



FRANCHISE ACCREDITATION CHECKLIST

silverchef

hospitality equipment funding

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Step 1:

Complete a Franchise Accreditation Application Form. Submit this to James Scurr – National Franchise Manager, along with a copy of your Franchise Disclosure Document. *(If you are a multi brand franchisor, please submit Disclosure Documents for each of your brands)*

At this point your application will be assessed. If successful, you will be contacted and asked to provide the supporting documentation below for your accreditation.

Step 2:

Provide the following documentation (for each brand):

- **Franchisee Information Kit** – assume I am a prospective franchisee. What information do you send to prospects? This may include a Franchisee Application Form, Franchise Information Document, Timeline for Opening a New Store, Franchisee Application Checklist, etc...
- **Financials** – we need to assess Profit and Loss Statements for a minimum of 5 stores. The chosen stores should be from a cross section of high turnover, average turnover and low turnover stores. The Profit and Loss Statements should be over a 12 month period. This can be either a financial year, calendar year or over a current rolling 12 month period.
- **Equipment and Fitout Schedule** – please provide a detailed listing of equipment and fit-out related items from a typical store. Ideally, for serialised equipment we would like to know the equipment brand, brief description and cost. For fit-out components, please provide a brief description and estimated cost. *Tip: referring to your most recent store opening will provide the best information.*

Step 3:

- **Meeting** – based on the financial information provided in Step 2, we need to meet to discuss and determine what a responsible and safe level of funding is for your franchisees. We have a financial model that takes into account amongst other things store profitability and commitments to other debt funding.

Step 4:

- Notification of your accreditation with Silver Chef.

All documentation can be sent via email or post to:

James Scurr – jscurr@silverchef.com.au or PO Box 1760, Milton BC, QLD 4064.

Please don't hesitate to contact James if you require any assistance throughout this process.