

Trade Test for Grade A Electrical Work

Enquiry : 2100 9000

- Guides to Applicants:
1. Please read the Notes printed overleaf carefully before completing this form.
  2. Please complete the form in English and in BLOCK letters unless otherwise stated, CIC may be unable to process and / or consider your application if you fail to provide complete information.
  3. Please  in the appropriate .
  4. Personal Particulars must be consistent with that on HKID Card.
- Applicant No: \_\_\_\_\_

**(A) Type of Test applied for:**

Types of Test	Written Test (ELW)		Practical Test(ELA)	
	New Application (HK\$)	Re-sit of Written Test (HK\$)	New Application (HK\$)	Re-sit of Practical Test (HK\$)
Trade Test for Grade A Electrical Work	<input type="checkbox"/> 100	<input type="checkbox"/> 100	<input type="checkbox"/> 400	<input type="checkbox"/> 400

*Note: (1) Candidates must first pass the written test before apply the practical test. Candidate must apply for and pass the practical test within 3 years starting from the passing day of written test. Upon passing both parts of written test and practical test, candidates will be issued a "Trade Test Certificate for Grade A Electrical Work".*

*(2) Candidates who failed the test is required to re-apply for the test and pay the relevant application fees. Each candidate is allowed to attempt the written test and practical test for no more than 4 attempts in every calendar year (Scheduling subject to the actual circumstances).*

*(3) Availability of these tests may be subject to interruption due to, but not limited to, equipment/facility maintenance and adverse weather condition. The courses including the admission of applications may be suspended due to the above mentioned incidents without prior notice. To confirm course availability, please contact us at 2100 9000.*

**(B) Personal Particulars:**

Name : (Chin) \_\_\_\_\_ (Eng) \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Age : \_\_\_\_\_ HKID No. : \_\_\_\_\_ ( ) Tel. No. :(Office) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Sex : \_\_\_\_\_ Address : \_\_\_\_\_

Email Address : \_\_\_\_\_

**(C) Electrician related Work Experience (At least 5 years of related work experience) :**

Date(Month/Year)		*Name of Company/Employer	Job Title	Years of Service	
From	To			Year	Month
			<b>Total:</b>		

\*Must submit a copy of proof of work experience with company's stamp and signed by person-in-charge

**Please affix a copy of your "Construction Industry Safety Training Course Certificate" (Green Card) card here**

Mark your Green Card copy with the word "COPY" at a place where personal details in the card will not be covered.

**Please affix a copy of your HKID card here**  
Mark your HKID card copy with the word "COPY" at a place where personal details in the card will not be covered.

## Guides to Applicants

- The test fees listed may be reviewed and adjusted by the CIC if necessary.
- Candidates who have passed the written test and practical test will be issued a "Trade Test Certificate for Grade A Electrical Work".
- "Trade Test Certificate for Grade A Electrical Work" is not equivalent to the "Certificate of Registration of Electrical Worker" issued by the Electrical and Mechanical Services Department. For details, please visit the website of Electrical and Mechanical Services Department ([www.emsd.gov.hk](http://www.emsd.gov.hk)) or contact the Electrical and Mechanical Services Department.
- Applicants who are not Hong Kong Permanent Residents, please attach the copy of valid working permit issued by the Hong Kong Immigration Department.
- Applicants who reach the age of 65, please call Hong Kong Construction Industry Trade Testing Centre 2100 9000 for checking the trades that may be required to submit medical examination reports issued by Registered Medical Practitioners and acquiring the standard forms of reports.
- Candidates may request to postpone the trade test by submitting his reasons in writing. Such letters must reach CIC at least 3 working days before the scheduled testing day. If the reason is accepted by the HKCITTC, the candidate can reschedule 1 time for free
- CIC reserves all rights to amend trade test arrangement, including but not limited to accept any test/ course application and/ or change the relevant clauses in a timely manner without giving any reasons or explanations, and CIC will not accept any liability in respect of claims for expenses or other damages.
- Notice for candidates:
  - (1) Candidates must show their **valid Construction Industry Safety Training Certificate (Green Card)** and wear suitable work wear including safety shoes; otherwise, you will not be able to attend the test and be treated as an absence.



