



# 建造業工人註冊管理局

工人註冊處 (香港仔總處)

香港香港仔漁光道 95 號六樓

(A120116028)

## 收據

茲收到 \_\_\_\_\_

交付金額: HK\$ 100

作為繳付 申請建造業工人註冊續證的費用



2012 年 1 月 18 日

(R-30/01/2012-7) Printed at 9:48:37 on 18/01/2012



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## 領取註冊證通知信

此通知信的收信人在獲發註冊證前，可根據《建造業工人註冊條例》(第 583 章) 親自在建造工地進行建造工作。如有任何疑問，請致電 2873 1911 向建造業工人註冊管理局查詢。  
建造業工人註冊管理局

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若你申請註冊所需的資格能依期獲核實，你的建造業工人註冊證將於下述期間備妥，屆時請你帶備此通知信連註冊費收據、及香港身份證於本處開放時間內到本處領取。如你在此之前已持有註冊證，亦須於領取新證時繳還舊證。如你所持有的舊證已遺失，你必須要辦領由香港警務處發出的遺失財物報告表，亦須於領取新證時親身繳交報告表及辦理遺失申請，費用為 HK\$100 (現金)。領取期限及地點如下：

領取日期：2012 年 1 月 30 日 至 2012 年 2 月 29 日 請於取證前先致電查詢

地點：香港香港仔漁光道 95 號六樓

若你授權他人代領，代領人必須出示此通知信連註冊費收據、你的授權書正本、及你的香港身份證副本。本處亦會查核代領人的身份證明文件並作記錄。

如有查詢，請於本處開放時間內致電 21009258 與本處職員聯絡。

## 要換新卡



2012 年 1 月 18 日

本處開放時間：星期一至星期五

上午 10:00 時至下午 01:00 時；

下午 02:00 時至晚上 07:00 時

星期六、日及公眾假期休息；中秋節、冬至及農曆大除夕的工作日，於下午 4 時後休息

致：建造業工人註冊管理局  
工人註冊處

代領註冊證授權書

本人\_\_\_\_\_，香港身份證號碼\_\_\_\_\_（    ），現委託<sup>#</sup>  
\_\_\_\_\_先生/女士（身份證號碼\_\_\_\_\_）代本人  
領取「建造業工人註冊證」，並附上註冊費收據、領證通知書的正本及本人的身  
份證副本以供查核。

另外，本人在此之前（請在以下適當位置加上✓號），

- 並未持有註冊證
- 已持有註冊證，現繳還舊證予工人註冊處註銷

申請人姓名：\_\_\_\_\_

簽署：\_\_\_\_\_

日期：\_\_\_\_\_

# 代領人必須年滿 18 歲及持有印有代領人照片的身份證明文件。



**Construction Workers Registration Authority**  
**Workers Registration Office (Aberdeen Headquarters)**  
 6/F., 95 Yue Kwong Road, Aberdeen, Hong Kong

(A120116028)

**Receipt**

Received from: \_\_\_\_\_

Amount: HK\$ 100

For: Application Fee for Renewal of Registration as a Registered Construction Worker

18/1/2012

SAMPLE

The Registrar



(R-30/01/2012-7) Printed on 18/01/2012



**Construction Workers Registration Authority**  
**Workers Registration Office (Aberdeen Headquarters)**  
 6/F., 95 Yue Kwong Road, Aberdeen, Hong Kong

**Notification of  
 Registration Card Collection**

Mr./Ms. \_\_\_\_\_

The recipient of this Notification is entitled to, prior to issue of the Registration Card, personally carry out on a construction site construction work in accordance with Construction Workers Registration Ordinance (Cap. 583). Please call the Construction Workers Registration Authority on 2873 1911 in case of enquiries.  
 Construction Workers Registration Authority

Subject to the availability of the result of the verification of your qualification, your Construction Workers Registration Card will be ready for collection within the period and at the place as shown below. Please bring along this notification together with the receipt, and your Hong Kong Identity Card to collect the Registration Card from our office during opening hours. If you already possess a Registration Card, you are required to return it in exchange for the new one. If the last Registration Card has been lost, you are required to report the case to the Hong Kong Police Force ("HKPF"), and submit the Lost Property Report Form issued by HKPF for the Lost Card Application with a fee of HK\$100 (Cash) at the time you personally pick up the new card.

Period: 30/1/2012 to 29/2/2012 Please call before collecting your card

Place: 6/F., 95 Yue Kwong Road, Aberdeen, Hong Kong

If you authorize someone to collect the card on your behalf, the authorized person must produce this notification together with the receipt, your authorization letter, and a photocopy of your Hong Kong Identity Card. We shall also check and record his/her identity documents.

Should you have any queries, please contact us at (21009258) during opening hours.

**Replace New Card** ,

18/1/2012

The Registrar



Opening Hours: Monday to Friday

10:00 a.m. - 01:00 p.m.

02:00 p.m. - 07:00 p.m.

Closed on Saturdays, Sundays & Public Holidays;

Closed after 4p.m. on working days at Mid-autumn Festival, Winter Solstice and Chinese New Year Eve

To: Workers Registration Office  
Construction Workers Registration Authority

**Authorization of A Representative to Collect My Registration Card**

I, \_\_\_\_\_, HK Identity Card No. \_\_\_\_\_ ( ),  
(name)  
hereby authorize <sup>#</sup> Mr./Ms. \_\_\_\_\_ (HKID No. \_\_\_\_\_) to  
collect the Construction Workers Registration Card to be issued to me on my behalf. I  
enclose herewith the Notification of Registration Card Collection together with the  
receipt, and a photocopy of my HKID Card for your examination.

( Please put a "✓" in the appropriate box )

- I hereby declare that I am not in possession of any Construction Workers  
Registration Card issued to me
- I return herewith the last Registration Card issued to me for your disposal

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Your representative must be aged 18 or over and hold an identification document with his/her  
photograph.