

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

- [1] The altered rules of a registered trade union 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. 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 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 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” (Form 6) 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 seven voting members: 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 seven voting members 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 members (or members' representatives) as at the date of the meeting;
 - [v] Total number of voting members (or members' representatives) present at the meeting;

- [vi] Details of the passage of the resolution for alterations of rules by voting members (or members' representatives) at the meeting; and
- [vii] The number of members (or members' representatives) who voted for, voted against and/or abstained from the resolution.

[c] A copy of the registered rules of the trade union which have been marked to indicate the alteration(s) / amendment(s) / addition(s), and have been signed by seven voting members (i.e. items 3(c) of the form).