



Recruiting Agent Information Collection form

A: Recruiting Agent's (RA) basic information

1a) RA License no.: _____ b) Agent File Ref. No.: _____

2 a) License issue date: _____ b) License validity date: _____

3a) Name of RA: _____

b) Address: _____

c) Phone no. (all available numbers): _____

d) Fax: _____ e) E-mail: _____

4a). Company type (put tick mark): *Proprietorship/ Partnership/ Limited Company*

b) Office space (in sq. ft): _____

5a): Managing Director's /chief's/ Owner's name: _____

b) Contact No.: _____ c) Signature: _____ d) Photo:

B. Branch information

a) Branch Name: _____

b)Address: _____

c) Contact Person: _____ d) Designation: _____

e) Phone: _____ f) Mobile: _____ g) E-mail: _____

C. Training center information

a) Training Center Name: _____

b) Address: _____

c) Phone No.: _____ d) Fax: _____

e) Name of trades: _____

D. Overseas Representative

a) Name: _____ b) Country: _____

c) Acting as representative from (Date): _____

d) Present Address: _____

e) Contact No.: _____, f) E-mail: _____ g) Photo:

(Please add extra sheet if more than one overseas representative for this recruiting agent)

E. Agent status

a) Status (put tick mark): *valid/Invalid* b) Last renewal date: _____

c) Comments (if invalid/suspended): _____

Recruiting Agent's Employee Information (includes owner, directors, partners and RA's all employees)

Sl no.	Name	Designation	Birth date	Joining date	Address	Educational/Tech. qualification (last degree)	If representative (Signature, contact no. & Joining date)	Photograph
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								

(If more than 11 employees in a recruiting agent please add extra sheet)