



New Agent Application Form

Agent Particulars

Organization Name :	Country :
City/Province :	
Contact Person :	Telephone No, :
Fax No. :	Email :
Registered Address :	
Website :	Year Established :
No. of Employees :	No. of Offices :

Agent Background & Experience

1. What is the paid up capital of your Company thus far? (Please convert amount to Singapore Dollars)
2. Are there any pending court cases for your Company thus far?
3. Appoint 1 agent representative to liaise with Zesprion.
4. Are you authorized by your country's government for recruitment activities? (For Agents from China or any others if applicable) <input type="checkbox"/> Yes (Please attach proof of authorization) <input type="checkbox"/> Not Applicable
5. How many of your staffs are engaged in full time education recruitment? <input type="checkbox"/> 1 – 3 <input type="checkbox"/> 3 – 5 <input type="checkbox"/> 5 – 8 <input type="checkbox"/> 8+
6. Number of years of experience in student recruitment. <input type="checkbox"/> Less than one year <input type="checkbox"/> One year <input type="checkbox"/> Two years <input type="checkbox"/> Three years and above
7. How many students does your company enrol in education institutions each year? <input type="checkbox"/> 0 – 15 <input type="checkbox"/> 16 – 50 <input type="checkbox"/> 52 – 100 <input type="checkbox"/> 100+
8. How many students did you send to Singapore last year? <input type="checkbox"/> 0 – 15 <input type="checkbox"/> 16 – 50 <input type="checkbox"/> 52 – 100 <input type="checkbox"/> 100+
9. Which area of education does your company specialize in? <input type="checkbox"/> Postgraduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Foundation <input type="checkbox"/> English as Foreign Language <input type="checkbox"/> Pre-University <input type="checkbox"/> Others:_____

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10. Is your Company involved in other activities other than Education?

- Yes No

If yes, please elaborate below:

11. 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

12. Does your Company currently work with any other PEIs in Singapore

- Yes No

If yes, please state all other institutions.

13. Does your Company currently work with any institutions worldwide?

- Yes No

If yes, please state all other institutions.

14. Please list the countries, cities and province your company will be active in your recruitment of students.

15. What support does your company require?

16. Please list location of student counselling and recruitment branches

Branch Name	Location & Address	Contact Person

17. Do you employ other companies / agents to recruit students on your behalf?

- Yes No

If yes, please provide details below.

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Company / Agent Name	Location & Address	Contact Person

Student Services, Marketing & Promotions

<p>1. Do students pay you a fee for your services? If yes, how much is the fee? (Please specify currency and amount)</p>
<p>2. What are the services your company usually provides for students? E.g. Counselling services, visa consultation, English language support, exhibition, etc.</p>
<p>3. Is the above service chargeable? If yes, please state how much below. If no, please move on to the next question.</p>
<p>4. What marketing services does your organization 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.)</p>
<p>5. What is your company's annual marketing budget? How much of it will be involved in marketing efforts for the School?</p>
<p>6. Please estimate the recruitment numbers that your company is working towards for the School Target per contractual year: _____ Commission payable by student to Agent: _____ (In SGD, if applicable)</p>

Business Credentials

Please provide details of one of the referee from a School / College / University, that you currently represent		
Name	:	Contact
Address	:	
Email	:	

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Checklist for Documents Required (To submit together with this form)

- Business Licence and Company Profile Testimonial
- Testimonial (can be one or more up to individual's discretion)
- Proof of Authorization for Student Recruitment (if applicable)

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 Zesprion 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.

Acknowledged by :

Name : _____ **Signature :** _____

Designation : _____

Date : _____

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Received by :

Name : _____ **Signature :** _____

Designation : _____

Date : _____

Reviewed by :

Name : _____ **Signature :** _____

Designation : _____

Date : _____

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