

Province	Corporate	Franchised	Province	Corporate	Franchised	Province	Corporate	Franchised
BC			ON			PEI		
AB			QC			NS		
SK			NB			NF		
MB								

Information below should be based on Canadian Operations. If it the information you are providing is based on US Operations, please check here. 0

12. Current number of people employed by the applicant and its affiliates _____
 Current number of people employed by franchises (including franchise owners) _____

13. Does your system have a formal Franchise Advisory Council in place? oYes oNo
 Does your system have a formal mediation process in place? oYes oNo

14. Current initial franchise fee: \$ _____ (Please report in CDN Dollars)
 Current royalty: _____ % of gross sales or \$ _____
 Current advertising contribution: _____ % of gross sales or
 \$ _____
 (use average if there are varying rates)

15. Number of new corporate units ____ and franchised units ____ in the past two (2) years

16. Closures: (List the total number of corporate units and franchised units which have been closed in the past two (2) years)

Number of Corporate units closed _____

Explanation: _____

Franchises which have been terminated or canceled by the Franchisor _____

Explanation: _____

Franchises which have not been renewed by the Franchisor _____

Explanation: _____

Franchises which have been reacquired by the Franchisor _____

Explanation: _____

Franchises which have otherwise left the system (indicate reasons below) _____

Explanation: _____

(If additional space is required for explanation, please attach a summary.)

SECTION 3 - References

17. Lawyer: _____

Firm name

Contact name _____ Phone Number _____

Address _____

18. Bank: _____

Bank name/branch name

Current Account Number

Contact name _____ (____) _____ (____) _____
 Phone Number Fax Number

Address _____

SECTION 4 - Introduction

19. a) How did the CFA come to your attention?

Advertisement in _____ Mailing from _____

Article in _____ Talking to _____

b) What benefits are most important to you in joining the CFA?

20. Would you be interested in becoming involved in any of the following CFA Committee(s)?

_____ Legal/Legislative Committee (Lawyers Only) _____ Convention Committee

_____ Membership Committee _____ Regional Council

SECTION 5 – Disclosure Information (summary)

21. **Principal(s) of Applicant:** (List the names of ALL principals, i.e. major shareholders, directors, general partners and officers of the applicant who will have day to day management responsibilities relating to the franchise. 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

22. **Involvement of principal(s) and official designee with previous or other current franchise system(s):**

Name of principal/official designee	Trade name of previous/other franchise system	Position
Name of principal/official designee	Trade name of previous/other franchise system	Position
Name of principal/official designee	Trade name of previous/other franchise system	Position
Name of principal/official designee	Trade name of previous/other franchise system	Position
Name of principal/official designee	Trade name of previous/other franchise system	Position
Name of principal/official designee	Trade name of previous/other franchise system	Position

23. **Affiliates of Applicant:**

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

24. **Gross Annual Sales** (for previous fiscal year - total sales of products and services): (Please report in CDN Dollars)

\$ _____ Total for corporate units	\$ _____ Total for franchised units
\$ _____ Average for corporate units	\$ _____ Average for franchised units

25. 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 related to the franchise:

- a) been involved with any franchise system which has failed in the past or had any registration or license in any jurisdiction suspended or canceled? oYes oNo
- 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? oYes oNo
- c) had any conviction for an indictable offence under the Criminal Code of Canada, arising within the last seven (7) years, which remains outstanding? oYes oNo

26. Is 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 related to the franchise, currently involved in any on-going material litigation relating to the franchise system named in Question 2 above or to any other current or previous franchise system, including but not limited to litigation with present or former franchisees? o Yes o No

If you answered "yes" to Questions 25 and/or 26, please provide details in an attached schedule.

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 the applicant's franchisees and any other party with which the applicant has business or financial relations, and any credit reporting agency, bank or credit grantor, 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 including CFA disclosure requirements. 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-dated cheque payable to CFA for first year's dues
- Complete list of the applicant's franchisees including addresses, phone and fax numbers
- Applicant's current franchise sales kit
- Applicant's current franchise application form
- Applicant's current franchise agreement
- Applicant's current Alberta, Ontario, New Brunswick or PEI disclosure documents or current FDD (US) (if applicable)
- For franchisors operating only in provinces without disclosure legislation please provide a document that meets CFA disclosure requirements as outlined in the Mandatory Disclosure Document for CFA Members.

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

If any of these documents are not forwarded to the CFA with this application, please explain why.

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 fulfill 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.