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## CHAPTER 221.

## TRADE UNIONS.

21 of 1939.  
8 of 1944.  
18 of 1944.

**An Ordinance Relating to Trade Unions.**

[1ST JANUARY, 1940.]

Short title.

1. This Ordinance may be cited as the Trade Unions Ordinance, and shall apply to the Colony and Protectorate.

Interpretation.

**2. In this Ordinance—**

“trade union” means any combination whether temporary or permanent, the principal purposes of which are under its constitution the regulation of the relations between workmen and masters, or between workmen and workmen, or between masters and masters whether such combination would or would not, if this Ordinance had not been enacted have been deemed to have been an unlawful combination by reason of some one or more of its purposes being restraint of trade:

Provided that nothing in this Ordinance

(a) shall affect—

(i) any agreement between partners as to their own business or any trading agreement between employers;

(ii) any agreement between an employer and those employed by him as to such employment;

(iii) any agreement in consideration of the sale of the goodwill of a business or of instruction in any profession, trade or handicraft;

(b) shall preclude any trade union from providing benefits for its members;

“registered” means registered under this Ordinance;

“Registrar” means the Registrar of Trade Unions.

3. The purposes of any trade union shall not, by reason merely that they are in restraint of trade, be deemed to be unlawful so as to render any member of such trade union liable to criminal prosecution for conspiracy or otherwise.

Trade union  
not criminal.

4. The purposes of any trade union shall not, by reason merely that they are in restraint of trade, be unlawful so as to render void or voidable any agreement or trust.

Trade union  
not unlawful  
for civil  
purposes.

5. Nothing in this Ordinance shall enable any court to entertain any legal proceeding instituted with the object of directly enforcing or recovering damages for the breach of any of the following agreements—

When trade  
union con-  
tracts not  
enforceable.

(1) Any agreement between members of a registered trade union as such, concerning the conditions on which any members for the time being of such registered trade union shall or shall not sell their goods, transact business, employ, or be employed.

(2) Any agreement for the payment by any person of any subscription or penalty to a registered trade union.

(3) Any agreement for the application of the funds of a registered trade union—

(a) to provide benefits to members; or

(b) to furnish contributions to any employer or workman not a member of such registered trade union, in consideration of such employer or workman acting in conformity with the rules or resolutions of such registered trade union; or

(c) to discharge any fine imposed upon any person by a court of justice.

(4) Any agreement made between one registered trade union and another.

(5) Any bond to secure the performance of any of the above-mentioned agreements.

But nothing in this section shall be deemed to constitute any of the above-mentioned agreements unlawful.

Certain Ordinances not to apply to trade unions. Caps. 249, 254 and 253.

6. The Companies Ordinance, the Friendly Societies Ordinance, and the Cooperative Societies Ordinance shall not apply to any trade union and the registration of a trade union under any of these Ordinances shall be void.

#### REGISTRATION OF TRADE UNIONS.

Registrar of trade unions.

7. The Governor may appoint such person as he may think fit to be the Registrar of trade unions.

Registration of trade unions.

8. Any five or more members of a trade union may by subscribing their names to the rules of the union, and otherwise complying with the provisions of this Ordinance with respect to registration, register such trade union under this Ordinance:

Provided that if any one of the purposes of such trade union be unlawful such registration shall be void.

Compulsory registration and dissolution.

9. (1) Every trade union shall apply for registration in accordance with the provisions of this Ordinance within two months of its formation and shall be dissolved within three months of the date—

(a) of a notification by the Registrar that he has refused to register the trade union and no appeal is taken from such refusal; or

(b) of a decision of the Governor under section 14 of this Ordinance where the Governor has ordered that the trade union be not registered; or

(c) of a decision of the Governor under the provisions of section 12 where such decision confirms the refusal to register or confirms that a trade union should be struck off the register.

(2) Every trade union required to be dissolved under the provisions of sub-section (1) which is not so dissolved and every officer thereof and every trade union which fails to apply for registration within two months of its formation and every officer and member thereof shall be liable on summary conviction to a fine of five pounds for every day it remains undissolved or for every day in excess of two months of its formation until the trade union applies for registration.

10. (1) No trade union or any member thereof shall perform any act in furtherance of the purposes for which it has been formed unless such trade union has first been registered.

Trade unions prohibited from carrying on business unless registered.

(2) Any trade union or any officer or member thereof who contravenes the provisions of this section shall be guilty of an offence against this Ordinance.

11. The following provisions shall apply with respect to the registration of trade unions and of the rules thereof—

Method of registration.

(1) An application to register the trade union and its rules shall be sent to the Registrar with two copies of the rules and a list of the titles and names of the officers of the trade union.

(2) The Registrar upon receipt of the application shall cause a notice of the same to be published in the *Gazette*.

(3) Upon the expiration of six months from the date of publication of the *Gazette* notice the Registrar shall consider any objections which have been brought to his notice.

(4) The Registrar on being satisfied that no proper objection has been raised and that the trade union has complied with the regulations respecting registry in force under this Ordinance and that the provisions of the rules submitted have been carried out so far as may be, shall, subject to the provisions of sections 12 and 13, register such trade union and rules.

(5) No trade union shall be registered under a name identical with that under which any other existing trade union has been registered or so nearly resembling such name as to be likely to deceive the members or the public.

(6) The Registrar upon registering a trade union shall issue a certificate of registration, which certificate, unless proved to have been withdrawn or cancelled, shall be conclusive evidence that requirements of this Ordinance with respect to registry have been complied with.

12. (1) Except with the consent of the Governor, the Registrar shall not register any trade union which—

Misleading names.

(a) contains the words “Imperial”, “Empire”, “British”, “National”, “Government”, “Chamber of Commerce”, “Building Society” or “Co-operative”; or

(b) contains any words which in the opinion of the Registrar suggests, or is calculated to suggest, connection with any society Incorporated by Royal Charter; or

(c) contains any words which, in the opinion of the Registrar, are deceptive or objectionable in that they contain a reference direct or otherwise to any personage, practice or institution, or is otherwise unsuitable as a name for a trade union.

(2) Where a trade union is already registered and its name contains words which are prohibited by sub-section (1) the Registrar shall call upon such union to change its name within a period of two months and in the event of such union failing to change its name to the satisfaction of the Registrar it shall be struck off the register.

(3) Any person aggrieved by a decision of the Registrar under sub-section (1) or sub-section (2) may have the matter referred to the Governor whose decision shall be final.

(4) Where the Governor on a reference as aforesaid decides that a certain name may be used by a specified trade union such name may be registered in respect of that union or may be retained by that union, as the case may be, notwithstanding the provisions of sub-section (1) or sub-section (2).

Registration  
of trade  
unions.

**13.** (1) If the applicants have complied with all the requirements of the Registrar under section 11 the Registrar may, subject to the provisions of section 12 and to the proviso in this sub-section contained, register the trade union under this Ordinance:

Provided that the Registrar shall not register a trade union unless he is satisfied that—

(a) the applicants have been duly authorised to apply for registration; and

(b) the purposes of the trade union are not unlawful; and

(c) the provisions of section 8 of this Ordinance have been complied with:

Provided further that the Registrar shall not register a trade union if he is satisfied that any other trade union already registered is sufficiently representative of the whole of the interests in respect of which the applicants seek registration:

And provided further that if the Registrar thinks that there exist reasonable grounds for believing that a trade union already registered is sufficiently representative of the whole or of a

substantial proportion of the interests on behalf of which the applicants seek registration, he shall, by notice in the *Gazette* or otherwise, inform any registered trade unions which appear to represent the same interests as the applicants of the receipt of their application, and shall invite any registered trade unions concerned to submit in writing or otherwise, within a period to be fixed by him, any objections they may wish to make against such registration.

(2) Where the Registrar refuses to register a trade union, he shall forthwith inform the applicants in writing of the grounds of such refusal.

14. Any person aggrieved by any refusal of the Registrar to register a trade union may, within thirty days from the date of notification of such refusal, refer the matter to the Governor who, after making or causing to be made such enquiry as he may deem necessary, may order that the trade union be registered or he may order that the trade union be not registered.

Appeal  
against  
refusal to  
register.

Any such order of the Governor shall be final and conclusive.

#### CANCELLATION OF REGISTRATION.

15. (1) The Registrar may in the following cases cancel the registration of a trade union on proof to his satisfaction—

Cancelling of  
certificate of  
registry.

(a) that a certificate of registration has been obtained by fraud or mistake; or

(b) that the registration of a trade union has become void under section 8; or

(c) that a registered trade union has wilfully, and after notice given as provided in sub-section (2) of this section, violated any of the provisions of this Ordinance; or

(d) that a registered trade union has ceased to exist.

(2) (a) Not less than two months' previous notice in writing, specifying briefly the ground of any proposed cancellation of the certificate, shall be given by the Registrar to the trade union before such cancellation is effected.

(b) In the case where a Registrar is of the opinion that a registered trade union has ceased to exist but has not been informed of that fact by an officer of the trade union, the notice shall be sent to the address which was given to which notices and other communications should be sent: in the case where the Registrar is informed by an officer of the trade union that

the trade union has ceased to exist or will cease to exist on a certain date it shall not be necessary for him to send any such notice to the trade union.

