

## Application for Registration as a Registered Minor Works Contractors (Provisional) Undertaking Letter

*(This letter is to be completed by persons nominated as the authorized signatory (AS) and technical director (TD) for the Contractor.)*

### To Building Authority (BA),

The Contractor (*name*) \_\_\_\_\_ has submitted a minor works contractor registration application to the BA. We confirm that the documents for the following aspects would be ready for inspection to the BA's satisfaction at any time when requested. ( *Please tick where appropriate*)

- (a) The Contractor has adequate management structure and could provide the following documentary proofs :
- The authorization letter from the rest of the partners regarding the appointment of the authorized signatory(ies) (*for partnership applicant only*)
  - The organization chart of the company (*for corporation applicant only*)
  - A resolution from the board of directors to confirm the appointment of the authorized signatory(ies) and technical director(s) (*for corporation applicant only*)
- (b) The TD has adequate experience in managing a building contractor company, and could provide relevant supporting documents (e.g. contract documents, accepted works orders) (*for corporation applicant only*)

Name of TD 1 (*English*) \_\_\_\_\_ (*Chinese*) \_\_\_\_\_

HKID No. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of TD 2 (*English*) \_\_\_\_\_ (*Chinese*) \_\_\_\_\_

HKID No. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of AS 1 (*English*) \_\_\_\_\_ (*Chinese*) \_\_\_\_\_

HKID No. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of AS 2 (*English*) \_\_\_\_\_ (*Chinese*) \_\_\_\_\_

HKID No. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE** 1. This letter should be completed by all the AS, and for corporation application, all the TD.  
2. Use separate sheet if the space provided is insufficient.