



Guide to:
Becoming a
JET Service
Station Operator

WELCOME

We are pleased that you are considering joining the JET family as one of our commissioned Service Station Operators (SSOs). This is a great opportunity for you to run your own business and to work with JET, a company that is growing and investing for the future.

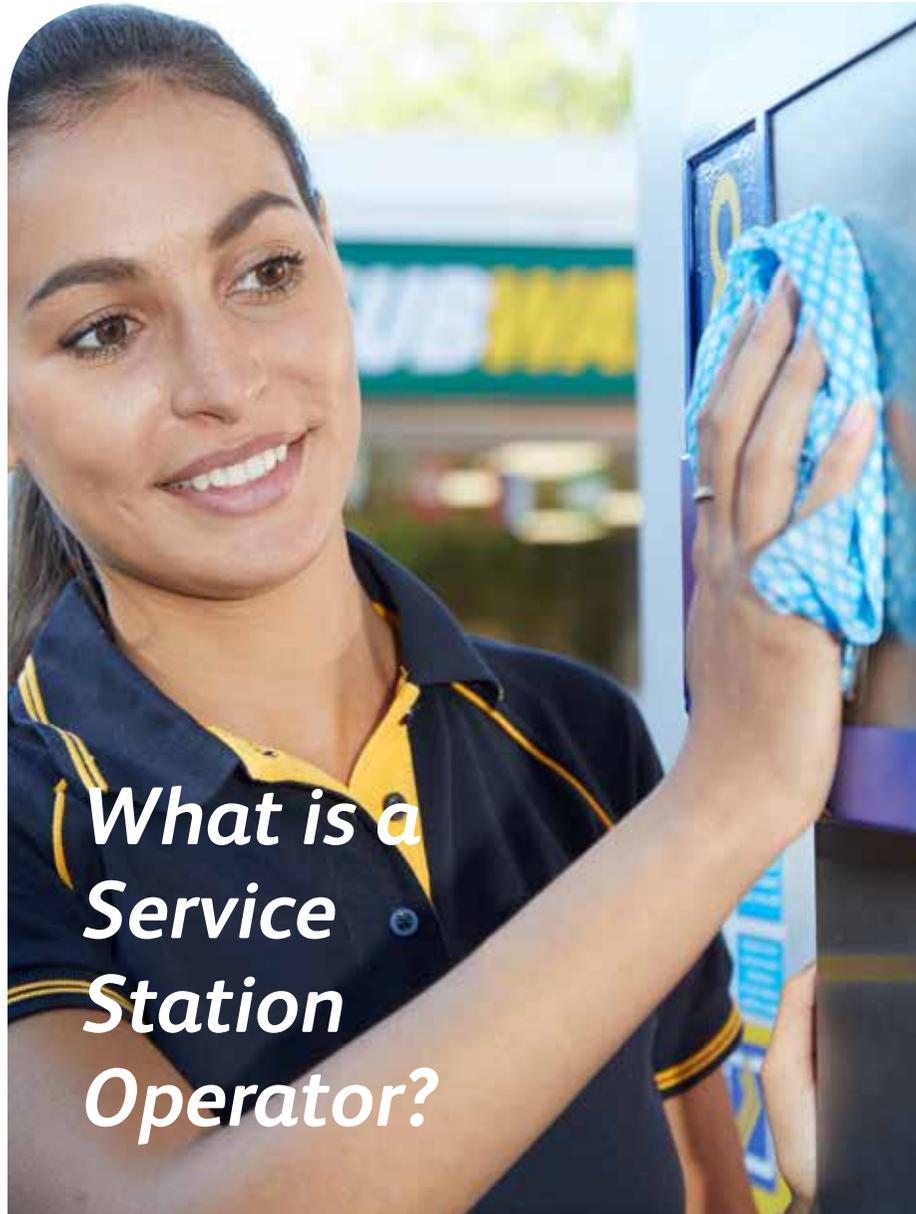
BACKGROUND TO JET AND OUR RETAIL STRATEGY

For over six decades, the JET brand has been synonymous with offering quality, service and value for money. Our history began in 1954 when John Willy 'Bill' Roberts and his associates set up a wholesale fuel supply business in Yorkshire. Continental Oil Company (now Phillips 66) purchased JET and then built the Humber Refinery, which opened in 1969 and has been running as one of the top refineries in Europe ever since. JET have long been innovators in the forecourt space, and in 1981 launched a convenience store concept that was the precursor to the shops of today.

Today, there are over 330 independently and company owned and operated JET branded stations in the UK. Having a portfolio of company-owned sites that sits alongside our dealer network will help us to strengthen the JET brand and enhance our network and our SSOs are integral to helping us to achieve these objectives.

We have a strong integrated UK business that is looking towards a future even more successful than our past.





What is a Service Station Operator?

Our SSOs are self-employed and contracted by JET (JET Retail UK Limited) to operate JET owned (freehold or long leasehold) petrol station sites on a commission operation basis.