(3) A trade union whose certificate of registration has been cancelled shall, from the time of such cancelling, absolutely cease to enjoy as such the privileges of a registered trade union but without prejudice to any liability actually incurred by such trade union which may be enforced against the same as if such cancelling had not taken place.

(4) Where the Registrar has cancelled the registration of a trade union under this section an appeal shall lie against the decision of the Registrar to the Supreme Court whose decision shall be final.

#### GENERAL PROVISIONS.

Registered  
office of  
trade unions.

**16.** (1) Every registered trade union shall have an office to which all communications and notices may be addressed.

(2) Notice of the situation of such registered office and of any change therein shall be given to the Registrar and recorded by him: until such notice is given the trade union shall not be deemed to have complied with the provisions of this Ordinance.

(3) If any registered trade union is in operation for seven days without having such an office such trade union and every officer thereof shall be liable to a fine not exceeding five pounds for every day during which it is in operation.

Membership  
of minors.

**17.** A person under the age of twenty-one, but above the age of sixteen, may be a member of a trade union, unless provisions be made in the rules thereof to the contrary, and may, subject to the rules of the trade union, enjoy all the rights of a member except as hereinafter in this section provided, and execute all instruments and give all acquittances necessary to be executed or given under the rules but shall not be a member of the committee of management, treasurer or other officer of the trade union.

Nomination  
of person to  
whom sum  
not exceeding  
£50 may be  
paid at death.

**18.** A member of a registered trade union not being under the age of sixteen years may, by writing under his hand, delivered at or sent to, the registered office of the trade union, nominate any person not being an officer or servant of the trade union (unless such officer or servant is the husband, wife, father, mother, child, brother, sister, nephew or niece of the nominator), to whom any moneys payable on the death of such member not



exceeding fifty pounds shall be paid at his decease, and may from time to time revoke or vary such nomination by writing under his hand similarly delivered or sent; and on receiving satisfactory proof of the death of a nominator, the trade union shall pay to the nominee the amount due to the deceased member not exceeding the sum aforesaid.

19. (1) A registered trade union may, with the approval in writing of the Registrar, change its name by the consent of not less than two thirds of the members. Change of name.

(2) No change of name shall affect any right or obligation of the trade union or of any member thereof, and any pending legal proceedings may be continued by or against the trustees of the trade union or any other officer who may sue or be sued on behalf of such trade union notwithstanding its new name.

20. Any two or more registered trade unions may, by the consent of not less than two thirds of the total number of the members of each or every such registered trade union, become amalgamated as one trade union with or without any dissolution or division of the funds of such trade unions, or either or any of them; but no amalgamation shall prejudice any right of a creditor of either or any union party thereto. Amalgamation.

21. Notice in writing of every change of name or amalgamation signed, in the case of change of name, by five members, and countersigned by the secretary of the trade union changing its name, and accompanied by a statutory declaration by such secretary that the provisions of this Ordinance in respect of changes of name have been complied with, and in the case of an amalgamation signed by five members, and countersigned by the secretary of each or every trade union party thereto, and accompanied by a statutory declaration by each or every such secretary that the provisions of this Ordinance in respect of amalgamations have been complied with, shall be sent to the Registrar and registered by him, and until such change of name or amalgamation is so registered the same shall not have effect. Registration of change of name and amalgamations.

#### ACCOUNTS AND RETURNS.

22. (1) Every treasurer or other officer of a registered trade union at such times as by the rules thereof he should render such accounts as hereinafter mentioned, or having been required so to do, shall render to the members thereof, at a meeting of the trade union, a just and true account of all moneys received and Treasurers and other officers to account.

paid by him since he last rendered the like account, and of the balance then remaining in his hands, and of all bonds and securities of such trade union.

(2) Such account shall be audited by some fit and proper person or persons to be appointed by the trade union and approved by the Registrar.

(3) Upon the accounts being audited the treasurer or other officer as the case may be shall, if thereupon required, hand over to the trade union the balance which on such audit appeared to be due from him and shall also, if required, hand over to the trade union all securities and effects, books, papers, and property of the said trade union in his hands or custody.

(4) If the treasurer fails to hand over such things and documents as in sub-section (3) required, the Committee of management of the trade union, or any member for and on behalf of the trade union, may sue the treasurer or other officer as the case may be in any competent court for the balance appearing to have been due from him upon the account last rendered by him, and for all moneys since received by him on account of such trade union or branch thereof, and for the securities and effects, books, papers and property in his hands or custody, leaving him to set off in such action the sums, if any, which he may have since paid on account of such trade union; and in any such action the plaintiff shall be entitled to recover full costs of suit to be taxed as between solicitor and client.

Annual  
returns.

