

**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Building (Minor Works) Regulation**  
**Section 26**

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**Application for review of decision of the Building Authority or  
recommendation of the Minor Works Contractors Registration Committee  
in respect of registration of minor works contractor (company)**

Date \_\_\_\_\_

To the Building Authority (BA)

In accordance with the provisions of section 26 of Building (Minor Works) Regulation, I, \*sole proprietor/partner/director (capacity) \_\_\_\_\_, acting for and on behalf of (full name of the contractor) \_\_\_\_\_, (Chinese) \_\_\_\_\_, hereby request a Minor Works Contractors Registration Committee to review the \*decision of the BA/or recommendation of the Minor Works Contractors Registration Committee to my application as detailed below:

(A) Type of application (please tick box where applicable)

- Registration as a registered minor works contractor (company)
- Renewal of registration of registered minor works contractor (company)
- Restoration of name to the register of minor works contractors (company)
- Registration of additional class and/or type of minor works
- Approval of nomination of additional authorized signatory

(B) Date of application : \_\_\_\_\_

(C) BD Ref. No.: \_\_\_\_\_

(D) Date of notification letter of the BA : \_\_\_\_\_

2. The particulars of the review requested for are as follows:

(A) The substance of matters to be reviewed: (please use additional sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

(B) Classes and types of minor works involved: \_\_\_\_\_

\_\_\_\_\_

(C) Particulars of Authorized Signatories \*and Technical Directors involved:

| 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 |           |
|           |         |                     |                          |  |                     |                   |           |
|           |         |                     |                          |  |                     |                   |           |
|           |         |                     |                          |  |                     |                   |           |
|           |         |                     |                          |  |                     |                   |           |
|           |         |                     |                          |  |                     |                   |           |

(D) Reasons for requesting review: (please use additional sheet if necessary)

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(E) Supporting documents attached, if any (please give a brief description below):

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3. 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

4. \*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.

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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 4 above.

\_\_\_\_\_  
Date

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

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First issued: December 2009