



Construction Workers Registration Group Submission Application Form

To : CIC Worker Registration
 Email : wro@cic.hk
 Telephone : 2873 3002

* Please delete if inapplicable.

Company Name (Applicant):	(Chinese)
	(English)
Business Registration No:	(8 digital no)
Applicant Name:	(Mr/Mrs/Ms/Miss*)
Position:	
Contact Telephone No:	
Email Address:	

Our company/organization now authorizes the following personnel to process for construction worker registration:

Access right for online submission platform (SharePoint) (For designated user only, no more than 5 users)	
Email Address of designated user: (Personal email address are not allowed. Please use a corporate email address.)	
Please inform us immediately of any changes to the information that you provided so that we can amend the access right effectively.	

Our company/organization now apply for construction worker registration:

Item	Type	Total no of application	Registration fee# (HK\$)	Transaction receipt
1	New application			Please enclosed the bank receipt.
Total amount (HK\$)				

Please refer to appendix 1 for the registration fees detail. The fees should be transferred directly to HSBC account of CIC. (Account no: 004-111-418042-001)

Document list :

Please check the list before your submission.

No	Document item	Please put ✓ in the box
1.	Group Submission Application Form	<input type="checkbox"/>
2.	Full list of workers (Excel)	<input type="checkbox"/>
3.	Photo of worker	<input type="checkbox"/>
4.	Application form for construction workers registration	<input type="checkbox"/>
5.	Soft copy of HKID Card (Can be supplemented later)	<input type="checkbox"/>
6.	Soft copy of Passport	<input type="checkbox"/>
7.	Soft copy of Visa	<input type="checkbox"/>
8.	Mandatory Basic Safety Training Certificate (Green Card)	<input type="checkbox"/>

Please upload above documents to the online submission platform. (SharePoint)

【Declaration】

1. Our company/organization has reviewed the application form and verified that all the necessary information has been completed and signed.
2. Our company/organization declare that all information given by me on this form and documents submitted with this form are, to the best of my knowledge, true and correct. I understand that giving false or misleading statements or information in connection with an application for registration could amount to a criminal offence and may also result in the application being deemed invalid.
3. Our company/organization authorises the CIC to verify my qualifications and/or obtain information in relation to my qualifications directly from the issuing authorities. I also consent to the direct transfer of such information between the issuing authorities and the CIC.
4. Our company/organization understand and confirms that the application fee shall not be refunded in the event that an application of Construction Workers Registration is rejected under Construction Workers Registration Ordinance (Cap. 583).
5. Our company/organization understand that the CIC accepts no responsibility for any information received from issuing authorities and shall not be liable for any loss or damage arising from or related to its use.

Personal Information Collection Statement

1. Collection of Personal Data

- 1.1 The information you provided by means of this form to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the “CIC”), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.
- 1.2 Whether or not you provided the personal data by means of this form to the CIC is voluntary. However, where you are providing information by means of this form for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If the parties are under the age of 18, please consult your parent or guardian before providing any personal data to us.
- 1.3 You are entitled to request access to and correction of any errors in the personal data you provided by means of this form. If you wish to do so, please write to Assistant Director – Registration Services (Data Access Request), Construction Industry Council, **38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**. Should you have any enquiries about our PICS and related practices, please contact Assistant Director – Registration Services at the above address or via enquiry@cic.hk. For more information about the CIC’s policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

The personal data you provided by means of this form will be kept confidential and may be used by the CIC for the following purposes:

- a) For purposes related to the worker registration matters pursuant to the Construction Workers Registration Ordinance (Cap. 583), including but not limited to:
 - Assessing your application; and
 - Processing the registration of a construction worker (including preparing his / her registration card) and publish the information (including but not limited to the name, registration number, registration expiry date and information on trade registered) on the [Register of Construction Workers](#) available on the CIC Website for public access.
- b) Facilitating communication between the CIC and the named persons provided by means of this form;
- c) Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- d) Establishing, exercising and defending the CIC’s legal rights, and complying with the CIC’s legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- e) Managing access to the CIC’s premises and for security purposes;
- f) Preventing and responding to actual or potential security threats, fraud or illegal activities;
- g) Handling complaints or enquiries;
- h) Performing analysis and conducting research and surveys;
- i) Performing audits and compliance reviews to ensure compliance with the applicable CIC’s policies and procedures, regulations and law;
- j) Other purposes related or incidental to the conduct of the CIC’s activities; and
- k) Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

3.1 The CIC may disclose or transfer the personal data you provided by means of this form for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:

- a) Any or all of the CIC’s affiliates and/or subsidiaries listed in 1.1 above;
- b) Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf; or
- c) Any of the CIC’s professional advisors, including but not limited to lawyers, accountants and auditor;

3.2 We may disclose and transfer the personal data you provided by means of this form in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

4. Use of Personal Data Related to Direct Marketing

To provide the information of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use the personal data you provided by means of this form, including name, phone number, correspondence and email address, to update CIC training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry.

Please decide whether you and the named persons provided by means of this form wish to receive such information. If the choice is not to receive information on the above, please put a tick in the box below. Please make any subsequent changes on the choice of receiving promotional materials by writing to us.

I and the named persons provided by means of this form do not wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.

I am the authorized representative of the company / organization and have carefully read and fully understand the above Declaration, Personal Information Collection Statement.

Signature		Company Chop	
Name		Position	
Date			

Appendix 1

1. Registration fee

Registration Validity*	Fee (HK\$)
1 year	20
2 years	40
3 years	60
4 years	80
5 years	100

* If registration validity is less than 1 year, the fee will be calculated as 1 year.

Sample

If the period of stay listed on the imported worker's visa (Notification Slip for Conditions of Stay or entry label) is 28/07/2024, the registration fee will be HK\$20. If the visa duration is more than one year but less than two years, the fee is HK\$40.

申請檔案編號 Application Reference No.: ACXR-0000093-21(0)

SGP-P

中華人民共和國香港特別行政區政府入境事務處
Immigration Department

The Government of the Hong Kong Special Administrative Region of the People's Republic of China

逗留條件通知書 Notification Slip for Conditions of Stay	
姓名 Name	CHAN, TAI MAN
出生日期 (日-月-年) Date of birth (day-month-year)	22-11-1980
<p>僱傭工作-獲准逗留期限延至28-07-2024 EMPLOYMENT - Permission to remain extended until 28-07-2024</p> <p>已施加於你的逗留期限及逗留條件 (如有)，對於你在該逗留期限的有效內再次入境時仍將適用。除非該逗留期限及逗留條件已期滿失效、或被撤銷、變更、縮短期限或因任何理由而變為無效。 The limit and condition(s) of stay, if any, imposed on you will, unless expired, cancelled, varied, curtailed or for whatever reason becomes invalid, apply to any subsequent landing in Hong Kong within the currency of the limit of stay.</p>	
<p>重要事項 Important notes</p> <p>(1) 本通知書由中華人民共和國香港特別行政區政府入境事務處發出，當中所載的資料可在入境事務處網站 (www.immd.gov.hk) 或入境事務處流動應用程式核實。 This notification slip is issued by the Immigration Department, the Government of the Hong Kong Special Administrative Region of the People's Republic of China. The information contained herein can be verified on the website of the Immigration Department (www.immd.gov.hk) or the Immigration Department Mobile Application.</p> <p>(2) 本通知書不是身分證明文件。 This notification slip is not a proof of identity.</p> <p>(3) 通知書持有人應把本通知書的軟複本儲存在流動裝置上，或把本通知書列印在一張 A4 白紙上，以便在有需要時出示以供查閱。 This notification slip should be saved in soft copy on a mobile device or printed on a piece of A4 white paper for production for inspection as necessary.</p> <p>(4) 本通知書載有個人資料，必須妥為保管。 This notification slip contains personal data and must be kept in safe custody.</p>	

(12/2021)

經已繳費

Fee Paid HK\$230.00

28-12-2021

僱傭工作 - **批准逗留至2014年12月29日**
Employment-Permitted to remain until 29 Dec 2014

或解除合約日計兩周內，以較早日期為準
or two weeks after termination of contract, whichever is earlier

替下列僱主工作 For employment with

[Redacted]

根據僱傭合約號碼

in accordance with Contract No.

[Redacted]

不得轉換僱主或職位或受僱工作地點
CHANGE OF EMPLOYER OR POST OR PLACE OF WORK IS NOT PERMITTED

[Redacted]

證件號碼 Travel Document Number

[Redacted]

入境日期 (日-月-年) Arrival Date(dd-mm-yyyy)

30-12-2013

APS>>USA>>R2W

樣本