**23.** (1) A general statement of the receipts, funds, effects and expenditure of every registered trade union shall be transmitted to the Registrar before the first day of June in every year, and shall show—

(a) fully the assets and liabilities at the date, and the receipts and expenditure during the year preceding the date to which it is made out, of the trade union;

(b) separately the expenditure in respect of the several objects of the trade union.

(2) Such statement shall be prepared and made out up to such date, in such form, and shall comprise such particulars, including particulars of membership and changes therein, as the Registrar may from time to time require.

(3) Every member of, and depositor in, any such trade union shall be entitled to receive, on application to the treasurer or

secretary of that trade union, a copy of such general statement, without making any payment for the same.

(4) Together with such general statement there shall be sent to the Registrar a copy of all alterations of rules and new rules and changes of officers made by the trade union during the year preceding the date up to which the general statement is made out, and a copy of the rules of the trade union as they exist at that date.

(5) Every registered trade union which fails to comply with or acts in contravention of this section and also every officer of the trade union so failing, shall each be guilty of an offence and liable to a fine not exceeding five pounds.

(6) Every person who wilfully makes or orders to be made any false entry in or any omission from any such general statement, or in or from the return of such copies of rules or alterations of rules, shall be guilty of an offence and liable to a fine not exceeding fifty pounds.

**24.** (1) Every registered trade union shall transmit to the Registrar the account prepared and audited in accordance with section 22 within one month of its submission to the members of the trade union.

Copies of accounts under section 22 to be rendered to Registrar.

(2) Every officer of a registered trade union which fails to comply with the provisions of this section shall be guilty of an offence against the Ordinance.

**25.** (1) In addition to the provisions of this Ordinance relating to the rendering of accounts, the Registrar may at any time call upon the treasurer, committee of management or other proper officer of a registered trade union to render detailed accounts of the funds of the trade union in respect of any particular period; such accounts shall show in detail such information as the Registrar may require.

Registrar may call for accounts.

(2) Every person whose duty it is under this section to render or assist in rendering the account referred to in sub-section (1), upon failing or neglecting without lawful excuse to render such account or assist in the rendering of such account, shall be guilty of an offence against this Ordinance.

## RULES OF TRADE UNIONS.

Rules of  
registered  
trade unions.

26. With respect to the rules of a registered trade union, the following provisions shall have effect—

(1) The rules of every such trade union shall contain provisions in respect of the several matters mentioned in the First Schedule.

(2) A copy of the rules shall be delivered by the trade union to every person on demand on payment of a sum not exceeding one shilling.

Alteration of  
rules.

27. (1) Every alteration of the rules of a registered trade union shall be registered with the Registrar and shall take effect from the date of registration unless some later date is specified in the rules.

(2) The rules of a registered trade union shall not be altered so that they cease to contain provisions in respect of the several matters in the First Schedule.

## RULES.

Rules.

28. (1) The Governor in Council may from time to time make rules respecting registry under this Ordinance and in particular but without prejudice to the generality of the foregoing power with respect to—

(a) the seal, if any, to be used by the Registrar for the purpose of registration under this Ordinance;

(b) the forms to be used for such registry;

(c) the inspection of registers and documents kept by the Registrar and the making of copies of any entries therein;

(d) the fees to be charged for registration, inspection and any other service or matter prescribed or permitted by this Ordinance; and

(e) generally for carrying this Ordinance into effect.

Second  
Schedule.

(2) Unless and until amended, varied or revoked by the Governor in Council the rules set out in the Second Schedule hereto shall have effect as if they had been duly made under this section.

## OFFENCES AND LEGAL PROCEDURE.

Circulating  
false copies  
of rules an  
offence.

29. If any person with intent to mislead or defraud gives to any member of a registered trade union or to any person intending or applying to become a member of such trade union,

a copy of any rules or of any alteration or amendment of the same other than those respectively which exist for the time being, on the pretence that the same are the existing rules of such trade union, or that there are no other rules of such trade union, or if any person with the intent aforesaid gives a copy of any rules to any person on the pretence that such rules are the rules of a trade union registered under this Ordinance which is not so registered, every person so offending shall be liable to a fine not exceeding one hundred pounds or to imprisonment for twelve months, or to both such fine and imprisonment.

**30.** A registered trade union which fails to give any notice or send any document which it is required by this Ordinance to give or send, and every officer or other person bound by the rules thereof to give or send the same, or if there be no such officer, then every member of the committee of management of the union, unless proved to have been ignorant of, or to have attempted to prevent the omission to give or send the same, shall be liable to a fine not exceeding five pounds recoverable at the suit of the Registrar, or of any person aggrieved, and to an additional fine of the like amount for each week during which the omission continues.

Failure to  
give any  
notice an  
offence.

**31.** Every offence under this Ordinance may be prosecuted summarily where the offence is one relating to a trade union or to the acts of one of its officers before the court having jurisdiction where the Registrar's office is situated, or where the registered office of the trade union in question is situated, and, in other cases where the offence arose.

Jurisdiction.

**32.** Any person who commits an offence against the provisions of this Ordinance for which no special penalty is provided shall be liable on summary conviction to a fine not exceeding twenty-five pounds.

General  
Penalty.

#### FIRST SCHEDULE.

Sec. 26.

1. The name of the trade union.

2. The whole of the objects for which the trade union is to be established, the purposes for which the funds thereof shall be applicable, and the conditions under which any member may become entitled to any benefit assured thereby, the subscription and dues if any to be paid by any member and the fines and forfeitures to be imposed on any member of such trade union.

3. The manner of making, altering, amending and rescinding rules.

4. A provision for the appointment and removal of a general committee of management, of a treasurer and other officers.

5. A provision that no illiterate shall be appointed secretary or treasurer, or to act in any analogous office.

6. A provision for the keeping of full and accurate accounts by the treasurer.

7. A provision for the investment of the funds or their deposit in a bank, and for an annual or periodical audit of accounts.

8. The inspection of the books and names of members of the trade union by every person having an interest in the funds of the trade union.

9. The manner of dissolving the trade union.

Sec. 28.

## SECOND SCHEDULE.

Short title.

1. These rules may be cited as the Trade Union Registration Rules.

No registration under name likely to deceive.

2. The Registrar shall not register a trade union under a name identical with that of any other registered trade union, or so nearly resembling such name as to be likely to deceive the members or the public.

Application to register.

3. Every application by a trade union for registration shall be made in Form A in the appendix to these rules, and shall be accompanied by two typed or printed copies of the rules, marked and signed as mentioned in the said form.

Certificate of registration.

4. The certificate of registration of a trade union shall be in Form B in the appendix.

Alteration of rules either partial or complete.

5. An alteration of the rules of a trade union may be either—

(a) A partial alteration, consisting of the addition of a new rule or part of a rule or rules to the existing rules, or of the substitution of a new rule or part of a rule or rules for any of the existing rules, or of a rescission of any of the existing rules or any part thereof without any substitution or of more than one or all of those modes; or,

(b) A complete alteration consisting of the substitution of an entire set of rules for the existing set of rules.

Application to register partial alteration of the rules.

6. An application for the registration of a partial alteration of rules shall be made by five members of the trade union in Form C in the appendix, and shall be accompanied by a statutory declaration in Form D in the appendix, and by a typed or printed copy of the existing rules, and by the following documents—

(a) If the partial alteration consists of the addition or substitution of a new rule or part of a rule or rules, two copies of such rule or part of a rule or rules, each copy being marked O and signed by each of the applicants.

(b) If the partial alteration consists of the rescission of any of the rules without any substitution, two copies of the resolution for such rescission, each copy being marked O and signed by each of the applicants.

The Registrar, before registering a partial alteration of rules, shall ascertain that the rules of the trade union, if altered in accordance with the proposed partial alteration, will provide for all the matters required by the Trade Unions Ordinance, to be provided for by the rules of a registered trade union.

7. The certificate of registration of a partial alteration shall be in Form E in the appendix, and shall be delivered to the applicants, attached to one of the copies of the new rule or rules, or, when the alteration consists of rescission merely, attached to the old set of rules.

Certificate of partial alteration.

8. An application for the registration of a complete alteration of rules shall be made by five members of the trade union, and shall be in Form F in the appendix, and shall be accompanied by a statutory declaration in Form D in the appendix, and by a printed copy of the existing rules and by the two printed copies of the new rules, each copy being marked P and signed by each of the applicants; and the Registrar, before registering the new set of rules, shall ascertain that it provides for all matters which, by the Trade Unions Ordinance are to be provided for by the rules of a registered trade union.

Application to register complete alteration.

9. The certificate of registration of a complete alteration of rules shall be in the Form G in the appendix, and shall be delivered to the applicants attached to one of the copies of the new set of rules.

Certificate of complete registration.

10. Notice before cancellation of certificate, where required, shall be in Form H in the appendix.

Notice before cancellation.

11. The cancellation of certificate shall be in Form I in the appendix.

Certificate of cancellation.

12. Notice of change in the situation of the registered office of a trade union shall be given to the Registrar in Form J in the appendix.

Notice of change in registered office of trade union.

13. An application for approval, and notice of change of name of a trade union shall be made and given in duplicate in Form K in the appendix, accompanied by a statutory declaration in Form L in the appendix. The Registrar, before approving the change of name, shall ascertain that the new name is not identical with that of any other registered trade union, or so nearly resembling the same as to be calculated to deceive; and if the change of name be approved, the word "approved" shall be endorsed at the foot or end of each copy of the application and notice and the same shall be signed by the Registrar. One copy shall be filed in the registry and the other copy returned to the trade union.

