



# LAWS OF MALAYSIA

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## FRANCHISE (FORMS AND FEES) REGULATIONS 1999

[P.U. (A) 422/1999]

*As at 1 November 2023*

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**FRANCHISE (FORMS AND FEES) REGULATIONS 1999**

Date of publication in the <i>Gazette</i>	...	...	...	7 October 1999
Date of coming into operation	...	...	...	8 October 1999
Latest amendment made by P.U. (A) 135/2022 which came into operation on	...	...	...	28 April 2022

**LAWS OF MALAYSIA****FRANCHISE ACT 1998****FRANCHISE (FORMS AND FEES) REGULATIONS 1999**

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**ARRANGEMENT OF REGULATIONS**

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## Regulation

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## LAWS OF MALAYSIA

### FRANCHISE ACT 1998

#### FRANCHISE (FORMS AND FEES) REGULATIONS 1999

IN exercise of the powers conferred by section 60 of the Franchise Act 1998 [*Act 590*], the Minister makes the following regulations:

#### **Citation and commencement**

1. (1) These regulations may be cited as the **Franchise (Forms and Fees) Regulations 1999**.
- (2) These Regulations come into operation on 8 October 1999.

#### **Forms**

2. (1) For the purpose of the provisions of the Act on form as may be determined by the Registrar, such form shall be as may be determined by the Registrar from time to time.
- (2) For the purpose of the provisions of the Act on prescribed form, such form as specified in the First Schedule the contents of which are specified in the Second Schedule shall be used.

#### **Direction in forms**

3. The prescribed forms shall be completed in accordance with the directions specified in the forms.

**Additional information**

4. Where a prescribed form requires completion by the attachment to the form of a document containing particulars or other matters referred to in the form, those particulars or other matters are prescribed as the additional information or documents required under the provisions of the Act.

**Verification of copies**

5. A copy of any document required to be attached to a prescribed form shall be verified by statutory declaration declaring that the copy has been compared with the original document and that it is a true copy of the original document.

**Annexure accompanying forms**

6. (1) Where the space provided for a particular purpose in a prescribed form is insufficient to contain all the required information in relation to a particular item, that information shall be set out in an annexure.

(2) An annexure to a prescribed form shall be signed by each applicant signing the form to which the annexure is made.

**Fees**

7. (1) The fees payable under the Act are as prescribed in the Third Schedule.

(2) The prescribed fee payable for or in respect of an act required to be done under the Act shall be paid at the time the act is done.

(3) Where a fee is payable for or is in respect of an act required to be done under the Act and the act is done without payment of the fee, the act is deemed not to have been done until the fee has been paid.

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FIRST SCHEDULE

(Regulation 2)

Provision of the Act	Name of Form	Form No.
Subsection 16(1)	Franchise Business Annual Report	1

SECOND SCHEDULE

(Regulation 2)

**BORANG 1/ FORM 1**

*AKTA FRANCAIS 1998*  
*Seksyen 16*

FRANCHISE ACT 1998  
Section 16

BAF 1  
**Untuk Kegunaan Pejabat Sahaja**  
*For Office Use Only*

LAPORAN TAHUNAN PERNIAGAAN FRANCAIS BAGI TAHUN .....  
*FRANCHISE BUSINESS ANNUAL REPORT FOR THE YEAR .....*

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*Total number of operating franchise outlet in the financial year for all parties doing business in Malaysia*
  - 1.5 Jumlah bilangan kedai francais yang ditutup dalam tahun kewangan bagi semua pihak yang menjalankan perniagaan di Malaysia  
*Total number of franchise outlet closed in the financial year for all parties doing business in Malaysia*
  - 1.6 Jumlah bilangan kedai francais baharu dalam tahun kewangan bagi semua pihak yang menjalankan perniagaan di Malaysia  
*Total number of new franchise outlet in the financial year for all parties doing business in Malaysia*
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*Total number of active franchisee contract for all type of franchisee doing business in Malaysia*
2. Maklumat Mengenai Laporan Tahunan Perniagaan Francais di Luar Negara (untuk diisi oleh pihak francaisor tempatan sahaja)  
*Information on Overseas Franchise Business Annual Report (to be filled by local franchisor only)*
    - 2.1 Jumlah bilangan kedai francais yang masih beroperasi dalam tahun kewangan bagi francaisor dan semua jenis francais yang menjalankan perniagaan di luar negara  
*Total number of operating franchise outlet in the financial year for franchisor and all type of franchisee doing business overseas*



- 2.2 Jumlah nilai jualan tahunan kedai francais bagi franchisor dan semua jenis francais yang menjalankan perniagaan di luar negara  
*Total number of annual sale of franchise outlet for franchisor and all type of franchisee doing business overseas*

