

To facilitate our evaluation of your application, we would require you to provide the following information. Applications with missing information will not be considered.

Criterion 1 – Contact Details

Company name	
Company registration no.	
Company address as registered	
Office telephone no.	
Office fax no.	
Website (if applicable)	
Key contact person	
Key contact person (designation)	
Mobile phone no.	

Criterion 2 – Track Record

Give (2) two names of local or overseas schools that you have worked with	
Number of student referrals per year (only those who has successful completed the programme)	
Specific of geographical area where students may be referred from	

Criterion 3 – Job References

We will contact your referrals for verification purpose as such, please provide (2) two current contacts

Referral 1	
Name (student)	
Nationality	
Current status (completed their programme?)	
Email	
Mobile phone no.	
Other relevant information	
Referral 2	
Name (student)	
Nationality	
Current status (completed their programme?)	
Email	
Mobile phone no.	
Other relevant information	

Criterion 4 – Business Profile

Please attach the following documents (if applicable)

1. Company Annual report
2. Information about your local setup

Information required if the company is set up in Malaysia:

Form 24 (Companies Act, 1965, Return of Allotment of Shares)

Form 49 (Companies Act, 1965, Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars)

Form 9 (Companies Commission of Malaysia, Acknowledge of Registration)

3. Authorization records (Please provide relevant authorization documents by respective governments or local authority for markets where you perform student recruitment process)
4. Feedback records from students which you have referred previously. If you collect feedback from students via survey, please provide (2) two completed surveys forms (with translation into English if response are in a foreign language)