CIC eServices User Guide

This Guide consists of:	Part I:	System Login;
	Part II:	Electronic Forms Submission;
	Part III:	Electronic Forms Download;
	Part IV:	Payment Notices (For Contractor Only);
	Part V:	Payment Receipts (For Contractor Only);
	Part VI:	Correspondences;
	Part VII:	User Profile – Change Email Address;
	Part VIII:	Change Password; and
	Part IX:	Logout

Part I: System Login

Step 1. Visit Construction Industry Council website (<u>http://www.cic.hk</u>) with Internet Explorer 7 or above and click the "MENU" to locate the "LEVY".



Step 2. Click the "LEVY" to access the "E-SERVICES".



Step 3. Select the "E-SERVICES" to enter the system.



Step 4. Logon the system with your identity number (Login ID) and the relevant password (ie General Password or Case Specific Password), then press the [Login] button to access the system.

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CONSTRUCTION INDUSTRY COUNCIL 建诰業議會	E-SERVICES							
	Login ID:							
Levy	Password:*							
Login	● General Password ○ Case Specific Password (For Contractor Only)							
4	Login							
	* If the General Password is selected, user does not need to input the case r applied the electronic notification service, the related documents of all cases However, if the case specifc password is selected, user is required to input t number. If you have applied the electronic notification service, documents re case will be displayed. In case you have forgotten the above passwords, ple Section, Finance Department, Construction Industry Council, 95 Yue Kwong Hong Kong.	numbe will be he lev lated t ase wi Road	er. If you e display y case to this lev rite to ou , Aberde	have ed. /y r Levy en.				
	All Contractors and Authorized Persons who have submitted levy forms befor become a registered user by clicking below to download the application form	ore can n.	n apply to)				
	Download e-Services Application Form							
	Download e-Services User Guide							
	For others who require this eService, please contact our Levy Section at 210	00 932	4.			TOP	^	
	Please note that submission of information over the internet may be subject transmission blackout, delayed transmission due to internet traffic, or incorre due to the public nature of the internet. The Council cannot assume respons malfunctions in communications facilities not under our control that may affe	to inte ect data ibility f ect the a	ruption, a transm for accuracy	ission (or				~

Part II: Electronic Forms Submission

Step 1. Logon the system and select the "e-Forms Submission" item.

Step 2. Select the e-Form Type which is prepared for uploading.

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	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > e-Forms Submission	
	Levy	E-FORMS SUBMISSION	
	Change Password	e-Form Type 2 Select	
	My Profile		
	Download e-Forms	e-Forms Submission	3 瀏覽…
1	e-Forms Submission	4 Keset	
	Payment Notices		
	Payment Receipts	Attachment 1	5 I 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	Correspondences	Pamarka 1	
	Logout	Relians	
		Attachment 2	瀏覽 Clear TOP へ
		Remarks 2	

- Step 3. Press the [**Browse**] 瀏覽 button next to the "Upload e-Form" to select a filled e-Form document with the corresponding e-Form type which you have chosen from your local drive. After that you should see the Upload Document textbox which is filled by the name of your selected file.
- Step 4. You can press the [**Reset**] button if you want to clear all of your inputs.
- Step 5. If there is any attachment which you want to upload,
 - i. Click the [**Browse**] 瀏覽 button next to the Attachment (1, 2, 3, 4 or 5) (maximum 5 attachments) to select the attachment from your local drive. After that you should see the corresponding Attachment textbox which is filled by the name of your selected file.
 - ii. Fill in the Remarks for each attachment, if any.
 - iii. You can press the [**Clear**] button next to the corresponding Attachment to clear the inputs for that Attachment.
- Step 6. If you also want to submit the form to Pneumoconiosis Compensation Fund Board, click the "Submit the same eForm to Pneumoconiosis Compensation Fund Board" check box.

