination of the Service by the Customer.
- TM shall not be liable to the Customer for any claim for damages or costs of any nature whatsoever arising out of discontinuance of the Service or termination or expiration of this Agreement in accordance with its term including but not limited to any claim for loss of profits or prospective profits or for anticipated loss.

#### Disclaimer

- The Service is provided on an "as is" basis. TM makes no warranty of any kind, either expressed or implied, and expressly disclaims all implied warranties, including, but not limited to warranties of accuracy of the Service and/or the Leased Equipment for particular purpose of the Customer.
- TM shall not be liable to the Customer for any direct and incidental loss, cost, claim, liability, expenses, demands or damages whatsoever (including any loss of profits, loss of savings or incidental or consequential damages), arising out of the Customer's failure or inability to use such Leased Equipment provided by TM hereunder. TM's liability (if any) is limited to restore and if necessary to replace the Leased Equipment if TM decides that the Leased Equipment is not in working conditions or faulty not due to the Customer's act or omission.
- TM shall not be liable to the Customer if the Customer's own equipment and/or other devices are damaged due to Force Majeure Event including but not limited to floods, fire and lightning strike while using the Service. TM's liability (if any) during installation and/or restoration of any reported faulty of the Leased Equipment shall not cover the wiring or cabling connecting the Leased Equipment or the Customer's equipment and the building management corporation or the building owner power house.
- TM shall not be liable to the Customer for any loss or any damages sustained by reason of any disclosure, inadvertent or otherwise in any information concerning the User Account particulars.
- While every care is taken by TM in the provision of the Service, TM shall not be liable for any loss of information howsoever caused whether as a result of any interruption, suspension, or termination of the Service or otherwise, or for the contents accuracy or quality of information available, received or transmitted through the Service.
- The Customer shall be solely responsible, and TM shall not be liable in any manner whatsoever, for ensuring that in using the Service all applicable laws, rules and regulations for the use of any telecommunications systems, service or equipment shall be at all times complied with.

#### Indemnity

- The Customer undertakes and agrees to indemnify, save and hold harmless TM at all times against all actions, claims, proceedings, costs, losses and damages whatsoever including but not limited to libel, slander or infringement of copyright or other intellectual property rights or death, bodily injury or property damage howsoever arising which TM may sustain, incur or pay, or as the case may be, which may be brought or established against TM by any party including a company or corporation whatsoever arising out of or in connection with or by reason of the operation, provision or use of the Service and/or equipment under and pursuant to this Agreement and which are attributable to the act, omission or neglect of the Customer, his servants or agents.
- TM shall use its best endeavours to ensure the continuity and efficiency of the Service at all times but shall not be liable for any loss, damage, consequential or otherwise, arising out of any failure of the Service caused unless such default, error, omission or loss is due to the willful neglect or fault of TM. Notwithstanding the aforementioned, the extent of TM's liability shall be limited to correcting the failure of the Service only.

#### Confidential Information

TM and except with the prior written consent of the other Party, either Party shall not at any time communicate to any person any confidential information disclosed to him for the purpose of the provision of the Service or recovery by TM to exercise any part or during its rights under the terms and conditions of the Service. For the avoidance of doubt, TM may disclose any confidential information in regards to this Agreement to Telekom Malaysia Berhad and its affiliates in its ordinary course of business and/or on need to know basis as the case may be.

#### Compliance with applicable laws

The Customer shall not and not to contravene any and all applicable laws and regulations of Malaysia relating to the Service or otherwise, including but not limited to Communication and Multimedia Act 1998 and its subsidiary legislation, other Acts of Parliament, local by-laws, rules and regulations issued by relevant government bodies and/or authorities.

#### Amendment

TM reserves the right to amend the terms and conditions herein contained and/or the specific terms at any time and the Customer shall be bound by the amended terms and conditions. Notice of the amendment may be given to TM to the Customer in such manner as TM deems appropriate.

#### Severability

Any provision herein contained should be invalid, illegal or unenforceable under any applicable law, such provision shall be fully severable and this Agreement shall be construed as if such illegal or invalid provision had never comprised a part of this Agreement and the legality and enforceability of the remaining provisions of this Agreement shall not be affected or impaired in any way.

#### Assignment

The Customer shall not assign any of his rights or obligations under this Agreement to any other person whatsoever except with prior written approval of TM. TM may assign or novate this Agreement or any part thereof to any body corporate which is a parent company, subsidiary or related company of TM and consent for the abovementioned is hereby given by the Customer.

#### Binding on Successors

The terms and conditions shall binding upon the successors, executors, administrators, personal representatives and assign of the Customer and upon the substitute and assigns of TM.

#### Waiver and waiver

- No delay or indulgence by TM in enforcing any term or condition of this Agreement or granting of time by TM to the Customer shall prejudice the rights or powers of TM under this Agreement or at law.
- Failure by TM to exercise any part or during its rights under the terms and conditions of this Agreement or any partial exercise shall not act as a waiver of such right nor shall any waiver by TM of any breach constitute a continuing waiver in respect of any subsequent or continuing breach.

#### Notices

Notices, requests or other communications required or permitted to be given or made hereunder shall be in writing and delivered either by hand, or sent by prepaid registered post or legible telefax addressed to the Party at the address set out in the application form for the Service or to such other address or facsimile number as any Party may from time to time duly notify to the other Party. Such notices, requests or other communications shall be deemed to have been given by facsimile immediately after transmission thereof or if sent by post, forty-eight (48) hours after posting.

#### Force Majeure

Neither party shall be liable for any breach of this Agreement arising from cause beyond its control including but not limited to Acts of God, insurance of civil disorder war or military operations, national or local emergency, acts or omissions of government, highway authority or other competent authority, industrial disputes of any kind (whether or not involving either party's employees), fire, lightning, explosion, flood, subsidence, inclement weather, acts or omissions of persons or bodies for whom neither party is responsible or any other cause whether similar or dissimilar outside either party's control. The parties hereby agree that either party may terminate this Agreement, by giving written (14) days notice to the other party, in the event that the Force Majeure event which has occurred prevents either party from performing and/or continuing its obligations for more than a period of sixty (60) days.

#### Governing Law

This Agreement shall be governed and construed in accordance with the laws of Malaysia.

#### Fees and Taxes

- The Customer shall bear the stamp duty on this Agreement.
- Any cost incurred in relation to preparation and legal vetting of this Agreement shall be borne by the Parties respectively.
- The Customer shall bear all Government's taxes, levies and other costs imposed by law in relation to the provision of the Service by TM. In particular, where Goods and Service Tax ("GST") is applicable to TM as the supplier under this Agreement, TM is entitled to charge the GST payable to the Government on the Service and/or any TM services or equipment supplied to the Customer.
- If TM is liable for GST as contemplated by Clause 33.3 then:
  - TM shall:
    - provide to the Customer information that may be reasonably required to establish its liability for GST; and
    - provide such information and documents as may reasonably be required by the Customer to enable the Customer to claim an input tax credit under the law applicable to GST; and
  - where a taxable supply has been made and consideration charged but the applicable GST has not been charged, the increase in the consideration required by clause 33.3 shall be paid by the Customer.
- If the fees, charges, damages or any other monies due hereunder by the Customer to TM shall be required to be recovered through any process of law, or if the said monies or any part thereof shall be placed in the hands of solicitors for collection, the Customer shall pay (in addition to the said monies) TM's solicitors fees and any other fees or expenses incurred in respect of such collection as may be determined by the Court of law.

#### Customer's Warranties and Acknowledgement

- The Customer hereby warrants that:
  - he has the legal capacity to enter into this Agreement and is not a minor; and
  - if the Customer is a body corporate, it has the required corporate authority to enter, execute and be bound by the terms and conditions of this Agreement.
- The Customer acknowledges that:
  - he has read and fully understood all the terms and conditions herein upon signing the Application Form and agrees to be bound by the same upon TM accepting the application;
  - the details and documents provided to TM together with the Application Form are true, genuine and contain the latest information and allows TM to conduct independent verification of the same with any organisation or body;
- Notwithstanding the above, TM shall reserves the right to reject the application or require the Customer to furnish further details or documents as TM deems fit and necessary without assigning any reason whatsoever.
- The Customer further acknowledges and agrees that:
  - it is TM's policy to exercise any and all personal information acquired through the registration process or through the Customer's use of TM's products and services for its business purposes.
  - TM may use the Customer's personal information for the internal purposes of customising advertisements and content on the website(s) and TM's partner sites, providing information to the Customer of other products and services available from TM and its affiliate, processing and fulfilling Customer request for products and services, responding to Customer enquiries, conducting research for improvement of the Service and statistical analysis and the general operation and maintenance of the Service and its related website(s).
  - TM will disclose the Customer's personal information if required to do so by law or in good faith, if such action is necessary to:
    - comply with any law enforcement agency, court orders or legal process; and/or
    - protect and defend the rights or property of TM and its users.



SECTION A : TYPE OF APPLICATION

Please write in capital letters and tick (✓) where applicable

New  Optional: Electronic Payment Gateway (EPG) [To be attached with SAP merchant registration form]

Your existing domain (If any) \_\_\_\_\_



SECTION B : DETAILS OF APPLICATION

Please fill in all the required information below in BLOCK LETTERS.

E-mail : \_\_\_\_\_ [This email address will be used as the admin login id]  
Name of applicant : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Company ROB/ROC/ROS : \_\_\_\_\_ [Please enclose a copy of Company Registration Certificate]  
Designation : \_\_\_\_\_  
NRIC / Passport No. : \_\_\_\_\_ [Malaysian Citizens-Please enclose a copy of NRIC]  
Address : \_\_\_\_\_  
Postcode : \_\_\_\_\_  
City : \_\_\_\_\_  
State and Country : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_ - \_\_\_\_\_ Fax No : \_\_\_\_\_ - \_\_\_\_\_  
Nature of Business : \_\_\_\_\_

SECTION C : INVOICING AND BILLING INFORMATION

Billing Name : \_\_\_\_\_  
Billing address : \_\_\_\_\_ [Leave blank, if same with section B address!]  
City : \_\_\_\_\_  
State and Country : \_\_\_\_\_  
Postcode : \_\_\_\_\_  
Contact person's email : \_\_\_\_\_  
Mode of billing :  Yearly  
Mode of payment :  Cheque/Money Order/Postal Order No : \_\_\_\_\_ [Made payable to Telekom Malaysia Berhad]  
Amount (RM) \_\_\_\_\_ No \_\_\_\_\_

SECTION D : ACKNOWLEDGEMENT

I/We hereby agree to accept and be bound by the Terms & Conditions which accompany the usage of TM Services. The Terms & Conditions may be subject to change by Telekom Malaysia Berhad ("TM") and I/We will be notified in a manner as TM deems appropriate. I/We hereby confirm that the information given herein by me/us is true and correct.

Name : \_\_\_\_\_  
Authorised Signature : \_\_\_\_\_  
NRIC / Passport No : \_\_\_\_\_  
Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Company's Name and Stamp

Upon receipt of this application, Telekom Malaysia Berhad reserves the right to verify any information provided by you and reserves the right to decline any application without giving any reason thereof and is not obligated to respond to any unsuccessful application.

SECTION E : FOR TM USE ONLY

Data Received : \_\_\_\_\_  
Reference No. : \_\_\_\_\_  
Name & Signature of officer on behalf of Telekom Malaysia Berhad \_\_\_\_\_  
Company's Name and Stamp

Signature of applicant

SECTION F : FOR AGENT USE ONLY

Reseller ID No. : \_\_\_\_\_ Agent's ID No. : \_\_\_\_\_ Bill Date : \_\_\_\_\_  
Reseller / AE Name. : \_\_\_\_\_  
AE Cost Centre : \_\_\_\_\_  
Official Stamp



**SECTION A : TYPE OF APPLICATION**

Please write in capital letters and tick (✓) where applicable

Optional:  
 New       Electronic Payment Gateway (EPG) [To be attached with SAP merchant registration form]

Your existing domain (if any)  
 \_\_\_\_\_



**SECTION B : DETAILS OF APPLICATION**

Please fill in all the required information below in BLOCK LETTERS.

