



CIC Levy Online Application Submission Platform (E-Service 2.0) User Manual

Document Information	
Prepared By	ITD
System Owner	FIN
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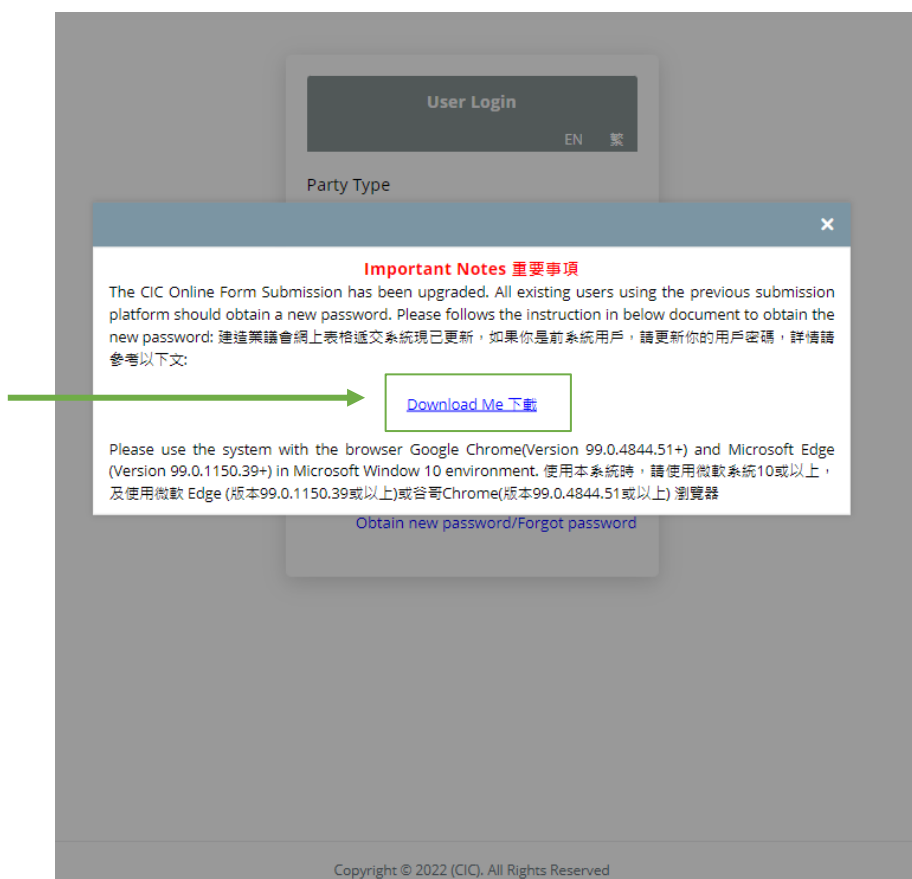
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A. First Time to Use/Login

Step 1:

Go to CIC Levy Website and click the “**Login to E-Services 2.0**” button, the following screen will be displayed. You may click the “Download Me” button for details on how to login for the first time.

*Download
and read the
document
before using
the system
for first time.*



Step 2:

You need to have the “Party Code”, “User ID” and “Password” ready for using the system. They can be obtained by following the instructions in the Download document in Step 1. For each time you want to gain access to the system, you will have to obtain a “One Time Pin” (OTP) Code to login the system.

After selecting your “Party Type” (Contractor or Authorized Person), fill in the “Party Code”, “User ID” and “Password”. After clicking the “send OTP” button, an email will be sent to your registered email account which should be the email address in which you registered under E-Service1 with CIC.

The screenshot shows a 'User Login' form with the following fields and buttons:

- Party Type:** Radio buttons for 'Contractor' (selected) and 'Authorized Person'.
- Party Code:** Text input field.
- User ID:** Text input field.
- Password:** Text input field.
- One Time Pin:** Text input field.
- Send OTP:** Button.
- Login:** Button.
- [Obtain new password/Forgot password](#)

Annotations with arrows point to the following elements:

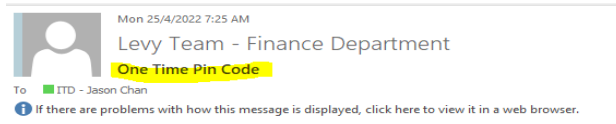
- Step A:** Select your Party Type (points to the Party Type radio buttons).
- Step B:** Fill in your Party Code, User ID, Password (points to the Party Code, User ID, and Password input fields).
- Step C:** Click the “Send OTP” button to obtain the One Time Pin Code (points to the Send OTP button).

Remarks: **

The Eservice2 account email can be difference/same as company registered email.

The Eservice2 account email is used to receive the OTP and reset Eservice2 system password.

Users can apply ‘Long Term Fixed OTP’ with sufficient reason such as same system account need to share to difference users due to business nature.



To Z0015 (Z0015),

Your one time pin is "357982"

Levy Section, Finance Department
Construction Industry Council

您的一次性密碼是 "357982"

建造業議會財務部徵款課

Step D.

Copy the One Time Pin Code from the email. Be noted that it will expire in 15 minutes. You may request the One Time Pin Code again if it is expired.

Step 3:

Login the system by pressing the "Login" button after all the required information are filled in.

User Login

EN 繁

Party Type
☒ Contractor ☐ Authorized Person

Party Code
Z0015

User ID
Z0015

Password

One Time Pin
357982

Send OTP

Login

Obtain new password/Forgot password

Step A.

Fill your Party Code, User ID, Password and One Time Pin

Step B.

Press "Login" button

B. Payment Notices/Payment Receipts/Correspondences

Step 1:

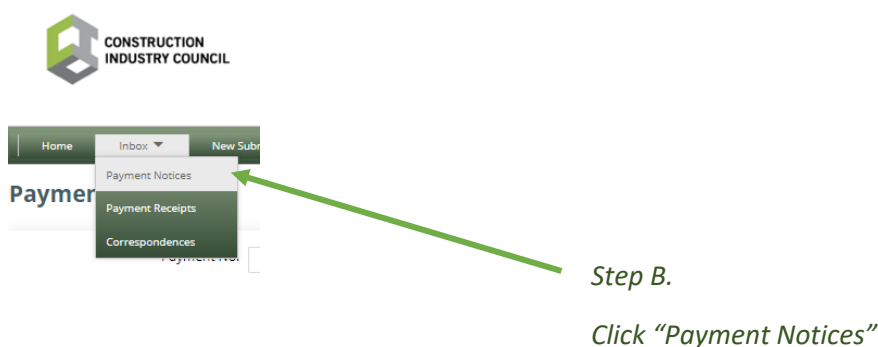
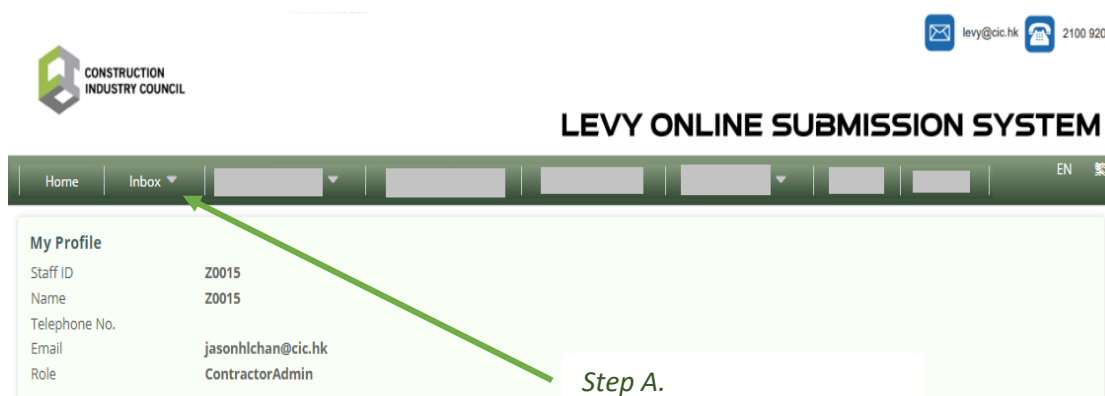
Select the “Inbox” menu after login the system.

3 submenu are available for Contractors while 1 is available for Authorized Persons.

Submenu Available to Users			
Users	Payment Notices	Payment Receipts	Correspondences
Contractor	YES	YES	YES
Authorized Person	NO	NO	YES

- **Payment Notices**

(Function available for Contractors Only)



LEVY ONLINE SUBMISSION SYSTEM

Home | Inbox | New Submission | Submitted Records | Case Assignment | Staff Accounts | Profile | Logout | EN

Payment Notices

Case No.

Notice No.

Status

Issued Date From

Issued Date To

Due Date From

Due Date To

Step C.

You may enter the searching criteria for filtering the results (optional). Click "Search" button to continue.

Notice No. prefixed with a "*" character means it is a Second Penalty Notice.
Click the row to download the document.

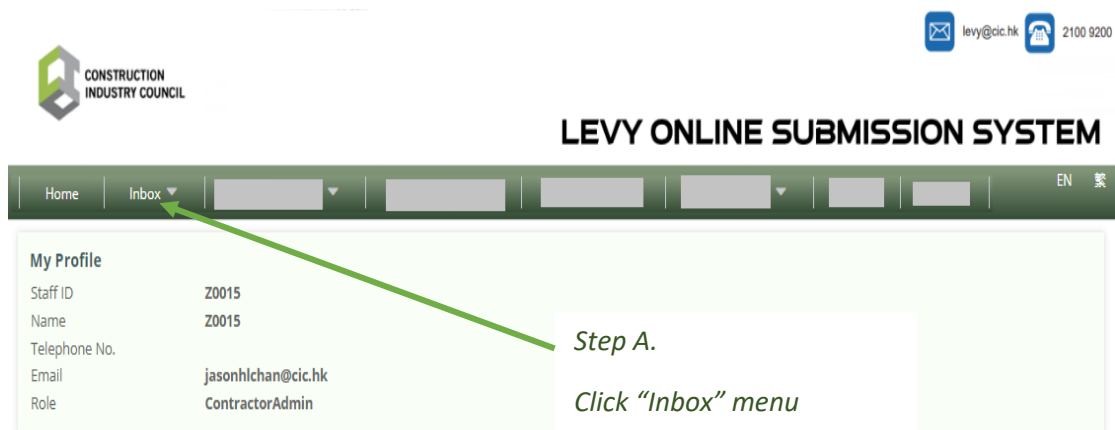
Case No. ⬆	Notice No. ⬆	Issued Date ⬆	Due Date ⬆	Status ⬆
2019/23341	DN2806297	2021-11-23	2021-12-24	Settled

1 10

Step D.

Click any record to download details of the Payment Notices in PDF format

- **Payment Receipts**
(Function available for Contractors Only)



CONSTRUCTION INDUSTRY COUNCIL

levy@cic.hk 2100 9200

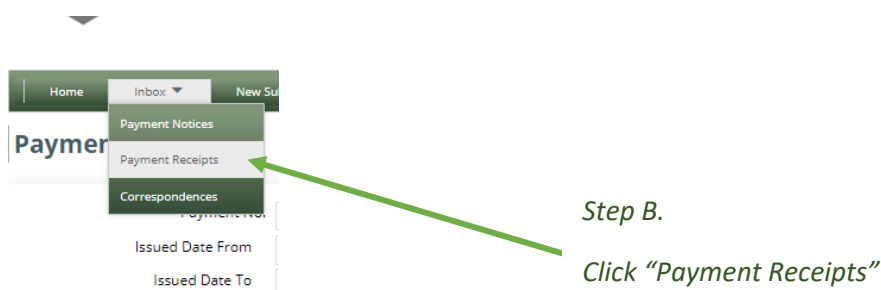
LEVY ONLINE SUBMISSION SYSTEM

Home Inbox [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] EN

My Profile

Staff ID: Z0015
 Name: Z0015
 Telephone No.:
 Email: jasonhlchan@cic.hk
 Role: ContractorAdmin

Step A.
Click "Inbox" menu



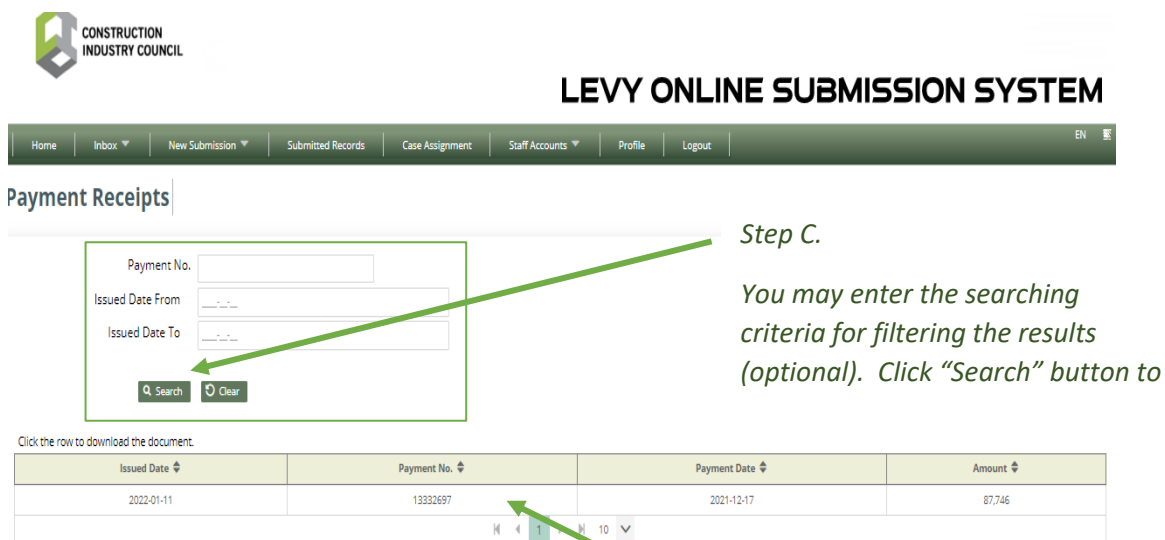
Home Inbox New Su

Payment Receipts

Payment Notices
 Payment Receipts
 Correspondences

Issued Date From
 Issued Date To

Step B.
Click "Payment Receipts"



CONSTRUCTION INDUSTRY COUNCIL

LEVY ONLINE SUBMISSION SYSTEM

Home Inbox New Submission Submitted Records Case Assignment Staff Accounts Profile Logout EN

Payment Receipts

Payment No. [Text Box]
 Issued Date From [Text Box]
 Issued Date To [Text Box]
 [Search] [Clear]

