



**FANZ**

FRANCHISE ASSOCIATION  
OF NEW ZEALAND

**MEMBERSHIP APPLICATION FORM**  
**FRANCHISOR**

# BENEFITS

## ***Credibility***

High profile credibility is achieved through use of the Franchise Association Member's logo. This identifies you as a member of the Franchise Association of New Zealand and allows you to exploit the competitive advantages offered by the Association's 'Don't Sign Without This Sign' campaign which it promotes at every opportunity including Franchise New Zealand Website & Magazine.

Members receive the logo for inclusion on their website, letterheads, business cards, brochures, disclosure documents, advertisements and other appropriate material.

## ***Representation***

The Franchise Association provides a collective voice to the media to help ensure that franchising is properly promoted and its image is enhanced. The Association is also a member of the World Franchise Council and the Asia Pacific Franchise Confederation where it maintains a two-way flow of communication about issues around the world for the benefit of members.

## ***Government Advocacy***

As the peak body for the franchise community in New Zealand, the Association makes representations to Government on issues of concern to the franchise community including such issues as proposed legislation; new business support programmes and business taxation. From time to time the Association conducts email surveys of members on key issues to gain valuable feedback prior to making a submission.

## ***Communication***

Regular newsletters keeping members updated on topical issues and events relating to franchising and the association.

## ***Regular Industry Events***

Regular meetings of the Franchise Association are held throughout New Zealand offering many opportunities to network, share and learn from other franchise colleagues with similar experiences to your own.

## ***Conferences & Seminars***

The Association organises an Annual Conference to educate members on a wide range of franchise specific topics and runs seminars on topics of particular interest.

## ***Special Member Rate***

Membership entitles you to a Special Member Rate at the Annual Franchise Conference and at Franchise Association events around the country.

## ***Westpac Franchise Awards***

Only members are entitled to enter the prestigious Westpac Franchise Awards held under the internationally recognised Malcolm Baldrige Business Excellence Criteria. Success in these Awards not only enhances your reputation, but also provides an excellent way to have your business independently reviewed.

## ***Information***

The Franchisor's Guide or The Franchisee's Guide is available to all new members on request. These Association publications contain valuable information for members operating or developing franchise systems.

# CHECKLIST

**In order for your application to proceed, the following documents MUST be provided:**

- Membership Application Form
- Confidential items

The following items should be emailed to [admin@franchise.org.nz](mailto:admin@franchise.org.nz) and marked "Confidential"

- A copy of your current Franchise Agreement** (or **the template Franchise Agreement** for a newly formed franchise systems).  
The main requirements being it is compatible with our Code of Ethics and Code of Practice and that it contains:
  - an appropriate mediation provision for dispute resolution (*Code of Practice, Section 9*);
  - a minimum 7-day "cooling off" period during which the franchisee can withdraw from the agreement and receive a payment refund (*Code of Practice, Section 8*);
  - a requirement for franchisees to observe and comply with the Code of Practice, the Code of Ethics and the Rules (*Code of Practice, Section 6.1*).
  - a requirement for Franchisees to observe and comply with the laws of New Zealand relating to Employment, Health & Safety, Fair Trading and Tax (*Code of Practice, Sections 6.3*)
  - a requirement for Franchisees to identify that the Franchisee's business is being operated under franchise from the Franchisor (*Code of Practice, Section 10*)
  - A certificate that the Franchisee has received and read the Disclosure Document, the Code of Practice and the Code of Ethics, and before execution of any Agreement they have taken and/or declined independent legal advice (*Code of Practice clauses 5 & 11*).
- A copy of your most recently issued Disclosure Document** (or **the template Disclosure Document** for a newly formed franchise systems) to be supplied to prospective Franchisees before agreement and to existing Franchisees on renewal (*Code of Practice Section 11*)
- Evidence that an Operations Manual exists for the franchise (see below) or copy of manual indices

We do **not** need to see your Operations Manuals. However, the Association does need to verify that an Operations Manual does exist where the Franchise Agreement requires it (and there would be few franchises where an Operations Manual would not be required). Manuals may be printed, electronic or a combination of both. Verification can be provided in any acceptable way, such as by a letter from your solicitor, accountant or franchise consultant certifying that there is an Operations Manual for the Franchise, or by submissions of a copy of the Contents page plus a certificate by a suitable independent person as to the existence of the materials referred to in the Contents.

- Application fee
- Read and understand the following:
  - [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 available under the tab "The Association" and then the drop down box "Codes and Rules".

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# MEMBERSHIP APPLICATION FORM

## GENERAL INFORMATION

Company Name Trading Name (if different)

Incorporation Date Incorporation Number

GST Number NZBN

Street Address Postal Address

Phone Fax

Email Website

List subsidiary, affiliated or associated companies (if any) and indicate relationship to applicant

List franchise companies in which directors or their families have an interest or have previously had an interest (if any)

## CONTACT DETAILS

### Primary Contact Details

Name Position

Direct Email Phone

**Authorised Representative** the key person for official communications from FANZ which include but are not limited to, eligibility to vote in the FANZ Board elections.

Use primary contact details or please supply alternative contact details

Name Position

Direct Email Phone

### Accounts Payable Contact

Use primary contact details

Name Position

Direct Email Phone

### List any other person who would be interested in receiving franchise or event information, e.g.: Franchise Support Team.

