

Frequently Asked Questions

1.	<p>When should an association or trade union send its annual return to Registrar of Associations?</p> <ul style="list-style-type: none">• 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.	<p>Is there a model for annual return?</p> <p>Yes, and this model is available on the website or at the counter of the Registry of Associations.</p>
3.	<p>When should an Annual General Meeting be held?</p> <ul style="list-style-type: none">• Not later than 3 months after the closing date of the accounting period.
4.	<p>When should Registrar be informed of any change in officers?</p> <ul style="list-style-type: none">• For association, not later than 14 days.• For trade union, not later than 7 days.
5.	<p>Where should a security bond be <u>registered</u> and <u>filed</u>?</p> <ul style="list-style-type: none">• A properly filled in security bond should be <u>registered</u> with the <u>Registrar General Department</u>, 6th floor, Emmanuel Anquetil Building, Port Louis.• After registration, the security bond should be <u>filed</u> with the <u>Registrar of Associations</u>.
6.	<p>What is a large association?</p> <ul style="list-style-type: none">• A large association shall be an association<ol style="list-style-type: none">(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.	<p>What books should be kept?</p> <ul style="list-style-type: none"> • 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.	<p>What is the minimum number of persons to form an association?</p> <ul style="list-style-type: none"> • 7
9.	<p>What is the minimum number of persons to form a trade union of employees?</p> <ul style="list-style-type: none"> • 30
10.	<p>What are the documents to be submitted for registration of an association and the fee to be paid?</p> <ul style="list-style-type: none"> • 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.	<p>What are the documents to be submitted for registration of a trade union of employees and the fee to be paid?</p> <ul style="list-style-type: none"> • 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 C 3) if applicable. • a fee of Rs 1200.
12.	<p>What are the documents to be submitted for registration of amendment of rules of an association and any fee to be paid?</p> <ul style="list-style-type: none"> • An application for registration • A certified copy of the minutes of proceedings • A declaration • No fee payable
13.	<p>What are the documents to be submitted for registration of amendment of rules of a trade union and the fee to be paid?</p> <ul style="list-style-type: none"> • an application for registration • two certified copies of amendment of rules • a certified copy of the minutes of proceedings • fee of Rs 600.
14.	<p>What approval is required before incurring expenditure?</p> <ul style="list-style-type: none"> • 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.