



# **CIC Levy Online Application Submission Platform (E-Service 2.0) User Manual**

<b>Document Information</b>	
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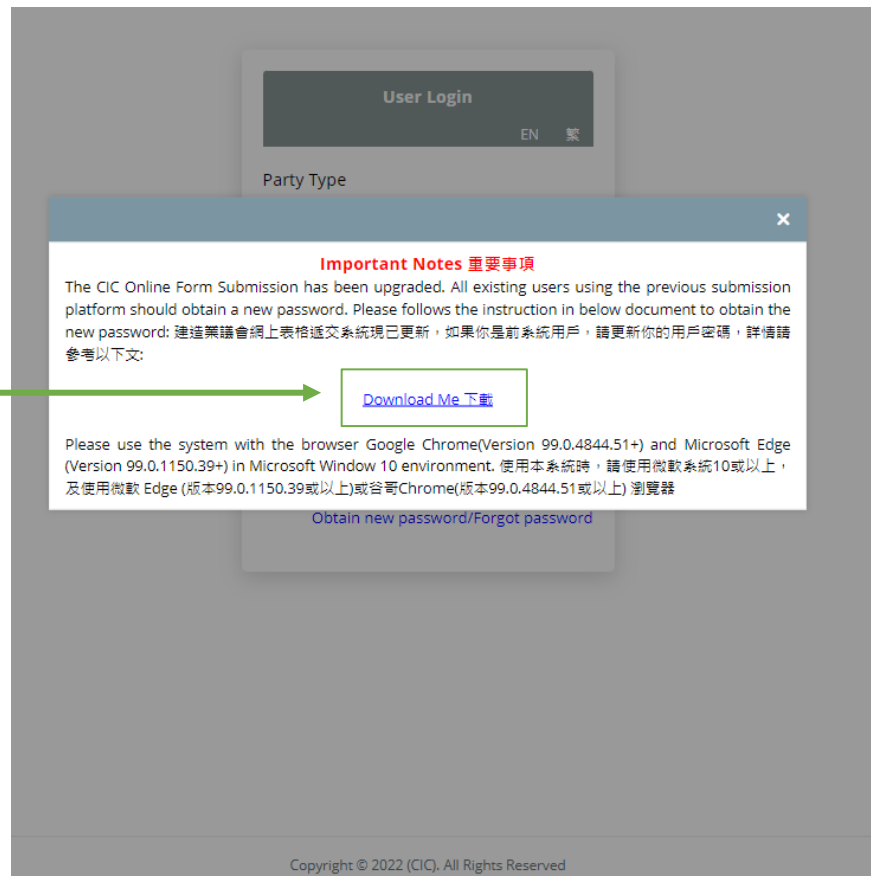
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## A. First Time to Use/Login

Step 1:

Go to CIC Levy Website and click the “**Login to E-Services 2.0**” button, the following screen will be displayed. You may click the “Download Me” button for details on how to login for the first time.

*Download and read the document before using the system for first time.*



Step 2:

You need to have the “Party Code”, “User ID” and “Password” ready for using the system. They can be obtained by following the instructions in the Download document in Step 1. For each time you want to gain access to the system, you will have to obtain a “One Time Pin” (OTP) Code to login the system.

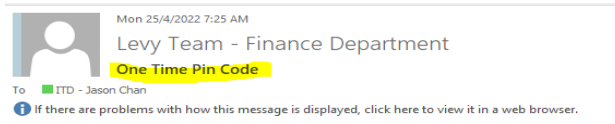
After selecting your “Party Type” (Contractor or Authorized Person), fill in the “Party Code”, “User ID” and “Password”. After clicking the “send OTP” button, an email will be sent to your registered email account which should be the email address in which you registered under E-Service1 with CIC.

The screenshot shows a 'User Login' form with the following fields and options:

- Party Type:** Radio buttons for 'Contractor' (selected) and 'Authorized Person'.
- Party Code:** A text input field.
- User ID:** A text input field.
- Password:** A text input field.
- One Time Pin:** A text input field.
- Send OTP:** A button.
- Login:** A button.
- Obtain new password/Forgot password:** A link.

Three green arrows point to specific elements on the form, each with a corresponding step label:

- Step A:** Points to the 'Party Type' radio buttons. Label: *Select your Party Type*
- Step B:** Points to the 'Party Code', 'User ID', and 'Password' input fields. Label: *Fill in your Party Code, User ID, Password*
- Step C:** Points to the 'Send OTP' button. Label: *Click the “Send OTP” button to obtain the One Time Pin Code*



To Z0015 (Z0015),

Your one time pin is "357982"

Levy Section, Finance Department  
Construction Industry Council

您的一次性密碼是 "357982"

建造業議會財務部徵款課

Step D.

Copy the One Time Pin Code from the email. Be noted that it will expire in 15 minutes. You may request the One Time Pin Code again if it is expired.

Step 3:

Login the system by pressing the "Login" button after all the required information are filled in.

**User Login** EN 繁

Party Type  
 Contractor  Authorized Person

Party Code: Z0015

User ID: Z0015

Password: .....

One Time Pin: 357982

[Send OTP](#)

**Login**  
[Obtain new password/Forgot password](#)

Step A.

Fill your Party Code, User ID, Password and One Time Pin

Step B.

Press "Login" button

## B. Payment Notices/Payment Receipts/Correspondences

Step 1:

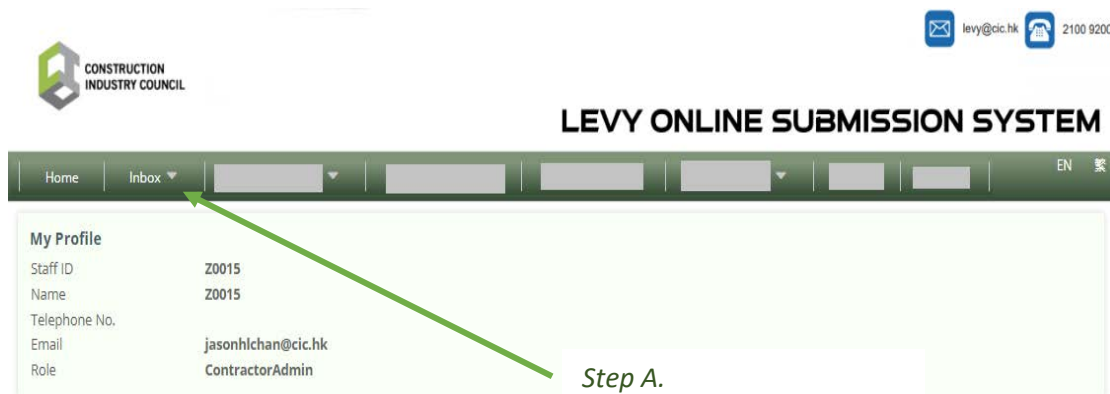
Select the “Inbox” menu after login the system.

3 submenu are available for Contractors while 1 is available for Authorized Persons.

Submenu Available to Users			
Users	Payment Notices	Payment Receipts	Correspondences
Contractor	YES	YES	YES
Authorized Person	NO	NO	YES

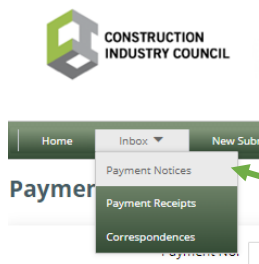
- **Payment Notices**

*(Function available for Contractors Only)*



Step A.

Click “Inbox” menu



Step B.

Click “Payment Notices”

## LEVY ONLINE SUBMISSION SYSTEM

### Payment Notices

Case No.

Notice No.

Status

Issued Date From

Issued Date To

Due Date From

Due Date To

*Step C.*

*You may enter the searching criteria for filtering the results (optional). Click "Search" button to continue.*

Notice No. prefixed with a "\*" character means it is a Second Penalty Notice.  
Click the row to download the document.

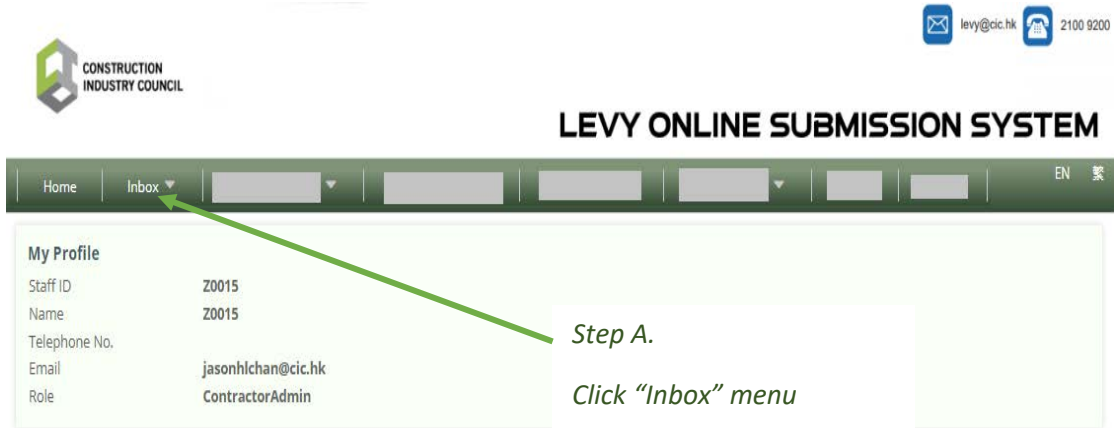
Case No. ⚙	Notice No. ⚙	Issued Date ⚙	Due Date ⚙	Status ⚙
2019/23341	DN2806297	2021-11-23	2021-12-24	Settled

1/10

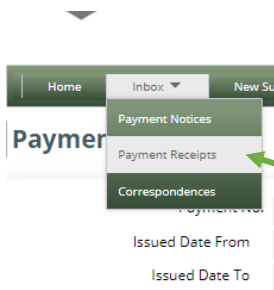
*Step D.*

*Click any record to download details of the Payment Notices in PDF format*

- **Payment Receipts**  
(Function available for Contractors Only)



Step A.  
Click "Inbox" menu



Step B.  
Click "Payment Receipts"



Step C.  
You may enter the searching criteria for filtering the results (optional). Click "Search" button to

Click the row to download the document.

Issued Date	Payment No.	Payment Date	Amount
2022-01-11	13332697	2021-12-17	87,746

Step D.  
Click any record to download details of the Payment Receipts in PDF format



- **Correspondences**

CONSTRUCTION INDUSTRY COUNCIL

levy@cic.hk 2100 9200

## LEVY ONLINE SUBMISSION SYSTEM

Home **Inbox** [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] EN 獎

**My Profile**  
 Staff ID: Z0015  
 Name: Z0015  
 Telephone No.:  
 Email: jasonhlchan@cic.hk  
 Role: ContractorAdmin

*Step A.*  
Click "Inbox" menu

CONSTRUCTION INDUSTRY COUNCIL

Home **Inbox** New Submission

**My Profile**  
 Staff ID:  
 Name:  
 Telephone No.:  
 Email: jasonhlchan@cic.hk  
 Role: ContractorAdmin

Payment Notices  
 Payment Receipts  
**Correspondences**

*Step B.*  
Click "Correspondences"

CONSTRUCTION INDUSTRY COUNCIL

levy@cic.hk 2100 9200

## LEVY ONLINE SUBMISSION SYSTEM

Home **Inbox** New Submission Submitted Records Case Assignment Staff Accounts Profile Logout EN 獎

### Correspondences

Document ID  
 Pending Case No.  
 Case No.  
 Type  
 Issued Date From  
 Issued Date To

Search Clear

*Step C.*  
You may enter the searching criteria for filtering the results (optional).  
Click "Search" button to continue.

Click the row to download the document.

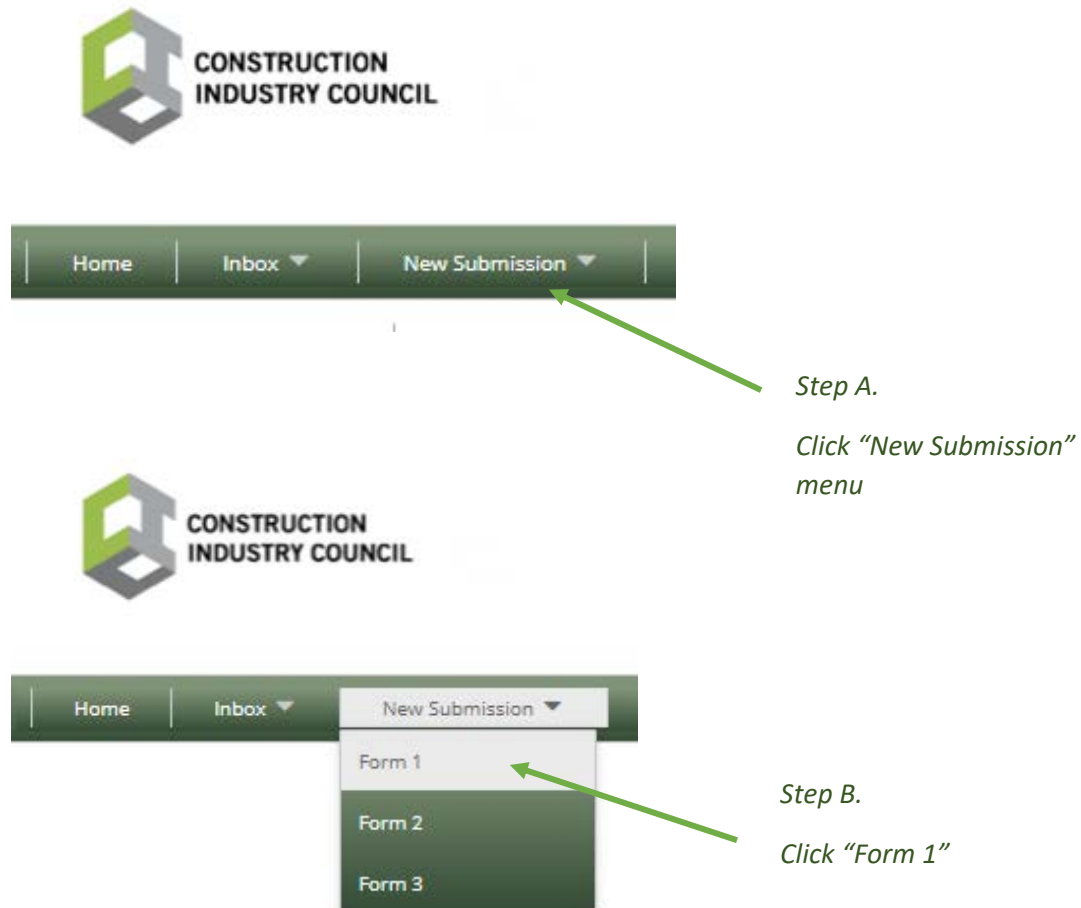
Issued Date	Type	Short Description	Document ID	Pending Case No.	Case No.
2021-12-13	L01	Form 1 Enquiry to CT(Pending)	1RV2B	118601	
2022-02-10	L01	Form 1 Enquiry to CT(Pending)	1RTS2	118601	
2022-02-10	L03	Acknowledge Letter to CT	1RTS5	118601	
2022-04-08	L01	Form 1 Enquiry to CT(Pending)	1RV2L	135507	2019/23341
2022-04-08	L03	Acknowledge Letter to CT	1RV2M	135507	2019/23341
2022-04-08	L05	Form 2 Enquiry to CT	1RV2N	135507	2019/23341
2022-04-08	L11	Form 3 Enquiry to CT	1RV2P	135507	2019/23341
2022-04-08	L13	Form 2 Enquiry to CT after project completion	1RV2Q	135507	2019/23341
2022-04-08	L15	Final Payment Certificate Enquiry to CT	1RV2R	135507	2019/23341
2022-04-08	L20	Form 1 Enquiry to CT (Live)	1RV2S	135507	2019/23341

*Step D.*  
Click a record to download details of the Correspondences in PDF format

## C. Submit a New Form 1

Step 1:

Select "Form 1" under the "New Submission" menu



Step 2:

A blank Form 1 will be displayed for direct inputs as follows. Make sure all MANDATORY fields (as marked "\*\*") are entered before pressing the "Next" button for the next step. The following diagram shows the Form 1 with sample data filled in.

# CONSTRUCTION INDUSTRY COUNCIL ORDINANCE (Chapter 587)

In accordance with the captioned provision, I/We hereby give notice of commencement of the following construction operations.

### Contractor

Name\*

Tel.No.\*

Company Email Address\*

Address\*

*This field is read-only and will be preloaded for login by contractor.*

*Fields preloaded for contractor to amend as required.*

### Authorized Person

Name

Tel.No.

Company Email Address

Address

*This field is read-only and will be preloaded for login by AP.*

*Fields preloaded for AP to amend as required.*

### Employer

Name\*

Tel.No.\*

Company Email Address\*

Address\*

*Employer details of the project*

### Particulars of the Construction Operations

Location of Construction Operations\*

Lot No.

Total G.F.A. approved by BD  m<sup>2</sup>

*Construction Location*

*From Contract, Land documents, General Building Plan*

*If the project belongs to a "New Building" under Buildings Department supervision, GFA from General Building Plan should be provided.*

Work Sector\*

Work Type\*

BD Reference No.

Government or Public Utility Contract No.

Tender Submission Date

Tender Awarded Date

Payment Period (e.g. monthly payment) Every

Date of Commencement of Construction Operations\*

Estimated Completion Date\*

Estimated total value of Construction Operations\* HKD

Refer to Table1 in Form 1 Application web page for details

If project is under Buildings Department Supervision, BD Reference No. should be provided.

**Project-in-Charge**

Name\*

Position\*

Company Email Address\*

Tel.No.\*

Direct Supervisor of the Contact Person of the project

**Contact Person**

Name\*

Position\*

Company Email Address\*

Tel.No.\*

Submission Date

Site Agent or Project Manager of the project

Submission Date (read-only), which will be taken from the System Date.

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Press the "Next" button after data input is completed, or the "Clear" button if you want to enter the Form data from scratch again.

Step 3:

Attach at least one document for the Form submission. (For project under supervision by Buildings Department, commencement letter from Buildings Department should be provided)



Form 1

Attachment List

Upload Attachment

Step 1: Press "Choose" button to attach a file (in PDF Format)

Submit the same eForm to **Pneumoconiosis Compensation Fund Board**



Step 2: Tick the box if you would like to submit the eForm to PCFB at the same time



Step 3: Press "Next" button to proceed

Step 4:

Review the data and submit the Form. If you would like to amend the data, go back to either the "Form Input" or "Attach" Tab.



Form 1

## CONSTRUCTION INDUSTRY COUNCIL ORDINANCE (Chapter 587)

In accordance with the captioned provision,  I  We hereby give notice of commencement of the following construction operations.

**Contractor**

Name*	<input type="text" value="CHAN TAI MAN CONSTRUCTION CO."/>
Tel.No.*	<input type="text" value="11111111"/>
Company Email Address*	<input type="text" value="jasonhlchan@cic.hk"/>
Address*	<input type="text" value="Address 1"/>
	<input type="text" value="Address 2"/>
	<input type="text" value="Address 3"/>

### Authorized Person

Name	<input type="text" value="AP Name"/>
Tel.No.	<input type="text" value="22222222"/>
Company Email Address	<input type="text" value="ap@ap.com"/>
Address	<input type="text" value="Address 1"/>
	<input type="text" value="Address 2"/>
	<input type="text" value="Address 3"/>

### Employer

Name*	<input type="text" value="Employer"/>
Tel.No.*	<input type="text" value="33333321"/>
Company Email Address*	<input type="text" value="employer@employer1"/>
Address*	<input type="text" value="address 1"/>
	<input type="text" value="address 2"/>
	<input type="text" value="address 3"/>

### Particulars of the Construction Operations

Location of Construction Operations*	<input type="text" value="location 1a"/>
	<input type="text" value="location 2a"/>
	<input type="text" value="location3a"/>
Lot No.	<input type="text" value="lot no. here"/>
Total G.F.A. approved by BD	<input type="text" value="3333"/> m <sup>2</sup>
Work Sector*	<input type="text" value="Private"/>
Work Type*	<input type="text" value="Building (Composite)"/>
BD Reference No.	<input type="text" value="12/3333/12"/>
<p>BD Reference No. is a unique number assigned to a private development project by BD in the plan submission/approval process. This Reference No. can be taken directly from the letter from BD to the AP on notifying the consent to the commencement and carrying out of the works. A copy of this letter should be provided to the CIC.</p>	
Tender Submission Date	<input type="text" value="01/04/2022"/>
Tender Awarded Date	<input type="text" value="05/04/2022"/>
Payment Period (e.g. monthly payment)	Every <input type="text" value="1"/> <input type="text" value="Months"/>

