

建造業議會
非強制性分包商註冊制度
基本名冊申請表

Construction Industry Council
Voluntary Subcontractor Registration Scheme
Application Form for the Primary Register

新註冊申請表
Application Form for New Registration

註冊處：香港灣仔軒尼詩道 182 號 2 樓
Registration Office: 2/F, 182 Hennessy Road, Wan Chai, Hong Kong
電話 Tel : 3107 0698 圖文傳真 Fax : 3107 0699
網址 Website : <http://www.hkcic.org/vsrs>
電郵 Email : enquiry-vsrs@hkcic.org

開放時間：星期一至五 上午 9 時至下午 5 時 30 分
Opening Hours : 9:00 am - 5:30 pm Mondays to Fridays
(星期六、日及公眾假期休息 Closed on Saturdays, Sundays and Public Holidays)

一般查詢電話：3107 0698
General Enquiries : 3107 0698

投訴電話：3571 8716
Complaints : 3571 8716
電郵 Email : complaint-vsrs@hkcic.org

註冊處專用 For Use By Registration Office ONLY

申請編號 Application No. :		
遞交日期 Submission Date :	申請資料初審 Initial Checked : 負責人： 日期：	資料輸入 Data Input : 負責人： 日期：
資料輸入覆核 Input Checked : 負責人： 日期：	申請審核 Application Recommended : 負責人： 日期：	審核監控 Controller Checked : 負責人： 日期：
管理委員會決定 Decision by Management Committee		會議日期： _____ Meeting Date: _____
批准 Approved : <input type="checkbox"/>		否決 Rejected : <input type="checkbox"/> 理由 Reason : _____
註冊生效日期 Start Date of Registration :	註冊屆滿日期 Expiry Date of Registration :	
註冊編號 Registration No. :		

0 申請指引

規則及程序

申請人提出申請前，必須細閱《基本名冊的規則及程序》（規則及程序）。本指引所使用的詞彙，與規則及程序所用的詞彙有相同的意義。

如何申請註冊？

步驟	註解和提示
1. 收集申請註冊所需的資料及證明文件。	<ul style="list-style-type: none">有關的資料及證明文件已列於《規則及程序》附表 3。
2. 填妥申請表格。	<ul style="list-style-type: none">申請表格須以正楷填寫。如申請表的空位不敷填寫時，可另加附頁。
3. 附上證明文件。	<ul style="list-style-type: none">每份遞交的證明文件須蓋上公司印章及由註冊承諾書的簽署人加簽。
4. 附上面額 900 元 的劃線支票，抬頭人寫“ 建造業議會 ”，以繳交 100 元的申請費，和 800 元的兩年註冊費。	<ul style="list-style-type: none">註冊制度的各種費用已列於《規則及程序》附表 5。
5. 以郵寄方式或親身向註冊處遞交申請。	

在申請表內已加入提示，並以燈泡圖形識別，以協助申請人填寫該表格。



收集個人資料說明

主管機構及運作管理人會使用申請人所提供的註冊事項及任何其他資料，按註冊《規則及程序》的規定，處理註冊申請及執行其後管理註冊的工作。

根據《個人資料（私隱）條例》，有關人士有權要求查閱其個人資料，或要求更正。有關的要求須以書面形式向註冊處提出。

0 GUIDANCE FOR SUBMITTING APPLICATIONS

Rules and Procedures

Applicants should read the Rules and Procedures for the Primary Register (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.

How to Apply for Registration?

Step	Notes and Tips
1. Gather the information and supporting documents required for making an application.	<ul style="list-style-type: none">• The required information and supporting documents are listed at Schedule 3 of the Rules and Procedures.
2. Complete the application form.	<ul style="list-style-type: none">• Application forms should be completed in block letters.• Additional sheets may be used if the space provided is insufficient.
3. Attach the supporting documents.	<ul style="list-style-type: none">• Each supporting document should bear the company chop and should be signed by the signatory of the Registration Undertaking.
4. Attach a crossed cheque of HK\$900 drawn in favour of the “ Construction Industry Council ” for the payment of an application fee of \$100 and a biennial registration fee of \$800.	<ul style="list-style-type: none">• See Schedule 5 of the Rules and Procedures for further details on fees and charges.
5. Submit application to the Registration Office by post or in person.	

Tips, identified by the light bulb icon, are included in the application form to provide guidance for completing the form.



