

SUBSIDIARY LEGISLATION

Regulations under section 34

- (1) Trade Unions (Registration) Regulations
- (2) Trade Unions (Accounting Procedure) Regulations

(1) TRADE UNIONS (REGISTRATION) REGULATIONS S.101/62

Commencement: 20th February 1962

PART I

PRELIMINARY

1. These Regulations may be cited as the Trade Unions (Registration) Regulations. Citation
2. In these Regulations, unless the context otherwise requires — Interpretation
 - “the Act” means the Trade Unions Act;
 - “officer”, when used with reference to a trade union, means any member of the executive body or committee of management thereof, but does not include an auditor;
 - “registered office” means that office of a trade union which is registered under the Act as the head office of the trade union.

PART II

REGISTRATION OF TRADE UNIONS

3. (1) The Registrar of Trade Unions shall keep and maintain a register of trade unions and such register shall be substantially in the Form A set out in the First Schedule hereto. Register of trade unions
- (2) There shall be registered in the register of trade unions the following matters —
 - (a) the prescribed particulars relating to any registered trade union;

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(b) any alteration or change which may from time to time be effected in such particulars; and

(c) all such other matters as may be required to be registered under the Act.

(3) A certified copy of any entry in the register shall be conclusive proof of the facts specified therein as on the date of such specified copy.

Application
for registra-
tion

4. (1) Every application made for the registration of a trade union shall be substantially in the Form B set out in the First Schedule hereto and shall be submitted in triplicate to the Registrar.

(2) Every application under paragraph (1) of this Regulation shall —

(a) be signed by at least 7 members of the trade union, any of whom may be officers thereof;

(b) be accompanied by such fee prescribed by regulation 33;

(c) be accompanied by a printed copy of the rules of the trade union signed by the members of the trade union making the application under sub-paragraph (a) above;

(d) be accompanied by a statement of the following particulars, namely —

(i) the names, occupations and addresses of the members making the application;

(ii) the name of the trade union and the address of the head office; and

(iii) the titles, names, ages, addresses and occupations of the officers of the trade union, and such other information regarding such officers as the Registrar may in any particular case require to be furnished.

Manner of
registration

5. (1) The registration of a trade union shall be effected by entering in the register all the particulars prescribed in the Form A set out in the First Schedule hereto which are applicable, such entry being subscribed by the signature of the Registrar.

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(2) All other entries or alterations or changes made in the register shall be initialled by the Registrar.

(3) Whenever it is shown to the satisfaction of the Registrar that an error has been made in any entry in the register, such entry may be amended by the Registrar, and thereupon shall be initialled by him.

6. The certificate of registration issued by the Registrar under section 9 of the Act shall be substantially in the Form C as set out in the First Schedule hereto. Certificate of registration

7. (1) Every application for cancellation of registration of a registered trade union under paragraph (a) of subsection (1) of section 11 of the Act shall be given in duplicate substantially in the Form D as set out in the First Schedule hereto and be signed by the Secretary of the trade union and by not less than 7 other members, and, if the union has a seal, the seal shall also be affixed thereto. Application for cancellation of registration

(2) Such application shall be accompanied by the union's certificate of registration.

8. Upon an application for the cancellation 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 such trade union to make the same, 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 such trade union. Power of Registrar to call for evidence

9. (1) The Registrar shall, when he proposes to cancel the registration of a trade union under paragraph (b) of subsection (1) of section 11 of the Act, cause a notice to be served on the trade union substantially in the Form E set out in the First Schedule hereto. Notice to cancel registration

(2) The certificate of registration issued to a trade union under regulation 6 shall be surrendered by the Secretary of the union on receipt of the order of the Registrar for cancellation of registration. Surrender of certificate

10. (1) The cancellation of registration under paragraph (a) or paragraph (b) of subsection (1) of section 11 of the Act shall be by an order made by the Registrar. Order for cancellation of registration

(2) Such order shall be dated as on the date on which it was made, shall specify briefly the grounds for the cancellation of registration and shall forthwith be served on the trade union affected thereby.

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(3) The date of issue of such order shall be entered in item 16 (c) of the Form A set out in the First Schedule hereto.

(4) A cancellation of registration of a trade union shall include the cancellation of its certificate of registration.

Notice of
change of
name

11. (1) Notice of any change of the name of a registered trade union under section 12 of the Act shall be given in duplicate substantially in the Form F set out in the First Schedule hereto.

(2) The registration of a change of name shall be effected by entering in the register the particulars prescribed in item 13 of the Form A set out in the First Schedule hereto.

(3) When the Registrar registers a change of name he shall certify under this signature at the foot of the certificate issued under regulation 6 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
amalgama-
tion

12. (1) Notice of every amalgamation of trade unions under section 13 of the Act shall be given in duplicate substantially in the Form G set out in the First Schedule hereto.

Registration
of amalga-
mated trade
unions

(2) When an amalgamated trade union is registered under subsection (4) of section 14 of the Act it shall be assigned a new number in the register and the particulars prescribed by regulation 5 shall be entered therein. The Registrar shall issue in respect of the amalgamated trade union a certificate in the Form C set out in the First Schedule hereto and shall also note the fact of amalgamation against the entries in the register, if any, relating to the trade unions so amalgamated.

Notice of dis-
solution

13. (1) When a registered trade union is dissolved, notice of the dissolution shall be sent in duplicate to the Registrar substantially in the Form H set out in the First Schedule hereto.

(2) The Secretary of the trade union shall send to the Registrar with the notice of dissolution the certificate of registration issued under regulation 6. 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.

Registered
office

14. (1) Every registered trade union shall have a registered office situated in Brunei to which all communications and notices may be addressed.

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(2) The situation of such registered office shall be given to the Registrar in Schedule I of Form B set out in the First Schedule hereto.

Situation of registered office

(3) Notice of any change in the situation of the registered office of a trade union shall be given in duplicate substantially in the Form I set out in the First Schedule hereto.

Notice of change of office

15. (1) Application for the registration of any new rules or of any alterations made in the existing rules of a trade union under subsection (1) of section 28 of the Act shall be made to the Registrar in triplicate substantially in the Form J set out in the First Schedule hereto. The application shall be signed by the Secretary of the trade union and sent to the Registrar within 14 days of the making of the new rules or of the alteration of the existing rules of the trade union.

Notice of alteration of rules

(2) The Registrar shall issue a certificate that the amendment to the rules has been approved and registered by him substantially in the Form J (1) set out in the First Schedule hereto.

Registration of amendment to rules

16. (1) Notice of all changes of officers or of the title of any officer shall —

Notification of change of officers, etc.

(a) be prominently exhibited in such place as it may easily be read in the registered office of every registered trade union; and

(b) with the particulars specified in regulation 4 (2) (d) (i) of these Regulations relating to such officer 14 days after the change, be sent to the Registrar by such trade union together with the fee prescribed by regulation 33;

and the Registrar shall, on being satisfied that such change is not contrary to the rules of the trade union or to the provisions of the Act and these Regulations, thereupon correct the register accordingly.

