



## Application Form for Construction Workers Registration

Notes: Please refer to the [Guidance Notes on Construction Workers Registration](#). Please complete all items in BLOCK LETTERS with a signature or a tick (“√”) where appropriate.

(1) **Application Type**  New Registration  Renewal  Update  Card Damage  Card Loss

(2) **Worker Type**  Registered General Worker  Registered Skilled Worker/Semi-skilled Worker

(3) **Registration Validity**  5 Years  Align with Green Card Expiry  Align with Visa Expiry (Applicable to Visa Holder)

(4) **Personal Data** (Personal particulars must be consistent with that on the HKID Card)

Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ Gender: \_\_\_\_\_

HKID Card No: \_\_\_\_\_ ( ) Date of Birth (YYYY/MM/DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Correspondence Address: \_\_\_\_\_ District: \_\_\_\_\_

Telephone: (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_ Email: \_\_\_\_\_

(5) **Condition of Stay in Hong Kong**

Hong Kong Permanent Resident  Holder of One Way Exit Permit

Holder of Valid Visa that can undertake Construction Work  Others, please state: \_\_\_\_\_

Travel Document No & Issuing Country: \_\_\_\_\_ Expiry (YYYY/MM/DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Applicable to Non-Hong Kong Permanent Resident)

(6) **Information of Mandatory Basic Safety Training Certificate (Green Card)**

Green Card No & Issuing Authority: \_\_\_\_\_ Expiry (YYYY/MM/DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Declaration

- 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.
- 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.
- 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

- 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.
- 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.
- 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](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:

- 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.
- 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;

- 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 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; or
- c) 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 [12 June 2024]

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

**For Internal Use** Application No: \_\_\_\_\_ Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant's Construction-related Qualification(s) (if any)**

1. Registered trade division(s)' information will be stored in the chip embedded inside the Registration Card. The first line is the Principal Trade that the applicant mainly engaged.
2. For detailed descriptions of construction-related qualifications, please refer to the CIC website [www.cic.hk](http://www.cic.hk).  
(Construction Workers Registration - ["Designated Workers for Designated Skills" Provision](#) & [Additional Information in Registration Card](#))
3. Please copy this page if the space provided is insufficient.

Item	Name of Trade Division/ Additional Information	Name of Certificate	Certificate No	Issuing Authority	Issue Date (YYYY/MM/DD)	Expiry Date (YYYY/MM/DD)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

## **Guidance Notes on Construction Workers Registration**

1. Applicants may apply for Construction Workers Registration through various means. For details, please refer to the CIC website [www.cic.hk](http://www.cic.hk) (Construction Workers Registration - [How to Apply](#)), or scan the QR code on the right-hand side.
  - (1) (Renewal / Information Update) easyJob mobile app
  - (2) (New / Lost or Damaged Card Replacement) e-Form / by post
  - (3) Mailing address: [CIC, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon](#)
2. Applicants are required to bring the original application documents for registration in-person at CIC Service Centre. Originals will be returned after checking. Required documents are as follows:
  - (1) A completed and signed "[Application Form for Construction Workers Registration](#)"
  - (2) Identity Document(s)
    - Hong Kong Identity Card
    - "Home Return Permit", or "One Way Exit Permit", or passport/ travel document/ other documents with a valid employment visa relevant to the trade division(s) of the application (applicable to non-Hong Kong permanent residents)
    - Deed Poll (applicable to change of name)
  - (3) Construction Industry Safety Training Certificate (Green Card) (with at least 30 days of validity) ("Green Card" refers to the relevant certificate for completion of a safety course relates to construction work as defined in section 6BA(2) or certificate of exemption for completion of a relevant safety training course as stipulated in section 6BA(4) of the Factories and Industrial Undertakings Ordinance, Cap 59)
  - (4) Qualification documents of related trade divisions and other related documents (with at least 30 days of validity)
  - (5) 1 passport colour photo in white background (applicable to new registration or request for update of photo record) (Requirement: Recent colour passport photo in white background showing full frontal face with clear facial features)
  - (6) The supporting documents required are on a case-by-case basis
3. Applicants may apply for registration as:
  - (1) Registered Skilled Worker for Designated Trade(s)
  - (2) Registered Semi-skilled Worker for Designated Trade(s)
  - (3) Registered General Worker
4. Incomplete information submitted for anyone trade division may render the CIC unable to process the application for this trade division.
5. The registration validity is normally 5 years with a prescribed fee of HK\$100. Only Octopus payment is accepted. If the applicant possesses a qualification which is specified in Column 6 of Schedule 1 of the "Construction Workers Registration Ordinance" (the Ordinance) and is relevant to one of the trade divisions he/she applies to register, he/she is only required to pay a half fee.
6. Application fee will not be transferable once paid. It will not be refunded whether the application is successful or not, or when it is withdrawn halfway.
7. "Expiry Alignment of Workers Registration Card and Green Card" is only applicable to new/renewal registration with more than 18 months validity of Green Card. Applicant is still required to renew the Green Card upon its expiration. Expiry Alignment arrangement is not applicable to the following circumstances:
  - (1) Work in Hong Kong with a working visa
  - (2) Re-issuance of Registration Card for changing or adding trade division(s)
  - (3) Replacement of Registration Card
  - (4) Information update on Registration Card
  - (5) Validity of "Green Card" is less than 18 months
8. The CIC will request the qualification issuing authorities concerned to verify the information provided by the applicants. Should the CIC fail to receive a reply of confirmation of qualification from the authorities concerned after receipt of the application, the CIC will inform the applicants of the possible cancellation of their applications.
9. Information about all the registered trade divisions will be stored as electronic data in the chip embedded inside the Registration Card. However, owing to the limited space available on the back of the card, the registered trade divisions will be printed on it as far as possible, corresponding to the sequence of trades filled in the application form.
10. According to the Ordinance, if a Registered Construction Worker has changed his/her name or address, he/she must give written notice to the Registrar within one month stating the related changes.
11. According to the Ordinance, a person who, without lawful authority or reasonable excuse, sells or offers for sale, lends, gives, hands over or parts with possession to another person a registration card commits an offence and is liable on conviction to a fine at level 3.
12. If Registered Construction Worker carries out works which are regulated simultaneously by other legislation(s), they shall be conducted in accordance with the relevant statutory requirements apart from the Ordinance.
13. The CIC maintains a Register of Registered Construction Workers on the website [www.cic.hk](http://www.cic.hk) for inspection by the public.
14. For enquires on Construction Workers Registration, please contact CIC through email [wro@cic.hk](mailto:wro@cic.hk) or call the hotline at 2873 1911 or 2100 9000 between 9am and 6pm on Mondays to Fridays.

