

填寫本表格前，請細閱註冊專門行業承造商名冊規則及程序（下稱「規程」），請登入註冊制度網頁 <http://www.rstc.cic.hk> 下載。請以正楷填寫，並在適當方格內加上『✓』號。Please carefully read the Rules and Procedures for Register of Specialist Trade Contractors ("R&P"), which can be downloaded at Scheme's website at <http://www.rstc.cic.hk>. Complete in BLOCK LETTERS and tick the appropriate boxes.

1. 申請詳情 Details of Application

指定行業(行業代碼) Designated Trade (Trade Code)	申請種類 Type of Application (每一項指定行業只可圈一項 Circle one item per Designated Trade only): 新申請 New Application (N), 續期 Renewal of Registration (R) 更改組別 / 註冊身份 / 指定行業 Change grouping / Registration Status / Designated Trade (C) 根據最新註冊要求,提交補充資料 Submit supplementary information in accordance with the latest registration requirement (CS)	組別 / 註冊身份 Grouping/Registration Status (每一項指定行業只可圈一項 Circle one item per Designated Trade only): 第 1 組別 Group 1 (G1) 第 1 組別(試用) Group 1 (Probationary) (G1-P) 第 2 組別 Group 2 (G2)
<input type="checkbox"/> 澆灌混凝土 Concreting (S01)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)
<input type="checkbox"/> 混凝土模板 Concreting Formwork (S02)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)
<input type="checkbox"/> 玻璃幕牆 Curtain wall (S03)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)
<input type="checkbox"/> 拆卸 Demolition (S04)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)
<input type="checkbox"/> 安裝混凝土預製構件 Erection of Concrete Precast Component (S05)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)
<input type="checkbox"/> 扎鐵 Reinforcement Bar Fixing (S06)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)
<input type="checkbox"/> 棚架 Scaffolding (S07)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)
<input type="checkbox"/> 泥水 Plastering (S08)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)
<input type="checkbox"/> 天花吊頂* Suspended Ceiling* (S09)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)
<input type="checkbox"/> 塔式起重機 (架設、拆卸和更改高度)* Tower Crane (Erecting, Dismantling, Altering Height)* (S10)	(N) / (R) / (C) / (CS)	(G1) / (G1-P) / (G2)

* 2022 年 4 月 1 日起正式生效 Effective from 1st April 2022.

2. 公司資料 Company Information

註冊專門行業承造商註冊編號 (如有)

Registration No. of Registered Specialist Trade Contractor (If any)

C

--	--	--	--	--	--

公司名稱 Name of Company

(中文 Chinese)	(英文 English)
-----------------	-----------------

通訊地址 Correspondence Address

(中文 Chinese)
(英文 English)

電話號碼 Tel. No

--	--	--	--	--	--	--	--

傳真號碼 Fax. No.

--	--	--	--	--	--	--	--

商業登記證號碼 Business Registration Certificate No.

(首 8 個數字 First 8 digits)							
-----------------------------	--	--	--	--	--	--	--

電郵地址

E-mail Address

--

法律地位 Business Status

☐

獨資 Sole-
proprietorship

☐

合夥
Partnership

☐

法人團體
(適用於有限公司)
Body Corporate
(Applicable to
Limited Company)

聯絡人姓名 Name of Contact Person

(中文 Chinese)
(英文 English)

通訊語言 Communication Language

☐

中文 Chinese

☐

英文 English

聯絡人電郵地址 Email Address of Contact Person

--

☐

請附上下列公司資料證明文件副本 Please provide copies of the following supporting documents for Company Information –

- 有效的商業登記證 Effective Business Registration Certification
- 公司註冊處表格 NAR1 證明公司董事身份(適用於有限公司) 或 稅務局簽發的商業登記冊資料摘錄核證本(IRBR 152 號表格)證明東主/合伙人身份(適用於非有限公司)
Form NAR1 of Companies Register to prove the identity of director(s) (for incorporated companies) OR Certified Extracts of Information on Business Register issued by the Inland Revenue Department (Form IRBR 152) to prove the identity of sole-proprietor / partners (for unincorporated companies)

3. 管理及全職認可安全資格人員 (所需數量 · 請參考規程附表 2)
Management and Full-time Qualified Safety Personnel (Please refer to Schedule 2 of the R&P for required numbers)

