



WRO-001(E)

2023/10

Application Form for Group Submission for Construction Workers Registration

Notes: Please refer to the [Guidance Notes on Construction Workers Registration](#). Hong Kong mobile number must be provided as CIC may update the application status by SMS. 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): _____ / _____ / _____

I have carefully read and fully understand the following [Declaration of Applicant](#), [Personal Information Collection Statement](#) & [Guidance Notes on Construction Workers Registration](#) on the last page.

Declaration of Applicant

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) I hereby give my consent to the Principal Contractor and/or their subcontractor/associated company or employer or trade union for collecting and passing my application form and associated documents to the CIC for workers registration purpose as well as collecting the Construction Workers Registration Card on my behalf.

Personal Information Collection Statement

- (i) The information you provide to or collected by the CIC, including any personal data as defined in the Personal Data (Privacy) Ordinance, will be used solely for purpose related to the worker registration matters pursuant to the Construction Workers Registration Ordinance (Cap.583). The information would be used for the following purposes:
- (a) assess your application;
- (b) ascertain the registration of a construction worker (including the additional information recorded on the 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 at the CIC website for public access; and
- (c) perform analysis and conduct research and surveys.
- (ii) The CIC may disclose or transfer your personal data for the purposes as stated in paragraph (i) to third parties (whether in or outside Hong Kong) for storage or processing the personal data on behalf of the CIC. The third parties are, including but not limited to the following:
- (a) any or all of the CIC's affiliates and/or subsidiaries;
- (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 third party payment gateways services used by the CIC), or banks or insurance companies providing services to the CIC, and any other bodies that discharge contractual obligations on our behalf;
- (c) any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;
- (d) government authorities (including but not limited to regulatory authorities, law enforcement agencies or courts) for crime prevention or prosecution.
- (iii) 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.
- (iv) 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 do so, please put a tick in the box below.
- ☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.
- (v) 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.

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.
(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 (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 for inspection by the public.
14. For enquires on Construction Workers Registration, please contact CIC through email wro@cic.hk or call the hotline at 2873 1911 or 2100 9000 between 9am and 6pm on Mondays to Fridays.

