

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

- [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 must, **within 14 days** beginning on the date of the change, be sent by the trade union to the Registrar of Trade Unions (“the Registrar”).
- [2] The length of the term of executive committee should follow the provisions of the registered rules (i.e. constitution) of the trade union.
- [3] Except for electing replacement, the date of electing officers should follow the provisions laid down in the rules of the trade union.
- [4] The titles and number of officers should correspond to the relevant rules of the trade union.
- [5] Section 17 of the Trade Unions Ordinance stipulates the eligibility of trade union officers as follows:
 - [a] 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.
 - [b] Section 17(5): An officer of a registered trade union must be aged 18 or above.
 - [c] 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.
 - [d] 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] The “List of Officers of a Trade Union” (Form 14) must be signed by the Chairperson / President or the Secretary.