



**RUBISENERGY JAMAICA
LIMITED**

**DEALER
APPLICATION
FORM**



RUBIS



BRINGING ENERGY TO LIFE!



ULTRA **TEC**
Advanced Technology

DEALER APPLICATION INFORMATION

RUBiS Energy Jamaica Limited is seeking a new Dealer

You are required to enclose the following documents in an envelope:

- Completed application form
- Business Plan for the Retail Site
- Your Curriculum Vitae
- Commitment letter from lender(s) agreeing to fund the amount to be borrowed to finance the business or proof of own monies to finance the working capital requirements
- Current fiscal year-end financial statements for any privately held business in which you may have an interest. Please indicate percentage of ownership.
- TRN and recent photograph
 - Where a company is proposed to be the operating vehicle:
 - Company TRN
 - Certificate of Good Standing (of proposed company)
 - Certificate of Incorporation (of proposed company)
 - Particulars of Directors of proposed company filed at Companies Office
 - Name(s) and address(es) of executive officers.
 - Latest Annual Returns of proposed company filed at Companies Office

Where an individual using a trade name/partnership is proposed:

- Certificate of Registration of Business Name
- Name(s) and address(es) of sole trader or partner(s)
- Required signatures

Application processing

- A non-refundable application fee of \$10,000 must be paid via bank transfer to RUBiS. Please call our Retail department at 876-928-7305 for RUBiS banking details.
- Include a copy of the bank transfer payment receipt with the completed application.
- Late or incomplete applications will not be processed

Envelopes should be addressed as follows:

“SERVICE STATION APPLICATION”
Att: Retail Manager
RUBiS Energy Jamaica,
236 Windward Road,
Kingston 2

- Read the information at the end of this application carefully and be sure you understand and agree to what is stipulated and sign where indicated.

CONTENTS OF DEALER APPLICATION

Section 1: General Information

Section 2: Personal Information

Section 3: Education

Section 4: References

Section 5: Retail Work and Business Experience

Section 6: Business Finance

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Section 8: Business Operations

Section 9: Other Information

Section 10: Understandings & Agreements

DEALER APPLICATION

GENERAL INFORMATION (Attach additional information as necessary)

Service Station Name:

Location:

Address: _____

City: _____

Country _____

Miles/Kilometres from your residence _____ (surface street distance)

Are you well known in the general vicinity of this facility? Yes No

How did you find out about the retail outlet for which you are applying?

Besides your employment, what other business interests and involvement do you have?

How much time do you generally spend on these business interests?

Are you a member or do you intend on becoming a member of any local community organizations or trade groups? Please give details:

To what extent will your family be involved in the business?

PERSONAL INFORMATION (Attach additional information as necessary)

Name of all applicant/s (in full): _____

Please list any other names that you have been known by (including nicknames, other married names, and maiden names):

Date of Birth: _____ National Registration ID No: _____

Driver's License No: _____

Marital Status: _____

No. of dependents: _____

Are you a permanent Jamaican resident?

Residential Address: _____

Business Address: _____

Home Telephone no: _____

Business Telephone no: _____ Mobile No: _____

Fax No: _____

E-mail: _____

Previous residential addresses for the past ten (10) years:

Have you ever been declared bankrupt?

Yes No

If yes, please provide full details

Is there any litigation, current or pending against you or a company of which you are or have been a director or officer?

Yes No

If you have entered yes to any of the above, please give details.

Have you ever been convicted of any offence other than minor traffic offences?

Yes No

If yes, please provide details.

Will you operate the business yourself or do you plan to be an investor only?

How many hours do you expect to work in your business?

EDUCATION

	Place and Name	Highest Level Achieved	Area of Study
High School			
College/Business or Trade School			
University			

Do you have any training in sales, management or retailing? If yes please describe.

REFERENCES

Please give details of two business references and two character references that RUBiS Energy Jamaica Limited can contact for further information related to your application.

Business

1. Name: _____

Occupation: _____

Title/Company: _____

Address: _____

Phone No: _____

2. Name: _____

Occupation: _____

Title/Company: _____

Address: _____

Phone No: _____

Character

1. Name: _____

Occupation: _____

Title/Company: _____

Address: _____

Phone No: _____

2. Name: _____

Occupation: _____

Title/Company: _____

Address: _____

Phone No: _____

RETAIL, WORK AND BUSINESS EXPERIENCE

Please detail your retail, work and business experience giving exact names, addresses and duties. **Please list your most recent experience first.** If you require more room, please attach additional information to this application.

