

FOR OFFICIAL USE ONLY

Checked by:

Date:

Approved by:

Filed:

Yes No

Agent Application Form

This questionnaire is vital for appointment of our agents, please complete the form and send it to us.

Company Name	
Business Registration no.	
Country of Registration	
License Number (if applicable)	
Main Business Address	
Contact details	Name: Position: Telephone: Mobile: Email: Skype ID:
Correspondence Address (if different from above):	
Any other business name(s) if applicable:	
Do you use sub-agents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attach a separate list of name(s) and addresses	
Are you a member of an agent association in your country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	
Are you listed on the British Council as trained agent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attached you certificate in your application.	

Number of branches (UK & overseas)		Date of establishment	
List 4 major markets	1. 2. 3. 4.	Number of students recruited from each market in the last 2 months	1. 2. 3. 4.
Number of students recruited at various levels in last 12 months	ESL: Foundation: FE College: HE College: Study Abroad: University:	Number of staff (main & branches)	
Number of staff fluent in English		Years of experience in Education industry (Overseas & UK)	

Please provide details of your services (if applicable)

Do you have links with government / educational institutions in your area / country Yes No

If yes, please provide details:

Do you have any contract or agreements with any other UK institutions or non UK? Yes No

If yes, please provide details below:

University / College	Years of contract / agreement	Country	Student recruited last year



Why would you like to represent SIRM?

Please provide details of at least 2 student recruitment referees, including one from a UK educational institution:

Name: Company: Position: Address: Telephone: Email:	Name: Company: Position: Address: Telephone: Email:
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I / We declare that the information provided in this application are complete and accurate and that all information pertaining to this application has been fully disclosed, irrespective of whether or not such information was specifically requested.

I / We understand all relevant laws and regulations of United Kingdom and the countries where we recruit students.

I / We confirm my/our obligation to comply with such laws and regulations at all times, including any amendments.

I / We declare that I / We will participate positively in any trainings and seminars in support of SIRM programmes.

I / We authorize the School of Information Risk Management to contact referees and collect any information or details as required.

I / We are aware that SIRM is under no obligation to accept this application to become an agent.

Company Stamp:	Name: Position: Signed: Date:
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Return to:

**The School of Information Risk Management
Head office
Unit G28 Waterfront Studios
1 Dock Road, London, E16 1AG**

Or email to roma.galvan@sirm.ac

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Date received	Member of staff	Comments

Agent Document Checklist

In order to assess your application, the following documents are required:

<input type="checkbox"/>	A company / business profile, including information on owners and staff and a description of your company's services.
<input type="checkbox"/>	Business registration No. and license papers (if applicable).
<input type="checkbox"/>	CV of main person in charge of operations
<input type="checkbox"/>	Copies of current policies, e.g. Public Liability.
<input type="checkbox"/>	Photos of the premises you are operating and staff.
<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	Evidence of Professional membership, certification from British Council.
<input type="checkbox"/>	Supporting marketing materials/information provided to international and local students, including website URL and other social media links.
<input type="checkbox"/>	Other documents that you believe will support your application, particularly describing the student services you have.