

APPLICATION FORM - AGENT

Instructions for Applicant

Thank you for considering SHRI Academy Pte. Ltd. as a potential partner in recruiting the international students. If you decide to apply to be a registered Recruitment Agent, please submit the following:

- 1) Part A of the application form (duly completed)
- 2) Provide a certified true copy of Business Registration from your country/ Company Profile/ Certificate of Business Registration and/or Company Licence
- 3) Provide referees from the Education Industry (*if applicable*)
- 4) NRIC/ PASSPORT COPY of applicant/ the Company's Contact person
- 5) Other supporting documents (if applicable)

Note: All information provided to SHRI Academy will be kept confidential except for those required under statutory requirements and by government authorities, and relevant university partners and accreditation bodies as part of the regulatory or course requirement.

Contact Information

To: Ms. Lynn Koo

Email Address: lynn.koo@shri.org.sg

Phone No.: +65 6438 0012 / +65 6422 3785

Postal Address: 10 Eunos Road 8, Singapore Post Centre #13-07, Singapore 408600

Before application,

1. The interested applicant must be familiar with the Student Recruitment Agent Code of Conduct;
2. The interested applicant must be familiar with Singapore Education system, Rules and regulations of regulatory bodies and policies and procedures which are available at www.ica.gov.sg, www.cpe.gov.sg, www.shri.org.sg
3. The applicant must agree to attend the trainings provided by the Institute

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Please ✓ the appropriate. Where non-applicable, put "N.A". Leave no fields blank.

Part A – Company Details													
Name of Company <small>(as per official registration)</small>													
Name of Company Owner / Managing Director													
Company Registration Number													
Name of Company Representative													
Designation of Company Representative													
Entity Type <small>(Please attach a copy of your Company Registration Certificate or a Valid Government Authorization Letter)</small>	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">Sole Trader / Proprietor</td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: none;">Partnership</td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: none;">Private Limited</td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: none;">Trust</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: none;">Society</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: none;">Other (please specify)</td> <td style="border: none;">_____</td> </tr> </table>	Sole Trader / Proprietor		Partnership		Private Limited		Trust		Society		Other (please specify)	_____
Sole Trader / Proprietor		Partnership		Private Limited									
Trust		Society		Other (please specify)	_____								
Country of operation													
Country branches (if any)													
Address of main office / Business Address													
Address of branch (if branch is in Singapore)													
Number of Employees in the Company													
Telephone Number (office)													
Fax (office)													
Mobile Number													
Email Address													
Website Address (if any)													

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Has the company recruited students for SHRI Academy Pte Ltd. in the past?	Yes		No		
If yes, please state number of students recruited with details					
List of Countries from which Students have been recruited					
Education Levels recruited	Certificate Level	Diploma Level	Bachelor's Level	Postgraduate Diploma Level	Master Level
How many students does the company recruit for international schools in Singapore yearly?					
Is the company an Active Recruitment Agent for other international school/s in Singapore?	Yes		No		
If yes, please provide name of school(s)/PEI with no. of years of student recruitment experience in each school/PEI					
Explain in brief the pre-course counselling process offered by the company to students and parents					
Does the company have its own publicity material(s)?	Yes		No		
If yes, please specify type of publicity materials and provide samples					

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Has the company been blacklisted by any school/PEI in Singapore?	Yes		No
If yes, please provide details			
Any other service provided by your Company			
If yes, please provide details			
Do students pay any type of fee for your services			
If yes, please provide details			
Reference(s) : Students			
<u>Reference 1</u> 1. Name: 2. Nationality: 3. Current status: (completed their programmes) 4. Contact Number: 5. Email Address:	<u>Reference 2</u> 1. Name: 2. Nationality: 3. Current status: (completed their programmes) 4. Contact Number: 5. Email Address:		

Applicant Signature and Company Stamp		Date	
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DISCLAIMER AND SIGNATURE

I certify that the information and details provided by me or as an authorised representative of the company are true and complete to the best of my knowledge. I authorise SHRI Academy Pte. Ltd. to conduct verification of our company through referrals. I understand that any false or misleading information in this application will result in immediate rejection and/or blacklisting.

Name:

Designation:

Signature:

Date:

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Part B – Evaluation			
<u>Criteria 1:</u>			
<u>Criteria 2</u>			
<u>Criteria 3</u>			
<u>Criteria 4</u>			
Evaluated by:		Designation:	
Signature		Date:	

Part C – Training	
Date of Training:	
Person Attending Training:	
Name of Trainer:	
Remarks (if any):	

Part D – Approval				
Approval Status:	Yes		No	
Date of Appointment:				
Period of Appointment:	6 months		12 months	
Remarks:				

Name and Signature of Executive Director, SHRI		Date	
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