

**1. INTRODUCTION & COVER LETTER TO PERNAS CFO**

Letter of intent that states on the proposed investment.

Addressed to Pernas's Chief Financial Officer

Encik Mohamad Akmal Md Husin

*(Please complete and sign off the Investment Checklist for Client. You are required to submit the proposal together with the checklist.)*

**2. APPLICANT**

1.1 Name of the Company:

1.2 Contact person:

1.3 Address:

1.4 Tel No:

1.5 Fax No:

1.6 Email:

**3. COMPANY BACKGROUND**

3.1 Information on the Company

3.2 History and Business activities

3.3 Group structure, if any.

3.4 CTC copies of Form 8, 9, 13, 24, 49, 44, 32A, M&A, Registration with Government, private agencies & trade associations, if any.

**4. INFORMATION ON SHAREHOLDERS**

4.1 Detailed shareholdings

- 4.2 Brief information on the shareholders
- 5. INFORMATION ON KEY MANAGEMENT TEAM**
  - 5.1 Organisation structure of the Company
  - 5.2 Detailed information/Curricular Vitae (CV) on key management team – experiences, years of service
- 6. BUSINESS ACTIVITIES**
  - 6.1 Type of product/services
  - 6.2 Location and layout
  - 6.3 Approvals and licenses required (CTC copies to be given)
  - 6.4 Production volume/capacity
  - 6.5 Technology used
  - 6.6 Current manpower
- 7. INDUSTRY ANALYSIS**
  - 7.1 Market size - Global and domestic
  - 7.2 Industry growth - Past and future
  - 7.3 Competitors - Market share and market segment

**8. MARKETING STRATEGY**

- 8.1 Current market share
- 8.2 List of customers and sales value (RM) and years of service/supplies of products
- 8.3 Target market

**9. SWOT ANALYSIS**

**10. PROPOSED PERNAS INVESTMENT**

- 10.1 Investment structure
- 10.2 Purpose of the fund requested
- 10.3 Details of the new project if the funds requested for the project.

**11. FINANCIAL INFORMATION**

- 11.1 Audited accounts for the past 3 years (CTC copies to be given)
- 11.2 Financial Projection for the next 5 years (complete with notes and assumptions).
  - i. Income Statements
  - ii. Balance Sheet
  - iii. Cash Flow (Direct Method)
  - iv. Monthly Cash Flow for Year 1 & Year 2 (Direct Method)
- 11.3 Latest management accounts
- 11.4 Latest Debtors Ageing Report
- 11.5 A brief write-up / explanation on the past 3 years financial performance
- 11.6 6 months bank statement (all the related bank)

**PROPOSAL FORMAT  
EQUITY INVESTMENT**

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*ATTACHMENT 1*

**12. CONSENT LETTER FOR CREDIT CHECKING (sample as per attached)**

12.1 Individually signed by all directors

12.2 Collectively signed by all directors on behalf of the company

**13. CONCLUSION**

12.1 Business growth prospect

12.2 Project viability