Course: Safety Training Revalidation Course for Competent Persons of Confined Spaces Operation

Class Arrangement 課程安排

<table>
<thead>
<tr>
<th>Preference of Medium of Instruction</th>
<th>Training Venue</th>
<th>Preference of Training Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Cantonese 廣東話</td>
<td>HKIC, Kowloon Bay Campus</td>
<td>□ Morning Session 上午課程</td>
</tr>
<tr>
<td>□ English 英語</td>
<td>44 Tai Yip Street, Kowloon Bay, Kowloon</td>
<td>(08:45 – 12:15)</td>
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<tr>
<td></td>
<td>香港建造學院 九龍灣院校</td>
<td>□ Afternoon Session 下午課程</td>
</tr>
<tr>
<td></td>
<td>九龍 九龍灣 大祥街 44 號</td>
<td>(13:30 – 17:00)</td>
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<td></td>
<td>Training Venue</td>
<td>□ Evening Session 晚間課程</td>
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<tr>
<td></td>
<td>Preference of Training Hour</td>
<td>(18:30 – 22:00)</td>
</tr>
</tbody>
</table>

Personal Particulars 個人資料

Name (Chinese): Name (English)

Date of Birth 出生日期

Y M D

Age 年齡

Sex 性別

HKIC Hand No. 身份證號碼

Valid Until 有效期至

Certified Worker Certificate No. 核准工人證明書編號: CSW

Valid Until 有效期至:

Competent Person Certificate No. 合資格人士證明書編號: CSP

Valid Until 有效期至:

Payment Method 付款方式

□ HK$230 □ HK$460

For simultaneous application for both ‘Certified Worker’ and ‘Competent Person’ revalidation courses 適用於同時報考“核准工人”和“合資格人士”之重覆證明課程

Course Fee 費用

Cheque for fee payment should be sent together with this application form. 申請表格須連同學費繳交

Cheque should be made payable to “Hong Kong Institute of Construction” or “HKIC” or “Construction Industry Council of Hong Kong” (the CIC or HKIC), 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 or HKIC. You will receive a confirmation of your application. You will be informed of the process and/or consider your application if you do not provide complete information.

To be completed by the applicant for sending admittance notice.

Signature of Applicant 申請人簽署

Date 日期
Notes to Applicants

1. Applicant should be lawfully employable in Hong Kong, i.e.
   i. Holder of Hong Kong Permanent Identity Card; or
   ii. Person who is not subject to any conditions of stay in Hong Kong that he shall not take up any paid or unpaid employment in Hong Kong.

2. To enroll, you can go to the following office during office hours. You have to complete this application form; produce identity documents that include valid travel documents; and pay the course fee. Those who apply in person can settle the course fee by cash.

Enrolment Office and Office Hours:
- HKIC, Kwai Chung Campus
  7 – 11, Kwai Hop Street, Kwai Chung, N.T.
  Monday to Friday: 8:30am to 1:00pm
  2:00pm to 5:00pm
  Closed on Saturday, Sunday and Public Holidays

3. You can mail your application form together with the course fee (a crossed cheque or bank draft) to 38/F, COS Centre, 56 Tsun Yip Street, Kwan Tong, Kowloon. Please mark "Confined Space Course" on the envelope and DO NOT send in cash.

4. A single crossed cheque / bank draft should be made payable to "Hong Kong Institute of Construction" for each course applied. Your name, contact telephone number and course name should be written on the back of the cheque / bank draft.

5. Course fees paid are not refundable except under exceptional circumstances or when the application is not accepted.

6. To change the class date, you must notify us by phone or fax at least two working days prior to the class date. In addition, we only accept one time of change request. If you request another change, we will charge you an administrative fee of HK$50 for each change request.

7. If you are unable to attend class due to illness, you must submit a valid sick leave certificate by fax. We will rearrange your class date after your sick leave is accepted. If you request a change after the class date has been confirmed, we will charge you an administrative fee of HK$50 for each change request.

8. The Council will issue the Certificate according to the information provided in the application form. Request for re-issuing the Certificate due to inaccurate or insufficient information provided will only be entertained at a charge of HK$50.

報名須知

1. 申請人必須為可在香港合法受僱人士，即
   i. 持有香港永久性居民身份證;或
   ii. 並無受制於任何禁止他在香港從事有薪或無薪僱傭工作的逗留條件的人士。

報名地點及辦公時間：
- 香港建造學院 葵涌院校
  葵涌 葵合街 7-11 號
  星期一至五：
  上午八時三十分至下午一時
  下午二時至下午五時
  星期六、星期日及公眾假期休息

若以郵遞方式報名，請將填妥的報名表格，連同支付學費的劃線支票或銀行本票寄「九龍觀塘駿業街 56 號中海日升中心 38 樓」，信封上請註明「密閉空間課程」。請勿郵寄現金。

每報讀一項課程，請獨立遞交一張抬頭為「香港建造學院」之劃線支票或銀行本票，並於支票 / 銀行本票背面寫上姓名、聯絡電話號碼及課程名稱。

除特殊情況或申請不被接納外，已繳學費概不退還。

如要求更改上課日期，必須在上課日期前最少兩個工作天以電話或傳真方式通知本學院；此外，本學院只接受一次的更改要求。如再次要求更改，本學院將收取手續費每次伍拾圓正。

如因生病而未能上課，需以傳真方式提交有效的病假證明；本學院接納後才會另行安排上課日期。如確認上課日期後要求更改，本學院將收取手續費每次伍拾圓正。

請清楚及正確地填寫報名表。本學院將按所填寫之資料發出證明書，如因所填資料錯誤而導致證明書需要重發，本學院將酌收手續費每張伍拾圓正。