

**SENARAI SEMAK DOKUMEN PENDAFTARAN FRANCAIS & KONSULTAN /  
CHECKLIST OF FRANCHISE & CONSULTANT REGISTRATION DOCUMENTS**

NO.	PERKARA / ITEM	CATATAN / REMARKS
<b>1</b>	<b>Profil Syarikat / Company's Profile</b>	
<i>a</i>	Tarikh perbadanan / <i>Incorporation Date</i>	
<i>b</i>	Carta Organisasi Syarikat / <i>Company's organization chart</i>	
<i>c</i>	*Sijil pendaftaran SSM / <i>SSM's registration certificate (home based country)</i>	
<i>d</i>	*Sijil Pendaftaran Cap Dagangan MYIPO / <i>Intellectual Property Registration Certificate (home based country)</i>	
<i>e</i>	*Surat Jabatan Insolvensi / <i>Malaysian Department of Insolvency Letter (home based country)</i>	
<i>f</i>	Jenis perniagaan / <i>Type of business</i>	
<i>g</i>	Pengalaman perniagaan / <i>Business experience</i>	
<i>h</i>	Kumpulan pengurusan & staff / <i>Management team &amp; staff</i>	
<i>i</i>	Modal perniagaan / <i>Business Capital</i>	
<i>j</i>	Jumlah Outlet Francais & Francaisi / <i>Number of outlets &amp; franchisee</i>	
<i>k</i>	Gambar perniagaan / <i>Pictures of business</i>	
<i>l</i>	Brosur perniagaan francais / <i>Franchise Business Brochure</i>	
	<b>Nota / Notes:</b> a) Syarikat Francais / <i>Franchise Company</i> - sila isi borang BAF1 / <i>Please complete form BAF1</i> b) Konsultan & Broker Francais / <i>Consultant &amp; Franchise Broker</i> - sila isi borang BAF5 / <i>Please complete form BAF5</i> <i>Please download the form</i> <a href="https://www.kpdnhep.gov.my/ms/orang-awam/muat-turun-borang/category/borang-r-borang-francais.html">https://www.kpdnhep.gov.my/ms/orang-awam/muat-turun-borang/category/borang-r-borang-francais.html</a>	
<b>2</b>	<b>Contoh Dokumen Perjanjian Francais / Sample of Franchise Agreement Document</b>	
<b>3</b>	<b>Manual Syarikat / Company's Manual</b>	
<i>a</i>	Operasi Francais / <i>Franchise Operation</i>	
<i>b</i>	Latihan Francais / <i>Franchise Training</i>	
<i>c</i>	Promosi Francais / <i>Franchise Promotion</i>	
<b>4</b>	<b>Pengurusan Akaun / Account Management</b>	
<i>a</i>	Akaun Teraudit untuk 3 tahun terkini / <i>Audited Account for the latest 3 year</i>	
<i>b</i>	Akaun Pengurusan Outlet Prototaip untuk tempoh 6 bulan terkini bagi setiap pakej yang ingin ditawarkan / <i>Prototype Outlet Management Account for the latest 6 month for each package offer</i>	
<i>c</i>	Unjuran Francaisi untuk tempoh 5 tahun / <i>5 years Franchisee Projection</i>	