

20 June 2014

To: All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered Inspectors
Registered General Building Contractors
Registered Special Contractors
Registered Minor Works Contractors

Dear Sir / Madam,

Minor Works E-Forms

To facilitate faster submission of documents to us by electronic means, new Minor Works E-Forms were uploaded to our website (www.bd.gov.hk) on 20 June 2014 for use by the industry.

The above E-Forms carry the function of data validation, which can assist the trade in completing the Forms accurately. At the same time, the E-Forms also contain barcodes which can interpret the data in the E-Forms and enhance our efficiency in managing the data.

The trade is encouraged to use the new Minor Works E-Forms actively to facilitate the development of electronic services. However, it is understood that the trade may need time to familiarise themselves with the use of the new E-Forms. Therefore, there is a link at the bottom of the online E-Forms for the trade to download the “no barcode version” of the Forms.

Should you have any enquiries, please contact Mr. Peter CHAN Tin-lun, our Senior Building Surveyor (Tel: 2383 2157) or Mr. Clement LEE Kai-hong, our Building Surveyor (Tel: 3162 3113).

Yours faithfully,



(LEUNG Siu-man)

Assistant Director / Corporate Services
for Building Authority