To: The Hong Kong Institute of Housing
    The Hong Kong Association of Property Management Companies Limited
    The Federation of Hong Kong Property Management Industry Limited
    Chartered Institute of Housing Asian Pacific Branch

Dear Sir/Madam,

**Issue of Registration Cards to Registered Minor Works Contractors (Individual) and Registered Inspectors and Issue of QP Cards to Qualified Persons**

I am pleased to inform you that with effect from 15 February 2016, the Buildings Department (BD) would issue QP Cards to all Qualified Persons (QP) upon their application.

Together with the registration cards that BD has been issuing to Registered Minor Works Contractors (Individual) (RMWC(Ind)) and Registered Inspectors (RI), these cards will facilitate card holders to identify themselves to building owners and management companies in order to gain access to private premises for carrying out minor works or inspection and/or supervising repair works under the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme respectively.

Please note that the paper certificate of registration and registration card (old layout) previously issued by the BD to RMWC(Ind) and RI is still valid up to the date of expiry of registration.

A sample of the registration cards and the QP Card is attached for your reference. Samples of the cards may also be viewed from BD’s website www.bd.gov.hk.

Yours faithfully,

(LEUNG Siu-man)
Assistant Director/Corporate Services
Buildings Department
Certificate of Registered Minor Works Contractor (Individual) (RMWC(Ind))

(The RMWC(Ind) may carry out relevant Class III minor works items as detailed in the back of the card)

Sample of the Registration Card
(Old Layout)

(Issued before 1 September 2015)

注册小型工程承建商(個人)
Registered Minor Works Contractor (Individual)

姓氏名
SHING Kin Sheung

注册号码 Registration No. MWC(W) 2010/2010

 dalle日期 Date of Issue 31/12/2013

 Valentine日期 Date of Expiry 31/12/2016

(Front)

(Issued from 1 September 2015 to 14 February 2016)

（前）

注册小型工程承建商(個人)注册证明书
Certificate of Registration of Registered Minor Works Contractor (Individual)

建筑物条例(第123章)第8A条 Buildings Ordinance (CAP. 123) Section 8A

布玄恭 PO Yuen Kung

我的号码 Registration No. MWC(W) 2015/2015

发办日期 Date of Issue 01/09/2015

落实日期 Date of Expiry 01/09/2018

(Back)

布玄恭 PO Yuen Kung

注册号码 Registration No. MWC(W) 2015/2015

已注册的第III级别小型工程项目 Registered Class III Minor Works Items

3.1 3.2 3.3 3.4 3.5 3.6 3.7
3.8 3.9 3.10 3.11 3.12 3.13 3.14
3.15 3.16 3.17 3.18 3.19 3.20 3.21
3.22 3.23 3.24 3.25 3.26 3.27 3.28
3.29 3.30 3.31 3.32 3.33 3.34 3.35
3.36 3.37 3.38 3.39 3.40 3.41 3.42

Registration card is still valid up to the date of expiry of registration.
Certificate of RMWC(Ind)
(The RMWC(Ind) may carry out relevant Class III minor works items as detailed in the back of the card)

Sample of the Registration Card issued on or after 15 February 2016
(New Layout)

(Front)

(Back)
Certificate of Registered Inspector (RI)
(The RI may carry out prescribed inspection and/or supervise prescribed repair works under the Mandatory Building Inspection Scheme)

Sample of the Registration Card

(Front)

(Back)

Matters to Note:
1. This card becomes invalid if the name of the card holder is removed from the relevant register. The register is accessible from the Buildings Department (BD)’s website at www.bld.gov.hk.
2. For enquiry, please call the BD hotline 2626 1616 (handled by 1823).
QP Card for Qualified Person (QP)
(The QP may carry out prescribed inspection and/or supervise prescribed repair works under the Mandatory Window Inspection Scheme)

Sample of the QP Card

**QP Card (Front)**

- **Name of Contractor:** [Contractor Name]
- **Date of Issue:** [Date]
- **Date of Expiry:** [Date]

**QP Card (Back)**

- **Serial No.:** [Serial Number]
- **Matters to Note:**
  1. This card becomes invalid if the name of the card holder is removed from the relevant register. The full lists of the registers are accessible from the Buildings Department (BD)’s website at www.bld.gov.hk.
  2. The card holder shall return this card to BD immediately if he/she has been removed from the relevant register or has resigned or ceased to be appointed as the Authorized Signatory of the contractor.
  3. For enquiry, please call the BD hotline 2625 1616 (handled by 1823).

- **Register Serial No.:** [Serial Number]