



FRANCHISE APPLICATION FORM





Astron Energy's Franchise application process

We are seeking retailers with the highest level of professional skills, business knowledge, enthusiasm, and commitment.

In return, Astron Energy will provide support to help grow your business.

Applicants will be required to follow our application and selection process, and if successful you will be appointed to operate a service station.

As a Level 1 BBBEE company, we are committed to transformation within the industry and preference will be given to candidates meeting key transformation criteria.

IMPORTANT NOTE: For juristic persons/companies with more than one director, shareholder or member (in the case of CCs), this application form will need to be completed by each director, shareholder or member separately.

Applicants should have the following attributes:

- Commitment to Astron Energy's core values of people, partnerships, and performance;
- passion and respect for the brand and retail business;
- entrepreneurial skills and business acumen to manage and grow the franchised business in collaboration with Astron Energy.

Application and Screening process

- Applicants will be required to complete the **Franchise application form** and submit all the required supporting documents as outlined in the application form.
- Applications will be screened based on Astron Energy's requirements and criteria, at Astron Energy's discretion.
- Astron Energy reserves the right to exclude any candidate at any time from the selection process at its sole discretion.
- Shortlisted candidates will be invited for a panel interview and will be required to present a business plan.
- Applicants may also be required to complete psychometric assessment.

Applicants must meet and/or demonstrate the following minimum requirements:

- South African citizenship
- 3-5 years' experience in operating a retail business; or
- Mid senior business management experience in a corporate environment
- Financially astute
- Customer centricity
- Entrepreneurial and Innovative mindset
- Hands on, detailed orientated and process driven.
- Full time operator of the service station
- Lead by example
- Strong principals and integrity
- Meet Astron Energy's financial requirements.



Thank you for showing interest in applying for an Astron Energy Franchise opportunity.

You are required to complete this application form accurately and honestly. Incomplete or inaccurate information will result in disqualification.

In addition to your completed application form, you are required to provide all applicable supporting documents listed below:

- ☐ Copy of ID
- ☐ An updated Curriculum Vitae (CV)
- ☐ Copies of your education certificates, diplomas, or degrees
- ☐ CIPC Legal Entity documents with share certificates
- ☐ Current fiscal year-end financial statements for any privately held business in which you may have an interest. Please indicate percentage of ownership.
- ☐ Financial information (i.e. assets and liabilities; proof of finance - i.e. 12 months' bank statements (business and personal, share statements etc.)
- ☐ Proof of own funds contribution, not funding from a financial institution (not older than 6 months from date of submission).

Please submit your completed Franchise Application Form with all Supporting Documents to franchiseopportunity@astronenergy.co.za

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Complete the below details in relation to the specific service station you are applying for:

Service Station Name:

Region:		Town:	

*requires an answer

PERSONAL DETAILS

*First name(s):

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*Surname:

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*ID number:

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*Date of birth:

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*Nationality:

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*Ethnic group:

African	
Coloured	
Indian	
White	
Other (please specify):	

*Gender:

Female	
Male	



***Physical Address:**

***Contact Information:**

Main Cellphone Number:	
Alternative Phone Number:	
Email address*:	

Do you have a valid driver's license?

Yes		No	
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If yes, please provide driver's license number:

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Marital Status:

Single	
Married	
Divorced	
Widowed	

Type of marital contract:

In Community of Property	
Antenuptial contract	
Other (Please specify)	



SPOUSE'S DETAILS

***Spouse's Full name:**

***Spouse's Date of birth:**

***Spouse's ID number:**

Do you intend involving your spouse in the business?

Yes		No	
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If yes, in what capacity will your spouse be involved?

Spouse's Ethnic group:

African	
Coloured	
Indian	
White	
Other (please specify):	

Spouse's Gender:

Female	
Male	

Is Spouse employed:

Yes		No	
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Please provide details:



EDUCATION, QUALIFICATIONS & SKILLS

Highest Standard passed:

Do you have a tertiary education?