E-mail : \_\_\_\_\_  
[This email address will be used as the admin login id]

Name of applicant : \_\_\_\_\_

Company Name : \_\_\_\_\_

Company ROB/ROC/ROS : \_\_\_\_\_  
[Please enclose a copy of Company Registration Certificate]

Designation : \_\_\_\_\_

NRIC / Passport No. : \_\_\_\_\_  
[Malaysian Citizens - Please enclose a copy of NRIC]

Address : \_\_\_\_\_  
 \_\_\_\_\_

Postcode : \_\_\_\_\_

City : \_\_\_\_\_

State and Country : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ - \_\_\_\_\_      Fax No : \_\_\_\_\_ - \_\_\_\_\_

Nature of Business : \_\_\_\_\_

**SECTION C : INVOICING AND BILLING INFORMATION**

Billing Name : \_\_\_\_\_

Billing address : \_\_\_\_\_  
[Leave blank, if same with section B address]

City : \_\_\_\_\_

State and Country : \_\_\_\_\_

Postcode : \_\_\_\_\_

Contact person's email : \_\_\_\_\_

Mode of billing :  Yearly

Mode of payment :  Cheque/Money Order/Postal Order      No : \_\_\_\_\_  
[Made payable to Telekom Malaysia Berhad]  
 Amount (RM) \_\_\_\_\_ No \_\_\_\_\_

**SECTION D : ACKNOWLEDGEMENT**

I/We hereby agree to accept and be bound by the Terms & Conditions which accompany the usage of TM Services. The Terms & Conditions may be subject to change by Telekom Malaysia Berhad ("TM") and I/We will be notified in a manner as TM deems appropriate. I/We hereby confirm that the information given herein by me/us is true and correct.

Name : \_\_\_\_\_

Authorized Signature : \_\_\_\_\_

NRIC / Passport No : \_\_\_\_\_

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Company's Name and Stamp

Upon receipt of this application, Telekom Malaysia Berhad reserves the right to verify any information provided by you and reserves the right to decline any application without giving any reason thereof and is not obligated to respond to any unsuccessful application.

**SECTION E : FOR TM USE ONLY**

Data Received : \_\_\_\_\_

Reference No. : \_\_\_\_\_

Name & Signature of officer on behalf of Telekom Malaysia Berhad

Company's Name and Stamp

\_\_\_\_\_  
 Signature of applicant

**SECTION F : FOR AGENT USE ONLY**

Reseller ID No. : \_\_\_\_\_      Agent's ID No. : \_\_\_\_\_      Bill Date : \_\_\_\_\_

Reseller / AE Name : \_\_\_\_\_

AE Cost Centre : \_\_\_\_\_

Official Stamp

**SECTION A - TYPE OF APPLICATION**

Please write in capital letters and tick [✓] where applicable

Optional:  
 New       Electronic Payment Gateway (EPG) (To be attached with SAP merchant registration form)



Your existing domain (if any)  
 \_\_\_\_\_

**SECTION B - DETAILS OF APPLICATION**

Please fill in all the required information below in BLOCK LETTERS.

E-mail : \_\_\_\_\_  
[This email address will be used as the admin login id]

Name of applicant : \_\_\_\_\_

Company Name : \_\_\_\_\_

Company ROB/ROC/ROS : \_\_\_\_\_  
[Please enclose a copy of Company Registration Certificate]

Designation : \_\_\_\_\_

NRIC / Passport No. : \_\_\_\_\_  
[Malaysian Citizens-Please enclose a copy of NRIC]

Address : \_\_\_\_\_  
 \_\_\_\_\_

Postcode : \_\_\_\_\_

City : \_\_\_\_\_

State and Country : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ - \_\_\_\_\_ Fax No : \_\_\_\_\_ - \_\_\_\_\_

Nature of Business : \_\_\_\_\_

**SECTION C - INVOICING AND BILLING INFORMATION**

Billing Name : \_\_\_\_\_

Billing address : \_\_\_\_\_  
[Leave blank, if same with section B address]

City : \_\_\_\_\_

State and Country : \_\_\_\_\_

Postcode : \_\_\_\_\_

Contact person's email : \_\_\_\_\_

Made of billing :  Yearly

Made of payment :  Cheque/Money Order/Postal Order      No : \_\_\_\_\_  
[Made payable to Telekom Malaysia Berhad]  
 Amount (RM) \_\_\_\_\_ No \_\_\_\_\_

**SECTION D - ACKNOWLEDGEMENT**

I/We hereby agree to accept and be bound by the Terms & Conditions which accompany the usage of TM Services. The Terms & Conditions may be subject to change by Telekom Malaysia Berhad ("TM") and I/We will be notified in a manner as TM deems appropriate. I/We hereby confirm that the information given herein by me/us is true and correct.

Name : \_\_\_\_\_

Authorized Signature : \_\_\_\_\_

NRIC / Passport No : \_\_\_\_\_

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Company's Name and Stamp

Upon receipt of this application, Telekom Malaysia Berhad reserves the right to verify any information provided by you and reserves the right to decline any application without giving any reason thereof and is not obligated to respond to any unsuccessful application.

**SECTION E - FOR TM USE ONLY**

Data Received : \_\_\_\_\_

Reference No. : \_\_\_\_\_

Name & Signature of officer on behalf of Telekom Malaysia Berhad

Company's Name and Stamp

\_\_\_\_\_  
 Signature of applicant

**SECTION F - FOR AGENT USE ONLY**

Reseller ID No. : \_\_\_\_\_      Agent's ID No. : \_\_\_\_\_      Bill Date : \_\_\_\_\_

Reseller / AE Name. : \_\_\_\_\_

AE Cost Centre : \_\_\_\_\_

Official Stamp



**PLEASE READ THE TERMS AND CONDITIONS OF THIS AGREEMENT BEFORE YOU SIGN UP FOR MYBIZPOINT SERVICE.**

**1. Registration of the Services**

The Customer is deemed to have agreed to be bound by these terms and conditions by signing the Application Form attached with the terms and conditions of use of the Service and return to TM through its sales office or any of TMpoint or TM's authorized outlets or Managed Service Providers (MSP) as stated in the website currently held at: <http://www.mybizpoint.com> or any other URL which TM may provide from time to time.

TM RESERVES THE RIGHT TO UPDATE OR REVISE THIS TERMS AND CONDITIONS FROM TIME TO TIME WITHOUT GIVING PRIOR NOTICE TO YOU. PLEASE REFER TO THE TERMS AND CONDITIONS PERIODICALLY FOR CHANGES.

CONSENTATION BY THE ACCESS OR USE OF THE SERVICES SIGNIFIES ACCEPTANCE OF THE CHANGES.

**2. Description of the Service**

TM is a company involved in, amongst others, the provision of internet and multimedia products and services and is desirous at the request of the Merchant to provide the Services (as hereinafter defined) on TM's network, which will allow the Merchant and their customers access to the Internet on the terms and conditions set forth herein, as may be amended from time to time by TM.

**3. Definitions and Interpretations**

"Agreement" means the completed application form including its attachment (if any) and the terms and conditions stated herein.

