



AGENT COMPANY APPLICATION FORM

**PRIVATE &
CONFIDENTIAL**

SELECTION CRITERIA

San Yu Adventist School (SYAS) uses the following criteria for selecting potential agent company:	Documents to submit:
a. The agent company has a proper set-up as a business entity, with operations in place to handle the entire recruitment process of students. (SYAS does not engage individuals as agents, only companies are accepted).	<ul style="list-style-type: none"> - Business registration or ACRA - Proof of address/tenancy agreement
b. The agent company has been in existence for at least two years.	<ul style="list-style-type: none"> - Business registration or ACRA
c. The agent company has a good track record.	<ul style="list-style-type: none"> - Agent Reference by School form (obtained the form from SYAS) - Student testimonies (if any) - A letter highlighting why you want to work with us
d. The agent company has a belief in education, and a desire to help others by giving them the opportunity for a good education.	<ul style="list-style-type: none"> - A letter highlighting why you want to work with us
e. The agent representative is professional in his/her dealings with the Admissions Office and Business Office staff of SYAS.	NIL

A1 : AGENT COMPANY'S PARTICULARS

Company Registered Name:			
Company Registration Number:			
Company Registered Address:			
Contact Number(s):		Fax:	
Email Address(s):			
Company Website (if any):			
Company Director's Name (as per NRIC):			
Contact Person's Name as per NRIC & Contact Number(s): (if different from above)			

A2 : OTHER OFFICE ADDRESS (IF ANY) inclusive of overseas office

Office Address 1:			
Person in Charge:		Contact Number(s):	
Office Address 2:			
Person in Charge:		Contact Number(s):	

B : AGENT COMPANY'S EXPERIENCE

Years of student recruitment experience:		Since (year)	
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Is your company in other business: Yes No (please tick)

If YES, list type of business activities:

How many company staff are involved in Full-Time student recruitment? (please tick)

1 to 3 staff 4 to 6 staff 7-10 staff Others: _____

How many overseas students does the company recruit worldwide each year? (please tick)

1 to 20 students 21 to 50 students 51 to 80 students 81 to 100 students Others: _____

How many students does your company enrol in Singapore educational institutions each year? (please tick)

1 to 10 students 11 to 20 students 21 to 30 students Others: _____

How many educational schools/colleges/universities does your company represent worldwide? (please tick)

1 to 5 institutions 6 to 10 institutions 11 to 20 institutions Others: _____

List the countries from which you recruit students.
 Indicate whether your company is authorized by the respective government(s) to represent students in their countries (please tick YES or NO).

Country 1:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country 2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country 3:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country 4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country 5:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country 6:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country 7:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country 8:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country 9:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country 10:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Any other information:

C : AGENT REPRESENTATIVE(S) REGISTRATION

Number of Agent Representatives:			
Representative Name (as per NRIC)			
Contact Number(s)		Email Address(s)	
Representative Name (as per NRIC)			
Contact Number(s)		Email Address(s)	
Representative Name (as per NRIC)			
Contact Number(s)		Email Address(s)	

*If more than 3 agent representatives, please furnish their details in a separate piece of paper.

D : DECLARATION

I, the duly authorized representative of the aforementioned company, hereby declare that all the information given in this application form is accurate and true, and SYAS reserves the right to reject or void my application should falsehood/inaccuracies be discovered in the application.

Name (as per NRIC)& Signature of Declarant:

Date:

Designation of Declarant :

Company Stamp:

For Office Use

Document Submissions Checklist

Mandatory Items for all applicants

- 1 Business registration or ACRA
- 2 Proof of address/tenancy agreement
- 3 BO FORM 044 Agent Reference Form by School
 Verified with CPE website [By/Date: _____]
- 4 Letter why the agent wants to work with us

Received by: _____

Date: _____

Remarks (if any) _____
