

致：所有 註冊一般建築承建商  
所有 註冊專門承建商

先生/女士

為註冊一般建築承建商及註冊專門承建商  
申請註冊續期或將姓名或名稱重新記入名冊而設的  
註冊承建商持續專業進修課程

本署現特告知，香港建造學院會繼續為有意申請註冊續期或將其姓名或名稱重新列入名冊的註冊一般建築承建商及註冊專門承建商在2021至2022年間提供註冊承建商持續專業進修課程。

2. 這項進修課程的目的，是向承建商講授建築業的最新發展，並會特別著重於與業界有關法例、守則、作業備考等知識。有關這項課程的資料單張及申請表格載於本函的附錄 I。

3. 如《註冊承建商作業備考》38 附錄 J 第 2 及 12 段所述，除下述的情況外，一般來說，註冊續期或將其姓名或名稱重新列入名冊申請毋須轉交予承建商註冊事務委員會進行面試及評審：

- (a) 承建商在過往的註冊期內並無參與有關的建築工程(即未有就最少一項屬《註冊承建商作業備考》38 附錄 M 第 6 及第 7 段所界定的相關建築工程提供工作證明)；或
- (b) 因有新的事件或情況出現而令該委員會須再就承建商是否適合註冊一事進行審議。這些新近出現的事件或產生的情況包括(但不限於)承建商涉及《註冊承建商作業備考》38 附錄 J 第2(b)段所訂的事項及符合《註冊承建商作業備考》38 附錄 M 第 1 段規定的記錄。

4. 在受制於下文第 5 及 6 段所述的規限，如承建商沒有參與有關工程(即在過往的註冊期內未能就一項有關的建築工程取得令人滿意的工作經驗證明)，只要他們能在遞交有關申請前的三年內修畢上述課程，並在申請註冊續期或將其姓名或名稱重新列入名冊時連同課程證書提交，便可能會獲豁免相關面試。

5. 承建商如在過往的註冊期內曾觸犯法例而被定罪、被紀律處分或被發展局或房屋委員會暫時禁止競投公共工程的註冊一般建築承建商及註冊專門承建商，即使他們已經修畢持續專業進修課程，在申請註冊續期或將其姓名或名稱重新列入名冊時仍須接受相關面試。

6. 承建商如沒有運用上述豁免面試的安排，在申請註冊續期或將其姓名或名稱重新列入名冊時曾接受面試而未能通過者，則他們在其後的申請，將不會獲當局批准豁免相關面試。

7. 請注意，香港建造學院所舉辦的持續專業進修課程會視乎實際報讀人數而決定班數，並保留酌情權決定因人數不足或在特殊情況下，取消有關的課程。如果香港建造學院取消有關課程，上述的豁免接受面試安排亦會自動取消。

8. 如對有關持續專業進修課程有任何疑問，請致電 2100 9000 與香港建造學院專業發展中心聯絡。如有其他查詢，請致電 3842 5085 與本署註冊組結構工程師陳志揚先生聯絡。

建築事務監督

(助理署長 / 機構事務 談永祥



代行)

2021年 5 月31日

副本送：  
香港建造學院專業發展中心



## Continuing Professional Development Course for Registered Contractors

### 註冊承建商持續專業進修課程

**CRRZ**

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要接受面試。

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></p> <p>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></p> <p>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><b>3 hours</b> <b>x</b> <b>5 sessions</b></p> <p><b>3 小時 x 5 堂</b></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><u>Additional Course for Specialist Contractors (Demolition Category)</u></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><u>Additional Course for Specialist Contractors (Foundation Category)</u></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><u>Additional Course for Specialist Contractors (Site Formation Category)</u></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><u>Additional Course for Specialist Contractors (Ground Investigation Field Works Category)</u></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><u>Additional Course for Specialist Contractors (Ventilation Category)</u></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
Commencing 開課日期	Application form can be submitted in advance, HKIC will notify the exact commencement date individually 先報名，本學院另行通知開課日期
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 Form 報名表格	Please use the 'CRRZ' course application form 請使用印有「CRRZ」之報名表



**Course Name : Continuing Professional Development Course for Registered Contractors**  
**課程名稱 : 註冊承建商持續專業進修課程**

**Please select respective and related module(s) as and when required 請選擇所報讀之單元**

(Any RGBC or RSC are eligible to attend this CPD course)

(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)

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	Course Fee 學費	<b>Notes to applicant 申請人注意:</b> 1) Please read the Personal Data Collection Statement before complete this form. 填表前, 請先細閱「個人資料收集聲明」 2) Please fill in the form in single language 請以單一文字填寫 3) English name should be as shown on HKID or Passport 填報之中、英文姓名必須與香港身分證相同 4) Please ✓ the box 請在適當的□內✓ <b>Enquiry 查詢</b> 2100 9000 <b>Fax No. 傳真號碼</b> 2100 9575
<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 )	HK\$2,800.00	
<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>		Each module : 每單元 HK\$3,800.00	
<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 )		

**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 按香港身分證或護照所示)

Date of Birth 出生日期: \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D \_\_\_\_\_ 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: \_\_\_\_\_

Employer 公司名稱: \_\_\_\_\_ Registration No. 註冊編號: \_\_\_\_\_

**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 專業 / 其他 \_\_\_\_\_

《 Personal Data Collection Statement 》 《 收集個人資料聲明 》	Declaration 申請人聲明
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。 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。 3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent. 在未得你的事先同意前, 議會或學院不會將你的個人資料轉移給任何第三方。 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。 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。 <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。	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。 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。
Signature of Applicant 申請人簽署 _____ Date 日期 _____ To be completed by the applicant for sending admittance notice. 此欄由申請人清楚填寫 Name 姓名: _____ Mailing Address 通訊地址: _____	