

To Construction Workers Review Board
Construction Industry Council
38/F, COS Centre
56 Tsun Yip Street
Kwun Tong
Kowloon

Notice of Request for Review

(Review on Rejection of Application for Registration/Rejection of Application for Registration Renewal/Expiry Date of Registration/Cancellation of Registration)

I, _____ (Full Name) HK ID Card No. _____

* Registration Application No. / Registration No.: _____

Correspondence Address: _____

Residential Phone No.: _____ Other Contact Phone No.: _____

hereby request that the Construction Workers Review Board (Review Board) to review the Registrar's decision *to reject my application for registration / to reject my application for renewal of registration / on the expiry date of my registration / to cancel my registration. The notification of that decision has been issued to me in writing on _____ (date) (*please delete as appropriate). Listed below are the details of the case and reasons for my request for review:

(Please check the boxes as appropriate)

1. Rejecting application for registration	RSW – Registered Skilled Worker
2. Rejecting application for registration renewal	RSW(P) - Registered Skilled Worker (Provisional)
3. Expiry date of registration	RSS – Registered Semi-skilled Worker
4. Cancellation of registration	RSS(P) – Registered Semi-skilled Worker (Provisional)

Subject of Review	Trade Code	Name of Trade	Registration Category	Expiry Date of Registration (if applicable)	Reasons for Review
<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.			<input type="checkbox"/> RSW <input type="checkbox"/> RSW(P) <input type="checkbox"/> RSS <input type="checkbox"/> RSS(P) <input type="checkbox"/> RGW		

<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.			<input type="checkbox"/> RSW <input type="checkbox"/> RSW(P) <input type="checkbox"/> RSS <input type="checkbox"/> RSS(P) <input type="checkbox"/> RGW		
<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.			<input type="checkbox"/> RSW <input type="checkbox"/> RSW(P) <input type="checkbox"/> RSS <input type="checkbox"/> RSS(P) <input type="checkbox"/> RGW		
<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.			<input type="checkbox"/> RSW <input type="checkbox"/> RSW(P) <input type="checkbox"/> RSS <input type="checkbox"/> RSS(P) <input type="checkbox"/> RGW		
<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.			<input type="checkbox"/> RSW <input type="checkbox"/> RSW(P) <input type="checkbox"/> RSS <input type="checkbox"/> RSS(P) <input type="checkbox"/> RGW		
<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.			<input type="checkbox"/> RSW <input type="checkbox"/> RSW(P) <input type="checkbox"/> RSS <input type="checkbox"/> RSS(P) <input type="checkbox"/> RGW		
<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.			<input type="checkbox"/> RSW <input type="checkbox"/> RSW(P) <input type="checkbox"/> RSS <input type="checkbox"/> RSS(P) <input type="checkbox"/> RGW		

I submit in respect of the above “Notice of Request for Review” a total of _____page(s) of supplementary information.

Remarks :

1. Wherever applicable, please attach copies of your “Application Form for Construction Workers Registration” and/or “Working Experience Certification Form for Application for Registration as Registered Skilled /Semi-skilled Workers (Provisional)” (Form PR1).
2. Please attach a copy of the written notification issued by the Registrar on the subject of review.
3. Wherever applicable, please provide any supplementary documents or information.

Declaration of Review Applicant

1. I declare that all the information given and documents furnished by me in this “Notice of Request for Review” are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly or willfully is an offence under the law and may result in the review application being rejected. I may also be liable to prosecution.
2. I hereby authorize the Review Board to verify my qualifications and to obtain information about my qualifications from the issuing organizations concerned.

Points to Note:

1. If you furnish any false information or make any false statement, your request for review may be rejected and you may be liable to prosecution.
2. This “Notice of Request for Review” should be submitted to the Review Board within **2 weeks** after the Registrar has notified you in writing of the decision to reject the application for registration or renewal of registration, or the decision on the expiry date of the registration or cancellation of the registration, as the case may be.
3. In case that the space provided in the “Notice of Request for Review” is insufficient, please write on separate sheet(s), attach all the sheets to the Notice and specify therein.

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 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. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC for the following purposes:

- a. Processing your application and the related matters;
- 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.**

Last updated on [2 July 2024]

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