

## 代理资格申请表 Agent Application Form

Please complete this form with all your supporting documents and submit to:

**Institute of International Education, New Era University College (NEUC)**

Lot 2-18, MKH Boulevard, Jalan Bukit, 43000 Kajang, Selangor, Malaysia.

Tel: 603-8735 9559 Fax: 603-8733 6799

Email: [iie@newera.edu.my](mailto:iie@newera.edu.my) Website: <https://international.newera.edu.my/>

A) 公司详情 Company Details			
<b>公司名称</b> Company Name		<b>成立日期</b> Date of Establishment	
<b>公司地址</b> Company Address			
<b>公司联络详情</b> Contact Details	<b>座机电话号码 Landline Tel</b> (包括国家和区域代码) (including country & area code)		
	<b>手机号码 Mobile Tel</b> (包括国家和区域代码) (including country & area code)		
	<b>电子邮箱</b> Email Address		
	<b>官方网站</b> Official Website		
<b>营业执照号码、注册国家和机构</b> Company Registration No, Registering Country and Authority			
<b>公司负责人</b> Company Director(s)	<b>名称 Name</b>		
	<b>职衔 Positions</b>		
	<b>手机号码 Phone</b>		
	<b>电子邮箱</b> Email Address		
<b>联系人</b> Contact Person	<b>名称 Name</b>		
	<b>职衔 Positions</b>		
	<b>手机号码 Phone</b>		
	<b>电子邮箱</b> Email Address		
<b>通信地址 (如有其他)</b> Address for Correspondence (if different from above)			

**Kolej Universiti New Era**

Owned by NEW ERA EDU SDN BHD (CO NO.1085038-D)

Blocks B & C, Lot 5, Seksyen 10, Jalan Bukit, 43000 Kajang, Selangor, Malaysia.

Tel : 603-8739 2770 Fax : 603-8733 6799 Website : [www.newera.edu.my](http://www.newera.edu.my) E-mail : [neuc@newera.edu.my](mailto:neuc@newera.edu.my)

## B) 经验与背景 Experience & Background Survey

请回答下列所有问题。 *Please answer ALL the following questions:*

1. 贵公司已运营了多少年?

**How many years has your company been in operations?**

2. 贵公司雇佣了多少员工? (请列出部门、职位及员工总数)

**How many staff is employed by your company? (Please list the department, position, and the total number of staff.)**

部门 / 职位 Department / Positions	员工人数 Number of Staff

总数 Total :

3. 贵公司是否已获得自己国家的官方认证或许可?

**Is your company certified or licensed in your country?**

☐ 是 Yes

☐ 否 No

4. 贵公司平均每年为马来西亚的教育机构招收多少名学生? 请同时列出贵公司目前代理或合作的主要教育机构。(如有必要, 请自行添加单元格)

**On average, how many students does your company recruit annually for the educational institution(s) in Malaysia each year? Please list the major educational institutions your company currently represent or corporate with as well. (Please insert additional cells if necessary)**

教育机构 Educational Institutions	招生人数 Number of Students Recruited	课程 Programme

5. 请列出贵公司所提供的服务和所涉及/所征收的费用 (请注明汇率):

**Please list the services provided by your company and the fees involved/charged. (Please indicate the exchange rate)**

6. 贵公司透过哪些管道招募学生？（如有必要，请附上一份策略计划书）。  
**What are your channels of student recruitment? (Please attach a strategic plan if necessary.)**

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| 直邮 Direct Mailing   | <input type="checkbox"/> | 展览 Exhibition  | <input type="checkbox"/> |
| 广告 Advertisement  | <input type="checkbox"/> | 官网 Website<br>(网址 Hyperlink: _____)                            | <input type="checkbox"/> |
| 报纸 Newspaper  | <input type="checkbox"/> | 社交媒体 Social Media<br>请注明平台与账号 Please specify App and Account : | <input type="checkbox"/> |
| 杂志 Magazine   | <input type="checkbox"/> | 1)   |                          |
| 电视 Television   | <input type="checkbox"/> | 2)   |                          |
| <input type="checkbox"/> 其他，请注明 Others, please specify: _____ |                          |  |                          |

7. 贵公司从哪些国家招募学生？  
**From which countries does your company recruit students?**

8. 贵公司预计每年为新纪元大学学院招收多少名学生？  
**How many students are your company projecting to be recruited for New Era University College per year?**

