SIGNING GUIDE

# What documents should I have?

As part of your franchise document package, you should have the following documents:

### Franchising Code of Conduct

### The Key Facts Sheet

### Information Statement

### A2Z Services Franchise Agreement including annexures

### A2Z Services Disclosure Document

### Deed of Prior Representations

If any of the franchise documents are missing, please contact us immediately.

# When can I sign?

The Franchising Code of Conduct requires that all potential franchisees must have at least 14 days to review the franchise agreement and any associated documents **before they sign** and enter into the franchise agreement.

This means you must wait at least 14 days before you can sign the franchise documents.

# Get advice

Use the 14 day period to get advice from a lawyer, an accountant and a business advisor on the franchise documents and the franchise generally. If you choose not to get any advice, then you must sign an acknowledgment stating that you have chosen to not get any advice even though we have strongly recommended that you do.

# Who signs?

All of the franchise documents must be signed by all of the franchisees (and guarantors).

|  |  |
| --- | --- |
| **Individuals** | If you are a sole trader, then you can sign in your personal capacity – just sign the franchise agreement like you would any other contract.  |
| **Companies** | If you are a company, then the director(s) of the company will need to sign. * If the company has 2 or more directors, then at least 2 directors will need to sign.
* If the company has only 1 director, then just you, as the sole director and secretary will need to sign.
 |

# What is a deed?

You’ll notice that one of the franchise documents is called a “deed” and not an “agreement”. Deeds have different rules when it comes to signing. To sign a deed properly, you’ll need a **witness**. A witness is any person who is not a party to the deed, and who has no interest in the deed. If you’re unsure, then we recommend you use your lawyer, accountant or Justice of the Peace.

# WHAT Happens once i sign?

Once you sign the franchise documents, you enter into a legally binding contract with the franchisor and you become a franchisee.

# WHERE DO I SIGN?

Once you’re ready to sign please sign in the space provided for each of the documents set out below.

|  |  |
| --- | --- |
| **Document to sign** |  |
| A2Z Services Franchise Agreement | Signing Page |
| A2Z Services Franchise Agreement | Annexure F: ASIC Business Name Authority |
| A2Z Services Franchise Agreement | Annexure G: Competition Restraint & Confidentiality Deed |
| A2Z Services Franchise Agreement | Annexure H: Franchisee’s Statement |
| A2Z Services Franchise Agreement | Annexure I: Solicitor Statement |
| A2Z Services Franchise Agreement  | Annexure J: Accountant Statement |
| A2Z Services Franchise Agreement  | Annexure K: Business Adviser Statement |
| A2Z Services Disclosure Document  |  |
| Deed of Prior Representations |  |

# I’ve signed, what do i do now?

Great! Please post all the original signed documents to:

[insert name]

[insert address]

Once we’ve received the signed documents, we will also organise to sign the documents. When this has been done, we’ll provide you with a copy of the fully signed franchise documents to keep for your records.