

4 June 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,

Minor Works Control System
Notice of Commencement and Certificate of Completion for Minor Works

It is noted that recently a fair number of notice of commencement and certificate of completion of minor works were not submitted in a timely manner in accordance with the regulatory requirements. Under the Minor Works Control System, the appointed Prescribed Building Professionals or Prescribed Registered Contractors should timely submit the notice of commencement of works and certificate of completion of works to the Buildings Department (BD) in accordance with the Building (Minor Works) Regulation for different classes of minor works.

The authorized person, or registered inspector, or prescribed registered contractor should submit a notice of commencement of minor works (i.e. Form MW01 or MW03) with the specified documents, not less than 7 days before commencement of Class I and Class II works.

The authorized person, or registered inspector, or prescribed registered contractor should submit a certificate of completion of minor works (i.e. Form MW02, MW04 or MW05) with the specified documents, within 14 days after completion of works.

Any person who contravenes the above regulations without reasonable excuses, BD will consider instigating prosecution in accordance with Section 58 of the Building (Minor Works) Regulation, any person who contravenes the regulations is liable on conviction to a fine of \$50,000 maximum. In addition, under Section 13(2) of the Building Ordinance, the Prescribed Building Professionals or Prescribed Registered Contractors may be subject to disciplinary proceedings. The disciplinary proceedings can bring about suspension or removal from the register, a fine or a reprimand to the Prescribed Building Professionals or Prescribed Registered Contractors concerned.

Yours faithfully,



(LEUNG Siu-man)

Assistant Director/Corporate Services
for Building Authority