



APPLICATION AS AN ASSOCIATE AGENT

Please indicate how do you get to know us : Career Seminar Advertisement Friend Others : _____

Name as per NRIC: _____ HP No.: _____

My 1st-tier Manager is: _____ HP No.: _____

1. Designation and Commission Scheme

I wish to applying for the post of:

Sales Path	Criteria (Cumulative Commission Received)	Commission Entitlement
<input type="checkbox"/> Realtor	\$ 0 - \$ 20,000	70% of net commission
<input type="checkbox"/> Senior Realtor	\$ 20,001 - \$ 50,000	80% of net commission
<input type="checkbox"/> Realty Adviser	\$ 50,001 - \$100,000	85% of net commission
<input type="checkbox"/> Senior Realty Adviser	\$100,001 - \$250,000	90% of net commission
<input type="checkbox"/> Executive Adviser	\$250,001 - \$500,000	90% of net commission
<input type="checkbox"/> Premier Adviser	\$500,001 - \$1,000,000	90% of net commission
<input type="checkbox"/> Pinnacle Adviser	\$1,000,001 & above	90% of net commission

CEHA Holder/Ngee Ann Polytechnic / NUS Graduates with Diploma / Degree in Real Estate Management will enjoy direct entry as Senior Realtor

2. The following documents must be complete to process your application

Check Box

- | | |
|---|--------------------------|
| 1. Personal Particulars Form | <input type="checkbox"/> |
| 2. Copy of NRIC | <input type="checkbox"/> |
| 3. Certificates of highest qualification attained | <input type="checkbox"/> |
| 4. * CES / CEHA / ASR / SISV Certificate | <input type="checkbox"/> |
| 5. 2 passport-size photographs (white background) | <input type="checkbox"/> |
| Attire for men : white shirt with red tie and black jacket / Attire for women : white blouse and black jacket | |
| 6. Letter of Undertaking and Indemnity for Website/Webpage & Company's Logo..... | <input type="checkbox"/> |
| 7. Letter of Undertaking and Indemnity on Agency Work | <input type="checkbox"/> |
| 8. Past Deal Transactions (to verify cumulative commission to approve Designation and Commission Scheme) | <input type="checkbox"/> |
| 9. Current Business Card | <input type="checkbox"/> |
| 10. Resignation Letter | <input type="checkbox"/> |
| 11. Joining Fee (\$ _____ Bank _____ Cheque No. _____)..... | <input type="checkbox"/> |

3. Joining Fee

Package A

\$ 706.00 nett

For applicant with no prior working experience as a realtor

- | | |
|---|---|
| <input checked="" type="checkbox"/> CES Course (excludes exam fees) | <input checked="" type="checkbox"/> 4 Ninety-Minute Talk |
| <input checked="" type="checkbox"/> Project Marketing Training | <input checked="" type="checkbox"/> E-Office Account Access |
| <input checked="" type="checkbox"/> 4 Workshops | <input checked="" type="checkbox"/> 2 boxes of name cards (w/o photo) |
| <input checked="" type="checkbox"/> KFPN ID Card with lanyard | <input checked="" type="checkbox"/> Orientation Session |
| <input checked="" type="checkbox"/> Professional Indemnity for 1 May 2010 – 30 Apr 2011 | |

Package B

\$ 406.00 nett

For applicant with no prior working experience as a realtor but holds CEHA or Diploma / Degree in Real Estate from Ngee Ann Polytechnic / NUS

- | | |
|---|---|
| <input checked="" type="checkbox"/> Project Marketing Training | <input checked="" type="checkbox"/> 4 Ninety-Minute Talk |
| <input checked="" type="checkbox"/> 4 Workshops | <input checked="" type="checkbox"/> E-Office Account Access |
| <input checked="" type="checkbox"/> KFPN ID Card with lanyard | <input checked="" type="checkbox"/> 2 boxes of name cards (w/o photo) |
| <input checked="" type="checkbox"/> Professional Indemnity for 1 May 2010 – 30 Apr 2011 | <input checked="" type="checkbox"/> Orientation Session |

Package C

\$ 160.50 nett

For Realtors with relevant working experience

- | | |
|---|---|
| <input checked="" type="checkbox"/> KFPN ID Card with lanyard | <input checked="" type="checkbox"/> E-Office Account |
| <input checked="" type="checkbox"/> Professional Indemnity for 1 May 2010 – 30 Apr 2011 | <input checked="" type="checkbox"/> 2 boxes of name cards (w/o photo) |
| <input checked="" type="checkbox"/> Orientation | |

Joining fee is strictly non-refundable except in the event your application is not accepted by KFPN

