

Application for Registration as a **Registered Minor Works Contractor (Company)**
 Declaration of Conviction/Disciplinary/Suspension Records by the **Authorized Signatory**

(This Form is to be completed by a person nominated as the authorized signatory (AS) for the Contractor . Please read the notes overleaf carefully before filling in.)

To Building Authority (BA),

1. The Contractor (*name*) _____ has submitted a minor works contractor registration application to the BA and I (*name of AS*), _____, am nominated as the **AS** in the application. I have checked from the records kept by myself, the Contractor, the contractor(s) that I previously worked for and other relevant sources such as related persons and government departments, HEREBY DECLARE that: (Please tick where appropriate)

(a) I myself, the projects under my supervision and the projects in which I have been involved **HAVE NO** conviction/disciplinary/suspension record in respect of the aspects as indicated in NOTE 2 during the period specified in NOTE 3 overleaf.

(b) I myself, the projects under my supervision and the projects in which I have been involved **HAVE** conviction/disciplinary/suspension records in respect of the aspects as indicated in NOTE 2 during the period specified in NOTE 3 overleaf. The true and exhaustive records are as follows:-

Date of Offence	Date of Judgment	Initiating Authority	Name of Contractor, My Role and Involvement	Description of the Incident/Offence and Project, Fatal/Injury Record, Reason of Suspension, etc.	Nature of Works (Class/Type of Minor Works, if applicable)	Penalty

2. I make this solemn declaration and conscientiously believe that the above declaration is true.

Name of AS (*English*) _____ (*Chinese*) _____

HKID No. _____ Signature _____ Date _____

NOTE

1. Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.
2. The declaration should cover ALL incidents involving the AS in respect of the following aspects irrespective of the nature of works (e.g. minor works/building/foundation/demolition/civil, etc; public/private, etc.) the incidents are related of:
 - (a) Conviction or disciplinary action under the Buildings Ordinance;
 - (b) Conviction on labour safety offences under the ordinances and regulations administered by the Commissioner for Labour, such as Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance;
 - (c) Suspension from tendering by the Development Bureau (DevB), the Housing Authority (HA) or their related departments. The reasons of suspension should also be provided;
 - (d) Conviction leading to imprisonment for malpractice or misconduct in building works or construction related activities;
 - (e) Conviction under section 27(3) of the Public Health and Municipal Services Ordinance concerning the control of water likely to contain larvae or pupae of mosquitoes administered by the Director of Food and Environmental Hygiene; and
 - (f) Conviction on environmental offences under the ordinances and regulations administered by the Director of Environmental Protection, such as the Air Pollution Control Ordinance, the Noise Control Ordinance, the Waste Disposal Ordinance, the Water Pollution Control Ordinance, the Dumping at Sea Ordinance, the Ozone Layer Protection Ordinance and the Environmental Impact Assessment Ordinance.
3. The duration of which the record of conviction/ disciplinary actions/ suspension should be covered with respect to the kind of application, is as follow:-
 - (a) For Registration / Addition of AS / Addition of Class(es) and Type(s) of Minor Works by a proposed AS, the period should cover 3 years preceding the date of the application for registration. In case the proposed AS has been accepted by the BA within 3 years preceding the date of this application, the period should be the date of his last application that was accepted by the BA up to the date of this application. If the proposed AS was previously employed by another contractor, the conviction/ disciplinary/ suspension records of that contractor in the projects which the proposed AS had been involved and within the above timeframe, should also be declared.
 - (b) For first-time Renewal, the period should cover the current registration period preceding the date of submission of the renewal application.
 - (c) For subsequent Renewals following the first-time renewal, the period should covers from the date of submission of the last renewal application to the date of submission of the current renewal application.
 - (d) For Restoration, the period should cover the whole period since the commencement of the last registration to the date of submission of the current restoration application.
4. This Form should be completed by **EACH** of the AS for Registration / Renewal / Restoration. For Addition of AS / Addition of Class(es) and Type(s) of Minor Works, only the AS concerned is required to submit this Form.
5. Use separate sheet if the space provided is insufficient. Each additional sheet should be endorsed by the AS.