THE TRADE UNIONS ORDINANCE

SECTION 3

NOTIFICATION

In pursuance of the powers vested in the Governor by section 3 of the Trade Unions Ordinance, the Officer Administering the Government has been pleased to appoint the Commissioner of Labour to be Registrar of Trade Unions for the Island, with effect from November 1, 1935.

SECTION 4

NOTIFICATION

In pursuance of the powers vested in the Governor by section 4 of the Trade Unions Ordinance, the Officer Administering the Government has been pleased to appoint the Deputy Commissioner of Labour to be Assistant Registrar of Trade Unions for the Island, with effect from November 1, 1935.

NOTIFICATION

In pursuance of the powers vested in him by section 4 of the Trade Unions Ordinance, the Governor has been pleased to appoint the Assistant Commissioner of Labour to be an Assistant Registrar of Trade Unions, with effect from April 17, 1940.

SECTIONS 52 AND 53

THE TRADE UNIONS REGULATIONS, 1935

1. These Regulations may be cited as the Trade Unions Regulations, 1935.

2. The register of trade unions required by section 7 of the Ordinance shall be substantially in form A and shall contain the particulars indicated in that form.

3. Every application made under section 9 (1) for the registration of a trade union shall be substantially in form B.

4. The general statement of the assets and liabilities of a trade union referred to in section 9 (3) of the Ordinance shall be prepared substantially in form C and shall contain the particulars indicated in that form.

5. The registration of a trade union shall be effected by entering in the register all the particulars prescribed in form A, such entry being subscribed by the signature of the Registrar. Every alteration or amendment in the register shall be initialled by the Registrar.

6. The certificate of registration issued by the Registrar under section 11 shall be substantially in form D.
7. (1) Every application for cancellation or withdrawal of registration of a registered trade union under section 15 (1) (a) shall be substantially in form E and be signed by the secretary of the union and by not less than seven other members, and if the union has a seal, the seal shall also be affixed thereto.

(2) There shall be appended to every such application a certificate signed by the secretary and the members of the union making it to the effect that the statements contained in the application are to the best of their knowledge and belief true.

8. Upon an application for the cancellation or withdrawal of the registration of a trade union being presented to him, the Registrar if he has reason to believe that the applicants have not been duly authorized by such union to make the same, may for the purpose of ascertaining the facts, require from the applicants such evidence as may seem to him necessary and examine any officer of such union.

9. The Registrar shall when he proposes to withdraw or cancel the certificate of registration of a trade union under clause (b) of section 15 (1) cause a notice to be served substantially in from F on the trade union.

10. The certificate of registration issued to a trade union under regulation 6 shall be surrendered by the secretary of the union when the Registrar decides to withdraw or cancel such certificate under clause (a) or (b) of section 15 (1).

11. (1) Notice of any change of the name of a registered trade union under section 35 (1) shall be given substantially in form G.

(2) When the Registrar registers a change of name under section 35 (3) he shall certify under his signature at the foot of the certificate issued under regulation 6 that the new name has been registered. The secretary of the union shall present the certificate to the Registrar for this purpose.

12. (1) Notice of every amalgamation of trade union under section 35 (1) shall be given substantially in form H.

(2) When an amalgamated trade union is registered under section 35 (4) it shall be assigned a new number in the register in form A and the Registrar shall issue a new certificate in form D therefor. He shall also note the fact of amalgamation against the entries if any, relating to the trade unions so amalgamated in the register.

13. (1) When a registered trade union is dissolved, notice of the dissolution under section 40 shall be sent to the registrar substantially in form I.

(2) Along with the notice of dissolution under section 40 the secretary of the union shall surrender the certificate issued under regulation 6. When the Registrar registers the dissolution he shall send an intimation of the fact of such registration under his signature to the secretary of the trade union.

14. Notice of any change in the situation of the registered office of a trade union under section 37 (2) shall be given substantially in form J.

15. (1) Application for the registration of any new rule or of any alteration made in the existing rules of a trade union under section 38 (3) shall be made to the Registrar substantially in form K. The application should be signed by the secretary.

(2) The fee payable for the registration of new rules or of alterations of existing rules shall be 25 cents for each set of rules or for each set of alterations made simultaneously and shall be sent with the application in uncancelled stamps.
16. (1) Notice of every change of officers or of the title of any officer of a registered trade union under section 39 shall be given to the Registrar substantially in form L.

(2) The fee payable for correcting the entries in the register in terms of the notice shall be 10 cents for each set of corrections made simultaneously and shall be sent with notice in uncancelled stamps.

17. The accounts rendered to a registered trade union by its treasurer or other officer responsible for the accounts under section 49 shall be substantially in form M.

18. The general statement under section 50 (1) shall be sent to the Registrar on or before the 30th day of June in each year and shall be substantially in form N and shall contain all the particulars indicated in that form.

19. No person who at any time during the year for which accounts are to be audited was entrusted with any part of the funds or securities belonging to a registered trade union shall be eligible to audit the accounts of that union for that year.

20. The auditor or auditors appointed by a registered trade union with the approval of the Registrar for the audit of the trade union accounts shall verify the annual return with the accounts and vouchers relating thereto, and shall thereafter sign the auditor’s declaration appended to form N indicating separately on that form under his signature or their signatures a statement showing in what respect he or they found the return to be incorrect, not supported by vouchers, or not in accordance with the Ordinance. The particulars given in this statement shall indicate:-

(a) every payment which appears to be unauthorized by the rules of the trade union or contrary to the provisions of the Ordinance ;

(b) the amount of any deficiency or loss which appears to have been incurred by the negligence or misconduct of any person ; and

(c) the amount of any sum which ought to have been, but is not brought to account by any person.

21. The audit of the political fund of a registered trade union shall be carried out along with the audit of the general accounts of the union and by the same auditor or auditors.

22. (1) The ballot prescribed by section 47 (3) shall be held in the following manner. A ballot box fitted with a lock and key shall be provided by the union. Before the voting begins, the chairman of the meeting shall display the empty ballot box to the meeting. He shall next lock the box and place it in a convenient place within view of the meeting. He shall then declare the poll open and issue to each member of the union present and wishing to vote a ballot paper in the form given below which may be in Sinhalese or Tamil. Each such member shall place a mark on the ballot paper against the alternative which he prefers and shall then fold the ballot paper and place it in the ballot box. A suitable place shall be provided in which each member shall mark his ballot paper and shall be so arranged as to render it impossible for any person to observe in what manner a member marks his ballot paper. When all members present and wishing to vote have recorded their votes the chairman shall declare the poll closed or open the ballot box in the presence of the meeting and count the votes in favor of each alternative. He shall then declare the result of the ballot to the meeting.

If any member of the union present at the meeting demands a recount, the chairman shall proceed to count again the votes in favor of each alternative and verify the result of the pervious counting.

(2) The secretary of the union shall communicate the result of the ballot to the Registrar within seven days of the date of meeting.
23. Forms, notices or orders which are by the Ordinance or these regulations required to be signed or initialed by the Registrar, may be signed or initialed under his direction and on his behalf by any Assistant Registrar or by an officer appointed by him, in writing and by notice in the Gazette, for the purpose.

24. Any notice, order or intimation required by the Ordinance or by these regulations to be given or served on a registered trade union shall be deemed to have been duly given or served if the notice, order or intimation is served personally on the secretary of that union or sent by registered post addressed to the secretary of that union at its registered office.

25. (1) The register of trade unions maintained by the Registrar in accordance with section 7 shall be open for inspection during office hours to any person on payment of a fee of 50 cents.

(2) Documents in the possession of the Registrar received from any registered trade union may be inspected during office hours by any member of the union, on payment of a fee of 10 cents for each document to be inspected.

(3) The payment of the fees referred to in paragraphs 1 and 2 shall be in uncancelled stamps affixed to a written application addressed to the Registrar.

Form A
(Section 7 and Regulation 2)

The Trade Unions Ordinance
Register of Trade Unions

1. Registration number .. ..
2. Date of registration .. ..
3. (a) Names of the members making the application .. ..
   (b) Occupations of the members making the application .. ..
   (c) Addresses of the members making the application .. ..
4. Name of the Trade Union ..
5. Address of the Head Office of the Trade Union .. ..
6. Date of establishment of the Trade Union ..
7. Officers of the Trade Union..
   Title :
   Name :
   Age :
8. Signature of the Registrar

9. (a) Whether provision has been made for a separate fund under section 47 and if so from what date...
(b) Initials of the Registrar

10. (a) Date of intimation of alteration of rules
(b) Date of registration of alteration of rules and its notification to the Secretary of the Trade Union
(c) Initials of the Registrar

11. (a) Date of registration of change of address of registered office
(b) Address of the Trade Union as changed
(c) Initials of the Registrar

12. (a) Date of registration of change of name
(b) Name of the Trade Union as changed
(c) Initials of the Registrar

13. (a) Date of registration of changes of officers or the title of any officer
(b) The name of the officers or the title of any officers as changed
(c) Initials of the Registrar

14. (a) Date of registration of amalgamation
(b) Name of the amalgamated Union
(c) Address of the amalgamated Union
(d) Registration number of the amalgamated Union
(e) Initials of the Registrar

