

Instructions for the Registration of Trade Unions

General

01. Minimum members should be more than 07 to be performed a new Trade Union.
02. The request for the registration of a trade union should be forwarded within three months from the date of first general meeting.
03. A union should not be performed by both Government and private sector employees.

Form "B" and Constitution

01. Application form "B" & the Constitution which are submitting for the registration of a trade union should be sign by the General Secretary/ Joint Secretaries (if appoints) on the place which have been filled in the documents.
02. Minutes of the Meeting & List of the signatures of the members participated for the general meeting should be forwarded together with the application form "B" for the registration of trade union.
03. The personal address of the office bearers should be mentioned in the schedule I of chapter (E) of the form "B".
04. A stamp value of Rs. 5.00 should be pasted on the relevant place of the application form "B" which is submitting for the registration.
05. According to the constitution's No. (06) (A) & (E), the quorum should be mentioned clearly.
06. After registration of the union, the forms required for change of office bearers, submitting of annual reports and change of constitution, change of address of the office, Dissolution or Amalgamation of the union could be obtained from this office.

An Auditor

01. After registration of the union, necessary action has to be taken to obtain an approval from the Registrar for an auditor to purpose of the audit of the union.

** Address of the office is below;-

**The Registrar
Trade Union Division
Dept. of Labour
Narahenpita
Colombo. 05**

** Further clarification please do not hesitate to contact T'phone No. 011-2369646