



# Application Form for Senior Construction Workers Registration

(Only applicable to 3 new trade divisions:

False Ceiling Installer · Partition (Metal Frame) Installer and Cable Jointer (Dead Cable)

Closing Date for Application : 30 September 2018)

- Notes :**
1. Before completing this application form, please read carefully the "Guidance Notes on Applying Senior Construction Workers Registration". The applicant is required, to his/her best effort, provide all details as required in this form for the consideration of the Registrar on his/her registration application, otherwise his/her application may be rejected. Please use ball pen to complete this form. Please "✓" the appropriate box(es) or delete if inapplicable\*. Do not amend the format of this Application Form.
  2. Construction Workers Registration Card will be mailed to the correspondence address below after review.

## (1) Personal Information (Personal Information must match with Applicant's HKID Card)

Name : ( Chinese ) \_\_\_\_\_ ( English ) \_\_\_\_\_ Gender : M / F \*

Construction Workers Registration Number(if applicable) : CWR \_\_\_\_\_ Contact Tel : \_\_\_\_\_

HKID Card number : \_\_\_\_\_ ( ) \_\_\_\_\_ Date of Birth : \_\_\_\_\_(Day) \_\_\_\_\_(Month) \_\_\_\_\_(Year)

Correspondence Address : \_\_\_\_\_

Have you ever applied for Senior Construction Workers Registration? ☐ No ☐ Yes (but without duplicating my declared work experience)

## (2) Work Experience Certification Form

### Part I : Details of construction work personally carried out by the applicant relevant to the designated trade division(s)

I (the Applicant) have personally carried out construction work relevant to the trade division(s) which I am applying for:

- ☐ False Ceiling Installer (C358) – Installing false ceilings
- ☐ Partition (Metal Frame) Installer (C359) – Installing metal frames and panels of partitions
- ☐ Cable Jointer (Dead Cable) (E303b) – Joining dead cables of voltages not exceeding 11 kV

**Table 1** (If space provided below is insufficient, please continue to provide the details on a separate copy and attach it to this form)

Item	Working Period				Name of Direct Employer	Name of Construction Site	Name of Main Contractor
	From		To				
	Year	Month	Year	Month			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Total length of work experience : \_\_\_\_\_ years

### Declaration of Applicant

1. I have carefully read the "Guidance Notes on Applying Senior Construction Workers Registration" and all information contained in this certification form.
2. I declare that all information given and certified by the parties concerned, either in the name of a person or an organisation, in every part of this certification form must be, to their best knowledge and belief, true and correct. If any false information is given or false statements are made on this certification form knowingly, the application is deemed to be invalid and the person(s) concerned is liable to commit criminal offence under the law.
3. I also authorise the registration office to acquire the required information from the concerned issuing organisation and verify the qualifications necessary for processing the application.
4. **Personal Information Collection Statement**  
The information you provide to the Construction Industry Council (the CIC), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC. To keep you informed of CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, registration, events and other aspects of its work and the construction industry. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.  
☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.

Applicant's signature :

Date :

## Part II : Certification by Employer / Reasons for Failing to Obtain Employer's Certification / Contact Details of Employer ( Please refer to “Guidance Notes on Applying Senior Construction Workers Registration” )

- Notes:
- Applicant's employer may certify the work experience by completing Column (1) to (4) of Table 2 with reference to the information provided by the applicant in Table 1. If the employer is not one of the government / public organisations or their registered contractors, or members of the trade associations listed in Note 2, Part B of “Guidance Notes on Applying Senior Construction Workers Registration”, the employer should seek the upper-tier company / contractor to certify their contractual relationship by completing Column (5) to (8).
  - If employer is a member of trade associations listed in “Guidance Notes on Applying Senior Construction Workers Registration”, respective trade association is required to certify the information provided by the employer by chopping on Column (4). Employers with the above requirement are ineligible to certify the contractual relationship for the lower-tier company / contractor.
  - The applicant should submit the employer's certification for the work experience listed in Table 1 of Part I, other supporting documents or statutory declaration to the registration office. However, if the applicant is certified as a member of an authorised trade union for a period of not less than 10 years for application as senior worker, it is not necessary to submit the direct employer's certification.
  - If the applicant fails to obtain employer's certification for the work experience listed in Table 1, he / she is required to state the reasons of such and provide the contact details of his / her employer in item (9) to (12) of Table 2. The Registrar / trade union (if applicable) may contact the applicant's employer and make any enquiry necessary for processing the application.