15. (a) Date of application for cancellation or registration under clause (a) of section 15 (1)
(b) Date of giving notice of cancellation or withdrawal under clause (b) of section 15 (1)
(c) Date of issue of order withdrawing or cancelling registration
(d) Initials of the Registrar

16. (a) (1) Names of the members applying for dissolution
(2) Occupations of the members applying for dissolution
(3) Addresses of the members applying for dissolution
(b) Date of registration of dissolution and issue of certificate to that effect
(c) Initials of the Registrar

Note:– The particulars referred to above may be contained in one or more pages (of the register) allotted to each union.
FORM B

(SECTION 9 AND REGULATION 3)

THE TRADE UNIONS ORDINANCE

APPLICATION FOR REGISTRATION OF TRADE UNIONS

To: The Registrar of Trade Unions, Colombo.
Name of Trade Union: ___________________,
Address: ___________________,
Dated this _________ day of _________, 19___.

1. This application is made by the persons whose names are subscribed at the foot hereof.

2. The ________ Union came into existence on the _______ day of _______, 19___.

3. The Union is a Union of employers/workers engaged in the ________ industry/or
________ profession/or _______________ (establishment) and has ________ members.

4. Uncancelled stamp/stamps to the value of Re. 1 is/are affixed to this application.

5. The statement of particulars required by section 9 (2) of the Ordinance is given in Sched-
ule I attached to this application.

6. *The general statement of assets and liabilities required by section 9 (3) of the Ordinance
is given in Schedule II.

7. A copy of the Rules of the Union is attached to this application.

8. The particulars given in Schedule III show the provision made intake rules for the matters
referred to in section 38 of the Ordinance.

9. We have been duly authorized by the Trade Union to make this application on its behalf,
such authorization consisting of _____________

Signature of the applicants: 1. ___________________.
2. ___________________.
3. ___________________.
4. ___________________.
5. ___________________.
6. ___________________.
7. ___________________.

To be struck out in the case of Unions which have not been in existence for one year before the date
of application.

If the rules are in the vernacular a correct translation in English should annexed as requited by section
38 (4).

State here whether the authority to make this application was made by a “resolution of a general
meeting of the Trade Union” or if not, in what other way it was given.

79
**TRADE UNIONS**

**SCHEDULE I**

*Statement of Particulars referred to in Section 2 (9)*

*(a)* The names, occupations, and addresses of the members making the application are as follows:-

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Occupation</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Signed) 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<td>5</td>
<td></td>
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<td></td>
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<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) The name under which it is proposed that the Trade Union on behalf of which this application is made shall be registered is ____________________.

(2) The address of the Head Office of the Union to which all communications and notices may be addressed is ________________.

**List of officers of the Union.**

<table>
<thead>
<tr>
<th>Title of Office held in Union</th>
<th>Name</th>
<th>Age</th>
<th>Address</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCHEDULE II**

*General Statement of Assets and Liabilities as required by Section 9 (3)*

Statement of Liabilities and Assets on the ___________ day of ___________, 19_____.

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Rs. c</th>
<th>Assets</th>
<th>Rs. c</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of general fund</td>
<td></td>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>Amount of political fund</td>
<td></td>
<td>In hands of Treasurer</td>
<td></td>
</tr>
<tr>
<td>Loans from_______</td>
<td></td>
<td>In hands of Secretary</td>
<td></td>
</tr>
<tr>
<td>______________</td>
<td></td>
<td>In hands of _______</td>
<td></td>
</tr>
<tr>
<td>Debts due to____</td>
<td></td>
<td>In the _______ Bank</td>
<td></td>
</tr>
<tr>
<td>______________</td>
<td></td>
<td>In the _______ Bank</td>
<td></td>
</tr>
<tr>
<td>Other liabilities (to be specified)</td>
<td></td>
<td>Securities as per list below</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unpaid subscriptions due</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loans to ____</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Immovable property</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Goods and furniture</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other assets (to be specified)</td>
<td></td>
</tr>
<tr>
<td>Total liabilities ..</td>
<td></td>
<td>Total assets</td>
<td></td>
</tr>
</tbody>
</table>
TRADE UNIONS

List of Securities

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Face Value</th>
<th>Cost price</th>
<th>Market value</th>
<th>In hands of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SCHEDULE III