姓名 (姓氏先行) Name (Surname First)		香港身份證 HKID	身份 (可選多項) Capacity (Multiple Selection Allowed)	
1	(中文 Chinese)	(首 4 個數字 First 4 digit) <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>	<input type="checkbox"/> 公司董事 Company Director [^] <input type="checkbox"/> 技術人員 Technical Staff [^] <input type="checkbox"/> 全職安全督導員 Full-time Safety Supervisor	
	(英文 English)			
	#安全督導員證書頒發機構 Safety Supervisor Certificate issued by:		證書編號 Certificate #:	簽發日期(日/月/年) Issue Date (DD/MM/YYYY)
	<input type="checkbox"/> 建造業議會 CIC <input type="checkbox"/> 職業安全健康局 OSHC <input type="checkbox"/> 其他 Others: _____			<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
2	(中文 Chinese)	(首 4 個數字 First 4 digit) <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>	<input type="checkbox"/> 公司董事 Company Director [^] <input type="checkbox"/> 技術人員 Technical Staff [^] <input type="checkbox"/> 全職安全督導員 Full-time Safety Supervisor	
	(英文 English)			
	#安全督導員證書頒發機構 Safety Supervisor Certificate issued by:		證書編號 Certificate #:	簽發日期(日/月/年) Issue Date (DD/MM/YYYY)
	<input type="checkbox"/> 建造業議會 CIC <input type="checkbox"/> 職業安全健康局 OSHC <input type="checkbox"/> 其他 Others: _____			<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
3	(中文 Chinese)	(首 4 個數字 First 4 digit) <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>	<input type="checkbox"/> 公司董事 Company Director [^] <input type="checkbox"/> 技術人員 Technical Staff [^] <input type="checkbox"/> 全職安全督導員 Full-time Safety Supervisor	
	(英文 English)			
	#安全督導員證書頒發機構 Safety Supervisor Certificate issued by:		證書編號 Certificate #:	簽發日期(日/月/年) Issue Date (DD/MM/YYYY)
	<input type="checkbox"/> 建造業議會 CIC <input type="checkbox"/> 職業安全健康局 OSHC <input type="checkbox"/> 其他 Others: _____			<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
4	(中文 Chinese)	(首 4 個數字 First 4 digit) <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>	<input type="checkbox"/> 公司董事 Company Director [^] <input type="checkbox"/> 技術人員 Technical Staff [^] <input type="checkbox"/> 全職安全督導員 Full-time Safety Supervisor	
	(英文 English)			
	#安全督導員證書頒發機構 Safety Supervisor Certificate issued by:		證書編號 Certificate #:	簽發日期(日/月/年) Issue Date (DD/MM/YYYY)
	<input type="checkbox"/> 建造業議會 CIC <input type="checkbox"/> 職業安全健康局 OSHC <input type="checkbox"/> 其他 Others: _____			<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
5	(中文 Chinese)	(首 4 個數字 First 4 digit) <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>	<input type="checkbox"/> 公司董事 Company Director [^] <input type="checkbox"/> 技術人員 Technical Staff [^] <input type="checkbox"/> 全職安全督導員 Full-time Safety Supervisor	
	(英文 English)			
	#安全督導員證書頒發機構 Safety Supervisor Certificate issued by:		證書編號 Certificate #:	簽發日期(日/月/年) Issue Date (DD/MM/YYYY)
	<input type="checkbox"/> 建造業議會 CIC <input type="checkbox"/> 職業安全健康局 OSHC <input type="checkbox"/> 其他 Others: _____			<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
6	(中文 Chinese)	(首 4 個數字 First 4 digit) <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>	<input type="checkbox"/> 公司董事 Company Director [^] <input type="checkbox"/> 技術人員 Technical Staff [^] <input type="checkbox"/> 全職安全督導員 Full-time Safety Supervisor	
	(英文 English)			
	#安全督導員證書頒發機構 Safety Supervisor Certificate issued by:		證書編號 Certificate #:	簽發日期(日/月/年) Issue Date (DD/MM/YYYY)
	<input type="checkbox"/> 建造業議會 CIC <input type="checkbox"/> 職業安全健康局 OSHC <input type="checkbox"/> 其他 Others: _____			<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
		如空位不敷應用 · 請附加本頁填寫 If space is insufficient, please fill in the additional page(s)	<input type="checkbox"/> 另加附加頁 Additional <input type="checkbox"/> 張 Pages	

☐ 請附上證書副本 Please provide copy of certificate

[^] ☐ 請附上資歷聲明表格 SC-A1 Please provide Form SC-A1

4. 公司工程紀錄 (申請日期 3 年內) (所需合約金額・請參考規程附表 2)
 Company Track Record (Within 3 years before date of application)(Please refer to Schedule 2 of the R&P for required contract / sub-contract sum)

1	項目名稱： Project Title:		工地位置： Site Location:	
	項目業主的名稱： Project Owner's Name:		總承建商名稱： Main Contractor's Name:	
	* 分包合約名稱 Sub-contract title (必須與申請指定行業相關 Shall be relevant to the applied Designated Trade):			
	締約雙方名稱： Name of Contract Parties			
	開始日期 Commencement Date:		完成日期 Completion Date:	
	合約 / 分包合約金額(港幣) Contract /Sub-contract Sum (HK\$):			
2	項目名稱： Project Title:		工地位置： Site Location:	
	項目業主的名稱： Project Owner's Name:		總承建商名稱： Main Contractor's Name:	
	* 分包合約名稱 Sub-contract title (必須與申請指定行業相關 Shall be relevant to the applied Designated Trade):			
	締約雙方名稱： Name of Contract Parties			
	開始日期 Commencement Date:		完成日期 Completion Date:	
	合約 / 分包合約金額(港幣) Contract /Sub-contract Sum (HK\$):			
3	項目名稱： Project Title:		工地位置： Site Location:	
	項目業主的名稱： Project Owner's Name:		總承建商名稱： Main Contractor's Name:	
	* 分包合約名稱 Sub-contract title (必須與申請指定行業相關 Shall be relevant to the applied Designated Trade):			
	締約雙方名稱： Name of Contract Parties			
	開始日期 Commencement Date:		完成日期 Completion Date:	
	合約 / 分包合約金額(港幣) Contract /Sub-contract Sum (HK\$):			
申請人現授權建造業議會秘書處就上述項目 1 / 2 / 3 (請圈出合適項目)向總承建商索取本司表現報告 (如有需要) (請在此提供總承建聯絡人姓名、職位、電話、電郵等資訊) Applicant hereby authorised the CIC Secretariat to obtain performance report(s) for Project 1 / 2 / 3 (Please circle the relevant number) from the Main Contractor(s) (If necessary) (Please also provide contact person's name, job title, telephone & email address of the Main Contractor(s)) below: <hr/> <hr/> <hr/>				

如空位不敷應用・請附加本頁填寫 If space is insufficient, please fill in the additional page(s)	<input type="checkbox"/> 另加附加頁 Additional	<input type="checkbox"/> 張 Pages
--	--	-------------------------------------

* 請參考規程附表 5 並附上滿意表現證明及合約的相關部分顯示合約金額及主要工作範疇 Please refer to Schedule 5 of the R&P and provide proof of satisfactory performance and relevant part of the contract showing contract value and main work scope

5. 長工制聘用工人 / 學徒 (所需數量 · 請參考規程附表 2)

Long Term Employment Workers / Apprentices (Please refer to Schedule 2 of the R&P for required numbers)

姓名 (姓氏先行) Name (Surname First)		香港身份證 HKID	身份 Capacity (請圈出項目 Please circle item): 熟練技工 skilled workers (大工 RSW) 半熟練技工 Semi-skilled workers (中工 RSS) # 學徒 Apprentice (APT)
1	(中文 / 英文) Chinese / English	(首 4 個數字 First four digit) <div><div></div><div></div><div></div><div></div></div>	(大工 RSW) / (中工 RSS) / (# 學徒 APT)
建造業工人註冊證編號 Construction Workers Registration Card No. CWR <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
2	(中文 / 英文) Chinese / English	(首 4 個數字 First four digit) <div><div></div><div></div><div></div><div></div></div>	(大工 RSW) / (中工 RSS) / (# 學徒 APT)
建造業工人註冊證編號 Construction Workers Registration Card No. CWR <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
3	(中文 / 英文) Chinese / English	(首 4 個數字 First four digit) <div><div></div><div></div><div></div><div></div></div>	(大工 RSW) / (中工 RSS) / (# 學徒 APT)
建造業工人註冊證編號 Construction Workers Registration Card No. CWR <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
4	(中文 / 英文) Chinese / English	(首 4 個數字 First four digit) <div><div></div><div></div><div></div><div></div></div>	(大工 RSW) / (中工 RSS) / (# 學徒 APT)
建造業工人註冊證編號 Construction Workers Registration Card No. CWR <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
5	(中文 / 英文) Chinese / English	(首 4 個數字 First four digit) <div><div></div><div></div><div></div><div></div></div>	(大工 RSW) / (中工 RSS) / (# 學徒 APT)
建造業工人註冊證編號 Construction Workers Registration Card No. CWR <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
6	(中文 / 英文) Chinese / English	(首 4 個數字 First four digit) <div><div></div><div></div><div></div><div></div></div>	(大工 RSW) / (中工 RSS) / (# 學徒 APT)
建造業工人註冊證編號 Construction Workers Registration Card No. CWR <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
7	(中文 / 英文) Chinese / English	(首 4 個數字 First four digit) <div><div></div><div></div><div></div><div></div></div>	(大工 RSW) / (中工 RSS) / (# 學徒 APT)
建造業工人註冊證編號 Construction Workers Registration Card No. CWR <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
8	(中文 / 英文) Chinese / English	(首 4 個數字 First four digit) <div><div></div><div></div><div></div><div></div></div>	(大工 RSW) / (中工 RSS) / (# 學徒 APT)
建造業工人註冊證編號 Construction Workers Registration Card No. CWR <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	