**Table 2** This is to certify that the information given by : \_\_\_\_\_ HKID No. : \_\_\_\_\_ ( ) in Part I of this form is correct.

Items in Table 1					Certification by Employer				Certification on Contractual Relationship by Upper-layer Company/ Contractor				Reasons of Failing to Obtain Employer's Certification and Contact Details of Employer			
	Working Period				Name of Direct Employer	Tel No. of Employer Company	Name of Certifier	Being a government body / organisation or its registered contractor / member of trade association	Name of Contractor	Tel No. of Contractor	Name of Certifier	Being a government body / organisation/ its registered contractor / member of trade association	Reasons for failing to obtain certification from employer (9)	Name of employer company (10)	Name of responsible person (11)	Contact Phone no. (12)
	From		To			Business Registration No.	Signature of Certifier & Company Chop			Business Registration No.	Signature of Certifier & Company Chop					
	yr	mth	yr	mth		(1)	(2) (if applicable)			(3) (See Remark 2)	(4)					
						Telephone No. :	Name :	<input type="checkbox"/> Yes : Code : Membership Registration No. : (Note 2)		Telephone No. :	Name :	<input type="checkbox"/> Yes : Code : Membership Registration No. : (Note2)	<input type="checkbox"/> Contact lost <input type="checkbox"/> Unwilling to certify <input type="checkbox"/> Record lost <input type="checkbox"/> Business closed <input type="checkbox"/> Others :			
						Business Registration No. :	Signature & Company Chop :	<input type="checkbox"/> No: Please contact the upper-tier to complete Column (5) to (8)		Business Registration No. :	Signature & Company Chop :	<input type="checkbox"/> No				
						Telephone No. :	Name :	<input type="checkbox"/> Yes : Code : Membership Registration No. : (Note 2)		Telephone No. :	Name :	<input type="checkbox"/> Yes : Code : Membership Registration No. : (Note2)	<input type="checkbox"/> Contact lost <input type="checkbox"/> Unwilling to certify <input type="checkbox"/> Record lost <input type="checkbox"/> Business closed <input type="checkbox"/> Others :			
						Business Registration No. :	Signature & Company Chop :	<input type="checkbox"/> No: Please contact the upper-tier to complete Column (5) to (8)		Business Registration No. :	Signature & Company Chop :	<input type="checkbox"/> No				
						Telephone No. :	Name :	<input type="checkbox"/> Yes : Code : Membership Registration No. : (Note 2)		Telephone No. :	Name :	<input type="checkbox"/> Yes : Code : Membership Registration No. : (Note2)	<input type="checkbox"/> Contact lost <input type="checkbox"/> Unwilling to certify <input type="checkbox"/> Record lost <input type="checkbox"/> Business closed <input type="checkbox"/> Others :			
						Business Registration No. :	Signature & Company Chop :	<input type="checkbox"/> No: Please contact the upper-tier to complete Column (5) to (8)		Business Registration No. :	Signature & Company Chop :	<input type="checkbox"/> No				

Remarks:

- If space provided above is insufficient, please continue to provide the details on a separate copy of Table 2 of Part II and attach it to this form.
- The signature of employer is deemed certifying the work experience of the applicant, it also consents the registration office to acquire the required information from the relevant organisation and verify the information provided by his / her employer company.
- The signature of upper-tier company / contractor is deemed certifying the contracting relationship, it also consents the registration office to acquire the required information from the relevant organisation and verify the information provided by its upper-tier company.

### Part III : Certification of Membership/ Assessment & Endorsement of Work Experience by Trade Union (To be Completed by trade union)

☐ Certification of Membership (To be completed when applicant is being a member of the trade union)

1. We hereby certify that Mr./ Ms/ \_\_\_\_\_ (HKID Card No. \_\_\_\_\_) is a member of \_\_\_\_\_ (name of trade union (Remark 1)) (Membership No. \_\_\_\_\_) from year \_\_\_\_\_ month \_\_\_\_\_ to year \_\_\_\_\_ month \_\_\_\_\_.
2. The trade division of the applicant registered in our union is \_\_\_\_\_ (Trade Division Code \_\_\_\_\_).
3. Applicant's membership was invalid during (time period) \_\_\_\_\_ due to (reason) \_\_\_\_\_.

