



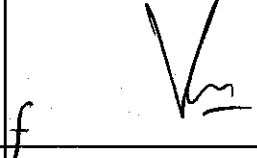
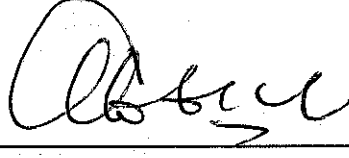
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

PREPARATION OF ANNUAL BUDGET

DOCUMENT NO: QP-SEDC-02

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Hajah Rakayah Hamdan	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Director, Corporate Finance Division	General Manager, SEDC
DATE	7 August 2021	7 August 2021

ISSUED TO	IQD		
REVISION NO.	3	DATE	7 August 2021



QUALITY PROCEDURE			
TITLE	PREPARATION OF ANNUAL BUDGET		
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1. OBJECTIVE

This procedure is to ensure the preparation of corporate yearly budget and business plan for all subsidiaries and projects undertaken by SEDC is carried out systematically.

2. SCOPE

This procedure is applicable during the preparation of corporate yearly budget and business plan for all subsidiaries and projects undertaken by SEDC.

3. DEFINITION

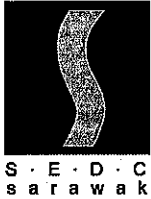
- a) Subsidiary - Company where SEDC owns 51% and above shareholding.
- b) Corporate Budget - SEDC's operating budget.
- c) Business Plan (BP) - Business Plan (BP) for SEDC's subsidiary and project.

For subsidiary, it includes vision, mission, profile/background, financial performance, marketing, human resource and the following year's forecast.

For project, it includes profile/background, implementation roadmap, and financial need.
- d) Executive Management Information Report (EMIR) - Monthly report compiled by CFD and contains the following:
 - i) Cashflow
 - ii) Operating Companies' Performance
 - iii) Income and Expenditure
- e) Majlis Mesyuarat Kerajaan Negeri (MMKN) - State Cabinet Meeting chaired by YAB Chief Minister and its members consists of all Ministers of Cabinet.

4. ABBREVIATIONS

- DIR(CFD) - Director, Corporate Finance Division
- DIR(HRA) - Director, Human Resource & Administration Division
- DIR(ID) - Director, Initiating Division
- FM(DIV) - Finance Manager (Division)
- ACC - Accountant
- AO(ID) - Administrative Officer, Initiating Division
- CM - Company Manager
- DIV(ID) - Initiating Division
- CCM - Chairman's Committee Meeting
- PBD - Corporate Planning & Business Development Division
- CFD - Corporate Finance Division
- BP - Business Plan
- PBT - Profit Before Tax
- MMKN - Majlis Mesyuarat Kerajaan Negeri
- BC - Budget Controller
- MEC - Management Executive Committee



QUALITY PROCEDURE			
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5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
1	Form 1C, Yearly Business Plan for Operating Company	7 Years	CFD / ID
2	Form 2C, Yearly Project Business Plan for Individual Project Under Implementation	7 Years	CFD / ID
3	Form 3C, Yearly Project Business Plan for Individual Project Under Study	7 Years	CFD / ID
4	Form 4C, Yearly Operating Budget & Capital Budget	7 Years	CFD / ID
-	CCM Proposal	7 Years	LAD
-	Board Proposal	7 Years	LAD
-	MMKN Proposal	7 Years	CFD / ID
-	Divisional Profit & Loss Statement	7 Years	CFD / ID
-	CCM Minutes of Meeting	7 Years	LAD
-	MMKN Minutes of Meeting (Extract)	7 Years	CFD / ID
-	Minister In-Charge Approval Letter	7 Years	CFD / ID
-	MMKN Approval Letter	7 Years	CFD / ID
-	Divisional Profit & Loss Statement	7 Years	CFD / ID

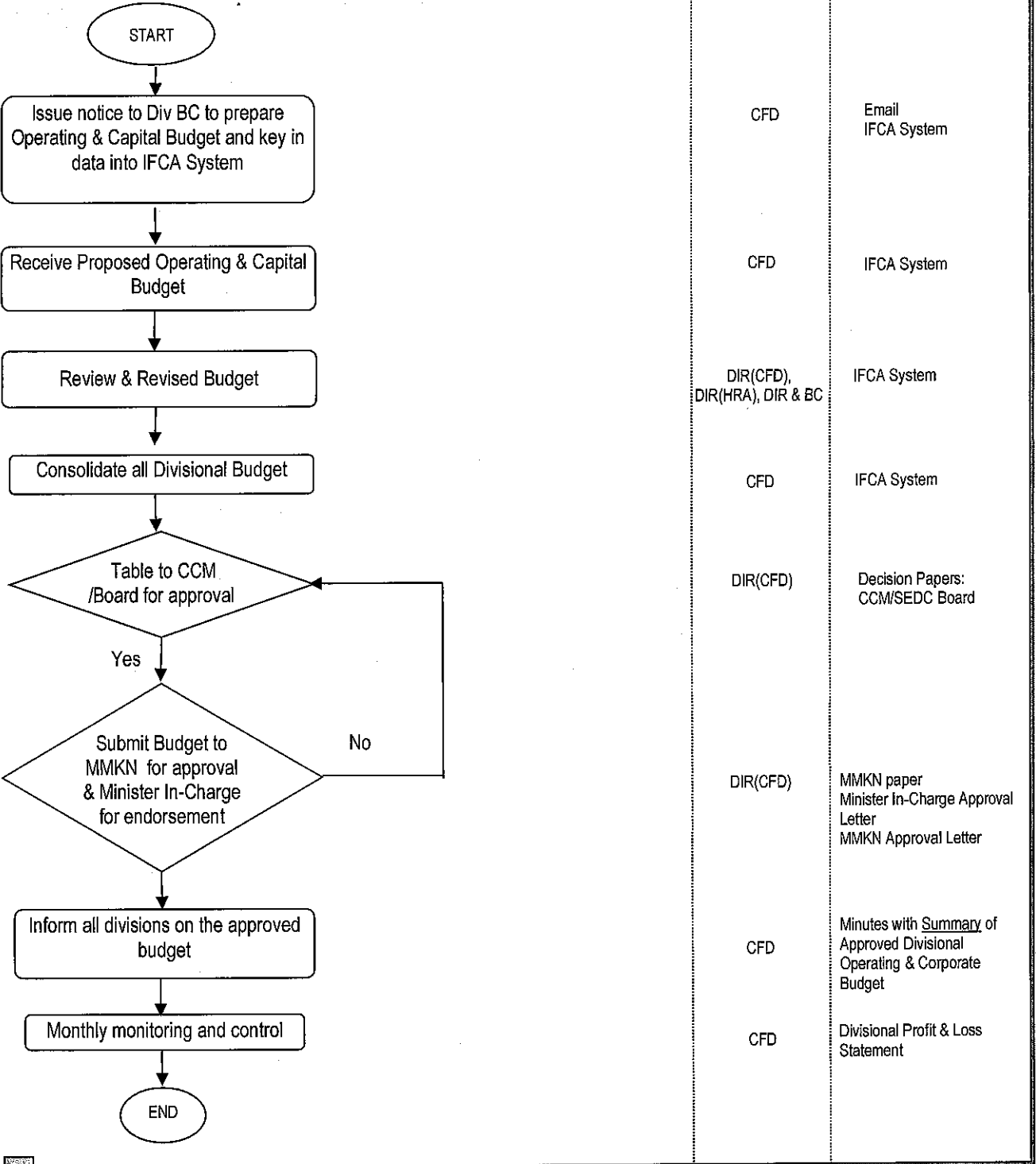


QUALITY PROCEDURE			
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INPUT

- Proposed Annual Corporate Budget & Capital Budget

A. Preparation of Annual Corporate Budget & Capital Budget



PROCESS

OUTPUT

PROCESS OUTPUT:

- Approved Corporate Annual Budget & Capital Budget

REFERENCE DOCUMENTATION:

- SEDC Guidelines for Budget Preparation



QUALITY PROCEDURE

TITLE PREPARATION OF ANNUAL BUDGET

DOCUMENT NO. QP-SEDC-02

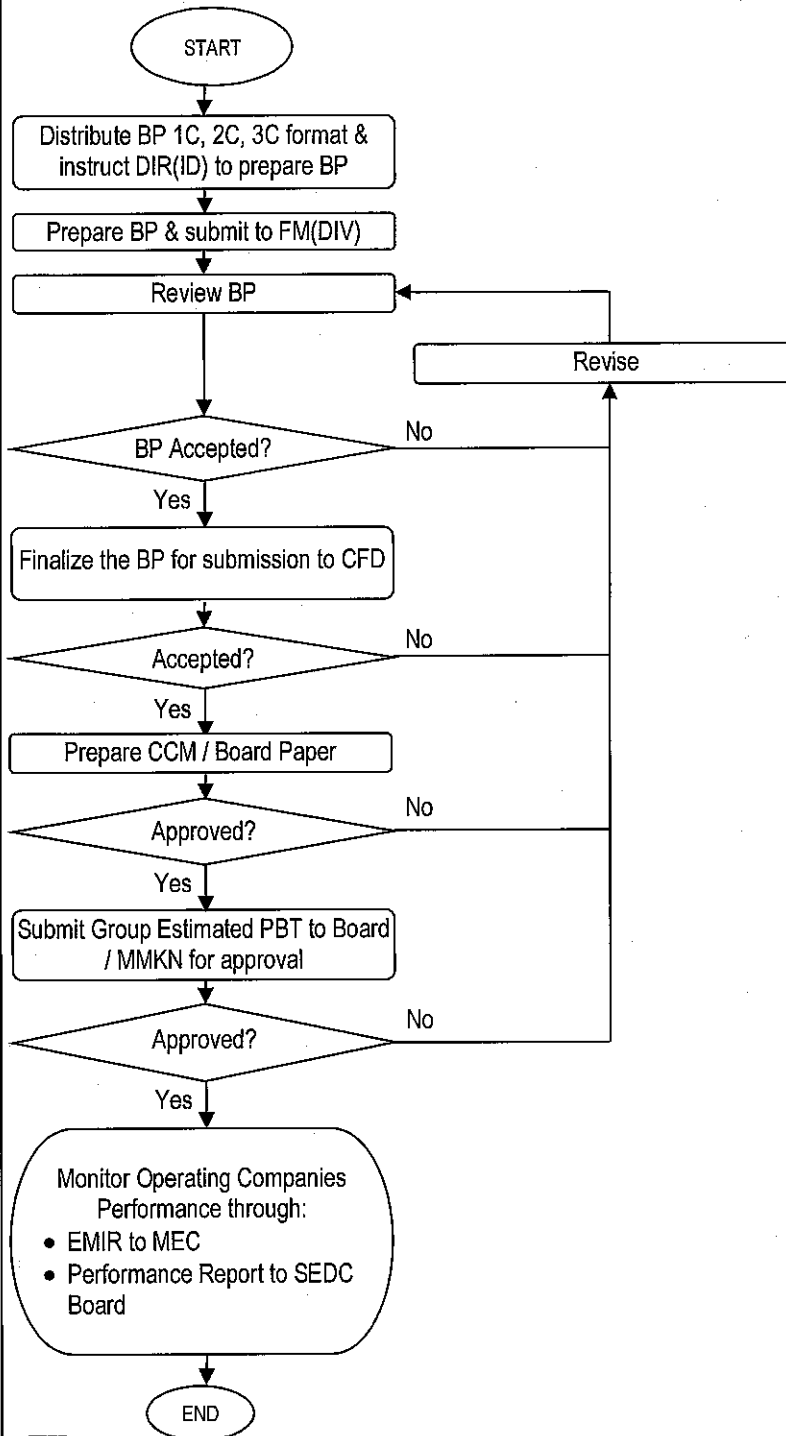
REVISION 3

PAGE 5 of 6

INPUT

- Schedule of business plan preparation (3rd Quarter of each financial year)

