

修改整份會章
— 填寫第 7 款表格須知 —

- [1] 修改的會章必須與該職工會的其他會章條文沒有任何矛盾，亦無不明確或令人費解之處。另外，會章的修改仍必須就《職工會條例》附表 2 規定的事項有足夠的規定。
- [2] 根據《職工會條例》第 18(4)條的規定，凡職工會更改會章，必須在通過後三十日內送交職工會登記局局長。
- [3] 根據《職工會條例》第 18(6)條的規定，已登記職工會新修訂的會章，在獲得職工會登記局局長登記前，不得施行。
- [4] 主席/理事長及另一名理事會成員須親筆簽署「職工會全部新訂規則登記申請書」第 7 款表格，並連同下列所需的文件送交本局：
- [a] 由七位有表決權會員親筆簽署的大會通知書及議程：
更改會章的動議應詳列於大會議程內。若該議程並非併入表格第 4 (甲)項所指的大會通知書內，則必須與該通知書一併呈交。大會通知書必須列明發出的日期。如屬延期大會，則必須一併呈交會員大會及延期大會的通知書。
- [b] 由七位有表決權會員親筆簽署的會議紀錄（即表格第 4 (乙)項所指的決議案副本）。內容應包括下列各點：
- [i] 會議日期及時間；
 - [ii] 會議地點；
 - [iii] 會議主席；
 - [iv] 截至會議時有表決權的會員(或會員代表)總數；
 - [v] 出席會議有表決權的會員(或會員代表)總數；
 - [vi] 會員在會議通過修改會章的決議案詳情；
 - [vii] 列明贊成、反對及對決議案投棄權票的會員(或會員代表)人數。
- [c] 新訂規則兩份，並由七位有表決權會員親筆簽署（即表格第 1 及 2 項）。

Complete Change of Rules Guidance Notes on Completion of Form 7



- [1] The altered rules must not be contradictory, imprecise or incomprehensible. In addition, adequate provision for each and all of the matters specified in Schedule 2 of the Trade Unions Ordinance is required.

- [2] Under Section 18(4) of the Trade Unions Ordinance, rules altered shall be sent to the Registrar **within thirty days** of the change.

- [3] Under Section 18(6) of the Trade Unions Ordinance, no alteration of the rules of a registered trade union shall take effect until the same has been registered by the Registrar.

- [4] The Chairman and one other officer must sign the Form 7 “Application for Registration of Wholly New Rules of a Trade Union” personally before sending it to this Registry with the requisite documents listed below:
 - [a] Notice and agenda of the general meeting signed by seven voting members:

The motion(s) in respect of alteration of rules must be specifically set out in the agenda. If the agenda is not incorporated in the notice of convening the general meeting referred to in item 4(a) of the form, it must be submitted together with the notice. The said notice must indicate the date on which it is issued. In case of an adjourned meeting, notices of both the general meeting and the adjourned meeting must be submitted.

 - [b] Minutes of meeting (i.e. the resolution referred to in item 4(b) of the form) signed by seven voting members must contain the following information:
 - [i] Date and time of the meeting;
 - [ii] Place of the meeting;
 - [iii] Chairman of the meeting;
 - [iv] Total number of voting members (or representatives) on the date of the meeting;
 - [v] Total number of voting members (or representatives) present at the meeting;
 - [vi] Full details of the resolution (concerning alterations of rules) passed by members at the meeting;
 - [vii] Whether the resolution is unanimously carried, if not, the number of votes in favour of/against the resolution and the number of abstentions.

 - [c] Two copies of the wholly new rules signed by seven voting members (i.e. referred to in item 1 & 2 of the form).