



Thank you for your expression of interest in acquiring a Kwik Kopy franchise.

The intention of the attached form is to help determine your suitability as a Kwik Kopy franchisee.

Kwik Kopy Australia will use the form as the basis for a number of decisions regarding your application, and it is therefore a fundamental requirement that the information you've given us is true, accurate and not in any way misleading.

To clarify your financial position you may be requested to produce proof of your financial situation.

All information in the form will be kept in strict confidence and is only for the purpose of assessing the applicant(s) as a Kwik Kopy franchisee. Please complete the form in full; failure to do so may result in the application being rejected.

The Expression of Interest does not obligate either party in any manner.

1. Applicant Information

Surname (block capitals) _____ Title (Mr, Mrs, Miss, Other) _____

First names (in full) _____

Permanent address

Street No. _____

Street name _____

Suburb postcode _____ State _____

Telephone No. (Home) _____ Telephone No. (Business) _____

Mobile No. _____ Fax No. (Home) _____

Email address (Home) _____ Email address (Business) _____

Date of birth _____ Place of birth _____ Citizenship _____

Previous address (if resident at Permanent address for less than 2 years)

Street No. _____ Street name _____

Suburb postcode _____ State _____

Will your spouse/partner be involved in the business? Yes _____ No _____

If yes, in what capacity? _____

NB: If spouse/partner is to be involved with the business they must complete the spouse/partner section at the back of the form.

Surname (block capitals) _____ Title (Mr, Mrs, Miss, Other) _____

First names (in full) _____

Dependants

Name	Age	Gender
_____	_____	_____
_____	_____	_____
_____	_____	_____

Owning and running a Kwik Kopy franchise is both physically and mentally demanding. Have you ever suffered from any physical or mental conditions or do you currently have any disabilities or limitations which may affect your ability to meet these demands? Yes _____ No _____

If yes, please give details _____



2. Education, Skills and Interest

Please attach a current CV showing details of your education, qualifications, skills and work history. Include copies of any relevant licenses, trade certificates etc. plus any additional information, skills, qualifications or interests you have which would be relevant to your owning a business:

3. Work History

Please attach your current CV and be sure to include the information highlighted below.

Your CV will need to include the following information about your employment history. The table below is provided as an example of the information required. Include both full-time and part-time employment and include periods of self-employment. Please start with your current job.

From/To	Company name and address	Job Title	Description of role/achievements/main responsibilities	Salary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been dismissed, suspended or required to resign? Yes No

If yes, please give details

Please provide three (3) referees. These must be former or current employers, supervisors, customers or suppliers. Do not list relatives or friends. Your current employer will not be contacted without your prior express consent unless you have listed them as one of your referees.

Name	Phone	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

Details of present business if self-employed

Type of business	_____
Business name	_____
ABN No	_____
Address of business	_____
Estimated gross turnover this financial year	_____ AUS \$
Estimated profit this financial year	_____ AUS \$

Please enclose a set of Profit and Loss accounts for the previous 3 years with this completed form.

4. Legal Information

Do you have any criminal convictions or impending prosecutions? Yes _____ No _____

If yes, please give details

Have you ever had a court judgement against you? Yes _____ No _____

If yes, please give details

If required, are you prepared to provide a Police Certificate? Yes _____ No _____

(A Police Certificate provides details of any criminal history)

5. Business skills, Approach & Motivation

Do you enjoy working with people? Yes _____ No _____

What do you believe are your strengths in business?

Are there any areas in which you feel that you may require assistance/training? (e.g. sales skills, accounting, people management etc)

What are your 3 key achievements in your career/business?

1.

2.

3.

Are you prepared to be personally committed to this business and are you prepared to work hard to achieve your business goals?

What motivates you for success in business?

1.

2.

3.

What are the key factors for excellent customer service?

1.

2.

3.

To what extent have you been involved in sales during your business life?

How would you describe yourself?

Why do you believe Kwik Kopy should grant you the rights to purchase a franchise?

