

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) EasyJob mobile app
 - (2) e-Form / 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:

<input type="checkbox"/> Construction Industry Safety Training Certificate ("Green Card")	<input type="checkbox"/> Certificate of Registration of Electrical Worker *:
<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 / S13	<input type="checkbox"/> Certificate of Registration of Lift Worker / Escalator Worker Registration Card *:
<input type="checkbox"/> Confined Space Safety Training Course For Certified Workers Engaged in Drainage Services Department's Works	<input type="checkbox"/> Registered Gas Installer Card *:
<input type="checkbox"/> Confined Space Safety Training Course For Competent Persons Engaged in Drainage Services Department's Works	*Pls. specify here if only apply for recording part of the information.
<input type="checkbox"/> Certificate of Certified Worker (Confined Space)	<input type="checkbox"/> Plumber's Licence
<input type="checkbox"/> Certificate of Competent Person (Confined Space)	<input type="checkbox"/> Fire Service Installation Contractor Class 3
<input type="checkbox"/> Shipboard Cargo Handling Basic Safety Training Certificate	<input type="checkbox"/> Certificate of Competency for Cartridge-operated Fixing Tool Operation
<input type="checkbox"/> Shipboard Crane Operator Safety Training Certificate	<input type="checkbox"/> Certificate for Building Minor Maintenance Worker
<input type="checkbox"/> Certificate for Gas Welding Safety Training Course	<input type="checkbox"/> Certificate for Builder's Lift Operator
<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	<input type="checkbox"/> Certificate for Operation of Suspended Working Platform
<input type="checkbox"/> Construction Supervisor/Technician Programme (pls. refer to Page 3 for selection of code): L07m / L07n / L07p / L07q	<input type="checkbox"/> Certificate for Machinery Operation (pls. refer to Page 3 for selection of code): _____ _____

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 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) 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 with you;
- 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 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.

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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.

Signature of Applicant:	Date :
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Last updated on [25 June 2024]

Specified Trade Safety Training Certificate ("Silver Card") & code							
S01	Painter & Decorator	S04	Plumber	S07	Bamboo Scaffolder, Metal Scaffolder	S11	Tower Crane Worker (Erecting, Dismantling, Telescoping & Climbing)
S02	Carpenter	S05	Bar Bender & Fixer	S09	Curtain Wall Installer	S12	Construction Materials Rigger
S03	Demolition Worker (Building)	S06	Plasterer, Tiler	S10	Lift Mechanic	S13	Tunnel Worker

Certificate of Completion of a One-year Full-time Basic Craft Course & code									
L07a	Bricklaying & Plastering	L07d	Carpentry & Joinery	L07f	Plumbing & Pipe-fitting	L07h	Metal Works	L07j	Construction Plant Maintenance & Repairs
L07b	Bricklaying & Tiling	L07e	Painting, Decorating & Sign-writing	L07g	Marble Laying	L07i	Construction Scaffolding Works	L07k	Electrical Installation
L07c	Construction Formwork								

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 for Machinery Operation & code			
L02a	Certificate for Operation of Fork-lift Truck	L03m	Certificate of Forklift Crane Operator
L02a1	Certificate for Operation of Counter-balanced Type Fork-lift Truck	L03n	Certificate of Gantry Crane Operator
L02a2	Certificate for Operation of Reach Type Fork-lift Truck	L03p	Certificate of Gantry/Overhead Crane Operator
L02a3	Certificate for Operation of Fork-lift Truck (Pallet Stacker)	L03q	Certificate of Grab Unloader Operator
L02a4	Certificate for Operation of 5.5-ton or below Counterbalanced Fork-lift Truck	L03r	Certificate of Harbour Crane Operator
L02a5	Certificate for Operation of 10-ton or below Counterbalanced Fork-lift Truck	L03s	Certificate of Jib Crane with Steel Ball Trolley Operator
L02a6	Certificate for Operation of Turret (Reach Fork-lift)	L03t	Certificate of Lorry-mounted Crane Operator
L02a7	Certificate for Operation of Walkie Rider Fork-lift Truck	L03u	Certificate of Overhead Crane Operator
L02b	Certificate for Operation of Fork-lift Truck (Front Loader)	L03v	Certificate of Overhead Container Crane Operator
L02c	Certificate for Operation of Bulldozer	L03w	Certificate of Overhead/Jib Crane Operator
L02d	Certificate for Operation of Loader	L03x	Certificate of Overhead Gantry Crane (with driving cabin) Operator
L02e	Certificate for Operation of Mini/Skid Loader	L03y	Certificate of Overhead Gantry Crane (remote control/pendent) Operator
L02f	Certificate for Operation of Excavator	L03z	Certificate of Overhead Traveling Electrical Hoist Block Operator
L02g	Certificate for Operation of Truck	L03aa	Certificate of Portainer Operator
L02h	Certificate for Operation of Lorry	L03ab	Certificate of Quay Crane Operator
L02i	Certificate for Operation of Compactor	L03ac	Certificate of Rail-mounted Gantry Crane Operator
L02j	Certificate for Operation of Dumper	L03ad	Certificate of Rail-mounted Monotower Crane Operator
L02k	Certificate for Operation of Grader	L03ae	Certificate of Rail-mounted Tower Crane Operator
L02m	Certificate for Operation of Locomotive	L03af	Certificate of Rail-mounted Transtainer Operator
L02n	Certificate for Operation of Scraper	L03ag	Certificate of Rail Wagon-mounted Crane Operator
L03a	Certificate of Ash Grab Crane Operator	L03ah	Certificate of Reach Stacker Operator
L03b	Certificate of Bridge Crane Operator	L03ai	Certificate of Rubber Tyre Gantry Crane Operator
L03c	Certificate of Coal Unloader Operator	L03aj	Certificate of Rubber Tyre Transtainer Operator
L03d	Certificate of Coastal Crane Operator	L03ak	Certificate of Ship-unloader Operator
L03e	Certificate of Continuous Ship Unloader Operator	L03am	Certificate of Slewing Jib with Hoist Operator
L03f	Certificate of Container Stacker Operator	L03an	Certificate of Straddle Carrier Operator
L03g	Certificate of Crawler-mounted Mobile Crane Operator	L03ap	Certificate of Tower Crane Operator
L03h	Certificate of Derrick Crane Operator	L03aq	Certificate of Transtainer Operator
L03i	Certificate of Electric Overhead Travelling Crane Operator	L03ar	Certificate of Truck-mounted Crane Operator
L03j	Certificate of Fassi Crane Operator	L03as	Certificate of Wheel-mounted Mobile Crane Operator
L03k	Certificate of Fixed Extendible Hydraulic Jib Crane Operator	L03at	Certificate of Wheeled Telescopic Mobile Crane Operator