


NCKU Student Association Postal Passbook Saving Account Opening and Changing Instructions

We strongly advise every student club / student association of department to open a postal passbook saving account for all kinds of funding reimbursement that one has applied from the university.

I. Account Opening

1. Please download [Application for Student Club Postal Passbook Saving Account\(ODT\)](#) from NCKU SDAD website. Other than the application form, you must also present the Constitution of your association, relevant meeting minutes, and the copy of ID card (ARC for foreign students) of the representative.
2. Please write down full Chinese name of your association for the name of the account. For example: 國立成功大學 + (association name)
3. Please also make an official seal for your association. It is suggested to be a 3cm*3cm square seal, with full Chinese name of your association. For example: The image shows a square red official seal with the Chinese characters '國立成功大學' (National Sun Yat-sen University) arranged vertically on the right side and '學貓社' (Student Cat Society) arranged vertically on the left side.
4. After the application form and necessary papers has been delivered to NCKU SDAD, it will take 7 to 10 work days to finish the progress. Please return to SDAD and pick up the Official Document by then.
5. The representative of your association should bring the Official Document, the Constitution of your association, ID card (ARC for foreign students), personal seal, and official seal of your association to the post office in Kuang-Fu Campus to open an account.
6. After you have received the new postal passbook, please make a copy of it and present it to SDAD, who will later mark a unique serial number of your association on the copy.

7. Take the new postal passbook and the copy with unique serial number to the Office of Finance Cashier Division, NCKU to establish new information in NCKU database.
8. Login Club Management System and renew basic information of your association.

II. Account Changing

1. Every semester / year, when a new representative of your association has been chosen, one must renew the information of the account.
2. Please download [Application for Change of Account Owner](#) from NCKU SDAD website. Other than the application form, you must also present relevant meeting minutes and the copy of ID card (ARC for foreign students) of the new representative.
3. After the application form and necessary papers has been delivered to NCKU SDAD, it will take 7 to 10 work days to finish the progress. Please return to SDAD and pick up the Official Document by then.
4. The new representative of your association should bring the Official Document, student ID card, ID card (ARC for foreign students), personal seal, official seal of your association, and the postal passbook to the post office in Kuang-Fu Campus to renew the account.
5. Login Club Management System and renew basic information of your association.

III. Other Situations

If you have encountered following situations, please change the Purpose on the application form and deliver your application to SDAD.

A. Loss of the postal passbook

Application for Student Club Postal Passbook Saving Account	
Purpose	Due to the loss of the original postal passbook of the association, for better finance management, please approve to send out application for a new postal passbook.

B. Loss of the postal passbook and official seal

Application for Student Club Postal Passbook Saving Account	
Purpose	For better finance management of the association, please approve to send out application for a new postal passbook and the renewal of official seal.

C. Change the name of your association and representative

Application for Change of Account Owner	
Purpose	For better finance management of the association, please approve to send out application for change of the account owner and account name.