

FORM 13
TRADE UNIONS ORDINANCE (CAP. 332)
Sections 36(1) and 36(1C)
STATEMENT OF ACCOUNT
(a) GENERAL FUND
Financial year ended

Name of Trade Union / Trade Union Federation:..... Registration No.

| RECEIPTS | \$ | ¢ | PAYMENTS | \$ | ¢ |
|--|----|---|---|----|---|
| Members' contributions : | | | Operating expenses : | | |
| Entrance fees (\$ _____ per member) | | | Rent and rates | | |
| Membership certificates (\$ _____ per member) | | | Electricity, gas, water & other fuel charges | | |
| Monthly/ yearly subscriptions: | | | Stationery, printing, postage | | |
| • _____ ordinary members x \$ _____ | | | Telephone | | |
| • _____ retired members x \$ _____ | | | Repairs | | |
| • _____ life members x \$ _____ | | | Advertising | | |
| Others (please specify) | | | Allowance to members of the executive committee | | |
| | | | Salaries to paid staff | | |
| | | | Auditor's fees | | |
| | | | Travelling expenses | | |
| Other receipts from members: - | | | Legal expenses | | |
| Loans | | | Conference and meeting expenses | | |
| Donations | | | Expenses related to the handling of trade disputes | | |
| Social Functions | | | Other operating expenses (please specify) | | |
| | | | | | |
| | | | Allocations to Welfare Fund | | |
| | | | | | |
| Other receipts from trade unions or labour organizations: | | | Payments to trade unions or labour organizations: | | |
| (please specify the name(s) of organization(s)) | | | (please specify the name(s) of organization(s)) | | |
| Affiliation fees | | | Affiliation fees | | |
| | | | | | |
| Loans | | | Loans | | |
| Donations | | | Donations | | |
| | | | | | |
| Sums collected on behalf of other organizations: | | | Payments made to organizations in respect of sums collected on their behalf: | | |
| (please specify the name(s) of organization(s)) | | | (please specify the name(s) of organization(s)) | | |
| | | | | | |
| | | | Chief Executive / Election Committee / Legislative Council / District Council Elections expenses: (please specify) | | |
| | | | | | |
| Other receipts: | | | Other payments: | | |
| Investments | | | Taxation | | |
| Bank interest | | | Bank interest and charges | | |
| Rentals | | | Advances or loans | | |
| Others (please specify) | | | Social functions | | |
| | | | Others (please specify) | | |
| | | | | | |
| Total Receipts | | | Total Payments | | |
| Balance brought forward | | | Balance carried down | | |
| Total: \$ | | | Total: \$ | | |

FORM 13
TRADE UNIONS ORDINANCE (CAP. 332)
Sections 36(1) and 36(1C)
STATEMENT OF ACCOUNT
(b) WELFARE FUND

Financial year ended

| RECEIPTS | \$ | ¢ | PAYMENTS | \$ | ¢ |
|---|----|---|---|----|---|
| Members' contributions: | | | Benefits to members or their dependants: | | |
| Foundation fund | | | Maternity | | |
| (_____ members x \$ _____) | | | Death gratuity | | |
| Monthly/ yearly contributions | | | Funeral expenses | | |
| (_____ members x \$ _____) | | | Unemployment subsidies | | |
| Death contributions | | | Medical expenses and subsidies | | |
| (_____ members x \$ _____) | | | Others (<i>please specify</i>) | | |
| Others (<i>please specify</i>) | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Allocations from General Fund | | | | | |
| | | | | | |
| Other receipts from members: | | | Other benefits to members: (<i>please specify</i>) | | |
| Loans | | | | | |
| Donations | | | | | |
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| Receipts from other trade unions or labour organizations: (<i>please specify the name(s) of organization(s)</i>) | | | | | |
| Loans | | | | | |
| Donations | | | | | |
| Subsidies | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| Other receipts: (<i>please specify</i>) | | | Other payments: (<i>please specify</i>) | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| Total Receipts | | | Total Payments | | |
| Balance brought forward | | | Balance carried down | | |
| Total: \$ | | | Total: \$ | | |

FORM 13
TRADE UNIONS ORDINANCE (CAP. 332)
Sections 36(1) and 36(1C)
STATEMENT OF ACCOUNT
(c) STATEMENT OF ASSETS AND LIABILITIES
As at

| LIABILITIES | \$ | ¢ | ASSETS | \$ | ¢ |
|---|----|---|--------------------------------------|----|---|
| General Fund balance | | | Cash and bank balance : | | |
| Welfare Fund balance | | | Cash in hand | | |
| Balance of ancillary business or undertaking(s) (please specify) | | | Cash at bank(s) | | |
| Balance(s) of contributions or donations made by external force(s) (please specify each of the approval number(s) and the respective balances) | | | | | |
| | | | Sundry debtors : | | |
| | | | (a) members | | |
| | | | (b) others | | |
| Sundry creditors : | | | Loans receivable : - | | |
| (a) members | | | (a) members | | |
| (b) others | | | (b) others | | |
| Loans payable : | | | | | |
| (a) members | | | Deposits (please specify) | | |
| (b) others | | | | | |
| Deposits (please specify) | | | Investments (at cost) | | |
| | | | Furniture and fixtures | | |
| | | | b/f | | |
| | | | Deducted: depreciation | | |
| | | | Added: new purchase | | |
| Other liabilities (please specify) | | | Property (at cost) | | |
| Tax liability (if applicable) | | | Other assets (please specify) | | |
| | | | | | |
| Balance being net worth of the union | | | | | |
| Total : \$ | | | Total : \$ | | |

