

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:

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

Personal Information Collection Statement

- (i) The information you provide to the CIC, including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC, including matters of worker registration pursuant to the Construction Workers Registration Ordinance (Cap.583). The information would be used for the following matters:
 - (a) verifying the identity of registered workers (including additional information applying for recording in registration card) and posting the information on the Register of Construction Workers which is accessible by members of the public via the internet;
 - (b) conducting data analysis and research on the construction industry;
 - (c) investigation or prosecution of any offence; or
 - (d) disclosure to any authorities in relation to investigation or prosecution of any offence.
- (ii) It is obligatory for you to supply the CIC with complete information. The CIC may be unable to process and/or consider your application if you do not provide complete information.
- (iii) To keep you informed of CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.
- (iv) 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 of the CIC at 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.
☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.

Signature of Applicant:

Date :

Specified Trade Safety Training Certificate ("Silver Card") & code					
S01	Painter & Decorator	S04	Plumber	S07	Bamboo Scaffolder, Metal Scaffolder
S02	Carpenter	S05	Bar Bender & Fixer	S09	Curtain Wall Installer
S03	Demolition Worker (Building)	S06	Plasterer, Tiler	S10	Lift Mechanic
				S11	Tower Crane Worker (Erecting, Dismantling, Telescoping & Climbing)
				S12	Construction Materials Rigger
				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
L07b	Bricklaying & Tiling	L07e	Painting, Decorating & Sign-writing	L07g	Marble Laying
L07c	Construction Formwork			L07h	Metal Works
				L07i	Construction Scaffolding Works
				L07j	Construction Plant Maintenance & Repairs
				L07k	Electrical Installation

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