CONSTRUCTION INDUSTRY COUNCIL 建造業議會 Levy	Attachment 5 Remarks 5							
Change Password	Prease note:							
My Profile	shall be guilty of an offence and shall be liable on conviction to a fine at Level 1 or Level 3.							
Download e-Forms	 The Council will use the information provided for levy assessment purposes and will handle it in accordance with Section 61 of the Construction Industry Council Ordinance (Cap 587) and Section 31 of the Construction Workers 							
e-Forms Submission	Registration Ordinance (Cap 583). Such data may be disclosed to government departments and other organizations under the requirements of any law binding on the Council.							
Payment Notices	Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data at a fee. Written requests should be addressed to the Council.							
Payment Receipts	4. A portion of the levy (0.03% of the value of all construction operations) is collected in accordance with the							
Correspondences	Construction Workers Registration Ordinance which came into operation on 24/02/2005.							
Logout	 By virtue of section 83 of the Construction Industry Council Ordinance (Cap 587), Cap 317 continues to apply to construction operations which had been tendered or had commenced before 1 January 2008. 							
6								

Step 7. Press the [**Submit**] button to confirm the process.

Step 8. Once the submission is successful, a reference number will be assigned. Keep the reference number for your information.

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CONSTRUCTION INDUSTRY COUNCIL 建造業議會				
L EVV	Your e-Form had been successful	y submitted to		
2019	Construction Industry Council			
Change Password 8	The reference number is C023183	>		
My Profile	Thank you very much.			
Download e-Forms				
e-Forms Submission				
Payment Notices				
Payment Receipts				
Correspondences				
Logout				
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	Disclaimer FAQ Site Map	Copyright © 2016 (CIC). All Rights Reserved.		Caringorganisation

Part III: Electronic Forms Download

Step 1. Logon the system and select the "e-Forms Download" item

Even Change Password My Profile Ownload e-Form1 Bownload e-Form1 Bownload e-Form1 Bownload e-Form2 Bownload e-Form2 Bownload e-Form2 Bownload e-Form3					(A A A		繁 簡	~
Lay Change Password A My Profile Ownload e-Forms Submission Payment Notices Payment Notices Payment Rocipits Correspondences Logott Download e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3 Ownload e-Form3		CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > Download e-For	ms					
Change Password 3 i My Profile Oownload e-Forms Submission Payment Notices Payment Receipts Correspondences Logout		Levy	DOWNLOAD	E-FOR	MS				
1 Image: Submission		Change Password 3 i	Download e-Form1						
e-Forms Submission Payment Notices Payment Receipts Correspondences Logout Download e-Form3 Download e-Form4 Download e-Form3 Download e-Form4 Down	1	My Profile Download e-Forms	⊠ Download e-Form1A						
Payment Notices Download e-Form2A Payment Receipts Download e-Form3 Logout Download e-Form3A Image: Download e-Form3A Image: Download e-Form3A		e-Forms Submission	Download e-Form2	2	Input your case numbe	er: (E.g. 2009/1	Cle	ar	
Payment Receipts Correspondences Logout Download e-Form3A Image: Correspondences Disclaimer FAQ Site Map Copyright © 2016 (CIC). All Rights Reserved.		Payment Notices	Download e-Form2A						
Logout Logout Image: Constant of the second sec		Payment Receipts	Download e-Form3						
All documents at this page are in Adobe Acrobat format Adobe Acrobat Reader is available at no cost for download by clicking the button > DOWNLOAD ADOBE READER Disclaimer FAQ Site Map Copyright © 2016 (CIC). All Rights Reserved.		Logout	⊠ Download e-Form3A						1
Disclaimer FAQ Site Map Copyright © 2016 (CIC). All Rights Reserved. Caringorganisation			All documents at this page are in Adobe Acrobat Reader is availat	Contribute of other to the terms of ter					
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- Step 2. Input your case number, if any.
- Step 3. Click the e-Form link which you want to download and save it to your local drive.
 - If the case number is entered, the corresponding case information will be automatically filled into the downloaded e-Form. You can press the [Clear] button to clear the case number;
 - ii. Otherwise, the downloaded e-Form is a new form.
- Step 4. You should use Adobe Reader 9.0 or above to open the downloaded e-Form and fill in the required information on it and save your changes for later use in "Upload e-Forms". Please note that those areas which are surrounded by blue boxes in the Uploaded e-Forms are mandatory, so you are required to input valid information on those areas.

Part IV: Payment Notices (For Contractor Only)

Step 1. Logon the system select the "Payment Notice" item.

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	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > Payment Not	tices				
	Levy	Payment Notices Except the outstanding notice Notice No. prefixed with a ¹⁵¹	es, only notices issue character means it is	ed in the past 6 month a Second Penalty No	s will be displayed. tice.		
	Download e-Forms		Case No.	Notice No.	Issued Date	Due Date	Status
	e-Forms Submission	2 View	2014/24794	DN1700152	10 Dec 2015	10 Jan 2016	Issued
1	Payment Notices						
	Correspondences						
	Logout						
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Step 2. Press the [**VIEW**] button to view or to print the Assessment/Payment Notice or the Second Penalty Notice issued by the Council.

Part V: Payment Receipts (For Contractor Only)

Step 1. Logon the system select the "Payment Receipt" item.

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	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > Payment Rec	ceipts				
		Payment Receipts Display Only Payment Receip	pts Issued in Pa	st 6 Month	IS.		
	Levy		Payment		Amount	Payment Date	Issued Date
	Change Password		No.				
	My Profile 2	View	1E4S2	ę	\$4288.00	21 Jul 2015	30 Jul 2015
	Download e-Forms						
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	Payment Notices						
1	Payment Receipts						
	Correspondences						
	Logout						
							TOP ^
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Step 2. Press the [**VIEW**] button to view or to print the Payment Receipt issued by the Council.

Part VI: Correspondences

Step 1. Logon the system select the "Correspondences" item.

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	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > Corresponde	ences					
	Levy	Correspondences Only display correspondence	es issued in past 6	6 months				
5			Document ID	Pending Case	Case No.	Туре		Issued Date
	Download e-r onnis			No.				
	e-Forms Submission 2	View	1E48F		2014/24794	Acknowledge Letter t CT	0	27 Jul 2015
	Payment Notices							
1	Correspondences							
	Logout							
								TOP ^
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Step 2. Press the [**VIEW**] button to view or to print the different types of letters issued by the Council.

Part VII: User Profile – Change Email Address

Step 1. Logon the system select the User Profile Iten

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CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > My F	Profile							
Levy	MY PRO	FILE							
Change Password	Name Email Address	CHAN TAI MAN	I CONTSTRUCTI 2)yahoo.com	ON CO. LTD					
Download e-Forms	2	Edit	$\mathbf{>}$	Save			Cancel		
e-Forms Submission									
Payment Notices									
Payment Receipts									
Correspondences									
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Step 2. Press the [Edit] button to change your current email address.

Step 3. Edit your current email address and replace by a new email address

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CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > My Profile								
Levy	MY PROFILE								
Change Password	Name CHAN TAI MAN CONSTRUCTION CO. LTD								
My Profile	Email Address 3 chantaiman@yahoo.com								
Download e-Forms	Edit 4 Sav	ve				Cancel]	
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Correspondences									
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Step 4. Press the [Save] button to save the updated email address

Part VIII: Change Password

Step 1. Logon the system select the "Change Password" item.

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	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	Home > Levy > C	hange Password								
	Levy	CHANG	E PASS	WORD							
	Change Descurred	⊙ General Password ⊖ Case Specific Password (For Contractor Only)									
1	Change Password My Profile	Old Password:									
	Download e-Forms	New Password:									
	e-Forms Submission		(Password must be composed of 6 to 20 characters with at least 1 letter AND 1 digit. Only English characters (a-z, A-Z case sensitive) and numeric value (0-9) are allowed.)								
	Payment Notices	Confirm New									
	Payment Receipts	Password:							ノ		
	Correspondences 3	Confirm	>								
	Logout										
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- Step 2. Select "General Password" or "Case Specific Password" where applicable and enter your old password, new password and confirm new password.
- Step 3. Press the [**CONFIRM**] button and the password will be changed successfully.

Part IX: Logout

Step 1. Select the [Logout] item to exit the system once you have finished the e-Service operations.

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Levy	MY PRO	FILE									
Change Password	Name Email Address	CHAN TAI MAN CONSTRUCTION CO. LTD									
My Profile		chantaiman@)yahoo.com								
Download e-Forms		Edit		Save			C	ancel	H		
e-Forms Submission											
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