

Construction Industry Council

Form No. CWRB-CRMS2
Rev 1 1-Jan-13

Application Form for Issuance of SAM Card

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.
- 3) For the purpose of registering construction workers on a construction site, the Principal Contractor/Site Controller shall apply for a SAM Card using this form.
- 4) The form must be submitted in person or by mail. The CIC may issue the SAM card within five working days if all the required information is provided. The authentication details (user name and password) for activating the SAM card will be sent to the same Company Representative specified in Form CRMS 1 in a separate email.
- 5) Company cheque made payable to the "**Construction Industry Council**" should be used to pay for the SAM card. The amount payable would depend on the number of cards applied for as specified in Part I.
- 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.**

If the contractor has not registered with the CWRA before 1 January 2013, or the CIC on or after 1 January 2013, please submit this form together with Form CRMS 1.

For existing contracts already registered with the CWRA before 1 January 2013, or the CIC on or after 1 January 2013, please provide

CIC Contractor No.: _____

CIC Site Reference No.: _____

(On 1 January 2013, contractors already assigned with a CWRA Contractor No./ CWRA Reference No. will be allocated the same CIC Contractor No. / CIC Site Reference No.)

Part I: Request for SAM Card

Applying for:

- ☐ New SAM Card, reason:
- ☐ Do not want to **RE-USE existing SAM Cards**
- ☐ Do not possess any SAM Cards
- ☐ All existing SAM Cards are occupied

- ☐ Replacement SAM Card, reason:
- ☐ Card lost (Please attach the Lost Property Report Form issued by the Hong Kong Police Force)
- ☐ Card damaged (Please return the damaged SAM Card)
- ☐ Others, please state: _____

No. of SAM Card Required: _____

SATM : ☐ For Windows 2000/XP ; or

Amount (each): **550** (HK\$)

☐ For Windows 7

Total Amount: _____ (HK\$)

Cheque No.: _____

Part II: Company Authorization

Name of Authorised Person ⁽¹⁾⁽²⁾⁽³⁾: _____ Phone No.: _____

Fax No.: _____ Email Address: _____

Signature of Authorised Person: _____ Title: _____

Date: _____ Company Chop: _____

⁽¹⁾ The CIC only allows registration of one Authorised Person for all the contracts under the same CIC Contractor Number within the system, who is responsible for approval of all the information in this application form.

⁽²⁾ 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 SAM card authentication details, Web Submission Administrator Account authentication details and Late Daily Attendance Records Submission Reminders for all the relevant contracts. Please refer to the relevant Form CRMS 1 for details.

⁽³⁾ Daily Attendance Records Submission Validation Reports will be sent to the specified email address of the Site Representative. This Site Representative will only receive Reports of this particular contract. Please refer to the relevant Form CRMS 1 for details.

For Official Use Only

Part V: Verification by CIC

No. of SAM card already issued: _____ No. of SAM card to be issued : _____

Name and signature of verifying officer: _____ Date: _____

Part VI: Acknowledgement of Receipt of SAM card by Contractor

I, _____ (name) _____ (HKID no.)

acknowledge receipt of SAM card(s) of the following serial no(s).

on behalf of _____ (company name).

Serial no(s). of SAM card: _____

Name and Signature: _____

Company Chop: _____ Date: _____