

List of documents and records that a trade union is required to keep in accordance with the Trade Unions Ordinance (Cap. 332)

Documents required to be kept in accordance with the Trade Unions Ordinance:

<ul style="list-style-type: none"> ● Certificate of Registration bearing the name of the trade union ● Complete set of the registered rules ● Common seal <ul style="list-style-type: none"> ➢ The seal should bear the trade union's registered name in legible characters ● List of officers showing their positions, names and alias <ul style="list-style-type: none"> ➢ The list should be exhibited prominently in the registered office of the trade union and in every office of any branch of the trade union.

Specified records required to be kept in accordance with section 36A of the Trade Unions Ordinance:

Records	Retention Period¹
<ul style="list-style-type: none"> ● Accounting records 	
1. Account book(s) containing the records of transactions by the trade union 2. Separate account book(s) containing the records of transactions in connection with the contributions or donations from an external force (if applicable) 3. Documents necessary for verifying the records of transactions (including vouchers, bank statements, invoices, receipts or any other documents)	Two years after the date on which the relevant financial year terminates
<ul style="list-style-type: none"> ● Register of Members² <p>Register of members containing the following specified information:</p> <ul style="list-style-type: none"> (i) Name and occupation of the member; (ii) How the member satisfies the requirements for being a member of the trade union; (iii) Type of membership; (iv) Whether the member has paid subscriptions, fees and contributions in accordance with the rules of the trade union; and (v) The date on which the member ceases to be a member of the trade union (if applicable) 	Two years after the date on which the member ceases to be a member of the trade union
<ul style="list-style-type: none"> ● Minutes of Meetings / Records of Resolutions 	
1. Minutes of general meetings and meetings of the executive committee 2. Records of resolutions passed by the officers without a meeting	Two years after the date on which the meeting is held / the resolution is passed

¹ According to section 36A(1) of the Trade Unions Ordinance, a trade union must keep the relevant records until the specified period has expired.

² A trade union may supplement the specified information of existing members within one year beginning on the commencement date of the Trade Unions (Amendment) Ordinance 2025 ("Amendment Ordinance") (i.e. on or before 4 January 2027). An existing member refers to a person who is a valid member on the commencement date of the Amendment Ordinance (i.e. 5 January 2026).