

申請指引 | Guidance for submitting application **
(Version 1 / 2013 版)

1) 如何申請 How to Apply?

步驟 Steps	註解 Explanatory Notes
(i) 收集所需資料及證明文件。 Gather the required information & supporting documents.	a) 公司資料 Company Information b) 工程資料 Technical Information 詳情參考《規則及程序》附表 3。 Details refer to Schedule 3 of the Rules and Procedures.
(ii) 填妥申請表格。 Complete the application form.	用正楷填寫表格。如位置不足，可另加附頁。 Form should be completed in block letters. Additional sheets may be used if the space provided is insufficient.
(iii) 夾附需呈交的資料及證明文件。 Attach the supporting documents with the application form.	用核對表檢視是否已提供所需的資料及證明文件。 Review whether all required information and supporting documents has been submitted by using the Submission Checklist.
(iv) 夾附用作繳費的劃線支票，抬頭人寫“建造業議會”。 Attach a crossed cheque drawn in favour of the “Construction Industry Council” for the payment of fees.	收費詳情參考《規則及程序》附表 5。 Fees details refer to Schedule 5 of the Rules and Procedures.
(v) 以郵寄或親身向註冊處遞交申請。 Submit application to the Registration Office by post or in person.	留意申請表封面上註冊處的開放時間及聯絡資料。 Alert the opening hours and contact information of the Registration Office as shown on the cover of application form.

** 詳細的註冊要求應以《分包商註冊制度基本名冊的規則及程序》所規定為準。

Detailed registration requirements shall be in accordance with the Rules and Procedures for the Primary Register of the Subcontractor Registration Scheme.

2) 申請表收據 **Receipt of Application Form**

如申請人所提供的資料基本足夠，註冊處可發出申請表收據以初步確認收到其註冊申請。但發出申請表收據並不表示註冊必定成功。只有由管理委員會認為在符合規則及程序下的註冊條件後，方會批准註冊並將獲發信件確認。

Receipt of Application Form may be issued provided that all the basis information has been submitted together with the application form. The issuance of receipt shall not be regarded as successful registration. Subject to the Management Committee having considered the application met with the registration requirements as stipulated under the Rules & Procedures, the approval of registration may then be issued and confirmed by written notice.

3) 註冊承諾書的簽署 **Signing of the Registration Undertaking**

註冊承諾書應由公司東主、合夥人或董事簽署。如有特殊情況，可由獲公司授權人仕(如：高級管理人員、部門主管)代簽。註冊承諾書的見證人可以是任何 18 歲或以上人仕並能提供聯絡地址。

The Registration Undertaking should be signed by the company proprietor / partner or director. In case of special circumstances, it should be signed by person duly authorized by the company (e.g. senior management or department head). The witness of the Registration Undertaking could be anyone at or over the age of 18 and have provided a communication address.

4) 公司工程經驗紀錄 (適用於按註冊條件“R1”的申請) **Company Work Experience Records (Applicable to registration through entry requirement “R1”)**

公司工程經驗紀錄一般包括下列部份 Company Work Experience Records generally includes:

- (i) 合約部份: (如：分判合約 / 工作單 / 工程數量清單 / 圖紙等之相關部份)
Contractual parts: (e.g. Sub-contract / Works Order / Extract of the relevant parts of Bills of Quantities BQ / Schedule of Rates SOR / drawings etc.);
- (ii) 字眼部份 (該文件須顯示包括相關申請工種 / 專長項目)
Works Descriptions (which showing the applying trades / specialties are included);
- (iii) 完工證明 (如：由僱主 / 發判人 / 工程顧問 / 客戶簽發的完工信; 中期 / 尾期糧單證書及收款紀錄(Interim Payment Cert.) / 決算書(Final Account)等)，以證明工程於最近 5 年內由申請人負責完成
Completion Proof (e.g. Practical Completion (PC) Certificate / Letter issued by Employer / Issuer of Works Order / Project Consultant / Client; latest Interim / Final Payment Certificate & payment records; Final Account etc.) proofing that the subject contract is completed within 5 years by the applicant.

5) 在政府註冊制度取得的牌照 / 註冊資格 (適用於按註冊條件“R2”的申請) Qualification proofs in government registration schemes / licenses obtained (Applicable to registration through entry requirement “R2”)

下列為政府註冊制度的例子 The following are some examples of the government registration schemes:

政府決策局／部門 Government Bureau / Department	簡稱 Abbreviation	註冊制度 Registration Scheme
屋宇署 Buildings Department	BD	註冊一般建築承建商 Registered General Building Contractors
		註冊專門承建商 Registered Specialist Contractors
機電工程署 Electrical and Mechanical Services Department	EMSD	註冊電業承辦商 Registered Electrical Contractors
		註冊升降機承辦商 Registered Lift Contractors
		註冊自動梯承辦商 Registered Escalator Contractors
		註冊氣體工程承辦商 Registered Gas Contractors
消防處 Fire Services Department	FSD	消防裝置承辦商 Fire Service Installation Contractors
房屋委員會 Housing Authority	HA	工程承辦商 Works Contractors
發展局 Development Bureau	DEVB	認可公共工程承建商 Approved Contractors for Public Works
		認可公共工程物料供應商及專門承造商 Approved Suppliers of Materials and Specialist Contractors for Public Works
水務署 Water Supplies Department	WSD	持牌水喉匠 Licensed Plumbers

6) 東主 / 合伙人 / 董事的相關個人資歷 (適用於按註冊條件“R3”的申請) Qualification proof of proprietor, partners or directors (Applicable to registration through entry requirement “R3”)

分包商註冊制度
基本名冊
Subcontractor Registration Scheme SRS
Primary Register

如申請人按註冊條件“R3”申請或續期註冊，其東主或最少 1 名合伙人或董事必須保持有《規則及程序》第 2.1 c)或第 3.1 條規定下訂明的相關個人資歷並呈交證明文件表列如下 If the applicant apply for registration or renewal through registration requirement “R3”, its proprietor or at least 1 of its partner or director shall maintain the personal qualifications as stipulated in clause 2.1 c) or 3.1 of the Rules & Procedures as tabulated below:

<p style="text-align: center;">註冊條件“R3”下東主 / 合伙人 / 董事的 個人資歷要求 Personal Qualifications for proprietor, partners or directors under R3 Registration Requirements</p>	<p style="text-align: center;">證明文件 Documentary Proof</p>
<p>獲註冊分包商受僱最少 5 年，具備所申請工種 / 專長項目的經驗 Employed by a Registered Subcontractor for at least 5 years with experience in the trade / specialty;</p> <p style="text-align: center;">及 AND</p> <p>曾修畢建造業議會舉辦的分包承建商之工程管理訓練課程系列（或同等課程）的全部單元 Completed all the modules of the Project Management Training Series for Sub-contractors (or equivalent) courses conducted by the CIC.</p> <p style="text-align: center;">或 OR</p> <p>已就所申請工種／專長，已註冊為建造業工人註冊條例(第 583 章)下相關之註冊熟練技工，且具備所申請工種／專長的經驗最少 5 年 Registered as Registered Skilled Worker under the Construction Workers Registration Ordinance (Cap. 583) for the relevant trade / specialty with at least 5 years experience in the trade / specialty applying;</p> <p style="text-align: center;">及 AND</p> <p>曾修畢建造業議會舉辦的資深工人之行業管理課程(或同等課程) Completed the Senior Construction Workers Trade Management Course (or equivalent) conducted by the CIC.</p>	<p>由僱主 / 註冊分包商 / 相關的專業人仕*** (按其適用情況) 簽發的工作證明信件證明已達經驗要求 Reference Letter issued by Employer / Registered Subcontractor / related Professionals** (where appropriate) certifying the adequacy of required working experiences</p> <p style="text-align: center;">及 AND</p> <p>訂明課程的畢業證書幅本 Completion Certificate for specified courses</p> <p style="text-align: center;">或 OR</p> <p>註冊熟練技工之工人註冊證幅本 Copy of the Registration Card for Registered Skilled Worker of the trade / specialty applying for.</p>

*** 在此“專業人仕”只限下列學會認可的專業會員：香港建築師學會、香港工程師學會、香港測量師學會、英國特許營造師學會及香港營造師學會 In here, “Professionals” includes only those professional member recognized by the following institutions: The Hong Kong Institute of Architects (HKIA), The Hong Kong Institution of Engineers (HKIE), The Hong Kong Institute of Surveyors (HKIS), The Chartered Institute of Builders (CIOB) and the Hong Kong Institute of Construction Managers (HKICM)

