



更改註冊事項通知書  
Notification of Changes of Registration Particulars

註冊處地址 : 上環干諾道中 133 號誠信大廈 20 樓 2001-03 室

Address Rm. 2001-03, 20/F, Alliance Bldg., 133 Connaught Road C., Sheung Wan

開放時間 : 星期一至五 Mondays to Fridays

Opening Hours 9:00 am - 1 pm / 2:00 pm - 6 pm

(星期六、日及公眾假期休息 Closed on Saturdays, Sundays & Public Holidays)

網址 Website : <http://www.cic.hk/srs>

查詢 Enquiries : 2100 9400 / [enquiry-srs@cic.hk](mailto:enquiry-srs@cic.hk)

傳真 Fax : 2100 9490

投訴 Complaints : 2100 9494 / [complaint-srs@cic.hk](mailto:complaint-srs@cic.hk)

申請辦法 : 將已填妥之申請表格，連同所需證明文件及繳費支票

Application 以郵遞或親身呈交至註冊處

Method Send the completed application form with supporting document and cheque payment to the Registration Office by post or in person.

註冊處專用 For Use By Registration Office ONLY

申請編號 Application No. :		
遞交日期 Submission Date :	申請資料初審 Initial Checked :	資料輸入 Data Input :
資料輸入覆核 Input Checked :	申請審核 Application Recommended :	審核監控 Controller Checked :
<b>管理委員會決定 Decision by Management Committee</b> <b>會議日期 Meeting Date:</b> 批准 Approved : <input type="checkbox"/> 否決 Rejected : <input type="checkbox"/> 理由 Reason : _____		
註冊生效日期 Start Date of Registration :	註冊屆滿日期 Expiry Date of Registration :	註冊編號 Registration No. :

## **重要提示 IMPORTANT NOTES :**

### **申請指引 Guidance for submitting application**

申請人於填表時可參考由建造業議會秘書處發行的《申請指引》，該指引可於註冊制度網站下載 (<http://www.cic.hk/srs>) 或於註冊處索取。Applicant may refer to the “Guidance for Submitting Application” published by the Secretariat when filling the form which can be downloaded from the Scheme Website (<http://www.cic.hk/srs>) or obtained at the Registration Office.

### **規則及程序 Rules and Procedures**

申請人提出申請前，必須細閱《基本名冊的規則及程序》（規則及程序）。本指引所使用的詞彙，與規則及程序所用的詞彙有相同的意義。Applicants should read the Rules and Procedures for the Primary Register (the Rules and Procedures) before submitting their applications. The terms used in this set of guidance have the same meaning assigned to them in the Rules and Procedures.

### **收集個人資料說明**

申請人可能向秘書處提供個人資料（包括姓名及聯絡詳情），作其申請註冊的一部份。所有向秘書處提供的個人資料，秘書處均可運用作下列用途：

- a) 管理及處理註冊分包商的申請及所有與註冊分包商進行的事務及往還（包括維持註冊資格）；
- b) 秘書處及／或任何其他第三者進行的統計、研究、調查及分析；
- c) 改善有關註冊制度；
- d) 基本名冊的記錄；
- e) 根據本規則及程序所作的發表，包括但不限於在註冊制度網站發表有關個人資料；及
- f) 就議會或建造業或有關服務之建造相關活動或項目，向註冊分包商提供宣傳資料。

為符合適用法例或規管要求，秘書處倘需要則須披露個人資料。

### **Personal Information Collection Statement**

Applicant may supply personal information (including name and contact details) to the Secretariat as part of its application for registration. Any personal information that provides to the Secretariat may be used by the Secretariat for the purpose of:

- a) managing and processing the Registered Subcontractor's application and all transactions and dealings with the Registered Subcontractor (including maintenance of the registration);
- b) statistics, research, surveys and analysis conducted by the Secretariat and / or any other third party;
- c) improving the Scheme;
- d) maintenance of the Primary Register;
- e) publication in accordance with these Rules and Procedures, including without limitation, posting the personal information on the Scheme Website; and
- f) providing Registered Subcontractors with promotional materials about construction related activities or events of the CIC or construction industries or related services.

The Secretariat may disclose personal information if required to satisfy applicable legal or regulatory requirements.

## 第 1 節 - 聲明 SECTION 1 - DECLARATION

我們要求更改本通知書內所示的註冊事項並謹此聲明所提供的資料均屬準確無誤。 We hereby request for changing our Registration Particulars as indicated in this notification form and declare that the information provided is true and accurate.

