



**Declaration 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報書)**

**For contract/works order with value of construction work not exceeding HK\$ 1 million only**  
**只適用於建造工作價值不多於港幣 100 萬元的合約或施工通知**

**Points to Note:**

1. The Declaration Form for Exemption from Providing Electronic Card Reading Device on Construction Site (the “Declaration Form”) is **only applicable to contract/works order with value of construction work not exceeding HK\$ 1 million.** If the value of construction work to be carried out under your contract/works order exceeds HK\$ 1 million, you may apply for exemption using the application form “Application Form for Exemption from Providing Electronic Card Reading Device on Construction Site”.
2. The Construction Workers Registration Authority (the “Authority”) may grant exemption from providing electronic card reading device on construction site to contract/works order with value of construction work not exceeding HK\$ 1 million. Please note that the said amount is subject to changes at the decision of the Authority from time to time without prior notice.
3. The principal contractor may submit a completed Declaration Form to **notify and declare to the Authority that the contract/works order concerned which involves construction work as defined in the Construction Workers Registration Ordinance and the value of construction work under the contract/works order concerned is not more than HK\$ 1 million.** Upon receipt of such Declaration, the Authority will consider the same and notify the principal contractor of the Authority’s decision.
4. 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.
5. The Authority may not be able to process an incomplete Declaration Form.
6. Please submit the completed Declaration Form by post to the following address: **Construction Workers Registration Authority, Level 6, 95 Yue Kwong Road, Aberdeen, Hong Kong.**
7. For enquiries, please contact the Authority at 28715500.

**注意事項：**

1. 此「豁免於建造工地提供電子讀證裝置申報書」(“申報書”) **只適用於建造工作價值不多於港幣 100 萬元的合約或施工通知(Works Order)**。若貴公司的工程合約/施工通知所涉及的建造工作價值超過港幣 100 萬元，請使用「豁免於建造工地提供電子讀證裝置申請書」提出豁免申請。
2. 建造業工人註冊管理局(“管理局”)可以就建造工作價值不多於港幣 100 萬元的工程合約或施工通知豁免於有關建造工地提供讀證裝置的。上述金額將因應管理局的決定而不時作出改變，而毋須另行通知。
3. 總承建商可提交已填妥的申報書予管理局，以**通知及向管理局申報有關工程合約/施工通知涉及《建造業工人註冊條例》所指的建造工作，而且有關合約/施工通知下所進行的建造工作的價值不多於港幣 100 萬元。**管理局於收到有關申報後，將考慮有關申請及通知總承建商管理局的決定。
4. 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。
5. 如果需填報的資料有任何遺漏，管理局可能無法處理貴公司的申報。
6. 請將填妥的申報書郵寄至以下地址：**香港仔漁光道 95 號 6 樓建造業工人註冊管理局。**
7. 如有任何查詢，請致電 28715500 聯絡管理局。

**Note: Please fill in the information as required in the page of REPLY SLIP and return it along with your completed Declaration Form.**

**注意：請填寫“回條”一頁所須資料，並連同已填妥的申報書一併交回。**

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**For contract/works order with value of construction work not exceeding HK\$ 1 million**  
**適用於建造工作價值不多於港幣 100 萬元的合約或施工通知**

<b>Principal Contractor Information 總承建商資料</b>			
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	

<b>Construction Work Particulars 建造工作詳情</b>			
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)	
(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)			
Construction Period 施工時期:		From_____ to至 _____ ( ) months 月數	

<b><u>Declaration of the Principal Contractor's Authorized Person</u></b>	
<b>總承建商的獲授權人聲明</b>	
<p>1. I have carefully read and clearly understand the part of "Points to Note" before completing this Declaration Form.</p> <p>2. I declare that all the information given and documents furnished by me in this Declaration 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 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 this Declaration.</p>	<p>Name, Post and Signature of Principal Contractor's Authorized Person and Company Chop: 總承建商的獲授權人姓名、職位、簽署及公司蓋章： (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>
<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. 本人聲明本人在申報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，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與本申報書的有關機構索取資料。</p>	

<b><u>Personal Information Collection Statement 收集個人資料聲明</u></b>	
<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有關事項的申請及其他相關事宜之用。</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>	



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

**REPLY SLIP 回條**

(Part I: To be completed by the Principal Contractor 第一部份：供總承建商填寫)

To:	(Name of Authorized Person 獲授權人姓名)
	(Name of Principal Contractor 總承建商名稱)
	(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))
	(Fax No. 傳真號碼)

(Part II: To be completed by the Authority 第二部份：供管理局填寫)

Your declaration form is given a CWRA reference No.:

閣下申報書的參考編號: EF/20\_\_/0\_\_\_\_ (1M)

Based on the information provided in your Declaration Form, your declaration for exemption from providing electronic card reading device for the above contract / works order is hereby  
根據閣下申報書所提供的資料，就上述合約/施工通知豁免於建造工地提供電子讀證裝置  
閣下所提出的申報現已:

- Accepted 接納
- Not accepted 不接納 (Reason 原因:\_\_\_\_\_)

Construction Workers Registration Authority  
建造業工人註冊管理局

Authority's Chop 管理局蓋章: \_\_\_\_\_

Date 日期: \_\_\_\_\_

Subject Officer's Signature: \_\_\_\_\_