

TRADE UNIONS ACT
(CHAPTER 333, SECTION 55)
TRADE UNIONS REGULATIONS

[16th May 1977]

Arrangement of Provisions

- [1 Citation.](#)
- [1A Definition](#)
- [2 Register.](#)
- [3 Application for registration.](#)
- [4 Manner of registration.](#)
- [5 Certificate of registration.](#)
- [6 Application for withdrawal or cancellation of certificate.](#)
- [7 Power of Registrar to call for evidence.](#)
- [8 Notice to withdraw or cancel registration.](#)
- [9 Surrender of certificate.](#)
- [10 Notice of change of name.](#)
- [11 Notice of amalgamation.](#)
- [12 Notice of dissolution.](#)
- [13 Notice of change of office.](#)
- [14 Notice of alteration of rules.](#)
- [15 Notice of change of officers.](#)
- [16 Form of account rendered by treasurer.](#)
- [16A Duty to keep accounts and records, etc.](#)
- [17 Annual return.](#)
- [18 Qualification of auditors.](#)
- [19 Manner of audit.](#)
- [20 Manner of serving notice or order.](#)
- [21 Inspection of register and document and sale of copy or extract thereof](#)
- [22 Power to inspect books and documents.](#)
- [23 Fees to be paid in stamps.](#)
- [24 Cancellation of stamps.](#)
- [25 Disposal and custody of funds.](#)
- [26 Benevolent funds.](#)
- [27 Appeals to Minister.](#)
- [28 Secret ballot.](#)
- [29 Fees payable.](#)
- [30 Rules of trade union](#)
- [31 Composition of offences](#)

FIRST SCHEDULE

SECOND SCHEDULE

Actual Provisions

TRADE UNIONS ACT (CHAPTER 333, SECTION 55) TRADE UNIONS REGULATIONS

[16th May 1977]

Citation.

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

Definition

1A. For the purposes of these Regulations, “financial institution” has the same meaning as in section 16 (7) of the Act.

Register.

2. The register of trade unions required to be kept and maintained by the Registrar in accordance with section 7 of the Act shall be substantially in Form A set out in the First Schedule.

[S 185/93](#)

Application for registration.

3. —(1) Every application made under section 9 (1) of the Act for the registration of a trade union shall be substantially in Form B set out in the First Schedule.

[S 185/93 wef 14/5/93](#)

(2) Every statement accompanying an application under section 9 (2) (c) of the Act shall state the personal particulars, occupation and designation of —

- (a) the members making the application; and
- (b) the officers of the trade union.

Manner of registration.

4. —(1) The registration of a trade union shall be made by entering in the register all the particulars prescribed in Form A set out in the First Schedule which are applicable.

(2) The Registrar shall make all other entries in the register and any alteration or change in the register where it has been brought to his attention.

(3) Where it is shown to the satisfaction of the Registrar that an error has been made in an entry in the register, that entry may be amended by the Registrar.

[Subst. by S 185/93 wef 14/5/93](#)

Certificate of registration.

5. The certificate of registration issued by the Registrar under section 11 of the Act shall be substantially in Form C set out in the First Schedule.

[S 185/93 wef 14/5/93](#)

Application for withdrawal or cancellation of certificate.

6. —(1) Every application for cancellation or withdrawal of registration of a registered trade union under section 15 (1) (a) of the Act shall be substantially in Form D set out in the First Schedule and be signed by the secretary of the union and by not less than 7 other members and, if the union has a seal, the seal shall also be affixed thereto.

[S 185/93 wef 14/5/93](#)

(2) There shall be appended to every such application a certificate, signed by the secretary and the members of the trade 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.

7. 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 authorised by the union to make the applications, 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 the union.

Notice to withdraw or cancel registration.

8. The Registrar shall, when he proposes to withdraw or cancel the certificate of registration of a trade union under section 15 (1) (b) of the Act, cause a notice substantially in Form E set out in the First Schedule to be served on the trade union.

[S 185/93 wef 14/5/93](#)

Surrender of certificate.

9. The certificate of registration issued to a trade union under regulation 5 shall be surrendered by the secretary of the union on receipt of the order of the Registrar withdrawing or cancelling the certificate.

Notice of change of name.

10. —(1) Notice of any change of the name of a registered trade union under section 35 (1) of the Act shall be given substantially in Form F set out in the First Schedule.

