

註冊續期申請表  
Application Form for Renewal of Registration

本表格不適用於申請加入其他工種／專長項目。

This form should NOT be used for application for inclusion of additional trades/specialties.

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>  
電郵 Email : [enquiry-vsrs@hkcic.org](mailto: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](mailto:complaint-vsrs@hkcic.org)

註冊處專用 For Use By Registration Office ONLY

申請註冊續期編號 Application No. for Renewal of Registration :		
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：
<b>管理委員會決定</b> <b>Decision by Management Committee</b>		會議日期： _____ Meeting Date: _____
批准 Approved : <input type="checkbox"/> 否決 Rejected : <input type="checkbox"/> 理由 Reason : _____		
註冊續期生效日期 Start Date of Renewal of Registration :	註冊續期屆滿日期 Expiry Date of Renewal of Registration :	
註冊編號 Registration No. :		

## 0 申請註冊續期指引

### 規則及程序

申請人提出續期申請前，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。

### 如何申請註冊續期？

步驟	註解和提示
1. 收集申請註冊續期所需的資料及證明文件。	<ul style="list-style-type: none"><li>有關的資料及證明文件已列於《規則及程序》附表 3。</li></ul>
2. 填妥申請註冊續期表格。	<ul style="list-style-type: none"><li>註冊續期表格須以正楷填寫。</li><li>如表格空位不敷填寫時，可另加附頁。</li></ul>
3. 附上證明文件。	<ul style="list-style-type: none"><li><b>每份</b>遞交的證明文件須蓋上公司印章及由公司負責人加簽。</li></ul>
4. 公司操守準則	<ul style="list-style-type: none"><li>如未有按《規則及程序》第 19 條提交公司操守準則，則須<b>把該準則與續期申請一併提交</b>。</li></ul>
5. 附上面額 <b>900 元</b> 的劃線支票，抬頭人寫“ <b>建造業議會</b> ”，以繳交 100 元的申請費，和 800 元的兩年註冊費。	<ul style="list-style-type: none"><li>註冊制度的各種費用已列於《規則及程序》附表 5。</li></ul>
6. 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 APPLICATION FOR RENEWAL OF REGISTRATION

### Rules and Procedures

Applicants should read the Rules and Procedures for the Primary Register (the Rules and Procedures) before submitting their applications for Renewal of Registration. The terms used in this set of guidance have the same meaning assigned to them in the Rules and Procedures.

### How to Apply for Renewal of Registration?

Step	Notes and Tips
1. Gather the information and supporting documents required for making an application for Renewal of Registration.	<ul style="list-style-type: none"><li>• The required information and supporting documents are listed at Schedule 3 of the Rules and Procedures.</li></ul>
2. Complete the application form for Renewal of Registration.	<ul style="list-style-type: none"><li>• Form should be completed in block letters.</li><li>• Additional sheets may be used if the space provided is insufficient.</li></ul>
3. Attach the supporting documents.	<ul style="list-style-type: none"><li>• Each supporting document should bear the company chop and should be signed by the signatory of the responsible person of the applicant.</li></ul>
4. Company Policy on Ethics	<ul style="list-style-type: none"><li>• If a Company Policy on Ethics has not been submitted in accordance with clause 19 of the Rules and Procedures, <b><u>submission should be made together with the application for renewal.</u></b></li></ul>
5. Attach a crossed cheque of <b>HK\$900</b> drawn in favour of the “ <b><u>Construction Industry Council</u></b> ” for the payment of an application fee of \$100 and a biennial registration fee of \$800.	<ul style="list-style-type: none"><li>• See Schedule 5 of the Rules and Procedures for further details on fees and charges.</li></ul>
6. 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 聲明 DECLARATION

我們申請把我們在非強制性分包商註冊制度基本名冊的註冊續期兩年，並同意繼續遵守我們在申請註冊時所提交的註冊承諾書的條款。我們謹此聲明，就申請註冊續期所提供的資料均屬準確無誤。

**We hereby apply for renewal of our registration on the Primary Register of the Voluntary Subcontractor Registration Scheme for two years and agree to continue to observe the terms of the Registration Undertaking submitted with our application for registration. We declare that the information provided for applying for renewal is true and accurate.**

註冊分包商公司名稱 Company Name of Registered Subcontractor	
註冊編號 Registration Number	
公司授權簽署者姓名 Name of authorized signatory	
授權簽署者簽名 Signature of authorized signatory	
公司蓋印 Company Chop	
日期 Date	

## 2 公司資料的變更 CHANGES OF COMPANY INFORMATION



請參考《註冊事項記錄》A段，以確定公司資料是否有所變更。

Please make reference to **Section A of the Record of Registration Particulars** to ascertain if there are any changes to company information.

