

**Application for Registration of Altered /
Amended / Added Rule(s) of a Trade Union Federation
— Guidance Notes for Completion of Form 6F —**

[1] The altered rules of a registered trade union federation must not be inconsistent with any of the provisions of the Trade Unions Ordinance (Cap. 332) or its regulations, and with any other such rules or with the principal objects of the trade union federation. The altered rules must not be contradictory, imprecise or incomprehensible. In addition, the altered rules must still make adequate provision for the matters specified in Schedule 2 to the Trade Unions Ordinance.

[2] Under section 18(4) of the Trade Unions Ordinance, any rule(s) altered by a registered trade union federation must be sent to the Registrar of Trade Unions (“the Registrar”) **within 30 days** beginning on the date on which the alteration is made.

[3] Under section 18(6) of the Trade Unions Ordinance, no altered rules of a registered trade union federation shall take effect until the same has been registered by the Registrar.

[4] The Chairperson / President and one other officer (i.e. member of the executive committee) must sign the “Application for Registration of Altered / Amended / Added Rule(s) of a Trade Union Federation” (Form 6F) before sending it to the Registry of Trade Unions with the requisite documents listed below:

[a] Notice and agenda of the general meeting signed by the Chairperson / President and an executive committee member:
The motion(s) in respect of alteration of rule(s) must be specifically set out in the agenda. If the agenda is not incorporated in the notice of the general meeting referred to in item 3(a) of the form, it must be submitted together with the notice. The said notice must indicate the date on which it is issued. In case of an adjourned meeting, notices of both the general meeting and the adjourned meeting must be submitted.

[b] Minutes of meeting (i.e. a copy of the resolution referred to in item 3(b) of the form) signed by the Chairperson / President and an executive committee member must contain the following information:

[i] Date and time of the meeting;
[ii] Venue of the meeting;
[iii] Chairperson of the meeting;
[iv] Total number of voting representatives (elected or appointed by component trade unions) as at the date of the meeting;
[v] Total number of voting representatives present at the meeting;
[vi] Details of the passage of the resolution for alterations of rules by voting representatives at the meeting;
[vii] Number of voting representatives who voted for, voted against and/or abstained from the resolution.

[c] A copy of the registered rules of the trade union federation which have been marked to indicate the alternation(s) / amendment(s) / addition(s), and have been signed by the Chairperson / President and an executive committee member (i.e. referred to in items 3(c) of the form).