

Application Form for Trade Test and Construction Workers Registration

For easier
application,
download and
submit your
application
through the
TTOA App!



- ▶ Each form is used to apply for only one trade level (TT/ITT) of trade test.
- ▶ Please carefully read through the **[Introduction Booklet to Construction Industry Trade Testing]** (the Introduction) and the related trade test documents uploaded in CIC's website, and understand all the terms and conditions therein before filling in the application form. For assistance, please contact HKCITTC.
- ▶ Applicants should contact HKCITTC if they **have not received any test notification within 2 months after** submitting this form and all required documents.

Part 1: Personal Particulars

▼Mandatory

(Same as that shown on your HKID card/Passport)

▼Name: (Chinese) _____ (English) _____

▼HKID No.: _____ () Date of Birth: [][][][]Y [][][]M [][][]D
(Applicants aged 65 or above are required to submit Form "BC". Please contact HKCITTC for details.)

▼Contact No.: (Mobile) _____ (Daytime Contact) _____
(Please ensure the mobile phone number is valid and correct.)

▼Email Address: (if any) _____

▼Postal Address: Unit/ Flat _____ Floor _____ Block _____ Building _____
Estate _____ Street _____
District _____ Hong Kong Island / Kowloon / New Territories (Please delete as appropriate)

* The postal address is for Trade Test communications only.

▼Are you restricted from staying or being employed in Hong Kong?

(Applicants, other than Hong Kong Permanent Residents, are required to produce relevant and valid substantiations in relation to their condition(s) of stay and employment in Hong Kong.)

☐ No (☐ Hong Kong Permanent Resident / ☐ Holder of an One Way Exit Permit / ☐ or Others (Please specify: _____)
Passport Issuing _____ Passport _____ Expiry Date of _____
☐ Yes (Country: _____ No.: _____ Working Visa: [][][][]Y [][][]M [][][]D)

Emergency Contact (Optional)

1st Contact - Full Name: _____ Relationship: _____ Contact Number: _____

2nd Contact - Full Name: _____ Relationship: _____ Contact Number: _____

If you would like the Construction Industry Council (CIC) to inform your current company / employer of the test schedule and related arrangements, please provide the following information: (Optional)

Name of Current Company / Employer: _____

Contact Person: _____ Contact No.: _____

Email: _____

Correspondence Address: _____

Declaration by Institution (applicable to applications via Recognised Bridging Programmes / Courses of Intermediate Trade Test or Trade Test only)

(To be completed by a recognised institute. For details, please refer to the list of recognised programmes / courses on CIC website.)

We hereby declare that we will take all necessary measures to ensure the applicant has passed our internal assessment before attending the (Intermediate) Trade Test and that his/her attendance in the relevant scheme or course organised by our institute reaches a rate of 80% or above.

Name of Institute: _____

Programme/ Course Name: _____

Contact Person: _____ Contact No.: _____

Correspondence Address: _____

Authorised Signature and Institute Stamp: _____ Date: _____

1 Trade Test

Part 2: List of Trade Tests and Application Fees

▼Mandatory

Please tick[✓] the box next to the selected item.

a Type of Application:

- ☐ New Application ☐ Re-sit of Full Test ☐ Re-sit of Practical Test ☐ Re-sit of Written Test (Re-sit fee: HK\$100)
☐ Application for Exemption of Trade Test (Exemption fee: free of charge ; For details, please refer to **Section 2.7 of the [Introduction] (p. 17)**)

b Trade and Level of Trade Test:

