

# FRANCHISE SUPPORT SERVICE/SUPPLIER MEMBERSHIP APPLICATION



**Canadian  
Franchise  
Association™**

**Growing Together**

Franchise Support Service/Supplier (FSS/Supplier) membership is for a person/company engaged in providing products or services to franchise systems. Applicants that operate other Support Service organizations under the same corporate ownership or operate under different brands within the common ownership may apply for a membership that includes those organizations or brands.

**NOTE: If additional space is required for any response, please attach a separate page.**

## SECTION 1: APPLICANT INFORMATION

Full Legal Company Name: \_\_\_\_\_

Trade/Brand Name: \_\_\_\_\_

Head Office Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State/Country: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Website for franchise info: \_\_\_\_\_

Has the applicant previously held CFA membership?  Yes  No If "yes", when?: \_\_\_\_\_

### Official Designee to CFA:

The **Official Designee** is the **primary contact** for membership renewals, member surveys, invitations to programs or major membership matters. This contact would also be entitled to take advantage of (or assign) the complimentary convention delegate registration we provide to new approved members in their first year.

First & Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

- How did you hear about CFA? \_\_\_\_\_
- If Referred, by whom (Name/Company): \_\_\_\_\_
- What benefits are most important to you in joining CFA? \_\_\_\_\_
- Yes I would like to provide a special offer in CFA's Member Savings Program

## SECTION 2: BUSINESS & HISTORY

Date when the applicant began operation: \_\_\_\_\_ (m/y)

Date when the applicant began providing products/services to the franchise industry: \_\_\_\_\_ (m/y)

**Please indicate the current number of offices/branches according to province/territory: (please attach list)**

BC	AB	SK	MB	ON	QC	NB	PEI	NS	NFLD	YT	NT	NU

**Please provide a brief description of the nature and history of the applicant's business.**

(\*Note: There is a 500 character limit. Also, this information will be included in your online/print listing.)

### SECTION 3: DIRECTORY LISTING INFORMATION

CFA provides a free listing in the *Franchise Canada* and *FSS/Supplier Directories*, both published annually and online at [www.cfa.ca](http://www.cfa.ca). Please tell us how you would like to appear in the listing

- Please use the information provided in Section 1
- Please use the following information in my public listing

Company: \_\_\_\_\_

Contact/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

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### SECTION 4: INDUSTRY TYPE

Please select ONE of the categories for your listing in CFA's online FSS/Supplier Directory on [www.cfa.ca](http://www.cfa.ca)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Accountants                    | <input type="checkbox"/> Education/Training/Coaching     | <input type="checkbox"/> Lawyers                          |
| <input type="checkbox"/> Advertising/Graphics           | <input type="checkbox"/> Events & Conferences/Facilities | <input type="checkbox"/> Payroll/HR Services              |
| <input type="checkbox"/> Alternative Dispute Resolution | <input type="checkbox"/> Executive Search                | <input type="checkbox"/> Printers/Publishers/Publications |
| <input type="checkbox"/> Banks/Financial Services       | <input type="checkbox"/> Franchise Consulting Services   | <input type="checkbox"/> Security Systems & Services      |
| <input type="checkbox"/> Business Aids & Services       | <input type="checkbox"/> Franchise Development           | <input type="checkbox"/> Other                            |
| <input type="checkbox"/> Computer/Software/Training     | <input type="checkbox"/> Insurance                       |   |

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### SECTION 5: LEGAL MATTERS

1. Is the applicant registered or licensed in any jurisdiction by a competent licensing body to deal with the public in any capacity?  Yes  No

If "YES", please specify the body and jurisdiction below, then proceed to **Section 6**.

\_\_\_\_\_

If "NO", please answer the following questions:

2. Has the applicant been refused registration or any licence, or has any registration or licence been suspended or cancelled, or is the applicant operating without any necessary registration or licence, in any jurisdiction?  Yes  No
3. Has the applicant, any predecessor of the applicant, any major shareholder (10% or more), director, officer, or general partner of the applicant, having day-to-day management responsibilities:
- a. Been adjudged or voluntarily become bankrupt; reorganized due to insolvency; taken the benefit of any statute for the relief of bankrupt or insolvent debtors; or, become subject to any pending bankruptcy, insolvency or reorganization proceeding?  Yes  No
  - b. Had any conviction(s) for an indictable offence under the Criminal Code of Canada, within the last seven (7) years, which remains outstanding?  Yes  No

**\*If you answered "Yes" to any of the questions in Section 5, please provide details below\***

## SECTION 6: AUTHORIZATION, DECLARATION AND ACKNOWLEDGMENT

By checking the "Agreement/Signature" box below, I authorize the following:

1. I represent and warrant to the CFA that I have authority to act on behalf of the applicant.
2. I declare that the information given on or pursuant to this application is true and complete and not misleading in any way.
3. I acknowledge on behalf of the applicant that in accordance with CFA bylaws, membership is the decision of the Board of Directors and at any time a member may be asked to provide such supporting information and documentation relative to its continuing as a member the Association may require.
4. I acknowledge, on behalf of the applicant, that if approved for membership, the initial twelve (12) months are considered an "Induction Year", and that membership includes all rights and privileges, except the right to chair a CFA Committee. I also acknowledge that the CFA Board or Executive Committee will review the membership at the end of the Induction Year and will either approve the applicant for full membership or terminate the membership. I further acknowledge that at any time during the Induction Year, CFA may repeat any part of the original application process to inform the decision.
5. I confirm, on behalf of the applicant, that the applicant has read and understood, and endorses and subscribes to, the CFA Code of Ethics. I acknowledge, on behalf of the applicant, that any failure of a CFA member to comply with the Code of Ethics may result in suspension of membership privileges or in termination of membership, without refund of dues paid.
6. Membership dues are non-refundable following approval of membership.

