

STATUTORY INSTRUMENTS

SUPPLEMENT No. 7

24th February, 2012

STATUTORY INSTRUMENTS SUPPLEMENT

**to The Uganda Gazette No. 11 Volume CV dated 24th February, 2012 Printed by UPPC,
Entebbe, by Order of the Government.**

STATUTORY INSTRUMENTS

2012 No. 7.

THE LABOUR UNIONS (REGISTRATION) REGULATIONS, 2012.

ARRANGEMENT OF REGULATIONS.

Regulation

Part I—Preliminary.

1. Title.
2. Interpretation.

Part II—Registration.

3. Application for registration.
4. Register.
5. Requirements for registration.
6. Certificate of registration.
7. Refusal to register a labour union.
8. Formation and registration of a federation of labour unions.
9. Filing of documents with the Registrar.
10. Register of members.
11. Cancellation of the certificate of registration.
12. Appeals.

13. Effects of cancellation.
14. Access to copies and extracts of documents.
15. Replacement of certificate of registration.
16. Amalgamation of unions.
17. Change of name of a registered organisation.
18. Change of officers and trustees.
19. Amendment of constitution or rules.

20. Registered office and postal address.
21. Annual returns.
22. Additional information.
23. Inspection of books of account.
24. General fees.

Part III—Miscellaneous.

25. Offence and penalty.
26. Revocation.

SCHEDULES

First Schedule Second Schedule Third Schedule Fourth Schedule Fifth Schedule Sixth Schedule
Seventh Schedule

Eighth Schedule Ninth Schedule Tenth Schedule Eleventh Schedule Twelfth Schedule
Thirteenth Schedule Fourteenth Schedule

Fifteenth Schedule Sixteenth Schedule

Seventeenth Schedule

Application for registration of a labour union. Register of labour unions.

Certificate of inspection.

Certificate of registration.

Notification of refusal of registration. Register of members of the labour union. Notice of intention to cancel registration of a labour union.

Order of cancellation of registration.

Appeal to the Industrial Court.

Notice of amalgamation of labour unions. Notice of change of name.

Notice of change of officers.

Notice of alteration of Constitution or rules. Notice of change of registered office and registered postal address.

Annual returns of labour unions.

Particulars of the officers and executive committee of a labour union.

Fees.

STATUTORY INSTRUMENTS

2012 No. 7. The Labour Unions (Registration) Regulations, 2012.

(Under section 58 of the Labour Unions Act, 2006, Act No. 7 of 2006)

In exercise of the powers conferred upon the Minister responsible for labour by section 58 of the Labour Unions Act, 2006, Act No. 7 of 2006, these Regulations are made this 28th day of April, 2011.

Part I—Preliminary

1. Title.

These Regulations may be cited as the Labour Unions (Registration) Regulations, 2012.

2. Interpretation.

In these Regulations, unless the context otherwise requires—

“Act” means the Labour Unions Act, 2006, Act No.7 of 2006;

“court” means the Industrial Court established under section 7 of the Labour Disputes (Arbitration and Settlement) Act, 2006;

“industry” means an economic activity carried out by an enterprise;

“registered organization” means a federation of labour unions as the registrar may certify in the Gazette or a labour union which is registered under the Act; and

“Registrar[^]” means a person appointed by the Minister under section 13 to act as registrar of labour unions and includes any person appointed to be or to act as an assistant Registrar of labour unions.

Part II—Registration

3. Application for registration.

An application for registration of a labour union shall be made to the Registrar in Form LU-1 prescribed in the First Schedule and the application shall contain—

- a. particulars of the members making the application namely, the number, nationality, occupation and address of the members;
- b. particulars of the labour union namely; the name, physical and postal address of the labour union;
- c. particulars of the officers of the labour union namely, the name, title, nationality, age, address;
- d. the occupation of the members; and
- e. the date of engagement in the industry.

4. Register.

The Registrar shall keep a register of all registered labour unions and federations of labour unions in Form LU-2 prescribed in the Second Schedule.

5. Requirements for registration.

An application for registration shall be accompanied by—

- a. three certified copies of the constitution of the labour union;
 - b. the rules of the labour union seeking registration, if any;
 - c. the name of the labour union reserved by the Registrar of companies;
 - d. a certificate of inspection prescribed in Form LU-3 in the Third Schedule issued by the Registrar; and
 - e. a statement of the following particulars—
 - i. the physical and postal address, telephone contact, e-mail and fax number of the head office;
 - ii. the number of members;
 - iii. the title, name, age, address and occupation of each officer;
 - iv. the name and address of each officer's employer; and
 - v. evidence of payment of the amount of fees prescribed by the Minister.
6. Certificate of registration.
1. Upon fulfillment of the requirements in regulation 5 and subject to sections 17 and 19 of the Act, the Registrar shall issue a certificate of registration to the labour union in Form LU-4 prescribed in the Fourth Schedule.
 2. Upon registration the Registrar shall file returns of the registered labour union with the Registrar of Companies.
7. Refusal to register a labour union.

Where the organisation seeking application for registration as a labour union contravenes sections 17 and 19 of the Act, the Registrar shall refuse to register the organisation as a labour union stating the grounds of refusal in Form LU-5 prescribed in the Fifth Schedule.

8. Formation and registration of a federation of labour unions.
1. An application to register a federation of labour unions shall be accompanied by the following—
 - a. the name of the proposed federation reserved by the Registrar of companies;
 - b. the physical and postal address, telephone contacts, e-mail and fax number of the organisation's head office;
 - c. the names of labour unions which have resolved to join the Federation;
 - d. certified copies of the resolutions made by the labour unions;
 - e. the title, name, age, address and occupation of the officers of the organisation;
 - f. the name and address of each officer's labour union;
 - g. the evidence of payment of the amount prescribed by the Minister; and
 - h. the constitution of the organisation with specific rules governing the elections and meetings of the federation.

2. A resolution made by a labour union for purposes of forming or affiliating to a federation shall be registered with the Registrar.
3. The provisions of these regulations regarding the registration and cancellation of registration of a labour union and appeal against any decision of the Registrar shall apply to a federation of labour unions.
4. A change of affiliation by a labour union to another federation of labour unions shall be by way of a Memorandum of Understanding between that labour union and the federation of labour unions.

9. Filing of documents with the Registrar.

1. A labour union or federation of labour unions shall file the following documents with the Registrar—
 - a. the rules and constitution of the labour union or federation;
 - b. a statement of account;
 - c. resolutions;
 - d. memorandum of understanding, if any; and
 - e. any other returns required under the Act.
2. A document filed with the Registrar shall be of the following specifications—
 - a. printed, typed or lithographed in the English language;
 - b. printed on one side of a paper and the size shall be approximately thirty-three centimeters by twenty-two centimeters, with a margin of not less than six centimeters.

10. Register of members.

1. A registered organisation shall keep a register of its members in Form LU-6 prescribed in the Sixth Schedule in which shall be entered—
 - a. the name, nationality, address and occupation of every member;
 - b. the date on which each member was admitted;
 - c. the payments made by each member in respect of entrance fees, subscriptions or any other matter, and the dates of such payments; and
 - d. the date on which a person ceases to be a member.

(2) Where a registered organisation or a labour union fails to keep a register of its members in accordance with this regulation, the Registrar shall serve on the union a notice of cancellation of certificate of registration.

11. Cancellation of the Certificate of Registration.

1. The Registrar shall, before cancelling a certificate of registration issue a two months notice of intention to cancel a certificate of registration under section 20 of the Act.
2. The notice of intention to cancel a certificate of registration shall be in Form LU-7 prescribed in the Seventh Schedule.
3. Upon the expiry of the two months notice, the Registrar may confirm the cancellation of registration in Form LU-8 prescribed in the Eighth Schedule.
4. The order of cancellation of registration shall be published in a newspaper of national circulation or in the Gazette.

12. Appeals.

1. A notice of appeal against the decision of the registrar shall be in Form LU-9 prescribed in the Nineth Schedule.
2. The Labour union appealing against the cancellation of certificate of registration shall lodge the notice of appeal with the Registrar of Industrial Court within 30 days after the cancellation and shall send a copy to the Registrar of labour unions.
3. Upon receiving a notice of appeal, the Registrar of labour unions shall send copies of the inquiries, investigations, any proceedings and reasons for the decision made by him or her to the Industrial Court within fourteen days after receipt of the notice.

