

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

Appendix C: Documents to be submitted by each person nominated as **Technical Director** for the Applicant

(Each person nominated as TD shall possess the qualification, experience and competence as specified by the Building Authority (BA), which shall have to be substantiated by proofing documents listed below. Each nominated person shall submit a set of applicable documents.)

3.1	<p>BD Standard Form RR10 (if applicable) (declaration of conviction / disciplinary / suspension records of AS / TD)</p> <ul style="list-style-type: none"> - The BA will assess the competency and ability of the person by making reference to his past records in the building industry. Having such non-performance records does not automatically imply that the application is to be refused.
3.2	<p>BD Standard Form RR12 (proof of experience of AS / TD by endorsement) BD Standard Form RR13 with supporting documentary proof (proof of experience of AS / TD (self-certification))</p> <ul style="list-style-type: none"> - Substantiation in experience in building industry by endorsement, self-certification with supporting documentary proof, declaration under oath, etc., is acceptable. They should be made in the corresponding BD standard forms RR12 and/or RR13. - It is unnecessary to complete all the 2 standard forms if the certification of experience is sufficient to substantiate the registration requirement by any of these forms. - The total years' of relevant experience in building industry will be the aggregate certified in each of the standard form plus the experience shown in the submitted testimonials (see item 3.5 below) - Read the notes in the respective BD standard forms for further details. In particular, certification of experience by a trade association/ labour union via form RR12 and by declaration under oath via form RR13 will only be considered for application for class III minor works. A maximum of 2 years' experience by declaration under oath via form RR13 will be considered. - The BA reserves the right whether to accept a certification and, where considered necessary, to request for additional information.
3.3	<p>Copy of HKID card/passport of TD</p>
3.4	<p>Copy of Certificate of Academic/Vocational Qualification</p> <ul style="list-style-type: none"> - Copy of the certificate for each of the academic/vocational qualification claimed in BD specified form BA25 para.4 have to be submitted at the time of application and its original will have to be presented for verification subsequently.
3.5	<p>CV and Testimonials of TD</p> <ul style="list-style-type: none"> - CV of the proposed TD shall be submitted for reference. Record of employment shall be shown in chronological order, with full name of the employers, duration of employment, post/capacity under employment, descriptions of the projects involved should be indicated. - Employers' testimonials will be accepted as justification of proposed TD's experience in building industry.
3.6	<p>BD Standard Forms & Documents under PNR 38</p> <ul style="list-style-type: none"> - The set of duly completed forms and documents under PNR 38 shall be submitted if any application of classes and types of minor works by the proposed TD is based on Alternative Requirement 9 in BD specified form BA25 para.4.

3.7 **Supporting documentary proof of managing a building contractor company**

- Refer to note 3 in list 2 of BD specified form BA25 for the details requirements on the supporting documentary proof.