**1 MAKLUMAT MENGENAI LAPORAN TAHUNAN PERNIAGAAN FRANCAIS DI MALAYSIA**

*INFORMATION ON FRANCHISE BUSINESS ANNUAL REPORT IN MALAYSIA*

**1.1 JUMLAH NILAI JUALAN TAHUNAN KEDAI FRANCAIS BAGI SEMUA PIHAK YANG MENJALANKAN PERNIAGAAN DI MALAYSIA**

*TOTAL VALUE OF ANNUAL SALE OF FRANCHISE OUTLET FOR ALL PARTIES DOING BUSINESS IN MALAYSIA*

No.	<b>Butiran Details</b>				<b>Jumlah Amount</b>
1.	Jumlah nilai jualan tahunan kedai francais bagi semua pihak yang menjalankan perniagaan di Malaysia <i>Total value of annual sale of franchise outlet for all parties doing business in Malaysia</i>				<b>RM</b>
Jenis #1 – Bagi semua pihak yang menjalankan perniagaan di Malaysia <i>Type #1 – For all parties doing business in Malaysia</i>					
No.	<b>Jumlah Nilai Jualan Tahunan Kedai Francais di Malaysia</b>  <i>Total Value of Annual Sale of Franchise Outlet in Malaysia</i>	<b>Francaisor</b>  <i>Franchisor</i>	<b>Francaisi</b>  <i>Franchisee</i>	<b>Francaisi Induk</b>  <i>Master Franchisee</i>	<b>Subfrancaisi</b>  <i>Subfranchisee</i>
1.	RM	RM	RM	RM	RM

**1.2 JUMLAH NILAI KUMPULAN WANG PROMOSI TAHUNAN KEDAI FRANCAIS BAGI SEMUA PIHAK YANG MENJALANKAN PERNIAGAAN DI MALAYSIA**

*TOTAL VALUE OF ANNUAL PROMOTION FUND OF FRANCHISE OUTLET FOR ALL PARTIES DOING BUSINESS IN MALAYSIA*

No.	Butiran <i>Details</i>	Jumlah <i>Amount</i>			
1.	Jumlah nilai Kumpulan Wang Promosi tahunan kedai francais bagi semua pihak yang menjalankan perniagaan di Malaysia <i>Total value of annual Promotion Fund of franchise outlet for all parties doing business in Malaysia</i>	RM			
Jenis #1 – Bagi semua pihak yang menjalankan perniagaan di Malaysia <i>Type #1 – For all parties doing business in Malaysia</i>					
No.	Jumlah Nilai Kumpulan Wang Promosi Tahunan di Malaysia  <i>Total Value of Annual Promotion Fund in Malaysia</i>	Francaisor  <i>Franchisor</i>	Francaisi  <i>Franchisee</i>	Francaisi Induk  <i>Master Franchisee</i>	Subfrancaisi  <i>Subfranchisee</i>
1.	RM	RM	RM	RM	RM

**1.3 JUMLAH PENGGUNAAN KUMPULAN WANG PROMOSI TAHUNAN BAGI  
PERNIAGAAN DI MALAYSIA**  
*TOTAL USAGE OF ANNUAL PROMOTION FUND FOR BUSINESS IN MALAYSIA*

No.	Butiran <i>Details</i>	Jumlah <i>Amount</i>	
1.	Jumlah penggunaan Kumpulan Wang Promosi tahunan bagi perniagaan di Malaysia <i>Total usage of annual Promotion Fund for business in Malaysia</i>	RM	
Jenis #1 – Bagi perniagaan di Malaysia <i>Type #1 – For business in Malaysia</i>			
No.	Jumlah Nilai Kumpulan Wang Promosi Tahunan  <i>Total Value of Annual Promotion Fund</i>	Jumlah Penggunaan Kumpulan Wang Promosi Tahunan  <i>Total Usage of Annual Promotion Fund</i>	Baki Kumpulan Wang Promosi Tahunan  <i>Balance of Annual Promotion Fund</i>
1.	RM	RM	RM

**1.4 JUMLAH BILANGAN KEDAI FRANCAIS YANG MASIH BEROPERASI  
DALAM TAHUN KEWANGAN BAGI SEMUA PIHAK YANG MENJALANKAN  
PERNIAGAAN DI MALAYSIA**  
*TOTAL NUMBER OF OPERATING FRANCHISE OUTLET IN THE FINANCIAL  
YEAR FOR ALL PARTIES DOING BUSINESS IN MALAYSIA*

No.	<b>Butiran Details</b>					<b>Jumlah Amount</b>
1.	Jumlah bilangan kedai francais yang masih beroperasi dalam tahun kewangan bagi semua pihak yang menjalankan perniagaan di Malaysia <i>Total number of operating franchise outlet in the financial year for all parties doing business in Malaysia</i>					
<b>Jenis #2 –</b> Bagi semua pihak yang menjalankan perniagaan di Malaysia, mengikut negeri <i>Type #2 – For all parties doing business in Malaysia, according to the state</i>						
No.	Negeri State	Francaisor Franchisor	Francaisi Franchisee	Francaisi Induk Master Franchisee	Subfrancaisi Subfranchisee	
1.	Johor					
2.	Kedah					
3.	Kelantan					
4.	Melaka					
5.	Negeri Sembilan					
6.	Pahang					
7.	Pulau Pinang					
8.	Perak					
9.	Perlis					
10.	Selangor					
11.	Terengganu					
12.	Sabah					
13.	Sarawak					
14.	Wilayah Persekutuan Kuala Lumpur					
15.	Wilayah Persekutuan Labuan					
16.	Wilayah Persekutuan Putrajaya					
	<b>Jumlah Bilangan Kedai Francaisi yang Masih Beroperasi di Malaysia</b> <i>Total Number of Operating Franchise Outlet in Malaysia</i>					

