



## **Franchise Application Form**

Please complete this application form in as much detail as possible, using additional sheets if necessary.

Once the application form has been completed, please send, together with any appropriate support documentation and an accompanying cheque (which is non-refundable) made payable to Ford Motor Company Limited for the sum of £4000 + VAT to:

Manager, Market Representation & Business Management  
Market Representation Department, V Building,  
Ford of Britain  
Ford Motor Company Limited  
Arterial Road, Laindon,  
Essex  
SS15 6EE

**Please complete a separate application form for each site** and use additional sheets to provide appropriate details.

**All Franchise Applications are subject to contract.**

Name of Applicant	
Full Name of Operating Company and Trading Name (for Agreements)	
<i>Application applied for (please indicate)</i>	<i>Car Authorised Repairer</i> <input type="checkbox"/> <i>Car Sales</i> <input type="checkbox"/> <i>Ford Accident Repair Centre</i> <input type="checkbox"/> <i>Parts Supplier</i> <input type="checkbox"/> <i>Transit Centre (CV Sales &amp; CV Service)</i> <input type="checkbox"/> <i>Transit Service Dealer</i> <input type="checkbox"/>

Address of Site	
Telephone Number	
Fax Number	
E-mail Address for Customer Use	
Contact Person : Name Telephone Number E-mail Address	
Contact Address (if different)	
VAT Number	
Date of Application	

**A. Business Entity / Company:**

Existing/Current Business Start Date	
Trading Title of Applicant	
Company Registration number (if applicable)	
Confirm legal format of application (e.g. Sole Trader, Partnership, PLC, Limited Company)	
List the main trading activities of all Group Companies and or associated businesses	
List of shareholders and their % of total (over 5%) where applicable	

Which of the following current automotive activities are on site (circle all applicable)	Car Sales	Body Shop
	CV Sales	Rapid Repair
	Used Vehicle Sales	Parts Sales
	Car Service	CV Service
List any other Motor Manufacturer approved contracts		
Have you applied for a Franchise to Ford Motor Company before? If so, when (date) and where (country)		
Have any previous Ford contracts been terminated or not renewed? If yes, for what reason?		

## **B. Owner / Management**

Briefly list the experience of the Managing Director / Proprietor / Partners covering the positions held with dates, the company or organisation.	
<p>Has the Managing Director / Proprietor / Partner ever been:</p> <ul style="list-style-type: none"> <li>Ⓞ Disallowed from operating a business</li> <li>Ⓞ Disqualified from being a Director of a company</li> <li>Ⓞ Convicted of a criminal offence other than a motoring offence.</li> </ul> <p>Detail the name and position and members of the management team as appropriate to application.</p>	
If able could you supply an organisational chart.	
Has your company ever been subject to a County Court Judgement? If so give brief details	
Have any of your main shareholders been subject to either an administration or Receivership?	

### **C. Location**

Does the site and Applicant currently comply with all applicable local, national and European legal and regulatory requirements including, but not limited to:  <ul style="list-style-type: none"><li>Ⓢ Planning / Zoning Regulations</li><li>Ⓢ Environmental Regulations</li><li>Ⓢ Building Regulations</li><li>Ⓢ Fire Regulations</li><li>Ⓢ Health &amp; Safety Regulations</li><li>Ⓢ Insurance Requirements</li><li>Ⓢ Trading Permissions</li></ul>	
Is the site freehold or leasehold? If the site is leasehold please state the number of years remaining on your lease.	

### **D. Capacity**

Please provide the approx size of the overall site (sq.m)	
Please provide description and size (if appropriate) of the areas to be made available to Ford including the number of workshop bays.	
What are your current opening hours to your customers? (Monday - Friday, Saturday, Sunday).	

### **E. Staffing**

Please detail total number of staff employed on site.	
Please detail the number of technicians on site and the number to be dedicated to Ford.	
Do you have a warranty administrator for an authorised repairer site? If yes, what qualifications do they have?	

**F. Support Documentation:**

Please include a copy of your audited accounts for the last three years together with any other supporting documentation you wish to provide (list below):

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- ☺ •
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- ☺ •
- ☺ •

The information I have given within this application is correct and complete to the best of my knowledge and belief.

Signed: \_\_\_\_\_

For and on behalf of the Applicant

Position: \_\_\_\_\_

Date: \_\_\_\_\_