

Applicant No: _____

**Proofs of Work Experience for Application for Trade Test & Intermediate Trade
Test – Reference for Requirements of Oath Contents**

**Enquiry : 2100 9000/
WhatsApp: 5720 0072**

Note:

1. Please fill in this form and read out the contents of this form as a reference for an affidavit when taking an oath at a Home Affairs Enquiry Centre under the Home Affairs Department;
2. This form is not the official declaration document and shall be used solely as a reference for oath-taking, or as an attachment to the affirmation which is declared or confirmed upon oath by the applicant in person that such an attachment is the true and accurate copy of the original document;
3. Please fill in all information accurately. Any omission of information may impact the legal effect of the statutory declaration;
4. Upon completion of the declaration, please submit the official statutory declaration along with the application form;
5. *Please delete where appropriate.

AFFIDAVIT

I _____ (name), [HKID / CWR Card No.: _____],
of _____
_____ (address), make an oath and
say to affirm as follows:

I, _____ (name),

[please read out the following in order]

1	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>
2	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>
3	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>

4	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>
5	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>

(submit extra information if necessary)

I possess the work experience related to the aforementioned trade, and truthfully possess the work experience and qualifications required for applying for Trade Test (TT) / Intermediate Trade Test (ITT) by the Construction Industry Council.

And I make an oath and say that the contents of this affidavit are true.

Attention: Anyone who under oath supplies false information or misrepresentations, the application shall be deemed void and he/she will be disqualified for applying for the same test hereafter. The person may also be liable for a criminal offence.

Personal Information Collection Statement

1. Collection of Personal Data

- 1.1. The information you provide 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 [This Personal Information Collection Statement should be attached or printed on the application form].
- 1.2. Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information 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 you are under the age of 18, you should 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 your personal data. If you wish to do so, please write to the Hong Kong Construction Industry Trade Testing Centre (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 us 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

Your personal data will be kept confidential and may be used by the CIC for the following purposes:

- a. 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);
- b. Registering for the trade test/course/safety training/skill assessment or any other services which you apply for on the application form and assessing your eligibility thereto related;
- c. Supporting all logistics and operational measures (including but not limited to administration, security, health and safety related etc.) in place in the HKCITTC, implemented at discretion of the HKCITTC for the best interest of the public and stakeholders;
- d. Responding to situations involving risk of health and safety, including an emergency, possibly incurred during the course of the trade test/course/safety training/skill assessment or any other services;
- e. Keeping and maintaining qualification records;
- f. Conducting trade test/course/safety training/skill assessment inspections, invigilation, review and assessment;
- g. Facilitating communication with you, for example by means of SMS, WhatsApp, WeChat and/or other communication platforms/channels;
- h. 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.);
- i. Managing access to the CIC's premises and for security purposes;
- j. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- k. Handling complaints or enquiries;
- l. Performing analysis and conducting research and surveys;
- m. Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- n. Other purposes related or incidental to the conduct of the CIC's activities; and
- o. 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 your personal data 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;
 - c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;
 - d. Any party that owes a duty of confidentiality to the CIC; or
 - e. For consigned courses (e.g. Training Course for Persons Working on Suspended Working Platforms and Certification Course for Operator of Builder's Lift etc.), the related course consignor (e.g. Labour Department of the HKSAR and Electrical and Mechanical Services Department etc.) according to the related course approval conditions or requirements.
- 3.2 We may disclose and transfer your personal data 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 keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to CIC training courses, trade testing, registration, events, promotion, job recruitment & referral and other aspects of its work and developments in the construction industry.

You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

- ☐ **I wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.**
- ☐ **I confirm that I have carefully read and understood the above Personal Information Collection Statement.**

(Please put a '✓' in the appropriate ☐)

【Declaration of Applicant】

1. I declare that all information given by me on this certification form is, 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.
2. I authorise the CIC to acquire and review information about my qualifications from the issuing organisations such as my employer, government departments and statutory institutions.
3. I, the undersigned, have carefully read through and fully understood the **【Declarations by Applicant】**, **【Personal Information Collection Statements】** and all other information on this application and consent to all the terms and conditions therein.

Signature of applicant: _____

Date: _____

Administration of Oaths in Home Affairs Department

There is a free service available at Home Affairs Enquiry Centres of the Home Affairs Department for workers seeking the administration of oaths. It is advisable for the workers to arrive 15 minutes earlier for preparatory work, e.g. complete the necessary procedures.

The following information is for reference only; and you are strongly advised to consult the relevant Office in advance to confirm.

Office	Address	Telephone	Oath Timeslot
Central & Western Home Affairs Enquiry Centre	G/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2189 2819	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Eastern Home Affairs Enquiry Centre	G/F, Eastern Law Courts Bldg, 29 Tai On Street, Sai Wan Ho, Hong Kong	2886 6531	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Southern Home Affairs Enquiry Centre	G/F., Ocean Court, 3 Aberdeen Praya Road, Aberdeen, Hong Kong	2814 5720	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Wan Chai Home Affairs Enquiry Centre	G/F, 2 O'Brien Road, Wan Chai, Hong Kong	2575 2477	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Kowloon City Home Affairs Enquiry Centre	LG/F, Kowloon City Government Offices, 42 Bailey Street, Hung Hom, Kowloon	2621 3401	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Kwun Tong Home Affairs Enquiry Centre	G/F, Eastcore, 398 Kwun Tong Road, Kwun Tong, Kowloon	2342 3431	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Sham Shui Po Home Affairs Enquiry Centre	G/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon	2728 0781	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Wong Tai Sin Home Affairs Enquiry Centre	Unit 201, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon	2322 9701	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Yau Tsim Mong Home Affairs Enquiry Centre	G/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon	2399 2111	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Islands Home Affairs Enquiry Centre (Cheung Chau)	G/F, 22 San Hing Street, Cheung Chau	2981 1060	Mon - Fri: 8:45 am - 6:45 pm (except public holidays)
Islands Home Affairs Enquiry Centre (Mui Wo)	G/F, Mui Wo Government Offices, 2 Ngan Kwong Wan Rd, Mui Wo, Lantau Island	2984 7231	Mon, Wed & Fri: 9:00 am - 6:00 pm (except public holidays)
Islands Home Affairs Enquiry Centre (Tung Chung)	1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island	2109 4953	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Kwai Tsing Home Affairs Enquiry Centre	2/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Rd, Kwai Chung, New Territories	2425 4602	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)

Office	Address	Telephone	Oath Timeslot
North Home Affairs Enquiry Centre	G/F, North District Government Offices, 3 Pik Fung Road, Fanling, New Territories	2683 2913	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Sai Kung Home Affairs Enquiry Centre	G/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O, New Territories	3740 5347	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Sha Tin Home Affairs Enquiry Centre	G/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2606 5456	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Tai Po Home Affairs Enquiry Centre	G/F, Tai Po Government Offices Building, 1 Ting Kok Rd, Tai Po, New Territories	2654 1262	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Tsuen Wan Home Affairs Enquiry Centre	1/F, Tsuen Wan Multi-Storey Carpark Building, 174 - 208 Castle Peak Road, Tsuen Wan, New Territories	2492 5096	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Tuen Mun Home Affairs Enquiry Centre	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, New Territories	2451 1151	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Yuen Long Home Affairs Enquiry Centre	G/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories	2474 0324	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)