



**JOIN.**

**MEMBERSHIP  
APPLICATION**

**FCA**   
Franchise Council of Australia





# WELCOME.

## THE FRANCHISE COUNCIL OF AUSTRALIA IS THE VOICE OF FRANCHISING IN AUSTRALIA.

Membership of the FCA is open to any organisation or individual involved in franchising and the small business sector, including franchisors, franchisees, small businesses, professional advisers and suppliers.

Whether we are offering advice on best practice franchising, contributing to government policies, promoting franchising in the media or providing educational and professional development services to our members, the FCA works to create a framework for business success.

FCA membership is an essential component in creating and maintaining a thriving franchising system, and members make a shared commitment to uphold the FCA's member standards and maintain the reputation of the franchising model.

FCA members are part of a unique association where business lessons, experience and information are shared freely.

Membership means solidarity: as an FCA member you belong to an association where your peers work together for the advancement of a common method of doing business to achieve shared success.

It is this non-competitive culture of sharing that makes the FCA unique among business associations, and this alone can repay the cost of membership many times over from a single piece of advice gleaned from a fellow member at an FCA gathering.

We look forward to welcoming you as a member and working with you to advance your success in the Australian franchising and small business sector.

## ABOUT FRANCHISING IN AUSTRALIA

Franchising is not a business itself, but rather a recognised and reputable way of doing business. The \$154 billion franchise sector is also an extremely successful and rapidly growing aspect of Australia's small business landscape, directly employing more than 514,761 people across an estimated 90,309 individual business outlets.

Franchising in Australia has been regulated by the ACCC since 1998 under the Franchising Code of Conduct. The 'Code' was created to assist the ongoing relationship between franchisees and franchisors and the FCA has played a key role in consultation with government as the code has been revised over the years, in line with the evolution of regulation of Australia's small business sector.

# BENEFITS.

## HOW FCA MEMBERSHIP CAN ASSIST YOUR BUSINESS

### NATIONAL FRANCHISE CONVENTION

The National Franchise Convention is the must- attend event on the Australian franchising calendar.

This is an invaluable opportunity to gain information and inspiration from industry leaders and keynote speakers, while enjoying ample opportunities to network and visit the bustling trade exhibition. Members receive discounts on their registration fees.

### REGULAR INDUSTRY EVENTS

Members have access to potential networking and information opportunities through educational breakfasts, lunches, dinners and roundtables.

### FCA BRANDING

Members can use the FCA Logo on web and print material providing you with a strong link to the franchise community and the credibility that comes with an association with the FCA.

### WEBSITE DIRECTORY LISTING

Every FCA member is listed on the FCA member directory at [www.franchise.org.au/directory/](http://www.franchise.org.au/directory/)

Exclusive member benefits

Through its strategic partnerships, the FCA provides a range of offers and reduced rates exclusively to members.

### REPRESENTATION TO GOVERNMENT ON THE ISSUES THAT MATTER

The FCA represents the interests of business owners and operators across franchising and small business.

The FCA gathers member feedback for representation and submissions to governments on relevant franchising, small business and regulatory issues which impact their day to day operations. By channelling their feedback through the FCA, members save time and money and get regular updates on legislative changes which affect their business.

### A VOICE IN YOUR ASSOCIATION

All members have equal voting rights and all members are eligible to become committee members or office bearers of state chapters, as well as direct election to the national board.

FCA members have an effective say in the future of franchising in Australia.

### FRANCHISING PUBLIC RELATIONS

The FCA undertakes public relations activities to continually reiterate the positive aspects of franchising, and to create a public image of franchising conducive to its continued growth in Australia. Only FCA members are highlighted in media (where appropriate) in FCA publicity campaigns.

# BENEFITS.

## EXCELLENCE IN FRANCHISING AWARDS

The FCA Excellence in Franchising Awards is the pre-eminent franchising awards program in Australia. If you are involved in franchising then participating in the Excellence in Franchising Awards can help your business.

Success at the Awards can increase your brand recognition, customer enquiries and media coverage, and help attract the best talent to your company. Only members of the FCA are eligible to enter.

## EMPLOYMENT COMPLIANCE HELPLINE

Access a dedicated FCA member hotline to get advice on HR and Compliance matters.

## MEMBER EDUCATION

The FCA facilitates specialist franchising education through the Certified Franchise Executive (CFE) program, which offers existing and aspiring franchise professionals and entrepreneurs the opportunity to grow professionally and reach a recognised standard of excellence within the local and international franchise community.

Members also get access to the FCA Academy online education portal.





# MEMBERSHIP APPLICATION

For more information regarding eligibility and membership criteria, please visit [www.franchise.org.au/member-benefits](http://www.franchise.org.au/member-benefits)

## General Information

Required for all Membership Categories.

