

13 February 2026

To: All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered Inspectors
Registered General Building Contractors
Registered Specialist Contractors
Registered Minor Works Contractors

Dear Sir/Madam,

**Updating of Specified Forms
under Minor Works Control System**

Further to the promulgation of the Practice Note for Registered Contractors 85 on Fire Retardant Performance of Protective Nets, Screens, Tarpaulins and Plastic Sheeting Installed on Scaffolding of External Walls (PNRC 85) in December 2025, it is hereby announced that Part E of Form MW01 and Part B of Form MW03 have been updated to require the prescribed registered contractors (PRCs) to confirm:

- (i) whether the Class I/Class II minor works involve scaffolding spanning three or more consecutive storeys¹; and
- (ii) for scaffolding mentioned above, sampling and testing have been conducted in accordance with the requirements stipulated in PNRC 85 prior to the installation of protective materials on the scaffolding to ensure that the protective materials used comply with the required standards of fire retardant performance.

2. The updated Forms MW01 and MW03 have been uploaded to the Buildings Department (BD)'s website (www.bd.gov.hk). Minor works submissions submitted on or after 23 February 2026 should use the new versions of the forms and complete the updated parts. Otherwise, the submissions will be returned to the prescribed building professionals (PBPs) or PRCs without acknowledgement of receipt. PBPs and/or PRCs are then required to re-submit the updated forms accordingly.

3. For Class III minor works involving scaffolding spanning three or more consecutive storeys¹, PRCs are also reminded to conduct sampling and testing in accordance with the requirements stipulated in PNRC 85 and send the electronic test reports to BD. PRCs should ensure that protective materials are installed on scaffolding only when they have obtained test reports in compliance with the recognised standards. They should submit the specified form to notify BD within seven days upon completion of the installation of the protective materials on the scaffolding.

¹ Including scaffolding covering the entire elevation of the concerned storeys (even if only one single elevation of the building is covered) and scaffolding covering the full height of a re-entrant or light well of the building. Truss-out scaffolding for repair works for individual units is excluded.

4. If any contraventions are identified, BD will consider instigating prosecution and/or disciplinary action against the PBPs or PRCs concerned under the Buildings Ordinance. Depending on the nature of the contraventions, BD may refer the cases to the relevant law enforcement departments for appropriate action.

Yours faithfully,



(PANG Yuk-lung, Michael)
Assistant Director/Corporate Services
for Building Authority