(2) Notice required under paragraph (1) above shall be given in triplicate to the Registrar substantially in the Form K set out in the First Schedule hereto.

(3) In the case of paid employees, such notice shall be given in triplicate to the Registrar substantially in the Form K (1) set out in the First Schedule hereto.

17. Notice of intention to form a federation of trade unions under section 15 of the Act shall be given substantially in the Form L set out in the First Schedule hereto.

Notice of intention to form a federation

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Application for registration

18. A federation of trade unions shall file an application for registration required under section 15 of the Act substantially in the Form L (1) set out in the First Schedule hereto and its rules shall make provisions for all matters specified in the Schedules thereto.

Certificate of registration of a federation

19. On registration of a federation of trade unions the Registrar shall issue a certificate substantially in the Form L (2) set out in the First Schedule hereto.

Notice of intention to affiliate with a federation

20. Notice of intention to affiliate with a federation of trade unions under subsection (5) of section 15 of the Act shall be given substantially in the Form M set out in the First Schedule hereto by a registered trade union.

Notice of resolution to affiliate with a federation

21. Notice of resolution to affiliate with a federation of trade unions under subsection (6) of section 15 of the Act shall be given substantially in the Form M (1) set out in the First Schedule hereto by a registered trade union.

Notice of acceptance of affiliation of a trade union

22. Notice of acceptance of the affiliation of a trade union with a federation of trade unions shall be given substantially in the Form M (2) set out in the First Schedule hereto by the registered federation of trade unions.

Ballots

23. (1) The rules of a registered trade union relating to the taking of decisions by ballot shall ensure that every member of the trade union has an equal right, and a reasonable opportunity, of voting, and, in the case of a secret ballot, that the secrecy of the ballot is properly secured.

(2) The results of ballot taken under paragraph (1) above shall be submitted in duplicate substantially in the Form N set out in the First Schedule hereto and, in the case of election of officers, a list shall be submitted, signed by the scrutineers showing the names of all nominees and the votes recorded against each person.

Form of account rendered by Treasurer

24. (1) The account rendered to a registered trade union by the Treasurer or other officer responsible for the accounts under section 21 of the Act shall be substantially in the Form O set out in the First Schedule hereto.

(2) There shall be appended to the accounts 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.

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25. (1) The Secretary of every registered trade union shall transmit to the Registrar within 3 months of the end of the union's financial year a general statement of the receipts, effects and expenditure of the trade union, and such general statement shall be substantially in the Form P set out in the First Schedule hereto and shall contain all the particulars indicated in that Form.

Annual re-
turn.
Penalties

(2) There shall also be appended to such general statement a statutory declaration 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.

(3) The general statement shall also show —

(a) the assets and liabilities of the trade union;

(b) the receipts and expenditure during the year preceding the date to which it is made out; and

(c) separately, the expenditure in respect of the several objects of the trade union.

(4) Together with such general statement, the Secretary shall also furnish to the Registrar a copy of all alterations or amendments of rules, and of all new rules, and a list of all changes of officers, made by the trade union during the period of 12 months preceding the end of the union's financial year, and a copy of the rules of the union in force on that day.

(5) Every member of a registered trade union shall be entitled to receive free of charge a copy of such general statement and the Secretary of such registered trade union shall deliver a copy of such statement to every member of his union who makes application to him therefor.

(6) Failure to comply with any of the requirements of this Regulation on the part of any registered trade union shall render the Secretary, the Treasurer or any officer or other person bound by the rules of the trade union to comply with such requirements, or, if there is no such officer or person, every member of the executive committee or committee of management of that registered trade union, liable under the provisions of section 31 of the Act.

(7) Every person who wilfully makes or orders or causes or procures to be made any false entry in or omission from any account of a registered trade union or general statement, copy or list delivered to the

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Registrar under paragraphs (1), (2), (3) and (4) of this Regulation shall be guilty of an offence: Penalty, a fine of \$3,000 and 3 months imprisonment.

Qualification
of auditors

26. (1) The person to be approved by the Registrar under the provisions of subsection (2) of section 21 of the Act to audit the accounts of a registered trade union shall be a qualified accountant who has obtained a written authority from His Majesty the Sultan and Yang Di-Pertuan in Council under the law relating to the registration of companies in Brunei to be an auditor of the accounts of companies generally:

Provided that the Registrar, if he is satisfied that the financial resources of any trade union do not justify the employment of a person so qualified, or for any other sufficient reason, may approve any other fit and proper person to audit the accounts of the registered trade union.

(2) Notwithstanding anything contained in paragraph (1) of this Regulation no person who, at any time during the year for which accounts are to be audited, was entrusted with any part of the funds or securities belonging to a registered trade union shall be eligible to audit the accounts of that trade union for that year.

Manner of
audit

27. The auditor or auditors appointed by a registered trade union with the approval of the Registrar for the audit of the trade union accounts shall audit the accounts and shall thereafter sign the auditor's declaration appended to the Form P set out in the First Schedule hereto 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 or these Regulations. The particulars given in this statement shall indicate —

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

(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 put is not brought to account by any person.

Manner of
serving notice
or order

28. 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 such 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.

29. (1) The register of trade unions maintained by the Registrar in accordance with regulation 3 of these Regulations shall be open for inspection during office hours to any person on presentation of a written application to the Registrar on payment of the prescribed fee. Inspection of register and documents

(2) Documents in the possession of the Registrar received from any registered trade union may be inspected during office hours by any member of the union on presentation of a written application to the Registrar on payment of the prescribed fee.

30. (1) Whenever the Registrar inspects the account books of a registered trade union under the provisions of section 26 of the Act, it shall be the duty of the Secretary of that union, if requested to do so by a notice being served on the union by the Registrar, to authorise the Bank at which the union's account is kept to disclose to the Registrar the union's account and documents incidental thereto. Disclosure of a trade union's bank account. Penalty for failure to comply

(2) Failure to comply with the provisions of paragraph (1) above shall render the Secretary liable to a fine of \$3,000.

31. (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 shall have been approved in writing by the Registrar. Benevolent funds

(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 9 (a) and (b) in the Form A set out in the First Schedule hereto shall be entered in the register.

32. (1) The executive committee or committee of management of every registered trade union shall open a current account with a Bank in the name of the union and all monies received by the union, except monies the disposal and custody of which are governed by rules relating to a benevolent fund, shall be paid into this account within 7 days of the receipt thereof provided that the Treasurer or Secretary of the union may retain as cash-in-hand such sums as may, by the rules of the union, be prescribed. Disposal and custody of funds

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(2) All cheques or withdrawal orders drawn on this account shall be signed by the following 3 persons —

(a) The President (or the analogous officer) or in his absence the Vice-President (or the analogous officer);

(b) the Treasurer of the union; and

(c) the Secretary of the union.

