



## Check List Annual Documentation Submission

A brief report of its activities during the year signed by its legal representatives; and	
The full names, identity card numbers, the role they occupy in the executive committee, contact numbers and original signatures of the persons currently forming its executive committee; and	
A copy of the signed minutes of the annual general meeting and other extraordinary general meetings held throughout the year, which copy shall be countersigned by the legal representatives; and	
A declaration signed by its legal representatives as to whether or not it has, throughout the year, acquired any new affiliations or connections with other persons, clubs, societies, companies and/or other organizations and, if so, the identity of such; and	
Notification of any changes to its registered address and, if so, written authorization to use the new property as its registered address if and where applicable; and	
<p>Notification of any amendments effected to its statute, which amendments, in the case of University-wide, College-wide and Specialised Student Societies, are to be ultimately approved by Senate; and</p> <p>The notification of amendments must be signed by the two legal representatives of the Student Society.</p> <p>If no amendments are made, a declaration to this effect, signed by the two legal representatives of the Student Society shall be made.</p>	
A detailed statement of its current assets as well as its income and expenditure of the preceding year ( <b>supported by receipts</b> ) signed by its legal representatives; the accounts so submitted shall be subject to audit by the Finance Office of the University; and	
<p>If changes are made to the Statute, three documents would need to be submitted:</p> <ul style="list-style-type: none"><li>➤ The amended Statute document in (word.docx), which shall be identical (in content) to the Statute with track changes.</li><li>➤ List of amendments to the Statute stipulating the current wording and the proposed wording. The proposed wording should be in <b>different colour</b>.</li><li>➤ Statute with track changes. (word.docx).</li></ul> <p>Once the Statute is approved in terms of Regulation 8.1 (iv)(d):</p> <p>'If amendments to the Statute are approved by Senate they shall submit to the Registrar a certified true copy of the updated Statute which has to be signed by the legal representatives on every page.'</p>	

NB:

- Whenever the regulations ask for "original signatures" these cannot be replaced by digital signatures.
- "Signed by its legal representatives", implies that the documentation has to be signed by two student representatives upon whom the Statute vests legal and judicial representation.

*A gentle reminder that an updated list of the current members (with full names and ID Card Nos) should be available for audit purposes only to the University at any time.*