Procedures for MRCA Membership Application

First of all, we would like to thank you for your interest in the MRCA.

Any established company in retailing-chain business or related to the retail-chain business and incorporated in Malaysia may, upon the invitation of the Council, apply to become a Member.

Below are the procedures for the MRCA Membership Application:

1. Please click the **MRCA Membership Application Form** (link).

2. Kindly **submit all the required documents** as mentioned in the MRCA Membership Application Form.

3. After the Secretariat receives the completed submission, a invoice will be issued to the applicant. The annual membership fee payable is pro-rated based on the number of months remaining for the year.

4. The Applicant is required to submit the **payment (cheque) or copy of bank-in slip within 7 days** from the date of the invoice. If the applicant fails on the submission, we will withdraw the application without any notice.

5. Payment (cheque) for **Admission Fee**, **Annual Membership Fee** and **Contribution** is payable to "**Malaysia Retail Chain Association**" or direct bank-in to **RHB Bank A/C No. 21231200079472**.

   Please send us a copy of the bank-in slip via the following payment methods:
   (a) Send email of the bank-in slip; or
   (b) Contact MRCA Secretariat for courier pick-up service.

6. Upon receipt of payment, the application **will be reviewed** by the Secretariat, and shall be forwarded to the Membership Committee for approval. The Council may at its discretion reject any application without assigning any reason therefore.

7. Upon approval from the Membership Committee and President, all members **will be notified of the new candidates for membership by email** and members shall have the right to oppose these new candidates for membership. **If there is no objection from any member after 7 working days from the notification date, the new candidate is deemed confirmed as a member**. Notwithstanding the aforesaid, the Council shall have the absolute right to overrule any objection from members and the decision of the council shall be final and binding on all members.

8. For the applicant whose application has been **approved and confirmed** as aforesaid shall receive the **Welcome Letter** from the MRCA Secretariat.

9. If an application is **unsuccessful,** the amount paid will be **refunded**.