

**BUILDINGS ORDINANCE
(Chapter 123)
Building (Minor Works) Regulation
Section 21(2)**

**Application for registration of additional class and/or type of
minor works for a registered minor works contractor (company)**

Date _____

To the Building Authority (BA)

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

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 21(2) of Building (Minor Works) Regulation,
I, *sole proprietor/partner/director (capacity) _____ , acting for and on behalf of
the above contractor, hereby apply for the addition to its registration of the following additional classes and/or
types of minor works.

	Types of Minor Works (i.e. Type A to G)		
	Classes I, II & III	Classes II & III	Class III Only
Classes and/or types of minor works under existing registration			
Proposed additional classes and/or types of minor works			

4. In accordance with the provisions of section 21(4) of Building (Minor Works) Regulation, I hereby nominate the following individuals as the Authorized Signatories in respect of each additional class and/or type of minor works:

Full name		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	

5. I hereby nominate the following directors as the Technical Directors in respect of each additional type and/or class of minor works: (Applicable to a corporation only)

Full name		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	

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

7. A concurrent application under section 24(1) of Building (Minor Works) Regulation for approval of nomination of additional Authorized Signatory *is/is not submitted herewith.

8. *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

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 8 above.

Date

Name and signature of collecting officer