13. Effects of cancellation.

1. Upon cancellation of a certificate of registration of a labour union, the trustees of the union shall—
 - a. manage the assets on behalf of the members of the union;
 - b. settle the liabilities of the union; and
 - c. furnish the Registrar with monthly reports on the management
of the assets of the union.
2. The trustees of a labour union whose registration has been cancelled shall upon settlement of all the union's liability dispose of the remaining assets as provided by the constitution of the union.

14. Access to copies and extracts of documents.

1. Copies or extracts from the register of documents in the custody of the Registrar may, upon payment of the prescribed fee, be obtained by any person giving reasonable notice.
2. A document obtained from the registrar shall be certified as the true copy of the original document in the Registrar's custody.

15. Replacement of certificate of registration.

1. Where a certificate of registration lawfully issued under the Act is shown to the satisfaction of the Registrar to have been lost or destroyed, the Registrar shall issue a substitute certificate, upon payment of a prescribed fee.
2. The Registrar shall before issuing a substitute certificate require the following—
 - a. a police report;
 - b. a copy of the notice in a newspaper of national circulation informing the general public about the loss or destruction; and
 - c. a statutory declaration stating the circumstances of the loss or destruction.
3. Where a substitute certificate of registration is issued, the lost or destroyed copy shall have no effect.

16. Amalgamation of Unions.

1. A registered labour union proposing to amalgamate with one or more labour unions in the manner provided by section 36 of the Act shall inform all members concerned and other stakeholders the reasons for the proposed amalgamation and the proposed conditions under which such amalgamation is to take place.
2. A labour union proposing to amalgamate shall send an original copy of the proposed rules and the Constitution of the amalgamated organisation to the Registrar of labour unions.
3. The notice to the Registrar specified under section 37 of the Act shall be in Form LU-10 prescribed in the Tenth Schedule.

17. Change of name of a registered organization.

1. A registered organisation or labour union shall not change its name unless notice has been given to the Registrar in writing within thirty days before the change of name.
2. The notice of change of name shall be in Form LU-11 prescribed in the Eleventh Schedule.

18. Change of officers and trustees.

1. The Secretary General of a registered organization shall notify the Registrar in writing of every change of officers, trustees and their titles within fourteen days after the change.
2. The notice of change of officers, trustees and their titles shall be in Form LU-12 prescribed in the Twelfth Schedule.

19. Amendment of constitution or rules.

1. A registered organisation or labour union may amend the constitution or rules of the labour union by a resolution passed at a general meeting.
2. The Secretary General shall give the Registrar a notice of amendment of the constitution or rules within fourteen days after the amendment
3. The notice of amendment shall be in Form LU-13 prescribed in the Thirteenth Schedule.

20. Registered office and postal address.

A registered organization shall provide notification to the Registrar in Form LU-14 prescribed in the Fourteenth Schedule showing the following information—

- a. the situation of the registered office;
- b. changes in the postal address; and
- c. any other relevant changes made.

21. Annual returns.

1. The first day of April in each year shall be prescribed as the date on or before which a registered organisation shall furnish to the Registrar the annual returns required under section 50 of the Act.
2. The annual returns shall be in Form LU-15 as prescribed in the Fifteenth Schedule.

22. Additional Information.

1. In addition to the annual returns specified in regulation 21, a registered organization or labour union shall furnish the Registrar with the particulars of its officers and executive committee as at 31st December of the preceding year, in Form LU-16 prescribed in the Sixteenth Schedule.
2. The returns shall be accompanied by—
 - a. any alterations of the rules or new rules not already notified; and
 - b. a copy of the union's final account as at 31st December of the preceding year.

23. Inspection of books of account.

1. The Registrar or auditor shall inspect the books of account of a registered organisation at least once a year.
2. An employer shall have a list of certified auditors from whom an auditor can be appointed to inspect books of accounts of a registered organisation.

24. General fees.

The Minister, in consultation with the Labour Advisory Board shall determine fees payable to the Registrar in respect of the matters specified in the Seventeenth Schedule.

25. Offences and penalty.

A person who commits an offence under these regulations or contravenes any provision of these regulations is liable on conviction to a fine not exceeding ninety six currency points or imprisonment for a term not exceeding four years or both.

26. Revocation.

The Trade Unions Regulations, S.I.223-1 are revoked.