**1.5 JUMLAH BILANGAN KEDAI FRANCAIS YANG DITUTUP DALAM TAHUN KEWANGAN BAGI SEMUA PIHAK YANG MENJALANKAN PERNIAGAAN DI MALAYSIA**

*TOTAL NUMBER OF FRANCHISE OUTLET CLOSED IN THE FINANCIAL YEAR FOR ALL PARTIES DOING BUSINESS IN MALAYSIA*

No.	<b>Butiran Details</b>					<b>Jumlah Amount</b>
1.	Jumlah bilangan kedai francais yang ditutup dalam tahun kewangan bagi semua pihak yang menjalankan perniagaan di Malaysia <i>Total number of franchise outlet closed in the financial year for all parties doing business in Malaysia</i>					
<b>Jenis #2 – Bagi semua pihak yang menjalankan perniagaan di Malaysia, mengikut negeri</b> <i>Type #2 – For all parties doing business in Malaysia, according to the state</i>						
No.	Negeri State	Francaisor Franchisor	Francaisi Franchisee	Francaisi Induk Master Franchisee	Subfrancaisi Subfranchisee	
1.	Johor					
2.	Kedah					
3.	Kelantan					
4.	Melaka					
5.	Negeri Sembilan					
6.	Pahang					
7.	Pulau Pinang					
8.	Perak					
9.	Perlis					
10.	Selangor					
11.	Terengganu					
12.	Sabah					
13.	Sarawak					
14.	Wilayah Persekutuan Kuala Lumpur					
15.	Wilayah Persekutuan Labuan					
16.	Wilayah Persekutuan Putrajaya					
	<b>Jumlah Bilangan Kedai Francais yang Ditetup</b>					

No.	Butiran Details					Jumlah Amount
		<i>Total Number of Franchise Outlet Closed</i>				

**1.6 JUMLAH BILANGAN KEDAI FRANCAIS BAHARU DALAM TAHUN KEWANGAN BAGI SEMUA PIHAK YANG MENJALANKAN PERNIAGAAN DI MALAYSIA**

*TOTAL NUMBER OF NEW FRANCHISE OUTLET IN THE FINANCIAL YEAR FOR ALL PARTIES DOING BUSINESS IN MALAYSIA*

No.	Butiran Details					Jumlah Amount
1.	Jumlah bilangan kedai francais yang dibuka baharu dalam tahun kewangan bagi semua pihak yang menjalankan perniagaan di Malaysia <i>Total number of new franchise outlet in the financial year for all parties doing business in Malaysia</i>					
Jenis #2 – Bagi semua pihak yang menjalankan perniagaan di Malaysia, mengikut negeri <i>Type #2 – For all parties doing business in Malaysia, according to the state</i>						
No.	Negeri State	Francaisor Franchisor	Francaisi Franchisee	Francaisi Induk Master Franchisee	Subfrancaisi Subfranchisee	
1.	Johor					
2.	Kedah					
3.	Kelantan					
4.	Melaka					
5.	Negeri Sembilan					
6.	Pahang					
7.	Pulau Pinang					
8.	Perak					
9.	Perlis					
10.	Selangor					
11.	Terengganu					
12.	Sabah					
13.	Sarawak					
14.	Wilayah Persekutuan Kuala Lumpur					
15.	Wilayah Persekutuan					

No.	Butiran Details				Jumlah Amount
		Labuan			
16.		Wilayah Persekutuan Putrajaya			
		<b>Jumlah Bilangan Kedai Francais yang Dibuka Baharu Total Number of New Franchise Outlet</b>			

**1.7 JUMLAH BILANGAN PEKERJA PERNIAGAAN FRANCAIS BAGI SEMUA PIHAK YANG MENJALANKAN PERNIAGAAN DI MALAYSIA**  
*TOTAL NUMBER OF FRANCHISE BUSINESS EMPLOYEE FOR ALL PARTIES DOING BUSINESS IN MALAYSIA*

No.	Butiran Details	Jumlah Amount
1.	Jumlah bilangan pekerja perniagaan francais bagi semua pihak yang menjalankan perniagaan di Malaysia <i>Total number of franchise business employee for all parties doing business in Malaysia</i>	
	Jenis #1 (Baharu) – Bagi semua pihak yang menjalankan perniagaan di Malaysia, mengikut status bumiputera individu <i>Type #1(New) – For all parties doing business in Malaysia, according to Bumiputera status</i>	

No.		Butiran Details									Jumlah Amount		
		Francaisor Franchisor			Francaisi Franchisee			Francaisi Induk Master Franchisee			Subfrancaisi Subfranchisee		
No.	Jumlah Peluang Pekerjaan di Malaysia  <i>Total of Job Opportunities in Malaysia</i>	B	BB	WA	B	BB	WA	B	BB	WA	B	BB	WA
1.													
B = Bumiputera/Bumiputera BB = Bukan Bumiputera/Non-bumiputera WA = Warganegara Asing/Foreigner													

**1.8 JUMLAH BILANGAN KONTRAK FRANCAISI YANG MASIH AKTIF BAGI SEMUA JENIS FRANCAISI YANG MENJALANKAN PERNIAGAAN DI MALAYSIA**