如空位不敷應用 · 請附加本頁填寫

If space is insufficient, please fill in the additional page(s)

☐

另加附加頁
Additional

☐

張
Pages

☐ 請附上學徒證明 Please provide proof of apprenticeship

6. 財務 (所需資本 · 請參考規程附表 2)

Finance (Please refer to Schedule 2 of the R&P for required amount of capital)

業務資本 Employed Capital (港幣 HK\$)

營運資金 Working Capital (港幣 HK\$)

☐ 請附上核數師審計報告副本 Please provide copy of audited financial statements

7. 費用 (所需費用 · 請參考規程附表 4)

Fees (Please refer to Schedule 4 of the R&P for required fees)

☐ 新申請 / 續期 New Application / Renewal of Registration (港幣 HK\$ 1,300)

☐ 更改組別 / 註冊身份 / 指定行業 Change Grouping / Registration Status / Designated Trade (港幣 HK\$ 370)

如超過一種申請，請分別開列支票 (抬頭人為「建造業議會」)，以繳付不同費用。

Applicants who submit for more than one type of applications should issue a separate cheque (payable to CONSTRUCTION INDUSTRY COUNCIL) in payment of the prescribed fee accordingly.

8. 註冊承諾書 Registration Undertaking

申請人只須簽署中文版或英文版。 Applicant to execute either the Chinese version or English version.

註冊承諾書

本承諾書由 _____ (「申請公司名稱」) 於 _____ 年 _____ 月 _____ 日簽訂。

序文

- (A) 申請人現申請加入註冊專門行業承造商名冊。
- (B) 申請人已閱讀註冊專門行業承造商名冊規則及程序 (規則及程序)。
- (C) 為免引起疑慮，本承諾書所使用的詞彙，與規則及程序所用的詞彙有相同的意義。

作為對議會同意處理申請人的申請的代價，申請人謹此承諾：

- 1. 本人 / 我們在申請書內所提供的資料必定準確無訛，而有關的證明文件亦屬真確。
- 2. 本人 / 我們會遵守規則及程序，包括註冊專門行業承造商制度專責委員會 (專責委員會) 對其所作的修訂。
- 3. 在法律允許的範圍內，對於本人 / 我們的註冊申請所直接或間接引起的事宜 (包括但不限於利潤損失和專責委員會及上訴小組所作出或維持不變的任何有關規管行動的決定)，本人 / 公司不可撤銷地及無條件地放棄根據普通法、成文法、合約條文或其他規條向議會、秘書處及其職員、專責委員會成員或上訴小組成員索償。
- 4. 本人 / 我們同意議會及秘書處可以為有關下列用途下使用本人 / 我們的註冊事項 (包括任何個人資料)：
 - (i) 管理及處理註冊專門行業承造商的申請及所有與註冊專門行業承造商進行的事務及往還 (包括維持註冊資格)；
 - (ii) 議會及 / 或任何其他第三者進行的統計、研究、調查及分析；
 - (iii) 改善有關註冊制度；
 - (iv) 維持名冊的記錄，並將相關資料儲存在可供公眾人士經由互聯網查閱的註冊專門行業承造商名冊內；
 - (v) 根據規則及程序所作的發表，包括但不限於在註冊制度網站發表有關註冊資料；
 - (vi) 調查或檢控任何罪行；或
 - (vii) 就任何罪行的調查或檢控向有關當局作披露。
- 5. 本人 / 我們明白必須向議會提供完整的資料。如本人 / 我們未能提供完整的資料，議會或無法處理及 / 或考慮有關申請。
- 6. 本人 / 我們須遵從規則及程序中的所有必須要求、條款及細則。
- 7. 本人聲明就本人所知所信，在本申請表內(包括所有附加資料)所填報的各項資料均屬真實和完備。

申請公司授權簽署者

姓名：

簽署：

簽署日期：

公司印章

REGISTRATION UNDERTAKING

THIS UNDERTAKING is made _____ (date) by
_____("Company Name of the Applicant").

