

**Application Procedures for  
Renewal and Restoration of Registration as  
Registered Minor Works Contractor (Individual)**

**Renewal of Registration**

An RMWC (Ind) should apply to the BA for renewal of registration not earlier than 4 months and not later than 28 days prior to the date of expiry of the registration. Application for renewal of registration received by the BA outside the specified time limit shall not be accepted. The application should comprise:

- (a) a duly completed specified form;
- (b) declarations in BD standard forms covering
  - (i) exhaustively the conviction / disciplinary records of the applicant; and
  - (ii) a job referenceas specified in Appendix F;
- (c) a certificate of attendance for the Performance Enhancement Course as specified in Appendix P (if applicable); and
- (d) the prescribed fee.

**Restoration of Names to Register**

2. Under section 18(1) of the B(MW)R, a contractor whose name is removed under section 17(1) may within 2 years of the date of the expiry of the registration apply to the BA for his name to be restored to the register.

3. The application for restoration should be submitted in a specified form together with the documents and the prescribed fee stipulated in paragraph 1 above.

**Determination of an Application**

4. Under sections 15 & 19 of the B(MW)R, the BA will not allow an application for renewal of registration and application for restoration of name unless the BA is satisfied that the applicant complies with the relevant requirements for registration as an RMWC (Ind).

/Referral ...

## **Referral to MWCRC**

5. In the following circumstances, an application from an RMWC (Ind) for renewal or restoration of registration would be referred to the MWCRC for interview and assessment:

- (a) the applicant does not have a job reference within the 3 years preceding the date of submission of the renewal / restoration application;
- (b) the applicant having a conviction / disciplinary record under the BO or a conviction record involving serious labour safety offences (e.g. involving a fatal incident or amputation of limb) within 3 years prior to his application; or
- (c) the applicant is required to attend an interview under the Contractor Performance Enhancement Scheme as detailed in Appendix P.

6. If the RMWC (Ind) was inactive within the 3 years preceding the date of submission of the renewal / restoration application (i.e. without a job reference on a minimum one relevant item of class III minor works), he must attend an interview with the MWCRC which will mainly assess his awareness of the new development in the building industry and new legislation, practice notes, etc. relating to class III minor works.

7. If the RMWC (Ind) has conviction / disciplinary record as specified in paragraph 5(b) above, he will usually be required to attend an interview with the MWCRC with the scope of interview covering assessment on the safety management, site management matters, etc. as considered necessary by the MWCRC or the BA. However, in the event that the applicant can provide adequate documentary justification to substantiate that he is still suitable for registration (e.g. if he subsequently attended appropriate training course to update himself with sufficient knowledge on building safety and / or labour safety and found acceptable by the BA), the application will not be referred to the MWCRC.

8. If the RMWC (Ind) is required to attend an interview under paragraph 5(c) above, the scope of interview will cover requirements of the Minor Works Control System. If the RMWC (Ind) is a qualified person under the Mandatory Window Inspection Scheme (MWIS), the scope of interview will also cover the requirements of MWIS.

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