From/To:	Position:	Company:	Type of Business:
Address:		Name of supervisor:	Reason Left:

Responsibilities

From/To:	Position:	Company:	Type of Business:
Address:		Name of supervisor:	Reason Left:

Responsibilities

From/To:	Position:	Company:	Type of Business:
Address:		Name of supervisor:	Reason Left:

Responsibilities

From/To:	Position:	Company:	Type of Business:
Address:		Name of supervisor:	Reason Left:

Responsibilities

BUSINESS FINANCE

As we will be entering into a business relationship, RUBiS requires detailed information on your financial position. 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)	\$
Bonuses, commissions	\$
Dividends, interest	\$
Rental income from fixed property	\$
Business Profit	\$
Other income (specify)	\$
TOTAL INCOME	\$

PERSONAL ASSETS AND LIABILITIES

This statement is a summary of your personal financial position as of the date of completing this application. RUBiS requires full disclosure of this information.

ASSETS:

(1) Cash at Hand and in Bank:

Name of institution	Address	Amount
		\$
		\$
		\$
		\$
		\$
	TOTAL (1)	\$

(2) Shares/Bonds:

Share	Description	Pledged Yes/No	Current Market Value
			\$
			\$
			\$
			\$
			\$
TOTAL (2)			\$

(3) Accounts & Loans Receivable:

Debtor	Type of Debt	Maturity Date	Monthly payment	Present Balance
				\$
				\$
				\$
				\$
				\$
TOTAL (3)				\$

(4) & (5) Fixed Property:

Address & Description Property include Title details (Title Deed/Volume, Folio Number)	Titles in Name(s) of	Monthly Payments	Current Market Value (4)	Current Bond Payment/s (5)	Net Value
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
TOTALS (4) (5)					

SUMMARY OF PERSONAL STATEMENT OF ASSETS & LIABILITIES

This is a summary of the assets and liabilities listed on the previous page.

ASSETS			LIABILITIES		
Cash on hand & in Bank	(1)	\$	Accounts, Notes & Loans Payable	(7)	\$
Shares/Bonds	(2)	\$	Bond Repayments	(5)	\$
Accounts & Loans Receivable	(3)	\$	Other Debts or Obligations	(8)	\$
Fixed Property	(4)	\$			
Other Assets	(6)	\$			
TOTAL ASSETS			TOTAL LIABILITIES		

NET WORTH = ASSETS – LIABILITIES = \$

FINANCING OF THE BUSINESS

How do you propose to finance the total working capital of the retail outlet? For proposed loans, specify the amount and type of loan as well as interest rates and the financier. If assets are to be disposed of or utilised in the business, please specify.

Please tick the type of ownership structure you plan to use for your business. Limited Liability Company(if already incorporated, attach Certificate of Good Standing.)

- Joint Venture -
- Partnership -
- Sole Trader -
- Other -

For other than Sole Traders, application forms will need to be completed by all interested parties within the proposed business.

For other than Sole Traders, you are required to disclose the proposed financial and operational involvement. Attach details.

Will the business carry a registered business name, if a partnership or sole trader?

Yes No Please specify name.

BUSINESS OPERATION

What experience do you have working in a retail environment?

Please describe your personal reasons and business objectives behind applying for a RUBiS Retail outlet:

What annual salary do you personally expect to generate from the business?

Please tick - **Yes or No**

Do you have experience in working with computers?

Yes No

If so, what computer applications are you familiar with? (e.g. Excel, Word, Office, accounting packages etc.)

Will you have access to the Internet on site?

Yes [] No []

Have you had any business experience in the following areas? If YES, please explain

Handling Cash:

Yes [] No []

Staff Recruitment:

Yes [] No []

Staff Management:

Yes [] No []

Staff training:

Yes [] No []

Inventory Management:

Yes [] No []

Working Weekends/nights:

Yes [] No []

Financial/Business Management: Yes [] No []

How would you describe your philosophy of customer service?

OTHER INFORMATION

PLEASE INDICATE WHY YOU WOULD BE A SUCCESSFUL RUBiS DEALER

Understandings and Agreements

Accuracy of Application

I verify that the information I provide in this application is true and complete and is based solely on my judgment alone. I understand that false or incomplete information in this application will be ground for disqualification. I further understand that false or incomplete information in this application will be ground for termination of any Dealer Agreements that I may subsequently enter into with RUBiS as a result of this application.

Background Information

I understand that RUBiS or its representatives may confirm information in this application and assess my qualifications to become a RUBiS Dealer 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, school, police and court records). I further understand that failing to cooperate fully with the review of my background and qualifications by RUBiS will be grounds for disqualification. I authorize RUBiS or its representatives to obtain information about me from my previous employers, schools, references and others. I authorize my previous employers, schools that I have attended, all references and others to disclose to RUBiS or its representatives such information about me as RUBiS or its representatives may request, personal or other. I release all parties from any liability to me in connection with furnishing this information to RUBiS and all information (including but not limited to credit) may be shared by and among **RUBiS**, its parent corporation, RUBiS and the subsidiaries and affiliates of each of them.

