

17 March 2023

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 2023 to 2024 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 14 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. ...

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.

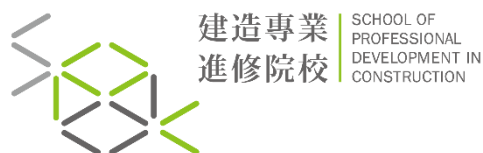
8. If you have any questions regarding the course details, please contact the School of Professional Development in Construction of the HKIC at tel. no. 2100 9000. For other enquiries, please contact our Mr PANG Wai Nicky, Building Surveyor/Registration, at tel. no. 3842 5026.

Yours faithfully,



( TAM Wing-cheung )  
Assistant Director/Corporate Services  
for Building Authority

c.c. School of Professional Development in Construction,  
Hong Kong Institute of Construction



建造專業  
進修院校  
SCHOOL OF  
PROFESSIONAL  
DEVELOPMENT IN  
CONSTRUCTION



香港  
建造  
學院  
HONG KONG  
INSTITUTE  
OF  
CONSTRUCTION

CRRZ

### Continuing Professional Development Course for Registered Contractors

註冊承建商持續專業進修課程

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.

根據屋宇署《註冊承建商作業備考》38 的規定，若註冊一般建築承建商註冊或專門承建商在過往的註冊期內，沒有參與《建築物條例》訂明的有關建築工程或公共工程，則建築事務監督會轉介其續期或將其姓名或名稱重新列入名冊的申請予承建商註冊事務委員會來進行面試及評審。

有見及此，香港建造學院現舉辦一個特別為註冊一般建築承建商及註冊專門承建商有意申請續期或將其姓名或名稱重新列入名冊而設的「註冊承建商持續專業進修課程」。藉此課程，本學院希望註冊一般建築承建商及註冊專門承建能更新其對建築業管制法例及作業備考的最新知識。同時，本學院經與屋宇署相討後，屋宇署已同意就那些在過去註冊期間沒有參與《建築物條例》訂明的有關建築工程或公共工程的註冊一般建築承建商及註冊專門承建，只要他們能在遞交有關申請前不多於三年修畢這課程，他們在申請續期或將其姓名或名稱重新列入名冊時便可獲豁免所需的面試。上述豁免安排並不適用於那些在過去註冊期內曾觸犯法例、被紀律處分或被停牌的註冊一般建築承建商及註冊專門承建，此等承建商在申請續期或將其姓名或名稱重新列入名冊時仍然須接受面試。

註冊一般建築承建商須修讀單元 1 課程。註冊專門承建商須修讀單元 1 另須額外修讀單元 2 至單元 6 內適用於其註冊之專門工程單元。

Module 單元	Course Contents 課程內容	Duration 授課時數	Time 上課時間
1.	<p><b><u>Course For Registered General Building Contractors And Registered Specialist Contractors</u></b> Latest Statutory Requirements Affecting the Building Industry : 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</p> <p><b><u>註冊一般建築承建商及註冊專門承建商所修讀之課程</u></b> 與建造業有關之最新法例和要求： 建築物條例及規例；環境保護及環保問題；勞工及工人安全；消防；機電；水務工程；渠務工程；土木工程；道路工程；運輸；港鐵；建造業工人註冊制度；道德守則及防止貪污條例</p>	<p>3 hours x 5 sessions  3 小時 x 5 堂</p>	19:00 – 22:00

