

1. INTRODUCTION & COVER LETTER TO PNS MD**2. APPLICANT**

1.1 Name of the Company:

1.2 Contact person:

1.3 Address:

1.4 Tel No:

1.5 Fax No:

1.6 Email:

3. COMPANY BACKGROUND

3.1 Information on the Company

3.2 History and Business activities

3.3 Group structure, if any.

3.4 CTC copies of Form 8, 9, 13, 24, 49, 44, 32A, M&A, Registration with Government, private agencies & trade associations, if any.

4. INFORMATION ON SHAREHOLDERS

4.1 Detailed shareholdings

4.2 Brief information on the shareholders

5. INFORMATION ON KEY MANAGEMENT TEAM

5.1 Organisation structure of the Company

5.2 Detailed information/Curricular Vitae (CV) on key management team – experiences, years of service

6. BUSINESS ACTIVITIES

6.1 Type of product/services

6.2 Location and layout

- 6.3 Approvals and licenses required (CTC copies to be given)
 - 6.4 Production volume/capacity
 - 6.5 Technology used
 - 6.6 Current manpower
- 7. INDUSTRY ANALYSIS**
- 7.1 Market size - Global and domestic
 - 7.2 Industry growth - Past and future
 - 7.3 Competitors - Market share and market segment
- 8. MARKETING STRATEGY**
- 8.1 Current market share
 - 8.2 List of customers and sales value (RM) and years of service/supplies of products
 - 8.3 Target market
- 9. SWOT ANALYSIS**
- 10. PROPOSED PNS INVESTMENT**
- 10.1 Investment structure
 - 10.2 Purpose of the fund requested
 - 10.3 Details of the new project if the funds requested for the project.
- 11. FINANCIAL INFORMATION**
- 11.1 Audited accounts for the past 3 years (CTC copies to be given)
 - 11.2 Projected P&Ls, Balance Sheets and Cash flows for the next 5 years or Investment tenure + 2 years complete with notes and assumptions.
(Monthly Cash flows in Year 1 & Year 2)

- 11.3 Latest management accounts
 - 11.4 Latest Debtors Ageing Report
 - 11.5 A brief write-up / explanation on the past 3 years financial performance
 - 11.6 6 months bank statement (all the related bank)
- 12. CONSENT LETTER FOR CREDIT CHECKING (sample as per attached)**
- 12.1 Individually signed by all directors
 - 12.2 Collectively signed by all directors on behalf of the company
- 13. CONCLUSION**
- 13.1 Business growth prospect
 - 13.2 Project viability
- 14. ADDITIONAL DOCUMENTS**
- 14.1 Local**
 - 14.1.1 Franchise License issued by Registrar of Franchise
 - 14.1.2 Disclosure Document
 - 14.1.3 Membership Certificate issued by Malaysian Franchise Association
 - 14.1.4 Existing Outlet Performance (Own and Franchisee Outlet)
 - 14.2 Foreign**
 - 14.2.1 Draft Master Franchise Agreement
 - 14.2.2 Disclosure Document
 - 14.2.3 Offer Letter from Franchisor
 - 14.2.4 Existing Master Franchisee financial performance (if any)