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Nomination of an Authorized Person or
Registered Structural Engineer to act in stead
Form 38

When an authorized person (AP) or registered structural engineer (RSE), who has been appointed in respect of building or street works, is incapacitated by illness or proposes to be temporarily absent from Hong Kong and decides to nominate a temporary replacement he is required to submit a Form 38 within 7 days. Buildings Ordinance section 4(2) and Building (Administration) Regulation 23(2) refer.

2. While an AP or RSE may be appointed in respect of more than one active project (i.e. with works in progress and/or applications currently or about to be lodged with the Buildings Ordinance Office (BOO)) the AP or RSE nominating a temporary replacement should:

- (a) complete and submit one Form 38 for all active projects as defined above, together with a list thereof. (The Form and the list should please be in **duplicate**),
- (b) advise the nominee that if it is necessary for him to communicate with BOO in respect of any of the listed active projects he should on every such occasion make brief reference to the fact that he does so under the authority of an earlier submission of Form 38,
- (c) upon recovery from illness, or return from overseas, advise BOO by letter within 7 days that the arrangements covered by Form 38 have ceased.



(A.G. Eason)
Building Authority

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