

Application for Registration as a **Registered Minor Works Contractor (Provisional)**
Endorsement of Working Experience for a person nominated as **Authorized Signatory** by Self-Certification

(This Form is to be completed & endorsed by a person nominated as the authorized signatory (AS) for the contractor when, in certain building works the AS is self-employed or if the endorsement from the employers cannot be obtained. Please read the notes overleaf carefully before filling in. Relevant documentary proof mentioned in note 1 must be submitted with this Form.)

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 my self-certification on relevant experience which was gained during my self-employment, or endorsement from the employers cannot be obtained.
3. I declare that:-
 - (a) **I have _____ years' relevant experience in building industry, _____ years' of which was gained locally.**
 - (b) **I have the experience in minor works items in Hong Kong as provided below for BA's 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 | | | | | | | |

4. Relevant **documentary proof** according to NOTE 1 for the above claimed experiences are attached for BA's consideration. I understand that BA may discard those claimed experience if the documentary proof submitted is not sufficient.

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

HKID No. _____ Signature _____ Date _____

NOTE

1. Relevant documentary proof include specified forms under the Buildings Ordinance, client's certificate on completion of works, client's payment certificate, contract documents, accepted works orders and quotation documents which can justify the AS's involvement in the projects and experience.
2. Refer to the Guidance Notes GN-BA25F List 2 on the information of minor works experience to be completed in the table in para.3(b).
3. Use separate sheets if the space provided is insufficient.