

## 表 格 2 FORM 2

[規例第 5 條]  
[section 5]

工廠及工業經營(安全管理)規例  
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY MANAGEMENT) REGULATION

### 計 劃 營 辦 人 註 冊 申 請 書 APPLICATION FOR REGISTRATION AS A SCHEME OPERATOR

由勞工處處長就工廠及工業經營(安全管理)規例第 5 條指明的認可格式  
*Approved Form specified by the Commissioner for Labour for the purposes of section 5 of the Factories and Industrial Undertakings (Safety Management) Regulation*

#### #申請者資料 Particulars of the Applicant

英文姓名/名稱 Name in English		
*中文姓名/名稱 Name in Chinese Characters		
+性質 Nature <input type="checkbox"/> 個人 Person <input type="checkbox"/> 公司 Company <input type="checkbox"/> 教育機構 Educational Institute <input type="checkbox"/> 其他(請註明) Others(Please specify) _____		
+身份證/護照/商業登記/公司註冊號碼 + Identity Card/Passport/Business Registration/Company Registration Number		
地址 Address		
負責人 Responsible Person	職位 Post	電話號碼 Telephone No.

#### #訓練計劃資料 Particulars of the Scheme

訓練計劃名稱 Training Scheme Title		
授課期 Scheme Duration	授課時數 Contact Hours	所頒證書 Certificate Issued
評核學員方法 Assessment of the Trainee		
功課/平常分 Homework/Continuous Assessment 佔 Constitute _____ %		測驗及考試 Test & Examination 佔 Constitute _____ %
設備 Facilities		

### #計劃詳細資料 Details of the Scheme

計劃內容 Scheme Contents		
導師資料 Particulars of Trainers		
姓名、香港身份證/護照號碼 Name & HK Identity Card/Passport Number	學歷 Academic Qualifications	經驗 Experience
其他有關資料 Other Relevant Information		

本人現在聲明，本表格內所載詳情及連同遞交的資料是盡本人所知所信屬真實和正確。本人明白，以欺詐手段或基於不準確或具誤導性的資料而取得的計劃營辦人的註冊，可根據上述規例第 29(2)(b)條被取消。現隨本申請書附上有關的資料。 I hereby declare that the particulars contained in this Form and the attached information are true and correct to the best of my knowledge and belief. I understand that registration as a scheme operator obtained by fraud or on the basis of inaccurate or misleading information is liable to cancellation under section 29(2)(b) of the aforesaid Regulation. I enclose herewith a set of related information.

獲授權簽署人 Authorized Signatory : \_\_\_\_\_

姓名 Name :

職位 Post Title :

日期 Date : \_\_\_\_\_

(組織/機構蓋印)  
(Chop of Organisation)

附註 Note:

- (1) 如資料有所更改，請以書面通知勞工處處長  
Please give notice in writing to the Commissioner for Labour of any change in particulars
- (2) 請注意附帶的‘收集個人資料之目的’ Please note the attached ‘Statement of Purpose for the Collection of Personal Data’
- (3) \* 如適用者，請填寫這項 Please complete this part if applicable
- (4) # 如果空位不足夠，請使用附加紙張填寫 Please use separate sheets in case of insufficient space
- (5) + 請選擇適用者 Please select if applicable

**勞工處職業安全及健康部**  
**收集個人資料之目的**

(申請註冊)

**收集目的**

1. 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：
- (a) 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；
  - (b) 處理有關申請表格、調查及評審申請註冊的事宜；
  - (c) 根據工廠及工業經營(安全主任及安全督導員)規例第 6 條或工廠及工業經營(安全管理)規例第 3 條，備存有關於安全主任、安全審核員及計劃營辦人的註冊紀錄冊，供公眾免費查閱；
  - (d) 方便勞工處與你聯絡有關你申請註冊等事宜；及
  - (e) 將有關資料用作研究及統計分析。

**資料轉移**

2. 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**

3. 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**

4. 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  
註冊及職員培訓科  
分區職業安全主任(註冊及職員培訓)  
新界荃灣西樓角路1-17號新領域廣場8樓815-816室

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

(Application for Registration)

**Purpose of Collection**

1. 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:
- (a) 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;
  - (b) facilitating processing of your applications in this form and subsequent investigations and evaluation of registration conditions;
  - (c) maintenance of a register of Registered Safety Officer or a register of Registered Safety Auditor and Registered Scheme Operator for public access under regulation 6 of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations or under section 3 of the Factories and Industrial Undertakings (Safety Management) Regulation;
  - (d) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
  - (e) carrying on research and compilation of statistical data.

**Classes of Transferees**

2. 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**

3. 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**

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

Divisional Occupational Safety Officer (Registration and Staff Training)  
Registration and Staff Training Division  
Occupational Safety and Health Branch  
Labour Department  
Units 815-816, 8/F, Grand City Plaza, 1-17 Sai Lau Kok Road,  
Tsuen Wan, New Territories