

**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 8C(2)**

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**Application for renewal of registration as a \*registered general building contractor/  
registered specialist contractor in the \*\* \_\_\_\_\_ works category**

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

To the Building Authority (BA)

(Full name of contractor) \_\_\_\_\_,

(Chinese) \_\_\_\_\_ is on the register of \* general building contractors / specialist contractors in the  
\*\* \_\_\_\_\_ works category, with Certificate of Registration No. : \_\_\_\_\_ Such registration will  
expire on \_\_\_\_\_.

2. I, \*sole proprietor/partner/director/acting for and on behalf of the above contractor, hereby apply for renewal of the registration of the contractor.

3. The following details are for your consideration :

A. Address of contactor : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

Business Registration Certificate No. : \_\_\_\_\_ Status : \* individual/partnership/corporation

B. I attach herewith supporting documents for your consideration of my application. (Please refer to the separate guidelines and checklist issued by the BA regarding the details of supporting documents required to be submitted with the application)

4. 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)  
for and on behalf of the contractor

Full name (English) : \*Mr/Mrs/Ms/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID /Passport No. : \_\_\_\_\_ (a copy of the applicant's HKID Card /Passport is attached).

**5. Contractor’s Declaration**

I, \* sole proprietor/partner/director/acting for and on behalf of the above contractor, also the person appointed by the above contractor to act for the purposes of the Buildings Ordinance (Authorized Signatory), hereby declare that :

The status of the contractor in respect of the following aspects is the same as that accepted by the BA for the current registration (See Footnotes 1 and 2 below) :

- (i) the management structure and decision making mechanism (applicable to a corporation only);
- (ii) the appointment of key personnel i.e. the Authorized Signatory(ies) (AS), Technical Director(s) (TD) and Other Officer(s) (OO); and
- (iii) the mode of operation i.e. \* individual/partnership/corporation.

\_\_\_\_\_  
(Signature of the AS)  
for and on behalf of the contractor

Full name (English) : \*Mr/Mrs/Ms/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_  
HKID / Passport No. : \_\_\_\_\_

**6. AS/TD/OO’s Declaration**

\*I/We hereby declare that \*I am / we are currently acting as the AS/TD/OO under the Buildings Ordinance for the above contractor and will continue to act in such capacity (See Footnotes 1 and 2 below):

Full Name		HKID/ Passport No.	Capacity (i.e. AS/TD/OO)	Signature
English	Chinese			

(use additional sheet if necessary)

**Footnotes**

- 1. Prior approval must be obtained from the BA for change of management structure, decision making mechanism, appointment of AS/TD/OO or mode of operation.
- 2. Any person making a false declaration or misrepresenting a material fact shall be guilty of an offence and subject to prosecution.

\* Delete whichever is inapplicable  
\*\* Enter the category of specialized works

**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 .....**

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**CONFIRMATION OF RECEIPT OF PAYMENT** (for office use only)

Receipt no. \_\_\_\_\_ has been issued for the payment of the amount stated in paragraph 4 above.

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Date

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Name and signature of collecting officer

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First issued      November 1994  
This revision     December 2004