

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 Principal 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 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**.

Part I: Contractor Particulars

Company Name (English): _____

(中文) _____

Company Address: _____

Phone No.: _____ Fax No.: _____

Company Representative ⁽¹⁾

Name: _____ Phone No.: _____

Fax No.: _____ Email Address: _____

⁽¹⁾ The CIC only allows registration of one Company Representative for all the contracts under the same CIC Contractor Number within the system, who will receive the Web Submission Administrator Account authentication details and Late DAR Submission Reminders for all the relevant contracts, through the specified email address of this registered Company Representative.

