CIC eServices User Guide

This Guide consists of:	Part I:	System Login;
	Part II:	Electronic Forms Submission;
	Part III:	Electronic Forms Download;
	Part IV:	Payment Notices (For Contractor Only);
	Part V:	Payment Receipts (For Contractor Only);
	Part VI:	Correspondences;
	Part VII:	User Profile – Change Email Address;
	Part VIII:	Change Password; and
	Part IX:	Logout

Part I: System Login

Step 1. Visit Construction Industry Council website (<u>http://www.cic.hk</u>) with Internet Explorer 7 or above and click the "MENU" to locate the "LEVY".



Step 2. Click the "LEVY" to access the "E-SERVICES".



Step 3. Select the "E-SERVICES" to enter the system.



Step 4. Logon the system with your identity number (Login ID) and the relevant password (ie General Password or Case Specific Password), then press the [Login] button to access the system.

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CONSTRUCTION INDUSTRY COUNCIL 建造業議會	E-SERVICES								
	Login ID:								
Levy	Password:*								
Login	● General Password ○ Case Specific Password (For Contractor Only)								
4	Login								
	* If the General Password is selected, user does not need to input the case r applied the electronic notification service, the related documents of all cases However, if the case specifc password is selected, user is required to input t number. If you have applied the electronic notification service, documents re case will be displayed. In case you have forgotten the above passwords, ple Section, Finance Department, Construction Industry Council, 95 Yue Kwong Hong Kong.	will be the levy lated t ase wi	e display y case to this le rite to ou	yed. vy ur Lev <u>y</u>	ý				
	All Contractors and Authorized Persons who have submitted levy forms before can apply to become a registered user by clicking below to download the application form.								
	Download e-Services Application Form								
	Download e-Services User Guide								
	For others who require this eService, please contact our Levy Section at 210						TOP	^	
	Please note that submission of information over the internet may be subject transmission blackout, delayed transmission due to internet traffic, or incorre due to the public nature of the internet. The Council cannot assume respons malfunctions in communications facilities not under our control that may affe	ect data ibility f	a transm or		I				~

Part II: Electronic Forms Submission

Step 1. Logon the system and select the "e-Forms Submission" item.

Step 2. Select the e-Form Type which is prepared for uploading.

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	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > e-Forms Submission	
	Levy	E-FORMS SUBMISSION	
	Change Password	e-Form Type 2 Select	
	My Profile		
	Download e-Forms	e-Forms Submission 4 Reset	3 瀏覽…
1	e-Forms Submission	4 Reset	
	Payment Notices		
	Payment Receipts	Attachment 1	5 i 5 iii 5 iii
	Correspondences 5	Remarks 1	
	Logout	Relians	
		Attachment 2	瀏覽 Clear TOP へ
		Remarks 2	

- Step 3. Press the [**Browse**] 瀏覽 button next to the "Upload e-Form" to select a filled e-Form document with the corresponding e-Form type which you have chosen from your local drive. After that you should see the Upload Document textbox which is filled by the name of your selected file.
- Step 4. You can press the [**Reset**] button if you want to clear all of your inputs.
- Step 5. If there is any attachment which you want to upload,
 - i. Click the [**Browse**] 瀏覽 button next to the Attachment (1, 2, 3, 4 or 5) (maximum 5 attachments) to select the attachment from your local drive. After that you should see the corresponding Attachment textbox which is filled by the name of your selected file.
 - ii. Fill in the Remarks for each attachment, if any.
 - iii. You can press the [**Clear**] button next to the corresponding Attachment to clear the inputs for that Attachment.
- Step 6. If you also want to submit the form to Pneumoconiosis Compensation Fund Board, click the "Submit the same eForm to Pneumoconiosis Compensation Fund Board" check box.

CONSTRUCTION INDUSTRY COUNCIL 建造業議會 Levy	Attachment 5 Remarks 5											
Change Password	Please note: 1. The Contractor / Authorized Person who fails to provide the information required above without reasonable excuse											
My Profile	shall be guilty of an offence and shall be liable on conviction to a fine at Level 1 or Level 3.											
Download e-Forms	 The Council will use the information provided for levy assessment purposes and will handle it in accordance with Section 61 of the Construction Industry Council Ordinance (Cap 587) and Section 31 of the Construction Workers 											
e-Forms Submission	Registration Ordinance (Cap 583). Such data may be disclosed to government departments and other organizations under the requirements of any law binding on the Council.											
Payment Notices	Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data at a fee. Written requests should be addressed to the Council.											
Payment Receipts	4. A portion of the levy (0.03% of the value of all construction operations) is collected in accordance with the											
Correspondences	Construction Workers Registration Ordinance which came into operation on 24/02/2005.											
Logout	 By virtue of section 83 of the Construction Industry Council Ordinance (Cap 587), Cap 317 continues to apply to construction operations which had been tendered or had commenced before 1 January 2008. 											
6	Submit the same eForm to Pneumoconiosis Compensation Fund Board TOP Disclaimer FAQ Site Map Copyright © 2016 (CIC). All Rights Reserved.											

Step 7. Press the [**Submit**] button to confirm the process.

Step 8. Once the submission is successful, a reference number will be assigned. Keep the reference number for your information.

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construction INDUSTRY COUNCIL 建造業議會								
Levy	Your e-Form had been successful	ly submitted to						
	Construction Industry Council							
Change Password 8	The reference number is C023183							
My Profile	Thank you very much.							
Download e-Forms								
e-Forms Submission								
Payment Notices								
Payment Receipts								
Correspondences								
Logout								
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Part III: Electronic Forms Download

Step 1. Logon the system and select the "e-Forms Download" item

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Home > Levy > Download e-For	ms					
DOWNLOAD	E-FOR	MS				
Download e-Form1						
⊠ Download e-Form1A						
Download e-Form2	2	Input your case numbe	er: (E.g. 2009/1	Clea	r	
⊠ Download e-Form2A						
Download e-Form3						
Download e-Form3A						
			on		TOP ^	
Disclaimer FAQ Site Map	Copyright © 2	016 (CIC). All Rights Reserved.				~
	Download e-Form1 Download e-Form1A Download e-Form2A Download e-Form2A Download e-Form3A Download e-Form3A Download e-Form3A	Download e-Form1 Download e-Form1A Download e-Form2 Download e-Form2A Download e-Form3A Download e-Form3A Download e-Form3A	Home > Levy > Download e-Forms DOWNLOAD E-FORMS Download e-Form1 Download e-Form2 Download e-Form2 Download e-Form2 Download e-Form3 Download e-Form3	Home > Levy > Download e-Forms DOWNLOAD E-FORMS Download e-Form1 Download e-Form1 Download e-Form2 Download e-Form2 Download e-Form3 Download e-Form3 Download e-Form3 Al documents at this page are in Adobe Acrobat format Adobe Acrobat Reader is available at no cost for download by clicking the button >DOWNLOAD ADOBE READER	Home > Levy > Download e-Forms Download e-Form1 Download e-Form1A Download e-Form2 Download e-Form2A Download e-Form3A	Home > Levy > Download e-Forms Download e-Form1 Download e-Form1 Download e-Form1A Q Download e-Form2 Q Download e-Form2A Download e-Form3 Download e-Form3A Download e-Form3 Download e-Form3A Download e-Form3 Download e-Form3A Download e-Form3 Download e-Form3A Download e-Form3

- Step 2. Input your case number, if any.
- Step 3. Click the e-Form link which you want to download and save it to your local drive.
 - If the case number is entered, the corresponding case information will be automatically filled into the downloaded e-Form. You can press the [Clear] button to clear the case number;
 - ii. Otherwise, the downloaded e-Form is a new form.
- Step 4. You should use Adobe Reader 9.0 or above to open the downloaded e-Form and fill in the required information on it and save your changes for later use in "Upload e-Forms". Please note that those areas which are surrounded by blue boxes in the Uploaded e-Forms are mandatory, so you are required to input valid information on those areas.

Part IV: Payment Notices (For Contractor Only)

Step 1. Logon the system select the "Payment Notice" item.

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	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > Payment Not	lices				
	Levy	Payment Notices Except the outstanding notice Notice No. prefixed with a ¹⁵¹					
	Download e-Forms		Case No.	Notice No.	Issued Date	Due Date	Status
	e-Forms Submission	2 View	2014/24794	DN1700152	10 Dec 2015	10 Jan 2016	Issued
1	Payment Notices						
	Correspondences						
	Logout						
							TOP ^
		Disclaimer FAQ Site M	lap Copyright ©	2016 (CIC). All Rights Res	erved.		rganisation

Step 2. Press the [**VIEW**] button to view or to print the Assessment/Payment Notice or the Second Penalty Notice issued by the Council.

Part V: Payment Receipts (For Contractor Only)

Step 1. Logon the system select the "Payment Receipt" item.

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	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > Payment Rec	ceipts				
	Levy	Payment Receipts Display Only Payment Receij	ots Issued in Pas	st 6 Months.			
	Lovy		Payment	Am	iount	Payment Date	Issued Date
	Change Password		No.			-	
	My Profile 2	View	1E4S2	\$42	288.00	21 Jul 2015	30 Jul 2015
	Download e-Forms						
	e-Forms Submission						
	Payment Notices						
1	Payment Receipts						
	Correspondences						
	Logout						
1							
							TOP A
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		Disclaimer FAQ Site M	lap Copyri	ght © 2016 (CIC	:). All Rights Reserved.		caring organisation

Step 2. Press the [**VIEW**] button to view or to print the Payment Receipt issued by the Council.

Part VI: Correspondences

Step 1. Logon the system select the "Correspondences" item.

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CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > Corresponde	ences				
Levy	Correspondences Only display correspondence	es issued in past 6	6 months			
Download e-Forms		Document ID	Pending Case No.	Case No.	Туре	Issued Date
e-Forms Submission 2	View	1E48F	NO.	2014/24794	Acknowledge Letter to	27 Jul 2015
Payment Notices					01	2010
1 Correspondences Logout						
						TOP 🔨
	Disclaimer FAQ Site N	Nap Copyrig	ht © 2016 (CIC). Al	I Rights Reserved.	caring	ROBERTS

Step 2. Press the [**VIEW**] button to view or to print the different types of letters issued by the Council.

Part VII: User Profile – Change Email Address

Step 1. Logon the system select the "User Profile" iten

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CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > My F	Profile							
Levy	MY PRO	FILE							
Change Password	Name Email Address	CHAN TAI MAN	I CONTSTRUCTI 2)yahoo.com	ON CO. LTD					
Download e-Forms	2	Edit	$\mathbf{>}$	Save			Cancel		
e-Forms Submission									
Payment Notices									
Payment Receipts									
Correspondences									
Logout									
								т	OP ^
	Disclaimer FA	AQ Site Map	Copyright © 2016 (CIC). All Rights Rese	erved.		caring	organis:	

Step 2. Press the [Edit] button to change your current email address.

Step 3. Edit your current email address and replace by a new email address

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CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > My Profile							
Levy	MY PROFILE							
Change Password	Name CHAN TAI MAN CONSTRUCT	ION CO. LTD						
My Profile	Email Address 3 chantaiman@yahoo.com							
Download e-Forms	Edit	Save			Cancel			
e-Forms Submission								
Payment Notices								
Payment Receipts								
Correspondences								
Logout								
	Disclaimer FAQ Site Map Copyright © 2016	6 (CIC). All Rights Reserved.			carin	g orga i	nisation	

Step 4. Press the [Save] button to save the updated email address

Part VIII: Change Password

Step 1. Logon the system select the "Change Password" item.

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	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > C	hange Password							
	Levy	CHANG	E PASS	WORD						
	2	General Passw	vord O Case Specific Password (For Contractor Only)							
1	Change Password My Profile	Old Password:								
	Download e-Forms	New Password:								
	e-Forms Submission		(Password must be composed of 6 to 20 characters with at least 1 letter AND 1 digit. Only English characters (a-z, A-Z case sensitive) and numeric value (0-9) are allowed.)							
	Payment Notices	Confirm New								
	Payment Receipts	Password:							ノ	
	Correspondences 3	Confirm	>							
	Logout									
								то	P ^	
		Disclaimer	FAQ Site Map	Copyright © 2016	6 (CIC). All Rights Reserved.		caring	Romanisat	tion	

- Step 2. Select "General Password" or "Case Specific Password" where applicable and enter your old password, new password and confirm new password.
- Step 3. Press the [**CONFIRM**] button and the password will be changed successfully.

Part IX: Logout

Step 1. Select the [Logout] item to exit the system once you have finished the e-Service operations.

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CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > My Profile									
Levy	MY PRO	FILE								
Change Password	Name Email Address	CHAN TAI MAN CONSTRUCTION CO. LTD chantaiman@yahoo.com								
My Profile										
Download e-Forms		Edit	: [Save			c	ancel		
e-Forms Submission										
Payment Notices										
Payment Receipts										
Correspondences										
Logout										
										TOP 🔨
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