

Minor Works Contractors Registration

Under Schedule 1 of the Building (Minor Works) Regulation (B(MW)R), a total of 187 minor works items are specified therein amongst which 61 of them are class III minor works items. In order to ensure that only contractors who are able to perform their duties and responsibilities in a competent manner are allowed to carry out the respective items of minor works, they are required to be registered under the Buildings Ordinance (BO).

Register of Minor Works Contractors

2. Under section 8A(1)(c) of the BO, the Building Authority (BA) is to keep a register of minor works contractors who are qualified to carry out such minor works belonging to the class, type and item specified in the register for which they are registered.

3. For ease of identification, those minor works contractors who are registered under section 10(1)(a) of the B(MW)R in the name of an individual self-employed worker for carrying out various items of class III minor works are to be referred to as Registered Minor Works Contractors (Individual) (RMWCs (Ind)). On the other hand, those minor works contractors who are registered under section 10(1)(b) of the B(MW)R in the name of a company (including corporations, sole proprietorship and partnership) for carrying out various types and classes of minor works are to be referred to as Registered Minor Works Contractors (Company) (RMWCs (Co)).

4. The names of the RMWCs (Ind) and RMWCs (Co), together with the items, types and classes of minor works that they are qualified to carry out, the expiry date of their registration and their registration number will be published annually in the Gazette. Similar information including Authorized Signatory (AS) as referred to in paragraph 11(a) below will also be posted on the Buildings Department website.

Items, Types and Classes of Minor Works

5. Any reference to items, types and classes of minor works in this practice note should be construed in accordance with the provisions in Schedule 1 of the B(MW)R.

6. An applicant for registration as an RMWC (Ind) should specify in the application the items of minor works that he intends to apply for registration. An applicant for registration as an RMWC (Co) should specify in the application the types and classes of minor works that he intends to apply for registration.

7. Where an applicant is found qualified to carry out certain items, types and classes of minor works, the BA will specify in the register such items, types and classes of minor works only for which the applicant is registered.

Requirements for Registration as RMWC (Ind)

8. Under section 11(2) of the B(MW)R, the person who intends to register himself as an RMWC (Ind) must satisfy the BA on the following aspects:

- (a) the appropriate qualifications and experience;
- (b) the ability and skills to personally carry out the item or items of class III minor works for which registration relates;
- (c) completion of a recognised training course on class III minor works; and
- (d) the applicant is suitable for registration in the register.

9. A person who has been registered as an RMWC (Ind) may be employed by a contractor firm to act as the AS for it but he should not be the sole proprietor, partner or Technical Director (TD) as referred to in paragraph 11(b) below of the firm simultaneously.

Requirements for Registration as RMWC (Co)

10. Under section 12(5) of the B(MW)R, an applicant for registration as an RMWC(Co) must satisfy the BA on the following aspects:

- (a) the appropriate qualifications and experience of its key personnel;
- (b) it has access to plants and resources;
- (c) if it is a corporation, its management structure is adequate;
- (d) the ability of the persons appointed to act for the applicant for the purposes of the BO to understand the minor works under application through relevant experience and a general knowledge of the basic statutory requirements; and
- (e) the applicant is suitable for registration in the register.

AS and TD of RMWC (Co)

11. In considering each application for registration as an RMWC (Co), the BA is to have regard to the qualifications, experience and suitability of the following key personnel of the applicant:

/(a) ...

- (a) a minimum of one person appointed by the applicant to act for the applicant for the purposes of the BO hereinafter referred to as the AS; and
- (b) for a corporation – a minimum of one director from the board of directors of the applicant, hereinafter referred to as the TD, who is authorised by the board to:
 - (i) have access to plants and resources;
 - (ii) provide technical and financial support for the execution of minor works; and
 - (iii) make decisions for the company and supervise the AS and other personnel for the purpose of ensuring that the works are carried out in accordance with the BO.

Persons Eligible to be the AS or TD of RMWC (Co)

12. The following persons are eligible to become the AS and the TD of the applicant:

- (a) if the applicant is a sole proprietorship, the sole proprietor is the only person eligible to act as the AS;
- (b) if the applicant is a partnership, any partner appointed by all the other partners is eligible to act as the AS; and
- (c) if the applicant is a corporation, a suitable person appointed by the board of directors is eligible to act as the AS, whereas the TD must be a director appointed under the Companies Ordinance and appointed by the board of directors to perform the role of TD.