Reference to Rules

The numbers of the rules making provision for the several matters detailed in column 1 are given in column 2 below:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matter</td>
<td>Number of rules</td>
</tr>
<tr>
<td>Name of Union and the place of meeting for the business of Union</td>
<td>..</td>
</tr>
<tr>
<td>The whole of the objects for which the Union has been established</td>
<td>..</td>
</tr>
<tr>
<td>The whole of the purposes for which the general funds of the Union shall be applicable</td>
<td>..</td>
</tr>
<tr>
<td>The maintenance of a list of members</td>
<td>..</td>
</tr>
<tr>
<td>The facilities provided for the inspection of the list of members by officers and members</td>
<td>..</td>
</tr>
<tr>
<td>The manner in which meetings of the Union should be held, minutes of the meeting should be recorded and confirmed and the voting should take place</td>
<td>..</td>
</tr>
<tr>
<td>The admission of ordinary members</td>
<td>..</td>
</tr>
<tr>
<td>The admission of honorary or temporary members</td>
<td>..</td>
</tr>
<tr>
<td>The conditions under which members are entitled to benefits assured by the rules</td>
<td>..</td>
</tr>
<tr>
<td>The conditions under which fines or forfeitures can be imposed or varied</td>
<td>..</td>
</tr>
<tr>
<td>The manner in which the rules shall be made, amended, varied or rescinded</td>
<td>..</td>
</tr>
<tr>
<td>The manner in which the executive, the officers of the union, the auditor or trustees shall be appointed and removed</td>
<td>..</td>
</tr>
<tr>
<td>The safe custody of the funds</td>
<td>..</td>
</tr>
<tr>
<td>The annual audit of the accounts</td>
<td>..</td>
</tr>
<tr>
<td>The facilities for the inspection of the account books by officers and members</td>
<td>..</td>
</tr>
<tr>
<td>The manner in which the union may be dissolved and the funds available at the time of dissolution disposed of</td>
<td>..</td>
</tr>
</tbody>
</table>
### The Trade Unions Ordinance

**General Statement of Assets and Liabilities**

Statement of Liabilities and Assets on the ____________ day of _________, 19______.

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Rs. c.</th>
<th>Assets</th>
<th>Rs. c.</th>
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<tbody>
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<td>Cash____</td>
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</tr>
<tr>
<td>Amount of political fund ..</td>
<td></td>
<td>In hands of Treasurer</td>
<td></td>
</tr>
<tr>
<td>Loans from________</td>
<td></td>
<td>In hands of Secretary</td>
<td></td>
</tr>
<tr>
<td>_________</td>
<td></td>
<td>In hands of____</td>
<td></td>
</tr>
<tr>
<td>Debts due to____</td>
<td></td>
<td>In the____ Bank</td>
<td></td>
</tr>
<tr>
<td>_________</td>
<td></td>
<td>In the____ Bank</td>
<td></td>
</tr>
<tr>
<td>Other liabilities (to be specified)</td>
<td></td>
<td>Securities as per list below</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unpaid subscriptions due</td>
<td></td>
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<td></td>
<td></td>
<td>Loans to ____</td>
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<td></td>
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<td>Immovable property</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Goods and furniture</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other assets (to be specified)</td>
<td></td>
</tr>
<tr>
<td>Total liabilities ..</td>
<td></td>
<td>Total assets</td>
<td></td>
</tr>
</tbody>
</table>

**List of Securities**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Face Value</th>
<th>Cost price</th>
<th>Market value</th>
<th>In hands of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form D
(Section 11 and Regulation 6)
THE TRADE UNIONS ORDINANCE

CERTIFICATE OF REGISTRATION OF TRADE UNION

Name of Trade Union: ____________________________

Office of the Registrar of Trade Unions,
Colombo.

It is hereby certified that the _______________ Union has been registered under section 10 of the Trade Unions Ordinance, this ______________, day of ______________, 19____, and its registration number is_________________.

_______________________,
Registrar of Trade Unions.

It is hereby certified that the name of the above-mentioned Trade Union has been altered to _______________ and the new name has been registered in register of Trade Unions in terms of Regulation 11.

_______________________,
Registrar of Trade Unions.

Form E
(Section 15 (1) and Regulation 7)
THE TRADE UNIONS ORDINANCE

REQUEST TO WITHDRAW OR CANCEL CERTIFICATE OF REGISTRATION

Name of Registered Trade Union: ____________________________.

Registration Number: ___________________.

Registered Address of Head Office: ________________.

Dated this ___________ day of ________19__. To: The Registrar of Trade Unions, Colombo.

The above-mentioned Trade Union at a general meeting *held on the_________ day of _____, 19____, resolved as follows † _______________.

We therefore request that its certificate of registration under the Trade Unions Ordinance may be withdrawn/cancelled.

The certificate of registration No._________ is forwarded herewith.

We certify that the statements contained in this application are to the best of our knowledge and belief true.

Signature of Secretary: ___________________.

1. ___________________.

2. ___________________.

3. ___________________.

4. ___________________.

5. ___________________.

6. ___________________.

7. ___________________.

8. ___________________.

