



**SUPPORTIVE
ENVIRONMENT**

APPLICATION FOR AN EDUCATION AGENT RELATIONSHIP

APPLICATION PROCEDURE

Thank you for your interest in becoming an education agent on behalf of Auckland Institute of Studies (AIS). An Agent Application Form is appended to this document and can also be downloaded from our website: www.ais.ac.nz/agents/.

The following must be submitted with the Agent Application Form:

1. A copy of the Certificate of Incorporation or Registration Certificate of the company applying to represent AIS.
2. Evidence that the applicant is already an established representative of two reputable education providers, preferably in New Zealand. AIS may contact the providers to verify the quality of the agent services provided. If it is not possible to provide evidence of established representations, the applicant must provide evidence demonstrating their ability and suitability to provide an education agent service. The Marketing Manager will determine the suitability of this type of applicant.

After assessment of your application, an Education Agent Agreement must be signed and returned to AIS before enrolling a student.



**AUCKLAND
INSTITUTE
OF STUDIES
NEW ZEALAND**

www.AIS.ac.nz



AGENT APPLICATION FORM

28a Linwood Avenue, Mt Albert, Auckland 1025, New Zealand. Postal Address: PO Box 2995, Auckland 1140, New Zealand.
Telephone: (64-9) 815 1717 Fax: (64-9) 815 1802 Email: enquiry@ais.ac.nz Internet: www.ais.ac.nz

SECTION A: AGENT DETAILS

Name of Agent		
Name of contact person (for agreement)		Position
Business Postal Address		

Physical Address		

Phone	Mobile	Fax
Email		Website
Name of Representative in New Zealand:		
Address		

Phone	Mobile	Fax
Email		
Description of Business Activity		
		Year of Establishment
Country/Cities Covered		
Methods of Promotion		

PLEASE LIST TWO REFEREES FROM OTHER NEW ZEALAND INSTITUTES/EDUCATION PROVIDERS

Provider name	
Contact person	Email

Provider name	
Contact person	Email

SECTION B: COMMISSION PAYMENT DETAILS

GST Registration Number <i>(applicable to New Zealand agents who are GST registered)</i>	
IRD Number <i>(applicable to New Zealand agents who are not GST registered)</i>	
<i>Under Schedule 4 of the New Zealand Income Tax Act 2007, AIS is required to deduct a withholding tax of 20% from commission payments to New Zealand resident agents. An IR330 Tax Code Declaration must be submitted. The non-declaration deduction rate is 35%.</i>	
PLEASE SELECT ONE OF THE FOLLOWING METHODS OF COMMISSION PAYMENT:	
Within New Zealand	BY CHEQUE <input type="checkbox"/> BY DIRECT CREDIT <input type="checkbox"/>
Payee's Name:	
Payee's Address	
Overseas	BY TELEGRAPHIC TRANSFER <input type="checkbox"/>
Payee's Name:	
Bank Name	Branch
Bank Address	

Currency to be remitted in	
SWIFT Code or IFSC Code (India) or BSB Code (Australia):	
Name of Authorised Representative of Agent	Signature
	Date