

FORM 18
Trade Unions Ordinance (Cap. 332)
Section 33(1)(j)
**Application of a Trade Union / Trade Union Federation
for Making Contributions or Donations to
an Organization Established Outside Hong Kong**

Date:

Name of the trade union / trade union
federation:
Registration No.:

To: Registrar of Trade Unions,

1. In accordance with section 33(1)(j) of the Trade Unions Ordinance, this trade union / trade union federation hereby seeks the approval of the Chief Executive for making contributions or donations to the following organization established outside Hong Kong. Details are provided as follows:

Name of the (Chinese)
organization:

(English)

Country / region / place of
establishment of the
organization:

Mission, vision and / or
purpose of the organization:
.....

Major business of the
organization#:
.....

Contact means of the
organization (including
address, email address,
telephone number and
website):

Relationship between this
trade union / trade union
federation and the
organization#:

Mode of making the contributions or donations (Tick multiple options as needed)*:

☐ Cash

☐ Cheque

☐ Bank transfer

☐ Electronic means (please specify)(.....)

☐ Others[#] (please specify)(.....)

Intended purpose, breakdown and amount of expending the contributions or donations[#]:

Purpose of expenditure	Breakdown of expenditure	Amount (please specify the currency)
Total amount		

2. Please explain whether making contributions / donations to the above organization is consistent with the objects or rules of your trade union / trade union federation:

.....

.....

3. It was resolved atmeeting[@] held on that the contribution(s) or donation(s) should be made to the above organization.

4. For any inquiries regarding this application, please call Mr / Ms of this trade union / trade union federation at

5. The following relevant information and documents (if applicable) are attached:

- (a) Background information about the organization;
- (b) Supporting document(s) regarding the relationship between this trade union / trade union federation and the organization;
- (c) A copy each of the notice of the above meeting and a resolution from that

meeting, which are signed and certified by the Chairperson (or President) and one other member of the executive committee of the trade union / trade union federation;

- (d) Document(s) related to the contributions or donations intended to be made;
- (e) Written authorization of this trade union / trade union federation for the Chairperson (or President) and Treasurer to submit this application; and
- (f) Other relevant documents.

6. This trade union / trade union federation hereby declares that all information entered in and provided with this application is true and accurate¹.

	<u>Signature</u>	<u>Name</u>
Chairperson (or President) ()
Treasurer ()
Seal of the trade union / trade union federation	

* Please insert a “✓” in the appropriate box.

If the designated space on the form is insufficient, please provide the information on separate sheet(s).

@ Please state the kind of meeting at which the resolution was passed.

Statement of Purpose for the Collection of Personal Data:

- (1) The personal data are collected by the Registry of Trade Unions of the Labour Department for administering the Trade Unions Ordinance.
- (2) For the purpose mentioned in paragraph 1 above, the personal data provided may be disclosed to other divisions of the Labour Department, relevant enforcement authorities, relevant government bureaux / departments or members / component trade unions of your trade union / trade union federation.
- (3) You have a right to request access and correction in respect of your personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486).
- (4) All enquiries can be addressed to Deputy Registrar of Trade Unions (Tel: 3575 8500; Email: rtu@labour.gov.hk; Address: 11/F., One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon).

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.