



PERBADANAN PERUSAHAAN KECIL DAN SEDERHANA MALAYSIA
(SME Corporation Malaysia)
Level 6, SME 1, Block B
Platinum Sentral, Jalan Stesen Sentral2
Kuala Lumpur Sentral
50470 Kuala Lumpur

BORANG PERMOHONAN PENYEDIA PERKHIDMATAN LATIHAN
PROGRAM SCALE UP ALUMNI PROGRAM TUNAS USAHAWAN BELIA BUMIPUTERA (TUBE)
APPLICATION FORM FOR TRAINING SERVICE PROVIDER FOR
TUNAS USAHAWAN BELIA BUMIPUTERA (TUBE) ALUMNI SCALE UP PROGRAMME

BAHAGIAN A: PROFIL SYARIKAT

Section A: Company Profile

1. Nama Syarikat : _____
(Name of Company)

2. Alamat Surat Menyurat : _____
(Correspondence Address)

Telefon : _____ **Fax :** _____ **Emel :** _____
(Telephone) *(Fax)* *(Email)*

3. Alamat Perniagaan / Pusat Latihan : _____
(Business / Training Centre Address)

Telefon : _____ **Fax :** _____ **Emel :** _____
(Telephone) *(Fax)* *(Email)*

4. Tarikh penubuhan syarikat : _____
(Date of Incorporation)

5. Tarikh mula beroperasi : _____
(Date of Operation)

6. No. Pendaftaran syarikat : _____
(Registration Number)

7. Aktiviti Utama

(Main Activity / Product / Services): _____

8. Struktur Modal dan Ekuiti Syarikat (Company's Capital & Equity Structure):

8.1 Struktur Modal (Capital Structure):

a. **Modal Dibenarkan (Authorised Capital)** : _____

b. **Modal Berbayar (Paid-up Capital)** : _____

8.2 Struktur Ekuiti (Equity Structure):

8.2.1 Rakyat Malaysia (Malaysian) : _____ %

a. **Bumiputera** : _____ %

a. **Bukan Bumiputera (Non-Bumi)** : _____ %

8.2.2 Ekuiti Asing (Foreigner) : _____ %

Sila nyatakan negara asal ekuiti asing)
 (Please state country of origin) : _____

8.2.3 Syarikat Induk (sekiranya ada)
 (Parent Company) (if applicable) : _____ %

Sila nyatakan nama syarikat induk
 (Please state parent company's name) : _____

9. Struktur Gunatenaga (Manpower Structure):

	Pekerja Malaysia (Malaysian)	Pekerja Asing (Foreign)	JUMLAH (TOTAL)
Bahagian Pengurusan (Managerial)			
Jurulatih Dalam (In-House trainer)			
Operasi, Teknikal & Penyeliaan, Pekerja jualan, pengkeranian dan lain-lain (Operation, Technical & supervisory, Sales, clerical & other workers)			
JUMLAH (TOTAL)			

BAHAGIAN B: MODUL LATIHAN
Section B: Training Module

10. Butiran dan Keterangan Modul Latihan (*Description of the Module*):

- i. **Pengurusan Perniagaan** (*Business Management*)
 - Business Modul Canvas (BMC)
 - Pengurusan Operasi (*Operation Management*)
 - Pengurusan Organisasi (*Organisational Management*)
 - Pengurusan Perjanjian & Perundangan (*Agreement & Legal Management*)

- ii. **Pengurusan Kewangan** (*Financial Management*)
 - Pengurusan Kewangan & Akaun meliputi (*Financial & Accounts Management which includes :*)
 - Penyata Untung Rugi (*Profit and Loss Statement*)
 - Kunci Kira – kira (*Balance Sheet Statement*)
 - Aliran Tunai (*Cash Flow Statement*)
 - Pengiraan Kos Produk & Perkhidmatan (*Calculation of Product & Service Cost*)
 - Titik Pulang Modal (*Break Even Point*)
 - Unjuran Jualan & Perbelanjaan (*Projected Sales & Expenses*)