SEAL OF THE UNION IF ANY

Signature of Members

_______________________

_______________________

_______________________

_______________________

_______________________

_______________________

_______________________

*If not at a general meeting, state in what manner the request has been determined upon.
† Here give exact copy of resolution.
**Form F**

(Section 15 (2) and Regulation 9)

**THE TRADE UNIONS ORDINANCE**

Office of the Registrar of Trade Unions, Colombo, __________, 19_____.

**NOTICE BEFORE WITHDRAWAL OR CANCELLATION OF CERTIFICATE OF REGISTRATION UNDER SECTION 15 (1) (B) OF THE TRADE UNIONS ORDINANCE**

Name of Trade Union: ___________________________.

Registration No: _____________________.

Notice is hereby given under section 15 (2) of the Trade Unions Ordinance to the above-mentioned Trade Union that it is the intention of the Registrar to proceed on the*_________ day of _______19__, to withdraw/cancel the certificate of registration of the Trade Union, unless cause be shown to the contrary in the meantime.

The ground of such proposed withdrawal/cancellation is:-

(i) that the certificate of registration was obtained by fraud or mistake; or

(ii) that anyone of the objects or rules of the trade union is unlawful; or

(iii) that the constitution of the trade union or of its executive is unlawful; or

(iv) that the trade union has willfully and after notice from the Registrar contravened any provision of this Ordinance or allowed any rule to continue in force which is inconsistent with any such provision or has rescinded any rule providing for any matter, for which provision is required by section 38; or

(v) that the funds of the trade union are expended in an unlawful manner or on an unlawful object or on an object not authorized by the rules of the union; or

(vi) that the trade union has ceased to exist.

†............................................................................................................................................................

..............................................................................................................................................................

________________________

Registrar.

The Secretary of ___________

(Here enter name of Trade Union.)

Registered Address of Head Office of the Trade Union: __________________________
FORM G

(Section 35 (1) and Regulation 11)

THE TRADE UNIONS ORDINANCE

NOTICE OF CHANGE OF NAME

Name of Registered Trade Union:___________________________.

Registration Number:___________________.

Registered address of Head Office:___________________________.

Dated this __________ day of __________, 19___.

To: The Registrar of Trade Unions, Colombo.

Notice is hereby given in terms of section 35 (1) of the Trade Unions Ordinance, that the name of the above-mentioned Trade Union has been changed to _____________.

The consent of the members was obtained by* ___________.

The certificate of registration No._____________ is forwarded herewith for necessary amendment.

Signature of Secretary:
1. ________________.
2. ________________.
3. ________________.
4. ________________.

Signature of Members:
5. ________________.
6. ________________.
7. ________________.
8. ________________.

* i.e by referendum, resolution of a general meeting, &c. If procedure followed is covered by rule quote number of the rule.

FORM H

(Section 35 (1) and Regulation 12 (1)

THE TRADE UNIONS ORDINANCE

NOTICE OF AMALGAMATION OF TRADE UNIONS

A. Name of Registered Trade Union:_______________________.
   Number of Registration:_______________________________.

B. Name of Registered Trade Union:_______________________.
   Number of Registration:_______________________________.
   (And so on if more than two.)

Address:_______________________________.

Dated this __________ day of __________, 19___.

To: The Registrar of Trade Unions, Colombo.

Notice is hereby given that in accordance with the requirements of section 35 (1) of the above-mentioned Ordinance the members of each of the above-mentioned Trade Unions have resolved to become amalgamated together as one Trade Union.

2. The following are the terms of the said amalgamation _______________.
3. It is intended that the amalgamated Trade Union shall henceforth be called _______________.
4. The address of the Head Office of the Amalgamated Trade Union is _______________.
5. The consent of the members of the Unions was obtained by* _______________.

*
TRADE UNIONS

6. Accompanying this notice is a copy of the rules intended to be henceforth adopted by the Amalgamated Trade Union which are the rules (if so) of the ________ Union.

Signature of Secretary : †

1. ________________.
2. ________________.
3. ________________.
4. ________________.

Signature of Members

5 ________________.
6 ________________.
7 ________________.
8 ________________.

* i.e by referendum, resolution of a general meeting, &c. If procedure followed is covered by rule quote number of the rule.

† To be signed by seven members and the Secretary of each Trade Union.

N.B.: This notice should be sent within 14 days of the dissolution of the Union.

Form I
(Section 40 and Regulation 13)
THE TRADE UNIONS ORDINANCE

NOTICE OF DISSOLUTION OF TRADE UNION

Name of Registered Trade Union :___________________________.
Registration Number :___________.
Registered address of Head Office :___________________.
Dated this ___________ day of ________19_____.
To: The Registrar of Trade Union, Colombo.