[S 185/93 wef 14/5/93](#)

(2) The registration of a change of name shall be effected by entering in the register the particulars prescribed in item 8 of Form A set out in the First Schedule.

[S 185/93 wef 14/5/93](#)

(3) When the Registrar registers a change of name he shall certify under his signature at the foot of the certificate issued under regulation 5 that the new name has been registered. The secretary of the trade union shall present the certificate to the Registrar for this purpose.

Notice of amalgamation.

11. —(1) Notice of every amalgamation of trade unions under section 35 (1) of the Act shall be given substantially in Form G set out in the First Schedule.

[S 185/93 wef 14/5/93](#)

(2) When an amalgamated trade union is registered under section 35 (4) of the Act, it shall be assigned a new number in the register and the particulars prescribed by regulation 3 shall be entered therein. The Registrar shall issue in respect of the amalgamated trade union a certificate

in Form C set out in the First Schedule and shall also note the fact of amalgamation against the entries in the register, if any, relating to the trade unions so amalgamated.

[S 185/93 wef 14/5/93](#)

Notice of dissolution.

12. —(1) When a registered trade union is dissolved, notice of the dissolution under section 42 of the Act shall be sent to the Registrar substantially in Form H set out in the First Schedule.

[S 185/93 wef 14/5/93](#)

(2) Together with the notice of dissolution under section 42 of the Act, the secretary of the union shall surrender the certificate issued under regulation 5. 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.

13. Notice of any change in the situation of the registered office of a trade union under section 37 (2) of the Act shall be given substantially in Form I set out in the First Schedule.

[S 185/93 wef 14/5/93](#)

Notice of alteration of rules.

14. —(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) of the Act shall be made to the Registrar substantially in Form J set out in the First Schedule. The application shall be signed by the secretary.

[S 185/93 wef 14/5/93](#)

(2)

[Deleted by S 185/93 wef 14/5/93](#)

Notice of change of officers.

15. —(1) Notice of every change of officers or of the title of any officer of a registered trade union under section 40 of the Act shall be given to the Registrar substantially in Form K set out in the First Schedule.

[S 185/93 wef 14/5/93](#)

(2)

[Deleted by S 185/93 wef 14/5/93](#)

Form of account rendered by treasurer.

16. The accounts rendered to a registered trade union by its treasurer or other officer responsible for the accounts under section 51 of the Act shall be substantially in Form L set out in the First Schedule and there shall be appended thereto a statutory declaration by the treasurer or other officer to the effect that the statement of accounts is true and correct to the best of his knowledge and belief.

[S 185/93 wef 14/5/93](#)

Duty to keep accounts and records, etc.

16A. —(1) Every registered trade union shall —

- (a) keep proper accounts and records of its transactions and affairs, which shall include a cash book, a journal and a general ledger with respect to its transactions, assets and liabilities;
- (b) establish and maintain a system of control to ensure that all payments out of its moneys are correctly made and properly authorised and that adequate control is maintained over the assets of, or in the custody of, the registered trade union and over the expenditure incurred by it; and
- (c) keep all books of account and their source documents for a period of not less than 5 years.

(2) The accounts and records kept by a registered trade union under paragraph (1) shall include such accounts and records as are necessary to show a true and fair view of the state of affairs of the registered trade union and to explain its transactions.

(3) Notwithstanding paragraphs (1) and (2), the Registrar may, if he thinks it necessary, by notice in writing require any registered trade union to maintain such other accounts and records as may be specified in the notice.

[S 185/93 wef 14/5/93](#)

Annual return.

17. The general statement under section 53 (1) of the Act shall be sent to the Registrar on or before 30th September in each year and shall be substantially in Form M set out in the First Schedule and shall contain all the particulars indicated in that Form. There shall be appended to the general statement a statement by the treasurer or other officer responsible for the accounts to the effect that the statement of accounts is true and correct to the best of his knowledge and belief.

[S 185/93 wef 14.5.93.](#)

Qualification of auditors.

18. The person to be approved by the Registrar under section 51 (3) of the Act to audit the accounts of a registered trade union shall be an accountant within the meaning of the Accountants Act.

[Cap. 2A.](#)

Manner of audit.

19. The auditor or auditors appointed by a registered trade union with the approval of the Registrar to audit the trade union's accounts shall verify the annual return with the accounts and vouchers relating thereto, and shall thereafter sign the auditor's declaration appended to Form M set out in the First Schedule 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 Act. The particulars given in such statement shall indicate —

[S 185/93 wef 14/5/93](#)

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

(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.

Manner of serving notice or order.

20. Any notice, order or intimation required by the Act 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.

[S 185/93 wef 14/5/93](#)

Inspection of register and document and sale of copy or extract thereof

21. —(1) Any person may, on presentation of a written application to the Registrar and on payment of the prescribed fee, inspect the register of trade unions during office hours.

(2) Any member of a registered trade union may, on presentation of a written application to the Registrar and on payment of the prescribed fee, inspect any document required to be submitted to the Registrar by the registered trade union under the Act or these Regulations.

[Subst. by S 185/93 wef 14/5/93](#)

(3) Where any information in the register or any document submitted to the Registrar by a registered trade union under the Act or these Regulations is kept in an electronic form, the Registrar may, as he thinks fit —

(a) on application by any person and on payment of the prescribed fee, provide to such person a copy of or an extract from the register; and

(b) on application by any member of a registered trade union and on payment of the prescribed fee, provide to such member a copy or an extract of any document required to be submitted to the Registrar under the Act or these Regulations by the registered trade union to which such member belongs.

Power to inspect books and documents.

22. —(1) The Registrar may at any time inspect all books and documents in the possession of or under the control of any registered trade union and any account kept by any registered trade union with any financial institution, and during such inspection the secretary and the treasurer of the union shall give every assistance in their power to the Registrar.

(2) The secretary of a registered trade union shall, on a notice being served on the union by the Registrar, authorise in writing the financial institution at which the union's account is kept to disclose to the Registrar the union's account and documents incidental thereto.

Fees to be paid in stamps.

23.

[Deleted by S 185/93 wef 14/5/93](#)

Cancellation of stamps.

24.

[Deleted by S 185/93 wef 14/5/93](#)

Disposal and custody of funds.

25. —(1) The committee of every registered trade union shall open a current account with a bank in the name of the union, and all moneys received by the union, except moneys the disposal and custody of which are governed by rules relating to a benevolent fund, shall be paid into that account within 7 days of the receipt thereof, except that the treasurer or the secretary of the union may retain as cash-in-hand such sum as may, by the rules of the union, be prescribed. All cheques or withdrawal orders drawn on that account shall be signed by the following officers of the union:

(a) the chairman (or the analogous officer) or in his absence the vice-chairman (or the analogous officer); and

[S 500/91](#)

(b) the treasurer or secretary.

[S 500/91](#)

In the absence of the treasurer and the secretary, the committee shall appoint one of its members to sign in place of the absent officer. The secretary of the union shall report to the Registrar the name of the bank with which such account has been opened and the Registrar shall enter the name of the bank in the register.

[S 500/91](#)

(1A) The secretary of every registered trade union shall report to the Registrar the particulars of any other account opened or kept by the union with any other financial institution.

(2) Where the Minister makes a direction by notice under section 16 (2) of the Act, the committee shall suspend such officers who have powers of disposal and custody of any funds of the trade union under its constitution until such time as the investigation by the public authority is completed and shall inform the Registrar forthwith of the suspension.

(3) The committee may appoint such other officers to carry out the duties of the officers under suspension by virtue of paragraph (2) subject to the approval of the Registrar.

Benevolent funds.

26. —(1) A registered trade union shall not create a benevolent fund unless rules governing the creation, administration, protection, control and disposal of such fund and governing all matters connected therewith or incidental thereto have been approved in writing by the Registrar.

(2) The Registrar shall not approve such rules unless he is satisfied that the interests of the members of the union in such fund are adequately safeguarded.

(3) When such rules have been approved by the Registrar, the particulars prescribed by item 12 of Form A set out in the First Schedule shall be entered in the register.

[S 185/93 wef 14/5/93](#)

Appeals to Minister.

27. —(1) Every appeal to the Minister against —

(a) the refusal of the Registrar to register a trade union;

(b) the refusal of the Registrar to register an amalgamated trade union;

(c) the refusal of the Registrar to register the change of name of a registered trade union;

(d) the order of the Registrar withdrawing or cancelling a certificate of registration of a trade union; or

(e) the refusal of the Registrar to register a new rule or any alteration of any rule of a registered trade union,

[S 185/93 wef 14/5/93](#)

shall be in writing and shall be sent by registered post or handed to the Commissioner for Labour for transmission to the Minister within a period of 30 days reckoned from the date of the refusal or order.