- iii. **Pemasaran dan Jualan** (*Marketing & Sales*)
 - Pemasaran & Jualan : (*offline*) Asas 6Ps (*Marketing & Sales : Offline – 6Ps Basic*)
 - Online : Unique Selling Point (USP) *The Big W?* . Trend & Analisa Pasaran & Produk (*Online: Unique Selling Point (USP) The Big W? Trend & Market Analysis & Products*)
 - Seni Visual - *Rules of Third* (*Visual Art – Rules of Third*)
 - Copywriting 101
 - Komunikasi & Etika Media Sosial & e-Commerce (Go Live) – *Social Media & eCommerce Communications & Ethics (Go Live)*
 - *Influencer Marketing Dalam Perniagaan (Influencer Marketing in Business)*

- iv. **Modul latihan lain** yang dicadangkan oleh pihak Penyedia Perkhidmatan bagi tujuan pengukuhan perniagaan Alumni TUBE. (*Others training modules proposed by the Service Provider to strengthen the business of Alumni TUBE*)

Sila gunakan lampiran tambahan sekiranya perlu
(*Kindly use additional sheet as attachment if needed*)

PENGAKUAN (*Declaration*)

Saya dengan ini mengaku bahawa, semua butir-butir dalam permohonan ini adalah betul dan benar.
(*I hereby declare that the particulars furnished in this form are correct and true to the best of my knowledge*)

Nama Pemohon (*Applicant's Name*) : _____

Jawatan (*Designation*) : _____

Tarikh (*Date*) : _____

Tandatangan (*Signature*) : _____

Cop Rasmi Syarikat
(*Company's Official Chop*) : _____

SENARAI SEMAK DOKUMEN SOKONGAN
 (SUPPORTING DOCUMENTS CHECKLIST)

Sila pastikan dokumen-dokumen **A dan B** di bawah dilampirkan bersama borang permohonan.
 (Please ensure supporting documents **A and B** are attached with the application form)

**A. SALINAN DOKUMEN SYARIKAT YANG DISAHKAN OLEH SETIAUSAHA SYARIKAT /
 AKUAN BERSUMPAH OLEH PESURUHJAYA SUMPAH**

(Copy of company's documents certified by the company's secretary / Declaration of oath by
 Commissioner of Oath)

Perkara / Items		√	×
1.	Borang Permohonan yang telah Lengkap Diisi (Complete company's application form)		
2.	Sijil Pendaftaran Perniagaan (Certificate Business Registration)		
3.	Borang 9,24,49 dan Borang Annual Return (Form 9,24 and 49 and Latest Annual Return Form)		
4.	Borang Seksyen 14,15, 51 dan 78 (AS 2016) (Seksyen Form 14, 15 , 51 and 78 (AS 2016)		
5.	Penyata Kewangan Syarikat yang Terkini dan Diaudit / Akaun Pengurusan (Latest Company's Audited Account / Management Accounts)		
6.	Penyata Bank 3 Bulan Terkini (3 months latest Statement Bank)		
7.	Penyata Caruman Kumpulan Wang Simpanan Pekerja Terkini (Latest Statement of Employees Provident Fund's Contribution)		
8.	Lesen Kerajaan Tempatan (Local Authority Licence)		
9.	Sijil Berdaftar dengan Pembangunan Sumber Manusia Berhad (PSMB) (Certificate of Registration with Human Resource Development Fund)		
10.	Sijil Perakuan PKS (jika ada) (Certificate of SME Status, if any)		

B. DOKUMEN-DOKUMEN BERKAITAN PELAKSANAAN PROJEK

(Relevant documents related to the project implementation)

Perkara / Items		√	X
1.	Profil Tenaga Pengajar / Ketua Projek dan Ahli (Profile of Trainer/Project Leader and team members)		
2.	Profil Syarikat (Company Profile)		
3.	Carta Organisasi Syarikat (Company's Organisation Chart)		
4.	Slide Pembentangan untuk Sesi Pitching (Slide Presentation for Pitching Session)		