



註冊專門行業承造商制度
註冊分包商名冊
更改註冊事項通知書
**Registered Specialist Trade Contractors Scheme
Register of Subcontractors
Notification of Changes of Registration Particulars**

申請辦法 郵寄：

九龍觀塘駿業街 56 號中海日升中心 38 樓 (信封面註明「分包商註冊申請」)

或

親臨議會下列服務中心 (服務時間參考議會網頁):

九龍灣 - 九龍灣大業街 44 號 (港鐵九龍灣站 A 出口)

南昌 - 港鐵南昌站大堂 6 號舖 (站內 D 出口閘機對面)

青衣 - 港鐵青衣站機場快線 U2 層 12 號舖 (非入閘區大堂)

Application By Post to:

Method 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon

(Please mark "Application for Subcontractor Registration" on the envelope)

OR

In person at ONE of the CIC Service Centres (Please refer to the CIC website for opening hours):

Kowloon Bay - 44 Tai Yip Street, Kowloon Bay, Kowloon
(Exit A, MTR Kowloon Bay Station)

Nam Cheong - Shop 6, MTR Nam Cheong Station
(Opposite to the gate of Exit D)

Tsing Yi - Shop 12, U2 Level Airport Express MTR Tsing Yi Station
(Unpaid Concourse)

查詢電話 Telephone No. : 2100 9400

電郵 Email : enquiry-rstc@cic.hk

重要提示 IMPORTANT NOTES

規則及程序 Rules and Procedures

申請人提出申請前，必須細閱《註冊專門行業承造商制度註冊分包商名冊規則及程序》（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 Register of Subcontractors of the Registered Specialist Trade Contractors Scheme” (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

- 申請人可能向建造業議會〔「議會」〕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。所有向議會提供的個人資料，包括《個人資料〔私隱〕條例》所指的個人資料，只會用於相關議會之活動，均可運用作下列用途：
 - 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）；
 - 議會及 / 或任何其他第三者進行的統計、研究、調查及分析；
 - 改善有關註冊制度；
 - 維持名冊的記錄，並將相關資料儲存在可供公眾人士經由互聯網查閱的註冊分包商名冊內；
 - 根據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註冊資料；
 - 調查或檢控任何罪行；或
 - 就任何罪行的調查或檢控向有關當局作披露。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。此外，在未經你的事先同意起，議會不會將你的個人資料轉移給任何第三方。
- 為讓你得知最新的議會活動和行業內發展情況，議會將使用你的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，將有關訓練課程、測試、註冊、活動項目、議會工作和建造業其他方面的最新資訊提供給你。你可選擇是否同意接收上述資訊。若不同意的話，請於下列有關拒收資訊一欄之空格內加上「✓」號。
☐ 本人不同意日後接收由建造業議會發出有關議會活動和與建造業相關的資訊。
- 有權要求查閱及修正你的個人資料。有關申請須以書面向議會提出，地址為：
九龍觀塘駿業街 56 號中海日升中心 38 樓（信封面註明「註冊分包商-查閱及修正個人資料」）。

Personal Information Collection Statement

- Applicant may supply personal information (including name and contact details) to the CIC as part of its application for registration. Any personal information that you provide to the CIC, including any personal data as defined in the Personal Data (Privacy) Ordinance will be used solely for the purposes related to the activities of the CIC, particularly:
 - managing and processing the Registered Subcontractor's application and all transactions and dealings with the Registered Subcontractors (including maintenance of the registration);
 - statistics, research, surveys and analysis conducted by the CIC and / or any other third party;
 - improving the Scheme;
 - maintaining the Register and posting the relevant information on the Scheme Website which is available to the public;
 - publication in accordance with these Rules and Procedures, including without limitation, posting the registration information on the Scheme Website;
 - investigation or prosecution of any offence; or
 - disclosure to any authorities in relation to investigation or prosecution of any offence.The CIC may disclose personal information if required to satisfy applicable legal or regulatory requirements. Otherwise, the CIC will not transfer your personal data to any third parties without your prior consent.
- 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, CIC 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.
☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.
- 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
Please mark “Registered Subcontractors – Request access to and correction of errors in personal data” on the envelope)

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 NAR1 / NNC1 / ND2A / ND4 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.)

* 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

R2 適用於已按註冊條件 R2 (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 R2 (i.e., qualifications in government registration schemes / licenses obtained)		
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, 2}	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

R3 適用於已按註冊條件 R3 (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 R3 (i.e., recognised qualification of proprietor, partners or directors)	
R3 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 ^{1, 2} (E.g.: Suspended /revoked qualification. Pls. state the effective date and reasons)

¹ 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.

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