

# AFFILIATE MEMBERSHIP APPLICATION FORM



## Guide to Affiliate Membership Category

Affiliate membership of FANZ is available to an organisation:

1. That does not qualify for any other form of Membership; and
2. Is a legal trading entity; and
3. Certifies that he, she or it is financially sound; and
4. Is prepared to and does, if called upon to do so by the FANZ Scrutineer on behalf of the Board, disclose reasonable details of its systems and/or services in connection with franchising; and
5. Can demonstrate specific knowledge and experience in providing advice and services in their particular professional discipline to the New Zealand franchising sector by providing three testimonials from Franchise Systems the organisation has provided services to; and
6. a. For **Franchise Recruitment Consultant, Business Broker Affiliate, Franchise Development Consultant, and Service Provider Affiliate**: Where the applicant is a member of a professional body, evidence of membership or a copy of the current practicing certificate;  
b. For **Franchise Legal Affiliate**: Provides a Practising Certificate issued by the New Zealand Law Society  
c. For **Franchise Accountant Affiliate**: Provides a Practising Certificate issued by the New Zealand Institute of Chartered Accountants; and
7. Can demonstrate commitment to franchising by a representative of the business having attended at least two FANZ functions, or the FANZ Annual Conference, in the preceding twelve months;

There will be annual re-accreditation by self-declaration in accordance with Rule 7.3.5. Timely co-operation with the FANZ re-accreditation process is obligatory and fundamental to continued membership. Attendance at FANZ events will be automatically recorded.

Where an organisation cannot fully meet the Criteria for Membership and wishes to participate in the franchising sector to increase the organisation's knowledge of franchising, that organisation may be accepted and may continue as a **Provisional Affiliate Member** (subject to the time limits, if any, as the Board may impose at its discretion at any time).

For each Affiliate Member Business, one person from the organisation must be nominated as The Authorised Rep. This person will be the key person for official communications from FANZ which include but are not limited to, eligibility to vote in the FANZ Board elections. Only one person from each organisation will have this status. You may have multiple contacts registered with FANZ to receive other communications on events and general matters.

## General Information

Registered Company Name:

Trading Name:

Incorporation date:  Company Number:  NZBN:

Street Address:  Postal Address:

City:  Postal Code:

City:  Postal Code:

Phone:

Website:

List subsidiary, affiliated or associated companies (if any) and indicate relationship to applicant:

List any area offices which should be noted as part of this membership, so we can list you better on the FANZ member page:

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## Contact Details

Primary Contact Name:  Job Title:

Email:  Phone:  Mobile:

Company CEO Name:

Email:  Phone:  Mobile:

**Authorised Representative** (the key person for official communications from FANZ which include but are not limited to, eligibility to vote in the FANZ Board elections – FANZ Rule 10)

Use Primary Contact details  Use Company CEO details

**Accounts Payable contact**  Use Primary Contact details

**OR**

AP Contact Name:  Job Title:

Email:  Phone:  Mobile:

## Business Information

Please briefly explain the nature of your service and how it supports and benefits franchising:

Please list three franchise systems you regularly work with and attach testimonials with your application:

Please list professional bodies to which this applicant belongs:

## Industry Category

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Accountant                      | <input type="checkbox"/> HR Services      | <input type="checkbox"/> Printing Services           |
| <input type="checkbox"/> Business Broking                | <input type="checkbox"/> Insurance        | <input type="checkbox"/> Sales Training              |
| <input type="checkbox"/> Conference Centre & Hotel       | <input type="checkbox"/> Lawyer           | <input type="checkbox"/> Shop Fitters                |
| <input type="checkbox"/> Finance Provider                | <input type="checkbox"/> Marketing Agency | <input type="checkbox"/> Software                    |
| <input type="checkbox"/> Franchise Consultant            | <input type="checkbox"/> Media            | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Hospitality Equipment Suppliers |   |  |

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## Privacy Policy

You consent to the collection and use of your personal information in this form by FANZ.