*TOTAL NUMBER OF ACTIVE FRANCHISEE CONTRACT FOR ALL TYPE OF FRANCHISEE DOING BUSINESS IN MALAYSIA*

No.	Butiran Details	Jumlah Amount
1.	Jumlah bilangan kontrak francaisi yang masih aktif bagi semua jenis francaisi yang menjalankan perniagaan di Malaysia <i>Total number of active franchisee contract for all type of franchisee doing business in Malaysia</i>	
	Jenis #2 – Bagi semua pihak francaisi yang menjalankan perniagaan di Malaysia, mengikut status bumiputera <i>Type #2- For all franchisee doing business in Malaysia, according to Bumiputera status</i>	

No.	Butiran <i>Details</i>						Jumlah <i>Amount</i>	
			<b>Francaisi Franchisee</b>		<b>Francaisi Induk Master Franchisee</b>		<b>Subfrancaisi Subfranchisee</b>	
	<b>No.</b>	<b>Jumlah Francaisi Dalam Sistem Francais di Malaysia <i>Total of Franchisee in Franchise System in Malaysia</i></b>	<b>B</b>	<b>BB</b>	<b>B</b>	<b>BB</b>	<b>B</b>	<b>BB</b>

B = Bumiputera/Bumiputera

BB = Bukan Bumiputera/Non-bumiputera

**2. MAKLUMAT MENGENAI LAPORAN TAHUNAN PERNIAGAAN FRANCAIS DI LUAR NEGARA (UNTUK DIISI OLEH PIHAK FRANCAISOR DOMESTIK SAHAJA)**

*INFORMATION ON OVERSEA FRANCHISE BUSINESS ANNUAL REPORT (TO BE FILLED BY LOCAL FRANCHISOR ONLY)*

**2.1 JUMLAH BILANGAN KEDAI FRANCAIS YANG MASIH BEROPERASI DALAM TAHUN KEWANGAN BAGI FRANCAISOR DAN SEMUA JENIS FRANCAISI YANG MENJALANKAN PERNIAGAAN DI LUAR NEGARA**  
*TOTAL NUMBER OF OPERATING FRANCHISE OUTLET IN THE FINANCIAL YEAR FOR FRANCHISOR AND ALL TYPE OF FRANCHISEE DOING BUSINESS OVERSEAS*

No.	Butiran <i>Details</i>	Jumlah <i>Amount</i>
1.	Jumlah bilangan kedai francais yang masih beroperasi dalam tahun kewangan bagi franchisor dan semua jenis francaisi yang menjalankan perniagaan di luar negara  <i>Total number of operating franchise outlet in the financial year for franchisor and all type of franchisee doing business overseas</i>	
	Jenis #1 - Bagi franchisor dan semua jenis francaisi yang menjalankan perniagaan di luar negara, mengikut negara masing-masing <i>Type #1 - For franchisor and all type of franchisee doing business overseas, according to respective country</i>	



No.	Negara Country	Francaisor Franchisor			Semua Jenis Francaisi All Type of Franchisee		
		O	T	B	O	T	B
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
	<b>Jumlah Bilangan Kedai Francaisi yang Masih Beroperasi di Luar Negara</b>  <i>Total Number of Operating Overseas Franchise Outlet</i>						

O = Masih Beroperasi/*Operating*  
T = Ditutup/*Closed*  
B = Dibuka Baharu/*New*

**2.2 JUMLAH NILAI JUALAN TAHUNAN KEDAI FRANCAISI BAGI FRANCAISOR DAN SEMUA JENIS FRANCAISI YANG MENJALANKAN PERNIAGAAN DI LUAR NEGARA**

*TOTAL NUMBER OF ANNUAL SALE OF FRANCHISE OUTLET FOR FRANCHISOR AND ALL TYPE OF FRANCHISEE DOING BUSINESS OVERSEAS*

No.	Butiran Details	Jumlah Amount
1.	Jumlah nilai jualan tahunan kedai francaisi bagi francaisor dan semua jenis francaisi yang menjalankan perniagaan di luar negara <i>Total number of annual sale of franchise outlet for franchisor and all type of franchisee doing business overseas</i>	RM
	Jenis #1 - Bagi francaisor dan semua jenis francaisi yang menjalankan perniagaan di luar negara, mengikut negara masing-masing <i>Type #1 - For franchisor and all type of franchisee doing business overseas, according to respective country.</i>	

No.	Negara Country	Francaisor Franchisor	Semua Jenis Francaisi All Type of Franchisee
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	<b>Jumlah Nilai Jualan Tahunan Kedai Francais di Luar Negara</b> <i>Total Number of Annual Sale for Overseas Franchise Outlet</i>	<b>RM</b>	<b>RM</b>

Dokumen Sokongan Terkini - sertakan bersama laporan ini jika ada perubahan  
*Latest Supporting Document - to be attached together with this report if there are changes*

Nama pegawai yang menyediakan laporan ini dan tandatangannya  
*Name of officer responsible for preparing this report and his/her signature*

Nama : .....

*Name*

Tandatangan : .....

*Signature*

Meterai Syarikat (jika berkenaan) : .....

*Company Seal (if applicable)*

NOTA:

*NOTE:*

1. Laporan Tahunan Perniagaan Francais hendaklah dihantar kepada Pendaftar Francais, Kementerian Perdagangan Dalam Negeri dan Hal Ehwal Pengguna, Bahagian Pembangunan Francais dan Jualan Langsung,

Aras 1, Blok Menara, No.18, Persiaran Perdana, Presint 2, 62652 Putrajaya, 30 hari selepas ulang tahun pendaftaran.

