



**BORANG 2 / FORM 2**  
**AKTA FRANCAIS 1998**  
Seksyen 7 dan 55  
**(FRANCHISE ACT 1998)**  
(Seksyen 7 dan 55)

BAF 2  
Untuk Kegunaan Pejabat Sahaja  
(For Office Use Only)

KPDN.BPF

**BORANG PERMOHONAN PENDAFTARAN FRANCAIS OLEH PEMBERI  
FRANCAIS / PEMEGANG FRANCAIS PEMBERI FRANCAIS ASING**  
*FORM FOR APPLICATION FOR REGISTRATION OF FRANCHISE BY  
FRANCHISOR / FRANCHISEE OF FOREIGN FRANCHISOR*

CACATAN :  
NOTE

- 1 Jika ruangan yang disediakan tidak mencukupi untuk memberikan butir-butir, sila gunakan lampiran, Setiap lampiran mestilah ditandatangani oleh pemohon / pemohon-pemohon yang menandatangani borang ini.  
*If the space provided is not sufficient to provide details, please attach annexure (s). Each annexure must be signed by the applicant / **applicant (s)** signing this form.*
- 2 Potong mana yang tidak berkenaan  
*Delete where not applicable*

.....  
Nama Syarikat / **Perniagaan** (Name of Company / **Business**)

Dengan ini mengemukakan permohonan untuk pendaftaran bagi menjalankan perniagaan francais sebagai pemberi francais / pemegang francais pemberi francais asing.

*Wish to apply, for registration to carry on a franchise business as a franchisor / franchisee of foreign franchisor.*

1 BUTIR – BUTIR SYARIKAT  
PARTICULARS OF COMPANY

(a) Alamat perniagaan berdaftar :  
*Registered business address:*

.....  
.....  
.....  
.....

(b) Alamat surat menyurat :  
*Correspondence address:*

.....  
.....  
.....  
.....

No. telefon : .....  
*Telephone no:*

No. telefon : .....  
*Telephone no :*

No. Telefaks : .....  
*Telefax no :*

No. Telefaks : .....  
*Telefax no :*

(c) No. Pendaftaran syarikat / **perniagaan** : .....  
*Company's / **business**' registration no.*

(d) Tarikh pendaftaran : .....  
*Registration date :*

(e) Jenis perniagaan yang didaftarkan :  
*Type of business registered*

.....  
.....  
.....  
.....

(f) Perniagaan utama dan bidang operasi :  
*Principal business and field of operation*

.....  
.....  
.....

- (g) Bilangan kedai syarikat / **perniagaan** dan kedai francais sedia ada (jika ada). Nyatakan nama, alamat no. tel. dan no. faks kedai syarikat / **perniagaan** dan kedai francais di kertas berasingan  
*Number of existing company / **business** outlets and franchise outlets (if any). Please state name, address, tel. no. and fax no. of company outlets and franchise outlets on a different page*
- (h) Nyatakan sama ada syarikat / **perniagaan** ialah pemegang francais induk  
*State whether company / **business** is a master franchisee*  
 .....
- (i) Namakan perniagaan dan cap dagangan pemberi francais / pemegang francais pemberi francais asing  
*Trade name and trade mark of franchisor / franchisee of foreign franchisor*  
 .....
- (j) Jenis perniagaan francais yang hendak didaftarkan  
*Type of franchise business to be registered*  
 .....

2 STRUKTUR MODAL  
 CAPITAL STRUCTURE

- (a) Modal Syarikat (**jika berkenaan**) (i) Dibenarkan : RM .....  
*Capital Company (if applicable) Authorised*
- (ii) Berbayar : RM .....  
*Paid –up*
- Modal Perniagaan (jika berkenaan)** RM .....  
***Business capital (if applicable)***

( b) Kemudahan kewangan  
*Financial facilities*

Jenis Sumber <i>Type of sources</i>	Institusi <i>Institution</i>	Amaun (RM) <i>Amount (RM)</i>
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....

( c) Akaun syarikat / **perniagaan**  
*Company' s/ **business'** accounts*

Nama Bank <i>Name of Bank</i>	Alamat <i>Address</i>	No. Akaun <i>Account No.</i>
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....

(d) Penyertaan ekulti / Modal berbayar **atau Pekongsi / Modal Individu**  
*Equity / Paid-up capital participation **or Partners / Individual Capital***

(i) Bumiputera <i>Bumiputera</i>	RM .....
(ii) Bukan Bumiputera <i>Non-Bumiputera</i>	RM .....
(iii) Bukan Warganegara Malaysia <i>Non- Malaysian Citizen</i>	RM .....

3 BUTIR- BUTIR PENGARAH DAN PEMEGANG SAHAM / **PEKONGSI DAN MILIKAN MODAL**  
**PARTICULARS OF DIRECTORS AND SHAREHOLDERS / PARTNER AND CAPITAL OWNERSHIP**

- (a) Pengarah dan saham yang dipegang / **Pekongsi dan Milikan Modal**  
*Directors and their shareholdings / Partners and their capital ownership*

Nama dan Alamat <i>Name and Address</i>	No. KP/ No. Pasport <i>NRIC No./ Passport No.</i>	Warganegara <i>Citizenship</i>	Saham / <b>Milikan Modal</b> <i>Shares / Capital Ownership</i>	
			Jumlah <i>Total</i>	%

- (b) Pemegang saham (**Jika berkenaan**)  
*Shareholders (If applicable)*

Nama dan Alamat <i>Name and Address</i>	No. KP/ No. Pasport <i>NRIC No./ Passport No.</i>	Warganegara <i>Citizenship</i>	Saham <i>Shares</i>	
			Jumlah <i>Total</i>	%

4 BUTIR-BUTIR PENGURUSAN  
PARTICULARS OF MANAGEMENT

(a) Struktur penggajian sekarang  
*Present employment structure*

Kategori Kerja <i>Job Category</i>	Bumiputera <i>Bumiputera</i>	Bukan Bumiputera <i>Non-Bumiputera</i>	Asing <i>Foreign</i>	Jumlah <i>Total</i>
(a) Pengurusan <i>Management</i>  (i) Profesional <i>Professional</i>  (ii) Pentadbiran <i>Administration</i>  (b) Eksekutif <i>Executive</i>  (i) Teknikal <i>Technical</i>  (ii) Pentadbiran <i>Administration</i>  (c) Pekerja mahir <i>Skilled workers</i>  (d) Perkeranian <i>Clerical</i>  (e) Pekerja am / Lain- lain <i>General worker / Others</i>				
Jumlah <i>Total</i>				

5 Dengan ini dikemukakan dokumen- dokumen yang berikut :  
*The following documents are hereby submitted:*

5.1 Jika Syarikat  
*If Company*

- |        |   |                          |
|--------|---|--------------------------|
| (i)    | Dokumen Penzahiran Syarikat<br>(pemberi francais sahaja)<br><i>Company Disclosure Document</i><br>(franchisor only)   | <input type="checkbox"/> |
| (ii)   | Perjanjian Francais<br><i>Franchise Agreement</i>   | <input type="checkbox"/> |
| (iii)  | Manual Operasi<br>(pemberi francais)<br><i>Operation Manual</i><br>( franchisor only)   | <input type="checkbox"/> |
| (iv)   | <b>Manual Latihan</b><br><b>(pemberi francais)</b><br><b><i>Training Manual</i></b><br><b>(franchisor only)</b>   | <input type="checkbox"/> |
| (v)    | Sijil Perbadanan, Borang 8, 9, <b>13</b> (mana- mana yang berkenaan), Peraturan-Peraturan Syarikat 1966<br><i>Certificate of Incorporation, Form 8, 9, 13 (whichever is applicable) of the Companies Regulations 1966</i>       | <input type="checkbox"/> |
| (vi)   | Borang 24 dan 49, Peraturan-Peraturan Syarikat 1966, yang diperakui oleh Pendaftar Syarikat<br><i>Form 24 and 49, Companies Regulations 1966, certified by the Registrar of Companies</i>                                       | <input type="checkbox"/> |
| (vii)  | Borang Penyata Tahunan Syarikat Yang Mempunyai Modal Syer<br>(menurut seksyen 165, Akta Syarikat 1966)<br><i>Form of Annual Return of a Company Having a Share Capital (pursuant to section 165, of the Companies Act 1966)</i> | <input type="checkbox"/> |
| (viii) | Kunci kira-kira teraudit dan akaun untung rugi <b>bagi 3 tahun terkini</b><br><b>(pemberi francais)</b><br><i>Latest 3 years audited balance sheet and profit and loss account</i><br><b>(franchisor only)</b>                  | <input type="checkbox"/> |

