

Holding of Annual General Meeting and Related Matters

(Please return the completed reply slip to the Registry of Trade Unions
after the Annual General Meeting has been conducted)

To: Registrar of Trade Unions (Fax: 2541 2681)

Name of trade union: _____

Registration No.: _____

The Annual General Meeting for the year ____ of the Union was held on ____/____/____ at _____
_____(venue) with _____ voting members
present in the meeting (if applicable, please include the number of members appointing proxy which
constitutes part of the quorum). The number of voting members present at the meeting:

- ☐ constituted a quorum. The meeting was conducted as scheduled.
- ☐ did not constitute a quorum. The adjourned Annual General Meeting was held
on ____/____/____ at _____
_____(venue) in accordance with the registered rules of the Union.

Matters decided at the Annual General Meeting

☐ **Approval of audited statement of accounts**

The audited annual statement of accounts for the financial year ended ____/____/____ *has been / has not
been approved at the above-mentioned Annual General Meeting.

(Reason(s) for not approved: _____)

- ☐ In addition, the audited statement of accounts from ____ to ____ (____ financial years in
total) was/were also approved at the above-mentioned Annual General Meeting

☐ **Election of new term (20 ____ /20 ____) officers / appointment of auditor**

(Note: trade unions shall, within 14 days after the Annual General Meeting or the date that officers
elected among themselves (subject to the stipulations in the union rules), notify the Registry of Trade
Unions the name and particulars of the newly elected officers and auditor(s). Please complete the
enclosed List of Officials of a Trade Union and return it to this Registry. "A Guide to Appointment of
Auditors in Trade Unions" is also enclosed for reference.)

☐ **Endorsement of rule amendment**

(Note: where any registered rule of a trade union has been altered and approved at the Annual General
Meeting, the rule so altered shall, within 30 days after the Annual General Meeting, be sent to this
Registry for registration in accordance with Section 18(4) of the Trade Unions Ordinance. The
application form (Form 6) can be obtained from this Registry or be downloaded from the Labour
Department Homepage (<http://www.labour.gov.hk>))

- ☐ The above-mentioned Annual General Meeting and the resolutions of the above matters were conducted
in compliance of the union rules.

I confirm that the above information provided is true and accurate.

Signature of Chairman / Secretary: _____

Tel. No. : _____

Date : _____

Please insert a "✓" in the appropriate box

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Please delete as appropriate