

**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Building (Minor Works) Regulation**  
**Section 18(1)**

**Application for restoration of name to  
the register of minor works contractors (company)**

Date \_\_\_\_\_

To the Building Authority (BA)

(Full name of contractor) \_\_\_\_\_ ,  
(Chinese) \_\_\_\_\_ , was previously on the register of  
minor works contractors for the following types and classes of minor works with Certificate of Registration  
No.: \_\_\_\_\_ . Its name was subsequently removed under section 17(1) of the  
Building (Minor Works) Regulation on \_\_\_\_\_ .

|  | Classes I, II & III | Classes II & III | Class III Only |
|--|---------------------|------------------|----------------|
| Types of Minor Works<br>(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 18(1) of Building (Minor Works) Regulation,  
I, \*sole proprietor/partner/director (capacity) \_\_\_\_\_ , acting for and on behalf of  
the above contractor, hereby apply for restoration of its name to the register of minor works contractors.

4. I hereby declare that the following particulars of the contractor under the previous 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/we previously acted as the AS \*and TD under the Building (Minor Works) Regulation for the above contractor and shall act in such capacity upon restoration of its name to the register of minor works contractors:

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

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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 7 above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and signature of collecting officer

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