Yes		No	
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Please provide details in the table below:

NAME OF INSTITUTION	QUALIFICATION	YEAR OBTAINED

EMPLOYMENT HISTORY

Current employment

*Company name:

*Designation:

*Period of employment:

*Previous employment (List all applicable):

COMPANY NAME	DESIGNATION	PERIOD OF EMPLOYMENT

*Have you ever been dismissed, discharged or asked to resign from any employment?

Yes		No	
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***If yes, please provide details in the table below:**

Name & Address of employer	Supervisors Name	Date and Reason for dismissal, discharge or resignation

Have you previously owned a business?

Yes		No	
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If yes, what type of business did you own and for how long?

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Have you previously owned Franchise?

Yes		No	
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If yes, please provide details:

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Have you previously owned/managed a service station?

Yes		No	
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If yes, please provide details:

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Do you have shareholding in an existing service station?

Yes		No	
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If yes, please provide details:

Memberships

Please provide the name and registration number of any professional bodies, associations, and institutions of which you are a member:

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BUSINESS DETAILS

***Please specify how the business will be managed:**

Pty LTD	
Closed Corporation	
Other (please specify):	

***Has the entity been registered yet?**

Yes		No	
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***If Yes, please provide legal entity details in the table below:**

Company Name	
Registration No.	
Date of registration	
Business Address	
Tax No. and Office	

Do you intend involving (a) business partner (s), other than your spouse?

Yes		No	
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Please provide details in the table below

Shareholder/Directors/Members details (Indicate all applicable designations):

INDICATE DESIGNATION	NAME & SURNAME	ETHNIC GROUP	GENDER	% SHAREHOLDING



CRIMINAL DISCLOSURE

***Have you at any time been convicted of a criminal offence (other than minor traffic offences) whether in the Republic or elsewhere?**

Yes		No	
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***If yes, please provide details:**

Offence	Date and Place of conviction	Sentence

***Are you aware of any criminal investigation that you are the subject of, whether in the Republic or elsewhere?**

Yes		No	
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***If yes, please provide details:**

FINANCIAL DISCLOSURE

What are your primary objectives for applying for this business opportunity?

***How much of your own contribution, unencumbered amount do you intend to invest in the business?**

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Are you pursuing other business opportunities as well?

Yes		No	
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If yes, please provide details:

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***Have you, or your spouse, or any business entity in which you jointly or separately owned interest, been involved in bankruptcy, insolvency proceedings or any compromised offers with creditors?**

Yes		No	
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***If yes, please provide details:**

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***Have you, or your spouse, had a judgement in respect of debt recorded against you?**

Yes		No	
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***If yes, please provide details:**

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FINANCIAL DETAILS

As we will be entering into a business relationship, Astron Energy requires detailed information on your financial situation. Please detail your personal statement of affairs so that we can evaluate your application.

PERSONAL FINANCIAL STATEMENT

*Income statement for **12-month period** ended __ / __ / __

Salary, wages (gross)	R
Bonuses, commissions	R
Dividends, interest	R
Rental income from fixed property	R
Business Profit	R
Other income (specify)	R
TOTAL INCOME	R

SUMMARY OF ASSETS & LIABILITIES

*This is a summary of your assets and liabilities listed.

ASSETS		LIABILITIES	
Cash on hand & in bank	R	Accounts, Notes & Loans Payable	R
Shares/Bonds	R	Bond Balance	R
Accounts & Loans Receivable	R	Other Debts & Obligations	R
Fixed Property	R		
Other Assets	R		
TOTAL ASSETS	R	TOTAL LIABILITIES	R
NET WORTH (ASSETS – LIABILITIES) = R			

*Does any other person have any interest in any of your assets?

Yes		No	
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*If yes, please identify that person and detail their interest.

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FINANCING OF THE BUSINESS

How do you propose to finance the total working capital and purchase price of the Service Station you are applying for?

For proposed loans, specify the amount, and type of loan as well as interest rates and financier. If assets are to be disposed of or utilised in the business, please specify.

OPERATING THE BUSINESS

What experience do you have working in a retail environment?

