

15 January 2015

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,

New Measure for Minor Works Submissions

To enhance the effectiveness of acknowledgement of minor works submissions, with effect from 19 January 2015, minor works specified forms and the necessary/relevant documents should be submitted at **Room 1104-6, 11/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong (Kwun Tong office)** or through email to the e-Counter of the Buildings Department (email address receipt@bd.gov.hk). Please send minor works submissions to the Kwun Tong office. As a transitional arrangement, the Receipt and Dispatch counter on 12/F, Pioneer Centre, 750 Nathan Road, Kowloon will continue to collect minor works submissions until 17 April 2015.

Yours faithfully,



(LEUNG Siu-man)

Assistant Director / Corporate Services
for Building Authority