



**GUIDE TO**  
***MEMBERSHIP APPLICATIONS***  
**Franchise Accountant Affiliates**

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## 1. Who Qualifies as a Franchise Accountant Affiliate?

Affiliate Franchise Accountant membership of FANZ is available to an organisation:

1. That does not qualify for any other form of Membership; and
2. Is a legal trading entity; and
3. Certifies that he, she or it is financially sound; and
4. Is prepared to and does, if called upon to do so by the FANZ Scrutineer on behalf of the Board, disclose reasonable details of its systems and/or services in connection with franchising; and
5. Can demonstrate specific knowledge and experience in providing advice and services in their particular professional discipline to the New Zealand franchising sector by providing three testimonials from Franchise Systems the organisation has provided services to; and
6. Provides a Practising Certificate issued by the New Zealand Institute of Chartered Accountants; and
7. Can demonstrate commitment to franchising by a representative of the business having attended at least three FANZ functions, or the FANZ Annual Conference, in the preceding twelve months;

There will be annual re-accreditation by self-declaration in accordance with Rule 7.3.5. Timely co-operation with the FANZ re-accreditation process is obligatory and fundamental to continued membership. Attendance at FANZ events will be automatically recorded.

Where an organisation cannot fully meet the Criteria for Membership and wishes to participate in the franchising sector to increase the organisation's knowledge of franchising, that organisation may be accepted and may continue as a Provisional Affiliate Member (subject to the time limits, if any, as the Board may impose at its discretion at any time).

## 2. Membership Benefits available to new and existing Members

- Use of the FANZ Member's logo in accordance with FANZ rules for its use (not available to Provisional Members)
- An annual Membership Certificate for display at the member's offices (not available to Provisional Members)
- Promotion of members to public enquiries to the FANZ office.

- Promotion of members' stands at every Franchise Expo. (not available to Provisional Members)
- The opportunity to enter the Service Provider category of the Annual Franchise Awards (not available to Provisional Members)
- Promotion of members on the FANZ website directory (not available to Provisional Members)
- Regular FANZ newsletters.
- Access to FANZ events including the annual Conference, annual Awards, AGM, Regional meetings and other events at FANZ member prices.
- The opportunity to enter into appropriate sponsorship and promotional arrangements with FANZ.
- The right to stand for elected office and vote on matters affecting FANZ (not available to Provisional Members).

### 3. What do we require from our Affiliate Members When They Apply to Join?

- Name, basic background and contact details:
- An undertaking to comply with our Rules, Code of Ethics and Code of Practice

We also require the following which goes **only** to an independent scrutineer to be kept confidential:

- The Code of Ethics signed by a Director or partner of the company.

### 4. Payments

#### **General**

The fees for Affiliate Membership of the Association are made up of a one-off Application Fee, and an annual Subscription Fee which pays for the administration and ongoing assessment associated with the Franchising Code of Practice.

**Membership Application Fee:** \$200 + GST (\$230.00)

The Application Fee covers the costs of initial assessment and administration. This fee is non-refundable.

### **Annual Subscription and Compliance Fee for Affiliate Members:**

Full year: Affiliate Member - \$995.00 plus GST (\$1144.25)

Full year: Provisional Affiliate Member - \$698.25 plus GST (\$802.98)

(Balance of \$296.75 plus GST (\$341.27) is to be paid on approval as full Member).

Annual Subscriptions are payable at the time of approval of membership and thereafter on the anniversary date of your acceptance into membership. An invoice will be issued to you.

### **5. Membership Application Form**

See the separate Affiliate Membership Application Form

### **6. Rules and Codes of Practice**

- The *Rules* of the Association
- The *Code of Practice*
- The *Code of Ethics*

These are key documents and it is important that you take time to read and become familiar with the important requirements they contain. They are either included in the Membership Pack or if you are downloading this form from the web site, they are available under the tab "The Association" and then the drop down box "Codes and Rules".

### **7. Lodging Your Application**

Please submit the completed Application Form and attachments to:

Franchise Association of New Zealand Inc  
PO Box 217145  
Botany Junction  
Auckland 2164

Ph: 09-274 2901  
Fax 09- 274 2903

Email: [contact@franchise.org.nz](mailto:contact@franchise.org.nz)

## 8. Your Checklist

- This Application Form duly completed
- The Code of Ethics signed
- Application Fee

## 9. Processing Procedure

The membership processing and assessing procedure can be carried out quickly provided the applicant provides all necessary material. We will advise you if any information is missing or is inadequate for membership purposes. All new memberships must be approved by the Franchise Association Board.

## 10. Need More Information or Assistance?

Please give us a ring or send an email, fax or letter if you would like any more information or assistance or if we can help in any other way.

Franchise Association of New Zealand Inc  
PO Box 217145  
Botany Junction  
Auckland 2164

Ph: 09-523 4452  
Fax 09-523 4446

Email: [contact@franchise.org.nz](mailto:contact@franchise.org.nz)  
Website: [www.franchiseassociation.org.nz](http://www.franchiseassociation.org.nz)