

Liberty Oil

Commission agency application



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.

Confidentiality agreement

As part of the application process, Liberty Oil Convenience Pty Ltd ACN 629 547 682 (Liberty) may release certain information to us regard the business operated at the nominate site (Confidential Information). In consideration for Liberty considering our application to be commission agent at the site, we must:

- keep and maintain the Confidential Information in the strictest confidence;
- not disclose the Confidential Information to any person except our employees and officers;
- use the Confidential Information only for our assessment of the business at the site;
- ensure our employees and officers who receive Confidential Information observe these requirements; and
- return the Confidential Information and any notes we make in respect of the Confidential Information to Liberty on request.

It is not a breach of this deed to disclose Confidential Information if we are required to do so by law or if the information is publicly available other than through a breach of this deed.

Privacy and purpose declaration

In the course of our dealings with Liberty Oil Convenience Pty Ltd ACN 629 547 682 (Liberty), we will be providing personal information to Liberty. We acknowledge that this personal information, and any other personal information Liberty collects, or has collected about us (personal information) will be used by Liberty to enable it to assess our application for credit, to facilitate the sale of fuel, to manage any fuel card and related matters. We consent to Liberty using and disclosing our personal information for these purposes.

We consent to Liberty (and its related bodies corporate) using or disclosing our personal information for each of the following additional purposes:

- performing administrative tasks and managing business operations;
- telling me about products or services of Liberty and other organisations; and
- product development research.

We understand that Liberty may disclose our personal information, to:

- its related bodies corporate;
- the issuer of any fuel card;
- credit reporting agencies and credit providers;
- organisations providing processing and other support functions to credit providers;
- service providers (including delivery companies, mail houses and debt collectors);
- any programme managers, bonus partners and rewards suppliers involved in any loyalty program associated with either Liberty or Liberty Card; and
- other organisations to which Liberty is required by law, or authorised to use our personal information;

and subject to the Privacy Act 1988, we consent to the disclosure, use and transfer of our personal information between these organisations, which may be overseas but only for use in connection with any of the purposes that Liberty are authorised to use our personal information.

Subject to the Privacy Act 1988, we acknowledge that we have access to our personal information collected and held by Liberty (and its related bodies corporate).

We acknowledge that we can enquire as to the organisations to which Liberty discloses our personal information held by Liberty by contacting:

Email: privacy@libertyretail.com.au
 Mail: The Privacy Officer
 381 Tooronga Road
 Hawthorn East, VIC 3123
 Phone: (03) 8530 3500

We authorise Liberty to make any enquires (including obtaining a credit report) concerning our creditworthiness or as to the accuracy of the information provided in this application. We consent to any credit report concerning us being made available to Liberty for the purposes of assessing this application for credit. We authorise Liberty to use that report or any information derived from that report in assessing this application and for any purposes permitted under the Privacy Act 1988. Further, we authorise Liberty to make additional checks that Liberty sees fit to continue the credit assessment.

We agree before providing the personal information of any guarantor, additional fuel card holder or any other person, we will ensure the person has seen this privacy declaration and understood its contents, and has agreed to their personal information being collected, used or disclosed as described in privacy declaration.

Privacy Act declaration

By signing this declaration, we acknowledge having read and agreed to it including the uses and disclosures of personal information about us. We warrant that we have the authority to sign for and on behalf of the applicant. Where this application is signed by more than one person, each of us is bound by it separately and we are also bound jointly.

Business purposes declaration

We declare that any credit provided to us by Liberty is to be applied wholly or predominantly for either business or investment purposes. Importantly, we acknowledge that by signing this application, we may lose protection under the Consumer Credit Code.

Confidentiality agreement and privacy & purposed declaration signed by the applicant:

Company name and ACN:

Name of director (or individual if no company):

Signature of director / individual:

Date2020

Section three Capital required to operate

SITE ID:		LOCATION:				
PLANT & EQUIPMENT						
Workshop						AMOUNT
Shop						
Office						
Restaurant						
Total Plant & Equipment						
FRANCHISE FEE						\$ -
GENERAL LICENCE FEE						
INVENTORY		Litres		Board Price	Total	
Wet Stock	ULP	@	1.40	\$ -		
3 days volume	ULP 95	@	1.50	\$ -		
	PremiuMax 98	@	1.55	\$ -		
	Diesel	@	1.45	\$ -		
	LPG	@		\$ -		
	Total Litres	-		\$ -		
SHOP STOCK REQUIRED TO OPERATE						\$ -
WORKING CAPITAL TO COVER MONTHLY OUTGOINGS						
Shop Sales Fee/Royalty						\$ -
Occupancy Fee/Site Rental						\$ -
RMS/AMS Fee						\$ -
Training Fee						\$ -
Licences						\$ -
Insurance (incl. Workers Comp)						\$ -
Electricity						\$ -
Telephone						\$ -
Stamp Duty						\$ -
Legal Costs (incl. Financial Security)						\$ -
Wages (one week)						\$ -
Station Opening Promotion						\$ -
Uniforms						\$ -
Stationary						\$ -
Sundries/Set up costs						\$ -
Credit Extension Debtors/Credit Card						\$ -
Total Monthly Outgoings						\$ -
OTHER CAPITAL REQUIREMENTS (eg Retailer Works)						
TOTAL 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.

Statement of financial position

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					