Personal Information Collection Statement

The Registration Particulars and any other information provided by the applicant may be used by the Scheme Owner and Scheme Operator for the purpose of processing the application and the subsequent maintenance of the registration in accordance with the Rules and Procedures.

Under the Personal Data Privacy Ordinance, a person has the right to request access to or correction of his/her personal data. Such requests should be made in writing to the Registration Office.

1 REGISTRATION UNDERTAKING



申請人可簽署中文版或英文版。
Applicant may execute EITHER the English version **OR** Chinese version.

THIS UNDERTAKING is made _____ day of _____ by _____¹
 (“the Applicant”) whose registered office is at _____².

RECITAL

- (A) The Applicant is seeking to join the voluntary subcontractor registration scheme operated by the Construction Industry Council (the Scheme Owner).
- (B) The Applicant has read the Rules and Procedures of the Primary Register (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 Scheme Owner’s agreement to process his application, the Applicant hereby undertakes that -

- 1. The information provided in my/our application is accurate and the supporting documents are authentic.
- 2. I/We shall be abided by the Rules and Procedures.
- 3. I/We irrevocably and unconditionally waive and forgo all or any claims that I/we may have (whether under common law, statute, contract or otherwise) against the CIC, the Secretariat, the Scheme Owner, the Scheme Operator, members of the Management 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, any decisions on regulatory actions made or upheld by the Management Committee and Appeal Panels.
- 4. I/We give consent to –
 - (a) use of the my/our Registration Particulars in connection with the processing of my/our application and subsequent maintenance of my/our registration; and
 - (b) publication of my/our Registration Particulars and other information related to me/us in accordance with the Rules and Procedures through channels including but not exclusive to posting on the Scheme Website.

IN WITNESS WHEREOF, this undertaking is entered into on the day, month and year first above written.

SIGNED BY _____³)
)
for and on behalf of _____⁴)
)
in the presence of _____⁵)
)
Address – _____⁶)

<i>Signatures</i>	<i>Company chop</i>

¹ Name of Applicant Company

² Address of Applicant Company

³ Name of authorized signatory of Applicant Company

⁴ Name of Applicant Company

⁵ Name of Witness

⁶ Address of Witness

2 公司資料 COMPANY INFORMATION



請同時以中文及英文填寫公司名稱及地址。

Please provide company name and address in **BOTH** Chinese **AND** English.

公司名稱 Company Name	(中文 Chinese)
	(英文 English)
商業登記證號碼 Business Registration Number	
註冊地址 Registered Address	(中文 Chinese)
	(英文 English)
通訊地址 Correspondence Address (如與註冊地址不同) (if different from Registered Address)	(中文 Chinese)
	(英文 English)
電郵 E-mail	
辦事處電話號碼 Office Tel. Number	
辦事處傳真號碼 Office Fax Number	

3 公司東主、合夥人或董事

COMPANY PROPRIETORS, PARTNERS AND DIRECTORS

3. 東主 Company Proprietor 合夥人 Partner 董事 Director

中文姓名 Name in Chinese	姓氏 Surname	名字 Given Name (in full)	性別： Sex：	<input type="checkbox"/> 男 <input type="checkbox"/> Male	<input type="checkbox"/> 女 <input type="checkbox"/> Female
英文姓名 Name in English	姓氏 Surname	名字 Given Name (in full)	住宅電話 Home Tel.：		
*香港身分證／護照號碼 *HKID Card/Passport No.			流動電話 Mobile Tel.：		
		傳真號碼 Fax No.：			

3. 東主 Company Proprietor 合夥人 Partner 董事 Director

中文姓名 Name in Chinese	姓氏 Surname	名字 Given Name (in full)	性別： Sex：	<input type="checkbox"/> 男 <input type="checkbox"/> Male	<input type="checkbox"/> 女 <input type="checkbox"/> Female
英文姓名 Name in English	姓氏 Surname	名字 Given Name (in full)	住宅電話 Home Tel.：		
*香港身分證／護照號碼 *HKID Card/Passport No.			流動電話 Mobile Tel.：		
		傳真號碼 Fax No.：			

3. 東主 Company Proprietor 合夥人 Partner 董事 Director

中文姓名 Name in Chinese	姓氏 Surname	名字 Given Name (in full)	性別： Sex：	<input type="checkbox"/> 男 <input type="checkbox"/> Male	<input type="checkbox"/> 女 <input type="checkbox"/> Female
英文姓名 Name in English	姓氏 Surname	名字 Given Name (in full)	住宅電話 Home Tel.：		
*香港身分證／護照號碼 *HKID Card/Passport No.			流動電話 Mobile Tel.：		
		傳真號碼 Fax No.：			