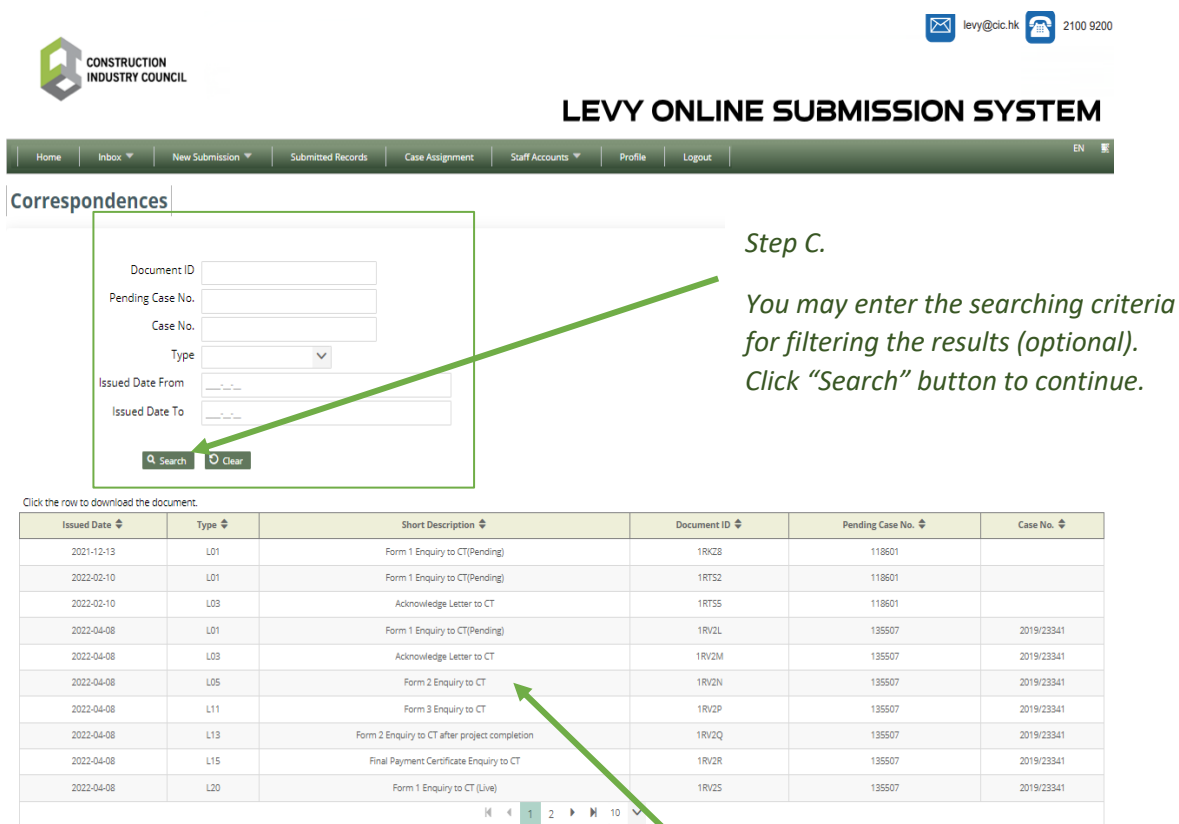
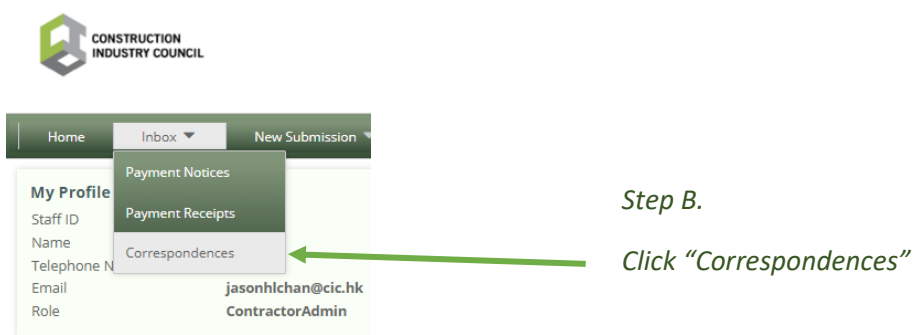
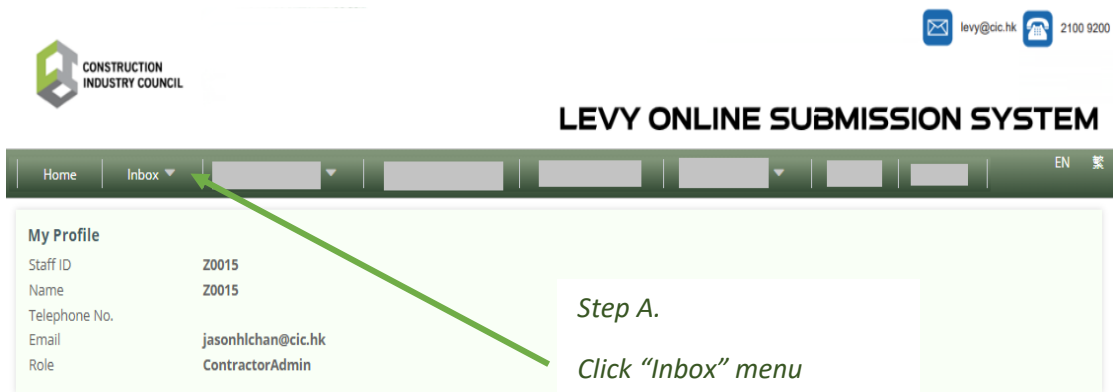
Step C.
You may enter the searching criteria for filtering the results (optional). Click "Search" button to

Click the row to download the document.

Issued Date	Payment No.	Payment Date	Amount
2022-01-11	13332697	2021-12-17	87,746

Step D.
Click any record to download details of the Payment Receipts in PDF format

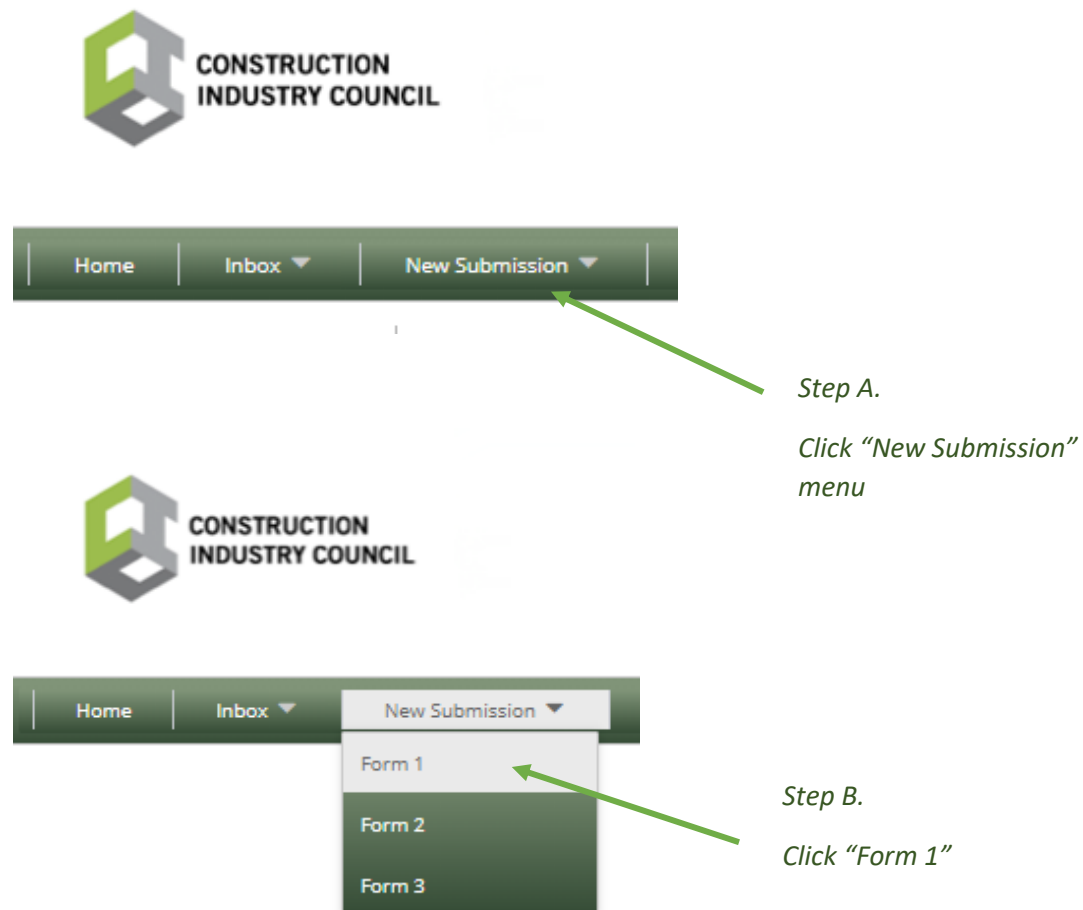
- Correspondences



C. Submit a New Form 1

Step 1:

Select “Form 1” under the “New Submission” menu



Step 2:

A blank Form 1 will be displayed for direct inputs as follows. Make sure all MANDATORY fields (as marked “*”) are entered before pressing the “Next” button for the next step. The following diagram shows the Form 1 with sample data filled in.

CONSTRUCTION INDUSTRY COUNCIL ORDINANCE (Chapter 587)

In accordance with the captioned provision, ☐ I/We hereby give notice of commencement of the following construction operations.

Contractor

Name*

CHAN TAI MAN CONSTRUCTION CO.

Tel.No.*

11111111

Company Email Address*

jasonhlchan@cic.hk

Address*

Address 1

Address 2

Address 3

This field is read-only and will be preloaded for login by contractor.

Fields preloaded for contractor to amend as required.

Authorized Person

Name

AP Name

Tel.No.

22222222

Company Email Address

ap@ap.com

Address

Address 1

Address 2

Address 3

This field is read-only and will be preloaded for login by AP.

Fields preloaded for AP to amend as required.

Employer

Name*

Employer

Tel.No.*

33333321

Company Email Address*

employer@employer1

Address*

address 1

address 2

address 3

Employer details of the project

Particulars of the Construction Operations

Location of Construction Operations*

location 1a

location 2a

location3a

Lot No.

lot no. here

Total G.F.A. approved by BD

3333

m²

Construction Location

From Contract, Land documents, General Building Plan

If the project belongs to a "New Building" under Buildings Department supervision, GFA from General Building Plan should be provided.

Work Sector*	<input type="text" value="Private"/>	Refer to Table1 in Form 1 Application web page for details
Work Type*	<input type="text" value="Building (Composite)"/>	
BD Reference No.	<input type="text" value="12/3333/12"/>	If project is under Buildings Department Supervision, BD Reference No. should be provided.
Government or Public Utility Contract No.	<input type="text" value="46543232"/>	
Tender Submission Date	<input type="text" value="01/04/2022"/>	
Tender Awarded Date	<input type="text" value="05/04/2022"/>	
Payment Period (e.g. monthly payment)	Every <input type="text" value="1"/> <input type="text" value="Months"/>	
Date of Commencement of Construction Operations*	<input type="text" value="06/04/2022"/>	
Estimated Completion Date*	<input type="text" value="28/02/2023"/>	
Estimated total value of Construction Operations*	HKD <input type="text" value="3000001"/>	

Project-in-Charge

Name*	<input type="text" value="PIC name1"/>
Position*	<input type="text" value="PIC position1"/>
Company Email Address*	<input type="text" value="pic@pic1"/>
Tel.No.*	<input type="text" value="44444441"/>

Direct Supervisor of the Contact Person of the project

Contact Person

Name*	<input type="text" value="contact name1"/>
Position*	<input type="text" value="contact position1"/>
Company Email Address*	<input type="text" value="contact@contact"/>
Tel.No.*	<input type="text" value="55555551"/>
Submission Date	<input type="text" value="25/04/2022"/>

Site Agent or Project Manager of the project

Submission Date (read-only), which will be taken from the System Date.

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Press the "Next" button after data input is completed, or the "Clear" button if you want to enter the Form data from scratch again.

Step 3:

Attach at least one document for the Form submission. (For project under supervision by Buildings Department, commencement letter from Buildings Department should be provided)

Form Input > Attach > Submit > Completed

Form 1

Attachment List

Upload Attachment

+ Choose

☐ Submit the same eForm to Pneumoconiosis Compensation Fund Board

Next

Back

Step 1: Press "Choose" button to attach a file (in PDF Format)

Step 2: Tick the box if you would like to submit the eForm to PCFB at the same time

Step 3: Press "Next" button to proceed

Step 4:

Review the data and submit the Form. If you would like to amend the data, go back to either the "Form Input" or "Attach" Tab.

Form Input > Attach > Submit > Completed

Form 1

CONSTRUCTION INDUSTRY COUNCIL ORDINANCE
(Chapter 587)

In accordance with the captioned provision, ☐ I ☐ We hereby give notice of commencement of the following construction operations.

Contractor

Name*

CHAN TAI MAN CONSTRUCTION CO.

Tel.No.*

11111111

Company Email Address*

jasonhlchan@cic.hk

Address*

Address 1

Address 2

Address 3

Authorized Person

Name	<input type="text" value="AP Name"/>
Tel.No.	<input type="text" value="22222222"/>
Company Email Address	<input type="text" value="ap@ap.com"/>
Address	<input type="text" value="Address 1"/> <input type="text" value="Address 2"/> <input type="text" value="Address 3"/>

Employer

Name*	<input type="text" value="Employer"/>
Tel.No.*	<input type="text" value="33333321"/>
Company Email Address*	<input type="text" value="employer@employer1"/>
Address*	<input type="text" value="address 1"/> <input type="text" value="address 2"/> <input type="text" value="address 3"/>

Particulars of the Construction Operations

Location of Construction Operations*	<input type="text" value="location 1a"/> <input type="text" value="location 2a"/> <input type="text" value="location3a"/>
Lot No.	<input type="text" value="lot no. here"/>
Total G.F.A. approved by BD	<input type="text" value="3333"/> m ²
Work Sector*	<input type="text" value="Private"/>
Work Type*	<input type="text" value="Building (Composite)"/>
BD Reference No.	<input type="text" value="12/3333/12"/>
<small>BD Reference No. is a unique number assigned to a private development project by BD in the plan submission/approval process. This Reference No. can be taken directly from the letter from BD to the AP on notifying the consent to the commencement and carrying out of the works. A copy of this letter should be provided to the CIC.</small>	
Tender Submission Date	<input type="text" value="01/04/2022"/>
Tender Awarded Date	<input type="text" value="05/04/2022"/>
Payment Period (e.g. monthly payment)	Every <input type="text" value="1"/> <input type="text" value="Months"/>

Date of Commencement of Construction Operations*	<input type="text" value="06/04/2022"/>
Estimated Completion Date*	<input type="text" value="28/02/2023"/>
Estimated total value of Construction Operations*	HKD <input type="text" value="3000001"/>

Project-in-Charge







Name*	<input type="text" value="PIC name1"/>
Position*	<input type="text" value="PIC position1"/>
Company Email Address*	<input type="text" value="pic@pic1"/>
Tel.No.*	<input type="text" value="44444441"/>

Contact Person

Name*	<input type="text" value="contact name1"/>
Position*	<input type="text" value="contact position1"/>
Company Email Address*	<input type="text" value="contact@contact"/>
Tel.No.*	<input type="text" value="55555551"/>

Attachment List

Upload Attachment

	File Name	
	Cap 587 Consolidated version for the Whole Chapter (30-07-2018) (English and Traditional Chinese).pdf	
<div>  1  </div>		

☐ Submit the same eForm to **Pneumoconiosis Compensation Fund Board**

If the data is reviewed correct, press the "Submit" button to submit the Form.

