



**AGENT SELECTION**

**AGENT PARTICULARS**

<b>Name of Agent/Company:</b> _____	<b>Management Contact (Name):</b> _____
<b>Company Registration Number:</b> _____	<b>Identity/Passport No.:</b> _____
<b>Country of Registration:</b>	<b>Email Address:</b> _____
<b>Company Address:</b> _____	<b>Office Number:</b> _____
<b>Website:</b> _____	<b>Mobile Number:</b> _____
<b>Fax Number:</b> _____	
<p>Do provide the following information/document:</p> <p><input type="checkbox"/> Registered Business Entity of the agent company</p> <p><input type="checkbox"/> Authorisation by respective government to do recruitment or links to local authorities (where applicable)</p> <p><input type="checkbox"/> References, Recognition &amp;/or Track Records (with evidence where applicable)</p> <p><input type="checkbox"/> Having proper business outfits (Photo of office)</p> <p><input type="checkbox"/> Management Contact (Photo-copy of Passport)</p>	

**Agent Check list**

1.	a) Have proper Business Outfits (Do attach some office photo)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	b) In debts	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	c) Your business is free of from any current or 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) In the next 12 months, how many students would you expect to recruit for our College? Note: we adopt performance-based Tiered commission system.	Recruitment Targets: _____/Year	
	Do you plan to collect any service fee from student? This depend on your value-added services and business decision. We accept your decision. If “Yes”, do elaborate below.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Marketing:		
	a) Marketing plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	b) Are Our Courses suitable for your market?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	c) Is Recruitment target achievable?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	More Elaboration on the above:		



<b>3.</b>	<b>Communication:</b>	
	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 ICASTEC to conduct any information pertaining to my company.

\_\_\_\_\_  
Name/Signature and Co. Stamp, if any

\_\_\_\_\_  
Date

RECOMMENDED BY MANAGER	APPROVED BY MANAGING DIRECTOR
<p>_____ Name/Date:</p>	<p>_____ Name/Date:</p>