"Application Form" means the application form to which these terms and conditions are attached requesting particulars from the Merchant subscribing to the Service and furnishing the required and genuine information. Such application form and these terms and conditions shall form this Agreement.

"Commencement Notice" means the written notification issued by TM to the Merchant regarding the application of the Service and the date of commencement of the Services. The Commencement Notice may also contain the Merchant's Internet Protocol (IP) address or login name and password, as the case may be.

"Commencement Date" means the commencement of the Services upon issuance of the commencement notice by TM to the Merchant.

"Customers" refers to the customers of the Merchant on the Merchant's On-Line Site.

"Extended Term" means the extended period of subscription for the Service applied by the Merchant, at the end of the Minimum Subscription Period.

"Managed Services" means platform development and support from MSP.

"Merchant" means the person whose name and address appears in the application form, who has signed up to use the Service.

"Managed Service Provider (MSP)" refers to authorized partner appointed by TM to conduct service rendering upon subscription of the service as specified in Clause 4.1.4 herein.

"Minimum Subscription Period" means the minimum period of twelve (12) months for the subscription of the Service by the Merchant as specified in Clause 3.1.7 herein.

"MyBizPoint facilities" means where the merchants are provided with an E-Commerce platform with embedded trade matching engine, integrated business directory, cataloging engine with online inventory system, e-Mail cart function and B2B & B2C payment gateway.

"On-Line Site" means Merchant's site on the World Wide Web (www) through which Merchant conducts electronic business.

"Services" means MyBizPoint facilities that enable the Merchant to do his business online and transact with the Customer on the World Wide Web (www).

"SSL Server ID Certificate" means upon installation, SSL will be activated, creating a secure communication channel between the Merchant's site and the Customer's browser.

"Subscription Term" means the period of the Subscription of the Services, including the Minimum Subscription Period and/or the Extended Term thereof.

"Subscription Fees" means certain amount of money payable by Merchant to TM on an annual basis or monthly basis whichever application as defined by TM, agreed and selected by the Merchant as indicated on the Application Form for the ongoing Services provided.

"TM" means Telekom Malaysia Berhad, a company incorporated under the laws of Malaysia with its business address at Level 9, North Wing, Menara TM, Jalan Pantai Baharu, Kuala Lumpur.

"Transaction Fees" means the amount of money payable by the Merchant to TM on per transaction basis, for any successful transaction through Merchant's On-Line Site, agreed and selected by the Merchant as indicated on the Application Form.

"User Account" means an account under the name of the Merchant in relation to the Service as managed by the Merchant.

Words and expressions denoting the singular include plural numbers and words and expressions denoting the plural shall include the singular number unless the context otherwise requires. Words denoting natural persons include bodies corporate, partnerships, sole proprietorships, joint ventures and trusts.

The expression "him" or any other expressions appear herein shall be deemed to include the masculine, feminine, plural thereof where the context so admits.

**4. Scope of Service**

**4.1 Term**

4.1.1 This Agreement shall be effective on the Commencement Date and shall be valid for a period of not less than the Minimum Subscription Period. Usage of the Service by the Merchant shall become conclusive proof of the commencement date of the Service.

4.1.2 This Agreement shall be automatically extended ("Extended Term" as defined herein) after the Minimum Subscription Period unless and until the said Services are terminated by either Party by giving the other Party thirty (30) days notice in writing as provided under this Agreement.

4.1.3 Maximum product entitlement is 50 products.

4.1.4 Upon signing the merchant is entitled to free managed services as follows:

a) Layout creation  
i. Online Store Themes  
ii. Store templates

b) Content Development (Maximum up to 5 pages)  
i. Company Profile / Background - 1 page  
ii. Business / Services / Product Overview - 2 pages  
iii. Contact Us / Information - 1 page  
iv. General Inquiry Form - 1 page

c) Managed Product Uploads  
i. Maximum up to 20 products upon handover to Merchant  
ii. Addition & change of products/revisions are twice (2) per month

4.1.5 The merchant is entitled to the free managed services by the MSP upon the following:

a) Within fourteen (14) days from the date of activation of the Merchant's ID and password.

b) Upon payment of the Subscription Fees.

c) Free managed services by MSP as described in Clause 4.1.4 above to update or add the managed service up to forty-four (44) days calculated from the handover of the above mentioned managed services.

**4.2 Procedures**

4.2.1 The Merchant is required to submit accurate, current and complete information for the purpose of subscribing to the Services and the Merchant hereby undertakes to update such information in the event of any change thereto.

4.2.2 The Merchant is required to submit supporting documents with the Application Form. The required supporting documents are as follows:

For Malaysians:  
(a) Individual - a copy of the individual's identity card (both sides);  
i. Sole proprietor or partnership - a copy of either the Merchant's business license, Forms Q, B or A;

(b) Company - a copy of Form 9, Form 49, Form 24 or Form 13.  
For foreigners:  
(a) Individual - a copy of the Merchant's passport;  
(b) Company - a copy of either the Merchant's Form 79, 80, 80A or 83.

All supporting documents must be duly certified by the Authorized Representative of the Merchant.

4.2.3 TM will process the Merchant's application upon submission of the Application Form together with all the required documents to TM. The Services shall commence upon acceptance and approval of the Merchant's application together with payment by Merchant of the applicable fees to TM.

**4.2.4 Merchant Identification and Authorization**

Upon provisioning of the Service to the Merchant, TM will assign Merchant Username for identification purposes, and a Merchant Password for authorization purposes.

**4.2.5 Customization**

The Merchant shall have an option to include additional service of Web Design Service, Banking or Payment Service and Logistic Service to the site. TM shall provide the integrated services to the Merchant subject to associated customization charges as determined by TM. Notwithstanding, the Merchant shall make independent contractual arrangement with the respective bank and/or logistic companies and TM shall bear no responsibilities with respect to the provision of the service except if the Merchant's On-Line Site is hosted by TM.

**4.2.6 Managed Service Information preparation**

Upon signing up to the Service, the Merchant shall provide sufficient information which shall be used by the MSP to complete the Managed Service scope of work as specified under Clause 4 herein.

(a) The Merchant is required to provide the following information:  
i. Softcopy of Company Background / Information,  
ii. Company categorization,  
iii. Softcopy of general product overview and services (if any);

iv. Softcopy of product picture;  
v. Softcopy of product details (including pricing, categories & description);  
vi. Contact details;  
vii. Hyperlinks (if any).

**5. No Warranty**

5.1 No responsibility on Customer's Orders and Card verification  
TM does not perform any payment collection services, which falls under the Merchant's and/or Merchant's bank or credit card processor's sole responsibility. TM shall have no liability to Merchant or its Customers for TM's or any other processor's order processing error, including where Merchant's credit card processor notifies TM of a problem with a Customer's credit card account.

**5.2 Technical Support**

TM may provide technical support in terms of software and hardware maintenance with respect to the Service, as reasonably required by Merchant subject to associated charges as determined by TM from time to time.

**5.3 Sales Tax**

The Merchant assumes full responsibility for the payment of all sales taxes upon sale of products or services related to purchase orders received from Customers through the Services.

**5.4 Other Features**

TM may, from time to time during the Term of this Agreement, offer other features of Services to Merchant, subject to additional costs to be determined by TM which shall be subject to this Terms and Conditions and / or such other additional Terms and Conditions to be determined by TM.

**5.5 Changes in Service**

The Service described herein may be supplemented or modified during the Term of this Agreement by TM, with notice of the said modification to the Merchant. In that regard, Merchant agrees to provide TM with such additional information as TM may reasonably request and to cooperate with TM in implementing such supplemented or modified services.

**6. Fees and Payment Terms**

6.1 The Merchant shall pay TM the following fees under this Agreement as follows:  
(a) Yearly Subscription fee; and  
(b) Transaction Fees (if any);

**6.2 Changes to Fees**

TM shall reserve the right to revise any of the fees mentioned in Clause 6.1 from time to time, and will notify Merchant of such changes before the beginning of Merchant's next applicable billing cycle. Such revised fees will take effect during Merchant's next applicable billing cycle.

**6.3 Billing and Payments**

6.4 Merchant's Subscription Fees and Transaction Fees for the Extended Subscription Term shall be billed by TM to Merchant in accordance to the subscription term. Such amounts are due and payable to TM within twenty-eight (28) days from the date of the invoice. In the event such amount or any part thereof remains unpaid after the due date, TM reserves the right to charge interest on the sum that remains unpaid as assessed at the rate specified in TM's bill from the date due to the date of settlement. All payments received from the Merchant will not be refundable.

**7. Obligations of Merchant**

7.1 The Merchant represents and warrants that it will abide by the following business practices throughout the term of this Agreement:

(i) To offer for sale through its On-Line Site only products and services TM is able to deliver or delivery on the normal course of Merchant's business, based upon the type of product or service being offered.

(ii) To offer products for sale only if Merchant has legitimate rights to market and sell such products.

(a) Be solely responsible for the content of the Website;  
(b) Comply with all notices or instructions given by TM from time to time in respect of the use of the Website;

(c) Be solely responsible for obtaining, at its own costs, all licenses, permits, consents, approvals and intellectual property or other rights as may be required for using the Services;

(d) Be solely responsible for all information retrieved, stored and transmitted by the Merchant through the Services;

(e) Be solely responsible for shipment or delivery of the goods to the Customer.

7.2 The Merchant is solely responsible for and must provide all telephone, computer, hardware and software equipment and all materials necessary to access the Services. TM makes no representations, warranties or assurances that the services will be compatible with the Merchant's equipment.

7.4 The Merchant may only use the Services for lawful purpose. Transmission of any material in violation of any international, Federal, State or Local regulation is prohibited. This includes, but is not limited to copyrighted material, material legally judged to be threatening or obscene, pornographic, profane, or material which is defamatory, obscene, libelous, or otherwise in violation of applicable laws. Merchant also warrants that it has the right to use any applicable trademarks, which are featured in its Website.

**8. Rights Reserved by Merchant**

The Merchant agrees that it will not report or re-report any of the products or services that it lists for sale through its On-Line Site without the appropriate government and relevant government licenses and will comply with all applicable export control laws.

**9. Indemnification by Merchant**

The Merchant agrees to defend, indemnify and hold harmless TM, its officers, agents, stockholders, employees, agents and representatives, and the successors, heirs and assigns of the foregoing, from and against any and all claims, demands, actions, causes of action, suits, proceedings, losses, damages, costs and expenses incurred arising out of or in connection with the use of the Services, any obligation or representation and warranty of Merchant hereunder, or Merchant's On-Line Site, including without limitation (a) the provision by Merchant of, or the use or possession by any Customer or any person acquiring from any Customer of, Merchant's products or services, or any act, error or omission of Merchant in connection therewith, (b) product liability claims, including but not limited to any claim arising out of or relating to a Customer's downloading of any product or service of Merchant's from Merchant's On-Line Site (c) claims arising from or alleging inaccurate or incomplete information contained in Merchant's On-Line Site or that any such information infringes the intellectual property rights of any third party, (d) claims that any of Merchant's products infringe any intellectual property rights of any third party, (e) damages arising from any violation by Merchant of its export control obligations hereunder, (f) damages arising from any violation of any applicable law or regulation, (g) any libel, invasion of privacy, or similar claims or (h) any other violation of rights of any third party not otherwise set forth in this Agreement.

**10. Limitation of Liability**

EXCEPT AS PROVIDED HEREIN, TM MAKES NO EXPRESS OR IMPLIED WARRANTY WITH RESPECT TO THE SERVICES PROVIDED HEREUNDER, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL TM BE LIABLE TO MERCHANT FOR CONSEQUENTIAL, EXEMPLARY, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO ANY LOSS OF PROFITS, SAVINGS OR REVENUES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, WHETHER UNDER TORT, CONTRACT OR OTHER THEORIES OF RECOVERY, INCLUDING WITHOUT LIMITATION AS A RESULT OF INOPERABILITY OR MALFUNCTION OF THE SERVICES, ANY SOFTWARE, ANY DELAY IN THE CORRECTION OR REPAIR OF THE SERVICES OR OF ANY SOFTWARE MALFUNCTION.

**11. Suspension of Service**

11.1 Without prejudice to any other rights or remedies and notwithstanding any waiver by TM of any previous breach by the Merchant, TM may suspend the Service for a period at TM's discretion in the event that:  
(i) any and/or payment due hereunder for the Service provided is not settled in full on due date;

(ii) in the event the Merchant fails to comply with the terms and conditions of this Agreement;

(iii) for maintenance of TM's equipment and systems;

(iv) scheduled or unscheduled outages which causes interruption to the Service.