RECITAL

- (A) The Applicant is seeking to be registered as Registered Specialist Trade Contractors.
- (B) The Applicant has read the Rules and Procedures for the Register of Specialist Trade Contractors (the Rules and Procedures).
- (C) For avoidance of doubt, the terms used in this undertaking have the same meaning assigned to them in the Rules and Procedures.

In consideration of the CIC processing this application, the Applicant hereby undertakes that:

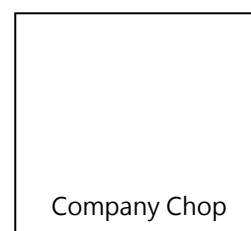
- 1. The information provided in this application is accurate and the supporting documents are authentic.
- 2. I / We shall be abided by the Rules and Procedures, including any amendments thereof made by the Committee on Registered Specialist Trade Contractors Scheme (the Committee);
- 3. I / We to the full extent permitted by law, irrevocably and unconditionally waive and forgo any claims that I / we may have (whether under common law, statute, contract or otherwise) against the CIC, the Secretariat and its staff, members of the Committee, or members of Appeal Panels, that may directly or indirectly accrue or arise out of or in connection with my / our application, including, but not limited to, loss of profit and any decisions on regulatory actions made or upheld by the Committee and Appeal Panels.
- 4. I / we give consent to the CIC and Secretariat to use of my / our Registration Particulars (including any personal information) in connection with the following purposes:
 - (i) managing and processing the Registered Specialist Trade Contractor' s application and all transactions and dealings with the Registered Specialist Trade Contractors (including maintenance of the registration);
 - (ii) statistics, research, surveys and analysis conducted by the CIC and / or any other third party;
 - (iii) improving the Scheme;
 - (iv) maintaining the Register and posting the relevant information on the Scheme Website which is available to the public;
 - (v) publication in accordance with these Rules and Procedures, including without limitation, posting the registration information on the Scheme Website;
 - (vi) investigation or prosecution of any offence; or
 - (vii) disclosure to any authorities in relation to investigation or prosecution of any offence.
- 5. I / we understand it is obligatory to supply the CIC with complete information. CIC may be unable to process and / or consider my / our application if I / we do not provide complete information.
- 6. I / we should comply with all necessary requirements, terms and conditions in the Rules and Procedures.
- 7. I certify that all information provided (including all supplementary information) is true and complete to the best of my knowledge.

Authorized signatory of Applicant Company

Name: _____

Signature: _____

Signing Date: _____



¹ Company Name of Applicant

重要提示 IMPORTANT NOTES

規則及程序 Rules and Procedures

申請人提出申請前，必須細閱《註冊專門行業承造商制度註冊專門行業承造商名冊規則及程序》（規則及程序）。本提示所使用的詞彙，與規則及程序所用的詞彙有相同的意義。

Applicants should read the “Rules and Procedures for the Register of Specialist Trade Contractors of the Registered Specialist Trade Contractors Scheme” (the Rules and Procedures) before submitting their applications. The terms used in this set of guidance have the same meaning assigned to them in the Rules and Procedures.

收集個人資料說明

- 申請人可能向建造業議會〔「議會」〕提供個人資料（包括姓名及聯絡詳情），作其申請註冊的一部份。所有向議會提供的個人資料，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，均可運用作下列用途：
 - 管理及處理註冊專門行業承造商的申請及所有與註冊專門行業承造商進行的事務及往還（包括維持註冊資格）；
 - 議會及／或任何其他第三者進行的統計、研究、調查及分析；
 - 改善有關註冊制度；
 - 維持名冊的記錄，並將相關資料儲存在可供公眾人士經由互聯網查閱的註冊專門行業承造商名冊內；
 - 根據規則及程序所作的發表，包括但不限於在註冊制度網站發表有關註冊資料；
 - 調查或檢控任何罪行；或
 - 就任何罪行的調查或檢控向有關當局作披露。為符合適用法例或規管要求，秘書處倘需要則須披露個人資料。此外，在未經你的事先同意起，議會不會將你的個人資料轉移給任何第三方。
- 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。
☐ 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。
- 有權要求查閱及修正你的個人資料。有關申請須以書面向議會提出，地址為：
九龍觀塘駿業街 56 號中海日升中心 38 樓（信封面註明「註冊專門行業承造商要求 – 查閱及修改個人資料」）。