7) 申請核對清單 SUBMISSION CHECKLIST

(i)	已閱畢《規則及程序》 Have read the “Rules and Procedures”		<input type="checkbox"/>
(ii)	<p>(只適用於續期申請 For Renewal Application only) 已檢視《註冊事項記錄》，特別需留意 Have checked with the Records of Registration Particulars, in particular on: (a) D 段有關不獲豁免的工種 / 專長項目 Non-exempted trades/specialties as listed in Section D; (b) E 段有關公司操守準則 Company Code of Ethics as listed in Section E; 並提供新的相關證明文件 / 操守準則 (如之前未曾提交)。《註冊事項記錄》由註冊處發出並已夾附於註冊續期通知信內。 And, to submit new supporting documents & Company Code of Ethics (if not submitted before). The Records of Registration Particulars was posted with the reminder letter on renewal of registration issued by the Registration Office.</p>		<input type="checkbox"/>
(iii)	公司及 其他聯絡資料 Company & Other Contact Information	已附上有效的商業登記證副本。 Have enclosed the copy of effective Business Registration Certification.	<input type="checkbox"/>
		<p>(只適用於未按《公司條例》註冊的公司的新註冊申請或涉及更改其東主 / 合伙人的續期申請或更改註冊事項通知) (Applicable only to New application and Renewal application or notification involving changes on Company Proprietor / Partners for companies NOT incorporated under the Companies Ordinance) 已附上稅務局簽發的商業登記冊資料摘錄核證本 (IRBR 152 號表格) 的副本。 Have enclosed the copy of Certified Extracts of Information on Business Register issued by the Inland Revenue Department (Form IRBR 152)</p>	<input type="checkbox"/>
		<p>已填妥表格內有關公司及其他聯絡資料的部份。 Have completed relevant section of the application form on Company & Other Contact Information. (只適用於“有限公司” For “Limited Companies” only) : 已附上最新且已呈交公司註冊處的相關表格副本，如：AR1 / NC1 / D2A / D4 / R1 或同等 (按所適用情況) 及其收據。 Have enclosed photocopy of the latest relevant Forms like AR1 / NC1 / D2A / D4 / R2 or equivalent (where applicable) submitted to the Companies Registry including the receipt.</p>	<input type="checkbox"/>
(iv)	工程資料 Technical Information	已選擇註冊工種 / 專長項目。 Have selected the trades / specialties applying for.	<input type="checkbox"/>
		已按 R1 / R2 / R3 註冊條件提供相關證明文件副本。 Have provided copy of the relevant documentary proof as required under the registration requirements R1 / R2 / R3.	<input type="checkbox"/>

7) 申請核對清單(續) SUBMISSION CHECKLIST (Cont'd)

(v)	費用 Fees	已附上適當面額的劃線支票，抬頭寫「建造業議會」。收費詳情可參考申請表內的收費計算表。 Have enclosed a crossed cheque of sufficient amount drawn in favour of "Construction Industry Council". Please refer to the fees computation table of the application forms for the amount of fees to be charged.	<input type="checkbox"/>
		請確保支票戶口有足夠金額。 Please ensure the cheque account has sufficient funds for settlement.	<input type="checkbox"/>
(vi)		已申報過往 2 年之相關定罪記錄。 Have declared relevant conviction records for the past 2 years.	<input type="checkbox"/>
(vii)		已提供相關財務數據，管理及技術人員資料。 Have provided relevant financial data and information about management and technical staff.	<input type="checkbox"/>
(viii)		檢視是否已填妥整份申請表。Checked whether have duly completed the whole application form.	<input type="checkbox"/>

8) 收費計算 FEES COMPUTATION

收費項目 Fees and Charges Items	費用 Fees (港幣 HK\$)
首次註冊或續期申請費 Application fee for first-time registration or renewal	\$ 100
不多於 15 項工種或專長項目的兩年註冊費 Biennial registration fee* for not more than 15 trades or specialties altogether	\$ 800
每 10 項額外工種或專長項目（如少於 10 項，仍作 10 項計算）的額外兩年註冊費* For each additional 10 trades or specialties (if less than 10, still counted as 10), additional Biennial registration fee*	\$ 250
就不多於 15 項工種或專長項目，加入其他工種及專長項目的申請費 Application fee for inclusion of additional trades and specialties for not more than 15 trades or specialties altogether	\$ 370
每 10 項其他工種或專長項目（如少於 10 項，仍作 10 項計算） For each additional 10 trades or specialties (if less than 10, still counted as 10)	\$ 250

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註 Note *

在申請首次註冊或續期時，須繳交兩年的註冊費。倘若申請被撤回或不獲管理委員會批准，這筆費用可予退還。其他費用則不論申請成功與否，一概不予退還。

The biennial registration fee is payable when submitting applications for first-time registration or renewal and is refundable in case an application is withdrawn or not approved by the Management Committee. All other fees are non-refundable whether an application is successful or not.

Example 例子

新註冊申請及註冊續期 For New Application and Renewal of Registration:-

收費項目 (包括申請及 2 年註冊費) Fees Items (Including application & biennial registration fee)	費用 Fees (港幣 HK\$)
申請 1 - 15 項工種 / 專長項目 Applying 1 - 15 trades / specialties	\$ 900
申請 16 - 25 項工種 / 專長項目 Applying 16 - 25 trades / specialties	\$ 1,150
申請 26 - 35 項工種 / 專長項目 Applying 26 - 35 trades / specialties	\$ 1,400

加入其他工種申請 For Inclusion of Additional Trades:-

收費項目 Fees Items (Including application & biennial registration fee)	費用 Fees (港幣 HK\$)
申請 1 - 15 項工種 / 專長項目 Applying 1 - 15 trades / specialties	\$ 370
申請 16 - 25 項工種 / 專長項目 Applying 16 - 25 trades / specialties	\$ 620
申請 26 - 35 項工種 / 專長項目 Applying 26 - 35 trades / specialties	\$ 870