

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

- 〔 1 〕 Please fill in the correct name of the trade union (the name should be the same as that on the Certificate of Registration of a Trade Union). 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 〕 **Membership figure**
The number of members as at 1 January should be the same as the closing figure reported 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 〕 Section 17 of the Trade Unions Ordinance (Cap. 332) stipulates the eligibility of trade union members, voting members and officers as follows:
 - 〔 a 〕 Section 17(1): Any person who is ordinarily resident in Hong Kong and is engaged or employed in a trade, industry or occupation with which a registered trade union is directly concerned may be a member of that trade union. Any person who is casually or seasonally engaged or employed in a trade, industry or occupation with which a trade union is directly concerned may also be a member of that trade union.
 - 〔 b 〕 Section 17(1AA): If a registered trade union amends its rules on the eligibility of members to allow a person who is not ordinarily resident in Hong Kong but is engaged or employed in Hong Kong in a trade, industry or occupation with which the trade union is directly concerned to be its member, and the above-mentioned amended rules have been registered by the Registrar of Trade Unions (“Registrar”), such person can become a member of that trade union.
 - 〔 c 〕 Section 17(4): A person under the age of 16 may be a member of a trade union, unless provision is made in the rules thereof to the contrary, but must not be a voting member or an officer.
 - 〔 d 〕 Section 17(5): Any member under the age of 18, but of or over the age of 16, may, subject to the rules of the trade union, enjoy all the rights of a member, but must not be an officer.

- [e] Section 17(1A): Trade union members who retire on account of age or ill-health may retain their trade union membership, but must not have the right to vote.
- [f] Section 17(2): Unless with the consent in writing of the Registrar, an officer of a registered trade union must be ordinarily resident in Hong Kong and is or has been engaged or employed in a trade, industry or occupation with which the trade union is directly concerned.
- [g] Section 17(2A)(b): 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.
- [h] Section 17(3)(b): 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.

- [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 shall furnish this form to the Registrar **on or before 31 March** in each year.