

**Application for Cancellation of Registration of
a Trade Union Federation**
— Guidance Notes for Completion of Form 4F —

- [1] According to section 10(1)(a) of the Trade Unions Ordinance, the Registrar of Trade Unions (“the Registrar”) may cancel the registration of a trade union federation at its request, after performing the necessary verification.
- [2] Requesting cancellation of a trade union federation’s registration is a major decision. Hence, the trade union federation has the responsibility to notify all representatives of the component trade unions to attend a general meeting through various methods and channels, and to resolve on the cancellation of registration of the trade union federation in accordance with the provisions of its registered rules (i.e. constitution). The trade union federation can request the Registrar to cancel its registration if it can provide proof that no component trade unions or their representatives object to the cancellation of its registration.
- [3] Before applying for cancellation of registration, the trade union federation must liquidate all properties, settle all debts, and resolve on the disposal of any remaining funds in accordance with the provisions of the constitution of trade union federation. Moreover, after handling all assets, the trade union federation must close all bank accounts opened in its name.
- [4] The procedures for convening and conducting the general meeting must adhere to the provisions of the constitution of the trade union federation, such as: the meeting notice must be sent out within the timeframe as stipulated in the constitution, a sufficient quorum must be present for the meeting, and the resolution for cancellation of registration must be passed by voting.
- [5] The Chairperson / President and one officer (i.e. member of the Executive Committee) must sign the “Application for Cancellation of Registration of a Trade Union Federation” (Form 4F) and submit it to the Registry of Trade Unions along with the following required documents:
 - [a] A notice and an agenda of the general meeting signed by the Chairperson / President and an executive committee member: The motion requesting cancellation of the trade union federation’s registration must be clearly listed in the agenda. If the agenda is not included in the meeting notice as referred to in item 2(a) of the form, it must be submitted together with that notice. The meeting notice must specify the date of issue.
 - [b] The meeting minutes signed by the Chairperson / President and an executive committee member (i.e. a copy of the resolution referred

to in item 2(b) of the form). The content should include the following points:

- [i] Date and time of the meeting;
- [ii] Venue of the meeting;
- [iii] Chairperson of the meeting;
- [iv] Total number of representatives of component trade unions;
- [v] Total number of representatives of component trade unions present at the meeting;
- [vi] Details of the passage of the resolution for cancellation of the trade union federation's registration and the handling of its assets by representatives of component trade unions at the meeting; and
- [vii] Number of representatives of component trade unions who voted in favor, against, and/or abstained from the resolution.

[c] Original Certificate of Registration of a Trade Union Federation (Form 3).

[d] Final statement of account of the trade union federation (Form 13)
Upon completing the handling of remaining funds and assets, the trade union federation should submit a final statement of account, which should show a zero balance. Relevant vouchers, donation receipts and proof of bank account closure, etc. should be submitted together.