- |       |  |                          |
|-------|--|--------------------------|
| (ix)  | <b>Sekurang-kurangnya satu (1) tahun terkini kunci kira-kira dan akaun untung rugi (akaun pengurusan) kedai prototaip syarikat (pemberi francais)</b><br><i>At least one (1) year audited balance sheet and profit and loss account (management account) of company's prototype outlet (franchisor only)</i> | <input type="checkbox"/> |
| (x)   | <b>Unjuran kewangan untuk lima (5) tahun (pemberi francais)</b><br><i>Financial forecast for five (5) years (franchisor only)</i>  | <input type="checkbox"/> |
| (xi)  | <b>Carta organisasi syarikat beserta nama-nama kakitangan yang memegang jawatan-jawatan penting</b><br><i>Company's organization chart together with the name and positions of key personnel</i>   | <input type="checkbox"/> |
| (xii) | <b>Brosur-brosur mengenai perniagaan yang dijalankan</b><br><i>Brochures on the business that is carried on</i>  | <input type="checkbox"/> |

**5.2 Jika perniagaan**  
*If business*

- |       |  |                          |
|-------|--|--------------------------|
| (i)   | <b>Dokumen Penzahiran Syarikat (pemberi francais sahaja)</b><br><i>Company Disclosure Document (franchisor only)</i> | <input type="checkbox"/> |
| (ii)  | <b>Perjanjian Francais</b><br><i>Franchise Agreement</i>   | <input type="checkbox"/> |
| (iii) | <b>Manual Operasi (pemberi francais)</b><br><i>Operation Manual (franchisor only)</i>                                | <input type="checkbox"/> |
| (iv)  | <b>Manual Latihan (pemberi francais)</b><br><i>Training Manual (franchisor only)</i>                                 | <input type="checkbox"/> |



- |        |  |   |
|--------|--|---|
| (v)    | <b>Sijil Pendaftaran Perniagaan<br/>Borang D (Kaedah 13)<br/><i>Company registration Certificate<br/>Form D (rule 13)</i></b>  | <input style="width: 60px; height: 25px;" type="checkbox"/> |
| (vi)   | <b>Kunci kira-kira teraudit dan akaun untung rugi bagi 3 tahun terkini<br/>(pember francais)<br/><i>Latest 3 years audited balance sheet and profit and loss account<br/>(franchisor only)</i></b>   | <input style="width: 60px; height: 25px;" type="checkbox"/> |
| (vii)  | <b>Sekurang-kurangnya satu (1) tahun terkini kunci kira-kira dan akaun untung rugi (akaun pengurusan) kedai prototaip syarikat<br/>(pembrei francais)<br/><i>At least one (1) year audited balance sheet and profit and loss account ( management account) of business' prototype outlet<br/>(franchisor only)</i></b> | <input style="width: 60px; height: 25px;" type="checkbox"/> |
| (viii) | <b>Unjuran kewangan untuk lima (5) tahun<br/>(pemberi francais)<br/><i>Financial forecast for five (5) years<br/>(franchisor only)</i></b>   | <input style="width: 60px; height: 25px;" type="checkbox"/> |
| (ix)   | <b>Carta organisasi perniagaan beserta nama-nama kakitangan yang memegang jawatan- jawatan penting<br/><i>Business' organization chart together with the name and positions of key personnel</i></b>   | <input style="width: 60px; height: 25px;" type="checkbox"/> |
| (x)    | <b>Brosur-brosur mengenai perniagaan yang dijalankan<br/><i>Brochures on the business that is carried on</i></b>   | <input style="width: 60px; height: 25px;" type="checkbox"/> |

6 PENGISYTIHARAN  
DECLARATION

Saya / Kami dengan ini mengaku segala maklumat dalam Borang ini dan mana- mana lampiran dan dokumen yang disertakan adalah benar dan tepat. Saya/ Kami faham bahawa membuat apa-apa pernyataan palsu dalam Borang ini boleh menjadi suatu kesalahan di bawah Akta.

*I / We hereby declare that all information in this Form and any annexure (s) and accompanying document is true and accurate. I / We understand that the making of any false statements in this Form shall be an offence under the Act.*

.....  
Tandatangan pemohon/  
Pemohon-pemohon  
*Signature of  
applicant / applicants*

.....  
Tarikh  
*Date*

Nama pemohon / pemohon-pemohon <i>Name of applicant / applicants</i>	No.KP / No. Pasport <i>NRIC No. / Passport No.</i>	Jawatan Dalam Syarikat / <b>Perniagaan</b> <i>Position in Company / Business</i>

.....  
Meterai Syarikat (**Jika berkenaan**)  
*Company's Seal (If applicable)*