

Construction Industry Resource Centre

Visiting Application Form

Welcome to Visit Construction Industry Resource Centre. Please make appointment for visit with the submission of the completed form at least 7 working days before the visit by email to rc@cic.hk or fax to Ms. Cao at 2100 9580. The application will be processed and confirmed shortly.

(1) Details for the Visit

Organization Name (Both Chinese name and English name)
 _____ (CHI) _____ (ENG)

Nature[#]: Commercial/ Primary school/ Secondary School/ Tertiary or university/
 Government Dept./ Association / Others, please specify _____

Contact Person (Both Chinese name and English name):
 _____ (CHI) _____ (ENG) (Mr./Ms./Mrs)

Title (Both Chinese and English): _____ (CHI) _____ (ENG)

Contact No.(Company) _____ (Mobile No.): _____

Email: _____ Fax: _____

Organization Website _____

(2) Visit Date and Time*

Date: 20____ (Year)____ (Month)____ (Day)

Arrival time: (Please tick the appropriate box)

☐ 9:00am ☐ 10:30am ☐ 14:00pm ☐ 15:30pm

Visit time from: _____ to _____ (e.g. from 2pm to 3:30pm)

Remarks: About 25 to 30 minutes guided tour service will be provided. Also, a journey of visit is around 1-1.5 hour, depends on the nos. of visitors.

(3) Other Information

Total No. of Visitors: _____ (Please provide the no. of visitors who aged 12 or below _____)

Visitors from which forms or grades: _____ (e.g. P.6 or F.4)

Purpose of the Visit: _____
 (e.g. Get information about construction, job seeking, applying course, school visit)

Others: _____

Language: Cantonese

For English, Please State Yes /No[#]

[#] please delete if inappropriate

* The appointment will be served on a "first come-first serve" basis

Remarks:

a.) RC only provides the drop off and pick up point for vehicles. There are car parks nearby for the visitors requiring car park lots.

b.) Please contact us 3 working days before the visit at 2100 9588 to reconfirm the date and time.

c.) Opening Hours of RC: Mon-Sun, 9:00am-6:00pm (Closed on Wed and Public Holidays)

d.) **Personal Data 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, Hong Kong.

☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry

Signature & Company Chop

Date

G/F, CIC Kowloon Bay Training Centre, 44 Tai Yip Street, Kowloon Bay, Kln

Tel: (852) 2100 9588 | Fax: (852) 2100 9580

E-mail: rc@cic.hk | Website: www.cic.hk