**📌 Basic Company Information**

* **Company Name** (Text input)
* **Company Registration No.** (Text input)
* **Sector & Industry** (Dropdown selection) derive from MSIC classification code from a file called msic\_sections\_divisions.json in E:\TNA\hr-tna-frontend\public
* **Vision** (Text area)
* **Mission** (Text area)
* **Client Charter** (Optional text area)
* **Objectives** (Dynamic list – HR can add multiple)

**📌 Business Plan (Balance Scorecard Format)**

HR must input **KPIs in a table**, categorized under:

* **Financial**
* **Customer**
* **Internal Processes**
* **Learning & Growth**

Each KPI row should include:

1. **Perspective** (Dropdown)
2. **KPI Name** (Text input)
3. **Target** (Number input)
4. **Achievement (Year-wise input)**
5. **Status** (Dropdown: Exceed, Met, Partially Met, Not Met)

**📌 Business & Organization Details**

* **Business Model** (Dropdown: Service, Product)
* **Presence** (Dropdown: Global, Local, Both)
* **Company Size & Turnover**(HR manually enters a number → System categorizes it based on **SME Corp definition**)

**📌 Key Industry Challenges** (Dynamic list – HR can add multiple)

**📌 Industry Certifications/Regulations** (Dynamic list – HR can add multiple)

**📌Organization Training Information**

* **Past Training Programs** (Dynamic list – user can add multiple)
  + - 4 colums (Title, Training Field, Attendee, Type)
      * Title – free text
      * Training Field (click here)– Give few example and can clickhere will display training field list (traningfiels.pdf is in /public/ folder
      * Attendees – dropdown menu non-executive, executive (junior exec / senior exe) managers (asst. managers, managers, HOD), Top Management (General Manager, C-Levels)
      * Type (Online/Non-Online)
* **Training Budget & Utilization (Past 3 Years) –** user click add then only the below appears -
  + **Year** (Number input)
  + **Training Budget (RM)** (Number input)
  + **Utilization (RM)** (Number input)
  + **Percentage**(Budget/Utilization) x 100 (calculated by system)

**📌 Organisation Inefficiency/Underperformance Areas** (Dynamic list – HR can add multiple)