

Application for Registration as a Registered Minor Works Contractor (Company)
Affirmation of Qualification and Experience of a person nominated as 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 am nominated as the **AS** in the application.
2. I have the **qualifications and experience** which meet the Alternative Requirements (Alt. Req't) marked with a “√” in the table below (please tick as appropriate, insert information as required, and *delete if inappropriate):-

Alt. Req't	Highest Class & Type(s) of minor works nominated	Qualifications (see para.3 also)	Experience	
			In building industry (see para.4 also)	In minor works in HK (see para.5 also)
<input type="checkbox"/> 1	Class: *I / II / III Type: _____	A certificate, diploma or equivalent in a field relevant to construction technology (note 2). _____ (Qualification & Issuing Institution)	3 years including 1 year in HK	7 relevant minor works items including 1 completed in past 3 years
<input type="checkbox"/> 2	Class: *I / II / III Type: _____	<input type="checkbox"/> A certificate of a recognized top-up course for RGBC (note 3) OR <input type="checkbox"/> A certificate of a recognized top-up course for RMWC(Co) in relevant class(es) and type(s)	5 years including 1 year in HK	10 relevant minor works items including 2 completed in past 3 years
<input type="checkbox"/> 3	Class: *I / II / III Type: <u> D </u>	Grade I plumber's licence issued under Waterworks Regulation 34	5 years including 1 year in HK	10 relevant minor works items including 2 completed in past 3 years
<input type="checkbox"/> 4	Class: *I / II / III Type: _____	AS of a RGBC (Reg. No. of RGBC) _____	AS accepted more than 3 years ago <u>may</u> submit a relevant job reference (note 5) (see para.7 also)	
<input type="checkbox"/> 5	Class: *I / II / III Type: <u> G </u>	AS of a RSC(Demolition) (Reg. No. of RSC(D)) _____	AS accepted more than 3 years ago <u>may</u> submit a relevant job reference (note 5) (see para.7 also)	
<input type="checkbox"/> 6	Class: *I / II / III Type: <u> E </u>	AS of a RSC(Ventilation) (Reg. No. of RSC(V)) _____ AND <input type="checkbox"/> A certificate involving “building technology” OR <input type="checkbox"/> A recognized continuing professional development (CPD) course with building technology module _____ (Qualification & Issuing Institution)	N/A	7 minor work items including 1 completed in past 3 years
<input type="checkbox"/> 7 (note 4)	Class: *I / II / III Type: _____	AS of a RMWC(Co) (Reg. No. of RMWC(Co)) _____	AS accepted more than 3 years ago <u>may</u> submit a relevant job reference (note 5) (see para.7 also)	
<input type="checkbox"/> 8 (note 4)	Class: *I / II / III Type: _____	AS of a RMWC(P) (Reg. No. of RMWC(P)) _____ AND A certificate of a recognized top-up course for RMWC(Co) in relevant class(es) and type(s)	N/A	

<input type="checkbox"/> 9 (note 6)	Class: <u>*I / II / III</u> Type: _____	Qualifications meeting the registration requirement of AS for *RGBC / RSC(Demolition) under PNRC 38 _____ (Qualification & Issuing Institution)	Experience which meets the registration requirement of AS for RGBC/ RSC(D) under PNRC 38 (see para.6 also)
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3. (for Alt. Req't 1 to 9) I attach copy of the certificate of my **qualifications** listed in para.2 for your consideration.
4. (for Alt. Req't 1 to 3 only) I have more than (*delete if inappropriate) *3 / 5 years' **experience in the building industry**. I attach my CV, together with the following supporting documents, for your consideration(please tick as appropriate):-
- (nos.) _____ testimonials issued by my employer(s)
 - BD standard form RR-12 with certification by my employer/ building owner/ qualified personnel of the work
 - BD standard form RR-13 being my self-certification and supported by documentary justifications
 - BD standard form RR-14 with certification by a trade association or labour union
 - BD standard form RR-15 being my declaration made under the Oaths and Declaration Ordinance
5. (for Alt. Req't 1 to 3, & 6 only) To substantiate my **experience in minor works in Hong Kong**, I provide herewith the following for your consideration (please tick as appropriate) :
- BD standard form RR-12 duly completed and endorsed by my employer/ building owner/ qualified personnel of the work
 - BD standard form RR-13 duly completed and endorsed by myself and supported by documentary justifications
 - BD standard form RR-14 duly completed and endorsed by a trade association or labour union
 - BD standard form RR-15 being my declaration made under the Oaths and Declaration Ordinance
6. (for Alt. Req't 9 only) To substantiate my **experience**, I submit the forms and documents as required under PNRC 38 for your consideration.
7. (for Alt. Req't 4,5 & 7 only) I was accepted by BA as AS:- (please tick as appropriate) :
- in the past 3 years, so submission of job reference is not required.
 - more than 3 years ago, and I herewith submit the documents of a relevant job reference carried out in the past 3 years for your consideration.
 - more than 3 years ago, and I do not have any relevant job reference.

Name of AS (English) _____ (Chinese) _____

HKID No. _____ Signature _____ Date _____

NOTE

1. It is permissible for a person as an AS to apply for different classes & types of minor works through more than one Alternative Requirements 1 -9 in one single application.
2. The certificate, diploma or higher qualifications should be in the field of construction technology such as architecture, building studies, building surveying, civil engineering and structural engineering. Academic qualifications in other fields of studies may also be considered with regard to the relevance of the curriculum in relation to the types of minor works under application.
3. Alternative Requirement 2 is only applicable to those applicants who have made use of the top-up course to submit applications for registration as RGBC/RSC before 2.7.2002.
4. Only the class(es) and type(s) of minor works which were accepted in the previous registration as AS in RMWC(Co) or RMWC(P) will be considered.
5. An AS whose last acceptance by the BA is more than 3 years preceding the date of this application should submit a minimum of 1 relevant job reference, otherwise he may have to attend an interview with the MWCRC indicating his involvement in the building industry in the past 3 years.
6. Holder of qualification and experience meeting the registration requirements of AS for RSC(D) can only apply for Type G minor works (demolition).