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導遊核證考試 Tourist Guide Accreditation Examination 報考須知 Important Notes

(只適用於兩年期限過後才首次申請導遊證或申請續證者)

(Only for first-time and renewal applications for the Tourist Guide Pass after the two-year grace period)

I. 過期申請

「導遊證」的申請限期為兩年。已考取議會認可證書並通過相關考試的人士，須於有關證書或考試合格成績通知書發出日期（兩者以較後的日期為準）起計的兩年內，向議會申請「導遊證」。合資格人士如在期限過後才提交申請，則必須先通過「導遊核證考試」，才可申請「導遊證」。

II. 過期續證

- (1) 「導遊證」有效期為三年，持證人須於證件到期前三個月自行向議會申請續證。
- (2) 持證人如在「導遊證」屆滿後的兩年內申請續證，可無須參加考試。新證有效期為三年，由舊證屆滿日的翌日起計算。
- (3) 持證人如在「導遊證」有效期屆滿後超過兩年才向議會申請續證，則必須先通過「導遊核證考試」，然後才會獲發新證。考試不合格者可參加補考，次數不限。新證有效期為三年，由發證日起計算。

III. 報考「導遊核證考試」

- (1) 填妥「導遊核證考試」申請表。
- (2) 連同所需費用寄回或親身交回議會行業培訓部。
- (3) 郵寄申請必須以銀行現金入數紙副本（中銀香港戶口：031-349-1-038340-4）／劃線支票（支票抬頭請註明為「香港旅遊業議會」）繳費，入數紙或劃線支票背後請寫上申請人姓名。親臨議會遞交申請者可以現金繳付費用。
- (4) 申請一經接納，申請人將不會獲退回考試費用。

I. Late application

The time limit for first-time applications for the Tourist Guide Pass is **two years**. People who have obtained certificates recognised by the TIC and pass the relevant examinations must apply for the Pass **within two years after being issued with the certificate or notified of their passing the examinations (whichever is later)**. If qualified applicants apply for the Pass after the application deadline, they will have to **pass the Tourist Guide Accreditation Examination** before submitting their application.

II. Late renewal

- (1) The Tourist Guide Pass is valid for three years. Pass holders must renew their Pass with the TIC three months before it expires.
- (2) Pass holders who renew their Pass **within two years** after its expiry date **do not need to take any examination**. The new Pass will be valid for three years, counting from the day following the day on which the old Pass expires.
- (3) If Pass holders renew their Pass **more than two years after its expiry date**, they must first **pass the Tourist Guide Accreditation Examination**. Candidates who fail the examination may take a re-sit, and the number of re-sits allowed is not limited. The new Pass will be valid for three years, counting from the day on which the Pass is issued.

III. Enrolment for the Tourist Guide Accreditation Examination

- (1) Complete the Enrolment Form for the Tourist Guide Accreditation Examination.
- (2) Return the completed form and necessary fees to the TIC Industry Training Department by post or in person.
- (3) Only **copy of deposit slip for cash** (BOCHK a/c: 031-349-1-038340-4) / crossed cheques (payable to 'Travel Industry Council of Hong Kong') are accepted for application by post. The applicant's name should be written on the back of the deposit slip or the crossed cheque. Cash is acceptable for submission of application in person.
- (4) **Once the application is accepted, no refund** will be arranged.



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IV. 費用*

- 卷一：筆試 → 港幣二百四十元正
- 卷二：路試 → 港幣三百六十元正

*備註：

- 上述考試費用包括由議會提供的考試範圍和備試資料，以及「港島 25 段」光碟一套。
- 「導遊核證考試」已被納入「旅遊行業發展基金」可獲資助考試名單，成功申請資助的旅行社員工可獲七成考試費資助，申請指引及表格可於議會網頁下載。
(<https://www.tichk.org/zh-hant/subsidy-schemes/development-fund/training-activities>)。)

V. 考試日期及有關安排查詢

請致電 2807-1199 與議會行業培訓部職員查詢和預約。

VI. 申請或續領「導遊證」

有關表格及申請須知可於議會網頁下載 (<https://www.tichk.org/zh-hant/guides/accreditation-system>) 或致電 2807-1199 向議會行業培訓部查詢。

VII. 查詢

如有其他查詢，請於辦公時間內致電 2807-1199 與議會行業培訓部職員聯絡。

辦公時間：

星期一至五 上午九時至下午一時
下午二時至下午五時三十分
星期六、日及公眾假期休息

IV. Fees*

- Paper I: Written examination → HK\$240
- Paper II: Road test → HK\$360

*Remarks:

- Examination syllabus & study notes for the written examination and a set of DVDs about 25 routes on Hong Kong Island are included in the above examination fees.
- The Tourist Guide Accreditation Examination is eligible for subsidies by the Development Fund for the Travel Industry. The travel agency staff may be subsidised with a maximum of 70% of the examination fee upon successful application. The application guide and form can be downloaded from the TIC's website: (<https://www.tichk.org/en/subsidy-schemes/development-fund/training-activities>).

