



Global Retail Business Agreement

Application Form

Shell is committed to delivering excellent customer service and our Retailers play a vital role. To help you achieve this, we will provide you with full training and support and will encourage you to look for every opportunity to use your skills and talents. This is your opportunity to tell us as much as possible about yourself. It will help us to make a fair decision to select the people who can naturally give excellent customer service. Please read the form thoroughly, then complete it carefully and in your own handwriting. Please ensure that you complete ALL sections.

As a Retailer you are a self-employed, independent contractor.

If this application form is for a partnership or limited company, please decide who will be the contact person – that person should complete this form.

Shell UK Oil Products Ltd is an equal opportunities organisation and welcomes applications from all sections of the community.

PERSONAL DETAILS

Title: _____ Surname: _____

Forename(s): _____

Home address, including postcode: _____

IT IS VITAL WE HAVE A CONTACT NUMBER

Home telephone number: _____

Mobile number: _____

Business telephone number: _____

Email address: _____

Can we contact you at work? **Yes/No**

How long have you been living at your current address?:

If you have lived for less than five years at your current residence, please provide your previous address(es) for this period giving dates:

Date of birth: _____

Do you hold a current driving licence? **Yes/No**

Are you prepared to relocate? **Yes/No**

If yes please list geographical areas you would consider moving to (in order of preference):

Preference 1: _____

Preference 2: _____

Preference 3: _____

Please specify any dates when you would not be available for interview: _____

How much notice would you require prior to commencing training with us? _____

Have you ever been employed in the oil industry? **Yes/No** Where? _____

Have you ever been employed by this company? **Yes/No**

Have you ever been refused a position by this company? **Yes/No**

If yes, please provide details: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

Please read the following questions carefully giving honest and fully explained answers. This section allows you to give us real life examples. Attach separate sheets if necessary.

YOU MUST COMPLETE EACH SECTION OTHERWISE WE CANNOT PROCESS YOUR APPLICATION.

Please provide your reasons for making this application to become a Self-employed Retailer with Shell.

Please provide examples of the key elements that are needed for a successful Multiple Site Operation and explain why.

Please describe what you feel good customer service looks like and how you would motivate your staff to constantly deliver it.

Please outline how you would measure and control the profitability of your business.

IF CURRENTLY SELF-EMPLOYED

Business/company name and trading address:

Time dedication to current business (hours per week): _____

Industry/business type: _____ Estimated annual profit: _____

Period of operation: _____ Number of employees: _____

If you currently run a business of your own, will it be your intention to continue with it? **Yes/No** If yes, who would run:

a) the current business: _____ b) this new opportunity: _____

c) time dedication to new opportunity (hours per week): _____

FINANCIAL DATA

NOTE: CREDIT CHECKING IS AN ESSENTIAL REQUIREMENT AND WILL BE UNDERTAKEN THROUGH A LEADING UK CREDIT REFERENCE AGENCY. THIS WILL NEED TO BE UNDERTAKEN AS PART OF THE APPLICATION PROCESS. PLEASE CONFIRM YOUR AGREEMENT TO SHELL CONDUCTING A CREDIT CHECK IN ORDER TO PROGRESS YOUR APPLICATION FURTHER BY SIGNING HERE:

Signed: _____ Date: _____

Are you aware of any reason why you would be refused credit? **Yes/No**

If yes, please give details: _____

Do you have or have pending any county court judgements against you? **Yes/No**

If yes, please give details: _____

What are your earning aspirations (gross earnings after costs and before income tax) over the next three years? (per annum)

Please explain how you would fund a bank guarantee of £75k (actual requirement will depend on size of cluster).

Please state how you would fund a working capital of £75k primarily for initial stock purchase to which you retain title (actual requirement will depend on size of cluster).

FINANCIAL DATA (Cont.)

Income Statement

Income statement of the 12 month period ending: _____

Salary; Wages	£
Bonuses; Commissions	£
Dividends; Interest	£
Real Estate Income	£
Business Profit (Please specify)	£
Other Income (Please specify)	£
TOTAL INCOME	£

Statement of Net Worth

ASSETS		LIABILITIES	
Cash in the Bank	£	Accounts, Notes & Loans Payable	£
Securities/Bonds	£	Real Estate and Mortgages Payable	£
Accounts, Notes & Loans Receivable	£	Other Liabilities	£
Real Estate and Mortgages Payable	£		
Other Assets	£		
TOTAL ASSETS	£	TOTAL LIABILITIES	£
TOTAL NET WORTH (Total Assets minus Total Liabilities)			£

FINANCIAL DATA (Cont.)

Each person signing below provides his/her consent to Shell UK Oil Products Ltd and Palmer & Harvey McLane Ltd (supplier of shop core products) conducting a credit reference and consumer search on him/her and to additional searches using commercial and consumer databases provided by credit reference agencies.

To satisfy money laundering obligations please ensure that all details are completed and that all Sole Traders/Partners/Directors print their FULL NAME and sign below.

If you need to include more than three names, please photocopy this page and supply additional details.

