

**Application Procedures for Registration as
Registered Minor Works Contractor (Company)**

Application for Inclusion in Register

Applicants for registration as RMWC (Co) 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 types and the classes of minor works for which he is seeking registration;
- (b) supporting documents on -
 - (i) the qualifications and experience of the AS; and
 - (ii) the applicant's ability to have access to plants and resources for the carrying out of the relevant types and classes of minor works;
- (c) for a partnership, an authorization letter from the rest of the partners regarding the appointment of the partner as the AS;
- (d) for a corporation, a statement with documentary proof on -
 - (i) the qualifications and experience of the TD responsible for technical administration;
 - (ii) the management structure and organization chart of the company and its decision making mechanism for technical and financial matters; and
 - (iii) a resolution from the board of directors regarding the appointment of the AS and TD for the company;
- (e) declarations in BD standard forms which cover **exhaustively** the conviction / disciplinary / suspension records of the applicant, AS and TD as set out in Appendix M;
- (f) documents relating to business registration as set out in Appendix M; and
- (g) the prescribed fee.

Qualifications and Experience Documents required of a Previously Accepted AS / TD

2. A person who has been accepted as an AS / TD such that he is permitted to act for a registered contractor for the minor works being applied for does not have to submit the documentary proof of the qualifications and experience again. It is preferably for him to submit records of job references defined in Appendix M indicating his involvement in the building industry in the past 3 years for BA's consideration.

Suitability of Applicant for Registration

3. 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 qualifications and experience of the AS appointee and his ability to understand that type of minor works being applied for through relevant experience and a general knowledge of the basic statutory requirement;
 - (c) the applicant has access to plants and resources;
 - (d) if the applicant is a corporation –
 - (i) its management structure is adequate; and
 - (ii) the appropriate qualifications and experience of the TD appointee; and
 - (e) the conviction and disciplinary records of the applicant, TD and AS appointees.

Applications from Registered General Building Contractors / Registered Specialist Contractors

4. A Registered General Building Contractors (RGBC) / Registered Specialist Contractors (RSC) intending to include its name in the register of minor works contractors still has to submit those documents mentioned in paragraph 1 above. An application from an RGBC / RSC will be considered as a new application subject to the requirements mentioned above.