

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.

註冊專門行業承造商註冊編號

Registration No. of Registered Specialist Trade Contractor

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更改註冊事項 (只需填寫所需更改的資料)

Changes of Particulars (Only fill in those details to be changed)

1. 公司資料
Company Information

公司名稱 Name of Company

(中文 Chinese)	(英文 English)
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通訊地址 Correspondence Address

(中文 Chinese)
(英文 English)

電話號碼 Tel. No

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傳真號碼 Fax. No.

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商業登記證號碼 Business Registration Certificate No.

(首 8 個數字 First 8 digits)							
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電郵地址

E-mail Address

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法律地位 Business Status

獨資 Sole-proprietorship
 合夥 Partnership
 法人團體 Body Corporate

聯絡人姓名 Name of Contact Person

(中文 Chinese)
(英文 English)

聯絡人電郵地址 Email Address of Contact Person

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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/合夥人身份(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)

2. 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) <table border="1" style="width: 100px; height: 20px; margin: 0 auto;"><tr><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td></tr></table>					<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: _____			<table border="1" style="width: 100px; height: 20px; margin: 0 auto;"><tr><td style="width: 12.5px;"></td><td style="width: 12.5px;"></td><td style="width: 12.5px;"></td><td style="width: 12.5px;"></td><td style="width: 12.5px;"></td><td style="width: 12.5px;"></td><td style="width: 12.5px;"></td><td style="width: 12.5px;"></td><td style="width: 12.5px;"></td><td style="width: 12.5px;"></td></tr></table>										
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如需轉換人員 · 請提供現任人員姓名: _____ (中文) If there is a change of personnel, please provide the name of relevant staff: _____ (English)													
2	(中文 Chinese)	(首 4 個數字 First 4 digit) <table border="1" style="width: 100px; height: 20px; margin: 0 auto;"><tr><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td></tr></table>					<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						
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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

3. 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) [][][][]	(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 [][][][][][][][][]		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) [][][][][][][][][][]	
更改員工 Change of Staff: <input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 轉換 Change			
如需轉換員工 · 請提供現任員工姓名: _____ (中文) If there is a change of personnel, please provide the name of relevant staff: _____ (English)			
2	(中文 / 英文 Chinese / English)	(首 4 個數字 First four digit) [][][][]	(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 [][][][][][][][][]		有效日期(日/月/年) Expiry Date (DD/MM/YYYY) [][][][][][][][][][]	
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3	(中文 / 英文 Chinese / English)	(首 4 個數字 First four digit) [][][][]	(大工 RSW) / (中工 RSS) / (#學徒 APT)
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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

請附上學徒證明 Please provide proof of apprenticeship

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

1. 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：
 - (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。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。
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。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。
3. 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

1. 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:
 - (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 Primary 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.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.
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, 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.
3. 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
By Post to 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」)
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
Email enquiry-rstc@cic.hk

親臨
In Person 親臨議會下列服務中心 (服務時間參考議會網頁) :
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)
青衣 - 港鐵青衣站機場快線 U2 層 12 號舖 (非入閘區大堂)
Tsing Yi - Shop 12, U2 Level Airport Express MTR Tsing Yi Station (Unpaid Concourse)

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