

TUNG WAH COLLEGE

Student Affairs Office

Society Registration Form

Applicant's Information

Full name of Student Body: _____

Contact Person (Full Name): _____

SID: _____

Post of Contact Person*

☐ President

☐ Vice-President

Contact Number: _____

Email: _____

Term of Office: _____

(MM/YYYY) to

(MM/YYYY)

List of office-bearers:

Student ID	Full Name in English	Full Name in Chinese	Nickname	Position	Programme	Year of Study	Contact No.

* Please tick in the appropriate box

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Remarks:

1. All clubs and societies can indicate their wish to affiliate with Tung Wah College (“the College”) by contacting the Student Affairs Office (“SAO”) to submit the society registration form. Subject to the initial vetting of the submitted information, you will be required to provide the following information for completing the affiliation:
 - a) List of the incoming office-bearers, with student ID, names, positions, programme, year of study and contact number;
 - b) Year plan and budget plan for upcoming term of office;
 - c) Financial statement for the previous term of office (if applicable);
 - d) Valid constitution (with updates included);
 - e) Updated number of registered members
2. The newly registered student bodies will carry names such as “XXX (Society), Tung Wah College”. They would be required to sign a statement to declare that the nature and activities of the society will not be in violation of any Hong Kong laws or guidelines of the College and SAO.
3. SAO will provide administrative support to these student bodies, including venue endorsement for their activities, email accounts, cabinet renewal, and eligibility to apply for student activity funds etc. SAO will also provide supporting documents to registered student bodies as appropriate, e.g., for applications for campsites.
4. For student bodies that choose not to affiliate, or if an application is denied by SAO, they will lose the legitimacy to operate within the College. Their email accounts will expire on 14 April 2025 and the cabinet must be returned to the College before 14 April 2025. Student bodies facing difficulties will be considered by SAO on a case-by-case basis.

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Declaration

We agree (a) that the nature and activities organised by our society will not be in violation of any Hong Kong law or guidelines of the College and SAO; and (b) that this declaration may be provided to the relevant unit and/or the College and/or SAO to prevent any potential or actual conflict.

Signature: _____

Society Chop: _____

Full Name: _____

Date: _____

For Student Affairs Office's Approval

The above application is ☐ approved ☐ not approved

Reason: _____

Approved by: _____

SAO Chop: _____

Full Name: _____

Date: _____

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Appendix: List of the incoming office-bearers

Name of Student Society: _____

Student ID	Full Name in English	Full Name in Chinese	Nickname	Position	Programme	Year of Study	Contact No.