

**Registered Minor Works Contractor (Individual)
Declaration of Conviction / Disciplinary Records**

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Applications for registration, renewal or restoration of registration and registration of additional items of class III minor works relating to RMWC (Ind) should be supported by declaration in BD standard forms which cover **exhaustively** the conviction / disciplinary records of the applicant in respect of the following aspects:

- (i) conviction / disciplinary action under the BO; and
- (ii) conviction on labour safety offences under the ordinances and regulations administered by the Commissioner for Labour, such as Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance (N.B. : non-building works related labour safety offences, e.g. failure to ensure the wearing of safety helmet and the use of goggles, will not be taken into consideration. Generally speaking, an offence relating to the course of constructing the works or the manner in which the works are being carried out is considered as an offence relating to building works).

The above declarations should cover all incidents involving the applicant for a period of 3 years preceding the date of application.