

**MINISTRY OF LABOUR**  
DIVISION TRADE UNION AFFAIRS

TRADE UNION ORGANIZATIONS REGISTRATION AND CERTIFICATION GUIDELINES  
(NATIONAL/MOTHER AND PLANT)

- I. MINIMUM REQUIREMENTS FOR THE REGISTRATION AND CERTIFICATION OF NEW TRADE UNIONS AND EMPLOYERS ORGANIZATIONS.
- 1.1 Any twenty-five or persons by subscribing names to the constitution of an organization concerned with employees and otherwise complying with this GUIDELINE with respect to registration may apply to the MINISTRY OF LABOUR for registration as trade union with these GUIDELINES.
  - 1.2 Subject to subsection (3), any ten or more members of an organization concerned with employers by subscribing their names to the constitution of the organization and otherwise complying with these GUIDELINE with respect to registration, may apply to the registrar for registration as an employer organization under these GUIDELINE.
  - 1.3 Any new employee and/or employer organization seeking to be registered and certification as trade union organization must maintain a functioning and staffed office as a recognized and assessable location.
  - 1.4 Where anyone of the purposes of such trade union or employer's organization be unlawful such registration shall be void.
  - 1.5 Every union that has a certificate is required to renew said certificate on a bi-annual basis with the revalidation of the requirement stated above.
  - 1.6 no organization or member thereof shall perform any act in furtherance of the purposes for which it has been found in relation to this GUIDELINE unless such organization has first been registered in accordance with this GUIDELINE.
  - 1.7 A member or officer of an organization who contravenes this section commits an offense and shall be liable, on summary conviction, to a fine not exceeding \$5000 Liberian Dollars.

## II. PROCEDURE FOR REGISTRATION

- 2 Where application is made for registration by an organization, the registrar shall register such organization and furnish with a certificate of registration if the registrar is satisfied with the following:
  - a. that the minimum requirements for registration as set out by section 1 are complied with.
  - b. that the constitution of the organization consistent with this GUIDELNES, Labour practices law of Liberia and the constitution of the Republic of Liberia and does not contain provisions which are contrary to any other enactment or rule of law:
  - c. that the name of the organization is not identical to that of any existing organization or so closely resembling such name as to be likely to deceive its own member or members of the public.
- 3 An application for registration should made to the Ministry ad two copies of the organizations shall accompany such application.
- 4 Any union or employers' organization which was registered immediately before the commencement of this GUIDELINE shall continue to be registered under this GUIDELINE.

## III. CANCELATION OF CERTIFICATE

- 3.1 The Ministry may cancel the registration of a Trade Union or employers' organization:
  - a. at the request of the organization in the prescribed form:
  - a. on satisfactory proof that a certificate of registration has been obtained by fraud or mistake; or that such organization has willfully, after notice from the ministry, violated this GUIDELINE.

- b. on satisfactory proof that the organization or its funds are being used for an unlawful purpose or a purpose not authorized by the Labour laws of Liberia or its own constitution;
- c. on satisfactory proof that the accounts of the organization are not been kept in accordance with this GUIDELINE or its own constitution;
- d. on satisfactory proof that a Trade Union has a membership of less than twenty-five, or an employers' organization has a membership of less than Ten; or
- e. on satisfactory proof that an organization has ceased to exist (for example its failure to renew its certificate).
- f. failure on the part of union to provide their annual report after being fined about two occasions, in succession.

3.2 The Ministry shall, for the purposes of subsection (1) give not less than two months previous notice specifying briefly the grounds of the proposed cancellation, except where the organization has ceased to exist in which case notice of cancellation may be given forthwith

#### **IV. NATIONAL UNION (MOTHER UNION)**

- 4.1 In addition to the requirements stated above for the registration of Trade Unions, the following are the requirements for National Unions seeking to unionize workers/employees of an entity:
- a. The Union must have headquarter/place of work that is visible with the necessary office equipment in place and office staff for it smooth operation;
  - b. The Unions shall specifically deal with a particular group of workers/employees, for example if the Union is representing wood workers it cannot unionize employees engaged in transportation (section 4601 A);
  - c. In line with the Labour laws of Liberia and ILO regulations said unions must have accurate record on how it has conducted the affairs of it members, some of the responsibilities of Unions are as follows: Market role, by intervention wage bargaining and The main objective of a Trade Union is to promote the interest of

its members, due regard being paid to the interest of the total Labour force and to the greater national interest.

**All National Trade Unions should:**

- 1) Where appropriate, maintain jointly with management and other trade unions effective arrangements at industry or local levels for negotiation, consultation, and communication and for settling grievances and disputes;
  - 2) Take all reasonable steps to ensure that their officials and members observe all arrangements; provide for the training of delegates in the scope of their powers and duties and the day-to-day operation of the unions;
  - 3) Provide adequate educational opportunities for the advancement of their members; be properly staffed to serve the needs of their members, and allow for effective lines of communication between such staff and the rank and file membership;
  - 4) Encourage members to take part in their activities by adopting such means as would best allow them to do so, including the compilation and distribution of information;
  - 5) Make available information pertaining to the rules and policies of the Union;
  - 6) Provide adequate advisory services for their members and in particular assist them to understand the terms and conditions of their employment; and
  - 7) Identify trends in industrial relations to help their members to anticipate and keep abreast of change.”
- 4.2 To achieve this aim, trade unions have a duty to maintain the viability of the undertaking by ensuring cooperation with management in measures to promote efficiency and good industrial relations.
- a. All of such unions shall produce a valid bank account/bank book in the union’s name indicating the names of the signatories in line with its constitutional provision on how the union funds are kept and expended;

- 4.3 No organization or member thereof shall perform any act in the furtherance of the purposes for which it has been formed in relation to this Guideline unless such organization has first been registered in accordance with this Guideline.
- 4.4 A member or officer of an organization who contravenes this section commits an offence and shall be liable, on summary conviction, to a fine not exceeding five thousand Liberian dollars.

Therefore, all concerned are advised to act in accordance with these guidelines and those found in the Labour practices law of Liberia as of the date of its signing.