

Education Agent Contact Details Change Form

Complete this form whenever an approved Education Agent's contact or business details change.

1. Education Agent Details

Legal Name of Agency including Trading Name	
Current Contact Person	

2. Type of Change (if any)

Selected the Required Change (Please Tick)	Please mention the Updated Details
☐ Business or Trading Name	
☐ Contact person / authorised representative	
☐ Updated MARA / QEAC details	
☐ Email address	
☐ Postal or Business / Physical Address	
☐ Telephone or mobile number	
☐ Other (specify below)	

Supporting Documents Attached: ☐ Yes ☐ No ☐ Not Required ☐ Others: _____

3. Education Agent Declaration

- ☐ I declare the information in this form is true, complete and current, and understand IIT may verify it and update its records (including the Monitoring Register, PRISMS and website) accordingly.
- ☐ I understand that submitting this form does not vary or replace the Education Agent Agreement unless IIT confirms the variation in writing.

Education Agent / Authorised Representative Name:		Position:	
Signature:		Date:	

4. IIT - Office Use Only

Education Agent Agreement Updated / Reissued	☐ Yes ☐ No ☐ N/A	PRISMS Updated	☐ Yes ☐ No ☐ N/A
IIT Website Updated	☐ Yes ☐ No ☐ N/A	Monitoring Register Updated	☐ Yes ☐ No ☐ N/A
Education Agent File Updated	☐ Yes ☐ No ☐ N/A		

Document Name: Education Detail Contact Change Form

Version 26.0

International Institute of Training Pty Ltd t/a International Institute of Training

Campus Location: 13 Tarkin Court, Bell Park, Victoria 3215, Australia

Phone no: 1300 651 348 | Email: info@iitraining.vic.edu.au | Website: www.iitraining.vic.edu.au

RTO Code: 21628 || CRICOS Number: 04028M || ACN 113 898 721 || ABN 82 113 898 721

International Institute of Training Pty Ltd



Comments/ Further Actions (If Applicable):

Completed By (Staff Name)

Signature

Date

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