V. Enquiries on examination dates and other arrangements

Please contact the TIC Industry Training Department on 2807-1199 for examination schedule and details.

VI. Application for or renewal of the Tourist Guide Pass

Relevant information and application forms can be downloaded from the TIC's website (<https://www.tichk.org/en/guides/accreditation-system>). For any further enquiries, please contact the TIC Industry Training Department on 2807-1199.

VII. Enquiries

For any further enquiries, please contact the TIC Industry Training Department on 2807-1199 during office hours.

Office hours:

Monday – Friday 9:00 am – 1:00 pm
2:00 pm – 5:30 pm

(Closed on Saturdays, Sundays and public holidays)



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VIII. 個人資料收集說明

1. 本表格上所填報的個人資料，香港旅遊業議會(下稱“議會”)將用作如下用途：
 - (i) 處理有關考試及辦理導遊證的申請事宜；
 - (ii) 儲存申請人的資料於議會；
 - (iii) 向符合資格的申請人發放考試成績及導遊證；
 - (iv) 將持證人的中英文姓名、導遊證編號及導遊證屆滿日期載於議會網站的「導遊名冊」內，而該等資料可被旅行社和公眾查閱；
 - (v) 將被暫停或撤銷的導遊證資料在議會網站張貼，而該等資料可被旅行社和公眾查閱；
 - (vi) 以任何通訊形式(包括手機短訊、電郵、傳真及郵寄等)向導遊發放議會資訊(包括課程資料)；及
 - (vii) 其他相關用途。
2. 申請人請盡量提供足夠資料，否則議會不能有效處理閣下的申請。
3. 申請人須親身出示香港身份證以供議會核實身份。議會職員只會於核對申請人身份證上的資料後，才於申請表上簽名作實。申請人如未能親身到議會核實身份，可用郵寄或傳真方式遞交身份證副本；該身份證副本將由議會保存，直至有關申請人親身出示身份證以供議會核實身份為止。在任何法例許可的情況下，議會均有權要求申請人出示身份證，複印申請人的身份證，並保存其身份證副本。
4. 議會會將申請人的資料保密，但議會可能會將申請人的有關資料，提供給任何其他人士或其代表，以作第 1 段所列舉的用途。
5. 根據《個人資料(私隱)條例》，申請人有權：
 - (i) 查閱議會是否持有申請人的個人資料；
 - (ii) 要求獲得 5(i)段所述資料的複本；及
 - (iii) 要求議會改正有關申請人的個人資料。申請人必須提供足夠資料予議會辦事處以識別申請人的身份，否則辦事處有權拒絕申請人查閱資料的要求。議會可能就有關要求收取費用。
6. 如欲查閱個人資料，申請人必須以書面向議會行業培訓部提出。議會地址：香港北角英皇道 250 號北角城中心 1706-09 室。

VIII. Notes on Collection of Personal Data

1. The personal data provided in this application form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - (i) to process examinations and applications for the Tourist Guide Pass;
 - (ii) to maintain applicants' records in the TIC;
 - (iii) to issue the examination results and the Tourist Guide Pass to qualified applicants;
 - (iv) to include the names (Chinese and English) of Pass holders, their Pass numbers and the expiry dates of their Passes in the Tourist Guide Directory, which is displayed on the TIC's website and may be accessed by travel agents and members of the public;
 - (v) to post on the TIC's website the information on suspensions or revocations of the Tourist Guide Passes, which may be accessed by travel agents and members of the public;
 - (vi) to disseminate information of the TIC (including course information) to the Tourist Guide Pass holders by any means (including SMS, e-mail, fax, post, etc.); and
 - (vii) any other related purposes.
2. Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
3. Applicants will be required to produce their HKID Card in person for verification purposes, and staff of the TIC will only sign the application form after verifying the contents of the applicant's HKID Card. If an applicant is unable to come to the TIC in person, the applicant may submit a copy of his/her HKID Card by post or by fax but any such copy shall be retained until such time as the applicant concerned is able to produce his/her HKID Card in person for verification purposes. The TIC reserves the right to require the production and to make and retain copies of an applicant's HKID Card in any circumstances which are permitted by law.
4. The TIC will keep the personal data of applicants confidential but may provide such data to any other person or his/her representative for any one or more of the purposes set out in paragraph 1 above.
5. According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - (i) ascertain whether their personal data are held by the TIC;
 - (ii) obtain a copy of the data mentioned in paragraph 5(i); and
 - (iii) correct their personal data held by the TIC.Applicants should provide the TIC with sufficient information in order for their identity to be determined, otherwise their data access request may be rejected. The TIC may impose a fee on any such request.
6. Any request for access to personal data should be made in writing and addressed to the TIC Industry Training Department at Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong.



