

Guidance Notes on Applying Senior Construction Workers Registration

(Only applicable to 3 new trade divisions:

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

Application Period: 1 April 2017 up to 30 September 2018

A. Requirements of Senior Construction Workers Registration

Under section 6(1) of the Construction Workers Registration Ordinance (Amendment of Schedules 1 and 1A) Notice 2016, in relation to “False Ceiling Installer”, “Partition (Metal Frame) Installer” and “Cable Jointer (Dead Cable)”, if an applicant can prove possession of not less than 10 years of experience as at 1 April 2017, personally carrying out construction work of the relevant trade division, he/ she may directly apply for registration as registered skilled worker of the relevant new trade divisions(s).

B. How to Complete “Working Experience Certification Form for Application for Senior Construction Workers Registration”

1. Obtaining Verification of Work Experience

Workers who wish to register as Skilled Workers through Senior Workers Registration Arrangement, should obtain the required verification of work experience by the following mean(s).

Means	Requirements and Details
Verification issued by the workers' employers	<p>The employer must be</p> <ul style="list-style-type: none"> ● a government or public organisation on the List of Work Experience Verifying Organisations, or ● a contractor of any organisation on the above list, or ● a member of any approved trade associations <p>If the employer is not one of the above-mentioned organisation, the verification of its workers should be signed by its upper-tier company/contractor which is the above-mentioned organisation. (Please refer to note 2 of Part B for the list of Work Experience Verifying Organisations and the List of Approved Trade Associations.)</p>
Verified by trade unions	<ul style="list-style-type: none"> ● The verification committees formed under the authorised trade unions will verify and endorse workers' experience if the workers are not able to obtain verification from their employers. Workers should make statutory declaration for the period of work experience with no verification issued by employers, before having interviews with the verification committees. ● Worker's experience can be verified with his/ her membership of an authorised trade union, while the verification is limited to the trade division(s) the trade union belongs to and the number of years the union has been founded. <p>(Please refer to note 3 of part B for the list of Authorised Trade Unions.)</p>
Statutory Declaration	<p>Statutory declaration may be recognised as a verification of at most 3 years' work experience. Workers can make statutory declaration at the Home Affairs Department or in the presence of a Justice of the Peace, a lawyer of any authorised person, after filling in the application form of Senior Workers Registration Arrangement.</p>

2. Government / public organisations and their registered contractors, construction-related trade associations (in no particular order)

(Codes in tables below are to be used by employer & upper-tier company/ contractor for completion of Table 2)

A. Government / Public Organisations and their registered contractors

Code		Code	
101	Kowloon-Canton Railway Corporation	102	Peak Tramways Company Limited
103	CLP Power Hong Kong Limited	104	Hong Kong Housing Authority – Registered Works Contractors
105	Buildings Department – Registered Contractors (not include the Registered Minor Works Contractors)	106	The Hong Kong and China Gas Company Limited
107	Security and Guarding Services Industry Authority – Licensed Security Companies	108	Construction Industry Council – Registered Subcontractors under “Subcontractor Registration Scheme”
109	The Hong Kong Housing Society	110	Hong Kong Tramways Limited
111	The Hong Kong Electric Company, Limited	112	MTR Corporation Limited
113	Fire Services Department – Registered Fire Service Installation Contractors	114	Development Bureau – Approved Contractors for Public Works
115	Airport Authority	116	Government Works Group of Departments – Approved Contractors
117	Electrical & Mechanical Department – Registers of Electrical Contractors, Lift Contractors, Escalator Contractors, Gas Contractors	118	Office of the Telecommunication Authority – Telecom Licenses

B. Construction-related Trade Associations

Code		Code	
201	The Hong Kong Construction Association Limited	202	The Hong Kong Electrical & Mechanical Contractors’ Association Limited
203	Hong Kong General Building Contractors Association Limited	204	The Hong Kong Federation of Electrical and Mechanical Contractors Limited
205	Hong Kong Construction Sub-contractors Association	206	Hong Kong Electrical Contractors’ Association Limited
207	Association of Electrical Contractors	208	The Lift and Escalator Contractors Association (LECA)
209	The Hong Kong Air Conditioning and Refrigeration Association Limited	210	The Association of Registered Fire Service Installation Contractors of Hong Kong Limited (FSICA)
211	Hong Kong Façade Association	212#	Contractor’s Authorised Signatory Association
213#	Hong Kong Registered Ventilation Contractors Association	214#	Registered Minor Works Contractor Signatory Association
215#	Hong Kong Architectural Ceiling Association		

Information provided by certifier who is the membership of construction associations stated in code 212-215, respective association confirmation by chopping on Column (4) in Table 2 is required.

[Remark : Please note that the list above is not exhaustive, any government / public organisations or construction-related trade associations may apply to the Construction Workers Registration Board for admission in the above list.]

3. Authorised trade unions (in no particular order)

Hong Kong Construction Industry Employees General Union	Hong Kong General Union of Lift and Escalator Employees
The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions	The Hong Kong Gas and Fuel Practitioners Association
Construction Site Workers General Union	Hong Kong Seamen' s Union
Hong Kong Electrical & Mechanical Engineering Professional Employees Association	Renovation and Decoration Industry Union
China Light & Power Company Chinese Employees Union	Welding Industry Employees Association
Hong Kong Decoration Trade & Building Maintenance Employees Association	Hong Kong and Kowloon Carpenters General Union
H.K. Electric Investments Limited Employees Union	Hong Kong & China Gas Co., Ltd. Chinese Employees Association
Hong Kong Railway Industry Union	Hong Kong Metal Manufacturing Industry Workers' Union
Hong Kong Mass Transit Railway Staff General Association	Hong Kong Ceiling and Partition Workers Union
Hong Kong Shipbuilding, Machinery Manufacturing, Electrical and Steel Industries Employees General Union	Hong Kong Property Management & Technical Employees Association

- [Remarks :
- (1) The trade union giving certification should be on the list above. 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 above.
 - (2) Trade divisions to be entertained by each authorised trade union vary. Please check with individual trade union for details.]

C. Statutory Declaration (Oath) Sample (Applicant may make the statutory declaration in any District Office of Home Affairs Department or in the presence of a Justice of the Peace or a lawyer. If space provided is insufficient, please continue to provide the details on a separate copy of this page.)

Statutory Declaration (Oath)

I (Name) : _____ HKID Card No.: _____

Of (Residential Address): _____

Solemnly and sincerely declare that:

I have personally carried out the following construction work of the designated trade division(s) from _____ (YY/MM) to present:

(*Please delete if inapplicable)

False Ceiling Installer (C358) *, for ___ years,

Partition (Metal Frame) Installer (C359) *, for ___ years,

Cable Jointer (Dead Cable) (E303b) *, for ___ years,

a total of ___ years, employed continuously by different employers. The working periods for each trade division were not duplicately counted. I am currently / recently employed by _____ to carry out the construction work aforementioned.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declaration Ordinance.

Declared at
in the Hong Kong Special Administrative Region
this _____ day of _____
through the interpretation of _____
of _____
the said interpreter having been also first declared that he/she* had truly,
distinctly and audibly interpreted the contents of this document to the
declarant, and that he/she* would truly and faithfully interpret the
declaration about to be administered to him/her*.
Before me,

Commissioner for Oaths

(signature of declarant)

I, _____ of _____
solemnly and sincerely declare that I well understand the
English and Chinese languages and that I have truly, distinctly and audibly interpreted the contents of this document to
the declarant _____, and that I will truly and faithfully interpret
the declaration about to be administered to him/her*.

Declared at
in the Hong Kong Special Administrative Region
this _____ day of _____
Before me,

Commissioner for Oaths

(signature of interpreter)

Warning : The declarant should note that the making of any false statement knowingly is an offence and he/she is subject to criminal liability.

E. Checklist

Please check and bring along the following documents for the Senior Workers Registration:

List of Application Forms and Documents

	Forms/ Documents
<input type="checkbox"/>	1. Application Form for Senior Construction Workers Registration, and Work Experience Certification Form for Application for Senior Construction Workers Registration
<input type="checkbox"/>	2. Statutory Declaration (Oath) (if applicable)
<input type="checkbox"/>	3. The original and copy of a valid Green Card (with remaining validity not less than 30 days at the date of application)
<input type="checkbox"/>	4. The original and copy of the documentary proof of work experience

Submit an Application :

Application can be submitted to Workers Registration Service Locations in person:

District	Address	Business Hours	
		Mon- Fri	Sat- Sun
Kowloon Bay	G/F, CIC Kowloon Bay Training Centre 44 Tai Yip Street (Exit A, MTR Kowloon Bay Station)	9am – 7pm Closed on public holidays	9am – 5 pm 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