(2) Every such appeal shall indicate the refusal or order of the Registrar by which the appellant is aggrieved and shall state the ground on which the appeal is made.

(3) Every such appeal shall be signed by the person aggrieved.

(4) The appeal shall be considered and disposed of in such manner as the Minister thinks fit.

Secret ballot.

28. The return of the result of the secret ballot for the election of officers in accordance with section 39 of the Act shall be in Form N set out in the First Schedule.

[S 185/93 wef 14.5.93.](#)

Fees payable.

29. All fees payable under these Regulations shall be in accordance with the rates set out in the Second Schedule.

[S 185/93 wef 14.5.93.](#)

Rules of trade union

30. —(1) The secretary of every registered trade union shall, on request by any person and on payment of a sum determined by the trade union, furnish that person with a copy of the rules of the trade union.

(2) The sum referred to in paragraph (1) shall be a sum not exceeding \$5.

Composition of offences

31. —(1) The Registrar may compound any of the offences referred to in section 51 (10), 53 (5), 58 or 59 (1) of the Act.

(2) Where an offer of composition is made and accepted, payment shall be made by cash, money order or postal order to the Registrar.

(3) The Registrar shall issue a receipt for such payment to the trade union or to the person to whom the offer of composition was made.

FIRST SCHEDULE

FORM A

Regulations 2, 4 (1), 10 (2) and 26 (3)

**TRADE UNIONS ACT
(CHAPTER 333)**

TRADE UNIONS REGULATIONS

REGISTER OF TRADE UNIONS

1. Name of Trade Union:
2. Registration number:
3. Date of establishment of the Trade Union:
4. Date of registration of the Trade Union:
5. Registered address of head office of the Trade Union:
6. Name of bank and branch at which current account is maintained:

7. Members of the Trade Union making the application for registration:

	<i>Name</i>	<i>NRIC No./ FIN</i>	<i>Address</i>	<i>Occupation</i>	<i>Employer</i>
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					

8. Subsequent change of name of the Trade Union and date of change of name:

	<i>New Name of Trade Union</i>	<i>Date of Change</i>
(1)		
(2)		
(3)		

9. Subsequent change of address of the Trade Union and date of change of address:

	<i>New Address of Head Office of Trade Union</i>	<i>Date of Change</i>
(1)		
(2)		
(3)		

10. Officers of the Trade Union:

<i>Title of Office</i>	<i>Name of Officer</i>	<i>NRIC No./ FIN</i>	<i>Occupation</i>	<i>Date of Appointment</i>
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11. Date of registration of alteration of the rules of the Trade Union:

FORM B

Regulation 3 (1)

TRADE UNIONS REGULATIONS

APPLICATION FOR REGISTRATION OF A TRADE UNION

Name of Trade Union: _____

Address of head office: _____

To: The Registrar of Trade Unions, Singapore

1. This application is made by the persons whose names are subscribed hereunder.

2. The _____
(Name of the proposed Trade Union)
came into existence on _____.

3. The Trade Union is a union of employers/workmen who are engaged/employed in the _____ industry/profession/establishment and has _____ members.

4. A copy of the rules of the Trade Union* is attached to this application.

5. Additional particulars are given in Parts I, II and III attached to this application.

6. We have been duly authorised by the Trade Union to make this application on its behalf, such authorisation consisting of ** _____

Dated this _____ day of _____

Name and signature of the 7 applicants:

(1) _____	(5) _____
(2) _____	(6) _____
(3) _____	(7) _____
(4) _____	

* If the rules are not in English, a correct translation in English should be annexed.

** 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 way it was given.

PART I

1. The proposed name of the Trade Union is: _____
2. The address of the head office of the Trade Union is: _____

3. Particulars of the 7 persons making the application:

<i>Name</i>	<i>NRIC No./FIN</i>	<i>Nationality</i>	<i>Date of Birth</i>	<i>Sex</i>	<i>Address</i>	<i>Occupation</i>	<i>Employer</i>
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							

PART II

List of the Pro tem officers of the proposed _____
(Name of the proposed Trade Union)

<i>Name</i>	<i>NRIC No./FIN</i>	<i>Title of Post</i>	<i>Address</i>	<i>Date of Birth</i>	<i>Sex</i>	<i>Race</i>	<i>Nationality</i>	<i>Occupation</i>	<i>Employer</i>	<i>Highest Educational Qualification</i>	<i>Date of Appointment</i>

PART III

Matters for which provisions have been made in the rules of the proposed Trade Union

Matter

Rule No.