Company Name		Preferred name for FCA Membership Website listing	
Trading Name			
Head Office Address		State	Postcode
Telephone	Fax	ABN	Operating in: NSW/VIC/SA/NT/ACT/QLD
Website		Email	Number of employees

## Primary Contact

This is the main membership contact to the FCA. Required for all categories.

Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (Please Specify)		
Name	Job Title	
Direct Email	Phone	Mobile

## Company CEO / Managing Director

Required for all categories.

<input type="checkbox"/> Use primary contact details		
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (Please Specify)		
Name	Job Title	
Direct Email	Phone	Mobile

## Accounts Payable Contact

<input type="checkbox"/> Use primary contact details		
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (Please Specify)		
Name	Job Title	
Direct Email	Phone	Mobile

## Franchise Information

Required for franchise category membership only.

\_\_\_\_\_ Corporate Sites \_\_\_\_\_ Franchise Sites \_\_\_\_\_ Unique Franchisees \_\_\_\_\_ Multi Brand Sites

## Company Description

Provide a brief explanation about the company. Services offered, locations, involvement in franchising.

## Additional Information

Required documentation to be submitted with your application.

☐ ABN Registration evidence (certificate or screen shot sufficient) ☐ List of all company directors

## Business Industry

<input type="checkbox"/> Accounting Services	<input type="checkbox"/> Advertising & Promotion	<input type="checkbox"/> Advisory Services	<input type="checkbox"/> Automotive (retail & service)
<input type="checkbox"/> Building (retail & service)	<input type="checkbox"/> Business Services	<input type="checkbox"/> Consultants	<input type="checkbox"/> Education & Training
<input type="checkbox"/> Financial Services	<input type="checkbox"/> Health & Lifestyle	<input type="checkbox"/> Household Services	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Legal Services	<input type="checkbox"/> Leisure & Entertainment	<input type="checkbox"/> Real Estate	<input type="checkbox"/> Mobile Services
<input type="checkbox"/> Retail - Food - Restaurant	<input type="checkbox"/> Retail - Food - Non Restaurant	<input type="checkbox"/> Retail - Household Goods	<input type="checkbox"/> Other (Please Specify)

## Applicant's Certification

Required for all member categories.

I, \_\_\_\_\_ (Name)  
of \_\_\_\_\_ (Address)

hereby certify in connection with this application for membership and subsequent renewal of membership of the Franchise Council of Australia on behalf of

\_\_\_\_\_  
(Name of Applicant)

that to the best of my knowledge and belief after making due inquiry:

1. I am a principal, director or trustee of the Applicant and I am authorised by the Applicant to make this certification on its behalf
2. I, the undersigned, being a director, trustee or principal of the Applicant, where the Applicant is a Franchisor, hereby certify that
  - (1) The business opportunity being offered constitutes a 'franchise' as defined under the Franchising Code of Conduct ("Code") and the Corporations Law;
  - (2) The franchisor has a current disclosure document in accordance with annexure 1 of the Code; and
  - (3) The Franchisor complies with the Code and is not knowingly either directly or indirectly involved in a breach of the Code.
3. All of the principals, partners and directors of the Applicant are of good character and reputation.
4. All of the principals, partners and directors of the Applicant agree to comply with the Constitution of the Franchise Council of Australia and the FCA Members Standards.
5. The FCA reserves the right to call for a current disclosure document from franchisor and master franchisee members at any time.

### Eligibility Requirements

- i) Have you or any of the principals, partners and directors of the Applicant ever been convicted in the past 10 years of a criminal offence, notifiable offence or are there any pending charges against you? ☐ Y ☐ N
- ii) Have you, or any of the principals, partners and directors of the Applicant, ever been a debtor in any Sequestration Order, Deed of Assignment, Composition or Deed of Arrangement under the provisions of the Bankruptcy Act? ☐ Y ☐ N

iii) Have you, or any of the principals, partners and directors of the Applicant, ever been a Director of a Company to which a Receiver, a Provisional Liquidator, a Liquidator, a Scheme Manager or an Official Manager has been appointed while you were Director or within six months after you ceased to be a Director? ☐ Y ☐ N

iv) Have you, or any of the principals, partners and directors of the Applicant, ever been refused membership or had membership forfeited, of a statutory, professional, academic institution or other body which may have a bearing on your professional capacity? ☐ Y ☐ N

v) Have you, or any of the principals, partners and directors of the Applicant, ever been subject to disciplinary proceedings by a statutory, professional, academic institution of other body which may have bearing on your professional capacity? ☐ Y ☐ N

If you have answered Yes to any of these questions, your application will be considered on its merits.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Each membership application must be nominated and seconded by senior representatives from two separate FCA member companies.

#### Nominator

Company \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Secondor

Company \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Membership Category	Subscription	Joining Fee	Total
Franchisor 0-5 Outlets	\$1,690.00	\$350.00	\$2,040.00
Franchisor 6-25 Outlets	\$2,080.00	\$350.00	\$2,430.00
Franchisor 26-50 Outlets	\$2,960.00	\$350.00	\$3,310.00
Franchisor 51 + Outlets	\$4,240.00	\$350.00	\$4,590.00
Multi Brand Franchisor 0-50 Outlets	\$2,960.00	\$350.00	\$3,310.00
Multi Brand Franchisor 51+ Outlets	\$5,380.00	\$350.00	\$5,730.00
Master Franchisee	\$1,755.00	\$350.00	\$2,105.00
Corp Advisor or Supplier (Multi- State)	\$5,380.00	\$350.00	\$5,730.00
Corp Advisor or Supplier (Single -State)	\$2,350.00	\$350.00	\$2,700.00
Overseas (please note GST does not apply to Overseas subscriptions)	\$1,755.00	\$350.00	\$2,105.00
Franchisee (1-4 outlets)	\$264 per financial year or \$22 per month via direct debit		
Franchisee 5 +	Please contact the FCA on 1300 669 030 or <a href="mailto:membership@franchise.org.au">membership@franchise.org.au</a>		

All prices include 10% GST. Annual Membership will apply from 1 July each year, charged pro rata.

## Payment Details

All Applicants. Preferred payment method: ☐ Annual payment ☐ Monthly payment

I confirm that I/my organisation is applying to be accepted as a (select category) \_\_\_\_\_ member, and include payment of \$\_\_\_\_\_ for annual subscription fees and a one-off joining fee.

Please charge this amount to my/our ☐ Visa ☐ Mastercard ☐ American Express

Card Number

Expiry Date /  CCV

Card Holder Name

Card Holder Signature

Date

Please note: By signing the above payment confirmation you agree that the Franchise Council of Australia will, where possible, debit membership subscription fees on an ongoing annual basis until such time as the primary contact from your organisation requests termination of membership in writing.

### Please submit completed membership application to

National Membership Department,  
Franchise Council of Australia

For all enquiries, please contact the FCA Membership Manager on 1300 669 030 or email [membership@franchise.org.au](mailto:membership@franchise.org.au)

### What happens next?

On receipt of your application the Membership Manager will conduct general background checks of your company. Membership is subject to the FCA Board approval. Upon approval, payment will be charged.

Upon receipt of payment, you will receive a Welcome Email and will be listed on the FCA Member Directory. Any application not approved will be notified in due course.

## Direct Debit Request (DDR)

If the monthly payment option has been selected.

### Customer's Authority

Name of Customer/s making the DDR

I/We

authorise and request the **Franchise Council of Australia** (Name of Debit User) **305339** (APCA User ID number) until further notice in writing, to arrange for funds to be debited monthly through the Bulk Electronic Clearing System (BECS) from my/our account at the Financial Institution identified below as instructed by me/us or any other amounts as instructed or authorised to be debited in accordance with the terms and conditions of the Direct Debit Request Service Agreement (DORSA) as amended from time to time.

### Payment Details

This authority allows the debiting of amounts payable by the Customer under the Agreement between the Customer and the Franchise Council of Australia.

### Payment Option

☐ Credit Card ☐ Direct Debit

### Details of credit card to be charged

Please charge this amount to my/our ☐ Visa ☐ Mastercard ☐ American Express

Card Number

Expiry Date /  CCV

Card Holder Name

Card Holder Signature

Date

### Details of the Account to be debited

Please nominate where payments from your organisation are to be debited.

☐ Bank account as stated above, or ☐ Bank account nominated as follows:

Account name (please insert your name in full)

BSB number

Account number

ABN/ARBN (if applicable)

### Customer Authorisation

If in joint names both signatures may be required

By signing below. I/we acknowledge that this Direct Debit arrangement is governed by the terms of Authorisation the DDRSA attached to this request. I/ We also authorise Franchise Council of Australia to verify (if need be) the details of the account with my/our Financial Institution mentioned above and for that Financial Institution to release information to Franchise Council of Australia in order to allow it to verify the above account details.

Signature

Date

Signature

Date

# Direct Debit Request Service Agreement (DDRSA)

1. By signing the Direct Debit Request, you authorise us to arrange for funds to be debited from your Account in accordance with the Agreement.
2. We will advise you 14 days in advance of any changes to the Direct Debit Request.
3. For all matters relating to the Direct Debit Request, including cancellation, alteration or suspension of drawing arrangements or to stop or defer a payment, or to investigate or dispute a previous payment, you should
  - a) Send written correspondence to  
Franchise Council of Australia  
Level 19, 567 Collins Street,  
Melbourne VIC 3000
  - and
  - b) Allow for 14 days for the amendments to take effect or to respond to a dispute.

