

透過登入名稱及密碼進行網上通訊電子服務申請表格

**Application for Online Communication eServices with a new Login ID and Password**

致: 建造業議會財務部徵款課  
香港香港仔漁光道 95 號

To: **Construction Industry Council (“CIC”)**  
**Finance Department (Levy Section)**  
95 Yue Kwong Road, Aberdeen, Hong Kong.

(請以英文正楷填寫 Please complete in English)

姓名  
Name

(獲授權人或承建商授權代表<sup>1</sup>  
of Authorised Person or authorised  
representative of the Contractor<sup>1</sup>)

獲授權人或承建商的公司  
／商號名稱  
Company / Firm Name of the  
Authorised Person or the  
Contractor

公司地址  
Company Address

職位  
Position

聯絡電話號碼  
Contact Phone No.

傳真號碼  
Fax No.

電子服務電郵地址  
eServices Email Address

\*\*\*\*選擇電子服務 Options on eServices \*\*\*\* (請於下列空格內加上「✓」號 Please tick box below)

- 只申請網上提交徵款電子表格一，二或三。Solely apply online submission of Levy eForm 1, 2 or 3 而且/或 and /or  
 同時申請電子通知查閱徵款通知或文件。Also apply notification email to access notices or correspondences

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"所有申請人要提供完整的資料給建造業議會〔「議會」〕。若你不能提供完整的資料，議會可能無法處理或考慮你的申請。" "It is necessary for all applicants to supply the CIC with complete information. The CIC may be unable to process and / or consider your application if you fail to provide complete information."

\*本人 / 本公司接納網上通訊電子服務的條款及條件<sup>2</sup>及已仔細閱讀和理解《收集個人資料聲明》與此申請表上的所有其他資訊。\*I / We accept the Terms and Conditions for Online Communication eServices<sup>2</sup> and have carefully read and understand the Personal Data Collection Statement and all other information on this application.

日期 Date: \_\_\_\_\_

\_\_\_\_\_ \* 獲授權人/承建商授權代表簽署及公司印章

\* 請刪去不適用者  
Please delete whichever is not applicable

\* Signature of Authorised Person / authorised  
representative of the Contractor and Company Chop

<sup>1</sup> 「獲授權人」及「承建商」的意思，與《建造業議會條例》(第 587 章)第 2(1)(a)條所界定意思相同。The terms "Authorised Person" and "Contractor" have the same meaning as those terms as defined in s2 (1) (a) of the Construction Industry Council Ordinance (Cap 587).

<sup>2</sup> 若你不同意日後接收由建造業議會發出有關議會活動和與建造業相關的資訊，請於附上《收集個人資料聲明》有關拒收資訊一欄之空格內加上「✓」號，並通知本議會。If you do not wish to receive any information from the Construction Industry Council in relation to its activities or developments in the construction industry, please put a "✓" in the box of the attached Personal Data Collection Statement and return to us.

## Personal Data Collection Statement

1. The information you provide to the Construction Industry Council (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.
  2. 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.
  3. 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.
  4. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to 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

## 《收集個人資料聲明》

1. 你向建造業議會〔「議會」〕所提供的資料，包括《個人資料〔私隱〕條例》所指的個人資料，只會用於相關議會之活動。
  2. 為讓你得知最新的議會活動和行業內發展情況，議會將使用你的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，將有關訓練課程、測試、註冊、活動項目、議會工作和建造業其他方面的最新資訊提供給你。
  3. 你可選擇是否同意接收上述資訊。若不同意的話，請於下列有關拒收資訊一欄之空格內加上「✓」號。
  4. 你有權要求查閱及修正你的個人資料。有關申請須以書面向建造業議會提出，地址為九龍觀塘駿業街56號中海日升中心38樓。
- 本人不同意日後接收由建造業議會發出有關議會活動和與建造業相關的資訊。

## **Terms and Conditions for Online Communication eServices**

The Contractor or Authorised Person (whichever is applicable) must read these Terms and Conditions carefully before applying for or using the Online Communication eServices as described in paragraphs 7 to 9 below (the "eServices"). By registering to use the eServices using the form for "Application for Online Communication eServices with a new User ID and Password" (the "**Form**"), the Contractor or Authorised Person shall be deemed to have accepted and be bound by all these Terms and Conditions:

### **Use of the eServices**

1. The Form is only for the sole and exclusive use by the contractors and authorised persons who have submitted levy forms before.
2. Any other contractor and/or authorised person should apply for the eServices in writing and addressed to the Construction Industry Council (the "**Council**") Finance Department, Levy Section at 95 Yue Kwong Road, Aberdeen, Hong Kong, or fax to 2100 9339 or email to [levy@cic.hk](mailto:levy@cic.hk) . If assistance is required, please contact our Levy Section at 2100 9324.

### **Login ID and Password**

3. The Contractor or Authorised Person should enter the user identification code (the "**Login ID**") and the password provided by the Council for identifying the user for the purpose of using the eServices.
4. The Contractor or Authorised Person may change the Password at any time but the Login ID cannot be changed by the Contractor or Authorised Person.
5. The Contractor or Authorised Person shall be fully responsible for any accidental or unauthorised disclosure of the Login ID and/or the Password to any other person and shall bear the risks of the Login ID and/or the Password being used by unauthorised persons or for unauthorised purposes.
6. Upon notice or suspicion of the Login ID and/or the Password being disclosed to any unauthorised person or any unauthorised use of the eServices, the Contractor or Authorised Person shall notify the Council by telephone as soon as possible, and the Council may ask the Contractor or Authorised Person to confirm in writing and, until the Council's actual receipt of such notification, the Contractor or Authorised Person shall remain responsible for any and all use of the eServices by unauthorised persons or for unauthorised purposes.

### **Online Communication eServices**

7. Upon successful online registration to use the eServices, the Contractor or the Authorised Person may use its Login ID and Password provided by the Council to submit online as prescribed by the Council the following forms pursuant to the Construction Industry Council Ordinance (Cap. 587) (the "**CICO**"): Form 1 (Notice of Commencement of Construction Operations), Form 2 (Notice of Interim/Final Payment – for Contractor only) and Form 3 (Notice of Completion of Construction Operations).

8. The Contractor or Authorised Person consents to the giving of information and notices pursuant to the CICO, including but not limited to the giving of the notice of assessment and the notice of surcharge under sections 33(3) and 41(3) of the CICO, by the Council to the Contractor or Authorised Person by way of email (attaching the information or notices) and/or by way of a notification email ("**eNotification**") with a hyperlink or instructions provided for access to the information or notices, and to such emails or eNotifications being treated as forms of electronic records for the purposes of the Electronic Transactions Ordinance (Cap. 553) (the "**ETO**").
9. The Contractor or Authorised Person shall be deemed to have received the information or notices, for the purposes of the CICO, the ETO or otherwise, at the time when the Council sends the email or eNotification to the email address as specified in the Form or any other email address subsequently notified in writing to the Council at least 14 days before its effective date (the "**Email Address**"). If the information or notices were sent by both email and eNotification, the time of receipt shall be the earlier time of sending the information or notices by either means. The time of receipt shall not be affected by any failure by the Contractor, Authorised Person or the Email Address to receive the information or notices or any messages related to such failure being sent back to the Council or whether the information or notices come to the knowledge of the Contractor or Authorised Person. The Contractor or Authorised Person shall ensure that the Email Address is and remains valid and capable of receiving any information or notices that may be sent by the Council by way of email or eNotification to the Email Address. The Contractor or Authorised Person shall regularly and diligently check for and review any information or notices that may be sent by the Council to the Email Address.

#### **Liabilities of the Contractors and Authorised Persons**

10. The Contractor and/or Authorised Person shall be fully liable and responsible for all consequences arising from or in connection with use of the eServices and/or access to any information or any other information as a result of such use by the Contractor and/or Authorised Person respectively or any other person whether or not authorised.
11. Communications sent by the Contractors or Authorised Person to the Council shall be treated as delivered to the Council on the day of actual receipt by the Council.

#### **Liabilities of the Council**

12. The Council will take reasonably practicable steps to ensure that its systems (the "**Systems**") in connection with the eServices are installed with adequate security designs and to control and manage the risks in operating the Systems.
13. Although the Council has taken every effort to keep its website free from viruses, the Council takes no responsibility for any computer virus which might be transferred by way of using the eServices.
14. The Systems are provided solely to facilitate the use of the eServices.
15. The Council will not be responsible for any incidental, indirect, loss of use, or damages upon the use of this website, and/or access to any information as a result of such use by any person whether or not authorised by the Contractors and/or Authorised Persons.