*This Franchise Business Annual Report must be sent to the Registrar of Franchises, Ministry of Domestic Trade and Consumer Affairs, Franchise and Direct Selling Development Division, 1st Floor, Tower Block, No. 18, Persiaran Perdana, Precint 2, 62652 Putrajaya, 30 days after the registration anniversary.*

2. Sila lampirkan senarai nama dan alamat kedai terkini syarikat/perniagaan dan pemegang francais.  
*Please attach the latest names and addresses of company/business outlet and franchisee(s).*

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BORANG 2/*FORM 2*

AKTA FRANCAIS 1998  
Seksyen 7 dan 55

*FRANCHISE ACT 1998*  
*Sections 7 and 55*

*BAF 2*

**Untuk Kegunaan Pejabat Sahaja**  
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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*

**CATATAN:**

**NOTE:**

1. Jika ruang 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/applicants signing this form.*

2. Potong mana-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 operations:*

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

- (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 halaman berasingan

*Number of existing company/business outlets and franchise outlets (if any). Please state name, address, tel. no. and fax no. of company/business 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 .....

*Company Capital (if applicable)* *Authorised:*

(ii) Berbayar: RM .....

*Paid-Up:*

Modal Perniagaan (jika berkenaan): RM .....

*Business Capital (if applicable):*

(b) Kemudahan kewangan

*Financial facilities*

Jenis Sumber	Institusi	Amaun (RM)
<i>Type of Sources</i>	<i>Institution</i>	<i>Amount (RM)</i>

(i) .....

(ii) .....

(iii) .....

(c) Akaun syarikat/perniagaan

*Company's/ business' accounts*

Nama Bank	Alamat	No. Akaun
<i>Name of Bank</i>	<i>Address</i>	<i>Account No.</i>

(i) .....

(ii) .....

(iii) .....

(d) Penyertaan Ekuiti/Modal Berbayar atau Modal Individu  
*Equity Participation/Paid-Up Capital or Individual Capital*

- (i) Bumiputera RM .....
- Bumiputera*
- (ii) Bukan Bumiputera RM .....
- Non-Bumiputera*
- (iii) Bukan Warganegara Malaysia RM .....
- Non-Malaysian Citizen*

3. BUTIR-BUTIR PENGARAH DAN PEMEGANG SAHAM/RAKAN KONGSI DAN MILIKAN MODAL

*PARTICULARS OF DIRECTORS AND SHAREHOLDERS/PARTNERS AND CAPITAL OWNERSHIP*

(a) Pengarah dan saham yang dipegang/Rakan Kongsi 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/ Milikan Modal <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. Dikemukakan dokumen yang berikut:

*The following documents are hereby submitted:*

- (i) Dokumen Penzahiran Syarikat  
(pemberi francais sahaja)   
*Company Disclosure Document*  
(franchisor only)
- (ii) Perjanjian Francais  
(pemberi francais dan pemegang francais)   
*Franchise Agreement*  
(franchisor and franchisee)
- (iii) Manual Operasi  
(pemberi francais sahaja)   
*Operation Manual*  
(franchisor only)
- (iv) Manual Latihan  
(pemberi francais sahaja)   
*Training Manual*  
(franchisor only)
- \*(v) Sijil Perbadanan, Borang 8, 9, 13, 83 atau 83A (mana-mana yang berkenaan) Peraturan-Peraturan Syarikat 1966 [*P.U. 173/1966*]

*Certificate of Incorporation, Forms 8, 9, 13, 83 or 83A (whichever is applicable) of the Companies Regulations 1966 [P.U. 173/1966]*

- \*(vi) Sijil Pendaftaran Perniagaan, Borang D Kaedah 13 Kaedah-Kaedah Pendaftaran Perniagaan 1957 [L.N. 282/1957]
- Business Registration Certificate, Form D of the Rule 13 of the Registration of Businesses Rules 1957 [L.N. 282/1957]*
- \*(vii) Borang 24, 44 dan 49 Peraturan-Peraturan Syarikat 1966 yang diperakui oleh Pendaftar Syarikat
- Forms 24, 44 and 49 of the Companies Regulations 1966 certified by the Registrar of Companies*
- \*(viii) Borang Penyata Tahunan Syarikat Yang Mempunyai Modal Syer (menurut seksyen 165 Akta Syarikat 1966 [Akta 125])
- Form of Annual Return of a Company Having a Share Capital (pursuant to section 165 of the Companies Act 1966 [Akta 125])*
- (ix) Penyata kewangan teraudit bagi tiga tahun terbaru (pemberi francais sahaja)
- Latest three years audited financial statement (franchisor only)*
- (x) Satu tahun Penyata Kewangan kedai prototaip yang terbaru berdasarkan pakej yang hendak didaftarkan (pemberi francais sahaja)
- Latest one year financial statement of prototype outlet based on package to be registered (franchisor only)*
- (xi) Unjuran kewangan untuk lima tahun (pemberi francais sahaja)
- Financial forecast for five years (franchisor only)*
- (xii) Dokumen pengesahan pendaftaran cap dagangan dengan Perbadanan Harta Intelek Malaysia dan Dokumen Penyerah Hakkan yang sah (jika berkenaan)
- Confirmation of trade mark registration document with the Intellectual Property Corporation of Malaysia and a valid Assignment Document (if applicable)*
- (xiii) Carta organisasi syarikat/perniagaan beserta nama kakitangan yang memegang jawatan penting

