

Entry Requirement for New Membership:

- The New members would be required to show 2 years work history or one year work record with the clearance of EATC test
- The membership applicant should represent at least two (2) CRICOS listed Institutions which are at least two of the following categories (one each from two of the three):

- University
 - Government TAFE and
 - Private Provider
- In case of Private Ltd. Company the applicant has to submit Certificate of Incorporation. Memorandum of the Association disclosing the list of Promoters/Directors along with their photographs. In case of Proprietary firm a Registration Certificate from Local Government Body will need to be submitted.
- Declaration from you on your letter head stating that you will abide by the **Code of Ethical Practices** of the Association
- Recommendation letter from 2 AAERI Members
- The applicant is expected to authorized AAERI for integrity check by third party and/or should undergo integrity check by third party and provide positive report. (AAERI executive to intimate on the vendor. Digiverifier has been shortlisted and will cost approx. INR 1000/- per verification to be borne by the member).
- The application for the membership should be through the regional member along with market report or regional report by the regional member.
- Application fees for membership of one(1) year from April to March (for Main office Rs. 41300 (Rs. 35000 + Rs. 6300 (18% GST)); for each Branch office Rs. 4130 (Rs. 3500 plus 630 (18% GST)) Payment can be made via Bank transfer only, Payment to be done only after receiving positive outcome from New Application Committee of AAERI.



Association of Australian Education Representatives in India

Membership Application Form

1. Personal details

A	Name of Representative	
B	Residential Address	
C	Telephone number/s	
D	Education Qualifications	
E	Other Business Interest	
F	Do you also represent educational institutes from other countries? If YES, please provide details	

2. Company details

A	Name of the Company	
B	Type:- Proprietorship / Partnership / Pvt.Ltd	
C	Authorised head of the Company	
D	<ul style="list-style-type: none">● Your Bankers Contact detail● Account Name / Title● Account Number	
E	Fee charged to students	

3. Office details

A	Name of counselor/s	
B	Qualification (of each member)	
	Experience (of each member)	
C	Address	
D	Telephone Numbers	
E	Fax Number	
F	Email Id	
G	Website URL	
H	Head office Contact Details	

NOTE: FOR EVERY BRANCH OFFICE PLEASE USE A SEPARATE SHEET



Association of Australian Education Representatives in India

Membership Application Form

3.A. Branch office – Contact details

A	Name of Representative	
B	Company	
C	Name of Branch Manager	
D	Address	
E	Telephone Number/s	
F	Email Id	

DECLARATION AND ACKNOWLEDGEMENT

I declare to the best of my knowledge that all the information supplied on and with this form is true and complete.

Date: _____

Signature : _____

Name: _____

Designation: _____

4. General Information

A	Number of years in present business	
B	Name of one CRICOS registered Australian university or TAFE	
C	Has any of your staff attended any training or workshop?	
D	Name of the EATC certified person in the company	
E	EATC Number	
F	EATC certified person designation/ position in the company	

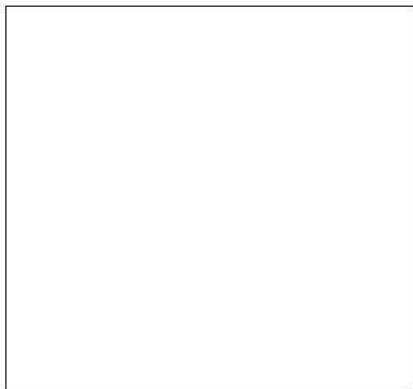
5. Integra screening report

A	Has the company undertaken the "Refinity background screening"?	YES / NO
B	If YES please outline the purpose and date	

Agencies who have taken it for other non-Australian purposes such as for the earlier Trusted Partner Scheme of UKBA or AIRC Certification may tick as YES

DECLARATION AND ACKNOWLEDGEMENT

I declare to the best of my knowledge that all the information supplied on and with this form is true and complete. I agree to abide by the rules and regulations set by AAERI, and I agree to follow the Code of Ethics and other norms as formalized and announced. I also agree to the use and disclosure of information to Australian and Indian government agencies if required and vice-versa.

Signature : _____ Name: _____ Designation: _____	Date: _____ 
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Association of Australian Education Representatives in India

Membership Application Form

NOTE: Only complete application with all required documents will be processed further. Please ensure that this column is checked and attached with application before mailing.

AAERI Membership application checklist	Tick (✓) those provided
Application form AAERI	
Application fees (Refer Note 1)	
Applicant Passport	
Applicant Photo	
Declaration to abide by AAERI Code of Conduct on Letter Head of Firm; duly signed on each page, stamped and dated (format on AAERI website; refer Note 2)	
Recommendation letter from 2 AAERI Members	
World Check Integrity Report (Refer Note 3)	
2 Valid agreements: Atleast one from either main campus of University / Government TAFE; second can be from Private Provider (Franchise campus) having CRICOS code. All pages of Agreement MUST.	
One year work record with the clearance of EATC test.	
EATC Certificate /If by Staff, proof of working	
The application for the membership should be through the regional member along with market report or regional report by the regional member	
REGISTRATION DOCUMENTS	
If, PRIVATE Ltd. Company	
Certificate of Incorporation	
Articles of Association	
Memorandum of Association	
Registration Certificate from Local Government Body	
List of Directors (with passport and photograph of each)	
If PARTNERSHIP Firm	
Partnership Agreement	
Registration Certificate from Local Government Body	
List of Directors (with passport and photograph of each)	
If PROPRIETORSHIP Firm	
Registration Certificate from Local Government Body	



Association of Australian Education Representatives in India

Membership Application Form

Complete application with the attached checklist to be sent to below address

SOFT COPY: All documents in less than 5 MB size via single email to ceo@inphase.global

HARD COPY: INPHASE, SCO 74-75, Level 2, Sector-17C, Chandigarh (U.T.) -160017

Note: 1

Application fees for membership of 1 year from April to March (for Main office Rs 41300(Rs 35000+6300(18% gst) GST)); for each Branch office Rs.4130 (Rs. 3500 plus 630 (18% GST)) Payment via Bank transfer, ONLY to be done after receiving positive outcome from New Application Committee of AAERI.

Bank details as below:

Name	:	Association of Australian Education Representatives in India
Account No	:	50200020511100
Bank	:	HDFC Bank Ltd
Branch	:	Chankyapuri Branch, New Delhi
IFSC Code	:	HDFC0004711
Swift Code	:	HDFCINBB

Note: 2

Declaration from you on your letter head stating that you will abide by the Code of Ethical Practices of the Association www.aaeri.org.in/code-of-ethics
Print on letter pad and have sign on all pages. Authorized director should sign.

Note: 3

Members need to email Sugitha@digiverifier as per details mentioned & convey they like to have report for AAERI membership.

It will cost them INR 1000/- plus gst

Contact: Ms Sugitha V
Associate - CS | DigiVerifier
Mobile +91-9791306304
Email: Sugitha@digiverifier.com

Note: 4

Only complete applications; with all required documents submitted will be proecessed further. New Application Committee of AAERI will contact you if any further details or clarifications are required. There will be NO FOLLOW UP for any pending documents.

Office use only:

Application processed _____ Date: _____

Comments