



Construction Workers Registration Ordinance (Cap. 583) (CWRO)

Application for Exemption from Providing Card Reading Device

Application Guidelines

Scope of Application

1. Refer to Table 1 below, if your contract work does not fall into any category, for example, soft landscaping, fitting out work not involving structure, in general, it is not governed by the CWRO. As such, application for exemption is not necessary.
2. For a term contract for maintenance that “completely” falls into category (a)(vi) of Table 1 (if not completely, refer to point 3 below), it is stated in the CWRO that provision of electronic card reading device is not required (other requirements in the CWRO such as submission of workers daily attendance record to the CIC are still applicable).
3. If the work is under term contract but the nature of work falls into category (a)(i) to (v) of Table 1, you are still required to provide electronic card reading device on sites in relation to the works order concerned.
4. Application for exemption for a contract/works order shall be made within 7 days after the commencement of any construction work on construction sites in relation to contract/works order. Please provide all information as required on the application form, for example, the contract number, the works order number, the value of work and the location of site(s) involved in the contract/works order concerned.
5. For construction work subject to the Buildings Ordinance (Cap. 123) and requires Buildings Department’s approval, if a certificate referred to in paragraph (2) or (3) of regulation 25, or in paragraph (2) of regulation 26 of the Building (Administration) Regulations (Cap. 123 sub. leg. A), or a certificate referred to in section 31(c), 32(c), 34(c) or 35(c) of the Building

(Minor Works) Regulation (Cap. 123 sub. leg. N) has been sent to the Building Authority, or a certificate referred to in paragraph (4) of regulation 25 of the Building (Administration) Regulations in respect of the construction work has been made, the place is no longer a construction site under the CWRO. As such, application for exemption is not necessary.

6. For any construction work other than item 5 above, if a certificate of substantial (or practical) completion of contract had been issued in accordance with the terms of contract under which the construction work is carried out, the place is no longer a construction site under the CWRO. As such, application for exemption is not necessary.

Table 1 – Category of Construction Work

Category	Construction Work
(a)(i)	construction, erection, installation or reconstruction of any specified structure;
(a)(ii)	addition, renewal, alteration, repair, dismantling or demolition of any specified structure that involves the structure of the specified structure or any other specified structure;
(a)(iii)	any building operation involved in preparing for any operation referred to in category (a)(i) or (a)(ii), including laying of foundations, excavation of earth and rock prior to laying of foundations, site clearance, site investigation, site restoration, earthmoving, tunneling, boring, scaffolding and provision of access;
(a)(iv)	any building operation, or building services work, forming an integral part of, or rendering complete, any operation referred to in category (a)(i) or (a)(ii);
(a)(v)	any building services work that involves the structure of any specified structure;
(a)(vi)	any maintenance work, carried out under a term contract for maintenance, of any specified structure owned by, or otherwise belonging to, a public body or a specified body;

Remarks :

Construction work excludes all of the following –

- (i) building works for which a certificate of exemption is issued under the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121);
- (ii) class III minor works as defined by section 2(2)(c) of the Building (Minor Works) Regulation;
- (iii) designated exempted works as defined by section 2(1) of that Regulation.

Considerations to Assess Applications

1. Value of construction works of a contract/works order based on the value of construction work at the time of application does not exceed HK\$ 1 million.
2. The Construction Workers Registration System (CWRS) is compatible with mobile card reading device including mobile phones. Thus site environment constraints will not be a valid reason to apply for exemption. Contractors may consider providing mobile card reading device in site office, or have site supervisors carry the mobile device to take the tapping records when they patrol the sites etc. The principal contractor is obliged under CWRO to take reasonable steps and exercise due diligence to ensure that such device is operated effectively on the construction sites under the works order concerned.
3. According to Section 58(3)(b) of the CWRO, an application for exemption shall be made within 7 days after any construction work begins on the site, or within such further time as the CIC may allow in any case. The CIC shall notify contractors the result of application.
4. Nothing contained herein shall affect the enforcement power of the CIC under the CWRO.

CWRG User Manual

On-line procedure

1. Login

- Using a web browser to access Construction Workers Registration Gateway (CWRG) web page (<https://cwrq.cic.hk>).
- The Login screen appears as shown below.



- Enter your CIC User Name and Password.
- User can remove the remembered user name and password from Web Browser, please refer [this link](#) for Windows IE and [this link](#) to Google Chrome to setup.
- Click **【Sign In】** button to login CWRG.



2. Application for Exemption

2.1 Start a new application

- Click **[DAR (Others)]** under **[DAR]** .



