

15th December 2015

To: All Registered Inspectors

Dear Sir/Madam,

**Issue of Certification of Registration in the Form of a Card for
Registered Inspectors (RI)**

I am pleased to inform you that with effect from 1 January 2016, the Buildings Department (BD) will discontinue the issue of the current A4-size paper certificate of registration, and issue registration card only to all RI as certificate.

The new measure aims to facilitate RI to identify themselves to building owner / management company in order to gain access to private premises for carrying out inspection and/or supervising repair works under the Mandatory Building Inspection Scheme.

Please note that the paper certificate of registration previously issued by the BD is still valid up to the date of expiry of registration. They will be replaced by the new registration card upon retention or restoration of registration. Existing RI may apply for a registration card before the date of expiry of registration. In this respect, the original paper certificate of registration, a recent passport photo and personal particulars of the applicant as required in the attached form shall be submitted with the application.

Yours faithfully,



(LEUNG Siu-man)

Assistant Director/Corporate Services
for Building Authority

Submission of Photo and Personal Particulars

Date: _____

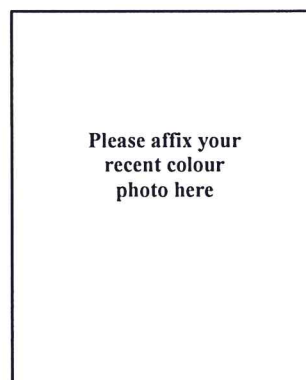
The photo shall have a similar format as a passport photo with particular requirements as follows:

- Photo should show full frontal face with clear facial features.
- Plain white background preferable
- Size: 40mm (W) x 50mm (H)

When you take the photo, please do not wear head dress, and avoid heavy make-up.

The photo will not be accepted if the applicant in the photo is:

- Not centered
- Wearing a frame across eyes
- With hair across eyes or eyebrows
- Seen with flash reflection on face / glasses
- With shadow
- Too light
- Too dark



Applicant can submit the photo in hardcopy, or in the form of digital file (only in CD). The acceptable file format of the digital photo is as follows:

Image type:	JPEG
File size:	600Kbytes or below
Acceptable dimension:	Captured by scanner (600dpi) – Photo size: 40mm(W) x 50mm(H) Captured by digital camera – Image size: 1200px(W) x 1600px(H)

Name in full (English): Mr/Mrs/Ms/Miss _____ (Chinese) _____

Correspondence Address : _____

Tel. No.: _____

Signature of the applicant

Notes on the collection of personal data

- (i) The information provided will be used for the purposes in connection with the administration of the Buildings Ordinance and related Regulations.
- (ii) The information provided may be disclosed to other government departments or other parties for the purposes in connection with the administration of matters related to the Buildings Ordinance and related Regulations.
- (iii) For access to or correction of any personal data after submission, please address to the Registration Unit of the Buildings Department in writing.