

**FORM-J  
(Rule14)**

**Form for Annual Returns**

(Annual return prescribed under section 23 of the Khyber Pakhtunkhwa Industrial Relations Act, 2010 for the year ending 31<sup>st</sup>December, 20 .....

Name of the Trade Union/ Federation / Confederation .....  
Registered Head Office.....  
Registration No. and Date.....

**Part-I  
General Statement**

Return to be submitted by a Trade Union

1. No. of members on record at the beginning of the year .....
2. No. of members admitted during the year .....
3. No. of members, who left during the year .....
4. Total number of members on record at the end of the year .....  
Male .....  
Female .....
5. Name of the federation, if any, to which the union is affiliated .....

Return to be submitted by a Federation

1. No. of trade unions affiliated at the beginning of the year .....
2. No. of members of each of the trade unions affiliated .....
3. No. of trade unions joined during the year ..... and the No. of members of these trade unions.....
4. No. of trade unions disaffiliated during the year.....
5. No. of affiliated trade unions at the end of the year ..... and their respective membership .....

Return to be submitted by a Confederation

1. No. of federations affiliated at the beginning of the year .....
2. No. of members of each of the federation affiliated .....

3. No. of federations joined during the year ..... and the No. of members of these federations .....
4. No. of federations disaffiliated during the year.....
5. No. of affiliated federations at the end of the year ..... and their respective membership .....

A copy of the constitution of the Trade Union / Federation / Confederation, corrected upto the date of dispatch of this return, is appended.

Signature of the General Secretary

Dated: .....

**PART-II**  
**Statement of Liabilities and Assets**

Liabilities		Assets	
Description	Value (in Rs.)	Description	Value (in Rs.)
Loan i. .... ii. .... iii. ....		Cash i. In the hands of Treasurer ii. In the hands of Secretary iii. In the Banks	
Unpaid Subscriptions i. .... ii. .... iii. ....		Securities i. .... ii. .... iii. ....	
Other Liabilities i. .... ii. .... iii. ....		Immovable Property i. .... ii. .... iii. ....	
<b>Total Liabilities</b>		<b>Total Assets</b>	

Signature Treasurer .....

Signature General Secretary.....

Dated: .....

**PART-III**  
**General Fund Account**

Income		Expenditure	
Description	Amount (in Rs.)	Description	Amount (in Rs.)
Balance at the beginning of the year		Salaries, allowances and expenses of officers, if any	
Contribution from Members		Salaries, allowances and expenses of establishment, if any	
Donations		Auditor's fee	
Sale of periodicals etc.		Expenses in conducting labour disputes	
Interests on investments (specify detail)		Compensation paid to the members for loss arising out of labour disputes	
Income from Miscellaneous source (specify detail)		Funeral, old-age, sickness, un-employment benefits, etc.	
		Cost of publishing periodical	
		Rents, rates and taxes	
		Stationary, printing and postage	
		Educational and training expenses	
		Other expenses (specify detail)	
		Balance at the end of the year	
<b>Total</b>		<b>Total</b>	

Signature Treasurer .....

Signature General Secretary .....

Dated: .....

**PART-IV**  
**Change in Officers**

Relinquishment			Appointment		
Name	Office	Date of relinquishment	Name	Office	Date of Appointment

Signature Treasurer .....

Signature General Secretary .....

Dated: .....

**Full List of officers of the executive as stood on 31st December, 20\_\_\_\_\_**

<b>Name</b>	<b>Age</b>	<b>Office</b>	<b>Address</b>	<b>Occupation</b>	<b>Date of Appointment</b>

Signature Treasurer ..... Signature General Secretary .....

Dated: .....

**PART-V**  
**Auditor's Declaration**

1. *The undersigned, having had access to all the books and accounts of the trade union/ federation / confederation 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 and in accordance with the law, subject to the remarks if any, appended hereto.*

2. *I / We are duly qualified to audit the accounts of the trade union / federation / confederation namely .....*

**Seal**

Auditor's Signature

Signature Treasurer .....

Signature General Secretary .....

Dated: .....

-----