

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

(This Form is to be completed by a person nominated as the technical director (TD) for the contractor. Please read the notes overleaf carefully before filling in. The claimed experience are to be endorsed by his employer, the building owner or the qualified personnel mentioned in note 1.)

**To Building Authority (BA),**

- The Contractor (name) \_\_\_\_\_ has submitted a minor works contractor **provisional** registration application to the BA and I am nominated as the **TD** in the application.
- 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:-

<b>Certification by Employer / Building Owner</b> (*delete if inappropriate)	
<p><b>To Building Authority,</b></p> <p style="text-align: center;"><b>I certify that _____ (name of TD) has _____ years' relevant experience in building industry, _____ years' of which was gained locally.</b></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>

<b>Certification by Qualified Personnel</b> (*delete if inappropriate)	
<p><b>To Building Authority,</b></p> <p style="text-align: center;"><b>I certify that _____ (name of TD) has _____ years' relevant experience in building industry, _____ years' of which was gained locally.</b></p> <p>_____            Signature of Qualified Personnel            (with Chop of *Registered Contractor / *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>

Name of TD (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE**

1. Qualified personnel for the purpose of endorsement shall refer to:-
  - (a) 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;
  - (b) Registered architect (RA), registered professional engineer (RPE), registered professional surveyor (RPS) of the work project;
  - (c) Government architect (GA), engineer (GE) and surveyor (GS) of the work project.
2. If the Employer/ Building Owner is a company, the Certifier should be the representative of the company to make the certification.
3. Use separate Forms for each Employer / Building Owner / Qualified Personnel.