Application for approval of change of name.

14. When a registered trade union is dissolved, notice of dissolution should be given in duplicate in Form M in the appendix, and the Registrar shall return one copy to the trade union, endorsed with the word "registered" and duly authenticated.

Notice of dissolution.

15. When two or more registered trade unions become amalgamated notice shall be given in Form N in the appendix, accompanied by statutory declarations from each such trade union in Form O in the appendix, and the Registrar shall return to the amalgamated trade union one copy of the notice, endorsed with the word "registered" and duly authenticated.

Notice of amalgamation.

Nomination. 16. Every registered trade union shall keep a record or register of all nominations made by the members, and of all revocations and variations of the same, and for the recording or registering of every such nomination, revocation, or variation the rules of the trade union may require the member nominating to pay a sum not exceeding threepence.

Authentica-  
tion of  
documents. 17. Every document under the Trade Unions Ordinance, bearing the seal of the Registrar's office or signed by the Registrar, as the case may be, shall be deemed to be duly authenticated for the purpose of the said Ordinance and these Rules.

Fees. 18. The following fees shall be payable—

	£	s.	d.
For the certificate of registration of a trade union ...	1	0	0
For the certificate of registration of an alteration of rules ...	0	10	0
For the certificate of registration of a change of name ...	0	10	0
For registration of notice of a dissolution ... ..	0	2	6
For registration of amalgamation ... ..	0	10	0
For every document required to be authenticated by the Registrar, not chargeable with any other fee ... ..	0	2	6
For every inspection on the same day of documents (whether one or more), in the custody of the Registrar, relating to one and the same trade union ... ..	0	1	0
For every copy or extract of any document in the custody of the Registrar, not exceeding 216 words ... ..	0	1	0
If exceeding 216 words, per folio of seventy-two words or part thereof ... ..	0	0	4
The above fees are in addition to the fee for authentication.			
No fee is payable for the registration or recording of—			
The cancellation of certificate of registration.			
Any notice of change of registered office.			
Any document or copy of document supplied to the Government.			
Any document in respect of which a fee is already chargeable under or by virtue of the Ordinance or any other Ordinance.			

The Registrar may also dispense with the fee for inspection of documents in cases where he may consider it for the public interest to do so.

## APPENDIX.

### THE TRADE UNION REGISTRATION RULES.

Rule 3.

#### FORM A.

#### *Application for Registration of Trade Union.*

1. This application is made by the five persons whose names are subscribed at the foot hereof.

2. The name under which it is proposed that the trade union on behalf of which this application is made shall be registered is.....as set forth in rule No.....

To the best of our belief there is no registered trade union the name of which is identical with the proposed name or so nearly resembles the same as to cause confusion.



3. The office of the<sup>1</sup>.....to which all communications and notices may be addressed, is at.....as set forth in rule No.....

4. The<sup>1</sup>.....was formed on the.....day of.....

5. The whole of the objects for which the<sup>1</sup>.....is formed and the purposes for which the funds thereof are applicable are set forth in rule No.....

6. The conditions under which members may become entitled to benefits assured are set forth in rule No.....

7. The subscriptions and dues to be paid by members are set forth in rule No.....

8. The fines and forfeitures to be imposed on members are set forth in rule No.....

9. The manner of making, altering, amending, and rescinding rules is set forth in rule No.....

10. The provision for the appointment and removal of a general committee of management, of treasurer and other officers is set forth in rule No.....

11. The duties of the members of the managing committee and other officers are set forth in rule No.....

12. The provision for the investment of funds and for the periodical audit of accounts is set forth in rule No.....

13. The provision for the inspection of the books and names of the members by every person having an interest in the funds is set forth in rule No.....

14. The provision for the manner of dissolving the trade union is set forth in rule No.....

15. Accompanying this application are sent—

(i) Two printed copies, each marked A, of the rules.

(ii) A list, marked B, of the titles and names of the officers.

Signed: 1.  
2.  
3.  
4.  
5.

Dated this.....day of.....19.....

TO THE REGISTRAR OF TRADE UNIONS,  
FREETOWN.

### THE TRADE UNION REGISTRATION RULES.

#### FORM B.

Rule 4.

#### *Certificate of Registration of Trade Union.*

It is hereby certified that the.....has been registered under the Trade Unions Ordinance this.....day of.....19.....

.....  
*Seal and/or Signature of Registrar.*

<sup>1</sup> Name of trade union.

## THE TRADE UNION REGISTRATION RULES.

Rule 6.

