



“Book for Your Group Registration”
Group Submission of Workers’ Registration Applications

The Construction Workers Registration Authority is pleased to announce the “Group Submission of Applications” to introduce more efficient and flexible arrangements to the convenience of workers. Companies / Organisations / Employers can now simply call the Registration Office to book for group registration quota. Under such arrangement, workers shall be able to complete the registration process efficiently within the period(s) assigned. The registration cards, upon authorisation by the workers, can also be collected by the respective companies / organisations / employers for distribution.

Interested companies / organisations / employers are kindly requested to assign a person-in-charge as the contact point for the Registration Office and to observe the following procedures for “Group Submission of Application”:

- (1) Call up the Registration Office at **2873 3002** to reserve the number of places for group registration;
- (2) The Registration Office, according to the number of places requested, will confirm with the person-in-charge on the date(s) and the period(s) allocated for registration. Respective companies / organisations / employers are requested to arrange workers to come for registration on the date(s) allocated. To streamline the application process, respective companies / organisations / employers are kindly requested to help check and ensure that all documents submitted comply with the registration requirements and are in order. Applicants holding the Green Card / trade test certificate(s) issued by the Construction Industry Training Authority are not required to provide copies of the said documents;
- (3) Please assist to ensure workers go to the preferred Registration Office on the date and time allocated for registration and photo-shooting, bringing along the originals of the requisite documents and the application form for verification (Holders of Green Card / trade test certificate(s) issued by the Construction Industry Training Authority are not required to present the originals as verification of the said documents can be made online);
- (4) In accordance with the Construction Workers Registration (Fees) Regulation, the application fee is \$100 (the registration will be valid for 3 years).
- (5) To avoid a waste of the registration places reserved for any group, rescheduling request should reach the Registration Office before a specified date to facilitate alternate arrangement.

The Authority would like to call on your support to make use of group submission of workers’ registration applications. The application forms are now available from our Registration Offices, District Offices and related trade unions and trade associations, or downloadable from CWRA’s website at www.cwra.org.hk. The addresses of our Registration Offices are listed below:

Registration Office	Address
Aberdeen Headquarters	Level 6, CITA Management Training and Trade Testing Centre, 95 Yue Kwong Road, Aberdeen, Hong Kong
Kowloon Bay Branch Office	G/F., CITA Kowloon Bay Training Centre, 44 Tai Yip Street, Kowloon Bay, Kowloon
Kwai Chung Branch Office	G/F., CITA Kwai Chung Training Centre, 7 Kwai Hop Street, Kwai Chung, N.T.
Sheung Shui Branch Office	G/F., CITA Sheung Shui Training Centre, 1 Fung Nam Road, Sheung Shui, N.T.

We shall be most pleased to arrange a briefing for the person-in-charge of the group registration should you require assistance on how to fill up the application form and on the qualification requirements for respective trades and proof of work experience. Please call the Registration Office at **2873 1911 for enquiries.**

Secretariat
Construction Workers Registration Authority