To : ALL Registered General Building Contractors
ALL Registered Specialist Contractors

Dear Sir/Madam,

Continuing Professional Development Course for
Registered General Building Contractors and
Registered Specialist Contractors
Applying for Renewal or Restoration of Registration

I am pleased to inform you that the Hong Kong Institute of Construction (HKIC) will continue to provide in 2019 to 2020 the Continuing Professional Development (CPD) course for Registered General Building Contractors and Registered Specialist Contractors who intend to apply for renewal or restoration of their registration.

2. The CPD course is aimed at updating the contractors on the latest development of the building industry with particular reference to the legislation, codes of practice, practice notes, etc. The information leaflet and application form of the CPD course are attached at Appendix I of this letter.

3. As mentioned in paragraphs 2 and 12 of Appendix J to Practice Note for Registered Contractors No. 38 (PNRC 38), in general an application for renewal or restoration of registration would not be referred to the Contractors Registration Committee (CRC) for interview and assessment except in the following circumstances:-

(a) the contractor has been inactive in relevant building works in the past registration period (i.e. without a job reference on a minimum of one relevant building project as defined in paragraphs 6 and 7 of Appendix M to PNRC 38); or

(b) there have been new incidents or circumstances that require further consideration on the suitability of the contractor’s registration. New incidents or circumstances include, but are not limited to, the contractor’s records in respect of the aspects stipulated in paragraph 2(b) of Appendix J to PNRC 38 and subject to paragraph 1 of Appendix M to PNRC 38.

4. Subject to paragraphs 5 and 6 below, inactive contractors who do not have a satisfactory job reference on a relevant building project in the past registration period may be exempted from the requirement to attend an interview conducted by the CRC if they have completed the CPD course within 3 years before the date of submission of the renewal or restoration application and provided the course certificate upon application.

/5. RC....
5. Contractors who have conviction or disciplinary records, or have been suspended by the Development Bureau or the Housing Authority to tender for public works in the past registration period, will be required to attend an interview conducted by the CRC upon application for renewal or restoration of registration even if they have attended the CPD course.

6. Contractors who have not made use of the exemption arrangement and attended an interview for renewal or restoration of registration but failed in the interview, will not be allowed to make use of the exemption arrangement upon subsequent application(s).

7. It must be emphasised that the availability of the CPD course will depend on the actual number of applicants. HKIC has the discretion to cancel any course due to low enrolment or any other unforeseen factors at its discretion. If HKIC terminates the CPD course, the exemption arrangement as mentioned above will also cease automatically.

8. If you have any questions regarding the course details, please contact the Centre for Professional Development of the HKIC at tel. no. 2100 9000. For other enquiries, please contact our Ms KONG Yuk-yin Kristy, Structural Engineer/Registration, at tel. no. 2626 1922.

Yours faithfully,

[Signature]

(YU Po-mei, Clarice)
Assistant Director / Corporate Services for Building Authority

c.c. Centre for Professional Development, Hong Kong Institute of Construction
Continuing Professional Development Course for Registered Contractors

With reference to the requirements as stipulated in Practice Note for Registered Contractors 38 (PNRC 38) issued by the Buildings Department, the Building Authority would refer an application by a Registered General Building Contractor (RGBC) or a Registered Specialist Contractor (RSC) for renewal or restoration of registration to the Contractors Registration Committee (CRC) for interview and assessment if the contractor has been inactive in relevant building works in the past registration period.

Under such circumstances, HKIC has provided the Continuing Professional Development (CPD) course for RGBC and RSC who intended to apply for renewal or restoration of registration. The CPD course is aimed at updating the RGBC and RSC on the latest development of the building industry with particular reference to the legislation, codes of practice, practice notes, etc. Besides, BD has agreed that inactive contractors who do not have a satisfactory job reference on a relevant building project in the past registration period may be exempted from the requirement to attend an interview conducted by the CRC if they have completed the CPD course organised by HKIC not more than 3 years before the date of submission of the renewal or restoration application. However, RGBC and RSC who have conviction or disciplinary records, or have been suspended by the Development Bureau or the Housing Authority to tender for public works in the past registration period, will be required to attend an interview conducted by the CRC upon application for renewal or restoration of registration even if they have attended the CPD course.

For those who wish to apply as RGBC are required to attend all Module 1 sessions. For those who wish to apply as RSC are required to attend respective and related modules (Module 2 to Module 6) in addition to Module 1 as and when required.

<table>
<thead>
<tr>
<th>Module</th>
<th>Course Contents</th>
<th>Duration</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Course For Registered General Building Contractors And Registered Specialist Contractors</strong>&lt;br&gt;Latest Statutory Requirements Affecting the Building Industry:&lt;br&gt;Buildings Ordinance and Regulations; Labour and labour safety; Environmental Protection and Environmental Issues; MTRC; Civil Engineering; Highways; Transportation; Water Supplies; Drainage Services; Fire Services; Electrical and Mechanical Services; Ethical Issues and Prevention of Bribery Ordinance and Construction Workers Registration System</td>
<td>3 hours x 5 sessions</td>
<td>18:30 – 21:30</td>
</tr>
</tbody>
</table>

For those who wish to apply as RGBC are required to attend all Module 1 sessions. For those who wish to apply as RSC are required to attend respective and related modules (Module 2 to Module 6) in addition to Module 1 as and when required.
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</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Additional Course for Specialist Contractors (Demolition Category)</td>
<td>6 hours for each module (3 hours x 2 sessions), RSC should attend respective and related module(s) as and when required</td>
<td>18:30 – 21:30</td>
</tr>
<tr>
<td>3.</td>
<td>Additional Course for Specialist Contractors (Foundation Category)</td>
<td>6 hours for each module (3 hours x 2 sessions), RSC should attend respective and related module(s) as and when required</td>
<td>18:30 – 21:30</td>
</tr>
<tr>
<td>4.</td>
<td>Additional Course for Specialist Contractors (Site Formation Category)</td>
<td>6 hours for each module (3 hours x 2 sessions), RSC should attend respective and related module(s) as and when required</td>
<td>18:30 – 21:30</td>
</tr>
<tr>
<td>5.</td>
<td>Additional Course for Specialist Contractors (Ground Investigation Field Works Category)</td>
<td>6 hours for each module (3 hours x 2 sessions), RSC should attend respective and related module(s) as and when required</td>
<td>18:30 – 21:30</td>
</tr>
<tr>
<td>6.</td>
<td>Additional Course for Specialist Contractors (Ventilation Category)</td>
<td>6 hours for each module (3 hours x 2 sessions), RSC should attend respective and related module(s) as and when required</td>
<td>18:30 – 21:30</td>
</tr>
</tbody>
</table>

Medium of Instruction: Cantonese

Mode of Attendance: Part-time evening

Comencing: Application form can be submitted in advance, HKIC will notify the exact commencement date individually

Venue: HKIC, Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon

Target Candidates: Any RGBC or RSC are eligible to attend this CPD course. All applicants must be registered by BD and acted as Authorised Signatory (AS) for their companies.

Award of Certificate: Attended the whole course and complete the assignment for award the certificate of attendance.

Course Fee: 

<table>
<thead>
<tr>
<th>Module</th>
<th>Course Fee</th>
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<tbody>
<tr>
<td>1-2</td>
<td>HK$2,800</td>
</tr>
<tr>
<td>3-6</td>
<td>HK$3,800</td>
</tr>
</tbody>
</table>

Enquiry: 2100 9000

Application Form: Please use the 'CRR' course application form

2018-19 v1
Course Name: Continuing Professional Development Course for Registered Contractors

Please select respective and related module(s) as and when required (Any RGCBC or RSC are eligible to attend this CPD course)

(RSC should attend Module 1 and the following related module(s):

3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
4. You are also entitled to request access to and correction of any errors in your personal data.

Personal Particulars

Name (Chinese) Name (English)

Date of Birth

Sex

HKID Card No.

Moblie

Fax No.

Mailing Address

Employer

Company Name:

Education Level

□ Primary School

□ Secondary School

□ Tech. Inst.

□ University / College

□ Professional / Others

□ Basic Industry College

□ Middle Industry College

□ Senior Industry College

□ Others

Personal Data Collection Statement

1. The personal data you provide to the Construction Industry Council or Hong Kong Institute of Construction (the "CIC or HKIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC or HKIC. The personal data you provide may include personal data as defined in the Ordinance, such as name, contact information, qualification, professional experience, and any other data that may be related to your professional activities. The personal data you provide will be used solely for the purpose of conducting courses and training activities, registering and conducting events, and providing information on current information. If you provide false information, the application will be rejected.

2. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please put a "Y" in the box for appropriate administrative arrangement.

3. You must provide complete information. If you do not provide complete information, the CIC or HKIC may be unable to process and/or consider your application.

4. Declaration of Applicant

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my rights to apply for this course.

2. I consent that if registered, I will conform to the regulations of HKIC.

Signature of Applicant

Date

To be completed by the applicant for sending admittance notice. This form is to be filled in by the applicant and is to be kept by the applicant.

Name:

Mailing Address

Appendix I

RSC should attend Module 1 and the following related module(s):

Module 1 – Course For Registered General Building Contractors and Registered Specialist Contractors

Module 2 – Additional Course for Specialist Contractors (Demolition Category)

Module 3 – Additional Course for Specialist Contractors (Foundation Category)

Module 4 – Additional Course for Specialist Contractors (Site Formation Category)

Module 5 – Additional Course for Specialist Contractors (Ground Investigation Field Works Category)

Module 6 – Additional Course for Specialist Contractors (Ventilation Category)

Each module:

Course Fee: HK$3,800.00

Notes to applicant:

1. Please read the Personal Data Collection Statement before completing this form.

2. Please fill in the form in single language.

3. You must provide complete information.

4. Please put a "Y" in the box for appropriate administrative arrangement.