Trade Test
 Fee for full test/
re-sit fee of
practical test

Intermediate Trade Test
 Fee for full test/
re-sit fee of
practical test

 Remarks and
required
document

Civil and Building Construction Trade Tests

Levelling & Surveying	☐ Leveller For Trade Test application, please choose one of the following: ☐ Paper A: Leveller (Building Setting Out) ☐ Paper B: Leveller (Construction Site Surveying)	☐ HK\$500	☐ HK\$150	
Formworks	☐ Carpenter (Formwork – Civil Construction) ☐ Carpenter (Formwork – Building Construction) ☐ Carpenter (Formwork – Civil Construction) (Striking) ☐ Carpenter (Formwork – Building Construction) (Striking)	☐ HK\$500	☐ HK\$150	
	☐ Rigger / Metal Formwork Erector [@]	☐ HK\$500	☐ HK\$150	[@] For details, please refer to the Notes at the bottom of the page. (Applicable to the Trade Test only)
Bar Bending & Fixing Works	☐ Prestressing Operative ☐ Bar Bender & Fixer For Trade Test application, please choose one of the following: ☐ Paper A: 25% bar cutting and bending & 75% superstructure bar fixing ☐ Paper B: 50% bar cutting and bending & 50% superstructure bar fixing ☐ Paper C: 25% bar cutting and bending & 75% bored pile & diaphragm wall bar fixing For Intermediate Trade Test application, please choose one of the following: ☐ Paper A: 25% bar cutting and bending & 75% superstructure bar fixing ☐ Paper B: 25% bar cutting and bending & 75% Fixing of reinforcement cage	☐ HK\$500	☐ HK\$150	
Concreting & Grouting Works	☐ Concretor [@] ☐ Shotcretor (Dry Mix) [^] ☐ Shotcretor (Wet Mix) [^] ☐ Grouting Worker ☐ Concrete Repairer (Spalling Concrete)	☐ HK\$500	☐ HK\$150	[@] For details, please refer to the Notes at the bottom of the page. (Applicable to the Trade Test only)
		☐ HK\$500	Not applicable	[^] Annex 1 (B)
		☐ HK\$500	Not applicable	
Metal works, Steel Framing & Welding Works	☐ Metal Worker ☐ General Welder* ☐ Structural Steel Erector ^{*@}	☐ HK\$500	☐ HK\$150	* Valid "Certificate for Gas Welding Safety Training Course" (For Structural Steel Erector, applicable to Trade Test only) [@] For details, please refer to the Notes at the bottom of the page. (Applicable to the Trade Test only)
Window, Curtain Wall & Glazing Installation Works	☐ Glazier ☐ Window Frame Installer ☐ Curtain Wall Installer	☐ HK\$500	☐ HK\$150	
Waterproofing Works	☐ Waterproofing Worker (Burn-type Felt) ☐ Waterproofing Worker (Liquid Membrane) ☐ Waterproofing Worker (Adhesive-type Felt)	☐ HK\$500	☐ HK\$150	
		☐ HK\$500	Not applicable	
Scaffolding Works	☐ Bamboo Scaffolder ☐ Metal Scaffolder	☐ HK\$500	☐ HK\$150	
Cement Sand Mortar Works	☐ Paving Block Layer ☐ Plasterer ☐ Plasterer (Floor) ☐ Bricklayer ☐ Tiler ☐ Tiler (Mosaic) ☐ Tiler (Tile) ☐ Mason	☐ HK\$500	☐ HK\$150	
Marble Works	☐ Marble Worker ☐ Marble Worker (Polishing) ☐ Marble Worker (Dry Fixing) ☐ Marble Worker (Wet Fixing)	☐ HK\$500	☐ HK\$150	
Drain & Pipe Laying Works	☐ Plumber* ☐ Drainlayer ☐ Pipelayer	☐ HK\$500	☐ HK\$150	* Valid "Certificate for Gas Welding Safety Training Course" (Applicable to the Trade Test only)
		☐ HK\$500	Not applicable	
Carpentry & Joinery Works	☐ Carpenter (Fender) ☐ Joiner ☐ Joiner (Assembling) ☐ Floor Layer (Timber Flooring) ☐ Floor Layer (PVC Flooring)	☐ HK\$500	☐ HK\$150	
		☐ HK\$500	Not applicable	
		☐ HK\$500	Not applicable	
False Ceiling & Partitioning Works	☐ False Ceiling Installer ☐ Partition (Metal Frame) Installer	☐ HK\$500	☐ HK\$150	
		☐ HK\$500	Not applicable	

[@] Eligible for holders of valid: (1) "Specified Trade Safety Training Certificate - Rigger and Signaller" issued by CIC, or (2) "Specified Trade Safety Training Certificate - Construction Materials Rigger" issued by CIC, or (3) CIC Signaller Certificate.

