

**THE TRADE UNIONS LAW.
(CAP. 172 and Law 15 of 1952.)**

TRADE UNIONS REGULATIONS.

49 Vol. II 508

Short title.

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

Interpretation.

2. In these regulations "the Law" means the Trade Unions Law, Cap. 172 or any Law amending or substituted for the same. Words used in these regulations the meaning of which is defined by the said Law shall have the meanings thereby assigned to them respectively.

Seal.

3. The Registrar shall keep a seal bearing the title of his office and every document under the Law and these regulations issued under his hand and seal shall be deemed to be duly authenticated for the purposes of the said Law and regulations.

Register.
First
Appendix.
Form 1.

4. The register of trade unions which the Registrar is required to keep under section 6 of the Law, shall be in the Form No. 1 in the First Appendix hereto, and shall contain the particulars therein set out.

Application
for registration.
Form 2.

5. Every application for the registration of a trade union shall be in the Form No. 2 in the First Appendix hereto, and shall contain the particulars therein set out.

Certificate of
registration.
Form 3.

6. The certificate of registration of a trade union shall be in the Form No. 3 in the First Appendix hereto.

Request for
withdrawal
or cancellation
of
certificate.
Form 4.

7. Every request by a trade union for withdrawal or cancellation of its certificate of registration shall be sent to the Registrar in the Form No. 4 in the First Appendix hereto.

Notice
before
withdrawal
or cancellation
of
certificate.
Form 5.

8. Notice before withdrawal or cancellation of a certificate of registration, where required, shall be in the Form No. 5 in the First Appendix hereto.

Withdrawal
or cancellation
of
certificate.
Form 6.

9. The withdrawal or cancellation of a certificate of registration shall be in the Form No. 6 in the First Appendix hereto.

Alteration
of rules.10. An alteration of the rules of a registered trade union may be either—
(a) a partial alteration, consisting of the addition of a new rule or part of a rule or rules to the existing rules, or of the substitution of a new rule or part of a rule or rules for any of the existing rules, or of a deletion of any of the existing rules or any part thereof without any substitution or of more than one or all of those modes ; or
(b) a complete alteration consisting of the substitution of an entire set of rules for the existing set of rules.Application
for registration
of a
partial
alteration.
Form 7.

11. An application for the registration of a partial alteration of rules shall be made by the secretary and seven members of the trade union, and shall be in the Form No. 7 in the First Appendix hereto, and shall be accompanied by a printed copy of the existing rules, and by the following documents :—

(a) if the partial alteration consists of the addition or substitution of a new rule or part of a rule or rules, two copies of such rule or part of a rule or rules, each copy being marked B, and signed by each of the applicants ;

- (b) if the partial alteration consists of the deletion of any of the rules without any substitution, two copies of the resolution for such deletion, each copy being marked B and signed by each of the applicants.

The Registrar, before registering the partial alteration of rules, shall ascertain that the rules of the trade union, if altered in accordance with the proposed partial alteration, will provide for all the matters required by the Law to be provided for in the rules of a registered trade union.

12. The certificate of registration of a partial alteration shall be in the Form No. 8 in the First Appendix hereto, and shall be forwarded to the secretary of the trade union attached to one of the copies of the new rule or rules, or, when the alteration consists of deletion merely, attached to the old set of rules.

Certificate of registration of partial alteration. Form 8.

13. An application for the registration of a complete alteration of rules shall be made by the secretary and seven members of the trade union and shall be in the Form No. 9 in the First Appendix hereto, and shall be accompanied by a printed copy of the existing rules and by two printed copies of the new rules, each copy being marked C, and signed by each of the applicants; and the Registrar before registering the new set of rules shall ascertain that it provides for all matters which, by the Law, are to be provided for in the rules of a registered trade union.

Application for re-registration of complete alteration. Form 9.

14. The certificate of registration of a complete alteration of rules shall be in the Form No. 10 in the First Appendix hereto, and shall be forwarded to the secretary attached to one of the copies of the new set of rules.

Certificate of registration of complete alteration. Form 10.

15. Notice of the situation of the registered office of a registered trade union or branch thereof and of any change therein shall be sent to the Registrar in duplicate by the secretary of the trade union and shall be in the Form No. 11 in the First Appendix hereto. The Registrar shall register such change and return one copy to the secretary, endorsed with the word "registered" and signed by him.

Notice of situation or change of registered office. Form 11.

16. Notice of any change of officers or of the title of any officer of a registered trade union or branch thereof shall be sent to the Registrar in duplicate by the secretary of the trade union and shall be in the Form No. 12 in the First Appendix hereto, and shall contain the particulars therein set out. The Registrar shall, if satisfied that the change has been effected in accordance with the rules of the trade union, register the change and return one copy to the secretary, endorsed with the word "registered" and signed by him.

Notice of change of officers or of their title. Form 12.

17. The application for approval, and notice of change of name of a registered trade union shall be in the Form No. 13 in the First Appendix hereto, and shall be sent to the Registrar in duplicate accompanied by a statement on oath made before a Registrar of a District Court by the secretary in the Form No. 14 in the First Appendix hereto. The Registrar before approving the change of name, shall ascertain that the new name is not identical with that by which another existing trade union has been registered, or so nearly resembles the same as to be likely to deceive or mislead the public or the members of either trade union; and if the change of name be approved, the word "approved" shall be written at the end of each copy of the application and signed by the Registrar, and shall be registered whereupon one copy shall be returned to the secretary of the trade union.

Change of name. Form 13.

Form 14.

18. Application by two or more registered trade unions for permission to amalgamate shall be made to the Registrar in the Form No. 15 in the First Appendix hereto, and shall contain the particulars therein set out.

Amalgamation. Form 15.

- Dissolution. 19. When a registered trade union or any branch thereof is dissolved, notice of the dissolution shall be given to the Registrar in duplicate in the Form No. 16 in the First Appendix hereto, and the Registrar shall, if satisfied that the dissolution has been effected in accordance with the rules of the trade union, register the dissolution and return one copy to the secretary of the trade union, endorsed with the word "registered" and signed by him.
- Form 16.
- Annual return. 20. The general statement of the receipts, funds, effects and expenditure of every registered trade union and any branch thereof transmitted to the Registrar under section 34 (1) of the Law shall be in the Form No. 17 in the First Appendix hereto, and shall contain the particulars therein set out.
- Form 17.
- Complaint to a Judge. 21. A complaint made to a Judge of a District Court under section 48 of the Law shall be in the Form No. 18 in the First Appendix hereto.
- Form 18.
- Audit. 22.—(a) Where under the provisions of the Law any audit is required in respect of any registered trade union or any branch thereof such audit shall be carried out either by a qualified accountant or by such other person as may be in possession of a certificate of competency issued by the Accountant-General under this regulation.
- (b) No person shall be qualified to audit the accounts of any registered trade union or any branch thereof of which trade union such person is a member.
- (c) The accounts of a registered trade union or branch thereof shall be audited in such manner as the Registrar may from time to time require.
- (d) For the purposes of this regulation "qualified accountant" means a member of one of the recognized Professional Institutes of Chartered Accountants in the Commonwealth, or of the Society of Incorporated Accountants and Auditors, or of the Association of Certified and Corporate Accountants.
- (e) Any certificate of competency granted by the Accountant-General under the provisions of these regulations may be cancelled by him at any time if he so thinks fit.
- Inspection of documents and certified copies. 23.—(a) Any document required by the Law and these regulations to be kept by the Registrar, may be inspected by any person on any week day, except Saturday and public holidays, between the hours of 9.00 a.m. and 12.00 noon.
- (b) Any person may require a copy or extract of any document or part thereof kept by the Registrar as above, to be certified by him.
- (c) Application for inspection or for a certified copy of any document referred to above shall be made to the Registrar and shall be accompanied by the fees prescribed by these regulations :
- Provided that no document containing a list of members of a trade union or any branch thereof may be inspected or any copy or extract of any such document or part thereof may be supplied by the Registrar.
- Investment and deposit of funds. 24. Trade union funds may be—
- (a) invested in any Government stock or stock of any Municipality in the Commonwealth ;
- (b) deposited in any bank or savings bank licensed by the Controller of Banks in Cyprus or in any Co-operative Credit Society or Co-operative Savings Bank registered in Cyprus.
- Books and registers. 25. There shall be kept by every registered trade union and every branch thereof in such form as the Registrar may from time to time require, the following books and registers in which all entries shall be made in ink :—
- (a) cash book in which there shall be entered regularly all receipts, collections and payments ;
- (b) receipt books for the issue in duplicate of numbered receipts for all moneys received or collected by or on behalf of the trade union or any branch thereof, the copy of which shall remain on the book ;

Fee payable 10s.

FORM No. 2—(Regulation 5).

The Trade Unions Law, Cap. 172 and Law 15 of 1952—(Section 9).

APPLICATION FOR REGISTRATION OF TRADE UNION.

To the Registrar of Trade Unions,
Nicosia.

1. This application is made by the seven persons whose names are subscribed at the foot hereof.

2. The name under which it is proposed that the trade union, on behalf of which this application is made, shall be registered is.....
as set forth in rule No.....

To the best of our belief there is no other existing trade union, the name of which is identical with the proposed name, or so nearly resembles the same as to cause confusion.

3. The place of meeting for the business of the trade union and the office to which all communications and notices may be addressed is at.....
as set forth in rule No.....

4. The trade union has the following District and/or Village Branch offices and the place of meeting for their business shall be respectively at :—
.....
.....

as set out in rule No.....

5. The trade union was established on the.....day of....., 19.....

6. The whole of the objects for which the trade union is established, and the purposes for which the funds thereof are applicable, are set forth in rule No.....

7. The trade or calling to which the trade union relates is :—
.....
as set out in rule No.....

8. The rules of the trade union provide for all matters required by the Law.

9. The total number of members of the trade union is.....all of whom are above the age of eighteen.

10. The full names, age, occupation and address of the applicants are given herebelow.

11. The title, name, age, occupation and address of each officer of the trade union and any branch thereof are given herebelow.

12. Attached to this application are—

(a) Two printed copies, each marked A, of the rules, signed by the seven applicants.

(b) Two lists of members showing the name, age, occupation and address of each member of the trade union and of any branch thereof.

13. We have been duly authorized by all the members of the trade union to make this application on their behalf, such authorization consisting of—
.....

Signatures : 1.
2.
3.
4.
5.
6.
7.

Date....., 19.....

	Full names of applicants	Age	Occupation	Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Title	Full names of officers	Age	Occupation	Address
Secretary				
Treasurer				
Collector				
Member				
.....				
.....				