In the absence of the Treasurer or Secretary, the executive committee or committee of management shall appoint one of its members to sign cheques in place of the absent officer.

(3) On the opening of a current account, the Secretary of the union shall notify the Registrar of the name of the Bank in which such account has been opened and the Registrar shall enter the name of such Bank in the register.

Fees

33. The prescribed fees shall be in accordance with the Second Schedule hereto.

PART II

APPLICATION FOR EXEMPTIONS

Application to be by letter

34. (1) Application for exemption under the provisions of subsection (2) of section 16 of the Act shall be made by the Secretary of the trade union seeking the exemption by letter in duplicate addressed to the Minister. The letter shall set out briefly and sufficiently the grounds upon which the exemption is desired.

Certificate from the union in support of the application

(2) The application shall be accompanied by a certificate from the President or analogous officer of the registered trade union that he supports the application, and that the grounds upon which the application is based are true.

Registrar may comment

(3) The Minister shall have power to refer the application to the Registrar for his comments.

PART III

GENERAL

35. Any person who contravenes any of the provisions of these Regulations shall, unless a penalty therefor is prescribed under the Act or Regulations made thereunder, be liable to imprisonment for 6 months and to a fine of \$6,000. Contraven-
tion of Reg-
ulations

36. The Registrar may exempt any union from all or any of the provisions of these Regulations for such period and upon conditions as he may specify. Exemption

FIRST SCHEDULE

FORM A

TRADE UNIONS ACT, CAP. 128

REGISTER OF TRADE UNIONS

(Regulation 3)

- 1. Registration number
- 2. Date of registration
- 3. (a) Names of the members making the application.
 -
 -
 -
- (b) Occupation of the members making the application.
 -
 -
 -
- 4. Name of the trade union

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5. Address of the head office of the trade union
6. Date of establishment of the trade union
7. Officers of the trade union:
 - Title
 - Name
 - Age
 - Brunei NRIC No.
 - Occupation
 - Address
8. Name of Bank at which current account is kept
9. (a) Whether provision has been made in the rules for the creation of a benevolent fund and if so from what date
- (b) Date on which Registrar approved the rules governing the benevolent fund
10. Signature of the Registrar
11. (a) Date of intimation of alteration of rules
- (b) Date of registration of alteration of rules and its notification to the Secretary of the trade union
- (c) Initials of the Registrar
12. (a) Date of registration of change of address of registered office
- (b) Address of the trade union as changed
- (c) Initials of the Registrar

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13. (a) Date of registration of change of name
- (b) Name of the trade union as changed
- (c) Initials of the Registrar
14. (a) Date of registration of change of officers or the title of any officer
- (b) The names of the officers or the title of any officer so changed
- (c) Initials of the Registrar
15. (a) Date of registration of amalgamation
- (b) Name of the amalgamated trade union
- (c) Address of the amalgamated trade union
- (d) Initials of the Registrar
16. (a) Date of application for cancellation of registration under section 11 (1) (a) of the Act
- (b) Date of giving notice of cancellation under section 11 (1) (b) of the Act
- (c) Date of issue of order cancelling registration
- (d) Initials of the Registrar
17. (a) (1) Date of notice of dissolution
- (2) Names of signatories of notice of dissolution
- (3) Occupations of signatories of notice of dissolution
- (b) Date of registration of dissolution and issue of certificate to that effect
- (c) Initials of the Registrar

NOTE — The particulars referred to above may be contained in one or more pages of the register allotted to each trade union.

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FORM B

TRADE UNIONS ACT, CAP. 128

APPLICATION FOR REGISTRATION OF A TRADE UNION

(Regulation 4)

To the Registrar of Trade Unions,
Brunei Darussalam.

Name of trade union

Address of head office

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

 2. The Union came into existence on the day of, 19.....

 3. The Union is a union of employers/workers engaged in the industry/or profession/or (establishment) and has members.

 4. The statement of particulars required by regulation 4 (2) of these Regulations is given in Schedule I attached to this application.

 5. A copy of the printed rules of the trade union is attached to this application.

 6. The particulars given in Schedule III show the provision made in the rules for the matters referred to in section 27 (1) of the Act.

 7. We have been duly authorised by the trade union to make this application on its behalf. such authorisation consisting of*
- Dated this day of, 19.....

[Subsidiary]

Signatures of applicants:

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

* 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 other way it was given.

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SCHEDULE I

STATEMENT OF PARTICULARS REFERRED TO IN
REGULATION 4 (2)

(a) The names, occupations, and addresses of the members making the application are as follows —

	Name and alias if any	Occupation	Address
Signed	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		

(b) (1) The name under which it is proposed that the trade union on behalf of which this application is made shall be registered is

(2) The address of the head office of the trade union to which all communications and notices may be addressed is

SCHEDULE II

(To be completed by every Officer)

Title of Office	Name	Age	Whether a Brunei National	Address	Present Occupation	(a) Details of employment to establish the qualification of two years in the trade, industry or occupation required under section 16	(b) Details of previous office held in trade unions	(c) Details of any conviction in any court	Signature of Officers

- (a) Here must be inserted sufficient particulars to establish to the satisfaction of the Registrar that the officer has been employed for 2 years in the trade, industry, or occupation with which the trade union is connected.
- (b) All posts held in trade unions with the name of the trade union and the relevant date must be disclosed.
- (c) The nature of the charge, date of hearing, name of Court and the punishment including, discharge under the provisions of the Criminal Procedure Code must be disclosed.

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SCHEDULE III

REFERENCE TO RULES

The numbers of the rules making provision for the several matters detailed in column 1 are given in column 2 below:

1 Matter	2 Number of Rule
1. The name of the trade union, the address of its office and the place or places of meeting for the business of the trade union.
2. The whole of the objects for which the trade union is to be established, the purposes for which the funds thereof shall be applicable, the conditions under which any member thereof may become entitled to any benefit assured thereby and the fines and forfeitures to be imposed on any member thereof.
3. The manner of making, altering, amending and rescinding rules.
4. A provision for the appointment and removal of a general committee of management and of a treasurer, a secretary and other officers of the trade union.
5. A provision for the keeping of a register of members of the trade union and of the committee of management and other officers thereof.
6. A provision for the keeping of full and accurate accounts by the treasurer.
7. The custody and investment of the funds of the trade union, the designation of the officer or officers responsible therefor, and the annual or periodical audit of its accounts.
8. The inspection of the books and names of members of the trade union by every person having an interest in the funds of the trade union.
9. The manner of the dissolution of the trade union and the disposal of the funds thereof available at the time of such dissolution.
10. The taking of all decisions in respect of the election of officers, the amending of rules, strikes, dissolution and any other matter affecting the members of the trade union generally by secret ballot.

FORM C

TRADE UNIONS ACT, CAP. 128

CERTIFICATE OF REGISTRATION

(Regulation 6)

It is hereby certified that the
..... has at this day been registered as a
trade union under section 9(1) (a) of the Trade Unions Act, and that its
registration number is

Given under my hand this day of
....., 19.....

.....
Registrar of Trade Unions,
Brunei Darussalam

FORM D

TRADE UNIONS ACT, CAP. 128

REQUEST TO CANCEL REGISTRATION
OF A TRADE UNION

(Regulation 7)

Name of registered trade union
Registration number
Registered address of head office
Dated this day of, 19.....

To:
The Registrar of Trade Unions,
Brunei Darussalam

The above-mentioned trade union at a general meeting* held on
the
..... day of, 19.....
resolved as follows‡

* If not a general meeting, state in what manner the request has been deter-
mined upon.

‡ Here give exact copy of resolution.

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We therefore request that its certificate of registration under the Trade Unions Act, may be cancelled.

The certificate of registration No. is forwarded herewith.

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

Signature of Secretary:

1.

2.

3.

SEAL OF THE
TRADE UNION
(if any)

Signature of Members:

4.

5.

6.

7.

8.

FORM E

TRADE UNIONS ACT, CAP. 128

NOTICE BEFORE CANCELLATION OF
REGISTRATION UNDER SECTION 11(1) (b) OF
THE TRADE UNIONS ACT

(Regulation 9)

Office of the Registrar of Trade Unions,
Brunei Darussalam

....., 19.....

Name of trade union

Registration number

Notice is hereby given under section 11(2) of the Trade Unions Act, to the above-mentioned trade union that it is the intention of the Registrar to proceed on the* day of, 19....., to cancel the registration of the trade union unless cause be shown to the contrary in the meantime, under the provisions of section 15(1) (b), that is to say:

The ground of such proposed cancellation is:‡

* The date entered herein shall not be less than 2 months from the date of notice.

‡ The facts should be briefly specified where practicable.

The grounds upon which the Registrar proposes to act as aforesaid are:

.....

Registrar of Trade Unions,
Brunei Darussalam

The Secretary of

(here enter name of trade union)

Registered address of Head Office of the Trade Union

.....

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FORM F

TRADE UNIONS ACT, CAP. 128

NOTICE OF CHANGE OF NAME

(Regulation 11)

Name of registered trade union
Registration number
Registered address of head office
Dated this day of, 19.....

To:
The Registrar of Trade Unions,
Brunei

Notice is hereby given in terms of section 14 of the Trade Unions Act that the name of the above-mentioned trade union has been changed to

The consent of the members was obtained by*

The certificate of registration No. is forwarded herewith for necessary amendment.

Signature of Secretary: 1. Name in Block Letters
2.
3.
4.
Signature of Members: 5.
6.
7.
8.

* i.e. by referendum, resolution of a general meeting, etc. If procedure followed is covered by rule, quote number of the rule.

FORM G

TRADE UNIONS ACT, CAP. 128

NOTICE OF AMALGAMATION OF TRADE UNIONS

(Regulation 12)

- A. Name of registered trade union
- Registration number
- B. Name of registered trade union
- Registration number
- (and so on if more than 2)
- Address
- Dated this day of, 19.....

To:

The Registrar of Trade Unions,
Brunei Darussalam

Notice is hereby given that, in accordance with the requirements of section 14 of the above-mentioned Act, the members of each of the above-mentioned 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 of the trade unions was obtained by*
- 6. Accompanying this notice is a copy of the rules intended to be henceforth adopted by the amalgamated trade union which are the rules (if so) of the Union.

* Set out in respect of each trade union whether by referendum, resolution of a general meeting etc. If procedure followed is covered by rule, quote number of the rule.

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	Name of Trade Union (in block letters)	Name of Trade Union (in block letters)

Signature of Secretary: ‡	1.	1.
	2.	2.
	3.	3.
	4.	4.
Signature of Members:	5.	5.
	6.	6.
	7.	7.
	8.	8.

‡ To be signed by seven members and the Secretary of each trade union.

FORM H

TRADE UNIONS ACT, CAP. 128

NOTICE OF DISSOLUTION OF TRADE UNION

(Regulation 13)

Name of registered trade union

Registration number

Registered address of head office

Dated this day of, 19.....

To:

The Registrar of Trade Unions,
Brunei Darussalam

Notice is hereby given that the above-mentioned trade union was dissolved in pursuance of the rules thereof on the day of, 19.....

We have been duly authorised by the Union to forward this notice on its behalf, such authorisation consisting of a resolution passed at a general meeting/delegates' conference on the day of, 19.....

[Subsidiary]

The certificate of registration No. is returned herewith.

		Name and Address (in block letters)
Signature of Secretary:	1.
	2.
	3.
	4.
Signature of Members:	5.
	6.
	7.
	8.

FORM I

TRADE UNIONS ACT, CAP. 128

NOTICE OF CHANGE OF OFFICE OF
A REGISTERED TRADE UNION

(Regulation 14)

Name of registered trade union

Registration number

Dated this day of, 19.....

To:

The Registrar of Trade Unions,
Brunei Darussalam

Notice is hereby given that the head office of the above-mentioned trade union has been removed from and is now situated at in

The consent of the executive committee/committee of management* was obtained at a meeting held on

.....
Signature of Secretary

.....
President

.....
Treasurer

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[Subsidiary]

Received this day of , 19....., notice of removal of the registered office of theUnion, registration No. to

Signature of Registrar of Trade Unions

* Delete whichever is inappropriate.

FORM J

TRADE UNIONS ACT, CAP. 128

APPLICATION FOR REGISTRATION OF NEW RULES OR ALTERATION OF RULES

(Regulation 15(1))

Name of registered trade union Registration number Registered address of head office Dated this day of , 19.....

To:

The Registrar of Trade Unions, Brunei Darussalam

I, the undersigned, the Secretary of the above-mentioned trade union, apply for the registration of the new rule/rules/alteration/alterations of the rules of the trade union, 2 printed/written copies of which are annexed hereto.

2. I also annex a printed copy of the registered rules marked to show where and in what manner they are altered.

3. I have been duly authorised by the trade union to make this application on its behalf, such authorisation consisting of a resolution passed at a meeting of its executive committee/committee of management on the*

4. I declare that in making the new rule/rules/alteration/alterations, the existing rules of the trade union have been complied with.

Signature of Secretary

* Here insert the date, or if there was no such resolution, state in what other way the authorisation was given.

FORM J(1)

TRADE UNIONS ACT, CAP. 128

**CERTIFICATE OF REGISTRATION OF
AMENDMENT OF RULES/REVISED RULES**

(Regulation 15(2))

Registration number

The revised rules/foregoing amendment of rules of the
..... are/is registered under the Trade Unions Act.

This day of, 19.....
(SEAL)

Copy kept.

.....
Registrar of Trade Unions,
Brunei Darussalam

FORM K

TRADE UNIONS ACT, CAP. 128

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

(Regulation 16)

Name of registered trade union

Registration number

Registered address of head office

Dated this day of, 19.....

