

**FRANCHISOR SITE VISIT CHECKLIST**  
(To be filled-up by Franchisor)

No	Criteria	Analysis				
1	Place	<p>a) Address :</p> <p>b) Rental Amount :</p> <p>c) Type of franchise concept to open : ( ) Kiosk ( ) Pushcart ( ) Café ( ) Restaurant ( ) Mobile ( ) Starter ( ) Intermediate ( ) Secondary ( ) Primary ( ) Others: _____</p> <p>d) Outlet is located in : ( ) Shopping Mall ( ) Shop Lot ( ) Others: _____</p> <p>e) Information on previous tenant operated at the outlet (before you decided to rent) Name of the company : _____ Product Name : _____ Type of Business : _____</p> <p>f) Max customers seating capacity at one time: a. Inside _____ customers ( if any ) b. Outside _____ customers ( if any )</p> <p>g) Average time spending per customer: _____ (hour / minute) based on franchisor’s existing business.</p> <p>h) Crowd at the area:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Weekdays</b></p> <p>Morning (8am – 11am): _____</p> <p>Afternoon (11am – 2pm): _____</p> <p>Evening (2pm – 7pm): _____</p> <p>Night (7pm – 10pm) : _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Weekend</b></p> <p>Morning (8am – 11am): _____</p> <p>Afternoon (11am – 2pm): _____</p> <p>Evening (2pm – 7pm): _____</p> <p>Night (7pm – 10pm) : _____</p> </td> </tr> </table> <p>(kindly support with document e.g. Statistic from Municipal Council if applicable)</p> <p>i) Number of customer in the outlet (for existing business):</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Weekdays</b></p> <p>Morning (8am – 11am): _____</p> <p>Afternoon (11am – 2pm): _____</p> <p>Evening (2pm – 7pm): _____</p> <p>Night (7pm – 10pm) : _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Weekend</b></p> <p>Morning (8am – 11am): _____</p> <p>Afternoon (11am – 2pm): _____</p> <p>Evening (2pm – 7pm): _____</p> <p>Night (7pm – 10pm) : _____</p> </td> </tr> </table> <p>j) Site Dimensions : _____square feet (<i>Built-up area</i>)</p> <p>k) Type of Community : ( ) High Income ( ) Medium Income ( ) Low Income</p> <p>l) Type of locality : ( ) City ( ) Town ( ) Suburban ( ) Rural</p>	<p><b>Weekdays</b></p> <p>Morning (8am – 11am): _____</p> <p>Afternoon (11am – 2pm): _____</p> <p>Evening (2pm – 7pm): _____</p> <p>Night (7pm – 10pm) : _____</p>	<p><b>Weekend</b></p> <p>Morning (8am – 11am): _____</p> <p>Afternoon (11am – 2pm): _____</p> <p>Evening (2pm – 7pm): _____</p> <p>Night (7pm – 10pm) : _____</p>	<p><b>Weekdays</b></p> <p>Morning (8am – 11am): _____</p> <p>Afternoon (11am – 2pm): _____</p> <p>Evening (2pm – 7pm): _____</p> <p>Night (7pm – 10pm) : _____</p>	<p><b>Weekend</b></p> <p>Morning (8am – 11am): _____</p> <p>Afternoon (11am – 2pm): _____</p> <p>Evening (2pm – 7pm): _____</p> <p>Night (7pm – 10pm) : _____</p>
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m) Estimated population of the locality : \_\_\_\_\_( '000 )  
(kindly support with document e.g. Statistic from Municipal Council)

n) Age category of the locality: 1 - 17 years old \_\_\_\_\_  
18 - 30 years old \_\_\_\_\_  
31 - 45 years old \_\_\_\_\_  
46 - 55 years old \_\_\_\_\_  
Others \_\_\_\_\_

(kindly support with document e.g. Statistic from Municipal Council)

o) Proportion of the population : Malay\_\_\_% Chinese\_\_\_% Indian\_\_\_% Others\_\_\_%  
(kindly support with document e.g. Statistic from Municipal Council)

p) Neighbourhood (within 2 Kilometres radius of the outlet/proposed outlet)

- Residential Only
- Mixed Development (Residential + Commercial)
- Commercial Only
- Industrial
- Higher Education Institution
- Schools (Secondary and Primary)
- Putra/LRT/Comuter/Bus/Taxi Station
- Others \_\_\_\_\_

q) Any other franchisee within 2 kilometre radius from your outlet/proposed outlet:

- Yes, How many? \_\_\_\_\_ outlet/s
- None

r).Type of business available:

Name of business available nearby:

- Retail Shop
- Mini Market/Supermarket/Hypermarket
- Stationary Shop
- Hardware Shop
- Electrical Shop
- FNB Shop e.g. Fast Food/Malay/Chinese/Mamak Restaurant
- Others (please specified) \_\_\_\_\_

2	<b>Product</b>	<p>a) Product Brand Name _____</p> <p>b) Seasonal product : Yes( ), when: _____ , No ( )</p> <p>c) Advantages of the product : ( ) Cheap ( ) Reliable ( ) Tasty ( ) Varieties ( ) Branding ( ) Others _____</p> <p>d) Average spending per customer: RM _____</p> <p>e) Required to keep any stock ( ) Yes ( ) No</p> <p>f) Testimonials / Awards 1. _____ 2. _____ 3. _____ ( ) No</p> <p>g) Target market ( ) Adult ( ) Children ( ) Youth ( ) Others _____ ( ) High Income ( ) Medium Income ( ) Low Income</p> <p>h) Brand positioning ( ) High Quality ( ) Cheap &amp; Reliable ( ) Cheapest ( ) Others _____</p>																									
3	<b>Competitor</b>	<table border="1" data-bbox="443 926 1455 1136"> <thead> <tr> <th data-bbox="443 926 646 995">Company</th> <th data-bbox="646 926 846 995">Business Concept</th> <th data-bbox="846 926 1045 995">Products Variety</th> <th data-bbox="1045 926 1245 995">Target Market</th> <th data-bbox="1245 926 1455 995">Pricing</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>a) Advantages as compared to all the competitors: ( ) Good After sales service ( ) Cheaper ( ) Better Quality ( ) Better Service ( ) More Established ( ) Others _____</p>	Company	Business Concept	Products Variety	Target Market	Pricing																				
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4	<b>Personal Character</b>	<p>Please describe personality of the person that qualified him / her to become your potential franchisee:</p> <hr/> <hr/> <hr/> <hr/>																									

5	Declaration	<p><b>I / we warrant and certify that all the information given by me / us is true, accurate and complete as at the date of this warranty is given. The franchisor is agreeable and highly recommends the franchisee/borrower to operate the franchise business under the name of _____ (Name of Franchisee) and agreed for the franchisee to operate the business at the proposed location. I / we, acknowledge that PNS reserved the right to return and hold the application until all the information and pre-requisite documents is submitted to PNS.</b></p> <p>Franchisee's Signature: _____</p> <p>Franchisor's Signature: _____</p> <p>Name: _____ Date: _____ (Company Stamp)</p> <p>Name: _____ Date: _____ (Company stamp)</p>
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