



Malaysia Retail Chain Association

MRCA Membership Application Form

**Photo of Business
Owner / Founder
(Required)**

Date: _____

Company's Particulars

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

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

Name of Franchisor	English:
	Chinese:
Address	
Contact Person	
Contact No.	



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Business Owner / Founder

Title	
Name	
I.C. No.	
Designation	
Direct Contact No.	Land Line
	Mobile
Email Address	

Personal Assistant / Secretary

Title	
Name	
Designation	
Direct Contact No.	Land Line
	Mobile
Email Address	

Chief Financial Officer

Title	
Name	
Designation	
Direct Contact No.	Land Line
	Mobile
Email Address	



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Human Resource Manager

Title	
Name	
Designation	
Direct Contact No.	Land Line
	Mobile
Email Address	

Company's Designated Representative to MRCA (CEOs/ C-Suites/ C-Level Management only)

Title	
Name	
Designation	
Direct Contact No.	Land Line
	Mobile
Email Address	

Alternate Designated Representative to MRCA (CEOs/ C-Suites/ C-Level Management only)

Title	
Name	
Designation	
Direct Contact No.	Land Line
	Mobile
Email Address	

Other Information (Please ✓)

Corporate Type	<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 <input type="checkbox"/> Licensing
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Main Business Activity	<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): _____
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): _____

Total Outlets	Total in Malaysia	
	Total in Overseas	
	Country 1	
	Country 2	
	Country 3	
	Country 4	
	Country 5	

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Total Employees	Local	
	Overseas	

Other Information (Please ✓)

SME	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HRDF REGISTERED	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Criteria for SMEs

- For the manufacturing sector, SMEs are defined as firms with sales turnover not exceeding RM50 million **OR** number of full-time employees not exceeding 200.
- For the services and other sectors, SMEs are defined as firms with sales turnover not exceeding RM20 million **OR** number of full-time employees not exceeding 75.

Additional Membership to Join MRCA Divisions (No Additional Fees)

1. Consent to Join the MRCA F&B Division (Subject to Approval by the Chief of F&B Division)

Requirement:

- Food & Beverage Businesses

Agree to Join:

Yes No

Company's Designated Representative:

Name : _____

Designation : _____

Birth Date (dd/mm/yy) : _____

Email Address : _____

Mobile No : _____

2. Consent to Join the MRCA Women Division (Subject to Approval by the Chief of Women Division)

Requirements:

- Any female employee of MRCA Members
-

Agree to Join:

Yes No

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Company's Designated Representative:

Name : _____
Designation : _____
Birth Date (dd/mm/yy) : _____
Email Address : _____
Mobile No : _____

3. Consent to Join the MRCA Youth Division (Subject to Approval by the Chief of Youth Division)

Requirements:

- Individuals must be below 40 years old at time of joining.

Agree to Join:

Yes

No

Company's Designated Representative:

Name : _____
Designation : _____
Birth Date (dd/mm/yy) : _____
Email Address : _____
Mobile No : _____

Company's Alternative Designated Representative:

Name : _____
Designation : _____
Birth Date (dd/mm/yy) : _____
Email Address : _____
Mobile No : _____

Submitted By:

Name : _____

Designation : _____

Signature : _____

Company Stamp: _____

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Documents Pending for Submission

Document	Tick "✓" in the box below
Company Profile (Background/Introduction of Company)	
Form 9 and 13, 24 and 49 (Section 14, 17, 58 & 78)	
Latest Annual Return (Section 68)	
Company Logo (High Resolution) (PDF, JPEG and Ai Format – 3 formats)	
Latest Audit Report (Signed Copy) <i>(Application will be considered regardless of profit or loss made)</i>	
Photos of your outlets and/or corporate office	

Important Notes:

1. All documents stated above are required.
2. Please take note that the company logo & profile are important as we will incorporate the info onto MRCA website, buntings, newsletters, magazines to promote your company.
3. Documents submitted will be kept confidential for MRCA internal usage only.
4. MRCA is not liable for any liability arising from receiving, processing and approval of this Application.
5. Upon admission, the member must notify the MRCA Secretariat if the business has been ceased or there is a change in nature of business or directorship.