Form BA 25D

BUILDINGS ORDINANCE
(Chapter 123)
Building (Minor Works) Regulation
Section 24(1)

Application for approval of nomination of additional authorized signatory/technical director of a registered minor work 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 24(1) of Building (Minor Works) Regulation, I, *sole proprietor/partner/director (capacity) _____ , acting for and on behalf of the above contractor, hereby apply for approval of the nomination of the following individuals as its additional authorized signatories for the respective classes and/or types 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	

/4. ……

4. I hereby nominate the following directors as the Technical Directors for the respective classes and/or types of minor works: (Applicable to a corporation only)

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

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

6. A concurrent application under section 21(2) of Building (Minor Works) Regulation for the application for registration of additional class and/or type of minor works *is/is not submitted herewith.

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

/Notes on ……

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