The Hong Kong University Students' Union

Independent Clubs Association Council

香港大學學生會 學社聯會評議會

ICAC_Club Representative

Ref. no.: ___

Date: ____/____/____ *(dd/mm/yy)*

Dear ICA Council Chairperson,

Change of Representative in ICA Council, HKUSU

I am writing to inform you that

the new representative of _____ *(Name of Independent Club),* HKUSU in the ICA Council was appointed in the Annual General Meeting (AGM)/ ____ Extraordinary General Meeting (EGM) of _____ *(Name of Independent Club*), Session_____-_____, on _____ *(DD/MM/YY).*

Information of the new representative are as follows: -

Chinese Name :_____

English Name :_____

University Number (UID) :_____

Corresponding Telephone Number :_____

Email Address :_____

Position(s) at the Independent Club :_____

Thank you for your kind attention.

Regards,

_____ *(Signature)*

_____ *(Name in BLOCK letter)*

_____ *(Post)*

_____, HKUSU *(Name of Independent Club)*

_____ *(Official chop of Independent Club)*