1 Trade Test

Part 2: List of Trade Tests and Application Fees

▼ Mandatory

Please tick[✓] the box next to the selected item.

Trade and Level of Trade Test (con't):

Civil and Building Construction Trade Tests

Painting & Decorating Works	☐ Painter & Decorator	☐ HK\$500	☐ HK\$150	** Applicants, who are already holders of the listed trade qualifications, can be exempted from the related test requirement of the corresponding trade division(s) in pursuance of this test. Under Construction Workers Registration Ordinance (Cap.583), there is no designated trade divisions, named 4 in 1 Painter & Decorator (Coarse Painting/Fine Painting), for worker registration. Candidates who pass the above trade test will be issued individual trade divisions' trade test certificates for applying as registered skilled worker correspondingly.
	☐ 4 in 1 Painter & Decorator (Coarse Painting)** (including: Surface Filling, Roller Painting, Emulsion Painting and Synthetic Painting)** ☐ 4 in 1 Painter & Decorator (Fine Painting)** (including: Surface Filling, Brushing Lacquering, Clear Lacquering and Paperhanging)	☐ HK\$450 (Limited-Time Offer)	Not applicable	
	☐ Painter & Decorator (Surface Filling) ☐ Painter & Decorator (Roller Painting) ☐ Painter & Decorator (Emulsion Painting) ☐ Painter & Decorator (Metal Paint Spray) ☐ Painter & Decorator (Texture-spray) ☐ Painter & Decorator (Brushing Lacquering) ☐ Painter & Decorator (Synthetic Painting) ☐ Painter & Decorator (Clear Lacquering) ☐ Painter & Decorator (Paperhanging) ☐ Painter & Decorator (Sign writing)	☐ HK\$500	Not applicable	
Foundation & Piling Works	☐ Hand-dug Caisson Worker [#] ☐ Ground Investigation Operator	☐ HK\$500	☐ HK\$150	[#] Valid "Confined Spaces Certified Worker Certificate"
	☐ Rock Breaking Driller [^]	☐ HK\$500	Not applicable	[^] Annex 1 (A)
	☐ Piling Operative (Percussive Pile) [^] ☐ Piling Operative (Bored Pile) [^]	☐ HK\$500	☐ HK\$150	[^] Annex 1 (D) Oral and Written tests only, Both oral and written tests are compulsory for re-sits.
	☐ Plant & Equipment Operator (Percussive Pile) [^] ☐ Plant & Equipment Operator (Bored Pile) [^]	☐ HK\$500	☐ HK\$150	[^] Annex 1 (D) Written tests only, Written tests are compulsory for re-sits.
Highway Infrastructure Works	☐ Trackworker	☐ HK\$500	Not applicable	
	☐ Asphalter (Road Construction)	☐ HK\$500	☐ HK\$150	
Tunnelling Works	☐ Plant & Equipment Operator (Tunnelling) - Segment Erection [^] ☐ Plant & Equipment Operator (Tunnelling) - Jumbo Drilling [^]	☐ HK\$500	☐ HK\$150	[^] Annex 1 (E) Written tests only, Written tests are compulsory for re-sits.
	☐ Plant & Equipment Operator (Tunnelling) - Tunnel Boring Machine	☐ HK\$200	☐ HK\$200	By exemption only.
	☐ Tunnel Worker ^{#▲}	☐ HK\$500	Not applicable	[#] Valid "Confined Spaces Certified Worker Certificate" [▲] For details, please refer to the Notes at the bottom of the page.
Marine Works	☐ Marine Construction Plant Operator - Derrick [^] ☐ Marine Construction Plant Operator - Boom-hook [^] ☐ Marine Construction Plant Operator - Boom-grab Bucket [^]	☐ HK\$500	☐ HK\$150	[^] Annex 1 (C)
Plant Maintenance & Operation Works	☐ Construction Plant Mechanic*	☐ HK\$500	☐ HK\$150	* Valid "Certificate for Gas Welding Safety Training Course"
Demolition Works	☐ Asbestos Abatement Worker	☐ HK\$500	Not applicable	
	☐ Demolition Worker (Building)*	☐ HK\$500 (New application) ☐ HK\$500 (Re-sit of practical test)	Not applicable	* Valid "Certificate for Gas Welding Safety Training Course"
Construction-related Electrical and Mechanical Trade Tests				
Electronic Works	☐ Building Security System Mechanic ☐ Communication System Mechanic	☐ HK\$500	☐ HK\$150	
Electrical Works	☐ Control Panel Assembler** ☐ Electrical Wireman**	☐ HK\$500	☐ HK\$150	
Mechanical Fitting Works	☐ Mechanical Fitter	☐ HK\$500	☐ HK\$150	
Cable Jointing & Overhead Line Works	☐ Overhead Linesman ☐ Cable Joiner (Low Voltage)** ☐ Cable Joiner (Dead Cable)**	☐ HK\$500	Not applicable	* Valid "Certificate for Gas Welding Safety Training Course" ** The Wire/Cable Color Identification Test is included in the practical test. Wire/Cable Color Identification Test is conducted in form of written test. Subject to prior approval from the HKCITC, and when needed, written test attendants can bring and wear their own vision-aided eyeglasses during the Wire/Cable Color Identification Test. To apply for such arrangement, please write to the HKCITC when you enrol for the written test.
Fire Service Works	☐ Fire Service Electrical Fitter** ☐ Fire Service Mechanical Fitter	☐ HK\$500	☐ HK\$150	
Air Conditioning Works	☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Air System) ☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation) ☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control)** ☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System)* ☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Water System)	☐ HK\$500	☐ HK\$150	

