

Guidance Notes on Completing Application Form for Construction Workers Registration

1. Applicants may submit applications in person to any of the following Service Locations:

| District | Address | Business Hours | |
|-------------|--|--|--|
| | | Mon –Fri | Sat –Sun |
| Kowloon Bay | G/F, Kowloon Bay Training Centre, 44 Tai Yip Street (Exit A, MTR Kowloon Bay Station) | 9am - 7pm Closed on public holidays | 9am - 5pm Closed on public holidays |
| Nam Cheong | Shop 6, MTR Nam Cheong Station (Opposite to the gates of Exit D within the Station) | | |
| Sheung Wan | Room 2001, Alliance Building, 133 Connaught Road Central (Exit C, MTR Sheung Wan Station) | | Closed |
| Tsing Yi | Shop 12, U2 Level, Airport Express, MTR Tsing Yi Station (Unpaid Concourse) | | |

2. Prior to attending the WRO, applicants may call 2873 1911 in 1 to 28 days in advance to make an appointment (appointments made via fax or e-mail will not be accepted). Alternatively, applicants may go to any Service Locations within opening hours to queue up for submitting their applications.
3. Applicants may apply for registration as:
- registered skilled worker or registered skilled worker (provisional) for a designated trade
 - registered semi-skilled worker or registered semi-skilled worker (provisional) for a designated trade
 - registered general worker
4. Applicants have to bring along the originals of the following documents when submitting the applications. The originals will be returned to the applicants after checking. These documents include:
- Hong Kong Identity Card (If the applicant is not a Hong Kong Permanent Resident, in addition to his/her HKID Card (if available), he/she is also required to present his/her One Way Exit Permit or passport/travel document showing a valid employment visa or other documents relevant to the trade(s) he/she applies to register) ;
 - A valid "Green Card" (which has a remaining validity of minimum 30 days at the date of application);
 - Documentary evidence for qualifications relevant to the trades for which an application for registration is made. (If applying for provisional registration for a trade, the applicant has to present documentary proof for the period of relevant experience of such work personally carried out by the applicant.)
5. Incomplete information submitted for any one trade may render the WRO unable to process the application for this trade.
6. Applicants are required to pay the application fee in cash. The validity of a registration normally lasts for 5 years. The fee will be HK\$100. If the applicant possesses a qualification which is specified in Column 6 of Schedule 1 of the "Construction Workers Registration Ordinance" (the Ordinance) and is relevant to one of the trades he/she applies to register, he/she is only required to pay half fee.
7. "Alignment of Expiry Date" is only applicable to new and renewal applications of normal registration, except the following circumstances
- Any provisional registration
 - Work in Hong Kong with a working visa
 - Re-issuance of Registration Card for changing or adding trade division(s);
 - Replacement of Worker Registration Card
 - Information Update;
 - Validity of Green Card is less than 18 months.
8. Application fee will not be transferable once paid. It will not be refunded whether the application is successful or not, or when it is withdrawn halfway.
9. Upon receipt of all relevant application documents, WRO will normally issue the Registration Card to the applicant in 14 business days.
10. WRO will request the qualification issuing authorities concerned to verify the information provided by the applicants. Should WRO fail to receive a reply of confirmation of qualification from the authorities concerned after receipt of the application, WRO will inform the applicants of the possible cancellation of their applications.
11. Information about all the registered trades will be stored as electronic data in the chip embedded inside the Registration Card. However, owing to the limited space available on the back of the card, the registered trades will be printed on it as far as possible corresponding to the sequence of trades filled in the application form.
12. Within 2 weeks from the date on which the Registrar makes a decision on acceptance or rejection of an application, expiry of registration, renewal of registration, or cancellation of registration, the applicant may request a review of that decision by the Review Committee. This request has to be a written one in the specified form.
13. According to the Ordinance, if a registered construction worker has changed his/her name or address, he/she must give a written notice to the Registrar within one month stating the related changes.
14. The Construction Industry Council maintains a Register of registered construction workers in the website (<http://www.cic.hk>) for inspection by the public.