



13 September 2024  
13 September 2024  
P.U. (A) 241

WARTA KERAJAAN PERSEKUTUAN

*FEDERAL GOVERNMENT  
GAZETTE*

PERATURAN-PERATURAN PERHUBUNGAN  
PERUSAHAAN (PINDAAN) 2024

*INDUSTRIAL RELATIONS (AMENDMENT)  
REGULATIONS 2024*

DISIARKAN OLEH/  
PUBLISHED BY  
JABATAN PEGUAM NEGARA/  
ATTORNEY GENERAL'S CHAMBERS

AKTA PERHUBUNGAN PERUSAHAAN 1967

PERATURAN-PERATURAN PERHUBUNGAN PERUSAHAAN (PINDAAN) 2024

PADA menjalankan kuasa yang diberikan oleh seksyen 62 Akta Perhubungan Perusahaan 1967 [*Akta 177*], Menteri membuat peraturan-peraturan yang berikut:

**Nama dan permulaan kuat kuasa**

1. (1) Peraturan-peraturan ini bolehlah dinamakan **Peraturan-Peraturan Perhubungan Perusahaan (Pindaan) 2024**.

(2) Peraturan-Peraturan ini mula berkuat kuasa pada 15 September 2024.

**Pindaan peraturan 2**

2. Peraturan-Peraturan Perhubungan Perusahaan 2009 [*P.U. (A) 356/2009*], yang disebut “Peraturan-Peraturan ibu” dalam Peraturan-Peraturan ini, dipinda dalam peraturan 2 dengan menggantikan takrif “undi sulit” dengan takrif yang berikut:

‘ “undi sulit” ertinya—

- (a) berhubung dengan Bahagian II, suatu undi sulit yang dibuat bagi maksud menentukan peratus pekerja atau apa-apa kelas pekerja, yang berkenaan dengannya tuntutan pengiktirafan ini dibuat untuk menunjukkan sokongan kepada kesatuan sekerja pekerja yang membuat tuntutan itu;
- (b) berhubung dengan Bahagian IIA, suatu undi sulit yang dibuat bagi maksud menentukan bilangan undi tertinggi yang menunjukkan keutamaan bagi kesatuan sekerja pekerja untuk mendapat hak berunding tunggal bagi mewakili pekerja atau kelas pekerja tersebut.

### **Pindaan peraturan 3**

3. Peraturan 3 Peraturan-Peraturan ibu dipinda dengan memasukkan selepas subperaturan (2) subperaturan yang berikut:

“(2A) Jika lebih daripada satu kesatuan sekerja pekerja diiktiraf untuk mewakili pekerja atau kelas pekerja yang sama, hanya kesatuan sekerja pekerja yang mendapat hak perundingan tunggal di bawah seksyen 12A Akta boleh memulakan perundingan bersama dengan majikan atau kesatuan sekerja majikan sebagaimana yang diperuntukkan di bawah subseksyen 13(1) Akta.”

### **Penggantian peraturan 4**

4. Peraturan-Peraturan ibu dipinda dengan menggantikan peraturan 4 dengan peraturan yang berikut:

#### **“Pemberitahuan untuk pemberian pengiktirafan**

4. Jika majikan atau kesatuan sekerja majikan bersetuju untuk memberi pengiktirafan kepada kesatuan sekerja pekerja dan majikan atau kesatuan sekerja majikan berpuas hati bahawa skop keahlian kesatuan sekerja pekerja yang membuat tuntutan pengiktirafan mengikut perlembagaan kesatuan sekerja pekerja, majikan atau kesatuan sekerja majikan hendaklah, dalam masa empat belas hari, memberitahu Ketua Pengarah mengenai pengiktirafan tersebut dalam Borang AA.”.

### **Penggantian peraturan 5**

5. Peraturan-Peraturan ibu dipinda dengan menggantikan peraturan 5 dengan peraturan berikut:

#### **“Penentuan penyampaian dan kesahan Borang A**

5. (1) Jika kesatuan sekerja pekerja membuat laporan kepada Ketua Pengarah dalam tempoh empat belas hari di bawah subseksyen 9(4) Akta, Ketua Pengarah boleh mengambil apa-apa langkah yang perlu jika dapat dilaksanakan dalam masa empat belas hari untuk menentukan—

- (a) ketepatan maklumat yang diberikan oleh kesatuan sekerja itu dalam Borang A;
- (b) sama ada Borang A telah disempurnakan secara sah oleh kesatuan sekerja itu; dan
- (c) sama ada Borang A telah disampaikan mengikut subperaturan 3(3) kepada majikan atau kesatuan sekerja majikan yang berkenaan.

(2) Tuntutan pengiktirafan hendaklah dianggap telah luput jika Ketua Pengarah berpuas hati bahawa—

- (a) maklumat dalam Borang A adalah palsu atau tidak tepat;
- (b) Borang A tidak disempurnakan dengan sah; atau
- (c) Borang A tidak disampaikan mengikut subperaturan 3(3).

(3) Jika tuntutan pengiktirafan disifatkan telah luput di bawah subperaturan (2), Ketua Pengarah hendaklah memberitahu kesatuan sekerja pekerja dan majikan atau kesatuan sekerja majikan dan kesatuan sekerja pekerja berkenaan boleh, pada bila-bila masa, menyampaikan Borang A baharu kepada majikan atau kesatuan sekerja majikan yang berkenaan di bawah peraturan 3.”

### **Penggantian peraturan 6**

6. Peraturan-Peraturan ibu dipinda dengan menggantikan peraturan 6 dengan peraturan berikut:

#### **“Penentuan skop keahlian kesatuan sekerja**

6. Jika Ketua Pengarah berpuas hati bahawa Borang A telah diserahkan dengan betul, Ketua Pengarah boleh, tanpa berlengah-lengah—

- (a) mengarahkan majikan atau kesatuan sekerja majikan, mengikut mana-mana yang berkenaan, untuk mengemukakan kepadanya, dalam masa empat belas hari selepas penerimaan arahan atau mana-mana tempoh lain yang dinyatakan dalam arahan—
- (i) maklumat majikan yang berhubungan dengan skop keahlian kesatuan sekerja pekerja yang membuat tuntutan pengiktirafan; dan
  - (ii) butir-butir pekerja yang berkenaan dengannya tuntutan pengiktirafan dibuat dan yang diambil kerja oleh majikan, atau majikan masing-masing yang merupakan ahli kesatuan sekerja majikan, mengikut mana-mana yang berkenaan, sebagaimana pada tarikh tuntutan, dalam Borang B yang ditandatangani oleh pegawai yang bertanggungjawab; dan
- (b) mengambil langkah-langkah lanjut yang difikirkan perlu oleh Ketua Pengarah bagi menentukan skop keahlian kesatuan sekerja itu.”.

### **Pindaan peraturan 7**

7. Peraturan 7 Peraturan-Peraturan Ibu dipinda—

- (a) dalam subperaturan (1), dengan memasukkan sebelum perkataan “menerima Borang B” perkataan “menentukan skop keahlian kesatuan sekerja pekerja dan”,
- (b) dengan memasukkan selepas subperaturan (1) subperaturan yang berikut:
- “(1A) Kesatuan sekerja pekerja yang membuat tuntutan pengiktirafan dan majikan atau kesatuan sekerja majikan yang berkenaan hendaklah, semasa mesyuarat, menentukan—

- (a) butir-butir pekerja-pekerja yang layak mengundi dalam undi sulit;
- (b) tarikh dan masa undi sulit;
- (c) tempat undi sulit; dan
- (d) apa-apa perkara lain yang perlu bagi menjalankan undi sulit.

(1B) Jika persetujuan dicapai antara kesatuan sekerja pekerja dengan majikan atau kesatuan sekerja majikan mengenai perkara-perkara di bawah perenggan (1A)(a), (b), (c) dan (d), persetujuan tersebut hendaklah dalam Borang BA.”; dan

- (c) dalam subperaturan (2), dengan menggantikan perkataan “butir-butir pekerja dalam Borang B, Ketua Pengarah hendaklah memutuskan senarai yang muktamad sebagaimana dalam Lampiran A1 Borang B” dengan perkataan “perkara di bawah perenggan (1A)(a), (b), (c) dan (d), Ketua Pengarah hendaklah menentukan perkara itu dalam Borang BB”.

### **Pindaan peraturan 9**

8. Peraturan 9 Peraturan-Peraturan ibu dipinda—

- (a) dengan memotong subperaturan (1) dan (2); dan
- (b) dalam subperaturan (5), dengan memasukkan selepas perkataan “selepas undi sulit selesai” perkataan “melainkan jika diarahkan oleh Ketua Pengarah”.

### **Pindaan peraturan 10**

9. Peraturan 10 Peraturan-Peraturan ibu dipinda dengan menggantikan perkataan “Lampiran A1 Borang B” dengan perkataan “Borang BA atau Borang BB”.

**Penggantian peraturan 11**

10. Peraturan-Peraturan ibu dipinda dengan menggantikan peraturan 11 dengan peraturan yang berikut:

**“Formula untuk menentukan sokongan terhadap kesatuan sekerja pekerja**

11. Kekuatan sokongan untuk kesatuan sekerja pekerja yang membuat tuntutan pengiktirafan hendaklah ditentukan dengan majoriti mudah undi yang dibuang oleh tidak kurang daripada separuh daripada jumlah bilangan pekerja yang layak mengundi yang dikira mengikut cara yang berikut:

$$\frac{\text{Jumlah undi menunjukkan sokongan terhadap kesatuan sekerja pekerja}}{\text{Jumlah undi yang dibuang}} \times 100$$

**Bahagian baharu IIA**

11. Peraturan-Peraturan ibu dipinda dengan memasukan selepas peraturan 13 bahagian yang berikut:

**“BAHAGIAN IIA****HAK PERUNDINGAN TUNGGAL****Pemberitahuan bagi hak perundingan tunggal**

13A. (1) Kesatuan sekerja pekerja yang mendapat hak perundingan tunggal di bawah perenggan 12A(1)(a) Akta hendaklah, dalam tempoh empat belas hari selepas mendapat hak perundingan tunggal tersebut, memberitahu Ketua Pengarah dalam Borang FA.

(2) Salinan pemberitahuan yang diberi di bawah subperaturan (1) hendaklah disampaikan kepada majikan atau kesatuan sekerja majikan yang berkenaan.

**Permohonan bagi penentuan hak perundingan tunggal**

13B. (1) Permohonan bagi penentuan hak perundingan tunggal di bawah perenggan 12A(1)(b) Akta hendaklah dibuat dalam Borang FB.

(2) Jika lebih daripada satu permohonan dibuat di bawah perenggan 12A(1)(b) Akta, tarikh permohonan pertama diterima oleh Ketua Pengarah hendaklah disifatkan sebagai tarikh permohonan bagi semua permohonan berkenaan.

(3) Jika persetujuan mengenai hak perundingan tunggal dicapai selepas permohonan di bawah perenggan 12A(1)(b) Akta dibuat, pemberitahuan itu hendaklah diberikan mengikut cara yang dinyatakan di bawah peraturan 13A dan permohonan itu hendaklah disifatkan telah ditarik balik.

**Pengemukaan butir-butir dan dokumen**

13C. Setelah memutuskan bahawa hak perundingan tunggal perlu ditentukan melalui undi sulit, Ketua Pengarah boleh—

- (a) mengarahkan majikan atau kesatuan sekerja majikan, dalam masa empat belas hari selepas penerimaan arahan atau mana-mana tempoh lain yang dinyatakan dalam arahan, untuk memberi—
  - (i) butir-butir pekerja yang berkenaan dengannya permohonan hak perundingan tunggal dibuat dan yang diambil kerja oleh majikan, atau majikan masing-masing yang merupakan ahli kesatuan sekerja majikan, mengikut mana-mana yang berkenaan, pada tarikh permohonan, dalam Borang FC yang ditandatangani oleh pegawai yang bertanggungjawab; dan
  - (ii) senarai kesatuan sekerja pekerja yang bersaing untuk hak perundingan tunggal dalam Borang FD; dan

- (b) mengarahkan kesatuan sekerja pekerja yang bersaing untuk hak perundingan tunggal memberikan kepada Ketua Pengarah, dalam masa empat belas hari dari tarikh penerimaan arahan atau mana-mana tempoh lain sebagaimana yang dinyatakan dalam arahan, apa-apa dokumen mengenai pengiktirafan yang diberikan di bawah seksyen 9 Akta kepada kesatuan sekerja itu.

**Mengadakan mesyuarat untuk undi sulit**

13D. (1) Setelah menerima semua dokumen di bawah subperaturan 13C, Ketua Pengarah hendaklah, melalui notis bertulis, mengadakan suatu mesyuarat antara kesatuan sekerja pekerja dengan majikan atau kesatuan sekerja majikan yang berkenaan bagi maksud mengendalikan undi sulit di bawah subseksyen 12A(2) Akta.

(2) Kesatuan sekerja pekerja yang memohon hak perundingan tunggal dan majikan atau kesatuan sekerja majikan yang berkaitan hendaklah, semasa mesyuarat, menentukan—

- (a) butir-butir pekerja yang layak mengundi dalam undi sulit;
- (b) tarikh dan masa undi sulit;
- (c) tempat undi sulit; dan
- (d) apa-apa perkara lain yang perlu bagi menjalankan undi sulit.

(3) Jika persetujuan dicapai antara kesatuan sekerja pekerja dengan majikan atau kesatuan sekerja majikan yang berkenaan dengan perkara-perkara di bawah subperaturan (2), persetujuan tersebut hendaklah dalam Borang FE.

(4) Dalam hal keadaan tiada persetujuan dicapai antara kesatuan sekerja pekerja yang bersaing bagi hak perundingan tunggal dengan majikan atau kesatuan sekerja majikan yang berkenaan mengenai perkara di bawah

subperaturan (2), Ketua Pengarah hendaklah menentukan perkara tersebut dalam Borang FF.

### **Orang yang layak mengundi**

13E. Semua pekerja atau mana-mana kelas pekerja sebagaimana dalam Borang FE atau Borang FF, mengikut mana-mana yang berkenaan, layak untuk mengundi dalam undi sulit.

### **Notis bagi undi sulit**

13F. (1) Selepas menentukan perkara-perkara di bawah peraturan 13D, Ketua Pengarah hendaklah mengeluarkan notis dalam Borang FG kepada kesatuan sekerja pekerja dan majikan atau kesatuan sekerja majikan yang berkenaan.

(2) Majikan atau kesatuan sekerja majikan hendaklah meletakkan salinan notis undi sulit di tempat yang mudah dilihat di premis majikan yang berkenaan sebagaimana yang ditentukan oleh Ketua Pengarah selama tujuh hari berturut-turut sebaik sebelum hari pembuangan undi sulit.

(3) Melainkan jika atas arahan Ketua Pengarah, tiada seorang pun, boleh mengalihkan, merosakkan atau memusnahkan notis undi sulit sehingga selepas undi sulit selesai.

### **Majikan dan kesatuan sekerja hendaklah membantu Ketua Pengarah**

13G. (1) Jika Ketua Pengarah telah memberikan arahan di bawah peraturan 13C atau menyerahkan notis di bawah subperaturan 13D(1), majikan atau kesatuan sekerja majikan dan kesatuan sekerja pekerja yang berkenaan hendaklah memberi apa-apa maklumat kepada Ketua Pengarah sebagaimana yang dikehendaki olehnya dan hendaklah membantu Ketua Pengarah bagi membolehkannya mengendalikan undi sulit dengan segera.

(2) Tiada seorang pun, majikan atau kesatuan sekerja boleh dalam apa cara sekalipun menghalang pembuangan undi sulit.

### **Pemberitahuan Keputusan**

13H. Ketua Pengarah hendaklah, sebaik sahaja keputusan undi sulit ditentukan, memaklumkan keputusan itu kepada kesatuan sekerja pekerja dan majikan atau kesatuan sekerja majikan yang berkenaan dalam Borang FH.

### **Keputusan Ketua Pengarah**

13I. Keputusan Ketua Pengarah di bawah subseksyen 12A(4) Akta hendaklah dimaklumkan kepada kesatuan sekerja pekerja yang memperoleh hak berunding tunggal dalam Borang FI.”.