Agreement/Signature

\_\_\_\_\_  
Name of Authorized Signing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

### CFA 2019-20 Membership Dues Schedule FSS/Supplier

Effective July 2019, may be subject to change without notice

#### PAYMENT:

<input type="radio"/> FSS/Supplier Single Brand Annual Dues: \$2,836	<b>Method of Payment:</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX	<b>Credit Card Number:</b>
		<b>Expiry:</b>
<input type="radio"/> FSS/Supplier 2 Brands Annual Dues: \$3,596	<input type="checkbox"/> Electronic Funds Transfer (EFT) We will provide the banking details where to send the EFT once your application is received.	<b>Cardholder Name:</b>
		<b>Signature:</b>
<b>APPLICABLE SALES TAX</b> <input type="checkbox"/> BC, AB, MB, NU, NWT, SK, YK: 5% GST <input type="checkbox"/> ON: 13% HST = 13% <input type="checkbox"/> QC: 5% GST + 9.975% PST = 14.975% <input type="checkbox"/> NB, NS, PEI, NL: 15% HST = 15% <input type="checkbox"/> US/INT: 0%  GST/HST Registration Number: R122972920 QST Registration Number: 1212953071	<b>Membership Dues:</b>	\$
	<b>Applicable Taxes:</b>	\$
	<b>Total:</b>	\$

Return your completed application form and any supporting documents to the CFA Membership Department by:

E-mail: [lgervasi@cfa.ca](mailto:lgervasi@cfa.ca) • Fax: 416-695-1950 • Mail: 116-5399 Eglinton Ave W, Toronto, ON M9C 5K6

Questions? Contact Lou Gervasi, CFA Membership Sales, at [lgervasi@cfa.ca](mailto:lgervasi@cfa.ca)

# Code of Ethics

Revised March 19, 2007



**Canadian  
Franchise  
Association™**

The Canadian Franchise Association (CFA) is dedicated to encouraging and promoting excellence in franchising in Canada. Each member of the Association, by becoming a member and upon renewing its membership from time to time, agrees to abide by this Code of Ethics and to further the Association's goals in encouraging and promoting ethical franchising in Canada. Each member of the Association agrees to comply with the spirit of this Code of Ethics in its general course of conduct and in carrying out its general policies, standards, practices. The following are considered by the Association to be important elements of ethical franchising practices:

1. Franchise system and a franchise support services member should fully comply with Federal and Provincial laws, and with the policies of the Canadian Franchise Association.
2. A franchisor should provide prospective franchisees with full and accurate written disclosure of all material facts and information pertaining to the matters required to be disclosed in advance to prospective franchisees about the franchise system a reasonable time [at least fourteen (14) days] prior to the franchisee executing any binding agreement relating to the award of the franchise.
3. All matters material to the franchise relationship should be contained in one or more written agreements, which should clearly set forth the terms of the relationship and the respective rights and obligations of the parties.
4. A franchisor should select and accept only those franchisees who, upon reasonable investigation, appear to possess the basic skills, education, personal qualities and financial resources adequate to perform and fulfil the needs and requirements of the franchise. Franchise systems and franchise support services members of the Association should not discriminate based on race, colour, religion, national origin, disability, age, gender or any other factors prohibited by law.
5. A franchisor should provide reasonable guidance, training, support and supervision over the business activities of franchisees for the purposes of safeguarding the public interest and the ethical image of franchising, and of maintaining the integrity of the franchise system for the benefit of all parties having an interest in it.
6. Fairness should characterize all dealings between a franchisor and its franchisees. Where reasonably appropriate under the circumstances, a franchisor should give notice to its franchisees of any contractual default and grant the franchisee reasonable opportunity to remedy the default.
7. A franchisor and its franchisees should make reasonable efforts to resolve complaints, grievances and disputes with each other through fair and reasonable direct communication, and where reasonably appropriate under the circumstances, mediation or other alternative dispute resolution mechanisms.
8. A franchisor and a franchise support services member should encourage prospective franchisees to seek legal, financial and business advice prior to signing the franchise agreement.
9. A franchisor should encourage prospective franchisees to contact existing franchisees to gain a better understanding of the requirements and benefits of the franchise.
10. A franchisor should encourage open dialogue with franchisees through franchise advisory councils and other communication mechanisms. A franchisor should not prohibit a franchisee from forming, joining or participating in any franchisee association, or penalize a franchisee who does so.
11. A franchise support services member in providing products or services to a franchisor or franchisee should encourage the franchisees to comply with the spirit of this Code of Ethics. A franchise support services member should not offer or provide products or services if legislative or professional qualification is required to do so unless the franchise support services member has such qualification.

**By checking the box you confirm that you have read,  
understood, endorse and subscribe to this Code of Ethics.**

**Please Initial:**