Name of Trade Union and the place of meeting for the business of the Union.

The whole of the objects for which the Trade Union has been established.

The whole of the purposes for which the general funds of the Trade 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 Trade Union should be held, minutes of the meetings 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.

The manner in which the rules shall be made, amended, varied or rescinded.

The manner in which the members of the executive committee, the officers of the Trade Union, the auditor and trustees shall be elected/ appointed and removed.

The manner in which union delegates shall be elected/appointed and removed.

The safe custody of the funds.

The annual or periodical audit of the accounts.

The facilities provided for the inspection of the account books by officers and members.

The manner of the dissolution of the Trade Union and the disposal of the funds available at the time of dissolution.

Provision for taking all decisions by secret ballot.

FORM C

Regulations 5 and 11 (2)

TRADE UNIONS ACT (CHAPTER 333)

TRADE UNIONS REGULATIONS

CERTIFICATE OF REGISTRATION OF A TRADE UNION

It is hereby certified that the _____
(Name of the Trade Union)

_____ has been registered under section 10 of the Trade Unions Act
on _____ and its registration number is _____.

*Registrar of Trade Unions
Singapore.*

CHANGE OF NAME OF TRADE UNION

It is hereby certified that the name of the _____
(Existing Name of the Trade Union) has been
altered to _____
(New Name of the Trade Union), and the new name
has been registered in the Register of Trade Unions on _____.

*Registrar of Trade Unions
Singapore.*

FORM D

Regulation 6 (1)

TRADE UNIONS ACT (CHAPTER 333)

TRADE UNIONS REGULATIONS

APPLICATION TO WITHDRAW OR CANCEL CERTIFICATE OF REGISTRATION

Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____

To: The Registrar of Trade Unions, Singapore

1. The _____,
(Name of the Trade Union)
at a _____ held on _____
*(Type of Trade Union Meeting)**
resolved** as follows: _____

_____.

2. We therefore request that its Certificate of Registration issued to the Trade Union under the Trade Unions Act be withdrawn/cancelled.

3. The said Certificate of Registration is forwarded herewith.

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

Dated this _____ day of _____

Name and signature of Secretary: _____

<i>Name of Member/Delegate</i>	<i>NRIC No./FIN</i>	<i>Signature</i>
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		

* If the resolution was not adopted at a general meeting, please indicate how it was adopted.

** Please provide the actual wording of the resolution.

FORM E

Regulation 8

TRADE UNIONS ACT (CHAPTER 333)

TRADE UNIONS REGULATIONS

NOTICE BEFORE WITHDRAWAL OR CANCELLATION OF CERTIFICATE OF REGISTRATION

Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____

Notice is hereby given under section 15 (2) of the Trade Unions Act to the _____

(Name of the Trade Union)

that it is the intention of the Registrar to proceed on _____ to cancel the Certificate of Registration of the Trade Union, unless cause be shown to the contrary in the meantime under section 15 (3) of the Act.

2. The grounds of the proposed cancellation are:

*Registrar of Trade Unions
Singapore.*

Dated this _____ day of _____

To: The Secretary
(Registered address of head office)

FORM F

Regulation 10 (1)

TRADE UNIONS ACT
(CHAPTER 333)

TRADE UNIONS REGULATIONS

NOTICE OF CHANGE OF NAME OF TRADE UNION

Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____

To: The Registrar of Trade Unions, Singapore

1. Notice is hereby given in accordance with section 35 (1) of the Trade Unions Act that the name of the _____
(Existing Name of the Trade Union)
has been changed to _____
(New Name of the Trade Union)

2. The consent of the members/delegates of the Trade Union was obtained*

3. The Certificate of Registration is forwarded for necessary amendment.

Dated this _____ day of _____

Name and signature of Secretary: _____

<i>Name of Member/Delegate</i>	<i>NRIC No./FIN</i>	<i>Signature</i>
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		

* Please indicate the rule number and procedure whereby consent was obtained.

