Construction Industry Council

Application Guide for Technically Competent Persons Registration Scheme

1. Preamble

1.1. Technically Competent Persons Registration Scheme (TCPRS) aims to establish and maintain a list of Technically Competent Persons (TCP List) that meets the requirements of the "Code of Practice for Site Supervision 2009 (2024 Edition)" (Code of Practice) issued by the Buildings Department via the registration.

1.2. Applicants may apply for registration as Technically Competent Persons (TCPs) T1, T2, T3, T4 and T5 and Competent Persons (CP) (Logging) under four functional streams, namely authorized person's (AP's) stream, registered structural engineer's (RSE's) stream, registered geotechnical engineer's (RGE's) stream and /or registered contractor's (RC's) stream.

2. New Application for Registration

2.1. Step 1: Register Account and Select Registration Category(ies)

All applications for registration shall be submitted through Technically Competent Persons Registration Scheme Portal (TCPRS Portal) or TCPRS Mobile Application (TCPRS App). Applicants shall register accounts on the TCPRS Portal and then select the category(ies) as set out in Table 1 in TCPRS Portal or TCPRS App. For those applying for inclusion of higher grade of TCPs will also be processed for inclusion together with the lower grade of TCPs in the corresponding types of works within the same stream.

For example, when applicants apply for RC-T4-FW under RC's stream, RC-T2-FW & RC-T1-FW will also be auto-selected by the system.

2.2. Step 2: Prepare Records of Qualifications and Relevant Working Experience

Applicants should prepare:

- Scanned copies of relevant academic qualification proof[1] and/or valid certificates of professional qualifications such as Registered Professional Engineer (civil/structural/geotechnical/building) /Registered Architect/ Registered Professional Surveyor (building surveying)[2].

- Relevant working experience [3] and supporting documents[4]. For those applying for CP (Logging) under RC's stream, scanned copies of documentary evidence in support of their core logging experience[5].

For example, applicants applying for AP-T3-BW(G)/FW shall submit (a) higher certificate or higher diploma of relevant nature with 5-year relevant working experience or (b) degree of relevant nature with 2-year relevant working experience or (c) degree of relevant nature and passed specified geotechnical top-up course with 1 year relevant working experience as well as detailing the name of the employer(s), construction project(s), position(s), duration and scope of work, etc. in their applications.

For other details of minimum qualifications and relevant working experience required for TCPs and CP (Logging), applicants should refer to the "Technical Memorandum for Supervision Plans 2009" and the "Code of Practice".

Remarks:
(1) Academic qualification details:
   • Minimum academic qualifications required for each grade of TCP are recognised in accordance with paragraphs 8.19 to 8.21 of the "Code of Practice".
   • Academic qualifications of CP (Logging) and TCPs (GIFW) are stipulated in Appendix VII of the "Code of Practice".

(2) Professional qualification details:
   • Registered Professional Engineers (civil/structural/geotechnical/building) under the Engineers Registration Ordinance (Cap. 409).
   • Registered Architects under the Architects Registration Ordinance (Cap. 408).
   • Registered Professional Surveyors (building surveying) under the Surveyors Registration Ordinance (Cap. 417).

(3) Relevant working experience details:
   • T1 – The relevant experience must have been gained within the previous 5 years prior to submission of application and at least 1 year must be local site experience [Note 1].
   • T2 [Note 2] – Similar to T1 but the experience must be closely related to the type of works concerned.
   • T3 [Note 2] – The relevant experience must have been gained within the previous 8 years prior to submission of application and at least 1 year must be local experience [Note 3].
   • T4 [Note 2] and T5 – The relevant experience must have been gained within the previous 8 years prior to submission of application and at least 1 year must be local experience [Note 3].
   • Unless otherwise specified, relevant experience of a TCP may be considered as the number of years of relevant working experience gained post-qualification plus half the number of years of relevant working experience gained pre-qualification but subject to the conditions listed above. However, for Registered Architects, Registered Professional Engineers and Registered Professional Surveyors, relevant working experience obtained before the Professional Qualification is acceptable.

   [Note 1] Local site experience refers to experience gained in Hong Kong construction sites. The qualified supervision experience gained from factories outside Hong Kong may be recognised as local site experience, provided that such qualified supervision are requirements and conditions imposed under the BO upon plan approval.
   [Note 2] Any person possessing the respective minimum qualifications and experience for TCP of

grades T2, T3 and T4 except lacking 1 year local experience, may apply for inclusion in the TCP List of a lower grade in the respective types of TCP categories. Persons accepted for inclusion in the TCP List are deemed to possess the equivalent minimum qualifications and experience required for the relevant TCP grades.

Note 3 Local experience refers to experience gained in Hong Kong working in local projects including design, administration and site supervision work relevant to the duties of a TCP of appropriate grade under each stream of supervision. It also includes qualified supervision experience gained from factories outside Hong Kong provided such qualified supervision are requirements and conditions imposed under the BO upon plan approval.

(4) Supporting Document for working experience include employment contracts, employment certificates, payroll records or other relevant valid supporting documents.

(5) Details of documentary evidence in support of core logging experience refer to Appendix VII of the "Code of Practice".

2.3. Step 3: Submit Application

Applicants should submit online application together with documentary proof(s) via TCPRS Portal or TCPRS App. The file size for documentary proof(s) shall be less than 2MB in general. For the documentary proof(s) for CP (Logging) registration, the file size shall be less than 4MB each and a maximum of 5 files.

2.4. Step 4: Verify Documents at CIC Service Centres

- Upon initial vetting, eligible applicants will receive email notification, within 50 calendar days upon submission of completed information and supporting documents to Construction Industry Council (CIC), to make appointment through TCPRS Portal or TCPRS App to verify the submitted documents at one of the CIC Service Centres. Applicants should present original/ certified true copy of documents, take photos and provide signature samples for e-registration cards in CIC Service Centres.
- Applicants should complete the relevant application procedures before the due date specified by the CIC; otherwise, the application will be deemed as withdrawn unless prior approval from CIC has been obtained.
- Details of location and opening hours of CIC Service Centres are available at CIC website.

2.5. Step 5: Result Announcement

Applicants, who successfully register, will receive result announcement notification through

email within 5 calendar days upon the completion of document verification. The e-registration cards of successful registrants would be updated simultaneously.

Applicants, who are not eligible to register, will receive result announcement notification through email within 50 calendar days upon submission of completed information to CIC.

3. Change of Registration Particulars

3.1.   The TCPs and CP (Logging) shall update the CIC by using the TCPRS Portal or TCPRS App for any changes to their registration particulars during the validity period of their registration, including but not limited to address, certificates of professional qualifications, etc, within 14 calendar days after such changes have taken effect. The TCPs and CP (Logging) shall hold relevant valid qualifications, such as certifications of professional qualifications throughout the validity period of their registration. Any violation of registration requirements may result in immediate cancellation of registration and removal from the TCP List.

3.2.   To update the registration particulars related to personal information (such as name, contact number, email, etc), please complete the "Update Personal Data Form" in Annex A and email to tcprs@cic.hk. The CIC will update the registration particulars based on the details provided by the applicant.

4. Renewal

4.1.   Registrants of Registration may apply for renewal accompanied by the required documents not earlier than six months before and not later than one month before the specified date of expiry of the registration through TCPRS Portal or TCPRS App.   If the applicant has made an application for renewal of registration within the specified period prescribed above, his/her registration will continue to be in force until his/her application for renewal is determined by CIC, even if the expiry date shown in the Register has elapsed.

4.2.   If the application for renewal of registration is made at times outside the specified period mentioned in Clauses 4.1 above, the TCPs or CP (Logging) may be removed from the Register upon expiry until the application for renewal of registration is duly processed.

4.3.   If the registrant does not apply for renewal before the registration expiry date, he/she could submit new application for registration as TCPs and CP (Logging) any time after the expiry date of registration.

4.4. Upon initial vetting of the renewal application, if there is any update on personal information (e.g. change of name), academic or professional qualification, applicants will receive email notification, within 50 calendar days upon submission of completed information and supporting documents to CIC, to make appointment at one of the CIC Service Centres through TCPRS Portal or TCPRS App to present original/ certified true copy of documents for verification.

4.5. Applicants, who successfully register, will receive result announcement notification through email within 5 calendar days upon the completion of documents verification. The e-registration card of successful applicants for renewal would be updated simultaneously.

4.6. Applicants, who are not eligible to register, will receive result announcement notification through email within 50 calendar days upon submission of completed information to CIC.

5. Validity Period and Registration Fee

5.1. The validity period for the registration is 5 years and the registration fee is waived until further notice.

6. Application for Additional TCP Categories

6.1. Registrants can apply for addition of other TCP categories. However, the validity period of their current registration will remain unchanged if the application for additional categories is accepted.

7. Continuous Competence Development

7.1. The Continuous Competence Development (CCD) model aims to enhance the quality, skills and knowledge of the TCPs and CP (Logging) through continuous training. TCPs and CP (Logging) could record the attended CCD courses which are related to statutory requirements, environment and health, advanced construction practices, safety or integrity in the TCPRS Portal or TCPRS App for easy retrieval.

8. Probity Statement

8.1. The CIC is a scheduled public body under the Prevention of Bribery Ordinance (POBO) (Cap. 201) and prohibits its employees and members from soliciting or accepting advantages

from any persons in relation to the application of the Technically Competent Persons Registration Scheme. Applicants are reminded that it is an offence under POBO to offer any advantages (e.g. money, gift, etc.) to an employee or a member of CIC as an inducement to or a reward for facilitating or expediting the processing of applications.

Table 1 : Types of TCP Categories

Grade	Streams and Categories			
	AP's Stream	**RSE's Stream**	**RGE's Stream**	**RC's Stream**
T5		RSE-T5-DW	RGE-T5-GIFW/BW(G)	RC-T5-DW
		RSE-T5-BW(G)/FW/BW(O)/A&A(H)		RC-T5-A&A(H)
T4	AP-T4-BW(G)/FW/BW(O)			RC-T4-GIFW
				RC-T4-BW(G)
				RC-T4-FW
				RC-T4-FW(O)
				RC-T4-BW(O)
T3	AP-T3-GIFW	RSE-T3-BW(G)/FW	RGE-T3-GIFW	RC-T3-BW(O)
	AP-T3-BW(G)/FW	RSE-T3-BW(O)	RGE-T3-BW(G)	RC-T3-MW
	AP-T3-BW(O)	RSE-T3-MW		
	AP-T3-MW			
T2			RGE-T2-MW	RC-T2-BW(G)
				RC-T2-FW
				RC-T2-FW(O)
T1				RC-T1-GIFW
				RC-T1-BW(G)
				RC-T1-FW
				RC-T1-FW(O)
				RC-T1-BW(O)
				RC-T1-MW
CP				RC-CP-GIFW

Legends:

BW(G) – Building Works with significant geotechnical content
FW – Foundation Works
FW(O) – Foundation Works (except for piling works)
GIFW – Ground Investigation Field Works

BW(O) – Street Works or all Building Works (other than the above types of works and Minor Works)
MW – Minor Works
DW – Demolition Works
A&A(H) – Alteration and Addition Works (Heritage Building)
CP – Competent Person (Logging)

Last updated on 27 Mar 2025

Update Personal Data Form

To: Construction Industry Council

I. Applicant's Information

Name (English):		Name (Chinese): (If applicable)	
Identity：	CWR Card No.: _____ or TCP Registration No.: _____		
Contact No.:			

II. Personal Information requested to be updated (Please attach relevant supporting documents)

Current Information	Update Information

Please updated the above amendment(s) in my profile of the following registration scheme(s): (Please tick in the appropriate box(es))

☐ Construction Worker Registration   ☐ Technically Competent Persons Registration

III. Remark (if applicable)

Signature of Applicant: _____   Date: _____

Points to Note:

1. The information provided will be used for processing data update requests. The provision of personal data is voluntary. However, if you do not provide sufficient information, we may not be able to process your request.

2. Please direct your request by mail, by fax (No. 2100 9090) or in person to Construction Industry Council, address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

3. If the request is made by the data subject, proof of the identity (e.g. CWR card, TCP registration card, etc) of the data subject should be enclosed. If the request is made by an individual other than the data subject, any authorization letter signed by the data subject and information that can provide proof of the identity of the data subject (e.g. CWR card, TCP registration card, etc) and further proof of the requestor's status as a relevant person should be enclosed.

4. You may be asked to provide additional information to help us process your request where appropriate.

5. Please contact Construction Industry Council on 2100 9000 for further information, if required.

6. To access to/correction of personal data provided in this Form, please access Construction Industry Council's Privacy Policy Statement.

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