

Procedures for Membership Application

First of all, we would like to thank you for your interested on MRCA.

Please take note that our *membership is by invitation*.

Any established company in retailing-chain business or related to the retail-chain business and incorporated in Malaysia may, upon the invitation of the Council, apply to become member. In deliberating which company to invite and whose membership application to be approved, the Council shall have regards to the principle that only one corporation per trade, per brand or per type of product and service shall be invited to apply for membership and accepted as member, save in exceptional cases.

Below are the procedures for Membership Application:

1. Please fill up the **Membership Review Form**.
2. Please **submit all the required documents** as mentioned in the Membership Review Form.
3. Membership Review Form **will be reviewed** by Secretariat, and shall be forwarded to the Secretary-General who shall, at the first convenient opportunity, submit it to the Council for approval. The Council may at its discretion reject any application without assigning any reason therefore.
4. For applicant whose application has been **approved** as aforesaid shall receive the **Welcome Letter** and **Membership Form** from MRCA Secretariat.
5. The Applicant is required to submit the **Membership Form** and **payment (cheque) or copy of bank in slip** within 14 days from the date of invitation. If you fail on the submission, we will withdraw your application without any notice.
6. Cheque payable to “Malaysian Retailer-Chains Association”. Method of payment as follows:
 - (a) Direct bank-into CIMB Bank A/C No. 8600617216, send / fax / email the bank-in slip together with the Membership Form; or
 - (b) Contact MRCA Secretariat for courier pick-up service.