

Name of Service

Registration under The Trade Unions Act, 1926

Name of Department

Department of Labour and Employment, GoJK

Policy/Government Order

The Trade Unions Act, 1926

Documents Checklist

#	Document name	Type	Mandatory
1	Constitution of Union- Particulars showing the provision made in the rules of section 6 of Indian Trade Unions Act (Schedule II) (two copies)	PDF	Yes
2	Resolution of General Body (two copies)	PDF	Yes
3	List of Members - Particulars required by section 5-1 c of Indian Trade Unions Act, 1926 (List of Officers-Schedule I)- Two Copies	PDF	Yes
4	Bank Account of Union	PDF	Yes
5	Non-Involvement Certificate from Police Department/Passport Copy	PDF	Yes
6	Copy of identity Cards of Members	PDF	Yes
7	Photographs/Address/Telephone No's of Executive Body	PDF/JPEG	Yes
8	Inventory of Assets and Liabilities of Union- Particulars required by section 5(2) of Indian Trade Unions Act 1926 (Statement of Assets and Liabilities-Schedule III)	PDF	Yes
9	Office of Union (Photograph)	JPEG/JPG	Yes
10	Rubber Stamp of President/General Secretary	PDF	Yes
11	Cash Book, Minute Book, and Membership Register	PDF/JPG/JPEG	Yes
12	On-spot verification report along-with recommendation for registration	JPEG	Yes
13	Certificate by the verifying Officer to the effect that no other identical Union exists in the areas	PDF	Yes
14	Rent deed	PDF	Yes

Schedule 1 - List of Officers (Provisions through online platform)

Title	Name	Age	Address	Occupation

Note: - Enter in this Schedule the names of all members of the executive of the Union showing in column 1 the names of any posts held by them (e.g. President, Secretary, Treasurer, etc.) in addition to their offices as members of the executive.

Schedule II - Reference to Rules

(Provisions through online platform)

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

Matter	Number of Rules
Name of the Union	
The whole of the objects for which the union has been established	
The whole of the purpose for which the general funds of the union shall be applicable	
The maintenance of a list of Members	
The facilities provided for the inspection of the list of Members by officers & Members	
The Admission of Ordinary Members	
The Admission of Honorary or Temporary Members	
The conditions under which the members are entitled to benefits assured by the rules	
The condition under which forfeitures can be imposed or raised	
The manner in which the rates shall be amended or rescinded	
The manner in which the members of the Executive and other Officers of the Union shall be appointed and removed	
The safe custody of the Funds	
The Annual Audit of the Accounts	
The facilities for the inspection of Accounts Book by Officers and Members	
The manner in which the Union may be dissolved	

SCHEDULE III - STATEMENT OF LIABILITIES AND ASSETS ON THE DAY OF 20

(Provisions through online platform)

(This need not be filled in if the Union came into existence less than one year before the date of application for registration.)

Liabilities	Rs.P	Assets	Rs.P
Amount of General fund		CASH	
Amount of political fund		In hands of Treasurer	
Loans.... from		In hands of Secretary	
Other liabilities (to be Specified)		In hands of-	
		In the Bank	
		In the Bank	
		Securities as per list below	
		Unpaid subscription due	
		Loans to-	
		Immovable property	
		Goods and furniture	
		Other assets (to be specified)	
Total Liabilities			

List of Securities (Provisions through online platform)

Particulars	Nominal	Market value	In hands of
1			
2			
3			
4			

** State here whether the authority was given by a resolution of a general meeting of the Union, if not, in what other way it was given*

