

Procedures for Membership Application

First of all, we would like to thank you for your interest in the 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 a 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 **Member Information Sheet**.
2. Please **submit all the required documents** as mentioned in the Member Information Sheet.
3. Member Information Sheet **will be reviewed** by the 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 the applicant whose application has been **approved** as aforesaid shall receive the **Welcome Letter** from MRCA Secretariat.
5. The Applicant is required to submit the **payment (cheque) or copy of bank-in slip** within 14 days from the date of invitation. If the applicant fails on the submission, we will withdraw the application without any notice.
6. Payment (cheque) for **Admission Fee** and **Yearly membership Fee** is payable to “**Malaysian Retailer-Chains Association**” or direct bank-in to **CIMB Bank A/C No. 8600617216**, where else the payment for **Donation** is payable to “**MRCA Branding Education Charity Foundation**” or bank-in to **UOB Bank A/C No. 1743033391**.

Please send us a copy of the bank-in slip via the following payment methods:

- (a) Send / fax / email of the bank-in slip; or
- (b) Contact MRCA Secretariat for courier pick-up service.