11.2 For suspension of the Service due to Clause 11.1(i) and Clause 11.1(ii), TM may if it deems appropriate at its sole discretion and upon such terms, as it deems proper reconnect the Service, in which event this Agreement shall continue as if the same has not been suspended. TM shall have the right to impose on the Merchant a reconnection fee at a rate as specified by TM from time to time.

11.3 For the avoidance of doubt, the abovementioned suspension exercise shall not prejudice the right of TM to continuously bill the Merchant for the subscription fees and/or recover all other charges, costs, and interests due and any other incidental damages incurred thereon.

**12. Termination**

12.1 Without prejudice to any other rights or remedies of the parties under this Agreement or at Law, either party may terminate this Agreement, if the other:  
(i) breaches any term, condition, undertaking or warranty under this Agreement, or

(ii) becomes bankrupt or enters into any composition or arrangement with or for the benefit of creditors or either party or allow any third party or other party to remain undischarged for the period of twenty-one (21) days;

12.2 Merchant may terminate the Service for breach due to TM by giving at least fourteen (14) days written notice to TM and such notice shall include Merchant's name, On-Line Site name, Merchant Username and Password. TM will terminate the Service within seven (7) days of receipt of notice. Merchant will be responsible for the payment of any fees accrued prior to the termination date. No fees already paid to TM will be refunded.

12.3 Without prejudice to any other rights or remedies at TM under this Agreement or at Law, TM may terminate this Agreement by giving the Customer fourteen (14) days notice, in writing, if the Customer:  
(i) fails to comply with TM's policies) and/or instructions) communicated

to the Customer, in writing;

(ii) is in breach of any provision under Communication and Multimedia Act, 1998 or any other rules, regulations, by-laws, acts, ordinances or any amendments to the above.

12.4 Notwithstanding the above, TM may terminate the Service under this Agreement immediately, without penalty, if:  
(i) the Merchant fails to make payment of Fees, Charges and/or any sum due under the Terms and Conditions of this Agreement; and

(ii) the Merchant fails to comply with the terms of this Agreement, and TM, in its sole discretion is of the opinion that such breach shall not be tolerated and shall not fall under provision of Clause 10.1 (i) above;

(iii) the Merchant provided false or incomplete information to TM;

(iv) due to an event of Force Majeure which continues for a period of more than thirty (30) days without notice to the other Party;

(v) the Merchant's products or services do not meet acceptable standards of decorum or contain any material that infringe any proprietary right or is libellous or slanderous, is misleading or is otherwise in violation of applicable laws or regulations.

12.5 Such termination, as hereinafter mentioned in Clauses 11.2 and 11.3, shall not prejudice the right of TM to recover all charges, costs, and interests due and any other incidental damages incurred thereon.

12.6 Subject to Clause 11 abovementioned, this Agreement may be terminated by either Party upon thirty (30) days written notice to the other Party.

12.7 TM shall not be liable to the Merchant for any claim for damages or costs of any nature whatsoever arising out of discontinuance of the Service or termination or expiration of this Agreement in accordance with its terms including but not limited to the provision and performance of the Services.

**13. Consequences of Termination**

Upon termination of this Agreement, TM shall promptly discontinue providing the Service to the Merchant. All provisions regarding indemnification, warranty, liability and limits thereof, and confidentiality and/or protection of proprietary rights and trade secrets shall survive indefinitely until the expiration of any time period specified elsewhere in this Agreement with respect to the provision in question, and termination of this Agreement shall not release the Merchant of its obligations to pay accrued fees. In no event shall TM be required to refund any fees paid under this Agreement.

**14. Confidentiality**

(a) TM shall not be responsible in assuring confidentiality of the information and materials transmitted via the Services. Any transmission of confidential information via the Services shall be at the Merchant's own risk and TM shall not be held liable.

(b) Except with the prior written consent of TM, the Merchant shall not at any time communicate to any person any confidential information disclosed to him for the purpose of the provision of the Services or discovered by him in the course of the provision and performance of the Services.

(c) TM has no obligation to monitor the Website. However the Merchant agrees that TM has the right to monitor the Website electronically from time to time and to disclose any information as necessary to satisfy any law, regulation or other government request in order to operate the Services properly, or to protect itself or its customers. TM will not intentionally monitor or disclose any private electronic-mail message unless required by law. TM reserves the right to refuse to post or to remove any information or materials, in whole or in part, that in its discretion, are unacceptable, undesirable, or in violation of this Terms and Conditions.

**15. Compliance with Applicable Laws**

The Merchant shall comply with and not contravene all applicable laws of Malaysia relating to the Services including but not limited to Communication and Multimedia Act 1998 and its subsidiary legislation, other Acts of Parliament, local by-laws, rules and regulations issued by relevant Government Bodies and/or Authorities.

**16. Severability**

If at any time any provision, condition or term stipulated in this Agreement is or becomes invalid, unenforceable, prohibited or unenforceable in any respect, the same shall be ineffective to the extent of such illegality, invalidity, prohibition or unenforceability without invalidating in any manner the remaining provisions thereof.

**17. Force Majeure**

TM shall not be liable for its breach in any of the terms and conditions of this Agreement arising from the natural disaster, rebellion or civil commotion, war or military operation, emergency, government action, any industrial action, fire, lightning, explosion, flood, heavy or inclement weather, acts or deeds of person or force not committed by or on behalf of TM or other causes at its risk or otherwise beyond the control of TM.

**18. Amendments or Variations**

TM reserves the right to vary the terms and conditions hereon at any time and the Merchant will be informed of the said variation by way of written notice by TM.

**19. Waiver**

Any failure, delay or indulgence of TM to enforce any terms, conditions or provisions of this Agreement shall not be construed as a waiver of any of TM's right or as affecting the legality or validity of all or any part of this Agreement or the right of TM to take action later.

**20. Notice**

Any notice which may be given or forwarded to the Merchant under this Agreement shall be deemed to have been delivered if it is left at the Merchant's premises at the address as stated in the application form or if it is sent by ordinary post to the address stated in the application form or any other last known address of the Merchant.

Any notice to be given to TM by the Merchant shall be sent by post or legible facsimile to be followed by confirmation in writing to the address and number as stated below or any other address that may be referred by TM in the Merchant from time to time:

TM SME  
Level 9, North Wing, Menara TM, Jalan Pantai Baharu, 50872 Kuala Lumpur

**21. Assignment**

Save and except with the prior written consent of TM, the Merchant shall not assign or transfer to any person, any interest or benefits obtained from the Services. TM may assign or novate this Agreement or any part thereof to any body corporate which is a subsidiary of TM and consent for the above mentioned is hereby given by the Merchant.