- Click **[☰]** in the upper right corner.



- Click **[+]** button for a new application.



- Read carefully the “Terms of Service”, “Personal Information Collection Statement”, “Scope of Application” and “Consideration to Assess Application”. Then check the box and click **[Agree]** to proceed.

I acknowledge that I have read and agree to the above Terms of Service and Personal Information Collection Statement.

2.2 Fill in the form

- If the contract you are applying for exemption is already registered in CWRG, click **Import Contract** and select the contract concerned from the contract list. The system will fill in the fields regarding contract information automatically. Please fill in the blank fields in the form.

Authorized Person: Mr. AP Test Position: Director

Part 2C - Construction Work Particulars

Import Contract

CIC Reference No : 180510001 BD Reference No. (if applicable): BD Reference No.

- If the contract you are applying for exemption has **not** been registered in CWRG, please fill in all fields in the form and be reminded to register the contract in CWRG promptly.

Part 2B - Mailing Address

Fill in the blanks

Company Address :
Level 100, ABC Building
1 Hong Kong Street
Hong Kong

Contact Person: Mr. Test Email Address : test@cic.hk
Tel. No.: 23456789 Fax No.: 34567890
Authorized Person: Mr. AP Test Position: Project Manager

Part 2C - Construction Work Particulars

Import Contract

CIC Reference No : BD Reference No. (if applicable): BD/123

Contract Title: New Work for CIC

Government Dept. /Client : Private Private Dept: CIC

Contract No. : 123456 Work Order No.: 0001

Estimated Total Value of Construction Work (HK\$) : 1,000

Commencement Date of Construction Work: 2018-05-31 Completion Date of Construction Work: 2018-05-31

Category of Construction Work:
 a(i) a(ii) a(iii) a(iv) a(v) a(vi)

[Print Application Form](#)

[Submit](#)

2.3 Verify and Confirm

- Click **Print Application Form** to view the completed form. Verify the information in the form and correct as necessary.

Category of Construction Work: a(i) a(ii) a(iii) a(iv) a(v) a(vi)

Print Application Form **Submit**

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- After verification, print the completed form for endorsement and send the duly signed form to the Construction Industry Council at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong by post within 7 days after on-line submission is made.



- click **Submit**

Print Application Form **Submit**

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- The following confirmation of on-line submission would be popped-up.

Success!

- You are required to submit the duly signed application form to the Secretariat, Construction Workers Registration Board in person or by post within 7 days after on-line application is made, otherwise the Construction Industry Council will be unable to process your application.
- Please note that this application for exemption only applies to the provision of card reading device and you are still required to submit the workers daily attendance records (DAR).
- Please submit separate applications for individual works orders/contracts.

OK

3. Update Contract upon Exemption is Granted

3.1 Contract profile updated automatically for existing contract in CWRG

- If the contract has been already registered in CWRG before you applied for exemption, upon the exemption is granted, the contract profile will be updated automatically.

3.2 Contract Update Request for contract registered after application of exemption

- If the contract was registered in CWRG after you had applied for exemption, upon exemption is granted, please follow the steps below to update the contract profile in CWRG.

- Step 1 – Click **[Search Contracts]** under **[Contract]** .Then click the contract concerned to go to the Contract Profile.

The screenshot shows the 'Search Contract' page. On the left is a navigation menu with 'Search Contracts' highlighted in red. The main area contains search criteria fields and a table of contracts.

CIC Reference No.	Contract No.	Short_Desc.	Status	Site Commencement Date	Site End Date
171110001	test	test	Ended	2017-12-01	2017-12-09
180110004	2/9233/15	Global Graduate Tower for HKUST	Active	2018-01-10	2020-02-27
180110005	NL/2018/01	Slope Upgrading Works	Active	2018-01-15	2019-10-04
180310003	CTP/2018/02.3	綜合貿易發展園 - 加建及改建工程	Active	2018-03-16	2018-08-08
180510001	20180530	A&A in CIC Premises	Ended	2018-05-31	2018-06-08
180510002	HD/2018/30RB	30-storey Resid. Bldg.	Active	2018-05-24	2019-03-03
180510003	CIC123	New Work for CIC	Active	2018-05-31	2018-06-29
180510004	CIC0002	Term Contract for Maintenance of specified structures of	Active	2018-06-01	2018-06-29

- Step 2 - Click **[Pencil icon]** to request for an update of the contract profile.

