

**MEMBERSHIP APPLICATION CHECKLIST**

**ASSOCIATE / INTERNATIONAL MEMBERS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **ITEMS** | **WOULD BE FRANCHISOR** | **WOULD BE MASTER FRANCHISEE** | **WOULD BE SUPPORT INSTITUTION** | **AFFILIATE** | **WOULD BE**  **FRANCHISEE** | **INTERNATIONAL** |
| 1. | Membership Application Form  (MFA Form 4/96) |  |  |  |  |  |  |
| 2. | Company Profile write up |  |  |  |  |  |  |
| 3. | Intent Letter (*please applies to the company's official letter*) |  |  |  |  |  |  |
| 4. | Company Registration Certificate (Form 9) |  |  |  |  |  |  |
| 5. | Section 78 Return for allotments of shares (Form 24) |  |  |  |  |  |  |
| 6. | Section 58 Notification of change in the register of directors, managers, and secretaries. (Form 49) |  |  |  |  |  |  |
| 7. | Sample of Franchise Agreement |  |  |  |  |  |  |
| 8. | Form 1 Franchise Act 1998 Section 7 (Franchise Act 1998) Disclosure Document |  |  |  |  |  |  |
| 9. | Form 3 (BAF 3) Franchise Act 1998 Notice of Decision of Registration of Franchise and effective date of registration if franchise |  |  |  |  |  |  |
| 10. | Company Supporting Document (*for International Member*) |  |  |  |  |  |  |
| 11. | Professional Certificate |  |  |  |  |  |  |
| 12. | List of undertaken Projects |  |  |  |  |  |  |
| 13. | List of Franchisee |  |  |  |  |  |  |
| 14. | Soft Copy of Company Logo  (Format png size 300 kb to 700 kb) |  |  |  |  |  |  |
| 15. | 3 pieces of outlet or product picture  (Format png size 300 kb to 700 kb for each picture) |  |  |  |  |  |  |
| 16. | Processing Fee (RM) - one-time payment | 300 | | | | | |
| 17. | Membership Fees (RM) - an annual subscription | 1,000 | | | | 300 | 2,000 |

If Applicable

Not Applicable

**Legend:**



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**Payment Information**

|  |  |  |
| --- | --- | --- |
| Company Name | **:** | Persatuan Francais Malaysia / Malaysian Franchise Association |
| Beneficiary Bank | **:** | Malayan Banking Berhad |
| Account Number | **:** | 5640-1670-9808 |
| Bank Address | **:** | Menara Maybank,100 Jalan Tun Perak, 50050 Kuala Lumpur |
| Swift Code | **:** | MBBEMYKL |

**Payment by cheque:**  
Please indicates invoice number and company name at the back of cheque and send it to MFA. For outstation cheques please include commissions

**Payment via direct credit / bank in / telegraphic transfer / online:**Please email / fax your proof of payment to **+603-6241 4141** or email to [nabila@mfa.org.my](mailto:nabila@mfa.org.my) / [finance@mfa.org.my](mailto:finance@mfa.org.my) for your payment confirmation.