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*Applications to be sent to Vivo Energy Ghana PLC and marked for the attention of the **Lubricant Sales and Marketing Manager***

VIVO ENERGY GHANA PLC

APPLICATION FOR LUBRICANTS DISTRIBUTORSHIP

IMPORTANT: Please complete all sections of this form.

Incomplete applications will not be considered.

Section A – Applicant Details (Entity or Individual Representative)

1. Full Name of Applicant / Authorized Representative

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2. Business Name (Registered Entity):

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3. Registered Business Address:

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4. Proposed Territory for Distribution:

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5. Email Address / Postal Address:

6. Phone Number (Office): Mobile (Personal):

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7. Current Business Activity / Occupation:

8. Date of Birth (if individual): Nationality:

9. If non-Ghanaian, state residence status and permit expiry date:

.....
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- **(Attach valid copies of passport and residence permit)**

Section B – Education and Training

	School/ University/ Institution	Level & qualification attained e.g. O-level, Diploma, x Degree etc.	Year Completed
Secondary/High School			
Technical College			
University			
Other			

Section C – Current Business History

(List current, and previous businesses run, or where you have an interest. Please attach copies of relevant documents)

Name of Business	INDUSTRY	Location	Date		Monthly Turnover	No. of Employees
			From	To		

1. Do you have a formal organogram and succession plan in place for key leadership roles?

☐ Yes ☐ No

- **Attach a copy of your full succession plan and formal organogram if available**

2. Do you have a warehouse? If yes, please state the location and total storage capacity: **a minimum capacity of 800 sq. m is required.**

Response: _____

3. Do you own or have access to delivery trucks and forklifts? e.g. van, 5,10,15, or 30 tonner truck with built-on compartment at the back, counterbalance forklifts, if yes, please state the number and type

Response: _____

Section D – Digital Capability & Systems

1. Do you currently use any digital tools in managing your operations (inventory, orders, finance, CRM, ERP system)?

☐ Yes ☐ No

2. List any software solutions or systems in use (e.g., SAP, QuickBooks, Tally, Salesforce):

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3. How do you ensure data security and business continuity?

☐ Off-site Backups ☐ Cloud Storage ☐ Dedicated IT Support

Other:

Section E – Financial Information

Provide both Certificate of Incorporation and Certificate of Commencement

1. TIN Number: Business Registration Number:
.....

2. Total Capital Available for Investment (GHS):

3. Source of the capital: Personal A/c's

Bank Facility

Other Sources

(Please attach copies of above details to show available finance including an audited financial statement)

- 4.State your Bankers; Account No.

a)
.....

b)
.....

c)

.....

5.Can VIVO refer to your Bankers if we so wish? Yes/No

Section F – Performance & Compliance Standards

Please note that your response to the following section would influence the outcome of your application. Indicate your acceptance of these terms and conditions.

Performance Requirement	Acceptance
Work with a signed, annual growth-focused Shell Lubricants Business Plan with periodic formal review sessions.	<input type="checkbox"/> Yes
Ensure Systems and processes are in place to proactively share accurate sales and marketing (MI) data, as per contract.	<input type="checkbox"/> Yes
Provide an effective leadership and management team to drive operations.	<input type="checkbox"/> Yes
A compliant HSSE (Health, Safety, Security & Environment) plan is documented and fully implemented.	<input type="checkbox"/> Yes
Demonstrates full end-to-end supply chain capability, from order management through to invoicing.	<input type="checkbox"/> Yes
Maintain adequate storage capacity, including for packed goods and (where applicable) approved bulk facilities.	<input type="checkbox"/> Yes
Provide technical product support and demonstrate lubricant selling competency.	<input type="checkbox"/> Yes
Has the ability to implement marketing campaigns, promotions, POS programs, and incentive structures.	<input type="checkbox"/> Yes

Section G – Other Information

1. What other business activities will you continue to be involved in should you be awarded the distributorship?

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2. Have you, or any member of your family been involved in running a lubricant business?
If **yes**, please give details

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3. When would you be available to commence operations, if application is successful?

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4. Have you ever been convicted of a criminal offence? If yes give details

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Section H – Declaration

I do hereby declare that the information given above, is true and complete. I authorise Vivo Energy Ghana PLC to make any enquiries it deems necessary in furtherance to this application (subject to the exception listed below). If any part of the information given is found to be false, my application shall be deemed null and void. I acknowledge that receipt of this application does not impose any obligation upon Vivo Energy Ghana PLC in any way whatsoever.

Signature..... Date

Exceptions:

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Please feel free to use additional paper to cover any section if needed. Attach copies of all relevant documents.