



## Application Form for Construction Workers Registration

Notes: Please refer to the [Guidance Notes on Construction Workers Registration](#). Please complete all items in BLOCK LETTERS with a signature or a tick (“√”) where appropriate.

(1) **Application Type**  New Registration  Renewal  Update  Card Damage  Card Loss

(2) **Worker Type**  Registered General Worker  Registered Skilled Worker/Semi-skilled Worker

(3) **Registration Validity**  5 Years  Align with Green Card Expiry  Align with Visa Expiry (Applicable to Visa Holder)

(4) **Personal Data** (Personal particulars must be consistent with that on the HKID Card)

Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ Gender: \_\_\_\_\_

HKID Card No: \_\_\_\_\_ ( ) Date of Birth (YYYY/MM/DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Nationality: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_ District: \_\_\_\_\_

Telephone: (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_ Email: \_\_\_\_\_

(5) **Condition of Stay in Hong Kong**

Hong Kong Permanent Resident  Holder of One Way Exit Permit

Holder of Valid Visa that can undertake Construction Work  Others, please state: \_\_\_\_\_

Travel Document No & Issuing Country: \_\_\_\_\_ Expiry (YYYY/MM/DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Applicable to Non-Hong Kong Permanent Resident)

(6) **Information of Mandatory Basic Safety Training Certificate (Green Card)**

Green Card No & Issuing Authority: \_\_\_\_\_ Expiry (YYYY/MM/DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Declaration

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

### Personal Information Collection Statement

#### 1. Collection of Personal Data

- 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.
- 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.
- 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 Head of Trade Strategy and Integrity (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 Head of Trade Strategy and Integrity 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](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:

- For purposes related to the worker registration matters pursuant to the Construction Workers Registration Ordinance (Cap. 583), including but not limited to:
  - Assessing your application; and
  - Processing the registration of a construction worker (including preparing his / her registration card) and publish the information (including but not limited to the name, registration number, registration expiry date and information on trade registered) on the [Register of Construction Workers](#) available on the CIC Website for public access.
- Facilitating communication with you;
- 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);
- 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;



**Applicant's Construction-related Qualification(s) (if any)**

1. Registered trade division(s)' information will be stored in the chip embedded inside the Registration Card. The first line is the Principal Trade that the applicant mainly engaged.
2. For detailed descriptions of construction-related qualifications, please refer to the CIC website [www.cic.hk](http://www.cic.hk).  
(Construction Workers Registration - ["Designated Workers for Designated Skills" Provision](#) & [Additional Information in Registration Card](#))
3. Please copy this page if the space provided is insufficient.

Item	Name of Trade Division/ Additional Information	Name of Certificate	Certificate No	Issuing Authority	Issue Date (YYYY/MM/DD)	Expiry Date (YYYY/MM/DD)
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
(8)						
(9)						
(10)						

## Guidance Notes on Construction Workers Registration

1. Applicants may apply for Construction Workers Registration through various means. For details, please refer to the CIC website [www.cic.hk](http://www.cic.hk) (Construction Workers Registration - [How to Apply](#)), or scan the QR code on the right-hand side.
  - (New / Renewal / Update / Lost Card Replacement ) CIC APP / by post



\*Mark your HKID card copy with the word "COPY" at a place where personal details in the card will not be covered\*

2. **Visiting Service Centre for Workers Registration:** Applicants are required to bring the original documents for registration application in-person at the CIC Service Centre. Originals will be returned after checking. Required documents include:
  - (1) Identity Document(s)
    - **Hong Kong Permanent Residents** - Hong Kong Identity Card
    - **Non-Hong Kong Permanent Residents** - Hong Kong Identity Card and a "One Way Exit Permit", or a passport/travel document containing a valid visa/ entry permit with a Land Slip/ Notification Slip for Conditions of Stay, together with other relevant documents such as an employment contract, which fulfill the criteria and qualifications for registration
    - **Applicant with change name** - Deed Poll
  - (2) Construction Industry Safety Training Certificate (Construction Industry Green Card)\* with a remaining validity of 30 days  
\* "Construction Industry Green Card" refers to the relevant certificate in section 6BA(2) of the Factories and Industrial Undertakings Ordinance (Cap. 59) in respect of that person's attendance at a safety training course that relates to construction work within the meaning of that Ordinance
  - (3) Qualification documents of related trade divisions and other related documents (with a remaining validity of 30 days)
  - (4) One recent colour passport photo in white background showing full frontal face with clear facial features (applicable to new registration or request for update of photo record)
  - (5) Others as applicable
3. The registration validity is normally 5 years with a prescribed fee of HK\$100. Payment can be made by Octopus, credit card, AlipayHK, WeChat Pay, Apple Pay, Google Pay, BOC Pay, PayMe, or FPS at the CIC Service Centre. Applicant possesses a qualification which is specified in Column 6 of Schedule 1 of the Construction Workers Registration Ordinance (CWRO) and is relevant to one of the trade divisions he/she applies to register, he/she is only required to pay half of the prescribed fee. Replacement of a registration card due to loss or damage require an administrative fee of HK\$100.
4. Application fee will not be transferable or refundable once paid.
5. "Expiry Alignment of Workers Registration Card and Green Card" is only applicable to new/renewal registration with Green Card that has a remaining validity of more than 18 months. Applicant is still required to renew the Green Card upon its expiration. Expiry Alignment arrangement is not applicable under the following circumstances:
  - (1) Work in Hong Kong with a working visa
  - (2) Re-issuance of Registration Card for changing or adding trade division(s)
  - (3) Replacement of Registration Card
  - (4) Information update on Registration Card
  - (5) Remaining validity of Green Card is less than 18 months
6. Applicants may apply for registration according to the CWRO as:
  - (1) Registered Skilled Worker for Designated Trade(s)
  - (2) Registered Semi-skilled Worker for Designated Trade(s)
  - (3) Registered General Worker
7. Applications will not be processed if incomplete information is submitted by the applicants.
8. The Construction Industry Council (CIC) will request the relevant qualification issuing authorities to verify the information provided by the applicants. In the event that qualifications submitted by the applicants fail the verification, the CIC will remove the corresponding qualifications from the applicants' submission.
9. Information about all the registered trade divisions will be stored as electronic data in the chip embedded inside the Registration Card. Owing to the limited space at the back of the Registration Card, registered trade divisions will only be printed according to the sequence of trades filled on the application form as far as practicable.
10. According to the CWRO, if a Registered Construction Worker has changed his/her name or address, he/she must update the Registrar by using the CIC APP or giving written notice within one month.
11. If Registered Construction Worker carries out works which are regulated simultaneously by other legislation(s), they shall be conducted in accordance with the relevant statutory requirements apart from the CWRO.
12. The CIC maintains a Register of Registered Construction Workers on the CIC website [www.cic.hk](http://www.cic.hk) according to the CWRO.
13. For enquiries, please call the relevant hotline between 9am and 6pm on Mondays to Fridays:

Workers Registration	2873 1911 or 2100 9000
All Training Courses	2100 9000
Trade Tests	2100 9000
14. According to the CWRO, a person who, without lawful authority or reasonable excuse, sells or offers for sale, lends, gives, hands over or parts with possession to another person a Registration Card commits an offence and is liable on conviction to a fine at level 3.