Notice is hereby given that the above-mentioned Trade Union was dissolved in pursuance of the rules thereof on the ___________ day of___________, 19_____.

We have been duly authorized by the ________ Union to forward this notice on its behalf, such authorization consisting of a resolution passed at a general meeting on the † _______ day of______, 19___.

The certificate of registration No._________ is returned herewith.

Signature of Secretary :

1. ________________.
2. ________________.
3. ________________.
4. ________________.

Signature of Members

5 ________________.
6 ________________.
7 ________________.
8 ________________.

† Here insert the date, or if there was no such resolution, state in what other way the authorization was given.
**Form J**  
(Section 37 (2) and Regulation 14)  
**THE TRADE UNIONS ORDINANCE**  

**NOTICE OF CHANGE OF OFFICE OF A REGISTERED TRADE UNION**

Name of Registered Trade Union : ______________________________.

Registration Number : ________________.

Dated this ___________ day of ________ 19____.

To: The Registrar of Trade Unions, Colombo.

Notice is hereby given that the Head Office of the above-mentioned Trade Union has been removed from _________ and is now situated at in _________.

_______________________
Signature of Secretary.

This part to be detached by the Registrar when the notice is registered, and returned to the Trade Union.

Received this _______ day of______ 19___ notice of removal of the Registered office of the _______ Union, Registration No. ________, to (City or town or district)

_______________________
Signature of Registrar of Trade Unions

*N.B.*:- This application should be sent to the Registrar by the Secretary of the Registered Trade Union within 7 days of the making of the new rules or of the alteration of rules.


**Form K**  
(Section 38 and Regulation 15)  
**THE TRADE UNIONS ORDINANCE**

Name of Registered Trade Union : ______________________________.

Registration Number : ________________.

Registered Address of Head Office : ____________________.

Dated this ___________ day of ________ 19____.

The Registrar of Trade Union, Colombo.
APPLICATION FOR THE REGISTRATION OF NEW RULES
OR ALTERATION OF RULES

1. I___________________ the undersigned, who is the Secretary of the above mentioned Trade Union apply for the registration of the new rule/rules/alteration/alterations of the rules of the Union, two printed written copies of which are annexed hereto.

2. I also annex a printed copy of the registered rules marked to show where and in what manner they are altered.

3. I have been duly authorized by the Trade Union to make this application on its behalf, such authorization consisting of a resolution passed at a general meeting on the*_________ day of __________ 19___.

4. I declare that in making the new rule/rules/alteration/alterations the existing rules of the Trade Union have been complied with.

5. Uncancelled stamp/stamps to the value of 25 cents is/are affixed, to the application.

_______________________,
Signature of Secretary.

*Here insert the date, or if there was no such resolution, state in what other way the authorization was given.

N.B: This application should be sent to the Registrar by the Secretary of the Registered Trade Union within 7 days after the change of Officers or of the Title of any Officer.

Form L
(Section 39 and Regulation 16)
THE TRADE UNIONS ORDINANCE
NOTICE OF CHANGE OF OFFICERS OR OF THE TITLE OF ANY OFFICER

Name of Registered Trade Union :______________________________.
Registration Number :__________________________.
Registered address of Head Office :__________________________.
Dated this ___________ day of _________ 19____.
To: The Registrar of Trade Union, Colombo.
Notice is hereby given that the following changes of officers have taken place:-
### Officers Relinquishing Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Title of Office</th>
<th>Date of relinquishing Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Officers Appointed

<table>
<thead>
<tr>
<th>Title of Office</th>
<th>Name</th>
<th>Age</th>
<th>Address</th>
<th>Occupation</th>
<th>Date of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*2. The following changes in the title of officers have taken place :-

3. I have been duly authorized by the ________ Trade Union to forward this notice on its behalf, such authorization consisting of a resolution passed at the general meeting on the† ________ day of ________, 19____.

4. Uncancelled stamp/stamps to the value of 10 cents is/are affixed to this application.

_______________________
Signature of Secretary.

* Delete if on changes of title have taken place.
† Here insert the date, or if there was no such resolution, state in what other way the authorization was given.
**Form M**

(Section 49 and Regulation 17)

