

Check List

Form "B" ↓

For the Registration of New Trade union

- Initial Meeting Minutes
- Constitution
- Confirmation of attendance
- Rs.50/- Stamp
- More Details

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Bank Account Details

Before the end of preceding Financial year (...../03/31)

Appointment of Auditor

- Secretary's request letter
- Auditor's Consent
- Both letters to be addressed to the "Registrar of Trade Union"

Form "B" More Details ▼

- Initial Meeting Minutes should be within 03 months.
- Constitution to be prepared according to the specimen given
- Rs.50/- Stamp to be affixed in the space given
- To confirm the attendance - Signature sheet
- If Constitution / Meeting Minutes and other supporting documents submitted English / Sinhala translation to be submitted.

For the maintenance of the Trade Union

[See More ...](#)

Form "N"

Annual Report of the Trade Union

- Completed application form "N" "D" "E"
- Audited Accounts by the approved auditor
- Rs.50/- Stamp
- Signatures and franks of the
 - Authorized officers
 - Justice of peace
 - Approved auditorin the spaces given

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Form "L"

Inform Changes of the Office Bearers

- Completed application form "L"
- Meeting Minutes
- Constitution
- Confirmation of attendance
- Quorum to be fulfilled
 - To confirm the attendance -
Signature sheet or Screen Shot and participant list of the online meeting
- Signatures and franks of the secretary

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Other Alterations

Form "K"

Amendment of the Constitution of the Trade Union

- Completed application form "K"
- Meeting Minutes
- Highlighted amendments of Old Constitution
- New constitution with the amendments
- Quorum to be fulfilled
- Signature and frank of the secretary
- Confirmation of attendance
 - To confirm the attendance -
Signature sheet or Screen Shot and participant list of the online meeting

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Form "J"

Change of the Official Address of the Trade Union

- Completed application form "J" with Signature and frank of the Secretary

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Form "G"

Change of the Official Name of the Trade Union

- Completed application form "G"
- Completed application form "K"
- Meeting Minutes
- Highlighted amendments of the **name** Old Constitution
- New constitution with the amendments
- Signatures and franks of the authorized secretary and 07 members
- Quorum to be fulfilled
- Confirmation of attendance
 - **To confirm the attendance - Signature sheet or Screen Shot and participant**

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Form "H"

Amalgamation of the Trade Unions

- Completed application form "H"
- Meeting Minutes
- Highlighted consent of the **trade union to amalgamate with other Trade Union.**
- **Membership fee to be clearly defined.**
- **Constitutions of each member**
- **To confirm the attendance - Signature sheet or Screen Shot and participant**
- **Clear Trade Unions member list**

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Form "I"

Dissolution of the Trade Union

- Completed application form "I"
- **Follow the provisions of the approved constitution**
- Meeting Minutes (AGM / SGM)
- Signatures and franks of the authorized secretary and 07 members
- Quorum to be fulfilled
- Confirmation of attendance
 - **To confirm the attendance - Signature sheet**

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