Sole Trader/Partner/Director 1

Full name (in capitals): _____

Position: _____ Date of birth: _____

Home address: _____

_____ Postcode: _____

Residential status: **Owner/Tenant**

Previous address (if less than three years at current address):

_____ Postcode: _____

Have you had any court judgements against you in the last three years? **Yes/No**

If you answered yes to the above question, have any yet to be complied with? (please summarise the circumstances)

Signature: _____ Date: _____

Partner/Director 2

Full name (in capitals): _____

Position: _____ Date of birth: _____

Home address: _____

Postcode: _____

Residential status: **Owner/Tenant**

Previous address (if less than three years at current address):

Postcode: _____

Have you had any court judgements against you in the last three years? **Yes/No**

If you answered yes to the above question, have any yet to be complied with? (please summarise the circumstances)

Signature: _____ Date: _____

Partner/Director 3

Full name (in capitals): _____

Position: _____ Date of birth: _____

Home address: _____

Postcode: _____

Residential status: **Owner/Tenant**

Previous address (if less than three years at current address):

Postcode: _____

Have you had any court judgements against you in the last three years? **Yes/No**

If you answered yes to the above question, have any yet to be complied with? (please summarise the circumstances)

Signature: _____ Date: _____

If you intend to trade as a Limited company please supply details of your company below, ensuring that all Directors have completed the declarations shown above.

Company name: _____ Company Registration Number: _____

REFERENCE CHECKS

CONDITION OF TRAINING/CONTRACT: It is our intention to check all references and information offered by an applicant on this application form. If it is found after checking that references and/or information provided by the applicant are unsuitable or inaccurate then the applicant's training/contract may be terminated without notice.

NOTE: A REFERENCE FROM YOUR CURRENT EMPLOYER WILL ONLY BE REQUESTED AFTER AN OFFER IS MADE AND ACCEPTED.

Please supply details of three referees, one must be your current employer, or if self-employed a previous employer or a trade referee such as a bank manager, solicitor or accountant. If all three referees are not provided, this application will not be considered. If self-employed, the references can also be personal.

Name: _____ Company: _____ Address: _____

E-mail: _____ Telephone: _____

Name: _____ Company: _____ Address: _____

E-mail: _____ Telephone: _____

Name: _____ Company: _____ Address: _____

E-mail: _____ Telephone: _____

DECLARATION

DECLARATION SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974

Do you have any unspent criminal convictions for offences of theft or dishonesty, or do you have a case pending for offences of theft or dishonesty? **Yes/No**

If yes, please provide details:

I hereby declare that all the information given by me and in this application form is true, and I agree that Shell UK Oil Products Ltd may seek confirmation from appropriate sources. If at any time the information is found to be false or in any way incorrect, any contract between myself and Shell UK Oil Products Ltd is likely to be terminated without notice.

Signed: _____ Date: _____

IT IS ESSENTIAL YOU SIGN AND DATE THIS FORM – THANK YOU.

SOURCE

Please be kind enough to indicate how you became aware of the position of Retailer by ticking one of the following boxes:

- ADVERTISEMENT – Please indicate name of publication/website: _____
- SHELL RETAILER RECOMMENDATION – Please indicate Retailer's name: _____
- SHELL TERRITORY MANAGER – Please indicate name: _____
- OTHER RECOMMENDATION – Please indicate source: _____
- SPECULATIVE:** _____

DATA PROTECTION

1. Shell uses the information the Retailer and/or Applicant provides (1) to operate the Retailer's account and any agreement with Shell; (2) to confirm, update and enhance Shell's records; (3) to establish the Retailer and/or Applicant's identity; (4) to make a company search; (5) for general statistical analysis; (6) to consider the Retailer and/or Applicant's criminal convictions or alleged commission of an offence; and (7) to assess the Retailer's and/or Applicant's credit status (for this purpose, credit scoring techniques will be used and checks may be carried out with a credit reference agency and a fraud detection system, which will maintain a record of any such enquiry).

2. Shell may disclose data relating to the Retailer and/or an Applicant to (1) a credit reference agency where it may be accessed by other financial institutions to assist assessment of any application for credit made to Shell and for occasional debt tracing and fraud prevention; (2) any agent or sub-contractor of Shell; (3) any supplier of the Retailer; (4) any person to whom Shell proposes to transfer any of its rights and/or duties under the Agreement; (5) any guarantor or person providing security in relation to the Retailer's obligations under any agreement with Shell; (6) any third party to which the Retailer owes monies, or is alleged to owe monies, in connection with the operation of the Business; (7) other Affiliates of Shell; (8) third party data brokers who may use it for statistical analysis, who may disclose that analysis to the Retailer's suppliers; (9) any Fast Food Supplier; (10) other parties as may be notified to the Retailer and/or the Applicant by Shell from time to time; (11) as otherwise required or permitted by law or any regulatory authority; and in each case such persons may be located in countries outside the European Economic Area.

The Retailer and/or Applicant explicitly consent to the use of its information for the purposes in these paragraphs:

Signed: _____ Date: _____

3. Shell may send the Retailer and/or Applicant information about other goods and services offered by Shell and/or by third parties (including companies in the Shell Group), which Shell believes may be of interest to the Retailer and/or Applicant. Shell may also provide details of a Retailer or Applicant's name, address and other information as part of a mailing list to third parties (including companies in the Shell Group) to enable them to market goods and services which Shell believes may be of interest to the Retailer.

The Retailer/Applicant consents to Shell sending information about their products and/or services (including by post, telephone, fax, e-mail, or SMS):

Signed: _____ Date: _____

The Retailer/Applicant consents to Shell giving the Retailer/Applicant information to third parties (including companies in the Shell Group) to send the Retailer/Applicant information about their products and/or services (which may involve them contacting the Retailer/Applicant by post, telephone, fax, e-mail or SMS):

Signed: _____ Date: _____

Disclaimer: the bank guarantee and working capital figures stated above are projected typical figures for a Retailer operating a cluster of six sites. They are not guaranteed and actual requirements may be higher or lower depending on a number of factors, including cluster size and turnover. Cluster sizes may vary depending on the number of sites available.