▲ Eligible for holders of (1) the Certificate for the "Metal Scaffolding Trade Test/ Intermediate Trade Test", or (2) the Registered Skilled/ Semi-Skilled workers of Metal Scaffolding, or (3) the Certificate of "Enhanced Construction Manpower Training Scheme in Metal Scaffolding (Civil Engineering And Building Construction)" / "Metal Scaffold Erecting And Dismantling Supervision Training Course", issued by Hong Kong Institute of Construction.

▼ Part 2: List of Trade Tests and Application Fees

▼ Mandatory

2 Certification Tests for Machineries and Cranes Operation

a Trade: ☐ Operator of Builder's Lift

b Type of Application

Two-day Training Course with Imbedded Certification Test (New trade test)

☐ New Application (Written Test and Practical Test)
HK\$800

☐ Re-sit for Written Test
HK\$400

☐ Re-sit for Practical Test
HK\$400

One-day Re-validation Training Course (Certification renewal)

☐ Application for Re-validation (Written test only)
HK\$400

☐ Re-sit for Re-validation
HK\$400

▼ Part 3: Application Fees

Payment Methods

Basic Test Fee

HK\$

Please refer to **p. 2-3**

Discount offer

-

HK\$

Please refer to **[Annex 2 – Surcharges and Discount Offer]**

Surcharges/Deposits +

HK\$

Total Amount

=

HK\$

Construction Worker Registration

+

HK\$

• New registration / renewal fee is HK\$100 (except for the Machineries & Cranes Operation, the fee is HK\$50)
• Registered Construction Workers can update for addition of trade division registration at CIC without additional fee (including provisional registration).