Personal Information Collection Statement

- Applicant may supply personal information (including name and contact details) to the CIC as part of its application for registration. Any personal information that you provide to the CIC, including any personal data as defined in the Personal Data (Privacy) Ordinance will be used solely for the purposes related to the activities of the CIC, particularly:
 - managing and processing the Registered Specialist Trade Contractor's application and all transactions and dealings with the Registered Specialist Trade Contractors (including maintenance of the registration);
 - statistics, research, surveys and analysis conducted by the CIC and / or any other third party;
 - improving the Scheme;
 - maintaining the Primary Register and posting the relevant information on the Scheme Website which is available to the public;
 - publication in accordance with these Rules and Procedures, including without limitation, posting the registration information on the Scheme Website;
 - investigation or prosecution of any offence; or
 - disclosure to any authorities in relation to investigation or prosecution of any offence.The CIC may disclose personal information if required to satisfy applicable legal or regulatory requirements. Otherwise, the CIC will not transfer your personal data to any third parties without your prior consent.
- 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, CIC events and other aspects of its work and 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.
- 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
(Please mark “Registered Specialist Trade Contractor – Request access to and correction of personnel data” on the envelope)

呈交方法 Submission Methods

本表格連同支票及有關文件應郵寄或親身呈交至建造業議會。

This form together with cheque and the relevant documents shall be posted to or submitted in person to the Construction Industry Council.

郵寄	九龍觀塘駿業街 56 號中海日升中心 38 樓 (信封面註明「申請註冊為專門行業承造商」)
By Post to	38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon (Please mark "Application for Registration as Specialist Trade Contractor" on the envelope)
電郵	enquiry-rstc@cic.hk
Email	
親臨	親臨議會下列服務中心 (服務時間參考議會網頁) :
In Person	In person at ONE of the CIC Service Centres (Please refer to the CIC website for opening hours): 九龍灣 - 九龍灣大業街 44 號 (港鐵九龍灣站 A 出口) Kowloon Bay - 44 Tai Yip Street, Kowloon Bay, Kowloon (Exit A, MTR Kowloon Bay Station) 南昌 - 港鐵南昌站大堂 6 號舖 (站內 D 出口閘機對面) Nam Cheong - Shop 6, MTR Nam Cheong Station (Opposite to the gate of Exit D)

查詢 Enquiries

電話 Tel	2100 9400	傳真 Fax	2100 9490
網頁 Web	http://www.rstc.cic.hk	電郵 Email	enquiry-rstc@cic.hk

公司董事及技術人員資歷聲明

Declaration on Qualification of Company Director / Technical Staff

表格 Form

SC-A1

填寫本表格前，請細閱註冊專門行業承造商名冊規則及程序（下稱「規程」），請登入註冊制度網頁 <http://www.rstc.cic.hk> 下載。請以正楷填寫，並在適當方格內加上『✓』號。Please carefully read the Rules and Procedures for Register of Specialist Trade Contractors ("R&P"), which can be downloaded at Scheme's website at <http://www.rstc.cic.hk>. Complete in BLOCK LETTERS and tick the appropriate boxes.

1. 公司董事 Company Director

中文姓名 Full Name (Chinese)

英文姓名 Full Name (English)

相關項目管理經驗（最少 5 年）Relevant Project Management Experiences (Min. 5 years)

1	工作期（月份／年份） Duration (MM/YY)	僱主 Employer	職位 Job Title	負責工種及合約名稱 Trade Responsible and Name of the Contract
	___ / ___	___ / ___		
	總承建商名稱： Main Contractor's Name	締約雙方名稱(甲方): Name of Contracting Parties 1	締約雙方名稱(乙方): Name of Contracting Parties 2	合約金額 Contract Value(HK\$)
2	工作期（月份／年份） Duration (MM/YY)	僱主 Employer	職位 Job Title	負責工種及合約名稱 Trade Responsible and Name of the Contract
	___ / ___	___ / ___		
	總承建商名稱： Main Contractor's Name	締約雙方名稱(甲方): Name of Contracting Parties 1	締約雙方名稱(乙方): Name of Contracting Parties 2	合約金額 Contract Value(HK\$)
3	工作期（月份／年份） Duration (MM/YY)	僱主 Employer	職位 Job Title	負責工種及合約名稱 Trade Responsible and Name of the Contract
	___ / ___	___ / ___		
	總承建商名稱： Main Contractor's Name	締約雙方名稱(甲方): Name of Contracting Parties 1	締約雙方名稱(乙方): Name of Contracting Parties 2	合約金額 Contract Value(HK\$)

如空位不敷應用，請附加本頁填寫
If space is insufficient, please fill in the additional page(s)

