

**BUILDINGS ORDINANCE
(Chapter 123)
Building (Minor Works) Regulation
Section 14(1)**

**Application for renewal of registration of
registered minor works contractor (company)**

Date _____

To the Building Authority (BA)

(Full name of contractor) _____ ,
(Chinese) _____ , is on the register of minor works
contractors for the following types and classes of minor works with Certificate of Registration
No.: _____ . Such registration will expire on _____ .

	Classes I, II & III	Classes II & III	Class III Only
Types of Minor Works (i.e. Type A to G)			

2. Particulars of the contractor are as follows:

Business address : _____

Tel. No. : _____ Fax No. : _____ E-mail address : _____

Business Registration Certificate No.: _____ Status: *sole proprietorship/partnership/corporation

3. In accordance with the provisions of section 14(1) of Building (Minor Works) Regulation,
I, *sole proprietor/partner/director (capacity) _____ , acting for and on behalf of
the above contractor, hereby apply for the renewal of its registration.

4. I hereby declare that the following particulars of the contractor under the current registration remain
unchanged (see footnote 1):

- (A) Nomination of the Authorized Signatory (AS) *and Technical Director (TD);
- (B) Mode of operation i.e. *sole proprietor/partnership/corporation.; and
- * (C) Management structure and decision making mechanism (applicable to a corporation only);

5. I attach herewith the checklist and supporting documents for your consideration (please refer to the
separate guidelines issued by the BA).

6. **Declaration by AS *and TD**

*I/We hereby declare that *I am/we are currently acting as the AS *and TD under the Building (Minor Works) Regulation for the above contractor and will continue acting in such capacity:

Full name		Capacity (AS/TD)	HKID/ Passport No.	Types of Minor Works nominated (i.e. Type A to G)			Signature
English	Chinese			Classes I, II & III	Classes II & III	Class III Only	

7. *I attach a cheque No. _____ for HK\$ _____ (payable to “THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION” or “THE GOVERNMENT OF THE HKSAR”) in payment of the fee prescribed for the application.

*I have paid to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION in the amount of HK\$ _____ through the EPS in payment of the fee prescribed for the application and a receipt No. _____ of the payment is attached herewith.

(Signature of the applicant)

for and on behalf of the contractor

Full name: *Mr/Mrs/Ms/Miss _____ (Chinese) _____

HKID/Passport No. : _____ Capacity: *sole proprietor/partner/director/(others): _____

* Delete whichever is inapplicable

/Footnotes

Footnotes

1. Prior approval must be obtained from the BA for change of management structure, decision making mechanism, appointment of AS/TD or mode of operation.

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 7 above.

Date

Name and signature of collecting officer

First issued: December 2009