Please refer to **Section 2.4 of the [Introduction] (p. 9)**

- 1) Submit your payment to one of the Service Centres in person (Octopus / cheque / bank draft).
- 2) Submit by post to 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong. (only cheques or bank drafts accepted)

Bank Name:

Cheque / Bank Draft No.:

Payable To: "Construction Industry Council"

*please submit payment for trade tests and workers registration fee separately

▼ Part 4: Trade Test Service

1. Preferred test date: ☐ As soon as possible ☐ In _____ (month/year).

(Note: Applicants should leave sufficient time for preparation. The recommended preparation time is two months in order to increase the successful rate of passing the exam. The CIC will try to schedule the test according to your request, but reserves the right to amend the trade test arrangements and will not accept any liability in respect of claims for expenses or other damages.)

2. Please select the language for testing:

☐ Traditional Chinese ☐ English

(Note: In case of differences between versions of the test papers, the Chinese language version shall prevail.)

3. Do you require translation or test paper reading service from the CIC?

☐ No ☐ Cantonese ☐ Mandarin ☐ English ☐ Nepali ☐ Hindi ☐ Urdu ☐ Others _____ (Please specify)

(Note: CIC will try to arrange the above said service as per your request and yet reserves all rights and remedies to fulfill it. CIC accepts NO liability for any loss or damage arising directly or indirectly from the arrangement. CIC shall not be liable for the accuracy of the translation and the test paper reading service.)

4. Do you wish to receive any correspondences, Trade Test-related documents, etc. from the CIC via electronic mail (e.g. notification letter or test results) in the future?

☐ Yes Email address: _____ ☐ No

▼ Part 5: Construction Workers Registration

(For details, please refer to **Section 2.10 of the [Introduction] (p. 20)**)

1. The CIC will (i) process Construction Workers Registration application; or (ii) update your Registered Skilled/Semi-skilled Workers status based on this trade test qualification; or (iii) update this trade test qualification for applicants. If one chooses not to do so, one should put a tick "✓" in the box below.

☐ I do not agree to apply or update for Construction Workers Registration.

2. Construction Industry Safety Training Course Certificate ("Green Card") Information:

"Green Card" No.: _____ Issued by: _____ Expiry Date: [] [] [] Y [] [] M [] [] D

3. Construction Workers Registration No. (if any) CWR: _____

Part 6: Work Experience

▼Mandatory

Documentary Proof	Years of Service	Notes	
☐ a Reference(s) from employer(s)	_____ Years	- Fill in the employer's reference form below ; or - Submit your employer(s)' reference(s).	All reference documents/forms can be obtained from one of the Service Centres (Please refer to section 2.4 of the [Introduction] (p. 9)) or download them from CIC website. 
☐ b Declaration or oath/affirmation made by the applicant at one of the Home Affairs Enquiry Centres	_____ Years	Please refer to the oath/affirmation sample.	
☐ c Specific form signed by the Chairman or Vice-chairman of a recognised trade union (acceptable only for Intermediate Trade Test applications)	_____ Years	- Recognised trade unions are listed on CIC website. - Forms can be obtained from a recognised trade union.	
Intermediate Trade Test applicants must have at least 2 years of relevant work experience. Trade Test applicants must have at least 4 years of relevant work experience; or the corresponding Intermediate Trade Test qualification with 2 years of relevant work experience.			

Employers' Reference Form (If applicable)

Notes (1) If needed, complementary information can be provided on extra pages of information as an attachment to the application form.

(2) The CIC reserves all rights to spot-check the information and documents provided by the applicants. The CIC could disqualify the applicant in relation to his/her trade test application and withdraw all related qualifications should any information submitted during the trade test application process be determined to be false and misleading. Provision of false or misleading information, whether by omission or intention, for an application could be criminally liable. Such criminal offence(s) could be reported by the CIC to Hong Kong Police for further actions.

(3) **A countersignature by company/employer is required** for all corrections made on the form.

