

**BUILDINGS ORDINANCE
(Chapter 123)
Section 3(6)**

**Application for inclusion in
the *authorized persons' register/structural engineers' register/geotechnical engineers' register/inspectors' register
(Please use separate forms for separate register)**

Date _____

To Secretary, * Authorized Persons Registration Committee,
 * Structural Engineers Registration Committee,
 * Geotechnical Engineers Registration Committee
 * Inspectors Registration Committee

1. I hereby apply for inclusion in:

- the authorized persons' register in the list of *architects/engineers/surveyors
- the structural engineers' register
- the geotechnical engineers' register
- the inspectors' register in the list of *architects/engineers/surveyors

2. My personal details are as follows:

Name in full (English): *Mr./Mrs./Miss/Ms. _____ (Chinese) _____

HKID No.: _____

Office Address: _____

Tel. No.: _____ Fax No.: _____

E-mail Address: _____

Correspondence Address: _____

Professional qualifications/ registrations obtained and dates:

(use separate sheet if necessary)

3. I confirm that: I am currently registered under the *Architects/Engineers/Surveyors Registration Ordinance; and/or
- I am currently registered under the Buildings Ordinance as *an Authorized Person/a Registered Structural Engineer. (Registration No. _____).

4. I attach the following documents to substantiate my application [particular attention is drawn to Advisory Notes 3, 4 and 5]: -

- (a) a copy each of certificates of my professional qualifications/registrations stated in paragraphs 2 and 3 above;
- (b) a concise account of education, professional training and practical experience, with certification from past and present employers with dates and current addresses of the employers and a statement of the principal works in which I was engaged and the capacity in which I was employed; and /or
- (c) a concise account of my experience in building, repair and maintenance projects.

5. I attach a cheque no. _____ for HK\$ _____ (payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION) in payment of the fee prescribed for the application.

Signature of the applicant

* *Delete whichever is inapplicable*

Tick whichever is applicable

Important Notes

Any person making a false certification/declaration or misrepresenting a material fact shall be guilty of an offence and liable to prosecution or disciplinary action where applicable.

Notes on Collection of Personal Data

- (1) The information provided will be used for purposes in connection with the administration of the Buildings Ordinance and related Regulations.
- (2) It is obligatory for you to provide the information as required by the form. Failure to supply any such information may delay the processing or result in rejection of the application.
- (3) The information provided may be disclosed to other government departments or other parties for purposes in connection with the administration of matters related to the Buildings Ordinance and related Regulations.
- (4) For access to or correction of any personal data after submission of the form, please address to the officer in charge of the Registration Unit of the Buildings Department in writing.

CONFIRMATION OF RECEIPT OF PAYMENT (for office use only)

Receipt no. _____ has been issued for the payment of the amount stated in paragraph 5 above.

Date

Name and signature of collecting officer