The SSOs primary responsibilities are to:

Operate the relevant site (JET petrol station, shop premises, ancillary services and, if applicable, food-to-go offering) safely and in compliance with all legal and regulatory requirements

- Employ, train and manage all staff necessary to operate the site
- Uphold our JET brand and site standards and adhere to our ethos of exceptional customer service
- Act as our first point-of-contact for any issues related to the operation of the site

COMMISSION OPERATION BASICS

As a SSO for one of our sites, you will earn your income through the operation of the site. Your income will be derived from commission payments for fuel sales and directly from the sale of shop products and income from ancillary businesses, such as car wash facilities. The better you are at running your JET site business, the more opportunity you have to increase your earning potential.

JET will be responsible for all aspects of fuel supply and fuel pricing, and you will earn a volume-based commission on fuel sales made at the site. JET owns the sites and the retail and forecourt equipment and is responsible for the maintenance and repair of such site equipment, although you may have some direct responsibility for equipment used for any ancillary services at the site. The shop, coffee and any food-to-go brands at the site will all be specified by JET, and JET will provide the point-of-sale equipment and any promotional materials.

You will be responsible for the operation of the shop business including procuring dry goods using JET's chosen provider and running any applicable food-to-go offer (e.g., Subway). You will pay JET an operating fee based on shop sales and ancillary services income. You will meet all staffing costs, including recruitment, any consulting fees for employee relations, uniforms and training costs. You will also directly meet costs associated with the day-to-day operation of the site, including but not limited to:

- Dry stock inventory
- Materials required for any food-to-go operation
- Housekeeping and cleaning
- Cash collection
- Security services
- Waste/refuse services
- Gas and water
- Insurance
- Any legal and accountancy services required by you in respect of your operation of the business

Some of these items, such as insurance, may be facilitated by JET through a third-party provider where JET can typically provide a more cost-effective solution.

Commissions due and fees payable will be netted and payable monthly. Daily sales receipts will be netted and paid daily.



WHAT SUPPORT WILL THE SSO HAVE?

JET will have a District Manager responsible for working with you to help you to understand all aspects of the business and what is expected. Before signing the Service Station Operating Agreement, you will have an initial business planning meeting with your District Manager so that you fully understand the basic budget and performance expectations for the site. Once you are running the site, you will meet annually with the District Manager to set the annual budget and meet regularly to discuss business performance.

BRAND AND SITE STANDARDS

We strive to offer our customers the best possible experience. That means safe, clean, friendly, efficient and reliable service **every time** – and as the operator, this is your primary responsibility. You must operate the site safely, legally and in accordance with our site and brand standards. Your performance relative to our site and brand standards is measured each year through our *Proud to be JET* scheme, and it is tied to a financial award included in the overall commission calculation for the site.

BECOMING A JET SSO

If you would like to be considered as a JET SSO please enquire at JetSSOinfo@p66.com or online at www.jetlocal.co.uk/become-a-SSO

You will be asked to sign our standard non-disclosure agreement in order that we can provide you with further details, including the form of Service Station Operating Agreement that will be required. We will then commence necessary compliance and credit checks.

Once you have been approved in principle, there is a two-stage process to becoming a JET SSO. There are associated costs with some of these activities and those are your responsibility.

BEFORE SIGNING THE SERVICE STATION OPERATING AGREEMENT

- Set up your own UK limited liability company (LLC) which will enter into the Service Station Operating Agreement
- Set up appropriate business bank account(s)
- Obtain any bank guarantee or other security required by JET
- Obtain your own legal advice in respect of your obligations under the Service Station Operator Agreement
- Appoint a certified accountant
- Determine your employment plan, including a suitable compensation plan that complies with all statutory minimums for pay, pension, benefits, annual review cycles, as well as training and records plans and policies for sickness, grievances and discipline and payroll arrangements
- Develop your plan to ensure the site continues to comply with all applicable laws and regulations
- Meet with your JET District Manager to review the operating budget for the site

ONCE YOU'VE SIGNED THE SERVICE STATION OPERATING AGREEMENT

- Transfer the employment contracts for the existing employees at the site to your LLC
- Put in place your employment plan
- Arrange for your LLC to enter into necessary contracts for the operation of the site
- Obtain any required licenses and permits, insurance and other necessary arrangements for site operation
- Acquire an appropriate computer, printer and office suite software suitable for managing payroll, employment, accounting and other related business needs
- Attend our training programme and any others as required e.g., Subway
- Meet with your JET District Manager to agree the operating budget for the site

We know the process to become an SSO may seem overwhelming. JET can help to make arrangements with a third-party independent consultant which can help you with many of these items, so you can get prepared, in a cost-efficient way, for your exciting new role as SSO. We will provide further details once you have confirmed your interest.



We are looking for the best operators for our company-owned sites,
and we value your contribution to our business.

We look forward to welcoming you to the JET family as an SSO.