

FOR OFFICIAL USE ONLY

Post office:

Grof:

Applicant:

an
post

or your world



Retail partners contract
application form

an
post

For your world

Personal information

First name:

Surname:

Are you over 18?

Yes

No

Place & country of birth:

*If a non-EEA citizen, please provide copies of Garda National Bureau Immigration card, Passport with stamps and work permit (as relevant)

Home address:

Eircode:

Telephone:

Home

Mobile

Business

Email address:

Your business proposal

Why are you interested in becoming an An Post Retail Service Provider?

Key elements to be addressed in this section include:

- Your proposal to grow the post office business.
- What business and financial circumstances are driving your interest in becoming a retail partner with An Post;
- Description of short, medium and long term objectives for the business and how you plan to meet them;
- Description of the key elements in your business proposal which you believe potentially sets it above other proposals.

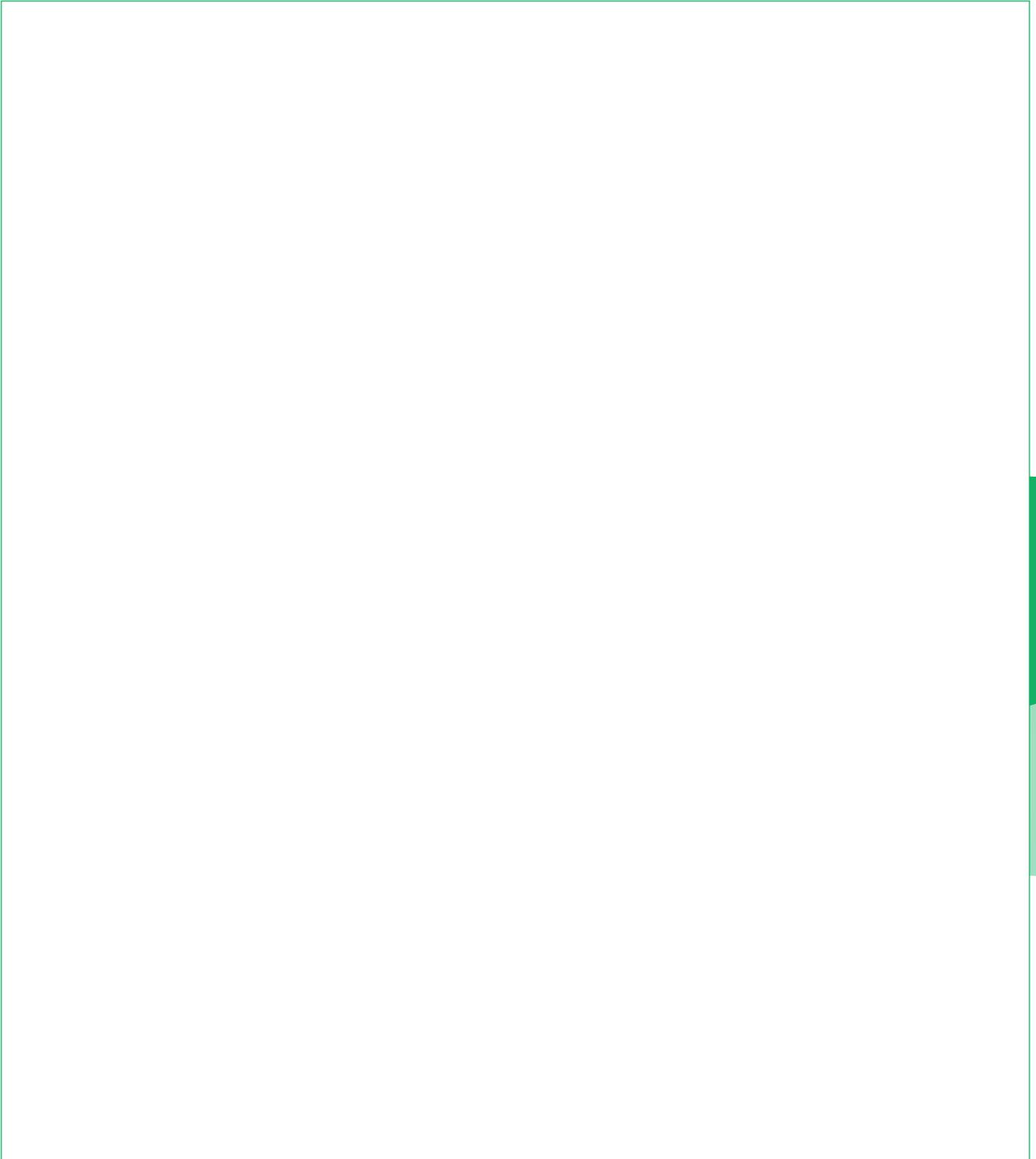


Your business proposal

Why do you believe you will be successful?

