

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

### Documents to be submitted by the contractor company

*(Each applicant is required to submit the following documents/information. Incomplete submission may render the application being refused.)*

1.1	<p><b>Specified Form BA25</b></p> <ul style="list-style-type: none"> <li>- There are 187 minor works items, which are classified in 3 classes. The detailed descriptions of these minor works items in the respective classes should be referred to Building (Minor Works) Regulation (hereinafter named “B(MW)R”) Schedule 1 Part 3 Division 1 to 3.</li> <li>- There are 8 types of minor works. The type of minor works items under the respective 3 classes should be referred to B(MW)R Schedule 1 Part 2 Division 1 to 8.</li> <li>- In respect of types A - G minor works being applied for, application for class I minor works shall include classes II &amp; III minor works. Likewise, application for class II minor works shall include class III minor works.</li> <li>- In respect of type H minor works being applied for, application for class I minor works shall include class II minor works.</li> <li>- The applicant shall specify all the classes and types of minor works in the table in para.1 that he is going to apply.</li> <li>- If the applicant is a sole proprietorship or partnership, the classes and types of minor works shall be those specified in para.3, which include all the classes and types of minor works being applied by all AS.</li> <li>- If the applicant is a corporation, the classes and types of minor works shall be those simultaneously specified in para.3 and para.4, which include all the classes and types being applied by both AS and TD. In case a certain class or type of minor works application does not supported with the acceptance of both AS and TD in respect of that class or type simultaneously, BA will refuse the registration of that class or type of minor works.</li> <li>- For all applicants, all the classes and types of minor works being applied by all AS must be specified in the table in para.3, and must be signified by each AS.</li> <li>- For a corporation applicant, all the classes and types of minor works being applied by all TD must be specified in the table in para.4, and must be signified by each TD.</li> </ul>
1.2	<p><b>Prescribed Fee</b></p> <ul style="list-style-type: none"> <li>- Fee payable is dependent on the number of AS nominated and the highest class of minor works that the individual AS is appointed to act for the applicant.</li> <li>- Follow the computation table in the Checklist CL-BA25 Part B to calculate the prescribed application fee.</li> <li>- Application not accompanying with application fee could be returned without processing.</li> </ul>
1.3	<p><b><u>Copy of the updated certified extracts of information on the business register (IRBR 152)</u></b></p> <ul style="list-style-type: none"> <li>- This can be obtained from the Business Registration Office upon payment of a fee.</li> </ul>
1.4	<p><b>Copy of the current Business Registration Certificate (IRDB 101)</b></p> <ul style="list-style-type: none"> <li>- Indication of payment of registration fee should be shown.</li> </ul>
1.5	<p><b>Copy of the current Annual Return (Form NAR1) to the Companies Registry (CR)</b> <i>(for corporation applicant only)</i></p> <ul style="list-style-type: none"> <li>- Directorship of the company should be shown;</li> <li>- Proof showing that the Form NAR1 has been received by CR (e.g. receipt of payment, receipt stamp, etc.);</li> </ul>

1.6	<p><b>Organization Chart</b> (<i>for corporation applicant only</i>)</p> <ul style="list-style-type: none"> <li>- The organization chart should show: <ul style="list-style-type: none"> <li>▪ basic management structure and decision making mechanism for technical and financial matters;</li> <li>▪ full names of all the directors in the board/ all TD and AS;</li> <li>▪ classes and types of Minor Works under application;</li> <li>▪ effective date of the organization chart.</li> </ul> </li> <li>- The quorum of the board of directors of the company under statutory requirements should be shown and the chart to be endorsed by not less than such quorum of directors.</li> </ul>
1.7	<p><b>Resolution of Appointment of TD and AS</b> (<i>for corporation applicant only</i>)</p> <ul style="list-style-type: none"> <li>- The resolution should indicate the quorum of the board of directors of the company under statutory requirements and be endorsed by not less than such quorum of directors.</li> </ul>
1.8	<p><b>Authorization letter for appointment of AS</b> (<i>for partnership applicant only</i>)</p> <ul style="list-style-type: none"> <li>- The nominated AS must be one of the partners. The authorization letter should be prepared and signed by the rest of the partners regarding the appointment of the AS.</li> </ul>
1.9	<p><b>Documentary justification on access to resources</b></p> <ul style="list-style-type: none"> <li>- The most recent Auditor's report and profit/loss account showing the financial resources and status, etc., shall be submitted.</li> <li>- For applicant which is newly established, bank statements for the most recent 3 months or a bank supporting letter as proof of ability to have access to resources, etc., may be submitted.</li> </ul>
1.10	<p><b>Documentary justification on access to plants</b></p> <ul style="list-style-type: none"> <li>- Copies of previous contracts and invoices on hiring or purchasing of construction plants, auditor's statement on ownership of plants, standing offers or quotations from construction plant companies showing their willingness to provide the relevant plants to the applicant, etc, should be submitted.</li> <li>- As a proof of the ability of the applicant to gain access to plants, BA will accept a certification issued by a recognized trade association/labour union which the BA thinks appropriate. The list of trade association/labour union can be referred to BD Standard Form RR12.</li> <li>- Items of plants should be relevant to the highest classes and types of minor works applying for registration, namely (not exhaustive):- <ul style="list-style-type: none"> <li>• Class I: concrete cutter, concrete pump, crane, compactor, dozer, excavator, jacking instruments, welding equipment, etc.</li> <li>• Class II: bamboo scaffolding, working platform, crane, welding equipment, etc.</li> <li>• Class III: wire detector, personal protection equipment, fall arrest equipments, etc.</li> </ul> </li> </ul>
1.11	<p><b>BD Standard Form RR9</b> (<i>if applicable</i>) <b>(declaration of conviction/ disciplinary/ suspension records of the contractor)</b></p> <ul style="list-style-type: none"> <li>- The BA will assess the competency and ability of the applicant by making reference to his past records in conviction / disciplinary record / suspension records. Having such records does not automatically render that the application is to be refused.</li> <li>- The form is to be signed by a nominated AS.</li> </ul>
1.12	<p><b>BD Checklist CL-BA25</b></p> <ul style="list-style-type: none"> <li>- Applicant should tick in Part A of the checklist the forms/ documents included in his submission to BA. If any required forms / documents in the checklist are not submitted, BA may return the application without processing, and any submitted prescribed fee will not be refunded.</li> <li>- Applicant shall complete the fee computation table in Part B for the prescribed application fee.</li> </ul>

- Refer to Appendix B for documents to be submitted by each proposed AS
- Refer to Appendix C for documents to be submitted by each proposed TD (*for corporation applicant only*)