

Registered Minor Works Contractor (Individual)
Declaration of Conviction / Disciplinary Records and Job Reference

Declaration of Conviction / Disciplinary Records

Applications for registration, renewal or restoration of registration and registration of additional items of class III minor works relating to RMWC (Ind) should be supported by declaration in BD standard forms which cover **exhaustively** the conviction / disciplinary records of the applicant in respect of the following aspects:

- (a) conviction / disciplinary action under the BO; and
- (b) conviction on labour safety offences under the ordinances and regulations administered by the Commissioner for Labour, such as Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance (N.B. : non-building works related labour safety offences, e.g. failure to ensure the wearing of safety helmet and the use of goggles, will not be taken into consideration. Generally speaking, an offence relating to the course of constructing the works or the manner in which the works are being carried out is considered as an offence relating to building works).

2. The above declarations should cover all incidents involving the applicant for a period of 3 years preceding the date of application.

Job Reference for Renewal or Restoration of Registration

3. A job reference required for the purpose of renewal or restoration of registration may include endorsement on completion of minimum one relevant item of minor works, building works or performance of duty under the Buildings Ordinance by the applicant in the capacity of an RMWC (Ind) or under the supervision of an authorized person/ registered structural engineer/ registered inspector / another registered contractor. Works or performance of duty that were completed more than 3 years preceding the date of application will not be accepted as a valid job reference.

4. When applying for renewal or restoration of registration, an applicant who has registered as RMWC (Ind) based on possession of alternate requirement 1, 2, 3, 4, 5 or 6 specified in Appendix A may not be required to submit the endorsement as mentioned in paragraph 3 above if his qualification remains valid within 3 months from the date of application and he is still active in the carrying out of minor works and has been keeping himself update with the development of the Minor Works Control System.