



Agency Registration Form

Company Profile and Background			
Company Details			
Company Name			
Business Address			
Postal Address			
Phone (business)		Fax	
Phone (mobile)		Email	
Website address			
ABN		Business Registration Certificate	
Registering country and regulatory authority (if applicable)		Year founded	
Years as an education agent		Sub-Agencies	
Number of staff		List the office locations	
Number of offices			
Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes	Yes/No (if Yes, please give full details)		
Business Profile/Strategic Plan	(please attach)		
Key Business Activities (List)			
Education Agent Training Course (eg, EATC) certification or (PIER equivalent Online certification)	Yes/No (if Yes, please attached Certificate)		
Associations/ affiliations with other relevant organisations (List)			
Associations with any local authorities / governments / councils/etc. (List)			
China Approval (only for agents located in China)	Is your agency on the Chinese list of approved Agents by the Ministry of Education or under an approved agreement? Provide details:		

Details of key Directors and Employees		Insert more fields as required	
Company Director / Principal			
Name			
Qualifications and previous experience			
Phone		Email	

Contact officers / Counsellor			
1 - Name			
Qualifications and previous experience			
Phone		Email	
2 - Name			
Qualifications and previous experience			
Phone		Email	

Performance			
Number of students sent abroad each year		Proposed number of students sent to us in the next year	
Service Fees and Charges		Please provide details of any fees you charge students	
What services do you provide for students			

Referees			
Educational Referees (1)			
Name		Position	
Organisation		Address	
Phone		Email	
Educational Referees (2)			
Name		Position	
Organisation		Address	
Phone		Email	



Declaration

I am interested in representing you as an educational representative and I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the Department of Home Affairs (DHA) website.
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the Department of Education and Training and the Department of Employment (DEEWR) website.
- I have read and understand the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018) and agree to adhere to the relevant Standards.

Name: _____

Position: _____

Date: _____

Signature: _____