

17 July 2021

To : All Registered Minor Works Contractors

Dear Sir/Madam

**Refresher Course for
Registered Minor Works Contractors
Applying for Renewal or Restoration of Registration**

I am pleased to inform you that the Hong Kong Institute of Construction (HKIC) and Hong Kong Institute of Vocational Education (IVE) will continue to provide the refresher course for Registered Minor Works Contractors (RMWC) who intend to apply for renewal or restoration of their registration in 2021 to 2022.

2. The refresher course is aimed at updating the RMWC on the latest development of the building industry with particular reference to the legislation, codes of practice, practice notes, etc. concerning the industry. The information leaflet and application form of the refresher course of both HKIC and IVE are attached at Appendix I and II of this letter.

3. As stipulated in paragraph 1(a) of Appendix O and paragraph 6 of Appendix D of Practice Note for Registered Contractors No. 69, if an RMWC has not provided job reference on a minimum of one relevant item of minor works in the application for renewal or restoration of registration, the application would be referred to the Minor Works Contractors Registration Committee (MWCRC) for interview and assessment.

4. Subject to paragraphs 5 and 6 below, an RMWC may be exempted from the interview mentioned in paragraph 3 above if he has completed the refresher course within 3 years preceding the date of application and provided the course certificate in their application for renewal or restoration of registration.

5. An RMWC, who has not made use of the exemption arrangement and has failed in the interview, will not be allowed to make use of the exemption arrangement upon application for restoration of registration.

6. An RMWC who has conviction or disciplinary records, or has been suspended by the Development Bureau or the Housing Authority to tender for public works in the past registration period, will be required to attend an interview conducted by the MWCRC upon application for renewal or restoration of registration even if he has attended the refresher course.

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7. It must be emphasised that the availability of the refresher course will depend on the actual number of applicants. HKIC and IVE reserve the right to cancel any refresher course due to low enrolment or any other unforeseen factors at their discretion. If HKIC and IVE terminate the refresher course, the exemption arrangement as mentioned above will also cease automatically.

8. If you have any questions regarding the course details, please contact the Centre for Professional Development of the HKIC at tel. no. 2100 9000 or Engineering Discipline In-service Training Office of IVE at tel. no. 2435 9423. For other enquiries, please contact our Mr CHAN Chi-yeung, Structural Engineer/Registration 2 at tel. no. 3842 5085.

Yours faithfully



(TAM Wing-cheung)

Assistant Director / Corporate Services
for Building Authority

c.c. Centre for Professional Development,
Hong Kong Institute of Construction

Engineering Discipline In-service Training Office,
Hong Kong Institute of Vocational Education