B. Preparation of Annual Business Plan for Subsidiaries & Projects



Responsibility	Quality Record
DIR(CFD)	Attachment 1: Form 1C, Yearly Business Plan for Operating Company
CM / AO(ID)	Attachment 2: Form 2C, Yearly Project Business Plan for Individual Project Under Implementation
DIR(ID) / FM(DIV) / CM / AO(ID)	Attachment 3: Form 3C, Yearly Project Business Plan for Individual Project Under Study
DIR(ID) / FM(DIV) / CM / AO(ID)	
FM(DIV) / DIR(CFD)	
DIR(CFD)	
CCM / Board	CCM / Board Minutes of Meeting
DIR(CFD)	
MMKN	MMKN Minutes of Meeting (Extract)
DIR(CFD)	Executive Management Information Report (EMIR) MEC Minutes of Meeting

PROCESS

OUTPUT

PROCESS OUTPUT:

- Yearly Business Plan for Subsidiaries & Projects completed

REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE			
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REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	Page 2 - 7 <ul style="list-style-type: none"> • Change page number from 7 pages to 6 pages • Change the revision number from revision 0 to revision 1 • Amend the process flow for preparation of Annual Corporate Budget and Capital Budget and Preparation of Annual Business Plan for subsidiaries and Projects.
2.	<ul style="list-style-type: none"> • Page 2: Item 3(d) – Definition: Change PMD to CFD • Page 2: Item 3(f) – Delete item "f" Group Management Committee (GMC) from the Definition and in the Abbreviation • Page 2: Add Budget Controller and MEM in the Abbreviations • Page 3: Item 5 (Quality Record) – Change PMD to CFD • Page 4: Amend 5th process flow from "Budget Review & amended?" To "Review & Revised Budget" • Page 5: Change PMD to CFD in the 7th process flow and in the Responsibility column • Add "Board" in the 11th process flow • Change CCM to MEM in the 13th process flow and in the Quality Record column • Delete GMC & Board Minutes of Meeting from Quality Record column
3.	<ul style="list-style-type: none"> • Page 2 – 5: Change Management Executive Meeting (MEM) to Management Executive Committee (MEC) • Page 5: Delete GMC Minutes of Meeting from the Quality Record Column

FORM 1C

SARAWAK ECONOMIC DEVELOPMENT CORPORATION

OPERATING COMPANY

2010 Business Plan

Company :

Prepared
by :

Date :

Business Division:

Reviewed by :

FOOD FOR THOUGHT:

" Failing to plan is planning to fail "

Sun Tzu: "Not knowing others and not knowing thyself, you lose every battle.
Not knowing others but knowing thyself, you lose one battle and win one.
Knowing others and knowing thyself, 100 battles can be fought without danger."

Table of Contents

1.0 Background

- 1.1 Information on Establishment
- 1.2 Board and Staff Composition
- 1.3 Vision
- 1.4 Mission
- 1.5 Shared Values

2.0 2009 Performance Review

- 2.1 Financial Achievement
- 2.2 Achievement of Key Objectives
- 2.3 Reasons for Variances

3.0 Business Plan and Budget for 2010

- 3.1 Business Environment Analysis
- 3.2 Industry Analysis
- 3.3 Organisation Sizing-Up
 - 3.3.1 Operations
 - 3.3.2 Marketing
 - 3.3.3 Financial
 - 3.3.4 Human Resource
- 3.4 Summary of Strategic Thrust For 2010
- 3.5 Financial Projections 2010
 - 3.5.1 Budget Framework
 - 3.5.2 Budget Summary
 - 3.5.3 Operating Budget
 - 3.5.4 Profit And Loss
 - 3.5.5 Key Performance Indicators
 - 3.5.6 Balance Sheet
 - 3.5.7 Cashflow
 - 3.5.8 Key Financial Ratios 2010
 - 3.5.9 Capital Expenditure
- 3.6 Organisation & Human Resource Plan
- 3.7 Potential Works/Business Opportunity for EDD Entrepreneurs, 2010