To:

The Registrar of Trade Unions,
Brunei Darussalam

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

OFFICERS RELINQUISHING OFFICE

Name	Title of Office	Date of relinquishing office

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Trade Unions

[Subsidiary]

OFFICERS APPOINTED

Title of Office	Name	Age	Address	Occupation	Whether a Brunei National	Date of appointment

2. I have been duly authorised by
trade union to forward this notice on its behalf, such authorisation
consisting of a resolution passed at the general meeting/delegates' con-
ference/executive committee meeting/committee of management meet-
ing on the ‡ day of, 19.....

.....
Signature of Secretary

CERTIFICATE

We hereby declare that to the best of our knowledge and belief the officers appointed above have been employed in the trade or industry which this trade union represents for a period of 2 years, and have not been previously convicted in any Court.

We declare that these officers are entitled to hold office under section 16 of the Trade Unions Act.

(SEAL OF THE UNION) President:

Secretary:

Treasurer:

Dated this day of, 19.....

‡ Here insert the date, or if there was no such resolution, state in what other way the authorisation was given.

FORM K(1)

TRADE UNIONS ACT, CAP. 128

NOTICE OF CHANGE OF EMPLOYEES OF
A TRADE UNION

(Regulation 16)

Name of registered trade union
 Registration number
 Registered address of head office
 Dated this day of, 19.....

To:

The Registrar of Trade Unions,
 Brunei Darussalam

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

EMPLOYEES RELINQUISHING APPOINTMENT

Name	Appointment	Date of Relinquishment

EMPLOYEES APPOINTED

Appoint-ment	Name	Age	Address	Occupation	Whether a Brunei National	Date of appointment

2. I have been duly authorised by
 trade union to forward this notice on its behalf, such authorisation

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consisting of a resolution passed at the general meeting/delegates' conference/executive committee meeting/committee of management meeting on the‡ day of, 19.....

Signature of Secretary

CERTIFICATE

We declare that the employees appointed above are entitled to hold office under section 16 of the Trade Unions Act.

(SEAL OF THE UNION) President: Secretary: Treasurer:

Dated this day of, 19.....

‡ Here insert the date, or if there was no such resolution, state in what other way the authorisation was given.

FORM L

TRADE UNIONS ACT, CAP. 128

NOTICE OF INTENTION TO FORM A FEDERATION OF TRADE UNIONS

(Regulation 17)

Name of trade union Registration number Registered address of head office

To: The Registrar of Trade Unions, Brunei Darussalam

Notice is hereby given that it is the intention of the above-mentioned trade union to join with —

- 1. 2. 3. 4.

to form a federation of trade unions.

[Subsidiary]

2. The proposed name of the federation of trade unions is

3. A ballot vote of the members of this trade union will be taken on

Secretary

FORM L(1)

TRADE UNIONS ACT, CAP. 128

APPLICATION FOR REGISTRATION OF FEDERATION OF TRADE UNIONS

(Regulation 18)

To:

The Registrar of Trade Unions, Brunei Darussalam

Name of federation of trade unions

Address of head office

- 1. This application is made by the Secretary and seven members of each trade union whose names are subscribed hereunder.
2. The ... unions came into existence on the ... day of ..., 19.....
3. The federation of trade unions is a union of employers/workers engaged in the ... industry/or ... profession/or ... (establishment).
4. A copy of the rules of the union is attached to this application.
5. The names of the officers of the federation, their titles of offices, ages, occupations and addresses are given in Schedule I.
6. We have been duly authorised by the trade unions agreeing to form this federation to make this application on their behalf, such authorisation consisting of* ... taken by† ... as required under section 15(1) of the Trade Unions Act. (A return of the†† ... in respect of each union is attached to this application).

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Trade Unions

[Subsidiary]

Dated this day of, 19.....
Name of union (1) (2)
(3)

Signatures of applicants

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

- * referendums, resolutions of a general meeting, or any other type of authorisation.
- ‡ secret ballot or any other method.
- †† ballot or any other method.

SCHEDULE I
(LIST OF OFFICERS OF THE FEDERATION)

Title of office held in union	Name and alias if any	Whether a Brunei National	Age	Address	Occupation

SCHEDULE II

REFERENCE TO RULES

The numbers of the rules making provision for the several matters detailed in column 1 are given in column 2 below:

1 Matter	2 Number of Rule
1. The name of the federation of trade unions, the address of its office and the place or places of meeting for the business of the federation.
2. The whole of the objects for which the federation is to be established, the purposes for which the funds thereof shall be applicable, the conditions under which any member thereof may become entitled to any benefit assured thereby and the fines and forfeitures to be imposed on any member thereof.
3. The manner of making, altering, amending and rescinding rules.
4. A provision for the appointment and removal of a general committee of management and of a treasurer, a secretary and other officers of the federation.
5. A provision for the keeping of a register of members of the federation and of the committee of management and other officers thereof.
6. A provision for the keeping of full and accurate accounts by the treasurer.
7. The custody and investment of the funds of the federation, the designation of the officer or officers responsible therefor, and the annual or periodical audit of its accounts.
8. The inspection of the books and names of members of the federation by every person having an interest in the funds of the federation.
9. The manner of the dissolution of the federation and the disposal of the funds thereof available at the time of such dissolution.
10. The taking of all decisions in respect of the election of officers, the amending of rules, strikes, dissolution and any other matter affecting the members of the federation generally by secret ballot.

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Trade Unions

[Subsidiary]

FORM L(2)

TRADE UNIONS ACT, CAP. 128

CERTIFICATE OF REGISTRATION OF
A FEDERATION OF TRADE UNIONS

(Regulation 19)

It is hereby certified that the
has this day been registered as a trade union under section 15(4) of the
Trade Unions Act, and that its registration number is

Given under my hand this day of, 19.....

.....
Registrar of Trade Unions,
Brunei Darussalam

FORM M

TRADE UNIONS ACT, CAP. 128

NOTICE OF INTENTION TO AFFILIATE WITH
A FEDERATION OF TRADE UNIONS

(Regulation 20)

Name of union
Registration number
Registered address of head office

To:
The Registrar of Trade Unions,
Brunei Darussalam

Notice is hereby given that it is the intention of the above-
mentioned trade union to affiliate with the

2. A ballot vote of the members of this union will be taken on

.....
Secretary

FORM M(1)

TRADE UNIONS ACT, CAP. 128

NOTICE OF RESOLUTION TO AFFILIATE WITH A FEDERATION OF TRADE UNIONS

(Regulation 21)

Name of registered trade union

Registration number

Registered address of head office

.....

Dated this day of, 19.....

Notice is hereby given that the above-mentioned trade union has resolved to affiliate with the a federation of trade unions, registered under certificate of registration No.

The consent of the members was obtained by a majority ballot taken* at a general meeting held by postal ballot and declared on the day of, 19.....

