



AGENT SELECTION

AGENT PARTICULARS	
Agent Name/Name of Company:	NRIC/Passport No.:
Date of Review:	Job References:
Company Address:	Contact Details:
Track Records(Competent):	Office Number:
	Mobile Number:
	Fax Number:
	Email Address:

Agent Check list																									
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">a) Have proper Business Outfits</td> <td style="width: 15%;">YES <input type="checkbox"/></td> <td style="width: 15%;">NO <input type="checkbox"/></td> </tr> <tr> <td>b) Being solvent</td> <td>YES <input type="checkbox"/></td> <td>NO <input type="checkbox"/></td> </tr> <tr> <td>c) Past and pending disputes in court?</td> <td>YES <input type="checkbox"/></td> <td>NO <input type="checkbox"/></td> </tr> <tr> <td>d) Any event that may lead to a change of its suitability</td> <td>YES <input type="checkbox"/></td> <td>NO <input type="checkbox"/></td> </tr> <tr> <td>f) Have a strong belief in education, and a desire to help others by giving them the opportunity for a good education.</td> <td>YES <input type="checkbox"/></td> <td>NO <input type="checkbox"/></td> </tr> <tr> <td>g) Do you collect any agency fee from student</td> <td>YES <input type="checkbox"/></td> <td>NO <input type="checkbox"/></td> </tr> <tr> <td>h) In the next 12 months, how many students would you expect to recruit for our College?</td> <td colspan="2" style="text-align: center;">Q1: 30 Q2: 45 Q3: 50 Q4: 60</td> </tr> <tr> <td colspan="3">If "Yes", provide details:</td> </tr> </table>	a) Have proper Business Outfits	YES <input type="checkbox"/>	NO <input type="checkbox"/>	b) Being solvent	YES <input type="checkbox"/>	NO <input type="checkbox"/>	c) Past and pending disputes in court?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	d) Any event that may lead to a change of its suitability	YES <input type="checkbox"/>	NO <input type="checkbox"/>	f) Have a strong belief in education, and a desire to help others by giving them the opportunity for a good education.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	g) Do you collect any agency fee from student	YES <input type="checkbox"/>	NO <input type="checkbox"/>	h) In the next 12 months, how many students would you expect to recruit for our College?	Q1: 30 Q2: 45 Q3: 50 Q4: 60		If "Yes", provide details:		
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	Provide details:
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3.	Communication:	
	a) To keep School updated of its activities	YES <input type="checkbox"/> NO <input type="checkbox"/>
	b) Agent follow strictly the approval procedures for vetting marketing materials and methods	YES <input type="checkbox"/> NO <input type="checkbox"/>
	c) To undertake the recruitment of students for all the programmes run by ICASTEC. The Agent will forward to ICASTEC the completed Application Forms and duly verified copies of supporting documents with the words "Original Seen" signed/stamped thereon as evidence of the Agent's referral.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	d) To fairly and accurately represent ICASTEC at all times and to acknowledge that false representation of the relationship between the Agent and ICASTEC, or misrepresentation of ICASTEC'S fees, course content, facilities, aims and corporate objectives shall result in immediate termination of this contract by ICASTEC.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	f) Undertake to follow agents code of conduct	YES <input type="checkbox"/> NO <input type="checkbox"/>
If "No", provide details:		

AGENT'S DECLARATION*

I am familiar with the Singapore Education Sector and the requirements for study in Singapore (ie. what the student must have in order to be granted a student pass and general ICA and MOM regulations on student pass holders etc.)

1. I confirm that the details given above are true
2. I understand that my application is subject to the final approval and confirmation of the management of the College.



3. I understand that as a recruitment agent for the college have to ensure that I give accurate information of the institute and the courses conducted.
4. I understand that my duties and authority are also subject to the terms and conditions in the agency contract and code of conduct, hereby agree to be bound by the terms and conditions laid down by the College and in the Agency Contract.
5. I have no objection for the College to indicate my Company on it's website once agreement is signed and permission to ICASTECH to conduct any information pertaining to my company.

Signature and Co. Stamp, if any

Date

RECOMMENDED BY MANAGER
 <hr/> Name: Date:

APPROVED BY MANAGING DIRECTOR	RECORDED BY MARKETING DEPARTMENT
 <hr/> Name: Date:	 <hr/> Name: Date:

FOR OFFICIAL USE ONLY
Remarks: