



Rubis Energy
Jamaica Limited



DEALER APPLICATION FORM

DEALER APPLICATION INFORMATION

RUBiS Energy Jamaica Limited is seeking a new dealer

You are required submit the following:

- ☐ Completed application form
- ☐ Curriculum Vitae
- ☐ Current fiscal year-end financial statements for any privately-held business in which you may have an interest, indicating your percentage of ownership
- ☐ TRN and recent photograph

Where a company is proposed to be the operating vehicle:

- ☐ Company's TRN
- ☐ Certificate of Good Standing (issued by the Companies Office)
- ☐ Certificate of Incorporation
- ☐ Particulars of Directors/Notice of Appointment of Directors (Form 23) of proposed company filed at Companies Office
- ☐ Name(s) and address(es) of executive officers
- ☐ Latest Annual Returns filed at Companies Office

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

- ☐ Certificate of Registration of Business Name
- ☐ TRN
- ☐ Required signature(s)

If submitting hard copies, envelope should be addressed as follows:

"SERVICE STATION APPLICATION"

RUBiS Energy Jamaica Limited

236 Windward Road,

Kingston 2

Att: The Retail Manager

Or Email to: rubisjamaicaretail@rubis-caribbean.com

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

CONTENTS OF DEALER APPLICATION

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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 Service Station? ☐ Yes ☐ No

How did you find out about the retail site 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? If so, 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 ID No:

Driver's Licence 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 address(es) for the past ten (10) years:

GENERAL INFORMATION (Attach additional information as necessary)

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 answered yes to either of the questions 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 personally operate the business 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 retail? If yes please specify.

[illegible]

REFERENCES

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

Business

1. Name: _____
Occupation: _____
Title/Company: _____
Address: _____
Phone No: _____

2. Name: _____
Occupation: _____
Title/Company: _____
Address: _____
Phone No: _____

Character

3. Name: _____
Occupation: _____
Title/Company: _____
Address: _____
Phone No: _____

4. 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 an additional information sheet to this application.

From	To	Position	Company	Type of Business
Address			Name of Supervisor	Reason for leaving

Responsibilities:

From	To	Position	Company	Type of Business
Address			Name of Supervisor	Reason for leaving

Responsibilities:

RETAIL, WORK AND BUSINESS EXPERIENCE

From	To	Position	Company	Type of Business
Address			Name of Supervisor	Reason for leaving

Responsibilities:

From	To	Position	Company	Type of Business
Address			Name of Supervisor	Reason for leaving

Responsibilities:

BUSINESS FINANCE

As we will be entering into a business relationship, RUBiS requires detailed information on your financial position. Please detail your personal financial affairs so that we can evaluate your application.

INCOME STATEMENT

(a) 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	\$

(b) 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

(c) (1) Cash in hand and in bank or other financial institution(s):

Name of Institution	Address	Amount
		\$
		\$
		\$
		\$
		\$
		\$
Total (1)		\$

(2) Shares/Bonds

Shares/Bonds	Description	Pledge Yes/No	Current Market Value
			\$
			\$
			\$
			\$
			\$
Total (2)			\$

(3) Accounts & Loans Receivable

Debtor	Type of Debt	Maturity Date	Monthly Payments	Present Balance
				\$
				\$
				\$
				\$
				\$
Total (3)				\$

(4) & (5) Fixed Property

Address & Description Property (include Title details)	Titles in Name(s) of	Monthly Payments	Current Market Value (4)	Current Bond Payment(s) (5)	Net Value
				\$	
				\$	
				\$	
				\$	
				\$	
Total (4) (5)					

(6) Other Assets

Eg : Controlling shares or options in other entities, cash value of life insurance, motor vehicles and other personal property etc.	
Description	Current Fair Market Value
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total (6)	\$

LIABILITIES

(7) Accounts, Notes & Loans Payable:

Lender	Type of Debt	Final Payment Date	Original Value/Loan Value	Monthly payment	Present Balance
					\$
					\$
					\$
					\$
					\$
Total					\$

(8) Other Debts and Obligations

Eg : Insurance loans, maintenance, leases, contracts, legal, claims, judgments, taxes, etc. Details of securities should be listed below.		
Creditor	Description	Amount
		\$
		\$
		\$
Total (8)		\$

Does any other person have any interest in any of the above assets? If yes, please identify that person and detail their interest.

SUMMARY OF PERSONAL STATEMENT OF ASSETS & LIABILITIES

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

Assests			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	(5)	\$			
TOTAL ASSESTS			TOTAL LIABILITIES		
NET WORTH = ASSESTS - LIABILTIES = \$					

FINANCING OF THE BUSINESS

How do you propose to finance the total working capital of the retail site? 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 utilized in the business, please specify.

Please tick the type of ownership structure you plan to use for your business. If a Limited Liability company, already incorporated, attach Certificate of Good Standing.

Joint Venture ☐

Partnership ☐

Sole Trader ☐

Other ☐

Application forms to be completed by all interested parties within the proposed business other than sole traders.

Applicants other than sole traders, 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 (e.g. Excel, Word, Office, accounting packages etc.) are you familiar with?

BUSINESS OPERATION

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

BUSINESS OPERATION

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. I understand that provision of false or incomplete information in this application will be ground for disqualification. I further understand that provision of false or incomplete information in this application will be ground for termination of any dealer agreement into which I may subsequently enter 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, referees and others. I authorize my previous employers, schools that I have attended, referees 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, 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 RUBiS. 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 RUBiS for any such expense or loss. I particularly acknowledge that I am aware that RUBiS is not responsible for any loss of salary or wages suffered by me during negotiations or attendance at RUBiS training courses and that payments made by me in respect of the period of training are made as a contribution towards my expenses at my sole discretion, and in no way binds RUBiS to meet any further expenditure.

UNDERSTANDINGS AND AGREEMENTS

Dealer Training Program

I am aware that to qualify to become a RUBiS dealer, I must complete the RUBiS Dealer 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 made and information provided by me in response to the said stipulations and requirements are true and correct.**

APPLICANT'S SIGNATURE

DATE



SERVICE STATION DEALER BUSINESS PLAN GUIDELINES

Areas to be covered in the business plan

▷ Vision Statement

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

▷ Business Structure

Outline business structure of your organization.

▷ 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.

▷ Marketing Plan

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

▷ SWOT analysis (Strengths , Weakness , Opportunity , Threats)

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

▷ Porter's Five forces

Petroleum retail market analysis.

▷ Operations Plan

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

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

RUBiS

Kingston & St. Andrew

RUBiS DEANERY ROAD

77 Deanery Road, Kingston 3
876-938-0821

RUBiS EASTWOOD PARK ROAD

7 Eastwood Park Road, Kingston 10
876-908-4920

RUBiS GORE TERRACE

62 Constant Spring Road, Kingston 10
876-941-3562

RUBiS HAGLEY PARK ROAD

53 Hagley Park Road, Kingston 10
876-908-6865

RUBiS HALF WAY TREE

81-85 Half Way Tree Road, Kingston 10
876-968-2247

RUBiS HARBOUR STREET

96-100 Harbour Street, Kingston
876-922-3808

RUBiS HAVENDALE

1 Border Avenue, Kingston 19
876-941-1038

RUBiS LIGUANEA

138 Old Hope Road, Kingston 6
876-702-2448/977-7041

RUBiS MANOR PARK

211 Constant Spring Road, Kingston 8
876-941-8454

RUBiS OLD HOPE ROAD

94 Old Hope Road, Kingston 6
876-978-5084

RUBiS RED HILLS ROAD

113 1/4 Red Hills Road, Kingston 19
876-941-0133

RUBiS SPANISH TOWN ROAD

146 1/2 Spanish Town Road,
Kingston 11
876-901-4847/923-6274

RUBiS UPPER WATERLOO ROAD

33 Upper Waterloo Road, Kingston 8
876-969-7881

RUBiS WASHINGTON BOULEVARD

301 Washington Boulevard, Kingston 19
876-941-0548/0790

RUBiS WATER LANE

112 Water Lane, Kingston 15
876-967-0244/922-5195

RUBiS WINDWARD ROAD

86 Windward Road, Kingston 2
876-930-1219

Manchester

RUBiS CALEDONIA

5 Caledonia Avenue, Mandeville, Man-
chester
876-962-2615

RUBiS CHRISTIANA

Straun Castle, Christiana, Manchester
876-964-7291

RUBiS 25 MAIN STREET

Mandeville, Manchester
876-962-3200

RUBiS 59 MAIN STREET

Mandeville, Manchester
876-962-2754

St. Catherine

RUBiS BOG WALK

Main Street, Bog Walk, St. Catherine
876-708-2086

RUBiS BRIDGHOUSE

1 Barnett Street, Spanish Town,
St. Catherine
876-907-3846/3215

RUBiS INDEPENDENCE CITY

Lot 18 Independence City, Gregory Park,
St. Catherine
876-998-1878

RUBiS NAGGO HEAD

Congreve Park Pen, Naggo Head,
Port Henderson, St. Catherine
876-988-3807/708-8335

RUBiS OLD HARBOUR

16 West Street, Old Harbour,
St. Catherine
876-983-2220/6618

RUBiS OLD HARBOUR ROAD

84 Old Harbour Road, Old Harbour,
St. Catherine
876-943-4188

St. Thomas

RUBiS MORANT BAY

12 Church Street, Morant Bay, St. Thomas
876-982-2315

RUBiS PORT MORANT

Stokesfield, Port Morant, St. Thomas
876-982-8013

Portland

RUBiS PORT ANTONIO

7 Harbour Street, Port Antonio, Portland
876-993-3353/993-2756

Clarendon

RUBiS FOUR PATHS

Four Paths, Clarendon
876-987-0818

RUBiS MAY PEN

57 Main Street, May Pen, Clarendon
876-786-3887

RUBiS SPALDINGS

Spaldings, Clarendon
876-964-0724

St. Ann

RUBiS BROWNS TOWN

Main Street, Huntley, Brown's Town,
St. Ann
876-975-2382

RUBiS OCHO RIOS

DaCosta Drive, Ocho Rios, St. Ann
876-974-5340/8101

RUBiS RUNAWAY BAY

Cardiff Hall, Runaway Bay, St. Ann
876-973-7485

RUBiS ST. ANN'S BAY

Main Street, St. Ann's Bay, St. Ann
876-972-2583

St. Elizabeth

RUBiS BALACLAVA

Balacava, St Elizabeth
876-963-2241

RUBiS JUNCTION

Junction, St. Elizabeth
876-965-8863

RUBiS SANTA CRUZ

107 Main Street, Santa Cruz, St.
Elizabeth
876-966-4733

Hanover

RUBiS HOPEWELL

Orchard, Lot 2, Hopewell, Hanover
876-956-5192

RUBiS LUCEA

Church Street, Lucea, Hanover
876-956-2906/2907

Trelawny

RUBiS FALMOUTH

Corner of Thorpe & Upper Harbour Streets,
Falmouth, Trelawny
876-617-3421

Westmoreland

RUBiS NEGRIL

Nompariel Road, Negril
Westmoreland
876-957-4945

RUBiS SAVANNA-LA-MAR

128 Great George Street, Savanna-La-Mar,
Westmoreland
876-955-4967

RUBiS SEAFORD TOWN

Seaford Town, Lambs River,
Westmoreland
876-957-2992

St. James

RUBiS CORAL GARDENS

Lot 686 Rose Hall Main Road,
Coral Gardens, Montego Bay,
St. James
876-953-8844/2205

RUBiS HOWARD COOKE

686 Half Moon Crescent,
Howard Cooke Boulevard,
Montego Bay, St. James
876-940-7300

RUBiS ST JAMES STREET

St. James Street, Montego Bay,
St. James
876-971-6039

RUBiS WESTGATE

Main Road, Catherine Hall Estate,
Montego Bay, St. James
876-971-1301

St. Mary

RUBiS AGUALTA VALE

Junction Road, Agualta Vale, St. Mary
876-996-9842

RUBiS ORACABESSA

Gibraltar, Oracabessa, St. Mary
876-726-4263

RUBiS PORT MARIA

Main Street, Port Maria, St. Mary
876-994-2500

Ultra Tec Fuels Available Exclusively at RUBiS

Ultra Tec ULSD
available at all RUBiS
stations highlighted
in green

RUBiS Energy Jamaica Limited

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www.rubisenergyjamaica.com



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