Date of Commencement of Construction Operations\*

Estimated Completion Date\*

Estimated total value of Construction Operations\* HKD

### Project-in-Charge

Name\*

Position\*

Company Email Address\*

Tel.No.\*

### Contact Person

Name\*

Position\*

Company Email Address\*

Tel.No.\*

### Attachment List

#### Upload Attachment

	File Name	
	Cap 587 Consolidated version for the Whole Chapter (30-07-2018) (English and Traditional Chinese).pdf	

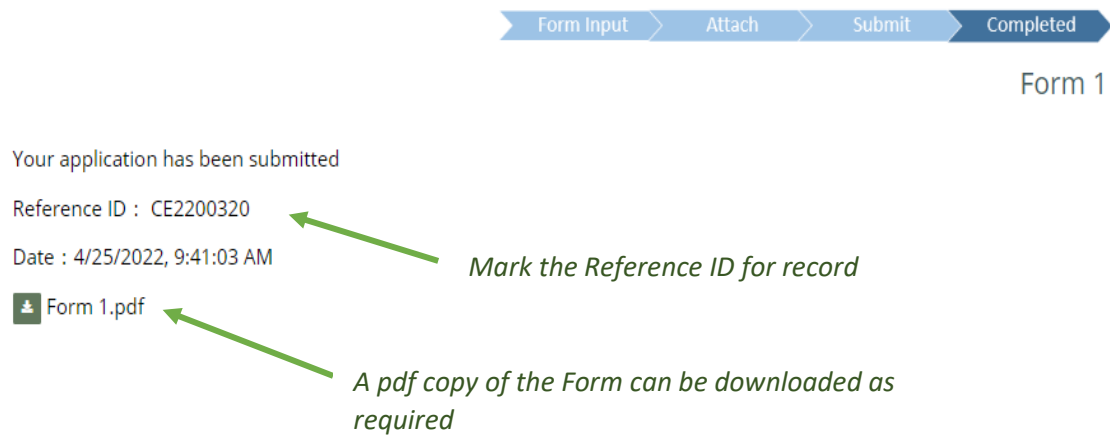
Navigation: 1

Submit the same eForm to **Pneumoconiosis Compensation Fund Board**

*If the data is reviewed correct, press the "Submit" button to submit the Form.*

## Step 5:

### Submission Result



The screenshot shows a progress bar at the top with four steps: 'Form Input', 'Attach', 'Submit', and 'Completed'. The 'Completed' step is highlighted in a darker blue. Below the progress bar, the text 'Form 1' is displayed. The main content area contains the following information:

- Your application has been submitted
- Reference ID : CE2200320
- Date : 4/25/2022, 9:41:03 AM
- Form 1.pdf (with a download icon)

Two green arrows point from text annotations to the Reference ID and the PDF file name:

- An arrow points from the text *Mark the Reference ID for record* to the Reference ID.
- An arrow points from the text *A pdf copy of the Form can be downloaded as required* to the PDF file name.

*You may also check your previous submissions in the "Submitted Records" menu*



The image shows the logo for the Construction Industry Council (CIC) on the left, which consists of a stylized 'C' made of three interlocking shapes. To the right of the logo is the text 'CONSTRUCTION INDUSTRY COUNCIL'. Below the logo and text is a dark green navigation menu with four items: 'Home', 'Inbox', 'New Submission', and 'Submitted Records'. A green arrow points from the text below to the 'Submitted Records' menu item.

*For the submitted records, you will find the status of the Forms submission as follows:*

*Submitted: Form submitted and under processing*

*Returned: Revision required before resubmission*

*Accepted: Form accepted by CIC*

*Rejected: Form rejected by CIC*

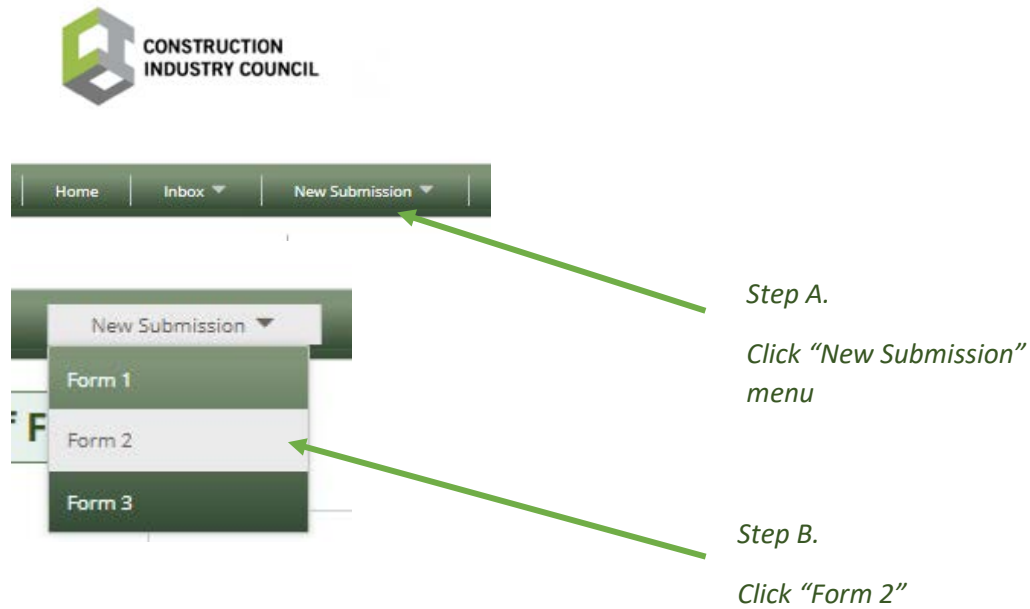


## D. Submit a New Form 2

(Function available for Contractors only)

Step 1:

Select "Form 2" under the "New Submission" menu



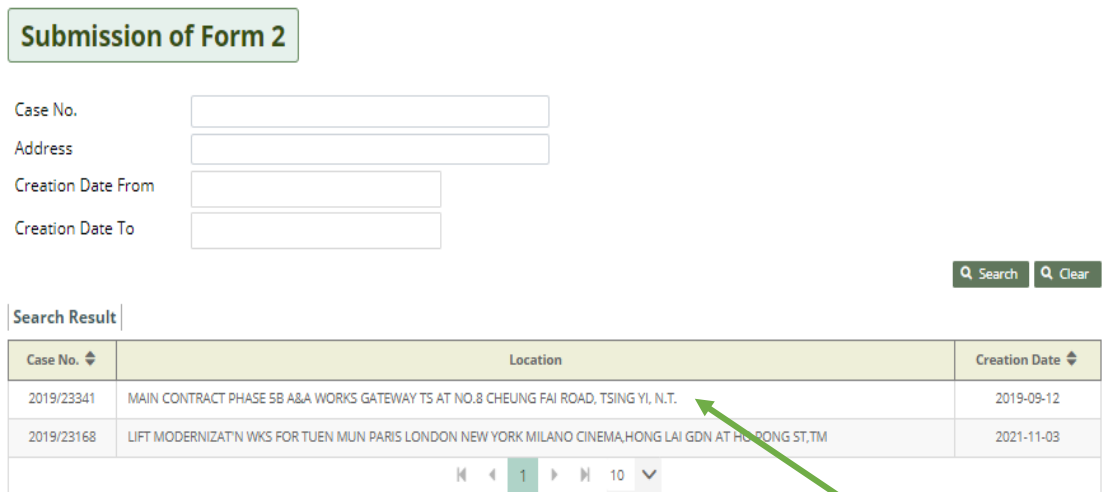
The screenshot shows the Construction Industry Council logo at the top left. Below it is a navigation bar with 'Home', 'Inbox', and 'New Submission' (with a dropdown arrow). A green arrow points to the 'New Submission' menu. Below the navigation bar, the 'New Submission' dropdown menu is open, showing 'Form 1', 'Form 2', and 'Form 3'. A second green arrow points to 'Form 2'.

Step A.  
Click "New Submission" menu

Step B.  
Click "Form 2"

Step 2:

Select a Case to start the submission process



The screenshot shows the 'Submission of Form 2' page. It has search filters for 'Case No.', 'Address', 'Creation Date From', and 'Creation Date To'. There are 'Search' and 'Clear' buttons. Below the filters is a 'Search Result' table with two rows of data. A green arrow points to the first row of the table.

Case No. ↕	Location	Creation Date ↕
2019/23341	MAIN CONTRACT PHASE 5B A&A WORKS GATEWAY TS AT NO.8 CHEUNG FAI ROAD, TSING YI, N.T.	2019-09-12
2019/23168	LIFT MODERNIZAT'N WKS FOR TUEN MUN PARIS LONDON NEW YORK MILANO CINEMA,HONG LAI GDN AT HO BONG ST,TM	2021-11-03

Select a Case to start the Form submission

Step3:

A Form 2 will be displayed for direct inputs as follows. Make sure all MANDATORY fields (as marked “\*”) are entered before pressing the “Next” button for the next step. The following diagram shows the Form 2 with sample data filled in.

Form 2

Case No. : 2019/23341

**CONSTRUCTION INDUSTRY COUNCIL ORDINANCE  
(Chapter 587)**

Section 35 - Notice of Payment made for Construction Operations

In accordance with the captioned provision,  I/we hereby give notice of payment made in respect of the following construction operations.

---

Name of Contractor	CHAN TAI MAN CONSTRUCTION CO.
Name of Authorized Person	ap name
Location of Construction Operations (number and name of street and district)	location 1 location 2 location3
Lot No.	lot no here
Work Type	Alteration & Addition
Government or Public Utility Contract No.	Gov No
BD Reference No.	BD Ref 12/3333

*Read-only fields preloaded from Case profile for reference*

**Payment Certificate Issued by Authorized Person (copy attached)**

Issue Date

Certificate No.

---

Date of Payment\*

Cumulative Amount up to this Payment\* HKD

---

**Contact Person**

Name\*

Position\*

Company Email Address\*

Tel.No.\*

Submission Date

*Press "Next" button to proceed after entering the relevant data*

**Step 4:**

Attach at least one document for the Form submission. (For projects under supervision by Buildings Department, commencement letter from Buildings Department should be provided)



Form 2

Case No. : 2019/23168

**Attachment List**

Upload Attachment

*Step 1: Press "Choose" button to attach a file (in PDF Format)*

Submit the same eForm to Pneumoconiosis Compensation Fund Board

*Step 2: Tick the box if you would like to submit the eForm to PCFB at the same time*

*Step 3: Press "Next" button*

## Step 5:

Review the data and submit the Form. If you would like to amend the data, you have to go back to either the "Form Input" or "Attach" Tab.

Form Input > Attach > **Submit** > Completed

Form 2

Case No. : 2019/23168

### CONSTRUCTION INDUSTRY COUNCIL ORDINANCE (Chapter 587)

#### Section 35 - Notice of Payment made for Construction Operations

In accordance with the captioned provision,  I  We hereby give notice of payment made in respect of the following construction operations.

Name of Contractor	CHAN TAI MAN CONSTRUCTION CO.
Name of Authorized Person	ap name new
Location of Construction Operations (number and name of street and district)	location 1 location 2 location3
Lot No.	lot no here
Work Type	Electrical and Mechanical
Government or Public Utility Contract No.	Gov No
BD Reference No.	BD Ref 12/3333
Payment Term*	<input checked="" type="radio"/> Interim <input type="radio"/> Final Payment
Estimated Completion Date	02/03/2022
Updated Completion Date (if applicable)	dd/mm/yyyy
Estimated Contract Sum including Variations	HKD 3000000
Updated Estimated Contract Sum including Variations(if applicable)	HKD 3000001
Terms of Payment	Every 333 Days

#### Payment Certificate Issued by Authorized Person (copy attached)



Issue Date	dd/mm/yyyy
Certificate No.	cert num
Date of Payment*	06/04/2022
Cumulative Amount up to this Payment*	HKD 12001





### Contact Person

Name*	<input type="text" value="contact name1"/>
Position*	<input type="text" value="position1"/>
Company Email Address*	<input type="text" value="contact@contract1"/>
Tel.No.*	<input type="text" value="555555551"/>
Submission Date	<input type="text" value="25/04/2022"/>

## Attachment List

### Upload Attachment

	File Name	
	EService1 - Form 1.pdf	

  1  

Submit the same eForm to **Pneumoconiosis Compensation Fund Board**

*Press "Submit" button to submit the Form*

## Step 6:

### Submission Result



Form 2


Case No. : 2019/23168

Your application has been submitted

Reference ID : CE2200321

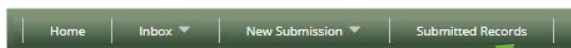
Date : 4/25/2022, 10:02:16 AM

*Mark down the Reference ID for record*

 Form 2.pdf

*A pdf copy of the Form can be downloaded as required*

*You may check your previous submissions under the “Submitted Records” menu*



*For the submitted records, you will find the status of Forms submission as follows:*

*Submitted: Form submitted and under processing*

*Returned: Revision required before resubmission*

*Accepted: Form accepted by CIC*

*Rejected: Form rejected by CIC*

## E. Submit a New Form 3

Step 1:

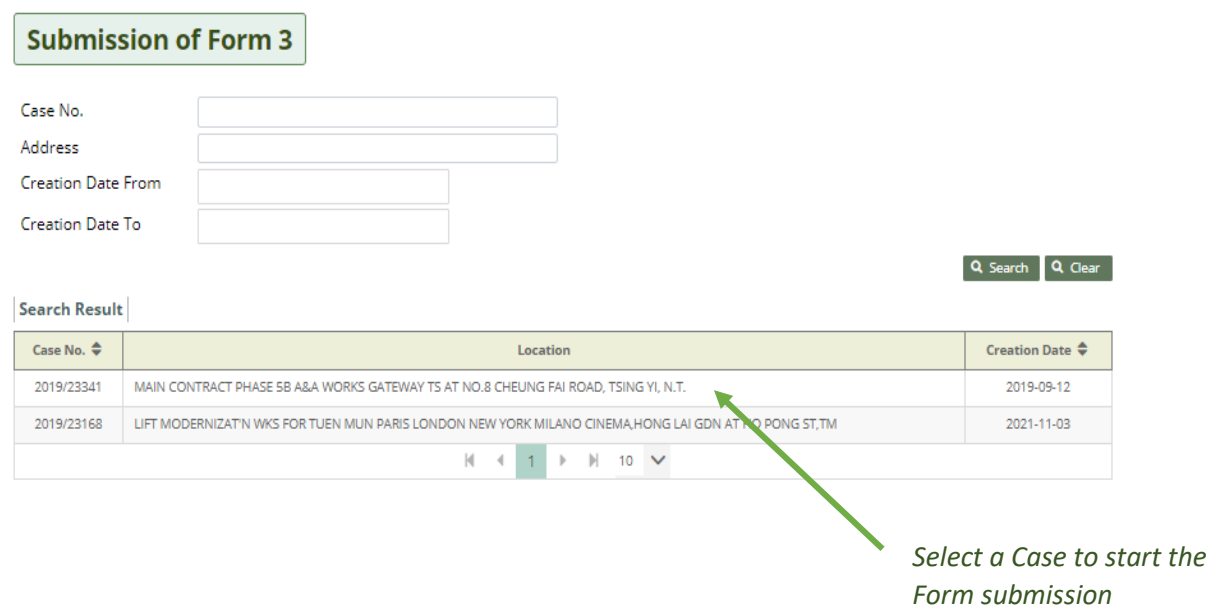
Select "Form3" under the "New Submission" menu



The screenshot shows the Construction Industry Council logo at the top left. Below it is a navigation bar with 'Home', 'Inbox', and 'New Submission' (with a dropdown arrow). A green arrow points to the 'New Submission' menu item, labeled 'Step A. Click "New Submission" menu'. Below the navigation bar, the 'New Submission' dropdown menu is open, showing 'Form 1', 'Form 2', and 'Form 3'. A second green arrow points to 'Form 3', labeled 'Step B. Click "Form 3"'. A large letter 'F' is visible on the left side of the dropdown menu.

Step 2:

Select a Case to start the submission process



The screenshot shows the 'Submission of Form 3' page. It has search filters for 'Case No.', 'Address', 'Creation Date From', and 'Creation Date To'. There are 'Search' and 'Clear' buttons. Below the filters is a 'Search Result' section with a table. A green arrow points to the first row of the table, labeled 'Select a Case to start the Form submission'.

Case No. ⌵	Location	Creation Date ⌵
2019/23341	MAIN CONTRACT PHASE 5B A&A WORKS GATEWAY TS AT NO.8 CHEUNG FAI ROAD, TSING YI, N.T.	2019-09-12
2019/23168	LIFT MODERNIZAT'N WKS FOR TUEN MUN PARIS LONDON NEW YORK MILANO CINEMA,HONG LAI GDN AT HO PONG ST,TM	2021-11-03

Step3:

A Form 3 will be displayed for direct inputs as follows. Make sure all MANDATORY fields (as marked “\*”) are entered before pressing the “Next” button for the next step. The following diagram shows the Form 3 with sample data filled in.



Form 3

Case No. : 2019/23168

CONSTRUCTION INDUSTRY COUNCIL ORDINANCE  
(Chapter 587)

Section 36 - Notice of Completion of Construction Operations

Name of Contractor	CHAN TAI MAN CONSTRUCTION CO.
Name of Authorized Person	ap name new
Location of Construction Operations (number and name of street and district)	location 1 location 2 location3
Lot No.	lot no here
Work Type	Electrical and Mechanical
Government or Public Utility Contract No.	Gov No
BD Reference No.	BD Ref 12/3333
Date of Issue of Completion Certificate	dd/mm/yyyy
Date of Completion*	01/04/2022
Expiry Date of Defects Liability Period	dd/mm/yyyy
Date Of Payment (please provide supporting document)	dd/mm/yyyy
Date of Issue of Latest Payment Certificate (copy of certificate attached)	dd/mm/yyyy
Payment Certificate Number	
Is it a Final Payment? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Value of Construction Operations *	<input type="radio"/> Certified <input type="radio"/> Completed to date (including residual retention monies)
	*HKD 4000001
Amount of Residual Retention Monies retained by Employer	HKD 22002
Anticipated Date for Releasing Retention Monies	dd/mm/yyyy

*Read-only fields preloaded from Case profile for reference*



**Contact Person**

Name*	<input type="text" value="contact name1"/>
Position*	<input type="text" value="position1"/>
Company Email Address*	<input type="text" value="contact@contact"/>
Tel.No.*	<input type="text" value="5555551"/>
Submission Date	<input type="text" value="25/04/2022"/>

*Press "Next" button to proceed after entering the relevant data*

**Step 4:**

Attach at least one document for the Form. (For projects under supervision by Buildings Department, commencement letter from Buildings Department should be provided)



Form 3

Case No. : 2019/23168

**Attachment List**

Upload Attachment

*Step 1: Press "Choose" button to attach a file (in PDF Format)*

Submit the same eForm to Pneumoconiosis Compensation Fund Board

*Step 2: Tick the box if you would like to submit the eForm to PCFB at the same time*

*Step 3: Press the "Next" button*

Step 5:

Review the data input and submit the Form. If you would like to amend the data, you have to go back the “Form Input” or “Attach” Tab.



Form 3

Case No. : 2019/23168

CONSTRUCTION INDUSTRY COUNCIL ORDINANCE  
(Chapter 587)

Section 36 - Notice of Completion of Construction Operations

Name of Contractor	CHAN TAI MAN CONSTRUCTION CO.
Name of Authorized Person	ap name new
Location of Construction Operations (number and name of street and district)	location 1 location 2 location3
Lot No.	lot no here
Work Type	Electrical and Mechanical
Government or Public Utility Contract No.	Gov No
BD Reference No.	BD Ref 12/3333

Date of Issue of Completion Certificate

Date of Completion\*

Expiry Date of Defects Liability Period

Date Of Payment  
(please provide supporting document)

Date of Issue of Latest Payment Certificate  
(copy of certificate attached)

Payment Certificate Number

Is it a Final Payment? \*  Yes  No

Value of Construction Operations \*  certified  completed to date (including residual retention monies)

\*HKD

Amount of Residual Retention Monies retained by Employer HKD

Anticipated Date for Releasing Retention Monies



### Contact Person

Name*	<input type="text" value="contact name1"/>
Position*	<input type="text" value="position1"/>
Company Email Address*	<input type="text" value="contact@contact"/>
Tel.No.*	<input type="text" value="5555551"/>
Submission Date	<input type="text" value="25/04/2022"/>

### Attachment List

#### Upload Attachment

+ Choose

	File Name	
	EService1 - Form 1.pdf	

⏪ ⏩ 1 ⏪ ⏩

Submit the same eForm to **Pneumoconiosis Compensation Fund Board**

Submit

Back

*Press "Submit" button  
to submit the Form*

## Step 6:

### Submission Result

---

Form Input Attach Submit Completed


Form 3

Case No. : 2019/23168

Your application has been submitted

Reference ID : CE2200322

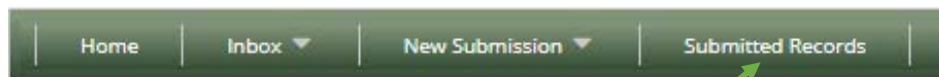
Date : 4/25/2022, 10:32:12 AM

 Form 3.pdf

*Mark down the Reference ID for record*

*A pdf copy of the Form can be downloaded as required*

*You may check your submission status under "Submitted Records" menu*



*For the submitted records, you will find the status of Forms submission as follows:*

*Submitted: Form submitted and under processing*

*Returned: Revision required before resubmission*

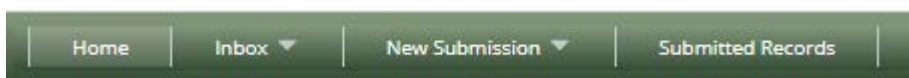
*Accepted: Form accepted by CIC*

*Rejected: Form rejected by CIC*

## F. Inquiry of Submitted Records

Step 1:

You may check the submitted records or revise the submitted records as follows.



Click "Submitted Records" Menu

Step 2:

A list of submitted records will be displayed showing the status of the submitted Forms. Those Forms with "Returned" status should be revised and re-submit by the Contractor/AP. For other Forms, users may click to download a PDF copy of submitted Form.

### Search Submitted Records

Site Address

Form Status  Submitted  Returned  Processing  Accepted  Rejected  Abandoned  Resubmitted

Form Type  Form 1  Form 2  Form 3

Date From

Date To

Submitted By

Search Result

Levy Case No. ⌵	Submission No. ⌵	Construction Site Address ⌵	Form Status ⌵	Form Type ⌵	Create Date ⌵	Last Update Date ⌵	Submitted By ⌵
2019/23168	CE2200230	add add 12 add 34	Returned	Form1	2022-03-30 15:21:07	2022-03-30 15:21:07	Z0015
2019/23168	CE2200231	location 1 location 2 location3	Returned	Form1	2022-03-30 15:36:28	2022-03-30 15:40:07	Z0015
	CE2200243	SDFSDF	Returned	Form1	2022-04-01 10:33:51	2022-04-01 10:33:51	Z0015
	CE2200245	DSFDSF	Returned	Form1	2022-04-01 11:27:02	2022-04-01 11:27:02	Z0015
	CE2200247	3242342343	Returned	Form1	2022-04-01 11:44:37	2022-04-01 11:44:37	Z0015
	CE2200249	342342324 2342	Returned	Form1	2022-04-01 15:06:31	2022-04-01 15:06:31	Z0015
	CE2200253	234234234	Returned	Form1	2022-04-04 14:36:16	2022-04-04 14:36:16	Z0015
	CE2200266	sdfsfsdf	Returned	Form1	2022-04-13 09:19:46	2022-04-13 09:19:46	Z0015
	CE2200267	123123213	Returned	Form1	2022-04-13 09:28:11	2022-04-13 09:28:11	Z0015
	CE2200269	234234234	Returned	Form1	2022-04-13 11:21:16	2022-04-13 11:21:16	Z0015

Click a Form with "Returned" status to revise and re-submission.

### Step 3:

The procedure for re-submitting a Form1, 2 and 3 are similar to New Submission. Please refer to “Submit a New Form1/2/3” (see Section C, D, E) for details. The only difference between entering a new Form and revising a returned Form is that only those fields with comment for revision can be amended by the user. Other fields are locked and cannot be amended.

Estimated Completion Date	<input type="text" value="02/03/2022"/>
Updated Completion Date (if applicable)	<input type="text" value="dd/mm/yyyy"/>
Estimated Contract Sum including Variations	HKD <input type="text" value="3000000"/>
Updated Estimated Contract Sum including Variations(if applicable)	HKD <input type="text" value="3000001"/>
Terms of Payment	Every <input type="text" value="333"/> <input type="text" value="Days"/>

CIC comment : 334 only

*Only fields with comments are allowed to be amended*

### Step 4:

Please follow the submission procedure similar to “Submit a New Form1/2/3” to complete the submission of the revised Form.

## G. Maintenance of Own Profile

You may always change your password and personal account information as follows:



### My Profile

Login Name	Z0015
Name	<input type="text" value="Z0015"/>
Telephone	<input type="text" value="12345678"/>
Email Address	<input type="text" value="jasonhlchan@cic.hk"/>
	<input type="button" value="Update"/>

### Reset Password

Existing Password	<input type="password"/>
New Password	<input type="password"/>
Re-type New Password	<input type="password"/>
	<input type="button" value="Reset Password"/>

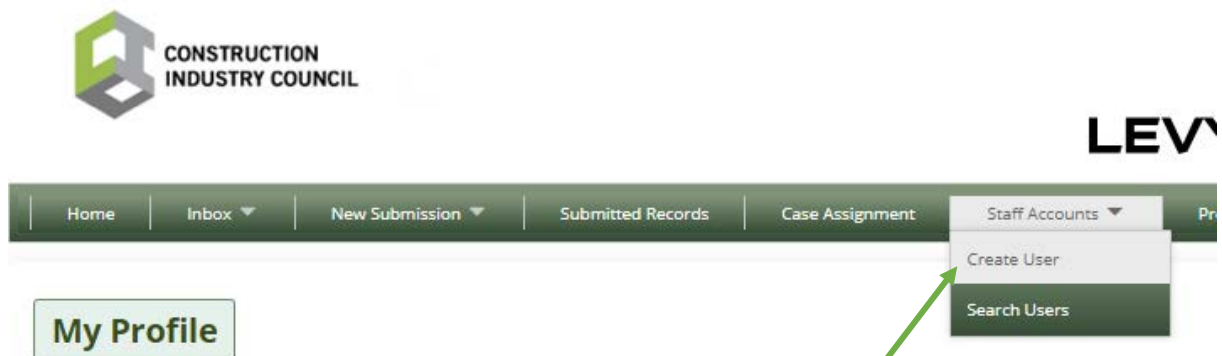
## H. Maintenance of Contractor Staff Account

(Function available for Contractors Only)

Contractor Admin may assign projects to dedicated associate (staff account) which have been created. The Contractor Admin can manage all staff accounts and projects assigned. The following procedure show how a Contractor Admin can assign project to a designated newly-created staff account.

