



TEG International College

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ROC/GST No.199402122M

AGENT APPLICATION FORM

PART 1: AGENT DETAILS

Company

Individual

Name of Organisation/Individual : _____

Registered Company Name : _____
(If Different)

Company Registration Number : _____

Year of Incorporation : _____

Business Address : _____

Contact Person / Designation : _____

Contact Number : (Office) _____ (Mobile) _____

Email : _____

PART 2: EXPERIENCE & BACKGROUND

a) How many years of experience do you have in this Industry : _____

b) What are your channels for student recruitment?

Direct Mail Website Exhibitions Newspaper

Others (Please Specify: _____)

c) Number of students enrolled in education institutes each year :

(Please provide 3 enrolled students' testimonies on Agent Performance)

0 1-15 16-30 31-50 51 -100 Over 100

Private and Confidential

d) Are you accredited to act as an education agent in your home country?

- Yes No

If yes, please provide details: _____

e) Do you have partnership / affiliations with other agencies?

- Yes No

If yes, please provide details: _____

f) Do you have any links or are you recruiting agent for other PEIs / Colleges / Universities?

- Yes No

If yes, please provide details: _____

g) Has any Director of your organisation ever been convicted by law for committing a crime?

- Yes No

If yes, please provide details: _____

h) Have you ever been convicted by law for committing a crime?

- Yes No

If yes, please provide details: _____

i) Has any Director of your organisation ever been declared bankrupt within the past 7 years?

- Yes No

If yes, please provide details: _____

j) Have you ever been declared bankrupt within the past 7 years?

- Yes No

If yes, please provide details: _____

k) Is any Director of your organisation or has any Director of your organisation been a manager of an unregistered PEI or a manager of any PEI which registration has been cancelled by CPE?

- Yes No

If yes, please provide details: _____

l) Are you or have you been a manager of an unregistered PEI or PEI which registration has been cancelled by CPE?

- Yes No

If yes, please provide details: _____

m) What other businesses / related businesses are you/your company involved in?

n) Brief profile of your Company : _____

PART 3: MARKETING

a) Do you hold promotional events? Yes No

If yes, please provide details: _____

Event	Date	City (Country)

b) What are your channels for student recruitment?

Direct Mail Website Exhibitions Newspaper

Others (Please Specify): _____

PART 4: OTHER SERVICES

a) What other services do you provide for students?

i. _____

ii. _____

iii. _____

iv. _____

PART 5: REFEREES

Please provide referees (if possible):

a) _____ b) _____

PART 6: DOCUMENTS ATTACHED

Items	Supplied (√)	Verified by SM/MM
Company / Business Registration Certificate		
Director's NRIC / Passport / Association Documents		
Samples of Marketing Material (if any)		
Students' testimonies on Agent / Job references (where applicable)		

PART 7: Agents Code and Conduct

1. Agents must at all times conduct themselves with integrity and in a manner that will reflect positively on the image and reputation of TEG as reliable providers of quality education and training.
2. Agents shall at all times carry out their services in a professional, responsible and ethical manner and should not do anything that might disparage or prejudice TEG's interest, reputation and/or goodwill.
3. Agents shall not contravene or in any way act in contravention to any provisions or expectation stated in the Agent Contract with TEG.
4. Agents shall not be engaged in any unethical practice and shall not make or allow to be made any misrepresentations or false or misleading statements nor make any claims, warranties, representations or statements which may be false, untrue, ambiguous, misleading, inaccurate or fraudulent.
5. Agents shall at all times ensure compliance with all applicable laws and regulations, orders and any other legal requirements in the Territory with regards to the performance of the services and the marketing and/or promotion of TEG and/or the sale of the programmes.
6. Agents shall at all times ensure that they are aware of all relevant Singapore laws and regulations and rules or guidelines of any Singapore government agency. Agent shall ensure that they do not breach in any way or do anything that goes against these laws and regulations and/or rules.
7. Agents shall promote themselves/TEG fairly, and provide honest, accurate and complete information.
8. Agents must apply principles of fair trading when recruiting students and must not engage in high-pressure sales, "bait and switch" advertising or similar unfair practices.
9. Agents must ensure that they are not negligent, careless or incompetent such that they compromise the integrity of TEG and/or Singapore's reputation.
10. Agents must not collect any money from the students under any circumstances (other than the commission specified in the agent contract).
11. Agents shall follow the TEG's prescribed procedure to clarify any doubt and any other information deemed necessary by TEG.

PART 8: DECLARATION

I am interested in representing TEG International College as a student recruiting agent and I hereby declare that the above information is correct and complete. I agree to:

- Abide by the Code of Conduct for Agents,
- Conduct my Student Recruitment activities in a honest and professional manner,
- Regularly monitor policies and regulations, and all subsequent update to these as reported on TEG International College website, and
- Complete my training from TEG International College before I can recruit students for TEG International College.
- All Information provided by Agent (Individual/Company) will be treated in the strictest confidence. By signing the Agents application form, you express consent to TEG International College collecting, using and disclosing the personal data provided in the form for the purpose of TEG International College web site publishing, annual reporting and receiving latest news from TEG International College.
- I have read the EduTrust Guideline/Documents from CPE website and agree to adhere to the relevant Criteria.

Individual/Agent (Company): _____

Name of Individual/Name of Agent Representative: _____

Signature/Designation: _____

Date: _____

PART 9: FOR OFFICIAL USE ONLY

Status of Application: Approved Not Approved

Remarks: _____

Recommended By (SM/MM): _____
Signature/ Name

Approved By Director: _____
Signature/ Name