

**THE TRADE UNIONS LAW.
(CAP. 172 and Law 15 of 1952.)**

TRADE UNIONS REGULATIONS.

49 Vol. II 508

Short title.

1. These regulations may be cited as the Trade Unions Regulations.

Interpretation.

2. In these regulations "the Law" means the Trade Unions Law, Cap. 172 or any Law amending or substituted for the same. Words used in these regulations the meaning of which is defined by the said Law shall have the meanings thereby assigned to them respectively.

Seal.

3. The Registrar shall keep a seal bearing the title of his office and every document under the Law and these regulations issued under his hand and seal shall be deemed to be duly authenticated for the purposes of the said Law and regulations.

Register.
First
Appendix.
Form 1.

4. The register of trade unions which the Registrar is required to keep under section 6 of the Law, shall be in the Form No. 1 in the First Appendix hereto, and shall contain the particulars therein set out.

Application
for regis-
tration.
Form 2.

5. Every application for the registration of a trade union shall be in the Form No. 2 in the First Appendix hereto, and shall contain the particulars therein set out.

Certificate of
registration.
Form 3.

6. The certificate of registration of a trade union shall be in the Form No. 3 in the First Appendix hereto.

Request for
withdrawal
or cancella-
tion of
certificate.
Form 4.

7. Every request by a trade union for withdrawal or cancellation of its certificate of registration shall be sent to the Registrar in the Form No. 4 in the First Appendix hereto.

Notice
before
withdrawal
or cancella-
tion of
certificate.
Form 5.

8. Notice before withdrawal or cancellation of a certificate of registration, where required, shall be in the Form No. 5 in the First Appendix hereto.

Withdrawal
or cancella-
tion of
certificate.
Form 6.

9. The withdrawal or cancellation of a certificate of registration shall be in the Form No. 6 in the First Appendix hereto.

Alteration
of rules.

10. An alteration of the rules of a registered 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 deletion 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
for registra-
tion of a
partial
alteration.
Form 7.

11. An application for the registration of a partial alteration of rules shall be made by the secretary and seven members of the trade union, and shall be in the Form No. 7 in the First Appendix hereto, and shall be accompanied by a 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 B, and signed by each of the applicants ;

- (b) if the partial alteration consists of the deletion of any of the rules without any substitution, two copies of the resolution for such deletion, each copy being marked B and signed by each of the applicants.

The Registrar, before registering the 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 Law to be provided for in the rules of a registered trade union.

12. The certificate of registration of a partial alteration shall be in the Form No. 8 in the First Appendix hereto, and shall be forwarded to the secretary of the trade union attached to one of the copies of the new rule or rules, or, when the alteration consists of deletion merely, attached to the old set of rules.

Certificate of registration of partial alteration. Form 8.

13. An application for the registration of a complete alteration of rules shall be made by the secretary and seven members of the trade union and shall be in the Form No. 9 in the First Appendix hereto, and shall be accompanied by a printed copy of the existing rules and by two printed copies of the new rules, each copy being marked C, 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 Law, are to be provided for in the rules of a registered trade union.

Application for re-registration of complete alteration. Form 9.

14. The certificate of registration of a complete alteration of rules shall be in the Form No. 10 in the First Appendix hereto, and shall be forwarded to the secretary attached to one of the copies of the new set of rules.

Certificate of registration of complete alteration. Form 10.

15. Notice of the situation of the registered office of a registered trade union or branch thereof and of any change therein shall be sent to the Registrar in duplicate by the secretary of the trade union and shall be in the Form No. 11 in the First Appendix hereto. The Registrar shall register such change and return one copy to the secretary, endorsed with the word "registered" and signed by him.

Notice of situation or change of registered office. Form 11.

16. Notice of any change of officers or of the title of any officer of a registered trade union or branch thereof shall be sent to the Registrar in duplicate by the secretary of the trade union and shall be in the Form No. 12 in the First Appendix hereto, and shall contain the particulars therein set out. The Registrar shall, if satisfied that the change has been effected in accordance with the rules of the trade union, register the change and return one copy to the secretary, endorsed with the word "registered" and signed by him.

Notice of change of officers or of their title. Form 12.

17. The application for approval, and notice of change of name of a registered trade union shall be in the Form No. 13 in the First Appendix hereto, and shall be sent to the Registrar in duplicate accompanied by a statement on oath made before a Registrar of a District Court by the secretary in the Form No. 14 in the First Appendix hereto. The Registrar before approving the change of name, shall ascertain that the new name is not identical with that by which another existing trade union has been registered, or so nearly resembles the same as to be likely to deceive or mislead the public or the members of either trade union; and if the change of name be approved, the word "approved" shall be written at the end of each copy of the application and signed by the Registrar, and shall be registered whereupon one copy shall be returned to the secretary of the trade union.

Change of name. Form 13.

Form 14.

18. Application by two or more registered trade unions for permission to amalgamate shall be made to the Registrar in the Form No. 15 in the First Appendix hereto, and shall contain the particulars therein set out.

Amalgamation. Form 15.

- Dissolution. 19. When a registered trade union or any branch thereof is dissolved, notice of the dissolution shall be given to the Registrar in duplicate in the Form No. 16 in the First Appendix hereto, and the Registrar shall, if satisfied that the dissolution has been effected in accordance with the rules of the trade union, register the dissolution and return one copy to the secretary of the trade union, endorsed with the word "registered" and signed by him.
- Form 16.
- Annual return. 20. The general statement of the receipts, funds, effects and expenditure of every registered trade union and any branch thereof transmitted to the Registrar under section 34 (1) of the Law shall be in the Form No. 17 in the First Appendix hereto, and shall contain the particulars therein set out.
- Form 17.
- Complaint to a Judge. 21. A complaint made to a Judge of a District Court under section 48 of the Law shall be in the Form No. 18 in the First Appendix hereto.
- Form 18.
- Audit. 22.—(a) Where under the provisions of the Law any audit is required in respect of any registered trade union or any branch thereof such audit shall be carried out either by a qualified accountant or by such other person as may be in possession of a certificate of competency issued by the Accountant-General under this regulation.
- (b) No person shall be qualified to audit the accounts of any registered trade union or any branch thereof of which trade union such person is a member.
- (c) The accounts of a registered trade union or branch thereof shall be audited in such manner as the Registrar may from time to time require.
- (d) For the purposes of this regulation "qualified accountant" means a member of one of the recognized Professional Institutes of Chartered Accountants in the Commonwealth, or of the Society of Incorporated Accountants and Auditors, or of the Association of Certified and Corporate Accountants.
- (e) Any certificate of competency granted by the Accountant-General under the provisions of these regulations may be cancelled by him at any time if he so thinks fit.
- Inspection of documents and certified copies. 23.—(a) Any document required by the Law and these regulations to be kept by the Registrar, may be inspected by any person on any week day, except Saturday and public holidays, between the hours of 9.00 a.m. and 12.00 noon.
- (b) Any person may require a copy or extract of any document or part thereof kept by the Registrar as above, to be certified by him.
- (c) Application for inspection or for a certified copy of any document referred to above shall be made to the Registrar and shall be accompanied by the fees prescribed by these regulations :
- Provided that no document containing a list of members of a trade union or any branch thereof may be inspected or any copy or extract of any such document or part thereof may be supplied by the Registrar.
- Investment and deposit of funds. 24. Trade union funds may be—
- (a) invested in any Government stock or stock of any Municipality in the Commonwealth ;
- (b) deposited in any bank or savings bank licensed by the Controller of Banks in Cyprus or in any Co-operative Credit Society or Co-operative Savings Bank registered in Cyprus.
- Books and registers. 25. There shall be kept by every registered trade union and every branch thereof in such form as the Registrar may from time to time require, the following books and registers in which all entries shall be made in ink :—
- (a) cash book in which there shall be entered regularly all receipts, collections and payments ;
- (b) receipt books for the issue in duplicate of numbered receipts for all moneys received or collected by or on behalf of the trade union or any branch thereof, the copy of which shall remain on the book ;

Fee payable 10s.

FORM No. 2—(Regulation 5).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 9).

APPLICATION FOR REGISTRATION OF TRADE UNION.

To the Registrar of Trade Unions,
Nicosia.

1. This application is made by the seven 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 other existing trade union, the name of which is identical with the proposed name, or so nearly resembles the same as to cause confusion.

3. The place of meeting for the business of the trade union and the office to which all communications and notices may be addressed is at.....
as set forth in rule No.....

4. The trade union has the following District and/or Village Branch offices and the place of meeting for their business shall be respectively at :—
.....
.....

as set out in rule No.....

5. The trade union was established on the.....day of....., 19.....

6. The whole of the objects for which the trade union is established, and the purposes for which the funds thereof are applicable, are set forth in rule No.....

7. The trade or calling to which the trade union relates is :—
.....
as set out in rule No.....

8. The rules of the trade union provide for all matters required by the Law.

9. The total number of members of the trade union is.....all of whom are above the age of eighteen.

10. The full names, age, occupation and address of the applicants are given herebelow.

11. The title, name, age, occupation and address of each officer of the trade union and any branch thereof are given herebelow.

12. Attached to this application are—

(a) Two printed copies, each marked A, of the rules, signed by the seven applicants.

(b) Two lists of members showing the name, age, occupation and address of each member of the trade union and of any branch thereof.

13. We have been duly authorized by all the members of the trade union to make this application on their behalf, such authorization consisting of—
.....

Signatures : 1.
2.
3.
4.
5.
6.
7.

Date....., 19.....

	Full names of applicants	Age	Occupation	Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				

	Title	Full names of officers	Age	Occupation	Address
Secretary					
Treasurer					
Collector					
Member					
.....					
.....					

FORM No. 3—(Regulation 6).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 11).

CERTIFICATE OF REGISTRATION.

No.....

I hereby certify that the.....
is this day registered under the Trade Unions Law, Cap. 172.

Given under my hand at Nicosia, this..... day of, 19.....

.....
Registrar of Trade Unions.

FORM No. 4—(Regulation 7).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 17 (1) (a)).

REQUEST TO WITHDRAW OR CANCEL CERTIFICATE OF REGISTRATION.

..... Trade Union. Register No.....
To the Registrar of Trade Unions,
Nicosia.

1. The above-mentioned trade union desires that its certificate of registration under the Trade Unions Law, Cap. 172 and Law 15 of 1952, may be withdrawn (or cancelled) on the following ground, viz.:

(state reason for desiring withdrawal or cancellation of certificate of registration).....

and at a general meeting * duly held on the..... day of, 19....., it was resolved as follows:—

“That the secretary be authorized to request the Registrar to withdraw (or cancel) the certificate of registration of this trade union.”

2. This request is made by the secretary accordingly.

3. The certificate of registration of the trade union is hereby returned.

Date....., 19.....

.....
Secretary.

* If not at a general meeting, state in what manner the request has been determined upon.

FORM No. 5—(Regulation 8).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 17 (2)).

NOTICE BEFORE WITHDRAWAL OR 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 of Trade Unions to proceed on the*..... day of, 19....., to cancel (or to withdraw) the registration of the trade union, unless cause be shown to the contrary in the meantime.

The ground of such proposed cancellation (or withdrawal) is that the certificate of registration has been obtained by fraud (or mistake), or that the trade union has wilfully and after notice from me violated the provisions of the above-mentioned Law or that the trade union is used for an unlawful purpose or a purpose not authorized by the above Law and the rules of the trade union or that the funds of the trade union are expended in an unlawful manner or on an unlawful object or on an object not authorized by the above Law and the rules of the trade union. (The facts should be briefly specified where practicable).

Date....., 19.....

.....
Registrar of Trade Unions.

* This will be not less than one month after the date of the notice.

FORM No. 6—(Regulation 9).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 17).

WITHDRAWAL OR CANCELLATION OF CERTIFICATE OF REGISTRATION.

..... Trade Union. Register No.....

The certificate of registration of the above-mentioned trade union is hereby withdrawn or cancelled at its request (or as the case may be). The Registrar may, if he thinks fit, add a statement, as in Form No. 5, of the ground of cancellation.

Date....., 19.....

.....
Registrar of Trade Unions.

Fee payable 1s.

FORM No. 7—(Regulation 11).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 19 (3)).

APPLICATION FOR REGISTRATION OF PARTIAL ALTERATION OF RULES.

Trade Union. Register No. To the Registrar of Trade Unions, Nicosia.

1. This application for the registration of a partial alteration of the rules of the above-named trade union is made by the secretary and seven members whose names are subscribed at the foot hereof.

With the application are sent—

- (a) A printed 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 B, signed by each of the applicants.

2. We, the secretary and members of the above trade union, do hereby declare that in making the above alteration of rules, the rules of the said trade union have been duly complied with.

3. We have been duly authorized by the trade union to make this application on its behalf, such authorization consisting of a resolution passed at a general meeting held on the* day of, 19.

Signatures: 1. Secretary. 2. 3. 4. 5. 6. 7. 8. Members.

Date, 19.

* If there was no such resolution, state in what other way the authorization was given.

FORM No. 8—(Regulation 12).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 19 (3)).

CERTIFICATE OF REGISTRATION OF PARTIAL ALTERATION OF RULES.

Trade Union Register No. It is hereby certified that the foregoing partial alteration of rules of the above trade union has been registered under the above-mentioned Law, this day of, 19.

Registrar of Trade Unions.

Fee payable 1s.

FORM No. 9—(Regulation 13).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 19 (3)).

APPLICATION FOR REGISTRATION OF COMPLETE ALTERATION OF RULES.

Trade Union. Register No. To the Registrar of Trade Unions, Nicosia.

1. This application for the registration of a complete alteration of the registered rules of the trade union is made by the Secretary and seven members 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 C and signed by the applicants) accompany this application, for the set of rules already registered.

3. We, the secretary and members of the above trade union, do hereby declare that in making the above alteration of rules, the rules of the said trade union have been duly complied with.

4. We have been duly authorized by the trade union to make this application on its behalf, such authorization consisting of a resolution passed at a general meeting held on the* day of, 19.

Signatures: 1. Secretary. 2. 3. 4. 5. 6. 7. 8. Members.

Date, 19.

* If there was no such resolution, state in what other way the authorization was given.

FORM No. 10—(Regulation 14).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 19 (3)).

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 above-mentioned Law in substitution for the set of rules already registered for the..... trade union this day of....., 19.....

Registrar of Trade Unions.

FORM No. 11—(Regulation 15).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 20 (2)).

NOTICE OF SITUATION OR CHANGE OF REGISTERED OFFICE.

Trade Union. Register No.....
 To the Registrar of Trade Unions,
 Nicosia.

Notice is hereby given that the registered office of the above-mentioned trade union or branch thereof is (removed from.....) and is now situate at.....
 Date....., 19.....

Secretary.

NOTE.—Until this notice has been given, the trade union will not have complied with the provisions of the Law.

Fee payable 1s.

FORM No. 12—(Regulation 16).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 23).

NOTICE OF CHANGE OF OFFICERS.

Trade Union. Register No.....
 To the Registrar of Trade Unions,
 Nicosia.

Notice is hereby given that the following changes in officers or in the title of any officer of the above-mentioned trade union or branch thereof have been duly effected under rule..... of the rules of the said trade union :—

Date of change	Title of officer	Name of officer retiring	Cause of retirement	Name of officer appointed	Age	Address

2. The above changes have been prominently exhibited in the registered office of the trade union and its branch offices.

Date....., 19.....

Secretary.

Fee payable 5s.

FORM No. 13—(Regulation 17).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Sections 24 and 25).

APPLICATION FOR APPROVAL AND NOTICE OF CHANGE OF NAME.

Name already registered..... Register No.....
 To the Registrar of Trade Unions,
 Nicosia.

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

The following is a copy of a resolution passed at the general meeting of the trade union held on the..... day of....., 19....., by the consent of not less than 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 to the Registrar for registration thereby. A statement on oath made by the secretary before the Registrar of the District Court..... in the Form T.U. 14 is appended hereto.

Signatures : 1. Secretary.
 2.
 3.
 4.
 5.
 6. Members.
 7.
 8.

Date....., 19.....

FORM No. 14—(Regulation 17).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 25).

STATEMENT ON OATH TO ACCOMPANY APPLICATION FOR APPROVAL OF CHANGE OF NAME.

In the District Court of.....
Name of Trade Union
Register No.....

I,, of.....
the secretary of the above-named trade union, make oath and say that in making the change of name, notice of which is appended to this statement on oath, the provisions of the Trade Unions Law, Cap. 172 and Law 15 of 1952, with regard to change of name have been duly complied with. And I make this oath conscientiously believing the same to be true.

Sworn at..... in the District
of..... thisday
of....., 19..... before me.

..... Registrar of District Court.
..... Secretary.

FORM No. 15—(Regulation 18).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Sections 26 and 27).

APPLICATION FOR PERMISSION TO AMALGAMATE.

- (A)..... Trade Union. Register No.
(B)..... Trade Union. Register No.
(and so on if more than two)

To the Registrar of Trade Unions,
Nicosia.

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 together as one trade union.

The number of members of each of the above trade unions entitled to vote and the result of the ballot in each case are as follows :—

The following are the arrangements proposed in regard to funds and the terms of the said amalgamation (state the arrangements and terms) :—

It is intended that the trade union shall henceforth be called the.....
The trade or calling to be represented by the amalgamated union is.....

Accompanying this notice are two copies of the rules intended to be henceforth adopted by the amalgamated trade union.

We, the secretaries and members of each of the above trade unions, do hereby declare that in the amalgamation of the said trade unions the provisions of the Trade Unions Law, Cap. 172 and Law 15 of 1952, in respect of amalgamations have been duly complied with subject to the provisions of section 27 (7) of the Law.

(To be signed by the secretary and seven members of each trade union.)

Date....., 19.....

FORM No. 16—(Regulation 19).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 28).

NOTICE OF DISSOLUTION.

..... Trade Union. Register No.....
To the Registrar of Trade Unions,
Nicosia.

Notice is hereby given that the above-mentioned trade union or branch was dissolved on the..... day of....., 19....., in accordance with rule..... of the rules of the trade union.

And that the property of the said trade union or branch consisting of..... has been duly delivered to..... in accordance with rule..... of the rules of the trade union and the relative receipt is appended hereto.

..... Secretary.
..... Treasurer.

Name and address to which registered copy is to be returned. }
Date....., 19..... }

RETURN OF CHANGE OF OFFICERS DURING THE YEAR ENDED 31ST
DECEMBER, 19.....

(If there has been no change during the year, a note of the fact should be made below.)

Title of officer	Name of retiring officer	Name of officer appointed	Address	Date and authority for appointment. State No. of rule

(1) GENERAL ACCOUNT.

N.B.—Expenditure on political objects must not be charged to the General Account. All such expenditure should be detailed in Account (2); a deficiency on this account represents a misapplication of Funds and a statement must be furnished with the Return of the steps taken to meet it.

INCOME	£	s.	p.	EXPENDITURE	£	s.	p.
MEMBERS :—				TRADE BENEFITS :—			
Entrance fees—				Strike pay to.....members fordays			
Subscriptions or contribu- tions (excluding Political Fund contributions shown in Account (2)) separated as under :—				Lock-out pay to.....members for.....days			
For Ordinary Fund			
For Dispute Benefit Fund				Legal assistance to members			
For Social Insurance Fund			
For.....Fund							
Fines							
Levies							
Total				Total			
BRANCHES :—				PROVIDENT BENEFITS :—			
Contributions by—				Sick pay to.....members for.....days			
1.				Accident pay to.....members for.....days			
2.				Distress pay			
3.				Medical aid			
4.				Allowance to dependants of deceased members			
5.				Funeral expenses			
6.				Unemployment pay tomembers for			
7.				days			
8.				Other social insurance bene- fits (specify)			
9.							
Total				Total			
TRADE UNIONS :—				BRANCHES :—			
Contributions by—				Contributions to—			
1.				1.			
2.				2.			
3.				3.			
4.							
Total				Total			

INCOME	£	s.	p.	EXPENDITURE	£	s.	p.
FEDERATIONS AND OTHER CO-ORDINATING BODIES :—				TRADE UNIONS :—			
Contributions by—				Contributions to—			
.....				1.			
				2.			
				3.			
Total				Total			
OTHER INCOME :—				FEDERATIONS AND OTHER CO-ORDINATING BODIES :—			
Sale of emblems, rules, cards, etc.				Fees or contributions to—			
Benefits returned by members				1.			
Extraordinary contributions by members				2.			
Bank interest or interest and dividends on invested funds				3.			
Shows, concerts, etc.				Total			
Buffet				GRANTS TO CHARITIES, ETC., APPROVED BY THE REGISTRAR			
Total				Total			
COLLECTIONS, GIFTS, ETC. :—				WORKING EXPENSES AND OTHER OUTGOINGS :—			
.....				Salaries and allowances to officers			
.....				Auditors' fees			
.....				Rent			
				Lighting and heating			
				Stationery, printing and newspapers			
				Postage and telephones			
				Travelling expenses			
				Expenses of conferences and meetings			
				Expenses of negotiations and arbitrations			
				Legal expenses			
				Medical expenses			
				Other working expenses			
				Purchase of furniture			
				Purchase of books			
				Purchase of other property			
				Repairs			
				Interest			
				Taxes			
				Amounts written off as irrecoverable with approval of Registrar			
Total				Total			
TOTAL INCOME				TOTAL EXPENDITURE			
Deficiency in General Funds at end of year, as per Balance Sheet				Deficiency in General Funds at beginning of year			
Amount of General Funds at beginning of year				Amount of General Funds at end of year as per Balance Sheet			
Total				Total			

(2) POLITICAL EXPENSES ACCOUNT.