Acknowledgement

I acknowledge that there will be no obligation on the part of, or commitment by the Company to appoint me as a Dealer for this location or any other location, until such time as a formal agreement is signed by both me and on behalf of the Company. 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 the Company for any such expense or loss.

I particularly acknowledge that I am aware that the Company is not responsible for any loss of salary or wages suffered by me during negotiations or attendance at the Company's training courses and that payments made by the Company in respect of the period of training are made as a contribution towards my expenses at the sole discretion of the Company and in no way binds the Company to meet any further expenditure.

Dealer Training Program

I am aware that to qualify to become a RUBiS Dealer, I must complete the RUBiS Retailer Training Program.

No Breach of Obligations to Others

I represent and warrant to RUBiS that I am free to submit this application and, if it is approved by RUBiS, for me to become a RUBiS Dealer. I would not be breaching any contract or other binding obligation I may have with another party.

Arbitration

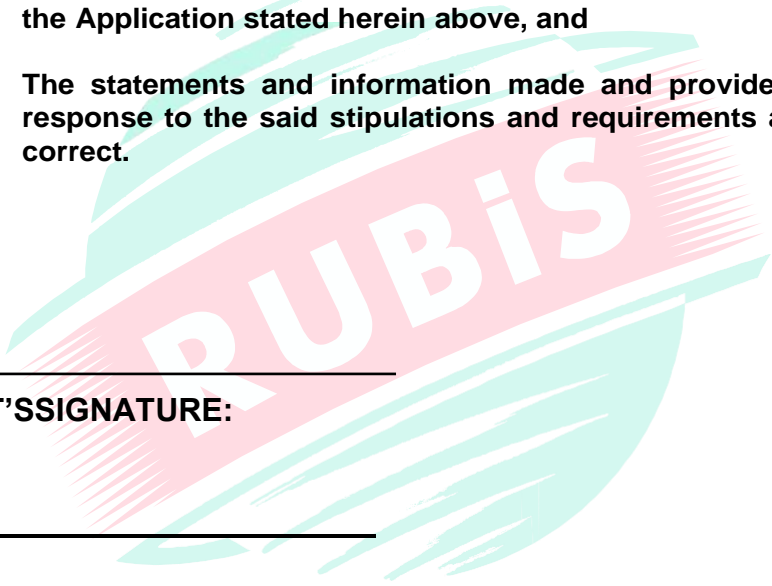
Any claim or controversy between RUBiS and me arising out of, or relating to this application, shall be finally decided by arbitration. The award rendered by the arbitrator shall be final and judgment may be entered upon it by any court having jurisdiction. The arbitration location shall be the location specified in the arbitration provision of the Dealer agreements that the applicant is applying to assume or enter into with RUBiS.

I, the undersigned Applicant, by my signature below, hereby acknowledge that:

- 1. I have read and understood the stipulations and requirements of the Application stated herein above, and**
- 2. The statements and information made and provided by me in response to the said stipulations and requirements are true and correct.**

APPLICANT'S SIGNATURE:

DATE: _____





RUBIS ENERGY JAMAICA LIMITED

Service Station Dealer Business Plan Guidelines

Areas to be covered in the business plan

o **Vision Statement**

This is a statement about what you want to become and what you want to achieve.

o **Business Structure**

Outline business structure of your organization.

o **Financial Plan**

This section is regarded as the most important part of the business plan.

The starting point for this section is provision of a projected financial plan. This would normally include volumes broken down by product categories. It would also identify the financial results of this performance expressed using the balance sheet and profit and loss accounts.

The section would next outline the results you expect to see when you implement your business plan. Therefore you would need to project volumes as well as budgets for income and expenditure.

o **Marketing Plan**

A plan outlining your marketing strategies and details of initiatives to grow the business over the next three years.

o **SWOT analysis (Strengths , Weakness , Opportunity , Threats)**

Identify the perceived strengths, weaknesses, opportunities and threats of the business.

o **Porter's Five forces**

Petroleum retail market analysis.

o **Operations Plan**

Prepare a plan to outline in detail how you intend to organize the operations of this business.

