

G.N. 2732

REGISTRY OF TRADE UNIONS

TRADE UNIONS ORDINANCE (Chapter 332)

In exercise of the powers conferred upon me by section 58(1) of the Trade Unions Ordinance (Chapter 332), I prescribe the following Form 1, Form 1F, Form 10 and Form 10F, with effect from 8 May 2023, shall supersede all previous versions of such form serving the same purposes.

5 May 2023

LAM Yick-wah, Samantha *Registrar of Trade Unions*

FORM 1
Trade Unions Ordinance (Cap. 332)
Section 5(2)
Trade Union Registration Regulations (Cap. 332A)
Regulation 5
Application for Registration of a Trade Union

Date: _____

To: Registrar of Trade Unions,

1. Application is hereby made for the registration of a trade union named:
(English) _____
(Chinese) _____

2. The trade union is formed by employees/employers* employed/engaged* in the
_____ trade / industry / occupation*.

3. The trade union was established on _____ and had _____
members at the date of establishment.

4. The correspondence address of the union is:
(English) _____
(Chinese) _____

5. This application is accompanied by: -
 - (a) two copies of the union rules which have been signed by the following applicants in accordance with Regulation 5 of the Trade Union Registration Regulations (Cap. 332A);
 - (b) Appendix A which is duly completed; and
 - (c) _____ copies of duly signed Appendix B.

6. The signatories to this application are voting members of the trade union and hereby declare that all the information submitted is correct[#].

<u>Signature</u>	<u>Name</u>
(1) _____	()
(2) _____	()
(3) _____	()
(4) _____	()
(5) _____	()
(6) _____	()
(7) _____	()

* Please delete whichever is inappropriate.

[#] Provision of false information is an offence under Section 58 of the Trade Unions Ordinance (Cap. 332).

FORM 1
Appendix A
Particulars of Signatories/Members of the Preparatory Committee

Name	HKID Card Number	Title of office held in the preparatory committee (where appropriate)	Age	Trade / Industry Employed	Occupation	Residential Address	Working Address	Authorised Representatives (Yes / No)

Note:

- (1) Each trade union should authorise at least two signatories to the Application for Registration of a Trade Union (Form 1) as the authorised representatives. The authorised representatives will be responsible for handling all matters relating to the application, including but not limited to submission of supporting information and attending a pre-registration interview with the Registry of Trade Unions.
- (2) Please use a separate sheet if necessary.

Statement of Purpose for the Collection of Personal Data:

- (1) The personal data are collected by the Registrar of Trade Unions for the carrying out of the Trade Unions Ordinance (Cap. 332). If you do not provide sufficient information, we may not be able to process your application for the registration of a trade union.
- (2) For the purposes mentioned in paragraph 1 above, the personal data provided may be disclosed to the Commissioner of Police, other government departments or members of your trade union.
- (3) You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486).
- (4) All enquiries can be addressed to the Deputy Registrar of Trade Unions (Tel: 3575 8500; Email: rtu@labour.gov.hk; Address: 11/F., One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon).

FORM 1
Appendix B

Declaration

I _____, being a voting member and a signatory of the Application for Registration of a Trade Union (Form 1) of the _____ (this union)*, hereby confirm that all the purposes and objects of the trade union are lawful, and that this union will not perform or engage in any acts or activities that may endanger national security or otherwise be contrary to the interests of national security and/or are in contravention of the Trade Unions Ordinance (Cap. 332), its subsidiary legislation and other relevant laws of Hong Kong.

I understand that, pursuant to section 6(1) of the Trade Unions Ordinance (Cap. 332), even if the Registrar of Trade Unions has registered a trade union and has issued to the trade union a certificate of registration in the prescribed form, such registration shall be void if any of the purposes of the trade union is unlawful. Furthermore, the Registrar of Trade Unions may, pursuant to section 10(1)(b) of the Trade Unions Ordinance (Cap. 332), order to cancel the registration of a trade union if the trade union is being used, or has at any time since registration been used, for any unlawful purpose or for any purpose inconsistent with its objects or rules.

Signature: _____

Name: _____

Date: _____

* Each signatory to the Application for Registration of a Trade Union (Form 1) is required to sign this declaration.

FORM 1F
 Trade Unions Ordinance (Cap. 332)
 Sections 5 and 54
 Trade Union Registration Regulations (Cap. 332A)
 Regulation 5

Application for Registration of a Trade Union Federation

Date:

To: Registrar of Trade Unions,

1. Application is hereby made for the registration of a trade union federation named:
 (English)
 (Chinese)

2. The trade union federation was established on and
 comprised registered trade unions at the date of establishment.

3. The correspondence address of the federation is :
 (English)
 (Chinese)

4. This application is accompanied by: -
 - (a) Two copies of the rules of this federation and both of which are signed by the Chairman and one other officer of each of the registered trade unions comprising this trade union federation in accordance with Regulation 5 of the Trade Union Registration Regulations;
 - (b) Declaration in Support of Application for Registration of a Trade Union Federation (Appendix A); and
 - (c) Particulars of Members of the Preparatory Committee (Appendix B).

5. The signatories to this application are the Chairman and one other officer of each of the unions comprising this federation and hereby declare that all the information submitted is correct. *

<u>Names and registration numbers of the trade unions comprising this federation</u>	<u>Names and Signatures of Chairmen and other officers</u>
(1).....()()
(2).....()()
(3).....()()
(4).....()()
(5).....()()
(6).....()()
(7).....()()

*Provision of false information is an offence under Section 58 of the Trade Unions Ordinance.

