Change of Trade Union Name
Guidance Notes on Completion of Form 8

〔1〕 Under Section 23(3)(a) of the Trade Unions Ordinance, the proposed union name cannot be identical with that under which any other trade union, whether existing or not, is or has been registered on so nearly resembles such name as to be likely to deceive the public or the members of such trade union or of any other trade union.

〔2〕 Under Section 23(1) of the Trade Unions Ordinance, a registered trade union may agree to change its name **by secret ballot of a majority of its voting members or a majority of members' representatives (where the union rules allow) present at a general meeting**.

〔3〕 The general meeting should be held in accordance with the stipulations laid down in the rules of the trade union, e.g. sufficient notice of meeting, sufficient quorum, the motion in respect of change of name is conducted in the manner specified by the Trade Unions Ordinance and the rules of the trade union, etc.

〔4〕 Under Section 23(2) of the Trade Unions Ordinance, application for registration of the change of name shall be sent to the Registrar **within 14 days** of the change. No change of name of a registered trade union shall take effect until the same has been registered under the Trade Unions Ordinance.

〔5〕 The Chairman and one other officer must sign the Form 8 "Application for Registration of Change of Name of a Registered Trade Union" personally before sending it to this Registry with all requisite documents listed below:

〔a〕 Notice and agenda of the general meeting signed by seven voting members:
The motion(s) in respect of the change of name must be specifically set out in the agenda. If the agenda is not incorporated in the notice of convening the general meeting referred to in item 4(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. the resolution referred to in item 4(b) of the form) signed by seven voting members must contain the following information:

〔i〕 Date and time of the meeting;
〔ii〕 Place of the meeting;
〔iii〕 Chairman of the meeting;
〔iv〕 Total number of voting members (or representatives) on the date of the meeting;
〔v〕 Total number of voting members (or representatives) present at the meeting;
〔vi〕 Full details of the resolution (concerning alterations to name) passed by members at the meeting;
〔vii〕 Whether the resolution is unanimously carried, if not, the number of votes in favour of/against the resolution and the number of abstentions.

〔c〕 Two copies of the text of the rules containing the names (old and new text version listed) signed by seven voting members (i.e. referred to in item 4(c) of the form).

〔d〕 The original copy of the union's certificate of registration.