

Guidance Notes on Completing Working Experience Certification Form for Application for Provisional Registration

A construction worker who holds a valid Green Card ("Green Card" refers to the relevant certificate for completion of a safety course as defined in section 6BA(2) & 6BA(4) of the Factories and Industrial Undertakings Ordinance, Chapter 59) and intends to apply for provisional registration is required to fill in and submit an "Application Form for Construction Workers Registration" and a "Working Experience Certification Form for Application for Registration as Registered Skilled / Semi-skilled Worker (Provisional)" (short titled as "Working Experience Certification Form for Application for Provisional Registration") (Form PR1) to the Registrar. The applicant shall note the following:

A. Categories and Requirements of Provisional Registration

	Categories☆	Eligibility Requirement
(1) *	Registered Skilled Worker (Provisional) (Designated Trade Division)	An applicant who has not yet possessed the required qualifications for applying to register as a Registered Skilled Worker (Designated Trade Division), i.e. Trade Test Certificate issued by the Construction Industry Council (CIC) or the Vocational Training Council (VTC), or other qualifications (e.g. other recognised registration, certificates or licenses) as specified in Schedule 1 of the CWRO, <u>but can prove possession of not less than 6 years@ of experience of personally carrying out construction work of the relevant trade division.</u>
(2) #	Registered Semi-skilled Worker (Provisional) (Designated Trade Division)	An applicant who has not yet possessed the required qualifications for applying to register as a Registered Semi-skilled Worker (Designated Trade Division), i.e. Intermediate Trade Test Certificate issued by the CIC or the VTC, or other qualifications as specified in Schedule 1 of the CWRO, <u>but can prove possession of not less than 2 years@ of experience of personally carrying out construction work of the relevant trade division.</u>

Remarks:

- ☆ If a qualification is listed in Column 6 "Other Qualifications" of Schedule 1 of the CWRO for a designated trade division, provisional registration is not applicable to this trade division.
- @ According to the Construction Workers Registration Ordinance (the CWRO), the total period of working experience may be calculated up to the date of commencement of the relevant section in the CWRO, i.e. 29 December 2005.
- * Registered Skilled Worker (Provisional) in Item (1) is required to complete a specified training course or pass a relevant Trade Test within 3 years after registration before he/she is eligible to apply for registration as a Registered Skilled Worker for the relevant trade division.
- # Registered Semi-skilled Worker (Provisional) in Item (2) is required to pass a relevant Intermediate Trade Test within 3 years after registration before he/she is eligible to apply for registration as a Registered Semi-skilled Worker for the relevant trade division.

B. Application for Registration as Registered Skilled / Semi-skilled Workers (Provisional)

Proof of Relevant Working Experience: An applicant applying for provisional registration has to complete and submit a "Working Experience Certification Form for Application for Registration as Registered Skilled / Semi-skilled Worker (Provisional)" (Form PR1) to prove that he/she possesses the required experience of personally carrying out the construction work of the designated trade division.

Closing Date for Provisional Registration Application : Please pay attention to the announcement by Construction Industry Council later.

C. How to Complete “Working Experience Certification Form for Application for Provisional Registration”

- The applicant is required to fill in “**Part I : Details of construction work personally carried out by the applicant relevant to the designated trade division**”, and to his/her best knowledge provide the details as required in Table 1. The applicant is also required to sign the “Declaration of Applicant”.
- The applicant may submit certification of his/her working experience of personally carrying out construction work experience of the trade division as listed in Table 1 of Part I by one of the following ways:
 - ☐ Certification and assessment by trade union - the applicant is required to submit Form PR1, Form PR2 (if applicable) and all relevant proofs of his/her working experience to the trade union. Trade Union should assess and verify the applicant’s working experience, according to the guidelines, standards and established procedure given by the Construction Workers Registration Board (CWRB), and certify applicant’s working experience in **Part III : Certification of Membership / Assessment and Endorsement of Working Experience by Trade Union**.
 - ☐ Direct submission of proof of working experience to the Registrar - the applicant is required to submit Form PR1, Form PR2 (if applicable) and all relevant proofs of his/her working experience to the Registrar for consideration of his registration application.
- Limitation on the length of work experience to be certified by the following means:

	Certification by Direct Employer*	Certification of Membership by Trade Union	Statutory Declaration (Oath)	Other Certification (See Paragraph 4)
	(Fill in Part II)	(Fill in Part III)	(Fill in Form PR2 and make the statutory declaration in any District Office of Home Affairs Department or in the presence of a Justice of the Peace (JP) or a lawyer)	(all information or supporting documents as proof of working experience)
Application for Registered Skilled Worker (Provisional)	No limitation	If an applicant is certified as a member of a recognised trade union for a period of not less than 6 years, generally he/she is deemed to possess the requisite 6 years of working experience for the designated trade division **.	Only applicable to applicants who are not able to be certified as members of recognised trade unions. The applicant may declare not more than 2 years of working experience by means of statutory declaration.	No limitation
Application for Registered Semi-skilled Worker (Provisional)		If an applicant is certified as a member of a recognised trade union for a period of not less than 2 years, generally he/she is deemed to possess the requisite 2 years of working experience for the designated trade division **.	Not applicable	

Remarks:

- * If an applicant cannot acquire the certification for all or even part of the required working experience as listed in Table 1 of Part I from his/her direct employers, he/she has to make declaration on such in Column (9) to (12) of Table 2 of Part II of the certification form.
- ** According to the CWRO, the total period of working experience eligible for application may be calculated up to the date of commencement of the relevant section, i.e. 29 December 2005. As such, the total period of membership eligible for application may also be counted up to this date.

- Apart from obtaining certification on the required working experience from direct employer or through statutory declaration, the applicant may provide all the details, as far as possible, and all related proof or supporting documents such as (including the following examples but not limited to) payroll record, staff permit, attendance record, injury record, employment certificate, as proof of the construction work personally carried out by him / her relevant to the designated trade divisions. In addition, the applicant can also submit supplementary proof of his working experience given by a registered skilled worker of other relevant trade divisions or by a worker who is eligible to apply for the registration as a registered skilled worker of the designated trade division.

Notes:

1. Before completing this application form, please read carefully the "Guidance Notes on Completing Working Experience Certification Form for Application for Provisional Registration" and the Declaration and Statement contained in this form.
2. **The applicant is required, to his/her best effort, provide all details as required in this form for the consideration of the Registrar on his/her registration application.**
3. Please complete the form in English, except the Chinese name of the applicant.
4. Please use ball pen or pen, of either black or blue ink, to complete this form.
5. The applicant should first complete Part I and the other appropriate parts as indicated in Part C of "Guidance Notes on Completing Working Experience Certification Form for Application for Provisional Registration."
6. All information given and certified by the parties concerned, either in the name of a person or an organisation, in every part of this certification form must be, to their best knowledge and belief, true and correct. If any false information is given or false statements are made on this certification form knowingly, the application is deemed to be invalid and the person(s) concerned is liable to commit criminal offence under the law.

To : The Registrar of Construction Workers**Part I : Details of construction work personally carried out by the applicant relevant to the designated trade division (To be completed by the applicant)**

I _____ HKID Card No. _____ () have personally carried out construction work relevant to the trade division which I am applying for registration as a *Registered Skilled Worker (Provisional)/ *Registered Semi-skilled Worker (Provisional) during the periods as indicated in Table 1 below:

Trade Division Code _____; Trade Division Name _____

Table 1

Item	Period				Name of Direct Employer	Name of Construction Site (if known)	Name of Main Contractor (if known)	Scope of Work
	From		To					
	Year	Month	Year	Month				
					(1)	(2)	(3)	(4)
1								
2								
3								
4								
5								
6								
7								
8								

Remarks: 1. * Please delete as appropriate.

2. If space provided above is insufficient, please continue to provide your details on a separate copy of Table 1 of Part I and attach it to this form.

Total length of working experience: _____ Years _____ Months

Personal Information Collection Statement

The information you provide to the Construction Industry Council (CIC), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC. To keep you informed of CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, registration, events and other aspects of its work and the construction industry. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.

☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.

Declaration of Applicant

1. I have carefully read the "Guidance Notes on Completing Working Experience Certification Form for Application for Provisional Registration" and all information contained in this certification form.
2. I declare that all information given by me on this certification form are, to my best knowledge and belief, true and correct. I understand that giving false information or making false statement on this certification form knowingly is an offence under the law and my application is deemed to be invalid.
3. I also authorise the registration office to acquire the required information from the concerned issuing organisation and verify the qualifications necessary for processing the application.

Applicant's signature : _____

Date : _____

Part II : Certification by Direct Employer / Reasons for Failing to Obtain Direct Employer's Certification / Contact Details of Direct Employer
(Please refer to Part C of "Guidance Notes on Completing Working Experience Certification Form for Application for Provisional Registration")

- Notes:**
1. Direct employer may certify the applicant's working experience by completing Column (1) to (4) of Table 2 with reference to the information provided by the applicant in Table 1. If the direct employer is not one of the government/public organisations or their registered contractors, or members of the trade associations listed in Table 3, the direct employer please seek its upper-tier company/contractor to certify their contractual relationship by completing Column (5) to (8).
 2. The applicant should submit the direct employer's certification for the working experiences listed in Table 1 of Part I, other supporting documents or statutory declaration to the registration office. However, if the applicant is certified as a member of a recognised trade union for a period of not less than 6 years for application as registered skilled worker (provisional) or not less than 2 years for application as registered semi-skilled worker (provisional), it is not necessary to submit the direct employer's certification.
 3. If the applicant fails to obtain direct employer's certification for the working experiences listed in Table 1, he/she is required to state the reasons of such and provide the contact details of his/her direct employer in Column (9) to (12) of Table 2. The Registrar/trade union (if applicable) may contact the applicant's direct employer(s) and make any enquiry necessary for processing the application.

Table 2 This is to certify that the information given by _____, HKID No. _____ () in Part I of this form is correct.

Items in Table 1					Certification by Direct Employer				Certification on Contractual Relationship by Upper-layer Company/Contractor				Reasons for Failing to Obtain Direct Employer's Certification and Contact Details of Direct Employer					
					Work Period		Name of Direct Employer	Tel. No. of Employer / Company	Name of Certifier	Being a government body/organisation/its registered contractor/member of trade association	Name of Contractor	Tel. No. of Upper-tier company/contractor	Name of Certifier	Being a government body/organisation/its registered contractor/member of trade association	Reasons for failing to obtain certification from direct employer	Name of employer/company	Name of responsible person	Contact phone no.
					From To			Business Registration No.	Signature of Certifier & Company Chop			Business Registration No.	Signature of Certifier & Company Chop					
					yr.	mth		yr.	mth			(1)	(2) (if applicable)					
						Telephone No.:	Name:	<input type="checkbox"/> Yes ; Code : Membership Registration No.:		Telephone No.:	Name:	<input type="checkbox"/> Yes ; Code : Membership Registration No.:	<input type="checkbox"/> contact lost <input type="checkbox"/> unwilling to certify <input type="checkbox"/> record lost <input type="checkbox"/> business closed <input type="checkbox"/> Others: _____					
						Business Registration No.:	Signature & Company Chop:	<input type="checkbox"/> No : Please contact the upper-layer to complete Column (5) to (8)		Business Registration No.:	Signature & Company Chop:	<input type="checkbox"/> No						
						Telephone No.:	Name:	<input type="checkbox"/> Yes ; Code : Membership Registration No.:		Telephone No.:	Name:	<input type="checkbox"/> Yes ; Code : Membership Registration No.:	<input type="checkbox"/> contact lost <input type="checkbox"/> unwilling to certify <input type="checkbox"/> record lost <input type="checkbox"/> business closed <input type="checkbox"/> Others: _____					
						Business Registration No.:	Signature & Company Chop:	<input type="checkbox"/> No : Please contact the upper-layer to complete Column (5) to (8)		Business Registration No.:	Signature & Company Chop:	<input type="checkbox"/> No						
						Telephone No.:	Name:	<input type="checkbox"/> Yes ; Code : Membership Registration No.:		Telephone No.:	Name:	<input type="checkbox"/> Yes ; Code : Membership Registration No.:	<input type="checkbox"/> contact lost <input type="checkbox"/> unwilling to certify <input type="checkbox"/> record lost <input type="checkbox"/> business closed <input type="checkbox"/> Others: _____					
						Business Registration No.:	Signature & Company Chop:	<input type="checkbox"/> No : Please contact the upper-layer to complete Column (5) to (8)		Business Registration No.:	Signature & Company Chop:	<input type="checkbox"/> No						

Remarks:

1. If space provided above is insufficient, please continue to provide the details on a separate copy of Table 2 of Part II and attach it to this form.
2. The signature of direct employer is deemed certifying the working experience of the applicant, it also consents the registration office to acquire the required information from the relevant organisation and verify the information provided by his/her direct employer/company.
3. The signature of upper-tier company/contractor is deemed certifying the contracting relationship, it also consents the registration office to acquire the required information from the relevant organisation and verify the information provided by its upper-tier company.

Table 3 : Government/public organisations and their registered contractors, construction-related trade associations

(Codes in tables below are to be used by direct employer & upper-level company/contractor for completion of Table 2)

A. Government/public organisations and their registered contractors

code		code	
101	Development Bureau – Approved Contractors for Public Works	102	Water Supplies Department – Licensed Plumbers Directory
103	Buildings Department – Registered Contractors (excludes Registered Minor Works Contractors)	104	Kowloon-Canton Railway Corporation
105	Hong Kong Housing Authority – Registered Works Contractors	106	Fire Services Department – Registered Fire Service Installation Contractors
107	The Hong Kong Housing Society	108	MTC Corporation Limited
109	Airport Authority	110	Hong Kong Tramways Limited
111	The Hong Kong Electric Company, Limited	112	Peak Tramways Company, Limited
113	CLP Power Hong Kong Limited	114	The Hong Kong and China Gas Company Limited
115	Construction Industry Council – Registered Subcontractors under “Subcontractor Registration Scheme”	116	Electrical & Mechanical Department – Registers of Electrical Contractors, Lift Contractors, Escalator Contractors, Gas Contractors
117	Office of the Telecommunication Authority – Telecom Licenses	118	Security and Guarding Services Industry Authority – Licensed Security Companies

B. Construction-related trade associations

code		code	
201	The Hong Kong Construction Association Limited	202	The Hong Kong Electrical & Mechanical Contractors' Association Limited
203	Hong Kong General Building Contractors Association Limited	204	The Hong Kong Federation of Electrical and Mechanical Contractors Limited
205	Hong Kong Construction Sub-contractors Association	206	Hong Kong Electrical Contractors' Association Limited
207	Hong Kong Plumbing and Sanitary Ware Trade Association Limited	208	Association of Electrical Contractors
209	Hong Kong and Kowloon Scaffolders General Merchants Association Limited	210	The Lift and Escalator Contractors Association (LECA)
211	Hong Kong Bar-Bending Contractors Association Limited	212	The Hong Kong Air Conditioning and Refrigeration Association Limited
213	Association of Plastering Sub-contractors Limited	214	The Association of Registered Fire Service Installation Contractors of Hong Kong Limited (FSICA)
215	The Hong Kong Marble & Granite Merchants Association	216	Hong Kong Hydraulic Truck Cranes Association Limited
217	Hong Kong Facade Association		

[Remark : Please note that the list above is not exhaustive, any government/public organisations or construction-related trade associations may apply to the Construction Workers Registration Board for admission in the above list.]

Part III : Certification of Membership/Assessment & Endorsement of Working Experience by Trade Union (To be completed by trade union)

(Please refer to Part C of “Guidance Notes on Completing Working Experience Certification Form for Application for Provisional Registration”)

☐ Certification of Membership (To be completed when applicant is being a member of the trade union)

1. We hereby certify that Mr./Ms. _____ (HKID Card No. _____ (_____)) is a member of (name of trade union (Remark 1)) _____ (Membership No. _____) from year _____ month _____ to year _____ month _____.
2. The trade division of the applicant registered in our union is _____ (Trade division code _____) .
3. Applicant's membership was invalid during (time period) _____ due to (reason) _____ .

☐ Assessment & Endorsement of Working Experience

We (Remark 1) _____ , in accordance with the guidelines, standards, and established procedures given by the CWRB, have assessed the information provided in form PR1, PR2 (if applicable), all attachments, and other supplementary information submitted by the applicant, and endorse that the applicant has possessed the working experience of _____ years _____ months in personally carried out construction work of the trade division (Trade code division: _____ Trade division Name: _____) which he/she is applying for registration.

Name of certifier/endorser representing the trade union : _____

Telephone no. of trade union : _____ Contact phone no. of certifier/endorser : _____

Certifier's/Endorser's Declaration

1. I have carefully read the “Guidance Notes on Completing Working Experience Certification Form for Application for Provisional Registration” and all information contained in this certification form.
2. I declare that all information given by me on this certification form are, to my best knowledge and belief, true and correct. I understand that giving false information or making false statement on this certification form knowingly is an offence under the law and the application is deemed to be invalid.
3. I also authorise the registration office to make any request for acquiring information from the concerned organisations and to verify the information provided by the undersigned.

Certifier's/Endorser's

Signature & company chop : _____

Date : _____

Remark 1 :

- (1) The trade union giving certification should be on the list below. The list is not exhaustive. If any trade union (must be a registered trade union of the Labour Department and relevant to the trade divisions open for provisional registration) is willing to certify the membership of its members or assist to assess and endorse the working experience of applicants, it may apply to the CWRB for admission in the list below.
- (2) Please ✓ in the appropriate box.

☐ Hong Kong Construction Industry Employees General Union (香港建造業總工會)

☐ Hong Kong Brick-laying and Construction Trade Workers' Union (香港坭水建築業職工會)

☐ Hong Kong and Kowloon Carpenters General Union (港九木匠總工會)

☐ Hong Kong and Kowloon Painters General Union (港九油漆業總工會)

☐ Hong Kong and Kowloon Woodwork Carvers Union (港九雕刻木器業職工會)

☐ Construction Site Workers General Union (建築地盤職工總會)

☐ Hong Kong and Kowloon Metal Industry Workers General Union (港九五金工業總工會)

☐ Hong Kong Machinery Workers General Union (香港機械從業員總工會)

☐ Welding Industry Employees Association (金屬銲接從業員協會)

☐ Hong Kong Moulding & Glass Engineering Works Union (香港沙模玻璃工程業職工會)

- | | |
|--|---|
| <p><input type="checkbox"/> Hong Kong Plumbing General Union
(香港喉管從業員總會)</p> <p><input type="checkbox"/> Hong Kong and Kowloon Bamboo Scaffolding Workers Union (Tung-King)
(港九搭棚同敬工會)</p> <p><input type="checkbox"/> Hong Kong Paint-scraping, Painting and Maintenance Workers Union
(香港剷漆油漆維修業工會)</p> <p><input type="checkbox"/> Hong Kong and Kowloon Dockyards and Wharves Carpenters General Union
(港九船塢碼頭做木總會)</p> <p><input type="checkbox"/> Hong Kong and Kowloon Masonry and Building Workers Union
(港九打石建造業職工會)</p> <p><input type="checkbox"/> Hong Kong Construction Industry Surveying, Levelling, Project Supervision Staff Association
(香港建造業測量、平水及工程管理人員協會)</p> <p><input type="checkbox"/> Hong Kong Construction Industry Formwork Workers Union (香港建築模板業職工會)</p> <p><input type="checkbox"/> Hong Kong Construction Industry Bar-bending Workers Association
(香港建造業扎鐵職工會)</p> <p><input type="checkbox"/> Hong Kong Construction Industry Professional Plant-operators and Mechanics Association
(香港建造業機械操作及維修專業人員協會)</p> <p><input type="checkbox"/> Hong Kong Decoration Trade & Building Maintenance Employees Association
(香港裝修及屋宇維修從業員協會)</p> <p><input type="checkbox"/> The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions
(香港機電業工會聯合會)</p> <p><input type="checkbox"/> Hong Kong and Kowloon Electrical Engineering and Appliances Trade Workers Union
(港九電器工程電業器材職工會)</p> <p><input type="checkbox"/> Hong Kong Air-conditioning and Refrigerating Trades Workers General Union
(香港空調製冷業職工總會)</p> <p><input type="checkbox"/> Hong Kong Electrical and Electronics Professionals Association
(香港電機電子專業人員協會)</p> <p><input type="checkbox"/> Electronic Communication Technical Staff Union
(電子通訊技術人員協會)</p> | <p><input type="checkbox"/> Hong Kong and Kowloon Cement and Concrete Construction Trade Workers Union
(港九水泥混凝土工程業職工會)</p> <p><input type="checkbox"/> Hong Kong Scaffolding Professionals General Union (香港通架專業人員總會)</p> <p><input type="checkbox"/> Hong Kong Shipbuilding, Machinery Manufacturing and Steel Industries Employees General Union
(香港造船機械鋼鐵業總工會)</p> <p><input type="checkbox"/> Hong Kong & Kowloon Ship Building Trade Workers Union
(港九造船業工會)</p> <p><input type="checkbox"/> Hong Kong Coppersmiths, Blacksmiths and Air Conditioning Workers Union
(香港打銅鐵器冷氣工程從業員職工會)</p> <p><input type="checkbox"/> Hong Kong Telecommunications Industry Employees General Union
(香港電訊業總工會)</p> <p><input type="checkbox"/> Hong Kong Information Technology & Network Engineering Employees Association
(香港資訊科技網絡工程人員協會)</p> <p><input type="checkbox"/> Hong Kong Gaseous Fuel Engineering Employees Association
(香港氣體燃料工程員工協會)</p> <p><input type="checkbox"/> Hong Kong Electrical Engineering Professional Employees Association (香港電業工程專業人員協會)</p> <p><input type="checkbox"/> REACH, PCCW, Cable and Wireless Staff Association
(香港大東電報局職員會)</p> <p><input type="checkbox"/> Union of Hong Kong Electrical Engineering Assistants (香港電業工程助理人員工會)</p> <p><input type="checkbox"/> * Hong Kong Telecommunications Professional Association
(香港電訊專業人員協會)</p> <p><input type="checkbox"/> * Hong Kong & Kowloon Electronics Industry Employee General Union
(港九電子工業職工總會)</p> <p><input type="checkbox"/> * Fire and Security Engineering Employees Association
(消防保安工程從業員協會)</p> <p><input type="checkbox"/> * Hong Kong Construction and Decoration Workers Association
(香港建造及裝修工程從業員協會)</p> |
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Remark: Trade unions marked with (*) shown in the list above are for membership certification only. Trade unions without (*) will also assist assessment of working experience for provisional registration.

For official use only

Application No. : _____

Signature of verifying officer : _____

Date : _____

Statutory Declaration (Oath)

I (Name),
of (Residential Address)
solemnly and sincerely declare that :

I have personally carried out the following construction work of the designated trade division(s) during the following periods (a total of _____ months) (not exceeding 24 months) :

[illegible]

(If space provided is insufficient, please continue to provide the details on a separate copy of this Form PR2.)

Notes: Applicant may make the statutory declaration in any District Office of Home Affairs Department or in the presence of a JP or a lawyer.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declaration Ordinance.

Declared at
in the Hong Kong Special Administrative Region
this day of
through the interpretation of
of
the said interpreter having been also first declared that he/she* had truly,
distinctly and audibly interpreted the contents of this document to the
declarant, and that he/she* would truly and faithfully interpret the
declaration about to be administered to him/her*.

Before me,

Commissioner for Oaths

(signature of declarant)

I, _____ of _____
_____ solemnly and sincerely declare that I well understand the English and Chinese
languages and that I have truly, distinctly and audibly interpreted the contents of this document to the declarant
_____, and that I will truly and faithfully interpret the declaration about to be
administered to him/her*.

Declared at _____
in the Hong Kong Special Administrative Region
this _____ day of _____

Before me,

Commissioner for Oaths

(signature of interpreter)

Warning: The declarant should note that the making of any false statement knowingly is an offence and he/she is subject to criminal liability.