FORM G

Regulation 11 (1)

TRADE UNIONS ACT (CHAPTER 333)

TRADE UNIONS REGULATIONS

NOTICE OF AMALGAMATION OF TRADE UNIONS

- (A) Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____
- (B) Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____

(and so on, if more than 2 trade unions are seeking amalgamation)

To: The Registrar of Trade Unions, Singapore

1. Notice is hereby given that in accordance with the requirements of section 35 (1) of the Trade Unions Act, the members/delegates of each of the abovementioned 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/delegates of the Trade Unions was obtained*

6. The rules of the amalgamated Trade Union** are attached.

Dated this _____ day of _____

(A) Name of Trade Union: _____

Name and signature of Secretary: _____

<i>Name of Member/Delegate</i>	<i>NRIC No./FIN</i>	<i>Signature</i>
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		

* Please indicate the rule number and procedure whereby consent was obtained.

**If the rules are not in English, a correct translation in English should be annexed.

(B) Name of Trade Union: _____

Name and signature of Secretary: _____

<i>Name of Member/Delegate</i>	<i>NRIC No./FIN</i>	<i>Signature</i>
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		

(and so on, if more than 2 trade unions are seeking amalgamation)

FORM H

Regulation 12 (1)l

TRADE UNIONS ACT
(CHAPTER 333)

TRADE UNIONS REGULATIONS

NOTICE OF DISSOLUTION OF TRADE UNION

Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____

To: The Registrar of Trade Unions, Singapore

1. Notice is hereby given that the _____
(Name of the Trade Union)
_____ was dissolved
in pursuance of the rules thereof on _____.

2. The Certificate of Registration is returned herewith.

3. Additional particulars are given in Part I attached to this Notice.

4. We have been authorised by the Trade Union to forward this notice on its
behalf, such authorisation consisting of a resolution passed at a _____
_____ on _____.
(Type of Trade Union Meeting)

Dated this _____ day of _____

Name and signature of Secretary: _____

Name and signature of 7 members/delegates: (1) _____
(2) _____
(3) _____
(4) _____
(5) _____
(6) _____
(7) _____

PART I

1. Name of registered Trade Union: _____.

2. Particulars of the 7 members/delegates filing the Notice:

<i>Name</i>	<i>NRIC No./FIN</i>	<i>Nationality</i>	<i>Date of Birth</i>	<i>Sex</i>	<i>Address</i>	<i>Occupation</i>	<i>Employer</i>
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							

FORM I

Regulation 13

TRADE UNIONS ACT
(CHAPTER 333)

TRADE UNIONS REGULATIONS

NOTICE OF CHANGE OF OFFICE OF TRADE UNION

Name of registered Trade Union : _____

Registration number : _____

To: The Registrar of Trade Unions, Singapore

Notice is hereby given that the head office of the _____
(Name of the Trade Union)

_____ has been removed from

_____ and is now situated at _____

_____.

Dated this _____ day of _____

Name and signature of Secretary

For Official Use

The change of office of the Trade Union as indicated in the Notice above has
been registered on _____.

*Registrar of Trade Unions
Singapore.*

FORM J

Regulation 14 (1)

TRADE UNIONS ACT (CHAPTER 333)

TRADE UNIONS REGULATIONS

APPLICATION FOR THE REGISTRATION OF NEW RULES OR ALTERATION OF RULES OF A TRADE UNION

Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____

To: The Registrar of Trade Unions, Singapore

1. I wish to apply for the registration of the new rule(s)/alteration(s) of the rules of the Trade Union* as shown in the annexure.

2. I have been authorised by the Trade Union to make this application on its behalf, such authorisation consisting of a resolution passed at a _____
_____ on _____
(Type of Trade Union Meeting)

3. The result of the secret ballot pertaining to the adoption of the resolution referred to in paragraph 2 is attached.

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

Dated this _____ day of _____

Name and signature of Secretary

FORM K

Regulation 15 (1)

TRADE UNIONS ACT
(CHAPTER 333)

TRADE UNIONS REGULATIONS

NOTICE OF CHANGE OF OFFICERS OR
OF THE TITLE OF ANY OFFICER

Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____

To: The Registrar of Trade Unions, Singapore

Notice is hereby given that the following changes have taken place in:

- the Executive Committee/Executive Council of the Trade Union
- the Branch Committee —

Branch registration number: _____

Name of Branch: _____

PART I — CHANGE OF OFFICE TITLE

<i>Description of Existing Title</i>	<i>New Description of Title</i>	<i>Date of Change</i>

PART II — OFFICERS RELINQUISHING OFFICE

<i>Name of Officer</i>	<i>NRIC No./FIN</i>	<i>Title of Office</i>	<i>Date of Relinquishment</i>

PART III — APPOINTMENT OF OFFICERS

Name of Trade Union/Branch:

<i>Name</i>	<i>NRIC No./ FIN</i>	<i>Title of Office</i>	<i>Address</i>	<i>Date of Birth</i>	<i>Sex</i>	<i>Race</i>	<i>Nationality</i>	<i>PR Status* (SPR/NPR)</i>	<i>Occupation</i>	<i>Employer</i>	<i>Highest Educational Qualification</i>	<i>Date of Appointment</i>	<i>Manner of Appointment**</i>

*Applicable to non-citizens only (SPR: Singapore Permanent Resident, NPR: Non-Permanent Resident).

