

EXECUTIVE REGISTRATION FORM GUIDELINES

WHAT YOU MUST PROVIDE:

- Original copies of handwritten and hand-signed forms handed in to Guild Finance are preferred.
- If this is not possible, a digitally signed form can be submitted. If you need to do this, please attach a scan/photo of the ID of each member of the new executive. IDs must contain a signature that will allow Guild Finance to validate that person's signature on the ERF. Send these documents to finance@guild.uwa.edu.au
- Two immediate Past Executives (not continuing to the current executive) must be provided on the second page of the form. If this is not possible, please provide what you can and explain why when submitting your ERF.
- At least one Returning Officer must be provided. As the role of the Returning Officer is to ensure a fair election, they must be independent from the Club and not be a member of the past or current executive.
- If any of the current/new executives can't sign the form before you submit, they can be added later using an 'Executive Addition or Replacement Form'.

YOUR ERF WILL NOT BE ACCEPTED IF:

- Information is incomplete, crossed out, or illegible.
- Information is not written in blue or black ink.
- Paper is torn, crumpled or damaged in some other way.
- It is digitally signed and IDs containing signatures of the new executives are not provided.
- It contains any executive members that are not UWA students. All executives must be currently enrolled at UWA.

It will be at the discretion of the staff member receiving the form to decide if the form contains any of the above. Please note that ERFs expire after 1 year.

Club queries: soc@guild.uwa.edu.au

Club grant queries: soc-treasurer@guild.uwa.edu.au

Faculty society queries: ed@guild.uwa.edu.au

Faculty society grant queries: ed-treasurer@guild.uwa.edu.au

Finance queries: finance@guild.uwa.edu.au