**PERSONAL DETAILS**

Please insert your most recent photograph here

Title: \_\_\_\_\_\_ Name as per NRIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address, including postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: \_\_\_\_\_\_ Gender: \_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_

Home telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we contact you at work? Yes/No

What languages and dialects do you speak/ write? (Proficiency level 0=poor, 5=excellent)

|  |  |  |
| --- | --- | --- |
| Language | Spoken | Written |
|  | 0 / 1 / 2 / 3 / 4 / 5 | 0 / 1 / 2 / 3 / 4 / 5 |
|  | 0 / 1 / 2 / 3 / 4 / 5 | 0 / 1 / 2 / 3 / 4 / 5 |
|  | 0 / 1 / 2 / 3 / 4 / 5 | 0 / 1 / 2 / 3 / 4 / 5 |
|  | 0 / 1 / 2 / 3 / 4 / 5 | 0 / 1 / 2 / 3 / 4 / 5 |

Do you hold a current driving licence? Yes/No

Are you prepared to make a commitment to customer service if appointed? – Yes/No

Are you prepared to commit to the maintenance of strict health, safety and security environmental standards, if appointed? – Yes/No

Are you prepared to run the business within strict operating systems and controls? – Yes/No

How much notice would you require prior to commencing training with us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been employed/engaged in a business in the oil industry? Yes/No (If yes, where?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Have you ever been employed by this company? Yes/No

Have you ever been refused a position by this company? Yes/No (If yes, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

This section allows you to give us real life examples. Please tell us how you dealt with each of the following situations below.

What did you do, how did you do it and what happened? You can use examples from your work, school, family life or your hobbies.

YOU MUST COMPLETE EACH SECTION OTHERWISE WE CANNOT PROCESS YOUR APPLICATION.

Please provide an example of when you have made an extra special effort to help somebody:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why have you chosen to apply to become a Retailer with Shell, and why do you think you would be suitable for this type of role?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If given the autonomy to operate a station, what will you do to improve the station performance?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IF CURRENTLY SELF EMPLOYED**

Business/company name and trading address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Time dedication to current business (hours week): \_\_\_\_\_\_\_\_\_\_\_

Industry/business type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated annual profit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of operation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you currently run a business of your own, will it be your intention to continue with it? Yes/No

If yes, who would run:

a) the current business: \_\_\_\_\_\_\_\_ b) this new opportunity: \_\_\_\_\_\_\_\_\_\_ Time dedication (hours week): \_\_\_\_\_\_\_

**FOR BOTH EMPLOYED AND SELF EMPLOYED – CURRENT AND PREVIOUS EMPLOYMENT/**

**PREVIOUS SELF EMPLOYMENT** (Please use a separate sheet if necessary)

Please give details of your employment history starting with your current or most recent position or period of self employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start and  leaving  dates | Name / Address / Telephone number | Position held, achievements and main duties | Salary /  Net Profit | Reason for leaving  or intended leaving |
|  |  |  |  |  |

**EDUCATION & TRAINING**

|  |  |  |
| --- | --- | --- |
| School/College/University name | Year | Results achieved |
|  |  |  |

Membership of professional bodies, grades and qualifications

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCE CHECKS**

CONDITION OF TRAINING/CONTRACT: It is our intention to check all references and information offered by an applicant on this

application form. If it is found after checking that references and/or information provided by the applicant are unsuitable or inaccurate then the applicant’s training/contract may be terminated without notice.

NOTE: A REFERENCE FROM YOUR CURRENT EMPLOYER WILL ONLY BE REQUESTED AFTER AN OFFER IS MADE AND ACCEPTED.

Please supply details of three referees, one must be your current employer, or if self employed a previous employer or a trade referee such as a bank manager, solicitor or accountant. If all three referees are not provided, this application will not be considered. If self employed the references can also be personal

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL DATA**

NOTE: CREDIT CHECKING IS AN ESSENTIAL REQUIREMENT AND WILL BE UNDERTAKEN THROUGH A LEADING

LOCAL CREDIT REFERENCE AGENCY. THIS WILL NEED TO BE UNDERTAKEN AS PART OF THE APPLICATION PROCESS.

