

**FORM N**

TRADE UNIONS ACT 1959  
(Section 56 (1) and Regulation 28)

**ANNUAL RETURN PRESCRIBED UNDER SECTION 56 (1) OF THE TRADE UNIONS ACT AND  
REGULATION 28 FOR THE YEAR ENDING MARCH 31, 19 .....**

Name of the registered trade union .....

Registered address of the head office .....

Number of certificate of registration .....

Year for which the return is furnished .....

1. Number of members on books at the beginning of the year : .....
- Number of members admitted during the year : .....
- Number of members who left during the year : .....
- Number of members on the books at the end of the year : .....
- Males : .....
- Females : .....

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

	<i>Malays</i>	<i>Chinese</i>	<i>Indians</i>	<i>Others</i>	<i>Total</i>
Males :					
Females :					
<hr/>					
TOTAL :					
<hr/>					

2. A general statement audited in the prescribed manner of all receipts and payments during the period of 12 months ending on March 3, 19 ..... or ..... 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 the year.
4. A statement of all changes of all changes of officers during the course of the year is annexed as **Statement 2**.

Dated ..... 19.....

.....  
Signature of Secretary

**STATEMENT "1"**  
**(i) STATEMENT OF RECEIPTS AND PAYMENTS**

RECEIPTS	RM	PAYMENTS	RM
Balance at beginning of 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, rules, etc.		Expenses in conducting trade disputes	
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 publishing periodicals	
		Rents, rates and taxes	
		Stationery, printing and postage	
		Other expenses (to be specified)	
		Balance at end of year	
<b>TOTAL</b>		<b>TOTAL</b>	

.....  
Signature of Treasurer

**(ii) STATEMENT OF ASSETS AND LIABILITIES  
ON THE 31<sup>ST</sup> DAY OF MARCH 19 .....**

LIABILITIES	RM	ASSETS	RM
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	
		Securities as per list below (attached)	
		Unpaid subscriptions due	
		Loans to ..... ..	
		Immovable property	
		Goods and furniture	
		Other assets (to be specified)	
<b>TOTAL LIABILITIES :</b>		<b>TOTAL ASSETS :</b>	

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 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 1960.

Subscribed and solemnly declared by )  
 the above-named ..... )  
 at ..... )  
 in the State of ..... this ..... day of ..... 19..... )

Before me,

.....  
 Magistrate

---

\* *Strike out unnecessary words.*

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

Name	Title of Office	Date of relinquishing office

**(ii) OFFICERS APPOINTED**

1 Name	2 Date of birth	3 Private address	4 Personal occupation	5 Title of office held in union	6 Date on which appointment in column 5 was taken up

.....  
*Signature of Secretary*