

Specified Form of Emergency Construction Work
緊急建造工作指明表格

Under Section 5 of the Construction Workers Registration (Exemption) Regulation,
("Exemption Regulation") (Cap 583 C)

根據《建造業工人註冊(豁免)規例》(《豁免規例》)第5條(第583C章)

This form is to be used by the controller of a construction site for the purposes of notifying the Construction Industry Council (CIC) of the emergency work and submitting a record of the emergency work pursuant to sections 5(2) &(5) of Exemption Regulation. Please read the "Points to Note" before completing the specified form.

此表格適用於建造工地的主管依據《豁免規例》第5(2)及(5)條，向建造業議會(議會)呈報緊急工作的進行及提交有關緊急工作的紀錄。填寫本指明表格前，必須細閱「注意事項」。

Points to Note:

- Controller** of a construction site, means the principal contractor for the site or if there is no principal contractor for the site, a person who has control over or in charge of the site.
- Emergency work** means any construction work reasonably required to be carried out immediately on a construction site due to an emergency, for one or more of the following purposes:
 - saving human life;
 - preventing personal injury;
 - preventing damage to property;
 - preventing serious interruption or disruption to a public transport system or utility service.
- Emergency work **in the first 72 hours** upon the controller being aware of the emergency will be exempted from the "designated workers for designated skills (DWDS) requirement.
- Exemption only applies to emergency work that involves the skills of the 47 designated trade divisions set out in Schedule 1 of the Exemption Regulation.
- The controller must notify the CIC of the commencement of the emergency work by completing and submitting **Part A** of this form to the CIC, **within 48 hours** upon being aware of the emergency.
- The controller must also submit a record of the emergency work by completing and submitting **Part B** of this form to the CIC, **within 96 hours** upon being aware of the emergency.
- Please fill in the information as required in **Part C** of this form and return it along with the completed form to the CIC.
- For enquiries, please contact the CIC at 2100 9000.

注意事項:

- 建造工地的**主管**是指該工地的總承建商，或如該工地沒有總承建商，任何掌管或主管該工地的人。
- 緊急工作**指由於緊急事故、並為達致以下其中一項或多於一項的目的而合理地需要立即在建造工地進行的建造工作：
 - 拯救人命；
 - 防止人身傷害；
 - 防止財產受損；
 - 防止公共運輸系統或公用事業設施服務出現嚴重的中斷或被嚴重地干擾。
- 由主管知悉緊急事故起計**首 72 小時**內的緊急工作將豁免受「專工專責」規定規管。
- 該豁免只適用於涉及《豁免規例》附表 1 所載的 47 個指定工種分項的技能的緊急工作。
- 該主管須在知悉緊急事故後的**48 小時內**，填妥及交回**本表格甲部**予議會，以通知議會該緊急工作的展開。
- 該主管亦須在知悉緊急事故後的**96 小時內**，填妥及交回**本表格乙部**予議會，作為向議會呈交緊急工作的紀錄。
- 請填妥**本表格丙部**並連同其他已填妥的部分一併交回議會。
- 有任何查詢，請致電 2100 9000 聯絡議會。



Part A - Notification of Emergency Construction WorkCWRB Ref No.: EMW/20 / _____**甲部 - 緊急建造工作的通知**

(To be completed and submitted by the controller within the first 48 hours upon being aware of the emergency
由建造工地的主管於知悉緊急事故後的 48 小時內填寫及提交予建造業議會)

To: The Construction Industry Council (Fax no.: 2100-9277 or by email: cwro-enquiry@cic.hk)**致: 建造業議會** (傳真號碼: 2100-9277 或電郵地址: cwro-enquiry@cic.hk)

Information of Controller 主管資料			
Company Name 公司名稱			
Correspondence Address 通訊地址			
Company Contact Person 公司聯絡人姓名	(Mr./ Mrs./ Miss/ Ms.)	Office Tel. No. 辦事處聯絡電話	
Office Email Address 辦事處電郵地址		Office Fax No. 辦事處傳真號碼	

Emergency Construction Work Particulars 緊急建造工作詳情	
Contract Title (if applicable) 合約名稱(如適用)	
Contract No. (if applicable) 合約編號(如適用)	
Works Order No. (if applicable) 施工通知編號(如適用)	
Location of the Emergency Work (no., name of street and district) 緊急工作位置 (門牌號碼、街名、地段及地區)	
Category of Emergency Construction Work (e.g. maintenance of slope/road, burst of water mains) 緊急建造工作類別 (例如: 道路/斜坡維修、水管爆裂)	
Name of Client, Contact Person and Tel. No. 業主機構名稱、聯絡人姓名及電話	
Date and Time of being aware of the Emergency Work 知悉緊急工作日期及時間	
Anticipated Completion Date and Time 預計完工日期及時間	

On behalf of the above controller, I hereby declare that all the information provided in this specified form is true and correct.

