



Application Form for Construction Workers Registration

Guides on completing this application form:

1. Before filling in this application form, please read carefully the "Guidance Notes on Completing Application Form" and the "Declaration of Applicant".
2. Mobile number must be provided. The application status may be updated by SMS.
3. Please tick where appropriate.

Personal Information Collection Statement

1. The information you provide 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 you informed of CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
 3. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.
 4. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.
- I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry

(1) Personal Data (Personal particulars must be consistent with that on HKID Card)

Name: (English) _____ (Chinese) _____ Gender: _____

HKID Card No.: _____ () Date of Birth (YYYY/MM/DD): _____ / _____ / _____

Address: _____

District: _____

Telephone No.: (Mobile) _____ (Home) _____ E-mail Address: _____

Are you subject to any conditions of stay or employment in Hong Kong?

- No I am a Hong Kong Permanent Resident Holder of One Way Exit Permit
 Others, please state: _____

Yes Passport/Travel Document No.: _____ Issuing Country: _____
Expiry Date of Employment Visa (YYYY/MM/DD): _____ / _____ / _____

(2) Information on Mandatory Basic Safety Training Certificate (Green Card) ("Green Card" refers to the relevant certificate for completion of a safety course relates to construction work as defined in section 6BA(2) or certificate of exemption for completion of a relevant safety training course as stipulated in section 6BA(4) of the Factories and Industrial Undertakings Ordinance, Cap 59)

Green Card No.: _____ Expiry Date (YYYY/MM/DD): _____ / _____ / _____

Issued by: _____

(3) Validity of Registration ("Alignment of Expiry Dates of Workers Registration Card and Green Card" is only applicable to new/renewal registration with more than 18 months validity of Green Card, please refer item 7 of the "Guidance Notes on Completing Application Form". Applicant is still required to renew the Green Card upon its expiration)

- 5 Years Alignment of Expiry Date of Workers Registration Card and Green Card Not applicable to "Alignment of Expiry Dates"

(4) Application for registering as a:

- Registered Skilled Worker or Semi-skilled Worker (Please provide details in the following page) Registered General Worker

Declaration of Applicant

1. I have carefully read over the "Guidance Notes on Completing Application Form" and all other information printed in this application form.
2. I declare that all information given by me on this application form and documents submitted with this application are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly and willfully is an offence under the law and may result in the application being deemed to be invalid.
3. I have also authorized the Council to acquire information about my qualifications from the issuing organizations concerned and to verify my qualifications.

Signature of Applicant: _____

Date: _____

For Internal Use

Application No.: _____ This form has been checked by: _____ Date: _____

(4) Categories of Registration Applied and Qualifications Held by Applicant (Please skip this part if you apply to register as a “Registered General Worker”)

Remarks:

- (a) Information for all the registered trade divisions will be stored as electronic data in the chip embedded inside the Registration Card. However, owing to the limited space available on the back of the card, the registered trade divisions will be printed on it as far as possible corresponding to the order of trade divisions filled in the table below. Therefore, please consider thoroughly about the order of trade divisions before you complete this part.
- (b) The Principal Trade which you are mainly engaged in will occupy the first row of your registered trades on the Registration Card. If applicable, you should choose your Principal Trade among the trade divisions for which you apply to register as “Registered Skilled Worker”.
- (c) If you intend to apply for registration for one or more trade divisions, please include all such applications in this application form.
- (d) If space provided below is insufficient, please continue to fill in the required information in another application form.

A. Information for applying to register as a “Registered Skilled Worker”

Item	Trade Code	Name of Trade Division	Name of Certificate	Certificate No.	Issuing Authority	Issue Date (YYYY/MM/DD)	Expiry Date (YYYY/MM/DD)

B. Information for applying to register as a "Registered Semi-skilled Worker"

Item	Trade Code	Name of Trade Division	Name of Certificate	Certificate No.	Issuing Authority	Issue Date (YYYY/MM/DD)	Expiry Date (YYYY/MM/DD)

Guidance Notes on Completing Application Form

1. Applicants may apply for Construction Workers Registration through various means. For details, please refer to CIC website www.cic.hk, or scan the QR code on the right hand side.
 - (1) (Renewal / Information Update) easyJob mobile app
 - (2) (New / Lost or Damaged Card Replacement) e-Form / by postMailing address: **CIC, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**
2. Applicants are required to bring along the originals of the following documents for on-site registration. The originals will be returned after checking. Required documents include the followings:
 - (1) A completed and signed "Application Form for Construction Workers Registration"
 - (2) Identity Document(s)
 - Hong Kong Identity Card
 - "Home Return Permit", or "One Way Exit Permit", or passport/ travel document/ other documents with a valid employment visa relevant to the trade division(s) of the application (applicable to non-Hong Kong permanent residents)
 - Deed Poll (applicable to change of name)
 - (3) Construction Industry Safety Training Certificate (Green Card) (with at least 30 days of validity)
 - (4) Qualification documents of related trade divisions and other related documents (with at least 30 days of validity)
 - (5) **1 passport colour photo in white background (applicable to new registration or request for photo record update)**
(Requirement: Recent colour photograph showing full frontal face with clear facial features in plain white background)
 - (6) The supporting documents required are on a case-by-case basis
3. Applicants may apply for registration as:
 - (1) registered skilled worker for a designated trade
 - (2) registered semi-skilled worker for a designated trade
 - (3) registered general worker
4. Incomplete information submitted for anyone trade division may render the CIC unable to process the application for this trade division.
5. The registration validity is normally 5 years with a prescribed fee of HK\$100. Only Octopus payment is accepted (**From now on until 30 September 2022, the CIC waives the registration and renewal fees**). If the applicant possesses a qualification which is specified in Column 6 of Schedule 1 of the "Construction Workers Registration Ordinance" (the Ordinance) and is relevant to one of the trade divisions he/she applies to register, he/she is only required to pay half fee.
6. Application fee will not be transferable once paid. It will not be refunded whether the application is successful or not, or when it is withdrawn halfway.
7. "Alignment of Expiry Dates" arrangement is not applicable to 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) Validity of "Green Card" is less than 18 months
8. The CIC will request the qualification issuing authorities concerned to verify the information provided by the applicants. Should the CIC fail to receive a reply of confirmation of qualification from the authorities concerned after receipt of the application, the CIC will inform the applicants of the possible cancellation of their applications.
9. Information about all the registered trade divisions will be stored as electronic data in the chip embedded inside the Registration Card. However, owing to the limited space available on the back of the card, the registered trade divisions will be printed on it as far as possible corresponding to the sequence of trades filled in the application form.
10. According to the Ordinance, if a Registered Construction Worker has changed his/her name or address, he/she must give a written notice to the Registrar within one month stating the related changes.
11. According to the Ordinance, a person who, without lawful authority or reasonable excuse, sells or offer 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.
12. 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 Ordinance.
13. The CIC maintains a Register of Registered Construction Worker in the website (<http://www.cic.hk>) for inspection by the public.
14. For enquires on Construction Workers Registration, please contact CIC through email wro@cic.hk or call the hotline at 2873 1911 or 2100 9000 between 9am and 6pm from Mondays to Fridays.

