Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(For Office Use Only)

**City University of Hong Kong**

**Student Development Services**

**Application for Using On-campus Venues for Organising Sale Activities**

Please submit ONE application for ONE sale activity to SDS **at least TWO weeks in advance**.

|  |  |
| --- | --- |
| Name of Society: |  |
| Name of Applicant (In-charge of the Activity): | (Mr. / Miss) |
| Position in Society: |  |  | Contact No.:  |  |
| EID: |  | @my.cityu.edu.hk |  | Student No.: |  |
|  |  |  |

1. Name of the Welfare/Mega Sale:

2. Proposed Date(s) & Time:

3. Venue:

4. Objective(s):

5. Intended Learning Outcomes (ILOs)

*(Expected outcomes that can be demonstrated or measured; e.g. knowledge or skills)*

6. Details of Proposed Supplier(s) and Product(s)  *(Please insert additional pages if necessary.)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Supplier** | **Product** | **Brand** | **Market Price** | **Price/Discount Rate to be Offered at the Sale** | **Other Benefits Provided** **(*e.g. warranty)*** | **Business Registration****商業登記副本** | **For Office Use** |
| “✓” for Approved items | Comments |
| 1 |  |  |  |  |  |  |  |  |  |
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7. Required Attachments

* 1. Activity proposal and budget plan
* 2. Approval letter issued by the SU Council
* 3. For each vendor and supplier:
	+ Detailed price lists and catalogues of items for sale
	+ Copy of business registration (商業登記副本)
	+ Declaration of not being able to provide either business registration or the proof of product origin (if applicable)
	+ Supporting documents on the trademark registration (商標註冊登記) or sources of goods (入貨來源証明) for **goods or items with brand names/ trademarks**
* 4. Draft agreement with suppliers
* 5. Draft sponsorship declaration (福利聯賣聲明書)
* 6. Floor plan
* 7. Declaration of Interests (聯辦利益申報書) (if applicable)
* 8. Details of the following arrangements, if any: (1) sale of society items (e.g. society paper, uniform); (2) lucky draw

I have read the “Guidelines for Using On-campus Venues for Organising Sale Activities”. I hereby declare that I and my fellow organisers will abide by these guidelines in organising the activity specified above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature | Stamp of Student Society | Date |

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**Comments:**

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|  |  | **Responsible Staff** |  | **Date** |
| * Application Received
 |  |  |  |  |
| * Interviewed
 |  |  |  |  |
| * Application approved/ disapproved
 |  |  |  |  |
| * Reply letter (c.c. SU Council)
 |  |  |  |  |
| * Recorded
 |  |  |  |  |