From (YY/MM)	To (YY/MM)	Company/Employer Information	Relevant Construction Project
		Name of Company/Employer: _____ Contact Person and Job Title: _____ Contact No.: _____ Authorised Signature and Company Stamp: _____	Concerned Trade: _____ Name of Construction Project: _____ _____ Site Location: _____
		Name of Company/Employer: _____ Contact Person and Job Title: _____ Contact No.: _____ Authorised Signature and Company Stamp: _____	Concerned Trade: _____ Name of Construction Project: _____ _____ Site Location: _____
		Name of Company/Employer: _____ Contact Person and Job Title: _____ Contact No.: _____ Authorised Signature and Company Stamp: _____	Concerned Trade: _____ Name of Construction Project: _____ _____ Site Location: _____
		Name of Company/Employer: _____ Contact Person and Job Title: _____ Contact No.: _____ Authorised Signature and Company Stamp: _____	Concerned Trade: _____ Name of Construction Project: _____ _____ Site Location: _____

▼ Part 7: Supporting Documents

Please affix copies of the following related documents.
Mark the word "COPY" somewhere on the documents without covering any personal details.

HKID Card Copy*

*If the applicant does not wish to submit a copy of the HKID card, the applicant can present the original of HKID for verification in person at the Kowloon Bay Workers Registration Service Center (KBCWR), Nan Cheong Workers Registration Service Centre (NCWR) or the Hong Kong Construction Industry Trade Testing Centre (HKCITC), Aberdeen within 30 calendar days of application submitted.

Copy of a Valid **"Construction Industry Safety** **Training Course Certificate"** **(Green Card)** **(Compulsory)**

Individuals granted an exemption should submit the following documents:

1. Membership card issued by an academic association recognised by the Labour Department showing the membership level; or
2. Documentary evidence issued by an academic association recognised by the Labour Department showing the eligibility of the exemption and the associated membership level.

***Copy of a Valid** **"Certificate for Gas Welding** **Safety Training Course" or** **@Copy of a Valid Sliver Card** **(A12/A12S) or relevant certificate:**

1. "Specified Trade Safety Training Certificate – Rigger and Signaller" issued by the CIC, or
2. "Specified Trade Safety Training Certificate – Construction Materials Rigger" issued by the CIC, or
3. "CIC Signaller Certificate"

(If applicable)

#Copy of a Valid **"Confined Spaces Certified** **Worker Certificate" or** **▲Copy of a Metal Scaffold** **related certificate:**

1. Certificate for "Metal Scaffolding Trade Test/Intermediate Trade Test", or
2. Registered Skilled/Semi-Skilled workers of Metal Scaffolding, or
3. Certificate of "Enhanced Construction Manpower Training Scheme in Metal Scaffolding (Civil Engineering And Building Construction)"/ "Metal Scaffold Erecting And Dismantling Supervision Training Course", issued by Hong Kong Institute of Construction.

(If applicable)

▼ Part 8: Declaration

[Declaration of Applicant]