註冊分包商公司名稱 Company Name of Registered Subcontractor	
註冊編號 Registration Number	
公司授權簽署者姓名 Name of authorized signatory	(中文 Chinese) / (英文 English) 及 (職位 / Designation)
授權簽署者簽名 Signature of authorized signatory	
公司蓋印 Company Chop	
日期 Date	

## 第 2 節 - 公司及其他聯絡資料的變更

### SECTION 2 – CHANGES OF COMPANY & OTHER CONTACT INFORMATION

必須提供下列證明文件副本 Must provide copy of the following supporting documents:

- 1) 有效的商業登記證 Effective Business Registration Certification
- 2) 稅務局簽發的商業登記冊資料摘錄核證本(IRBR 152 號表格)(只適用於未按《公司條例》註冊的公司) Certified Extracts of Information on Business Register issued by the Inland Revenue Department (Form IRBR 152)(Only for companies NOT incorporated under the Companies Ordinance)
- 3) 最新已呈交公司註冊處證明公司董事資料的文件(只適用於有限公司) Latest submitted document to the Companies Registry proving information in relation to company director(s)(例如 e.g. : 表格 Form AR1 / NC1 / D2A / D4 或同等 or equivalent)(Only for incorporated companies where applicable)

註冊事項 Registration Particulars	有沒有變化? Are there any changes?		更新的詳情 (如沒有變化, 不用填寫) New details (No need to state if no changes made)
	沒有 NO	有 YES	
公司名稱 Company Name	<input type="checkbox"/>	<input type="checkbox"/>	(中文 Chinese)
	<input type="checkbox"/>	<input type="checkbox"/>	(英文 English)
註冊地址 Registered Address	<input type="checkbox"/>	<input type="checkbox"/>	(中文 Chinese)
	<input type="checkbox"/>	<input type="checkbox"/>	(英文 English)
通訊地址 Correspondence Address	<input type="checkbox"/>	<input type="checkbox"/>	(中文 Chinese) / (同上 Ditto) * <span style="float: right;">○</span>
	<input type="checkbox"/>	<input type="checkbox"/>	(英文 English) / (同上 Ditto) * <span style="float: right;">○</span>
通訊語言 Communication Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 中文 Chinese 或 Or <input type="checkbox"/> 英文 English (請於適當方格加上“√”號 Please tick in the appropriate box)
辦事處聯絡電話 Office Contact Tel. Number	<input type="checkbox"/>	<input type="checkbox"/>	<span style="float: right;">○</span>
辦事處傳真 Office Fax Number	<input type="checkbox"/>	<input type="checkbox"/>	<span style="float: right;">○</span>
辦事處電郵 Office E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<span style="float: right;">○</span>
東主 / 合夥人 / 董事 Proprietor / Partners / Directors	<input type="checkbox"/>	<input type="checkbox"/>	(將以上述證明文件中所載資料登錄於註冊事項記錄內。 Will use the information shown in the aforementioned supporting document for record of the Registration Particulars.) <span style="float: right;">○</span>

○ 如不欲顯示於註冊制度網站, 請於圓圈內加“X”。  
Please put a “X” in circle if not to be displayed in Scheme Website.

\* 請刪去不適用者。 Please delete whichever is not appropriate.

### 第 3 節 - 政府註冊制度取得的註冊資格的變更

#### SECTION 3 – CHANGES OF QUALIFICATIONS ON GOVERNMENT REGISTRATION SCHEMES

<b>R2</b>	適用於已按註冊條件 <b>R2</b> (即在政府註冊制度取得的牌照 / 註冊資格) 申請註冊的工種或專長項目。Applicable to those trades and specialties applied through entry requirement <b>R2</b> (i.e., qualifications in government registration schemes / licenses obtained)	
<b>R2</b> 工種 / 專長項目代號 Code of trade / specialty	政府註冊制度的牌照 / 註冊資格 Qualifications in Government Registration Schemes / Licenses Obtained <sup>1, 2</sup>	變更詳情 Details of change (例如 E.g. 新取得/被暫定/被吊銷的資格。請說明生效日期及原因 Newly obtained /Suspended /revoked qualification. Pls. state the effective date and reasons)

### 第 4 節 - 東主 / 合伙人 / 董事個人資歷的變更

#### SECTION 4 – CHANGES OF QUALIFICATIONS OF PROPRIETOR, PARTNERS OR DIRECTORS

<b>R3</b>	適用於已按註冊條件 <b>R3</b> (即東主 / 合伙人 / 董事的認可個人資歷) 申請註冊的工種或專長項目。Applicable to those trades and specialties applied through entry requirement <b>R3</b> (i.e., recognised qualification of proprietor, partners or directors)	
<b>R3</b> 工種 / 專長項目代號 Code of trade / specialty	東主 / 合伙人 / 董事個人資歷 - 變更詳情 (例如：被暫定/被吊銷的資格。請說明生效日期及原因 Personal Qualifications of Proprietor / Partners / Directors - Details of change <sup>1, 2</sup> (E.g.: Suspended /revoked qualification. Pls. state the effective date and reasons)	

<sup>1</sup> 請夾附相關證明文件(如: 政府牌照; 認可課程的修業證書; 工作經驗等(如適用))並填上由申請人自行編訂的頁數。Please attach the documentary proof (e.g. government license; certificate of recognised course; working experiences & etc.(where applicable)) with page number assigned by the applicant to this application form.

<sup>2</sup> 如位置不足, 可自行加頁。Please add separate sheet if spaces not enough.