事項 Particulars		有沒有變化？ Are there any changes?		更新的詳情 New details
		沒有 NO	有 YES	
商業登記證號碼 Business Registration Number		<input type="checkbox"/>	<input type="checkbox"/>	
公司名稱 Company Name	中文公司名稱 Company Name in Chinese	<input type="checkbox"/>	<input type="checkbox"/>	
	英文公司名稱 Company Name in English	<input type="checkbox"/>	<input type="checkbox"/>	
註冊地址 Registered Address	中文註冊地址 Registered Address in Chinese	<input type="checkbox"/>	<input type="checkbox"/>	
	英文註冊地址 Registered Address in English	<input type="checkbox"/>	<input type="checkbox"/>	
通訊地址 Correspondence Address	中文通訊地址 Correspondence Address in Chinese	<input type="checkbox"/>	<input type="checkbox"/>	
	英文通訊地址 Correspondence Address in English	<input type="checkbox"/>	<input type="checkbox"/>	
電郵 E-mail		<input type="checkbox"/>	<input type="checkbox"/>	
辦事處電話號碼 Office Tel. Number		<input type="checkbox"/>	<input type="checkbox"/>	
辦事處傳真號碼 Office Fax Number		<input type="checkbox"/>	<input type="checkbox"/>	

3 公司東主、合夥人或董事的變更  
CHANGES OF COMPANY PROPRIETORS, PARTNERS AND DIRECTORS

3.1 離任的公司東主、合夥人或董事  
RETIREMENT OF COMPANY PROPRIETORS, PARTNERS AND DIRECTORS



如《註冊事項記錄》B段內的公司東主、合夥人或董事已離任，請於以下欄位填寫其資料。  
If any company proprietors, partners and directors shown in **Section B of the Record of Registration Particulars** have **retired**, please enter their names and particulars below.

中文姓名 Name in Chinese	英文姓名 Name in English	*香港身分證／護照號碼 *HKID Card/Passport No.	離任日期 Date of Cessation

3.2 新委任的公司東主、合夥人或董事  
APPOINTMENT OF NEW COMPANY PROPRIETORS, PARTNERS AND DIRECTORS



請在以下欄目提供在《註冊事項記錄》B段未有記錄的新的公司東主、合夥人或董事的個人事項。  
Please provide in the boxes below personal particulars of any **new** Company Proprietors, Partners and Directors not shown in **Section B of the Record of Registration Particulars**.

3.2.  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.	委任日期 Date of appointment		流動電話 Mobile Tel.：		
			傳真號碼 Fax No.：		

3.2.  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.	委任日期 Date of appointment		流動電話 Mobile Tel.：		
			傳真號碼 Fax No.：		

3.2.  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.	委任日期 Date of appointment		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.



## 4.2 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，當中必須包括按註冊條件R2 續期的工種或專長項目的資格。

The applicant **may provide in this section his qualifications on government registration schemes which MUST include qualifications relevant to the trades and specialties to be renewed through entry requirement R2.**

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) <sup>1</sup> (fill only one in EACH box) <sup>1</sup>	政府決策局／部門 <sup>2</sup> (簡稱) Government Bureau / Department <sup>2</sup> (Name in Short)	註冊制度 <sup>2</sup> Registration Scheme <sup>2</sup>	類別／組別 Category/Group	資格證明文件頁數 <sup>3</sup> Page number of documentary proof of qualification <sup>3</sup>
4.2.					
4.2.					
4.2.					
4.2.					
4.2.					

### <sup>2</sup> 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 Name in Short	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

<sup>1</sup> 請填寫註冊事項記錄 D 段所示的代號。例如，“塗漆”即填寫 02.07.01。

Please enter the code in Section D of the Record of Registration Particulars. For instance, enter “02.07.01” for the specialty of “Brush painting”.

<sup>3</sup> 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.

## 5 公司操守準則 COMPANY POLICY ON ETHICS



申請人**必須**參考《註冊事項記錄》E段以確定是否已按《規則及程序》第 19 條提交公司操守準則。  
The applicant **MUST make reference to Section E of the Record of Registration Particulars to ascertain whether he has submitted a Company Policy on Ethics in accordance with Clause 19 of the Rules and Procedures.**

如**未有**按規則及程序第 19 條提交公司操守準則，**則須把該準則與續期申請一併提交**。  
If a Company Policy on Ethics **has not been submitted** in accordance with clause 19 of the Rules and Procedures, **submission should be made together with the application for renewal.**

## 6 核對清單 CHECKLIST



註冊分包商須核對以下清單的項目，以確保已填妥註冊續期申請表並附上所需的證明文件。  
Registered Subcontractors should go through the following checklist to ensure that they have duly completed the application form for Renewal of Registration and provided the required supporting documents.

### 6A 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"/>	已填妥註冊續期申請表有關部份。 Have duly completed the related parts of this application form for Renewal of Registration.
<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.

### 6B 第 1 節 - 聲明 SECTION 1 – DECLARATION

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"/>	已填妥及簽署聲明。 Have completed and signed Declaration.	<input type="checkbox"/>	

### 6C 第 2 節 - 公司資料的變更 SECTION 2 – CHANGES OF COMPANY INFORMATION

(不論公司資料有否變更，均需遞交以下文件。)

(The following document should be submitted whether there are any changes to company information.)

<input type="checkbox"/>	只適用於未按《公司條例》註冊的公司：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 <b>正本</b> 。 <b>For companies only NOT incorporated under the Companies Ordinance:</b> Have enclosed the <b>original</b> 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 <b>copy</b> of effective Business Registration Certification. 只適用於法團公司（包括有限公司）：已附上最新的周年申報表及公司註冊處發出的收據副本。 <b>For incorporated companies only (including limited companies):</b> Have submitted <b>photocopy</b> of latest Annual Return and receipt issued by the Companies Registry.	<input type="checkbox"/>	
<input type="checkbox"/>	已填妥第 2 節的表格。 Have completed <b>Section 2</b> of this application form for Renewal of Registration.	<input type="checkbox"/>	

## 6 核對清單 CHECKLIST

### 6D 第3節 - 公司東主、合夥人或董事的變更

#### SECTION 3 – CHANGES OF COMPANY PROPRIETORS, PARTNERS AND DIRECTORS

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"/>	<b>Have submitted documents</b> on appointment of <b>new</b> proprietors, partners and directors <b>AND retirement of existing</b> proprietors, partners and directors. <b>已提交有關委任新的公司東主、合夥人或董事及現有公司東主、合夥人或董事離任的文件。</b>	<input type="checkbox"/>	
<input type="checkbox"/>	只適用於法團公司（包括有限公司）： 已附上提交予公司註冊處的秘書及董事資料更改通知書（委任／離任）的影印本（表格D2A）。 <b>For incorporated companies only (including limited companies):</b> Have included <b>photocopy</b> of latest Notification of Change of Secretary and Director (Appointment/Cessation) submitted to the Companies Registry (Form D2A).	<input type="checkbox"/>	
<input type="checkbox"/>	已填妥第3節的表格。 Have completed <b>Section 3</b> of this application form for Renewal of Registration.	<input type="checkbox"/>	

### 6E 第4節 - 不獲豁免的工種／專長項目

#### SECTION 4 – TRADES/SPECIALTIES NON-EXEMPTED

<input type="checkbox"/>	申請人必須就《註冊事項記錄》D段所載不獲豁免的工種／專長項目，提供新的證明文件，證明申請人在這些工種／專長項目上仍符合註冊條件R1或R2。 The applicant <b>MUST submit new supporting documents to show that he satisfies entry requirement R1 or R2 in relation to the non-exempted trades/specialties listed at Section D of the Records of Registration Particulars.</b>	<input type="checkbox"/>	
<input type="checkbox"/>	已將整份工程經驗證明文件的每頁自行編定獨一無二的頁數。 Have assigned unique page number to <b>EACH</b> page of the Proof of Works Experience.	<input type="checkbox"/>	
<input type="checkbox"/>	已填妥第4節的表格。 Have completed <b>Section 4</b> of this application form for Renewal of Registration.	<input type="checkbox"/>	

### 6F 第5節 - 公司操守準則

#### SECTION 5 – COMPANY POLICY ON ETHICS

<input type="checkbox"/>	已在申請續期前提交公司操守準則。 Have submitted Company Policy on Ethics before making application for renewal.	<input type="checkbox"/>	
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或 OR

<input type="checkbox"/>	已隨本申請表附主公司操守準則。 Have included Company Policy on Ethics with this application form.	<input type="checkbox"/>	
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## 7 其他資料 OTHER INFORMATION

- 完 END of FORM -