We collect your information primarily to process your membership application as well as to perform our services as FANZ. If you choose not to enter certain details we may not be able to process your application.

You have the right to ask for a copy of any personal information we hold about you and to ask for it to be corrected if you think it is wrong.

By filling in this form, you warrant you have read and understood the FANZ privacy policy and agree to be bound by it. The FANZ privacy policy is available at <https://www.franchiseassociation.org.nz/privacy-policy/>

From time to time, FANZ will communicate with you regarding FANZ, membership, events and other matters including communicating with you electronically, by email, phone or by text/sms. You agree to receive these messages and we will ensure an appropriate 'opt out' system is in place.

## Code of Ethics

These standards of conduct signify assumption by Affiliate Members of the Franchise Association of New Zealand Incorporated the obligation of self-discipline, above and beyond any requirements of law or other recognised standards of their individual profession or industry. Observation of such standards is intended to assure that Affiliate members will bring credit to the Association and enhance the reputation of franchising.

Without limiting the foregoing Affiliate Standards of Conduct require members:

1. To observe the highest standards of competence, integrity and service to the franchising community
2. To promote their products and services in an ethical and professional manner at all times
3. To broaden understanding of and enhance public regard and confidence in franchising
4. To abide by standards of decorum established by the Franchise Association of New Zealand Incorporated when participating in Association sponsored meetings, conferences and conventions
5. To abide by any promulgated decision of the Board of the Franchise Association of New Zealand Incorporated as to the scope and meaning of, and compliance with, this Code of Ethics.

Applicant Name:  Company:

Job Title:  Signature:  Date

## Member Undertaking

"I/We  (full names)

do hereby undertake and confirm as follows: that I/We have been provided current, accurate and complete information in all respects in relation to this application for membership of the Franchise Association of New Zealand Inc (the Association). I/We confirm that I/We have been provided with and have read the Rules of the Association, the Franchising Code of Practice and the Code of Ethics. I/We confirm that I/We have understood all of those and I/We will comply with them while I/We remain a member of the Association. Further, on behalf of the Applicant I/We authorise any credit and/or reference checking and inquiry verifying the details of this application the Board of the Association may require. I/We confirm that I/We understand that membership may be suspended or terminated by the Association if I/We fail to comply with the Rules, the Code of Practice and the Code of Ethics or I/We are found to have made any false statements or misrepresentations in relation to this Application. I/We also confirm that I/We consent to all of the above enquiries being made to any third parties and in this regard I/We waive any rights that either the Applicant or I/We may have in terms of the Privacy Act 2020."

Applicant Name:  Company:

Job Title:  Signature:  Date

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## Subscription

- Membership Application Fee** \$200.00 +GST  
The Application Fee covers the cost of independent scrutineering fee. This fee is non-refundable.
- Annual affiliate subscription** \$1,750.00 +GST  
Annual Subscriptions are payable at the time of approval of membership and thereafter on the anniversary date of your acceptance into membership. An invoice will be issued to you.

## Affiliate Certificate of Financial Soundness

Affiliate Trading Name

The affiliate named above (Affiliate) hereby certifies that, as at the date of this certificate:

- (a) The Affiliate is based in:
- (b) To the best of the knowledge and belief of the Affiliate, the Affiliate is financially sound – meaning that the Affiliate can meet its debts as they become due in the normal course of business.

Signed by the Affiliate named above:

Signature:  Print name:  Date:

## Information to Include

In order for your application to proceed, please review the checklist below and email the applicable documents to [admin@franchise.org.nz](mailto:admin@franchise.org.nz) for each multi-brand.

- Read and understand the following Franchise Association key documents:
- [The Rules of the Association](#)
  - [The Code of Practice](#)
  - [The Code of Ethics](#)
- Payment of Application Fee \$200 +GST – FANZ Admin will contact you for payment
- Attachments to send with application form:
- Brand Logo** JPG or PNG
  - Practicing certificate or evidence of membership to professional bodies previously listed**
  - Testimonials** - three testimonials from franchise systems you have worked with or are working with

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**Admin / office use only**