

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

Financial year ended

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

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 (please specify)		
Others (please specify)					
Allocations from General Fund					
Other receipts from members:			Other benefits to members: (please specify)		
Loans					
Donations					
Receipts from other trade unions or labour organizations: (please specify the name(s) of organization(s))					
Loans					
Donations					
Subsidies					
Other receipts: (please specify)			Other payments: (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
(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 :			Deposits (please specify)		
(a) members					
(b) others			Investments (at cost)		
Deposits (please specify)			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 Expenditure 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.