Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Section one Applicant details** |

*Please complete all fields.*

|  |
| --- |
| **Applicant / legal entity** |
| 🗆 Company *[List company]* 🗆 Sole Trader *[List individual]* 🗆 Partnership *[List all company & individual partners]* 🗆 Trust *[List trustee/s and trust name]* |
| Company name | ACN |
| 1. |  |
| 2. |  |
| Address |  |
| Email |  |
| Trust name & ABN *[if applicable]* |  |

|  |
| --- |
| **First director** (proposed operator of the business) |
| Full name |  |
| Date of birth |  | Drivers licence no. & state |  |
| Home address |  |
| Mobile |  | Email |  |

|  |
| --- |
| **Second director**  |
| Full name |  |
| Date of birth |  | Drivers licence no. & state |  |
| Home address |  |
| Mobile |  | Email |  |

|  |
| --- |
| **Third director**  |
| Full name |  |
| Date of birth |  | Drivers licence no. & state |  |
| Home address |  |
| Mobile |  | Email |  |

**Documents to be provided:**

1. Copy drivers licences (or passports) of directors.
2. Copy trust deed.

|  |
| --- |
| **Section two Confidentiality agreement & privacy and purpose declaration** |



|  |
| --- |
| **Section three Capital required to operate** |



***\*IMPORTANT NOTICE***

*You should complete this document based on your business plan for the site. To the extent Liberty provides any comment or information in relation to this application or the site, it does not make any representations as to future performance, turnover or profitability. liberty strongly recommends that you obtain independent accounting and financial advice to complete this application and before entering a commission agency agreement with Liberty.*

|  |
| --- |
| **Section four Financing the business** |

How do you propose to finance the total working capital of the retail outlet you are applying for? Please complete the below table and provide necessary documents. If assets are to be disposed of or utilised in the business, please specify. Note, Liberty may request forecasted profit & loss and cash flow statements during the approval process.

Capital required to operate (from above) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funded by:

|  |  |  |
| --- | --- | --- |
| Cash | $ | Please provide 3 months’ bank statements |
| Overdraft | $ | Please provide overdraft approval letter |
| Other loan | $ | Please provide loan approval letter  |

|  |
| --- |
| **Section five Financial position of applicant and directors** |

For the applicant, please provide:

* Current balance sheet.
* Profit and loss statement and income tax returns for the past 3 years (or to the extent available).

For each director, please complete a statement of financial position in the attached form. For directors with joint assets and liabilities (e.g. husband and wife), one joint statement may be completed.

|  |
| --- |
| **Section six Retail experience** |

Please describe below the retail training and experience of the applicant and/or the directors including details of businesses operated over the past 3 years including sales figures. (Alternatively provide a detailed CV)

Have you completed ACAPMA Training requirement? If YES, please supply evidence. Must be complete prior to opening/operating store.

Have you completed a Food Handling Certificate? If YES, please supply evidence. Recommended completion prior to opening/operating store.

Please provide three trade references:

|  |  |  |
| --- | --- | --- |
| Company  | Contact | Phone |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

|  |
| --- |
| **Section seven Insurance** |

Please provide public liability insurance certificate of currency for at least $20 million noting the interests of Liberty Oil Convenience Pty Ltd and its related bodies corporate.

*Please complete for each director.*

**ASSETS**

|  |
| --- |
| **Cash at hand and in bank** |
| Name of bank or institution | Amount |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **Total (1)** | **$** |
| Please provide last three months’ bank statements for each account. |

|  |
| --- |
| **Shares and other investments** |
| Description | Market value |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **Total (2)** | **$** |

|  |
| --- |
| **Accounts & loans receivable** |
| Debtor | Type of debt | Maturity | Monthly payment | Balance |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total (3)** |  |  |

|  |
| --- |
| **Real estate & mortgages** |
| Address | Title details | Market value (4) | Mortgage amount (5) | Monthly payments | Net value |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total (4) & (5)** |  |  |  |  |

|  |
| --- |
| **Other assets** |
| Description | Market value |
| Description | Market value |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **Total (6)** | **$** |
| Include interests in other entities, vehicles, personal property, etc. Please specify if any other person has an interest in the assets and provide details. |

**LIABILITIES**

|  |
| --- |
| **Accounts & loans payable** |
| Lender | Type of debt | Maturity | Original loan | Monthly payment | Balance |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total (7)** |  |

|  |
| --- |
| **Other debts & obligations** |
| Creditor | Details | Amount |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **Total (8)** | **$** |
| List all liabilities not listed above including insurance loans, alimony, child support, leases, contracts, legal, claims, judgements, bills of sale, taxes etc.  |

**SUMMARY**

|  |  |
| --- | --- |
| **Assets** | **Liabilities** |
| Cash on hand & in bank  | (1) | $ | Accounts & loans payable | (7) | $ |
| Shares/investments | (2) | $ | Real estate mortgages  | (5) | $ |
| Accounts & loans receivable | (3) | $ | Other debts & obligations | (8) | $ |
| Real estate | (4) | $ |  |  |  |
| Other assets | (6) | $ |  |  |  |
| **Total assets** |  | $ | **Total liabilities** |  | $ |
| **Net assets** |  |