Present valid Green Card  
攜帶有效平安卡



Bring your own Safety Shoes  
自備安全鞋

- (2) Candidates who arrive late are not allowed to enter the examination room will be treated as an absence and need to apply again, Note (2) (on next page) are satisfied.

### ■ Application

- (1) Applicants can enroll via the mobile application ("TTOA"). Upon approval of application, the applicants could settle the related payment via ATM / by Cheque / by bank transfer OR at 7-Eleven by presenting the barcode given in the TTOA.
- (2) Complete the application form together with a cheque or bank draft for the test fee payable to "Construction Industry Council".
- (3) A photocopy of the applicant's Hong Kong ID Card and "Construction Industry Safety Training Course Certificate" (Green Card) must be affixed on the application form. The copy will be destroyed once the information of the applicant has been verified
- (4) Applicants must submit a copy of proof of work experience with company's stamp and signed by person-in-charge, as mentioned in Part (C) overleaf.
- (5) Send the completed application form, supporting document (Point 4 of above) and together with a cheque or bank draft to the **Hong Kong Construction Industry Trade Testing Centre, 38/F, COS Centre, 56 Tsun Yip Street Kwun Tong, Kowloon**
- (6) All trade test fees are non-refundable and non-transferrable. Candidates who want to withdraw from the tests have to submit their reasons in writing to the CIC at least 3 working days before the schedule test date. An administration fee amounting to 20% of the paid test fee will be charged. Special consideration will be given to candidates who request to withdraw because of prolonged injury.

For inquiry, please call 2100 9000 or visit CIC website at [www.cic.hk](http://www.cic.hk).

### 【Declarations by 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 ("HKCITTC"), 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 HKCITTC reserves all rights to reject my second test application (i.e. re-sit) where I fail to comply with the HKCITTC regulations and/or to present myself to the tests/courses without a valid justification.
  4. I understand and agree that the HKCITTC reserves all rights to reject my test/course applications; and to deny my test eligibility at its sole discretion without any refund/compensation liability. The HKCITTC 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 HKCITTC 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 HKCITTC.
  6. I understand and agree that the HKCITTC accepts no responsibility for any information received from issuing authorities and is not liable for any loss or damage caused by it use or in relation to it.
  7. I understand and agree that the HKCITTC 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. I understand and agree that the HKCITTC reserves the right, at its sole discretion, to amend or alter the terms and conditions without prior notice.
- I understand the requirements of presenting the original of the valid Green Card and wearing appropriate work wearing (including safety shoes) on test day and willingly give my undertaking to comply with them. I am fully aware that any non-compliance with the above said requirements will result in disqualification from course/test and that test fees are non-refundable in this regard. Please put a '✓' in the appropriate

### 【Privacy Policy and Personal Information Collection Statement】

1. The information provided by the applicant to the Construction Industry Council (the "CIC"), 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.
  2. To keep the applicant informed of CIC activities and industry developments which may be of interest, the CIC would use the provided personal data, including name, phone number and correspondence and email addresses, to update the applicant in relation to training courses, trade testing, registration, events, opinion surveys, job recruitment, achievements and other aspects of its work and the construction industry.
  3. The applicant is free to decide whether or not to receive such information. If one chooses not to do so, one should put a tick "✓" in the box below.
  4. The applicant is entitled to request access to and correction of any errors in the personal data. If the applicant wishes to do so, he/she should write to the CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
  5. It is necessary for all applicants to supply the CIC with complete information. The CIC may be unable to process and/or consider the application if the applicants fail to provide complete information.
  6. The CIC will ensure that all personal data collected during the application and/or registration process will be handled in compliance with the Personal Data (Privacy) Ordinance. The CIC will not transfer the applicant's personal data to any third parties (except the Labour Department) without prior consent of the applicant.
- I have carefully read through and fully understood the **【Declarations by Applicant】**, **【Privacy Policy and Personal Information Collection Statements】** and all other information on this application and consent to all the terms and conditions therein.
- I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.

Applicant's : \_\_\_\_\_  
Signature ( To be signed by the applicant himself / herself )

Date : \_\_\_\_\_

### 【For CIC use only】

Data input by: \_\_\_\_\_

Checked By : \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Signature/Date: \_\_\_\_\_