

<b>Course : Safety Training Course for Certified Workers of Confined Spaces Operation</b> <b>課程： 密閉空間作業核准工人安全訓練課程</b>	<b>Enquiry Hotline</b> <b>查詢熱線</b> <b>2100 9000</b>	<b>Fax No. 傳真號碼</b> <b>2100 9576</b> (Application is NOT accepted by FAX) (不接受傳真報名)
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**HKIC shall inform you of the class arrangement by mobile SMS. Please pay attention to your mobile SMS.**  
**上課通知安排：學院將以電話短訊 SMS 通知上課安排，請留意手機短訊 SMS。如遞交申請表後兩個月仍未收到課程安排，請致電查詢。**

**Class Arrangement 課程安排** (Please mark ✓ in the appropriate box 請在適當方格✓)

1. Preference of Medium of Instruction 上課語言選擇:  Cantonese 廣東話  English 英語
2. Training Venue 上課地點: HKIC, Kwai Chung Campus, 7-11 Kwai Hop Street, Kwai Chung, NT 葵涌 葵合街 7-11 號 香港建造學院 葵涌院校
3. Preference of Training Hour 上課時間選擇:

1-day course 一天課程 (08:45 - 17:45)  2-consecutive evening course 連續兩晚課程 (18:30 - 22:30)

**Personal Particulars 個人資料** (Please write in capital letters and \*cross out inappropriate items 請用正楷填寫及\*刪去不適用的選項)

Name (Chinese) \_\_\_\_\_ Name (English) \_\_\_\_\_ Surname 姓 \_\_\_\_\_ Given Names 名 \_\_\_\_\_

姓名(中文): \_\_\_\_\_

姓名(英文): \_\_\_\_\_

(As shown on HKID or Passport 按香港身份證或護照所示)

If your age is above 70, please ✓ the box for appropriate administrative arrangement. 如閣下年齡逾70歲，請在方格內加“✓”，以便本學院作出適當的行政安排。

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 (Class info. & Notice by SMS) 手提電話 (短訊通知上課資訊): \_\_\_\_\_ Fax No. 傳真號碼: \_\_\_\_\_

Mailing Address 通訊地址: \_\_\_\_\_

Email Address 電郵地址: \_\_\_\_\_

**Course Fee 學費 HK\$420** (Cheque for fee payment should be sent together with this application form 申請表格須連同學費繳交)

**Payment Method 付款方式 (不接受現金支付)**

- Octopus or Credit Card 八達通或信用卡付款 (Application in person only, 只限親身到本學院辦理)
- JETCO ATM 「銀通」櫃員機 (Accept JETCO Payment only. 申請人自己入數, 只接受「繳費易」付款)
- At the JETCO ATM with the JET Payment Logo 於貼有「繳費易」的「銀通」櫃員機
- 1) Select JET Payment. 選擇繳費服務
  - 2) Select "Merchant Code Entry". Enter merchant code "9170" 選擇「商戶編號輸入」輸入商戶號碼"9170"
  - 3) Bill Type: Enter "01" 賬單類別: 輸入「01」
  - 4) Bill/account number: 8 digits. First 6 digits from your HKID No. + last 2 digits for campus code "03" 賬戶/客戶號碼: 8位數字, 首6位號碼是你的香港身份證頭6個數字 + 尾2個數字是院校編碼"03"
  - 5) Enter the Total Payment Amount (HK\$420) 輸入總金額(港幣\$420) (Note: You must pay the exact amount in one single transaction and only one applicant's course fee can be settled with every single transaction. 注意: 你必須於同一次繳費交易全數繳付所需之費用, 以及每次只可繳付一名申請者的課程學費。)
  - 6) Please keep the original of the JETCO ATM payment receipt and put the applicant's name, contact phone number and course code 'CSWZ(Q)' on the back of the receipt; then email it with this application form to [KCCSafety@hkic.edu.hk](mailto:KCCSafety@hkic.edu.hk) OR post to the address below. 請保存自動櫃員機收據正本, 並在背面寫上姓名、聯絡電話號碼及課程參考編號「CSWZ(Q)」連同填妥的申請表電郵至 [KCCSafety@hkic.edu.hk](mailto:KCCSafety@hkic.edu.hk) 或郵寄往「九龍觀塘駿業街56號 中海日升中心38樓」。



Cheque No 支票/本票號碼 (For Company Use Only) (只供公司使用) \_\_\_\_\_ Bank 銀行 \_\_\_\_\_

Cheque should be made payable to 'Hong Kong Institute of Construction' and submitted with the application form to 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Please put the applicant's name, contact phone number and course code 'CSWZ(Q)' on the back of the cheque. 請將支票或銀行本票郵寄往「九龍觀塘駿業街56號 中海日升中心38樓」收, 抬頭請註明「香港建造學院」, 並於支票/銀行本票背面寫上姓名、聯絡電話號碼及課程參考編號「CSWZ(Q)」。

**Personal Data Collection Statement 收集個人資料聲明**

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. 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. 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。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。
  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. 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。
  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。
- 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。

**Declaration 聲明**

I have read and understood the "Personal Data Collection Statement" and all other information in this application. 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. I consent that if registered, I will conform to the regulations of HKIC.

本人已詳細閱讀並明白《收集個人資料聲明》及在本申請內之全部其他資料。本人聲明本報名表內所載一切資料, 依本人所知均屬真實, 並無遺漏, 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。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 \_\_\_\_\_

Notes to Applicants

報名須知

1. Applicant should be **lawfully employable in Hong Kong**, i.e.
  - i. Holder of Hong Kong Permanent Identity Card; or
  - ii. Person who is not subject to any conditions of stay in Hong Kong that he shall not take up any paid or unpaid employment in Hong Kong.

申請人必須為 可在香港合法受僱人士，即

- i. 持有香港永久性居民身份證；或
- ii. 並無受制於任何禁止他在香港從事有薪或無薪僱傭工作的逗留條件的人士。

2. To enroll, you can go to the following office during office hours. You have to complete this application form; produce identity documents that include valid travel documents; and pay the course fee.

報讀課程，可於辦公時間內，帶同身份證明文件，包括有效旅行證件，親往本學院下列報名地點，呈交填妥的報名表格及所需學費。

**Enrolment Office and Office Hours:**

- HKIC, Kwai Chung Campus  
7 – 11, Kwai Hop Street, Kwai Chung, N.T.  
Monday to Friday: 8:30am to 1:00pm  
2:00pm to 5:00pm  
Closed on Saturday, Sunday and Public Holidays

**報名地點及辦公時間：**

- 香港建造學院 葵涌院校  
葵涌 葵合街 7-11 號  
星期一至五：  
上午八時三十分至下午一時  
下午二時至下午五時  
星期六、星期日及公眾假期休息

3. You can mail your application form together with the course fee (a crossed cheque or bank draft) to **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**. Please mark “Confined Space Course” on the envelope and **DO NOT** send in cash.

若以郵遞方式報名，請將填妥的報名表格，連同支付學費的劃線支票或銀行本票寄「**九龍觀塘駿業街 56 號中海日升中心 38 樓**」，信封上請註明「密閉空間課程」。請勿郵寄現金。

4. **(Cheque/Bank Draft is for company use ONLY)**  
A single crossed cheque / bank draft should be made payable to “**Hong Kong Institute of Construction**” for each course applied. Your name, contact telephone number and course name should be written on the back of the cheque / bank draft.

**(支票/銀行本票只供公司使用)**

每報讀一項課程，請獨立遞交一張抬頭為「**香港建造學院**」之劃線支票或銀行本票，並於支票/銀行本票背面寫上姓名、聯絡電話號碼及課程名稱。

5. Course fees paid are not refundable except under exceptional circumstances or when the application is not accepted.

除特殊情況或申請不被接納外，已繳學費概不退還。

6. To change the class date, you must notify us by email or fax at least five working days prior to the class date. In addition, we only accept one time of change request. If you request another change, we will charge you an administrative fee of HK\$50 for each change request. Email address: [KCCSafety@hkic.edu.hk](mailto:KCCSafety@hkic.edu.hk)  
Fax No: 21009576

如要求更改上課日期，必須在上課日期前最少五個工作天以電郵或傳真方式通知本學院；此外，本學院只接受一次的更改要求。如再次要求更改，本學院將收取手續費每次伍拾圓正。  
電郵地址: [KCCSafety@hkic.edu.hk](mailto:KCCSafety@hkic.edu.hk)  
傳真號碼: 21009576

7. If you are unable to attend class due to illness, you must submit a valid sick leave certificate by fax. We will rearrange your class date after your sick leave is accepted. If you request a change after the class date has been confirmed, we will charge you an administrative fee of HK\$50 for each change request.

如因生病而未能上課，需以傳真方式提交有效的病假證明；本學院接納後才會另行安排上課日期。如確認上課日期後要求更改，本學院將收取手續費每次伍拾圓正。

8. The Council will issue the Certificate according to the information provided in the application form. Request for re-issuing the Certificate due to inaccurate or insufficient information provided will only be entertained at a charge of HK\$50.

請清楚及正確地填寫報名表。本學院將按所填寫之資料發出證明書，如因所填資料錯漏而導致證明書需要重發，本學院將酌收手續費每張伍拾圓正。