



Application Form MalaysiaKitchen Financing Facility

Facility Amount
RM

1.0 APPLICANT

Name of Borrowing Company in Malaysia :						
Company No. :						
Date of Incorporation	:	_____	Date of Business Commencement	:	_____	
Contact Person 1	:	_____	Mobile Phone No	:	_____	
Tel No	:	_____	Fax No	:	_____	
E-mail	:	_____	Website	:	_____	
Contact Person 2	:	_____	Mobile Phone No	:	_____	
Tel No	:	_____	Fax No	:	_____	
E-mail	:	_____	Website	:	_____	
Nature of Business : _____						
Registered Address : _____						
Contact Address : _____						
Authorized capital : _____ Paid-up capital : _____						
The shareholders of the company are as follows: -						
Name	Age	I/C No.	Position	Qualifications/Experience	Ownership (RM)	%
Total Ownership						
<i>Note: Kindly state information of additional shareholders on a separate sheet as Appendix.</i>						

1.1 DETAILS OF COMPANY IN OVERSEAS

Name of Company in Overseas: _____

Date of Incorporation : _____ Date of Business Commencement : _____

Country of Incorporation : _____ Company Registration No. : _____

Nature of Business : _____

Authorized capital : _____ Paid-up capital : _____

The shareholders of the company are as follows: -

Name	Age	I/C No. or Passport No.	Position	Qualifications/Experience	Ownership (RM)	%
Total Ownership						

Note: Kindly state information of additional shareholders on a separate sheet as Appendix.

1.2 BRIEF EXPERIENCE OF DIRECTOR(S)/MANAGER(S)

Name & Age	Details i.e. Position or Experience, Years of Experience & Location

Note: Please provide any testimonial, Letter of Support and/or Certification to evidence the experience and skills stated above as Appendix

2.0 BRIEF PROPOSAL DETAILS FOR THE RESTAURANT

Purpose of Loan: Setting up new Malaysian restaurant overseas.
(Please explain in detail in your business plan) Expanding existing Malaysian restaurant overseas.
 Developing local "franchises" overseas.

Name of Proposed Restaurant:

Name of Country Where the Proposed Restaurant to be Opened:

Detailed Concept of Proposed Restaurant to be Opened:

Address(es) of the Proposed Restaurant:

Details	Opening Date	Proposed Address(es)
Restaurant No. 1		
Restaurant No. 2		
Restaurant No. 3		
Restaurant No. 4		
Restaurant No. 5		

Restaurant Premises Ownership:

Type	Area (sq. ft)	Tenure/Year Left	Monthly Lease / Monthly Rental	Rental/Lease Deposit	Which Restaurant
Lease					
Rental					
Own					

3.0 COMPETITOR ANALYSIS

Nearby Competitor /Premises and Location Highlights

(to include who, where, the strength and weaknesses of your competitors any Malaysian restaurant within the surroundings):

Location of Restaurant	Details	No of Parking Space
Restaurant 1		
Restaurant 2		
Restaurant 3		
Restaurant 4		
Restaurant 5		

Proposed Restaurant Critical Success Factor:

4.0 HOST COUNTRY INFORMATION

4.1 VITAL STATISTIC OF THE COUNTRY

Country Rating (200_) : _____	Country's Population : _____
Name of City/ Town : _____	City / Town Population : _____
Inflation : _____ %	Un-employment : _____ %
Real GDP Growth (200_) : _____ %	Real GDP (200_) : _____ USD
City/Town GDP Per capita : _____	GDP Per capita (country) : _____ USD

Note: Please provide us the source of Data as stated above as Appendix

4.2 RESTAURANT INDUSTRY ANALYSIS OF THE HOST COUNTRY

4.3 STATUTORY/LEGAL DOCUMENT(S) REQUIRED IN OPENING THE RESTAURANT

Type	Requirement		To be Obtain		Remarks
	Yes	No	Before Renovation	After Renovation	
Business License	Yes	No			
Trade Name Registration	Yes	No			
Corporate Registration	Yes	No			
Zoning Approval	Yes	No			
Lease/Rent Contract	Yes	No			
Work Permit	Yes	No			
Food/Liquor License	Yes	No			
State/City Public Health Department	Yes	No			
Internal Revenue Services Registration	Yes	No			
Fire Department Approval	Yes	No			
Others (Please specify)	Yes	No			
Others (Please specify)	Yes	No			
Others (Please specify)	Yes	No			
Others (Please specify)	Yes	No			
Others (Please specify)	Yes	No			

Note: Please provide copy(ies) of documents as Appendix

5.0 MENU

Type	No. of Menu	%	No. of Menu for Breakfast	No. of Menu for Lunch	No. of Menu for Dinner
Malaysian					
Thai					
Western					
French					
Fusion					
Others					
Total		100			

Additional matters on the menu (if any) please provide as Appendix

Note: Please list down the detail menu together with the prices as Appendix

6.0 DÉCOR

Do You Propose To Have Malaysian Décor In Your Restaurant ? **Yes** **No**

Additional matters on the decor (if any):