3. 東主 Company Proprietor 合夥人 Partner 董事 Director

中文姓名 Name in Chinese	姓氏 Surname	名字 Given Name (in full)	性別： Sex：	<input type="checkbox"/> 男 <input type="checkbox"/> Male	<input type="checkbox"/> 女 <input type="checkbox"/> Female
英文姓名 Name in English	姓氏 Surname	名字 Given Name (in full)	住宅電話 Home Tel.：		
*香港身分證／護照號碼 *HKID Card/Passport No.			流動電話 Mobile Tel.：		
		傳真號碼 Fax No.：			

3. 東主 Company Proprietor 合夥人 Partner 董事 Director

中文姓名 Name in Chinese	姓氏 Surname	名字 Given Name (in full)	性別： Sex：	<input type="checkbox"/> 男 <input type="checkbox"/> Male	<input type="checkbox"/> 女 <input type="checkbox"/> Female
英文姓名 Name in English	姓氏 Surname	名字 Given Name (in full)	住宅電話 Home Tel.：		
*香港身分證／護照號碼 *HKID Card/Passport No.			流動電話 Mobile Tel.：		
		傳真號碼 Fax No.：			

請在合適的方格內加上✓。 Please put a tick (✓) in the appropriate box.

* 請刪去不適用者。 Please delete whichever is not appropriate.

4 申請註冊工種 TRADES TO BE INCLUDED IN REGISTRATION



欄目 Column	說明 Explanation
工種 Trade	申請人可申請在一個或多個工種。 Applicants may apply for registration in ONE OR MORE trades.
註冊條件 Entry Requirement	關於註冊條件“R1”及“R2”的意義，請參閱規則及程序第 2 條。 See clause 2 of the Rules and Procedures for the meanings of entry requirements “R1” and “R2”.
專長項目 Specialty	申請人可以選擇說明或不說明其專長項目。 Applicants may optionally indicate their specialties.

組別 Group	工種 Trade *	註冊條件 Entry Requirement *		專長項目 Specialty *
		R1	R2	
01 結構及 土木工程 Structural and Civil	<input type="checkbox"/> 01.01 拆卸工程 Demolition	<input type="checkbox"/>	<input type="checkbox"/>	01.01.01 <input type="checkbox"/> 一般拆卸 General demolition 01.01.02 <input type="checkbox"/> 清拆石棉 Asbestos removal 01.01.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 01.02 地基及打樁工程 Foundation and Piling	<input type="checkbox"/>	<input type="checkbox"/>	01.02.01 <input type="checkbox"/> 板樁 Sheet piles 01.02.02 <input type="checkbox"/> 鑽孔樁 Bored piles 01.02.03 <input type="checkbox"/> 入土樁 Driven piles 01.02.04 <input type="checkbox"/> 膜壁 Diaphragm walls 01.02.05 <input type="checkbox"/> 微型樁柱 Micro piles 01.02.06 <input type="checkbox"/> 手挖沉箱 Hand-dug caisson 01.02.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 01.03 混凝土模板 Concreting Formwork	<input type="checkbox"/>	<input type="checkbox"/>	01.03.01 <input type="checkbox"/> 小型木模板 Timber formwork 01.03.02 <input type="checkbox"/> 大型模板 Large panel formwork 01.03.03 <input type="checkbox"/> 金屬／系統模板 Metal/system formwork 01.03.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 01.04 安裝鋼筋 Reinforcement Bar Fixing	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 01.05 澆灌混凝土 Concreting	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 01.06 混凝土預製構件 Concrete Precast Component	<input type="checkbox"/>	<input type="checkbox"/>	01.06.01 <input type="checkbox"/> 製造 Fabrication 01.06.02 <input type="checkbox"/> 安裝 Erection 01.06.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 01.07 棚架 Scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	01.07.01 <input type="checkbox"/> 竹棚 Bamboo scaffolding 01.07.02 <input type="checkbox"/> 金屬棚架 Metal scaffolding 01.07.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 01.08 結構鋼鐵工程 Structural Steelwork	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 01.09 一般土木工程 General Civil Works	<input type="checkbox"/>	<input type="checkbox"/>	01.09.01 <input type="checkbox"/> 土方工程 Earthwork 01.09.02 <input type="checkbox"/> 道路工程 Roadworks 01.09.03 <input type="checkbox"/> 道路排水渠及污水渠 Road drainage and sewer 01.09.04 <input type="checkbox"/> 土力工程 Geotechnical works 01.09.05 <input type="checkbox"/> 海事工程 Marine works 01.09.06 <input type="checkbox"/> 岩土勘探 Ground investigation 01.09.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 01.10 其他結構及 土木工程工種 Other Structural and Civil Trades	<input type="checkbox"/>	<input type="checkbox"/>	01.10.01 <input type="checkbox"/> 預應力系統 Pre-stressing system 01.10.02 <input type="checkbox"/> 伸縮接縫 Expansion joints 01.10.03 <input type="checkbox"/> 起重 Heavy lifting 01.10.04 <input type="checkbox"/> 測量及定線 Surveying and setting out 01.10.05 <input type="checkbox"/> 混凝土修葺 Concrete repair 01.10.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 01.11 屋宇維修 Building Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	

