

## Frequently Asked Questions

1.	<p><b>When should an association or trade union send its annual return to Registrar of Associations?</b></p> <ul style="list-style-type: none"><li>• For association, not later than <b>3</b> months after the closing date of its accounting period.</li><li>• For Trade Union, not later than <b>4</b> months after the closing date of its accounting period.</li></ul>
2.	<p><b>Is there a model for annual return?</b></p> <p>Yes and this model is available on the website or at the counter of the Registry of Associations.</p>
3.	<p><b>When should an Annual General Meeting be held?</b></p> <ul style="list-style-type: none"><li>• Not later than 3 months after the closing date of the accounting period.</li></ul>
4.	<p><b>When should Registrar be informed of any change in officers?</b></p> <ul style="list-style-type: none"><li>• For association, not later than 14 days.</li><li>• For trade union, not later than 7 days.</li></ul>
5.	<p><b>Where should a security bond be <u>registered</u> and <u>filed</u>?</b></p> <ul style="list-style-type: none"><li>• A properly filled in security bond should be <b><u>registered</u></b> with the <b><u>Registrar General Department</u></b>, 6<sup>th</sup> floor, Emmanuel Anquetil Building, Port Louis.</li><li>• After registration, the security bond should be <b><u>filed</u></b> with the <b><u>Registrar of Associations</u></b>.</li></ul>
6.	<p><b>What is a large association?</b></p> <ul style="list-style-type: none"><li>• A large association shall be an association<ol style="list-style-type: none"><li>(a) whose membership as at the date of the last accounting period exceeds 200;</li><li>(b) the value of whose assets as at the date of the last accounting period exceeds one hundred thousand rupees; or</li><li>(c) whose annual revenue during the two consecutive years immediately preceding the last accounting period exceeded eight thousand rupees.</li></ol></li></ul>

7.	<b>What books should be kept?</b> <ul style="list-style-type: none"><li>• Cash Book and record of revenue.</li><li>• Minutes of proceedings</li><li>• Register of Members.</li><li>• Register of dependants (in case of mutual aid association).</li><li>• Other accounting books and records.</li></ul>
8.	<b>What is the minimum number of persons to form an association?</b> <ul style="list-style-type: none"><li>• 7</li></ul>
9.	<b>What is the minimum number of persons to form a trade union of employees?</b> <ul style="list-style-type: none"><li>• 30</li></ul>
10.	<b>What are the documents to be submitted for registration of an association and the fee to be paid?</b> <ul style="list-style-type: none"><li>• a notice of formation.</li><li>• a letter of application for registration.</li><li>• two copies of rules</li><li>• a list of members</li><li>• a list of officers</li><li>• a certified copy of minutes of proceedings</li><li>• a notice of address</li><li>• a fee of Rs 600.</li></ul>

11.	<p><b>What are the documents to be submitted for registration of a trade union of employees and the fee to be paid?</b></p> <ul style="list-style-type: none"> <li>• an application for registration (Approved Form 1)</li> <li>• two copies of rules</li> <li>• a certified copy of minutes of proceedings</li> <li>• a statement of particulars (Document C)</li> <li>• a list of members of the Managing Committee and auditors (Document C1)</li> <li>• a list of members (Document C2)</li> <li>• a list of branches (Document C 3) if applicable.</li> <li>• a fee of Rs 1200.</li> </ul>
12.	<p><b>What are the documents to be submitted for registration of amendment of rules of an association and any fee to be paid?</b></p> <ul style="list-style-type: none"> <li>• An application for registration</li> <li>• A certified copy of the minutes of proceedings</li> <li>• A declaration</li> <li>• No fee payable</li> </ul>
13.	<p><b>What are the documents to be submitted for registration of amendment of rules of a trade union and the fee to be paid?</b></p> <ul style="list-style-type: none"> <li>• an application for registration</li> <li>• two certified copies of amendment of rules</li> <li>• a certified copy of the minutes of proceedings</li> <li>• fee of Rs 600.</li> </ul>
14.	<p><b>What approval is required before incurring expenditure?</b></p> <ul style="list-style-type: none"> <li>• Expenditure in excess of Rs 1000 under any one item or in excess of Rs 4000 in any year has to be previously approved by a general meeting.</li> </ul>