A return of ballot is attached

	Signatures	Names of signatories (in block letters)
Secretary:	1.
Seven members (not necessarily officers)	2.
	3.
	4.
	5.
	6.
	7.
	8.

(Alias, if any).

* Delete whichever is inappropriate.

[Subsidiary]

FORM M(2)

TRADE UNIONS ACT, CAP. 128

NOTICE OF ACCEPTANCE OF
A REGISTERED TRADE UNION TO AFFILIATE BY
A FEDERATION OF TRADE UNIONS

(Regulation 22)

Name of registered federation of trade unions
Registration number
Registered address of head office
Dated this day of, 19.....

Notice is hereby given that the above-mentioned federation of
trade unions has accepted the affiliation of
union, registered under certificate of registration No.

Signature: President
Secretary
Treasurer

FORM N

TRADE UNIONS ACT, CAP. 128

RETURN OF RESULT OF BALLOT

(Regulation 23)

..... Union
*Resolution
.....
.....

NOTE —

* In case of election of officers, a statement shall be attached showing
the names of all nominees and the votes cast in respect of each
person against his name.

[Subsidiary]

We certify that a ballot was duly taken on the above resolution at a general meeting held on, 19.....

The result was as follows:

Votes for

Votes against

Votes rejected (as per schedule)‡

Total number of ballot papers used for voting

The Resolution was therefore carried
lost ††

..... Chairman

..... Executive Committee/
..... Committee of Management

..... General Secretary

..... }
..... } Scrutineers
..... }

Date

Address of head office

‡ If any votes were rejected, a schedule must be appended by the scrutineers, stating the reasons for which they were respectively rejected and the number of votes rejected for each of such reasons.

†† Cancel that which is not required.

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Trade Unions

[Subsidiary]

FORM O

TRADE UNIONS ACT, CAP. 128

FORM OF ACCOUNT TO BE RENDERED
BY THE TREASURER OR OTHER OFFICER IN
CHARGE OF ACCOUNTS OF A TRADE UNION

(Regulation 24)

STATEMENT OF RECEIPTS AND EXPENDITURE

	\$	¢		\$	¢
Balance at beginning of financial year			Salaries, allowances and expenses of officers		
Subscription from members			Salaries, allowances and expenses of establishment		
Donations			Auditor's fees		
Interest on investments			Legal expenses		
Income from miscellaneous sources (to be specified)			Expenses in conducting trade disputes		
			Compensation paid to members for loss arising out of disputes		
			Funeral, old age, sickness, unemployment benefits, etc.		
			Education, social and religious benefits		
			Cost of publishing periodicals		
			Rents, rates and taxes		
			Stationery, printing and postage		
			Other expenses (to be specified)		
			Balance at end of financial year		
Total			Total		

.....
Signature of Treasurer

STATEMENT OF ASSETS AND LIABILITIES

ON THE DAY OF
....., 19.....

(REPRESENTING END OF FINANCIAL YEAR)

LIABILITIES	ASSETS
\$ ¢	\$ ¢
Amount of general fund	Cash —
Loans from	In the hands of Treasurer
Debts due to	In the hands of Secretary
Other liabilities (to be specified)	in the hands of
	In the Bank
	In the Bank
	Securities as per list below
	Unpaid subscriptions due
	Loans to
	Immovable property
	Goods and furniture
	Other assets (to be specified)
Total liabilities _____	Total assets _____

LIST OF SECURITIES

Particulars	Face Value	Cost Price	Market price at date on which accounts have been made up	In Hands of

I, * Treasurer
Officer in charge of Accounts
of the Trade Union, do solemnly declare that
the above statement of accounts of the 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 (Cap. 12).

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Trade Unions

[Subsidiary]

Subscribed and solemnly de-
clared by the above-named
..... at
in Brunei Darussalam this
day of, 19.....

Before me,

.....
Magistrate

* Strike out unnecessary words.

FORM P

TRADE UNIONS ACT, 1961

ANNUAL RETURN OF A REGISTERED
TRADE UNION AT THE END OF
ITS FINANCIAL YEAR

(Regulation 25)

Name of registered trade union
Registration number
Registered address of head office
Return is furnished for financial
year ending....., 19.....
Number of members on books at
beginning of financial year
Number of members admitted during
the financial year
Number of members who left during
the financial year
Number of members on books at the
end of the financial year
Males
Females

[Subsidiary]

**CLASSIFICATION OF MEMBERS
IN BENEFIT BY RACE AND SEX**

	Malays	Chinese	Indians	Others	Total
Males	_____	_____	_____	_____	_____
Females	_____	_____	_____	_____	_____

2. A general statement audited in the prescribed manner of all receipts and payments during the period of 12 months ending on, 19....., and of the assets and liabilities of the trade union as on such date, together with the auditor's report is annexed as Statement 1.
3. A copy of the rules of the trade union corrected up to the date of despatch of this return is appended together with a copy of all alterations or amendments of rules and of all new rules that were passed by the trade union during the course of its financial year.
4. A statement of all changes of officers during the course of the trade union's financial year is annexed as Statement 2.

.....
Signature of Secretary

Dated this day of,
19.....

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Trade Unions

[Subsidiary]

STATEMENT 1

**(i) STATEMENT OF RECEIPTS AND EXPENDITURE
AT END OF FINANCIAL YEAR**

RECEIPTS			PAYMENTS
	\$	¢	\$
			¢
Balance at beginning of financial year			Salaries, allowances and expenses of officers
Entrance fee			Salaries, allowances and expenses of establishment
Subscription from members			Auditor's fees
Donations			Legal expenses
Sale of periodicals, books, sales etc.			Expenses in conducting trade dispute
Interest on investments			Compensation paid to members for loss arising out of trade disputes
Income from miscellaneous sources (to be specified)			Funeral, old age, sickness, unemployment benefits, etc.
			Education, social and religious benefits
			Cost of publishing periodicals
			Rents, rates and taxes
			Stationery, printing and postage
			Other expenses (to be specified)
			Balance at end of financial year
Total	_____		Total

.....
Signature of Treasurer

(ii) STATEMENT OF ASSETS AND LIABILITIES**AT END OF FINANCIAL YEAR**

LIABILITIES		ASSETS	
	\$	¢	
Amount of general fund			Cash —
Loans from			In the hands of Treasurer
Debts due to			In the hands of Secretary
Other liabilities (to be specified)			In the hands of
			In the Bank
			In the Bank
			Securities as per list below
			Unpaid subscriptions due
			Loans to
			Immovable property
			Goods and furniture
			Other assets (to be specified)
Total liabilities			Total assets

STATEMENT 2**CHANGES OF OFFICERS MADE DURING
FINANCIAL YEAR****(i) OFFICERS RELINQUISHING OFFICE**

Name	Title of office	Date of relinquishing office

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Trade Unions

[Subsidiary]

(ii) OFFICERS APPOINTED

Name	Date of birth	Private Address	Personal occupation	Title of office held in union	Date on which appointment in column 5 was taken up

.....
Signature of Secretary

AUDITOR'S DECLARATION

Name of registered trade union

Registration number

The undersigned, having had access to all the books and accounts of the trade union, and having examined the foregoing statements and verified the same with the account vouchers relating thereto, now sign the same as found to be correct, duly vouched in accordance with law, subject to the following remarks.*

.....
Signature of Auditors

LIST OF SECURITIES

Particulars	Face Value	Cost Price	Market price at date on which accounts have been made up	In hands of

I, * Treasurer
Officer in charge of Accounts
of the Trade Union, do solemnly declare that the above statement of accounts of the Union is true and correct to the

* **Strike out unnecessary words.**

[Subsidiary]

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 (Cap. 12).

