

## Holding of Annual General Meeting and Related Matters

(Please return the completed reply slip to the Registry of Trade Unions  
after the Annual General Meeting has been conducted)

To: Registrar of Trade Unions (Fax: 2541 2681)

Name of trade union / trade union federation: \_\_\_\_\_

Registration No.: \_\_\_\_\_

The Annual General Meeting for the year \_\_\_\_ of this trade union / trade union federation was held on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_(venue) with \_\_\_\_ voting members / members' representatives / voting representatives elected or appointed by the component trade unions of the federation\* present in the meeting (*if applicable, please include the number of members appointing proxy which constitutes part of the quorum*). The number of voting members / members' representatives / voting representatives of the federation\* present at the meeting:

- ☐ constituted a quorum. The meeting was conducted as scheduled.
- ☐ did not constitute a quorum. The adjourned Annual General Meeting was held on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_(venue) in accordance with the registered rules of this trade union / trade union federation.

### Matters decided at the Annual General Meeting

#### ☐ **Approval of audited statement of accounts**

The audited annual statement(s) of account for the financial year ended \_\_\_\_/\_\_\_\_/\_\_\_\_\*has been / has not been approved at the above-mentioned Annual General Meeting.

(Reason(s) for the non-approval : \_\_\_\_\_)

- ☐ In addition, the audited statement of accounts from \_\_\_\_ to \_\_\_\_ (\_\_\_\_ financial years in total) was/were also approved at the above-mentioned Annual General Meeting

#### ☐ **Election of new term (20 \_\_\_\_/20 \_\_\_\_ ) officers / appointment of auditor**

(Note: Trade unions/trade union federations must, after the Annual General Meeting or the date that officers elected among themselves (subject to the stipulations in the registered rules), notify the Registry of Trade Unions the name and particulars of the newly elected officers and the appointed auditor(s) within 14 days beginning on the date of the change. Please complete the enclosed List of Officers of a Trade Union / Trade Union Federation (Form 14 or Form 14F) and return it to the Registry of Trade Unions. "A Guide to Appointment of Auditors in Trade Unions" is also enclosed for reference.)

#### ☐ **Endorsement of amendment of rules**

(Note: Where any registered rule of a trade union / trade union federation has been amended and approved at the Annual General Meeting, the rule so amended must, within 30 days after the Annual General Meeting, be sent to the Registry of Trade Unions for registration in accordance with section 18(4) of the Trade Unions Ordinance. The application form (Form 6 or Form 6F) can be obtained from the Registry of Trade Unions or be downloaded from the Labour Department Homepage (<http://www.labour.gov.hk>))

- ☐ The above-mentioned Annual General Meeting and the resolutions of the above matters were conducted in compliance of the rules of this trade union / trade union federation.

I hereby declare that all of the above information provided is true and correct.<sup>1</sup>

Signature of Chairperson / Secretary\*: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Date : \_\_\_\_\_

Note: Please insert a "✓" in the appropriate box

\* Please delete as appropriate.

<sup>1</sup> 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.