

Points to Note:

1. Before completing and submitting the notice, please read carefully section 55 of the Construction Workers Registration Ordinance (the “CWRO”).
2. This Notice shall be served on the Construction Industry Council (the “Council”) **within 3 business days** after the Council has notified you in writing of its decision under Section 58(4)(b) of the CWRO.
3. The prescribed fee payable in respect of the appeal is HK\$30. The fee once paid is non-refundable irrespective of whether the appeal is successful or not, or in case it is withdrawn. Payment shall be made by crossed cheque payable to the “Construction Industry Council”.
4. You shall serve the duly completed Notice and the requisite payment either in person or by post on **The Secretariat, Construction Workers Registration Board, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**. For enquiries, please contact us at 2100 9000.
5. If the space provided on the Notice is insufficient, please write on separate sheet(s) to be attached to the Notice and specify therein that information are provided in separate sheets and the number of pages.
6. Please provide any supplementary documents and/or or information related to the appeal (if applicable) . The Council may not be able to process incomplete application.

注意事項：

1. 在填寫及提交上訴通知書前，請詳閱《建造業工人註冊條例》(《條例》)第 55 條。
2. 此上訴通知書須於建造業議會(“議會”)按《條例》第 58(4)(b) 條通知台端其決定後的 **3 個** 工作日內送達予議會。
3. 上訴需繳付的訂明費用為 HK\$30。費用一經繳交，不論上訴成功與否或中途撤消，一律不獲退還。請以劃線支票付款，劃線支票抬頭為「建造業議會」。
4. 台端應將填妥的上訴通知書連同有關費用，親身或郵寄送達**建造業工人註冊委員會秘書處**辦理(地址：**九龍觀塘駿業街 56 號中海日升中心 38 樓**)。有任何查詢，請致電 2100 9000。
5. 如上訴通知書上的空位不敷應用，請另紙書寫，夾附於上訴通知書，並在上訴通知書內註明資料載於附頁內及有關頁數。
6. 請提交任何有關上訴的補充文件及/或資料(如適用)。請提交任何有關上訴的補充文件及/或資料(如適用)。議會可能無法處理資料不齊全及/或遲交的申請。

Notice of Appeal against the Decision of the Council on

Application for Exemption from Providing Card Reading Device (the “Notice”)

有關議會就申請豁免提供讀證裝置的決定而提交的上訴通知書
(“上訴通知書”)

Under Section 52(3) of Construction Workers Registration Ordinance (“CWRO”)

根據建造業工人註冊條例(“條例”)第 52(3)條

Principal Contractor Information 總承建商資料			
Name 名稱			
Address 地址			
Principal Contractor’s Authorized Representative Information 總承建商授權代表資料			
Name 姓名		Post 職位	
Telephone No. 電話號碼		Fax No. 傳真號碼	
Address (if different from the above) 地址 (如與上述不同)			

Pursuant to section 52(3) of the Ordinance we hereby give notice of appeal against the decision of the Council dated_____ in relation to our application for exemption from providing card reading device on the construction site at

(Address of the construction site)

我們現根據《條例》第 52(3)條就議會於_____年_____月_____日作出有關我們申請豁免於下列建造工地安裝讀證裝置的決定提交上訴通知書：

(建造工地地址)

Details of the decision appealed against (please attach a copy of the decision):
上訴有關決定的詳情 (請附上有關決定的副本):

The substance of the matter and reasons for the appeal are stated as follows:
有關事宜要旨及上訴理由如下：

Substance of the matter:

有關事宜要旨：

Declaration of the Principal Contractor's Authorized Person

總承建商的獲授權人聲明

1. We declare that all the information given and documents furnished by us in this Notice are, to the best of our knowledge, true and correct. We understand that giving false information or making false statements knowingly or willfully is an offence under the law and may result in the appeal application being rejected and we may be liable to prosecution.
2. We have also authorized the Appeal Board to obtain information in connection with the appeal application from relevant departments/agencies.
3. I am the authorised representative of the company/organisation. By submission of the application form or the requested personal data, I confirm that I have carefully read and understand the Points to Note and Personal Information Collection Statement.

1. 我們聲明我們在此上訴通知書內所提供的一切資料及提交的文件，盡我們所知均屬真確無訛，並知道倘若明知或故意虛報資料或作出虛假陳述，即屬犯罪，且此上訴可能被拒絕，而我們更可能被檢控。
2. 我們亦授權上訴委員會向有關的部門/機構索取與上訴申請有關的資料。
3. 本人為公司／機構授權代表，通過提交此申請表或相關個人資料，本人確認已仔細閱讀並理解注意事項及收集個人資料聲明。

Name, Post and Signature of
Principal Contractor's Authorized
Representative and Company Chop:
總承建商的獲授權人姓名、職位、
簽署及公司蓋章：

(Mr./ Mrs./ Miss/ Ms.)