1. I hereby declare that all information provided by me on this application form and all documents submitted with this application are true and correct, to the best of my knowledge. I understand that giving false or misleading statement or information in the test/course application and/or for worker registration may constitute criminal offense and the application and/or registration may be deemed invalid.
2. I shall, if my application is accepted, conform to the Code of Practice for Trade Test of the Hong Kong Construction Industry Trade Test Centre ("HKCITC"), which covers safety guidelines, disciplinary guidelines and guidance/instructions given from the invigilator during the test/course etc., with details available in the Construction Industry Council ("CIC") website. I will be responsible for the indemnification incurred in any damage of machines, tools and equipment resulted from my negligence or willful misconduct during the test/course. I consent to the CIC will not be accountable for any injuries and deaths incurred due to my negligence.
3. I understand and agree that the HKCITC reserves all rights to reject my second test application (i.e. re-sit) where I fail to comply with the HKCITC regulations and/or to present myself to the tests/courses without a valid justification.
4. I understand and agree that the HKCITC reserves all rights to reject my test/course applications; and to deny my test eligibility; and to discontinue or terminate its service(s) at its sole discretion without any refund/compensation liability. The HKCITC also reserves all rights of final decision and interpretation in relation to any such decisions under no obligation to provide any further notice nor explanation.
5. I authorise the HKCITC to verify my qualifications and/or obtain information in relation to the qualifications direct from the issuing authorities and consent to the direct transfer of such information between the issuing authorities and the HKCITC.
6. I understand and agree that the HKCITC accepts no responsibility for any information received from issuing authorities and is not liable for any loss or damage caused by its use or in relation to it.
7. I understand and agree that the HKCITC reserves the right of final decision on and of interpretation of all requirements, terms and conditions, and arrangements concerning the Trade Test.
8. I shall enroll in suitable insurance plan according to my personal needs at my discretion for appropriate protection.
9. With the consent from the personnel concerned, I hereby authorise the HKCITC and its representatives to reach out to any of the contact persons, contact information of whom provided in the earlier session Emergency Contact of this document, on my behalf in the event of an emergency.
10. I hereby offer my authorisation to the HKCITC to take all necessary and practicable measures, to the best of its judgement and at its sole discretion, on my behalf in the event of an emergency, e.g. call for an ambulance.
11. I understand and accept that, in any case of my infringement against any critical safety requirements in Safety Assessment, or repetitive refusal to take all necessary safety measures as per instructions given by the centre staff, or undertaking any actions deemed by centre staff to pose serious threat to the safety and/or health of the mine or any other individuals present during the trade test/course, my test eligibility will be immediately terminated, while the result of the related test/course deemed as fail, and that I will stop the test/course and leave the test venue instantly as per request by centre staff.
12. I understand and agree that the HKCITC reserves the right to take photos and/or video recording and/or audio recording within the premises of the HKCITC, (including through the CCTV system and/or video recording system and/or audio recording system and/or others within the Trade Test workshops and classrooms and other areas within the HKCITC), of the trade test/ course process, and/or the work, and/or the participant's behaviour at any moment during the trade test/ course or under any other circumstances. Related video and/or image and/or audio records will be handled in accordance with the Personal Data (Privacy) Ordinance.
13. I understand and agree that the HKCITC reserves the right, at its sole discretion, to amend or alter the terms and conditions without prior notice.

Signature of Applicant: _____

Date: _____

[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 the Hong Kong Construction Industry Trade Testing Centre (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 us 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:

- 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);
- Registering for the trade test/course/safety training/skill assessment or any other services which you apply for on the application form and assessing your eligibility thereto related;
- Supporting all logistics and operational measures (including but not limited to administration, security, health and safety related etc.) in place in the HKCITTC, implemented at discretion of the HKCITTC for the best interest of the public and stakeholders;
- Responding to situations involving risk of health and safety, including an emergency, possibly incurred during the course of the trade test/course/safety training/skill assessment or any other services;
- Keeping and maintaining qualification records;
- Conducting trade test/course/safety training/skill assessment inspections, invigilation, review and assessment;
- Facilitating communication with you, for example by means of SMS, WhatsApp, WeChat and/or other communication platforms/channels;
- 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.);
- Managing access to the CIC's premises and for security purposes;
- Preventing and responding to actual or potential security threats, fraud or illegal activities;
- Handling complaints or enquiries;
- Performing analysis and conducting research and surveys;
- Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- Other purposes related or incidental to the conduct of the CIC's activities; and
- 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:
- Any or all of the CIC's affiliates and/or subsidiaries listed in 1.1 above;
 - 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;
 - Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;
 - Any party that owes a duty of confidentiality to the CIC; or
 - For consigned courses (e.g. Training Course for Persons Working on Suspended Working Platforms and Certification Course for Operator of Builder's Lift etc.), the related course consignor (e.g. Labour Department of the HKSAR and Electrical and Mechanical Services Department etc.) according to the related course approval conditions or requirements.
- 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, promotion, job recruitment & referral 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 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 and understood the above Personal Information Collection Statement.**

(Please put a "✓" in the appropriate box)

Signature of Applicant: _____ Date: _____