

Application for Registration as a **Registered Minor Works Contractor (Company)****List 1: 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>Specified Form BA25</p> <ul style="list-style-type: none"> - There are 126 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. - There are 7 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 7. - In respect of each type of minor works being applied for, application for class I minor works shall include classes II & III minor works. Likewise, application for class II minor works shall include class III minor works. - The applicant shall specify all the classes and types of minor works in the table in para.1 that he is going to apply. - 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. - 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. - 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. - 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.
1.2	<p>Prescribed Fee</p> <ul style="list-style-type: none"> - 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. - Follow the computation table in the Checklist CL-BA25 Part B to calculate the prescribed application fee. - Application not accompanying with application fee could be returned without processing.
1.3	<p><u>Copy of the updated certified extracts of information on the business register (IRBR 152)</u></p> <ul style="list-style-type: none"> - This can be obtained from the Business Registration Office upon payment of a fee.
1.4	<p>Copy of the current Business Registration Certificate (IRDB 101)</p> <ul style="list-style-type: none"> - Indication of payment of registration fee should be shown.
1.5	<p>Copy of the current Annual Return (Form NAR1) to the Companies Registry (CR) <i>(for corporation applicant only)</i></p> <ul style="list-style-type: none"> - Directorship of the company should be shown; - Proof showing that the Form NAR1 has been received by CR (e.g. receipt of payment, receipt stamp, etc.);

1.6	<p>Organization Chart (<i>for corporation applicant only, sample refer to APPENDIX A.</i>)</p> <ul style="list-style-type: none"> - The organization chart should show: <ul style="list-style-type: none"> ▪ basic management structure and decision making mechanism for technical and financial matters; ▪ full names of all the directors in the board/ all TD and AS; ▪ classes and types of Minor Works under application; ▪ effective date of the organization chart. - 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.
1.7	<p>Resolution of Appointment of TD and AS (<i>for corporation applicant only, sample refer to APPENDIX B.</i>)</p> <ul style="list-style-type: none"> - 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.
1.8	<p>Authorization letter for appointment of AS (<i>for partnership applicant only, sample refer to APPENDIX C.</i>)</p> <ul style="list-style-type: none"> - 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.
1.9	<p>Documentary justification on access to resources</p> <ul style="list-style-type: none"> - The most recent Auditor's report and profit/loss account showing the financial resources and status, etc., shall be submitted. - 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.
1.10	<p>Documentary justification on access to plants</p> <ul style="list-style-type: none"> - 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. - 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 RR-14 or RR-14A. - 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"> • Class I: concrete cutter, concrete pump, crane, compactor, dozer, excavator, jacking instruments, welding equipment, etc. • Class II: bamboo scaffolding, working platform, crane, welding equipment, etc. • Class III: wire detector, personal protection equipment, fall arrest equipments, etc.
1.11	<p>BD Standard Form RR-9 (declaration of conviction/ disciplinary/ suspension records of the contractor)</p> <ul style="list-style-type: none"> - 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. - The form is to be signed by a nominated AS.
1.12	<p>BD Checklist CL-BA25</p> <ul style="list-style-type: none"> - 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. - Applicant shall complete the fee computation table in Part B for the prescribed application fee.