Note: Please provide illustrations as Appendix

7.0 INFORMATION ON THE MAIN SUPPLIER

(Please provide the information for each contractors/suppliers and a copy of contract where applicable)

Supplier	
Company Name:	Prior dealings with the same supplier. How long has this company been your supplier?
Address:	
Tel No:	Brief history on the relationship between the borrower and the supplier
Fax No:	
Contact Person:	
From Where Do You Propose To Source/Purchase The Raw Materials? (E.g. spices, paste, ingredients etc. relevant to your cooking)	

8.0 MANAGEMENT POSITION & PROFILE

8.1 NO. OF STAFF			
Details	No. of Position	Monthly Salary In Foreign Currency	In RM
Manager	_____	_____	_____
Accounting Officer	_____	_____	_____
Cashier	_____	_____	_____
Chef	_____	_____	_____
Chef Assistant	_____	_____	_____
Waiter	_____	_____	_____
Cleaner	_____	_____	_____
Others (Please specify)	_____	_____	_____

8.2 MANAGEMENT TEAM'S RELEVANT WORKING EXPERIENCE IN RESTAURANTS AND/OR FOOD AND BEVERAGE INDUSTRY (INCLUSIVE DAY-TO-DAY OPERATIONS)				
Name & Age	Nationality	Qualification	Position e.g Manager/Cook	Details i.e. Experience, Years of Experience & Location

Please specify the name of the person(s) responsible for the day-to-day operations of the restaurant and please provide detailed resume of all the above-mentioned name together with testimonial and supporting letter of employment.

9.0 MARKETING PLAN & SALES STRATEGY

Market Penetration:
Market Strategy - How do you intend to promote and sell your products and services?
Target Market - Who, where and how many potential customers do you have?

10.0 BRIEF DETAILS OF PROJECT COST AND CASHFLOW

10.1 Breakdown Of Project Cost

Items	Amount (RM)	(%)
Rental/Leasing Deposit		
Utilities / Local Authority Deposit		
Renovation Cost		
Interior Design Cost		
Advertisement / Marketing Expenses		
Legal and Other Professional fees		
Kitchen Equipment		
Tableware and Utensil		
Furniture and Fittings		
Flight and Visa Fee		
Others (please specify)		
Total		100%

Note: Please include breakdown of costs of construction and/or renovation and/or equipment and/or utensil and/or appliances as per sample of cashflow attached in the Website.

10.2 Sources of Financing

Sources	(a) Term Loan (RM)	(b) Working Capital (RM)	(c) Others (RM)	Total (a+b+c) (RM)	% Of Total Cost
Equity					
Exim Bank Loan					
Others (please specify)					
Total					

10.3 Cashflow Projection

RM'000	Year	0	1	2	3	4	5	6
	Inflow							
Outflow								
*Surplus/(Deficit)								
Accumulated Net Cash Flow								
Interest and Principal servicing								
Debt Service Cover Ratio (times)								

10.4 Project Timeline

Details	Month					
	1	2	3	4	5	6
1. Business Registration & Administration						
2. Procurement of License						
3. Location & Tenancy Agreement						
4. Restaurant Renovation						
5. Recruitment of Manpower						
6. Manpower Training						
7. Authorities Approval for Premises						
8. Launch & Opening						

11.0 PROPOSED FINANCING TERMS AND CONDITIONS

11.1 Terms Of The Loan

Required tenor	Months / Years
Availability period	
Grace period	
Repayment period	

11.2 Security Offered

Type of security	Name / Details	Networth / Value of Collateral (RM)
Personal Guarantee	1) 2) 3) 4) 5)	
Tangible assets**		
Any other suitable and reasonable security (Please specify)**		

** Please provide copy of valuation report

12.0 CORPORATE GUARANTOR (if applicable)

Company Name:	Date of Incorporation:	
	Date of Commencement Of Business :	
Principal Activities:	Paid-up Capital: <input type="checkbox"/> Listed <input type="checkbox"/> Non-Listed	
Correspondence Address:	Name Contact Person: Tel No: H/phone No: Fax No: Email address:	
Details / Year	200_ (RM'000)	200_ (RM'000)
Turnover		
Pretax Profit / Loss		
Networth		

Note: Please provide further information on Corporate Guarantor (including audited accounts, shareholders information, directors profile etc.)

13.0 CREDIT HISTORY/EXPOSURE

13.1 Existing Credit Facilities With Exim (If Applicable).

Facility & limit	Amount outstanding (RM)	Customer since	Security

Note: Please include in separate appendix if insufficient space.

13.2 Existing Facilities With Other Financial Institutions

Name of Financial Institution & location	Facility & limit	Amount outstanding (RM)	Customer since year	Security

Note: Please include in separate appendix if insufficient space.

13.3 Existing Credit Facilities Of Corporate Guarantor With Exim Bank Or With Other Financial Institutions (If Applicable).

	Facility & limit	Amount outstanding (RM)	Customer since	Security

Note: Please include in separate appendix if insufficient space.

14.0 ANY OTHER RELEVANT INFORMATION THAT CAN SUPPORT THIS APPLICATION (FREE FORMAT).

15.0 SWOT ANALYSIS

15.1 STRENGTH

15.2 WEAKNESSES

15.3 OPPORTUNITY

15.4 THREAT

How did you get to know Export-Import Bank of Malaysia Berhad?

- Seminar/talk/exhibition held aton.....
- Media (Please state type of media).....
- Business associates/friends.....
- Others (Please indicate).....

I hereby declare that all the details given are true to the best of my knowledge and hereby give my consent to Export-Import Bank of Malaysia Berhad to conduct the necessary credit check with the relevant agencies.

Authorized Signatory

.....
Name:
Designation:

Date:
Company Stamp:

Please send your application to :

Business Development (Cross Border) Dept.
Export-Import Bank of Malaysia Berhad
Level 15, Bangunan UBN Tower
P.O Box 13028, 50250 Kuala Lumpur
Tel: (03) 20346666 Fax: (03) 20722724
Website Address : www.exim.com.my

Checklist of documents to be submitted

<i>Please tick if included in your package</i>	
Documents/ Information to be submitted by Borrower	
1. Corporate profile of the applicant company including but not limited to M & A, Forms 24, 44 & 49	
2. Corporate profile of the overseas/ joint venture company in overseas including but not limited to M&A & Certificate of Incorporation , and details of shareholder(s) and director(s)	
3. Organization chart including, subsidiaries and associate companies (if applicable)	
4. Profile of directors/senior management team/shareholders including resume, testimonial and letter of support	
5. Copy of the Identity Card or passports of all the directors/partners and guarantors (compulsory)	
6. Audited Financial Statements for the last 3 years including the overseas / joint venture company including Income tax Form (if applicable)	
7. Latest Management Accounts up to the latest month of application (if applicable)	
8. Loan / Bank statement for existing borrowing / accounts (i.e. term loan, hire purchase, trade facilities, overdraft, leasing).	
Documents/ Information to be submitted by Corporate Guarantor	
9. Profile of Corporate Guarantor including but not limited to Memorandum & Articles of Association, Forms 24,44 & 49	
10. Audited Financial Statements for the last 3 years including (if applicable)	
11. Loan / Bank statement for existing borrowing / accounts (i.e. term loan, hire purchase, trade facilities, overdraft, leasing).	
Information / Documents that detailed the Restaurant Business Plan	
12. Business Plans for new set-up and business expansions plan for ongoing business	
13. Organizational chart showing the management hierarchy and who is responsible for key functions. Include position descriptions for key employees.	
14. Information on market (industry background, demand and supply, competitor, market share, information on existing project similar to the proposed project etc)	
15. SWOT Analysis – Strengths, Weaknesses, Opportunity, Threats	
16. Cash flow projections with assumptions (to follow the loan tenor)	
17. Relevant documents in respect of the local authorities approval to undertake the proposed project	
18. Information/profiles on contractor/suppliers/consultants both local and/or overseas	
19. Premises title Deed, Rental or Lease Agreement/ Draft	

20. Drawings, profile of consultants and contractors, copy of the construction agreement and Sale & Purchase agreement.	
21. Drawing or layout of proposed facility	
22. List of Menu of Competitor within the restaurant surrounding	
23. Latest Valuation Report (for landed property offered as security)	
24. Layout / plans of the restaurant premises	
25. Maps and photos of location of the restaurant	
26. Brochures and Advertising Materials	
27. Detailed lists of equipment owned and to be purchased	
28. Financial Statement of Company/ Restaurant where the partner has interest	
29. Official Publish Documents or Documents reporting the country's Economic Data	
30. Any other materials needed to support the assumptions in this plan	
31. Other supporting documents	

IMPORTANT NOTE: KINDLY ENSURE THAT ALL DOCUMENTS TO BE SUBMITTED TO THE BANK ARE TRANSLATED INTO ENGLISH. PLEASE BE ADVISED THAT THE BANK RESERVED THE SOLE RIGHT NOT TO ACCEPT ANY INCOMPLETE INFORMATION / DOCUMENTS

Contact Person – Business Development Department

Name of Officer	Direct Line	E-Mail	Fax
Pn. Noor Hanim Ahmad Khusairi	03-20346513	hanim@exim.com.my	03-20722724
En. Aibil bin Badarudin	03-2034 6505	aibil@exim.com.my	03-20722724
En. Ahmad Hilmy bin Abdul Halim	03-2034 6652	hilmy@exim.com.my	03-20722724
En. Mat Zaini bin Mat Saad	03-2034 6576	matzaini@exim.com.my	03-20722724

For Bank's use only

<i>Date received:</i>	<i>1st response date to client:</i>
<i>Time Received:</i>	<i>Date Documents Completed:</i>
<i>Date of Indicative Letter of Offer:</i>	<i>Date Earnest Money Deposit is Paid: Please include in separate appendix if insufficient space.</i>
<i>Remarks</i>	<i>Date of decision:</i>