### **Peraturan baharu 17A**

12. Peraturan-Peraturan itu dipinda dalam Bahagian IV dengan memasukkan sebelum peraturan 18 peraturan yang berikut:

#### **“Permohonan untuk perwakilan**

17A. (1) Permohonan oleh majikan atau pekerja untuk kebenaran untuk diwakili di bawah subperenggan 20(6)(a)(iv) atau 20(6)(b)(iv) Akta hendaklah dibuat dalam Borang Fj.

(2) Setelah menerima permohonan untuk kebenaran untuk diwakili tersebut, Ketua Pengarah boleh—

(a) memberi kebenaran, dengan atau tanpa syarat; atau

(b) enggan untuk memberikan kebenaran.

(3) Ketua Pengarah boleh, demi kepentingan penyelesaian segera, membatalkan mana-mana kebenaran yang diberikan di bawah subperaturan (2) dan majikan atau pekerja yang kebenarannya dibatalkan boleh menggunakan pilihan di bawah perenggan 20(6)(a) atau 20(6)(b) Akta, mengikut mana-mana yang berkenaan.”

**Pindaan peraturan 18**

13. Perenggan 18(2)(b) Peraturan-Peraturan ibu dipinda dengan menggantikan perkataan “enam puluh hari” dengan perkataan “tiga puluh hari”.

**Pindaan Jadual**

14. Peraturan-Peraturan ibu dipinda dalam Jadual—

(a) dengan memasukkan selepas Borang A-1 borang yang berikut:

**“BORANG AA**  
[Peraturan 4]

PENGIKTIRAFAN SUKARELA

Kepada: .....  
(nama kesatuan sekerja pekerja)

beralamat di .....  
.....  
Poskod ..... Negeri .....

Kami .....  
(nama majikan atau kesatuan sekerja majikan)

beralamat di .....  
.....  
Poskod ..... Negeri .....

dengan ini mengisytiharkan bahawa skop keahlian anda pada tarikh tuntutan adalah selaras dengan perlembagaan anda untuk mewakili pekerja atau kelas pekerja kami dan dengan ini memberi pengiktirafan menurut perenggan 9(3)(a) Akta Perhubungan Perusahaan 1967 berkenaan dengan—

.....  
.....  
.....

Tandatangan : .....  
Nama : .....  
Jawatan : .....  
Tarikh : .....

s.k.  
Ketua Pengarah  
Jabatan Perhubungan Perusahaan”;

(b) dengan menggantikan Borang B dengan borang yang berikut:

**“BORANG B**  
[Subperenggan 6(a)(ii)]

**BUTIR-BUTIR PEKERJA**

Kami .....  
(nama majikan atau kesatuan sekerja majikan)

beralamat di .....  
.....  
Poskod ..... Negeri .....

dengan ini mengisytiharkan bahawa maklumat yang diberi dalam Lampiran 1 Borang B pada tarikh tuntutan adalah benar dan betul sepanjang pengetahuan dan kepercayaan kami.

Tandatangan : .....  
Nama : .....  
Jawatan : .....  
Tarikh : .....

Lampiran 1 Borang B

Berikut ialah senarai nama dan butir-butir semua pekerja dalam penggajian kami pada tarikh tuntutan yang berkenaan dengannya tuntutan pengiktirafan dibuat.

Bil.	Nama Pekerja (Huruf Besar)	No. Kad Pengenalan/ No. Pasport	Pekerjaan/ Jawatan	Tarikh mula bekerja	Catatan (jika ada)

Muka surat/

NOTA: Sila gunakan kertas sambungan jika perlu.

(c) dengan memasukkan selepas Borang B borang yang berikut:

**“BORANG BA**  
[Subperaturan 7(1B)]

PERSETUJUAN MENGENAI PELAKSANAAN UNDI SULIT

BAHAWASANYA Kami,

.....  
(nama majikan atau kesatuan sekerja majikan)

DAN

.....  
(nama kesatuan sekerja pekerja)

bersetuju dengan perkara-perkara yang berikut bagi maksud undi sulit di bawah Bahagian II Peraturan-Peraturan Perhubungan Perusahaan 2009:

1. Senarai nama dan butir-butir semua pekerja yang layak mengundi dalam undi sulit hendaklah dalam Lampiran 1;
2. Tarikh dan masa undi sulit adalah seperti yang berikut:  
     Tarikh :  
     Hari :  
     Masa :
3. Undi sulit akan diadakan di .....
4. \*Perkara-perkara yang berikut (*jika ada*):  
     (i) .....  
     (ii) .....  
     (iii) .....  
     \*NOTA: *Sila gunakan kertas sambungan jika perlu.*

.....  
(Majikan/Kesatuan Sekerja  
Majikan)

Nama:  
Jawatan:

.....  
(Kesatuan Sekerja Pekerja)

Nama:  
Jawatan:

Di hadapan:

.....  
*Ketua Pengarah*  
*Jabatan Perhubungan Perusahaan*

Nama : .....  
Tarikh : .....

## Lampiran 1 Borang BA

Bil.	Nama Pekerja (Huruf Besar)	No. Kad Pengenalan/ No. Pasport	Pekerjaan/ Jawatan	Tarikh mula bekerja	Catatan (jika ada)

Muka surat/

NOTA: Sila gunakan kertas sambungan jika perlu.

**BORANG BB**  
[Subperaturan 7(2)]

KEPUTUSAN MENGENAI PELAKSANAAN UNDI SULIT

DALAM MENJALANKAN kuasa di bawah subperaturan 7(2) Peraturan-Peraturan Perhubungan Perusahaan 2009, apabila tiada persetujuan dicapai antara .....

*(nama majikan atau kesatuan sekerja majikan)*

dan .....

*(nama kesatuan sekerja pekerja)*

mengenai perkara di bawah subperaturan 7(1A) Peraturan-Peraturan Perhubungan Perusahaan 2009, saya dengan ini memutuskan bahawa:

1. Senarai nama dan butir-butir semua pekerja yang layak mengundi dalam undi sulit hendaklah dalam Lampiran 1;
2. Tarikh dan masa undi sulit adalah seperti yang berikut:

Tarikh :

Hari :

Masa :

3. Undi sulit akan diadakan di .....

4. \*Perkara-perkara yang berikut (jika ada):

(i) .....

(ii) .....

(iii) .....

\*NOTA: Sila gunakan kertas sambungan jika perlu.

.....  
Ketua Pengarah  
Jabatan Perhubungan Perusahaan

Nama : .....

Tarikh : .....

## Lampiran 1 Borang BB

Bil.	Nama Pekerja- Pekerja <i>(Huruf Besar)</i>	No. Kad Pengenalan/ No. Pasport	Pekerjaan/ Jawatan	Tarikh mula bekerja	Catatan <i>(jika ada)</i>

Muka surat/

NOTA: *Sila gunakan kertas sambungan jika perlu.*;

(d) dengan menggantikan Borang C dengan borang yang berikut:

**“BORANG C**  
[Subperaturan 9(3)]

NOTIS UNDI SULIT

Kepada: (1) .....  
*(nama majikan atau kesatuan sekerja majikan)*

beralamat di .....  
Poskod ..... Negeri .....

(2) .....  
*(nama kesatuan sekerja pekerja)*

beralamat di .....  
Poskod ..... Negeri .....

AMBIL PERHATIAN bahawa menurut perenggan 9(4A)(b) Akta Perhubungan Perusahaan 1967, suatu undi sulit akan dijalankan seperti yang berikut:

Bil.	Tempat	Tarikh	Masa

NOTA: *Sila gunakan kertas sambungan jika perlu.*

Pekerja yang layak untuk mengundi adalah seperti di Lampiran 1 \*Borang BA atau Borang BB.

.....  
Ketua Pengarah  
Jabatan Perhubungan Perusahaan

Tarikh: .....