Subscribed and solemnly
declared by the above-
named
at in
Brunei Darussalam this
day of,
19.....

Before me,

.....
Magistrate

SECOND SCHEDULE

TRADE UNIONS ACT, CAP. 128

FEEs

(Regulation 33)

	\$	¢	
Application for registration under regulation 4(2) or regulation 18	25	.00	
Application for registration of amendments to rule or new rules	10	.00	
Filing notice of change of officers or paid employees	5	.00	
Inspection by member of the public of the Registrar	5	.00	
Inspection by any member of a union of documents in the possession of the Registrar	3	.00	per document

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Trade Unions

[Subsidiary]

S.67/63

(2) TRADE UNIONS (ACCOUNTING PROCEDURE)
REGULATIONS

Commencement: 17th July 1962

Citation 1. These Regulations may be cited as the Trade Unions (Accounting Procedure) Regulations.

Interpretation 2. In these Regulations, unless the context otherwise requires —

“trade union” means any registered trade union and includes a branch of a registered trade union lawfully established in accordance with the rules of such union;

“Treasurer” means the Treasurer of a trade union and, in respect of a branch of a trade union, means the Branch Treasurer.

All monies received or expended by a trade union to be accounted for 3. All monies from whatever source received by trade union and all monies paid out from union funds by a trade union shall be accounted for in the manner prescribed by these regulations.

Duty of Treasurer to keep proper books of account 4. The Treasurer shall cause to be kept proper books of account with respect to —

(a) all sums of money from whatever source received and all sums of money expended by a trade union together with the particulars of all such receipts and payments and the matters in respect of which the receipts and expenditure takes place;

(b) the assets and the liabilities of the trade union.

Account books to be kept at the registered office of each trade union and at every branch 5. There shall be kept at the registered office of a trade union and at every branch office of every trade union the following books of account, that is to say —

(a) a Cash Book in Form AP. 1 in the Schedule to these Regulations;

(b) a Property Register containing particulars of property (movable and immovable), in Form AP. 2 in the Schedule to these Regulations;

(c) a Subscription Register in the form set out in Form AP. 3 in the Schedule to these Regulations;

[Subsidiary]

(d) a record of the stock and issues of receipt books in the form set out in Form AP. 4 in the Schedule to these Regulations.

6. (1) The Treasurer shall be responsible for the proper keeping and posting of the books of account prescribed by these Regulations in the registered office of the trade union or the branch thereof, as the case may be, and shall keep and post or cause to be kept and cause to be posted the books of account prescribed by these Regulations.

Treasurer to be responsible for the posting of accounting books

(2) The Treasurer shall be responsible for the safe custody of the books of account and all subsidiary documents relative thereto and shall not remove them from the official place of business of the union or branch, as the case may be, unless specifically authorised in writing on each and every occasion by the President of the union.

7. (1) An official receipt shall be issued for each and every sum of money received by the Treasurer; and no other officer of the union or employee of the union shall receive money or issue receipts unless specifically so authorised in writing on each and every occasions by the President of the union in the case of an officer or employee who is to be authorised to receive money on behalf of the union or by the Branch President of the branch of a trade union in respect of any officer or employee who is entitled to receive money on behalf of the Branch of a union.

All receipt entries to be vouched for on the official receipt form

(2) All receipt entries in the accounts shall be vouched for by the official receipt which shall be in the form set out in Form AP. 5 in the Schedule to these Regulations.

(3) The official receipts shall be printed and made up into books of duplicate receipts serially numbered.

(4) The General Secretary of the trade union shall examine all receipt books for defects on their receipt from the Printer and the following certificate shall be endorsed by the General Secretary in each and every book of receipts.

“Examined by me this _____ day
of _____ and found to contain
forms in duplicate correctly numbered from _____
to _____
General Secretary.”

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[Subsidiary]

(5) No alteration or erasures shall be made on any receipt and where an error has been made, the receipt shall be cancelled and left intact or, if it has been detached, pasted back into the receipt book. A new receipt shall be issued in place of the cancelled receipt.

(6) The General Secretary of a trade union in respect of the union, and the Branch Secretary of a trade union in respect of the branch of a trade union, shall keep all stocks of unused receipt books in safe custody under lock and key.

(7) The Treasurer shall keep all receipt books in use in safe custody and locked in a safe place when not in use.

(8) In the event of a receipt book being lost at a branch of a trade union, the Branch Treasurer shall within 48 hours of discovering the loss notify the Treasurer of the trade union of the loss, together with a report of all the circumstances of the loss and containing the particulars of the receipts contained therein. The Treasurer of the union shall through the General Secretary of the union report the loss forthwith to the Registrar of Trade Unions, together with a report of the circumstances of the loss.

(9) In the event of a receipt book being lost at the headquarters of the union, such loss shall be reported forthwith through the General Secretary to the Registrar of Trade Unions together with a report of the circumstances of the loss.

(10) Where the loss of a receipt book has taken place, the Registrar may cause an enquiry to be carried out on the loss of such receipt book as he deems fit and proper.

All expenditure entries to be supported by receipts or vouchers

8. All payment entries shall be supported by a receipt issued by the person to whom a payment was made by the trade union or, where that is not practical, such entries shall be vouched for by an internal payments voucher in the form set out in Form AP. 6 in the Schedule to these Regulations.

Union Treasurer and Branch Treasurer to be responsible for all books of receipts

9. (1) The Treasurer of a trade union shall be responsible for the safe custody of all revenue receipt books and shall enter or cause to be entered in the record the stock and issue of receipts prescribed by regulation 5 the serial numbers of all receipt books received by him and all issues of receipt books out of stock made by him.

(2) The Branch Treasurer of a branch of a trade union shall be responsible for the safe custody of revenue receipt books received by him from the Treasurer of the trade union and shall enter in the record

[Subsidiary]

the stock and issue of receipts prescribed by regulation 5 the serial numbers of all receipts books received by him and the issue of such receipt books made by him.

