



Construction Workers Registration System
Application for Data Migration

Starting from 18 December 2015, contractors with existing contract may apply for data migration to the Construction Workers Registration System (CWRS) and start using the CWRS to collect and submit daily attendance record (DAR). Construction Industry Council (CIC) recommends contractors to kick start the project at the earliest convenience to ensure a smooth transition.

For those contractors who intend to migrate to the new system during the aforementioned transition period, please complete and submit the form below to CIC. Our project team will contact you soonest upon receipt of the application form.

Please read the Notes overleaf carefully before completing this application form.

1) Contract Details

Contract No. / BD Ref. No.: _____ CIC Site Ref. No.: _____
EF Ref. No.: (if applicable) EF/20__/0__ __ __ __

2) Contact Details

Name of Representative

(English): _____ (中文): _____

Title: _____

E-mail: _____

Tel. No.: _____ Fax No.: _____

Require Biometric Integration? : Yes No

Type of Biometric Device: _____

Name of the System Integrators: _____

3) Data Migration Date

Preferred Start Date: _____ (DD/MM/YY)

Signature & Company Chop: _____

Name of Company Representative: _____

Title: _____

Tel. No.: _____

Date: _____

Notes

- Applicant should be an existing registered contractor with a valid contract which is submitting Daily Attendance Record to Construction Industry Council (CIC).
- The application shall be made preferably at least 1-month prior to the preferred start date.
- Upon receipt of the completed application form, the applicant will be contacted to confirm the project migration followed by a confirmation email.
- The applicant shall ensure that the information provided in this form is true, correct and up to date. The applicant is required to notify the CIC in writing if there are any subsequent changes to the information provided in this form.
- Please provide all information as required. The CIC may not be able to process application with incomplete or insufficient information.
- Please send the completed order form to the CIC by any of the following ways:
In person or by mail: Registration Services Secretariat, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon
By fax: 2100 9090
By email: cwrs_info@cic.hk
- Personal Information Collection Statement
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 the Construction Workers Registration System migration project.