

[RCS APPLICATION FORM]

**CONSTRUCTION SUPERVISORS REGISTRATION BOARD**

*(Established under the Authority of Construction Managers Registration Regulations 2014  
adopted as Bye-Laws of Hong Kong Institute of Construction Managers)*

**APPLICATION FOR REGISTRATION AS A "REGISTERED CONSTRUCTION SUPERVISOR"**

Please read carefully and complete in BLOCK LETTERS or TYPE.

**SECTION A PERSONAL DETAILS**

*(Please indicate your name as shown on the HKID Card or other identification documents)*

Name in English \_\_\_\_\_ *(surname first)*

Name in Chinese \_\_\_\_\_ *(surname first, if applicable)*

Date of Birth \_\_\_\_\_ *(Day/Month/Year)* Gender *(Male (M)/Female (F))* \_\_\_\_\_

HKID / Passport No. \_\_\_\_\_ Nationality \_\_\_\_\_

Contact Address \_\_\_\_\_  
\_\_\_\_\_

Mobile No. \_\_\_\_\_ E-mail \_\_\_\_\_

Employer Name \_\_\_\_\_

Position / Title \_\_\_\_\_

Employer Address \_\_\_\_\_  
\_\_\_\_\_

Employer Tel No. \_\_\_\_\_ Employer Fax No. \_\_\_\_\_

**SECTION B HKICM MEMBERSHIP**

Membership No.	Grade	Name of Institution	Date Obtained
	<input type="checkbox"/> Construction Supervisor	Hong Kong Institute of Construction Managers	

## SECTION C EMPLOYMENT DETAILS

Employment in construction supervision profession since \_\_\_\_\_

Employment record within the **past five years** in chronological order:

From ~ To (mm/yy)	Position	Company Name	Major Duties

## SECTION D DECLARATION AND UNDERTAKING

*Please "✓" each box to confirm*

- (I) I declare that I am currently competent to practise in construction supervision.
- (II) I declare that I am ordinarily and currently resident in Hong Kong.
- (III) I declare that I have had over 2 years' relevant construction supervisory experience in Hong Kong immediately before the date of this application for registration.
- (IV) I declare that I have not been convicted in Hong Kong or elsewhere of any offence which may bring the profession into disrepute and I further declare that I have not committed misconduct or neglect in a professional respect.
- (V) I undertake that in the event of a change in any of the above particulars, I will make known the changes, within 28 days of their particulars and of their having occurred, in writing to the Construction Supervisors Registration Board.
- (VI) I declare that the information in this form is true and correct. I also authorize the Construction Supervisors Registration Board to check all information in relation to my application for registration under the Construction Supervisors Registration Regulations.

**SECTION E FEES**

Enclosed herewith my cheque (Please “✓” where applicable)

\$200 (Application Fee)

\$200 (Annual Registration Fee)

**Notes:**

(i) *The above fees are non-refundable.*

(ii) *The Registration Year runs from 1 April of current year to 31 March of following year.*

(iii) *Payment cheque should be made payable to “**Hong Kong Institute of Construction Managers, Limited**”.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Applicant \_\_\_\_\_)

**FOR CSRB SECRETARIAT USE ONLY**

Membership No. \_\_\_\_\_ Grade \_\_\_\_\_ Admission Date \_\_\_\_\_

Cheque No. \_\_\_\_\_ Bank \_\_\_\_\_ Paid on \_\_\_\_\_

Registration Period From \_\_\_\_\_ To \_\_\_\_\_

Reason(s) for  
Rejection \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **REGISTRATION OF REGISTERED CONSTRUCTION SUPERVISORS**

### **NOTES TO APPLICANTS**

#### **1.0 ELIGIBILITY FOR REGISTRATION**

To help you to check if you are eligible for registration, please consider the following:

1. Do you possess the equivalent qualifications required for a TCP T1 under the Technical Memorandum for Supervision Plan 2009?
2. Have you practised in Hong Kong for two years after having acquired the qualification acceptable for registration?
3. Are you ordinarily resident in Hong Kong?

#### **1.1 Qualifications for Registration**

The followings are acceptable qualifications for registration:

- (a) a Construction Supervisor Member or above classes of membership of the Institute for not less than 6 months; and
- (b) satisfy the Board that you have had 2 years' relevant construction supervisory experience in Hong Kong before the date of your application for registration.

#### **1.2 Two Years' Relevant Construction Supervisory Experience in Hong Kong**

The 2 years' relevant construction supervisory experience must be gained within 5 years before the date of application for registration. In addition, the applicant must also demonstrate that he has substantial involvement in construction supervision process and/or construction operation.

#### **1.3 Residence in Hong Kong**

To be eligible to register, you are required to be ordinarily resident in Hong Kong. A person is ordinarily resident in Hong Kong if he remains in Hong Kong legally, voluntarily and for a settled purpose (such as for education, business, employment or residence), whether of short or long duration.

The following guidelines are used for those who have returned to Hong Kong after a period of residence outside Hong Kong: -

1. Temporary absence of up to 6 months may not affect registration.
2. Construction Supervisors returning to Hong Kong who were either registered previously or who were qualified to be registered at the time they left Hong Kong may apply for registration on their return. In general they will qualify for registration, but the Board will exercise discretion on a case-by-case basis taking into account of the time spent away from Hong Kong.