Step 1:

Create a staff account



Click "Create User" under "Staff Accounts" menu

The screenshot shows the 'Create Staff Account' form. The form has the following fields: User ID (with 'Z0015' entered), Name, Contact No., Email, New Password, and Re-type New Password. A red message at the bottom of the form reads: 'Please provide Party code, User ID and Password to the new created user.' Below the form are 'Reset' and 'Create' buttons. A green arrow points to the 'Create' button.

Complete the required information for creating the new staff account. Press the "Create" button to proceed.



Step 2:

Assign a project to a designated staff



Click "Case Assignment" menu

**Levy Case Form2/2A Assignment**

Levy Case No.   
Site Address   
Date From   
Date To   
Assigned To

Search Result

Levy Case No. ↓	Site Address ↓	Date To ↓	Assigned To ↓
2019/23341	MAIN CONTRACT PHASE 5B A&A WORKS GATEWAY TS AT NO.8 CHEUNG FAI ROAD, TSING YI, N.T.	2019-09-12	
2019/23168	LIFT MODERNIZAT'N WKS FOR TUEN MUN PARIS LONDON NEW YORK MILANO CINEMA,HONG LAI GDN AT HO PONG ST,TM	2021-11-03	staff02

1 10

Select a case for assignment

**Levy Case Form2/2A Assignment** [X]

Levy Case No. 2019/23168  
Site Address LIFT MODERNIZAT'N WKS FOR TUEN MUN PARIS LONDON NEW YORK MILANO CINEMA,HONG LAI GDN AT HO PONG ST,TM  
Creation Date 2021-11-03  
Assigned To

Press "Submit" button to assign a case to a staff

### Step 3:

#### Manage staff account

Contractor Admin may disable / enable staff account via the following function, or assign an existing account to a new / different staff. Be noted that the new staff is required to "obtain a new password" after an existing account is reassigned to him/her.

**INDUSTRY COUNCIL**

# LEVY ONLIN

Home | Inbox | New Submission | Submitted Records | Case Assignment | **Staff Accounts** | Profile | Logout

**Search Users**

Create User  
Search Users

Click "Search Users" under the "Staff Accounts" menu

**Search Users**

Login Name:   
Name:   
Contact No.:   
Email:   
Status:  Enabled  Disabled

Clear Search

**Search Result**

Login Name	Name	Contact No.	Email	Status
Z0015staff01	staff01	11111111	jasonhchan@cic.hk	Enabled
Z0015staff02	staff02	44444444	neochiu@cic.hk	Disabled


Click a staff account to process

**Staff Profile**

Login Name: Z0015staff01  
Name:   
Contact No.:   
Email:   
 Enabled  Disabled  
Submit

Enable or Disable the account by pressing the respective buttons.

### User Login

EN 

Party Type

Contractor     Authorized Person

---

Party Code

User ID

Password

One Time Pin

[Send OTP](#)

[Obtain new password/Forgot password](#)

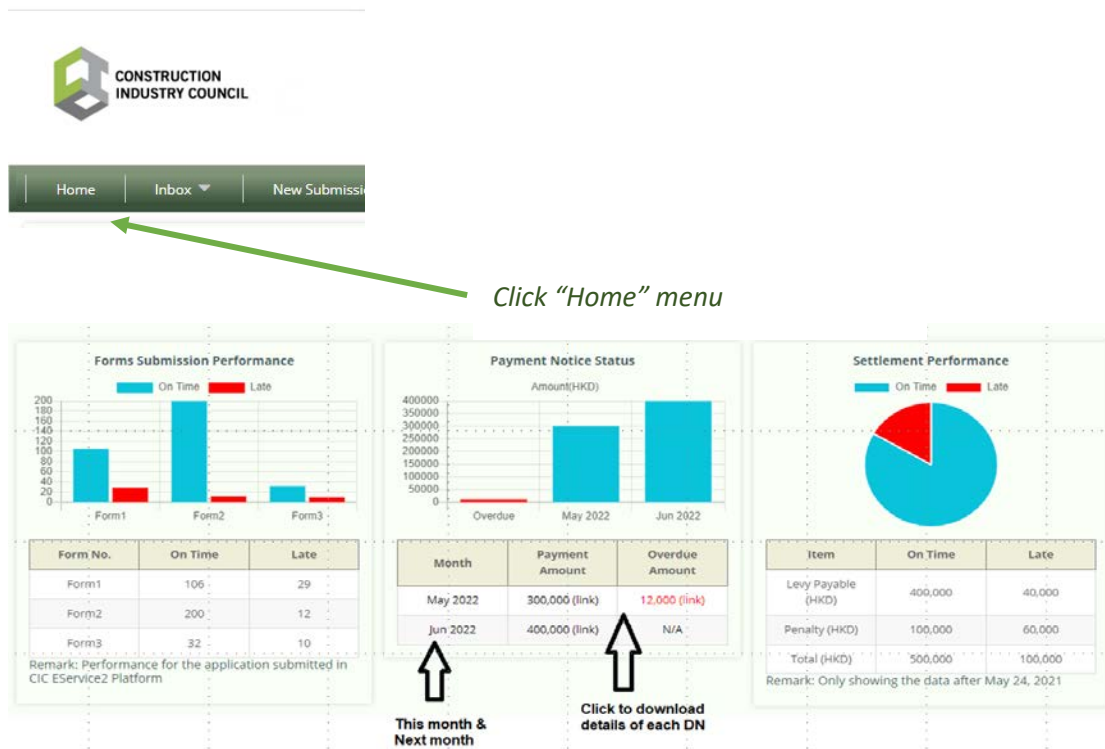


*Click the button to obtain a new password as required*

## I. Contractor Dashboard

System provides 3 performance dashboards for contractors.

1. Forms Submission Performance(left)
2. Payment Notices Status(middle)
3. Settlement Performance(right)



**Forms Submission Performance** – It provides a performance summary on all submitted Levy Forms by the contractors via E-Services 2.0.

**Payment Notice Status** – It provides summary data on payment notices for the contractors, covering three parts: (i) Overdue payments; (ii) Amount due for payments this month; and (iii) Amount due for payments next month. You may view and download the payment details of the relevant payment notices by clicking the "(link)".

**Settlement Performance** – It provides summary on historical settlements from one year before, showing settlements which were paid on time and those which were late.