

Application to become a Pre-accepted Authorized Signatory

Pre-accepted AS

A person intending to become a Pre-accepted AS should submit an application in the specified form (BA 2D) specifying the category of registration together with the following documents, to the BA for consideration:

- (a) Supporting documents on the qualifications and experience of the applicant; and
- (b) Declarations in BD standard forms which cover **exhaustively** the conviction/disciplinary/suspension/fatality records of the applicant as set out in **Appendix M**.

Multiple Choice (MC) Examination

2. To strengthen the assessment framework under the contractor registration system and the evaluation of the competence of candidates for appointment as AS for RGBC or RSC or becoming a Pre-accepted AS, a two-stage assessment process comprising a multiple choice (MC) examination (Stage I) and CRC interviews (Stage II) will be adopted. The MC examination serves as a prerequisite benchmark to evaluate the candidates' knowledge and understanding of the BO and its allied regulations, and the basic statutory requirements and procedures applicable to a registered contractor, including its roles, functions and duties in carrying out and supervising building works. The MC examination will mainly evaluate the AS on following aspects:

- (a) The statutory role, functions and duties of an RGBC or an RSC as the case may be in relation to the role and responsibilities of the BA in respect of private building developments in Hong Kong;
- (b) The objectives of the BO and Regulations and the mechanism of control in respect of the execution and supervision of building works; and
- (c) The fundamental procedures that a registered contractor must follow in order to meet local statutory requirements.

3. Passing the MC examination is a prerequisite for attending the CRC interview, except for the AS satisfying the qualification and experience under alternative requirements 4 to 7 of **Appendix A**. The details of MC examination are provided in **Appendix P**.

/Scope ...

Scope of Interview

4. The applicant who has passed the MC examination is required to attend a CRC interview, where he/she will be assessed by the CRC mainly on the following aspects:

- (a) The applicant's submitted documents as mentioned in paragraph 1 above;
- (b) The appropriate experience, qualifications and competence of the applicant; and
- (c) The ability of the applicant to apply knowledge in the following aspects:
 - (i) A general awareness of local conditions sufficient to enable him to practise in Hong Kong efficiently and effectively without having to make frequent enquiries on matters of common local knowledge;
 - (ii) A working knowledge and principles of the BO and Regulations, relevant codes of practice, practice notes, circular letters and other advisory information, and allied matters such as Factories and Industrial Undertakings Ordinance and the requirements of other authorities which exercise control over the carrying out of building works; and
 - (iii) Adequate technical knowledge and practical experience in building construction to enable him to discharge his duties as an RGBC or RSC.

5. As a pass result on the MC examination is valid for two years, applicants should obtain a pass result of the CRC interview within two years from the date of passing the MC examination in order to become a Pre-accepted AS.

6. If the applicant passed the CRC interview, his/her name will be entered into the List of AS as a "Pre-accepted AS" on the BD website for public's reference.

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

7. In connection with paragraphs 2 to 4 above, it is emphasized that whether a particular applicant 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 CRC for the purpose of ensuring the required standard of the contractor. Performance of the applicant during the interview, the track records of the applicant, as well as any other matters having bearing on the applicant's ability, competence and professionalism to discharge its duties in compliance with the provisions of the BO, etc, will be taken into consideration in this regard by the BA and/or CRC.

/Discretion ...

Discretion of the BA in the Assessment of Application to Become a Pre-accepted AS

8. In assessing an application to become a Pre-accepted AS, the BA is required to be satisfied that the applicant meets the requisite standards and requirements for registration as an AS.

9. Without limiting the scope of assessment, the BA may request the applicant to provide such information and documentary proof as the BA considers necessary. This may include (but not limited to) information and documentary proof relating to the applicant's ability, competence, and professionalism to discharge its duties in compliance with the provisions of the BO.

10. While the BA seeks the advice of the CRC on the application, the advice of the CRC is only one of the factors that the BA may consider in assessing the application. The BA will take into account all relevant information and materials pertinent to the ability, competence and professionalism of the applicant, including but not limited to nor bound by the advice of the CRC, in determining whether an application should be accepted in order to ensure that only applicants who are capable of performing their duties and responsibilities in a competent manner as well as fully conversant with the relevant statutory requirements and the current building control system are allowed to carry out building works, thereby ensuring works safety and quality, and upholding safety and health standards of building works as well as professionalism of the construction industry.

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