FOR OFFICE USE: Application received by: _____ on _____ at _____ am/pm



Personal Particulars Form

(A) PERSONAL PARTICULARS				
Salutation: *Mr/Miss/Mdm Name as per NRIC: Name on Business Card:	Chinese Characters (if applicable) NRIC No.:	Photo		
Home Address:	Date of Birth: Age: Ethnic Group:			
Telephone / Contact Home: +65 Mobile: +65 Email:	Nationality: Religion: Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
GIRO DETAIL (For payout of commission)				
Name (as per Bank A/C) : _____				
Name of Bank / Financial Institution : _____ Account Type* : Savings / Current				
Bank <small>(For Official Use)</small>	Branch <small>(For Official Use)</small>	Account No.		
(B) FAMILY PARTICULARS (Include Next-Of-Kin Details)				
Name	Relationship	Age	Occupation	Name of Employer
IN CASE OF EMERGENCY, TO CONTACT:				
Name of Next-of-Kin:		Address:		
Relationship:		Contact No.:		
(C) EDUCATIONAL QUALIFICATIONS				
Name of Institution	Qualification Obtained	Year Obtained	Other Details	
(D) PROFESSIONAL CERTIFICATION / QUALIFICATIONS (include CES/ CEHA / SISV/ IEA)				



Personal Particulars Form

(E) LANGUAGE PROFICIENCY		
	<input type="checkbox"/> Spoken <input type="checkbox"/> Written	
	<input type="checkbox"/> Spoken <input type="checkbox"/> Written	
	<input type="checkbox"/> Spoken <input type="checkbox"/> Written	

(F) EMPLOYMENT HISTORY (Starting with most recent employment)			
Name of Employer	From	To	Position Held

(G) REFERENCES			
Name:	Name:		
Contact No:	Contact No:		
Company:	Company:		
Designation:	Designation:	Years Known:	Years Known:

(H) DECLARATION	
Please circle Yes or No to the following questions. If Yes, please give details on a separate piece of paper.	
1. Have you ever been convicted on a criminal charge?	Yes / No
2. Are you an undischarged bankrupt?	Yes / No
3. Are you suffering from any physical impairment or disabilities?	Yes / No
4. Have you ever been dismissed or suspended by any previous employer?	Yes / No
5. Have you ever applied for any post with our company?	Yes / No
6. Is any of your immediate family members currently employed by Knight Frank or its subsidiaries?	Yes / No
7. Do you have any direct or indirect financial interest in any real estate trading, contracting or any other companies?	Yes / No
8. Do you or your immediate family possess a real estate licence? If Yes, please furnish the following information.	Yes / No
Name of Company: _____	
Co Registration No: _____ Licence No: _____	

I certify that all the information given in this application are to my knowledge true and correct and that I have not wilfully suppressed any material fact.

Signature _____

Name and Date _____

Date:

KF Property Network Pte Ltd
167 Jalan Bukit Merah #06-10
Connection One Tower 5
Singapore 150167

Dear Sir

LETTER OF UNDERTAKING AND INDEMNITY FOR WEBSITE / WEBPAGE & COMPANY'S LOGO

1. In consideration of a valid Associate Agreement ("the Associate Agreement") between me and KF Property Network Pte Ltd ("the Company"), the Company hereby agrees to my request to have my own website ("the Website") and to grant me a revocable and non-exclusive royalty-free license to use the name of "KF Property Network Pte Ltd" and the Company's logo on my web pages ("WebPages") to enhance the marketing of my property listings. I hereby irrevocably undertake:
 - a) to seek approval from the Company to use the Company logo and name for each and every website registered by me;
 - b) to confirm to and abide by the rules and regulations set forth by the Company in the Policy Manual, including all additions and amendments thereto from time to time to the Manual and any other circulars, memos, emails issued by the Company. Such rules and regulations shall form part of this agreement;
 - c) to do whatever that is necessary to conduct my business and to keep my Website and its contents in a proper and lawful manner and not to fall foul of any law, statute or legislation at all time
 - d) to increase the goodwill and reputation of the Company;
 - e) to use the name "KF Property Network Pte Ltd", "KF Property Network" and the logos, trademarks, services marks and other names and designs associated with the Company in the same color, size font as used in the Company's brochures and official documents, or as directed by the Company from time to time;
 - f) to effect changes to the Website and/or WebPages whether in part or in full within 48 hours as per request by the Company from time to time;
 - g) not to do any act or omission which would bring to disrepute, injure or lower the standing of the Company's name and goodwill;
 - h) not to do any act or omission which would expose the Company to any criminal investigation, prosecution or civil proceedings;
 - i) that any listings whether obtained directly or indirectly through the Website shall be subjected to the terms of the Associate Agreement signed between the Company and me; and
 - j) to abide by the terms of the Associate Agreement saved as expressly varied by the express terms of this Letter.
2. In the event the Associate Agreement is terminated for whatever reason, I shall:
 - a) immediately delete all references on the Website that I am affiliated with the Company;
 - b) immediately delete and cease using the name "KF Property Network Pte Ltd", "KF Property Network" and the logos, trademarks, service marks and other names and designs associated with the Company or any name, mark or logo similar thereto.
3. I undertake I will be liable to the Company and shall fully indemnify the Company against any damage loss claim or expense that may be suffered or incurred by the Company as a result of any of the following events:
 - a) the breach by me of any of the provisions of this Letter, the Associate Agreement or the Company's policies;
 - b) the breach by me of any statute, rule or regulation, laws and by-laws or Government directive;
 - c) any conduct by me which is prejudicial to the interest of the Company.
4. In the event that any legal proceedings are instituted by the Company against me under any of the provisions of this Letter of Undertaking and/or the Associate Agreement, I shall be liable for damages and legal costs incurred by the Company on a full indemnity basis.
5. The Website address is: _____.

Signed by]
Name]
NRIC No.:]

In the presence of]
Name:]
NRIC No.:]
Designation:]

Date:

KF Property Network Pte Ltd
167 Jalan Bukit Merah #06-10
Connection One Tower 5
Singapore 150167

Dear Sir

LETTER OF UNDERTAKING AND INDEMNITY ON AGENCY WORK

I refer to my appointment to carry out agency work.

I, _____ (NRIC No.: _____)
of registered address _____,
Singapore _____ acknowledge that I have been informed of my duties, responsibilities to the Company and the
consequences of any breach on my part of such duties or responsibilities.

I undertake that I shall not under any circumstances whatsoever be connected with or be involved in any personal or
unauthorized or secret or undisclosed deal or contract affecting any property or matters under my charge.

I also undertake to inform you and the clients, if any person(s) related to me (whether by marriage or by blood) are
involved in any offers(s) and/or acceptance(s) regarding any property or matters under my charge.

And in consideration of my aforesaid appointment to carry out agency work, I hereby indemnify you from all losses
damages suffered by you as a result of any wrongful gain or profit made by me or any party related to me by reason of
my breach of any of my duties or responsibilities to you and to the clients.

Signed by]
Name]
NRIC No.:]

In the presence of]
Name:]
NRIC No.:]
Designation:]

DUPLICATE

Date:

KF Property Network Pte Ltd
167 Jalan Bukit Merah #06-10
Connection One Tower 5
Singapore 150167

Dear Sir

LETTER OF UNDERTAKING AND INDEMNITY ON AGENCY WORK

I refer to my appointment to carry out agency work.

I, _____ (NRIC No.: _____)

of registered address _____,

Singapore _____ acknowledge that I have been informed of my duties, responsibilities to the Company and the consequences of any breach on my part of such duties or responsibilities.

I undertake that I shall not under any circumstances whatsoever be connected with or be involved in any personal or unauthorized or secret or undisclosed deal or contract affecting any property or matters under my charge.

I also undertake to inform you and the clients, if any person(s) related to me (whether by marriage or by blood) are involved in any offers(s) and/or acceptance(s) regarding any property or matters under my charge.

And in consideration of my aforesaid appointment to carry out agency work, I hereby indemnify you from all losses damages suffered by you as a result of any wrongful gain or profit made by me or any party related to me by reason of my breach of any of my duties or responsibilities to you and to the clients.

Signed by _____]
Name _____]
NRIC No.: _____]

In the presence of _____]
Name: _____]
NRIC No.: _____]
Designation: _____]



Ordering of Name Cards (New Associates)

Sample

<p>Knight Frank KF Property Network Pte Ltd</p> <p>Andy Lim Senior Realtor Cert-in-CEHA</p> <p>KF Property Network Pte Ltd 167 Jalan Bukit Merah #06-10 Connection One (Tower 5) Singapore 150167 Main +65 6372 7333 Hp +65 9626 1177 Fax +65 6372 7300 www.kf.sg andy.lim@kf.com.sg</p> <p></p>		<p>THE LEADING INDEPENDENT GLOBAL PROPERTY CONSULTANCY</p> <p>THE STRONGER THE FOUNDATIONS, THE BETTER THE VIEW Knight Frank</p> <p style="text-align: right;">ANDY LIM 林奇伟 +65 9626 1177 http://andy.lim.virtualhomes.sg</p> <p style="text-align: right;"><small>Virtual Homes SG SAEA Agency: 124/2006</small></p> <p style="text-align: right;"><small>SAEA Agency: 124/2006</small></p> <p style="text-align: right;"><small>License No: AD041-3008430D</small></p> <p style="text-align: right;">We are REAL ... home search with a touch</p>
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Please complete the form:

* With / Without Photo		Attach Photo Here
Name to appear on name card		
Chinese Characters		
Qualification / Titles		
Mobile No.		
Email	@kf.com.sg	
Website	<input type="checkbox"/> http://.virtualhomes.sg	
	<input type="checkbox"/> Others, please specify:	
Designation please tick accordingly	<input type="checkbox"/> Realtor <input type="checkbox"/> Senior Realtor <input type="checkbox"/> Realty Adviser <input type="checkbox"/> Senior Realty Adviser <input type="checkbox"/> Executive Adviser <input type="checkbox"/> Premier Adviser <input type="checkbox"/> Pinnacle Adviser	<input type="checkbox"/> Team Manager <input type="checkbox"/> Deputy Head, Business Unit <input type="checkbox"/> Head, Business Unit
FOR OFFICE USE		
Handled By: _____ Date: _____ Time: _____ am/pm Quantity: _____ boxes		
Amount Paid: \$ _____ *cash / cheque no. _____ Receipt No.: _____		

* Delete accordingly