Have you investigated any other franchise opportunities? If so who, and what is your assessment of them?



6. Financial Information

How much capital is available for this franchise? \$ _____
 (i.e. total amount of available funds including assets that can be converted into cash)

If required, what would you plan to convert into cash to purchase a Kwik Kopy franchise?

If the present funds are less than required for a Kwik Kopy franchise, how do you propose to finance?

What net monthly income do you need to maintain your standard of living for the next 6 months? (per month) \$ _____

It is understood that the purpose of this application is to enable Kwik Kopy Australia Pty Limited to assess whether the Kwik Kopy franchise would be suitable for you. It is not binding upon Kwik Kopy Australia Pty Limited. The undersigned certifies that the information is true and accurate.

Monthly Income

Wages or salary (after tax)	\$
Bonus or commission	\$
Dividends	\$
Other income (provide details)	
	\$
	\$
	\$
	\$
Total	\$ _____

Monthly Outgoings

Mortgage repayments	\$
Loan repayments	\$
Credit cards	\$
Rent	
Living expenses	
Other (provide details)	
	\$
	\$
Total	\$ _____

Assets ('000)

Cash in bank	\$
Bank name(s) and branch	
Shares, Bonds and other Securities	\$
Superannuation	\$
Money due to you (provide details)	
	\$
Real estate and market value	\$
Your business	\$
Motor vehicles	
Other assets (provide details)	
	\$
Total	\$ _____

Liabilities ('000)

Overdraft	\$
Motor vehicle loans	\$
Other loans, leases and HP	\$
Loans guaranteed for others	\$
Real estate mortgages payable	\$
Other liabilities (provide details)	
	\$
	\$
	\$
	\$
	\$
Total liabilities (L)	\$
Net worth (A-L)	\$ _____

Financial agreement to a credit provider given a consumer credit report by a credit reporting agency to assess a commercial credit application (Privacy Act 1988).

I/we agree that Kwik Kopy Australia Pty Limited may obtain a consumer credit report containing information about me/us from a credit reporting agency for the purpose of assessing my/our application for commercial credit.

Signature _____	Date _____
Signature _____	Date _____

7. Declaration

I certify that the above information is correct and complete to the best of my knowledge and belief. I acknowledge that incorrect information could render me liable to having the franchise terminated. I acknowledge and give my consent in terms of Privacy Legislation for Franchisor to obtain further information about the above matters.

Signature _____	Date _____
Print name _____	

8. Spouse /Partner Information

Surname (block capitals)		Title (Mr, Mrs, Miss, Other)
First names (in full)		
Permanent address		
Street No.		
Street name		
Suburb postcode	State	
Telephone No. (Home)	Telephone No. (Business)	
Mobile No.	Fax No. (Home)	
Email address (Home)	Email address (Business)	
Date of birth	Place of birth	Citizenship

Owning and running a Kwik Kopy franchise is both physically and mentally demanding. Have you ever suffered from any physical or mental conditions or do you currently have any disabilities or limitations which may affect your ability to meet these demands?

Yes _____ No _____

If yes, please give details

9. Education, Skills and Interest

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Yes _____ No _____

If yes, please give details



Work History cont.

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_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Legal Information

Do you have any criminal convictions or impending prosecutions? Yes _____ No _____
If yes, please give details _____

Have you ever had a court judgement against you? Yes _____ No _____
If yes, please give details _____

If required, are you prepared to provide a Police Certificate? Yes _____ No _____
(A Police Certificate provides details of any criminal history)

Checklist

1. Have you completed every section of the form? _____
2. Have you attached a copy of your CV? _____
3. Have you completed the financial statement in full? _____
4. Have you signed the declaration? _____
5. If you currently own your own business, have you included a copy of 3 years Profit & Loss accounts? _____

If you have ticked the above, please return all items to:

Kwik Kopy Australia
PO Box 657
Northbridge NSW 1560

Fax: 02 9967 5511

Email: franchise@kwikkopy.com.au

