

A great business opportunity?  
**You probably pass it every day.**

# Retailer 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 or typewritten. Please ensure that you complete **ALL** sections.

If this application form is for a partnership or corporation, please decide who will be the contact person who will complete this form.

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Date of Application:

## I. PERSONAL DETAILS

Please click the box to upload your picture.

Last Name		First Name		Middle Name
Sex	Date of Birth	Birthplace	Age	Citizenship
Marital Status	Number of Children	Name of Spouse		Occupation of Spouse
Current address (include postal code):				
If you have lived for less than five years at your current residence, please provide your previous address(es) and period of stay:				
Home Telephone No.		Mobile No.		Business Telephone No.
Email Address		Can we contact you at work?		
Please list <b>ALL</b> geographical areas you would consider doing business in (in order of preference)				
How much notice would you require prior to commencing training with us?				
Do you hold a current driving license?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to do business 6 or 7 days a week if necessary?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to make a commitment to customer service if appointed?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to commit to the maintenance of strict health, safety and security environmental standards if appointed?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to run the business within strict operating systems and controls?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed/engaged in a business in the oil industry? If yes, where?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever held or are currently holding any position in local or national Government? If yes, please provide the following details. Name of Relative: _____ Government Position: _____ Applicant's relation to relative and to what degree: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by this company?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you related by affinity or consanguinity to any employee of this or any other oil company? If yes, please provide details.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been refused of any position by this company? If yes, please provide details.				<input type="checkbox"/> Yes <input type="checkbox"/> No

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### II. EDUCATION AND EMPLOYMENT

Name of School	Period of Attendance	Degree Course	Results Achieved

If currently self-employed:

Business/Company Name		Brief description of products/services	
Address:			
Industry/business type	Time dedicated to current business (hours/week)	Estimated annual profit	
Main duties:			
Period of operation	Number of employees		
If you currently run a business of your own, will it be your intention to continue with it?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who would run: a) the current business:		b) this new opportunity:	Time dedication (hours/week)
Other business/es (if any)	Brief description		

Please give details of your employment history starting with your current or most recent position or period of self-employment. Please add an extra sheet if necessary.

Start and End Dates	Office/Company	Office Address or Telephone Number	Position, main duties, achievements	Monthly Salary	Reason for leaving or intended leaving

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Membership of professional bodies, grades, and qualifications:

Involvement in civic, people, business clubs or organizations:

### III. CHARACTER ASSESSMENT

This section allows you to give us real life examples. Please tell us how you dealt with each of the following situations below. What did you do, how did you do it and what happened? You can use examples from your work, school, family life or your hobbies.

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

Please give an example of a time when you had to be patient and polite with an individual/group of people (e.g. customer, workmate, friend) under difficult circumstances.

Please provide an example of when you have made an extra special effort to help somebody.

Describe a time when you had to use your initiative to succeed in getting something done properly and on time.

Please give an example of when and how you have managed to persuade someone to do something.

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Why have you chosen to apply to become a Retailer with Shell? Why are you suitable for this type of role?

### IV. FINANCIAL DATA

NOTE: CREDIT CHECKING IS AN ESSENTIAL REQUIREMENT TAKEN THROUGH A LEADING LOCAL CREDIT REFERENCE AGENCY. THIS MUST BE DONE 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:

X

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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 cases 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 minimum investment of Php 5M to about Php 10M?

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### 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)	
<b>TOTAL INCOME</b>	

### 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			
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	
<b>TOTAL NET WORTH (Total Assets minus Total Liabilities)</b>			

### V. 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 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	E-mail	Telephone	Company	Address

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### VI. DECLARATION

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 Pilipinas Shell Petroleum Corporation 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 Pilipinas Shell Petroleum Corp is likely to be terminated without notice.

Signed:

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X

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

### VII. SOURCE

Please be kind enough to indicate how you became aware of the position of Retailer by ticking all of the following boxes that apply.

- 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

### VIII. 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

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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 Shell group of Companies in the Philippines; (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.

3. By Signing this Application form, the Retailer and/or Applicant explicitly hereby consents to the use of their information for the purposes in these paragraphs and to the Privacy Notice provided at <https://www.shell.com.ph/privacy/b2b-notice.html>, and all its amendments thereto.

Signed:

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X

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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: