

**Construction Workers Registration
Application Form for
Recording Additional Information in Registration Card**

Guidance Notes

1. Applicants may apply for recording additional information service through various means. For details, please refer to the CIC website www.cic.hk (Construction Workers Registration - How to Apply)
 - (1) CIC APP
 - (2) by post (Mailing address: CIC, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon)
Applicants are required to bring the original application documents for registration in-person at CIC Service Centre. Please call 2873 1911 or browse the website of the Construction Industry Council (the CIC) (www.cic.hk) for addresses and opening hours of our service points.
2. Applicant shall notify the CIC on changes of any additional information (including cancellation of related qualification) recorded on registration card as soon as possible for necessary revisions.
3. Pursuant to Section 46A of the Construction Workers Registration Ordinance (Cap.583), if the Registrar is satisfied that any additional information recorded on a registration card is no longer accurate or applicable, the Registrar may by notice in writing require the person to whom the card has been issued to return the card to the Registrar for the purpose of revising or deleting that information. A person to whom a notice is given, not later than 14 days after the date on which the notice is given, return the registration card to the Registrar.
4. The CIC maintains a Register of Construction Workers (www.cic.hk/wregister) which is accessible by members of the public via the internet.
5. Please put a tick in appropriate box below and indicate the code (if applicable & pls. refer to page 3). The CIC may be unable to process and/or consider your application if you do not provide complete information.

I, (Applicant's Name) _____ (Registration No. (if any) CWR _____)

would like to apply for recording additional information of my following document(s) in my registration card:

<p><input type="checkbox"/> Construction Industry Safety Training Certificate ("Green Card")</p> <p><input type="checkbox"/> Specified Trade Safety Training Certificate ("Silver Card") (pls. refer to Page 3 for selection of code): S01 / S02 / S03 / S04 / S05 / S06 / S07 / S09 / S10 / S11 / S12 / S12s / S13 / S14</p> <p><input type="checkbox"/> Confined Space Safety Training Course For Certified Workers Engaged in Drainage Services Department's Works</p> <p><input type="checkbox"/> Confined Space Safety Training Course For Competent Persons Engaged in Drainage Services Department's Works</p> <p><input type="checkbox"/> Certificate of Certified Worker (Confined Space)</p> <p><input type="checkbox"/> Certificate of Competent Person (Confined Space)</p> <p><input type="checkbox"/> Shipboard Cargo Handling Basic Safety Training Certificate</p> <p><input type="checkbox"/> Shipboard Crane Operator Safety Training Certificate</p> <p><input type="checkbox"/> Certificate for Gas Welding Safety Training Course</p> <p><input type="checkbox"/> Certificate of Completion of a One-year Full-time Basic Craft Course (pls. refer to Page 3 for selection of code): L07a / L07b / L07c / L07d / L07e / L07f / L07g / L07h / L07i / L07j / L07k</p> <p><input type="checkbox"/> Construction Supervisor/Technician Programme (pls. refer to Page 3 for selection of code): L07m / L07n / L07p / L07q</p> <p><input type="checkbox"/> Certificate in Construction One-year Full Time (pls. refer to Page 3 for selection of code): L07q / L07r / L07s / L07t / L07u / L07v / L07w / L07x / L07y</p>	<p><input type="checkbox"/> Certificate of Registration of Electrical Worker *:</p> <p><input type="checkbox"/> Certificate of Registration of Lift Worker / Escalator Worker Registration Card *:</p> <p><input type="checkbox"/> Registered Gas Installer Card *: *Pls. specify here if only apply for recording part of the information.</p> <p><input type="checkbox"/> Plumber's Licence</p> <p><input type="checkbox"/> Fire Service Installation Contractor Class 3</p> <p><input type="checkbox"/> Certificate of Competency for Cartridge-operated Fixing Tool Operation</p> <p><input type="checkbox"/> Certificate for Building Minor Maintenance Worker</p> <p><input type="checkbox"/> Certificate for Builder's Lift Operator</p> <p><input type="checkbox"/> Certificate for Operation of Suspended Working Platform</p> <p><input type="checkbox"/> Certificate of Advanced Level Truss-out Scaffolder Safety Training</p> <p><input type="checkbox"/> Certificate of Intermediate Level Truss-out Scaffolder Safety Training</p> <p><input type="checkbox"/> Certificate in Safety Enhancement to Erection & Dismantling of "Truss-out Bamboo Scaffolds"</p> <p><input type="checkbox"/> Certificate for Machinery Operation (pls. refer to Page 3 for selection of code): _____</p> <p>_____</p> <p>_____</p>
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Declaration

1. I 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.
2. I authorise 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.
3. I 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 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.
- 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 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

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

- 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.
- Facilitating communication with you;
- 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);
- 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.);
- Managing access to the CIC's premises and for security purposes;
- Preventing and responding to actual or potential security threats, fraud or illegal activities;
- Handling complaints or enquiries;
- Performing analysis and conducting research and surveys;
- Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- Other purposes related or incidental to the conduct of the CIC's activities; and
- 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:

- Any or all of the CIC's affiliates and/or subsidiaries listed in 1.1 above;
- 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
- Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;

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 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 do not 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, understood and agreed to the above Declaration, Personal Information Collection Statement including the use of my personal data in direct marketing unless where I indicate otherwise and Guidance Notes on Construction Workers Registration on the last page.

Last updated on [13 Jan 2026]

Signature of Applicant : _____ Date : _____

For Internal Use Application No: _____ Checked by: _____ Date: _____

Specified Trade Safety Training Certificate ("Silver Card") & code					
S01	Painter & Decorator	S05	Bar Bender & Fixer	S10	Lift Mechanic
S02	Carpenter	S06	Plasterer, Tiler	S11	Tower Crane Worker (Erecting, Dismantling, Telescoping & Climbing)
S03	Demolition Worker (Building)	S07	Bamboo Scaffolder, Metal Scaffolder	S12	Construction Materials Rigger
S04	Plumber	S09	Curtain Wall Installer	S12s	Rigger and Signaller

Certificate of Completion of a One-year Full-time Basic Craft Course & code					
L07a	Bricklaying & Plastering	L07e	Painting, Decorating & Sign-writing		L07h Metal Works
L07b	Bricklaying & Tiling	L07f	Plumbing & Pipe-fitting		L07i Construction Scaffolding Works
L07c	Construction Formwork	L07g	Marble Laying		
L07d	Carpentry & Joinery				

Construction Supervisor/Technician Programme & code					
L07m	Diploma in Building Construction Supervision	L07n	Diploma in Civil Engineering Supervision	L07p	Diploma in Building Services Supervision
				L07q	Diploma in Quantity Measurement

Certificate in Construction One-year Full Time					
L07r	Bricklaying & Plastering	L07t	Joinery	L07v	Plumbing
L07s	Bricklaying & Tiling	L07u	Painting & Decoration		L07x Electrical Installation
					L07y Site Surveying

Certificate for Machinery Operation(Loadshifting Machinery) & code					
L02a	Certificate for Operation of Fork-lift Truck		L02d	Certificate for Operation of Loader	
L02a1	Certificate for Operation of Counter-balanced Type Fork-lift Truck		L02e	Certificate for Operation of Mini/Skid Loader	
L02a2	Certificate for Operation of Reach Type Fork-lift Truck		L02f	Certificate for Operation of Excavator	
L02a3	Certificate for Operation of Fork-lift Truck (Pallet Stacker)		L02g	Certificate for Operation of Truck	
L02a4	Certificate for Operation of 5.5-ton or below Counterbalanced Fork-lift Truck		L02h	Certificate for Operation of Lorry	
L02a5	Certificate for Operation of 10-ton or below Counterbalanced Fork-lift Truck		L02i	Certificate for Operation of Compactor	
L02a6	Certificate for Operation of Turret (Reach Fork-lift)		L02j	Certificate for Operation of Dumper	
L02a7	Certificate for Operation of Walkie Rider Fork-lift Truck		L02k	Certificate for Operation of Grader	
L02a8	Certificate for Operation of 16-ton Counter-balanced Type Fork-lift Truck		L02m	Certificate for Operation of Locomotive	
L02b	Certificate for Operation of Fork-lift Truck (Front Loader)		L02n	Certificate for Operation of Scraper	
L02c	Certificate for Operation of Bulldozer				

Certificate for Machinery Operation(Lifting Appliances and Lifting Gear) & code					
L03a	Certificate of Ash Grab Crane Operator		L03k	Certificate of Fixed Extendible Hydraulic Jib Crane Operator	
L03b	Certificate of Bridge Crane Operator		L03m	Certificate of Forklift Crane Operator	
L03c	Certificate of Coal Unloader Operator		L03n	Certificate of Gantry Crane Operator	
L03d	Certificate of Coastal Crane Operator		L03p	Certificate of Gantry/Overhead Crane Operator	
L03e	Certificate of Continuous Ship Unloader Operator		L03q	Certificate of Grab Unloader Operator	
L03f	Certificate of Container Stacker Operator		L03r	Certificate of Harbour Crane Operator	
L03g	Certificate of Crawler-mounted Mobile Crane Operator		L03s	Certificate of Jib Crane with Steel Ball Trolley Operator	
L03h	Certificate of Derrick Crane Operator		L03t	Certificate of Lorry-mounted Crane Operator	
L03i	Certificate of Electric Overhead Travelling Crane Operator		L03u	Certificate of Overhead Crane Operator	
L03j	Certificate of Fassi Crane Operator		L03v	Certificate of Overhead Container Crane Operator	

Certificate for Machinery Operation(Lifting Appliances and Lifting Gear) & code			
L03w	Certificate of Overhead/Jib Crane Operator	L03ai	Certificate of Rubber Tyre Gantry Crane Operator / Certificate of Rubber-Tyred Gantry Crane Operator
L03x	Certificate of Overhead Gantry Crane (with driving cabin) Operator	L03aj	Certificate of Rubber Tyre Gantry Crane Operator / Certificate of Rubber-Tyred Gantry Crane Operator
L03y	Certificate of Overhead Gantry Crane (remote control/pending) Operator	L03ak	Certificate of Ship-unloader Operator
L03z	Certificate of Overhead Traveling Electrical Hoist Block Operator	L03am	Certificate of Slewing Jib with Hoist Operator
L03aa	Certificate of Portainer Operator	L03an	Certificate of Straddle Carrier Operator
L03ab	Certificate of Quay Crane Operator	L03ap	Certificate of Tower Crane Operator
L03ac	Certificate of Rail-mounted Gantry Crane Operator	L03aq	Certificate of Transtainer Operator
L03ad	Certificate of Rail-mounted Monotower Crane Operator	L03ar	Certificate of Truck-mounted Crane Operator
L03ae	Certificate of Rail-mounted Tower Crane Operator	L03as	Certificate of Wheel-mounted Mobile Crane Operator
L03af	Certificate of Rail-mounted Transtainer Operator	L03at	Certificate of Wheeled Telescopic Mobile Crane Operator
L03ag	Certificate of Rail Wagon-mounted Crane Operator	L03au	Certificate of Spider Crane Operator
L03ah	Certificate of Reach Stacker Operator	L03av	Certificate of Crawler Telescopic Crane Operator