10. (1) The Treasurer shall enter or cause to be entered daily in the Cash Book prescribed by paragraph (a) of regulation 5, a record of all monies received by the trade union or branch, as the case may be, together with the particulars of the origin of the monies, the date, and receipt number supporting the receipt; and shall enter or cause to be entered a record of all payments made on behalf of the trade union or branch with descriptive particulars, the date of payment, the number of the official payment voucher supporting the payment and the amount of the payment.

Treasurer to keep the accounts

(2) The Treasurer of a trade union, and the Branch Treasurer of every branch of a trade union in cases where a branch of a trade union maintains a Ledger, shall daily enter or cause to be entered in the Ledger under the appropriate head or heads of account all monies received and all payments made on behalf of the trade union or branch of a trade union.

(3) The Treasurer of a trade union, and the Branch Treasurer of the branch of a trade union in cases where a Journal is maintained by such branch, shall keep or cause to be kept such Journal in accordance with normal accounting practice. All Journal entries shall provide concise but full and adequate explanation of the transactions recorded.

(4) The Cash Book and Ledger shall be entered up from day to day and in no case shall postings be made more than 7 days after the receipt or payment of monies by the trade union.

(5) The Treasurer shall keep or cause to be kept the Property Registers prescribed by paragraph (b) of regulation 5 up to date, and the said Registers shall be balanced monthly.

(6) The Treasurer shall keep or cause to be kept Subscription Register prescribed by paragraph (c) of regulation 5 up to date and such register shall be balanced monthly with the Cash Book.

(7) The Treasurer shall keep or cause to be kept the record of stock and issue of receipts prescribed by paragraph (d) of regulation 5 up to date and such record shall be balanced monthly.

[Subsidiary]

Branch Treasurer to cause Branch accounts to be balanced and sent to Union Headquarters

11. (1) The Treasurer of a branch of a trade union shall cause the accounts of the branch to be balanced at the end of each calendar month, and shall remit his accounts to the headquarters of his trade union not later than the fourteenth day of the calendar month next after the last day of the month for which the account is to be submitted, together with all duplicate receipts to support the receipt entries and all original receipts or payment vouchers to support the payment entries, together with a certified statement of unused receipt books, and the bank reconciliation statement where appropriate. The bank reconciliation statement shall be substantially in the form shown at Form AP. 7 of the Schedule to these Regulations.

(2) If the Treasurer of the trade union does not receive the accounts from a branch of the trade union by the fifteenth day of the calendar month next after the month for which the account was due, he shall be responsible for obtaining the account from such Branch.

(3) The Treasurer of a registered trade union shall on receipt of the accounts from the branch or branches of the trade union balance the accounts of the union; such balance shall be prepared within 30 days after the accounts of the branch or branches were due to be remitted to the headquarters of the trade union under paragraph (1) of this regulation.

(4) Where a trade union has no branches, the Treasurer of such trade union shall balance the accounts of the union not later than the fifteenth day of the calendar month next following that month for which the account was due.

President to make arrangements with union bankers for issue of monthly certificates certifying balances of trade unions and branches of trade unions

12. The President of a trade union shall make appropriate arrangements with the various bankers at which union or branch funds are deposited for the issue direct to him of monthly certificates certifying the balance held at the credit of the trade union account and shall arrange that the appropriate bank reconciliation statements are agreed with the bank certificates. Once a year, or at such intervals as the auditors may request, the President shall arrange for bank certificates to be supplied by the union bankers direct to the Auditor.

Exemption

13. The Registrar may exempt any union from all or any of the provisions of these Regulations for such period and upon such conditions as he may specify.

SCHEDULE

Form AP. 1: Cash Book

(Regulation 5 (a))

RECEIPTS											Date	Voucher No.	Details of Expenses	Salaries, Allowances and Expenses of officers					
Date	Receipt No.	Particulars of Receipts	Entrance Fees	Subscriptions	Donations	OTHER RECEIPTS								Amount	Cash	Bank	Total	\$	c.
						Account Headings	Ledger Folio												
			\$	c.	\$	c.	\$	c.	\$	c.	\$	c.	\$	c.				\$	c.

B.L.R.O. 1/1984

[Subsidiary]

EXPENSES

		OTHER EXPENSES			
		Account Headings	Folio	Amount	
\$				\$	Total
c				c	
\$	Salaries, Allowances, Expenses of Establishment			\$	Cash
c				c	
\$	Auditors Fees			\$	Bank
c				c	
\$	Legal Expenses			\$	Total
c				c	
\$	Expenses Conducting Trade Disputes			\$	Total
c				c	
\$	Benevolent Benefits			\$	Total
c				c	
\$	Educational, Social and others			\$	Total
c				c	
\$	Cost of Publications			\$	Total
c				c	
\$	Rents, Rates and Taxes			\$	Total
c				c	
\$	Stationery, Printing and Postage			\$	Total
c				c	

FORM AP. 2: PROPERTY REGISTER

(Regulation 5 (b))

Nature of Asset and location

.....

Date acquisition approved and authority

.....

Approved rate of depreciation

authorised by minutes of

Cost price

Date	<i>Original Cost</i>	<i>Depreciation</i>	<i>Balance</i>
.....
.....
.....

Rate of Entrance Fees

FORM AP. 3: SUBSCRIPTION REGISTER YEAR From

Rate of Subscriptions

(Regulation 5(c))

To

[Subsidiary]

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CAP. 128

Trade Unions

LAWS OF BRUNEI

.....
(Name of Trade Union)

Subscription Register

Serial No.	Name	Age	Sex	Address	APRIL						MAY						Remarks
					Balance Brought Forward	Entrance Fees	Subscription	Amount Due	Amount Paid	Balance Due	Entrance Fee	Subscription	Amount Due	Amount Paid	Balance Due		
					\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.		
																OTHER MONTHS TO FOLLOW TO END OF 31st MARCH	

FORM AP. 4: RECORD OF STOCK AND ISSUE OF RECEIPT BOOKS
(Regulation 5(d))

Particulars of Stock of Receipt Books

PURCHASE						ISSUES					BALANCE	
Date	Invoice No.	Name of Supplier	No. of Books	Serial Nos. of Books	Signature of Treasurer	Date	To Whom issued	No. of Books	Serial Nos. of Books	Signature of Recipient or quote despatch reference	No. of Books	Serial Nos. of Books

LAWS OF BRUNEI

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CAP. 128

Trade Unions

[Subsidiary]

FORM AP. 5: OFFICIAL RECEIPT

(Regulation 7 (2) and 7 (3))

Name of Trade Union

Registration Certificate No.

No. Date

Received from

the sum of Dollars

and cents

in payment of Entrance Fees Subscriptions

Donations Levies Other Sources

(to be specified)

\$.....

.....
Signature of Treasurer

DUPLICATE

Name of Trade Union

Registration Certificate No.

No. Date

Received from

the sum of Dollars

and cents

in payment of Entrance Fees Subscriptions

Donations Levies Other Sources

(to be specified)

\$.....

.....
Signature of Treasurer