

Application for Registration as a **Registered Minor Works Contractor (Provisional)**
Endorsement of Working Experience for a person nominated as **Authorized Signatory**
by Employer/ Building Owner/ Qualified Personnel

(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. The claimed experience must be endorsed by his employer, the building owner or the qualified personnel mentioned in note 1.)

To Building Authority (BA),

1. The Contractor (name) _____ has submitted a minor works contractor **provisional** registration application to the BA and I am nominated as the **AS** in the application.
2. To support my application, I submit herewith certification(s) from my employers/ related building owners/ relevant qualified personnel who have duly endorsed my **relevant working experience** for your consideration:-

| Certification by Employer / Building Owner (<input type="checkbox"/> tick if applicable / *delete if inappropriate) | |
|---|---|
| <p>To Building Authority,</p> <p>I certify that _____ (name of AS):-</p> <p><input type="checkbox"/> (A) has ____ years' relevant experience in building industry, _____ year(s) of which was gained locally.</p> <p><input type="checkbox"/> (B) has involved in work item no(s). _____ listed in the minor works table in para.3 of this Form.</p> <p>_____ Signature of *Employer / *Building Owner / *Certifier (with Company Chop if applicable)</p> <p>Date: _____</p> | <p>Name of Employer/ Building Owner</p> <hr/> <p>BRC No. (applicable when Employer / Building Owner is a company)</p> <hr/> <p>Name of Certifier (applicable when the Employer/Building Owner is a company)</p> <hr/> <p>Capacity/ Post of Certifier</p> <hr/> <p>Phone No</p> <hr/> <p>Address</p> |

| Certification by Qualified Personnel (<input type="checkbox"/> tick if applicable / *delete if inappropriate) | |
|--|---|
| <p>To Building Authority,</p> <p>I certify that _____ (name of AS):-</p> <p><input type="checkbox"/> (A) has ____ years' relevant experience in building industry, _____ year(s) of which was gained locally.</p> <p><input type="checkbox"/> (B) has involved in work item no(s). _____ listed in the minor works table in para.3 of this Form.</p> <p>_____ Signature of Qualified Personnel (with Chop of *RC / *Gov't Dept, if applicable)</p> <p>Date: _____</p> | <p>Name of Qualified Personnel</p> <hr/> <p>Capacity of Qualified Personnel</p> <hr/> <p>Name of *Registered Contractor (RC) / *Government Department (if applicable)</p> <hr/> <p>Qualified Personnel's *Reg No. under BO/*Reg No. of Professional Bodies/ *Gov't Post</p> <hr/> <p>Phone No.</p> <hr/> <p>Address</p> |

3. I have the **experience in minor works items in Hong Kong** as provided in the table below, and they are duly certified by the employer/ the building owner/ the qualified personnel in para.2, for your consideration:-

| Work Item No. | Project Address (show detail address) | Period (mm/yyyy) | General Description of Minor Works involved (shall be relevant to the descriptions of minor works) | Number of Minor Works involved & Types of Minor Works Belong to | | | | | | |
|---|--|---------------------|---|---|------------------|---------------------|--------------------|-------------------|----------------------------|----------------------|
| | | | | Type A A&A | Type B Repair | Type C Signboard | Type D Drainage | Type E Amenity | Type F Bldg Finishes | Type G Demolition |
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |
| 6. | | | | | | | | | | |
| 7. | | | | | | | | | | |
| 8. | | | | | | | | | | |
| 9. | | | | | | | | | | |
| 10. | | | | | | | | | | |
| No. of minor works items completed in HK (the total no. of minor works in different types via separate BD standard forms must not less than registration requirement) | | | in total | | | | | | | |
| | | | in the past 3 years | | | | | | | |

Name of AS (English) _____ (Chinese) _____

HKID No. _____ Signature _____ Date _____

NOTE

- Qualified personnel for the purpose of endorsement shall refer to:-
 - Authorized Person (AP)/ Registered Structural Engineer (RSE)/ Registered Geotechnical Engineer (RGE)/ authorized signatory (AS), technical director (TD) and other officer(OO) of Registered Contractor (RC) under BO of the work project;
 - Registered architect (RA), registered professional engineer (RPE), registered professional surveyor (RPS) of the work project;
 - Government architect (GA), engineer (GE) and surveyor (GS) of the work project.
- Refer to the Guidance Notes GN-BA25F List 2 on the information of minor works to be completed in the table in para.3.
- If the Employer / Building Owner is a company, the Certifier should be the representative of the company to make the certification.
- Use separate Forms for each Employer / Building Owner / Qualified Personnel, or if the space provided is insufficient.