NOTA: \*Potong perkataan yang tidak berkenaan.”;

(e) dengan menggantikan Borang D dengan borang yang berikut:

**“BORANG D**  
(Peraturan 12)

NOTIS PEMBERITAHUAN KEPUTUSAN UNDI SULIT

Keputusan undi sulit yang telah dijalankan pada ..... antara  
(tarikh)

.....  
(nama kesatuan sekerja pekerja)  
dan .....  
(nama majikan atau kesatuan sekerja majikan)

adalah seperti yang berikut:

A.	JUMLAH PENGUNDI (*Borang BA atau Borang BB)	
B.	JUMLAH PENGUNDI YANG MEMBUANG UNDI	
C.	PERATUSAN PENGUNDI YANG MEMBUANG UNDI (B/A x 100)	

Jika bilangan pengundi yang membuang undi tidak kurang daripada separuh daripada jumlah pekerja yang layak mengundi, undi dikira seperti yang berikut:

PEMBUANGAN UNDI		
D.	JUMLAH UNDI	
E.	JUMLAH UNDI ROSAK	
F.	JUMLAH UNDI YANG MENUNJUKKAN SOKONGAN TERHADAP KESATUAN SEKERJA PEKERJA	
G.	JUMLAH UNDI YANG MENUNJUKKAN KETIDAKSOKONGAN TERHADAP KESATUAN SEKERJA PEKERJA	
H.	PERATUSAN SOKONGAN (F/D X 100)	

NOTA:

1. \*Potong perkataan yang tidak berkenaan.
2. Peratusan sokongan hanya dikira jika bilangan undi adalah tidak kurang daripada separuh daripada jumlah pekerja yang layak mengundi.

.....  
 Ketua Pengarah  
 Jabatan Perhubungan Perusahaan

Nama : .....  
 Tarikh : .....”;

(f) dengan memasukkan selepas Borang F borang yang berikut:

**“BORANG FA**  
 [Subperaturan 13A(1)]

NOTIS PEMBERITAHUAN HAK PERUNDINGAN TUNGGAL

Kepada: Ketua Pengarah  
 Jabatan Perhubungan Perusahaan

Bahawasanya kami telah memutuskan bahawa:

.....  
*(Nama Kesatuan Sekerja Pekerja yang mendapat hak perundingan tunggal)*

beralamat di .....

.....  
 Poskod ..... Negeri .....

hendaklah mempunyai hak perundingan tunggal untuk mewakili pekerja yang diambil bekerja oleh .....

*(nama majikan)*

seperti yang berikut: .....

.....  
*(sila nyatakan pekerja atau kelas pekerja)*

Kami dengan ini mengisytiharkan bahawa maklumat yang diberi dalam borang ini adalah benar dan betul sepanjang pengetahuan dan kepercayaan kami.

Bil.	Nama Kesatuan Sekerja Pekerja	Nama Pegawai yang bertanggungjawab	Jawatan	Tandatangan
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

Tarikh: .....

NOTA: *Sila gunakan kertas sambungan jika perlu.*

s.k  
Majikan atau Kesatuan Sekerja Majikan

**BORANG FB**  
[Subperaturan 13B(1)]

PERMOHONAN BAGI HAK PERUNDINGAN TUNGGAL

Kepada: Ketua Pengarah  
Jabatan Perhubungan Perusahaan

Kami: .....  
*\*(nama majikan atau kesatuan sekerja majikan atau kesatuan sekerja pekerja)*

beralamat di .....  
.....  
Poskod ..... Negeri .....

dengan ini membuat permohonan bagi hak perundingan tunggal menurut perangkan 12A(1)(b) Akta Perhubungan Perusahaan 1967 berkenaan dengan pekerja atau kelas pekerja seperti yang berikut:

.....  
*(sila nyatakan pekerja atau kelas pekerja yang hendak diwakili)*

yang diambil bekerja oleh .....  
*(nama majikan atau kesatuan sekerja majikan)*

Tandatangan : .....  
Nama : .....  
Jawatan : .....  
Tarikh : .....

Nota:  
*\*Potong perkataan yang tidak berkenaan*

**BORANG Fc**  
[Subperenggan 13C(a)(i)]

BUTIR-BUTIR PEKERJA

Kami.....  
*\*(nama majikan atau kesatuan sekerja majikan)*

beralamat di .....  
.....  
Poskod ..... Negeri .....

dengan ini mengisytiharkan bahawa maklumat yang diberi dalam Lampiran 1 Borang FC pada tarikh tuntutan adalah benar dan betul sepanjang pengetahuan dan kepercayaan kami.

Tandatangan : .....  
 Nama : .....  
 Jawatan : .....  
 Tarikh : .....

Nota:

*\*Potong perkataan yang tidak berkenaan*

Lampiran 1 Borang FC

Berikut ialah senarai nama dan butir-butir semua pekerja dalam penggajian kami pada tarikh permohonan bagi hak perundingan tunggal dibuat.

Bil.	Nama Pekerja (Huruf Besar)	No. Kad Pengenalan/ No. Pasport	Pekerjaan/ Jawatan	Tarikh mula bekerja	Catatan (jika ada)

Muka surat/

NOTA: Sila gunakan kertas sambungan jika perlu

**BORANG Fd**  
 [Subperenggan 13C(a)(ii)]

**BUTIR-BUTIR KESATUAN SEKERJA PEKERJA YANG TELAH DIBERI  
 PENGIKTIRAFAN**

Kami.....  
*\*(nama majikan atau kesatuan sekerja majikan)*

beralamat di .....  
 .....  
 Poskod ..... Negeri .....

dengan ini mengisytiharkan bahawa maklumat yang diberi dalam Lampiran ini adalah benar dan betul sepanjang pengetahuan dan kepercayaan kami. Kami berjanji bahawa jika maklumat yang diberikan didapati tidak betul atau palsu, kami hendaklah bertanggungjawab bagi maklumat tersebut.

Tandatangan : .....  
 Nama : .....  
 Jawatan : .....  
 Tarikh : .....

Nota: *\*Potong perkataan yang tidak berkenaan*

## Lampiran

Berikut ialah senarai kesatuan sekerja pekerja yang telah diberi pengiktirafan untuk mewakili pekerja atau kelas pekerja yang sama.

Bil.	Nama Kesatuan Sekerja (Huruf Besar)	No. Pendaftaran	Tarikh Pengiktirafan	Pekerja atau kelas pekerja yang telah diberi pengiktirafan	Catatan (jika ada)

Muka surat/

NOTA: Sila gunakan kertas sambungan jika perlu.

**BORANG FE**  
[Subperaturan 13D(3)]

PERSETUJUAN MENGENAI PELAKSANAAN UNDI SULIT

BAHAWASANYA \*Kami,

<b>Bil.</b>	<b>Pihak-Pihak</b>
-------------	--------------------

i.

ii.

iii.

pihak-pihak yang hadir dalam mesyuarat telah bersetuju mengenai perkara-perkara yang berikut bagi maksud melaksanakan undi sulit di bawah Bahagian IIA Peraturan-Peraturan Perhubungan Perusahaan 2009:

1. Senarai nama dan butir-butir semua pekerja yang layak mengundi dalam undi sulit hendaklah dalam Lampiran 1;
2. Tarikh dan masa undi sulit adalah seperti yang berikut:

Tarikh	:
Hari	:
Masa	:

3. Undi sulit akan diadakan di .....

4. \*Perkara-perkara yang berikut (*jika ada*)

- (i) .....
- (ii) .....
- (iii) .....

Ditandatangani oleh:

*Bil.	Nama Majikan/ Kesatuan Sekerja Majikan/Kesatuan Sekerja Pekerja	Nama Pegawai yang bertanggungjawab	Jawatan	Tandatangan
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

Di hadapan:

.....  
Ketua Pengarah  
Jabatan Perhubungan Perusahaan

Nama : .....

Tarikh : .....

NOTA: *Sila gunakan kertas sambungan jika perlu.*

## Lampiran 1 Borang FE

Bil.	Nama Pekerja- Pekerja ( <i>Huruf Besar</i> )	No. Kad Pengenalan/ No. Pasport	Pekerjaan/ Jawatan	Tarikh mula bekerja	Catatan ( <i>jika ada</i> )

Muka surat/

NOTA: *Sila gunakan kertas sambungan jika perlu.*

**BORANG FF**  
[Subperaturan 13D(4)]

KEPUTUSAN MENGENAI PELAKSANAAN UNDI SULIT

DALAM MENJALANKAN kuasa di bawah subperaturan 13D(4) Peraturan-Peraturan Perhubungan Perusahaan 2009, apabila tiada persetujuan dicapai antara .....

