



SFMS AGENT APPLICATION FORM

Please note that only legally registered businesses may apply.

Criteria Checklist (Please provide the necessary documents)

- Photocopy of the Business Registration Certificate/License
- Organisation/Company Profile
- Reference letter (if any)

FOR OFFICE USE ONLY

Agent No. : _____
 Country : _____
 Date of Approval : _____
 Date of Application : _____

BUSINESS INFORMATION (PART I)

Name of Registered Business				
Business Registration Certificate No.				
Type of Business Entity (please select)	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Co.	<input type="checkbox"/> Limited Liability Partnership

APPLICANT'S INFORMATION

Name of Applicant (as in Passport/ID)			
Passport/Identification Card No.			
Designation			

CONTACT DETAILS

Address			
Tel (Mobile)	Tel (Office)	Fax	
Email Address			
Company's Website			
Company's Facebook page	Other Social Media		
Contact Person			
Designation			

BANK ACCOUNT INFORMATION (FOR PAYMENT PURPOSES)

Account Name	Please note that Bank Account Name must be the same as Name of Registered Business
Account No.	
Bank Name	
Bank Swift Code	
Bank Address	

CHEQUE (LOCAL BANK ONLY)

Payable To	
Contact Person	
Contact No.	

All information received and shared in this application form will be treated as private and confidential and any dissemination, distribution or duplication of such information, unless required by law or other statutory regulations is strictly prohibited and is the sole property of St Francis Methodist School



BUSINESS INFORMATION (PART II)

1. Please attach a copy of your **business registration certificate and/or license**.

2. Please list down your business activities (e.g. student recruitment, tuition, homestay, etc).

1)		3)	
2)		4)	

3. Please provide a brief **company profile** in a separate sheet.

4. Please inform the total staff strength and the number of Counsellors involved in full-time student recruitment.

Total Staff Strength		No. of Counsellors (in charge of Singapore market)	
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5. List of countries where your students are **recruited from**.

1)		5)	
2)		6)	
3)		7)	
4)		8)	

6. List of **schools/institutions** which your company is **currently representing** (both local and overseas).

1)		5)	
2)		6)	
3)		7)	
4)		8)	

7. Please provide **one referee** from the schools/institutions mentioned above.

1)	Referee's Name		
	Designation		
	School/Institution		
	Address		
	Email Address		Contact No.

8. Please provide an **estimated number of full-time students recruited** for three schools/institutions in Singapore over the **past three years**.

1)	Name of Institution		No. of Students	
2)	Name of Institution		No. of Students	
3)	Name of Institution		No. of Students	

9. Please provide a **marketing plan/proposal** for the recruitment of students for St Francis Methodist School.

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10. How did you know about St Francis Methodist School?

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11. Do you **impose any fees** to your applicants/students? If yes, please declare the amount and currency. Please list the details, where applicable.

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DECLARATION

I hereby declare that all the information furnished in this application is true and accurate, to the best of my knowledge and belief and I undertake to inform the school of any changes therein, immediately. Should the school find any of the information to be false or misleading or misrepresenting, the application shall be rejected with immediate effect. The school reserves the right to request for additional documents and verify the authenticity of my application.

Signature/Name/Date

Company Stamp

Applications with complete documents will be processed within 7 working days.

Please return the completed application form **(signed and stamped)** to:

Attn: Business Development & Marketing Department
St Francis Methodist School
492 Upper Bukit Timah Road
Singapore 678095

Or email: marketing@sfms.edu.sg

OTHER COMMENTS:

Verified by:

Interviewed and Endorsed by:

Name:
Position:
Business Development & Marketing

Name:
Position:
Business Development & Marketing