Have you had any business experience in the following areas?

Handling Cash:

Yes		No	
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If yes, please provide details:

Staff Recruitment:

Yes		No	
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If yes, please provide details:

**Staff Management:**

Yes		No	
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If yes, please provide details:

Staff Training:

Yes		No	
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If yes, please provide details:

Inventory Management:

Yes		No	
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If yes, please provide details:

Retail Selling:

Yes		No	
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If yes, please provide details:

Working Nights/Weekends:

Yes		No	
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If yes, please provide details:



Financial/Business Management:

Yes		No	
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If yes, please provide details:

How would you describe your philosophy of customer service?

OTHER INFORMATION

Have you previously applied to Chevron South Africa/Astron Energy/Caltex, or any other petroleum company, for a franchise agreement?

Yes		No	
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If yes, please provide details:

Have you ever been declared insolvent, or your estate placed under administration or was a company in respect of which you are or were a director or member, liquidated?

Yes		No	
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If yes, please provide details and attach any supporting documents?

Do you have, whether personally or through your spouse, an immediate family member, partner or associate, a direct or indirect financial interest in Astron Energy/Caltex, or its subsidiaries or intend acquiring such an interest?

Yes		No	
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If yes, please provide full detail:

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Do you have, whether personally or through your spouse, an immediate family member, partner or associate, a prior or existing relationship (including employment) with the Government or its affiliates?

Yes		No	
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If yes, please provide full detail:

Do you have, whether personally or through your spouse, an immediate family member, partner or associate, a prior or existing relationship (including employment) with Chevron Corporation, Astron Energy South Africa (Pty) Ltd, Caltex, or its subsidiary or associate companies?

Yes		No	
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If yes, please provide full detail:

Are you or any close relatives of friends/business associates involved in the commercial carriage of passengers or in the freight transport industry?

Yes		No	
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If yes, please provide full detail:



UNDERSTANDINGS AND AGREEMENTS

Accuracy of Application

I verify that the information I provided in this application is true and complete and is based on my judgment alone. I understand that false or incomplete information in this application will be grounds for disqualification. I further understand that false or incomplete information in this application will be grounds for termination of any Retailer Agreements that I may subsequently enter into with Astron Energy (Pty) Ltd as a result of this application.

I hereby consent to comply with Astron Energy's Code of Conduct, uphold its Values and follow all the requisite policies.

I agree

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Background Information

I understand that Astron Energy (Pty) Ltd or its representatives may confirm information in this application and assess my qualifications to become an Astron Energy Retailer of a Astron Energy or Caltex branded Service Station by conducting a background verification audit and reviewing various reports, records and other information about me (which may include, but are not limited to, credit ratings and reports, employment records, school records, and police and court records). I further understand that failing to cooperate fully with Astron Energy (Pty) Ltd review of my background and qualifications will be grounds for disqualification. I authorise Astron Energy (Pty) Ltd or its representatives to obtain information about me from my previous employers, schools, references, and others. I authorise my previous employers, schools that I have attended, all references and others to disclose to Astron Energy (Pty) Ltd or its representatives such information about me as Astron Energy (Pty) Ltd or its representatives may request, personal or otherwise. I release all parties from any liability to me in connection with furnishing this information to Astron Energy (Pty) Ltd and all information (including but not limited to credit) may be shared by and among Astron Energy (Pty) Ltd, its subsidiaries and affiliates.

I agree to assist any investigators appointed by Astron Energy should any investigation arise from the documentation submitted in terms of my interaction with Astron Energy or any contract which is concluded between the parties.

I agree

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Acknowledgement

I acknowledge that there will be no obligation on the part of, or commitment by Astron Energy (Pty) Ltd to appoint me as a Retailer for this location or any other location, until such time as a formal agreement has been entered into between the applicant and Astron Energy (Pty) Limited. Any expenditure incurred by me or loss suffered by me during our negotiations for this location, will be for my own account and I undertake not to bring any claim against Astron Energy (Pty) Limited for any such expense or loss.

