

MRCA Membership Review Form

Company's Particulars

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

Chief Executive Officer

Title	
Name	
Designation	
Direct Telephone	
Direct Fax	
Email Address	

Personal Assistant/Secretary

Title	
Name	
Designation	
Direct Telephone	
Email Address	

MRCA Membership Review Form (Cont'd)

Chief Finance Officer

Title	
Name	
Designation	
Direct Telephone	
Direct Fax	
Email Address	

Company's Designated Representative To MRCA

Title	
Name	
Designation	
Direct Telephone	
Direct Fax	
Email Address	

Alternate Contact Person To MRCA

Title	
Name	
Designation	
Direct Telephone	
Direct Fax	
Email Address	

MRCA Membership Review Form (Cont'd)

Human Resource/Training Manager

Title	
Name	
Designation	
Direct Telephone	
Direct Fax	
Email Address	

Other Information

Corporate Type	<ul style="list-style-type: none"> • Franchisee • Franchisor • Limited • Partnership • Private Limited • Sole Proprietor
Main Business Activity / Nature of Business	<ul style="list-style-type: none"> • Distribution / Wholesaling • Manufacturing • Retailing • Services
Type of Industry / Product Line / Dealt in	<ul style="list-style-type: none"> • Advertising • Bags / Luggages / Wallets • Bank / Card Services • Beauty / Health • Books / Stationery • Computer Hardware / Software / Accessories • Convenience Store • Department Store • Electricals / Electronics • Fashion Apparel (Including Baby / Children Wear) • Food / Beverage • Furniture / Furnishings • Gifts / Souvenirs / Art • Hardware • Institutions • Jewellery • Management Consultant • Media • Others (please specify) _____ • Music • Optical • Petrol • Plants • Property • Property Agent / Consultant • Research • Security • Shoes • Spas • Sports • Supermarket / Hypermarket • Telecommunications • Toys / Games • Watches

MRCA Membership Review Form (Cont'd)

Other Information (Cont'd)

Number of Outlets	Local	
	Location	
	Total Floor Area (Local)	
	Overseas	
	Location	
	Total Floor Area (Overseas)	
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	Local _____ Overseas _____
	Others (please specify)	Local _____ Overseas _____ Local _____ Overseas _____ Local _____ Overseas _____

Documents for submission

Document	Tick "v" 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 Write-up (in softcopy)	
Company Directory (in softcopy)	
Company Logo (saved in CD in PDF, JPEG and Ai Format – 3 formats)	
Latest Audit Report	
Photos of your outlets and/or corporate office	
Company Future Plan for 3 Years	

****All the document are required for further proceed.**

**** Please take note that the company logo, directory & write-up is important to us as we will do printing on MRCA bunting, newsletter, magazine, etc and promote your company to others.**

****All received forms and documents will not be returned.**