

**Certification Office for Trade Unions
and Employers' Associations**

**Application to make a complaint
against a trade union**

Before completing this form please ensure you have read the guidance
"Making a Complaint to the Certification Officer against a Trade Union"

**Please return this form by email to info@certoffice.org with all
supporting documents**

Certification Officer
telephone: 0330 109 3602
e-mail: info@certoffice.org
website: www.gov.uk/certificationofficer

Revised October 2021

We need the information requested on this form to help the Certification Officer progress your complaint as speedily and effectively as possible. Please fully complete all relevant sections. It is likely that we will take longer to consider your complaint if you do not provide any of the information.

There is a time limit for you to make most complaints. Details of these time limits are set out in paragraph 3 of the guidance. You can ask us any questions about time limits by telephone on 0330 109 3602.

Your details

Title:

First Name:

Last Name:

Address

Telephone

Mobile

E-Mail

Note: In order to progress your complaint a copy of this form and other related correspondence will be copied to the Union, the Certification Officer's legal adviser and other parties where there is a statutory requirement to do so. Please refer to the Certification Officer's [privacy policy](#).

Do you give consent for this office to include your postal address, telephone number and email address when copying correspondence to these other parties?

Yes

No

To help us improve our service we would like to send you a feedback questionnaire when your case is concluded?

Are you happy for us to contact you?

Yes

No

Details of the union you are complaining about

1. What is the name and address of the union you are complaining about?

Name

Address

2. Are you currently a member of this union?

Yes No

3. What is (or was) your union membership number?

4. Are you a member of a branch or section of this union?

Yes No

If so, which branch and/or section?

Name of Branch/Section

5. Were you a member at the time of the events complained about?

Yes No

6. If you are complaining about an election, were you a candidate in that election?

Yes No

7. Are you (or were you) an employee of the union?

Yes No

If so, please describe your position.

Breach of union rule complaint

The Certification Officer's powers only allow her to accept complaints about a breach of a union rule where the rule is about:

1. the appointment or election of a person to, or the removal of a person from, any office;
2. disciplinary proceedings by the union (including expulsion);
3. the balloting of members on any issue other than industrial action;
4. the constitution or proceedings of any executive committee or of any decision making meeting;
5. political fund rules or political fund ballot rules.

The Certification Officer may refuse to accept your complaint if you have not tried to take all reasonable steps to resolve the claim by the use of any internal complaints procedure of the union or other means if there is no complaints procedure.

8. Do you think there has been a breach of the rules of the union relating to one of the matters above?

If YES please complete [Annex 1](#)

If **NO** go to paragraph 9

Breach of statute complaints

9. Do you think there has been a breach of the 1992 Act? Please refer to the guidance.

If YES, complete [Annex 2](#).

Print Name

Signature

Date

ANNEX 1 - FOR COMPLETION BY THE APPLICANT

Breach of union rules

Name of Applicant

For each rule that has been breached, you will need to set out your complaint in the following format. If more than 1 complaint is being made, please replicate the following on additional sheets of paper.

Complaint 1

Exact rule number breached

Please state which of the Certification Officer's powers this rule relates to.

1. the appointment or election of a person to, or the removal of a person from, any office
2. disciplinary proceedings by the union (including expulsion);
3. the balloting of members on any issue other than industrial action;
4. the constitution or proceedings of any executive committee or of any decision making meeting;
5. political fund rules or political fund ballot rules.

Please specify the source document eg union rules, branch rules, EC guidance and provide a copy.

Rule Wording (please type the exact wording as set out in the rulebook)

The date this rule was breached by the union

Brief description of why you believe the above rule was breached (limited to 250 words)

1. (a) Have you complained to your union about the breach or threatened breach of these rules?
Yes No
(b) If yes, on what date(s) did you complain?

2. How did you complain?
(Please enclose copies of any relevant correspondence, minutes of meetings etc).

3. Has there been any outcome from your complaint? If so, what is it?

4. If your complaint is still being dealt with, when do you expect it to be resolved?

ANNEX 1 -FOR COMPLETION BY THE UNION WHEN REQUESTED BY THE CERTIFICATION OFFICE

Union Name

Name of person representing the union

Company Name

Address

Telephone Number

E-mail

1. Do you accept that there has been a breach as alleged by the applicant?

Yes

No

2. If not, why not? please set out very briefly below your response to the above allegations (**limited to 250 words**). You may attach supporting documentation.

3. If yes, please explain.

Applicant

ANNEX 2- BREACH OF STATUTE COMPLAINT

Name of Applicant

For each Section or subsection, you believe has been breached you will need to set out your complaint in the following format. If more than 1 Section has been breached, please replicate the following on additional sheets of paper.

Complaint 1

Section/sub section of the [1992 Act](#)

Section wording (please type the exact wording as set out in the 1992 Act)

The date this Section was not complied with by the union

Brief description of why you believe the above section was not complied with. Set out the facts on which you rely (limited to 250 words)

General

1. Have you at any stage started Court proceedings in respect of the events about which you are now complaining?

Yes

No

2. Is there anything else you would like to add?

3. Have you enclosed copies of all relevant correspondence in your possession which you think are relevant to your complaint?

Yes

No

**ANNEX 2: UNION TO COMPLETE WHEN REQUESTED BY
THE CERTIFICATION OFFICE**

Union Name

Name of person representing the union

Company Name

Address

Telephone Number

E-mail

1. Do you accept that there has been a breached as alleged by the applicant?

Yes

No

2. If not, why not? Please set out very briefly below your response to the above allegations (limited to 250 words). You may attach supporting documentation.

3. If yes please explain.

Please return this form by email to info@certoffice.org with all supporting documents