## Frequently Asked Questions

1. **When should an association or trade union send its annual return to Registrar of Associations?**
   - For association, not later than 3 months after the closing date of its accounting period.
   - For Trade Union, not later than 4 months after the closing date of its accounting period.

2. **Is there a model for annual return?**
   Yes, and this model is available on the website or at the counter of the Registry of Associations.

3. **When should an Annual General Meeting be held?**
   - Not later than 3 months after the closing date of the accounting period.

4. **When should Registrar be informed of any change in officers?**
   - For association, not later than 14 days.
   - For trade union, not later than 7 days.

5. **Where should a security bond be registered and filed?**
   - A properly filled in security bond should be **registered** with the **Registrar General Department**, 6th floor, Emmanuel Anquetil Building, Port Louis.
   - After registration, the security bond should be **filed** with the **Registrar of Associations**.

6. **What is a large association?**
   - A large association shall be an association
     
     (a) whose membership as at the date of the last accounting period exceeds 200;

     (b) the value of whose assets as at the date of the last accounting period exceeds one hundred thousand rupees; or

     (c) whose annual revenue during the two consecutive years immediately preceding the last accounting period exceeded eight thousand rupees.
7. **What books should be kept?**
   - Cash Book and record of revenue.
   - Minutes of proceedings
   - Register of Members.
   - Register of dependants (in case of mutual aid association).
   - Other accounting books and records.

8. **What is the minimum number of persons to form an association?**
   - 7

9. **What is the minimum number of persons to form a trade union of employees?**
   - 30

10. **What are the documents to be submitted for registration of an association and the fee to be paid?**
    - a notice of formation.
    - a letter of application for registration.
    - two copies of rules
    - a list of members
    - a list of officers
    - a certified copy of minutes of proceedings
    - a notice of address
    - a fee of Rs 600.
11. **What are the documents to be submitted for registration of a trade union of employees and the fee to be paid?**
- an application for registration (Approved Form 1)
- two copies of rules
- a certified copy of minutes of proceedings
- a statement of particulars (Document C)
- a list of members of the Managing Committee and auditors (Document C1)
- a list of members (Document C2)
- a list of branches (Document C3) if applicable.
- a fee of Rs 1200.

12. **What are the documents to be submitted for registration of amendment of rules of an association and any fee to be paid?**
- An application for registration
- A certified copy of the minutes of proceedings
- A declaration
- No fee payable

13. **What are the documents to be submitted for registration of amendment of rules of a trade union and the fee to be paid?**
- an application for registration
- two certified copies of amendment of rules
- a certified copy of the minutes of proceedings
- fee of Rs 600.

14. **What approval is required before incurring expenditure?**
- Expenditure in excess of Rs 15 000 under any one item or in excess of Rs 60 000 in any year has to be previously approved by a general meeting.