☐ Assessment & Endorsement of Work Experience

We (Remark 1) \_\_\_\_\_, in accordance with the guidelines, standards, and established procedures for the application of Senior Workers Registration given by the Construction Workers Registration Board, have assessed the information provided in this form, all attachments and other supplementary information submitted by the applicant, and endorse that the applicant has possessed the working experience of \_\_\_\_\_ years in personally carried out construction work of the trade division: False Ceiling Installer (C358)\* / Partition (Metal Frame) Installer (C359) \*/ Cable Joiner (Dead Cable)(E303b)\* (Delete where inapplicable\*) which he/ she is applying for registration.

Name of Certifier/ endorser representing the trade union: \_\_\_\_\_

Telephone no. of trade union: \_\_\_\_\_

Contact phone no. of certifier/ endorser: \_\_\_\_\_

#### Certifier's / Endorser's Declaration

1. I have carefully read the "Guidance Notes on Applying Senior Construction Workers Registration" and all information contained in this certification form.
2. I declare that all information given by me on this certification form is, to my best knowledge and belief, true and correct. I understand that giving false information or making false statement on this certification form knowingly is an offence under the law and the application is deemed to be invalid and registration will be disqualified.
3. I also authorise the registration office to make any request for acquiring information from the concerned organisations and to verify the information provided by the undersigned.

**Certifier's / Endorser's Signature & chop:** \_\_\_\_\_

**Date :** \_\_\_\_\_

- Remark 1 :** (1) The trade union giving certification should be on the list below. The list is not exhaustive. If any trade union( must be a registered trade union of the Labour Department and relevant to the trade divisions open for Senior Workers Registration) is willing to certify the membership of its members or assist to assess and endorse the working experience of applicants, it may apply to the Construction Workers Registration Board for admission in the list below.
- (2) Trade divisions to be entertained by each authorised trade union vary. Please check with individual trade union for details.
- (3) Please ✓ the appropriate box.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Hong Kong Construction Industry Employees General Union                          | <input type="checkbox"/> Hong Kong Mass Transit Railway Staff General Association        | <input type="checkbox"/> Hong Kong and Kowloon Carpenters General Union   |
| <input type="checkbox"/> The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions      | <input type="checkbox"/> Hong Kong Property Management & Technical Employees Association | <input type="checkbox"/> Hong Kong Ceiling and Partition Workers Union  |
| <input type="checkbox"/> Construction Site Workers General Union  | <input type="checkbox"/> Hong Kong General Union of Lift and Escalator Employees         | <input type="checkbox"/> Hong Kong & China Gas Co., Ltd. Chinese Employees Association  |
| <input type="checkbox"/> Hong Kong Electrical & Mechanical Engineering Professional Employees Association | <input type="checkbox"/> The Hong Kong Gas and Fuel Practitioners Association            | <input type="checkbox"/> Hong Kong Shipbuilding, Machinery Manufacturing, Electrical and Steel Industries Employees General Union |
| <input type="checkbox"/> China Light & Power Company Chinese Employees Union                              | <input type="checkbox"/> Hong Kong Seamen's Union  | <input type="checkbox"/> Hong Kong Metal Manufacturing Industry Workers' Union  |
| <input type="checkbox"/> Hong Kong Decoration Trade & Building Maintenance Employees Association          | <input type="checkbox"/> Renovation and Decoration Industry Union                        | <input type="checkbox"/> Hong Kong Railway Industry Union   |
| <input type="checkbox"/> H.K. Electric Investments Limited Employees Union                                | <input type="checkbox"/> Welding Industry Employees Association                          |   |
| <input type="checkbox"/> Other Authorized Trade Union (Please Specify) : _____                            |  |   |

#### **For Official Use Only**

Application no. :

Signature of Verifying officer:

Date: