

建造業議會 CONSTRUCTION INDUSTRY COUNCIL

R 2015

報名須知

Notes to Applicants

1. 申請人必須為可在香港合法受僱人士，即
 - i. 持有香港永久性居民身份證；或
 - ii. 並無受制於任何禁止他在香港從事有薪或無薪僱傭工作的逗留條件的人士。

Applicant should be **lawfully employable in Hong Kong**, i.e.

- i. Holder of Hong Kong Permanent Identity Card; or
- ii. Person who is not subject to any conditions of stay in Hong Kong that he shall not take up any paid or unpaid employment in Hong Kong.

2. 報讀課程，可於辦公時間內，帶同身份證明文件，包括有效旅行證件，親往本議會下列報名地點，呈交填妥的報名表格及所需學費。親身報讀人士可以現金繳費。

To enroll, you can go to the following office during office hours. You have to complete this application form; produce identity documents that include valid travel documents; and pay the course fee. Those who apply in person can settle the course fee by cash.

報名地點及辦公時間：

- 建造業議會 九龍灣訓練中心
管理及安全訓練中心
九龍九龍灣大業街 44 號 4 樓
星期一至五：
上午八時三十分至下午一時
下午二時至下午五時
星期六、星期日及公眾假期休息

Enrolment Office and Office Hours:

- CIC, Kowloon Bay Training Centre
Management and Safety Training Centre
4/F., 44 Tai Yip Street, Kowloon Bay, Kowloon
Monday to Friday: 8:30am to 1:00pm
2:00pm to 5:00pm
Closed on Saturday, Sunday and Public Holidays

3. 若以郵遞方式報名，請將填妥的報名表格，連同支付學費的劃線支票或銀行本票寄「九龍九龍灣大業街 44 號 九龍灣訓練中心 4 樓 建造業議會管理及安全訓練中心」，信封上請註明「密閉空間課程」。請勿郵寄現金。

You can mail your application form together with the course fee (a crossed cheque or bank draft) to ***CIC, Management and Safety Training Centre, 4/F., Kowloon Bay Training Centre, 44 Tai Yip Street, Kowloon Bay, Kowloon.*** Please mark "Confined Space Course" on the envelope and **DO NOT** send in cash.

4. 每報讀一項課程，請獨立遞交一張抬頭為「建造業議會」之劃線支票或銀行本票，並於支票 / 銀行本票背面寫上姓名、聯絡電話號碼及課程名稱。

A single crossed cheque / bank draft should be made payable to ***"Construction Industry Council"*** for each course applied. Your name, contact telephone number and course name should be written on the back of the cheque / bank draft.

5. 除特殊情況或申請不被接納外，已繳學費概不退還。

Course fees paid are not refundable except under exceptional circumstances or when the application is not accepted.

6. 請清楚及正確地填寫報名表。本議會將按所填寫之資料發出證明書，如因所填資料錯漏而導致證明書需要重發，本議會將酌收手續費每張伍拾圓正。

The Council will issue the Certificate according to the information provided in the application form. Request for re-issuing the Certificate due to inaccurate or insufficient information provided will only be entertained at a charge of HK\$50.