CIC Site Reference No.:	elefence No.:
	elefelice INO



## **Construction Industry Council**

Form No. CWRB-CRMS1 Rev 1 1-Jan-13

## Application Form for Web Submission Administrator Account / Contract Registration for Submission of Site Daily Attendance Record

## Notes:

Please read carefully the following notes before completing and submitting your application form to the Construction Industry Council (the "CIC").

- 1) Please complete this form in black or blue ink.
- 2) Please complete this form in English, except the Chinese name.
- 3) For the purpose of submitting Daily Attendance Records ("DAR"), the Principal Contractor/Site Controller shall apply for a company-based Web Submission Administrator Account and register its contracts with the CIC using this form.
- 4) The form must be submitted in person or by mail. The authentication details (user name and password) for the opening of the Web Submission Administrator Account will be sent to the specified email address of the Company Representative. The CIC may complete the application process within five working days.
- 5) Please attach the certified copy of the following documents: i) "Letter of Acceptance", or equivalent & ii) "BA10" form (for non-government contracts) or "letter from client or client's representative to contractor" stating the site commencement date (for government contracts), to register the contract with the CIC.
- 6) The Prinicpal Contractor/Site controller is required to notify the CIC in writing if there are any subsequent changes to the information provided in this form.
- 7) The CIC may use the information provided in this form for the purposes relating to the administration of the Construction Workers Registration Ordinance (Cap. 583, Laws of Hong Kong) and its subsidiary legislation, and for dealing with other matters related to the application. The CIC may provide such information to government bureaux/departments, personnel or other organizations for purposes as required or authorized by law.
- 8) The Principal Contractor/Site Controller shall ensure that the information provided in this form is true, correct and up to date. Such information shall supersede similar information submitted previously. The CIC will take into consideration only the information given in this form in processing the application.
- 9) Please provide all information as required. The CIC may not be able to process application with incomplete or insufficient information.
- 10) Please send your application to the CIC's address: CWRB Secretariat, Level 7a, 95 Yue Kwong Road, Aberdeen, Hong Kong.

For existing contractors already registered with the CWRA before 1 January 2013, or the CIC on or after 1 January 2013, please provide		
CIC Contractor No.:	and complete Part II and III only.	
(On 1 January 2013, contractors already assigned	d with a CWRA Contractor No. will be allocated the same CIC Contractor No.)	

For registration of new contractors, please complete Part I, II and III.

art I: Contractor Particulars	
Company Name (English):	
(中文)	
Company Address:	
Phone No.:	Fax No.:
ompany Representative (1)	
Name:	Phone No.:
Fax No.:	Email Address:
who will receive the Web Submission A	Company Representative for all the contracts under the same CIC Contractor Number within the system dministrator Account authentication details and Late DAR Submission Reminders for all the relevances of this registered Company Representative.

art II: Contract Informat	<u>ion</u>	*All items must be fille
Contract No. (2):	*min5. max20 characters with a mix of lett	ers, numbers and/or punctuation marks, including "-", "/", "." and "()" only.
		, , , , , , , , , , , , , , , , , , , ,
Government Dept./Client:		
Site Location:		
-		
te Commencement Date <sup>(3)</sup> :	/ / / ( Day / Month / Year	Site End Date <sup>(4)</sup> : / / ( Day / Month / Year )
te Representative (5)		
Name:		Phone No.:
Fax No.:		Email Address:
appro <sup>(3)</sup> Ple repres	priate.  case refer to the site commencement sentative to contractor (for government ase submit the BA13/14 form or the sul	bstantial completion certificate to the CIC upon actual site completion of the contract.  I be sent to the specified email address of the Site Representative. This Site Representative will
(5) DA	eceive Reports of this particular contra	
(5) DA	eceive reports of this particular contra	

Part III: Company Authorization	
Name of Authorised Person <sup>(6)</sup> :	Phone No.:
Title :	Email Address :
Signature of Authorised Person:	Company Chop:
Date :	
<sup>(6)</sup> The CIC only allows registration of one who is responsible for approval of all the i	e Authorised Person for all the contracts under the same CIC Contractor Number within the system, information in this application form.