**FORM OF ACCOUNT TO BE KEPT BY THE TREASURER OR OTHER OFFICER IN CHARGE OF ACCOUNTS OF A TRADE UNION**

**STATEMENT OF RECEIPTS AND EXPENDITURE**

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Rs. c</th>
<th>Expenditure</th>
<th>Rs. c</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at beginning of year</td>
<td></td>
<td>Salaries, allowances and expenses of officers</td>
<td></td>
</tr>
<tr>
<td>Contribution from members at – per member</td>
<td></td>
<td>Salaries, allowances and expenses of establishment</td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td>Auditor’s Fees</td>
<td>..</td>
</tr>
<tr>
<td>Sale of periodicals, books, rules, &amp;c</td>
<td></td>
<td>Legal expenses</td>
<td>..</td>
</tr>
<tr>
<td>Interest on investments</td>
<td></td>
<td>Expenses in conducting trade disputes</td>
<td>..</td>
</tr>
<tr>
<td>Income from miscellaneous sources (to be specified)</td>
<td></td>
<td>Compensation paid to members for loss arising out of trade disputes</td>
<td>..</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funeral, old age, sickness, unemployment, benefits &amp;c.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational, social and religious benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cost of publishing periodicals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rents, rates and taxes</td>
<td>..</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stationery, printing and postage</td>
<td>..</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other expenses (to be specified)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Balance at end of year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Treasurer.
## TRADE UNIONS

### POLITICAL FUND ACCOUNT

<table>
<thead>
<tr>
<th></th>
<th>Rs.c</th>
<th></th>
<th>Rs. c.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at beginning of year</td>
<td></td>
<td>Payment made on objects specified in section 47</td>
<td></td>
</tr>
<tr>
<td>Contribution from members</td>
<td></td>
<td>(2) of the Trade Unions Ordinance (to be specified)</td>
<td></td>
</tr>
<tr>
<td>at __________ per member</td>
<td></td>
<td>Expenses of management (to be fully specified)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Balance at end of years</td>
<td></td>
</tr>
</tbody>
</table>

Total .. | Total ..

______________________________
Signature of Treasurer.

### STATEMENT OF ASSETS AND LIABILITIES ON THE 31ST DAY OF MARCH, 19______, OR ON* ________.

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Rs.c</th>
<th>Assets</th>
<th>Rs. c.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of general fund</td>
<td></td>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>Amount of political fund</td>
<td></td>
<td>In hands of Treasurer</td>
<td></td>
</tr>
<tr>
<td>Loans from____________</td>
<td></td>
<td>In hands of Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In hands of_______</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the_______ Bank</td>
<td></td>
</tr>
<tr>
<td>Debts due to___</td>
<td></td>
<td>In the_______ Bank</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Securities as per list below</td>
<td></td>
</tr>
<tr>
<td>Other liabilities (to be specified)</td>
<td></td>
<td>Unpaid subscriptions due</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loans to ____</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Immovable property</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Goods and furniture</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other assets (to be specified)</td>
<td></td>
</tr>
</tbody>
</table>

Total liabilities .. | Total assets

* Insert date if any approved under section 50 (3) of the Ordinance.
# TRADE UNIONS

## LIST OF SECURITIES

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Face value</th>
<th>Cost price</th>
<th>Market price at date on which accounts have been made up</th>
<th>In hands of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|I__________ |_______________________________|of the____________________Trade|

|Treasurer|

I__________ * ________________________________________________________ of the ______________________ Trade Officer in charge of Accounts make oath and say

that

do solemnly, sincerely, and truly declare and affirm the above statement of accounts of the Union is true and correct to the best of my knowledge and belief.

Witness my hand this___________ day of__________, 19__.  

_______________________________________ 
Signature of Treasurer/Officer in charge of Accounts.

Sworn *__________ before me at_____________this_________day of__________, 19__. 

Affirmed

____________________________ 
Signature of Justice of the Peace.

N.B.: This affidavit is subject to the usual stamp duty.

*Strike out unnecessary words.
## Form N

**ANNUAL RETURN PRESCRIBED UNDER SECTION 50 OF THE TRADE UNIONS ORDINANCE, AND REGULATION 18 FOR THE YEAR ENDING MARCH 31, 19____,**

OR ON SUCH A DATE AS APPROVED BY THE REGISTRAR

<table>
<thead>
<tr>
<th>Name of the Registered Trade Union</th>
<th>Registered Address of Head Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of certificate of registration</th>
<th>Year for which Return is furnished</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

† Date approved under section 50 (3) of the Trade Unions Ordinance.

1. A* Number of unions which were amalgamated before the beginning of the year

   B† Number of unions joining during the year

   C† Number of unions which left during the year

   Total number of unions amalgamated at the end of the year

2. Number of members on books at the beginning of the year

   Number of members admitted during the year

   Number of members who left during the year

   Total number of members on books at the end of the year

<table>
<thead>
<tr>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
</table>

   Number of members contributing to Political Fund

3. A general statement audited in the prescribed manner of all receipts and expenditure during the period of 12 months ending on March 31, 19____ or § ______ and of the assets and liabilities of the Trade Union as on such date, together with the Auditor’s report is annexed as statement D.

