

**Annual Return of Membership and Officers of
a Trade Union Federation**
— Guidance Notes for Completion of Form 10F —

[1] Please fill in the correct name of the trade union federation (the name should be the same as that on the Certificate of Registration of a Trade Union Federation). Please avoid using abbreviations.

[2] Please fill in the correspondence address of the registered office as reported to the Registry of Trade Unions. If the address has been changed, please report separately.

[3] If applicable, please provide a separate list showing the name(s) and address(es) of the branch(es).

[4] [a] **Number of Component Trade Unions**
The number of component trade unions as at 1 January should be the same as the closing figure as at the end of last year (i.e. as at 31 December).

[b] **Particulars of all officers (i.e. members of the executive committee)**
Please report particulars of all the officers as at 31 December of the preceding year. Please do not report the particulars of the officers elected afterwards.

[5] According to section 57 of the Trade Unions Ordinance (Cap. 332), without limiting section 17(2A) and section 17(3), an officer of a registered trade union federation must meet the following conditions:

[a] The person is an officer of one of the component trade unions comprising the trade union federation and is ordinarily resident in Hong Kong; or

[b] The person is a voting member of one of the component trade unions comprising the trade union federation.

Section 17(2A)(b) of the Trade Unions Ordinance stipulates that a person who has been convicted of any offence endangering national security must not be an officer of any registered trade union from the date of conviction. Section 17(3)(b) of the Ordinance also stipulates that except with the consent of the Chief Executive in Council, a person who has been convicted of any offence involving fraud, dishonesty, extortion or membership of a triad society must not be an officer of any registered trade union within the period of 5 years from the date of conviction or discharge from prison, whichever is the later. The above requirements are applicable to officers of a trade union federation.

[6] This form should be signed by the Chairperson / President and one other officer.

[7] According to section 36(2) of the Trade Unions Ordinance, every registered trade union federation shall furnish this form to the Registrar of Trade Unions **on or before 31 March** in each year.