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- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Institute of Journalists Trade Union

Year ended:

31st December 2012

List no:

738T

Head or Main Office:

2 Dock Offices, Surry Quays Road. London. SE16 2XU

Website address (if available)

<http://cioj.co.uk/>

Has the address changed during the year to which the return relates?

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input checked="" type="checkbox"/>
----	-------------------------------------

(Click the appropriate box)

General Secretary:

Mr Dominic Cooper

Telephone Number:

020 7252 1187

Contact name for queries regarding

Mr Dominic Cooper

Telephone Number:

020 7252 1187

E-mail:

dc@cioj.co.uk

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

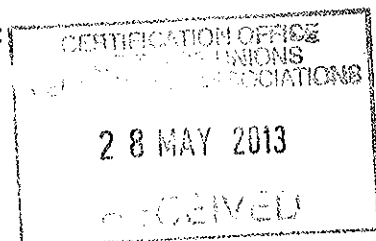
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:

Certification Office for Trade Unions and Employers' Associations
Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised February 2011)

RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	715	8	20	132	875
FEMALE	294	3	5	51	353
TOTAL	1009	11	25	183	A 1228

Number of members included in totals box 'A' above for whom no home or authorised address is held:

	2
Number of members at end of year contributing to the General Fund	1228

OFFICERS IN POST

(see note 12)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

RETURN OF CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)	75600	
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		75600
	TOTAL INCOME	75600
EXPENDITURE		
Benefits to members (as at page 5)		2638
Administrative expenses (as at page 10)		62233
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		64871
Taxation		
	TOTAL EXPENDITURE	64871
Surplus (deficit) for year		10729
Amount of general fund at beginning of year		8519
Amount of general fund at end of year		19248

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies Contributions received from The Chartered Institute of Journalists	75600	
TOTAL FEDERATION AND OTHER BODIES		75600
Other income		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		75600

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Legal and Professional Fees	2638	brought forward Education and Training services	2638
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward	2638	Total (should agree with figure in General Fund)	2638

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 3		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 24 and 25)

FUND 4		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 5		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 24 and 25)

FUND 6		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 7		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund		
		£	£	
Income	Members contributions and levies			
	Investment income (as at page 12)			
	Other income (specify)			
	Total other income as specified			
	Total income			
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
		Total expenditure		
		Surplus (deficit) for year		
		Amount of political fund at beginning of year		
		Amount of political fund at the end of year (as Balance Sheet)		
	Number of members at end of year contributing to the political fund			
	Number of members at end of the year not contributing to the political fund			
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union		
		£	£	
Income	Contributions and levies collected from members on behalf of central political fund			
	Funds received back from central political fund			
	Other income (specify)			
	Total other income as specified			
	Total income			
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
		Total expenditure		
		Surplus (deficit) for year		
		Amount held on behalf of trade union political fund at beginning of year		
		Amount remitted to central political fund		
	Amount held on behalf of central political fund at end of year			
	Number of members at end of year contributing to the political fund			
	Number of members at end of the year not contributing to the political fund			
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

	£
Administrative Expenses	
Remuneration and expenses of staff	56158
Salaries and Wages included in above	£53784
Auditors' fees	1200
Legal and Professional fees	
Occupancy costs	
Stationery, printing, postage, telephone, etc.	
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
Travel and Meetings	1050
Sundries	600
Insurance	3017
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Bank Charges	208
Total	62233
Charged to:	
General Fund (Page 3)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Total	62233

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contribution s £	Other Benefits		
				Description	Value £	
General Secretary	34520	3746	2374			

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
		Total investment income	
Credited to:			
		General Fund (Page 3)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	

