

Workers Registration Office

WRO-019(E)

2017/12

rev1e

Application Form for Renewal of Registration (For Mail Application Only)

Guides on completing this application form:

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

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, 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.
 - 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.
 - 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 6 of the "Guidance Notes on Completing Application Form for Renewal by Mail" 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 including provisional registration (Please provide details in the table overleaf)
- ☐ Registered General Worker (Please skip the table overleaf)

(5) Registration Card to be collected at the Service Location as follows:

(Please read the "Guidance Notes on Completing Application Form for Renewal by Mail" for details)

☐ Kowloon Bay ☐ Tsing Yi ☐ Nam Cheong ☐ Sheung Wan

Declaration of Applicant

- I have carefully read over the "Guidance Notes on Completing Application Form for Renewal by Mail" and all other information printed in this application form.
- 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.
- 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 Registration Office 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 (including provisional 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)

B. Information for applying to register as a “Registered Skilled Worker (Provisional)”, Form PR1 has to be completed. According to the Ordinance, the total period of experience may be calculated up to 29 December 2005.

Item	Trade Code	Name of Trade Division	Certified Period of Experience (in years and months) of personally carrying out Construction Work of the Trade

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)

D. Information for applying to register as a "Registered Semi-skilled Worker (provisional)", Form PR1 has to be completed. According to the Ordinance, the total period of experience may be calculated up to 29 December 2005.

Item	Trade Code	Name of Trade Division	Certified Period of Experience (in years and months) of personally carrying out Construction Work of the Trade

Guidance Notes on Completing Application Form for Renewal by Mail

- Applicants may, within 6 months before the expiry date, apply for renewal of registration by mail. Application forms should be posted to the following address with the required documents:

Construction Industry Council , 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon (WRO)

- Registration card to be collected at the follow service locations:

District	Address	Business Hours	
		Mon – Fri	Sat – Sun
Kowloon Bay	G/F, Kowloon Bay Training Centre, 44 Tai Yip Street (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)		
Sheung Wan	Room 2001, Alliance Building, 133 Connaught Road Central (Exit C, MTR Sheung Wan Station)		Closed

- Required documents include:

- (1) Copy of a valid "Green Card" which has a remaining validity of at least 30 days on the date of application;
- (2) Documentary evidence for qualifications with expiry dates and having a remaining validity of at least 30 days relevant to the trade divisions for which an application for registration is made;
- (3) If the applicant is not a Hong Kong Permanent Resident, he/ she is also required to present copy of his/ her OneWay Exit Permit or passport/ travel document showing a valid employment visa; and
- (4) A self-addressed return envelope with sufficient postage.

- Applicants must SIGN on the above documents (items (1) to (3)) certifying them as true copies, and post the same to the Construction Industry Council together with the application form.

- Incomplete information submitted for any one trade division may render the Workers Registration Office ("WRO") unable to process the application for this trade division.

- "Alignment of Expiry Dates" is only applicable to renewal application of normal registration, except the following circumstances:

- (1) Any provisional registration;
- (2) Work in Hong Kong with a working visa;
- (3) Re-issuance of Workers Registration Cards for changing or adding trade division(s);
- (4) Replacement of Workers Registration Card;
- (5) Information update; and
- (6) Validity of green card is less than 18 months.

- Upon receipt of all relevant application documents, WRO will send the "Notification of Registration Card Collection (Renewal by Mail)", using the return envelope provided by the applicant. The date of collection will also be stated in the notification. The Registration Card will normally be issued to the applicant in 14 business days.

- The validity of a registration normally lasts for 5 years. The application fee for renewal is 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") as "Other qualifications" and is relevant to one of the trade divisions he/ she applies to register, he/she is only required to pay HK\$50. Such application fee has to be paid by cash or octopus on the date of card collection.

- Application fee will not be transferable once paid and is not refundable regardless the application is successful or not, or when it is withdrawn midway.

- WRO will request the qualification issuing authorities concerned to verify the information provided by the applicants. Should WRO fail to receive a reply of confirmation of qualification from the authorities concerned after receipt of the application, WRO will inform the applicants of the possible cancellation of their applications.

- 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.

- Within 2 weeks from the date on which the Registrar makes a decision on acceptance or rejection of an application, expiry of registration, renewal of registration, or cancellation of registration, the applicant may request a review of that decision by the Review Committee. This request has to be a written one in the specified form.

- If there is a genuine need, an applicant may authorize another person to collect the Registration Card on his/her behalf by filling in a specified authorization form. The authorized person shall present to the staff in the WRO the authorization form, a photocopy of the applicant's HK Identity Card, originals of valid Green Card and documentary evidence for qualifications, his/her own HK Identity Card, and sign on the related card collection document & "Confirmation of Application Data".

- 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.

- 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.

- 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.

- The Construction Industry Council maintains a Register of Registered Construction Worker in the website (<http://www.cic.hk>) for inspection by the public.