



Malaysia Retail Chain Association

**MRCA Membership Application Form**



Date: \_\_\_\_\_

**Company's Particulars**

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

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

<b>Name of Franchisor</b>	<b>English:</b>
	<b>Chinese:</b>
<b>Address</b>	
<b>Contact Person</b>	
<b>Contact No.</b>	



Malaysia Retail Chain Association

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#### **Business Owner / Founder**

<b>Title</b>	
<b>Name</b>	
<b>I.C. No.</b>	
<b>Designation</b>	
<b>Direct Contact No.</b>	<b>Land Line</b>
	<b>Mobile</b>
<b>Email Address</b>	

#### **Personal Assistant / Secretary**

<b>Title</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Direct Contact No.</b>	<b>Land Line</b>
	<b>Mobile</b>
<b>Email Address</b>	

#### **Chief Financial Officer**

<b>Title</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Direct Contact No.</b>	<b>Land Line</b>
	<b>Mobile</b>
<b>Email Address</b>	



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### MRCA Membership Application Form

#### 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
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

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<p><b>Type of Industry / Product Line</b></p>	<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): _____
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<b>Total Outlets</b>	<b>Total in Malaysia</b>	
	<b>Total in Overseas</b>	
	<b>Country 1</b>	
	<b>Country 2</b>	
	<b>Country 3</b>	
	<b>Country 4</b>	
<b>Total Employees</b>	<b>Local</b>	
	<b>Overseas</b>	

**Other Information (Please ✓)**

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

**MRCA Membership Application Form**

**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:**

- Businesses related to Food & Beverage Industry

**Agree to Join:**

Yes

No

**Company's Designated Representative:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

**Requirements:**

- Any female employee of MRCA Members (written consent must be obtained from Member company)

**Agree to Join:**

Yes

No

**Company's Designated Representative:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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**MRCA Membership Application Form**

**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.
- A consent must be obtained from Member company with a Consent Letter

Agree to Join:

Yes

No

**Company's Designated Representative:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Company's Alternative Designated Representative:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**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.