BALANCE SHEET as at 31st December 2012

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)	0	
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		0
	Other Assets		
	Loans to other trade unions		
1117	Sundry debtors	1477	
9872	Cash at bank and in hand	19001	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		20478
	TOTAL ASSETS		20,478.00
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
1520	Tax payable		
	Sundry creditors		30
950	Accrued expenses		1200
	Provisions		
	Other liabilities		
2470	TOTAL LIABILITIES		1230
8519	TOTAL ASSETS		19248

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year			779			779
Additions			0			0
Disposals			0			0
Revaluation/Transfer s			0			0
At end of year			779			779
Accumulated Depreciation						
At start of year			779			779
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year			779			779
Net book value at end of year			0			0
Net book value at end of previous year			195			195

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
UNQUOTED Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	75600		75600
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income	75600		75600
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	64871		64871
Funds at beginning of year (including reserves)	8519		8519
Funds at end of year (including reserves)	19248		19248
ASSETS			
Fixed Assets			0
Investment Assets			
Other Assets			10989
Total Assets			10989
LIABILITIES			
Total Liabilities			2470
NET ASSETS (Total Assets less Total Liabilities)			8519

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

All notes to the accounts must be entered on or attached to this part of the return.

See attached

ACCOUNTING POLICIES

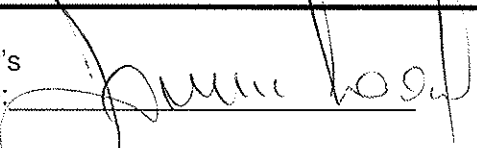

(see notes 74 and 75)

See attached

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature:  Name: Mr Dominic Cooper Date: 21 May 2013	Honorary Treasurer's Signature:  Name: Mr Michael Hardware Date: May 21, 2013
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CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
(See section 36(3) of the 1992 Act, set out in note 83)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
(See section 36(4) of the 1992 Act set out in rule 83)

YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 85)

AUDITOR'S REPORT (continued)

See attached

Signature(s) of auditor or auditors:

Samuels LLP.

Name(s):

Mr S Narula

Profession(s) or Calling(s):

FCA

Address(es):

3 Locks Yard
High Street
Sevenoaks, Kent
TN13 1LT

Date:

Contact name and telephone number:

01732 742089

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.

The Institute of Journalists (TU)

Statement to members and 2012 Accounts

The Institute of Journalists

TRADE UNION

DATE AS POSTMARK

To all members of the IoJ(TU)

In accordance with the Trade Union and Labour Relations (Consolidation) Act 1992, a copy of the financial statements for the IoJ(TU) for the year ended 31 December 2012 is enclosed.

These statements cover income and expenditure for the period under review. The IoJ (TU) does not have a political fund. The President of the IoJ(TU), in common with the Vice President, the Hon. Treasurer and members of the governing body (the Council) receive no salaries at all. The only payments made are expenses legitimately incurred on IoJ (TU) duties and allowances in accordance with the Standing Orders of the union.


The General Secretary, the only full-time official of the IoJ(TU) receives an annual salary of £34,520 and a pension contribution of £2,374. He receives expenses and allowances on the same basis as the lay officers. He does not have a car provided by the IoJ(TU), nor indeed benefits of any other kind.

In addition to the General Secretary, office staff equivalent to one and a half persons are employed.

A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees he should consider obtaining independent legal advice.



Dominic Cooper
General Secretary

Accounts for 2012

THE INSTITUTE OF JOURNALISTS TRADE UNION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2012

	2012	2011		
	£	£	£	£
INCOME				
Contributions Receivable	75,600	75,600		
Miscellaneous income -		2,700		
	75,600		78,300	
EXPENDITURE				
Salary Costs	53,784	57,877		
Pension Contributions	2,374	2,288		
Bank Charges	208	223		
Travel & Meetings	1,050	947		
Auditors Remuneration	1,200	950		
Legal & Professional Fees	2,638	3,697		
Sundry	600	598		
Depreciation	-	195		
Insurance	3,017	2,979		
	64,871		69,754	
SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE	10,729	8,546		

