



• Fax Transmission •

10 May 2017

Our Ref: 0200026944

By Mass Fax

To All HKCA Members
Page (with this page) : 2

Dear HKCA Members,

Briefing to HKCA Member on the New Form GF527 (Rev. 1/2017)

Under DEVB Technical Circular (Works) No. 3/2003A

The Index Committee was working with the Development Bureau to finalize the content of the new Form GF527 that was promulgated on 27 March 2017. A seminar is arranged to brief Site Administration staff of Members on the detail of the requirements under Technical Circular (Works) No. 3/2003A and the important points to note during the parallel submission period.

Details of the briefing are as follows:

Date: 19 May 2017 (Friday)
Time: 9:30am - 10:30am
Venue: 1/F Conference Room, Hong Kong Construction Association
180-182 Hennessy Road, Wanchai
Language: Cantonese supplemented with English
Fee: HK\$100

It is advisable that Site Administration Managers and/or QA Managers who are responsible to co-ordinate company standard/policy be asked to attend the briefing. Interested Member please **COMPLETE THE REGISTRATION AT EVENT SECTION OF MEMBER'S AREA OF HKCA WEBSITE: <http://www.hkca.com.hk> before 17 May 2017.** An online registration tutorial is enclosed with this notice. Please feel free to contact Ms Fung Wong at 3978 8422 for enrolment queries. In case of over subscription, the Secretariat may have to limit the number of attendance from individual Member Companies. We will issue "**CONFIRMATION TO ACCEPTED ATTENDEES**" of Members on 18 May 2017.

Yours sincerely,

Thomas Tse
Chief Executive
/GY/II

TUTORIAL FOR ONLINE EVENT REGISTRATION

HKCA Website: <http://www.hkca.com.hk>

1. Login to Members' Area (Right Top Corner)

Member ID: HKCA Member No



2. Click "EVENTS" after login, you will see "DETAILS" and "REGISTER"

A screenshot of the HKCA website's 'EVENTS' page. On the left is a navigation menu with options: PROFILE, EVENTS (highlighted in red), ABRAHAM SHEK'S CORNER, HKCA NEWSLETTER, MEMBERS BENEFITS, SAFETY CORNER, and ENVIRONMENTAL CORNER. The main content area is titled 'EVENTS' and lists several events with their dates and descriptions. An arrow points from the 'EVENTS' menu item to the 'EVENTS' title. Another arrow points from the 'Event Details' label to the 'DETAIL' button for the 'Briefing on the Public Consultation Document...' event. A third arrow points from the 'Click "Register" to fill the form' label to the 'REGISTER' button for the same event. Other 'DETAIL' buttons are visible for other events.

Click "EVENTS" after Login

Date	Event Description	Action
16-19 Nov 2015	42nd IFAWPCA Convention, Tokyo, Japan 42nd IFAWPCA Convention, Tokyo, Japan 42nd IFAWPCA Convention,	
29 Sep 2015	National Day Banquet - HKCA, HKFEMC, HKCSA, CIC & HKCIEGU	
12 Aug 2015	Construction Charity Fund Flag Day	
17 Jul 2015	HKCA 95th Anniversary Ceremony cum Lo Pan Patron's Day Dinner	
14 Jul 2015	Briefing on the Public Consultation Document on Proposed "Security of Payment" Legislation (SOPL) for the Construction Industry (English Only)	Event Details DETAIL REGISTER
11 Jul 2015	Half-day Elite Course - "Final Preparation for Authorized Signatory Interview"	DETAIL
15 Jun	Seminar on Mediation for SME Contractors Co-organized by HKCA and HKIAC-HKMC's	DETAIL

3. Fill in the Events Registration Form

A screenshot of the HKCA website's 'EVENTS REGISTRATION FORM'. The page has a green header with the HKCA logo and navigation links: ABOUT HKCA, NEWS, PUBLICATION, VIEWS AND PRESS RELEASES, RESOURCE CENTRE, VIDEO, CONTACT US. On the left is a 'MY PORTAL' menu with options: MY PORTAL, EDIT MY PROFILE, and SETTING. The main content area is titled 'EVENTS REGISTRATION FORM' and contains a registration form for the event 'Briefing on the Public Consultation Document on Proposed "Security of Payment" Legislation (SOPL) for the Construction Industry (English Only)'. The form fields are: Company, Tel, Fax, Address, Email, and Contact Person.

EVENTS REGISTRATION FORM

Event: Briefing on the Public Consultation Document on Proposed "Security of Payment" Legislation (SOPL) for the Construction Industry (English Only)

Company: _____

Tel: _____

Fax: _____

Address: _____

Email: _____

Contact Person: _____

4. A confirmation email will send to the party who has successfully enrolled