CHANGE OF AUTHORISED STUDENT GROUP REPRESENTATIVE

Name of Student Group: ___________________________________________________ Group Code: __ __ __ __

_________________________________________ (New authorised representative’s name) has obtained
the consent of the group’s executive committee to replace _____________________________________________
(Former authorised representative’s name) as an Authorised Representative of (Student Group name)________________________ effective on ______________________.

Student group must attach: (please tick the box when appropriate):
1) MEETING MINUTES RECORD  □ Attached
2) PHOTOCOPY OF CURRENT STUDENT IDENTIFICATION  □ Attached

IS THE FORMER AUTHORISED REP A MACPAY SIGNATORY?  □ YES  □ NO
(If YES, please return the bank card to Student HQ office)

WILL THE NEW AUTHORISED REP BE THEIR REPLACEMENT MACPAY SIGNATORY?  □ YES  □ NO

DOES THE NEW AUTHORISED REP REQUIRE A BUSINESS PAYMENT CARD?  □ YES  □ NO
(If YES, please complete NAB Business Card Payment Application Form and attach to this form)

I wish to undertake the responsibility of becoming an Authorised Representative. I comprehend the responsibilities and obligations associated with this role and have read and understood both the Student Group Affiliation Agreement and Macquarie University Code of Conduct.

Name: ___________________________________________________________ Preferred name: __________________
(Same as on student ID)

Email Address: __________________________________________________________
(Please write clearly in CAPS)

Contact number: ___________________________ Student ID Number: ___________________________

Signed: __________________________________________ Date: ___________________________

On behalf of ________________________________ (student group’s name), I hereby consent the change and agree with Macquarie University policies.

Witnessed by

Name: ____________________________________________ (Current Authorised Representative)

Date: ___________________________ Signed: __________________________________________

OFFICE USE ONLY

DATE RECEIVED:

APPROVED BY CAMPUS ENGAGEMENT: ____________________________ DATE:

IF CHANGE OF BANK AUTHORITY:
APPROVED BY U@MQ SIGNATORY: ____________________________ DATE:

NOTICE NAB UNI BRANCH FOR CANCELLATION OF OLD SIGNATORY: □ UPDATE NEW SIGNATORY: □ DATE:
NAME OF STUDENT GROUP

Committee Meeting

NO: 1  Date:  Time:  Place:

MINUTES

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<th>MEETING CALLED BY</th>
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<tr>
<td>ATTENDEES</td>
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<td>ABSENT WITH APOLOGIES</td>
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AGENDA Topics:

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<tr>
<th>DISCUSSION 1</th>
<th>Events</th>
<th>action needed by</th>
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<th>DISCUSSION 2</th>
<th>Finance</th>
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<th>DISCUSSION 3</th>
<th>Committee Election</th>
<th>action needed by</th>
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<tr>
<td>President: Justin Ong to replace John Smith and become bank signatory</td>
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<td>Vice President: Davin Sim to replace Shelly Yang</td>
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<td>Treasurer: Luo YuJun to replace Jon Yun and become bank signatory</td>
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<td>Event Managers: Joyce Low &amp; Tan Jing Han</td>
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<td>Secretary: Michelle Ng</td>
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The meeting ended at:

Minutes taken by: