

## Declaration Form for

### Exemption from Providing Electronic Card Reading Device on Construction Site

#### (豁免於建造工地提供電子讀證裝置申報書)

**For contract/works order with value of construction work not exceeding HK\$ 1 million**  
**適用於建造工作價值不多於港幣 100 萬元的合約或施工通知**

Under Section 58(2) of Construction Workers Registration Ordinance (the “CWRO”) (CAP 583)

根據建造業工人註冊條例第 58(2)條 (第 583 章)

#### Points to Note:

1. Please read carefully the “Notes on Application” before completing and submitting this declaration form.
2. The “Declaration Form for Exemption from Providing Electronic Card Reading Device on Construction Site” (the “Declaration Form”) (Form EF2) is **only applicable to contract/works order with value of construction work not exceeding HK\$ 1 million.** If the value of construction work to be carried out under your contract/works order exceeds HK\$ 1 million, you should use the application form “Application Form for Exemption from Providing Electronic Card Reading Device on Construction Site” (Form EF1) to apply for exemption.
3. The Declaration Form serves to **notify and declare to the Construction Industry Council (the “Council”) that the contract/works order concerned which involves construction work as defined in the Construction Workers Registration Ordinance and the value of construction work under the contract/works order concerned is not more than HK\$ 1 million.** Upon receipt of such Declaration, the Council will consider the same and notify the principal contractor of the Council’s decision.
4. Please provide all information as required and make an application to the Council **within 7 days** after any construction work begins on the construction site. The Council may not be able to process late and/or incomplete application.
5. Please submit the completed application form by post to the following address: **The Secretariat, Construction Workers Registration Board, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.**
6. For enquiries, please contact the Secretariat, Construction Workers Registration Board at 2100 9000.

#### 注意事項：

1. 在填寫及提交申報書前，請詳閱「申請須知」。
2. 此「豁免於建造工地提供電子讀證裝置申報書」(Form EF2)(“申報書”) **只適用於建造工作價值不多於港幣 100 萬元的合約或施工通知**。若貴公司的工程合約/施工通知所涉及的建造工作價值超過港幣 100 萬元，請使用「豁免於建造工地提供電子讀證裝置申報書」(Form EF1)提出豁免申請。
3. 申報書是用以**通知及向建造業議會(“議會”)申報有關工程合約/施工通知涉及《建造業工人註冊條例》所指的建造工作，而且有關合約/施工通知下所進行的建造工作的價值不多於港幣 100 萬元**。議會於收到有關申報後，將考慮有關申請及通知總承建商議會的決定。
4. 請提供所須的資料，並在任何建造工作在有關建造工地展開的 **7 日內**向議會提出申請。議會可能無法處理資料不齊全及 / 或遲交的申請。
5. 請將填妥的申報書郵寄至以下地址：**九龍觀塘駿業街 56 號中海日升中心 38 樓建造業工人註冊委員會秘書處**。
6. 有任何查詢，請致電 2100 9000 聯絡建造業工人註冊委員會秘書處。

**Note: Please fill in the information as required in the page of REPLY SLIP and return it along with your completed Declaration Form.**

**注意：請填寫“回條”一頁所須資料，並連同已填妥的申報書一併交回。**

**Declaration Form for**  
**Exemption from Providing Electronic Card Reading Device on Construction Site**  
**(豁免於建造工地提供電子讀證裝置申報書)**

**For contract/works order with value of construction work not exceeding HK\$ 1 million**

**適用於建造工作價值不多於港幣 100 萬元的合約或施工通知**

<b>Principal Contractor Information 總承建商資料</b>			
Name 名稱			
Address 地址			
Contact Person 聯絡人姓名	(Mr./ Mrs./ Miss/ Ms.)	Fax No. 傳真號碼	
Telephone No. 電話號碼		Email Address 電郵地址	

<b>Construction Work Particulars 建造工作詳情</b>	
Contract Title 合約名稱	
Name of Client 業主名稱	
Contract No./ BD Reference No. 合約編號/屋宇署檔號	
Works Order No. (if applicable) 施工通知號碼(如適用)	
Estimated Total Value of Construction Work (HK\$) 估計建造工作總值(港幣)	
<b>Category of Construction Work 建造工作類別</b> (Please refer to Table 1 of “Notes on Application” and tick the appropriate box on the right side) (請參閱「申請須知」內的表一及在右方適用的方格加上✓號)	<input type="checkbox"/> a(i) <input type="checkbox"/> a(ii) <input type="checkbox"/> a(iii) <input type="checkbox"/> a(iv) <input type="checkbox"/> a(v) <input type="checkbox"/> a(vi)
Construction Period 施工期:	From 由 ___(dd)/___(mm)/___(yy) To 至 ___(dd)/___(mm)/___(yy)

**Declaration of the Principal Contractor's Authorized Person**

**總承建商的獲授權人聲明**

1. I have carefully read and clearly understand the part of “Points to Note” before completing this Application Form.
  2. I declare that all the information given and documents furnished by me in this application form are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly or willfully is an offence under the law and may result in the rejection of the application and I may be liable to prosecution.
  3. I have also authorized the Construction Industry Council to obtain information from relevant organizations in connection with the application for exemption.
1. 本人於填寫此申報書前已詳細閱讀及清楚明白上述「注意事項」。
2. 本人聲明本人在申報書內所提供的一切資料及提交的文件，盡本人所知均屬真確無訛，並知道倘若明知而故意虛報資料或作出虛假陳述，即屬犯罪，豁免申請可能被拒絕，更可能受到檢控。
3. 本人亦授權建造業議會向有關與本豁免申請的有關資料機構索取資料。

Name, Post and Signature of Principal Contractor's Authorized Person and Company Chop:

總承建商的獲授權人姓名、職位、簽署及公司蓋章：

(Mr./ Mrs./ Miss/ Ms.)

Name 姓名: \_\_\_\_\_

Post 職位: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

Company Chop 公司蓋章: \_\_\_\_\_

Date 日期: \_\_\_\_\_

<b>Personal Information Collection Statement 收集個人資料聲明</b>
<ol style="list-style-type: none"> <li>1. The information provided in this application will be used for purposes in connection with the administration of Construction Workers Registration Ordinance and the related legislations, and for dealing with other matters in relation to the application.</li> <li>2. The Information provided may be disclosed to the government or other parties in connection with the administration of matters related to the Construction Workers Registration Ordinance and the related legislations, and for other purposes as authorized and required by law.</li> <li>3. Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correct your personal data. Written requests should be addressed to the Construction Industry Council.</li> </ol> <p>1. 在本表格提供的資料，將用於關乎執行《建造業工人註冊條例》及有關規例的用途上，以及處理豁免申請的其他相關事宜。</p> <p>2. 在執行關乎《建造業工人註冊條例》及有關規例的事宜上，將可能向政府或其他人士披露所提供的資料。</p> <p>3. 根據《個人資料（私隱）條例》，你有權要求查閱和更改個人資料，有關申請須以書面向建造業議會提出。</p>

## REPLY SLIP 回條

**(Part I: To be completed by the Principal Contractor 第一部份：供總承建商填寫)**

<b>To:</b>	(Name of Authorized Person 獲授權人姓名)
	(Name of Principal Contractor 總承建商名稱)
	(Contract No./BD Reference No) 政府合約編號 / 屋宇署檔號
	(Contract Title) 合約名稱
	(Works Order No. (if applicable)) 施工通知號碼 (如適用))
	(Fax No. 傳真號碼)

**(Part II: To be completed by the Council 第二部份：供議會填寫)**

Your declaration form is given a CWRB reference No.:

閣下申報書的參考編號: EF/20\_\_\_/0\_\_\_\_\_ (1M)

Based on the information provided in your Declaration Form, your declaration for exemption from providing electronic card reading device for the above contract / works order is hereby  
根據閣下申報書所提供的資料，就上述合約/施工通知豁免於建造工地提供電子讀證裝置  
閣下所提出的申報現已：

- ☐ Accepted 接納
- ☐ Not accepted 不接納 (Reason 原因:\_\_\_\_\_)

Construction Industry Council  
建造業議會

Council's Chop 議會蓋章: \_\_\_\_\_

Date 日期: \_\_\_\_\_

Subject Officer's Signature: \_\_\_\_\_

## Notes on Application

### 申請須知 (EF\_Notes)

1. For completing “Category of Construction Work” in the application form, please read carefully the following Table 1 to determine which category of construction work your contract work should fall into. In case your contract work does not fall into any category, it will not be governed by the Construction Workers Registration Ordinance (the “CWRO”). As such, the requirements of the CWRO including the provision of electronic card reading device are not applicable to your contract. Accordingly, application for exemption is not necessary.

在填寫申請書中「建造工作類別」一欄時，請參照以下表一內容，以確定工程所屬的建造工作類別。若工程不屬於表一所列的任何一項建造工作類別，該工程便不受《建造業工人註冊條例》（“條例”）規管，因此毋需根據條例要求提供電子讀證裝置，亦毋需為此申請豁免。

2. For a term contract for maintenance that falls into category (a)(vi) of Table 1, you are not required to provide electronic card reading device on site. However, if the work to be carried out under a particular works order issued under the term contract falls into category (a)(i) to (v) of Table 1, you are still required to provide electronic card reading device on sites under the works order concerned or apply for exemption. The Construction Industry Council (the “Council”) may make decision on a per works order basis. You have to make an application for exemption within 7 days after the commencement of any construction work on construction sites involved in the works order concerned. Please clearly state in your application form the works order no., the value of work, and the location of site(s) involved in the works order concerned.

