

**Requirements on Qualifications and Experience for Registration as  
a Registered Minor Works Contractor (Individual)**

To register as an RMWC (Ind) for one or more items of Class III Minor Works, the applicant must be a holder of a valid Construction Industry Safety Training Certificate (i.e. Green Card) at the time of application. He shall also possess such qualifications and experiences as stipulated in the following table :

**Minimum Requirements on Qualifications and Experience of persons**

**Table 1**

<b>Alternative Requirement</b>	<b>Person applying for registration of one or more items of Class III MW</b>	
	<b>Qualification</b>	<b>Experience</b>
<b>1</b>	Registration under the Construction Workers Registration Ordinance (Cap. 583) as a registered skilled worker for a designated trade [See Note (a)]	---
<b>2</b>	A trade test certificate issued by the Construction Industry Council Training Academy (CICTA) or by the Vocational Training Council (VTC) in a relevant trade	---
<b>3</b>	A certificate of completing an apprenticeship in the relevant trade issued under section 28 of the Apprenticeship Ordinance (Cap. 47)	---
<b>4</b>	A qualification recognized by the Construction Workers Registration Authority for registration under the Construction Workers Registration Ordinance (Cap. 583) as a registered skilled worker for a designated trade [See Note (a)].	---
<b>5</b>	Registration under the Construction Workers Registration Ordinance (Cap. 583) as a registered semi-skilled worker for a designated trade [See Note (a)]	4 years' experience in the building industry in personally carrying out building works, 1 year of which should be gained locally [See Note (b)]

Alternative Requirement	Person applying for registration of one or more items of Class III MW	
	Qualification	Experience
6	An intermediate trade test certificate issued by the CICTA or by the VTC in the relevant trade	4 years' experience in the building industry in personally carrying out building works, 1 year of which should be gained locally [See Note (b)]
7	---	6 years' experience in the building industry in personally carrying out building works, 1 year of which should be gained locally  and  Has been involved in 10 relevant items of minor works in Hong Kong in which 2 of them must be completed within the 3 years preceding the date of application for registration [See Note (b)]

**Notes:**

(a) Designated Trade

Designated trade means a trade or an occupation set out in column 1 of Part 1, 2 or 3 of Schedule 1 to the Construction Workers Registration Ordinance (Cap. 583). For the purpose of minor works contractor registration, a person registered as registered skilled worker (provisional) is deemed to be holding the same qualification as registered skilled worker provided that he submits his application within 2 years after the registration commences. Likewise, a person registered as registered semi-skilled worker (provisional) is deemed to be holding the same qualification as registered semi-skilled worker provided that he submits his application within 2 years after the registration commences.

(b) Endorsement of Experience

The applicant has to substantiate his working experience in building industry and in his involvement in the relevant items of minor works. The following certifications would be acceptable :

- (i) endorsement from the employer/building owners of the project ;
- (ii) endorsement from the Authorized Person (AP)/ Registered Structural Engineer (RSE) / Registered Geotechnical Engineer (RGE) / government architect (GA), engineer (GE) and surveyor (GS) / registered architect (RA), registered professional engineer (RPE), registered professional surveyor (RPS) / and registered contractor (RC) of the work project ;
- (iii) if the person was self-employed or endorsement from the employers cannot be obtained, other documentary justifications e.g. specified forms under the Buildings Ordinance (BO), client's certificate on completion of works, clients' payment certificate, contract documents, accepted works orders and quotation documents, which can justify the person's experience ;
- (iv) endorsement from [recognized trade associations and labour unions](#) ; or
- (v) statutory declaration in the presence of a Justice of the Peace (JP) or a lawyer, or a declaration under oath in front of specially assigned officer of the Buildings Department. However, the applicant may only declare not more than 2 years of experience by the means of statutory declaration.

Relevant minor works item can include work items of similar nature or under the same trade for the minor works under application.

The trade certificate and vocational qualification should be in the field / trade relevant to the items of minor works. The works / trades of which the workers are considered competent to carry out specific items of class III minor works are set out in Buildings Department [Practice Note for Registered Contractors 69](#).