Name Position Email

Name Position Email

## SYSTEM DETAILS

Did your franchise system originate in New Zealand?  Yes  No

If overseas, please state where

Are you trading under a master franchise or master license agreements  Yes  No

If yes, please give details of franchisor:

Company Name

Address

Contact Person Phone

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State completely and concisely the exact nature of your business. This should include a description of the product or service and its distribution from you to the ultimate consumer. *(This information, max.30 words will also be used for your listing on the Association's website)*

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In which year did this business begin operating?

In which year did this business begin granting franchises?

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List any franchise or other trade associations of which the applicant or any overseas principal is a member (please identify which country).

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#### INDUSTRY CATEGORY

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accommodation                    | <input type="checkbox"/> Education                      | <input type="checkbox"/> Retail Food            |
| <input type="checkbox"/> Accounting and Finance           | <input type="checkbox"/> Insurance                      | <input type="checkbox"/> Retail Non-Food        |
| <input type="checkbox"/> Banking                          | <input type="checkbox"/> Legal                          | <input type="checkbox"/> Wholesaling            |
| <input type="checkbox"/> Communication Services           | <input type="checkbox"/> Manufacturing and Printing     | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Construction                     | <input type="checkbox"/> Personal and Other Services    |   |
| <input type="checkbox"/> Cultural and Recreation Services | <input type="checkbox"/> Property and Business Services |   |
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#### FRANCHISE INFORMATION (if any item is not applicable please indicate)

Names & Postal and Email Addresses of all existing franchisees in NZ  
*(Attach separate sheet if necessary)*

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Number of Franchisees

Number of Master Franchisees

Number of Company-Owned Outlets

Number of Joint Venture Franchisees

Average Turnover per Outlet

Average Number of Employees per Outlet

Do you have a Franchise Advisory Council or equivalent?

Yes  No

State initial franchise fee charged  
*(If the fee is variable, show formula or means by which the fee is determined)*

State what ongoing fees, payments and advertising levies are payable by the franchisee

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#### STATUTORY DECLARATION

"I/We \_\_\_\_\_ (full names) do hereby solemnly and sincerely declare under and by virtue of the Oaths and Declarations Act 1957 that I/We have been provided current, accurate and complete information in all respects in relation to this application for membership of the Franchise Association of New Zealand Inc (the Association). I/We confirm that I/We have been provided with and have read the Rules of the Association, the Franchising Code of Practice and the Code of Ethics. I/We confirm that I/We have understood all of those and I/We will comply with them while I/We remain a member of the Association. Further, on behalf of the Applicant I/We authorise any credit and/or reference checking and inquiry verifying the details of this application the Board of the Association may require. I/We confirm that I/We understand that membership may be suspended or terminated by the Association if I/We fail to comply with the Rules, the Code of Practice and the Code of Ethics or I/We are found to have made any false statements or misrepresentations in relation to this Application. I/We also confirm that I/We consent to all of the above enquiries being made to any third parties and in this regard I/We waive any rights that either the Applicant or I/We may have in terms of the Privacy Act 1993.

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Applicant/s or Director/s

Company

Title

Signature

Date

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#### PRIVACY POLICY

You consent to the collection and use of your personal information in this form by FANZ.

We collect your information primarily to process your membership application as well as to perform our services as FANZ. If you choose not to enter certain details we may not be able to process your application.

You have the right to ask for a copy of any personal information we hold about you and to ask for it to be corrected if you think it is wrong.

By filling in this form, you warrant you have read and understood the FANZ privacy policy and agree to be bound by it. The FANZ privacy policy is available at <https://www.franchiseassociation.org.nz/privacy-policy/>

From time to time, FANZ will communicate with you regarding FANZ, membership, events and other matters including communicating with you electronically, by email, phone or by text/sms. You agree to receive these messages and we will ensure an appropriate 'opt out' system is in place.

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| SUBSCRIPTION  |  |
|---|--|
| <b>MEMBERSHIP APPLICATION FEE</b>   | \$200.00 +GST                                |
| The Application Fee covers the cost of independent scrutineering fee. This fee is non-refundable.   |  |
| ANNUAL SUBSCRIPTION & COMPLIANCE FEE for FRANCHISOR MEMBERS   |  |
| 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. |  |
| Franchisors   | \$1,545.00 +GST                              |
| Multi Brand Franchisors   | \$465.00 +GST per additional brand per annum |

| PAYMENT DETAILS  |              |
|--|--------------|
| <p>The Annual Membership Subscription is payable upon acceptance as a member. You will be advised by email and your credit card will be debited for the first year's Annual Subscription.</p> <p>A new members pack will follow by post and the receipt will be enclosed.</p> <p>           Visa <input type="checkbox"/>    MasterCard <input type="checkbox"/>    Amount: <b>\$230.00</b> (incl. GST)         </p> <p>Card Number</p> <p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>             <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>             <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>             <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p> |              |
| Expiry Date  | Name on Card |
| Signature  | Date         |
| <p><b>Please submit the completed application and attachments to</b></p> <p>Franchise Association of New Zealand Inc<br/>           PO Box 33-676<br/>           Takapuna<br/>           Auckland 0740<br/>           Ph 09-274 2901<br/>           Email <a href="mailto:contact@franchise.org.nz">contact@franchise.org.nz</a></p> <p><b>What happens next?</b></p> <p>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.</p>  |              |