* 請在合適的方格內加上✓。 Please put a tick (✓) in the appropriate box.

組別 Group	工種 Trade *	註冊條件 Entry Requirement *		專長項目 Specialty *	
		R1	R2		
02 終飾工程 Finishing	<input type="checkbox"/> 02.01 濕的終飾工程工種 Finishing Wet Trades	<input type="checkbox"/>	<input type="checkbox"/>	02.01.01 <input type="checkbox"/> 磚工 Brick/block work 02.01.02 <input type="checkbox"/> 批盪及鋪砌瓷磚 Plastering and tiling 02.01.03 <input type="checkbox"/> 噴射批盪 Spray plaster 02.01.04 <input type="checkbox"/> 地台批盪 Screeding 02.01.99 <input type="checkbox"/> 其他 Others: _____	
	<input type="checkbox"/> 02.02 鋪砌雲石及花崗石磚 與石工 Marble, Granite and Stone Work	<input type="checkbox"/>	<input type="checkbox"/>	02.02.01 <input type="checkbox"/> 鋪砌雲石/花崗石磚 Marble/granite work 02.02.02 <input type="checkbox"/> 石工 Stone mason 02.02.99 <input type="checkbox"/> 其他 Others: _____	
	<input type="checkbox"/> 02.03 細木工及木工 Joinery and Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	02.03.01 <input type="checkbox"/> 製作家具 Cabinetry 02.03.02 <input type="checkbox"/> 木地板 Wooden flooring 02.03.03 <input type="checkbox"/> 間隔牆 Partition walls 02.03.04 <input type="checkbox"/> 工作面/櫃台面 Work/counter top 02.03.99 <input type="checkbox"/> 其他 Others: _____	
	<input type="checkbox"/> 02.04 製造及安裝窗戶 Window Fabrication and Installation	<input type="checkbox"/>	<input type="checkbox"/>	02.04.01 <input type="checkbox"/> 鋁製窗/百葉窗 Aluminum window/louvers 02.04.02 <input type="checkbox"/> 鋼窗/百葉窗 Steel windows/louvers 02.04.03 <input type="checkbox"/> 幕牆/玻璃牆 Curtain wall/glass wall 02.04.04 <input type="checkbox"/> 其他窗戶系統 (例如軟鋼或塑膠) Other window system (such as mild steel and PVC) 02.04.99 <input type="checkbox"/> 其他 Others: _____	
	<input type="checkbox"/> 02.05 製造及安裝閘/門 Shutters/Doors Fabrication and Installation	<input type="checkbox"/>	<input type="checkbox"/>	02.05.01 <input type="checkbox"/> 木門 Timber doors 02.05.02 <input type="checkbox"/> 金屬門 Metal doors 02.05.03 <input type="checkbox"/> 自動滑門 Automatic sliding door 02.05.04 <input type="checkbox"/> 不銹鋼門 Stainless steel door 02.05.05 <input type="checkbox"/> 保安捲閘及摺閘 Roller and folding security shutter 02.05.06 <input type="checkbox"/> 隔火門 Fire rated door 02.05.07 <input type="checkbox"/> 防火捲閘 Fire shutter 02.05.99 <input type="checkbox"/> 其他 Others: _____	
	<input type="checkbox"/> 02.06 防水層及防水工程 Tanking and Waterproofing	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> 02.07 髹漆 Painting	<input type="checkbox"/>	<input type="checkbox"/>	02.07.01 <input type="checkbox"/> 塗漆 Brush painting 02.07.02 <input type="checkbox"/> 噴漆 Spray painting 02.07.99 <input type="checkbox"/> 其他 Others: _____	
	<input type="checkbox"/> 02.08 金屬工程 Metal Work	<input type="checkbox"/>	<input type="checkbox"/>	02.08.01 <input type="checkbox"/> 金屬工程 Metal work 02.08.02 <input type="checkbox"/> 不銹鋼工程 Stainless steel work 02.08.03 <input type="checkbox"/> 金屬屋頂/天窗/覆蓋層/空間構架 Metal roof/skylight/cladding/space frame 02.08.99 <input type="checkbox"/> 其他 Others: _____	
	<input type="checkbox"/> 02.09 園境美化工程 Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	02.09.01 <input type="checkbox"/> 種植花木 Soft landscaping 02.09.02 <input type="checkbox"/> 園境建築 Hard landscaping 02.09.99 <input type="checkbox"/> 其他 Others: _____	
	<input type="checkbox"/> 02.10 其他終飾工程工種及項目 Other Finishing Trades and Components	<input type="checkbox"/>	<input type="checkbox"/>	02.10.01 <input type="checkbox"/> 玻璃工 Glazier work 02.10.02 <input type="checkbox"/> 小五金 Ironmongery 02.10.03 <input type="checkbox"/> 人工石景 Artificial rocks 02.10.04 取消 CANCELLED 02.10.05 <input type="checkbox"/> 運動及遊樂場設備/表面層 Sports and playground equipment/surface 02.10.06 <input type="checkbox"/> 高架地板 Raised floor 02.10.07 <input type="checkbox"/> 假天花 False ceiling 02.10.08 <input type="checkbox"/> 廁所及淋浴間系統 Toilet and shower cubicle system 02.10.09 <input type="checkbox"/> 乾牆系統 Dry wall system 02.10.10 <input type="checkbox"/> 標誌牌及指示圖 Signage and graphics 02.10.11 <input type="checkbox"/> 音響工程 Acoustic 02.10.12 <input type="checkbox"/> 纖維強化膠板 Fiber reinforced plastic panels 02.10.13 <input type="checkbox"/> 雜項工程 Miscellaneous work 02.10.99 <input type="checkbox"/> 其他 Others: _____	
	<input type="checkbox"/> 02.11 翻新及裝修工程 Renovation and Fitting-out	<input type="checkbox"/>	<input type="checkbox"/>		

組別 Group	工種 Trade *	註冊條件 Entry Requirement *		專長項目 Specialty *
		R1	R2	
03 機電工程 E & M	<input type="checkbox"/> 03.01 廣播接收裝置 Broadcast Reception Installation	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.02 防盜警報及保安裝置 Burglar Alarm and Security	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.03 柴油發電裝置 Diesel Generator Installation	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.04 電氣工程 Electrical	<input type="checkbox"/>	<input type="checkbox"/>	03.04.01 <input type="checkbox"/> 敷設電線 Electrical wiring 03.04.02 <input type="checkbox"/> 一般電力裝置 General electrical installation 03.04.03 <input type="checkbox"/> 裝配電力控制及電源儀錶板 Electrical control and power panel assembly 03.04.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 03.05 污水處理的機電裝置 E & M Installation for Sewage Treatment	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.06 消防裝置 Fire Services Installation	<input type="checkbox"/>	<input type="checkbox"/>	03.06.01 <input type="checkbox"/> 消防管道工程 Fire services pipe work 03.06.02 <input type="checkbox"/> 消防電力裝置 Fire services electrical fittings 03.06.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 03.07 噴水池裝置 Fountain Installation	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.08 暖氣、通風及空氣調節 Heating, Ventilation, and Air-conditioning	<input type="checkbox"/>	<input type="checkbox"/>	03.08.01 <input type="checkbox"/> 暖氣、通風及空氣調節管道工程 HVAC pipe work 03.08.02 <input type="checkbox"/> 暖氣、通風及空氣調節機械裝置 HVAC mechanical fitting 03.08.03 <input type="checkbox"/> 暖氣、通風及空氣調節控制 HVAC control 03.08.04 <input type="checkbox"/> 白鐵及風槽工程 Sheet metal and ducting 03.08.05 <input type="checkbox"/> 隔溫裝置 Insulation 03.08.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 03.09 工業類電氣裝置 Industrial Type Electrical Installation	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.10 升降機及自動梯 Lift and Escalators	<input type="checkbox"/>	<input type="checkbox"/>	03.10.01 <input type="checkbox"/> 自動梯及自動行人道的機械裝置 Escalators and moving walkways mechanized fittings 03.10.02 <input type="checkbox"/> 升降機的機械裝置 Lifts mechanical fitting 03.10.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 03.11 石油氣裝置 Liquefied Petroleum Gas Installation	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.12 低壓電開關櫃 Low Voltage Cubicle Switchboard	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.13 搬運及起重機械 Mechanical Handling and Lifting	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.14 機械裝置及設備 Mechanical Plant and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	

* 請在合適的方格內加上✓。 Please put a tick (✓) in the appropriate box.
基本名冊申請表 Application Form for Primary Register (Version 11/2010)

組別 Group	工種 Trade *	註冊條件 Entry Requirement *		專長項目 Specialty *
		R1	R2	
03 機電工程 E & M	<input type="checkbox"/> 03.15 水管工程 Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	03.15.01 <input type="checkbox"/> 水管工程 Plumbing 03.15.02 <input type="checkbox"/> 樓宇排水渠及污水渠 Building drainage and sewers 03.15.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 03.16 蒸汽及壓縮空氣裝置 Steam and Compressed Air Installation	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.17 供應及裝置抽水系統及 有關的設備 Supply and Installation of Pumpsets and Associated Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.18 供應及裝置濾水器 Supply and Installation of Water Treatment Plant	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.19 泳池濾水裝置 Swimming Pool Water Treatment Installation	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.20 不間斷供電系統 Uninterruptible Power Supply	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 03.21 其他機電工程工種 Other E & M Trades	<input type="checkbox"/>	<input type="checkbox"/>	03.21.01 <input type="checkbox"/> 保安及通訊系統 Security and communication system 03.21.02 <input type="checkbox"/> 樓宇自動化系統 Building automation system 03.21.03 <input type="checkbox"/> 一般機械裝置 General mechanical fitting 03.21.04 <input type="checkbox"/> 指示牌 Signage 03.21.05 <input type="checkbox"/> 燒焊 Welding 03.21.06 <input type="checkbox"/> 氣體裝置 Gas installation 03.21.07 <input type="checkbox"/> 外牆清潔裝置 Building maintenance unit 03.21.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 03.22 音響及視像電子裝置 Audio and Video Electronic Equipment	<input type="checkbox"/>	<input type="checkbox"/>	

組別 Group	工種 Trade *	註冊條件 Entry Requirement *		專長項目 Specialty *
		R1	R2	
04 支援服務 Supporting Services	<input type="checkbox"/> 04.01 塔式起重機 Tower Crane	<input type="checkbox"/>	<input type="checkbox"/>	04.01.01 <input type="checkbox"/> 架設、拆卸和升降 Erection, dismantling and climbing 04.01.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 04.02 運送預拌混凝土的 喉管網絡 Pipe Network for Delivery of Ready-mixed Concrete	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 04.03 工地吊運作業 Site Lifting Operations	<input type="checkbox"/>	<input type="checkbox"/>	04.03.01 <input type="checkbox"/> 物料吊重機 Material hoists 04.03.02 <input type="checkbox"/> 吊臂起重機 Derricks 04.03.03 <input type="checkbox"/> 船面吊運 Deck winching 04.03.04 <input type="checkbox"/> 流動起重機 Mobile cranes 04.03.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 04.04 圍板 Hoarding	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 04.05 臨時供水裝置 Temporary Water Supply Installations	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 04.06 臨時電力裝置 Temporary Electricity Installations	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 04.07 臨時保護及安全措施 Temporary Protective and Safety Measures	<input type="checkbox"/>	<input type="checkbox"/>	04.07.01 <input type="checkbox"/> 為沒有遮掩的邊緣設置臨時屏障 Temporary fences for unfenced edges 04.07.99 <input type="checkbox"/> 其他 Others: _____
	<input type="checkbox"/> 04.08 雜項清潔服務 Miscellaneous Cleaning Services	<input type="checkbox"/>	<input type="checkbox"/>	04.08.01 <input type="checkbox"/> 完工樓宇單位交付業主前清潔 Cleaning of completed building units prior to handing over to individual owners 04.08.99 <input type="checkbox"/> 其他 Others: _____

請注意：每項揀選之工種及專長項目，都必須附有相關字眼之合約及完工證明，否則該工種或專長項目將不獲批核。

Please note: Every trade and specialty applied must be supported by contract document and completion record with the trade name and / specialty available. Otherwise, such application for the trade or specialty will not be approved.

5 工程經驗 WORKS EXPERIENCE



申請人可在本節提供其工程經驗，當中必須包括與按註冊條件 R1 申請註冊的工種或專長項目相關的工程或經驗。

The applicant may provide in this section his works experience which MUST include project or experience relevant to the trades and specialties applied through entry requirement R1.

申請人必須將整份證明文件的每頁自行編定獨一無二的頁數，並在以下欄目提供與每一個工種／專長項目相關的頁數。

The applicant **MUST** assign a unique page number to EACH page of the support document and indicate in the tables below the pages relevant to each trade/specialties.

	工種／專長項目代號 Code of trade / specialty <i>(每格限填寫一個)¹ (fill only one in EACH box)¹</i>	有關工程項目 Related Project	由 月／年 From M/Y	至 月／年 To M/Y	工程詳情 Details of Works		完成工程證明 Proof of completion of works
					頁數 ² Page No. ²	項目編號 ³ Item No. ³	頁數 ² Page No. ²
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¹ 請填寫第 4 節所示的工種／專長項目代號。例如，“塗漆”即填寫 02.07.01。

Please enter the code assigned to the trade/specialty in Section 4. For instance, enter “02.07.01” for the specialty of “Brush painting”.

² 請填上證明文件上由申請人所編的頁數。

Please fill in the page number assigned by the applicant to the supporting documents.

³ 請填寫工料清單／工料定價表上相關的項目編號。

Please fill in the item number of the relevant item in the schedule of rate/bill of quantities.

6 政府註冊制度取得的註冊資格 QUALIFICATIONS IN GOVERNMENT REGISTRATION SCHEMES



申請人可在本節提供其在政府註冊制度取得的註冊資格，當中必須包括與按註冊條件 R2 申請註冊的工種或專長項目相關的資格。

The applicant **may provide in this section his qualifications on government registration schemes which MUST include qualifications relevant to the trades and specialties applied through entry requirement R1.**

申請人必須將整份證明文件的每頁自行編定獨一無二的頁數，並在以下欄目提供與每一個工種／專長項目相關的頁數。

The applicant **MUST** assign a unique page number to EACH page of the support document and indicate in the tables below the pages relevant to each trade/specialties.

	工種／專長項目代號 Code of trade / specialty (每格限填寫一個) ¹ (fill only one in EACH box) ¹	政府決策局／部門 ² (簡稱) Government Bureau / Department ² (Abbreviation)	註冊制度 ² Registration Scheme ²	類別／組別 Category/Group	資格證明文件頁數 ³ Page number of documentary proof of qualification ³
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6.					
6.					
6.					
6.					

² 政府註冊制度的例子 Examples of the government registration schemes

政府決策局／部門 Government Bureau / Department	簡稱 Abbreviation	註冊制度 Registration Scheme
屋宇署 Buildings Department	BD	註冊一般建築承建商 Registered General Building Contractors
		註冊專門承建商 Registered Specialist Contractors
機電工程署 Electrical and Mechanical Services Department	EMSD	註冊電業承辦商 Registered Electrical Contractors
		註冊升降機承辦商 Registered Lift Contractors
		註冊自動梯承辦商 Registered Escalator Contractors
		註冊氣體工程承辦商 Registered Gas Contractors
消防處 Fire Services Department	FSD	消防裝置承辦商 Fire Service Installation Contractors
房屋委員會 Housing Authority	HA	工程承辦商 Works Contractors
發展局 Development Bureau	DEVB	認可公共工程承建商 Approved Contractors for Public Works
		認可公共工程物料供應商及專門承造商 Approved Suppliers of Materials and Specialist Contractors for Public Works
水務署 Water Supplies Department	WSD	持牌水喉匠 Licensed Plumbers

¹ 請填寫第 4 節所示的工種／專長項目代號。例如，“塗漆”即填寫 02.07.01。

Please enter the code assigned to the trade/specialty in Section 4. For instance, enter “02.07.01” for the specialty of “Brush painting”.

³ 請填上證明文件上由申請人所編的頁數。

Please fill in the page number assigned by the applicant to the supporting documents.

基本名冊申請表 Application Form for Primary Register (Version 11/2010)

7 核對清單 CHECKLIST



申請人須核對以下清單的項目，以確保已填妥申請表並附上所需的證明文件。
Applicants should go through the following checklist to ensure that they have duly completed the application form and provided the required supporting documents.

7A 一般事項 GENERAL

<input type="checkbox"/>	已閱畢《規則及程序》。 Have read the "Rules and Procedures".
<input type="checkbox"/>	已填妥整份申請表。 Have duly completed this application form.
<input type="checkbox"/>	已附上面額 900 元的劃線支票，抬頭寫「建造業議會」。 Have enclosed a crossed cheque of \$900 drawn in favour of "Construction Industry Council".
<input type="checkbox"/>	請確保用作支付申請及註冊費 900 元的戶口有足夠金額。 Please confirm that sufficient funds are available in account for payment of cheque for application and registration fees of \$900.

7B 第 1 節 - 註冊承諾書 SECTION 1 – REGISTRATION UNDERTAKING

由申請人填寫 To be completed by applicant		由註冊處核對 To be checked by Registration Office 檔案編號 File No.	
<input type="checkbox"/>	已簽署註冊承諾書。 Have signed Registration Undertaking.	<input type="checkbox"/>	

7C 第 2 節 - 公司資料 SECTION 2 – COMPANY INFORMATION

<input type="checkbox"/>	已附上稅務局簽發的商業登記冊資料摘錄核證本 (IRBR 152 號表格) 的 <u>正本</u> 。 Have enclosed the <u>original</u> of Certified Extracts of Information on Business Register issued by the Inland Revenue Department (Form IRBR 152).	<input type="checkbox"/>	
<input type="checkbox"/>	已附上有效的商業登記證副本。 Have enclosed the <u>copy</u> of effective Business Registration Certification.	<input type="checkbox"/>	
<input type="checkbox"/>	<u>只適用於法團公司 (包括有限公司)</u> ：已附上最新的周年申報表及公司註冊處發出的收據副本。 <u>For incorporated companies only (including limited companies)</u> : Have submitted <u>photocopy</u> of latest Annual Return and receipt issued by the Companies Registry.	<input type="checkbox"/>	

7D 第 3 節 - 公司東主、合夥人或董事 SECTION 3 – COMPANY PROPRIETORS, PARTNERS AND DIRECTORS

<input type="checkbox"/>	已填妥第 3 節。 Have completed Section 3.	<input type="checkbox"/>	
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7E 第 4 節 - 申請註冊工種 SECTION 4 – TRADES TO BE INCLUDED IN REGISTRATION

<input type="checkbox"/>	已於第 4 節選取申請註冊的工種／專長項目及申請註冊所根據的註冊條件。 Have selected the appropriated trade(s)/specialty(s) in Section 4 and the entry requirements for applying for registration.	<input type="checkbox"/>	
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7F 第 5 節 - 工程經驗 SECTION 5 – WORKS EXPERIENCE

<input type="checkbox"/>	已在第 5 節申寫根據註冊條件 R1 申請註冊的工種／專長項目。 Have entered trades/specialties applied through entry requirement R1 in Section 5.	<input type="checkbox"/>	
<input type="checkbox"/>	已就這些工種／專長項目提供證明文件副本，證明申請人已取得相關的工程經驗。 Have submitted photocopies of supporting documents for these trades/specialties to show that the applicant has acquired the relevant works experience.	<input type="checkbox"/>	
<input type="checkbox"/>	已將 <u>整份</u> 證明文件的每頁自行編定獨一無二的頁數。 Have assigned unique page number to EACH page of the supporting documents.	<input type="checkbox"/>	

7 核對清單 CHECKLIST

7G 第 6 節 – 政府註冊制度取得的註冊資格 SECTION 6 – QUALIFICATIONS IN GOVERNMENT REGISTRATION SCHEMES

由申請人填寫 To be completed by applicant		由註冊處核對 To be checked by Registration Office 檔案編號 File No.	
<input type="checkbox"/>	已在第 6 節申寫根據註冊條件 R2 申請註冊的工種／專長項目。 Have entered trades/specialties applied through entry requirement R2 in Section 6.	<input type="checkbox"/>	
<input type="checkbox"/>	已就這些工種／專長項目附上有關政府決策局及部門所發出的註冊證書或核准文件副本。 Have submitted photocopy of registration certificate or approval letters granted by policy bureaux or government departments for the trades/specialties.	<input type="checkbox"/>	
<input type="checkbox"/>	已將整份證明文件的每頁自行編定獨一無二的頁數。 Have assigned unique page number to EACH page of the supporting documents.	<input type="checkbox"/>	

8 其他資料 OTHER INFORMATION

- 完 END of FORM -

請在合適的方格內加上✓。
Please put a tick (✓) in the appropriate box.