

CHECKLIST OF FRANCHISE REGISTRATION DOCUMENT

SECTION 7, FRANCHISE ACT 1998

No.	Item	Remark
1.	Franchise Disclosure Document Please use the document template in Download Section https://myfexv2.kpdn.gov.my/muat-turun-fail	
2.	Sample of Franchise Agreement Document in line with Section 18, Franchise Act 1998 Complete with franchisor signature	
3.	Business Registration Certificate Local Company: Companies Commission of Malaysia (SSM) status Sdn Bhd Foreign Company: Company Registration Certificate certified by foreign registration body *complete stated: <ul style="list-style-type: none"> - Company Corporate Information - Summary of Share Capital - Directors and Officers Information - Shareholders Information 	
4.	Franchise Operation Manual	
5.	Franchise Training Manual	
6.	Copy of Intellectual Property Corporation of Malaysia (MyIPO) trademark certificate	
7.	Copy of bankruptcy search result from Department of Insolvency Malaysia - https://e-insolvensi.mdi.gov.my/	
8.	Copy of audited financial statement (Latest 3 years – profitable record)	
9.	Prototype Outlet Management Account (Profit/Loss Account) for at least six (6) months operations for each package offered. *Please state the account complete with the outlet name and package that been referred. Example: Sri Gombak Outlet (Standard Package) / Tokyo Outlet (Standard Package)	
10.	Company Brosure / Company Profile / Company Prospectus	
11.	Additional document for re-registration purpose: <ul style="list-style-type: none"> i) Annual Franchise Business Report (LTPF) ii) Previous Registration Certificate iii) Previous Approval Letter 	