**Form A-RIEC**

**APPLICATION FORM FOR SPIN-OFF COMPANY**

**CHECKLIST**

Please ensure the following documents are attached with this application form:

(Kindly check **√** at the relevant column)

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Details** | **Applicant**  **(√)** | **For RIEC** |
| 1 | Application Form For Spin-Off Company |  |  |
| 2 | Copy of Identity Card or Passport of Applicants |  |  |
| 3 | Company Profile |  |  |
| 4 | Curriculum Vitae of Company’s Management Team |  |  |
| 5 | Any Supporting Documents |  |  |
| 6 | Details of Intellectual Property |  |  |

**PART A: APPLICANT’S DETAILS**

**1. DETAILS OF APPLICANT**

|  |  |
| --- | --- |
| Name of Researcher: | Staff No : |
| IC / Passport No.: | Mobile No.: |
| Email: | Office No.: |
| Faculty/Institute: | Position/Grade : |

**2. PROPOSED COMPANY AND SHAREHOLDERS**

|  |  |  |
| --- | --- | --- |
| **Proposed Name of Company:** | | |
| **Name of Shareholders** | **IC / Passport No** | **Percentage** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
|  | **Total** | **100%** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Spin-off Company (please select one)** | | | |
| **Type A**  **(UNIMAS holds equity)** |  | **Type B**  **(UNIMAS has NO equity)** |  |

**3. BRIEF BIODATA OF SHAREHOLDERS (PLEASE INCLUDE CURRICULUM VITAE)**

**4. PROPOSED PAID-UP CAPITAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART B: DETAILS OF INTELLECTUAL PROPERTY TO BE LICENSED FROM UNIMAS**

1. Title of Intellectual Property:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Reference No of Intellectual Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date of Issuance (Day/Month/Year): \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

4. Type of Intellectual Property: (Please tick **√)**

|  |  |
| --- | --- |
| a) Copyright |  |
| b) Patent |  |
| c) Trademark |  |
| d) Industrial Design |  |
| e) Geographical Indication |  |
| f) Integrated circuit layout design |  |

**PART C : BUSINESS PLAN**

**1. BUSINESS PROPOSAL SUMMARY**

This section outlines the company and includes information such as the company's name, leadership, products, employees, operations, budget and potential profits.

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**2. PRODUCTS AND SERVICES**

Details of the products and services to be offered. Include details of pricing, product lifespan, and benefits to the target market(s).

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**3. MARKET ANALYSIS**

Outline the competition and the industry, along with the strengths and weaknesses of the business.

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**4. MARKETING STRATEGY**

Describe how the company will attract and keep its customer base and how it intends to reach the consumers.

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**5. FINANCIAL PLANNING**

Include any financial planning and/or projections such as expenses, revenue, financial statements, balance sheets, and other financial information may be included.

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**6. BUDGET**

Include costs related to staffing, development, manufacturing, marketing, equipment and any other expenses related to the business.

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|  |

**7. SUPPORTING DOCUMENTS**

Please include photographs of products and any related information.

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**PART D: DECLARATION**

I hereby declare that all the information set out in this application and the accompanying documents are true and agree to accept the terms and conditions set out herein by the Research Innovation and Enterprise Centre (RIEC) and Committee on the Establishment of Spinoff Company Committee. I further acknowledge that the RIEC and Establishment of Spinoff Company Committee are entitled to reject this application if the information given is false or untrue.

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| --- |
| Signature & Stamp: Date : |

**PART E: REMARKS FROM CHAIRPERSON OF THE ESTABLISHMENT OF SPINOFF COMPANY COMMITTEE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Comments:  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  Decision :   |  |  | | --- | --- | |  | Support | |  | Resubmission | |  | Reject |   Signature & Stamp: Date :  ……………………………..…………..…  **Deputy Vice-Chancellor (Research & Innovation)**  **Chairperson**  **Establishment of Spinoff Company Committee** |