



The Hong Kong University Students' Union
Independent Clubs Association Council
香港大學學生會 學社聯會評議會

Checklist for Documents
to be Submitted by Independent Clubs [Hard Copy]
Within 336 hours (14 days) after the end of Annual General Meeting

Name of Independent Club: _____ (Session 20__-20__)

Nature: Annual General Meeting

Commencement: Date: ___/___/___ (DD/MM/YY) Time: __:__

Adjournment: Date: ___/___/___ (DD/MM/YY) Time: __:__

Submission: Date: ___/___/___ (DD/MM/YY) Time: __:__

Document	Check	Approve (filled by HS)
<i>e.g. Copy of Registration Form for Sub-organizations</i>	✓	
Copy of Registration Form for Sub-organizations		
Nomination Forms		
Membership Form (collected from 1 st August up to the end of AGM)		



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Checklist for Documents
to be Submitted by Independent Clubs [Hard Copy]
Before the commencement of the First ICA Council Meeting of the next session

Name of Independent Club: _____ (Session 20__-20__)

Submission: Date: ___/___/___ (DD/MM/YY) Time: __:___

Document	Check	Approve (filled by HS)
<i>e.g. Annual Functional Report</i>	✓	
Annual Functional Report		
Annual Financial Report with Financial Attachment		
Year Plan		
Financial Budget		
Bank Statement from 1 st February of the previous year to 31 st January of the current year		



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Checklist for Documents
to be Submitted by Independent Clubs [Hard Copy]
Within 336 hours (14 days) after the end of Extraordinary General Meeting

Name of Independent Club: _____ (Session 20__-20__)

Nature: _____ Extraordinary General Meeting

Commencement: Date: ___/___/___ (DD/MM/YY) Time: __:___

Adjournment: Date: ___/___/___ (DD/MM/YY) Time: __:___

Submission: Date: ___/___/___ (DD/MM/YY) Time: __:___

Document	Check	Approve (filled by HS)
<i>e.g. Year Plan (if amended)</i>	✓	
Year Plan (if amended)		
Financial Budget (if amended)		
Constitution (if amended)		
Nomination Forms (if By-election is held)		