

## Franchise Application Form – Checklist

### Document Check List

Document Type	Enclosed	Notes
<b>Business Documents</b>		
Franchise Application Form		
VAT Certificate		
ICO Registration		
BVRLA Membership Certificate		
BVRLA Audit- most recent		
Latest set of Full Audited Accounts		
Latest Management figures		
Last 3 Months Bank Statements		
Business Plan (for company trading less than 18 mths)		
Performance Management System or Process		
Remuneration Policy		
Commission Structure		
Sample Contract for employed personnel		
Sample Contract for self employed personnel if applic		
Reference List		
Referee Request		
<b>Personal Documents – for each director/partner/sole trader/shareholder</b>		
Person 1 – Personal Information Form		
Person 1 - CV		
Person 1 - Driving Licence		
Person 1 - Residential Utility Bill dated within 30 days		
Person 1 - Passport		
Person 2 – Personal Information Form		
Person 2 - CV		
Person 2 - Driving Licence		
Person 2 - Residential Utility Bill dated within 30 days		
Person 2 - Passport		
Person 3 – Personal Information Form		
Person 3 - CV		
Person 3 - Driving Licence		
Person 3 - Residential Utility Bill dated within 30 days		
Person 3 - Passport		
Person 4 – Personal Information Form		
Person 4 - CV		
Person 4 - Driving Licence		
Person 4 - Residential Utility Bill dated within 30 days		
Person 4 - Passport		
Any Additional Info to support your application		