

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.

Application Form

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PERSONAL DETAILS

Title: _____ Surname: _____

Forename(s): _____

Home address, including postcode: _____

IT IS VITAL WE HAVE A CONTACT NUMBER

Home telephone number: _____

Mobile number: _____

Business telephone number: _____

Email address: _____

Can we contact you at work? [Yes/No](#)

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

Date of birth: _____

Do you hold a current driving licence? [Yes/No](#)

Are you prepared to relocate? [Yes/No](#)

If yes please list geographical areas you would consider moving to (in order of preference):

Preference 1: _____

Preference 2: _____

Preference 3: _____

Are you prepared to do business 6 or 7 day week if necessary? [Yes/No](#)

Are you prepared to make a commitment to customer service if appointed? – [Yes/No](#)

Are you prepared to commit to the maintenance of strict health, safety and security environmental standards, if appointed? – [Yes/No](#)

Are you prepared to run the business within strict operating systems and controls? – [Yes/No](#)

Please specify any dates when you would not be available for interview: _____

How much notice would you require prior to commencing training with us? _____

Have you ever been employed/engaged in a business in the oil industry? [Yes/No](#) Where?

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Have you ever held or are currently holding any position in local or national Government? [Yes/ No](#)

If yes, please provide details (position, location, and year of term). _

Do you have any relatives who have held or are currently holding any position in local or national Government? [Yes/ No](#)

If yes, please provide the details:

Relative 1:

Name of Relative: _____

Government position of Relative: _____

Applicant's Relation to Relative and to what degree: _____

Relative 2:

Name of Relative: _____

Government position of Relative: _____

Applicant's Relation to Relative and to what degree: _____

Relative 3:

Name of Relative: _____

Government position of Relative: _____

Applicant's Relation to Relative and to what degree: _____

Have you ever been employed by this company? [Yes/ No](#)

Are you related by affinity or consanguinity to any employee of this or any other oil company?

If yes, please provide details. _____

Have you ever been refused of any position by this company? [Yes/No](#)

If yes, please provide details: _____

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IF CURRENTLY SELF EMPLOYED

Business/company name and trading address: _____

Time dedication to current business (hours week): _____

Industry/business type: _____ Estimated annual profit: _____

Period of operation: _____ Number of employees: _____

If you currently run a business of your own, will it be your intention to continue with it? **Yes/No** If yes, who would run:

a) the current business: _____ b) this new opportunity: _____ Time dedication (hours week): _____

FOR BOTH EMPLOYED AND SELF EMPLOYED – CURRENT AND PREVIOUS EMPLOYMENT / PREVIOUS SELF EMPLOYMENT (Please use a separate sheet if necessary)

Please give details of your employment history starting with your current or most recent position or period of self employment.

Start and leaving dates	Name/Address/Telephone number	Position held, achievements and main duties	Salary / Net Profit	Reason for leaving or intended leaving

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EDUCATION & TRAINING

School/College/University name	Year	Results achieved
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Membership of professional bodies, grades and qualifications

FINANCIAL DATA

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

Signed: _____ Date: _____

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)

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FINANCIAL DATA (Cont.)

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)	
TOTAL INCOME	

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			
TOTAL ASSETS		TOTAL LIABILITIES	
TOTAL NET WORTH (Total Assets minus Total Liabilities)			

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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 FROM YOUR CURRENT EMPLOYER 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: _____ Company: _____ Address: _____

E-mail: _____ Telephone: _____

Name: _____ Company: _____ Address: _____

E-mail: _____ Telephone: _____

Name: _____ Company: _____ Address: _____

E-mail: _____ Telephone: _____

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: _____ Date: _____

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

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SOURCE

Please be kind enough to indicate how you became aware of the position of Retailer by ticking one of the following boxes:

- 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**

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 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: _____ 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: