

Procedures for MRCA Membership Application

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

Please take note that our *Membership is by invitation*.

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. In deliberating which company to invite and whose membership application to be approved, the Council shall have regards to the principle that only one corporation per trade, per brand or per type of product and service shall be invited to apply for membership and accepted as Member, save in exceptional cases.

Below are the procedures for the MRCA Membership Application:

1. Please fill up the **MRCA Membership Application Form** as enclosed.
2. Kindly **submit all the required documents** as mentioned in the MRCA Membership Application Form.
3. The application **will be reviewed** by the Secretariat, and shall be forwarded to the Secretary-General who shall, at the first convenient opportunity, submit it to the Council for approval. The Council may at its discretion reject any application without assigning any reason therefore.
4. A pro-forma invoice will be issued to the approved applicant. The membership fee payable is pro-rated based on the number of months remaining for the year.
5. The Applicant is required to submit the **payment (cheque) or copy of bank-in slip** within 7 days from the date of the pro-forma invoice. If the applicant fails on the submission, we will withdraw the application without any notice.
6. Upon receiving the payment, the new approved application will be notified during the Members Meeting and Members who are present have the right to oppose the new membership. If there is no objection after the Members Meeting within the next 14 days later, the new Member is **deemed confirmed**. The Council shall consider, but may overrule such opposition (if any), before making the decision whether to approve the application.
7. For the applicant whose application has been **approved and confirmed** as aforesaid shall receive the **Welcome Letter** from the MRCA Secretariat.
8. Payment (cheque) for **Admission Fee, Yearly Membership Fee and Donation** 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 / fax / email of the bank-in slip; or
- (b) Contact MRCA Secretariat for courier pick-up service.