

**Application Procedures for
Addition and Resignation of Authorized Signatories / Technical Directors of a
Registered Minor Works Contractor (Company)**

Addition of a New AS / TD to an RMWC (Co)

An RMWC (Co) intending to add a new AS / TD should submit its application in the specified form together with the following documents and fee, as the case may be, to the BA for consideration:

- (a) supporting documents to demonstrate possession of the relevant qualifications and experience of the proposed AS / TD in respect of the types and classes of minor works for which the RMWC (Co) is registered;
- (b) for a partnership, an authorization letter from the rest of the partners regarding the appointment of the partner as the AS;
- (c) for a corporation, a statement on -
 - (i) the management structure and organization chart of the company and its decision making mechanism for technical and financial matters; and
 - (ii) a resolution from the board of directors regarding the appointment of the AS / TD for the company;
- (d) declarations in BD standard forms which cover **exhaustively** the conviction / disciplinary / suspension records of the proposed AS / TD as set out in Appendix M;
- (e) documents relating to business registration as set out in Appendix M; and
- (f) the prescribed fee (for addition of AS).

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

2. A person who has been previously 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. Nevertheless, he should submit records of job references as defined in Appendix M indicating his involvement in the building industry in the past 3 years.

Suitability of the 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) if the applicant is a corporation –
 - (i) its management structure is adequate; and
 - (ii) the appropriate qualifications and experience of the TD appointee; and
 - (d) the conviction and disciplinary records of the TD and AS appointees.

4. An application for addition of an AS / TD may be submitted concurrently with an application for registration of additional minor works outlined in Appendix L.

Resignation of AS / TD

5. Prior notification to the BA is required if any of the accepted AS / TD intends to resign from his duties or will cease to be appointed by the contractor. Retrospective notification to the BA will not be accepted.

6. The RMWC (Co) is required to suspend all the minor works immediately if there is no AS appointed to act for the contractor for the purposes of the BO. Similarly, when there is no TD acting for the contractor, the contractor should apply for appointment of replacement of TD within a reasonable period of time. Before the AS / TD ceases to act for the contractor, apart from giving the BA an advanced notice, the contractor/ AS / TD should provide necessary measures to ensure the safety and hygiene condition of the site during the period of suspension of works and should liaise with the project AP / RSE / RGE in this regard where applicable.

(7/2015)