(To be filled in by Trade Unions which have registered Political Fund Rules.)

INCOME	£	s.	p.	EXPENDITURE	£	s.	p.
Contributions and levies from members				Under section 30 (3) of the Trade Unions Law, Cap. 172 (to be specified):—			
Other income (to be specified):				Management expenses in connection with political objects (to be specified):—			
.....						
.....						
Total				Total			
Amount of Political Fund at beginning of year				Amount of Political Fund at end of year as per Balance Sheet			
Total				Total			

BALANCE SHEET OF FUNDS AND EFFECTS AT 31ST DECEMBER, 19.....

LIABILITIES (FUNDS, ETC.)	£	s.	p.	ASSETS	£	s.	p.
Amount of the several Funds, viz:— (Here set forth separately the amount of each of the Funds).				Cash in hands of Treasurer ..			
Ordinary Fund				Cash in Bank ..			
Dispute Benefit Fund				„ Bank ..			
Social Insurance Fund				„ Bank ..			
..... Fund				Government securities ..			
Total amount of General Funds, as shown in General Account (1)				Other securities (to be specified):—			
Amount of Political Fund, as shown in Account (2)			
Total amount of Funds ..				Immovable property ..			
Loans from other trade unions				Loans to other trade unions ..			
Other loans				Furniture and books ..			
Due to Treasurer				Other assets (to be specified):—			
Other Liabilities (to be specified):—						
.....				Total Assets			
Total				Deficiency in General Funds (if Liabilities exceed Assets) as shown in General Account (1)			
				Total			

Signature of Treasurer Address

Signature of Secretary Address

The undersigned, having had access to all the books and accounts of the trade union or branch thereof and having examined the foregoing Annual Return and verified the same with the accounts and vouchers relating thereto, now sign the same as found to be correct, duly vouched, and in accordance with Law and the rules of the trade union (subject to a Special Report dated the..... day of....., 19.....)*

Signature of 1st Auditor Signature of 2nd Auditor (if any).....

Address Address

Calling or profession Calling or profession

Trade Union to which member Trade Union to which member

Date of completion of audit.....

* If no Special Report is made, the words in brackets should be struck out. The Auditors must make a Special Report if in any respect the Annual Return is incorrect, unvouched, or not in accordance with Law or the rules of the trade union. A copy of any Special Report must be sent to the Registrar with this Return.

The Auditors, in certifying the Trade Union Assets should, in all cases, actually inspect such Assets including Cash and Bank Books.

FORM No. 18—(Regulation 21).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 48).

COMPLAINT TO A JUDGE OF A DISTRICT COURT.

In the matter of the Trade Unions Law, Cap. 172 and Law 15 of 1952,
and

In the matter of.....Trade Union.

Complaint is hereby made on behalf of the.....
trade union to the Judge of the District Court..... under section 48 of the
above Law that :—

.....being an officer or member of
the.....trade union or other person, having in his
possession the undermentioned moneys, securities, books, papers or other effects of the
said trade union, wilfully withholds or fraudulently misapplied the same or wilfully
applied part of the same to purposes other than those expressed or directed in the rules
of such trade union, viz. :

(state fully the facts)

and it is prayed that a summary order may be made ordering such officer, member or other person
to deliver up all such moneys, securities, books, papers or other effects, to the trade union or to
repay the amount of money applied improperly and if thought fit to pay a further sum of money
not exceeding £50 together with costs amounting to.....

Date....., 19.....

Complainant.

SECOND APPENDIX.

(Regulation 27.)

FEES.

1. For every application for registration of a trade union 10s.
2. For the registration of a partial alteration in the rules of a trade union (which includes the registration or dissolution of a branch and a change in the registered office of a trade union or any branch thereof) 1s.
3. For the registration of a complete alteration in the rules of a registered trade union 1s.
4. For every notice of any change in the officers or in the title of any officer of a trade union or of every branch trade union 1s.
5. For every notice of change in the name of a trade union 5s.
6. For every application to register a trade union formed by the amalgamation of any two or more trade unions 10s.
7. For every inspection of documents relating to one and the same trade union, for every hour, or part thereof during which the inspection is made 1s.
8. For every certified copy of a certificate of registration 5s.
9. For every copy or extract of any document required to be certified by the Registrar if not exceeding 3 folios (216 words) 1s. 4½p. and if exceeding that number 4½p. per folio of 72 words, in addition to the certification fee of 2s.