

27 April 2017

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,

**Matters requiring Attention
under the Minor Works Control System (MWCS)**

The Buildings Department (BD) conducts audit checks on minor works submissions and minor works carried out under the MWCS. These audit checks may reveal various procedural or technical non-compliances and irregularities that require rectifications and in some cases, lead to prosecution actions under the Buildings Ordinance (BO). To minimise such non-compliances or irregularities, you should ensure that:

- (a) the minor works to be carried out or certified for completion belong to the class, type and item for which you are registered;
- (b) the required information on the specified form has been duly completed and all the required documents have been provided when making the submission;
- (c) If the submission contains materials which are subject to third party intellectual property rights, all the necessary licences must have been obtained¹; and
- (d) the submissions do not contain any personal data not required under the BO.

1. You will need to indemnify the Government for any loss or damage that the Government may suffer in case of any infringement of the intellectual property rights of any third party.

If for some reason the works cannot commence on the date as stated on the specified form, or cannot be completed within six months after the commencement of the works, please notify the BD of the situation so that we may update the relevant records accordingly.

To know more about the requirements under the MWCS, please make reference to the Technical Guidelines on MWCS (accessible from BD's website www.bd.gov.hk). You may also wish to surf our website which has been revamped, or use the mobile application "Quick Guide for Minor Works" for easy reference.

Yours faithfully,



(YU Po-mei, Clarice)

Assistant Director / Corporate Services
for Director of Buildings