FORM 1F
Appendix A
Trade Unions Ordinance (Cap. 332)
Sections 5(1) and 54
**Declaration in Support of Application for
Registration of a Trade Union Federation**

Date:

To: Registrar of Trade Unions,

We, the undersigned, being voting members of the
.....(Registration No.:),
hereby declare that the attached application for registration of a trade union federation is made with
the consent of the voting members of the above trade union by a majority of votes taken by secret
ballot at the general meeting of the trade union held on

<u>Signature</u>	<u>Name</u>
(1)	()
(2)	()
(3)	()
(4)	()
(5)	()
(6)	()
(7)	()

FORM 1F
Appendix B

Particulars of Members of the Preparatory Committee

Title of office held in the preparatory committee	Name	Name and registration number of the union to which the member is an officer/ voting member	Residential Address

Note: Please use a separate sheet if necessary.

Statement of Purpose for the Collection of Personal Data:

- (1) The personal data are collected by the Registrar of Trade Unions for the carrying out of the Trade Unions Ordinance. If you do not provide sufficient information, we may not be able to process your application for the registration of a trade union federation.
- (2) For the purposes mentioned in paragraph 1 above, the personal data provided may be disclosed to the Commissioner of Police, other government departments or members of your trade union federation.
- (3) You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486).
- (4) All enquiries can be addressed to the Deputy Registrar of Trade Unions (Tel.: 3575 8500; Email: rtu@labour.gov.hk; Address: 11/F., One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon).

This return must be sent to the Registrar of Trade Unions before 31st March

FORM 10
Trade Unions Ordinance (Cap. 332)
Section 36(2)

Annual Return of Membership and Officers of a Trade Union
(For Year Ended 31 December

Date:

Name of the trade union^① (Registration No.)

Registered office

A. Membership figures for the period 1 Jan. to 31 Dec.^②

	Total	Breakdown by Sex
Number of members as at 1 Jan.	Male Female
(i) New members admitted	(Add)	Male Female
(ii) Members left the union	(Deduct)	Male Female
Total no. of members as at 31 Dec.	Male Female

B. Please provide particulars of **all** officers as at 31 Dec. in the appendix.

Signature

Name

Chairman.....()

Officer()

Notes:

- ① If the union has established branches, a separate list showing the name and address of each branch should be attached.
- ② The figures provided should include membership of branches, if any. Provision of false information is an offence under Section 58 of the Trade Unions Ordinance.

Form 10
Appendix
Particulars of all officers as at 31 Dec.

Post	Name and Alias (must be identical to the name on HKID Card)	
	Chinese	English

- Note:
- (1) Please use a separate sheet if necessary.
 - (2) If the information provided by your trade union does not tally with the record of the Registry of Trade Unions, your trade union may be requested to submit further information.

Statement of Purpose for the Collection of Personal Data:

- (1) The personal data are collected by the Registrar of Trade Unions for the carrying out of the Trade Unions Ordinance.
- (2) For the purposes mentioned in paragraph 1 above, the personal data provided may be disclosed to the Commissioner of Police, other government departments or members of your trade union.
- (3) You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486).
- (4) All enquiries can be addressed to the Deputy Registrar of Trade Unions (Tel: 3575 8500; Email: rtu@labour.gov.hk; Address: 11/F., One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon).

*This return must be sent to
the Registrar of Trade
Unions before 31st March
.....*

FORM 10F
Trade Unions Ordinance (Cap. 332)
Section 36(2)

Annual Return of Membership and Officers of a Trade Union Federation
(For Year Ended 31 December

Date:

Name of the trade union federation^o (Registration No.)

Registered office

A. Membership figures for the period 1 Jan. to 31 Dec.^o

Number of member unions as at 1 Jan.
(i) New member unions admitted	(Add)
(ii) Member unions left the federation	(Deduct)
Total no. of member unions as at 31 Dec.

B. Please provide particulars of **all** officers as at 31 Dec. in the appendix.

Signature

Name

Chairman..... ()

Officer ()

Notes:

- ❶ If the federation has established branches, a separate list showing the name and address of each branch should be attached.
- ❷ The figures provided should include membership of branches, if any. Provision of false information is an offence under Section 58 of the Trade Unions Ordinance.

FORM 10F
Appendix
Particulars of all officers as at 31 Dec.

Post	Name and Alias (must be identical to the name on HKID Card)		Member union to which the officer belongs	
	Chinese	English	Union name	Registration Number

Note:

- (1) Please use a separate sheet if necessary
- (2) If the information provided by your federation does not tally with the record of the Registry of Trade Unions, your federation may be requested to submit further information.

Statement of Purpose for the Collection of Personal Data:

- (1) The personal data are collected by the Registrar of Trade Unions for the carrying out of the Trade Unions Ordinance.
- (2) For the purposes mentioned in paragraph 1 above, the personal data provided may be disclosed to the Commissioner of Police, other government departments or members of your federation.
- (3) You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486).
- (4) All enquiries can be addressed to the Deputy Registrar of Trade Unions (Tel: 3575 8500; Email: rtu@labour.gov.hk; Address: 11/F., One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon).