



**MEMBERSHIP APPLICATION CHECKLIST
ASSOCIATE / INTERNATIONAL MEMBERS**

NO	ITEMS	WOULD BE FRANCHISOR	WOULD BE MASTER FRANCHISEE	WOULD BE SUPPORT INSTITUTION	WOULD BE FRANCHISEE	INTERNATIONAL
1.	Membership Application Form (MFA Form 4/96)					
2.	Company Profile write up (not more than 150 words)					
3.	Section 58 Notification of change in the register of directors, managers and secretaries. (Form 49)					
4.	Section 78 Return for allotments of shares (Form 24)					
5.	Company Supporting Document					
6.	Company Registration Certificate (Form 9)					
7.	Form 1 Franchise Act 1998 Section 7 (Franchise Act 1998) Disclosure Document					
8.	Sample of Franchise Agreement					
9.	Professional Certificate					
10.	List of undertaken Projects					
11.	List of Franchisee					
12.	Soft Copy of Company Logo (Format png size 300 kb to 700 kb)					
13.	3 pieces of outlet or product picture (Format png size 300 kb to 700 kb for each picture)					
14.	Processing Fee	RM115	RM115	RM115	RM115	RM115
15.	Membership Fees	RM1,000	RM1,000	RM1,000	RM300	RM2,000

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**
 - Beneficiary 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.