

**Application Procedures for
Registration of Additional Class or Type of Minor Works for a
Registered Minor Works Contractor (Company)**

Application for Registration of Additional Class or Type of Minor Works

Where the registration of an RMWC (Co) is subject to a condition under the B(MW)R, the RMWC (Co) is only qualified to carry out the types and the classes of minor works specified in the register in relation to that registration.

2. Any such RMWC (Co) intending to carry out additional types or classes of minor works 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 types and classes of minor works for which he intends to register;
- (b) supporting documents on -
 - (i) the qualifications and experience of the AS relevant to the types and classes of minor works that the applicant applies for; and
 - (ii) the applicant's ability to have access to plant and resources for the carrying out of the new types and classes of minor works that he applies for;
- (c) 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;
- (d) 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;
- (e) documents relating to business registration as set out in Appendix M; and
- (f) the prescribed fee.

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

3. 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. 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 Applicant for Registration

4. 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 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.

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

Registration of Additional Class or Type of Minor Works in the Register and Certificate

6. Where the BA allows the application for registration of additional types or classes of minor works, the BA will amend the entry of the applicant in the register of minor works contractors. The applicant shall return its original certificate of registration to the BA who will then issue a new certificate of registration for replacement.

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