

**Contractors Registration Checklist for Submission of Supporting Documents**  
**for Inclusion of Name in the Register**

Name of Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Number of key personnel proposed: \_\_\_\_\_ AS, \_\_\_\_\_ \*TD and \_\_\_\_\_ \*OO

 (Tick where applicable), \* (Delete whichever inapplicable)

- This checklist should be submitted with your application.

- Please refer to the "Explanatory Notes" for detailed requirements of each item.

**1. Application Form and Prescribed Fee**

- (a) Form BA2  
 (b) Prescribed Fee

**2. Other Supporting Forms**

- (a) Form RR-1  
 (b) Form RR-2  
 (c) Form RR-3 (AS \*TD \*OO)  
 (d) Form RR-4 (AS \*TD \*OO)

**3. Business Registration and Identification Documents**

- (a) IRBR 152  
 (b) Copy of Business Registration Certificate (IRDB101)  
 (c) Copy of Annual Return (Form AR1)  
 (d) Copy of HKID card/passport of the proposed AS/TD/OO  
(AS-with specimen signature \*TD \*OO)

**4.  Organization Chart**  
(For Corporation Only)**5. Authorization Letter/Resolution**

- (A) Authorization of AS**  
(For Partnership Only)  
 Authorization letter
- (B) Appointment of AS/TD/OO**  
(For Corporation Only)  
 Resolution

**6. Qualification and Experience of AS/TD/OO**

- (a) Documents to justify the required qualification.  
(AS \*TD \*OO)  
 (b) Documents to justify the claimed experience in the relevant field. (AS \*TD \*OO)  
 (c) (For TD using alternative requirements 2, 3 or 5 only) Documents to justify the claimed experience in managing a building contractor company.  
 (d) CV of AS/TD/OO (AS \*TD \*OO)

**7. Other Qualified Staff**

- (a) Copy of Certificate / CV  
 (b) Documentary proof showing the employment of the appropriate qualified staff

**8. Access to Plant and Resources**

- (a) Documentary justification on access to resources  
 (b) Documentary justification on access to relevant plant  
 (c) (For contractors in the Ground Investigation Field Works Category)  
Documentary justification on access to engaging Competent Persons (CP) for logging and site supervision and Geotechnical Field Technician (GFT)

**9. Other Supporting Documents**

- (a) Undertaking letter for the proposed AS/TD/OO who is currently working for another contractor as AS/TD/OO  
 (b) For sharing of AS/TD/OO among a holding company and its subsidiary companies, a statement from the auditor and a letter of undertaking from the holding company verifying the criteria as stipulated in paragraphs 1(a) and 1(f) in Appendix L of PNRC 38 respectively.