

**Checklist for Submission of Supporting Documents**  
**for Renewal of Registration**

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

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

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

 (Tick where applicable), \* Delete whichever inapplicable

This checklist should be read in conjunction with Practice Note for Registered Contractors 38 (PNRC 38).

Applicants are reminded that they should produce **originals** of the required documents for verification when required. Failure or delay in producing the originals may result in refusal of the application.

Applicants are required to submit the following documents where applicable.

Applications meeting the criteria as specified in paragraph 6 of Appendix J of PNRC 38 will be processed under fast-track arrangement. Applications not meeting the specified criteria will be processed under the normal procedures.

In addition to the items listed in this checklist, the Contractors Registration Committee (CRC)/Building Authority (BA) may require further information/documents/clarification from the applicants.

**1. Application**

- (a) *Original Form BA2A.*
- (b) *Prescribed Fee. (For amount of fee, refer to item IV B of "Schedule of Fees and Charges" for Registered General Building Contractors And Registered Specialist Contractors ([http://www.bd.gov.hk/english/inform/index\\_fees.html](http://www.bd.gov.hk/english/inform/index_fees.html)))*

**2. Other Supporting Forms**

- (a) *Original Form RR-5: Declaration of Conviction/Disciplinary/Suspension Records by Contractor Applying for Renewal of Registration.*
- (b) *Original Form RR-6: Declaration of Conviction/Disciplinary/Suspension Records by Authorized Signatory(AS)/Technical Director(TD)/Other Officer(OO) for Renewal of Registration of Contractor.*  
 (AS \*TD \*OO)

**3. Business Registration and Identification Documents**

- (a) *Original of the updated certified extracts of information on the business register (IRBR 152).*
- (b) *Copy of the current Business Registration Certificate (IRDB101) with indication of payment of registration fee.*
- (c) *(For corporation only) Copy of the current Annual Return (Form AR1) to the Companies Registry (CR)*  
 - *Justifying the directorship of the current TD;*  
 - *Proofs showing that the Form AR1 has been received by the CR (e.g. receipt of payment, receipt stamp, etc).*

**4. Job Reference**

- (a) *For the contractor, a job reference on a minimum of one relevant building project as defined in paragraphs 1 and 2 of Appendix M to PNRC 38.*
- (b) *According to paragraph 3 of Appendix J to PNRC 38, the AS may be required to provide a job reference on a minimum of one relevant building project as defined in paragraphs 1 and 2 of Appendix M to PNRC 38.*