

中工測試及建造業工人註冊申請表

查詢電話：2100 9232

- 填表須知： 1. 填表前請詳閱【收集個人資料及申請人聲明】及背頁之【報考技能測試(中工)及建造業工人註冊須知】；
2. 請用中文填寫所有項目，填寫英文姓名除外，如果資料有任何遺漏，建造業議會可能無法處理本表格事宜；
3. 請在合適的方格□內加上「✓」

(1) 測試項目名稱：_____ ☐ 技能測試(新申請) ☐ 重考實務

(2) 申請人資料：(必須與申請人香港證身份證內所列的相同)
姓名：(中文) _____ (英文) _____
閣下受限制在香港逗留或從事工作？ ☐ 香港永久性居民 ☐ 單程證持有人 ☐ 其他(如護照/旅遊證件)
護照簽發國家：_____ 護照編號：_____ 簽證到期日：_____ (年) (月) (日)
香港身份證號碼：_____ 出生日期：_____ (年) (月) (日)
聯絡電話：(住所) _____ (手提/傳呼) _____ (公司) _____
通訊住址：_____

(3) 閣下是否不懂閱讀中文而 ☐ 需要 / ☐ 不需要本議會員工以廣東話(粵語)協助誦讀試卷題目

(4) 4.1 工作經驗 (如有需要，可另紙填寫附交)

請注意：議會會抽查申請人所遞交的資歷，如發現資歷不符合要求或虛報，議會將取消申請人的測試資格

需否將測試日期通知現時僱主	由 (年/月)	至 (年/月)	公司/僱主名稱及其聯絡電話/電郵/地址 (過往及現任)	施工地點	工作性質
<input type="checkbox"/>	/	/			
<input type="checkbox"/>	/	/			
合共(年數)					

4.2 若有業內僱主欲招聘持牌中工，閣下是否 ☐ 願意 / ☐ 不願意本議會把閣下姓名及聯絡地址電話轉交有關僱主？

(5) 閣下是否 ☐ 同意 / ☐ 不同意申請成為註冊建造業工人或以今次測試獲得中工資格更新註冊身份為半熟練技工
請注意：《建造業工人註冊條例》「專工專責」規定於2017年4月實施，沒有技工註冊，禁止在地盤做工種工作(「指示及督導」下工作及「豁免工作」除外)。詳情請參閱【技能測試報考及建造業工人註冊須知】第2.3項。

建造業工人註冊證編號 (如有) CWR：_____
「平安咭」資料 (即強制性基本安全訓練證明書) (如有)：_____
「平安咭」編號：_____ 發咭機構：_____ 有效期至：_____ (年) (月) (日)

(6) 費用

<input type="checkbox"/> 建造業工人註冊	新申請及續期申請各港幣100元
<input type="checkbox"/> 技能測試(新申請)	請參閱【技能測試報考及建造業工人註冊須知】第1.9項
<input type="checkbox"/> 重考實務試	繳付全費

【收集個人資料及申請人聲明】

- 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。
- 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。
- 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。
- 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，地址為香港灣仔告士打道138號聯合鹿島大廈15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
- 本人聲明本申請表內所載一切資料，已盡本人所知均屬真實無訛，並知道倘若虛報資料，申請即屬無效，且喪失其後報考本測試的資格。本人亦可能負上刑事責任。
- 本人同意如測試申請獲接受，當遵守建造業議會之考生守則。在測試期間，如因本人疏忽或故意行為不檢而導致的任何機器、工具或設備損毀，本人願意負責賠償。如因本人疏忽而導致任何受傷或死亡、本人同意建造業議會將毋須負責。
- 本人授權議會向有關資歷機構索取及核實本人的資歷。
- 本人確認明白申請表內一切資料，並已清楚閱讀【收集個人資料及申請人聲明】及【報考技能測試(中工)及建造業工人註冊須知】

申請人簽署：_____ 日期：_____

請在此貼上你的

身份證影印本

並請在不妨礙核對資料的地方標明「副本」

(必須提供)

