



註冊續期申請表
Application Form for Renewal of Registration

本表格不適用於申請加入其他工種／專長項目。

This form should NOT be used for application for inclusion of additional trades/specialties.

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 pm - 6 pm

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

網址 Website

查詢 Enquiries：http://www.cic.hk/srs

傳真 Fax：2100 9400 / enquiry-srs@cic.hk

投訴 Complaints：2100 9490

：2100 9494 / complaint-srs@cic.hk

申請辦法

Application：將已填妥之申請表格，連同所需證明文件及繳費支票

Method 以郵遞或親身呈交至註冊處

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：
管理委員會決定 Decision by Management Committee 會議日期 Meeting Date: 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

現申請把我們在分包商註冊制度基本名冊的註冊續期 2 年，並同意繼續遵守我們在申請註冊時所提交的註冊承諾書的條款。我們謹此聲明，就申請註冊續期所提供的資料均屬準確無誤。

We hereby apply for renewal of our registration on the Primary Register of the Subcontractor Registration Scheme for two years and agree to continue to observe the terms of the Registration Undertaking submitted with our application for registration. We declare that the information provided for applying for renewal 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 - 收費計算表 SECTION 4 – FEES COMPUTATION TABLE

收費項目 (包括申請及 2 年註冊費) Fees Items (Including application & biennial registration fee)	費用 Fees ^{1,2} (港幣 HK\$)
申請 <u>1 - 15</u> 項工種 / 專長項目 Applying <u>1 - 15</u> trades / specialties	\$ 900 <input type="checkbox"/>
申請 <u>16 - 25</u> 項工種 / 專長項目 Applying <u>16 - 25</u> trades / specialties	\$ 1,150 <input type="checkbox"/>
申請 <u>26 - 35</u> 項工種 / 專長項目 Applying <u>26 - 35</u> trades / specialties	\$ 1,400 <input type="checkbox"/>
申請 _____ 項工種 / 專長項目 Applying _____ trades / specialties (申請 <u>每 10 項額外</u> 工種 / 專長項目的費用為港幣\$250 元，如此類推 (如少於 10 項，仍作 10 項計算) Additional fee for applying <u>each additional 10</u> trades / specialties is HK\$250 and so on (if less than 10, still counted as 10)	\$ <input type="checkbox"/>

¹ 請於適當方格填上“√”號 Please put a “√” in the appropriate box

² 只收劃線支票，抬頭人寫“建造業議會” Accept crossed cheque payment only, drawn in favour of the “Construction Industry Council”

第 3 節 - 公司及其他聯絡資料的變更

SECTION 3 – 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》註冊的公司及涉及更改其東主 / 合伙人) 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 and involving changes on Company Proprietor / Partners) 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 proofing 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) * ○
	<input type="checkbox"/>	<input type="checkbox"/>	(英文 English) / (同上 Ditto) * ○
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"/>	○
辦事處傳真 Office Fax Number	<input type="checkbox"/>	<input type="checkbox"/>	○
辦事處電郵 Office E-mail	<input type="checkbox"/>	<input type="checkbox"/>	○
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.) ○

○ 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.

R1	按註冊條件 R1 申請註冊的工種 / 專長項目於下欄提供 相關工程經驗紀錄 。 Provide the work experience records for those trades and specialties applied through entry requirement R1 .				
R1 工種 / 專長項目代號 Code of trade / specialty	工程 / 合約名稱 Project / Contract Title	工期 - 開始 (月 / 年) Project Period From / To (M/Y)	工期 - 完成 (月 / 年) Project Period From / To (M/Y)	工程詳情 Details of Works ^{1,3}	
				項目編號 Item No. ² (頁數 Page No. ¹)	完工證明 Completion Proof (頁數 Page No. ¹)
R2	按註冊條件 R2 所申請註冊的工種或專長項目於下欄提供在 政府註冊制度取得的牌照 / 註冊資格 之證明。 Provide below the qualification proofs in government registration schemes / licenses obtained in support of those trades and specialties applied through entry requirement R2 .				
R2 工種 / 專長項目代號 Code of trade / specialty	政府註冊制度取得的牌照 / 註冊資格 Qualifications in Government Registration Schemes / Licenses Obtained ^{1,3}				
(例如 e.g.: 03.04	REC - EMSD 機電工程署 註冊電業承辦商)				
R3	按註冊條件 R3 所申請註冊的工種或專長項目於下欄提供東主 / 合伙人 / 董事的 相關個人資歷 。 Provide below the qualification proof of proprietor, partners or directors in support of those trades and specialties applied through entry requirement R3 .				
R3 工種 / 專長項目代號 Code of trade / specialty	東主 / 合伙人 / 董事的個人資歷 Personal Qualifications of Proprietor / Partners / Directors ^{1,3}				
	註冊熟練技工編號 / 僱主名稱及其註冊分包商編號 Registered Skilled Worker Registration No. / Name of Employer & its Registered Subcontractor No.	最少 5 年相關經驗 Minimum 5 years of Relevant Experiences	修畢所需管理課程 Completed the Required Management Course		
		有 Yes / 沒有 No	有 Yes / 沒有 No		
		有 Yes / 沒有 No	有 Yes / 沒有 No		
		有 Yes / 沒有 No	有 Yes / 沒有 No		
		有 Yes / 沒有 No	有 Yes / 沒有 No		
		有 Yes / 沒有 No	有 Yes / 沒有 No		

