

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

Minimum requirements on qualifications and experience of AS of an RMWC (Co) for the respective class of minor works are given in the following table :

Table 1

Alternative Requirement	Authorized Signatory (AS)	
	Qualification	Experience
A) Holder of an academic qualification		
1	A certificate, diploma or equivalent in a relevant field [See Note (a)]	3 years' relevant experience in building industry, 1 year of which should be gained locally and Has been involved in 7 relevant items of minor works in Hong Kong in which 1 of them must be completed within the 3 years preceding the date of application for registration [See Note (b)]
B) Holder of a recognized top-up course certificate		
2	A certificate of a recognized top-up course for Registered General Building Contractors [See Note (c)] OR A certificate of a recognized top-up course for Registered Minor Works Contractor covering the relevant class and type of minor works [See Note (d)]	5 years' relevant experience in building industry, 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)]

Alternative Requirement	Authorized Signatory (AS)	
	Qualification	Experience
C) Holder of a plumber's licence		
<p style="text-align: center;">3</p> <p style="text-align: center;"><i>For Type D MW only (Drainage Works)</i></p>	Grade I plumber's licence issued under Waterworks Regulation	<p>5 years' relevant experience in building industry, 1 year of which should be gained locally and</p> <p>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)]</p>
D) Person who has been accepted by the BA before as an AS of a registered contractor		
4	Authorized Signatory of a Registered General Building Contractor	[See Note (f)]
5 For Type G MW only (Demolition Works)	Authorized Signatory of a Registered Specialist Contractor (Demolition)	[See Note (f)]
6 <i>For Type E MW only (Works relating to Structures for Amenities)</i>	Authorized Signatory of a Registered Specialist Contractor (Ventilation) and complete a 'building technology' subject at certificate level or possess a certificate of a recognized continuing professional development course with building technology module	Has been involved in 7 relevant items of minor works in Hong Kong in which 1 of them must be completed within the 3 years preceding the date of application for registration [See Note (b)]
7 For the relevant class and type of minor works only	Authorized Signatory of a Registered Minor Works Contractor (Company) who has been accepted to act for the contractor for the class and type of minor works being applied for	[See Note (f)]

Alternative Requirement	Authorized Signatory (AS)	
	Qualification	Experience
<p style="text-align: center;">8 [See Note (g)]</p>	<p>Authorized Signatory of a Registered Minor Works Contractor (Provisional) who has been accepted to act for the contractor for the relevant class and type of minor works</p> <p>AND</p> <p>A certificate of a recognized top-up course for Registered Minor Works Contractor covering the relevant class and type of minor works [See Note (d)]</p>	---

Minimum requirements on Qualifications and Experience of TD of an RMWC(Co) for the respective class of minor works are given in the following table :

Table 2

Alternative Requirement	Technical Director (TD)	
	Qualification	Experience
A) Holder of an academic qualification		
1	A certificate, diploma or equivalent in a relevant field [See Note (a)]	3 years' relevant experience in building industry, 1 year of which should be gained locally [See Note (b)]
B) Persons having experience in managing a building contractor company		
2 (For Class I, II & III)	---	5 years' relevant experience in managing a building contractor company in Hong Kong [See Note (e)]
3 (For Class II & III)	---	5 years' relevant experience in building industry [See Note (b)] in which 3 years should be in managing a building contractor company in Hong Kong [See Note (e)]
4 (For Class III)	---	5 years' relevant experience in building industry [See Note (b)] in which 1 year should be in managing a building contractor company in Hong Kong [See Note (e)]
C) Person who has been accepted by the BA before as an AS/TD of a registered contractor		
5	Technical Director or Authorized Signatory of a Registered General Building Contractor	---
6 For type G MW only (Demolition Works)	Technical Director or Authorized Signatory of a Registered Specialist Contractor (Demolition)	---
7	Technical Director or Authorized Signatory of a Registered Specialist	---

Alternative Requirement	Technical Director (TD)	
	Qualification	Experience
For Type E MW only (Works relating to Structures for Amenities)	Contractor (Ventilation)	
8 For the relevant class and type of minor works only	Technical Director of a Registered Minor Works Contractor (Company) who has been accepted to act for the contractor for the relevant class and type of minor works	---
9	Technical Director of a Registered Minor Works Contractor (Provisional) who has been accepted to act for the contractor for the relevant class and type of minor works	---

Notes:

(a) Academic Qualification

The certificate, diploma or higher qualifications should be in the field of construction technology such as architecture, building studies, building surveying, civil engineering and structural engineering. Academic qualifications in other fields of studies may also be considered with regard to the relevance of the curriculum in relation to the types of minor works under application. e.g. a relevant certificate in the field of building services engineering with building technology modules may be considered for the purpose of application for registration as RMWC (Co) in Type E MW (Works relating to Structures for Amenities). The academic qualifications of the key personnel which are considered competent to carry out specific types of class I or II minor works are set out in Buildings Department [Practice Note for Registered Contractors 69](#).

(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) *For experiences relating to any class of minor works*

- (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; or
- (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.

(II) *For experiences relating to class III minor works only*

- (i) Endorsement from recognized trade associations and labour unions; or
- (ii) 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, applicants may only declare not more than 2 years of experience by the means of statutory declaration.

Experience shall be relevant to the class and type of minor works applied for. The number of minor works items specified in the table is referring to each individual type of the minor works being applied for. Nevertheless, an item of minor works may be counted as the experience for more than one type of minor works so long as the nature of the works is relevant to the type of minor works under application.

(c) Top-up course certificate for registered general building contractor

This requirement is only applicable to those applicants who have made use of the top-up course to submit applications for registration as RGBC or RSC before 2 July 2002.

(d) Top-up course certificate for registered minor works contractor

This requirement is only applicable to those applicants who have completed the top-up course and have submitted applications for registration within a period from time to time as announced by the BA.

(e) Experience in Managing a Building Contractor Company

Experience in managing a building contractor company should be substantiated by a proof of directorship or ownership of the company. The claimed experience should also be substantiated with project details (e.g. specified forms under the BO, client's certificate on completion of works, clients' payment certificate, contract documents, accepted works orders and quotation documents, etc.) to demonstrate that the company was an active contractor.

- (f) An AS whose last acceptance by the BA is more than 3 years preceding the current application should submit a minimum of one job reference as described in Appendix M, otherwise he may have to attend an interview with the MWCRC indicating his involvement in the building industry in the past 3 years.
- (g) This requirement is applicable to an application made within the transition period only.

Persons possessing Qualifications and Experience Requirements for registration as RGBC / RSC(D)

For the purpose of registration of RMWC (Co), an applicant satisfying the qualifications and experience required for registration as RGBC given in PNRC 38 is deemed to satisfy the requirements set out in this Appendix. Those required of RSC(D) are also acceptable provided that the application is for the Type G of minor works that an RSC(D) is allowed to carry out under s.28 of the B(MW)R.