

**Application Procedures for Registration as  
Registered Minor Works Contractors (Individual)**

**Application for Inclusion in Register**

Applicants for registration as RMWCs (Ind) are required to submit the following documents to the BA for consideration:

- (a) a duly completed specified form. The applicant has to specify in his application the items of class III minor works for which he is seeking registration;
- (b) supporting documents on -
  - (i) registration under the Construction Workers Registration Ordinance (Cap. 583) as a registered skilled worker for a relevant designated trade; or
  - (ii) other qualifications and experience as specified in Appendix A;
- (c) declarations in BD standard forms which cover **exhaustively** the conviction / disciplinary records of the applicant as specified in Appendix F;
- (d) copy of a certificate of completing a recognized training course on class III minor works;
- (e) copy of a valid Construction Industry Safety Training Certificate (i.e. Green Card); and
- (f) the prescribed fee (please see Note below.).

**Suitability of the Applicant for Registration in Register**

2. The BA would consider the following aspects to assess the application:
- (a) documents submitted by the applicant as required under paragraph 1 above;
  - (b) the appropriate experience and qualifications of the applicant;
  - (c) the ability and skills of the applicant to personally carry out the items of class III minor works for which registration relates; and

- (d) the applicant's conviction and disciplinary records under the Buildings Ordinance (BO) or conviction records involving serious labour safety offence (e.g. involving a fatal incident or amputation of limb) within 3 years prior to his application.

3. An applicant having any conviction record mentioned in paragraph 2(d) above within 3 years prior to his application will have to provide additional information to substantiate his application before acceptance (e.g. he has attended appropriate training course to update himself with sufficient knowledge on building safety and / or labour safety).

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