**CO 1**

**Part 1**

**Trade Union and Labour Relations (Consolidation) Act 1992**

**Application for Entry in the List of Trade Unions**

To: **Please email this form to** [**info@certoffice.org**](mailto:info@certoffice.org)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of trade union** |  | | |
| **Address of head or main office** |  | | |
| **Date of formation** |  | **No. of members** |  |

I apply for the name of the above trade union to be entered in the list of trade unions. Details of the current officers are given below.

I have been authorised by the union to make this application on its behalf.

Signed: ...............................................................

Name: ................................................................

Office held in union: ............................................

Email address………………………………………

Telephone………………………………………… .

**Details of current officers (including trustees)**

|  |  |  |
| --- | --- | --- |
| Name | Address | Office held |
|  |  |  | |

**Part 2**

**Information Supporting your Application**

On receipt of this form the Certification Officer (CO) will consider whether to enter the name of your organisation in the list of trade unions. Please refer to the [CO’s guidance](https://www.gov.uk/guidance/apply-to-enter-a-trade-union-on-the-certification-officers-list) on making an application to have your organisation entered in the list before completing this form. You must provide all the information requested below before the CO can consider your application.

The Trade Union and Labour Relations (Consolidation) Act 1992 defines a “trade union” as an organisation (whether temporary or permanent) which consists wholly or mainly of workers and whose principle purposes include the regulation of relations between workers and employers.

In order for the CO to enter the name of your organisation in the list of trade unions, she needs to be satisfied that it meets this definition at the time you complete this form, specifically:

1. That it consists wholly or mainly of workers; and
2. That its principle purposes include the regulation of relations between workers and employers.

The questions in this section of the form are intended to help you evidence that this is the case.

1. Does your organisation consist wholly or mainly of workers?
   1. How many of your members meet the statutory definition of workers?
   2. Who employs them?
2. Is one of the principle purposes of your organisation to regulate relations between workers and employers?
   1. Is the trade union currently recognised by any employers? If so, what are the names of these employers? You should attach any correspondence which shows that you are recognised by employers to this form.
   2. Is the union currently in discussion with any other employers to regulate relations on collective issues? If so, please provide the names and any supporting documents including any correspondence with employers on these issues.
   3. What are the union’s future plans for organising and recognition? Please also provide the names of any employers the union intends to approach, even if it has not already done so.
   4. Has the union carried out any individual representation on behalf of its members? If so, please provide details including the employers name and the nature of the representation.
   5. Has the union carried out any representation work for non-members?
   6. Does the union make any charge to members or non-members for representational work?

To support your application, the CO would be grateful if you could supply some additional documentation alongside this application form.

1. You will need to supply her with a copy of your current Membership Application Form.
2. You will also need supply her with a copy of the Union Rules which are currently in force.

You may also wish to provide her with any additional documentation that you think would be helpful in considering your application.**Part 3**

**Payment**

Before your application can be processed you must pay the statutory fee of £519, paid by BACs to:

Bank: National Westminster Bank

Bank Address: Government Banking Service

280 Bishopsgate

London EC2M 4RB

Sort Code: 60-70-80

Account No: 10012389

Account Name: Acas

Reference: Cert Office A/C1115

After your payment has been processed, please send your remittance slip to: [info@certoffice.org](mailto:info@certoffice.org)