BALANCE SHEET AS AT 31ST DECEMBER 2012

	2012	2011
	£	£
FIXED ASSETS		
Tangible Assets	0	0
CURRENT ASSETS		
Prepayments	1,477	1,117
Cash at bank	19,001	9,872
	20,478	10,989
CURRENT LIABILITIES		
Cash at bank	-	-
Creditors due within one year	1,230	2,470
NET CURRENT ASSETS/(LIABILITIES)	19,248	8,519
TOTAL ASSETS LESS CURRENT LIABILITIES	19,248	8,519
REPRESENTED BY:		
Brought forward	8,519	(27)
Surplus/(Deficit) for year	10,729	8,546
Retained Fund	19,248	8,519

Approved By:

Dominic Cooper
General Secretary

Michael Hardware
Hon. Treasurer

REPORT OF THE AUDITORS TO THE MEMBERS OF THE INSTITUTE OF JOURNALISTS TRADE UNION

We have audited the financial statements of the Institute of Journalists Trade Union for the year ended 31st December 2012 on pages 2 and 3. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 3.

The report is made solely to the Union's officers, as a body. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of officers and auditors

The Union's officers are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK & Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared. We also report to you if, in our opinion, the Union has not kept proper accounting records or if we have not received all the information and explanations we require for our audit.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK & Ireland) issued by the Auditing Practices

Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the officers in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Union's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Going Concern

The fund is operating with the support of the Chartered Institute of Journalists. These financial statements have been prepared on a going concern basis, which assumes that this support will continue.

Opinion

Subject to the foregoing, in our opinion the financial statements show a true and fair view of the state of the Union's affairs as at 31st December 2012 and of the profit for the year then ended and have been properly prepared.

Samuels LLP
Registered Auditors
3 Locks Yard, High Street, Sevenoaks, Kent, TN13 1LT
Dated: 23 May 2013

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2012**

(1) ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material to the Union's accounts:

Accounting Convention

The financial statements are prepared under the historical cost convention.

Contributions Receivable

The contributions receivable from the Chartered Institute of Journalists allow the union to operate efficiently and effectively. They include contribution towards labour costs for the employees employed by the union but required to carry out work for the Chartered Institute of Journalists. The Chartered Institute of Journalists provides whatever funding is required to allow the union to continue in existence.

Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Computer 25% on cost

(2) (DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE

	2012	2011
This is stated after charging:	£	£
Auditors' Remuneration	1,200	950

The union bears no occupancy costs.

The Institute of Journalists (TU)

2 Dock Offices
Surrey Quays Road
London
SE16 2XU

tel: 020 7252 1187 fax: 020 7232 2302 e-mail: memberservices@cioj.co.uk

Certification Office
22nd Floor, Euston Tower,
286 Euston Road
London
NW1 3JJ



22 May 2013

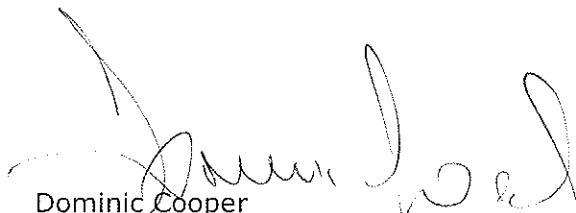
Dear Sirs

Please find enclosed completed AR21 Form for the Institute of Journalists (Trade Union).

Also enclosed is a copy of the Union's current rule book, together with a printed statement to members. The statement to members will be distributed by email as a PDF document to our members and it will also be available to them as a download from the Institute's website. Full details of how members may download the document will also be circulated by email.

I hope this meets the requirements under the Act and look forward to your confirmation in due course.

Yours faithfully



Dominic Cooper
General Secretary

Enclosures

At the heart of international
newsgathering since 1884

**Chartered Institute
of Journalists**
2 Dock Offices
Surrey Quays Road
London
SE16 2XU

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Fax: 020 7232 2302

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