☐

另加附加頁
Additional

☐

張
Pages

2. 技術人員 Technical Staff

中文姓名 Full Name (Chinese)

英文姓名 Full Name (English)

建造業工人註冊證編號 Construction Workers Registration Card No

CWR

--	--	--	--	--	--	--	--

工種 / 熟練工人或以上(請註明) Trade Division / Skilled worker or above (pls. specify)

建造工友(指定行業)安全訓練課程(銀卡課程) (澆灌混凝土除外)
Safety training course for construction workers of specified
trade ("Sliver Card Course") (Other than Concreting)

證書號碼

Certificate Number

相關專門行業經驗 (最少 5 年) Relevant Experiences of Designated Trade (Min. 5 years)

1	工作期 (月份 / 年份) Duration (MM/YY)		僱主 Employer	職位 Job Title	負責工種及合約名稱 Trade Responsible and Name of the Contract
	___ / ___	___ / ___			
	總承建商名稱: Main Contractor's Name		締約雙方名稱(甲方): Name of Contracting Parties 1	締約雙方名稱(乙方): Name of Contracting Parties 2	合約金額 Contract Value(HK\$)
2	工作期 (月份 / 年份) Duration (MM/YY)		僱主 Employer	職位 Job Title	負責工種及合約名稱 Trade Responsible and Name of the Contract
	___ / ___	___ / ___			
	總承建商名稱: Main Contractor's Name		締約雙方名稱(甲方): Name of Contracting Parties 1	締約雙方名稱(乙方): Name of Contracting Parties 2	合約金額 Contract Value(HK\$)
3	工作期 (月份 / 年份) Duration (MM/YY)		僱主 Employer	職位 Job Title	負責工種及合約名稱 Trade Responsible and Name of the Contract
	___ / ___	___ / ___			
	總承建商名稱: Main Contractor's Name		締約雙方名稱(甲方): Name of Contracting Parties 1	締約雙方名稱(乙方): Name of Contracting Parties 2	合約金額 Contract Value(HK\$)

如空位不敷應用，請附加本頁填寫

If space is insufficient, please fill in the additional page(s)

☐

另加附加頁
Additional

☐

張
Pages

Schedule 5 – Job Reference Reports Standard Proforma

NOTE: Part B and C of this Job Reference Report is to be completed by Main Contractor / Project Owner / Project Consultant. Please read the “Guidance Notes for Job Reference Report” (see overleaf)

To: Secretariat of the Construction Industry Council (Registration Services)

This section shall be completed by the Applicant

Company Name of the Applicant:	Registration No. of RSTCS (if any):
Designated Trade under application: (Delete where not appropriate)	Concreting Formwork / Reinforcement Bar Fixing / Concreting / Erection of Concrete Precast Component / Curtain Wall / Scaffolding / Demolition / Plastering / Suspended Ceiling / Tower Crane (Erecting, Dismantling, Altering Height)

A. Project Information

Project Title:	
Site location:	
Project Owner's name:	
Main Contractor's name:	Main Contractor's Contact Tel. No.:

Sub-contract Title: (Shall be relevant to the Designated Trade above)		
Contracting Parties of Sub-contract:		
Commencement Date:	Completion Date:	
Contract/Sub-contract Sum (HK\$):		

This section shall be completed by Main Contractor/Project Owner/Project Consultant

B. Particular of the Main Contractor/Project Owner/Project Consultant

Name:	Position:
Company Name:	
Contact No.:	Email address:

C. Performance (Put a “tick” where appropriate)

Aspects	Very Good	Good	Satisfactory	Poor	Very Poor
Workmanship					
Progress					
Site Safety					
Organisation					
Industry Awareness					
Overall					

D. Declaration

We noted that the Applicant is applying for admission / renewal of registration under the RSTC of the CIC. To facilitate the CIC to considering the application and having referred to the “*Guidance Notes for Job Reference Report*”, we, as the Project Owner / Main Contractor / Project Consultant (delete where not appropriate), hereby declares the performance of the Applicant in Contract/Sub-contract of the Project as shown above.

