

## Application for Registration as a Registered Minor Works Contractor (Company)

**Checklist for Submission of Form BA25 (CL-BA25)**

(This checklist is for the use of Contractor Company which applies for registration as a registered minor works contractor(company), i.e. an RMWC(Co). This checklist shall be submitted to the Buildings Department with the duly completed specified form BA25, prescribed application fee and other applicable documents. Please complete Part A and B. The Building Authority may require the applicant to submit other documents which are not listed in this checklist for consideration.)

Name of Contractor: \_\_\_\_\_ No. of Proposed AS: \_\_\_\_\_ No. of Proposed TD: \_\_\_\_\_

**PART A –List of Forms & Documents**

- Note: -  required forms/ documents of the RMWC(Co) (corporation/ partnership/ sole proprietorship as applicable), the proposed Authorized Signatory (AS) and the proposed Technical Director (TD).  
 -  forms/documents may be required depending on the application details, qualification/experience of the proposed AS/TD.  
 - please "✓" in the applicable  /.

**A1. Forms and Documents to be submitted by the Contractor Company**

(Details of items can refer to Guidance Notes GN-BA25 List 1)

<input type="radio"/>	1.1	<b>Specified Form BA 25</b>	Required for <b>ALL APPLICANT</b>
<input type="radio"/>	1.2	<b>Prescribed Application Fee</b> (see Part B overleaf; can be paid by cheque, EPS or Octopus)	
<input type="radio"/>	1.3	<b>Original of updated certified extracts of Information on the Business Register (IRBR 152)</b>	
<input type="radio"/>	1.4	<b>Copy of current Business Registration Certificate BRC (IRDB 101)</b>	
<input type="radio"/>	1.5	<b>Form RR-9</b> (declaration of conviction records of the contractor)	
<input type="radio"/>	1.6	<b>Checklist CL-BA25</b> (i.e. this checklist)	
<input type="radio"/>	1.7	<b>Documentary justification on access to resources</b> (current auditor's report / recent 3 months' bank statements)	
<input type="radio"/>	1.8	<b>Documentary justification on access to plants</b> (quotations for renting of plants)	
<input type="radio"/>	1.9	<b>Copy of current Annual Return (AR1)</b> (all proposed TD must be director)	for corporation
<input type="radio"/>	1.10	<b>Organization Chart</b> (all proposed AS / TD to be shown)	
<input type="radio"/>	1.11	<b>Resolution for Appointment of the proposed TD and AS</b>	
<input type="radio"/>	1.12	<b>Authorization Letter for Appointment of the proposed AS</b>	for partnership

**A2. Documents & Forms to be submitted EACH proposed Authorized Signatory (AS)**

(Details of items can refer to Guidance Notes GN-BA25 List 2)

AS1	AS2		
<input type="radio"/>	<input type="radio"/>	2.1 <b>Form RR-10</b> (Declaration of Conviction records of the proposed AS)	Required for EACH proposed AS
<input type="radio"/>	<input type="radio"/>	2.2 <b>Form RR-11</b> (Affirmation of Qualification / Experience of the proposed AS)	
<input type="radio"/>	<input type="radio"/>	2.3 <b>Copy of HKID card/passport</b>	
<input type="radio"/>	<input type="radio"/>	2.4 <b>Copy of Certificate of Academic / Vocational Qualification</b>	
<input type="checkbox"/>	<input type="checkbox"/>	2.5 <b>Form RR-12/ Form RR-13 + supporting documents/ Form RR-14/ Form RR-15/ Form RR-16</b> (Proof of Experience in building industry/ minor works of the proposed AS)	May be required according to the Form RR-11 of EACH proposed AS.
<input type="checkbox"/>	<input type="checkbox"/>	2.6 <b>Testimonials / Proof of Employment issued by relevant Employer</b> (Proof of Experience in building industry of the proposed AS)	
<input type="checkbox"/>	<input type="checkbox"/>	2.7 <b>BD Standard Forms and Documents required under PNRC 38</b>	
<input type="checkbox"/>	<input type="checkbox"/>	2.8 <b>Curriculum Vitae (CV)</b>	Required for Class I AS

**PART A - List of Forms & Documents (con't)**

(○ required documents / △ documents may be required ; please “✓” in the applicable ○ /△)

TD1		TD2	A3. Documents & Forms to be submitted EACH proposed Technical Director (TD) (applicable to corporation applicant only) <i>(Details of items can refer to Guidance Notes GN-BA25 List 3)</i>	
<input type="radio"/>	<input type="radio"/>	3.1	<b>Form RR-10A</b>	<i>(Declaration of Conviction records of the proposed TD)</i>
<input type="radio"/>	<input type="radio"/>	3.2	<b>Form RR-11A</b>	<i>(Affirmation of Qualification / Experience of the proposed TD)</i>
<input type="radio"/>	<input type="radio"/>	3.3	<b>Copy of HKID card/passport</b>	
<input type="triangle"/>	<input type="triangle"/>	3.4	<b>Form RR-12A/ Form RR-13A and supporting documents/ Form RR-14A/ Form RR-15A/ Form RR-16A</b>	<i>(Proof of Experience in building industry)</i>
<input type="triangle"/>	<input type="triangle"/>	3.5	<b>Copy of Certificate of Academic / Vocational Qualification</b>	
<input type="triangle"/>	<input type="triangle"/>	3.6	<b>Testimonials / Proof of Employment issued by relevant Employer</b>	<i>(Proof of Experience in building industry)</i>
<input type="triangle"/>	<input type="triangle"/>	3.7	<b>Documentary proof of managing a building contractor company</b> <i>(ARI(showing directorship) /IRBR 152(showing ownership) of a building contractor company in relevant years, AND project documents in relevant years , etc.)</i>	
<input type="triangle"/>	<input type="triangle"/>	3.8	<b>BD Standard Forms and Documents required under PNRC 38</b>	
<input type="triangle"/>	<input type="triangle"/>	3.9	<b>Curriculum Vitae (CV)</b>	Required for Class I TD

**PART B - Computation Table for PRESCRIBED APPLICATION FEE (BA25)**

- Note: (i) Prescribed application fee depends on the number of proposed AS and the highest class of minor works each AS applies for.  
 (ii) Please “✓” in the appropriate box  in the first column on the left.  
 (iii) The types of minor works under application and the number of TD do not affect the application fee.

<b>Highest Class of Minor Works Applied by the Contractor</b>	<b>Number of Proposed AS</b> <i>(in respect of the highest class minor works applied by EACH proposed AS, irrespective of the types)</i>	<b>TOTAL APPLICATION FEE</b>	
<input type="checkbox"/> <b>Class I</b>	Class I,II,III AS = [A] ___no.	→	\$2,530 + ([A]-1) x \$2,090 = [D] \$ _____
	Class II,III AS = [B] ___no.		[B] x \$840 = [E] \$ _____
	Class III AS = [C] ___no.		[C] x \$530 = [F] \$ _____
<b>OR</b>			
<input type="checkbox"/> <b>Class II</b>	Class II,III AS = [G] ___no.	→	\$1,110 + ([G]-1) x \$840 = [J] \$ _____
	Class III AS = [H] ___no.		[H] x \$530 = [K] \$ _____
<b>OR</b>			
<input type="checkbox"/> <b>Class III</b>	Class III AS = [L] ___no.	→	\$715 + ([L]-1) x \$530 = [M] \$ _____