

## **Registration of Trade Unions/Staff Associations**

“Trade Unions/ Staff Associations are formed to regulate the relations between workers and employers”. When a Trade Union/Staff Association is established it becomes the duty of the executive/management committee to make an application for registration within thirty days.

The Deputy Keeper of the Records shall keep in the Record Office;

“a register of all trade unions registered under this Act and shall be the Registrar under Trade Union Act Section 17.”

Requirements to Register a Trade Union:

- Two (2) copies of constitution.
- The cost of registering an Association is One Thousand Dollars (\$1,000.00).
- On the back of the constitutions (blank page), each member of the executive body (example President, Vice President etc), names should be clearly typed and initial by each member of the body.
- Completed application form, two copies of constitution and payment fee should be submitted at any location of the Registrar General’s Department.

Upon registration of a Trade Union/ Staff Association, the Trade Union/ Staff Association under the Act Section 16 you are required to submit.

1. A statement of revenue and expenditure
2. A statement of assets and liabilities
3. An audit certificate from an Auditor who has had access to and has checked the books, and has found these statements to be correct.

Once a Trade Union/Staff Association is delinquent in delivering statements to the Registrar General’s Department under Section 16 subsection 4 they

1. “... Shall be guilty of an offence against this Act, and on conviction therefore, shall be liable to a fine not exceeding twenty thousand dollars.”
2. The Certificate of registration can be withdrawn or cancelled.

A Trade Union who’s Certificate has been withdrawn shall cease... to enjoy as such the privileges of a registered Trade Union

It is not the intent of the Registrar General’s Department to cancel or withdraw any certificate of a Trade Union/Staff Association. However as the regulatory body it is our responsibility to ensure compliance according to the Trade Union Act.

Please see Application form Below:

**The Trade Union Law, Chapter 389 of The Revised Laws**  
**APPLICATION TO REGISTER A TRADE UNION**

Name of Trade Union

.....

To the Registrar:

Application to register a Trade Union under the above mention Law, under the name of

Is made by persons whose names are subscribed at the foot hereof:

1. The name of the Trade Union and place of meeting for the business of the business of the Trade Union and the situation of its Registered Office are given in Rule No. ....
2. The whole of the object for which the Trade Union to be established the purpose for which the funds thereof shall be applicable, and the conditions under which any member may become entitled to any benefit assured thereby, and the fines and forfeitures to be imposed on any entitled to any benefit assured thereby, and the fines and forfeitures to be imposed on any member of such Trade Unions are provided for in Rule No. ....
3. The manner of making, altering, amending and rescinding rules is provided for in Rule No. ....
4. Provision for the appointment and removal of a general committee of management, of trustee or trustees, a treasurer and other officers and duties of such committee, trustees, treasurer and officers is provided for in Rule No. ....
5. Provision for the keeping of books and accounts as required by this Law and the investment of the funds of the Trade Union is provided for in Rule No. ....
6. The inspections of the books and names of members of the Trade Union by every person having an interest in the funds of the Trade Unions are provided for in Rule No. ....
7. The manner of dissolving the Trade Union is provided for in Rule No. ....

The Trade Union has been in operation since the ..... day of  
.....

With this application are sent:-

- a) A list of the titles and the names of the Officers of the Trade Union.
- b) Two printed copies of the Rules, each marked 'A', and signed by each of the applicants.

**GOVERNING BODY  
LIST OF TITLES AND NAMES OF OFFICERS**

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.....	.....
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.....	.....
.....	.....
.....	.....
.....	.....

Registered Office. ....

Dated the ..... day of .....