

Application for Registration of a Trade Union Federation **— Guidance Notes for Completion of Form 1F —**

- [1] According to section 54 of the Trade Unions Ordinance (Cap. 332), any two or more registered trade unions may form a trade union federation. An application for registration of a trade union federation may be made provided that the consent of the voting members of each trade union comprised in the federation has been obtained by a majority of votes taken by secret ballot at a general meeting of the trade union. “Application for Registration of a Trade Union Federation” (Form 1F) must be signed by the Chairperson / President and one other officer (i.e. member of the executive committee) of each of the trade unions comprised in the federation, and must be accompanied by a declaration from each of such trade unions, signed by seven voting members of the trade union, that the application is made with their consent.
- [2] According to section 5 of the Trade Unions Ordinance, a trade union federation must make an application for registration to the Registrar of Trade Unions within 30 days beginning on the date of its establishment.
- [3] Regarding the eligibility of trade union federation officers under the Trade Unions Ordinance, please refer to “Annual Return of Membership and Officers of a Trade Union Federation - Guidance Notes for Completion of Form 10F”.
- [4] The Chairperson / President and one other officer of each of the registered trade unions comprised in the trade union federation must sign the “Application for Registration of a Trade Union Federation” (Form 1F) and submit it to the Registry of Trade Unions with all requisite documents listed below: :
 - [a] One copy of the rules of the trade union federation which has been signed by the Chairperson / President and one other executive committee member of each of the registered trade unions comprised in the trade union federation in accordance with regulation 5 of the Trade Union Registration Regulations;
 - [b] Each a copy of the “Declaration in Support of Application for Registration of a Trade Union Federation” (Appendix A) signed by the seven voting members of each of the above trade unions; and
 - [c] Particulars of Members of the Preparatory Committee (Appendix B).