



FRANCHISE SUPPORT SERVICE MEMBERSHIP APPLICATION FORM

Please answer all questions in full; incomplete applications cannot be processed.
(attach schedules if additional space is required)

SECTION 1 - Applicant, Principals and Affiliates

1. Full Legal Name of Applicant: _____

Corporation

Partnership

Sole Proprietorship

2. Trade Name: _____
(If the applicant operates under more than one trade name, a separate application is required for each trade name)

3. Head Office Address:

	Number	Street	Suite
City (____)	Province / State (____)	Postal / Zip Code (____)	Country
Phone (____) (____) _____	Fax (____) _____	Email _____	Website _____

4. Principal(s) of Applicant: (List the names of ALL major shareholders, directors, general partners and officers of the applicant who will have day to day management responsibilities. Major shareholders are considered to be those owning more than 10% of the voting shares. If a principal has multiple capacities, e.g. director and president or shareholder, indicate all capacities.)

Name	Title (e.g. Director, President, VP, CFO, Partner, Shareholder, etc.)
Name	Title
Name	Title
Name	Title
Name	Title

5. Official Designee to CFA: (List the name of the person who will be the official liaison between the applicant and the CFA)

Name	Title		
Relationship to the applicant (if not one of the principals listed above)			
Number	Street	Suite	
City (____)	Province / State (____)	Postal / Zip Code (____)	Country
Phone (____) (____) _____	Fax (____) _____	Email _____	

6. Has the applicant ever applied for CFA membership before? No Yes If yes, date: _____

7. Current and past involvement of applicant in franchise systems, if any:

8. Current and past involvement of principal(s) and official designee in franchise systems, if any:

Name of principal/official designee	Trade name of franchise system	Nature of involvement
Name of principal/official designee	Trade name of franchise system	Nature of involvement
Name of principal/official designee	Trade name of franchise system	Nature of involvement
Name of principal/official designee	Trade name of franchise system	Nature of involvement

Name of principal/official designee	Trade name of franchise system	Nature of involvement
Name of principal/official designee	Trade name of franchise system	Nature of involvement

9. **Affiliates of Applicant:**

Full legal name of affiliate	Relationship to the applicant (e.g. parent or subsidiary)
Business of affiliate (e.g. trade-mark owner, holding company, public company)	
Full legal name of affiliate	Relationship to the applicant
Business of affiliate	

SECTION 2 - Applicant's Business and History

10. Please describe the nature and history of the applicant's business. Please include sales/promotional material if applicable.

11. Date when the applicant began operation: _____
12. Date when the applicant began providing products or services to the franchise industry: _____
13. Date when the applicant's franchise group, if any, was established: _____
14. Number of people who devote at least 50% of their time to franchising: _____
15. Current number of offices/branches according to Province:

Province	#	Province	#	Province	#
AB		NF		PE	
BC		NB		QC	
MB		NS		SK	
ON					

SECTION 3 - Legal Matters

16. Is the applicant registered or licensed in any jurisdiction to deal with the public in any capacity?
 Yes No
17. Has the applicant been refused registration or any licence, or has any registration or licence been suspended or canceled, or is the applicant operating without any necessary registration or licence, in any jurisdiction? Yes No
18. Has the applicant, or any predecessor of the applicant, or any major shareholder (10% or more), director, officer or general partner of the applicant having day to day management responsibilities:
- a) been involved with any franchise system which has failed in the past or had any registration or licence in any jurisdiction suspended or canceled? Yes No
- b) been adjudged or voluntarily become bankrupt; reorganized due to insolvency; taken the benefit of any statute for the relief of bankrupt or insolvent debtors; or become subject to any pending bankruptcy, insolvency or reorganization proceeding? Yes No

28. Would you be interested in becoming involved in any of the following CFA Committee(s)?
 _____ Legal/Legislative Committee _____ Regional Council
 _____ FSS Committee _____ Convention Committee

SECTION 6 - Authorization, Declaration and Acknowledgment

By my signature below:

- a) I represent and warrant to the CFA that I have authority to act on behalf of the applicant.
- b) I declare that the information given on or pursuant to this application is true and complete and not misleading in any way.
- c) On behalf of the applicant, I authorize the CFA to make enquiry of such persons and organizations, including any credit reporting agency, bank, credit grantor or any other party with which the applicant has business or financial relations, including the applicant's references, as the CFA considers reasonably necessary to obtain credit and other information regarding the applicant and the applicant's principals.
- d) I confirm, on behalf of the applicant, that the applicant has read and understood, and endorses and subscribes to, the CFA Code of Ethics. I acknowledge, on behalf of the applicant, that any failure of a CFA member to comply with the Code of Ethics may result in suspension of membership privileges or in termination of membership without refund of dues paid.

 Signature of Authorized Signing Officer

 Name (Please print)

 Title

 Date

 Name of person completing this form (if different from person who signs)

CHECKLIST OF DOCUMENTS NECESSARY FOR COMPLETED APPLICATION
 (Note: Incomplete applications cannot be processed -
 please ensure that you have enclosed all of the following documents)

- Completed and signed application form
- Current marketing/sales brochure
- Current-dated cheque payable to CFA for first year's dues

All documents must be received at least ten (10) days prior to a meeting of the CFA's FSS Committee or the application will be deferred to the following meeting.