Step 5:

Submission Result

Form 1

Form Input

Attach


Submit

Completed

Your application has been submitted

Reference ID : CE2200320

Date : 4/25/2022, 9:41:03 AM

 Form 1.pdf

Mark the Reference ID for record

A pdf copy of the Form can be downloaded as required

You may also check your previous submissions in the "Submitted Records" menu



For the submitted records, you will find the status of the Forms submission as follows:

Submitted: Form submitted and under processing

Returned: Revision required before resubmission

Accepted: Form accepted by CIC

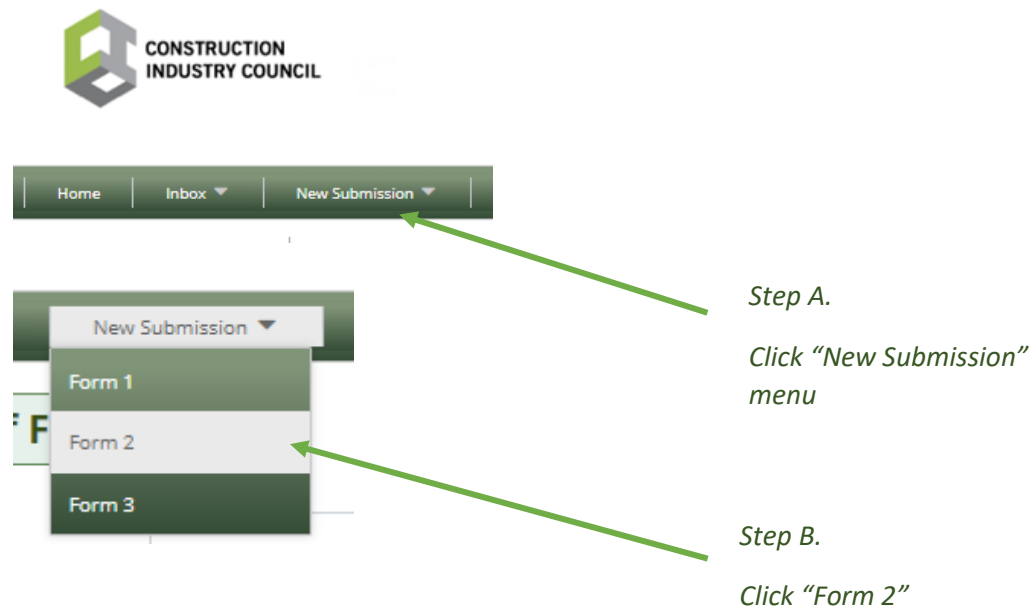
Rejected: Form rejected by CIC

D. Submit a New Form 2

(Function available for Contractors only)

Step 1:

Select "Form 2" under the "New Submission" menu



The screenshot shows the Construction Industry Council logo at the top left. Below it is a navigation bar with links: Home, Inbox, and New Submission. A green arrow points to the 'New Submission' link, labeled 'Step A. Click "New Submission" menu'. Below the navigation bar, the 'New Submission' dropdown menu is open, showing three options: Form 1, Form 2, and Form 3. A green arrow points to 'Form 2', labeled 'Step B. Click "Form 2"'. The background of the page is a light green color.

Step 2:

Select a Case to start the submission process

Submission of Form 2

Case No.

Address

Creation Date From

Creation Date To

Search Result

Case No. ⬇	Location	Creation Date ⬇
2019/23341	MAIN CONTRACT PHASE 5B A&A WORKS GATEWAY TS AT NO.8 CHEUNG FAI ROAD, TSING YI, N.T.	2019-09-12
2019/23168	LIFT MODERNIZAT'N WKS FOR TUEN MUN PARIS LONDON NEW YORK MILANO CINEMA,HONG LAI GDN AT HO GONG ST,TM	2021-11-03

1 10

Select a Case to start the Form submission

Step3:

A Form 2 will be displayed for direct inputs as follows. Make sure all MANDATORY fields (as marked “*”) are entered before pressing the “Next” button for the next step. The following diagram shows the Form 2 with sample data filled in.

Form Input

Attach

Submit

Completed

Form 2

Case No. : 2019/23341

CONSTRUCTION INDUSTRY COUNCIL ORDINANCE (Chapter 587)

Section 35 - Notice of Payment made for Construction Operations

In accordance with the captioned provision, ☐ I ☒ We hereby give notice of payment made in respect of the following construction operations.

Name of Contractor	CHAN TAI MAN CONSTRUCTION CO.
Name of Authorized Person	ap name
Location of Construction Operations (number and name of street and district)	location 1 location 2 location3
Lot No.	lot no here
Work Type	Alteration & Addition
Government or Public Utility Contract No.	Gov No
BD Reference No.	BD Ref 12/3333

*Read-only fields preloaded
from Case profile for
reference*

Payment Certificate Issued by Authorized Person (copy attached)

Issue Date	<input type="text" value="dd/mm/yyyy"/>
Certificate No.	<input type="text" value="cert num"/>
Date of Payment*	<input type="text" value="dd/mm/yyyy"/>
Cumulative Amount up to this Payment*	HKD <input type="text" value="12001"/>

Contact Person

Name*	<input type="text" value="contact name1"/>
Position*	<input type="text" value="position1"/>
Company Email Address*	<input type="text" value="contact@contract1"/>
Tel.No.*	<input type="text" value="55555551"/>
Submission Date	<input type="text" value="25/04/2022"/>

Next

Clear

Press "Next" button to proceed after entering the relevant data

Step 4:

Attach at least one document for the Form submission. (For projects under supervision by Buildings Department, commencement letter from Buildings Department should be provided)

Form Input → Attach → Submit → Completed

Form 2

Case No. : 2019/23168

Attachment List

Upload Attachment

Step1: Press "Choose" button to attach a file (in PDF Format)

☐ Submit the same eForm to Pneumoconiosis Compensation Fund Board

Step 2: Tick the box if you would like to submit the eForm to PCFB at the same time

Next

Back

Step 3: Press "Next" button

Step 5:

Review the data and submit the Form. If you would like to amend the data, you have to go back to either the “Form Input” or “Attach” Tab.

Form Input > Attach > Submit > Completed

Form 2

Case No. : 2019/23168

CONSTRUCTION INDUSTRY COUNCIL ORDINANCE (Chapter 587)

Section 35 - Notice of Payment made for Construction Operations

In accordance with the captioned provision, ☒ We hereby give notice of payment made in respect of the following construction operations.