FORM LU-1

Regulation 3

THE LABOUR UNIONS ACT, 2006, ACT NO.7 of 2006 (Section 15 of the Act)

TO THE REGISTRAR OF LABOUR UNIONS,

PO. BOX 7136,

KAMPALA.

APPLICATION FOR REGISTRATION OF A LABOUR UNION

1. I hereby make an application for the registration of a labour union known

as

under the Labour Unions Act, 2006

Act No.7 of 2006.

2. The labour union was formed on the..... day of..... , 20....

3. I enclose with this application-

a. a statement containing the particulars of -

i. members making this application, the number of persons, nationality, occupation and address;

ii. the name, physical and postal address of the labour union;

iii. the officers of the labour union; their titles, names, age, addresses and occupations;

b. three certified copies of the rules or constitution of the labour union; and

c. evidence of payment of fees prescribed by the Minister.

4. I was duly authorised by the labour union to make this application on its

behalf at a general meeting of the labour union held at

on the day of 20.....

Dated this..... day of..... 20.....

Secretary General.

NOTE: This form must be stamped with uncanceled Uganda Revenue Authority stamp to the value of Ugsh

FORM LU- 1

TO:

THE REGISTRAR LABOUR UNIONS,

P. O. BOX 7136,

KAMPALA

STATEMENTS ACCOMPANYING FORM LU-1*.

A. PARTICULARS OF MEMBERS MAKING AN APPLICATION FOR THE REGISTRATION OF A LABOUR UNION.

Name	Nationality	Occupation	Address
------	-------------	------------	---------

1.

2.

3.

B. PARTICULARS OF THE LABOUR UNION.

1. Name or proposed name:.....

2. Physical address of office:.....

3. Postal address:.....

C. PARTICULARS OF OFFICERS OF THE LABOUR UNION.

Name	Title of Offie held	Nationality	Age	Address	Occupation	Date engagement in industry
------	---------------------------	-------------	-----	---------	------------	-----------------------------------

Regulation 4

THE REPUBLIC OF UGANDA

THE LABOUR UNIONS ACT, 2006, ACT NO.7 2006.

(Section 14 of the Act)

REGISTER OF LABOUR UNIONS.

Name of Labour Union	Register No.	Registered Office	Registered Postal Address	Date of Registration	Date of Dissolution	Remarks
----------------------------	-----------------	----------------------	---------------------------------	-------------------------	------------------------	---------

Regulation 5(d)

THE LABOUR UNIONS ACT, 2006 NO.7, 2006.

CERTIFICATE OF INSPECTION.

I HEREBY CERTIFY that I have inspected the premises of
..... located at Plot No..... and
found them appropriate for office accommodation for the Union.

Date of inspection.....

Registrar of Labour Unions.

FORM LU-4

THE LABOUR UNIONS ACT, 2006 ACT NO.7 OF 2006.

(Section 18 of the Act)

CERTIFICATE OF REGISTRATION.

I HEREBY CERTIFY that has this

day been duly registered in accordance with section 18 of the Labour Unions Act, 2006 and the regulations made under the Act.

DATED at Kampala this..... day of..... , 20.....

Register No.....

Registrar of Labour Unions.

FORM LU-5

THE LABOUR UNIONS ACT, 2006 ACT NO.7 OF 2006.

(Sections 17 and 19)

NOTIFICATION OF REFUSAL OF REGISTRATION.

YOU ARE HEREBY notified that the registration of your organisation,

..... as a labour union under the Labour Unions

Act, 2006 and the regulations made under the Act is refused.

The grounds of the refusal are as follows:-

DATED this..... day of..... , 20

Registrar of Labour Unions.

FORM LU-6

THE LABOUR UNIONS ACT, 2006 ACT NO.7 OF 2006

REGISTER OF MEMBERS OF A REGISTERED ORGANISATION, NATIONAL ORGANISATION OF TRADE UNIONS, THE CENTRAL ORGANISATION OF FREE TRADE UNIONS*.

Name	Age	Sex	Nationality	Occupation	Date of Admission	Entrance Fee	Subscription and date of payment	Date of Termination	Date of Termination of membership
------	-----	-----	-------------	------------	-------------------	--------------	----------------------------------	---------------------	-----------------------------------

* Insert the appropriate title.

FORM LU-7

THE LABOUR UNIONS ACT, 2006, ACT NO.7 OF 2006.

(Section 20(2) of the Act)

NOTICE OF INTENTION TO CANCEL REGISTRATION OF A LABOUR UNION.

To:

I hereby give you notice, in accordance with section 20(1) and (2) of the Labour Unions Act, 2006, that on the expiry of two months from the date of

this notice I intend to cancel the registration of..... as a labour

union under the Act, unless before the expiration of that period cause is shown to my satisfaction why such registration should not be cancelled.

The grounds for cancellation of the registration of the Union are,

DATED this day of..... ,20

Registrar of Labour Unions.

FORM LU-8

THE LABOUR UNIONS ACT, 2006 ACT NO.7 OF 2006.

(Section 20 (6) of the Act)

CANCELLATION OF REGISTRATION.

I HEREBY cancel the registration of as

a labour union under the Labour Unions Act, 2006.

The grounds for the cancellation are.....

DATED this..... day of ,20

Registrar of Labour Unions.

FORM LU-9

THE LABOUR UNIONS ACT, 2006 ACT NO.7 OF 2006.

(Section 21 of the Act)

Date

TO:

THE REGISTRAR INDUSTRIAL COURT,

PO BOX..... ,

KAMPALA.

NOTICE OF APPEAL TO THE INDUSTRIAL COURT

In accordance with section 21 of the Labour Unions Act, 2006 and the regulations made under the Act, take notice that we..... (name of registered organisation or labour union) appeal against the cancellation of registration by the Registrar of labour unions on day of , 20... at.....

I (We) are dissatisfied with the final decision taken by the Registrar of labour unions.

I (We) therefore notify the Court in accordance with the provisions of section 21 of the Act that this matter be brought before the Industrial Court.

Name(s) andSignature(s).....

Secretary General/Aggrieved.

FORM LU-10

THE LABOUR UNIONS ACT, 2006 ACT NO.7 of 2006.

NOTICE OF AMALGAMATION OF LABOUR UNIONS.

(Section 37 of the Act)

Notice is given that the registered labour unions whose names are given in Annexure A of this Notice have resolved to be amalgamated into one labour union. The majority of the members of each of the labour union or of the delegates representing a majority of each of the members of the labour unions considering amalgamation have cast a vote in favour of amalgamation.

- 1. The following are the terms of the amalgamation.....
2. The amalgamated labour unions shall henceforth be called
3. Attached to this Notice as Annexure B is a copy of the rules intended to be adopted by the labour union.

Members of
(Name of labour union)

Secretary General

Members of
(Name of labour union)

Secretary General , 20

Secretary General.

THE REGISTRAR OF LABOUR UNIONS,

P. O. Box 7136,

KAMPALA.

ANNEXTURES TO FORM LU-10 *ANNEXURE A

NAMES AND REGISTRATION NUMBERS OF LABOUR UNIONS FORMING
AMALGAMATION.

Name of Labour union	Registered No.	Address
----------------------	----------------	---------

*(1) To be signed by the Secretary General and by five members of each of the amalgamated labour unions.

2. Where necessary a separate sheet containing the above signatures may be submitted.

FORM LU-11

THE LABOUR UNIONS ACT, 2006, ACT NO.7 OF 2006.

NOTICE OF CHANGE OF NAME.

(Section 38 of the Act)

1. NOTICE IS HEREBY given that at a general meeting of the labour

union held at..... on the day of ,20 it

was resolved that the name of the labour union be changed

from to and it is hereby

requested that the name in the register be altered as above.

2. This labour union has..... members of whom.....

Members voted in favour of the resolution.

DATED this..... day of..... , 20

Secretary General.

*The name of a registered organization shall not be altered or added to unless the Registrar has signified in writing his or her approval of the proposed change.

FORM LU-12

THE LABOUR UNIONS ACT, 2006 ACT NO.7 OF 2006.

(Section 42 (2) of the Act)

NOTICE OF CHANGE OF OFFICERS OR TRUSTEES.

Name of labour union.....

Registration No

Name						Title	Change*	Date of
of	Nationality	Age	Address	Occupation		of	and date	engagement
officer						office ^{of}	in the	in the
						held	change	industry

The prescribed fees Ug shs..... has been paid.

DATED this..... day of..... 20.....

Secretary General.

