

**Application for Registration as a Registered Minor Works Contractors (Company)
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 an application for registration as a registered minor works contractor to the BA. We confirm that we have satisfied the BA of statutory requirements in the following aspects and that the relevant documentary proofs are ready for inspection to the BA's satisfaction at any time when requested. (*Please tick where appropriate*)

- (a) The Contractor has access to plants and resources (examples of documentary proofs : quotation for plant hiring, auditor's report / bank statements)
- (b) The Contractor has adequate management structure and can 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*)
- (c) The TD has adequate experience in managing a building contractor company (examples of documentary proofs : contract documents, accepted works orders signed by the TD) (*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 as well.
2. Use separate sheet if the space provided is insufficient.