Name of Contractor	CHAN TAI MAN CONSTRUCTION CO.
Name of Authorized Person	ap name new
Location of Construction Operations (number and name of street and district)	location 1 location 2 location3
Lot No.	lot no here
Work Type	Electrical and Mechanical
Government or Public Utility Contract No.	Gov No
BD Reference No.	BD Ref 12/3333
Payment Term*	<input checked="" type="radio"/> Interim <input type="radio"/> Final Payment
Estimated Completion Date	02/03/2022
Updated Completion Date (if applicable)	dd/mm/yyyy
Estimated Contract Sum including Variations	HKD 3000000
Updated Estimated Contract Sum including Variations(if applicable)	HKD 3000001
Terms of Payment	Every 333 Days

Payment Certificate Issued by Authorized Person (copy attached)

Issue Date	dd/mm/yyyy
Certificate No.	cert num
Date of Payment*	06/04/2022
Cumulative Amount up to this Payment*	HKD 12001



Contact Person

Name*	<input type="text" value="contact name1"/>
Position*	<input type="text" value="position1"/>
Company Email Address*	<input type="text" value="contact@contract1"/>
Tel.No.*	<input type="text" value="555555551"/>
Submission Date	<input type="text" value="25/04/2022"/>

Attachment List

Upload Attachment

+ Choose

	File Name	
	EService1 - Form 1.pdf	
<div><div>⏮</div><div>⏪</div><div>1</div><div>⏩</div><div>⏭</div></div>		

☐ Submit the same eForm to **Pneumoconiosis Compensation Fund Board**

Submit

Back

Press "Submit" button to submit the Form

Step 6:

Submission Result

Form Input

Attach

Submit

Completed


Form 2

Case No. : 2019/23168

Your application has been submitted

Reference ID : CE2200321


Date : 4/25/2022, 10:02:16 AM

 Form 2.pdf

Mark down the Reference ID for record

A pdf copy of the Form can be downloaded as required

You may check your previous submissions under the "Submitted Records" menu

 CONSTRUCTION
INDUSTRY COUNCIL

Home

Inbox

New Submission

Submitted Records

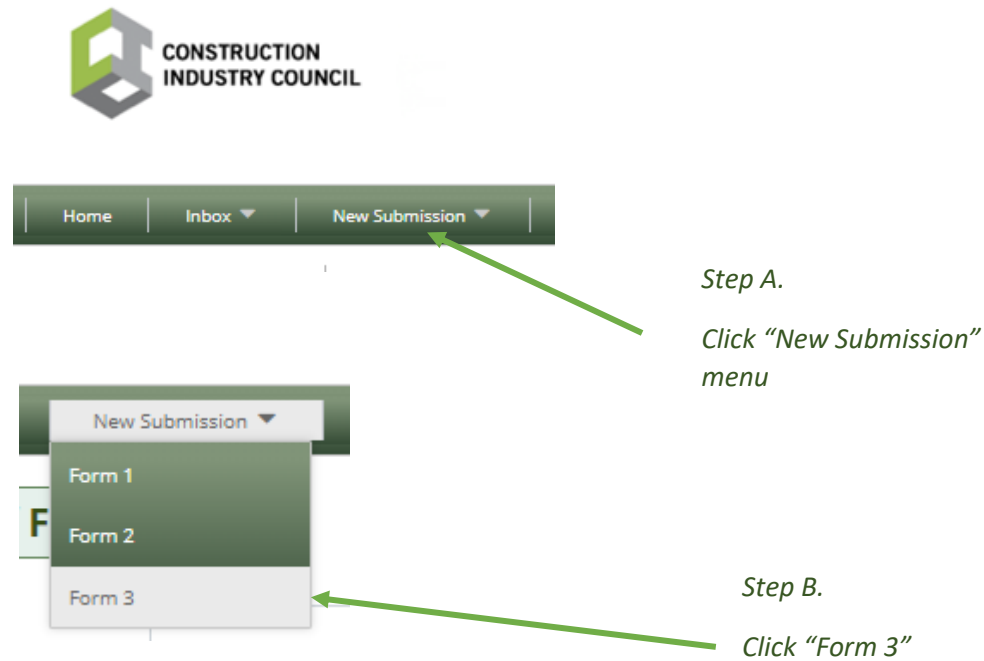
For the submitted records, you will find the status of Forms submission as follows:

- Submitted: Form submitted and under processing*
- Returned: Revision required before resubmission*
- Accepted: Form accepted by CIC*
- Rejected: Form rejected by CIC*

E. Submit a New Form 3

Step 1:

Select "Form3" under the "New Submission" menu



Step 2:

Select a Case to start the submission process

Submission of Form 3

Case No.

Address

Creation Date From

Creation Date To

Search Result

Case No. ⬇	Location	Creation Date ⬇
2019/23341	MAIN CONTRACT PHASE 5B A&A WORKS GATEWAY TS AT NO.8 CHEUNG FAI ROAD, TSING YI, N.T.	2019-09-12
2019/23168	LIFT MODERNIZAT'N WKS FOR TUEN MUN PARIS LONDON NEW YORK MILANO CINEMA,HONG LAI GDN AT HO PONG ST,TM	2021-11-03

Select a Case to start the Form submission

Step3:

A Form 3 will be displayed for direct inputs as follows. Make sure all MANDATORY fields (as marked “*”) are entered before pressing the “Next” button for the next step. The following diagram shows the Form 3 with sample data filled in.

Form Input > Attach > Submit > Completed

Form 3

Case No. : 2019/23168

CONSTRUCTION INDUSTRY COUNCIL ORDINANCE (Chapter 587)

Section 36 - Notice of Completion of Construction Operations

Name of Contractor	CHAN TAI MAN CONSTRUCTION CO.
Name of Authorized Person	ap name new
Location of Construction Operations (number and name of street and district)	location 1 location 2 location3
Lot No.	lot no here
Work Type	Electrical and Mechanical
Government or Public Utility Contract No.	Gov No
BD Reference No.	BD Ref 12/3333
Date of Issue of Completion Certificate	dd/mm/yyyy
Date of Completion*	01/04/2022
Expiry Date of Defects Liability Period	dd/mm/yyyy
Date Of Payment (please provide supporting document)	dd/mm/yyyy
Date of Issue of Latest Payment Certificate (copy of certificate attached)	dd/mm/yyyy
Payment Certificate Number	
Is it a Final Payment? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Value of Construction Operations *	<input type="radio"/> Certified <input type="radio"/> Completed to date (including residual retention monies)
	*HKD 4000001
Amount of Residual Retention Monies retained by Employer	HKD 22002
Anticipated Date for Releasing Retention Monies	dd/mm/yyyy

Read-only fields preloaded from Case profile for reference

Contact Person

Name*	<input type="text" value="contact name1"/>
Position*	<input type="text" value="position1"/>
Company Email Address*	<input type="text" value="contact@contact"/>
Tel.No.*	<input type="text" value="55555551"/>
Submission Date	<input type="text" value="25/04/2022"/>

Next

Clear

Press "Next" button to proceed after entering the relevant data

Step 4:

Attach at least one document for the Form. (For projects under supervision by Buildings Department, commencement letter from Buildings Department should be provided)

Form Input Attach Submit Completed

Form 3

Case No. : 2019/23168

Attachment List

Upload Attachment

Step1: Press "Choose" button to attach a file (in PDF Format)

☐ Submit the same eForm to Pneumoconiosis Compensation Fund Board

Next

Back

Step 2: Tick the box if you would like to submit the eForm to PCFB at the same time

Step 3: Press the "Next" button

Step 5:

Review the data input and submit the Form. If you would like to amend the data, you have to go back the “Form Input” or “Attach” Tab.

