



APPLICATION FOR THE APPOINTMENT AS STUDENT RECRUITMENT AGENT

COMPANY DETAILS			
Registered Company Name: (Agency Name in full)	☐ Registered in Malaysia ☐ Registered Overseas		
Company Registration Number:			
Company Establishment Date:	DD / MM / YYYY		
Main Contact Person: (Name as per IC / Passport)			
Identity Card No. (Malaysian) / Passport No. (Non-Malaysian):			
Official Company Address:			
	Post code:	Country:	
Telephone Number: (state country code)		Mobile No:	
Email Address:			
Company Website:			
Are you a member of an agent's association within your country? <i>Eg. ICEF, UniAgents, British Council or EATC Australia</i>	☐ Yes If yes, please state which certified body and provide supporting info:	☐ No You agree to be on a 12-month probation subject to appointed counsellors attending and completing the UCSI-Agent Training and Programme Assessment within 1 month from appointment approval date (see Appendix 1 **)	
Total number of students recruited for Malaysia since your establishment:			
Do you charge any counselling fee or other fees to your prospects/parents?	☐ Yes ☐ No		
	If yes, please provide details on fees chargeable:		

Please give details of the institutions you currently represent (Malaysia / Overseas):

Name of Institution(s) and Country	No. of Students Recruited per Year

Marketing Information		
Main Target Enrolment for UCSI by Country / Region (international) / State (for Malaysia) (please list all)	Eg: Country A – 10 applicants	

Verification Questions for Legitimacy		
1	Physical Office Verification:	Can we visit your office in Malaysia to verify its operational status? What is the exact address of your office, and is it a dedicated space for your operations?
2	Staff and Operations	How many full time staff members are based un the Malaysia Office Can you provide proof of employment (eg staff contracts or payroll records)
	Email address	
Board of Director (Owner) and Employed Staff and Sub-Agent Profiles:		
2	Full Name	
	Designation	
	Email address	
3	Full Name	
	Designation	
	Email address	
4	Full Name	
	Designation	
	Email address	

5	Full Name	
	Designation	
	Email address	

Commission Payment Details:		
Payment mode: (Please "V")	☐ Telegraph Transfer (for foreign bank account) ☐ Local Cheque (for Malaysia bank account)	
Beneficiary's name:		
Identity Card number (for Malaysian):		
Passport number (for Foreigner):		
Beneficiary's Bank:		
Correspondence Bank: (if any)		
Beneficiary's Account number:		
Banker's Address:		
	Tel:	Fax:
Swift Code:		

Declaration:

1. I/We hereby declare that the particulars and information furnished in this application form are true and accurate.
2. I/We have no objection for UCSI University to contact the following referees for the purpose of verifying the information provided. **Referee must be a manager or above at another institution.**

Referee 1	
Full Name	
Position	
Contact No.	
Email Address	
Relationship with the referee	

Referee 2

Full Name	
Position	
Contact No.	
Email Address	
Relationship with the referee	

Signature:

Name:

IC / Passport No.:

Designation:

Company Stamp:
(if any)

Important note below is ONLY applicable to international agencies registered in Malaysia

Withholding tax

Pursuant to the Malaysian statutory provision, income received by non-taxable residents under Section 4(f) of the Income Tax Act 1967, including commissions, are subject to a withholding tax rate of 10% of the gross income, effective 1 January 2009 (for non-Malaysian companies and individuals) onwards.

IMPORTANT CHECKLIST AND SUPPORTING DOCUMENTS

Please tick if you have provided the below as the complete supporting documents for immediate processing:

- ☐ I have duly completed and signed the application form.
- ☐ Certified True Copies of Company Registration Certificate (for Malaysian registered company, it is compulsory to submit Form 9, 49, 24 and 44, and latest official company search (*carian rasmi*) from SSM
- ☐ Owner's Identity Card Number (for Malaysians) / Passport (for non-Malaysians)

- ☐ Certification Body supporting proof
- ☐ Company Profile
- ☐ Business Proposal for UCSI University – with target enrolment, description of strategies and activities planned to promote/recruit students for UCSI University (all branch campuses)

FOR UCSI UNIVERSITY INTERNAL ASSESSMENT USE (to be filled by CEC Counsellor)

- ☐ Letter of recommendation from SEC Counsellor

Assessment:

☐ **RECOMMEND AS AGENT**

☐ **REJECT APPLICATION**

Justification(s): _____

Reason(s): _____

**APPROVED TARGET ENROLMENT
FOR THE AGENCY / YEAR:**

Approval:

Proposed by:

Name:

China Engagement Centre / Counsellor

Date:

Approved by:

Name: Dr. Katherine Poh Cheng Sim
Senior Director

China Engagement Centre
UCSI University Malaysia
Date:

Appendix 1: Appointment of New Student Recruitment Agent – Flowchart

The agency applying to be UCSI University's representative must be a recognised/certified agent by Agency Bodies such as ICEF, UniAgents, British Council, and/or EATC Australia.

All new agency applications must include at least 2 referrals for verification. Referral must be a manager or above at another institution. Information required for referrals includes:

- Name
- Position & Department
- Email
- Office landline / Mobile number

NO

YES

****Agencies that do not have certification from the Agency Bodies must go through a 12-month probation period and must appoint staff (Agent Counsellors) to attend UCSI-Agent Training at UCSI and complete the Programme Assessment conducted by UCSI within 1 month of their appointment.**

Agent Counsellors who attended the UCSI-Agent Training will be issued a "Certificate of Competence"

All appointed agency's promotion materials must insert the UCSI-Certified Agent Counsellor as the liaison person.

New Agent to submit full documents:

- Application Form – New Student Recruitment Agent
- Company Registration
- Company Profile
- Business Proposal for UCSI University – with target enrolment for the year
- Owner's IC or Passport
- Referral Details
- Letter of recommendation from CEC counsellors

APPROVED

NO

YES

CEC Counsellor to email Agent informing on the outcome (rejected application)

CEC Counsellor submit to EC (PIC) for agent code creation and filing purpose with preparation of agreement