

Name of trade union : _____

Registration No. : _____

LIST OF OFFICIALS OF A TRADE UNION (Term : 20 / 20)

Executive / Supervisory* Committee

(*Delete where appropriate)

Elected by Secret Ballot on : _____ / _____ / _____

Assumed Office on : _____ / _____ / _____

Post	Name & Alias (<u>must be identical to name on HKID Card</u>)	Sex	Aged 18 or above	ID Card No.	Occupation	Contact Address	Telephone Number
	(Chi.) (Eng.)	M <input type="checkbox"/> F <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	()			
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In completing this part, please make reference to the “Guide to Appointment of Union Auditor”

Auditor

Elected / Appointed on : _____ / _____ / 20_____

Name & Alias (must be identical to name on HKID Card)	Contact Address	Telephone Number
(Chi.)		
(Eng.)		

Qualifications & Experience of Auditor

(Remark : No need to complete items under Categories B and C if Category A is selected; and no need to complete items under Category C if Category B is selected.)

<input type="checkbox"/> (A)	Certified Public Accountant		
<input type="checkbox"/> (B1)	Education attainment in the field of Accounting / Auditing (Please specify in details the education attainment, e.g. an undergraduate degree or diploma in Accounting) : _____	<input type="checkbox"/> (B2) Professional qualification in the field of Accounting / Auditing (Please specify in details the professional qualification, e.g. LCCI (Bookkeeping & Accounting–Level 2) or ACCA membership) : _____	<input type="checkbox"/> (B3) Completed an Accounting / Auditing course of duration not less than 15 hours Name of Course : _____ Name of Organising Institute : _____
<input type="checkbox"/> (C1)	<input type="checkbox"/> (C2) Accounting / Auditing experience Position Engaged : _____ Years of experience : _____		

Date :/...../.....

Signature:

Chairman/ Secretary

Statement of Purpose for the Collection of Personal Data :

- (1) The personal data are collected by the Registrar of Trade Unions for administering the Trade Unions Ordinance and other labour legislation, as well as for liaison on trade union matters
- (2) For the purposes mentioned in paragraph 1 above, the personal data provided may be transferred to other divisions of the Labour Department, the Commissioner of Police, other government departments or members of your trade union
- (3) You have a right of access and correction in respect of your personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486)
- (4) Any enquiries on personal data can be addressed to the Deputy Registrar of Trade Unions at 11/F., Harbour Building, 38 Pier Road, Central, Hong Kong (Tel : 2852 3456)