

Construction Industry Council

“Book for Your Group Registration”

Group Submission of Workers’ Registration Applications

The “Group Submission of Applications” arrangement is introduced to facilitate the workers. Companies / Organisations / Employers can now simply call for a booking of the group registration application. Under this arrangement, workers will be able to complete the registration process efficiently. The registration cards can also be collected by the respective companies / organisations / employers with workers' authorisation.

Interested companies /organisations /employers please assign a person-in-charge as the contact point for CIC to follow up the group applications:

- (1) Please call CIC at **2873 3002** to make a booking of the group registration application;
- (2) To streamline the application process, respective companies / organisations / employers are required to help check and ensure that all documents submitted meet the registration requirements orderly. CIC will inform the person-in-charge of the date(s) and the period(s) allocated for the registration applications, applicants are required to visit the assigned Workers Registration and Renewal Service Point on time for processing the applications.
- (3) Applicants have to bring along with them the originals of the requisite documents and the application form for verification (Holders of Green Card /Trade Test Certificate issued by the former Construction Industry Training Authority / Construction Industry Council are not required to present those documents and provide their copies), during application process, applicants are required to take photos which will be printed on the Workers Registration Cards;
- (4) In accordance with the Construction Workers Registration (Fees) Regulation, the application fee is \$100 normally (the registration will be valid for 5 years normally).
- (5) Please contact CIC if a rescheduling of group application is desired before the specified date to avoid redundancy of administrative work;

CIC appreciates your support to the group submission of workers’ registration applications. Application forms are available at the Workers Registration and Renewal Service Points, authorised trade unions and trade associations, you can also download the forms at the CIC website.

A briefing session on how to make a group registration application and its requirements can be arranged upon request. Please contact CIC at **2873 1911** for enquiries.