

List of Officers of a Trade Union Federation **— Guidance Notes for Completion of Form 14F —**

- 〔 1 〕 According to section 22(2) of the Trade Unions Ordinance (Cap. 332), notice of every change of officers (i.e. members of the executive committee) or of title of any officer of a registered trade union federation must, **within 14 days** beginning on the date of the change, be sent by the trade union federation to the Registrar of Trade Unions.
- 〔 2 〕 The length of the term of executive committee should follow the provisions of the registered rules (i.e. constitution) of the trade union federation.
- 〔 3 〕 Except for electing replacement, the date of electing officers should follow the provisions laid down in the registered constitution.
- 〔 4 〕 The titles and number of officers should correspond to the provisions of the registered constitution.
- 〔 5 〕 According to section 57 of the Trade Unions Ordinance, 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 〕 The “List of Officer of a Trade Union Federation” (Form 14F) must be signed by the Chairperson / President or the Secretary.