條例並不要求表一類別(a)(vi)中所指的固定期保養合約工程提供電子讀證裝置。不過，若該固定期合約所發出的某一施工通知(Works Order) 涉及的工程屬於表一類別(a)(i)至(v)所指的建造工作，則仍需在有關工地提供電子讀證裝置，或申請豁免。建造業議會（“議會”）將按個別施工通知作出考慮。閣下需在任何建造工作在有關施工通知所涉及建造工地展開的 7 日內，遞交豁免申請。請在申請書中清楚列明有關施工通知的施工通知編號、工程價值及工地位置。

3. For works under a term contract that fall into category (a)(i) to (v) of Table 1, you may make separate submission for individual works orders. Please clearly state in your application form the contract no., works order no., value of work, and location of site(s) involved in the works order concerned. The Council may make decision on a per works order basis.

若固定期合約涉及的工程屬於表一類別(a)(i)至(v)所載的建造工作，閣下可以就個別施工通知提交獨立申請，並在申請書中清楚列明有關施工通知的合約編號、施工通知編號、工程價值及工地位置。議會將按個別施工通知作出考慮。

4. The Council may grant exemption from providing electronic card reading device on construction site to contract/works order with value of construction work not exceeding HK\$ 1 million. Please note that the said amount is subject to changes at the decision of the Council from time to time without prior notice.

議會可以就建造工作價值不多於港幣 100 萬元的工程合約或施工通知豁免於有關建造工地，提供電子讀證裝置。上述金額將因應議會的決定而不時作出改變，而毋須另行通知。

5. For construction work in respect of which the Buildings Ordinance (Cap. 123) applies and prior approval from the Building Authority is required, if a certificate referred to in paragraph (2) or (3) of regulation 25, or in paragraph (2) of regulation 26 of the Building (Administration) Regulations (Cap 123 sub. leg. A), or a certificate referred to in section 31(c), 32(c), 34(c) or 35(c) of the Minor Works Regulation has been sent to the Building Authority, or a certificate referred to in paragraph (4) of regulation 25 of the Building (Administration) Regulations in respect of the construction work has been made, the place is no longer a construction site under the CWRO. The requirements of the CWRO including the provision of electronic card reading device are not applicable to the contract.

有關《建築物條例》（第 123 章）適用或需由建築事務監督預先批准的建造工程，若該工程已根據《建築物（管理）規例》（第 123 章，附屬法例 A）第 25 條第(2)或第(3)款或第 26 條第(2)款，或就《小型工程規例》第 31(c)、32(c)、34(c)或 35(c)條，向建築事務監督送交有關該建造工作的證明書，或就《建築物(管理)規例》第 25 條第(4)款作出有關該建造工作的證明書，該地方將不屬於條例定義下的建造工地，因此條例對該合約工程的要求，包括提供電子讀證裝置，並不適用。

6. For construction work where the Buildings Ordinance is inapplicable and prior approval from the Building Authority is not required, if a certificate of substantial (or practical) completion of contract has been issued in accordance with the terms of contract under which the construction work is carried out, the place is no longer a construction site under the CWRO. The requirements of the CWRO including the provision of card reading device are not applicable to the contract.

對於《建築物條例》不適用或不需由建築事務監督預先批准的建造工程，若該工程已收到根據合約發出的實質(或實際)完成合約證明書，則該地已不屬於條例定義下的建造工地，因此條例對該合約工程的要求，包括提供電子讀證裝置，並不適用。

7. Given that any specified structure or the structure of any specified structure is not involved, the following are examples of types of work that do not fall within the ambit of the CWRO: soft landscaping, fitting out, decoration, maintenance (other than item (a)(vi) in Table 1), building services, and waste disposal.

在工程不涉及任何指明構築物或任何指明構築物結構的情況下，以下是一些不屬於條例規管範圍的工程類別例子：種植花木的園景美化、裝修、維修（表一類別(vi)除外）、建築物裝備及廢物處理。

8. Please note that you are still required to furnish the Registrar of Construction Workers with the daily attendance records of the construction workers employed by you and your sub-contractors to personally carry out the construction works.

請注意貴公司仍須向建造業工人註冊主任提交受僱於貴公司及貴公司的分判商親自進行建造工作的建造業工人的每日出勤紀錄。

**Table 1 表一: Category of Construction Work 建造工作類別**

Category 類別	Construction Work 建造工作
(a)(i)	construction, erection, installation or reconstruction of any specified structure 任何指明構築物的建造、建立、裝設或重建；
(a)(ii)	addition, renewal, alteration, repair, dismantling or demolition of any specified structure that involves the structure of the specified structure or any other specified structure 對任何指明構築物進行增建、翻新、改建、修葺、拆除或拆卸工程，而該工程是涉及該指明構築物或任何其他指明構築物的結構的；
(a)(iii)	any building operation involved in preparing for any operation referred to in category (a)(i) or (a)(ii), including laying of foundations, excavation of earth and rock prior to laying of foundations, site clearance, site investigation, site restoration, earthmoving, tunneling, boring, scaffolding and provision of access 為預備進行第(a)(i)或(a)(ii)項所提述的任何作業而涉及的任何建築作業，包括鋪築地基、鋪築地基之前的泥土及沙石挖掘、清理工地、工地勘測、工地修復、推土、開掘隧道、沖孔、搭建棚架及闢設進出通道；
(a)(iv)	any building operation, or building services work, forming an integral part of, or rendering complete, any operation referred to in category (a)(i) or (a)(ii) 構成第(a)(i)或(a)(ii)項所提述的任何作業的整體一部分或使該項作業完整的任何建築作業或建築物裝備工程；
(a)(v)	any building services work that involves the structure of any specified structure 涉及任何指明構築物的結構的任何建築物裝備工程；
(a)(vi)	any maintenance work, carried out under a term contract for maintenance, of any specified structure owned by, or otherwise belonging to, a public body or a specified body 對公共機構或指明機構所擁有的（或以其他方式屬於該機構的）任何指明構築物進行的任何保養工作（根據固定期保養合約而進行者）；

**Remarks 備註：**

Construction work excludes all of the following 建造工作不包括以下工程 –

- (i) building works for which a certificate of exemption is issued under the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121) 根據《建築物條例(新界適用)條例》(第 121 章)獲發豁免證明書的建築工程；
- (ii) class III minor works as defined by section 2(2)(c) of the Minor Works Regulation 《小型工程規例》第 2(2)(c)條所界定的第 III 級別小型工程；
- (iii) designated exempted works as defined by section 2(1) of that Regulation 該規例第 2(1)條所界定的指定豁免工程。

**“Specified Body” under Schedule 2 of the CWRO 條例附表 2 下的 “指明機構”：**

1. Airport Authority 機場管理局
2. CLP Power Hong Kong Limited 中華電力有限公司
3. The Hong Kong and China Gas Company Limited 香港中華煤氣有限公司
4. The Hongkong Electric Company, Limited 香港電燈有限公司
5. Hong Kong Housing Authority 香港房屋委員會
6. The Hong Kong Housing Society 香港房屋協會
7. Hong Kong Tramways Limited 香港電車有限公司
8. Kowloon-Canton Railway Corporation 九廣鐵路公司
9. MTR Corporation Limited 香港鐵路有限公司

**“Specified Structure” under Schedule 3 of the CWRO 條例附表 3 下的 “指明構築物”：**

1. Any building, edifice, wall, fence, or chimney, whether constructed wholly or partly above or below ground level. 任何建築物、大廈、牆壁、圍欄或煙窗，不論它們在建造上是否完全或部分高於或低於地平線。
2. Any site formation, street works, road, motorway, railway, tramway, cableway, aerial ropeway, or canal. 任何工地平整、街道工程、道路、行車道、鐵路、電車軌道、纜車軌道、纜道、架空纜車軌道或渠道。
3. Any harbour works, dock, pier, sea defence work, or lighthouse. 任何海港工程、船塢、碼頭、海防工程或燈塔。
4. Any aqueduct, viaduct, bridge, or tunnel. 任何水道橋、高架橋、橋樑或隧道。
5. Any sewer, sewage disposal works, or filter bed. 任何污水渠、污水處理工程或濾水池。
6. Any airport or works connected with air navigation. 任何機場或與航空有關的工程。
7. Any dam, reservoir, well, pipeline, culvert, shaft, or reclamation. 任何堤壩、水塘、井、渠管、暗渠、豎井或填海工程。
8. Any drainage, irrigation or river control works. 任何渠務、灌溉或河道管制工程。
9. Any structure designed for the support of machinery, plant or power transmission lines. 任何專為支持機械、工業裝置或輸電纜而設計的構築物。
10. Any slope works or earth-retaining structure. 任何斜坡工程或擋土構築物。