We and , the Chairperson/Vice-chairperson[#] and Treasurer of the , hereby declare that the whole set of Statement of Account is properly drawn up and is in agreement¹ with the registered rules, the books of account and the records of the above trade union / trade union federation.

Signature of Chairperson/Vice-chairperson[#] Date

Signature of Treasurer Date

AUDITOR'S REPORT

I/We have examined the above Statement of Account with the books and accounts of the and have obtained all the information and explanation I/We have required.

In my/our opinion, the above Statement of Account is properly drawn up so as to exhibit a true and correct state of affairs of the for the financial year ended according to the best of my/our information and the explanations given to me/us, and as shown by the books of the said trade union / trade union federation².

Dated
Auditor(s)

[#] Please delete whichever is inappropriate.

¹ According to section 50A of the Trade Unions Ordinance, provision of false or misleading information is subject to a fine of \$100,000 and imprisonment for 6 months on summary conviction; or a fine of \$200,000 and imprisonment for 1 year on conviction on indictment.

² Subject to any qualifications or special report.

FORM 13(d)
TRADE UNIONS ORDINANCE (CAP. 332)
Sections 36(1A) and 36(1C)
STATEMENT OF ACCOUNT
Trade Union / Trade Union Federation's
Receipt of Contributions or Donations Made by an External Force
Financial year ended

Name of the Trade Union / Trade Union Federation:

Registration Number:

Name of the External Force which Made the Contributions or Donations:

Date of Receipt of the Contributions or Donations:

Approved Purpose(s) of Expending the Contributions or Donations:

Date of Approval: Approval Number¹ :

| RECEIPTS (in respect of the above approval number) | \$ | ¢ | PAYMENTS (in respect of the above approval number) | \$ | ¢ |
|---|----|---|--|----|---|
| Approved contributions or donations received from the external force in this financial year (please provide a breakdown of the receipts: cash in hand, cash at bank, cash equivalent goods / services or others) | | | Contributions or donations from the external force expended in this financial year (please provide a breakdown of the expenditures, including purposes and relevant amounts) | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total receipt in this financial year | | | Total expenditure in this financial year | | |
| | | | | | |
| Balance of contributions or donations from the external force (under the same approval number) brought forward from the previous year (please provide a breakdown of the balance: cash in hand, cash at bank, cash equivalent goods / services or others) | | | Balance of contributions or donations from the external force (under the same approval number) carried forward ² to the next year (please provide a breakdown of the balance: cash in hand, cash at bank, cash equivalent goods / services or others) | | |
| | | | | | |
| | | | | | |
| Balance brought forward from the previous year | | | Balance carried forward to the next year | | |
| Total: \$ | | | Total: \$ | | |

¹ According to section 34A of the Trade Unions Ordinance, a trade union / trade union federation must make an application to the Registrar of Trade Unions for receiving any contributions or donations from an external force. Upon approval of the application, a number (i.e. "Approval Number") will be issued. The trade union / trade union federation should submit a separate Form 13(d) in respect of each approval number issued for contributions or donations provided by an external force.

² The balance of contributions or donations from an external force carried forward to the next year should be included in the "Statement of Assets and Liabilities" of the trade union's / trade union federation's consolidated statement of account (Form 13) with the approval number specified.

We and , the Chairperson/Vice-chairperson[#] and Treasurer of the hereby declare that the whole set of Statement of Account is properly drawn up and is in agreement³ with the registered rules, the books of account and the records of the above trade union / trade union federation.

Signature of Chairperson/Vice-chairperson[#] Dated

Signature of Treasurer Dated

Seal of Trade Union /
Trade Union Federation

AUDITOR'S REPORT

I/We have examined the above Statement of Account with the books and accounts of the and have obtained all the information and explanation I/We have required.

In my/our opinion, the above Statement of Account is properly drawn up so as to exhibit a true and correct state of receipt and expenditure of the relevant contributions or donations by the for the financial year ended according to the best of my/our information and the explanations given to me/us, and as shown by the books of the said trade union / trade union federation⁴.

Dated
Auditor(s)

[#] Please delete whichever is inappropriate.

³ According to section 50A of the Trade Unions Ordinance, provision of false or misleading information is subject to a fine of \$100,000 and imprisonment for 6 months on summary conviction; or a fine of \$200,000 and imprisonment for 1 year on conviction on indictment.

⁴ Subject to any qualifications or special report.