

補領強制性基本安全訓練證明書(俗稱「平安卡」)申請表
Application Form for Replacement of Mandatory Basic Safety Training Certificate (Commonly known as "Green Card")

第一部份 Part One (此欄由申請人填寫 To be completed by Applicant)

致：勞工處處長
To: Commissioner for Labour

補領原因 Reason for replacement : (請在適當方格內✓ Please mark ✓ in the appropriate boxes)

證明書污損 / 銷毀 Certificate was defaced / destroyed 遺失證明書 Certificate was lost

行業 Industry : (請在適當方格內✓ Please mark ✓ in the appropriate boxes)

建造業 Construction Industry 貨櫃業 Container Handling Industry

姓名(中文) _____ (英文) _____
Name(Chinese) _____ (English) _____
聯絡電話： _____ 香港身份證/護照號碼
Tel. No. _____ HKID Card/Passport No. _____

本人特此聲明，此申請表內所填報的資料均正確無訛。

I declare that the information given in support of this application is accurate and complete.

本人明白此次收集個人資料的目的是給勞工處處長作考慮此申請之用(詳情見附件甲)。

I understand the purpose of collection of my personal data in this application is for consideration by the Commissioner for Labour as per Appendix A.

申請人簽署 _____ 日期 _____
Applicant's Signature: _____ Date: _____

第二部份 Part Two (此欄由課程營辦機構職員填寫 To be completed by Staff of Training Course Provider)

致：勞工處處長
To: Commissioner for Labour (via fax: 29406251 / 29407493)

課程營辦機構職名稱

Name of Training Course Provider: _____

完整課程 重新甄審資格課程 6BA(4)下的同等訓練 (請在適當方格內✓)
Full Course Revalidation Course Equivalent training under 6BA(4) Please mark ✓ in the appropriate boxes)

課程完成日期

Date of course completion: _____

申請人之強制性基本安全訓練證明書編號

Reference No. of Mandatory Basic Safety Training Certificate: _____

警署報失檔案編號(如屬遺失)

Reference no. of Loss Memo: _____
(in case of lost card) (請附上報案紀錄副本 Please enclose the copy of Loss Memo)

本人已查核申請內容並信納申請人的平安卡已遺失 / 污損 / 銷毀*，請批准我司補發平安卡。

I have checked the details of the application and am satisfied that the applicant had his/her green card in fact been * lost / defaced / destroyed. I should be grateful for your endorsement before we issue a replacement green card.

(*請刪去不適用者 delete where appropriate)

簽署 _____ 職位 _____ 電話 _____
Signature: _____ Post: _____ Tel. No.: _____
姓名 _____ 日期 _____ 傳真 _____
Name: _____ Date: _____ Fax. No.: _____

第三部份 Part Three (此欄由勞工處職員填寫 To be completed by Staff of Labour Department)

致 _____ (via fax: _____)
To: _____

請補發平安卡。

Please effect the replacement of green card.

(_____)
for Commissioner for Labour 勞工處處長 代行

第四部份 Part Four

申請人簽收證書 _____ 日期 _____
Certificate Acknowledged by: _____ Date: _____

勞工處職業安全及健康部
收集個人資料之目的

(申請補領強制性基本安全訓練證明書(俗稱「平安卡」))

收集目的

- 你這次所提供的個人資料會被勞工處職業安全及健康部用作以下用途：
 - 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - 根據工廠及工業經營條例處理有關你的申請補領強制性基本安全訓練證明書(俗稱「平安卡」)的事宜；
 - 根據工廠及工業經營條例備存有關認可強制性安全訓練課程的訓練記錄，供公眾免費查閱；
 - 方便勞工處與你聯絡有關你的申請補領強制性基本安全訓練證明書(俗稱「平安卡」)的事宜；及
 - 將有關資料用作研究及統計分析。

資料轉移

- 為了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構（如政府部門、律師樓....等）透露。

查閱個人資料

- 根據個人資料（私隱）條例第 18 及 22 條及附表 1 保障原則第 6 原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢個人資料

- 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：

勞工處職業安全及健康部
職業安全及健康訓練中心
分區職業安全主任（訓練）
新界荃灣眾安街六十八號荃灣千色匯 I 十三樓

**STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY
OCCUPATIONAL SAFETY AND HEALTH BRANCH OF THE LABOUR DEPARTMENT**

(Application for Replacement of Mandatory Basic Safety Training Certificate (Commonly known as “Green Card”))

Purpose of Collection

- The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - facilitating processing of your application in this form for replacement of Mandatory Basic Safety Training Certificate (commonly known as “Green Card”) under the Factories and Industrial Undertakings Ordinance;
 - maintenance of training records for recognised mandatory safety training courses for public access under the Factories and Industrial Undertakings Ordinance;
 - facilitating communication between Labour Department and yourself on your application for replacement of Mandatory Basic Safety Training Certificate (commonly known as “Green Card”); and
 - carrying on research and compilation of statistical data.

Classes of Transferees

- The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, law firms, etc.) for the purposes mentioned in paragraph 1 above.

Access to Personal Data

- You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

Enquiries

- Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to:

Divisional Occupational Safety Officer (Training)
Occupational Safety and Health Training Centre
Occupational Safety and Health Branch
Labour Department
13/F., KOLOUR • Tsuen Wan I,
68 Chung On Street, Tsuen Wan