



MEMBERSHIP APPLICATION CHECKLIST ORDINARY MEMBERS

NO	ITEMS	FRANCHISOR	MASTER FRANCHISEE	SUPPORT INSTITUTION	FRANCHISEE
1.	Membership Application Form (MFA Form 4/96)				
2.	Company Profile write up (not more than 150 words)				
3.	Profile of franchisor MFA Form 2/96				
4.	Form 3 (BAF 3) Franchise Act 1998 Notice of Decision of Registration of Franchise and effective date of registration if franchise.				
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.	Company Supporting Document				
8.	Company Registration Certificate (Form 9)				
9.	Form 1 Franchise Act 1998 Section 7 (Franchise Act 1998) Disclosure Document				
10.	Sample of Franchise Agreement				
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 Fees	RM115	RM115	RM115	RM65
17.	Membership Fees	RM2,000	RM2,000	RM2,000	RM200

Legend: Not Applicable If Applicable

Payment Options:

1. Payment by cheque :
 - Made payable to **Persatuan Francais Malaysia / Malaysian Franchise Association**
 - Pleases **TAX INVOICE** number and company name at the back of the cheque and send it to MFA.
 - For outstation cheque please includes commissions

2. Payment via direct credit / bank in / telegraphic transfer / online :
 - Company Name : **Persatuan Francais Malaysia / Malaysian Franchise Association**
 - Benefeciary Bank : **Malayan Banking Berhad**
 - Account Number : **5640-1670-9808**
 - Bank Address : Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur
 - Swift Code : MBBEMYKL
 - Please fax your proof of payment to **+603-2697 1559** or email to nabila@mfa.org.my / khadijah@mfa.org.my for your payment confirmation.