I particularly acknowledge that I am aware that Astron Energy (Pty) Limited is not responsible for any earning or income or for any other losses which I may sustain during negotiations or training courses conducted by Astron Energy (Pty) Limited and that any payment made by Astron Energy (Pty) Limited in respect of the period of training are made as a contribution towards my expenses at the sole discretion of Astron Energy (Pty) Limited and in no way binds Astron Energy (Pty) Limited to meet any further expenditure.



I agree

Retailer Training Program

I am aware that to qualify to become an Astron Energy Retailer of a Astron Energy or Caltex branded Service Station, I must pass Astron Energy's Retailer Training Programme.

I agree

Consent to Due Diligence Investigation

Notwithstanding anything contained in the common law or in any privacy statutory enactment of the country of domicile of the applicant, I by my signature hereto unequivocally agree that Astron Energy (Pty) Ltd may undertake and initiate or instruct a duly appointed service provider on its behalf to undertake such due diligence investigation in respect of my application as Astron Energy (Pty) Ltd may in its sole discretion deem necessary.

I further acknowledge that this consent shall also constitute an authority to any third party/ies that may be in possession of any germane information pertaining to me providing such information to Astron Energy (Pty) Ltd as it may require in furtherance of its due diligence investigation.

Where necessary, or requested by Astron Energy, I shall provide Astron Energy with written copies of such consent.

I agree

Data Privacy Notice

I hereby consent to Astron Energy collecting and retaining personal and business information that is reasonably necessary to meet business requirements in relation to this application to operate an Astron Energy or Caltex service station, and as permitted by law in geographic areas in which it operates.

Personally identifiable information has been disclosed in this Application Form for the purposes of this application and I hereby consent to the processing of this information by Astron Energy (Pty) Limited and disclosing such information to third parties for the purposes of this application, where necessary. All processing and disclosure will be done in compliance with the requirements of the Protection of Personal Information Act No. 4 of 2013. I may request to review, update or deletion of the personal information held by Astron Energy (Pty) Limited.

I consent to Astron Energy recording my Information on a central database to which Astron Energy's employees and/or representatives who are involved in considering, verifying and managing applications will have access. I consent to the aforementioned employees having access to all the information completed in the application form.

Astron Energy processes the Personal Information received in terms hereof in accordance with Astron Energy's privacy policy which can be viewed at: <https://www.astronenergy.co.za/privacy-policy/>.

I hereby confirm that I have understood and will comply with the above stated terms and conditions.



I agree

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No Breach of Obligations to Others

I represent and warrant to Astron Energy (Pty) Ltd that I am free to submit this application and, if it is approved by Astron Energy (Pty) Ltd, to become an Astron Energy Retailer of a Astron Energy or Caltex branded Service Station without breaching any contract or other binding obligation I may have with another party.

I agree

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Note:

Only short-listed candidates will be contacted for an interview and potential candidates will be required to present a business plan to a Astron Energy panel and complete the Astron Energy selection process prior to being offered the Franchise.

Priority will be given to beneficiaries from disadvantaged groups, e.g., as a result of race, gender, disability, youth and rural location, but no race group will be excluded.

Astron Energy (Pty) Ltd reserves the right to accept or reject any application by an applicant at any time until a formal agreement is signed between the applicant and Astron Energy (Pty) Ltd.

The applicant further acknowledges that Astron Energy (Pty) Ltd or its representative will not accept or incur any liability to an applicant for such rejection, and is under no obligation to furnish the applicant with reasons for the rejection.

The decision of Astron Energy (Pty) Ltd is final and no correspondence of whatsoever nature will be entered into.

I have read, understand and agree to what is stipulated in the above statements.

I agree

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APPLICANT'S SIGNATURE: _____

APPLICANT FULL NAME: _____

DATE: _____ **PLACE of SIGNATURE:** _____

SPOUSE'S SIGNATURE: _____

SPOUSE'S FULL NAME: _____

DATE: _____ **PLACE of SIGNATURE:** _____