2011 - 2012 MEMBERSHIP DUES STRUCTURE

Please check the appropriate membership category for your company

FRANCHISE SYSTEM MEMBER CATEGORY

Franchise System membership is for companies who are offering franchises in Canada or who are planning to offer franchises in the next 12 months.

Total Canadian Units Corporate & Franchised		Annual Dues	Total Canadian Units Corporate & Franchised		Annual Dues
<input type="radio"/>	0-4	\$ 850	<input type="radio"/>	76-100	\$ 3,475
<input type="radio"/>	5-15	\$ 1,100	<input type="radio"/>	101-125	\$ 3,750
<input type="radio"/>	16-30	\$ 1,400	<input type="radio"/>	126-150	\$ 4,150
<input type="radio"/>	31-50	\$ 2,050	<input type="radio"/>	151+	\$ 4,425
<input type="radio"/>	51-75	\$ 3,050			

FRANCHISE SUPPORT SERVICE (FSS) MEMBER CATEGORY

Franchise Support Service (FSS) membership is for a person or company engaged in providing products or services to franchise systems. FSS members that operate other Support Service organizations under the same corporate ownership or operate under different brands within the common ownership may apply for affiliate membership for those organizations or brands.

<input type="radio"/>	FSS Member	\$ 1,975
<input type="radio"/>	FSS Affiliate Member	\$ 494

DECLARATION & ACKNOWLEDGEMENT

My signature below acknowledges, on behalf of my organization, that the information given above is true, that the organization I represent endorses and subscribes to the Canadian Franchise Association's Disclosure Document Guide and the CFA Code of Ethics and that any failure to do so may result in suspension of membership privileges or termination of membership without refund of dues paid.

Company Name: _____

Designated Representative: _____ Title: _____

Signature: _____ Date: _____

PAYMENT INFORMATION

ANNUAL DUES <i>(based on membership category above)</i>	\$
13% HST – Newfoundland, Nova Scotia, New Brunswick, PEI, Ontario, British Columbia 5% GST – Quebec, Manitoba, Saskatchewan, Alberta, Yukon, NWT, Nunavut <small>(GST/HST #R122972920)</small>	\$
TOTAL	\$

CHEQUE ATTACHED: CREDIT CARD: AMEX VISA MC

Card # _____ Exp. Date: _____

Cardholder Name: _____ Signature _____

The Canadian Franchise Association (CFA) is dedicated to encouraging and promoting excellence in franchising in Canada. Each member of the Association, by becoming a member and upon renewing its membership from time to time, agrees to abide by this Code of Ethics and to further the Association's goals in encouraging and promoting ethical franchising in Canada. Each member of the Association agrees to comply with the spirit of this Code of Ethics in its general course of conduct and in carrying out its general policies, standards, practices. The following are considered by the Association to be important elements of ethical franchising practices:

1. Franchise system and a franchise support services member should fully comply with Federal and Provincial laws, and with the policies of the Canadian Franchise Association.
2. A franchisor should provide prospective franchisees with full and accurate written disclosure of all material facts and information pertaining to the matters required to be disclosed in advance to prospective franchisees about the franchise system a reasonable time [at least fourteen (14) days] prior to the franchisee executing any binding agreement relating to the award of the franchise.
3. All matters material to the franchise relationship should be contained in one or more written agreements, which should clearly set forth the terms of the relationship and the respective rights and obligations of the parties.
4. A franchisor should select and accept only those franchisees who, upon reasonable investigation, appear to possess the basic skills, education, personal qualities and financial resources adequate to perform and fulfil the needs and requirements of the franchise. Franchise systems and franchise support services members of the Association should not discriminate based on race, colour, religion, national origin, disability, age, gender or any other factors prohibited by law.
5. A franchisor should provide reasonable guidance, training, support and supervision over the business activities of franchisees for the purposes of safeguarding the public interest and the ethical image of franchising, and of maintaining the integrity of the franchise system for the benefit of all parties having an interest in it.
6. Fairness should characterize all dealings between a franchisor and its franchisees. Where reasonably appropriate under the circumstances, a franchisor should give notice to its franchisees of any contractual default and grant the franchisee reasonable opportunity to remedy the default.
7. A franchisor and its franchisees should make reasonable efforts to resolve complaints, grievances and disputes with each other through fair and reasonable direct communication, and where reasonably appropriate under the circumstances, mediation or other alternative dispute resolution mechanisms.
8. A franchisor and a franchise support services member should encourage prospective franchisees to seek legal, financial and business advice prior to signing the franchise agreement.
9. A franchisor should encourage prospective franchisees to contact existing franchisees to gain a better understanding of the requirements and benefits of the franchise.
10. A franchisor should encourage open dialogue with franchisees through franchise advisory councils and other communication mechanisms. A franchisor should not prohibit a franchisee from forming, joining or participating in any franchisee association, or penalize a franchisee who does so.
11. A franchise support services member in providing products or services to a franchisor or franchisee should encourage the franchisees to comply with the spirit of this Code of Ethics. A franchise support services member should not offer or provide products or services if legislative or professional qualification is required to do so unless the franchise support services member has such qualification.