Appendices:

- I Life Cycle Matrix
- II Supplier Profile
- III Competitor Profile
- IV Customer Profile

FORM 2C

SARAWAK ECONOMIC DEVELOPMENT CORPORATION

2010 PROJECT BUSINESS PLANS

(INDIVIDUAL PROJECTS)

<NAME OF PROJECT UNDER IMPLEMENTATION>

Sector :

Prepared by :

Reviewed by :

Date :

CONTENTS

1. PROJECT PROFILE

1.1 General

1.2 Categorization

1.3 Financing

1.4 Description of Project

2. PROJECT FEASIBILITY/JUSTIFICATION

2.1 Financial Viability

2.2 Economic Contribution of Projects

3. PROJECT IMPLEMENTATION SCHEDULE

3.1 Project Master Implementation Schedule

3.2 Details of 2009 Implementation Schedule

4. PROJECT BUDGET

4.1 Overall Project Budget

4.2 Details of 2010 Budget

AS AT: _____

1. PROJECT PROFILE

1.1 General

Name : _____ Location : _____

Status : Continuation District : _____

New Division : _____

State Const. No. : _____

Project Officer/
Project Manager : _____ Fed. Const. No. : _____

Main Consultants : _____

Main Contractor : _____

Project Commencing Date : _____ Expected Completion Date : _____

1.2 Categorization

(Tick)

Commercial

Socio-Economic

Quality of Life

Pioneering/Development

%

FORM 3C

SARAWAK ECONOMIC DEVELOPMENT CORPORATION

2010 PROJECT BUSINESS PLANS

(INDIVIDUAL PROJECTS)

<NAME OF PROJECT UNDER STUDY>

Sector :

Prepared by :

Reviewed by :

Date :

1. PROJECT PROFILE

- 1.1 General
- 1.2 Categorization
- 1.3 Description of Project
- 1.4 Economic Contribution of Projects

2. PROJECT STUDY SCHEDULE

- 2.1 Project Master Study Schedule
- 2.2 Details of 2009 Study Schedule

3. PROJECT BUDGET

- 3.1 Overall Project Budget
- 3.2 Details of 2010 Budget

-
-
-

AS AT : _____

1. PROJECT PROFILE

1.1 General

Name : _____ Location : _____

Sector : _____ District : _____

Status : Continuation Division : _____

New State Const. No. : _____

Project Officer/
Project Manager : _____ Fed. Const. No. : _____

Consultants : _____ Main Contractors : _____

Project Commencing Date : _____ Expected Completion Date : _____

1.2 Categorization (Tick)

Commercial

Socio-Economic

Quality of Life

Pioneering/Development

ATTACHMENT 4

FORM 4C

SARAWAK ECONOMIC DEVELOPMENT CORPORATION

**OPERATING AND CAPITAL BUDGET
2017**

Division/Department:

TABLE OF CONTENTS

- 1.0 BUDGET PREPARATION**
 - 1.1 Guidelines for Budget Preparation
 - 1.2 Matrix on Budget Preparations for All Divisions
 - 1.3 Summary of Matrix on Budget Preparation for All Division

- 2.0 DIVISIONAL PROFILE**

- 3.0 YEAR PLANS/TARGETS**

- 4.0 OPERATING BUDGET SUMMARY**
 - 4.1 Income Summary
 - 4.2 2017 Operating Expenditure Budget Summary
 - 4.3 2017 EDD Business Premises Profit & Loss Summary
 - 4.4 2017 Capital Expenditure Budget Summary

- 5.0 Details Of Operating Budget**