**List of Approved Contractors for Public Works (the List)**

**Submission of Updated Contractor Information**

(Qualified Safety Personnel, Top Management and Integrity Management Policy)

**Name of Company:**

**Listing Status:** *(Please insert appropriate group as appropriate)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Buildings** | **Port Works** | **Roads and Drainage** | **Site Formation** | **Waterworks** |
| Group: | Group: | Group: | Group: | Group: |

Note: (P) denotes “on probation”. For example, please insert “A(P)” for Group A (on probation).

**Part A: Qualified Safety Personnel** *(see Note 1)*

**Safety Supervisor** *(for contractors with highest group of the List in Group A/ B only)*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| At least three years of experience on construction work? *(Yes/no)* |  |
| Attended training course provided for safety supervisor *(Course name, course organizer and date of completion)* |  |

*\*delete as appropriate*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| At least three years of experience on construction work? *(Yes/no)* |  |
| Attended training course provided for safety supervisor *(Course name, course organizer and date of completion)* |  |

*\*delete as appropriate*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| At least three years of experience on construction work? *(Yes/no)* |  |
| Attended training course provided for safety supervisor *(Course name, course organizer and date of completion)* |  |

**Safety Manager** *(for contractors with highest group of the List in Group C only)*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Relevant Academic Qualifications Attained *(if any)* |  |
| Safety Officer registration no. |  |
| Years of Construction Site Safety Experience at Managerial Level after registration as Safety Officer *(No. of years and months)* |  |
| Registered Safety Auditor registration no. |  |

*\*delete as appropriate*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Relevant Academic Qualifications Attained *(if any)* |  |
| Safety Officer registration no. |  |
| Years of Construction Site Safety Experience at Managerial Level after registration as Safety Officer *(No. of years and months)* |  |
| Registered Safety Auditor registration no. |  |

*\*delete as appropriate*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Relevant Academic Qualifications Attained *(if any)* |  |
| Safety Officer registration no. |  |
| Years of Construction Site Safety Experience at Managerial Level after registration as Safety Officer *(No. of years and months)* |  |
| Registered Safety Auditor registration no. |  |

*\*delete as appropriate*

**Part B: Top Management** *(See Note 2)*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Experience (foreign and local) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |
| Experience (local only) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Experience (foreign and local) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |
| Experience (local only) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Experience (foreign and local) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |
| Experience (local only) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |

**Part C: Integrity Management Policy** *(see Note 3)*

󠇑 A copy of Integrity Management Policy duly signed by the Top Management is enclosed.

**Part D: Other Company Information for Reference** (see *Note 4*)

|  |  |  |
| --- | --- | --- |
| 1. | Updated company email address: |  |
|  |  |  |
| 2. | Staff Resources |  |
| 2.1 | No. of professional staff in engineering discipline: |  |
| 2.2 | No. of professional staff in surveying discipline: |  |
| 2.3 | No. of professional staff in other discipline(s): | Discipline/No.: |

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**STATEMENT**

I certify that all information provided is true and complete to the best of my knowledge.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date |  | Signed |  | |
|  |  |  | | |
|  | | Name of Authorized Signatory | |  |
| Designation | |  |
| Name of Company | |  |

(Company Chop)

**Notes**

1. Please supply a copy of the curriculum vitae of each Qualified Safety Personnel. Details of experience must be clearly stated in the curriculum vitae. For minimum number, qualification and professions of the Qualified Safety Personnel employed by the contractor for admission, retention, confirmation and promotion, please refer to Appendix 2A of the Contractor Management Handbook (CMH) and Chapter 3, Appendix III, para. 6(4) of the Construction Site Safety Manual.
2. Please supply a copy of the curriculum vitae of each member of the Top Management. Details of experience in managing a construction firm must be clearly stated in the curriculum vitae. For minimum number and qualification of the Top Management employed by the contractor for admission, retention, confirmation and promotion, please refer to Appendix 2A of the CMH. Each member of the top management must submit a self-declaration letter specifying his full-time employment (with employment period) with the company.
3. The submitted Integrity Management Policy should cover at least the contents set out in the Sample Integrity Management Policy at Annex 3 to Appendix 2A of the CMH.
4. The information in Part D is provided for reference only.
5. This Form should be submitted together with all supporting documents in duplicate to the Professional Services Unit, Development Bureau, 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided in this Form for submission of updated contractor information by the contractor will be used by the Development Bureau, Hong Kong Special Administrative Region Government for the following purposes of :

* activities relating to your retention on the List; and
* activities relating to the compilation of guest lists for various community events.

The provision of personal data by means of this form is obligatory. If you do not provide sufficient information, we cannot ascertain your suitability for retention on the List.

Classes of Transferees

2. The personal data you provided by means of this form and in subsequent updates, if any, may be disclosed to other Government bureaux and departments, Hong Kong Housing Authority, Hospital Authority and Hong Kong Housing Society for the purposes of tender invitation, tender evaluation, contracts management, regulating action, promotion of the construction industry and other matters in relation thereto. It may also be disclosed to other Government bureaux and departments for the compilation of guest lists for various community events.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

Enquiries

4. Requests for access or correction of the personal data collected by means of this form should be made in writing to:

Senior Executive Officer (Professional Services)

Development Bureau,

15/F, West Wing, Central Government Offices,

2 Tim Mei Avenue, Tamar,

Hong Kong.