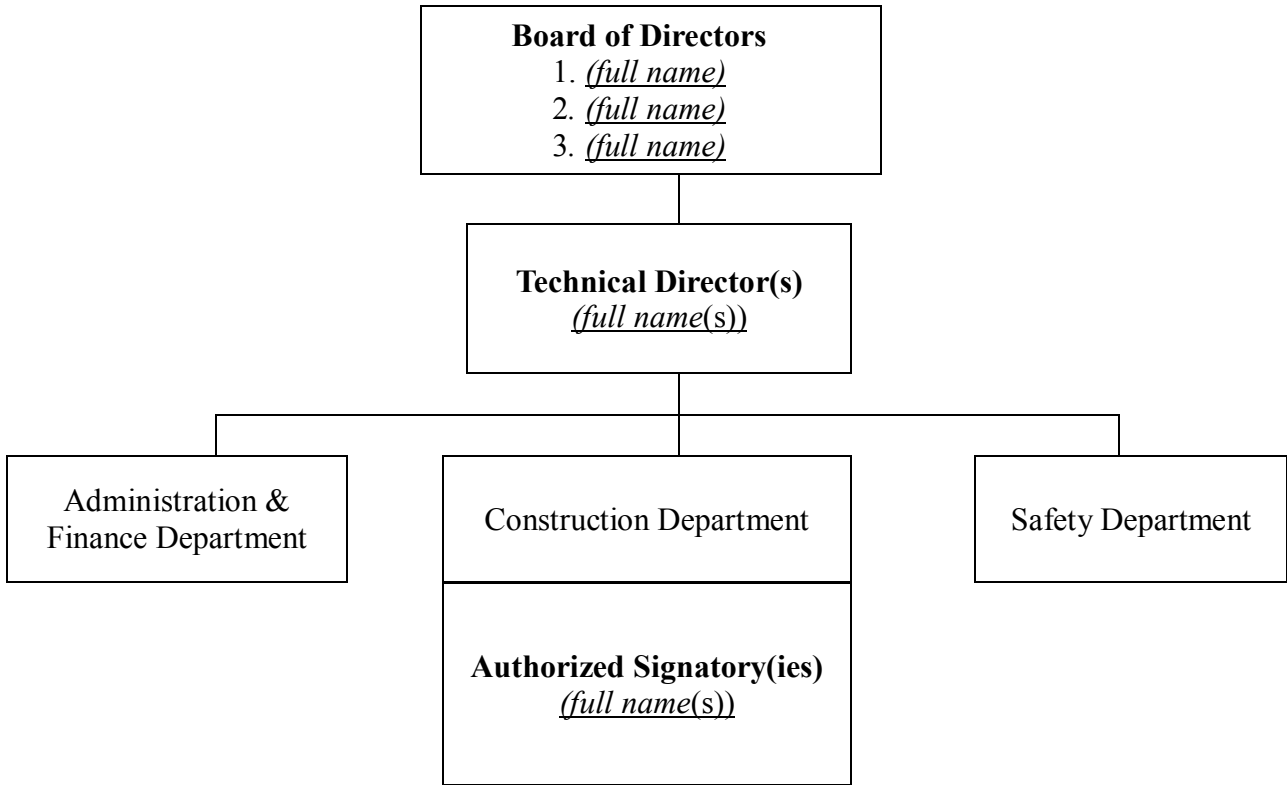
- Refer to List 2 for documents to be submitted by each proposed AS
- Refer to List 3 for documents to be submitted by each proposed TD (*for corporation applicant only*)

Sample of Organization Chart for RMWC(Co) as Corporation

(Name of Contractor – corporation applicant only)

Organization Chart

Registered Minor Works Contractor to carry out
Type _____ in Class _____ Minor Works under the Buildings Ordinance



 (number) director(s) shall constitute a quorum.

Endorsed by the Board of Director(s): (full name) (signature)

 (full name) (signature)

 (full name) (signature)

Effective Date : _____

Remark

- ***This organization chart is for reference only.***
- ***The applicant shall provide detailed arrangement of his own management structure.***
- ***Delete the item whichever is inapplicable.***

Sample of Resolution of Appointment of TD & AS for RMWC(Co) as Corporation

(*Name of Contractor – corporation applicant only*)

Resolution for the Appointment of Technical Director and Authorized Signatory

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY
HELD AT (address) ON (date) AT (time) .

Present: (full name of director) (signature)
 (full name of director) (signature)
 (full name of director) (signature)

1. (full name of director) was elected Chairman of the meeting.
2. Pursuant to Article (number) of the memorandum and Articles of Association of the Company, (number) director(s) shall constitute a quorum. The Chairman then declared that the directors present constituted a quorum.
3. In respect of the application of the Company to register as a Registered Minor Works Contractor (Company) under the Buildings ordinance (BO), the following resolutions in appointing the key personnel to act for the Company to perform the required duties under the BO were adopted:

a. Appointment of Technical Director (TD)

IT WAS RESOLVED that (full name of TD) , a director of the Company, be appointed as the TD of the Company. He/She is authorized to:

- (i) have access to plant and resources;
- (ii) provide technical and financial support for the execution of the minor works;
- (iii) make decisions for the Company and supervise the authorized signatories and other personnel

for the purpose of ensuring that the works are carried out in accordance with the BO.

b. Appointment of Authorized Signatory (AS)

IT WAS RESOLVED that (full name of AS) be appointed as the AS to act for the Company for the purposes of the BO.

4. There being no further business, the Chairman declared the Meeting closed.

 (signature)
Chairman

Remark:
-This resolution is for reference only.

Sample of Authorization of Appointment of AS for RMWC(Co) as Partnership

(Name of Contractor – partnership applicant only)

Authorization Letter for Appointment of Authorized Signatory

To Building Authority,

I / We, _____ (*full name of all partners*), (holder of HKID card no. _____),
the partner(s) of _____ (*name of contractor*) “the Company”, hereby authorize my/our
partner _____ (*full name of all authorized signatory*) as the Authorized Signatory to act for the Company as
a Registered Minor Works Contractor for the purpose of the Buildings Ordinance.

Regards,

_____ (*full name of partner 1*) _____ (*signature*)
Partner

_____ (*full name of partner 2*) _____ (*signature*)
Partner

_____ (*full name of partner 3*) _____ (*signature*)
Partner

Date: _____

Remarks:

- *The AS must be one of the partners.*
- *This Authorization Letter has to be signed by all the partners except the AS.*