*(nama majikan atau kesatuan sekerja majikan)*

dan .....

.....

*(nama kesatuan-kesatuan sekerja pekerja)*

mengenai perkara di bawah subperaturan 13D(3) Peraturan-Peraturan Perhubungan Perusahaan 2009, saya dengan ini memutuskan bahawa:

1. Senarai nama dan butir-butir semua pekerja yang layak mengundi dalam undi sulit hendaklah dalam Lampiran 1;
2. Tarikh dan masa undi sulit adalah seperti yang berikut:  
     Tarikh :  
     Hari :  
     Masa :
3. Undi sulit akan diadakan di .....
4. \*Perkara-perkara yang berikut *(jika ada)*:  
     (i) .....  
     (ii) .....  
     (iii) .....  
     NOTA: *Sila gunakan kertas sambungan jika perlu.*

.....  
Ketua Pengarah  
Jabatan Perhubungan Perusahaan

Nama : .....  
Tarikh : .....

Lampiran 1 Borang FF

Bil.	Nama Pekerja <i>(Huruf Besar)</i>	No. Kad Pengenalan/ No. Pasport	Pekerjaan/ Jawatan	Tarikh mula bekerja	Catatan <i>(jika ada)</i>

Muka surat/

NOTA: *Sila gunakan kertas sambungan jika perlu.*

**FORM Fg**  
[Subperaturan 19(1)]

NOTIS UNDI SULIT BAGI MENENTUKAN HAK PERUNDINGAN TUNGGAL

Kepada: (1) .....  
\*(nama majikan atau kesatuan sekerja majikan)

beralamat di .....  
.....  
Poskod ..... Negeri .....

(2) Kesatuan sekerja pekerja seperti yang berikut:

Bil.	Nama	Alamat	Poskod	Negeri
1.				
2.				
3.				

NOTA: *Sila gunakan kertas sambungan jika perlu.*

AMBIL PERHATIAN bahawa menurut subseksyen 12A(2) Akta Perhubungan Perusahaan 1967, suatu undi sulit bagi menentukan hak berunding tunggal akan dilaksanakan seperti yang berikut :

Bil.	Tempat	Tarikh	Masa
1.			

NOTA: *Sila gunakan kertas sambungan jika perlu.*

Pekerja yang layak untuk mengundi adalah seperti dalam Lampiran 1 \*Borang FE atau Borang FF.

.....  
Ketua Pengarah  
Jabatan Perhubungan Perusahaan

Nama : .....  
Tarikh : .....

NOTA: *\*Potong perkataan yang tidak berkenaan*

**BORANG FH**  
(Peraturan 13H)

PEMBERITAHUAN KEPUTUSAN UNDI SULIT  
MENGENAI HAK PERUNDINGAN TUNGGAL

Keputusan undi sulit yang telah dijalankan pada ..... adalah seperti yang berikut:

A.	JUMLAH PENGUNDI	
B.	JUMLAH KERTAS UNDI YANG DIKELUARKAN	
C.	JUMLAH UNDI ROSAK	
D.	NAMA KESATUAN SEKERJA PEKERJA	JUMLAH UNDI
	1.	
	2.	
	3.	
	4.	
	5.	
	JUMLAH KESLEURUHAN UNDI	

NOTA: Sila gunakan kertas sambungan jika perlu.

.....  
Ketua Pengarah  
Jabatan Perhubungan Perusahaan

Nama : .....  
Tarikh : .....

**BORANG F1**  
[Peraturan 13i]

KEPUTUSAN MENGENAI HAK PERUNDINGAN TUNGGAL

PADA MENJALANKAN kuasa di bawah subseksyen 12A(4) Akta Perhubungan Perusahaan 1967, saya dengan ini memutuskan bahawa:

.....  
(nama Kesatuan Sekerja Pekerja)

beralamat di .....

Poskod ..... Negeri .....

mempunyai hak perundingan tunggal untuk mewakili pekerja atau kelas pekerja seperti yang berikut:

.....  
.....  
yang diambil bekerja oleh .....  
(nama majikan atau kesatuan sekerja majikan)

beralamat di .....  
.....  
Poskod ..... Negeri .....

.....  
(Nama)  
Ketua Pengarah Perhubungan Perusahaan

Tarikh: .....

**BORANG Fj**  
[Subperaturan 17A(1)]

PERMOHONAN BAGI SESEORANG DIWAKILKAN DALAM REPRESENTASI

Kepada : Ketua Pengarah  
Jabatan Perhubungan Perusahaan

Dalam perkara mengenai seseorang diwakilkan menurut subperenggan 20(6)(a)(iv) atau 20(6)(b)(iv) Akta Perhubungan Perusahaan 1967 dalam representasi atas sebab pemecatan kepada Ketua Pengarah.

Nombor kes: .....

Antara

.....  
(Nama Pekerja)

Dan

.....  
(Nama Majikan)

\*Saya/Kami (Guna Lampiran A jika perlu) .....  
dengan ini membenarkan .....  
(Nama wakil)

\*No. Kad Pengenalan/No. pasport .....  
untuk mewakili \*saya/syarikat saya/kami dalam prosiding di hadapan  
Ketua Pengarah.

.....  
(Nama \*pekerja/majikan)

Tarikh: .....

Pengisytiharan oleh Wakil:

Saya dengan ini mengaku bahawa saya bukanlah seorang Peguambela dan Peguamcara.

Tandatangan : .....  
 Nama : .....  
 \*No. Kad Pengenalan/No. Pasport : .....  
 Tarikh : .....

Nota:

- i. Untuk kes berkumpulan, sila lengkapkan Lampiran A dengan sewajarnya.
- ii. \*Potong perkataan yang tidak berkenaan

Lampiran A

Bil.	Nama Pekerja	No. Kad Pengenalan/ No. Pasport	Tandatangan

Muka surat/

Nota: *Sila gunakan kertas sambungan jika perlu.*; dan

- (g) dalam borang G, dengan menggantikan perkataan “enam puluh hari” dengan perkataan “tiga puluh hari”.

Dibuat 11 September 2024

[KSM.PUU(S)600-1/2/9/8(4); PN(PU2)541/JLD.14]

SIM CHEE KEONG  
*Menteri Sumber Manusia*

INDUSTRIAL RELATIONS ACT 1967

INDUSTRIAL RELATIONS (AMENDMENT) REGULATIONS 2024

IN exercise of the powers conferred by section 62 of the Industrial Relations Act 1967 [Act 177], the Minister makes the following regulations:

**Citation and commencement**

1. (1) These regulations may be cited as the **Industrial Relations (Amendment) Regulations 2024**.

(2) These Regulations come into operation on 15 September 2024.

**Amendment of regulation 2**

2. The Industrial Relations Regulations 2009 [*P.U. (A) 356/2009*], which are referred to as the “principal Regulations” in these Regulations, are amended in regulation 2 by substituting for the definition of “secret ballot” the following definition:

‘ “secret ballot” means—

(a) in relation to Part II, a secret ballot taken for the purpose of ascertaining the percentage of workmen or any class of workmen, in respect of whom a claim for recognition is being sought to indicate support for a trade union of workmen making the claim;

(b) in relation to Part IIA, a secret ballot taken for the purpose of ascertaining the highest number of votes indicating the preference for a trade union of workmen to have the sole bargaining rights to represent such workmen or class of workmen.

**Amendment of regulation 3**

3. Regulation 3 of the principal Regulations is amended by inserting after subregulation (2) the following subregulation:

“(2A) Where more than one trade union of workmen is recognized to represent the same workmen or class of workmen, only the trade union of workmen which obtains the sole bargaining rights under section 12A of the Act may commence collective bargaining with the employer or trade union of employers as provided under subsection 13(1) of the Act.”.

**Substitution of regulation 4**

4. The principal Regulations are amended by substituting for regulation 4 the following regulation:

**“Notification for according recognition**

4. If an employer or trade union of employers agrees to accord recognition to a trade union of workmen and the employer or union of employers is satisfied that the scope of membership of a trade union of workmen making the claim for recognition is in accordance with the constitution of the trade union, the employer or trade union of employers shall, within fourteen days, notify the Director General of such recognition in Form AA.”.

