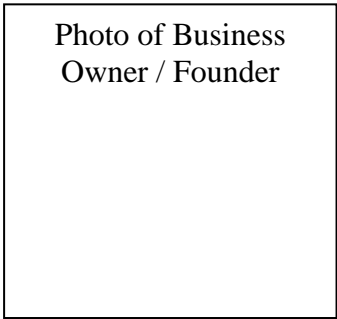




Malaysia Retail Chain Association

**MRCA Member – Information Sheet**

Photo of Business  
Owner / Founder



DATE: \_\_\_\_\_

**Company's Particulars**

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

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

<b>Name of Franchisor</b>	<b>English:</b>
	<b>Chinese:</b>
<b>Address</b>	
<b>Contact Person</b>	
<b>Contact No.</b>	

**MRCA Member – Information Sheet****Business Owner / Founder**

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

**Personal Assistant / Secretary**

<b>Title</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Direct Contact</b>	<b>Land Line</b>
	<b>Mobile</b>
<b>Email Address</b>	

**Chief Financial Officer**

<b>Title</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Direct Contact</b>	<b>Land Line</b>
	<b>Mobile</b>
<b>Email Address</b>	

**MRCA Member – Information Sheet**

**Company’s Designated Representative to MRCA**

<b>Title</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Direct Contact</b>	<b>Land Line</b>
	<b>Mobile</b>
<b>Email Address</b>	

**Alternate Designated Representative to MRCA**

<b>Title</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Direct Contact</b>	<b>Land Line</b>
	<b>Mobile</b>
<b>Email Address</b>	

**Other Information (Please ✓)**

<b>Corporate Type</b>	<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
<b>Main Business Activity</b>	<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): _____

**MRCA Member – Information Sheet**

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 <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): _____
Type of Industry / Product Line	

Number of Outlets	Local	
	Location 1	
	Location 2	
	Location 3	
	Location 4	
	Location 5	
	Overseas	
	Location 1	
	Location 2	
	Location 3	
	Location 4	
	Location 5	

**MRCA Member – Information Sheet**

Number of Employees	A&P	Local _____ Overseas _____
	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 ✓)**

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 & Hardcopy)	
Form 9 and 13, 24 and 49 (For Sdn Bhd)	
Form 9 and 13; Form A or B (For Enterprise)	
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.**