本人謹代表上述建造工地的主管聲明本指明表格內所載資料正確無誤。

I am the authorised representative of the company/organisation. By submission of the application form or the requested personal data, I confirm that I have carefully read and understand the Points to Note and Personal Information Collection Statement.

本人為公司/機構授權代表, 通過提交此申請表或相關個人資料, 本人確認已仔細閱讀並理解注意事項及收集個人資料聲明。

Name 姓名: _____

Post 職位: _____

Signature 簽署: _____

Company Chop 公司蓋章: _____

Date 日期: _____

Part B – Record of emergency construction work carried out by non-registered skilled/semi-skilled worker(s) of relevant trade division(s)

乙部 - 由非相關工種分項註冊熟練/半熟練技工進行緊急建造工作的記錄

(To be completed and submitted by the controller within 96 hours upon being aware of the emergency)

(由建造工地的主管於知悉緊急事故後的 96 小時內填寫及提交予建造業議會)

To: The Construction Industry Council (Fax no.: 2100-9277 or by email: cwro-enquiry@cic.hk)**致: 建造業議會** (傳真號碼: 2100-9277 或電郵地址: cwro-enquiry@cic.hk)

Name of Controller 總承建商/工地主管名稱	
Contract No. / Works Order No. 合約編號/施工通知編號 (Please fill in the “Location of the Emergency Work” as stated in Part A if not applicable 若不適用, 請填寫甲部內「緊急工作位置」)	
Date and Time of being aware of the Emergency Work 知悉緊急工作日期及時間	

Record of Emergency Construction Work carried out by Non-registered Skilled Worker(s) of relevant Designated Trade Division(s)

由非相關指定工種分項註冊技工進行緊急建造工作記錄

Date 日期	Name of Worker 工人姓名	Construction Workers Registration Card No. 建造業工人 註冊證號碼	Designated Trade Division(s) Involved (Name/Code of the trade division(s)) 涉及的指定工種分項 (工種分項名稱或編號)

Please add supplementary paper(s) if the provided space is insufficient. 如提供的位置不足, 請另行增加附頁。

On behalf of the above controller, I hereby declare that all the information provided in this specified form is true and correct.

本人謹代表上述建造工地的主管聲明本指明表格內所載資料正確無誤。

I am the authorised representative of the company/organisation. By submission of the application form or the requested personal data, I confirm that I have carefully read and understand the Points to Note and Personal Information Collection Statement.

本人為公司/機構授權代表, 通過提交此申請表或相關個人資料, 本人確認已仔細閱讀並理解注意事項及收集個人資料聲明。

Name 姓名: _____

Post 職位: _____

Signature 簽署: _____

Company Chop 公司蓋章: _____

Date 日期: _____

Personal Information Collection Statement

1. Collection of Personal Data

- 1.1 The information you provided by means of this form 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 will be detailed in the application form.
- 1.2 Whether or not you provide the personal data by means of this form is voluntary. However, where you are providing information by means of this form 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 the parties are under the age of 18, please consult 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 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.

2. Purpose of Collection

- 2.1 The personal data you provided by means of this form will be kept confidential and may be used by the CIC for the following purposes:
 - a) Processing your application and the related matters;
 - b) For all purposes in connection with the CIC’s regulation of construction workers personally carrying out construction work on construction sites pursuant to the Construction Workers Registration Ordinance (Cap. 583)
 - c) Facilitating communication between the CIC and the named persons provided by means of this form;
 - d) 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);
 - e) 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.);
 - f) Managing access to the CIC’s premises and for security purpose;
 - g) Preventing and responding to actual or potential security threats, fraud or illegal activities;
 - h) Handling complaints or enquiries;
 - i) Performing analysis and conducting research and surveys;
 - j) Performing audits and compliance reviews to ensure compliance with the applicable CIC’s policies and procedures, regulations and law;
 - k) Other purposes related or incidental to the conduct of the CIC’s activities; and
 - l) 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 the personal data provided by means of this form for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:
 - a) Any or all of the CIC’s affiliates and/or subsidiaries listed in 1.1 above;
 - b) 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; or
 - c) Any of the CIC’s professional advisors, including but not limited to lawyers, accountants and auditors.
- 3.2 We may disclose and transfer the personal data you provided by means of this form in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

