

THE TRADE UNIONS ACT, 1926

**ANNEXURE 6.1
FORM FOR TRADE UNIONS**

Annual returns prescribed under Section 28 of the Trade Unions Act, 1926, for the year ending 31st December,

**(TO BE SUBMITTED TO THE PRESCRIBED AUTHORITY POSITIVELY BY FIRST FEBRUARY OF THE
SUCCEEDING YEAR)**

PART – A

1. Name of Union:

2. Address of the Union:

3. Registered Head Office:

4. Number and date of certification of Registration:

5. *Classification of Industry to be shown as per National Industrial Classification 1998:

6. *Classification of Sector [Please state to which of the following three categories, the union belongs:

(a) Public Sector-Central Sphere;

(b) Public Sector-State Sphere;

(c) Private Sector;

7. Name of the All-India Body/Federation to which affiliated:

8. Affiliation Number:

9. Affiliation fee paid during the year (Rs.):

10. Number and date of receipt for payment of affiliation fee:

11. Membership fee per month (Rs.):

12. Number of members on books at the beginning of the year:

13. Number of members admitted during the year:

14. Number of members who left during the year :

15. Number of members on books at the end of the year; (i.e., on 31st December,

Male	Female	Total

16. Number of members contributing to political fund:

17. Number of members who paid their subscription for the whole year:

18. A copy of the Rules of the Trade Union corrected up to the date of despatch of this return is appended:

19. Part – B of the return overleaf has been duly completed:

Dated the:

Secretary

**If the union falls under more than one category, the membership claimed in each category may be shown separately.*

PART – B

GENERAL FUND ACCOUNT

Income	Rs	P	Expenditure	Rs.	P
Balance at beginning of the year:			Salaries and allowances of Office bearers:		
			Traveling allowance, salaries, allowances and expenses of establishment:		
Subscription from members (including unpaid subscription due for the year)			Auditor's fee:		
(a) Subscription received:			Legal expenses:		
(b) Subscription in arrears for three months or less:			Expenses in conducting Trade Disputes:		
(c) Subscription in arrears for more than three months:			Compensation paid to members for loss arising out of trade disputes:		
Donations:			Funeral, Old age, sickness, unemployment benefits, etc. Educational, social and religious benefits:		
			Cost of publishing periodicals:		
			Rent, rates and taxes:		
Sale of periodicals, books, Rules, etc:			Stationery, printing & postage:		
			Expenses incurred under Section 15 (j) of the Trade Unions Act, 1926 (to be specified):		
Interest on investments.			Other expenses ** (to be specified):		
			Balance at the end of the year:		
Income from miscellaneous sources *(to be specified):			(a) Cash in hand:		
			(b) Cash in Bank:		
			(c) Others (specify***):		
TOTAL			TOTAL		

POLITICAL FUND ACCOUNT

Income	Rs.	P	Expenditure	Rs.	P
Balance at the beginning of the year:			Payments made on objects specified in Section 16(2) of the Trade Unions Act, 1926 (to be specified):		
Contributions from members @ per member:			Expenses of management (to be specified):		
			Balance at the end of the year		
			(a) Cash in hand:		
			(b) Cash in Bank:		
			(c) Others (specify):		
TOTAL			TOTAL		

Treasurer

*Loan will be reported under this heading indicating the amount of loan distinctly – being recovery of loan/loan taken from other sources

**Repayment of loan will be reported under "Other Expenses" indicating the amount of "Repayment of loan".

***For example: "Subscription in arrears", etc.

PART – B

STATEMENT OF LIABILITIES AND ASSETS ON THE 31ST DAY OF DECEMBER,

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Liabilities	Rs.	P	Assets	Rs.	P
Amount (Balance) of General Fund:			Cash in hand:		
Amount (Balance) of Political Fund:			Cash in Bank:		
			Securities as per list below (Cost price):		
Loans from:			Unpaid Subscription		
			(a) the year:		
			(b) the previous year:		
Debts due to *:			Loans to		
			(a) Office bearers:		
			(b) Members:		
Other Liabilities (to be specified):			(c) Others:		
			Immovable property:		
			Goods and furniture:		
			Other assets (to be specified):		
TOTAL LIABILITIES			TOTAL ASSETS		

**Specific purpose may be mentioned, e.g. things purchased on credit. Etc.*

LIST OF SECURITIES

Particulars	Face value (Rs.)	Cost price (Rs.)	Market price on date on which accounts have been made up (Rs.)	In hands of

Treasurer

AUDITOR'S REPORT

We have audited the foregoing 'General Fund Account' and the 'Political Fund Account' of the(Name of the Trade Union) for the year ending and also the Statement of Liabilities and Assets and the List of Securities of said Trade Union as on and report that :-

- (i) We have obtained all the information and explanations and have had access to all the books and accounts of the Trade Union which were necessary for the purposes of our audit;
- (ii) The Trade Union has properly maintained its Membership Register and its books of accounts as required by law;
- (iii) (Subject to whatever remarks or qualifications the auditor wants to make). In our opinion and to the best of our information and according to the explanation given to us, the foregoing accounts, statement and list have been properly drawn up and they give a true and correct view of income, expenditure, assets and liabilities of the Trade Union

NOTE – If the state of the account is such that Auditor is unable to express the opinion on the 'True and Correct' aspect of the accounts, statement and list, he should state his reason there for.

Chartered Accountant

The following changes of Office-Bearers have been made during the year:-

OFFICE-BEARERS RELINQUISHING OFFICE

Name	Office	Date of Relinquishing Office

OFFICE- BEARERS APPOINTED

Name	Date of Birth	Private Address	Personal Occupation	Title or position held in Union	Date on which appointment in column 5 was taken up	Other Offices held in addition to membership of executive with date
1.	2.	3.	4.	5.	6.	7.

ELECTIONS

Date of last election of the Office-Bearers	Date of next election of the Office-Bearers

Secretary