

**THE HANG SENG UNIVERSITY OF HONG KONG**

**Student Affairs Office**

**Student Activities Fund**

**Authorisation for Collection of Approved Subsidy of Student Activities Fund (SAF)**

Notes:

**Please read the following notes carefully before completing this form:**

1. The authorised person should be the office-bearer of the student organisation / club and society / student group. The authorisation should be co-signed by 2 representatives, President and Financial secretary are preferred.
2. The refund will be disbursed via autopay to the bank account held by the authorised person. The representative should update his / her bank account information on the Student Information System.
3. The personal data provided in this form will be used by the University to process your authorisation to a representative for the collection of approved subsidies on behalf of your association / society / group.

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**Authorisation (to be completed by the President of the organisation / group leader)**

To: Student Affairs Office, The Hang Seng University of Hong Kong

\*We, \_\_\_\_\_ (Name of Student Organisation),  
authorise \_\_\_\_\_ (Name of Student) (Student ID: \_\_\_\_\_ s \_\_\_\_\_ )  
\_\_\_\_\_ (Position / Role in the Student Organisation), to collect the refund  
of the approved subsidy of Student Activities Fund on behalf of the \*association / society / group.

*\*Please delete as appropriate.*

Stamp of Organisation: \_\_\_\_\_

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Financial Secretary

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Student ID No.

\_\_\_\_\_  
Student ID No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**For Office Use Only**

Authorisation: ☐ accepted ☐ rejected

Remark(s): \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Name of Processing Officer: \_\_\_\_\_

Date: \_\_\_\_\_