



**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 [Soft 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: \_\_:\_\_\_

<b>Document</b>	<b>Format</b>	<b>Check</b>	<b>Approve (filled by HS)</b>
Adopted Agenda of the Annual General Meeting	PDF		
Adopted minutes of the Annual General Meeting of the PREVIOUS session	PDF		
Adopted minutes of the Extraordinary General Meeting(s) of the current session (if any)	PDF		
Minutes of the Annual General Meeting of the current session	PDF		
Constitution (if amended in the session)	DOC & PDF		
Nomination Forms	PDF		
Contact List of the newly elected executive committee	XLS		
Copy of Registration Form for Sub-organizations	PDF		
Membership Lists for period from 1st August up to the end of AGM	XLS		



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**Checklist for Documents**  
**to be Submitted by Independent Clubs [Soft 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: \_\_:\_\_\_

<b>Document</b>	<b>Format</b>	<b>Check</b>	<b>Approve</b> (filled by HS)
Annual Functional Report	PDF		
Annual Financial Report with Financial Attachment	XLS		
Year Plan	PDF		
Financial Budget	XLS		
Bank Statement from 1 <sup>st</sup> February of the previous year to 31 <sup>st</sup> January of the current year	PDF		



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**Checklist for Documents**

**to be Submitted by Independent Clubs [Soft 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: \_\_\_:\_\_\_

<b>Document</b>	<b>Format</b>	<b>Check</b>	<b>Approve</b> (filled by HS)
Adopted Agenda of the Extraordinary General Meeting	PDF		
Minutes of the Extraordinary General Meeting	PDF		

Constitution (if amended)	DOC & PDF		
Year Plan (if amended)	PDF		
Financial Budget (if amended)	XLS		

Nomination Forms (if By-election is held)	PDF		
Updated Contact List of the executive committee (if there is any change in the list of executive committee members and/or position(s) held by each executive committee member)	XLS		

