Lead Agent & Migration Agency creation form

Please provide the following information for Engineers Australia to create your Migration Agency in our new IT system, and to set yourself (or someone else) up as the Lead Agent for your Migration Agency.

Overview

1. Open an account with Engineers Australia, then provide your EA ID below

2. Add the name(s) of your Agency

3. Add details for each Agency office site

4. Return completed form

1. Open an account with Engineers Australia

a) Go to **engineersaustralia.org.au/portal/profile/create** and register an account (please note: if you already have an EA ID Membership number you do not need to do this).

b) Once you have your EA ID, enter it below in the 'Lead Agent EA ID' field below.

After your Agency has been created and you've been set up as the Lead Agent, you'll be able to add other Agents to your agency. You will receive instructions on how to do this.

Lead Agent EA ID: * This is the number that was given to you when you registered with Engineers Australia. If you are already a Member of Engineers Australia, this is your membership number.	
MARN: If you are registered with the MARA in Australia, please fill in your Migration Agent Registration Number	

2. Enter the name(s) of your agency

Engineers Australia requires both the Legal Name and Trading Name of your Agency, even if these are the same.

Migration Agency legal name: * The legal name of your Migration Agency.	
Migration Agency trading name: * The legal name of your Migration Agency.	

3. Add details for each agency office/site location

Migration Agencies may have one or several offices. It is possible for you to register as many offices or sites as is relevant for your Agency.

If there is only one office, complete only the "Main office" table. If there are several offices, copy and paste the "Additional Office" table to extend the form as necessary.

Main office (The name of the office (if there is only one it can be the same name as the agency)	
Main office name: *	

ENGINEERS AUSTRALIA

Postal address (The address at which any written correspondence should be sent.)

Street address: *			
Suburb:		City:	
State:		Post Code:	
Country: *			
International dial code:			
Phone number:			
Email:			

Additional information

Office name:	

Postal address (The address at which any written correspondence should be sent.)

Street address: *			
Suburb:		City:	
State:		Post Code:	
Country: *			
International dial code:			
Phone number:			
Email:			

4. Return completed form

Email this form to:

migrationagencycreation@engineersaustralia.org.au

with the subject line "Create Migration Agency".

You will be notified when your Agency has been created.

Privacy Statement

The Institution of Engineers Australia trading as Engineers Australia ABN 63 020 415 510, collects, holds, uses and may disclose personal information in accordance with its Privacy Policy and the Privacy Act 1988 (Cth). Engineers Australia collects this information so that it can provide products, services and support to you. If you do not provide certain personal information in the course of submitting your application, Engineers Australia may be unable to process your application.

Further information about Engineers Australia's Privacy Policy may be found at **engineersaustralia.org.au/systems-pages/privacy-statement**

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