



Retail Business Agreement **APPLICATION FORM**

Shell is committed to delivering excellent customer service across our network 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 and help us bring innovation on our service stations.

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 Pakistan Limited is an equal opportunities organization and welcomes applications from all sections of the community.

PERSONAL INFORMATION

Title: _____ Full Name: _____

Home address, including postcode: _____

Home telephone number: _____

Mobile number: _____

Business telephone number: _____

Email address: _____

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

What is your preferred working location (city): _____ Are you willing to relocate: **Yes/ No** _____

Date of birth (mm/dd/yy): _____

Do you hold a current driving license: **Yes/ No**

Are you prepared to work a 6- or 7-day week if necessary? **Yes/ No**

Are you prepared to commit to the maintenance of strict health, safety, security & environmental standards, if appointed?

Yes/ No

Are you prepared to run the business within strict operating systems and controls? **Yes/ No**

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

Do you have any fuel retailing experience? **Yes/ No** If Yes, Where? _____

EDUCATIONAL BACKGROUND

Please provide all academic degrees earned, starting with the most recent:

Degree: _____ School/ University: _____ Year of Graduation: _____

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Please list any other professional certifications: _____

IF CURRENTLY EMPLOYED OR SELF-EMPLOYED

Business/ Company name: _____

Company Address: _____

Title/ Designation: _____

Time dedication to current business/ company (hours/ week): _____

Industry/ business type: _____ Estimated annual profit: _____

Period of operation: _____ Number of employees: _____

If you currently run your own business, will it be your intention to continue with it? **Yes/ No**

If Yes, then who would run:

(a) the current business: _____ (b) this new opportunity with Shell: _____

(c) your time dedication for new business (hours/week): _____

REFERENCE CHECKS

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

Please supply details of three referees, one must be a trade referee such as a bank manager, solicitor or accountant; others may be from prominent businesses in your region or previous employer. If information of three referees as described is not provided, your application will not be considered.

NOTE: your current employer, if you provide their contact details as a referee, will only be contacted once an offer has been made and accepted.

Reference 1: Relation to you: _____

Name: _____ Company: _____

Address: _____ Telephone: _____ Email: _____

Reference 2: Relation to you: _____

Name: _____ Company: _____

Address: _____ Telephone: _____ Email: _____

Reference 3: Relation to you: _____

Name: _____ Company: _____

Address: _____ Telephone: _____ Email: _____

FINANCIAL DATA

NOTE: CREDIT CHECKING IS AN ESSENTIAL REQUIREMENT AND WILL BE UNDERTAKEN THROUGH A 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:

Sign: _____ Date (mm/dd/yy): _____

Are you aware of any reasons why you would ne refused credit? **Yes/ No:**

If yes, please give details: _____

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

If yes, please give details: _____

Is there any criminal record against you in Police or any other government authority? **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 PKR 1,000,000? (actual requirement may vary depending on location of site, size of cluster etc.)

Please explain how you would fund a working capital of ~PKR 500,000 primarily for initial operating costs (salaries of staff etc.)

INCOME STATEMENT

Income Statement for the 12-months ending: _____

Salary; Wages	PKR
Bonuses; Commission	PKR
Dividends; Interest	PKR
Real Estate Income; Rental Income	PKR
Business Profit (please specify):	PKR
Other Income (please specify):	PKR
TOTAL INCOME	PKR

STATEMENT OF NET WORTH

Net worth as of (date – mm/dd/yy): _____

ASSETS		LIABILITIES	
Cash in bank	PKR	Accounts/ Loans Payable	PKR
Securities/ Bonds	PKR	Other Liabilities	PKR
Accounts/ Loans Receivables	PKR		
Other Assets	PKR		
TOTAL ASSETS	PKR	TOTAL LIABILITIES	PKR
TOTAL NET WORTH (Total Assets minus Total Liabilities)			PKR

SUPPORTING DOCUMENTS

Please enclose the following documents with the Application form. Without the complete supporting documents, your application may not be considered.

Please check the boxes to indicate that these documents have been enclosed.

- 6-MONTH BANK STATEMENT** – Account should be in your name, or in Company's name if you are filling this on behalf of a company
- NTN CERTIFICATE** – In your name or in Company's name if you are filling this on behalf of a company
- 2 PHOTOCOPIES OF VALID CNIC** – Please make sure the copy is legible
- 3 PASSPORT SIZE PHOTOGRAPHS** - Please make sure the photograph is recent
- PROOF OF REGISTRATION OF PARTNERSHIP/ COMPANY / INSTITUTION** – If you are filling this out on behalf of a partnership, company or institution.
- POWER OF ATTORNEY** – Legal certificate authorizing you to fill out this application form on behalf of the partnership, company or institution.

SOURCE

Please indicate how you became aware of the position of a retailer at Shell Pakistan.

- ADVERTISEMENT** – Please indicate name of publication: _____
- SHELL RETAILER'S RECOMMENDATION** – Name of Retailer: _____
- SHELL'S TERRITORY MANAGER** – Name of Territory Manager: _____
- OTHER RECOMMENDATION** – Name of Person: _____
- OTHER** – Please specify: _____

DECLARATION

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

If yes, please provide details: _____

I _____ son of _____ having CNIC no. _____

hereby declare that all the information given by me in this application form is true and I agree that Shell Pakistan Limited may seek confirmation from appropriate sources. If at an time the information is found to be fake or in any way inaccurate, any contract between myself and Shell Pakistan Limited is likely to be terminated without notice.

Date (mm/dd/yy): _____ Sign: _____

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

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 customer records; (3) to establish any Retailer and/or Applicant's identity; (4) for general statistical analysis; (5) to record and consider the Retailer's and/or Applicant's criminal convictions or alleged commission of an offence; and (6) 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/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 companies in the Royal Dutch/Shell group; (8) other parties as may be notified to the Retailer by Shell from time to time; (9) 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.

3. The Retailer and/or Applicant explicitly hereby consents to the use of their information for the purposes in these paragraphs.

Signed: _____ Date: _____

4. Shell may use information about the Retailer and/or Applicant to send the Retailer and/or Applicant information about other goods and/or services offered by Shell and/or by third parties (including companies in the Royal Dutch/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 Royal Dutch/Shell Group) to enable them to market goods and/or services which Shell believes may be of interest to the Retailer/Applicant. Retailers and/or Applicants may be contacted about other goods and services by any means (including telephone and e-mail).

Please tick this box if you do not wish to receive this information:

Disclaimer: the bank guarantee and working capital figures as given in the Financial Data of the Application Form are projected figures for a single service station; they are not guaranteed, and actual requirements may be higher or lower depending on several factors including location, turnover etc.