**Substitution of regulation 5**

5. The principal Regulations are amended by substituting for regulation 5 the following regulation:

**“Ascertaining of service and validity of Form A**

5. (1) Where a trade union of workmen makes a report to the Director General within fourteen days under subsection 9(4) of the Act, the Director General may take such necessary steps where practicable within fourteen days to ascertain—

- (a) the accuracy of information given by the trade union in Form A;
- (b) whether Form A has been validly executed by the trade union; and
- (c) whether Form A has been served according to subregulation 3(3) on the employer or trade union of employers concerned.

(2) A claim for recognition shall be deemed to have lapsed if the Director General is satisfied that—

- (a) the information in the Form A is false or inaccurate;
- (b) Form A has not been validly executed; or
- (c) Form A has not been served according to subregulation 3(3).

(3) Where a claim of recognition is deemed to have lapsed under subregulation (2), the Director General shall notify the trade union of workmen and the employer or the trade union of employers and the trade union of workmen concerned may, at any time, serve a new Form A on the employer or trade union of employers concerned under regulation 3.”.

### **Substitution of regulation 6**

6. The principal Regulations are amended by substituting for regulation 6 the following regulation:

#### **“Ascertaining the scope of membership of the trade union**

6. Where the Director General is satisfied that Form A has been properly served, the Director General may, without delay—

- (a) direct the employer or the trade union of employers, as the case may be, to furnish him, within fourteen days from the receipt of the direction or any other period specified in the direction—

  - (i) employer’s information relating to the scope of membership of the trade union of workmen making the claim for recognition; and
  - (ii) particulars of the workmen in respect of whom the claim for recognition is made and who are in the employment of the employer, or the respective employers who are members of the trade union of employers, as the case may be, as on the date of claim, in Form B signed by the responsible officer;” and
- (b) take further steps as the Director General deems necessary to ascertain the scope of membership of the trade union.”.

**Amendment of regulation 7**

7. Regulation 7 of the principal Regulations is amended—

- (a) in subregulation (1), by inserting before the words “receipt of Form B” the words “ascertaining the scope of membership of the trade union of workmen and”;
- (b) by inserting after subregulation (1) the following subregulations:

“(1A) The trade union of workmen making the claim for recognition and the employer or the trade union of employers concerned shall, during the meeting, determine—

- (a) the particulars of workmen entitled to vote in a secret ballot;

*(b)* the date and time of a secret ballot;

*(c)* the venue of a secret ballot; and

*(d)* any other matter which is necessary for the conduct of a secret ballot.

(1B) Where an agreement is reached between the trade union of workmen and the employer or the trade union of employers on matters under paragraphs (1A)(a), (b), (c) and (d), the agreement shall be in Form BA.”; and

*(c)* in subregulation (2), by substituting for the words “the particulars of the workmen in Form B, the Director General shall decide on the final list as in Appendix A1 of Form B” the words “the matters under paragraphs (1A)(a), (b), (c) and (d), the Director General shall determine the matters in Form BB.”.

#### **Amendment of regulation 9**

8. Regulation 9 of the principal Regulations is amended—

*(a)* by deleting subregulations (1) and (2); and

*(b)* in subregulation (5), by inserting after the words “the completion of secret ballot” the word “unless directed by Director General”.

#### **Amendment of regulation 10**

9. Regulation 10 of the principal Regulations is amended by substituting for the words “Appendix A1 of Form B” the words “Form BA or Form BB”.

#### **Substitution of regulation 11**

10. The principal Regulations are amended by substituting for regulation 11 the following regulation:

**“Formula to ascertain support of trade union of workmen**

11. The strength of the support for the trade union of workmen making the claim for recognition shall be ascertained by a simple majority of votes cast by not less than half of the total number of workmen entitled to vote which is calculated in the following manner:

$$\frac{\text{Number of votes indicating support towards trade union of workmen}}{\text{Number of votes cast}} \times 100$$

**New Part IIa**

11. The principal Regulations are amended by inserting after regulation 13 the following part:

“PART IIa

SOLE BARGAINING RIGHT

**Notification of sole bargaining right**

13A. (1) A trade union of workmen which obtains the sole bargaining right under paragraph 12A(1)(a) of the Act shall, within fourteen days after obtaining the sole bargaining right, notify the Director General in Form FA.

(2) A copy of notification given under subregulation (1) shall be served on the employer or trade union of employers concerned.

**Application for determination of sole bargaining right**

13B. (1) An application for the determination of sole bargaining right under paragraph 12A(1)(b) of the Act shall be made in Form FB.

(2) Where more than one application is made under paragraph 12A(1)(b) of the Act, the date on which the first application is received

by the Director General shall be deemed to be the date of application for all applications concerned.

(3) Where an agreement on sole bargaining right is reached after an application under paragraph 12A(1)(b) of the Act is made, the notification shall be given in the manner as stated under regulation 13A and the application shall be deemed to have been withdrawn.

### **Furnishing the particulars and documents**

13c. Upon deciding that sole bargaining right shall be ascertained by way of a secret ballot, the Director General may—

- (a) direct the employer or the trade union of employers to furnish him, within fourteen days from the receipt of the direction or any other period specified in the direction—
  - (i) particulars of the workmen in respect of whom the application for sole bargaining right is made and who are in the employment of the employer, or the respective employers who are members of the trade union of employers, as the case may be, as on the date of the application, in Form Fc signed by the responsible officer; and
  - (ii) the list of trade unions of workmen competing for sole bargaining right in Form Fd; and
- (b) direct the trade unions of workmen competing for sole bargaining right to furnish the Director General, within fourteen days from the receipt of the direction or any other period specified in the direction, any document on recognition accorded under section 9 of the Act to the trade unions.

**Convening meeting for secret ballot**

13D. (1) Upon receipt of all documents under regulation 13C, the Director General shall, by notice in writing, convene a meeting between the trade unions of workmen and the employer or the trade union of employers concerned for the purpose of conducting a secret ballot under paragraph 12A(2) of the Act.

(2) The trade unions of workmen applying for sole bargaining right and the employer or the trade union of employers concerned shall, during the meeting, determine—

(a) the particulars of workmen entitled to vote in a secret ballot;

(b) the date and time of a secret ballot;

(c) the venue of a secret ballot; and

(d) any other matter which is necessary for the conduct of a secret ballot.

(3) Where an agreement is reached between the trade union of workmen and the employer or the trade union of employers concerning matters under subregulation (2), the agreement shall be in Form FE.

(4) In the event that no agreement is reached between the trade unions of workmen competing for sole bargaining right and the employer or the trade union of employers concerned regarding the matters under subregulation (2), the Director General shall determine the matters in Form FF.

**Persons entitled to vote**

13E. All workmen or any class of workmen as in Form FE or Form FF, as the case may be, shall be entitled to vote in a secret ballot.

**Notice for secret ballot**

13F. (1) Upon determination of matters under regulation 13D, the Director General shall issue a notice in Form FG to the trade unions of workmen and employer or trade union of employers concerned.

(2) The employer or trade union of employers shall cause copies of the notice for secret ballot to be affixed at a conspicuous place in the premises of the employers concerned as determined by the Director General for seven consecutive days immediately preceding the day of the taking of the secret ballot.

(3) Unless on the direction of the Director General, no person shall remove, deface or destroy the notice for secret ballot until after the completion of the secret ballot.

**Employer and trade unions shall assist Director General**

13G. (1) Where the Director General has given direction under regulation 13C or served a notice under subregulation 13D(1), the employer or trade unions of employers and the trade union of workmen concerned shall furnish the Director General with such information as he may require and shall assist the Director General to enable him to conduct the secret ballot expeditiously.

(2) No person, employer or trade union shall in any way obstruct the taking of a secret ballot.

**Notification of result**

13H. The Director General shall, as soon as the result of the secret ballot is ascertained, communicate the result to the trade unions of workmen and employer or trade union of employers concerned in Form FH.

**Decision of Director General**

13I. A decision of the Director General under subsection 12A(4) of the Act shall be communicated to the trade union of workmen obtaining the sole bargaining right in Form Fi.”.

