



1. Annual return is a yearly report to be submitted to the Registrar of Society by all registered societies (branch/division/state).
2. Every branch, division and state liaison committee shall:
  - a) within sixty days after the holding of its annual general meeting or
  - b) not later than 31 December every year (if no AGM is held for the calendar year)

forward to the **State Headquarters** the following:

Document to submit	Example
a. Form 9, the general information of the registered society	a. Submission for year 2005
b. The complete list of office bearers	b. List of office-bearers of year 2005
c. The account of the last financial year	c. Account statement of year 2004
d. The minutes of meeting (AGM)	d. Minutes of AGM 2005
e. The complete copy of any amendments to the rules (only apply to National level)	e. Amendment to the rule in 2005

**3. Submission Procedure**

**3.1 Form 9**

Prepare 4 copies of Form 9 with the following general information of the registered branch / division / state with **original signature** of chairman, secretary or treasurer of the branch/division/state:

Description	Remarks
1. <b>name</b> of branch, division or state	1. Registered name
2. <b>address</b> of branch, division or state	2. Registered address
3. <b>number of members</b> of branch, division or state	3. Not less than 50
4. Resolution	4. Only apply to National level
5. <b>list</b> of office bearers	5. Present year (minimum of 5 committee members)
6. <b>minutes of meeting</b> for the latest annual meeting	6. Present year
7. <b>account statement</b>	7. Previous year
8. fixed assets document	8. Only apply to National level

**3.2 Account Statement**

Prepare 4 copies of account statement of the last financial year of the registered branch / division / state with original signature of the Chairman and Treasurer.

**3.3 List of Office Bearers**

Prepare 5 (Prepare 6 copies of Newly registered Branch/Division) copies of complete list of office-bearers of the registered branch / division / state with **original signature** of chairman, secretary or treasurer of the branch/division/state:

Description	
1. Position	6. Place of Birth
2. Name of committee member	7. Nationality
3. Chinese name of committee member	8. Occupation
4. New Identity card number	9. Office Address of the Committee
5. Date of Birth	10. Residential Address of Committee members

**3.4 Minutes of Meeting**

Prepare 4 copies of the Minutes of the AGM for the year of return.