¹ 請夾附相關證明文件(如: 顯示有所申請註冊工種 / 專長項目的合同 / 工作單; 政府牌照; 認可課程的修業證書; 工作經驗等)並填上由申請人自行編訂的頁數。 Please attach the documentary proof (e.g. contract / works order etc. indicating the applied trades / specialties; government license; certificate of recognised course; working experiences & etc.) with page number assigned by the applicant to this application form.

² 請填寫工料清單 / 工料定價表 / 工作單 / 報價單等相關的項目編號。 Please fill in the item number of the relevant item in the schedule of rate / bill of quantities / works order / quotation etc.

³ 如位置不足, 可自行加頁。 Please add separate sheet if spaces not enough.

第 6 節 – 定罪紀錄申報表 SECTION 6 – DECLARATION OF CONVICTIONS RECORD

過去兩年的定罪記錄 Conviction during the past two years	有 Yes (請填上被傳召次數 Pls. state the no. of summons)	否 No
根據《防止賄賂條例》(第201章)被定罪的高級管理人員(例如東主、 合夥人或董事) Convictions of senior management staff (e.g. proprietors, partners or directors) under the Prevention of Bribery Ordinance (Cap 201)	<input type="checkbox"/> _____	<input type="checkbox"/>
根據《僱傭條例》(第57章)所載條文因未有準時支付工資被定罪 Convictions for failure to pay wages on time to workers in accordance with provisions contained in the Employment Ordinance (Cap 57)	<input type="checkbox"/> _____	<input type="checkbox"/>
根據《強制性公積金計劃條例》(第485章)被定罪 Convictions under the Mandatory Provident Fund Schemes Ordinance (Cap 485)	<input type="checkbox"/> _____	<input type="checkbox"/>
根據《工廠及工業經營條例》(第59章)被定罪 Convictions under the Factories and Industrial Undertakings Ordinance (Cap 59)	<input type="checkbox"/> _____	<input type="checkbox"/>
根據《職業安全及健康條例》(第509章)被定罪 Convictions under the Occupational Safety and Health Ordinance (Cap 509)	<input type="checkbox"/> _____	<input type="checkbox"/>
根據《入境條例》(第115章)被定罪 Convictions under the Immigration Ordinance (Cap. 115)	<input type="checkbox"/> _____	<input type="checkbox"/>
根據《廢物處置條例》(第354章)被定罪 Convictions under the Waste Disposal Ordinance (Cap 354)*	<input type="checkbox"/> _____	<input type="checkbox"/>
根據《噪音管制條例》(第400章)被定罪 *Convictions under the Noise Control Ordinance (Cap 400)*	<input type="checkbox"/> _____	<input type="checkbox"/>
公司的其他定罪記錄(請說明) Any other conviction records of the company (please specify):*	<input type="checkbox"/> _____	<input type="checkbox"/>

第 7 節 – 其他公司資料 SECTION 7 - OTHER COMPANY INFORMATION

1) 財務數據 Financial Data: *

過去 5 年 Over the past 5 Year	年份 Year	年份 Year	年份 Year	年份 Year	年份 Year
5 份價格最高的本地合約(平均港幣) The largest local 5 contract sums (on average HK\$)					
每年完工本地合約數目 Nos. of local contracts completed each year					
全年營業總額(港幣) Annual business turnover (HK\$)					
公司法定/已發行股本(港幣) Authorized / Issued share capital: (HK\$)					

2) 管理及技術人員 Management and Technical Staff:*

人員 Staff(包括公司東主/董事及直接聘用的人員。Staff shall include the owner and direct employees of the company only)	人員數目 No. of Staff	本地相關經驗年資(平均) Years of Relevant Experience in HK (on average)
項目管理人員/地盤經理, 包括東主(如合適) Project Management Staff (include the owner if applicable)		
工地監督/工地管工/打理人 Site Supervisor		
通過工藝測試的技工(擁有大工牌) Craftsman passing relevant Trade Test		
安全主任 Safety Officer		
已參加建造安全監督課程的東主/員工 Owner / Staff having attended Construction Safety Supervisor Course		
已參加建造安全主任課程的東主/員工 Owner / Staff having attended Construction Safety Officer Course		

* 該等資料僅作參考之用, 並不會作為審閱首次及續期申請的考慮因素。如位置不足, 可自行加頁。
Those information provided is collected for information only and would NOT be taken into consideration in the review of
the application for renewal cases. Please add separate sheet if spaces not enough.