If investigations show that your Account has been incorrectly debited, we will arrange for the Financial Institution to adjust your Account accordingly. We will also notify you in writing of the amount by which your Account has been adjusted. If our investigations show that your Account has been correctly debited, we will respond to your query by providing you with reasons and copies of any evidence for this finding.

If we cannot resolve the matter, you can still refer it to your Financial Institution, which will obtain details from you of the disputed payment and may lodge a claim on your behalf.

4. You should be aware that
  - a) Direct Debiting through the Bulk Electronic Clearing System (BECS) is not available on all accounts; and
  - b) You should check your Account details, including the Bank State Branch (BSB) number, directly against a recent statement from your Financial Institution.

If you are in any doubt, please check with your Financial Institution before completing the drawing authority.

5. It is your responsibility to ensure that
  - a) Sufficient cleared funds are in the Account when the payments are to be drawn;
  - b) The authorisation to debit the Account is in the same name as the Account signing instruction held by the Financial Institution where the Account is held;
  - c) Suitable arrangements are made if the direct debit is cancelled
    - by yourself;
    - by your Financial Institution; or
    - For any other reason.

6. If the due date for payment falls on a day other than a Banking Business Day, the payment will be processed on the next Banking Business Day. If you are uncertain when the payment will be debited from your Account, please check with your Financial Institution.
7. For returned unpaid transactions, the following procedures or policies will apply
  - a) We treat the payment as if it was never made;
  - b) Services may be suspended until the outstanding charges are paid; and/or
  - c) A fee may be applied for drawings that are returned unpaid. We reserve the right to cancel the Direct Debit Request at any time if drawings are returned unpaid by your Financial Institution.
8. All Customer records and Account details will be kept private and confidential to be disclosed only at your request or at the request of the Financial Institution in connection with a claim made to correct/investigate an alleged incorrect or wrongful debit or otherwise as required by law.

## Definitions

Unless otherwise defined, a term defined in the Agreement has the same meaning when used in this DDRSA and

**Account** means the account nominated in the Direct Debit Request, held at your Financial Institution from which we are authorised to arrange for funds to be debited;

**Agreement** means the Terms and Conditions (including BPAY), including the Schedules to those Terms and Conditions, as amended from time to time;

**Direct Debit Request** means the Direct Debit Request between us and you as amended from time to time;

**Financial Institution** is the Financial Institution where you hold the Account nominated in your Direct Debit Request as the Account from which we are authorised to arrange for funds to be debited;

**We** means Franchise Council of Australia; and

**You** mean the Customer/s who signed the Direct Debit Request.





## THE FRANCHISE COUNCIL OF AUSTRALIA MEMBER STANDARDS

One of the hallmarks of a reputable industry sector is a commitment to high standards of personal and professional conduct. This enhances public perceptions of franchising, helps safeguard the investments of franchisors and the businesses of

franchisees, protects franchise networks from unfair or unethical attack and provides guidance for those seeking to commence their franchising journey.

The Franchise Council of Australia (FCA) encourages its members to maintain standards of conduct worthy of franchise sector professionals. The Member Standards are designed to provide members of

the FCA with an authoritative guide on acceptable standards of conduct.

It is the FCA's view that a member gains significant market benefit in identifying themselves with FCA membership and, as such, the business practice and activities of members should work towards franchise best practice.

The Member Standards are not intended to anticipate each and every occurrence of a franchise relationship, but rather, articulate

the values upon which the members of the FCA can structure their franchise relationships and strive to conduct their businesses.

If a member does not comply with the requirements of the Member Standards then investigation and disciplinary procedures are in place to handle the matter. The Constitution of the FCA empowers the FCA Board by three-quarter majority to censure, suspend or expel from the FCA a member who fails to comply with any Standards of Conduct applying to them.

The FCA will respond to any complaint alleging breach of the Member Standards by a member, but does not have sufficient resources to vet documentation, audit behaviour or generally police compliance.

Use by a member of the FCA logo does not carry any endorsement or certify compliance, and the FCA accepts no liability to any person in relation to any breach of these Member Standards.

The Member Standards can be found on the FCA website at [www.franchise.org.au](http://www.franchise.org.au)





Contact the

**FRANCHISE COUNCIL OF AUSTRALIA**

**a** Level 3 / 21 Victoria St MELBOURNE VICTORIA 3000

**p** 1300 669 030 **e** [info@franchise.org.au](mailto:info@franchise.org.au) **w** [www.franchise.org.au](http://www.franchise.org.au)