

Advisory Notes for Completion of Form BA 1
Application for Inclusion in the
Authorized Persons'/Structural Engineers'/Geotechnical Engineers' Register

- 1 These advisory notes should be read in conjunction with Practice Note for Authorized Persons and Registered Structural Engineers 43 (PNAP 43) on “Application for Registration as Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers”.
- 2 Please ensure that all relevant sections of the Form BA 1 are completed, including the register in which you apply for inclusion, and the Form is signed.
- 3 For academic and professional qualifications that you have indicated on the Form BA 1, a copy of the certificate of each of the academic and professional qualification should be submitted.
- 4 The applicant should submit documentary evidence (e.g. a copy of registration certificate/card) to substantiate his first and current registration with the Architects/Engineers/Surveyors Registration Board.
- 5 To ensure that the applicant is currently on the register under the Architects/Engineers/Surveyors Registration Ordinance, the Building Authority (BA) will seek confirmation from the relevant Registration Board as it may think fit.
- 6 The applicant should provide on separate sheets a concise account of his education, professional training and practical experience.
- 7 The account of practical experience should be in the format as shown in Appendix A/ Appendix B/Appendix C, as the case may be, to his application which demonstrates compliance with Building (Administration) Regulation 3(6). The applicant is required to seek his previous and present employers’ certification on the practical experience. If practical experience of more than 3 years is submitted, only the experience claimed for the 3 years preceding the submission of the application is required to be endorsed by the previous and present employers. The format of the employer’s certification is also shown in Appendix A/Appendix B/Appendix C.
- 8 For practical experience gained in the private sector, the employer’s certification should contain the following information:

- a) name, capacity and signature of the employer or his representative;
- b) company address and telephone number; and
- c) company chop.

The employer or his representative certifying the practical experience should preferably be an Authorized Person (AP), a Registered Structural Engineer (RSE) or a Registered Geotechnical Engineer (RGE) (i.e. AP certifying AP applicant's practical experience, RSE certifying RSE applicant's practical experience and AP/RSE/RGE certifying RGE applicant's practical experience).

- 9 For practical experience gained in a government department, the applicant is required to seek the relevant supervisory staff of the government department to certify the experience. The name of the person certifying the experience, his post and telephone number as well as the name and address of the government department concerned must be indicated.
- 10 If the applicant is unable to obtain the required certification of practical experience from his employers in the required format, he should provide justifications and other documentary proof to demonstrate compliance with the requirements of Building (Administration) Regulation 3(6). The acceptability of the practical experience which is not endorsed in accordance with paragraphs 7 to 9 above will be subject to special consideration of the Registration Committee.
- 11 The BA may conduct audit checks on the practical experience by seeking direct confirmation from the applicant's previous or present employer(s) to verify the experience claimed in the application.
- 12 Applicants are reminded that failure to submit an account of practical experience with employers' certification in the required format may delay the processing or result in rejection of the application.
- 13 Any false certification or declaration in connection with the application may be subject to legal action.
- 14 Enquiries regarding applications for inclusion in the authorized persons'/structural engineers'/geotechnical engineers' register should be addressed to the Registration Unit of the Buildings Department, 12/F – 18/F, Pioneer Centre, 750 Nathan Road, Kowloon (Tel No: 2626 1192 and Fax No: 2625 0437).

SAMPLE

**Account of Practical Experience
Application for Inclusion in the Authorized Persons' Register**

I hereby declare that the records of my practical experience listed below are true and correct.

Name of Applicant and Signature with Date *

7.02- present	ABC Architects Ltd.
	As Senior Architect involved in:
8.03 – present	1. Hotel development, No. X Canton Road, Tsimshatsui, K.I.L. 1111 (30-storey tower over 3-storey podium) <ul style="list-style-type: none"> - site investigation - site formation - negotiation with Lands Department and Planning Department on lease and planning matters - co-ordination with geotechnical and E&M consultants - submission of site formation and building plans to Buildings Department (BD) for approval - attending site inspections with BD and Geotechnical Engineering Office (GEO).
7.02-8.03	2. Office/Commercial development at No. X Queen's Road Central (26 storeys) <ul style="list-style-type: none"> - preparation of building, drainage and demolition plans - co-ordination with RSE and E&M consultants - submission of building, drainage and demolition plans to BD for approval - site inspections - attending Occupation Permit (OP) inspections with Fire Services Department (FSD) and BD.

Employer's Certification

I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.

Name:	Signature*:	Registration No.: API xx/xx
Capacity: e.g. Director	Company Name : ABC Architects Ltd.	
Company Address:	Telephone Number:	
Company Chop:	Date:	

1.00- 7.02	DEF Department, Government of the HKSAR.
	As Architect involved in:
1.00 – 7.02	1. Alteration and addition works of school at No. X Lockhart Road, H.K. <ul style="list-style-type: none"> - preparation of building and drainage plans - co-ordination with geotechnical and E&M consultants - site inspections, and attending site inspections with other departments.

Employer's Certification

I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.

