



Recruitment Agent Application & Training Acknowledgement Form

INSTRUCTIONS TO APPLICANT:

In order to submit an application to become a registered Invictus International School agent, you agree to the following:

1. Complete all sections in this application form and sign off by authorised signatories.
2. Provide a certified copy of business registration from your country.
3. Submit Company Profile and Marketing Plan.
4. Provide a certified copy of overseas student recruitment license from the relevant authorities (if applicable).
5. Send the application form and certified copy of all supporting documents via email.
6. Provide two (2) relevant referees from the industry. Referees from Singapore are preferred. Invictus will contact these referees so please ensure that they are informed and contactable.

Please note that this application form is to be completed in English, and all submitted documents that are not in English will have to be translated and certified true.

CONTACT INFORMATION:

Email Address: student.agentgroup@invictus.edu.sg

AGENT OBLIGATIONS:

In submitting this application, you declare that you have read and are familiar with the following:

1. Invictus Agent Code of Conduct
2. Invictus International School Singapore Website (<https://www.invictus.edu.sg>)

Agents are responsible for staying up to date with the relevant policies applicable to the education system in Singapore. In submitting this application, you declare that you are familiar and have read the relevant policies on these websites:

1. Committee for Private Education (<https://www.ssg.gov.sg/cpe/pei.html>)
2. Information for Private Education Institutions ([https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)))
3. Ministry of Education (<https://www.moe.gov.sg/private-education>)

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☎ 6259 3877 ✉ info@invictus.edu.sg 🌐 invictus.edu.sg/dempsey

Centrium 320 Serangoon Road, Centrium Square, #06-01, Singapore 218108
☎ 6271 6088 ✉ centrium@invictus.edu.sg 🌐 invictus.edu.sg/centrium

Bukit Timah 191 Upper Bukit Timah Road, Singapore 588180
☎ 6971 8210 ✉ admissions.bt@invictus.edu.sg 🌐 invictus.edu.sg/bukit-timah

APPROVAL PROCESS:

Upon successful application, Invictus will send **two (2)** copies of the Education Agent Agreement and Code of Conduct. Please sign on **every** page of the Education Agent Agreement and Code of Conduct and return both copies to Invictus. Invictus will check and endorse both documents before returning one copy for your records.

After the Education Agent Agreement has been signed, and you have attended the training conducted, Invictus will display your contact information on the school’s website for prospective students and their parents.

In the event that your agreement with Invictus has expired or is no longer valid, that information will also be listed on the website. You are then required to remove all references to Invictus from any related marketing materials or information. Failure to do so will result in legal action being taken against you.

COMPANY PROFILE AND APPLICANT DETAILS

Name of Company Director (as per NRIC or passport)	
Company Name	
Business Registration No.	
Name of Representative Officer/ Manager	
Company Registered Address	
Office Telephone No.	
Mobile No.	
Email Address	
Official Website	



No. of Years in Education Consultation Business	
Type of Business	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited <input type="checkbox"/> Publicly listed <input type="checkbox"/> Others (please specify)

COMPANY BACKGROUND

Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions, bankruptcy or other disputes	Yes / No (If yes, please provide necessary details/attachments)
Attachment of Company Profile and Strategic Marketing Plan which includes the following: • Promotion & marketing in the territories	(Please provide necessary details / attachments)
Does your company have any prior knowledge/experience of recruiting international students to study in Singapore?	Yes / No (If yes, please provide necessary details/attachments)
Current representation of other international schools in Singapore (Minimum of 1)	1. 2. 3. 4. 5.
Key Business Activities in the Region	
Year Founded	

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No. of Staff Assigned for Student Recruitment	
No. of offices & locations in Singapore and overseas	(Please provide addresses and at least 2 photos of each office)
Any associations/affiliations with any local authorities, governments, councils, or relevant organisations?	Yes / No (If yes, please provide necessary details/attachments)

MARKETING

Please indicate the countries where your agency is applying to carry out student recruitment activities	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
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STUDENT RECRUITMENT PERFORMANCE

Please indicate the total number of students referred to Singapore educational institutions over the past 3 years, with breakdown by levels	(Please provide necessary details/attachments and relevant statistics) Kindergarten: Primary: Secondary: Pre-university:
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OTHER SERVICES PROVIDED

What services do you provide for students? E.g., transportation, meals, accommodation, etc.	Ye s/ No (If yes please provide necessary details/attachments)
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COMMISSION PAYMENT DETAILS*

<p>(Please tick preferred option)</p> <p>*Appointed agents are not allowed to collect any commission from students other than the approved Agent Fees as stated in the Agent Agreement. Invictus will remit commissions directly into the agent’s bank account.</p>	<p><input type="checkbox"/> Cheque (Payee Name: _____)</p> <p><input type="checkbox"/> Direct Credit</p> <p>Bank Name and Address: _____</p> <p>_____</p> <p>_____</p> <p>Bank Account Name and Number: _____</p> <p>_____</p> <p>_____</p> <p>SWIFT Code: _____</p>
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ABOUT INVICTUS

<p>How did you get to know about Invictus?</p>	
<p>Please provide reasons as to why your agency is choosing to represent Invictus.</p>	
<p>Provide a brief summary about the history and purpose of Invictus.</p>	

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DETAILS OF REFEREES

- Compulsory – Two referees (relevant industry)
- Referees from Singapore are preferred

1. Referee's Name:	
Position	
Organisation/PEI/IHL	
Address	
Email Address	
Contact Number	

2. Referee's Name:	
Position	
Organisation/PEI/IHL	
Address	
Email Address	
Contact Number	

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DECLARATION

In submitting this form, I hereby declare that I will:

- Represent Invictus in an honest and professional manner
- Be aware of and regularly monitor policies and stay up to date with Singapore's Private Education legislation available here:
 - (a) Committee for Private Education (<https://www.ssg.gov.sg/cpe/pei.html>)
 - (b) Information for Private Education Institutions ([https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)))
 - (c) Ministry of Education (<https://www.moe.gov.sg/private-education>)
- Practise ethical recruitment
- Be upfront and transparent with all additional fees charged

Company Representative's Name	
Designation	
Organisation	
Address	
Company Representative's Signature	
Date	
Company Stamp	

(End of Application Form)

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