

Guide for preparation of Annual Report

The Annual Report of Chapter / Club shall *inter alia* include following.

- Introduction
- Activities conducted with/for UoM
- Activities conducted for UoM Alumni
- Assistance given to and/or activities conducted with UoM Alumni Association
- Other activities
- Minutes of the AGM signed by the Secretary
- Audited financial statements
- Changes to constitution/scope/criteria/etc. if any
- Members joined and members left (include UoM Alumni membership numbers)
- Details of regional chapters registered under clubs if applicable
- Activities of regional chapters registered under clubs if applicable