

24 October 2014

To : Registered General Building Contractors
Registered Specialist Contractors

Dear Sir / Madam,

**Streamlined Procedures for Processing Applications for Registration as
Registered General Building Contractors (RGBC)
and Registered Specialist Contractors (RSC)**

Please note that with effect from 1 November 2014, the Buildings Department will implement streamlined procedures for processing applications for registration as RGBC/RSC and for approval of additional key personnel.

Under the streamlined procedures, an application will be referred to the Contractors Registration Committee (CRC) for assessment or interview within 2 months from BD's first receipt of the application, if all the required supporting documents are submitted with the application. If the required documents are incomplete, BD will issue checklists at different stages of the checking process, to facilitate the applicant to provide the outstanding documents as soon as possible. Such application will be referred to CRC for consideration, irrespective of whether the applicant has submitted the required documents, within 5 months from BD's first receipt of the application.

In this connection, you are advised to ensure that all the required documents are submitted with your application. Your attention is also drawn to the requirements as stipulated in PNRC 38.

We will regularly review our procedures and welcome suggestions for improving our registration work.

Yours faithfully,



(LEUNG Siu-man)

Assistant Director / Corporate Services
for Building Authority