



**SHELL MALAYSIA TRADING SDN BHD (6087-M)**  
**SHELL TIMUR SDN BHD (113304-H)**

**APPLICATION FOR SHELL RETAILERSHIP**

Please affix recent passport-sized photograph of yourself here

**IMPORTANT INFORMATION**

1. This application should be completed in the applicant's own handwriting in black or blue ink.
2. Inaccurate or incomplete application will not be considered for further process.
3. Please submit copy of Borang B or Borang BE
4. Please use additional paper if the space in the form is insufficient.
5. All submitted documents are not returnable.
6. The selection process is managed by a selection committee, and no individual or Company personnel has the authority to decide on behalf of the committee or the Company.
7. The Company's decision is final and the Company is not obliged to disclose any reasons for unsuccessful applications.

**PERSONAL PARTICULARS**

Full Name (as per Identity Card)

Correspondence Address:

Post Code:

City:

State:

Telephone Contact:

Mobile Phone No:

Fax No:

E-mail address:

Residential Address:

Post Code:

City:

State:

Telephone Contact:

No. of Years' Resident: \_\_\_\_\_ years

Sex:

Date of Birth:

Current Age:

Place of Birth:

Marital Status:

Identity Card No:

Citizenship:

Religion:

Have you suffered or been diagnosed of any major illness? If yes, please elaborate and provide medical report.

**BUSINESS LOCATION/AREA**

Please state your preferred location/area: \_\_\_\_\_

Are you willing to relocate from your existing residence to a location closer to the assigned station?  
 \_\_\_\_\_

**FAMILY PARTICULARS**

	Name	Date of Birth	Occupation/Employer and Address
Spouse			Monthly Income: RM _____
Children			School/Employer

## WORKING/BUSINESS EXPERIENCE

a) Business experience or employment record. Please give details:

<u>Name &amp; Address of Current Employer/Business</u>	<u>Position/Title</u>	<u>Monthly Income</u>	<u>Years of Experience</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Names of Previous Employers for the past 10 years

Period

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

b) Experience in service station operation:

\_\_\_\_\_

c) Experience in automotive servicing:

\_\_\_\_\_

d) Experience in other retailing business or service industries:

\_\_\_\_\_

e) Does any of your family members own, manage or operate any petrol station business?

\_\_\_\_\_

f) Have you applied for any petrol station dealership before?

Company:  Shell Status: \_\_\_\_\_  
 Others: \_\_\_\_\_

## QUALIFICATION

<u>Education</u>	<u>Name &amp; Location of School/College/University</u>	<u>From Year</u>	<u>To Year</u>	<u>Degree/Certificate Received</u>

## LANGUAGES

Written

Spoken

Bahasa Malaysia	Fair/Good/Excellent	Fair/Good/Excellent
English	Fair/Good/Excellent	Fair/Good/Excellent
Others: 1. _____	Fair/Good/Excellent	Fair/Good/ Excellent
2. _____	Fair/Good/ Excellent	Fair/Good/Excellent

## PERSONAL INTERESTS (e.g. social works, charitable organizations, hobbies, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PC SKILLS (Please specify computer software packages that you are familiar with)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FINANCIAL STANDINGS AT \_\_\_\_\_ (Please specify)**

Stocks/Deposits	Bank Address	Value	Balance of Loan	Nett Value
A. Current A/C				
B. Savings A/C				
C. Fixed Deposit				
D. ASN/ASB/ASJ				
E. Shares _____ _____				
F. Other Sources Overdraft				

Real Estate	In Name Of	Address/Description	Assessed Value	Year Purchased	Encumbrances Charges	Amount Owning
G. Land						
H. Houses						
I. Others						
TOTAL						

**FINANCE**

- How much working capital do you plan to Invest In this business? RM \_\_\_\_\_
- How do you propose to raise the above funds? **Please submit documentary evidence.**
  - Time Deposit A/C RM \_\_\_\_\_
  - Current A/C RM \_\_\_\_\_
  - Savings A/C RM \_\_\_\_\_
  - Stocks & Shares RM \_\_\_\_\_
  - Bank Loan RM \_\_\_\_\_
  - Overdraft Facilities RM \_\_\_\_\_
  - ASN/ASB RM \_\_\_\_\_
  - Sale of House/Car RM \_\_\_\_\_
  - Other Sources RM \_\_\_\_\_
  - \_\_\_\_\_ RM \_\_\_\_\_

**CONSTITUTION OF BUSINESS**

Do you agree to run the service station on a sole proprietorship basis?  
Please specify the name or title under which you will operate the station.

Yes/No

**STATION OPERATION**

a) Why do you choose to be in the petrol station business?

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b) How much time would you spend at the station daily?

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c) How will you manage the station when you are not at the station? Who will stand in for you?

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d) Aside from a competitive salary, what else would you do to ensure that your staff is committed and motivated to do the job?

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e) How will your spouse/family be assisting you in the business?

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f) What training do you need to run the station effectively?

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g) What roles do you see Shell personnel play for the success of your business?

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h) What equipment would you invest in to help you operate your business more effectively and efficiently?

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i) What other services do you wish to offer at the station?

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## CONVENIENCE RETAILING

a) What do you know about the general guidelines for convenience store operations?

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b) How would you plan to manage this store efficiently and profitably?

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c) What is your expectation on sales and profit from the convenience store business?

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d) What would you personally do to promote sales from your convenience store?

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## CARDS

a) What role does credit card play in the station business?

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b) How would increasing credit card usage affect your business?

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c) How do you plan to control cash and cards acceptance at your station to minimise losses?

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## PROFIT

a) How much do you think would be a fair monthly nett return for this business venture? RM \_\_\_\_\_

b) What would you do if your actual income from the business does not meet your expectation?

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## UNDERSTANDING THE BUSINESS

The service station business is one that requires the Retailer to work long hours and manage on full-time basis. Essentially, the business never closes throughout the year. Additionally, it has expanded to include other non-fuel retailing offers, such as convenience store, auto servicing, etc. Increased customer sophistication and intense competition put a lot of pressure on the retailer to maintain high level of customer service at all time, adhering to many stringent operation standards.

You must be clear and accept the above requirements before committing yourself to take up the retailership. If you wish to state any disagreement to any of the above, please state below. Failure to do so will be take as acceptance of the requirements.

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## DECLARATIONS BY APPLICANT

- I understand the general requirements of the business as stated in the Understanding the Business section above;
- I understand that the operation of a Shell service station must be in compliance with the Company's prescribed standards, policies and guidelines;
- I am not an employee of Shell, nor any of my family members;
- I have never been declared a bankrupt;
- I have never been convicted of any criminal offense;
- I shall abide by all standard requirements related to this application as specified in the Company's retailer recruitment process;
- I have not offered any inducement to any Shell employee for favourable consideration of my application or future appointment;
- I attach herewith the supporting documents as required by the Company:
  - Evidence of previous two years' income tax returns, e.g. Form J or equivalent
  - Proof of financial standing: bank statements/share certificates/property titles/ASB-ASN certificates, etc.
  - Medical history report (*if there has been a major illness*)
  - Additional papers used to elaborate answers (if any).

I confirm that the information I rendered above is true, complete and accurate to the best of my knowledge and ability. I understand and accept that should any information herewith declared be false, untrue or wrongly offered, the Company shall have the right to cancel or terminate any license, terms, and conditions, if any, made to me.

Signature: \_\_\_\_\_

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