

SCHEDULE

Form 1

PRESCRIBED FORMS

(Regulation 3)

THE INDUSTRIAL AND LABOUR RELATIONS ACT

Cap. 269

The Representative Body (Registration and Prescribed Forms) Regulations.

APPLICATION FOR REGISTRATION OF REPRESENTATIVE BODY

1. This application is made by-
 - (a) not less than one hundred trade union members; or
 - (b) not less than five association members or such lesser number as the Commissioner may accept.
2. The representative body shall be registered in the name of as set out in rule No. of the constitution of the representative body.
3. To the best of our belief, there is no other existing representative body registered in the name identical to or so nearly resembles the names of this representative body, so as to cause confusion to its members and the public at large.
4. The representative body was established on the day of in the year.....,by a resolution of the general meeting of the said representative body and an authenticated copy of such a resolution is hereby attached to this application.
5. The registered office of the representative body to which all communications and notices may be addressed is at as set out in rule No. of the constitution of the representative body.
6. The objects for which the representative body is established, and the class or classes or category or categories of employees or employers as the case may be which the representative

body shall represent is set out in rule No. of the constitution of the representative body.

7. The provision for the organisational structure of the representative body, the mode of appointment and removal of officers responsible for the administration of the representative body and the powers and duties of such officers are set out in rule No. of the constitution of the representative body.

8. The purpose to which the funds of the representative body may be applied are set out in rule No. of the constitution of the representative body.

9. The provision for the payment of subscriptions and fees by the members and the methods of collection thereof are set out in rule No. of the constitution of the representative body.

10. The provision for the vesting and safe custody of the funds and property of the representative body, and the banking and investment of the funds, maintenance, inspection and periodical auditing of its accounts and other financial records are set out in rule No. of the constitution of the representative body.

11. The provisions for disqualification of a member from voting on any matter concerning the representative body or from election or appointment to any office in the representative body of an office holder who has the function of dealing with the funds or to any office in the representative body or its organs are set out in rule No. of the constitution of the representative body.

12. The provision for election of officers within six months after registration of the representative body, and thereafter at regular intervals of not more than four years are set out in rule No. of the constitution of the representative body.

13. The provision for ensuring that all categories of members of the representative body are adequately and effectively represented on all the organs of the representative body are provided for in rule No. of the constitution of the representative body.

14. The provision for the manner of dissolving the representative body are set out in rule No.....of the constitution of the representative body.

15. The provision for ensuring the secrecy of any ballot regarding the taking of decisions-

- (a) for the election of delegates, trustees or other officers;
- (b) affiliation or disaffiliation to national or international organisations;
- (c) on any proposal to dissolve the representative body or to reconstitute it so as to split it into two or more representative bodies;
- (d) on any proposal to amalgamate it with one or more representative bodies, are set out in rule No.....of the constitution of the representative body.

16. The procedure for amending or altering the constitution of the representative body is provided for in rule No. of the constitution of the representative body.

17. The provision for safe-guarding the rights of individual members to a reasonable opportunity to vote in all matters concerning the representative body or to stand for any position in the representative body are set out in rule No. of the constitution of the representative body.

18. Accompanying this application are two copies of the constitution authenticated by duly authorised officers of the representative body.

19. The names and titles of officers of the representative body (including trustees) are as follows-

Name	Address	Designation
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
(i)		
(j)		
(k)		

20. We, the undersigned, have been duly authorised by the representative body to make this application on its behalf. (The number required to make this application should be as indicated in paragraph 1).

	Name	Employer	Address	Signature
2.				
3.				
4.				
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