

**Application Procedures for
Registration of Additional Items of Class III Minor Works for a
Registered Minor Works Contractor (Individual)**

Application for Registration of Additional Items of Class III Minor Works

An RMWC (Ind) is only qualified to carry out the items of class III minor works for which he is registered.

2. If the RMWC (Ind) intends to carry out additional items of class III minor works, he should submit the following documents to the BA for consideration:

- (a) a duly completed specified form. The applicant has to specify in his application the additional items of class III minor works for which he intends to register.
- (b) supporting documents on -
 - (i) registration under the Construction Workers Registration Ordinance (Cap. 583) as a registered skilled worker for a relevant designated trade division; 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 in respect of the aspects as specified in Appendix F; and
- (d) the prescribed fee.

Suitability of Applicant for Registration of Additional Items

3. The BA would consider the following aspects to assess the application:

- (a) documents submitted by the applicant as required under paragraph 2 above;
- (b) the appropriate experience and qualifications of the applicant;
- (c) the ability and skills of the applicant to personally carry out the additional items of class III minor works for which registration is applied; 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).

4. An applicant having any conviction record mentioned in paragraph 3(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).

(4/2016)