#### **1.4 Declarations and Undertaking**

You must complete and sign the Declaration and Undertaking and should note the consequence of giving false information.

### **2.0 APPLICATION INFORMATION**

#### **2.1 How to apply?**

If you are able to comply with the requirements, please complete and submit the application form together with the appropriate fees.

#### **2.2 How long will it take?**

You should expect the process to take a few months. The process has 3 stages: Secretariat Checking, Review by the Registration Committee and Formal Approval by the Board. You will be notified of the outcome by mail. If your application is successful, a Registration Certificate valid up to the forth-coming 31 March will be sent to you. All registrations commence on the first day of the month following the Board's approval. Annual renewal is essential to maintain registration.

#### **2.3 Payment**

All application for R.C.S. should be submitted with a cheque for the application fee and first annual registration fee.

#### **2.4 How to renew?**

The registration year runs from 1 April of current year to 31 March of following year, you are required to renew your registration three months before expiry. If you fail to renew your registration by the due date, you will cease to be a Registered Construction Supervisor. However, if late renewal is received within the first three months after the due date for renewal, your registration will be reinstated for the remainder of the original renewal period following receipt of payment of the renewal fee. If the registration has expired for more than three months, a fresh application for registration will have to be submitted.

If you require further information, please contact the Construction Supervisors Registration Board (Tel: 2523 2081; Fax: 2845 4749; e-mail at [info@hkicm.org.hk](mailto:info@hkicm.org.hk)).

### **3.0 CONSTRUCTION SUPERVISORS REGISTRATION REGULATIONS**

The Construction Supervisors Registration Regulations, adopted as Bye-Laws by the Hong Kong Institute of Construction Managers in 2014 and with minor amendments in 2016, provides for the registration of construction supervisors and disciplinary control of the practising activities of registered construction supervisors, and for related matters.

The Construction Supervisors Registration Board shall not register a person as a Registered Construction Supervisor unless:

- (a) he is a Construction Supervisor Member or above classes of membership of the Institute for not less than 6 months; and
- (b) he possesses equivalent qualifications required for a TCP T1 under the Technical Memorandum for Supervision Plan 2009; and
- (c) he satisfies the Board that he has had 2 years' relevant construction supervisory experience in Hong Kong before the date of his application for registration; and
- (d) he is ordinarily resident in Hong Kong; and
- (e) he is not the subject of an inquiry committee or a disciplinary order under Part IV which precludes him from being registered under these Regulations; and
- (f) he satisfies the Board by declaration in writing that he is competent to practise in construction supervision; and
- (g) he is a fit and proper person to be registered.

Registration is valid for one year (runs from 1 April of current year to 31 March of the following year) and is renewable annually. A registration fee and an annual fee are charged on every application and a Certificate of Registration will be issued.

The Regulations makes provision for both removal of names from the Register and for disciplinary proceedings against any registered construction supervisor who commits a disciplinary offence. In the latter event, an inquiry committee may be established by the Board.

A person on the Register is entitled to describe himself as a "Registered Construction Supervisor" and to use the initials "R.C.S."

#### 4.0 FEES

	<u>HK\$</u>
1. <b>Application Fee</b>	200.00
2. <b>Annual Registration Fee</b>	
Annual Registration Fee for First Application	200.00
Annual Registration Fee for Renewal of Registration	200.00
3. <b>Replacement Certificates</b>	
Re-issue of certificate	100.00

**Notes:**

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- (iii) *Payment cheque should be made payable to "Hong Kong Institute of Construction Managers, Limited".*

## **CONSTRUCTION SUPERVISORS REGISTRATION BOARD**

### **PERSONAL DATA COLLECTION - POLICY STATEMENT**

#### **The Board's Policy**

The Board is committed to safeguarding your privacy by implementing the Data Protection Principles of the Personal Data (Privacy) Ordinance.

#### **Purpose and Use of the Data**

The personal data provided by means of this form will be used by the Construction Supervisors Registration Board for the following purposes:

1. For processing registration application; and
2. For fulfilling the regulatory requirement of keeping an up-to-date register.

#### **Supply of Personal Data**

All applicants have to provide the most up-to-date personal data to the Board for processing his/her application for registration. The personal data is provided by the applicant on a voluntary basis. The Board will be unable to process your registration should default in providing such information occur.

#### **Disclosure**

The Board will keep all data collected confidential. However such data may be disclosed or transferred to officers, employees, agents, advisers and/or consultants of the Board who shall all be bound by the same confidentiality obligation of the Board.

#### **Access to and Correction of Personal Data**

You may request access to your own personal data collected by the Board and to correct such data. You have the regulatory duty to notify the Registrar of any change in particulars within 28 days. No fee will be charged by the Board for such amendment.

For access and change of data, please address to the Registrar of the Construction Supervisors Registration Board in writing to Rooms 801-2, 8/F., On Lok Yuen Building, 25 Des Voeux Road Central, Hong Kong.