**22. Binding on Successors**

This Agreement is binding upon the successors, executors, administrators, and personal representatives and assign of the Merchant and upon the substitute and assigns of TM.

**23. Substitution of Fees and Costs**

If the fees, charges, damages or any other monies due hereunder by the Merchant to TM shall be required to be recovered through any process of law, or if the said monies or any part thereof shall be placed in the hands of solicitors for collection, the Merchant shall pay in addition to the said monies) TM's solicitors fees (on a solicitor and client basis) and any other fees or expenses incurred in respect of such collection. The Merchant will bear the costs for stamping this Agreement.

**24. Time**

Time shall be the essence of this Agreement.

**25. Release**

If the Merchant is dissatisfied with the Service, or with any terms, conditions, rules, policies, guidelines or practices of TM in operating the Service, the Merchant's sole and exclusive remedy is to discontinue using the Service.

**26. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of Malaysia and the parties agree to submit to the exclusive jurisdiction of the courts of Malaysia for the purpose of hearing and determining any dispute arising out of this Agreement.

**27. Merchant's Warranties and Acknowledgement**

27.1 The Merchant hereby warrants that:  
(i) he has the legal capacity to enter into this Agreement and is not a minor; and

(ii) if the Merchant is a body corporate, it has the required corporate authority to enter, execute and be bound by the terms and conditions of this Agreement.

**27.2 The Merchant acknowledges that:**

(i) he has read and fully understood all the terms and conditions hereon upon signing the Application Form and agrees to be bound by the same upon TM accepting the application;

(ii) the details and documents provided to TM together with the Application Form are true, genuine and contain the latest information and allows TM to conduct independent verification of the same with any organization or body;

27.3 Notwithstanding the above, TM reserves the right to reject the application or requires the Merchant to furnish further details or documents as TM deems fit and without prejudice to any other rights or remedies whatsoever.

**27.4 The Merchant further acknowledges that:**

(i) it is TM's policy to use the Merchant's data and personal information acquired through the registration process or through the Merchant's use of TM's products and services for its business purposes;

(ii) it may use the Merchant's personal information for the internal purposes of customer and advertisements and content on the website(s) and TM's partner sites, providing information to the Merchant of other products and services available from TM and its affiliate, processing and fulfilling Merchant request with respect to products and services, responding to Merchant enquiries, conducting research for improvement of the Service and statistical analysis and the general operation and maintenance of the Service and its related website(s).

(iii) TM may disclose the Merchant's personal information if required to do so by law or in good faith, if such action is necessary to:  
(a) comply with any law enforcement agency, court orders or legal process; and/or

(b) protect and defend the rights or property of TM and its users.

END OF CLAUSES





**LEMBAGA AIR KUCHING**  
**BORANG PERMOHONAN BEKALAN AIR**

**A MAKLUMAT PEMOHON**

1. Nama Pengguna:.....  
(Name of Consumer)
  
2. No. Kad Pengenalan: .....  
(I.C. No.)
  
3. Alamat Premis yang Memerlukan Bekalan Air:  
(Address of premise that required water supply)
  
  
4. Alamat Surat-menyurat:  
(Correspondence Address)
  
  
5. No. Telefon (Pejabat): .....  
(Office Tel. No.)  
  
(Rumah) : .....
  
6. Jenis Bekalan :           Rumah Kediaman/Perniagaan/ Kerajaan/  
(Type of Supply)           Rumah Ibadat  
(Domestic/Commercial/Government/  
Religious Institution)

Saya memohon untuk dipasang paip air ke premis tersebut di atas dan melantik Tukang Paip yang namanya tertera untuk mewakili saya dalam urusan ini.  
(I hereby appoint the following licensed pipefitter to apply on my behalf a supply of water to the premises at the above address.)

Tandatangan Pengguna/dan  
Cop Syarikat: ..... Tarikh: .....  
(Consumer's Signature/and Company Stamp) (Date)

\* Potong mana yang tidak berkenaan.  
(Delete whichever not applicable)

**KEGUNAAN PEJABAT**

Permohonan disertakan dengan dokumen tersebut:

- Surat hakmilik tanah/Surat Pengesahan Penghulu
- Pelan tapak/Pelan Kawasan
- Salinan fotostat K/P Pengguna

Tunggakan Bil disemak: RM.....

Tarikh Akaun:.....

No. Akaun:.....

Kod Zon:.....

Klasifikasi:.....

Cagar (Collateral): RM.....

Sumbangan Modal: RM.....

Paip Sumbangan: RM.....

Ansuran Pertama: RM.....

Ansuran bagi Bakinya: RM.....

No. Meter:.....

Saiz Meter:.....

Jenis Meter:.....

