



## FRANCHISE PROCESS

### Stage one

- You are interested in our business
- You meet the Franchise Manager for an initial meeting
- You receive the Franchise leaflet and Franchise Application Form 1

### Stage two

- **You submit the Franchise Application Form 1 and an initial Fee of SGD \$100.00**
- You receive the Franchise Brief and analyse the viability of the Franchise
- You receive the Franchise application Form 2 and Corporate Brochure

### Stage three

- You submit the Franchise Application Form 2
- You receive the Franchise Agreement and go through it
- You are interested in the Franchise and signs the Franchise Option to reserve the rights to certain territory
- You pay the Franchise option fee

### Stage four

- You decide to take up the franchise
- You sign the Franchise Agreement
- You pay the Full Franchise Fee

### Stage five

- You recommend the location for our approval
- We review the location of premises
- We review the lease requirements
- We review any necessary renovation requirements and appoint the contractor
- We apply for the necessary licenses/permits/insurances

### Stage Six

- We begin recruitment for teachers for your centre
- Together we review the selection of staff and/or teacher(s)
- We appoint the teacher(s) for your centre

### Stage Seven

- You attend training sessions at our centre
- Together we review the interior design and décor.
- Nominated Suppliers supply all fittings, signage etc
- Together we review the installation of equipment

### Pre-launch

- Together we draw up the lesson plan for your centre
- Prepare guest list and draw up marketing strategy for the open house

### Launch

Our Franchise Manager arrives at your centre again to assist in the launching including:

- Further training for you
- Further training of all staff
- To acquire students for your centre