*Company's/business organization chart together with the names and positions of key personnel*

(xiv) Brosur mengenai perniagaan yang dijalankan

*Brochures on the business that is carried on*



\* Nota : Jika berkenaan

\* Note : If applicable

## 6. PERAKUAN

### *DECLARATION*

Saya /Kami dengan ini mengaku bahawa 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/ Perniagaan <i>Position In Company/ Business</i>

.....  
Meterai Syarikat (jika berkenaan)  
*Company's Seal (if applicable)*

BORANG 3/FORM 3

AKTA FRANCAIS 1998  
Subseksyen 8(4), seksyen 9 dan 55

FRANCHISE ACT 1998  
Subsection 8(4), sections 9 and 55

BAF 3  
**Untuk Kegunaan Pejabat Sahaja**  
(For Office Use Only)

KPU<sub>n</sub>.FV

NOTIS TENTANG KEPUTUSAN PENDAFTARAN FRANCAIS DAN  
TARIKH KUAT KUASA PENDAFTARAN FRANCAIS  
  
*NOTICE OF DECISION OF REGISTRATION OF FRANCHISE AND  
EFFECTIVE DATE OF REGISTRATION OF FRANCHISE*

Nama : .....  
Name : .....  
Alamat : .....  
Address : .....  
.....

• Adalah dimaklumkan bahawa Pendaftar Francais telah membuat keputusan untuk meluluskan pendaftaran francais tuan tertakluk pada syarat-syarat yang berikut:  
*This is to notify that the Registrar of Franchises has approved the registration of your franchise subject to the following conditions:*

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

2. Pendaftaran ini adalah berkenaan dengan perniagaan francais.....(jenis)..... pemberi francais/pemegang francais pemberi francais asing.  
*This registration is in respect of the operation of a..... (type).....franchise business of the franchisor/franchisee of foreign franchisor.*

3. Pendaftaran perniagaan francais pemberi francais (masukkan nama pemberi francais)..... adalah dengan ini berkuat kuasa mulai (nyatakan tarikh).....  
*The registration of the franchise business of the franchisor (insert name of franchisor)..... shall be effective from (insert date).....*

4. Adalah dimaklumkan bahawa Pendaftar telah membuat keputusan untuk

menolak permohonan tuan kerana sebab-sebab yang berikut:

*This is to notify that the Registrar has decided to refuse your application for registration for the following reasons:*

5. Sekiranya tuan terkilan dengan keputusan Pendaftar yang menolak permohonan pendaftaran tuan, tuan boleh mengemukakan rayuan kepada Menteri dalam tempoh satu bulan dari tarikh penerimaan notis ini.

*If you are aggrieved by the decision of the Registrar refusing your application for registration, you may appeal to the Minister within one month from the date of receipt of this notice.*

Bertarikh .....  
Dated

.....  
Pendaftar  
Registrar

BORANG 4/*FORM 4*

AKTA FRANCAIS 1998  
Subseksyen 12(1)

*FRANCHISE ACT 1998*  
*Subsection 12(1)*

*BAF 4*  
**Untuk Kegunaan Pejabat Sahaja**  
*(For Office Use Only)*

KPU<sub>n</sub>.FV

NOTIS TENTANG CADANGAN UNTUK MENGGANTUNG ATAU  
MENAMATKAN PENDAFTARAN FRANCAIS ATAU MELARANG  
ATAU MENOLAK PENJUALAN FRANCAIS

*NOTICE OF PROPOSAL TO SUSPEND OR TERMINATE  
REGISTRATION OF FRANCHISE OR TO PROHIBIT OR DENY THE  
SALE OF FRANCHISE*

Nama : .....  
Name :

Alamat : .....

Address : .....

.....

.....

.....

Adalah dimaklumkan bahawa tuan/puan telah melakukan kesalahan di bawah peruntukan.....Akta dan dengan ini Pendaftar Francais bercadang untuk rnengambil tindakan yang berikut:

*This is to notify that you have breached the provision of .....of the Act and the Registrar of Franchises proposes to take the following action:*

.....

.....

2. Tuan diberikan peluang untuk membuat representasi bertulis dalam tempoh empat belas (14) hari dari tarikh penerimaan notis ini.

*You have the opportunity to make a written representation within fourteen ( 14) days from the date of service of this notice.*

Bertarikh.....

*Dated*

.....

