

Loadshifting Machinery Training Course (Certification Test)

Applicant No. _____

- Guides to Applicants :**
1. Please read the Notes printed overleaf carefully before completing this form.
 2. Please complete the form in English and in BLOCK letters unless otherwise stated.
 3. Please ✓ in the appropriate .
 4. Personal Particulars must be consistent with that on HKID Card.

- (A) **Type of Loadshifting Machinery Certification Test applied for:** (Please ✓ where applicable)
(To encourage multi skills, applicant with valid Operator Certificate of other Loadshifting Machinery issued by CIC can have 20% fee discount in this application.)

Type of Machines If apply more than 1 revalidation course, please ✓ where appropriate.	Certification Training Course & Test (Please submit copy of result notification letter for applying re-test)			Revalidation Test (Please submit copy of certification card)	
	Course & Test (HK\$)	Re-test of Written Test only (HK\$)	Re-test of Practical Test only (HK\$)	* Course & Written Test (HK\$)	Re-test of Written Test (HK\$)
<input type="checkbox"/> 1. Bulldozer (BUL)	<input type="checkbox"/> 1200	<input type="checkbox"/> 110	<input type="checkbox"/> 700	<input type="checkbox"/> 370 (combined revalidation)	<input type="checkbox"/> 150 (combined revalidation)
<input type="checkbox"/> 2. Loader (LOA)	<input type="checkbox"/> 1200	<input type="checkbox"/> 110	<input type="checkbox"/> 700		
<input type="checkbox"/> 3. Excavator (EXC)	<input type="checkbox"/> 1200	<input type="checkbox"/> 110	<input type="checkbox"/> 700		
<input type="checkbox"/> 4. Mini / Skid Loader (MN1)	<input type="checkbox"/> 900	<input type="checkbox"/> 110	<input type="checkbox"/> 400	<input type="checkbox"/> 210	<input type="checkbox"/> 150
<input type="checkbox"/> 5. Mini / Skid Loader with Attachments (Bulldozer and Excavator) (MN2)	<input type="checkbox"/> 900	<input type="checkbox"/> 110	<input type="checkbox"/> 400	<input type="checkbox"/> 210	<input type="checkbox"/> 150
<input type="checkbox"/> 6. Compactor (RCO)	<input type="checkbox"/> 900	<input type="checkbox"/> 110	<input type="checkbox"/> 400	<input type="checkbox"/> 210	<input type="checkbox"/> 150

- Note:**
- (1) If the candidate failed in both written test and practical test, he/she should re-apply the 3-day certification training course and tests.
 - (2) Those candidates who failed the written test of the Revalidation course would have one chance to apply for a re-test. If the candidate fails in the re-test, he/she would be required to apply for the 3-day certification training course and tests (including both written and practical tests).
 - (3) According to Labour Department guidelines, if you concurrently hold the certification cards for Bulldozer/Loader/Excavator, you can apply for Combined Revalidation and extend the expiry date of the cards.

Candidates who apply for revalidation test, but are unable to attend the test from Monday to Friday for job reasons, can write to our Council to request for attending special classes on Sunday. Such applicants should submit a completed application form attaching a letter signed by the applicant's employer stating the reasons for not able to attend the test from Monday to Friday, and a cheque for the special class fee, for approval by our Council. (Note: the waiting time for the special Sunday classes will be longer than the waiting time for normal Monday to Friday classes).

(B) Personal Particulars :

Name : (Chin) _____ (Eng) _____ Date of Birth : _____
 Age : _____ HKID No. : _____ () Tel. No. : (Office) _____ (Mobile) _____
 Sex : _____ Postal Address : _____

- (C) **Do you need our assistance to read the trade test questions in Cantonese?** Yes No

- (D) **The candidate has difficulties in comprehending Chinese (Cantonese). CIC is requested to provide an English / Chinese interpreter while attending the course/test.** Yes No

- (E) **Commencing in 2021, if the candidate passes the test and becomes qualified for the certification card, the card will be mailed with the confirmation letter to the below corresponding postal address by standard mail. Should you have special requests on card arrangement please request in writing when submitting this application.**

Declaration

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and the person(s) concerned may be liable to commit criminal liability.
2. I consent that if my application is accepted, I will conform to the regulations of The Council.
3. During the test, I will bear the cost of repair for any damage to machines, tools and equipment due to my negligence or willful misconduct. I agree that the Construction Industry Council will not be liable to any death or personal injury resulting from my negligence.
4. I declare that I have carefully read over the [Notes to Applicants of Trade Test] printed overleaf and all information on this application form.
5. I have read and understood the "Personal Information Collection Statement" and all other information in this application.
 I do not wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.

Construction Workers Registration

Are you willing / not willing to

- (i) Apply for The Construction Workers Registration or
- (ii) Update status to Registered Skilled Workers with relevant operator's certificate or
- (iii) Update this operator qualification only.

Workers Registration Office will contact the applicants after they pass the certification test for following up the registration matters.

Applicant's signature : _____
 (To be signed by the applicant himself / herself)

Date: _____

Name _____
 Postal Address _____

**HKID Card Copy
(Compulsory)**

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

Proof of Loadshifting Machinery Working Experience

- New application : proven record of operating Bulldozer / Loader / Excavator for not less than **3** years before September 2002 ;
 proven record of operating Mini / Skid Loader, Mini / Skid Loader with Attachments(Bulldozer and Excavator) for not less than **1** year before September 2002.
 proven record of operating Compactor for not less than 3 years.
- Revalidation : proven record of operating the type of loadshifting machine which you are applying for revalidation for the last **6** consecutive working days as issued by current employer ; or
 proven record of operating the type of loadshifting machine which you are applying for revalidation for not less than **6** months within the last **12** months; or
 proven record of operating the type of loadshifting machine which you are applying for revalidation for not less than **18** months within the last **5** years.

Please be noted that proven record from non-domestic employers / companies is usually not accepted. A proven record recognized by Hong Kong employers / companies or The Hong Kong Construction Industry Professional Plant-operators and Mechanics Association can be accepted as a proof of statement.

New Application:

Applicant for certification test is required to submit a proven record of relevant operation working experience from domestic employers/companies.

Revalidation:

1. Applicant for revalidation test is required to submit a proven record of relevant operation working experience from domestic employers/companies; or
2. A proven record of the required relevant operation work experience issued by The Hong Kong Construction Industry Professional Plant-operators and Mechanics Association or
3. A statutory declaration which issued by the Hong Kong Home Affairs Department as a proof of statement.

Experience in Loadshifting Machinery : Candidates who renew licenses need to report working experience within last 5 years.
 (The 'Declaration of Organization' must be completed independently by each organization. If there is more than one organization, please make copies of this page and fill them out.)

Declaration of Organisation :

We certify that the applicant _____(I.D. number: _____) has _____ years of relevant working experience in operating the following Loadshifting Machinery (please refer to the table below for details) and is a skillful operator. We recommend the applicant to sit for the certification test of construction plant operators in the construction industry.

Type of Loadshifting Machinery (Please ✓ in appropriate <input type="checkbox"/>)	
<input type="checkbox"/> 1. Bulldozer (BUL)	<input type="checkbox"/> 4. Mini / Skid Loader (MN1)
<input type="checkbox"/> 2. Loader (LOA)	<input type="checkbox"/> 5. Mini / Skid Loader with Attachments (Bulldozer and Excavator) (MN2)
<input type="checkbox"/> 3. Excavator (EXC)	<input type="checkbox"/> 6. Compactor (RCO)

Period (DD/MM/YYYY)	Name of Company	Model of Loadshifting Machinery
From / /		
To / /		

(Note : Our Council will carry out random check on the details of experience submitted by the applicant. If the submitted experience do not meet our requirements or found fraudulent, our Council will cancel the applicant's right of admission.)

