

To: Registered Minor Works Contractors

31 May 2013

Dear Sir/Madam,

**Minor Works Control System**  
**Installation of Air-Conditioning Units**

With the approach of the summer season, many households would soon purchase air-conditioning units (A/C) and would engage you to install the A/C units in their homes.

Under the Minor Works Control System (MWCS), the erection, alteration or removal of any metal supporting frame projecting from the external wall or supporting structure on a slab for the A/C units are designated minor works items and must be carried out by appropriate prescribed registered contractors\*. If you are contracted to carry out the minor works related to A/C unit installation yourself, I would like to remind you that you have to be registered with the Buildings Department (BD) as one of the prescribed registered contractors.

In case you appoint sub-contractors or other individual practitioners to carry out the minor works related to A/C unit installation, I would like to remind you that, as a person who arrange for the works to be carried out, you should appoint appropriate prescribed registered contractors to carry out the works. Any person, who arranged for the works to be commenced or carried out, has knowingly failed to appoint the prescribed registered contractor required by the regulations to be appointed in respect of the minor works concerned, that person commits an offence. The BD may take prosecution action under section 40(1AB) of the Buildings Ordinance. The offender shall be liable on conviction to a fine at Level 6 (\$100,000 at present).

Pamphlet on “MWCS – Erection, alteration or removal of metal supporting frames for A/C units” is available at BD's website for downloading and at BD's offices for collection. The pamphlet provides information on the description of Class III minor works items relating to A/C unit installation works and the statutory procedures for the carrying out of Class III minor works under the simplified requirements of the MWCS. You should read this pamphlet thoroughly.

If you have any enquiries, please call our hotline 2626 1616 (handled by “1823”).

Yours sincerely,



( Alex CHOW Kim-ping )  
Assistant Director/Corporate Services  
for Director of Buildings

\* appropriate prescribed registered contractors refer to “registered general building contractors” or “registered minor works contractors” registered for the respective classes and types or items of minor works relating to the metal supporting frames for air-conditioning unit, registered under the Buildings Ordinance.