



建造業工人註冊管理局 CONSTRUCTION WORKERS REGISTRATION AUTHORITY

Points to Note:

1. The principal contractor shall read carefully the “Notes on Completing the Application Form” before completing this application form.
2. If the space provided in this application form is insufficient, please write on separate sheet(s) and attach it to the application form and specify therein.
3. Where possible, please provide us with information about the nature and scope of construction works to be carried out under the contract/works order concerned, e.g. copy of relevant part of the contract document.
4. The principal contractor shall submit the application to the Construction Workers Registration Authority (the “Authority”) within 7 days after any construction work begins on the construction site.
5. The Authority may not be able to process and/or consider incomplete application forms.
6. Please submit the completed application form by post to the following address: **Construction Workers Registration Authority, Level 6, 95 Yue Kwong Road, Aberdeen, Hong Kong.**
7. Please note that you are still required to furnish the Registrar of Construction Workers with the daily attendance records of the construction workers employed by you and your sub-contractors to personally carry out the construction works.
8. For enquiries, please contact the Authority at 28715500.

注意事項：

1. 填表前請詳閱「填寫豁免申請書須知」。
2. 如申請書上的空位不敷應用，請另紙書寫有關資料，夾附於申請書，並在申請書上註明資料載於頁內。
3. 請盡量提供就合約或施工通知下將進行的建造工作的類別及範圍的有關資料，如合約文件中的有關部分的副本。
4. 請在任何建造工作在有關建造工地展開的 7 日內提出申請。
5. 如果需填報的資料有任何遺漏，管理局可能沒法處理閣下的豁免申請。
6. 請將填妥的申請表郵寄至以下地址：**香港仔漁光道 95 號 6 樓建造業工人註冊管理局。**
7. 請注意貴公司仍須向建造業工人註冊主任提交受僱於貴公司及貴公司的分判商親自進行建造工作的建造業工人的每日出勤紀錄。
8. 有任何查詢，請致電 28715500 聯絡管理局。

Application Form for

Exemption from Providing Electronic Card Reading Device on Construction Site

(豁免於建造工地提供電子讀證裝置申請書)

Under Section 58(2) of Construction Workers Registration Ordinance (CWRO)

根據建造業工人註冊條例第 58(2)條

Principal Contractor Information 總承建商資料			
Name 名稱			
Address 地址			
Name of Contact Person 聯絡人姓名	(Mr./ Mrs./ Miss/ Ms.)	Post 職位	
Telephone No. 電話號碼		Fax No. 傳真號碼	
Email Address 電郵地址			

Construction Work Particulars 建造工作詳情			
Contract Title 合約名稱			
Government or Public Utility Contract No./ BD Reference No. 政府或公共事業合約號碼/屋宇 署檔號		Works Order No. (if applicable) 施工通知號碼(如適用)	

Locations of the work (no., name of street and district) 工作地點 (門牌號碼、街名及地區)		
(A) Estimated Value of Work carried out after any construction work begins to the date of this Form (HK\$) 由任何建造工作開始後至本申報書日期間估計已完成的建造工作的價值(港幣)		
(B) Estimated Value of Work to be carried out after the date of this Form (HK\$) 本申報表日期後估計將會進行的建造工作的價值(港幣)		
(C) Estimated Total Value of Work (HK\$) (A)+(B) 估計建造工作總值(港幣) (A)+(B)		
Work Type (e.g. superstructure/foundation) 工程類別(例如上蓋工程/地基工程)		Category of Construction Work (Refer to Table 1 of "Notes on Completing the Application Form") 建造工作類別 (參閱「填寫豁免申請書須知」內的表一)
Construction Period 施工時期:		From _____ to 至 _____ () months 月數

In accordance with Section 58(2) of the CWRO, this company hereby applies to the Construction Workers Registration Authority (the Authority) for exemption from providing an electronic card reading device on the above construction site. The reasons of our application for exemption are detailed as follows for the Authority's consideration: 本公司按建造業工人註冊條例第 58(2)條向建造業工人管理局(管理局)申請豁免於上述工地提供電子讀證裝置。現將要求豁免的理由詳列如下予管理局考慮:

Reasons for Application for Exemption 要求豁免的理由 (Factors to be considered including physical condition and location of the site, and value of construction work carried out, or to be carried out, on the site 被考慮因素包括工地的實體狀況、工地的位置、及在或將會在該工地進行的建造工作的價值)	
Physical Condition of the Site 工地的實體狀況	
Location of the Site 工地的位置	
Value of construction work carried out, or to be carried out, on the site 在或將會在該工地進行的建造工作的價值	

Supplementary sheets for the above application for exemption 現就上述豁免申請附上補充文件 (Total pages 總共頁數 _____)

<u>Declaration of the Principal Contractor's Authorized Person</u> 總承建商的獲授權人聲明	
<p>1. I have carefully read and clearly understand the part of "Points to Note" before completing this Application Form.</p> <p>2. I declare that all the information given and documents furnished by me in this application form are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly or willfully is an offence under the law and may result in the application for exemption being rejected and I may be liable to prosecution.</p> <p>3. I have also authorized the Construction Workers Registration Authority to obtain information from relevant organizations in connection with the application for exemption.</p> <p>1. 本人於填寫此申報書前已詳細閱讀及清楚明白上述「注意事項」。</p> <p>2. 本人聲明本人在申請書內所提供的一切資料及提交的文件，盡本人所知均屬真確無訛，並知道倘若明知而故意虛報資料或作出虛假陳述，即屬犯罪，豁免申請可能被拒絕，更可能受到檢控。</p> <p>3. 本人亦授權建造業工人註冊管理局向有關與本豁免申請的有關資料機構索取資料。</p>	<p>Name, Post and Signature of Principal Contractor's Authorized Person and Company Chop:</p> <p>總承建商的獲授權人姓名、職位、簽署及公司蓋章：</p> <p style="text-align: center;">(Mr./Mrs./Miss/Ms.)</p> <p>Name 姓名: _____</p> <p>Post 職位: _____</p> <p>Signature 簽署: _____</p> <p>Date 日期: _____</p>

<u>Personal Information Collection Statement 收集個人資料聲明</u>	
<p>1. The Construction Workers Registration Authority will use the information provided by you for the purposes of processing your application for exemption of related items and dealing with other related matters.</p> <p>2. Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correct your personal data. Written requests should be addressed to the Construction Workers Registration Authority.</p> <p>1. 你提供的資料會用作建造業工人註冊管理局處理要求豁免的決定之用及其他相關事宜。</p> <p>2. 根據個人資料(私隱)條例，你有權要求查閱和更改個人資料，有關申請須以書面向建造業工人註冊管理局提出。</p>	

Application for Exemption from Providing Electronic Card Reading Device

Notes on Completing the Application Form

填寫豁免申請書須知

1. For completing “Category of Construction Work” in the application form, please read carefully the following Table 1 to determine which category of construction work your contract work should fall into. In case your contract work does not fall into any category, it shall not be regarded as construction work under the Construction Workers Registration Ordinance (“CWRO”). As such, the requirements of the CWRO including the provision of card reading device are not applicable to your contract. Accordingly, application for exemption is not necessary. 在填寫申請書中「建造工作類別」一欄時，請參照以下表一內容，以確定工程所屬的建造工作類別。若工程不屬於表一所述的建造工作，該工程便不屬於《建造業工人註冊條例》（“條例”）中對建造工作的定義，因此毋需根據條例要求提供讀證系統，亦毋需為此申請豁免。
2. For a term contract for maintenance that falls into category (c) of Table 1, you are not required to provide card reading device on site. However, if the work to be carried out under a works order issued under the term contract falls into category (a)(i) to (iv) or (b) of Table 1, you are still required to provide card reading device on the sites concerned. The Authority shall make decision on works order basis. You have to submit the application for exemption within 7 days after any construction work under the works order concerned begins. Please clearly state in your application form the works order no., the value of work, and the location of site(s) involved in the works order concerned. 條例並不要求表一類別(c)中所載的固定期保養合約工程提供讀證系統。不過，若該工程屬於根據表一類別(a)(i)至(iv)或(b)所載的固定期合約所發出的施工通知(Works Order)，則該工程仍需在有關工地提供讀證系統，管理局將按施工通知作出考慮。閣下需在該施工通知下進行的任何建造工作開始後七天內，遞交豁免申請。請在申請書中清楚列明有關施工通知的施工通知編號、工程價值及工地位置。
3. For a term contract for works that falls into category (a)(i) to (iv) or (b) of Table 1, please make separate submission for individual works orders. Please clearly state in your application form the contract no., works order no., value of work, and location of site(s) involved in the works order concerned. 若工程屬於表一類別(a)(i)至(iv)或(b)所載的固定期合約，請就個別施工通知提交獨立申請，並在申請書中清楚列明有關施工通知的合約編號、施工通知編號、工程價值及工地位置。
4. For construction work in respect of which the Buildings Ordinance (Cap. 123) applies and prior approval from the Building Authority is required, if a certificate referred to in paragraph (2) or (3) of regulation 25 or a certificate referred to in paragraph (2) of regulation 26 of the Building (Administration) Regulations (Cap 123 sub. leg. A) has been sent to the Building Authority, or a certificate referred to in paragraph (4) of regulation 25 of those Regulations in respect of the construction work has been made, the place is no longer a construction site under the CWRO. The requirements of the CWRO including the provision of card reading device are not applicable to the contract. 有關《建築物條例》（第 123 章）適用或需由建築事務監督預先批准的建造工程，若該工程已根據《建築物（管理）規例》（第 123 章，附屬法例 A）第 25 條第(2)或第(3)款或第 26 條第(2)款、或該規例第 25 條第(4)款向建築事務監督呈交有關該建造工作的證明書，該地已不屬於條例定義下的建造工地，因此條例對該合約工程的要求，包括提供讀證系統，並不適用。
5. For construction work where the Buildings Ordinance is inapplicable and prior approval from the Building Authority is not required, if a certificate of substantial (or practical) completion of contract has been issued in accordance with the terms of contract under which the construction work is carried out, the place is no longer a construction site under the CWRO. The requirements of the CWRO including the provision of card reading device are not applicable to the contract. 對於《建築物條例》不適用或不需由建築事務監督預先批

准的建造工程，若該工程已收到根據合約發出的實質(或實際)完成合約證明書，則該地已不屬於條例定義下的建造工地，因此條例對該合約工程的要求，包括提供讀證系統，並不適用。

6. Given that any specified structure or the structure of any specified structure is not involved, the following are examples of types of work that do not fall within the ambit of the CWRO: soft landscaping, fitting out, decoration, maintenance (other than item (c) in Table 1), building services, and waste disposal. 在工程不涉及任何指明構築物或任何指明構築物結構的情況下，以下是一些不屬於條例規管範圍的工程類別例子：種植花木的園景美化、裝修、維修（表一類別(c)除外）、建築物裝備及廢物處理。

Table 1 表一: Category of Construction Work 建造工作類別

Category 類別	Definition of “Construction Work” in section 2 of the CWRO 條例第2款下的建造工作的定義
(a)(i)	construction, erection, installation or reconstruction of any specified structure 任何指明構築物的建造、建立、裝設或重建；
(a)(ii)	addition, renewal, alteration, repair, dismantling or demolition of any specified structure that involves the structure of the specified structure or any other specified structure 對任何指明構築物進行增建、翻新、改建、修葺、拆除或拆卸工程，而該工程是涉及該指明構築物或任何其他指明構築物的結構的；
(a)(iii)	any building operation involved in preparing for any operation referred to in category (a)(i) or (a)(ii), including laying of foundations, excavation of earth and rock prior to laying of foundations, site clearance, site investigation, site restoration, earthmoving, tunneling, boring, scaffolding and provision of access 為預備進行第(a)(i)或(a)(ii)項所提述的任何作業而涉及的任何建築作業，包括鋪築地基、鋪築地基之前的泥土及沙石挖掘、清理工地、工地勘測、工地修復、推土、開掘隧道、沖孔、搭建棚架及闢設進出通道；
(a)(iv)	any building operation, or building services work, forming an integral part of, or rendering complete, any operation referred to in category (a)(i) or (a)(ii) 構成第(a)(i)或(a)(ii)項所提述的任何作業的整體一部分或使該項作業完整的任何建築作業或建築物裝備工程；
(b)	any building services work that involves the structure of any specified structure; 涉及任何指明構築物的結構的任何建築物裝備工程；
(c)	any maintenance work, carried out under a term contract for maintenance, of any specified structure owned by, or otherwise belonging to, a public body or a specified body 指根據固定期保養合約而對公共機構或指明機構所擁有或以其他方式屬於該機構的任何指明構築物進行的保養工作。

“Specified Body” under Schedule 2 of the CWRO 條例附表 2 下的 “指明機構”：

1. Airport Authority 機場管理局
2. CLP Power Hong Kong Limited 中華電力有限公司
3. The Hong Kong and China Gas Company Limited 香港中華煤氣有限公司
4. The Hongkong Electric Company, Limited 香港電燈有限公司
5. Hong Kong Housing Authority 香港房屋委員會
6. The Hong Kong Housing Society 香港房屋協會
7. Hong Kong Tramways Limited 香港電車有限公司
8. Kowloon-Canton Railway Corporation 九廣鐵路公司
9. MTR Corporation Limited 香港鐵路有限公司

“Specified Structure” under Schedule 3 of the CWRO 條例附表 3 下的 “指明構築物”：

1. Any building, edifice, wall, fence, or chimney, whether constructed wholly or partly above or below ground level. 任何建築物、大廈、牆壁、圍欄或煙窗，不論它們在建造上是否完全或部分高於或低於地平線。
2. Any site formation, street works, road, motorway, railway, tramway, cableway, aerial ropeway, or canal. 任何工地平整、街道工程、道路、行車道、鐵路、電車軌道、纜車軌道、纜道、架空纜車軌道或渠道。
3. Any harbour works, dock, pier, sea defence work, or lighthouse. 任何海港工程、船塢、碼頭、海防工程或燈塔。
4. Any aqueduct, viaduct, bridge, or tunnel. 任何水道橋、高架橋、橋樑或隧道。
5. Any sewer, sewage disposal works, or filter bed. 任何污水渠、污水處理工程或濾水池。
6. Any airport or works connected with air navigation. 任何機場或與航空有關的工程。
7. Any dam, reservoir, well, pipeline, culvert, shaft, or reclamation. 任何堤壩、水塘、井、渠管、暗渠、豎井或填海工程。
8. Any drainage, irrigation or river control works. 任何渠務、灌溉或河道管制工程。
9. Any structure designed for the support of machinery, plant or power transmission lines. 任何專為支持機械、工業裝置或輸電纜而設計的構築物。
10. Any slope works or earth-retaining structure. 任何斜坡工程或擋土構築物。