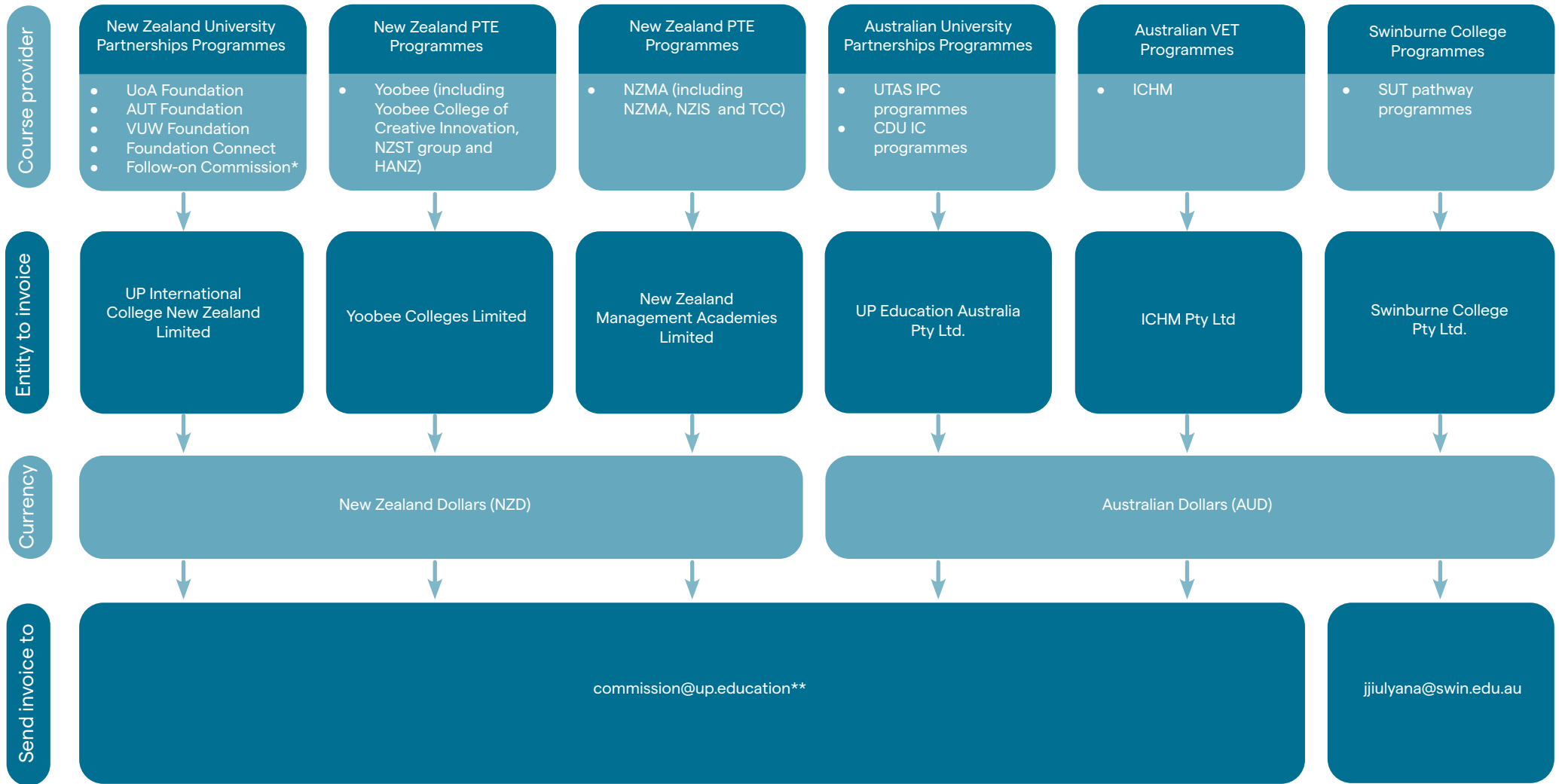


# UP Education Agent Commission Claim Instructions



**Notes:**

\* Please invoice the university directly to claim follow-on commission if you have direct contract with the universities.

\*\*To ensure your invoices to be processed without delay, please submit your invoice:

- following the template attached to this instruction if you do not have your own invoice template
- including all key information that is included in the template we provided if you are using your own invoice template
- in pdf format if you are using your own invoice template

Please refer to the relevant appendices of your agent agreements for further details of commission rates and other terms & conditions.



Company Name

Invoice #

Date:

GST# (if applicable)

Invoice Due Date:

Please note: GST only applies to companies registered in New Zealand and Australia

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## COMMISSION INVOICE TO

UP International College New Zealand Limited.

Student Name	Student ID	Course name	Intake start date <small>(must be before the invoice issuing date)</small>	Commission Amount Due <small>(please indicate AUD or NZD)</small>

TOTAL: \$

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## Payment Info

Beneficiary Address

Bank Account Name

Account Number

SWIFT Code (if applicable)

Preferred Currency (if bank does not accept NZD or AUD)

Bank Address

## Contact Info

Email address

Phone number

Company address