**Please state whether the officer is Elected (uncontested) or Elected (after contest) or Appointed/Co-opted by the Ex Co.

(1) I have been authorised by the Trade Union to submit this Notice on its behalf, such authorisation consisting of a resolution passed at the Trade Union's _____ held on _____.
(Type of Trade Union Meeting)

(2) The term of office of the abovenamed officer(s) will expire on _____.

Name and signature of Secretary

Date

FORM L

Regulation 16

TRADE UNIONS ACT (CHAPTER 333)

TRADE UNIONS REGULATIONS

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

Period: From _____ to _____

STATEMENT OF RECEIPTS AND EXPENDITURE

<i>Receipts</i>	<i>Amount</i>	<i>Payments</i>	<i>Amount</i>
Balance at beginning of year		Salaries, allowances and expenses of officers	
Subscriptions from members		Salaries, allowances and expenses of establishment	
Levy on members		Auditor's fees	
Donations from members		Legal expenses	
Donations from other sources		Expenses in conducting trade dispute	
Sale of periodicals, books, rules, etc.		Compensation paid to members for loss arising out of trade disputes	
Interests on investments		Funeral, retirement, sickness, unemployment, benefits, etc.	
Income from other sources <i>(to be specified)</i>		Educational, social and other benefits	
		Cost of publishing periodicals, books, rules, etc.	
		Rent of office	
		Stationery, printing and postage	
		Affiliation fees <i>(to be specified)</i>	
		Other expenses <i>(to be specified)</i>	
Total:	_____	Balance at end of year	_____
		Total:	_____

*Name and signature of Treasurer/
Officer in charge of the Trade Union's accounts*

STATEMENT OF ASSETS AND LIABILITIES AS AT _____

<i>Liabilities</i>	<i>Amount</i>	<i>Assets</i>	<i>Amount</i>
Amount of general fund		Cash —	
Loans from		(a) In the hands of treasurer	
Debts due to —		(b) In the hands of secretary	
Other liabilities		(c) In the hands of _____	
<i>(to be specified)</i>		(d) In the _____	
		<i>(financial institution to be specified)</i>	
		Fixed deposit(s)	
		Securities as per list below	
		Unpaid subscriptions due	
		Loans to <i>(to be specified)</i>	
		Immovable property	
		Goods and furniture	
		Other assets <i>(to be specified)</i>	
Total:	_____	Total:	_____

LIST OF SECURITIES

<i>Particulars</i>	<i>Face value</i>	<i>Cost price</i>	<i>Market price at date on which accounts have been made up</i>	<i>In the name of</i>

I, _____, *Treasurer/Officer in charge of
(Name and NRIC No./FIN)
the accounts of the _____
(Name of the Trade Union)

do solemnly and sincerely declare that the above statement of accounts of the Trade Union is true and correct to the best of my knowledge and belief, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

Subscribed and solemnly declared by the)
abovenamed _____)
at _____)
this _____ day of _____)

Before me,

Commissioner for Oaths

*Delete whichever is inapplicable.

FORM M

Regulations 17 and 19

TRADE UNIONS ACT (CHAPTER 333)

TRADE UNIONS REGULATIONS

ANNUAL RETURN FOR THE YEAR ENDING _____

Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____

PART I — UNION MEMBERSHIP

<i>Employer Trade Unions/Federation of Employee Trade Unions</i>		
A	Number of Institutional Members/Affiliates/Branches at the beginning of the Financial Year	
B	Number of Institutional Members/Affiliates/Branches admitted during the Financial Year	
C	Number of Institutional Members/Affiliates/Branches left during the Financial Year	
D	Net total of Institutional Members/Affiliates/Branches at the end of the Financial Year (A + B - C = D)	

<i>Trade Union of Employees</i>				
		<i>Male</i>	<i>Female</i>	<i>Total</i>
A	Number of Union Members at the beginning of the Financial Year			
B	Number of Union Members admitted during the Financial Year			
C	Number of Union Members left during the Financial Year			
D	Net total of Union Members at the end of the Financial Year (A + B - C = D)			

PART II — STATEMENT BY THE SECRETARY OF
THE TRADE UNION

I, the Secretary of the _____
(Name of the Trade Union)

hereby submit the audited statements of the Trade Union for the financial year ending _____ together with the relevant reports and statements as listed below:

- (a) auditor's report;
- (b) balance-sheet showing assets and liabilities;
- (c) statement of receipts and payments; and
- (d) statement of income and expenditure.