o Define model and indicate how you plan to finance the business

RUBIS

Kingston & St. Andrew

DEANERY ROAD	77 Deanery Road, Kingston 3	938-0821
EASTWOOD PARK ROAD	7 Eastwood Park Road, Kingston 10	754-6471
GORE TERRACE	62 Constant Spring Road, Kingston 10	941-3562
HAGLEY PARK ROAD	53 Hagley Park Road, Kingston 10	908-6865
HALF WAY TREE ROAD	81-85 Half Way Tree Road, Kingston 10	968-2247
HAVENDALE	1 Border Avenue, Kingston 19	924-2315
LIGUANEA	138 Old Hope Road, Kingston 6	702-2448 / 977-7041
MANOR PARK	211 Constant Spring Road, Kingston 8	941-8454
OLD HOPE ROAD	94 Old Hope Road, Kingston 6	978-5084
RED HILLS ROAD	113 1/4 Red Hills Road, Kingston	941-0133
SPANISH TOWN ROAD	126 1/2 Spanish Town Road, Kingston 11	901-4847 / 923-6274
UPPER WATERLOO ROAD	33 Upper Waterloo Road, Kingston 8	969-7881
WASHINGTON BOULEVARD	301 Washington Boulevard, Kingston 19	941-0548 / 941-0790
WATER LANE	102-112 Water Lane, Kingston 15	967-0244 / 922-5195
WINDWARD ROAD	86 Windward Road, Camperdown, Kingston 2	930-1219

Manchester

CHRISTIANA	Struan Castle, Christiana, Manchester	964-7291
MANDEVILLE CALEDONIA AVENUE	5 Caledonia Avenue, Mandeville, Manchester	962-2615
MANDEVILLE 25 MAIN STREET	25 Main Street, Mandeville, Manchester	962-3200
MANDEVILLE 59 MAIN STREET	59 Main Street, Mandeville, Manchester	962-7254
SPALDINGS	Spaldings, Clarendon	964-0724

St. Catherine

BOG WALK	Main Street, Bog Walk, St Catherine	708-2086
BRIDGEHOUSE	1 Barnett Street, Spanish Town, St Catherine	907-3846 / 907-3215
EWARTON	2A Recreation Drive, Ewarton, St Catherine	705-7384
INDEPENDENCE CITY	Lot 18 Independence City, Gregory Park, St Catherine	998-1878
19 NAGGO HEAD	Congreave Park Pen, Naggo Head Port Henderson, St Catherine	988-3807 / 708-8335
OLD HARBOUR	16 West Street, Old Harbour, St Catherine	983-2220 / 983-6618
OLD HARBOUR ROAD	84 Old Harbour Road, Old Harbour, St Catherine	943-4188

St. Ann

BROWN'S TOWN	Main Street, Huntley, Brown's Town, St Ann	975-2382
OCHO RIOS	Dacosta Drive, Ocho Rios, St Ann	974-5340 / 974-8101
RUNAWAY BAY	Cardif Hall, Runaway Bay, St Ann	973-7485
ST. ANN'S BAY	Main Street, St Ann's Bay, St Ann	972-2583

St. Thomas

MORANT BAY	12 Church Street, Morant Bay, St Thomas	982-2315
PORT MORANT	Stokesfield, Port Morant, St Thomas	982-8013

Trelawny

FALMOUTH	Corner of Thorpe & Upper Harbour Streets, Falmouth, Trelawny	617-5563
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St. James

CORAL GARDENS	Lot 686 Rose Hall Main Road, Coral Gardens	
	Montego Bay, St James	953-8844 / 953-2205
HOWARD COOKE	686 Half Moon Crescent, Howard Cooke Boulevard, Montego Bay, St. James	940-7300
ST. JAMES STREET WESTGATE	St James Street, Montego Bay, St James 9716039 Main Road, Catherine Hall Estate, Montego Bay, St James	971-1301

St. Mary

AGUALTA VALE	Junction Road, Aqualta Vale, St Mary	996-9842
PORT MARIA	Main Street, Port Maria, St Mary	994-2500
ORACABESSA	Gibraltar, Oracabessa, St Mary	726-4263
PORT ANTONIO	7 Harbour Street, Port Antonio, Portland	993-3353 / 993-2756
Clarendon		
FOUR PATHS	Four Paths, Clarendon	987-0818
MAY PEN	57 Main Street, May Pen, Clarendon	786-3887

St. Elizabeth

BALACLAVA	Balaclava, St Elizabeth	963-2241
JUNCTION	Junction, St Elizabeth	965-8863
SANTA CRUZ	107 Main Street, Santa Cruz, St Elizabeth	966-4733

Westmoreland

NEGRIL	Nompariel Road, Negril, Westmoreland	957-4945
SAVANNA-LA-MAR	128 Great George Street, Sav-La-Mar, Westmoreland	955-4967
SEAFORD TOWN	Seaford Town, Lambs River, Westmoreland	957-2992

Hanover

HOPEWELL	Orchard, Lot 2, Hopewell, Hanover	956-5192
LUCEA	Church Street, Lucea, Hanover	956-2906 / 956-2907

LOCATIONS



ULTRA TEC
Advanced Fuel Technology



rubisenergyjamaica.com

RUBiS



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