Form Input > Attach > Submit > Completed

Form 3

Case No. : 2019/23168

CONSTRUCTION INDUSTRY COUNCIL ORDINANCE (Chapter 587)

Section 36 - Notice of Completion of Construction Operations

Name of Contractor	CHAN TAI MAN CONSTRUCTION CO.
Name of Authorized Person	ap name new
Location of Construction Operations (number and name of street and district)	location 1 location 2 location3
Lot No.	lot no here
Work Type	Electrical and Mechanical
Government or Public Utility Contract No.	Gov No
BD Reference No.	BD Ref 12/3333

Date of Issue of Completion Certificate	dd/mm/yyyy
Date of Completion*	01/04/2022
Expiry Date of Defects Liability Period	dd/mm/yyyy
Date Of Payment (please provide supporting document)	dd/mm/yyyy
Date of Issue of Latest Payment Certificate (copy of certificate attached)	dd/mm/yyyy
Payment Certificate Number	
Is it a Final Payment? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Value of Construction Operations * ☐ certified ☒ completed to date (including residual retention monies)

*HKD	4000001
------	---------

Amount of Residual Retention Monies retained by Employer	HKD 22002
Anticipated Date for Releasing Retention Monies	dd/mm/yyyy







Contact Person

Name*	<input type="text" value="contact name1"/>
Position*	<input type="text" value="position1"/>
Company Email Address*	<input type="text" value="contact@contact"/>
Tel.No.*	<input type="text" value="5555551"/>
Submission Date	<input type="text" value="25/04/2022"/>

Attachment List

Upload Attachment

[+ Choose](#)

	File Name	
	EService1 - Form 1.pdf	
<div>  1  </div>		

☐ Submit the same eForm to **Pneumoconiosis Compensation Fund Board**

Submit

Back

*Press "Submit" button
to submit the Form*

Step 6:

Submission Result

Form Input

Attach

Submit

Completed


Form 3

Case No. : 2019/23168

Your application has been submitted

Reference ID : CE2200322

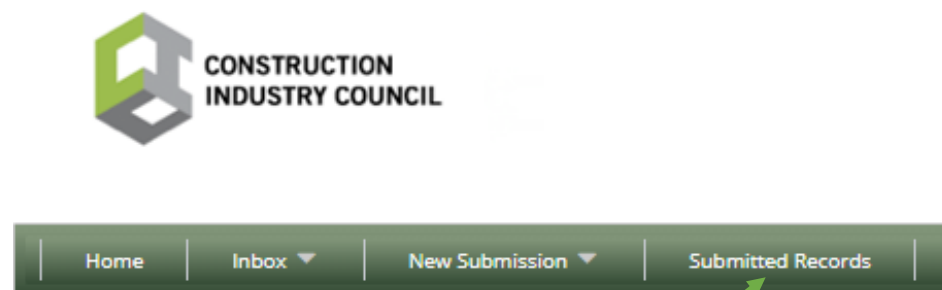
Date : 4/25/2022, 10:32:12 AM

 Form 3.pdf

Mark down the Reference ID for record

A pdf copy of the Form can be downloaded as required

You may check your submission status under “Submitted Records” menu



For the submitted records, you will find the status of Forms submission as follows:

Submitted: Form submitted and under processing

Returned: Revision required before resubmission

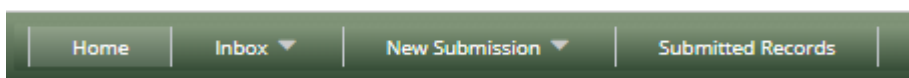
Accepted: Form accepted by CIC

Rejected: Form rejected by CIC

F. Inquiry of Submitted Records

Step 1:

You may check the submitted records or revise the submitted records as follows.



Click "Submitted Records" Menu

Step 2:

A list of submitted records will be displayed showing the status of the submitted Forms. Those Forms with "Returned" status should be revised and re-submit by the Contractor/AP. For other Forms, users may click to download a PDF copy of submitted Form.

Search Submitted Records

Site Address

Form Status

Form Type

Date From

Date To

Submitted By

Submitted

Returned

Processing

Accepted

Rejected

Abandoned

Resubmitted

Form 1

Form 2

Form 3

Clear

Search

Search Result

Levy Case No.	Submission No.	Construction Site Address	Form Status	Form Type	Create Date	Last Update Date	Submitted By
2019/23168	CE2200230	add add 12 add 34	Returned	Form1	2022-03-30 15:21:07	2022-03-30 15:21:07	20015
2019/23168	CE2200231	location 1 location 2 location3	Returned	Form1	2022-03-30 15:36:28	2022-03-30 15:40:07	20015
	CE2200243	SDFSDf	Returned	Form1	2022-04-01 10:33:51	2022-04-01 10:33:51	20015
	CE2200245	DSFDSF	Returned	Form1	2022-04-01 11:27:02	2022-04-01 11:27:02	20015
	CE2200247	3242342343	Returned	Form1	2022-04-01 11:44:37	2022-04-01 11:44:37	20015
	CE2200249	342342324 2342	Returned	Form1	2022-04-01 15:06:31	2022-04-01 15:06:31	20015
	CE2200253	234234234	Returned	Form1	2022-04-04 14:36:16	2022-04-04 14:36:16	20015
	CE2200266	sdfsdfsdf	Returned	Form1	2022-04-13 09:19:46	2022-04-13 09:19:46	20015
	CE2200267	123123213	Returned	Form1	2022-04-13 09:28:11	2022-04-13 09:28:11	20015
	CE2200269	234234234	Returned	Form1	2022-04-13 11:21:16	2022-04-13 11:21:16	20015

1

2

3

4

10

*Click a Form with
"Returned" status to revise
and re-submission.*

Step 3:

The procedure for re-submitting a Form1, 2 and 3 are similar to New Submission. Please refer to “Submit a New Form1/2/3” (see Section C, D, E) for details. The only difference between entering a new Form and revising a returned Form is that only those fields with comment for revision can be amended by the user. Other fields are locked and cannot be amended.

Estimated Completion Date

Updated Completion Date (if applicable)

Estimated Contract Sum including Variations HKD

Updated Estimated Contract Sum including Variations(if applicable) HKD

Terms of Payment Every

CIC comment : 334 onlyt

Only fields with comments are allowed to be amended

Step 4:

Please follow the submission procedure similar to “Submit a New Form1/2/3” to complete the submission of the revised Form.

G. Maintenance of Own Profile

You may always change your password and personal account information as follows:



My Profile

Login Name	Z0015
Name	<input type="text" value="Z0015"/>
Telephone	<input type="text" value="12345678"/>
Email Address	<input type="text" value="jasonhlchan@cic.hk"/>
	<input type="button" value="Update"/>

Reset Password

Existing Password	<input type="password"/>
New Password	<input type="password"/>
Re-type New Password	<input type="password"/>
	<input type="button" value="Reset Password"/>

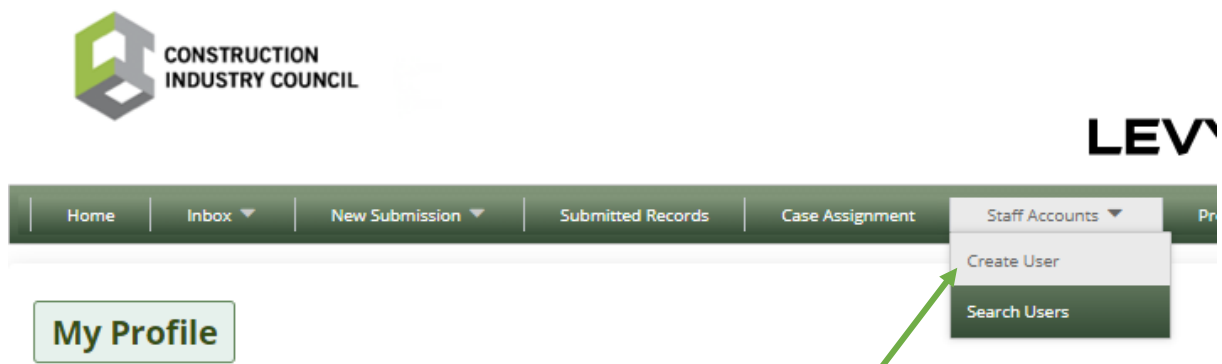
H. Maintenance of Contractor Staff Account

(Function available for Contractors Only)

Contractor Admin may assign projects to dedicated associate (up to 100 staff accounts) which have been created. The Contractor Admin can manage all staff accounts and projects assigned. The following procedure show how a Contractor Admin can assign project to a designated newly-created staff account.