Pendaftar  
Registrar

—————

BORANG 5/*FORM 5*

AKTA FRANCAIS 1998  
Seksyen 14

*FRANCHISE ACT 1998*  
*Section 14*

*BAF 5*  
**Untuk Kegunaan Pejabat Sahaja**  
*(For Office Use Only)*

KPU<sub>n</sub>.FV

BORANG PENDAFTARAN BROKER FRANCAIS  
REGISTRATION FORM FOR FRANCHISE BROKER

Permohonan Daripada Syarikat  
*Application From Company*

1. Nama syarikat : .....  
*Name of company*
  
2. Alamat perniagaan berdaftar: .....  
*Registered business address*
  
3. No. Tel. : ..... No. Faks: .....  
*Tel. No. Fax No.*
  
4. Pegawai yang boleh dihubungi..: .....  
*Contact person*
  
5. Tarikh penubuhan syarikat/No. Pendaftaran : ...../.....  
*Company's date of Incorporation/Registration No.*
  
6. Ejen/wakil yang dilantik (jika ada) : .....  
*Agent/representative appointed (if any)*

Alamat : .....  
*Address*

No. Tel. : .....  
*Tel. No.*

Tandatangan:  
*Signature*

Nama:  
*Name*

Jawatan dalam syarikat:  
*Post held in company*

Meterai syarikat:  
*Company seal*

Tarikh:  
*Date*

Sila sertakan:

*Please attach:*

- (i) Profil syarikat/perkhidmatan  
*Company/service profile*
- (ii) Borang 49 & 24 (Pendaftar Syarikat)  
*Forms 49 & 24 (Registrar of Companies)*
- (iii) Latar belakang anggota Lembaga Pengarah dan eksekutif utama  
*Background of members of Board of Directors and key executives*
  - Kelulusan tertinggi, pengalaman dalam pengurusan francais dan maklumat lain yang berkaitan  
*Highest qualification, experience in franchise management and any other related information*

Permohonan Daripada Orang Perseorangan

*Application From An Individual Person*

1. Nama:.....  
*Name*
2. No. kad pengenalan:.....  
*Identity card no.*
3. Alamat:.....  
*Address*
4. No. Tel.:.....  
*Tel. No.*
5. Kelayakan akademik:.....  
*Academic qualification*
6. Pengalaman bekerja dalam pengurusan francais atau bidang yang berkaitan dengan pengurusan francais:  
*Working experience in franchise management or a field related to franchise management*

Sila nyatakan ya atau tidak:

*Please state yes or no*

7. Pernah diisytiharkan bankrap: .....  
*Ever been declared a bankrupt*
8. Pernah disabitkan atas kesalahan jenayah: .....  
*Ever been convicted of any criminal offence*



9. Pernah didapati ada liabiliti dalam mana-mana tindakan guaman: .....  
*Ever been found liable in any civil suit*

Tandatangan:

*Signature:*

Tarikh:

*Date:*

Sila sertakan:

Salinan kad pengenalan, sijil-sijil akademik dan surat perakuan majikan.

*Please attach:*

*Copy of identity card, academic qualifications and employer's referral letter.*

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BORANG 6/*FORM 6*

AKTA FRANCAIS 1998  
Seksyen 16

*FRANCHISE ACT 1998*  
*Section 16*

*BAF 6*

**Untuk Kegunaan Pejabat Sahaja**

*(For Office Use Only)*

MECD.FV

LAPORAN TAHUNAN PERNIAGAAN FRANCAIS BAGI TAHUN .....

FRANCHISE BUSINESS ANNUAL REPORT FOR THE YEAR .....

1. Nama pemberi francais:

*Name of franchisor:*

.....

2. Jenama Produk : .....

*Product brand Name:*

3. Alamat berdaftar syarikat /perniagaan: .....  
*Registered address of company/business:*
4. No. Ahli Persatuan Francais Malaysia (jika berkenaan) : .....  
*Malaysian Franchise Association Membership number*  
*(if applicable):*
5. (i) Modal syarikat (jika berkenaan): Modal berbayar RM: .....  
*Company capital (if applicable): Paid-Up Capital RM:*
- Modal dibenar RM: .....  
*Authorised Capital RM:*
- (ii) Modal Perniagaan (jika berkenaan) RM: .....  
*Business Capital (if applicable) RM:*
6. Ekuiti pemilikan saham syarikat (a) Asing RM..... ( %)  
 Pemilikan Modal Perniagaan *Foreign*
- Equity Shareholding/* (b) Bumiputera RM..... ( %)  
*Business Capital Ownership* *Bumiputera*
- (c) Bukan Bumiputera RM..... ( %)  
*Non-Bumiputera*
7. Bilangan kedai perniagaan francais:
- |   | Sedang beroperasi<br><i>Operating</i> | Telah ditutup<br><i>Closed down</i> |
|---|---------------------------------------|-------------------------------------|
| <i>Number of franchise outlet</i>                                   |                                       |                                     |
| (a) Kedai syarikat/perniagaan<br><i>Company/business outlet</i>     | <input type="text"/>                  | <input type="text"/>                |
| (b) Kedai francais Bumiputera<br><i>Bumiputera franchise outlet</i> | <input type="text"/>                  | <input type="text"/>                |

(c) Kedai francais Bukan Bumiputera  
*Non-Bumiputera franchise outlet*



(d) Kedai francais di luar negara:  
*Overseas franchise outlet:*

Negara <i>Country</i>	Bilangan <i>Number</i>			
	Kedai sendiri <i>Own outlet</i>	Kedai francais <i>Franchise outlet</i>	Sedang beroperasi <i>Operating</i>	Telah ditutup <i>Closed down</i>
(i) .....				
(ii) .....				
(iii) .....				

JUMLAH:  
*TOTAL:*

8. Nilai jualan tahunan:

*Annual turnover:*

(a) Kedai syarikat/perniagaan RM ..... (.....%)  
*Company/business outlet*

(b) Kedai pemegang francais RM ..... (%)  
*Franchisee's outlet*

(c) Kedai francais di luar negara RM ..... (%)  
*Franchise outlet abroad*

JUMLAH: RM  
*TOTAL:*

9. Sila kemukakan bersama penyata kewangan tahunan syarikat/perniagaan teraudit yang terbaru

*Please attach the latest company/business audited financial statement*

## 10. Bilangan pekerja:

*Number of employees:*

- (a) Kedai syarikat/perniagaan ..... pekerja  
*Company/business outlet employees*
- (b) Kedai pemegang francais ..... pekerja  
*Franchisee's outlet employees*

JUMLAH: RM

TOTAL:

## 11. Dokumen Penzahiran terkini - sertakan bersama laporan ini jika ada perubahan

*Latest Disclosure Document- to be attached together with this report if there are changes*

## 12. Nama pegawai yang menyediakan laporan ini dan tandatangannya

*Name of officer responsible for preparing this report and his/her signature*

Nama: .....

*Name:*

Tandatangan: .....

*Signature:*

Meterai Syarikat (jika berkenaan): .....

*Company seal (if applicable):*

NOTA:

*NOTE:*

- Laporan Tahunan Perniagaan Francais hendaklah dihantar kepada Pendaftar Francais, Kementerian Pembangunan Usahawan dan Koperasi, Bahagian Pembangunan Francais, Aras 4, Blok Menara, No. 18, Persiaran Perdana, Presint 2, 62652 Putrajaya, 30 hari selepas ulang tahun pendaftaran.

*This Franchise Business Annual Report must be sent to the Registrar of Franchises, Ministry Of Entrepreneurial and Cooperative Development, Franchise Development Division, 4<sup>th</sup> Floor, Tower Block, No. 18, Persiaran Perdana, Precint 2, 62652 Putrajaya, 30 days after the registration anniversary.*

- 2. Sila lampirkan senarai nama dan alamat kedai syarikat/perniagaan dan pemegang francais.

*Please attach the latest names and addresses of company/business outlet and franchisee (s).*

BORANG 7/FORM 7

FRANCHISE ACT 1998  
Subsection 17(1)

APPEAL TO THE MINISTER AGAINST THE DECISION OF  
THE REGISTRAR OF FRANCHISES

BAF 7  
For Office Use Only

KPU.n.FV

To,  
Minister of Entrepreneurial and Cooperative Development

I would like to refer to the decision of/conditions imposed by the Registrar of Franchise through the letter, ref. no: ..... dated ..... and would like to appeal against the decision/conditions imposed on the following grounds:

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

Dated .....

.....  
Franchisor/franchisee of a foreign  
franchisor/franchise broker/person who applied to  
be registered as franchise broker

Name:  
 NRIC No./Passport No:  
 Name of company:  
 Position in company:

.....  
 Company seal

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THIRD SCHEDULE

(Regulation 7)

No.	Provision of the Act	Fee	Amount of Fee (RM)
1.	Section 7	Registration of franchisor for 5 years - Process fee - Approval fee (local franchisor and master franchisee) - Approval fee (foreign franchisor)	50.00 1,000.00 5,000.00
2.	Section 6A	Registration of franchisee of foreign franchisor - Process fee - Approval fee	50.00 1,000.00
3.	Section 6B	Registration of franchisee of local franchisor - Process fee	20.00
4.	Section 10A	Renewal fee of registration of local franchisor for 5 years  Renewal fee of registration of foreign franchisor for 5 years	1,000.00  5,000.00
5.	Section 11	Application for amendment of supporting document - Process fee	50.00

No.	Provision of the Act	Fee	Amount of Fee (RM)
6.	Section 14	Registration of franchise broker or franchise consultant for 2 years	
		- Process fee	50.00
		- Approval fee	1,000.00
7.	Section 54	Application for sale of franchise by foreigner in Malaysia	
		- Process fee	50.00
		- Approval fee	5,000.00

Made 6 October 1999.

[KPU: (S)20/9/2 klt.6(75); PN(PU<sup>2</sup>)603]

DATO' MUSTAPA BIN MOHAMED  
*Minister of Entrepreneur Development*

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**LAWS OF MALAYSIA****FRANCHISE ACT 1998****FRANCHISE (FORMS AND FEES) REGULATIONS 1999****LIST OF AMENDMENTS**

Amending law	Citation	In force from
P.U. (A) 412/2007	Franchise (Forms and Fees) (Amendment) Regulations 2007	15-12-2007
P.U. (A) 135/2022	Franchise (Forms and Fees) (Amendment) Regulations 2022	28-04-2022

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**UNDANG-UNDANG MALAYSIA****FRANCHISE ACT 1998****FRANCHISE (FORMS AND FEES) REGULATIONS 1999****LIST OF REGULATIONS AMENDED**

Regulation	Amending authority	In force from
2	P.U. (A) 135/2022	28-04-2022
First Schedule	P.U. (A) 135/2022	28-04-2022
Second Schedule	P.U. (A) 412/2007	15-12-2007
	P.U. (A) 135/2022	28-04-2022
Third Schedule	P.U. (A) 135/2022	28-04-2022

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