Name 姓名: _____

Post 職位: _____

Signature 簽署: _____

Date 日期: _____

Personal Information Collection Statement

1. Collection of Personal Data

- 1.1 The information you provided by means of this form 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 will be detailed in the application form.
- 1.2 Whether or not you provide the personal data by means of this form is voluntary. However, where you are providing information by means of this form 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 the parties are under the age of 18, please consult 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. Purpose of Collection

- 2.1 The personal data you provided by means of this form will be kept confidential and may be used by the CIC for the following purposes:
- a) Processing your application and the related matters;
 - b) For all purposes in connection with the CIC’s regulation of construction workers personally carrying out construction work on construction sites pursuant to the Construction Workers Registration Ordinance (Cap. 583)
 - c) Facilitating communication between the CIC and the named persons provided by means of this form;
 - d) 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);
 - e) 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.);
 - f) Managing access to the CIC’s premises and for security purpose;
 - g) Preventing and responding to actual or potential security threats, fraud or illegal activities;
 - h) Handling complaints or enquiries;
 - i) Performing analysis and conducting research and surveys;
 - j) Performing audits and compliance reviews to ensure compliance with the applicable CIC’s policies and procedures, regulations and law;
 - k) Other purposes related or incidental to the conduct of the CIC’s activities; and
 - l) 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 the personal data provided by means of this form 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 the personal data you provided by means of this form in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

收集個人資料聲明

1. 個人資料的收集

- 1.1 你透過本表格向建造業議會、其關聯及／或附屬公司，包括但不限於香港建造學院、建造業零碳天地、建造業輸入勞工宿舍有限公司（統稱「議會」）提供的資料，包括《個人資料（私隱）條例》（第 486 章）中定義的任何個人資料，只會用於與議會活動相關之目的。具體活動及所需個人資料將在申請表中詳細列明。
- 1.2 你是否透過本表格向議會提供個人資料純屬自願性質。然而，如果你透過本表格提供資料之目的是為了作出某項申請，你便須向議會提供申請表上所指明的資料。否則，議會可能無法處理或考慮你的申請。如果未滿十八歲人士，在向議會提供任何個人資料前，應先徵詢父母或監護人。
- 1.3 你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求，請致函議會的助理總監 – 註冊事務（查閱要求）以提交書面請求，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓建造業議會。如你對我們的負責人及有關做法有任何查詢，請致函上述地址聯絡助理總監 – 註冊事務 或電郵至 enquiry@cic.hk。如需要更多關於議會在私隱及保障個人資料政策的資料，請於 https://www.cic.hk/chi/main/privacy_policy_statement/ 參閱我們的私隱政策。

2. 收集的目的

- 2.1 你透過本表格所提供的個人資料將會被保密，並可能用於以下用途：
 - a) 處理你的申請及相關事宜；
 - b) 議會按照《建造業工人註冊條例》（第 583 章）的規定對監管在建造工地親自進行建造工作的建造業工人相關的所有目的；
 - c) 方便議會與透過本表格提供的人士的通訊；
 - d) 履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》（第 587 章）及《建造業工人註冊條例》（第 583 章）；
 - e) 確立、行使或維護議會的法律權利及遵從議會的法律和規管責任（包括打擊洗錢責任、遵從法院或監管機構的命令等）；
 - f) 管理通出議會處所和保安目的；
 - g) 防止和應對實際或潛在的安全威脅、詐騙或非法活動；
 - h) 處理投訴或查詢；
 - i) 進行分析、研究和意見調查；
 - j) 進行審計及合規審查，以確保遵守適用的議會政策、程序、規例及法律；
 - k) 與議會活動進行相關或附帶的其他目的；及
 - l) 你不時同意的任何其他目的。

3. 個人資料的披露及轉移

- 3.1 因應第 2 段所述目的，議會可能披露或轉移你透過本表格提供的個人資料予第三方，包括但不限於以下：
 - a) 如 1.1 節所述，任何或所有議會關聯及／或附屬公司；
 - b) 任何代表議會營運或維持會員資格、活動註冊、導賞預約、研究及／或分析，或代表議會進行後端服務、行政服務、驗證服務、雲端服務或資訊科技服務，或向議會提供所需支援或服務（包括保險、銀行或議會使用的任何第三方支付網關服務）以使議會提供服務的第三方服務提供商、承包商或分包商，及代表議會履行合約規範責任之實體；或
 - c) 議會的專業顧問，包括但不限於律師、會計師和審計師。
- 3.2 按照任何適用於議會的法律規定或規管性質規定或法院命令，議會可能披露及轉移你透過本表格提供的個人資料。