

Nomination Form

To: CSC Unit, LCSD (Fax Number: 2697 4220)

SSMS User Accounts for CSC

Our Club would like to apply/update the SSMS user accounts for the following officers -

Name of CSC	Name of affiliated NSA	Name of Officer	Post	Email Address ⁽¹⁾ (English)	Administrative User ⁽³⁾	General User ⁽²⁾
					(Please input "Y" for Yes and "N" for No)	

Please send the user account information to our Club via _____ (Email of CSC)

Signature : _____
 Name: _____
 Post : President / Chairman *

_____ Club's Chop
 Date: _____

(* Please delete if not applicable)

Remark -

- (1) **Individual email account** of the officer for receiving messages from the SSMS.
- (2) General Users are the **subject officers** of the subvented CSC programmes and must be the members of the CSC. They are responsible for inputting CSC annual plans / programme applications / funding applications / programme reports to the system.
- (3) Administrative Users must be **the office bearers** of CSCs, including President, Vice President, Chairman, Vice Chairman, Secretary or Treasurer. They are responsible for approving and submitting CSC annual plans / programme applications / funding applications / programme reports to NSA & LCSD. For operational needs, each CSC can nominate one to three Administrative Users.