9. 贵公司如何得知新纪元大学学院？  
**How did your company get to know about New Era University College?**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| Facebook: 新纪元大学学院   | <input type="checkbox"/> | 视频广告 Video Advertisement | <input type="checkbox"/> |
| Instagram: newerauc   | <input type="checkbox"/> | 展览 Exhibition            | <input type="checkbox"/> |
| 小红书: 新纪元大学学院NewEraUC  | <input type="checkbox"/> | 官网 Website               | <input type="checkbox"/> |
| 朋友/亲戚 Friends / Relatives                                     | <input type="checkbox"/> | 杂志 Magazine              | <input type="checkbox"/> |
| 客户推荐 Customer Recommendation                                  | <input type="checkbox"/> | 报纸 Newspaper             | <input type="checkbox"/> |
| <input type="checkbox"/> 其他，请注明 Others, please specify: _____ |                          |                          |                          |

10. 贵公司是否有一个以上的办事处/分支机构？如有，请提供所有其他办事处的详细联系方式。  
(如有必要，请自行添加单元格)

**Does your company have more than one office / branch? Please give contact details for all others offices / branches. (Please insert additional cells if necessary)**

分公司名称 Branch Name	
地址 Address	
联系方式 Contact Details (电话 Telephone & 传真 Fax)	
电子邮箱 Email Address	
负责人 Person-in-charge	
手机号码 Mobile Phone	

### C) 声明 Declaration

#### 条款与条件 Terms & Conditions:

- 任何人及单位未经本校授权，不得以代理身份使用我校宣传材料，并发布错误信息，此举已严重侵犯本校的合法权益。经查证属实，本校将给予严肃警告并保留追究其法律责任的权利。

No person or agency may use NEUC's promotional materials as an agent and publish false information without the authorisation of NEUC, as this is a serious infringement of NEUC's legitimate rights and interests. Upon confirmation of such infringement, NEUC shall issue a warning notice and reserve the right to pursue legal responsibility.

- 代理方及其分支机构须自行承担任何广告费用，新纪元大学学院概不负责。  
NEUC is not responsible to make any payment for advertising cost by the agent and its branches, the Agent and its branches shall bear such costs at their own expense.

- 本公司确认，本公司拥有合法教育代理所应具备的注册文件、认证和执照，且合法在本公司被提名的所有地区担任教育代理。另，本公司清楚了解，若本公司的注册状态发生任何变化，本公司必须通知新纪元大学学院。

We confirm that our company has all the necessary registrations, accreditation and licenses required for a legitimate educational agent and is legally acting as an educational agent in all areas in which the Company has been nominated. Further, it is clearly understood that we are required to notify NEUC of any change in our company's registration status.

- 本公司声明，本公司在此申请表中所提供的信息皆真实、有效且准确，因虚假材料造成的后果由本公司承担。

We declare that the information provided in this application is a true, effective and an accurate record of our company's operations, or we shall bear all possible consequences arising therefrom.

5. 本公司清楚了解，若新纪元大学学院在此申请表中发现任何虚假或不完整的信息，新纪元大学学院有权撤销本公司的申请。

We acknowledge that NEUC reserves the rights to revoke our application should NEUC find false or incomplete information in the application form.

6. 本公司清楚了解，新纪元大学学院保留修改代理招聘的条款和 / 或建议新的条款与条件的权利，而无需事先通知。

We clearly understood that NEUC reserves the right to amend the Terms and Conditions of the Recruitment of Agent and/ or to propose new terms and conditions without prior notice.

#### **D) 重要检查清单 Important Checklist**

- ☐ 我已正式填写并签署了申请表。

I have duly completed and sign the application form.

- ☐ 我已附上公司注册证书的经核证副本。

I have attached a Certified True Copies of Company Registration Certificate.

- ☐ 我已附上一份商业计划书——内容包括本公司欲与新纪元大学学院合作的意向说明，以及本公司为新纪元大学学院所制定的推广及招生策略。

I have attached a Business Plan – which includes a description of the intent on cooperation, and our promotion and recruitment strategies that we planned to promote / recruit students for NEUC.

- ☐ 我已附上一份公司简介——内容包括本公司的发展历程、运营方针、专业背景及过往合作案例等说明。

I have attached a Company Profile – which includes a description of the company's history, operating policy, professional background and previous collaboration experience.

代表人签署 **Signature of Representative:**

公司印章 **Company Stamp**

\_\_\_\_\_  
姓名 **Name:**