

**Certification Office for Trade Unions
and Employers' Associations**

**Application to register a complaint against a
trade union.***

* Before completing this form please ensure you have seen and read the leaflet "Making a Complaint to the Certification Officer against a Trade Union"

Certification Office for Trade Unions and Employers Associations

Registration of Complaint
under the
Trade Union and Labour Relations (Consolidation) Act 1992 (as
amended)

The details requested on this form are to help the Certification Officer progress your complaint as speedily and effectively as possible. **Before completing this form please read the leaflet “Making a Complaint to the Certification Officer against a Trade Union ...”.** Please then fully complete all relevant sections. Missing information may result in a delay in processing your complaint. You should be aware that a copy this form will normally be provided to the union you are complaining about.

Most complaints must be made within a limited time. Details of these time limits are set out at paragraph 6 of the leaflet “Making a Complaint to the Certification Officer...”. Further information on time limits can be obtained by telephoning the Certification Office on 020 7210 3667/3627/3719.

YOUR DETAILS

1. Your name.
2. Your contact address. Please also supply an e-mail address (if available)

(Please advise the Certification Office of any change of address)

3. Your telephone number where we can contact you.

Telephone

Mobile

Fax

THE UNION COMPLAINED ABOUT

4. What is the name and address of the union you are complaining about?
5. Are you currently a member of this union? **YES/NO**
(see para 5 of the "Making a Complaint ..." leaflet)
6. Were you a member at the time of the events complained about? **YES/NO**
7. What is (or was) your union membership number?
(A photocopy of your most recent membership card would be helpful)
8. Are you a member of a branch or section of this union? **YES/NO**
If so, which branch and/or section?
9. Is your complaint about a branch or section of the union? **YES/NO**
If yes, state the name and address of the branch or section and the number of members of that branch/section.
10. If you are complaining about an election, were you a **YES/N**
candidate in that election? **O**
11. Are you (or were you) an employee of the union? **YES/NO**
If so, please describe your position.

YOUR COMPLAINT

(Please continue on a separate sheet if necessary)

12. What is it in general terms that you are complaining about? Please set out the circumstances giving rise to your complaint. (see para 3 of the "Making a Complaint ..." leaflet)?

BREACH OF STATUTE COMPLAINTS

13. Do you think there has been a breach of the 1992 Act? **YES/NO**
If YES, complete section 14.
If NO, go to section 15 (Breach of Union Rule Complaints)

NOTE: If you consider more than one section of the 1992 Act has been broken, please answer questions 14(a), (b) and (c) separately for each alleged breach. Use a separate supplementary sheet for each statutory provision you allege has been breached, see page 10.

14. (a) Which section of the 1992 Act do you allege has been broken?
- (b) When (on what date) do you allege this section was broken?
- (c) In what respect(s) do you think that section has been broken? Set out the facts on which you rely.

BREACH OF UNION RULE COMPLAINT

The Certification Officer’s jurisdiction to determine breach of union rule complaints is limited to union rules relating to certain matters. The matters within the Certification Officer’s jurisdiction are set out at part 3 (i) on page 2 of the “Making a Complaint ...” leaflet.

On breach of union rule complaints it is the Certification Officer’s normal practice to refuse to accept an application to him unless the applicant has taken, or attempted to take, all reasonable steps to resolve the claim by the use of any internal complaints procedure of the union.

15. Do you think there has been a breach of the rules of the union relating to a matter within the jurisdiction of the Certification Officer (see section 16 (b)) **YESNO**

If **YES** answer 16 below.
If **NO** go to section 18.

NOTE: If you consider more than one rule has been breached, please answer questions 16 (a) to (d) separately for each rule you allege has been breached. Use a separate supplementary sheet for each rule you allege has been breached, see page 11.

16. (a) Which union rule do you allege has been, or is about to be, breached by the union.
- (b) The Certification Officer’s jurisdiction to determine breach of union rule complaints is restricted to union rules relating to certain matters. Please tick which of the following matters the alleged breach of this rule relates. (See paras 3(d) and (i) of the ‘Making a Complaint’ leaflet)

• the appointment or election of a person to, or the removal of a person from, any office;	<input type="checkbox"/>
• disciplinary proceedings by the union (including expulsion);	<input type="checkbox"/>
• the balloting of members on any issue other than industrial action;	<input type="checkbox"/>
• the constitution or proceedings of any executive committee or of any decision making meeting;	<input type="checkbox"/>
• political fund rules or political fund ballot rules.	<input type="checkbox"/>

(c) Why do you allege that this rule has been broken? Set out the facts on which you rely.

(d) When (on what date) do you allege the union breached or threatened to breach this rule?

17. (a) Have you complained to your union about the breach or threatened breach of these rules (**see part 7 of the “Making a Complaint ...” leaflet**)? **YES/NO**
- (b) If so, please state on what date you complained to your union in respect of each rule you allege has been breached?
- (c) How did you complain?
(Please enclose copies of any relevant correspondence, minutes of meetings etc.)
- (d) Has there been any outcome from your complaint? If so, what is it?
- (e) If your complaint is still being dealt with, when do you expect it to be resolved?

GENERAL

18. Have you at any stage started Court proceedings in respect of the events about which you are now complaining (see para 8 of the “Making a Complaint ...” leaflet)? **YES/NO**

19. Is there anything else you would like to add?

20. Have you enclosed copies of all relevant documents and material in your possession which you think are relevant? **YES/NO**

21. Is there any compelling reason why your name should not be supplied to the union as the person making the complaint (see part 12 of the “Making a Complaint ...” leaflet)? **YES/NO**

If yes, please explain.

Signature

Date

Please return this form, with all supporting documents, as soon as possible to the Certification Officer, Certification Office for Trade Unions and Employers' Associations, 22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ.

March 2009 (revised)

SUPPLEMENTARY SHEET

BREACH OF STATUTE COMPLAINT (continuation)

- (a) Which section of the 1992 Act do you allege has been broken?

- (b) When (on what date) do you allege this section was broken?

- (c) In what respect(s) do you allege this section was broken? Set out the facts on which you rely.

If you need further supplementary sheets please photocopy this page or follow the format of the above.

SUPPLEMENTARY SHEET

BREACH OF RULE COMPLAINT (continuation)

- (a) Which union rule do you allege has been, or is about to be breached?
- (b) Please tick which of the following matters the alleged breach of rule relates to.
- the appointment or election of a person to, or the removal of a person from, any office;
 - disciplinary proceedings by the union (including expulsion);
 - the balloting of members on any issue other than industrial action;
 - the constitution or proceedings of any executive committee or of any decision making meeting;
 - political fund rules or political fund ballot rules.
- (c) When (on what date) do you allege the union breached or threatened to breach this rule?
- (d) In what respect(s) do you allege that this rule was broken? Set out the facts on which you rely.

If you need further supplementary sheets please photocopy this page or follow the format of the above.

March 2009(revised)