## FORM C.

*Application for Registration of partial Alteration of Rules.**Trade Union.**Register No.*

This application for the registration of a partial alteration of the rules of the.....trade union is made by the five persons whose names are subscribed at the foot hereof.

With this application are sent—

(a) A printed (or typed) copy of the registered rules marked to show where and in what way they are altered;

(b) Two printed (or typed) copies of the alteration, each marked O, signed by each of the applicants;

(c) A statutory declaration of an officer of this trade union, that in making the alteration of rules now submitted for registration the rules of the.....Trade Union were duly complied with.

2. We have been duly authorised by the.....Trade Union to make this application on its behalf, such authorisation consisting of a resolution passed at a general meeting on the<sup>1</sup>.....day of.....19.....

*Signed:* 1.  
2.  
3.  
4.  
5.

Dated this.....day of.....19.....

TO THE REGISTRAR OF TRADE UNIONS,  
FREETOWN.

## THE TRADE UNION REGISTRATION RULES.

Rule 6.

## FORM D.

*Declaration accompanying Alteration of Rules.**Trade Union.**Register No.*

I.....of....., an officer of the above-named union, do solemnly and sincerely declare that in making the alteration of the rules of the trade union, the application for the registration of which is appended to this declaration, the rules of the said trade union have been duly complied with.

And I make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1835.

Taken and received before }  
me, etc.

<sup>1</sup> Here insert the date, or if there was no such resolution, state in what other way the authorisation was given.

## THE TRADE UNION REGISTRATION RULES.

## FORM E.

Rule 7.

*Certificate of Registration of partial Alteration of Rules.**Trade Union.**Register No.*

It is hereby certified that the foregoing partial alteration has been registered under the Trade Unions Ordinance this.....day of .....19.....

.....  
*Seal and/or Signature of Registrar.*

## THE TRADE UNION REGISTRATION RULES.

## FORM F.

Rule 8.

*Application for Registration of complete Alteration of Rules.**Trade Union.**Register No.*

1. This application for the registration of a complete alteration of the registered rules of the.....Trade Union is made by the five persons whose names are subscribed at the foot hereof.

2. The complete alteration submitted for registration is the substitution of the set of rules, two printed copies of which (each copy marked P, and signed by the applicants) accompany this application, for the set of rules already registered.

3. The office to which all communications and notices may be addressed, is at.....as set forth in rule No.....

4. The<sup>1</sup>.....was registered on the.....day of .....19.....

5. The whole of the objects for which the<sup>1</sup>.....is established, and the purposes for which the funds thereof are applicable, are set forth in rule No.....

6. The conditions under which members may become entitled to benefits assured are set forth in rule No.....

7. The subscriptions and dues to be paid by members are set forth in rule No.....

8. The fines and forfeitures to be imposed on members are set forth in rule No.....

9. The manner of making, altering, amending, and rescinding rules is set forth in rule No.....

10. The provision for the appointment and removal of a general committee of management, of treasurer and other officers, is set forth in rule No.....

11. The provision for the investment of funds and for the periodical audit of accounts is set forth in rule No.....

<sup>1</sup> Name of trade union.

12. The provision for the inspection of the books and names of the members by every person having an interest in the funds is set forth in rule No.....

13. The provision for the manner of dissolving the trade union is set forth in rule No.....

14. This application is accompanied by a statutory declaration of ....., an officer of the said trade union, to the effect that in making the alteration of rules now submitted for registration the rules of the trade union were duly complied with.

15. We have been duly authorised by the<sup>1</sup>.....to make this application on its behalf, such authorisation consisting of a resolution passed at a general meeting held on the<sup>2</sup>.....day of.....19.....

*Signed:* 1.

2.

3.

4.

5.

Dated this.....day of.....19.....

TO THE REGISTRAR OF TRADE UNIONS,  
FREETOWN.

#### THE TRADE UNION REGISTRATION RULES.

##### FORM G.

Rule 9.

#### *Certificate of Registration of Complete Alteration of Rules.*

*Trade Union.*

*Register No.*

It is hereby certified that the set of rules, copy whereof is appended hereto, has been registered under the Trade Unions Ordinance in substitution of the set of rules already registered for the.....Trade Union this.....day of.....19.....

.....  
*Seal and/or Signature of Registrar.*

#### THE TRADE UNION REGISTRATION RULES.

##### FORM H.

Rule 10.

#### *Notice Before Cancellation of Certificate of Registration.*

*Trade Union.*

*Register No.*

Notice is hereby given to the above-mentioned trade union that it is the intention of the Registrar to proceed on the.....day of.....19....., to cancel the registration of the trade union, unless cause be shown to the contrary in the meantime.

<sup>1</sup> Name of trade union.

<sup>2</sup> Here insert the date, or, if there was no such resolution, state in what other way the authorisation was given.

The ground of such proposed cancellation is that the certificate of registration has been obtained by fraud (or mistake), or that the registration of the trade union has become void under section 8 of the Trade Unions Ordinance, or that the trade union has wilfully and after notice from me violated the provisions of the Trade Unions Ordinance, or has ceased to exist. (The facts should be briefly specified where practicable.)

Dated this.....day of.....19.....

.....  
*Signature of Registrar.*

THE TRADE UNION REGISTRATION RULES.

FORM I.

Rule 11.

*Cancellation of Certificate of Registration.*

*Trade Union.*

*Register No.*

The certificate of registration of the above-mentioned trade union is hereby cancelled. (The Registrar may, if he thinks fit, add a statement as in Form H of the ground of the cancellation.)

Dated this.....day of.....19.....

.....  
*Signature of Registrar.*

THE TRADE UNION REGISTRATION RULES.

FORM J.

Rule 12.

*Notice of Change of Registered Office.*

*Trade Union.*

*Register No.*

TO THE REGISTRAR OF TRADE UNIONS,  
FREETOWN.

Notice is hereby given that the registered office of the above-mentioned trade union has been removed from.....in.....to.....  
in.....

Dated this.....day of.....19.....

} *Committee*  
of  
} *Management.*

<sup>1</sup>Received this.....day of.....notice of removal of the  
registered office of the.....Register No....., to.....  
in.....

<sup>1</sup> This part to be detached by the Registrar when the notice is registered and returned to the trade union.

## THE TRADE UNION REGISTRATION RULES.

Rule 13.

## FORM K.

*Application for Approval, and Notice of Change of Name.*

Name already registered.....

Registered No.....

TO THE REGISTRAR OF TRADE UNIONS,  
FREETOWN.

Application for approval of a change of name of the above-mentioned trade union is hereby made by the.....persons whose names are subscribed at the foot hereof.

The following is a copy of a resolution passed by the consent of two thirds of the total number of members of the trade union—

[*The resolution to be copied at length.*]

And notice of the said change is hereby given for registration in your office.

.....  
*Secretary.*

Dated this.....day of.....19.....

- 1.
- 2.
- 3.
- 4.
- 5.

} *Members.*

## THE TRADE UNION REGISTRATION RULES.

Rule 13.

## FORM L.

*Declaration to Accompany Application for Approval of Change of Name.*

Name of trade union.....

Register No.....

I,.....of.....the secretary of the above-named trade union, do solemnly and sincerely declare that in making the change of name, notice of which is appended to this declaration, the provisions of the Trade Unions Ordinance in respect of change of name, have been complied with.

And I make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1835.

Taken and received before }  
me, etc.

## THE TRADE UNION REGISTRATION RULES.

## FORM M.

Rule 14.

*Notice of Dissolution.**Trade Union.**Register No.*

TO THE REGISTRAR OF TRADE UNIONS,  
FREETOWN.

Notice is hereby given that the above-mentioned trade union was dissolved in pursuance of the rules thereof on the.....day of.....

1.	} <i>Secretary.</i>
2.	
3.	
4.	
5.	
6.	

} *Members.*

Name and address to which }  
registered copy is to be }  
returned.

Date.....19.....

## THE TRADE UNION REGISTRATION RULES.

## FORM N.

Rule 15.

*Notice of Amalgamation of Trade Unions.*

A	Trade Union.	Register No.....
B	Trade Union.	Register No.....

[and so on if more than two.]

TO THE REGISTRAR OF TRADE UNIONS,  
FREETOWN.

Notice is hereby given, that by the consent of two thirds of the whole number of members of each or every of the above-mentioned trade unions, they have resolved to become amalgamated as one trade union.

And that the following are the terms of the said amalgamation  
[state the terms]:—

And that it is intended that the trade union shall henceforth be called the.....

Accompanying this notice is a copy of the rules intended to be henceforth adopted by the amalgamated trade union [which are rules of the..... Trade Union].

[To be signed by five members and the Secretary of each trade union.]

Name and address to which }  
registered copy is to be sent. }

Dated this.....day of.....19.....

## THE TRADE UNION REGISTRATION RULES.

Rule 15.

## FORM O.

*Declaration to Accompany Notice of Amalgamation.**Trade Union.**Register No.*

I,.....of....., the secretary of the above-mentioned trade union, do solemnly and sincerely declare that in the amalgamation of the said trade union with the....., notice of which is appended to this declaration, the provisions of the Trade Unions Ordinance in respect of amalgamations have been duly complied with.

And I make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1835.

Taken and received }  
before me, etc. }

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