

BD Ref: _____

Contractors Registration Checklist for Submission of Supporting Documents for Addition of Authorized Signatory (AS)/Technical Director (TD)/Other Officer (OO)

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 BA2C

(b) Prescribed Fee (for AS only)

2. Other Supporting Forms

(a) Form RR-1

(b) Form RR-3 (*AS *TD *OO)

(c) 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 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.