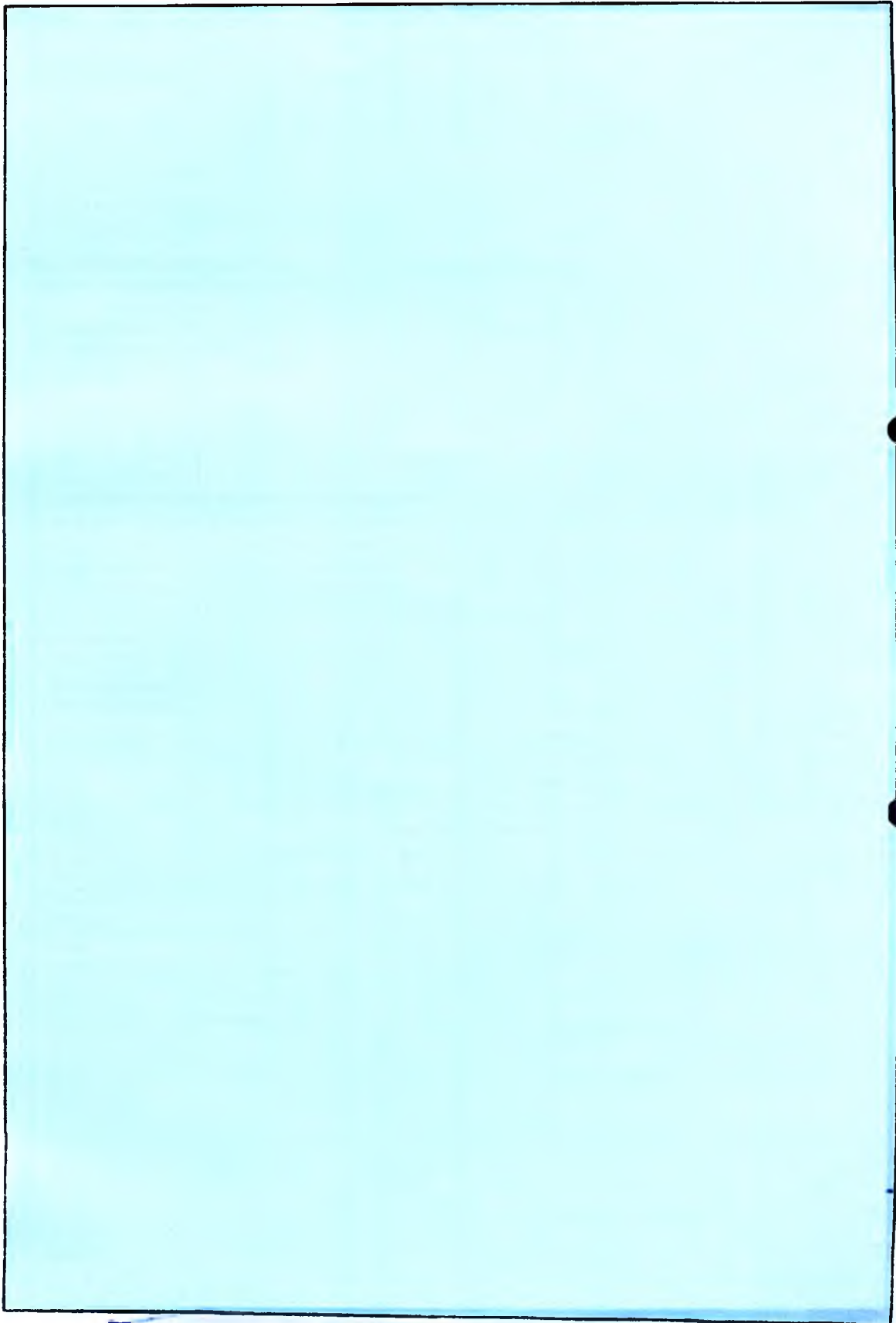
Tarikh Dipasang:.....

Tapak diperiksa dan Penganggaran Kos oleh.....

Perjanjian Bekalan Air diterima dan dikepikan pada.....

Nota (Note): *Refer Type out Nota: Attached - include same to the below.*  
 (a) Pemohon dikehendaki mematuhi Ordinan Air, 1994 dan Peraturan-peraturan Bekalan Air, 1995 seperti yang sesuai. Salinan-salinan keperluan tersebut boleh di periksa di pejabat ini di pejabat di atas yang tercatat di atas pada waktu bekerja biasa.  
 (The applicant will be required to comply with the provisions of the Water Ordinance, 1994 and the Water Supply Regulations, 1995 as applicable. Copies of these publications may be inspected at the office (address) as above) during normal working hours.)  
 (b) Hanya pemasang paip yang telah diberi lesen oleh Pihak Berkuasa Air Negeri atau pegawai Lembaga yang diberi kuasa boleh dilakukan tugas-tugas yang berkaitan dengan pembinaan, perubahan atau pembaikan paip-paip air atau pemasangan yang menyalar air yang dibekalkan oleh Lembaga. Senarai nama-nama pemasang paip yang berlesen boleh didapati di pejabat Lembaga.  
 (Only pipefitters licensed by the State Water Authority or authorised officers of the Board shall carry out work connected with constructing, altering or repairing of water pipes or fittings which carry water supplied by the Board. A list of licensed pipefitters may be seen at the office of the Board.)  
 (c) Borang "Perjanjian Bekalan Air" akan dikemukakan kepada orang/syarikat/perusahaan yang namanya dinyatakan dalam perkara 1 di atas.  
 (The form "Agreement for Supply of Water" will be forwarded to the person/company/organisation named at item 1 above.)

Kemukakan pelan tapak yang menunjukkan premis yang akan dibekalkan air.  
(Berikan nombor Lot dan Seksyen dan nama jalan yang paling dekat).  
*Sketch plan showing location of premises for which supply is required.  
(Give Lot and Section numbers and where possible nearest "named" road, etc.)*





**B. NOTIS CADANGAN KERJA PEMBEKALAN AIR (Diisi oleh Pemasang Paip)**

Saya, dengan ini, memberi notis untuk menjalankan kerja penyambungan paip di-  
(I, herewith, give notice of my intention to carry out work on the water supply)

Alamat Premis: .....  
(Address of Premise)

Tarikh Kerja Dimulakan: .....  
(Date of Commencement of Work)

Kerja Siap Untuk Diperiksa Pada: .....  
(The Work will be ready for inspection on)

Nama Pemasang Paip Berlesen: .....  
(Name of Licenced Pipefitter)

No. Lesen: .....  
(Licence No.)

Tandatangan: .....  
(Signature)

Tarikh: .....  
(Date)

**C. BUTIR-BUTIR KERJA (Diisi oleh Pemasang Paip)**

	Jenis (Type)	Saiz (Size)	Kuantiti (Quantity)
Paip Service (Service Pipe)		mm.	m
Tangki Simpanan (Storage Tank)		lit.	no.
Pili Bomba (Fire Hydrant)			no.
Sinki (Sink)			no.
Basin (Wash Basin)			no.
Tangki Tandas (W.C.)			no.
Pemancar (Shower)			no.
Urinal (Tempat Kencing)			no.
Pemanas (Water Heater)			no.
Kolah Panjang (Long Bath)			no.
Tangki Sedutan (Suction Tank)		lit.	no.
Pam Letrik (Electric Pump)		kw.	no.
Injap Meter (Valve)		mm.	no.

\* Potong mana yang tidak berkenaan.  
(Delete whichever not applicable)

**KEGUNAAN PEJABAT**

No. Fail: .....

Tarikh Pemeriksaan: .....

Ulasan: .....

Jenis Kerja	Saiz	Kuantiti	Kadar	Harga
Paip Hubungan	mm	m		
Ferrule	mm	no.		
Saddle	mm	no.		
Tambahan Potong Jalan				
Jumlah: RM				

\* Disokong/Tidak Disokong .....  
Pemeriksa

Tarikh: .....

\* Dilulus/Tidak Dilulus: .....  
Jurutera

Tarikh: .....

Pengesahan Kerja Siap Pada.....tarikh

Pegawai Yang Menjaga .....  
(JT/TKN) (Tandatangan & tarikh)

.....  
Jurutera (Tandatangan & tarikh)