Name of Employer
 (Full Name in Block Letter)

Employer's Signature
 & Company Chop

Contact Telephone Number

Date

Notes for Applicants of Loadshifting Machinery Training Course

- Applicants should complete the proof of working experience in the form.
- The test fees listed may be reviewed and adjusted by the CIC if necessary. Enquiries are welcome.
- Applicants can apply for revalidation **6** months before and within **3** months after the expiry of the certification card. Application for revalidation before the **6**-month period will not be entertained, and if after the **3**-month period will be treated as new application.
- Applicants should be Hong Kong Permanent Residents of 18 year-old or above. Applicants who are not Hong Kong Permanent Residents, please attach the copy of valid working permit issued by the Hong Kong Immigration Department. For imported worker, job duties approved by relevant government department should also be submitted to verify the worker's necessity to operate the loadshifting machineries concerned.
- Applicants who reach the age of 65, please call CIC Kowloon Bay Campus at 2100 9000 for checking the trades that may be required to submit medical examination reports issued by Registered Medical Practitioners and acquiring the standard forms of reports.
- Candidates may request to postpone the trade test by submitting his reasons in writing. Such letters must reach CIC Kowloon Bay Campus at least 3 working days before the scheduled testing day.
- Application
 - (1) Complete the application form together with a cheque or bank draft for the test fee payable to "**Construction Industry Council**".
 - (2) A photo copy of the applicant's Hong Kong ID Card must be submitted with the application form. After the test, the copy will be destroyed according to the CIC procedures.
 - (3) Applicants of Revalidation Test should submit copy of certification card. If the current certification card hold by the applicant was not issued by CIC, applicants must fill in the "Personal Claim" and submit together with the application. **Applicants must bring their old / current certification card to the course/test for verification. Those who fail to present their card will not be allowed to attend the course/test.**
 - (4) end the application form with a copy of the HKID card and the cheque to the **CIC 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.**
 - (5) Candidates who want to withdraw from the tests have to submit their reasons in writing to the CIC Kowloon Bay Campus at least 3 working days before the schedule test date. Once the withdrawal request is approved, the fees paid will be refunded after charging an administration fee amounting to 20% of the total. Special consideration will be given to candidates who request to withdraw because of prolonged injury.

Personal Information Collection Statement

1. Collection of Personal Data

- 1.1. Hong Kong Institute of Construction (“HKIC”) is one of the member organizations of the Construction Industry Council (the “CIC”). The information you provide to HKIC, 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, including HKIC. The activity and the required personal data are detailed in the application form.
- 1.2. Whether or not you provide your personal data to HKIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply HKIC with complete information as specified on the application form. Otherwise, HKIC 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.
- 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 Assistant Manager – Central Office (Data Access Request), Hong Kong Institute of Construction, 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 us at the above address or via enquiry@cic.hk. As a member of the CIC, HKIC strictly follows the relevant policies of the CIC. For more information about our 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. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC, including HKIC for the following purposes:

- a. Assessing your application for admission, including payment and refund/reimbursement whenever necessary;
- b. Responding to situations involving a risk of health or safety, including an emergency;
- c. All other purposes in connection with your studies and assessments;
- d. Arranging for career services;
- e. Managing alumni affairs;
- f. Facilitating communication with you;
- g. 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);
- h. 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.);
- i. Managing access to the CIC’s premises and for security purposes;
- j. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- k. Handling complaints or enquiries;
- l. Performing analysis and conducting research and surveys;
- m. Performing audits and compliance reviews to ensure compliance with the applicable CIC’s policies and procedures, regulations and law;

- n. Other purposes related or incidental to the conduct of the CIC's activities; and
- o. Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

3.1. We may disclose or transfer your personal data 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;
- 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;
- c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; or
- d. Any party that owes a duty of confidentiality to the CIC.

3.2. We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

4. Use of Personal Data Related to Direct Marketing

To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to our training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry.

You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

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