Step 1:

Create a staff account



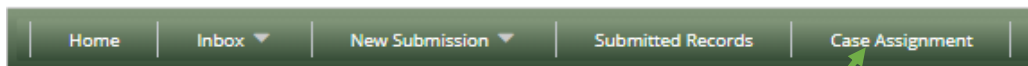
Click "Create User" under "Staff Accounts" menu

The 'Create Staff Account' form is displayed. It includes fields for User ID (pre-filled with 'Z0015'), Name, Contact No., Email, New Password, and Re-type New Password. A red message at the bottom states: 'Please provide Party code, User ID and Password to the new created user.' Below the form are 'Reset' and 'Create' buttons. A green arrow points from the 'Create' button to the instruction below.

Complete the required information for creating the new staff account. Press the "Create" button to proceed.

Step 2:

Assign a project to a designated staff



Click "Case Assignment" menu

Levy Case Form2/2A Assignment

Levy Case No.
Site Address
Date From
Date To
Assigned To

Search Result

Levy Case No. ▾	Site Address ▾	Date To ▾	Assigned To ▾
2019/23341	MAIN CONTRACT PHASE 5B A&A WORKS GATEWAY TS AT NO.8 CHEUNG FAI ROAD, TSING YI, N.T.	2019-09-12	
2019/23168	LIFT MODERNIZAT'N WKS FOR TUEN MUN PARIS LONDON NEW YORK MILANO CINEMA,HONG LAI GDN AT HO PONG ST,TM	2021-11-03	staff02

1 10

Select a case for assignment

Levy Case Form2/2A Assignment

Levy Case No. 2019/23168
Site Address LIFT MODERNIZAT'N WKS FOR TUEN MUN PARIS LONDON NEW YORK MILANO CINEMA,HONG LAI GDN AT HO PONG ST,TM
Creation Date 2021-11-03
Assigned To

Press "Submit" button to assign a case to a staff

Step 3:

Manage staff account

Contractor Admin may disable / enable staff account via the following function, or assign an existing account to a new / different staff. Be noted that the new staff is required to “obtain a new password” after an existing account is reassigned to him/her.

The screenshot shows the 'LEVY ONLIN' system interface. At the top, there is a navigation bar with links: Home, Inbox, New Submission, Submitted Records, Case Assignment, Staff Accounts, Profile, and Logout. A dropdown menu is open under 'Staff Accounts', showing 'Create User' and 'Search Users'. A green arrow points from the 'Search Users' option in the dropdown to the 'Search Users' button on the left side of the page.

Below the 'Search Users' button, there is a search form with fields for Login Name, Name, Contact No., Email, and Status (Enabled/Disabled). To the right of the form are 'Clear' and 'Search' buttons.

Below the search form, the 'Search Result' section displays a table with the following data:

Login Name	Name	Contact No.	Email	Status
Z0015staff01	staff01	11111111	jasonhlchan@cic.hk	Enabled
Z0015staff02	staff02	44444444	neochiu@cic.hk	Disabled

A green arrow points from the 'Z0015staff01' entry in the table to the 'Click a staff account to process' instruction.

Click "Search Users" under the "Staff Accounts" menu

Click a staff account to process

The screenshot shows the 'Staff Profile' window for the user 'Z0015staff01'. The form contains fields for Name (staff01), Contact No. (11111111), and Email (jasonhlchan@cic.hk). At the bottom, there are two radio buttons: 'Enabled' (selected) and 'Disabled'. A green arrow points from the 'Enabled' radio button to the 'Enable or Disable the account by pressing the respective buttons.' instruction.

Enable or Disable the account by pressing the respective buttons.

User Login

EN

Party Type

☐ Contractor

☐ Authorized Person

Party Code

User ID

Password

One Time Pin

Send OTP

Login

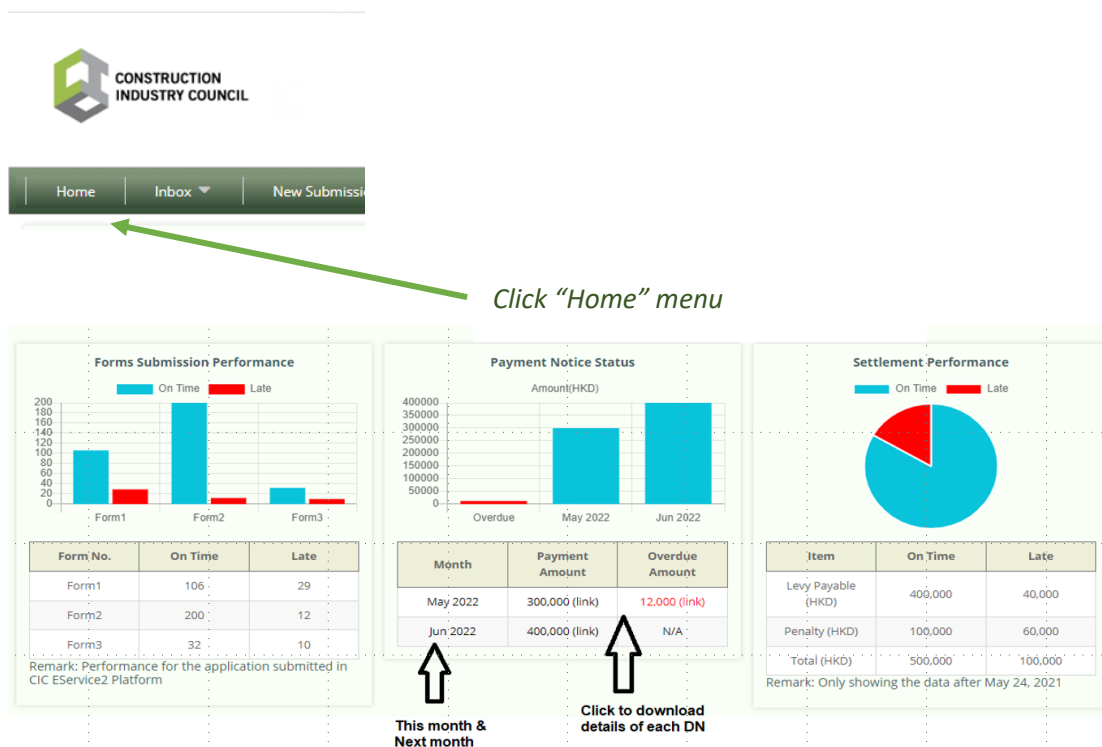
Obtain new password/Forgot password

Click the button to obtain a new password as required

I. Contractor Dashboard

System provides 3 performance dashboards for contractors.

1. Forms Submission Performance(left)
2. Payment Notices Status(middle)
3. Settlement Performance(right)



Forms Submission Performance – It provides a performance summary on all submitted Levy Forms by the contractors via E-Services 2.0.

Payment Notice Status – It provides summary data on payment notices for the contractors, covering three parts: (i) Overdue payments; (ii) Amount due for payments this month; and (iii) payments due for payments next month. You may view and download the payment details of each payment notices by clicking the “(link)”.

Settlement Performance – It provides summary on historical settlements from one year before, showing settlements which were paid on time and those which were late.