The screenshot shows the 'Contract Profile' page. The navigation menu on the left has 'Search Contracts' selected. In the top right corner, the user is identified as 'nathan0624(MasterAdmin)' with a 'Sign Out' link. At the bottom of the page, a toolbar contains several icons, with the pencil icon highlighted in red.

- Step 3 - Click **Attach More Exemption Applications** .

Street Name:

Site Type: N/A

Term Contract For Maintenance : Require Biometric Integration : No

Exemption Application: Attach More Exemption Applications

- Step 4 - Select the exemption application from the list, then click **Add** and **Confirm** .

Attach Exemption Applications To Contract

EF Application No. Application No.: Q

Application No.	Exemption Application No.	
A1800017	EF/2018/00018	Add
A1800026	EF/2018/00030(1M)	Add
A1800029	EF/2018/00016	Add
A1800031	EF/2018/00027	Add
A1800080	EF/2018/00048	Add
A1800082	EF/2018/00050(1M)	Add
A1800111	EF/2018/10010(1M)	Add

First Previous 1 Next Last

Attached Exemption Applications

Confirm Cancel

Attach Exemption Applications To Contract

EF Application No. Application No.: Q

Application No.	Exemption Application No.	
A1800017	EF/2018/00018	Add
A1800026	EF/2018/00030(1M)	Add
A1800029	EF/2018/00016	Add
A1800031	EF/2018/00027	Add
A1800080	EF/2018/00048	Add
A1800082	EF/2018/00050(1M)	Add
A1800111	EF/2018/10010(1M)	Added

First Previous 1 Next Last

Attached Exemption Applications

A1800111

Confirm Cancel

- Step 5 - Click **Print the application form** to view the updated contract profile.

Print App. form

In order to complete the application, please print, sign and upload the CWRs Form.

[Print the Application Form](#)

- Step 6 - After printing and signing the form, upload it into CWRG.

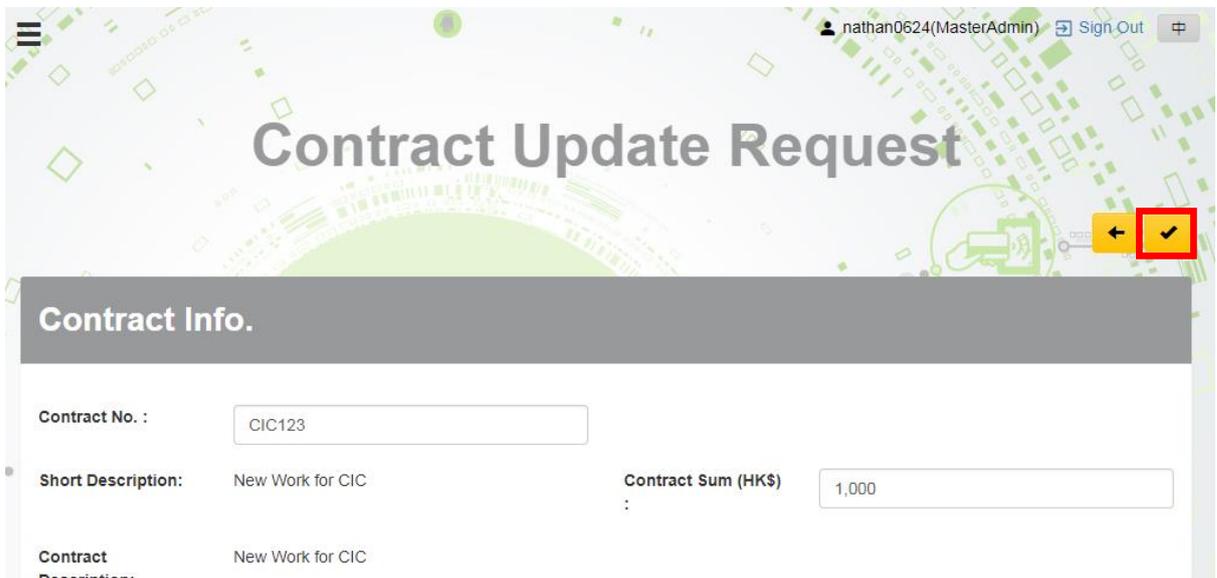
Upload Documents

Drop Letter of Acceptance (LOA) And BA10/MW01/MW03 PDFs here

Drop Contract Application Form PDFs here

Drop Supplementary Documents PDFs here

- Step 7 - Click  to submit the request



Contract Update Request

nathan0624(MasterAdmin) Sign Out

Contract Info.

Contract No. : CIC123

Short Description: New Work for CIC Contract Sum (HK\$) : 1,000

Contract Description: New Work for CIC