請在此貼上你的

有效「平安咭」影印本

並請在不妨礙核對資料的地方標明「副本」

(如有)

請在此貼上你的

有效「氣體焊接安全訓練證明書」影印本

並請在不妨礙核對資料的地方標明「副本」

(如適用)

請在此貼上你的

有效「密閉空間核准工人證明書」影印本

並請在不妨礙核對資料的地方標明「副本」

(如適用)

【議會專用】

收表日期：_____

個人編號：_____

收據編號：_____

表格編號：_____

大工轉中工編號：_____

工人註冊申請編號_____

資料輸入員 _____

TTC

RS

簽署/日期：_____

資料輸入員 _____

TTC

RS

簽署/日期：_____

報考技能測試(中工)及建造業工人註冊須知

1 報考技能測試 (中工) 資格：

- 1.1 申請人必須為年滿18歲的香港居民。
- 1.2 倘若申請人未滿18歲，則必須獲得由建造業議會 / 職業訓練局及其他認可機構發出的在學 / 結業證明，或持有學徒 / 見習員訓練合約，並符合香港法例獲准在建築地盤工作。
- 1.3 報考「*」及/或「#」號的測試(相關項目請參閱第1.8項)，請在遞交申請時，夾附有效的『氣體焊接安全訓練證明書』及/或『密閉空間核准工人證明書』副本，並須於測試當日出示此證明書的正本以供核實。凡未能出示此證明者，皆不會獲准參加測試。
- 1.4 如申請人並非香港永久居民，繳付的費用可能有所不同，請於報考時通知本議會人員，以作出適當安排。
- 1.5 如申請人年滿70歲或以上，因應個別工種的體能要求，有需要提交註冊西醫的驗身報告方能參加測試，請於報考時通知本議會人員，以作出適當安排。如有需要，請致電 2100 9232索取驗身表格。
- 1.6 申請人如因緊急事項需要更改測試日期或退出測試，最遲須於測試前三個工作天把有關理由以書面送交上述工藝測試中心。退出測試申請一經批核，所繳費用會在扣除 20%行政費後退回申請人。若因長期工傷而申請退款者，本議會將酌情處理。
- 1.7 測試不及格者，而實務試成績太低，則本議會將建議他繼續在業內鍛煉工藝技術，並最少在六個月後才會接受他再行報考相同工種的測試。如若該人在六個月內提出重考要求，則需另繳付附加費港幣400元。重考及格者，可獲發還附加費。

1.8 技能測試 (中工) 費用表：

工種	費用 港幣	工種	費用 港幣
批盪工(濕地台)	150 元	# 手挖沉箱工	150 元
批盪工	150 元	木模板工(土木工程)	150 元
砌磚工	150 元	木模板工(樓宇工程)	150 元
鋪瓦工	150 元	索具工(叻㗎)/金屬模板裝嵌工	150 元
鋪瓦工(瓷瓦)	150 元	鋼筋屈紮(扎鐵)工	150 元
鋪瓦工(紙皮石)	150 元	混凝土工	150 元
砌石工	150 元	地渠工	150 元
雲石工	150 元	平水工	150 元
雲石工(乾掛)	150 元	岩土勘探工	150 元
雲石工(濕掛)	150 元	竹棚工	150 元
雲石工(打磨)	150 元	金屬棚架工	150 元
鋪地板工(木地板)	150 元	瀝青工(道路建造)	150 元
鋪地板工(塑料地板)	150 元	玻璃工	150 元
假天花工	150 元	窗框工	150 元
防水工(燒膠型瀝青氈)	150 元	幕牆工	150 元
髹漆及裝飾工	150 元	水喉工	150 元
細木工	150 元	金屬工	150 元
* 建造機械技工	150 元	結構鋼架工	150 元
* 普通焊接工	150 元	# 須持有有效的『密閉空間核准工人證明書』	
		* 須持有有效的『氣體焊接安全訓練證明書』	

- 1.9 建造業議會日後可按需要檢討及調整測試費用，歡迎致電2100 9232查詢或瀏覽網頁(<http://www.cic.hk>)

2 按照《建造業工人註冊條例》「《條例》」申請成為註冊建造業工人：

- 2.1 建造業工人註冊證有效期正常為五年。
- 2.2 建造業工人註冊類別分為：指定工種的註冊熟練技工或熟練技工(臨時)，指定工種的註冊半熟練技工或半熟練技工(臨時)，及註冊普通工人。
- 2.3 「專工專責」規定是《條例》第二階段禁止條文，將於2017年4月1日起實施。屆時工人必須註冊為指定工種分項的註冊熟練技工或半熟練技工(註冊技工)才可進行該工種分項的建造工作，除非是進行《條例》容許的「跨技能工作」、或在相關工種分項註冊技工的「指示及督導」下進行，或所進行工作獲《條例》豁免。一般而言，「跨技能工作」是指指定工種分項的註冊熟練技工可在建造工地進行指定的相類似技能工作，但不可「指示及督導」他人進行該些工作；「指示及督導」是指若工人並非指定工種分項的註冊技工，他/她亦可在相關工種分項註冊技工的「指示及督導」下，在建造工地進行該工種分項的建造工作；「豁免工作」是指從事《條例》下訂明的「緊急建造工作」、「小規模建造工作」或「在其他條例獲豁免註冊的工人」，將獲豁免受《條例》「專工專責」規定的規管。
- 2.4 申請人於辦理註冊申請當日須帶備各有關證明文件的正本以供核實。證明文件包括：

- 2.4.1 香港身份證 (香港永久居民除外)，必須同時出示單程證或具有與申請工種分項有關的有效工作簽證 / 旅遊證件或其他證明文件) ；
- 2.4.2 有效平安咭，即是持有《工廠及工業經營條例》香港法例第59章6BA(2)條所規定之強制性基本安全訓練課程證明書或根據該條例第6BA(4)而獲發之相關證明，有效期由申請建造業工人註冊證當日起計剩餘最少30天；
- 2.4.3 與申請註冊工種分項有關的資歷證明文件 (如申請臨時建造業工人註冊，須提交申請人親身進行有關工作年資的證明文件) 。

2.5 建造業工人註冊費用：

- 2.5.1 註冊費為港幣100元，費用一經繳交，不能轉讓。不論申請成功與否或撤消申請，一律不獲發還。
- 2.5.2 申請人持有《條例》附表1第6欄 (即「其他資格」) 所列出的資格，並註冊為相應工種分項的註冊熟練技工或註冊半熟練技工，只須繳付港幣50元。
- 2.5.3 申請人選擇『統一建造業工人註冊證及平安咭到期日』，費用按註冊期長短根據《條例》相關規定計算如下。

註冊期	多於 36 個月	少於 36 個月多於 24 個月	少於 24 個月
費用	港幣 80 元	港幣 60 元	港幣 40 元

- 2.6 『統一建造業工人註冊證及平安咭到期日』安排是將工人註冊證到期日設定與「平安咭」的到期日相同。統一到期日後，工人註冊證背面會印上平安咭的到期日，以資識別，一證兩用，方便輕鬆。此安排已於2009年起獲勞工處接納。此安排只適用於新申請及續期申請，不適用於任何臨時註冊，持工作簽證留港工作，增加或改變工種分項而須重新發出註冊證，補領註冊證，更新資料，及平安卡有效期少於18個。
- 2.7 如申請任何工種分項的註冊所遞交的資料不全，該申請將不獲處理。
- 2.8 議會會向有關資歷簽發機構查核申請人所填報的資歷，如有關機構回覆有關資歷存疑，議會將會通知申請人有關註冊申請可能會因此而被取消。
- 2.9 所有註冊工種分項的資歷資料會儲存在註冊證的電腦晶片內，但基於註冊證背面空位有限，故只能按申請人填寫的排序盡量列印出申請人已註冊工種分項。
- 2.10 申請人可因應註冊主任就接納及拒絕註冊申請、註冊期滿、註冊續期或註冊的取消所作出的決定，在該項決定作出後的兩個星期內，按指定格式以書面向覆核委員會提出對該項決定作覆核的要求。
- 2.11 根據《條例》，註冊建造業工人的姓名或地址如有改變，須於改變後一個月內以書面通知註冊主任。
- 2.12 建造業議會已在其網站(<http://www.cic.hk>)載列按《條例》訂定的「建造業工人名冊」，以供公眾免費查閱個別建造業註冊工人的若干資歷。

3 申請及繳費方法：

- 3.1 申請人可將申請表格連同相關費用支票或銀行本票 (收款人『建造業議會』) 寄往：香港仔漁光道 95 號建造業議會工藝測試中心，或親身到下列服務點辦理。
- 3.2 申請人可另行預約辦理建造業工人註冊，請致電2873 1911預約 (恕不接受傳真及電郵預約) 或提出查詢。

地區	工人註冊服務點 地址	開放時間	
		星期一至五	星期六及日
九龍灣	大業街44號建造業議會九龍灣訓練中心地下 (港鐵九龍灣站A出口)	上午9時至下午7時 公眾假期休息	上午9時至下午5時 公眾假期休息
南昌	港鐵南昌站大堂6號舖 (站內D出口閘機對面)		休息
上環	干諾道中133號誠信大廈20樓2001室 (港鐵上環站C出口)		
## 青衣	港鐵青衣站機場快線U2層12號舖 (非入閘區大堂)		

如以現金繳付相關費用，必須到青衣服務中心及工藝測試中心，即場辦理

Application Form of Intermediate Trade Test and Construction Workers Registration

Enquiries: 2100 9232

- Guides to Applicants:
1. Please read the "Personal Data Collection Statement and Declaration" and the "Guidance Notes on Applying for Trade Test and Construction Workers Registration"
 2. Please complete the form in English unless otherwise stated, or CIC may be unable to process and / or consider your application if you fail to provide complete information.
 3. Please 「✓」 tick in appropriate ☐

(1) Trade to be tested: _____ New Trade Test ☐
Re-sit of Practical Test ☐

(2) Applicant Particulars: (Must be consistent with that on HKID Card)

Name: (English) _____ (Chinese) _____

Are you subject to any conditions of stay or employment in Hong Kong ?

Hong Kong Permanent Resident ☐ Holder of One Way Exit Permit ☐ Others (i.e. Passport/Visa) ☐

Passport issuing country and No.: _____ Visa Expiry date _____ (Y) (M) (D)

HKID Card No.: _____ Date of Birth: _____ (Y) (M) (D)

Tel : (Home) _____ (Mobile) _____ (Office) _____

Correspondence Address: _____

(3) Do you need our assistance in reading the trade test questions in English? Yes ☐ No ☐

(4) 4.1 Works Experience (Submit extra information if necessary)

Note : CIC will random check the submitted information, if found ineligible or false, the application will not be accepted.

Do you need us to inform your employer of your	From (Y/M)	To (Y/M)	Co/Employer Name and Contact Tel. No (Past and Current)	Site Location	Job Nature
<input type="checkbox"/>	/	/			
<input type="checkbox"/>	/	/			
Total Nos. of Years					

4.2 If some employers want to recruit qualified intermediate tradesmen, are you willing to allow CIC to pass your name and contact telephone / address to them? Yes ☐ No ☐

(5) Are you willing to apply for the Construction Workers Registration or update status to Semi-skilled Workers with this trade test qualification Yes ☐ No ☐

Note: The Designated Workers for Designated Skills provision under the Construction Worker Registration Ordinance will take effect from April 2017, unregistered skilled workers are forbidden from carrying out skilled works (except works under "Instruction and Supervision" and "Exempted Works"). Please refer to Pt. 2.3 of the "Guidance Notes on Applying for Trade Test and Construction Workers Registration".

Construction Workers Registration No. (if any) CWR : _____

「Green Card」 Information (Mandatory Basic Safety Training Course Certificate) (if any) :

「Green Card」 No. _____ Issued by _____ Expiry Date _____ (Y) (M) (D)

(6) Fees

<input type="checkbox"/>	Construction Workers Registration	HK\$100 for new or renew application
<input type="checkbox"/>	New Trade Test	Please refer to Pt. 1.9 of the "Notes for Trade Test and Construction Workers Registration"
<input type="checkbox"/>	Re-sit of Practical Test	Full payment

[Personal Information Collection Statement and Declaration]

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 「✓」 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 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.
☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry
5. I declare that all information given by me on this application form and documents submitted with this application are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly and willfully is an offence under the law and may result in the application being deemed to be invalid and the person(s) concerned may be liable to commit criminal liability.
6. I consent that if my application is accepted, I will conform to the regulations of the Council. I will bear the cost of repair for any damage to machines, tools and equipment due to my negligence or willful misconduct during the trade test.
7. I have also authorized the Council to acquire information about my qualifications from the issuing organizations concerned and to verify my qualifications.
8. I have carefully read over the form and fully understood the “Personal Information Collection Statement and Declaration” and “Guidance Notes on Intermediate Trade Test and Construction Workers Registration”.

Signature of Applicant : _____

Date : _____

Please affix here

Copy of your HKID card

Mark with the word “COPY” at a place where personal details in the card will not be covered

(Compulsory)

Please affix here

Copy of your valid “Green card”

Mark with the word “COPY” at a place where personal details in the card will not be covered

(If any)

Please affix here

Copy of your valid “Certificate for Gas Welding Safety Training Course”

Mark with the word “COPY” at a place where personal details in the card will not be covered

(If necessary)

Please affix here

Copy of your valid “Confined Spaces Certified Worker Certificate”

Mark with the word “COPY” at a place where personal details in the card will not be covered.

(If necessary)

【 for official use only 】

Received Date: _____

Reference No.: _____

Application No.: _____

Receipt No.: _____

TT to ITT No.: _____

CWR No.: _____

Data input by: _____
TTC RS

Signature/Date: _____

Checked by: _____
TTC RS

Signature/Date: _____

Guidance Notes on Intermediate Trade Test and Construction Workers

1 Eligibility for Trade Test (Construction Craftsmen)

- 1.1 Applicants must be Hong Kong Residents and reach 18 years of age.
- 1.2 An applicant, whose age under the age of 18, may be accepted, if as he/she holds a certificate awarded by CIC /CITA/VTC or any listed body, or he/she is the trainee of CIC/VTC and the application is supported by CIC/VTC, or he/she is under the apprenticeship contract of craft issued by Director of Apprenticeship and permitted to work in construction site by law.
- 1.3 Applicant of those Trade Tests with a “*” and/or “#” (please refer to Pt. 1.8 below) should submit a copy of the valid “Certificate for Gas Welding Safety Training Course” and/or “Confined Spaces Certified Worker Certificate” with the application and the original copy of this certificate should be presented for our checking on the test day. Candidates who fail to present this certificate will not be allowed to take the test.
- 1.4 Applicants who are not Hong Kong Permanent Residents may possibly be required to pay different amounts of test fees. Please inform us when submitting applications for our necessary arrangement.
- 1.5 Concerning with keen physical requirement of some trades, applicants who reach the age of 70 or above may be required to submit medical examination reports issued by Registered Medical Practitioners, please call 2100 9232 to acquire the standard forms of reports.
- 1.6 Candidates if requests to postpone or withdraw from the trade test, please submitting such requests with reasons in writing to CIC Trade Testing Centre at least 3 working days before the scheduled testing day. An administration fee amounting to 20% of the paid fee will be charged. Special consideration will be given to candidates who request to withdraw because of prolonged injury.
- 1.7 Candidates if failed in the Trade Test and were scored low in practical test, they are advised to continue practicing their skills in the field for at least 6 months before applying for a re-test. If these candidates apply for a re-test within 6 months, they will be required to pay an extra HK\$400 in addition to the normal test fee. Extra fee will be refunded, if the candidate passes the re-test.
- 1.8 Trade Test Fee

Trade	Fee HK\$	Trade	Fee HK\$
Asphalter (Road Construction)	150	Marble Worker	150
Bamboo Scaffolder	150	Marble Worker (Dry Fixing)	150
Bar Bender and Fixer	150	Marble Worker (Polishing)	150
Bricklayer	150	Marble Worker (Wet Fixing)	150
Carpenter (Formwork – Building Construction)	150	Mason	150
Carpenter (Formwork - Civil Construction)	150	Metal Scaffolder	150
Concretor	150	Metal Worker	150
* Construction Plant Mechanic	150	Painter and Decorator	150
Curtain Wall Installer	150	Plasterer	150
Drainlayer	150	Plasterer (Floor)	150
False Ceiling Installer	150	Plumber	150
Floor Layer (PVC Flooring)	150	Rigger / Metal Formwork Erector	150
Floor Layer (Timber Flooring)	150	Structural Steel Erector	150
* General Welder	150	Tiler	150
Glazier	150	Tiler (mosaic)	150
Ground Investigation Operator	150	Tiler (tile)	150
# Hand-dug Caisson Worker	150	Waterproofing Worker (burn-type felt)	150
Joiner	150	Window Frame Installer	150
Leveller	150	* valid “Certificate for Gas Welding Safety Training Course”	
		# valid “Confined Spaces Certified Worker Certificate”	

- 1.9 The test fees listed above may be reviewed and adjusted by the CIC if necessary. Enquires by phone or browse the web site at www.cic.hk are welcome.

2 Applying for the Construction Workers Registration under the Construction Workers Registration Ordinance ("Ordinance")

- 2.1 The validity of a registration normally lasts for 5 years.
- 2.2 Applicants may apply for registration as registered skilled worker or registered skilled worker (provisional) for a designated trade division, registered semi-skilled worker or registered semi-skilled worker (provisional) for a designated trade division, and registered general worker.
- 2.3 The requirement of "Designated workers for designated skills" under the Ordinance will take effect in April 1 2017. By then, workers must register as Registered Skilled or Semi-skilled Workers (hereafter skilled workers) of designated trade divisions to carry out construction works of those trade divisions on construction sites, unless they are carrying out works crossing skills designated by the ordinance or under Instruction and Supervision of skilled workers of related trade divisions or exempted work specified in the Exemption Regulation. In general, "Work Across Skill" relates to situation where designated Registered Skilled Workers are allowed to carry out works of designated trade divisions involving similar skills, but they are not allowed to instruct and supervise other workers to carry out these works. Please refer to the column of "Designated Works Across Skills" in the List of Designated Trade Divisions on page 15-23 for more details. "Instruction and Supervision" relates to situation where a worker who is not a Registered Skilled or Semi-skilled Worker is allowed to perform works of a designated trade division under the "Instruction and Supervision" of a Skilled or Semi-skilled Worker of that trade division. "Exempted Works" are those specified under the Ordinance include "Emergency Construction Work", "Small Scale Construction Work" or "Worker exempted from registration under other ordinances".
- 2.4 Applicants have to bring along the originals of the following documents when submitting the applications. The originals will be returned to the applicants after checking. These documents include:
- 2.4.1 Hong Kong Identity Card(If the applicant is not a Hong Kong Permanent Resident, in addition to his/her HKID Card (if available), he/she is also required to present his/her One Way Exit Permit or passport/travel document showing a valid employment visa or other documents relevant to the trade(s) he/she applies to register) ;
- 2.4.2 A valid "Green Card" ("Green Card" refers to the relevant certificate for completion of a safety course 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, Chapter 59, which has a remaining validity of minimum 30 days at the date of making the application)
- 2.4.3 Documentary evidence for qualifications relevant to the trades for which an application for registration is made. (If applying for provisional registration for a trade, the applicant has to present documentary proof for the period of relevant experience of such work personally carried out by the applicant.)
- 2.5 Construction Workers Registration Fee :
- 2.5.1 The fee will be HK\$100. Application fee will not be transferable or refundable once paid whether the application is successful or not, or when it is withdrawn halfway.
- 2.5.2 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 trades he/she applies to register, he/she is only required to pay half fee.
- 2.5.3 If the applicant selects to align the expiry date of his Registration Card and Green Card, he/she is required to pay for the fee calculated as follows in accordance with the registration period.

Registration Period	More than 36 month	More than 24 and Less than 36 month	Less than 24 month
Fee	HK\$80	HK\$60	HK\$40

- 2.6 Applicant can select Alignment of Expiry Date. Once selected, the expiry date of your Green Card will then be printed at the back of your Registration Card. With this arrangement, you can work on construction sites without the need of bringing your Green Card along before the aligned expiry date. This arrangement has been accepted by the Labour Department from 2009. "Alignment of Expiry Date" is only applicable to new and renewal applications of normal registration, except the following circumstances: any provisional registration; work in Hong Kong with a working visa; re-issuance of Registration Card for changing or adding trade division(s); replacement of Worker Registration Card; information Update; validity of Green Card is less than 18 months.

- 2.7 Incomplete information submitted for any one trade may render the WRO unable to process the application for this trade.
- 2.8 Council will request the qualification issuing authorities concerned to verify the information provided by the applicants. Should Council fail to receive a reply of confirmation of qualification from the authorities concerned after receipt of the application, Council will inform the applicants of the possible cancellation of their applications.
- 2.9 Information about all the registered trades 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 trades will be printed on it as far as possible corresponding to the sequence of trades indicated by workers.
- 2.10 Within 2 weeks from the date on which the Registrar makes a decision on acceptance or rejection of an application, expiry of registration, renewal of registration, or cancellation of registration, the applicant may request a review of that decision by the Review Committee. This request has to be a written one in the specified form.
- 2.11 According to the Ordinance, if a registered construction worker has changed his/her name or address, he/she must give a written notice to the Registrar within one month stating the related changes.
- 2.12 The Construction Industry Council maintains a Register of Construction Workers as stipulated in the Ordinance, in the website (<http://www.cic.hk>) for inspection of public on qualification(s) processing of registered workers.

3 Submission of Application and Fees :

- 3.1 Applicants can either post the completed application form together with a cheque or bank draft for the test fee payable to “**Construction Industry Council**” to the CIC Trade Testing Centre at 95 Yue Kwong Road, Aberdeen, Hong Kong, or submit the application at below service locations in person.
- 3.2 Applicants can call the Worker Registration Hotline: 2873 1911 to make an appointment to apply for the Construction Workers Registration (appointment made via fax or e-mail will not be accepted) or to make enquiries.

District	Address	Business Hour	
		Mon-Fri	Sat & Sun
Kowloon Bay	G/F, CIC Kowloon Bay Training Centre, 44 Tai Yip Street. (Exit A, MTR Kowloon Bay Station)	9AM – 7PM Closed in public holiday	9AM – 5PM Closed in public holiday
Nam Cheong	Shop 6, MTR Nam Cheong Station (Opposite to the gates of Exit D within the Station)		
Sheung Wan	Room 2001, Alliance Building, 133 Connaught Road Central. (Exit C, MTR Sheung Wan Station)		Closed
# # Tsing Yi	Shop 12, U2 Level, Airport Express, MTR Tsing Yi Station (Unpaid Concourse)		

Cash payment is ONLY accepted at the CIC Service Centre (Tsing Yi) and the CIC Trade Testing Centre .