Module 單元	Course Contents 課程內容	Duration 授課時數	Time 上課時間
2.	<b>Additional Course for Specialist Contractors (Demolition Category)</b> Statutory Requirements Affecting Demolition Activities; Supervision of Demolition Works; Safety Issues in Demolition Works <b>註冊專門承建商(拆卸工程)額外修讀之課程</b> 與拆卸工程有關之法規；拆卸工程之監督；拆卸工程之施工安全	6 hours for each module (3 hours x 2 sessions), RSC should attend respective and related module(s) as and when required  每個單元一律為 6 小時 (3 小時 x 2 堂)，註冊專門承建商須選讀合適之單元	19:00 – 22:00
3.	<b>Additional Course for Specialist Contractors (Foundation Category)</b> Monitoring and Testing of Foundation Works; Control and Monitoring of Adjoining Sites / Buildings ; Safety Issues in Foundation Works <b>註冊專門承建商(基礎工程)額外修讀之課程</b> 基礎工程的監控及測試；鄰近地盤 / 樓宇的監控；基礎工程之施工安全		
4.	<b>Additional Course for Specialist Contractors (Site Formation Category)</b> Shoring and Supporting System for Site Formation; Supervision of Site Formation Works; Safety Issues in Site Formation Works <b>註冊專門承建商(地盤平整工程)額外修讀之課程</b> 工地平整的支撐系統；工地平整的監督；工地平整的施工安全		
5.	<b>Additional Course for Specialist Contractors (Ground Investigation Field Works Category)</b> Supervision of Ground Investigation Works; Proof Testing of Foundation Works and Preparation of Proof Test Reports; Safety Issues in GIFW <b>註冊專門承建商(現場土地勘測工程)額外修讀之課程</b> 現場土地勘測工程的監督；基礎工程驗證測試及編寫驗證測試報告；現場土地勘測工程的施工安全		
6.	<b>Additional Course for Specialist Contractors (Ventilation Category)</b> Fire Services Ordinances; Fire Services Regulations and FSD Circular Letters; Environmental concerns and Licensed Premises Ordinances and Regulations; Safety and environmental concerns on ventilation system; Ventilation / air-conditioning control system; requirements on prevention of flame spread in ventilation system; smoke-free evacuation. <b>註冊專門承建商(通風系統工程)額外修讀之課程</b> 消防條例；規例及消防處通函；有關環境保護及持牌處所條例及規例；通風系統安全及環保問題；通風(防火)控制；通風防燃措施；無煙逃生		

Medium of Instruction 授課語言	Cantonese 廣東話
Study Mode 課程制式	Part-time evening 夜間部份時間制 : 19:00-22:00
Venue 上課地點	HKIC, Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon 九龍 九龍灣大業街 44 號 香港建造學院 九龍灣院校
Target Candidates 收生對象	<b>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.</b> (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 of registration even if they have attended the CPD course.) <b>此課程為有需要之獲授權簽署人而設及適用於註冊一般建築承建商或註冊專門承建商。</b> (承建商如在過往的註冊期內曾觸犯法例、被紀律處分或被環境運輸及工務局或房屋委員會暫時禁止競投公共工程的註冊承建商，即使已經參加持續專業進修課程，在申請註冊續期時仍須接受承建商註冊事務委員會的面試。)
Award of Certificate 證書頒發	Attended the whole course and complete the assignment 出席全部課堂及完成課堂內之習作。
Course Fee 課程費用	單元1 註冊一般建築承建商及註冊專門承建商所修讀之課程：HK\$2,800 單元2至單元6 註冊專門承建商額外修讀之課程：每個單元HK\$3,800
Enquiry 查詢課程	2100 9000 janetchan@hkic.edu.hk
Application Method 報名方法	Please apply online on <a href="#">SPDC portal</a> 請透過建造專業進修院校的 <a href="#">網上報名系統</a> 報名

**Application for Admission to 報讀課程名稱：** (Please mark ✓ in the appropriate box 課程選擇)

Continuing Professional Development Course for Registered Contractors 註冊承建商持續專業進修課程	CRRZ
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Module / Category 單元類別 [Please ✓ the box 請在適當的方格內加✓]	Registration Expiry Date 註冊承建商的牌照期滿日期	Registration No. 註冊編號
<input type="checkbox"/> Module 1 – Course For Registered General Building Contractors and Registered Specialist Contractors 單元 1 – 註冊一般建築承建商及註冊專門承建商所修讀之課程	Y            M            D 年            月            日	
<b>RSC should attend Module 1 and the following related module(s) : 註冊專門承建商須修讀單元 1 及以下適用之單元 :</b>		
<input type="checkbox"/> Module 2 – Additional Course for Specialist Contractors (Demolition Category) 單元 2 – 註冊專門承建商(拆卸工程)額外修讀之課程	Y            M            D 年            月            日	
<input type="checkbox"/> Module 3 – Additional Course for Specialist Contractors (Foundation Category) 單元 3 – 註冊專門承建商(基礎工程)額外修讀之課程	Y            M            D 年            月            日	
<input type="checkbox"/> Module 4 – Additional Course for Specialist Contractors (Site Formation Category) 單元 4 – 註冊專門承建商(地盤平整工程)額外修讀之課程	Y            M            D 年            月            日	
<input type="checkbox"/> Module 5 – Additional Course for Specialist Contractors (Ground Investigation Field Works Category) 單元 5 – 註冊專門承建商(現場土地勘測工程)額外修讀之課程	Y            M            D 年            月            日	
<input type="checkbox"/> Module 6 – Additional Course for Specialist Contractors (Ventilation Category) 單元 6 – 註冊專門承建商(通風系統工程)額外修讀之課程	Y            M            D 年            月            日	

**Notes to Applicant 申請人注意：**

- Please fill in the form in single language (unless requested otherwise). 請以單一文字填寫(特別註明除外)。
- Personal Information should correspond with that on your HKID Card. 填報之個人資料應與香港身份證相同。
- Please tick the appropriate box 請在適當空格填上✓號。
- Applications in person should be submitted to Hong Kong Institute of Construction, School of Professional Development in Construction, 4/F., Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon or mail to 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong Institute of Construction or fax to 2100 9575. 申請表可親身交往：九龍灣大業街 44 號 九龍灣院校 4 樓 香港建造學院 建造專業進修院校 或郵寄往九龍觀塘駿業街 56 號中海日升中心 38 樓 香港建造學院 或傳真至 2100 9575。
- Applicant need not to pay the course fee when submitting the application form. HKIC will inform the successful applicant about the payment before the commencement of the course. (Paid course fee is not refundable) 申請人在遞交報名表時毋須繳付學費。本學院會於開課前聯絡獲取錄之申請人有關繳交學費事宜。(已繳交之學費，將不會獲退回)。

**Personal Particulars 個人資料** (Please write in capital letters 請用正楷填寫)

Name (Chinese) 姓名(中文): \_\_\_\_\_ Name (English) 姓名(英文): \_\_\_\_\_  
(As shown on HKID or Passport 按香港身份證或護照所示)

Date of Birth 出生日期: \_\_\_\_\_ Y 年 \_\_\_\_\_ M 月 \_\_\_\_\_ D 日 Age 年齡: \_\_\_\_\_ Sex 性別: \_\_\_\_\_ HKID Card No. 身份證號碼: \_\_\_\_\_ ( )

Tel. No.(Day) 電話(日): \_\_\_\_\_ Mobile 手提電話: \_\_\_\_\_ Fax No. 傳真號碼: \_\_\_\_\_

Mailing Address 通訊地址: \_\_\_\_\_ Email Address 電郵地址: \_\_\_\_\_

Present Employer 現職公司 / 僱主名稱: \_\_\_\_\_ Position 職位: \_\_\_\_\_

**Education Level 教育程度**  
 Primary 小學     Secondary 中學     Tech. Inst. 工業學院     University / College 大學 / 專上學院     Professional / Others (Please provide the name of the affiliated institution) 專業 / 其他 (請提供所屬專業學會名稱) \_\_\_\_\_

**Related Qualifications 相關資歷：**

I am an Authorized Signatory of the company. 本人是所屬公司的獲授權簽署人。

<b>《 Personal Data Collection Statement 》 《 收集個人資料聲明 》</b>	<b>Declaration 申請人聲明</b>
<p>1. The information 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 你向建造業議會或香港建造學院(「議會或學院」)所提供的資料, 包括《個人資料(私隱)條例》所指的個人資料, 只會用於相關議會或學院之活動。</p> <p>2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry. 為讓你得知最新的議會或學院活動和行業內發展情況, 議會或學院將使用你的個人資料, 包括你的姓名、電話號碼、郵寄和電郵地址, 將有關訓練課程、測試、註冊、活動項目、議會或學院工作和建造業其他方面的最新資訊提供給你。</p> <p>3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent. 在未經你的事先同意前, 議會或學院不會將你的個人資料轉移給任何第三方。</p> <p>4. It is obligatory for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a " " in the box below. 你必須向議會或學院提供完整的資料。如你未能提供完整的資料, 議會或學院或無法處理及/或考慮你的申請。你可選擇是否同意接收上述資訊。若不同意的話, 請於下列有關拒收資訊一欄之空格內加上「 」號。</p> <p>5. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong. 你有權要求查閱及修正你的個人資料。有關申請須以書面向議會或學院提出, 地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。</p> <p><input type="checkbox"/> I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry. 本人不同意日後接收由建造業議會或香港建造學院發出有關議會或學院活動和與建造業相關的資訊。</p>	<p>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 right to apply for this course. 本人聲明本報名表內所載一切資料, 依本人所知均屬真確, 並知道倘若虛報資料, 申請即屬無效, 且喪失其後報讀本課程的資格。</p> <p>2. I consent that if registered, I will conform to the regulations of HKIC. 本人同意如本人註冊入學, 當遵守香港建造學院之學生守則。</p> <p>Signature of Applicant 申請人簽署 _____ Date 日期 _____</p> <p>To be completed by the applicant for sending admittance notice. 此欄由申請人清楚填寫</p> <p>Name 姓名: _____</p> <p>Mailing Address 通訊地址: _____</p>