Key elements to be addressed in this section include:

- Description of relevant experience in successfully conducting retail businesses;
- Assessment of personal capability and skills that are critical to run this business.



References

References

Give the names, addresses and occupation of two responsible persons who are well acquainted with you to whom application can be made regarding your character:

Referee 1:

Referee 2:

Your education

Relevant courses/training/qualifications

Dates	Name of school/college	Course	Qualification

Your Business/Employment Record

Dates	Name & address of business/employer	Role description

Your financial situation

Are you in financial difficulties of any kind? Yes No If yes, give details below.

Have you or a company of which you were a director ever been bankrupt or executed a deed of assignment in favour of, or made a composition with, creditors? If so, when?

Has any financial judgement been recorded against you? Yes No

If yes, give details below.

Please insert your Tax Clearance Access Number (TCAN).

Please note that the award of the contract is conditional on you furnishing a valid TCAN & Tax Registration Number.

Are you, or have you been, precluded from being a director of a company?

Yes No If yes, give details below.

It should be noted that the company will require at interview stage a copy of your bank statements and/or audited trading accounts for the past twelve months. This is necessary in order to establish details of financial assets and liabilities.

Other required details

Have you any experience working in a post office?

Yes No If yes, give full particulars and state below under what circumstances the contract/employment ceased.

Are you or have you ever been employed in any capacity by An Post?

Yes No If so, give full particulars and state below under what circumstances the employment ceased.

Applicants must declare if they are involved directly or indirectly in any of the following activities:

'If so, tick the relevant boxes below and provide details.

Banking, Money Lending, Building Society, Credit Union, Provident or Friendly Society, which receives money on deposit, or Pawnbroker. Specify below.

Business connected with a licensed betting office. Specify below.

Electronic Point of Sale System. Specify below.

Business connected with the carriage or delivery of goods or parcels. Specify below.

About the premises

What is the full address of the premises in which you propose to provide the services should your application be successful?

Do you own the premises? Yes No

Will any other business be carried out on the premises in which the post office is located?

Yes No If so, state what kind of business:

If yes, do you own the other business?

Yes No If your business is part of a multiple retail chain, please provide details.

If the premises are, or will be, leased or rented what period of notice of termination of tenancy will you be subject to?

Please note a minimum of 6 months is required.

What are the rent/ lease review periods?

Please note a lease term of 7 years minimum is required.

Does the premises comply with all current building regulations and provide full disability access?

Yes No If no, please provide details.

Is planning permission required in order to locate a post office in the premises?

Yes No

If so, has planning permission been obtained/sought?

Yes No

Are there any other restrictions which prevent the use of the premises as a post office?

Yes No

What square footage of floor space is available for the post office unit?

Enclosures checklist

Please attach the following documents.

Photographs of proposed premises

Outline drawings

Photocopy of proof of identity

(i.e. copy of passport, driving licence)

Photocopy of proof of address

(i.e. household bill dated within the last six months)

Original copies of bank statements for the last 12 months

DECLARATION

I declare that the information contained in this form is true and correct without omission. I acknowledge that as Postmaster I would not be an employee of An Post and accordingly I will make my own arrangements with regard to income taxation, pension, annual leave, maternity and paternity leave, sick pay, etc.

I understand and acknowledge that, in processing my application for the contract for the provision of post office services, An Post may carry out financial and security checks on me. I will be required to complete a Garda Vetting Invitation Form. I authorise An Post to consult with the Referees I have listed in this application form.

Signature of Applicant:

Date:

Any personal information submitted to An Post will be used for the purposes of considering your application to act as an An Post Retail Partner. Your documentation will be confidentially disposed of after a period of circa 3 months. If you require any documents to be returned to you, please contact us.