

Application for Registration as a **Registered Minor Works Contractor (Company)****List 3:** Documents to be submitted by each person nominated as **Technical Director** for the Applicant

*(Each person nominated as TD shall possess the qualification, experience and competence as specified by the Building Authority (BA), which shall have to be substantiated by proofing documents listed below. Each nominated person shall submit a set of applicable documents.)*

3.1	<p><b>BD Standard Form RR-10A</b> <b>(declaration of conviction/ disciplinary/ suspension records of TD)</b></p> <ul style="list-style-type: none"> <li>- The BA will assess the competency and ability of the person by making reference to his past records in the building industry. Having such non-performance records does not automatically imply that the application is to be refused.</li> </ul>
3.2	<p><b>BD Standard Form RR-11A</b> <b>(affirmation of qualifications and experience of TD)</b></p> <ul style="list-style-type: none"> <li>- It is permissible for a person as a TD, to apply for different classes &amp; types of minor works through more than one Alternative Requirements 1 -10 in one single application.</li> </ul>
3.3	<p><b>BD Standard Form RR-12A</b> <b>(proof of experience by endorsement from Employer /Building Owner /Qualified Personnel)</b> <b>BD Standard Form RR-13A with supporting documentary proof</b> <b>(proof of experience by TD’s self-certification)</b> <b>BD Standard Form RR-14A</b> <b>(proof of experience by endorsement from Trade Associations / Labour Unions)</b> <b>BD Standard Form RR-15A</b> <b>(proof of experience by statutory declaration by the TD)</b></p> <ul style="list-style-type: none"> <li>- Substantiation in experience in building industry by endorsement, self-certification with supporting documentary proof, declaration under oath, etc., is acceptable. They should be made in the corresponding BD standard forms RR-12A, RR-13A, RR-14A and/or RR-15A.</li> <li>- It is unnecessary to complete all the 4 standard forms if the certification of experience is sufficient to substantiate the registration requirement by any of these forms.</li> <li>- The total years’ of relevant experience in building industry will be the aggregate certified in each of the standard form plus the experience shown in the submitted testimonials (see item 3.6 below)</li> <li>- Read the notes in the respective BD standard forms for further details. In particular, certification of experience by a trade association/ labour union via form RR-14A and by declaration under oath via form RR-15A will only be considered for application for class III minor works. A maximum of 2 years’ experience via Form RR-15A will be considered.</li> <li>- The BA reserves the right whether to accept a certification and, where considered necessary, to request for additional information.</li> </ul>
3.4	<p><b>Copy of HKID card/passport of TD</b></p>
3.5	<p><b>Copy of Certificate of Academic/Vocational Qualification</b></p> <ul style="list-style-type: none"> <li>- Copy of the certificate for each of the academic/vocational qualification claimed in BD standard form RR-11A para.2 have to be submitted at the time of application and its original will have to be presented for verification subsequently.</li> </ul>

3.6	<p><b>CV and Testimonials of TD</b></p> <ul style="list-style-type: none"> <li>- CV of the proposed TD shall be submitted for reference. Record of employment shall be shown in chronological order, with full name of the employers, duration of employment, post/capacity under employment, descriptions of the projects involved should be indicated.</li> <li>- Employers' testimonials will be accepted as justification of proposed TD's experience in building industry.</li> </ul>
3.7	<p><b>BD Standard Forms &amp; Documents under PNRC 38</b></p> <ul style="list-style-type: none"> <li>- The set of duly completed forms and documents under PNRC 38 shall be submitted if any application of classes and types of minor works by the proposed TD is based on Alternative Requirement 10 in BD Standard Form RR-11A.</li> </ul>
3.8	<p><b>Supporting documentary proof of managing a building contractor company</b></p> <ul style="list-style-type: none"> <li>- Refer to para.5 of BD standard form RR-11A for the details requirements on the supporting documentary proof.</li> </ul>