

2 January 2024

To: All Authorized Persons  
Registered Structural Engineers  
Registered Geotechnical Engineers  
Registered Inspectors  
Registered General Building Contractors  
Registered Specialist Contractors  
Registered Minor Works Contractors

Dear Sir/Madam,


**Minor Works Control System**  
**Notice of Commencement and Certificate of Completion of Minor Works (MW)**

Further to the circular letter issued on 4 June 2015 regarding the above, it is noted that a fair number of notices of commencement and certificates of completion of MW were still not submitted in a timely manner in accordance with the regulatory requirements.

2. To enhance monitoring of MW submissions not complying with the above requirements, with immediate effect, this Department will return these late submissions to Prescribed Building Professionals (PBPs) or Prescribed Registered Contractors (PRCs) before acknowledgement of MW submissions.

3. You are further reminded to adhere to the above mentioned regulatory requirements. BD will consider instigating prosecution in accordance with section 58 of Building (Minor Works) Regulation against any person who contravenes the above regulations. Any person who contravenes the regulations is liable on conviction to a fine of \$50,000 maximum. In addition, any PBPs or PRCs who contravene the regulatory requirements may be subject to disciplinary proceedings under the Buildings Ordinance. The disciplinary proceedings can bring about suspension or removal from the relevant register, a fine or a reprimand to the PBPs or PRCs concerned.

Yours faithfully,

  
( PANG Yuk-lung, Michael )  
Assistant Director/Corporate Services  
for Building Authority