13. A person is allowed to take up the role of the AS as well as the role of the TD of a corporation at the same time provided that he meets the requirements of both AS and TD.

Appointment of AS and TD of RMWC (Co)

14. To ensure that adequate supervision and proper management are provided for the carrying out of minor works and to avoid possible situations of conflict of interest, persons who have been accepted as the AS and / or TD for an RMWC (Co) cannot act as a key personnel for another contractor firm simultaneously. Key personnel herein refer to AS, TD or Other Officer as described in Practice Note for Registered Contractors 38.

Refusal of Incomplete Submission

15. The BA may refuse an application if the information or documentary proof that the BA considers necessary for determining the application is not submitted.

Minor Works Contractors Registration Committee

16. Minor Works Contractors Registration Committee (MWCRC) is an independent body appointed by the BA under section 6 of the B(MW)R. The function of the MWCRC is to assist the BA in considering applications relating to registration matters of minor works contractors under the B(MW)R by:

- (a) examining the qualifications of applicants;
- (b) inquiring as the MWCRC considers necessary to ascertain whether an applicant has the relevant experience;
- (c) conducting interviews with applicants and their key personnel;
- (d) advising the BA to allow, defer or refuse either in whole or in part the applications; and
- (e) reviewing the decisions of the BA or the recommendations of another MWCRC.

Composition of MWCRC

17. Under section 7(1) of the B(MW)R, a MWCRC shall consist of:

- (a) one person nominated by the BA, who in BA's opinion, has knowledge and experience in minor works;
- (b) one authorized person (AP) or registered structural engineer (RSE) selected by the BA from nominations by the Architects Registration Board (ARB), the Engineers Registration Board (ERB) and the Surveyors Registration Board (SRB); and
- (c) one person selected by the BA from among persons nominated by such bodies as the BA thinks fit.

18. Under section 7(3) of the B(MW)R, the members of the committee will elect the Chairman among themselves.

Requirements and Scope of Interview

19. For application involving class I minor works, including registration as RMWC (Co), addition of minor works and addition of AS / TD, the BA will refer it to the MWCRC for consideration.

20. When an application is referred to the MWCRC for consideration, the AS nominated by the applicant in the application, or where necessary, the TD, will represent the applicant to attend an interview with the MWCRC. Application not involving class I minor works in general will not be referred to the MWCRC except there are special circumstances rendering the need for referral.

21. In processing applications for renewal of registration and restoration of name to the register, the BA may seek advice from the MWCRC under section 15(1) and 19(1) of the B(MW)R.

Discretion of the BA and the MWCRC Regarding Requirements for and Scope of Interviews

22. It is emphasized that whether a particular applicant and his AS / TD is required to attend an interview or not and the scope of any such interview are dependent on the circumstances of each case and are solely at the discretion of the BA and the MWCRC for the purpose of ensuring the required standard of the contractor. Performance of the applicant during the interview, the track records of the applicant, etc., will be taken into consideration in this regard.

Recommendations of MWCRC

23. For any application for registration, additional minor works and additional AS/TD that has been referred to the MWCRC, the BA must not allow, in whole or in part (as the case may be), such an application unless the MWCRC so recommends.

Review of Decisions of BA or Recommendations of MWCRC

24. An applicant who is aggrieved by a decision of the BA or a recommendation of a MWCRC in respect of matters arising from application for registration, renewal of registration, restoration of registration, addition of items / types / classes of minor works and addition of AS / TD may request a MWCRC to review the decision or recommendation under section 26 of the B(MW)R by submitting the request in a specified form to the BA. Upon payment of the prescribed fees, a request for review will be presented to a MWCRC for consideration. Where required, the person making the request may have to attend an interview with the MWCRC. If the BA subsequently substitutes the original decision with another decision, the review fee paid by the applicant will be refunded.

25. The MWCRC directed to review shall not consist of a member who has considered the original application on which the decision or recommendation under review relates.

Application Procedures and Requirements

26. Details of the application procedures and requirements for inclusion of names in the minor works contractor registers, renewal and restoration of registration are provided in Practice Note for Registered Contractors 69.

(YU Tak-cheung)
Building Authority

Ref. : BD REG/RC/13/3
BD REG/6-35/1

First issue December 2010
This revision September 2020 (AD/CS) (General Revision)