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導遊核證考試
Tourist Guide Accreditation Examination
報名表 Enrolment Form

(只適用於兩年期限過後才首次申請導遊證或申請續證者)

Only for first-time and renewal applications for the Tourist Guide Pass after the two-year grace period)

考試費用 Examination Fee : HK\$600 現金 Cash / 劃線支票號碼 Crossed cheque no. : _____

重要事項 Important Notes

- 請在填寫本表格前，先致電 2807-1199，向議會行業培訓部查詢考試日期。
Please contact the TIC Industry Training Department on 2807-1199 for examination dates before completing this form.
- 申請人須填妥表格的第 I 至 II 頁，並連同考試費用，親身或郵寄回議會行業培訓部。
Applicants are required to complete P.I – II of this form and return together with the examination fee to the TIC Industry Training Department in person or by post.

甲部 Part A 個人資料 Personal particulars

請在適當空格內劃上「✓」號。Please put a tick “✓” in the appropriate boxes.

# 英文姓名 English name :	_____	_____
	姓 Surname	名 Given name
# 中文姓名 Chinese name :	# 姓名以身份證上登記為準 Name as printed on HKID card	
出生日期 Date of Birth :	____ / ____ / ____ 年 yyyy / 月 mm / 日 dd	性別 <input type="checkbox"/> 男 M Gender : <input type="checkbox"/> 女 F

身份證明文件類別 Type of Identification Document :

(請參閱夾附的「個人資料收集說明」。Please refer to “Notes on Collection of Personal Data” attached.)

香港永久性居民身份證 Hong Kong Permanent Identity Card [號碼 No. : _____]
<input type="checkbox"/> 香港居民身份證 Hong Kong Identity Card [號碼 No. : _____]
<input type="checkbox"/> 如非永久居民，必須於遞交本表格時夾附「簽證身份書」(即 D.I.) 副本。 For non-permanent residents, a copy of the <u>Document of Identity for Visa Purposes</u> must be attached to this form.

乙部 Part B 通訊資料 Correspondence information

中文聯絡地址 Correspondence address in Chinese :	_____
英文聯絡地址 Correspondence address in English :	_____
手機號碼 Mobile phone :	_____ (請填寫可接收短訊的號碼。) (Please give a number that <u>can receive SMS messages.</u>)
住宅電話 Home Phone :	_____
	電郵地址 E-mail address : _____



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- * 任何香港以外之地址或郵政信箱皆不能作為申請人與議會通訊之用途。Please note that no address or mailbox outside Hong Kong should be used as the applicant's correspondence address.

議會將採用不同方式(包括手機短訊及電郵)向考生發放消息或其他參考資料。為方便聯絡，考生如更改通訊資料(地址、電話、電郵等)，請立即通知議會行業培訓部。The TIC may disseminate news or other information to candidates by various means (including SMS and e-mail). In order to keep in contact with the TIC, candidates should notify the TIC Industry Training Department of any changes in their contact information (correspondence address, telephone number and e-mail address).

丙部 Part C 考試安排 Examination Arrangements

請在適當空格內劃上「✓」號。Please put a tick “✓” in the appropriate boxes.

卷別 Paper	應考語言 Language to be used for examination	考試日期 Examination date	考試時間 Examination time
卷一：筆試 Paper I : Written examination	<input type="checkbox"/> 中文卷 In Chinese <input type="checkbox"/> 英文卷 In English		
卷二：路試 Paper II : Road test	<input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 普通話 Putonghua <input type="checkbox"/> 英文 English		

丁部 Part D 聲明 Declaration

1. 本人已細閱、明白並同意附於此申請表的「報考須知」及「個人資料收集說明」。I have read, understood and agreed to the “Important Notes” and “Notes on Collection of Personal Data” that are attached to this form.
2. 本人(申請人) 欲參加上述考試，並同意嚴格遵從議會的所有考試規則。如本人違反任何考試規則，議會有權取消本人之考試資格。I, the applicant, wish to take the above examination, and agree to comply with all the examination rules and regulations set by the TIC. If I violate any examination rules and regulations, the TIC has the right to disqualify me.
3. 本人聲明以上所填報的資料均真確無訛。如本人之聲明有任何失實之處，貴會有權取消本人之申請資格。本人亦知悉如議會發現任何虛假文件，**定必報警處理**。I hereby declare that the information provided in this form is all accurate and authentic. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made. I also know that **the TIC shall report any cases of using false documents to the police.**

申請人簽署 Signature : _____

日期 Date : _____