



Construction Workers Registration Group Submission Application Form

To : CIC Worker Registration
Email : wro@cic.hk (After applying via email, a dedicated person will contact the company)
Telephone : 2873 1911

* Please delete if inapplicable.

Company/Organization Name (Applicant):	(Chinese) (English)
Business Registration No:	(8 digits)
Contact Person Name:	(Mr/Mrs/Ms/Miss*)
Contact Person Position:	
Contact Person Telephone No:	
Contact Person Email Address:	

Our company/organization now authorizes the following personnel to handle the construction worker registration application matters:

Access right for designated online submission platform (SharePoint) (For designated users only, no more than 3 users)	
Email addresses of designated users: (Personal email address is not allowed. Please use company email address)	
If there are any changes to the designated users, please email the CIC immediately to update the access right.	

Our company/organization now applies for the below construction workers registration:

Company representatives must personally visit the Kowloon Bay Service Centre to collect the Construction Workers Registration Card

Item	Type	Total no of application	Registration fee# (HK\$)	Transaction receipt
1	New application			Please enclose bank receipt
Total amount (HK\$)				

Please refer to Appendix 1 for the registration fee details. The fee should be transferred directly to HSBC account of CIC. (Account no: 004-111-418042-001)

Please upload the above documents to the designated online submission platform (SharePoint).

No	Required Documents
1.	Application forms for construction workers registration
2.	Mandatory Basic Safety Training Certificate (Green Card)
3.	Soft copy of HKID Card
4.	Soft copy of Passport (if holding working visa)
5.	Soft copy of Visa (if holding working visa)
6.	Employment contract (if holding working visa)
7.	Recent colour photo with clear facial features in plain white background
8.	Full list of workers (Excel)

【Declaration】

1. I declare that all information given by me on this form and documents submitted with this form are, to the best of my knowledge, true and correct. I understand that giving false or misleading statements or information in connection with an application for registration could amount to a criminal offence and may also result in the application being deemed invalid.
2. I authorise the CIC to verify my qualifications and/or obtain information in relation to my qualifications directly from the issuing authorities. I also consent to the direct transfer of such information between the issuing authorities and the CIC.
3. I understand that the CIC accepts no responsibility for any information received from issuing authorities and shall not be liable for any loss or damage arising from or related to its use.

Personal Information Collection Statement

1. Collection of Personal Data

1.1 The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the “CIC”), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.

1.2 Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.

1.3 You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to Assistant Director – Registration Services (Data Access Request), Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should you have any enquiries about our PICS and related practices, please contact Assistant Director – Registration Services at the above address or via enquiry@cic.hk. For more information about the CIC’s policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC for the following purposes:

a) For purposes related to the worker registration matters pursuant to the Construction

Workers Registration Ordinance (Cap. 583), including but not limited to:

- Assessing your application; and
- Processing the registration of a construction worker (including preparing his / her registration card) and publish the information (including but not limited to the name, registration number, registration expiry date and information on trade registered) on the Register of Construction Workers available on the CIC Website for public access.

b) Facilitating communication with you;

c) Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub- legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);

d) Establishing, exercising and defending the CIC’s legal rights, and complying with the CIC’s legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);

e) Managing access to the CIC’s premises and for security purposes;

f) Preventing and responding to actual or potential security threats, fraud or illegal activities;

g) Handling complaints or enquiries;

h) Performing analysis and conducting research and surveys;

i) Performing audits and compliance reviews to ensure compliance with the applicable CIC’s policies and procedures, regulations and law;

- j) Other purposes related or incidental to the conduct of the CIC's activities; and
- k) Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

3.1 The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:

- a) Any or all of the CIC's affiliates and/or subsidiaries listed in 1.1 above;
- b) Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;or
- c) Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;

3.2 We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

4. Use of Personal Data Related to Direct Marketing

To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to CIC training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry.

You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

☐ I do not wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.

I confirm that I have carefully read, understood and agreed to the above Declaration, Personal Information Collection Statement including the use of my personal data in direct marketing unless where I indicate otherwise.
Last updated on [12 March 2025]

Signature		Company Chop	
Name		Position	
Date			

Appendix 1

1. Registration fee

Registration Validity*	Fee (HK\$)
1 year	20
2 years	40
3 years	60
4 years	80
5 years	100

* If the registration validity is less than 1 year, the fee will be calculated as 1 year.

Sample

If the period of stay listed on the imported worker's visa (Notification Slip for Conditions of Stay or entry label) is within one year, the registration fee will be HK\$20. If the period of stay is more than one year but less than two years, the fee is HK\$40.

申請檔案編號 Application Reference No.: CXXR-9999999-99(A)

ABC-P


中華人民共和國香港特別行政區政府入境事務處

Immigration Department

The Government of the Hong Kong Special Administrative Region of the People's Republic of China

逗留條件通知書

Notification Slip for Conditions of Stay

姓名 Name	SURNAME, GIVEN NAMES	
出生日期 (日-月-年) Date of birth (day-month-year)		

僱傭工作-獲准逗留期限 01-01-2023

EMPLOYMENT - Permission to remain extended until 01-01-2023

已通知於你的逗留期限及逗留條件 (如有) 。對於你在此逗留期限的有效期內再次入境時仍有效。除於該逗留期限及逗留條件已屆滿失效，或被撤回、變更、縮短期限或因任何理由而失效外。
The limit and condition(s) of stay, if any, imposed on you will, unless expired, cancelled, varied or otherwise reason becomes invalid, apply to any subsequent landing in Hong Kong within the currency of the limit of stay.

逗留期限

Limit of S

僱傭工作-批准逗留至 2014 年 12 月 29 日

Employment-Permitted to remain until 29 Dec 2014

或解除合約日計兩週內，以較早日期為準
or two weeks after termination of contract, whichever is earlier

替下列僱主工作 For employment with

根據僱傭合約號碼

In accordance with Employment Contract No.

Specimen

不得轉換僱主或職位或受僱工作地點

CHANGE OF EMPLOYER OR POST OR PLACE OF WORK IS NOT PERMITTED

證件號碼 Travel Document Number

入境日期 (日-月-年) Arrival Date(dd-mm-yyyy)

30-12-2013

APS>>USA>>R2W