CEDAR
CENTRE FOR ENTREPRENEUR DEVELOPMENT AND RESEARCH

INVITATION TO ATTEND TRAINING PROGRAMME OF CEDAR, SME BANK

We are pleased to inform that the Centre for Entrepreneur Development and Research (CEDAR), a wholly owned subsidiary of SME Bank will be conducting the **Young Entrepreneur Programme (YEP) Series 4/2013 in July 2013** with details as follows:

Young Entrepreneur Programme (YEP) Series 4/2013	
Date	6-8 July 2013 (Saturday- Monday)
Time	8.30am - 5.00pm
Venue	Level 6, Menara SME Bank, Jalan Sultan Ismail, 50774 Kuala Lumpur
Training Fee	RM 600 (Inclusive of training materials, certificate and refreshments)
Payment method	1. Payment by cheque/ money order/ bank draft must be made payable to '**SME BANK**'. 2. **Full payment along with the completed registration form** must be sent to the address as stated before the training day. 3. For cash payment, kindly pay at Level 21 of SME Bank Head Office at Jalan Sultan Ismail. 4. **Full payment must be made <u>before the closing date of registration on 27 June 2013</u> in order to confirm the registration. Payment will not be accepted on training day.**
Eligibility	Kindly take note of the following criteria in order to attend the YEP training programme: 1. Malaysian youth between 18 to 30 years of age who owns a business that is registered with Companies Commission of Malaysia/ 'Suruhanja Syarikat Malaysia'. 2. This training programme is also relevant for owner of start-up company/firm, defined as in operations for less than 1 year. 3. Applicant who does not possess an entrepreneurship/vocational certificate. 4. Applicant who possesses an entrepreneurship/ vocational certificate is also encouraged to attend the training programme as a self-development course. 5. For other information regarding eligibility to apply for the Young Entrepreneur Fund, please visit www.smebank.com.my and click under the 'Potential Entrepreneurs' session for more details 6. Kindly note that participation in the YEP training programme does not guarantee the approval of the Young Entrepreneur Fund. Successful loan application is subject to the terms and conditions as set by SME Bank. However this will help in the consideration of the loan application.
Important information	1. **The closing date for registration is on 27 June 2013, Thursday.** 2. Training places are limited. To secure the training place, **full payment along with the completed registration form** must reach CEDAR **before 27 June 2013, Thursday.** 3. CEDAR reserves the **right to change the date and venue of the training programme** shall the number of registered participants for the training programme did not achieve its required minimum number or due to overwhelming response. 4. Please bring along your laptop for training. 5. Postponement of training is only **permitted once** with valid reason. Registered participant **must inform CEDAR at least 3 days in advance before the training day in writing**. Replacement class must be attended on the next training day. 6. **Cancellation must be made in writing at least 3 days before the training day** in order to receive a refund of the training fee less an administration charge of 15%.

We look forward to your participation. We hope that this training programme will be able to increase your business performance.

Centre for Entrepreneur Development and Research Sdn. Bhd. (1042601-M)
Level 21, Menara SME Bank, Jalan Sultan Ismail, PO Box 12352
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YOUNG ENTREPRENEUR PROGRAMME (YEP)

Young Entrepreneur Programme

An essential basic entrepreneurship programme targeted at youngsters who would like to learn about business and entrepreneurship hands-on. This 3-day programme shares on how you should start and run a successful small business. It teaches you the fundamentals of successful business start-ups and how to run it. This training programme is delivered as part of the Intel® Entrepreneurship Basics Course.

This programme is compulsory for applicants who do not possess entrepreneur/ vocational certificate as required in order to apply for the Young Entrepreneur Fund besides fulfilling other criteria for application. The certificate for this training is jointly awarded by CEDAR and Intel®Malaysia.

Programme outline

Day 1 : Starting your business

- Module 1 : Introduction
- Module 2 : Defining entrepreneurship
- Module 3 : Generating a business idea
- Module 4 : Identify a business opportunity

Day 2: Developing your business

- Module 5 : Developing your business plan
- Module 6 : Considerations when starting up
- Module 7 : Setting your price
- Module 8 : Communication and negotiation skills

Day 3: Running your business

- Module 9 : Defining business operations
- Module 10 : Marketing basics
- Module 11 : Managing cash flow
- Module 12 : Keeping records
- Module 13 : Making the sale
- Module 14 : Dealing with issues
- Module 15 : YEF application guidelines

CEDAR
CENTRE FOR ENTREPRENEUR DEVELOPMENT AND RESEARCH

REGISTRATION FORM
YOUNG ENTREPRENEUR PROGRAMME (YEP) SERIES 4/2013
6 – 8 July 2013, Menara SME Bank Jalan Sultan Ismail

Name : _____

Mailing Address: _____

_____

Mobile no : _____ IC No: _____

* Please tick (✓) where appropriate.

☐ **Yes.** I will attend YEP training programme.

☐ **No.** I will not attend YEP training programme.

Payment Method
* Please tick (✓) where appropriate and fill up the payment details.

☐ Cash ☐ Cheque no. ……

☐ Postal Money Order no.…… ☐ Bank draft no. ……

- Payment by cheque/ money order/ bank draft must be made payable to '**SME BANK**'.
- Cash payment is to be made at Level 21,Menara SME Bank, Jalan Sultan Ismail, Kuala Lumpur.
- **Full payment of RM 600 must be made before 27 June 2013** along with the completed registration form to CEDAR in order to secure the training place.

☐ **Yes.** I am interested to receive more information and publications of CEDAR from time to time.

☐ **No.** I am not interested to receive information and publications of CEDAR.

I acknowledged that the participation in YEP training programme does not guarantee the approval Young Entrepreneur Fund (YEF). Successful loan application is subject to the terms and conditions as set by SME Bank. However this will help in the consideration of the loan application. I have also noted on the important information as stated for this training programme.

_____ _____
Signature Date

THE NEXT STEP

- **Please return the completed registration form either by fax or email to :**

  Centre for Entrepreneur Development and Research (CEDAR)
  Level 21, Menara SME Bank, Jalan Sultan Ismail, Peti Surat 12352, 50774 Kuala Lumpur
  Attention to: Nik Ahmad: +603 2615 2970/ ahmad.muariff@smebank.com.my
  Mohd Faris: +603 2615 2967/ mohd.faris@smebank.com.my
  Faks: +603 2692 5916

- **After fax or email, kindly send the original registration form with full payment to the address and name as stated above.**

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