

**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Building (Minor Works) Regulation**  
**Section 10(1)(a)**

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

Date \_\_\_\_\_

To the Building Authority (BA)

In accordance the provisions of section 10(1)(a) of the Building (Minor Works) Regulation, I (full name in English) \_\_\_\_\_, (Chinese) \_\_\_\_\_, hereby apply for registration as a registered minor works contractor for the following class III minor works items under Part 3 of Schedule 1 of the Regulation (please tick one or more boxes below):

- 3.1     3.2     3.3     3.4     3.5     3.6     3.7     3.8     3.9     3.10
- 3.11     3.12     3.13     3.14     3.15     3.16     3.17     3.18     3.19     3.20
- 3.21     3.22     3.23     3.24     3.25     3.26     3.27     3.28     3.29     3.30
- 3.31     3.32     3.33     3.34     3.35     3.36     3.37     3.38

2. My personal details are as follows:

Business address : \_\_\_\_\_

Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

HKID/Passport No.: \_\_\_\_\_

3. I attach herewith the following documents for your consideration:

- (A) Copy of my \*HKID Card/Passport;
- (B) Copy of the Construction Industry Safety Training Certificate (i.e. Green Card);
- (C) Copy of certificate of completion of recognized training course on class III minor works;
- (D) Details of my qualifications and/or experience in standard form (please refer to the separate guidelines issued by the BA); and
- (E) Declaration of conviction & disciplinary records in standard form (please refer to the separate guidelines issued by the BA).

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.

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(Signature of the applicant)

\* 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