

**THE TRADE UNIONS ORDINANCE**

SECTION 3

**NOTIFICATION**

[Gazette No. 8160/25-10-1935.] 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**

[Gazette No. 8160/25-10-1935.] 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**

[Gazette No. 8615/17-5-1940] 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**

[Gazette No. 8160/25-10-1935]  
Short title.

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

The register.

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.

Application for registration.

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

Statement of assets and liabilities.

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.

Manner of registration.

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.

Certificate of registration.

6. The certificate of registration issued by the Registrar under section 11 shall be substantially in form D.

Application for withdrawal or cancellation of certificate.

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.

Power of Registrar to call for evidence.

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.

Notice to withdraw or cancel registration.

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 form F on the trade union.

Surrender of certificate.

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).

Notice of change of name.

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.

Notice of amalgamation.

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

Registration of amalgamated unions.

(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.

Notice of dissolution.

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.

Notice of change of office.

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.

Notice of alteration of rules.

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 uncanceled stamps.

Notice of change of officers.

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 uncanceled stamps.

Form of account rendered by treasurer.

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.

Annual return.

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.

Disqualification of auditors.

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.

Manner of audit.

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.

Audit of political fund.

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.

Manner of voting for the creation of a political fund.

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 favour of each alternative and verify the result of the previous 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.

*Form referred to above*

Are you in favor of the creation of a political fund by the Trade Union ?	Yes	
	No	

Signature on behalf of the Registrar.

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.

Manner of serving notice or order.

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.

Inspection of register and documents.

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 uncanceled 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 :

Occupation :

Address :

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**

Re.1  
Stamp not  
to be  
cancelled.

**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 Schedule 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 required 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.

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:-

	Name	Occupation	Address
(Signed) 1			
2			
3			
4			
5			
6			
7			

(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.

Title of Office held in Union	Name	Age	Address	Occupation

SCHEDULE II

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

Statement of Liabilities and Assets on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Liabilities	Rs.c	Assets	Rs. c.
Amount of general fund ..		Cash_____ ..	
Amount of political fund ..		In hands of Treasurer ..	
Loans from_____		In hands of Secretary ..	
_____		In hands of_____ ..	
Debts due to_____		In the_____ Bank ..	
_____		In the_____ Bank ..	
Other liabilities (to be specified)		Securities as per list below	
		Unpaid subscriptions due	
		Loans to _____	
		_____	
		Immovable property ..	
		Goods and furniture ..	
		Other assets (to be specified)	
Total liabilities ..		Total assets	

TRADE UNIONS

**List of Securities**

Particulars	Face Value	Cost price	Market value	In hands of

*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:-

1 Matter	2 Number of rules
Name of Union and the place of meeting for the business of Union .. .. .	
The whole of the objects for which the Union has been established .. .. .	
The whole of the purposes for which the general funds of the Union shall be applicable .. .. .	
The maintenance of a list of members .. .. .	
The facilities provided for the inspection of the list of members by officers and members .. .. .	
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 .. .. .	
The admission of ordinary members .. .. .	
The admission of honorary or temporary members .. .. .	
The conditions under which members are entitled to benefits assured by the rules .. .. .	
The conditions under which fines or forfeitures can be imposed or varied .. .. .	
The manner in which the rules shall be made, amended, varied or rescinded .. .. .	
The manner in which the executive, the officers of the union, the auditor or trustees shall be appointed and removed .. .. .	
The safe custody of the funds .. .. .	
The annual audit of the accounts .. .. .	
The facilities for the inspection of the account books by officers and members .. .. .	
The manner in which the union may be dissolved and the funds available at the time of dissolution disposed of .. .. .	



**Form C**  
(Section 9 (3) and Regulation 4)  
**THE TRADE UNIONS ORDINANCE**

**GENERAL STATEMENT OF ASSETS AND LIABILITIES**

Statement of Liabilities and Assets on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_,

Liabilities	Rs.c	Assents	Rs. c.
Amount of general fund ..		Cash_____ ..	
Amount of political fund ..		In hands of Treasurer ..	
Loans from_____		In hands of Secretary ..	
_____		In hands of_____ ..	
Debts due to_____		In the_____ Bank ..	
_____		In the_____ Bank ..	
Other liabilities (to be specified)		Securities as per list below	
		Unpaid subscriptions due	
		Loans to _____	
		_____	
		Immovable property ..	
		Goods and furniture ..	
		Other assets (to be specified)	
Total liabilities ..		Total assets	

*List of Securities*

Particulars	Face Value	Cost price	Market value	In hands of

**Form D**  
(Section 11 and Regulation 6)  
**THE TRADE UNIONS ORDINANCE**

**CERTIFICATE OF REGISTRAION 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\_\_.

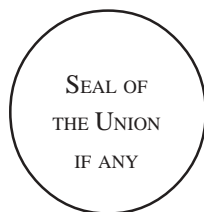
To: The Registrar of Trade Unions, Colombo.

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. \_\_\_\_\_  
Signature of Members { 5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_

\*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 : \_\_\_\_\_

\*The date entered herein shall not be less than two months from the date of notice.

† The facts should be briefly specified where practicable.

**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\* \_\_\_\_\_.

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 : †

Signature of Members

1. \_\_\_\_\_.

2. \_\_\_\_\_.

3. \_\_\_\_\_.

4. \_\_\_\_\_.

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. \_\_\_\_\_.

Signature of Members { 2. \_\_\_\_\_.

3. \_\_\_\_\_.

4. \_\_\_\_\_.

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**

10 cents  
stamp  
not to be  
cancelled

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**

Name	Title of Office	Date of relinquishing Office

**Officers Appointed**

Title of Office	Name	Age	Address	Occupation	Date of Appointment

\*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**

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

\_\_\_\_\_  
Signature of Treasurer.

TRADE UNIONS

**POLITICAL FUND ACCOUNT**

	Rs.c		Rs. c.
Balance at beginning of year .. .. Contribution from members at _____ per member		Payment made on objects specified in section 47 (2) of the Trade Unions Ordinance (to be specified) .. Expenses of management (to be fully specified) .. Balance at end of years ..	
Total ..		Total ..	

\_\_\_\_\_  
Signature of Treasurer.

**STATEMENT OF ASSETS AND LIABILITIES ON THE 31<sup>ST</sup> DAY OF  
MARCH, 19\_\_\_\_\_, OR ON\*\_\_\_\_\_.**

Liabilities	Rs.c	Assets	Rs. c.
Amount of general fund .. Amount of political fund .. Loans from _____ _____ Debts due to _____ _____ Other liabilities (to be specified)		Cash _____ .. In hands of Treasurer .. In hands of Secretary .. In hands of _____ .. In the _____ Bank .. In the _____ Bank .. Securities as per list below Unpaid subscriptions due Loans to _____ _____ Immovable property .. Goods and furniture .. Other assets (to be specified)	
Total liabilities ..		Total assets	

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

LIST OF SECURITIES

Particulars	Face value	Cost price	Market price at date on which accounts have been made up	In hands of

Treasurer

I \_\_\_\_\_ \* \_\_\_\_\_ of the \_\_\_\_\_ Trade  
Officer in charge of Accounts  
make oath and say

Union, \* \_\_\_\_\_ 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

Name of the Registered  
Trade Union\_\_\_\_\_.

Registered Address of  
Head Office\_\_\_\_\_.

Name of certificate  
of registration \_\_\_\_\_.

Year for which Return  
is furnished \_\_\_\_\_.

†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 } Males ..  
books at the end of the year } Females ..  
  
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.

*Statement D*

*(i) Statement of Receipts and Expenditure*

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

\_\_\_\_\_  
Signature of Treasurer.

*(ii) Political Fund Account*

	Rs.c		Rs. c.
Balance at beginning of year .. ..		Payments made on objects specified in section 47 (2) of the Trade Unions Ordinance (to be specified) ..	
Contribution from members at - per member		Expenses of management (to be fully specified) ..	..
		Balance at end of year ..	
Total ..		Total ..	

\_\_\_\_\_  
Signature of Treasurer.

(iii) *Statement of Assets and Liabilities on the 31 st Day of March, 19\_\_\_\_\_, or on\* \_\_\_\_\_*

Liabilities	Rs.c	Assets	Rs. c.
Amount of general fund ..		Cash_____ ..	
Amount of political fund ..		In hands of Treasurer ..	
Loans from_____		In hands of Secretary ..	
_____		In hands of _____ ..	
Debts due to_____		In the_____ Bank ..	
_____		In the_____ Bank ..	
Other liabilities (to be specified)		Securities as per list below	
		Unpaid subscriptions due	
		Loans to _____	
		_____	
		Immovable property ..	
		Goods and furniture ..	
		Other assets (to be specified)	
Total liabilities ..		Total assets ..	

*List of Securities*

Particulars	Face value	Cost price	Market price at date on which accounts have been made up	In hands of

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

Name	Title of Office	Date of relinquishing officer

(ii) Officers Appointed

Name	Date of birth	Private address	Personal occupation	Title of Office held in union	Date on which appointment in columns 5 was taken up
1	2	3	4	5	6

\_\_\_\_\_  
Signature of Secretary.