*The change should be made in column 7, for example, by placing against a new officer's name the words "In place of.....", "appointed on the day of ,20..... and by

writing against any former officer's name the date when the officer ceased to hold office and the reason for cessation and in case of a change in the title of an officer, "Title changed from..... to ..".

FORM LU-13

THE LABOUR UNIONS ACT, 2006, ACT NO.7 OF 2006.

(Section 40(4) of the Act)

TO:

THE REGISTRAR LABOUR UNIONS,

P. O. BOX 7136,

KAMPALA.

NOTICE OF AMENDMENT OF CONSTITUTION OR RULES.

Name of Labour union.....

Registration No.....

NOTICE IS HEREBY given that the constitution or rules (as the case may be) of the above-named labour union has or have been amended by a resolution of the labour union passed at a general meeting of the labour union held

at..... on..... day of..... 20..... A true copy of

the resolution signed by the members of the Executive Committee is annexed.

Three copies of the new or (as the case may be) altered constitution or rules are enclosed herewith.

DATED this..... day of..... ,20

Secretary General.

The copy of the amendment shall be sent within fourteen days after the making of the amendment.

FORM LU-14

TO:

THE REGISTRAR OF LABOUR UNIONS,

P. O. BOX 7136,

KAMPALA.

THE LABOUR UNIONS ACT, 2006, ACT NO.7 OF 2006.

(Section 39(2) of the Act)

NOTICE OF CHANGE OF REGISTERED OFFICE AND REGISTERED

POSTAL ADDRESS.

Name of labour union.....

Registration No.....

NOTICE IS HEREBY given that the location of the above-named labour union

has changed from..... to.....

and the postal address remains as..... or

has changed (as the case may be).....

..... ; and the change takes

effect as from the..... day of..... 20.....

DATED this..... day of..... ,20

Secretary General.

FORM LU-15

THE LABOUR UNIONS ACT, 2006, ACT NO.7 OF 2006.

(Section 50 (1) of the Act)

ANNUAL RETURNS OF LABOUR UNIONS.

Name of labour union

Register No.....

Made up to the 31st December, 20.....

1. Address of registered office and its postal address.
2. The membership of the labour union by industry
 - a.
 - b.
 - c.

(where applicable attach separate sheet)

3. (a) Number of members at the beginning of the year

(if different from previous return explain discrepancy)

- b. number of new members admitted during the year ;
- c. number of persons who ceased to be members during the year ;
- d. total number of members mentioned at the end of the year ;
- e. [\[1\]](#)all/only members mentioned in (d) are fully paid.

any alterations of the rules or new rules not already notified; and

a copy of the union's final account as at 31st December.

National Organisation of Trade Unions and the Central Organisation of Free Trade Unions and any other registered organisation.

FORM LU-16

THE LABOUR UNIONS ACT, 2006 NO.7 OF 2006 (Section 15(2) (c) of the Act)

TO:

THE REGISTRAR LABOUR UNIONS,

PO. BOX 7136,

KAMPALA.

PARTICULARS OF THE OFFICERS AND EXECUTIVE COMMITTEE OF A LABOUR UNION.

AS AT 31ST DECEMBER 20.....

Name of Labour union.....

Register No.

Title of Officer	Surname	Other Name(s)	Address	Date of Appointment
(1) OFFICERS				
(2) EXECUTIVE COMMITTEE				
		1.		
		2.		
(3) TRUSTEES				
		3.		
		4.		

Secretary General.

NOTE: This form shall, with the necessary modifications, be used by the National Organisation of Trade Unions and the Central Organisation of Free Trade Unions and any other registered Federation of Labour unions.

FORM LU- 17

MATTERS FOR WHICH THE MINISTER SHALL DETERMINE FEES:

1. Registration of a labour union.
2. Registration of a new rule or alteration of rules.
3. Registration of change of officers or of the titles of officer.
4. Registration of change of name of a labour union.
5. Registration of a labour union formed by the amalgamation of two or more labour unions.
6. A copy of a certificate of registration or of an authentication not otherwise provided for.
7. Inspection of register entries and of documents filed by or with registrar relating to any one labour union.
8. A copy of any extract from any document in the custody of the registrar.
9. Authentication by the registrar where such authentication is required.

GABRIEL OPIO,

Minister of Gender, Labour and Social Development.

* For Annexure B a copy of the proposed rules/constitution of the Amalgamated Labour union be attached.

[1]Delete or insert as appropriate