4. A copy of the rules of the Trade Union corrected up to the date of despatch of this return is appended together with a copy of all alterations or amendments of rules and of all new rules that were passed by the Trade Union during the course of the year.

5. A statement of all changes of officers during the course of the year is annexed as statement E.

   Dated_______, 19 ___.

   Signature of Secretary.

*This information should be given by amalgamated trade unions.
† The names of the unions should be given in separate statements marked A, B, and C.
# This information need not be given by amalgamated trade unions.
§ Date approved under section 50 (3) of the Trade Unions Ordinance.
**TRADE UNIONS**

**Statement D**

(i) **Statement of Receipts and Expenditure**

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Rs. c</th>
<th>Expenditure</th>
<th>Rs. c</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at beginning of year</td>
<td></td>
<td>Salaries, allowances and expenses of officers</td>
<td></td>
</tr>
<tr>
<td>Contribution from members at ________ per member</td>
<td></td>
<td>Salaries, allowances and expenses of establishment</td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td>Auditor’s Fees</td>
<td></td>
</tr>
<tr>
<td>Sale of periodicals, books, rules, &amp;c</td>
<td></td>
<td>Legal expenses</td>
<td></td>
</tr>
<tr>
<td>Interest on investments</td>
<td></td>
<td>Expenses in conducting trade disputes</td>
<td></td>
</tr>
<tr>
<td>Income from miscellaneous sources (to be specified)</td>
<td></td>
<td>Compensation paid to members for loss arising out of trade disputes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funeral, old age, sickness, unemployment, benefits &amp;c.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational, social and religious benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cost of publishing periodicals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rents, rates and taxes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stationery, printing and postage</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other expenses (to be specified)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Balance at end of year</td>
<td></td>
</tr>
</tbody>
</table>

Total ..                                                                 |       | Total..                                                                     |       |

Signature of Treasurer.

(ii) **Political Fund Account**

<table>
<thead>
<tr>
<th></th>
<th>Rs. c</th>
<th>Rs. c</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at beginning of year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contribution from members at - per member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments made on objects specified in section 47 (2) of the Trade Unions Ordinance (to be specified)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses of management (to be fully specified)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance at end of year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total ..                                                                 |       | Total ..                   |

Signature of Treasurer.
(iii) **Statement of Assets and Liabilities on the 31st Day of March, 19______, or on*___________**

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Rs. c</th>
<th>Assets</th>
<th>Rs. c</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of general fund</td>
<td></td>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>Amount of political fund</td>
<td></td>
<td>In hands of Treasurer</td>
<td></td>
</tr>
<tr>
<td>Loans from_______</td>
<td></td>
<td>In hands of Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In hands of______</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the______ Bank</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the______ Bank</td>
<td></td>
</tr>
<tr>
<td>Debts due to____</td>
<td></td>
<td>Securities as per list below</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unpaid subscriptions due</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loans to____</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Immovable property</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Goods and furniture</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other assets (to be specified)</td>
<td></td>
</tr>
<tr>
<td>Other liabilities (to be specified)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total liabilities</td>
<td></td>
<td>Total assets</td>
<td></td>
</tr>
</tbody>
</table>

**List of Securities**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Face value</th>
<th>Cost price</th>
<th>Market price at date on which accounts have been made up</th>
<th>In hands of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I__________________________†_________________________________________ Treasurer of the____________________ Trade Officer in charge of Accounts

Trade Union, † _______________________________ make oath and say

do solemnly, sincerely, and truly declare and affirm

that the above statement of accounts of the Union is true and correct to the best of my knowledge and belief.

Witness my hand this___________ day of_________, 19__.  

_________________________________________ 
Signature of Treasurer/Officer in charge of Accounts.

* Insert date if any approved under section 50 (3) of the Ordinance.
† Strike out unnecessary words.
Sworn
*__________ before me at_____________this________day of__________, 19____.
Affirmed
19:-

Signature of Justice of the Peace.

*Strike out unnecessary words.

Auditor’s Declaration

Name of Registered Trade Union :-_______________.
Registration Number _________________.

The undersigned having had access to all books and accounts of the Trade Union, and having
examined the foregoing statements and verified the same with the account vouchers relating thereto,
now sign the same as found to be correct, duly vouched and in accordance with law, subject to the
following remarks†_____________.

Signature of Auditors :________________.
________________.

†Vide Regulation 20.

STATEMENT E

Changes of Officers made during Year

(i) Officers Relinquishing Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Title of Office</th>
<th>Date of relinquishing officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(ii) Officers Appointed

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth</th>
<th>Private address</th>
<th>Personal occupation</th>
<th>Title of Office held in union</th>
<th>Date on which appointment in columns 5 was taken up</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Signature of Secretary.