**New regulation 17A**

12. The principal Regulations are amended in Part IV by inserting before regulation 18 the following regulation:

**“Application for representation**

17A. (1) An application by an employer or a workman for permission to be represented under subparagraph 20(6)(a)(iv) or 20(6)(b)(iv) of the Act shall be made in Form FJ.

(2) Upon receiving the application for permission to be represented, the Director General may—

(a) grant permission, with or without condition; or

(b) refuse to grant permission.

(3) The Director General may, in the interest of expeditious settlement, revoke any permission granted under subregulation (2) and the employer or workman whose permission is revoked may exercise the options under paragraph 20(6)(a) or 20(6)(b) of the Act, as the case may be.”

**Amendment of regulation 18**

13. Paragraph 18(2)(b) of the principal Regulations is amended by substituting for the words “sixty days” the words “thirty days”.

**Amendment of Schedule**

14. The principal Regulations are amended in the Schedule—

(a) by inserting after Form A-1 the following form:

**“FORM AA**  
[Regulation 4]

VOLUNTARY RECOGNITION

To .....  
*(name of trade union of workmen)*

address at .....  
.....  
Postcode ..... State .....

We .....  
*(name of employer or trade union of employers)*

address at .....  
.....  
Postcode ..... State .....

hereby declare that your scope of membership as on the date of the claim is in accordance with your constitution to represent our workmen or class of workmen and hereby accord recognition pursuant to paragraph 9(3)(a) of the Industrial Relations Act 1967 in respect of —

.....  
.....  
.....

Signature : .....  
Name : .....  
Designation : .....  
Date : .....

c.c.  
Director General  
Department of Industrial Relations”;

(b) by substituting for Form B the following form:

**“FORM B**  
[Subparagraph 6(a)(ii)]

PARTICULARS OF WORKMEN

We .....  
*(name of employer or trade union of employers)*

address at .....  
.....  
Postcode ..... State .....

hereby declare that the information given in Appendix 1 of Form B as of the date of claim are true and correct to the best of our knowledge and belief.

Signature : .....  
 Name : .....  
 Designation : .....  
 Date : .....

Appendix 1 of Form B

The following is a list of the names and particulars of all the workmen in our employment as of the date of claim in respect of whom the claim for recognition is made.

No.	Name of workmen (Block Letters)	National Registration Identity Card No./ Passport No.	Occupation/ Designation	Date of commencement of employment	Remarks (if any)

Page/

NOTE: Use continuation sheets where necessary

(c) by inserting after Form B the following forms:

**“FORM BA**  
 [Subregulation 7(1B)]

AGREEMENT ON CONDUCTING SECRET BALLOT

WHEREAS We,

.....  
 (name of employer or trade union of employers)

AND

.....  
 (name of trade union of workmen)

agree on the following matters for the purposes of secret ballot under Part II of the Industrial Relations Regulations 2009:

1. List of the names and particulars of all the workmen entitled to vote in a secret ballot shall be in Appendix 1;

2. The date and time of a secret ballot is as follows:

Date :  
Day :  
Time :

3. The secret ballot shall be conducted at .....

4. \*The following matters (if any):

- (i) .....
- (ii) .....
- (iii) .....

\*NOTE: Use continuation sheets where necessary.

.....  
(Employer/Trade Union of  
Employers)

.....  
(Trade Union of Workmen)

Name: -  
Designation:

Name:  
Designation:

In the presence of:

.....  
Director General  
Department of Industrial Relations

Name : .....  
Date : .....

Appendix 1 of Form BA

No.	Name of workmen (Block Letters)	National Registration Identity Card No./ Passport No.	Occupation/ Designation	Date of commencement of employment	Remarks (if any)

Page/

NOTE: Use continuation sheets where necessary.

**FORM BB**  
[Subregulation 7(2)]

DECISION ON CONDUCTING SECRET BALLOT

NOW IN EXERCISE of the powers under subregulation 7(2) of the Industrial Relations Regulation 2009 upon no agreement is reached between .....  
(name of employer or trade union of employers)  
and .....  
(name of trade union of workmen)  
on the matters under subregulation 7(1A) of Industrial Relations Regulations 2009, I hereby decide that:

1. List of the names and particulars of all the workmen entitled to vote in a secret ballot shall be in Appendix 1;
2. The date and time of a secret ballot is as follows:  
Date :  
Day :  
Time :
3. The secret ballot shall be conducted at .....
4. \*The following matters (if any):  
(i) .....  
(ii) .....  
(iii) .....  
\*NOTE: Use continuation sheets where necessary.

.....  
Director General  
Department of Industrial Relations

Name : .....  
Date : .....

Appendix 1 of Form BB

No.	Name of workmen (Block Letters)	National Registration Identity Card No./ Passport No.	Occupation/ Designation	Date of commencement of employment	Remarks (if any)

Page/

NOTE: Use continuation sheets where necessary.;

(d) by substituting for Form C the following form:

**“FORM C**  
[Subregulation 9(3)]

NOTICE OF SECRET BALLOT

To: (1) .....  
*(name of employer or trade union of employers)*

address at .....  
Postcode ..... State .....

(2) .....  
*(name of trade union of workmen)*

address at .....  
.....  
Postcode.....State .....

TAKE NOTICE that pursuant to paragraph 9(4A)(b) of the Industrial Relations Act 1967, a secret ballot will be conducted as follows:

No.	Venue	Date	Time

NOTE: *Use continuation sheets where necessary.*

The workmen who are entitled to vote are as in Appendix 1 of \*Form BA or Form BB.

.....  
Director General  
Department of Industrial Relations

Date: .....

NOTE: *\* Delete words not applicable.”;*

(e) by substituting for Form D the following form:

**“FORM D**  
(Regulation 12)

NOTIFICATION OF THE RESULT OF SECRET BALLOT

The result of the secret ballot conducted on ..... between  
(date)

.....  
(name of trade union of workmen)

and .....  
(name of employer or trade union of employers)

is as follows:

A.	TOTAL NUMBER OF VOTERS (*Form BA or Form BB)	
B.	TOTAL NUMBER OF VOTERS WHO CAST THEIR VOTES	
C.	PERCENTAGE OF VOTERS WHO CAST THEIR VOTES (B/A x 100)	

If the number of voters casting their votes is not less than half of the total number of workmen entitled to vote, votes are counted as follows:

VOTES CAST		
D.	TOTAL NUMBER OF VOTES	
E.	TOTAL NUMBER OF SPOILT VOTES	
F.	TOTAL NUMBER OF VOTES INDICATING SUPPORT TOWARDS THE TRADE UNION OF WORKMEN	
G.	TOTAL NUMBER OF VOTES INDICATING NON-SUPPORT TOWARDS THE TRADE UNION OF WORKMEN	
H.	PERCENTAGE OF SUPPORT (F/D X 100)	

NOTE:

1. \*Delete words not applicable.
2. The percentage of support shall only be calculated if the number of votes is not less than half of the total number of workmen entitled to vote.

.....  
Director General  
Department of Industrial Relations

Name : .....

Date : .....

(f) by inserting after Form F the following forms:

**"FORM FA**  
[Subregulation 13A(1)]

NOTIFICATION OF SOLE BARGAINING RIGHTS

To: Director General  
Department of Industrial Relations

That we have decided that:

.....  
(name of trade union of workmen which has the sole bargaining rights)

address at .....  
.....  
Postcode ..... State .....

shall have the sole bargaining rights to represent workmen employed  
by .....  
(name of employer)

as follows: .....  
.....  
(please specify workmen or class of workmen)

We hereby declare that the information given in this form are true and correct to  
the best of our knowledge and belief.

No.	Name of Trade Union of Workmen	Name of Responsible Officer	Designation	Signature
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

Date: .....

NOTE: Use continuation sheets where necessary.

c.c  
Employer or Trade Union of Employers

**FORM Fb**  
[Subregulation 13B(1)]

APPLICATION FOR SOLE BARGAINING RIGHTS

To: Director General  
Department of Industrial Relations

We.....  
*\*(name of employer or trade union of employers or trade union of workmen)*

address at .....  
.....  
Postcode .....State .....

hereby make an application for sole bargaining rights pursuant to paragraph 12A(1)(b) of the Industrial Relations Act 1967 in respect of workmen or class of workmen as follows:

.....  
*(please specify workmen or class of workmen to be represented)*

employed by .....  
*(name of employer or trade union of employers)*

Signature : .....  
Name : .....  
Designation : .....  
Date : .....