Date

Signature of Secretary

PART III — STATEMENT BY THE TREASURER OF
THE TRADE UNION

I, the *Treasurer/Officer in charge of the accounts of the Trade Union, hereby certify that the accounts as listed above are true and correct to the best of my knowledge and belief.

Date

*Signature of Treasurer/
Officer in charge of
the Trade Union's accounts*

*Delete whichever is inapplicable.

PART IV — AUDITOR'S DECLARATION

I, _____ of _____
(Name of Auditor) *(Name and address of Auditor's firm)*

being the Auditor of _____
(Registered name of the Trade Union)

hereby report that —

1. I have audited the accounts of the Trade Union for the period from _____ to _____ in accordance with the Statements of Auditing Guidelines and Statements of Auditing Practice and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered appropriate in the circumstances.

2. In our opinion —

- (a) proper accounting records have been kept by the Trade Union in accordance with the requirements of regulation 16A of the Trade Unions Regulations (Rg 1);
- (b) the accounts set out on pages _____ to _____ of the annual report are properly drawn up in accordance with the accounting records and Statements of Accounting Standard, and so as to give a true and fair view of the state of affairs of the Trade Union at _____ and of the results for the year ended on that date.

3. During the course of our audit, except for those matters referred to in our detailed report dated _____ nothing material came to our notice that caused us to believe that —

- (a) the Trade Union has not maintained a satisfactory system of control over its assets and transactions in accordance with regulation 16A of the Trade Unions Regulations;
- (b) the Trade Union's funds were not invested in the manner prescribed in the Trade Unions Act or the rules of the Trade Union; and
- (c) there were payments made by the Trade Union during the period under review that were not authorised by the Trade Unions Act or the Trade Unions Regulations or the rules of the Trade Union.

Date

Signature of Auditor

FORM N

Regulation 28

TRADE UNIONS ACT
(CHAPTER 333)

TRADE UNIONS REGULATIONS

RETURN OF RESULT OF SECRET BALLOT FOR
ELECTION OF OFFICERS OF A TRADE UNION

Name of registered Trade Union : _____

Branch Name (if applicable) : _____

To: The Registrar of Trade Unions, Singapore

1. We certify that a secret ballot under the Trade Unions Act was duly taken on _____ in accordance with the rules of the Trade Union for the election of the following committee:

- Executive Committee/Executive Council
 Branch Committee

2. The results of the secret ballot were as follows:

No. of *members/delegates eligible to vote _____

No. of *members/delegates attending the meeting _____

No. of ballot papers issued _____

No. of ballot papers cast _____

No. of spoilt votes _____

3. We attach herewith a statement showing the names of all nominees and the number of votes received by each of them.

_____ <i>Name and signature of Secretary</i>		_____ <i>Date</i>
<i>Name of ballot scrutineers:</i>	<i>NRIC No./FIN</i>	<i>Signature of ballot scrutineers</i>
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

*Delete whichever is inapplicable.

SECOND SCHEDULE

Regulation 29

FEES

- | | |
|--|---------------|
| 1. Fee payable for every application for the registration of a trade union made under regulation 3 (1) | \$50 |
| 2. Fee payable for every application for the registration of every set of new rules or of alterations of existing rules made under regulation 14 (1) | \$20 |
| 3. Fee payable for every notice of change of officers or of the title of any officer of a registered trade union given under regulation 15 (1) | \$6 |
| 4. Fee payable for viewing information on each trade union in the register under regulation 21 (1) | \$3 |
| 5. Fee payable for the inspection of each document submitted by a registered trade union under regulation 21 (2) | \$3 |
| 6. Fee payable for a copy of or an extract from the register under regulation 21 (3) | \$5 per page |
| 7. Fee payable for a copy or an extract of each document submitted by a registered trade union under regulation 21 (3) | \$5 per page. |