For and on behalf of the

Project Owner / Main Contractor / Project Consultant (delete where not appropriate)

(Full name & signature with company chop)

(Date)

Guidance Notes for Job Reference Report**1.0 General**

- 1.1 Job reference report is a key element when considering admission and renewal of registration under the Registered Specialist Trade Contractors Scheme (RSTCS) of the CIC. The report writer shall give his / her assessment on individual aspects of performance in an objective and fair manner based on factual information as far as practicable especially for overall or any aspects of performance considered as “Poor” or “Very poor” as further explained in section below.
- 1.2 It is not expected that the weighting given to each individual aspect of performance will be uniform for all types of contracts. The report writer are to use their knowledge of the Contract / Sub-contract in question to reach a conclusion of overall grading to be given.
- 1.3 Noting that Applicant may directly made contract with Project Owner, the “Sub-contract” referred herein will be construed as the direct contract with this Job Reference Report to be completed by Project Owner or Main Contractor accordingly. However, the report writer shall not be the associated company as defined under the Companies Ordinance in relation to the Applicant and declare any conflict of interest, if any.
- 1.4 The Secretariat may seek clarifications or supplemental information, including clarification from the applicant's job referees or relevant Registered Specialist Trade Contractors, from time to time in processing the registration application of Specialist Trade Contractor.

2.0 Individual aspects of performance

Aspects	Key Attributes to be considered when assessing performance
Workmanship	Degree of compliance with the specifications; Keeping of adequate work records; Frequency/extent of re-work/reinstatements of defects
Progress	Possession of programme with logical sequence of working; Adherence to programme and timeliness of completion
Site Safety	Provision and implementation of safe system of work; Employment of safety supervisor; Site accident / conviction record; Provision of information, instruction and training to staff
Organisation	Adequacy of organisation structure and manpower; Provisions of site supervisory staff
Industry Awareness	Employment of registered construction worker, Provisions of training for apprentice and worker; Provisions of worker welfare and facilities

3.0 Definition of performance grading

Grade	Expected Performance Level
Very Good	Performance is significantly and consistently better than that required by the Contract / Subcontract
Good	Performance attains and is occasionally better than that required by the Contract / Subcontract
Satisfactory	Performance attains that required by the Contract / Subcontract
Poor	Performance is considered to be below that required by the Contract / Subcontract though without serious deficiencies; or where instructions have to be repeatedly issued and the work has consistently to be redone in order to attain a satisfactory level; or the performance of the contractor could only attained that required by the Contract / Subcontract through enhanced supervision effort from upper tier contractor
Very Poor	Performance is considered to be significantly below that required by the Contract / Subcontract; or where instructions have to be repeatedly issued and the work has consistently to be redone but is still unable to attain a satisfactory level

Sample Integrity Policy

 (name of Company) (“Company”) prohibits all forms of bribery and corruption and is committed to integrity, honesty and anti-corruption practices in doing business. All sole proprietor / partners / directors* and staff (hereafter referred as “personnel”) must abide by this integrity policy and the associated company rules / guidelines / code of conduct*.

- Our Company and all personnel have to observe the Prevention of Bribery Ordinance (Cap. 201), the Competition Ordinance (Cap. 619) and other integrity-related laws in Hong Kong Special Administrative Region.
- Our Company does not allow our personnel to solicit or accept any advantages¹ from any individuals or organisations having business dealings with our Company unless permission is granted for the acceptance.
- Our Company prohibits all personnel from offering advantages to any staff or member of a government department or public body while having dealings of any kind with them. We also prohibit all personnel from offering advantages to any individual of organisations, whether directly or indirectly, for influencing them in any dealing, when conducting business with our Company.
- Our Company’s personnel are required to avoid accepting lavish or frequent entertainment from others having business dealings with our Company.
- Our company requires all personnel to avoid any conflict of interest situation, or the perception of such. If unavoidable, the personnel concerned should make a declaration to the approving authority who should decide on the actions for mitigating the conflict.
- Our Company prohibits all personnel from disclosing any classified information without authorisation, and misusing any Company information.
- Our Company has an internal reporting mechanism for our personnel to enquire matters relating to integrity and report possible breaches of integrity requirements. Our Company handles these reports promptly and in strict confidence.
- Our Company strictly forbids retaliation against any personnel who, in good faith, reports possible breaches of integrity requirements or who participates in the inquiry / investigation of the allegation.
- Any personnel in breach of integrity requirements will be subject to internal disciplinary action, including termination of appointment and / or referral to relevant law enforcement agencies. Our Company will render full assistance to law enforcement agencies in the investigation of criminal offences.
- Our Company is committed to partner with ethical business counterparts who share the same value and commit to the same integrity standard.

Signature(s) of Top Management : _____

Date : _____

¹ Advantage is defined under the Prevention of Bribery Ordinance (Cap. 201) covering any gift, loan, fee, reward, commission, office, employment contract, discharge from obligation/liability/loan, service and favour, exercise or forbearance from exercise of right/power/duty, etc.

* delete as appropriate