收集個人資料聲明

1. 個人資料的收集

- 1.1 你透過本表格向建造業議會、其關聯及／或附屬公司，包括但不限於香港建造學院、建造業零碳天地、建造業輸入勞工宿舍有限公司（統稱「議會」）提供的資料，包括《個人資料（私隱）條例》（第486章）中定義的任何個人資料，只會用於與議會活動相關之目的。具體活動及所需個人資料將在申請表中詳細列明。
- 1.2 你是否透過本表格向議會提供個人資料純屬自願性質。然而，如果你透過本表格提供資料之目的是為了作出某項申請，你便須向議會提供申請表上所指明的資料。否則，議會可能無法處理或考慮你的申請。如果未滿十八歲人士，在向議會提供任何個人資料前，應先徵詢父母或監護人。
- 1.3 你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求，請致函議會的行業及工種策略規範主管（查閱要求）提交書面請求，地址為九龍觀塘駿業街56號中海日升中心38樓建造業議會。如你對我們的負責人及有關做法有任何查詢，請致函上述地址聯絡行業及工種策略規範主管或電郵至enquiry@cic.hk。如需要更多關於議會在私隱及保障個人資料政策的資料，請於https://www.cic.hk/chi/main/privacy_policy_statement/參閱我們的私隱政策。

2. 收集的目的

- 2.1 你透過本表格所提供的個人資料將會被保密，並可能用於以下用途：
 - a) 處理你的申請及相關事宜；
 - b) 議會按照《建造業工人註冊條例》（第583章）的規定對監管在建造工地親自進行建造工作的建造業工人相關的所有目的；
 - c) 方便議會與透過本表格提供的人士的通訊；
 - d) 履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》（第587章）及《建造業工人註冊條例》（第583章）；
 - e) 確立、行使或維護議會的法律權利及遵從議會的法律和規管責任（包括打擊洗錢責任、遵從法院或監管機構的命令等）；
 - f) 管理通出議會處所和保安目的；
 - g) 防止和應對實際或潛在的安全威脅、詐騙或非法活動；
 - h) 處理投訴或查詢；
 - i) 進行分析、研究和意見調查；
 - j) 進行審計及合規審查，以確保遵守適用的議會政策、程序、規例及法律；
 - k) 與議會活動進行相關或附帶的其他目的；及
 - l) 你不時同意的任何其他目的。

3. 個人資料的披露及轉移

- 3.1 因應第2段所述目的，議會可能披露或轉移你透過本表格提供的個人資料予第三方，包括但不限於以下：
 - a) 如1.1節所述，任何或所有議會關聯及／或附屬公司；
 - b) 任何代表議會營運或維持會員資格、活動註冊、導賞預約、研究及／或分析，或代表議會進行後端服務、行政服務、驗證服務、雲端服務或資訊科技服務，或向議會提供所需支援或服務（包括保險、銀行或議會使用的任何第三方支付網關服務）以使議會提供服務的第三方服務提供商、承包商或分包商，及代表議會履行合約規範責任之實體；或
 - c) 議會的專業顧問，包括但不限於律師、會計師和審計師。
- 3.2 按照任何適用於議會的法律規定或規管性質規定或法院命令，議會可能披露及轉移你透過本表格提供的個人資料。

Part C – Acknowledgement Receipt for Specified Form of Emergency Construction Work**丙部 – 緊急建造工作提交指明表格的確認回條***(Part I: To be completed by the Controller 第一部份: 供建造工地的主管填寫)*

To:	(Name of Contact Person 聯絡人姓名)
	(Name of Site Controller 工地主管名稱)
	(Contract Title 合約名稱)
	(Contract No./Works Order No. (if applicable) 合約編號/施工通知號碼(如適用))
	(Location of the Emergency Work 緊急工作位置)
	(Fax No. 傳真號碼)

*(Part II: To be completed by the CIC 第二部份: 供議會填寫)***Acknowledgement Receipt for Notification of Emergency Construction Work****緊急建造工作通知的確認回條**

We acknowledge receipt of your notification of _____ for above-mentioned emergency construction work as per Part A of the specified form.

本議會確認收到閣下於 _____ 就上述緊急建造工作以指明表格甲部所發出的通知。

Name / Signature of Subject Officer:

負責人員姓名 / 簽署: _____

Date 日期: _____

CIC Chop 議會蓋章: _____

Acknowledgement Receipt for Submission of Record of Emergency Construction Work**提交緊急建造工作紀錄的確認回條**

We acknowledge receipt of your submission of record of _____ for above-mentioned emergency construction work as per Part B of the specified form.

本議會確認收到閣下於 _____ 就上述緊急建造工作以指明表格乙部提交的紀錄。

Name / Signature of Subject Officer:

負責人員姓名 / 簽署: _____

Date 日期: _____

CIC Chop 議會蓋章: _____