**New Agent Application Form**

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| **SECTION 1: AGENT’S PARTICULARS** |
| **Company’s Name** | **:** | **Country** | **:** |
| **Province** | **:** | **Territory** | **:** |
| **Contact Person** | **:** | **Telephone No.** | **:** |
| **Fax No.** | **:** | **Email** | **:** |
| **Registered Address** | **:** |  |  |
| **Website** | **:** | **Year Established** | **:** |

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| **SECTION 2: AGENT’S BACKGROUND AND EXPERIENCE** |

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| 1. **Are there any pending court cases for your company as at date of application?**
 |  |
| 1. **Does your company comply with agency licensing arrangements in your country of representation? (If yes, please attach licenses)**
 |
| * **Yes**
 | * **Not Applicable**
 |
| 1. **How many of your staff are engaged in full time education recruitment?**
 |
| * **1 – 3**
 | * **3 – 5**
 | * **5 – 8**
 | * **8 +**
 |
| 1. **How many students does your company enroll in education institutions each year?**
 |
| * **1 – 15**
 | * **16 – 50**
 | * **51 – 100**
 | * **100 +**
 |
| 1. **How many students did you send to Singapore last year?**
 |
| * **1 – 15**
 | * **16 – 50**
 | * **51 – 100**
 | * **100 +**
 |
| 1. **Which areas of education does your company specialize in?**
 |
| * **Postgraduate**
 | * **Undergraduate**
 | * **Preparatory**
 | * **Short Courses**
 |
| * **Professional / Vocational Courses**
 | * **Others (Provide details)**
 |  |
| 1. **Do you visit Singapore in the course of your business?**
 |
| * **Yes**
 | * **No**
 |  |  |
| **If yes, how frequent?** |
| * **More than once a year**
 | * **Once a year**
 | * **Once every few years**
 |

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| 1. **Does your company currently work with any other PEIs in Singapore?**
 |
| * **Yes**
 | * **No**
 |  |  |
| **If yes, please state all other institutions.** |
| 1. **Does your company currently work with any other institutions worldwide?**
 |
| * **Yes**
 | * **No**
 |  |  |
| **If yes, please state all other institutions.** |
| 1. **Please list the geographical areas your company is active in (including city, province and prefecture)**
 |
| 1. **What support does your company require?**
 |
| 1. **Please list location of student counseling and recruitment branches**
 |
| **Branch Name** | **Location** | **Contact Person** |
|  |  |  |
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| 1. **Do you employ other companies / agents to recruit students on your behalf?**
 |
| * **Yes**
 | * **No**
 |  |  |
| **If yes, please provide details.** |
| **Company / Agent Name** | **Location** | **Contact Person** |
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| **SECTION 3: STUDENT SERVICES, MARKETING & PROMOTION** |

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| **Do students pay you a fee for your services? If yes, how much is the fee? (Please specify currency and amount)** |
|  |  |  |  |
|  |
| 1. **What are the services your company usually provides for students? E.g. Counselling services, visa consultation, English language support, exhibition, etc.**
 |
| 1. **Is the above service chargeable? If yes, please state how much below. If no, please move on to the next question.**
 |
| 1. **What marketing services does your company usually provide for client education institutions for student recruitment? (Eg. Print advertising, coordinating visits to academic institutions, participate in recruitment fairs, television ads, website and etc.)**
 |
| 1. **What is your company’s annual marketing budget? How much of it will be involved in marketing efforts for the College?**
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| 1. **Please estimate the recruitment numbers that your company is working towards for this College**

**Target per contractual year:** **Commission payable by student to Agent:** **(In SGD, if applicable)** |

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| **SECTION 4: BUSINESS CREDENTIALS** |

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| **Please provide details of one of the referee from a School / College / University, that you currently represent** |
| **Name** | **:** |  | **Contact No.** | **:** |  |
| **Address** | **:** |  |
| **Email** | **:** |  |

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| **SECTION 5: DECLARATION** |

**I confirm that I have all the necessary registration, accreditations and permission to act as an education agent in all the territories, which I have nominated, and understand that I must notify the College if any changes occur in the registration status of my agency.**

**I declare that the above information is correct and complete at the time of application. Any misleading information will result in non-acceptance of this application.**

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| **Name**  | **:** |  |  |  |  |
| **Date** | **:** |  |  **Signature** | **:** |  |

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| **Received by Marketing:** |
| **Name**  | **:** |  |  |  |  |
| **Date** | **:** |  |  **Signature** | **:** |  |