PLEASE CONFIRM YOUR AGREEMENT TO SHELL CONDUCTING A CREDIT CHECK IN ORDER TO PROGRESS YOUR

APPLICATION FURTHER BY SIGNING HERE:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Are you aware of any reason why you would be refused credit? Yes/No

If yes, please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have or have pending any county court cases against you? Yes/No

If yes, please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your earning aspirations (gross earnings after costs and before income tax) over the next three years? (per annum)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please explain how you would fund an investment requires SGD80k and above?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Income Statement**

Income statement of the 12 month period ending \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

|  |  |
| --- | --- |
| Salary; Wages |  |
| Bonuses; Commissions |  |
| Dividends; Interest |  |
| Real Estate Income |  |
| Business Profit (Please specify) |  |
| Other Income (Please specify) |  |
| TOTAL INCOME |  |

**DECLARATION**

Do you have any criminal offences of theft or dishonesty, or do you have a case pending for offences of theft

or dishonesty? Yes/No

If yes, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby declare that all the information given by me and in this application form is true and I agree that Shell Eastern Petroleum P/L may seek confirmation from appropriate sources. If at any time the information is found to be false or in any way incorrect, any contract between myself and Shell Eastern Petroleum P/L is likely to be terminated without notice.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IT IS ESSENTIAL YOU SIGN AND DATE THIS FORM – THANK YOU.**

**SOURCE**

Please be kind enough to indicate how you became aware of the position of Retailer by ticking one of the following boxes:

\_ SHELL WEBSITE

\_ ADVERTISEMENT – Please indicate name of publication/website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_ SHELL RETAILER RECOMMENDATION – Please indicate Retailer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_ SHELL TERRITORY MANAGER – Please indicate name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_ OTHER RECOMMENDATION – Please indicate source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_ SPECULATIVE

**DATA PROTECTION**

1. Shell uses the information the Retailer and/or Applicant provides (1) to operate the Retailer’s account and any agreement with Shell; (2) to confirm, update and enhance Shell’s customer records; (3) to establish any Retailer and/or Applicant’s identity; (4) for general statistical analysis; (5) to record and consider the Retailer’s and/or Applicant’s criminal convictions or alleged commission of an offence; and (6) to assess the Retailer’s and/or Applicant’s credit status (for this purpose, credit scoring techniques will be used and checks may be carried out with a credit reference agency and a fraud detection system, which will maintain a record of any such enquiry).

2. Shell may disclose data relating to the Retailer/Applicant to (1) a credit reference agency where it may be accessed by other financial institutions to assist assessment of any application for credit made to Shell and for occasional debt tracing and fraud prevention; (2) any agent or sub-contractor of Shell; (3) any supplier of the Retailer; (4) any person to whom Shell proposes to transfer any of its rights and/or duties under the Agreement; (5) any guarantor or person providing security in relation to the Retailer’s obligations under any agreement with Shell; (6) any third party to which the Retailer owes monies, or is alleged to owe monies, in connection with the operation of the Business; (7) other companies in the Shell group of Companies in the Philippines; (8) other parties as may be notified to the Retailer by Shell from time to time; (9) as otherwise required or permitted by law or any regulatory authority.

3. The Retailer and/or Applicant explicitly hereby consents to the use of their information for the purposes in these paragraphs.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

4. Shell may use information about the Retailer and/or Applicant to send the Retailer and/or Applicant information about other goods

and/or services offered by Shell and/or by third parties (including companies in the Royal Dutch/Shell Group) which Shell believes

may be of interest to the Retailer and/or Applicant. Shell may also provide details of a Retailer or Applicant’s name, address and

other information as part of a mailing list to third parties (including companies in the Royal Dutch/Shell Group) to enable them to

market goods and/or services which Shell believes may be of interest to the Retailer/Applicant. Retailers and/or Applicants may be

contacted about other goods and services by any means (including telephone and e-mail).

Please tick this box if you do not wish to receive this information: \_