

**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Building (Minor Works) Regulation**  
**Section 64(1)**

**Application for registration as a  
registered minor works contractor (provisional)**

Date \_\_\_\_\_

To the Building Authority (BA)

In accordance with the provisions of section 64(1) of Building (Minor Works) Regulation, I, \*sole proprietor/partner/director (capacity) \_\_\_\_\_, acting for and on behalf of (full name of contractor) \_\_\_\_\_, (Chinese) \_\_\_\_\_, hereby apply for registration as a registered minor works contractor (provisional) for the following types and classes of minor works (please tick one or more boxes below) :

	Classes I, II & III	Classes II & III	Class III Only
Type A (Alteration & Addition Works)			
Type B (Repair Works)			
Type C (Works relating to Signboards)			
Type D (Drainage Works)			
Type E (Works relating to Structures for Amenities)			
Type F (Finishes Works)			
Type G (Demolition Works)			

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 64(3) of Building (Minor Works) Regulation, I hereby nominate the following individuals as the Authorized Signatories in respect of each 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	

4. I hereby nominate the following directors as the Technical Directors in respect of each class and/or type 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	

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

6. \*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 6 above.

\_\_\_\_\_  
Date

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

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