



BFA Member Re-accreditation Form

For Franchisor Members

Hello!

It's good to see you.

As a BFA Member you have shown your commitment and passion to ethical franchising in the UK and we are proud to represent you as one of our members!

It has been some time now since you went through your last accreditation as a BFA Member so it is time for us to go through a re-accreditation with you.

Being re-accredited is our way of supporting you and giving the business a health check when it comes to ethical franchising. We will work with you through this process to ensure you are sticking to the code of ethics to protect you and your network.

Our Franchisee Satisfaction Survey is an important part of this process so we can hear from your network, but it is also a great tool for you as a Franchisor. We have partnered with WorkBuzz to help us give you a more in-depth look into how your network are feeling over these 6 core elements:

- Leadership
- Culture & Relationships
- Franchise Systems
- Training & Support
- Value & Rewards
- Overall Satisfaction

This report is a great opportunity to hear first hand how your network are feeling and can also be a fantastic tool to share with prospect franchisees to show the great work you are doing with your network.

Your re-accreditation will show your strengthened support to ethical franchising and we look forward to shouting about the completion of this in the coming weeks!



Franchisee joiners and leavers

Please provide the following figures for each calendar year.

	Current Year	Last Year	Year Before
How many new franchisees have you recruited?			
How many resales have you had?			
How many franchisees have left the network without reselling their business?			
How many franchisee disputes have you had? *			

*Only those disputes which have required intervention (through your solicitor, the franchisee's solicitor, or any of the British Franchise Association's dispute resolution procedures) should be recorded.

	Company Owned Units *1	Franchisees *2	Franchise Units *3
Total amounts			

*1 This is the number of units you own as head office

*2 Number of Franchisees you have in total

*3 Number of outlets franchisees have within your network

Checklist of information to include that supports your re-accreditation

☐

The latest copy of the franchise agreement.
Please confirm who wrote your franchise agreement.

☐

Annual accounts showing Profit & Loss statement

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I agree that the BFA will now send a franchisee satisfaction survey to my network. *4

*4 We will send the survey to your latest franchisee register list on the next available Monday following the date on this form.

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I agree that I will provide any further information that the BFA may request to complete my re-accreditation.



Declaration & commitments

1. I can confirm the information provided in and with this application is a true representation of the facts and includes all information which might be reasonably regarded as pertinent to my acceptance by the BFA.
2. We agree to be bound by the Association's complaints, disputes, conciliation, mediation and arbitration procedures and any amendments thereto agreed by the Association.
3. We agree to be bound by the Association's disciplinary and appeals procedures, and to comply with any notices or instructions issued under those procedures and any amendments thereto agreed by the Association.
4. We agree to comply with the Association's requirements and conditions for re-accreditation and any amendments thereto agreed by the Association.
5. We agree to comply with the Association's Code of Ethical Conduct and any amendments thereto agreed by the Association.
6. We agree to abide by the Advertising Standards Authority's Code of Advertising Practice.
7. We agree that we will not sell, offer for sale, or distribute any product or render any service, or promote the sale or distribution thereof, under any representation or condition (including the use of the name of a 'celebrity') which has the tendency, capacity or effect of misleading or deceiving purchasers or prospective purchasers.
8. We agree to use our best endeavours to adopt best practice in franchising as agreed and published by the Association from time to time.
9. We agree to notify the Association at the earliest possible opportunity of any material change in ownership, direction, financing or operation of our business and to provide a copy of any new Franchise Agreement.
10. We agree to notify the Association immediately if any director or key manager, whether currently with the company or who may join in the future, should in the future meet any part of the disclosure requirements concerning theft, fraud, disqualification, bankruptcy etc., as set out earlier in this Application.
11. We agree to comply with the Association's request for copies of non-confidential information to be held by the Association, to be open to inspection by your appointed officials. If such information includes any personal data, please refer to the BFA's Privacy Policy.
12. We agree to provide authorised full-time officials of the Association access to but not copies of confidential information reasonably required in accrediting or re-accrediting our company to membership but only on the basis that the Association contractually requires its full time officials to maintain the confidentiality of such information.
13. We agree to pay our membership subscription fees within the BFA's membership subscription terms.
14. We agree to require any individual or organisation engaged by us to discharge any of our functions as a franchisor in the UK, to secure our compliance with the Association's requirements on us as members in their conduct and activities on our behalf.
15. We, the applicant company declare, to the best of our knowledge and belief, that the franchise system we offer is based on sound business principles and provides a viable and ethical business opportunity for the franchise and a genuine end-product or service for the consumer. It is our belief that the systems we operate satisfactorily protect both the franchisee and the consumer and accordingly we hereby apply for membership of the British Franchise Association.
16. We understand that we are not under any obligation to seek future Membership, and that the Association is under no obligation to accept any such future application.
17. We agree to supply current details of all franchisees and keep these regularly updated as required by the bfa in order that the bfa may contact them directly from time to time. Please refer to the BFA's Privacy Policy and Data Sharing Agreement.
18. In relation to Emerging Membership only: We understand that companies are only entitled to Emerging Membership with the Association for maximum period of two consecutive years before being assessed for Expanding Membership.



Declaration & commitments

By signing below, you are confirming that you have read and agree with Declaration & Commitments document.

Signed:

Print Name:

For and on behalf of:

Position Held:

Date:

