



Application No.: _____ (To be filled by the CIC) Date Received: _____
---

**Advanced Construction Manpower Training Scheme - Pilot Scheme  
(Skills Enhancement Courses) Subsidy Application Form**

**Part I: Information of Applicant (Trade Union)**

Name of Trade Union : \_\_\_\_\_

Address of Trade Union : \_\_\_\_\_

Name and Position of Person-in-charge : \_\_\_\_\_

Contact Phone No. : \_\_\_\_\_

Email: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Part II: Training Proposal**

Work Trade : \_\_\_\_\_ (one Application Form per each Work Trade)

Training Venue : \_\_\_\_\_

Training Period : \_\_\_\_\_

Month/Year- Month/Year

Expected Number of Trainees: \_\_\_\_\_ (maximum 6 trainees per class)

(one Application Form per each class)

Name of Trainer: \_\_\_\_\_ (please attach copy of resume)

Name of Teaching Assistant : \_\_\_\_\_ (please attach copy of resume)

Mode of Training and Time: \_\_\_\_\_

 Training Contents: Please refer to the Training Syllabus attached to this document for a detailed description of training contents (Annex 6).
**Part III: Particulars of Trainee in Training**

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel. No.:	Sex:
Address:	* Year of obtaining qualification of Intermediate Trade Test:	Work Trade:

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel. No.:	Sex:
Address:	* Year of obtaining qualification of Intermediate Trade Test:	Work Trade:

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel. No.:	Sex:
Address:	* Year of obtaining qualification of Intermediate Trade Test:	Work Trade:

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel. No.:	Sex:
Address:	* Year of obtaining qualification of Intermediate Trade Test:	Work Trade:

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel. No.:	Sex:
Address:	* Year of obtaining qualification of Intermediate Trade Test:	Work Trade:

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel. No.:	Sex:
Address:	* Year of obtaining qualification of Intermediate Trade Test:	Work Trade:

(\*Please attach relevant supporting documents) (You may continue in the part of "Additional Information" , if necessary)

**Part IV: Declaration of Applicant**

1. Our Trade Union/I understand and agree that Construction Industry Council (CIC) has absolute right to decide whether to accept our/my application.
2. Our Trade Union/I understand and agree that CIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC also has the right to send representatives to inspect the above working location(s).

3. Our Trade Union/I understand and undertake to provide training to employee(s) according to training syllabus and agree that CIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application.
4. Our Trade Union/I agree to provide the relevant insurance for trainers, Teaching Assistant s and trainees. CIC is not held liable to the employees in any event.
5. Our Trade Union/I declare that all information above and attached is genuine and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
6. Our Trade Union/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and CIC has the right to recover from us/me the reimbursed subsidy and other claims.
7. Our Trade Union/I confirm that the trainees are Semi-skilled workers of the same trade with post-registration experience of 1 to 3 years.
8. Our Trade Union/I understand the terms and conditions attached (Annex 2) in the application form.

**Part V: Personal Data Collection Statement**

**《Personal Data Collection Statement》**

- The data provided by applicant (including this form and attachment(s)) shall be used for the purpose of, including (but not limited to), handling the application of this scheme and its relevant issues. CIC might also transfer part of the information to government departments and other organizations that are lawfully authorized to receive the information.
- It is not a must for the applicant to submit all the above information to CIC but assessment may be affected if in default of any necessary personal data during collection.
- In accordance with Personal Data (Privacy) Ordinance, you are entitled to request access to and make correction of any errors in your personal data. If you wish to do so, you shall write to the CIC at **15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.**
- You can choose whether he/she agrees to receive information disseminated by CIC. Please put “✓” in the box below if you do not wish to receive such information.
  - Our Trade Union/I do not wish to receive information from CIC in relation to its activities and construction-related information.

Please attach the following documents and put a <input checked="" type="checkbox"/> in the box below
<input type="checkbox"/> Mode of Training and Training Content
<input type="checkbox"/> Resumes of the Trainer and Teaching Assistant
<input type="checkbox"/> List of Trainee

\_\_\_\_\_  
 Trade Union  
 chop and authorized signature  
 Date: \_\_\_\_\_

(\*Please attach the relevant identification documents)  
 You may write in a separate sheet if necessary

For the use of the CIC only	
Part I	
Part II	
Part III	
Part V	
Approved by:	
Date:	

## Annex: Terms and Conditions

### 1 Defined Terms and Interpretation

- (a) **Agreement** means the training agreement made between the CIC and the Applicant comprising the Scheme's Framework Document, the Application Form submitted by the Applicant and approved by the CIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** means any Trade Unions that submit an application to participate in the Scheme launched by the CIC.
- (c) **Approved Project** means the Scheme application of the Applicant approved by the CIC.
- (d) **CIC** means the Construction Industry Council.
- (e) **CITB** means the Construction Industry Training Board.
- (f) **Commencement Date** means the date of issue stated on the Notification of Approval issued by the CIC.
- (g) **Framework Document** means the policy document governing the Scheme which can be accessed on the CIC's website (<http://www.hkcic.org>).
- (h) **Notification of Approval** means the letter issued by the CIC to the successful Applicant notifying it that its application to participate in the Scheme has been approved.
- (i) **Participant** means trainers and trainees recruited by the Applicant to participate in the Scheme.
- (j) **Scheme** means the collaborative training scheme launched by the CIC to which this Application Form relates to.
- (k) **Interpretation**

In the terms and conditions of the Agreement, except where the context otherwise requires:

- (i) words importing the plural shall include the singular and vice versa,
- (ii) words importing any gender shall include the other genders, and
- (iii) headings are for ease of reference only and do not affect interpretation.

No principles of construction shall apply to the disadvantage of a party because that party was responsible for the preparation of the terms and conditions of the Agreement or any part of it.

## **2 Applicant's Obligations**

- 2.1 The Applicant shall comply with all the provisions of the Agreement. The CIC reserves the right to revise the provisions of the Agreement from time to time without prior notice.
- 2.2 Upon approval of an application, the Applicant shall commence training for the approved trainees within 3 months from the Commencement Date. Approved training places will be forfeited if the Applicant does not do so within such time period. If the Applicant wishes to continue participating in the Scheme, a new application must be submitted.
- 2.3 The Applicant shall complete the Approved Training Plan once commenced. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC in writing immediately.

## **3 Training Subsidies**

- 3.1 The CIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the CIC:
  - (a) The Applicant has failed or is, in the opinion of the CIC, likely to fail to execute the Approved Projects; and
  - (b) Documents submitted by the Applicant in relation to the monthly subsidy reimbursement application do not meet the standards or requirements specified in the Framework Document.
- 3.2 The Applicant shall apply the subsidies solely towards the Approved Projects in accordance with the Framework Document.

## **4 Insurance**

- 4.1 The Applicant shall ensure that trainees or other personnel responsible to conduct training under the Scheme have adequate insurance coverage for its training, operational and business risks including third party liability, employees' and trainees' compensation insurance and any other insurance necessary or ordinarily taken for the execution of the trainings under the Scheme. Such insurance shall cover the Participants whether they are employed by the Applicant or its Sub-contractors.

## **5 Bankruptcy or Receivership**

- 5.1 The CIC may at any time by notice in writing summarily terminate the training without entitling the Applicant to the compensation if the Applicant and / or its Sub-contractor shall at any time become bankrupt/insolvent, undergoes or will undergo receivership or liquidation, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of

reconstruction or amalgamation) is filed against the Applicant and / or its Sub-contractor, but without prejudice to any right, action or remedy which shall have accrued or shall accrue thereafter to the CIC. Accordingly, any training carried out under the Approved Project shall stop immediately and no allowance or subsidy shall be reimbursable to the Applicant as from the date of termination.

## **6 Probity**

6.1 The Applicant shall prohibit its employees, agents, Sub-contractors and Participants (whether they are employees of the Applicant or its Sub-contractors) who are involved in the Scheme from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance (Cap 201) when conducting business in connection with the Scheme.

## **7 Personal Data Collection**

7.1 The Applicant shall ensure the collection, handling and use of the personal data of its Participants or other personnel associated with the execution of the Scheme is in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap 486). This includes the transfer of the personal data to the CIC and through the CIC to the relevant authorities and/or organizations which subsidize the Scheme.

7.2 The Applicant shall ensure to provide a written Personal Information Collection Statement as required by the Framework Document to each of the Participants and provide the CIC with a copy of the signed Personal Information Collection Statement obtained from each Participant.

7.3 Participants have the right to request access to or correction of personal data. Written requests should be addressed to the CIC in accordance with the data access procedures stipulated on the CIC website <http://www.hkcic.org>.

## **8 Indemnity**

8.1 The Applicant shall indemnify the CIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.

## **9 Liability of CIC**

9.1 The CIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, sub-contractors, agents or other personnel.

9.2 The CIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant and/or its Sub-contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

## **10 Termination of Approved Project**

- 10.1 The CIC has the absolute right to terminate the Approved Project, cease to pay any and all allowances and subsidies in the event that the Applicant is in breach of the terms stipulated in the Agreement.
- 10.2 No indemnity claims or claims of any other kind may be made against the CIC by the Applicant.

## **11 Settlement of Disputes**

- 11.1 In relation to any dispute or difference arising out of or in connection with the Scheme, the parties shall first try to resolve the dispute or difference amicably by good faith negotiations between senior representatives of the related parties. In the event that the dispute or difference remains unresolved 28 days after the commencement of such negotiations, the dispute shall then be referred to mediation at the Hong Kong International Arbitration Centre (HKIAC) and in accordance with its Mediation Rules. If the mediation is abandoned by the mediator or is otherwise concluded without the dispute or difference being resolved, then such dispute or difference shall be referred to and determined by arbitration at the HKIAC in accordance with the HKIAC's Domestic Arbitration Rules and the Arbitration Ordinance (Cap 609) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within 90 days of either the refusal to mediate or the failure of the mediation.

## **12 Governing Laws and Jurisdiction**

- 12.1 This Agreement shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region of the People's Republic of China.
- 12.2 The Applicant shall complete the Approved Training Plan once commenced. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC in writing immediately.





**CONSTRUCTION  
INDUSTRY COUNCIL**  
建造業議會

**Advanced Construction Manpower Training Scheme- Pilot Scheme  
(Skills Enhancement Courses) Subsidy Application Form**

**Part I: Information of Applicant (Trade Union)**

Name of Trade Union : XXX

Address of Trade Union : No 1, 1<sup>st</sup> Floor, XXX Road,

Name and Position of Person-in-charge: Chan Tai-Man, Manager

Contact Phone No. : 2976 9999

Email: xxxconstruction@mail.com Fax No : \_\_\_\_\_

**Part II: Training Proposal**

Work Trade : Plumber (one Application Form per each Work Trade)

Training Venue : xxx Training Ground

Training Period : 13/Sept 2015 to 31 Dec 2016, Every Sunday 9am to 5pm

Month/Year- Month/Year

Expected Number of Trainees: \_\_\_\_\_ (maximum 6 trainees per class)

(one Application Form per each class)

Name of Trainer: Lee Yat Kwam (please attach copy of resume)

Name of Teaching Assistant : Wong Sum (please attach copy of resume)

Mode of Training and Time: Every Sunday 9am to 5pm

Training Contents: Please refer to the Training Syllabus attached to this document for a detailed description of training contents (Annex 6).

**Part III: Particulars of Trainee in Training**

Name (Chinese): 陳偉	Name (English): Chan Wai	Date of Birth: 1979/8/29
HKID No.: A123456(7)	Tel. No.: 9888777	Sex: Male
Address: No 12 A, Shatin Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

Name (Chinese): 王健	Name (English): Wong Kin	Date of Birth:1970/4/11
HKID No.: B123456(7)	Tel. No.:98886666	Sex: Male
Address: No 11 A, Tai Po Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

Name (Chinese): 周傑	Name (English): Chow Kit	Date of Birth:1965/11/29
HKID No.: C123456(7)	Tel. No.:98885555	Sex: Male
Address: No 12 A, Kwai Chung Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

Name (Chinese): 張明	Name (English): Cheung Ming	Date of Birth:1960/8/29
HKID No.: D123456(7)	Tel. No.:9888777	Sex: Male
Address: No 12 A, Kwun Tong Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

Name (Chinese): 何賢	Name (English): Ho Yin	Date of Birth:1979/8/29
HKID No.: A123456(7)	Tel. No.:9888777	Sex: Male
Address: No 12 A, Tin Shyi Wai Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

(\*Please attach relevant supporting documents) (You may continue in the part of "[Additional Information](#)", if necessary)

#### **Part IV: Declaration of Applicant**

1. Our Trade Union/I understand and agree that Construction Industry Council (CIC) has absolute right to decide whether to accept our/my application.
2. Our Trade Union/I understand and agree that CIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC also has the right to send representatives to inspect the above working location(s).
3. Our Trade Union/I understand and undertake to provide training to employee(s) according to training syllabus and agree that CIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application.
4. Our Trade Union/I agree to provide the relevant insurance for trainers, Teaching Assistant s and trainees. CIC is not held liable to the employees in any event.

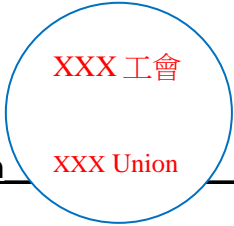
5. Our Trade Union/I declare that all information above and attached is genuine and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
6. Our Trade Union/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and CIC has the right to recover from us/me the reimbursed subsidy and other claims.
7. Our Trade Union/I confirm that the trainees are Semi-skilled workers of the same trade with post-registration experience of 1 to 3 years.
8. Our Trade Union/I understand the terms and conditions attached (Annex 2) in the application form.

**Part V: Personal Data Collection Statement**

**《Personal Data Collection Statement》**

- The data provided by applicant (including this form and attachment(s)) shall be used for the purpose of, including (but not limited to), handling the application of this scheme and its relevant issues. CIC might also transfer part of the information to government departments and other organizations that are lawfully authorized to receive the information.
- It is not a must for the applicant to submit all the above information to CIC but assessment may be affected if in default of any necessary personal data during collection.
- In accordance with Personal Data (Privacy) Ordinance, you are entitled to request access to and make correction of any errors in your personal data. If you wish to do so, you shall write to the CIC at **15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.**
- You can choose whether he/she agrees to receive information disseminated by CIC. Please put “✓” in the box below if you do not wish to receive such information.
  - Our Trade Union/I do not wish to receive information from CIC in relation to its activities and construction-related information.

Please attach the following documents and put a <input checked="" type="checkbox"/> in the box below
<input type="checkbox"/> Mode of Training and Training Content
<input type="checkbox"/> Resumes of the Trainer and Teaching Assistant
<input type="checkbox"/> List of Trainee



TM Chan \_\_\_\_\_

Trade Union  
chop and authorized signature

Date:     xx/xx/xxxx    

For the use of the CIC only	
Part I	
Part II	
Part III	
Part V	
Approved by:	
Date:	

(\*Please attach the relevant identification documents)  
You may write in a separate sheet if necessary