Note:  
*\*Delete words where not applicable*

**FORM Fc**  
[Subparagraph 13C(a)(i)]

PARTICULARS OF WORKMEN

We .....  
*\*(name of employer or trade union of employers)*

address at .....  
Postcode..... State .....

hereby declare that the information given in Appendix 1 of Form Fc as of the date of application is true and correct to the best of my knowledge and belief.

Signature : .....  
Name : .....  
Designation : .....  
Date : .....

Note:  
*\*Delete words where not applicable*

Appendix 1 of Form FC

The following is a list of the names and particulars of all the workmen in our employment as on the date of application for sole bargaining right is made.

No.	Name of workmen (Block Letters)	National Registration Identity Card No./ Passport No.	Occupation/ Designation	Date of commencement of employment	Remarks (if any)

Page/

NOTE: Use continuation sheets where necessary

**FORM Fd**  
[Subparagraph 13c(a)(ii)]

PARTICULARS OF TRADE UNION OF WORKMEN ACCORDED RECOGNITION

We .....  
\*(name of employer or trade union of employers)

address at .....  
Postcode ..... State .....

hereby declare that the information given in this Appendix is true and correct to the best of our knowledge and belief. We undertake that if the information is found to be incorrect or false, we shall be held responsible for the said information.

Signature : .....  
Name : .....  
Designation : .....  
Date : .....

Note: \*Delete words where not applicable

Appendix

The following is the list of trade unions of workmen which have been accorded recognition to represent the same workmen or class of workmen.

No.	Name of Trade Union (Block Letters)	Registration No.	Date of Recognition	Workmen or class of workmen that have been accorded recognition	Remarks (if any)

Page/

NOTE: Use continuation sheets where necessary.

**FORM FE**  
[Subregulation 13D(3)]

**AGREEMENT ON CONDUCTIONG SECRET BALLOT**

WHEREAS \*We,

<b>No.</b>	<b>Parties</b>
i.	
ii.	
iii.	

parties to the meeting, has agreed on all matters as follows for the purpose of conducting a secret ballot under Part IIA of the Industrial Relations Regulations 2009:

1. List of the names and particulars of all the workmen entitled to vote in a secret ballot shall be in Appendix 1;
2. The date and time of the secret ballot is as follows:  
     Date :  
     Day :  
     Time :
3. The secret ballot shall be conducted at .....
4. \*The following matters (if any):  
     (i) .....  
     (ii) .....  
     (iii) .....

Signed by:

*No.	Name of Employer/ Trade Union of Employer/Trade Union of Workmen	Name of Responsible Officer	Designation	Signature
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

In the presence of:

.....  
Director General  
Department of Industrial Relations

Name : .....  
Date : .....

NOTE: Use continuation sheets where necessary.

Appendix 1 of Form FE

No.	Name of workmen (Block Letters)	National Registration Identity Card No./ Passport No.	Occupation/ Designation	Date of commencement of employment	Remarks (if any)

Page/

NOTE: Use continuation sheets where necessary.

**FORM FF**  
[Subregulation 13D(4)]

DECISION ON CONDUCTING SECRET BALLOT

NOW IN EXERCISE of the powers under subsection 13D(4) of the Industrial Relations Regulations 2009 upon no agreement is reached between .....

*(name of employer or trade union of employers)*

and .....  
.....  
.....

*(name of trade unions of workmen)*

regarding the matters under subregulation 13D(3) of the Industrial Relations Regulations 2009, I hereby decide that:

1. List of the names and particulars of all the workmen entitled to vote in a secret ballot shall be in Appendix 1;
2. The date and time of the secret ballot is as follows:  
     Date :  
     Day :  
     Time :
3. The secret ballot shall be conducted at .....
4. The following matters (*if any*):  
     (i) .....  
     (ii) .....  
     (iii) .....  
     NOTE: *Use continuation sheets where necessary.*

.....  
 Director General  
 Department of Industrial Relations

Name : .....  
 Date : .....

Appendix 1 of Form Ff

No.	Name of workmen ( <i>Block Letters</i> )	National Registration Identity Card No./ Passport No.	Occupation/ Designation	Date of commencement of employment	Remarks ( <i>if any</i> )

Page/

NOTE: *Use continuation sheets where necessary.*

**FORM Fg**  
 [Subregulation 19(1)]

NOTICE OF SECRET BALLOT TO ASCERTAIN SOLE BARGAINING RIGHTS

To: (1) .....  
                     (*name of employer or trade union of employers*)

address at .....  
                     .....  
                     Postcode ..... State .....

(2) Trade unions of workmen as follows:

No.	Name	Address	Postcode	State
1.				
2.				
3.				

NOTE: Use continuation sheets where necessary.

TAKE NOTICE that pursuant to subsection 12A(2) of the Industrial Relations Act 1967, a secret ballot to ascertain sole bargaining rights will be conducted as follows:

No	Venue	Date	Time
1.			

NOTE: Use continuation sheets where necessary.

The workmen who are eligible to vote are as in Appendix 1 of \*Form FE or Form FF.

.....  
 Director General  
 Department of Industrial Relations

Name : .....  
 Date : .....

NOTE: \*Delete words not applicable

**FORM FH**  
 (Regulation 13H)

**NOTIFICATION OF THE RESULT OF SECRET BALLOT  
 ON SOLE BARGAINING RIGHTS**

The result of the secret ballot conducted on ..... are as follows:

A.	TOTAL NUMBER OF VOTERS	
B.	TOTAL NUMBER OF BALLOT PAPERS ISSUED	
C.	TOTAL NUMBER OF SPOILT VOTES	
D.	NAME OF TRADE UNION OF WORKMEN	NUMBER OF VOTES
	1.	
	2.	
	3.	
	4.	
	5.	
	TOTAL NUMBER OF VOTES	

NOTE: Use continuation sheets where necessary.

.....  
Director General  
Department of Industrial Relations

Name : .....  
Date : .....

**FORM Fi**

[Regulation 13I]

**DECISION ON SOLE BARGAINING RIGHTS**

IN EXERCISE of the powers under subsection 12A(4) of the Industrial Relations Act 1967, I hereby decide that:

.....  
*(name of trade union of workmen)*

address at .....  
.....  
Postcode ..... State .....

has the sole bargaining rights to represent workmen or class of workmen as follows:

.....  
.....  
who are employed by .....  
*(name of employer or trade union of employers)*

address at .....  
.....  
Postcode ..... State .....

.....  
(Name)  
Director General for Industrial Relations  
  
Date: .....

**FORM Fj**

[Subregulation 17A(1)]

**APPLICATION FOR A PERSON TO BE REPRESENTED IN REPRESENTATION**

To: Director General,  
Department of Industrial Relations

In the matter of a person to be represented pursuant to subparagraph 20(6)(a)(iv) or 20(6)(b)(iv) of the Industrial Relations Act 1967 in a representation by reason of dismissal to the Director General.

Case Number: .....

Between

.....  
(Name of Workman)

And

.....  
(Name of Employer)

\*I/We (Use Appendix A if necessary) .....

hereby authorize .....

(Name of Representative)

\*National registration identity card no./Passport no. ....  
to represent \*me/my company/us in the proceedings before the Director  
General.

.....  
(Name of \* workman/employer)

Date: .....

Declaration by Representative:  
I hereby admit that I am not an Advocate and Solicitor.

Signature :.....  
Name :.....  
\*National registration identity card no./ :.....  
Passport no :.....  
Date :.....

- Note:  
i. For group case, please complete Appendix A accordingly.  
ii. \*Delete words if not applicable

Appendix A

No.	Name of workman	National Registration Identity Card No. /Passport No.	Signature

Page/

Note: Use continuation sheets where necessary.”; and

(g) in form G, by substituting for the words “sixty days” the words “thirty days”.

Made 11 September 2024

[KSM.PUU(S)600-1/2/9/8(4); PN(PU2)541/JLD.14]

SIM CHEE KEONG  
*Minister of Human Resources*