Name:	Signature*:	
Post: e.g. Chief Architect	Department and Section/Unit: DEF Department, New Works Section	
Office Address:	Telephone Number:	Date:

8.95- 1.00	GHI Associates, Architects (HK) Ltd.
	As Assistant Architect involved in:
8.95 – 1.00	1. Composite building at No. X Robinson Road(26-storey domestic tower over 3-storey commercial podium) <ul style="list-style-type: none"> - preparation of plans, submission of building plans to BD for approval - site inspections - attending OP inspection with FSD & BD.

*** If more than one sheet is used, the applicant and the relevant employers should sign on each sheet.**

SAMPLE

**Account of Practical Experience
Application for Inclusion in the Structural Engineers' Register**

I hereby declare that the records of my practical experience listed below are true and correct.

Name of Applicant and Signature with Date *

7.02- present	GHI & Partners
8.03 – present	As Senior Structural Engineer involved in: 1. Hotel development, No. X Canton Road, Tsimshatsui, K.I.L. 1111 (30-storey tower over 3-storey podium) - site investigation - co-ordination with AP and geotechnical consultant - submission of structural and foundation plans to Buildings Department (BD) for approval - site inspections, and attending site inspections with BD.
7.02-8.03	2. Office/Commercial development at No.X Queen's Road Central (26 storeys) - site investigation - co-ordination with the AP and other consultants - submission of structural plans to BD for approval - site inspections, and attending site inspections with BD.
Employer's Certification	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name:	Signature*:
Capacity: e.g. Director	Company Name : GHI & Partners
Company Address:	Telephone Number:
Company Chop:	Date:
Registration No.: RSE xx/xx	
11.99- 7.02	DEF Department, Government of the HKSAR.
11.99 – 7.02	As Structural Engineer involved in: 1. Alteration & addition works to School at No.X Lockhart Road, H.K. - preparation of structural plans - co-ordination with architect and other consultants - site inspections, and attending site inspections with other departments.
Employer's Certification	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name:	Signature*:
Post: e.g. Chief Structural Engineer	Department and Section/Unit: DEF Department, New Works Section
Office Address:	Telephone Number:
	Date:
1.94- 11.99	ABC & Associates.
1.94 – 11.99	As Assistant Structural Engineer involved in: 1. Composite building at No. X Robinson Road(26-storey domestic tower over 3-storey commercial podium) - preparation of structural plans - submission of structural plans to BD for approval - site inspections and attending site inspection with BD.

* If more than one sheet is used, the applicant and the relevant employers should sign on each sheet.

SAMPLE

**Account of Practical Experience
Application for Inclusion in the Geotechnical Engineers' Register**

I hereby declare that the records of my practical experience listed below are true and correct.

Name of Applicant and Signature with Date *

6.02 – present	XYZ & Partners
8.03 – present	As Senior Geotechnical Engineer involved in:
6.02 – 8.03	<ol style="list-style-type: none"> Residential Development at No. Y, Po Shan Road, IL 9999, Mid-levels (30-storey building) <ul style="list-style-type: none"> preparation of ground investigation plans and site formation plans for Buildings Department's (BD) approval (the site is within Scheduled Area No. 1) preparation of performance review report on the completed site formation works coordination with AP/RSE carrying out Category I qualified supervision attending site inspections with BD and Geotechnical Engineering Office (GEO) Residential Development at No. X Tin Lung Road, Tin Shui Wai, T.S.W.T.L. 1144 (5 Nos. 26-storey tower blocks over a 3-storey podium building) <ul style="list-style-type: none"> preparation of ground investigation plans for BD's approval (the site is within Scheduled Area No. 2) preparation of geotechnical report for the foundation works preparation of performance review report on the completed foundation works coordination with AP/RSE carrying out Category I qualified supervision, and attending site inspections with BD and GEO
Employer's Certification	
I hereby certify that the record of practical experience of the applicant, Mr XXX listed above is true and correct.	
Name:	Signature*:
Capacity: e.g. Director	Company Name: XYZ & Partners
Company Address:	Telephone Number:
Company Chop:	Date:
6.01 – 6.02	DEF Department, Government of the HKSAR
6.01 – 6.02	As Geotechnical Engineer involved in:
6.01 – 6.02	<ol style="list-style-type: none"> Public Housing Development at Tai Po New Town Area 17D <ul style="list-style-type: none"> site investigation preparation of site formation plans coordination with architect and structural engineer site inspections attending site inspections with other departments
Employer's Certification	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name:	Signature*:
Post: e.g. Chief Geotechnical Engineer	Department and Section/Unit: DEF Department, Geotechnical Section
Office Address:	Telephone Number:
	Date:
1.99 – 6.01	ABC & Associates
1.00 – 6.01	As Geotechnical Engineer involved in:
1.99 – 1.00	<ol style="list-style-type: none"> Residential development at No. Z, Mt. Davis Road, Hong Kong (2 Nos. 30-storey residential buildings) <ul style="list-style-type: none"> site investigation preparation of site formation plans for BD's approval coordination with AP/RSE site inspections DH Order No. DH1234/K/98/C at No. A, Nam Cheong Street, Sham Shui Po <ul style="list-style-type: none"> site investigation preparation of remedial works plans for BD's approval coordination with AP/RSE site inspections

***If more than one sheet is used, the applicant and the relevant employers should sign on each sheet.**