Declaration of Membership Figures and Officers' Particulars
Guidance Notes on Completion of Form 10/Form 10F

〔1〕 Please fill in the correct name of the union/federation (the name should be the same as the registered name on the certificate of registration). Please avoid using abbreviations.

〔2〕 Please fill in the registered address. If the address has been changed, please report separately.

〔3〕 If applicable, please provide a separate list showing the name(s) and address(es) of the branch(es).

〔4〕 〔a〕 **Membership figures/Number of Member Unions**

The number of members/member unions as at 1 January should be the same as the closing figure reported at the end of last year (i.e. as at 31 December).

〔b〕 **Particulars of all officers**

The posts and names of the officers should correspond with the List of Officers as at 31 December of the preceding year. Don't report the particulars of the officers elected afterwards.

〔5〕 The Form should be signed by the Chairman and one other officer.

〔6〕 Under Section 36(2) of the Trade Unions Ordinance, every registered trade unions shall furnish this form to the Registrar **on or before 31 March** in each year.

〔7〕 Under Section 58(3) of the Trade Unions Ordinance, any person who in any form prescribed by the Registrar, makes any statement or furnishes any information that he knows to be false or has reason to believe to be false shall be guilty of an offence and shall be liable on summary conviction to a fine of $2,000 and to imprisonment for 3 months.