

Application Form for Construction Workers Registration

Guides on completing this application form:

1. Before filling in this application form, please read carefully the "Guidance Notes on Completing Application Form" and the Declaration printed on this form.
2. Please complete the form in English, except the Chinese name of applicant.
3. Please use ballpoint pen or pen, of either black or blue ink, to complete this form.
4. Please tick where appropriate.

Personal Information Collection Statement

1. 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.
 2. To keep you informed of CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
 3. 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.
 4. 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.
- I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry

(1) Personal Data (Personal particulars must be consistent with that on HKID Card)

Name: (English) _____ (Chinese) _____ Sex: _____

HKID Card No.: _____ () Date of Birth: _____ (YYYY) _____ (MM) _____ (DD)

Address : _____

District: _____ Telephone No.: (Home) _____ (Mobile) _____

Are you subject to any conditions of stay or employment in Hong Kong?

No (I am a Hong Kong Permanent Resident; Holder of One Way Exit Permit ; or
 Others (please state): _____)

Yes (Passport/Travel Document No.: _____ Issuing Country: _____
Expiry date of employment visa: _____ YYYY/MM/DD)

(2) Information on Mandatory Basic Safety Training (Green Card) ("Green Card" refers to the relevant certificate for completion of a safety course as defined in section 6BA(2) or certificate of exemption for completion of a relevant safety training course as stipulated in section 6BA(4) of the Factories and Industrial Undertakings Ordinance, Chapter 59)

Green Card No.: _____ Expiry Date : _____ (YYYY/MM/DD)

Issued by: _____

(3) I would like / would not like to align the expiry dates of "Workers Registration Card" & "Green Card".

/Not applicable to "Alignment of Expiry dates"

(Only applicable to New registration, Card renewal and Green Card with validity more than 18 months, please read Item 7 of the "Guidance Notes on Completing Application Form" for details. Applicants who apply for "Alignment of Expiry dates" are still required to renew the green card upon its expiration)

(4) Application for registering as a:

- Registered Skilled Worker or Semi-skilled Worker (Please provide details in the table overleaf)
 Registered General Worker (Please skip the table overleaf)

Declaration of Applicant

1. I have carefully read over the "Guidance Notes on Completing Application Form" and all other information printed in this application form.
2. I declare that all information given by me on this application form and documents submitted with this application are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly and wilfully is an offence under the law and may result in the application being deemed to be invalid.
3. I have also authorized the Council to acquire information about my qualifications from the issuing organizations concerned and to verify my qualifications.

Signature of Applicant: _____

Date: _____

For Internal Use

Application No.: _____ This form has been checked by: _____ Date: _____

(4) Categories of Registration Applied and Qualifications Held by Applicant (Please skip this part if you apply to register as a “Registered General Worker”)

- Remarks:
- (a) Information for all the registered trade divisions will be stored as electronic data in the chip embedded inside the Registration Card. However, owing to the limited space available on the back of the card, the registered trade divisions will be printed on it as far as possible corresponding to the order of trade divisions filled in the table below. Therefore, please consider thoroughly about the order of trade divisions before you complete this part.
 - (b) The Principal Trade which you are mainly engaged in will occupy the first row of your registered trades on the Registration Card. If applicable, you should choose your Principal Trade among the trade divisions for which you apply to register as “Registered Skilled Worker”.
 - (c) If you intend to apply for registration for one or more trade divisions, please include all such applications in this application form.
 - (d) If space provided below is insufficient, please continue to fill in the required information in another application form.

A. Information for applying to register as a “Registered Skilled Worker”

Item	Trade Code	Name of Trade Division	Name of Certificate	Certificate No.	Issuing Authority	Issue Date (YYYY/MM/DD)	Expiry Date (YYYY/MM/DD)

C. Information for applying to register as a "Registered Semi-skilled Worker"

Item	Trade Code	Name of Trade Division	Name of Certificate	Certificate No.	Issuing Authority	Issue Date (YYYY/MM/DD)	Expiry Date (YYYY/MM/DD)

Guidance Notes on Completing Application Form

1. Applicants may submit applications in person at one of CIC Service Centres below:

District	Address	Business Hours	
		Mon – Fri	Sat – Sun
Kowloon Bay	G/F, HKIC - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay (Exit A, MTR Kowloon Bay Station)	9am - 7pm Closed on public holidays	9am - 5pm Closed on public holidays
Nam Cheong	Shop 6, MTR Nam Cheong Station (Opposite to the gates of Exit D within the Station)		
Tsing Yi	Shop 12, U2 Level, Airport Express, MTR Tsing Yi Station (Unpaid Concourse)		

2. Prior to attending CIC Service Centres, applicants may call 2873 1911 in 1 to 28 days in advance to make an appointment (appointments made via fax or e-mail will not be accepted). Alternatively, applicants may go to any Service Locations within opening hours to queue up for submitting their applications.
3. Applicants may apply for registration as:
 - (a) registered skilled worker for a designated trade
 - (b) registered semi-skilled worker for a designated trade
 - (c) registered general worker
4. Applicants have to bring along the originals of the following documents when submitting the applications. The originals will be returned to the applicants after checking. These documents include:
 - (a) Hong Kong Identity Card (If the applicant is not a Hong Kong Permanent Resident, in addition to his/her HKID Card (if available), he/she is also required to present his/her One Way Exit Permit or passport/travel document showing a valid employment visa or other documents relevant to the trade(s) he/she applies to register) ;
 - (b) A valid "Green Card" (which has a remaining validity of minimum 30 days at the date of application); and
 - (c) Documentary evidence for qualifications relevant to the trades for which an application for registration is made.
5. Incomplete information submitted for any one trade division may render the CIC unable to process the application for this trade division.
6. Applicants are required to pay the application fee by cash or octopus. The validity of a registration normally lasts for 5 years. The fee will be HK\$100. If the applicant possesses a qualification which is specified in Column 6 of Schedule 1 of the "Construction Workers Registration Ordinance" (the Ordinance) and is relevant to one of the trade divisions he/she applies to register, he/she is only required to pay half fee.
7. Application fee will not be transferable once paid. It will not be refunded whether the application is successful or not, or when it is withdrawn halfway.
8. "Alignment of Expiry Dates" arrangement is not applicable to the following circumstances:
 - (1) Work in Hong Kong with a working visa;
 - (2) Re-issuance of Registration Card for changing or adding trade division(s);
 - (3) Replacement of Registration Card;
 - (4) Information update on Registration Card; and
 - (5) Validity of "Green Card" is less than 18 months.
9. The CIC will request the qualification issuing authorities concerned to verify the information provided by the applicants. Should the CIC fail to receive a reply of confirmation of qualification from the authorities concerned after receipt of the application, the CIC will inform the applicants of the possible cancellation of their applications.
10. Information about all the registered trade divisions will be stored as electronic data in the chip embedded inside the Registration Card. However, owing to the limited space available on the back of the card, the registered trade divisions will be printed on it as far as possible corresponding to the sequence of trades filled in the application form.
11. According to the Ordinance, if a Registered Construction Worker has changed his/her name or address, he/she must give a written notice to the Registrar within one month stating the related changes.
12. According to the Ordinance, a person who, without lawful authority or reasonable excuse, sells or offer for sale, lends, gives, hands over or parts with possession to another person a registration card commits an offence and is liable on conviction to a fine at level 3.
13. If Registered Construction Worker carries out works which are regulated simultaneously by other legislation(s), they shall be conducted in accordance with the relevant statutory requirements apart from the Ordinance.
14. The CIC maintains a Register of Registered Construction Worker in the website (<http://www.cic.hk>) for inspection by the public.