



Malaysia Retail Chain Association

MRCA Membership Application Form

Photo of Business
Owner / Founder
(Required)

DATE: _____

Company's Particulars

Company Name	English:
	Chinese:
Trade Name	
Brand Name	
Nature of Business	
Correspondence Address	
Tel. No.	
Fax No.	
General Email	
Website	
Company Registration No.	
Date of Business Registration	
Date of Business Commencement	

Are you a Franchisee of a Business? If yes, kindly provide details:

Name of Franchisor	English:
	Chinese:
Address	
Contact Person	
Contact No.	

Business Owner / Founder



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Title	
Name	English
	Chinese
I.C. No.	
Designation	
Direct Contact	Land Line
	Mobile
Email Address	

Personal Assistant / Secretary

Title	
Name	
Designation	
Direct Contact	Land Line
	Mobile
Email Address	

Chief Financial Officer

Title	
Name	
Designation	
Direct Contact	Land Line
	Mobile
Email Address	

Company's Designated Representative to MRCA

Title	
Name	
Designation	



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Direct Contact	Land Line
	Mobile
Email Address	

Alternate Designated Representative to MRCA

Title	
Name	
Designation	
Direct Contact	Land Line
	Mobile
Email Address	

Other Information (Please ✓)

Corporate Type	<input type="checkbox"/> Brand Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Franchisor <input type="checkbox"/> Private Limited <input type="checkbox"/> Franchisee <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Public Listed Company
Main Business Activity	<input type="checkbox"/> Retailing <input type="checkbox"/> Franchise & Retail <input type="checkbox"/> Manufacturing <input type="checkbox"/> Distribution / Wholesale <input type="checkbox"/> Services <input type="checkbox"/> NGO <input type="checkbox"/> Others(please specify): _____
Type of Industry / Product Line	<input type="checkbox"/> Food / Beverage <input type="checkbox"/> Bags / Luggage / Wallets <input type="checkbox"/> Books / Stationery <input type="checkbox"/> Electricals / Electronics <input type="checkbox"/> Fashion Apparel <input type="checkbox"/> Furniture / Furnishings <input type="checkbox"/> Gifts / Souvenirs / Art <input type="checkbox"/> Health & Beauty <input type="checkbox"/> Jewelry / Watches <input type="checkbox"/> Optical & Eyewear <input type="checkbox"/> Toys / Games <input type="checkbox"/> Advertising <input type="checkbox"/> Bank / Card Services <input type="checkbox"/> Computer Hardware / Software / Accessories <input type="checkbox"/> Convenience Store / Department store

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<p>Type of Industry / Product Line</p>	<input type="checkbox"/> Entertainment <input type="checkbox"/> Hardware <input type="checkbox"/> Institutions <input type="checkbox"/> Intellectual Property / Licensing <input type="checkbox"/> Management Consultant <input type="checkbox"/> Media <input type="checkbox"/> Music <input type="checkbox"/> Oil & Gas <input type="checkbox"/> Property <input type="checkbox"/> Property Agent / Consultant <input type="checkbox"/> Research & Development <input type="checkbox"/> Security <input type="checkbox"/> Sports <input type="checkbox"/> Telecommunications <input type="checkbox"/> Others (please specify): _____
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<p>Number of Outlets</p>	Local	
	Location 1	
	Location 2	
	Location 3	
	Location 4	
	Location 5	
	Overseas	
	Location 1	
	Location 2	
	Location 3	
	Location 4	
	Location 5	
	<p>Number of Employees</p>	A&P
Administration/ Finance		Local _____ Overseas _____
Buying/ Merchandising		Local _____ Overseas _____
General Executive / Management		Local _____ Overseas _____
Logistics		Local _____ Overseas _____
Sales / Marketing		Local _____ Overseas _____
Technical / IT		Local _____ Overseas _____
Others (please specify)		Local _____ Overseas _____ Local _____ Overseas _____ Local _____ Overseas _____

Other Information (Please ✓)

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SME	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HRDF REGISTERED	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Documents Pending for Submission

Document	Tick “✓” in the box below
Company Profile (Softcopy)	
Form 9 and 13, 24 and 49 (For Sdn Bhd)	
Form 9 and 13; Form A or B (For Enterprise)	
Latest Annual Return	
Company Directory (Softcopy)	
Company Logo (saved in CD in PDF, JPEG and Ai Format – 3 formats)	
Latest Audit Report <i>(Application will be considered regardless of profit or loss made)</i>	
Photos of your outlets and/or corporate office	
Company’s Future Plan for 3 years	

- ** All documents stated above are required.**
- ** Please take note that the company logo, directory & profile are important as we will incorporate the info onto MRCA website, buntings, newsletters, magazines and to promote your company.**
- ** Documents submitted will be kept confidential for MRCA internal usage only.**
- ** MRCA is not liable for any liability arising from receiving, processing and approval of this Application.**