

(By Fax and Post)
19 April 2016

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)

(Issued from 1 September 2015 to 14 February 2016)



(Front)

誠見商 SHING Kin Sheung 註冊編號 Registration No.: MWC(W) 2010/2010

已註冊的第三級別小型工程项目 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				



(Back)

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)

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



(For a QP who is an Authorized Signatory of
Registered General Building Contractor /
Registered Minor Works Contractor (Company))



(For a QP who is a Registered
Minor Works Contractor (Individual))



(For a QP who is an Authorized Person /
Registered Structural Engineer / Registered Inspector)

(Front)



(Back)