

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

**List 2:** Documents to be submitted by each person nominated as **Authorized Signatory** for the Applicant

*(Each person nominated as AS 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.)*

<p>2.1</p>	<p><b>BD Standard Form RR-10 (declaration of conviction/ disciplinary/ suspension records of AS)</b></p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>
<p>2.2</p>	<p><b>BD Standard Form RR-11 (affirmation of qualifications and experience of AS)</b></p> <ul style="list-style-type: none"> <li>- A person having multiple qualifications and if necessary the experience fulfilling Alternative Requirements 1 to 9 can apply for the respective classes/types of minor works that he is qualified for registration in a single application.</li> </ul>
<p>2.3</p>	<p><b>BD Standard Form RR-12 (proof of experience by endorsement from Employer /Building Owner /Qualified Personnel)</b>  <b>BD Standard Form RR-13 with supporting documentary proof (proof of experience by AS’s self-certification)</b>  <b>BD Standard Form RR-14 (proof of experience by endorsement from Trade Associations / Labour Unions)</b>  <b>BD Standard Form RR-15 (proof of experience by statutory declaration by the AS)</b></p> <ul style="list-style-type: none"> <li>- Substantiation in experience in building industry and/or in minor works by endorsement, self-certification with supporting documentary proof, declaration under oath, etc., is acceptable. They should be made in the corresponding BD standard forms RR-12, RR-13, RR-14 and/or RR-15.</li> <li>- It is unnecessary to complete all the 4 standard forms if the certification of experience is sufficient to substantiate the registration requirement by any of these forms.</li> <li>- 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 2.6 below)</li> <li>- The total number of minor works items that the proposed AS has been involved will be the aggregate of those minor works items certified in each of the standard form.</li> <li>- 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 RR-14 and by declaration under oath via form RR-15 will only be considered for application for class III minor works. A maximum of 2 years’ experience via Form RR-15 will be considered.</li> <li>- The BA reserves the right whether to accept a certification and, where considered necessary, to request for additional information.</li> <li>- Refer to the sample table of minor works items overleaf to complete the respective table in BD standard forms. Under a single work item, claiming more than 1 type and more than 1 item of minor works are permissible if so applicable, see work items 1-4 therein.</li> </ul>

2.3  
(con't)

**BD Standard Form RR-12**  
**BD Standard Form RR-13 with supporting documentary proof**  
**BD Standard Form RR-14**  
**BD Standard Form RR-15 (con't)**

Sample table of minor works items

Work Item No	Project Address (show detail address)	Period (mm/yyyy)	General Description of Minor Works involved (shall be relevant to the descriptions of minor works)	Number of Minor Works involved & Types of Minor Works Belong to						
				Type A A&A	Type B Repair	Type C Signboard	Type D Drainage	Type E Amenity	Type F Bldg Finishes	Type G Demolition
1.	<i>1-3/F, Excellent Commercial Centre, 2-4 Champion Street, Mong Kok, Kowloon.</i>	<i>7/2007-9/2007</i>	<i>Removal of supporting frames for water cooling Towers located on a cantilevered slab</i>	3				3		3
2.	<i>ditto</i>	<i>ditto</i>	<i>Removal &amp; erection of projecting signboards</i>			3				2
3.	<i>Success Villa, 33-35 South Road, Stanley, Hong Kong.</i>	<i>4/2005-5/2005</i>	<i>Repair of external reinforced concrete wall</i>	1	1					
4.	<i>ditto</i>	<i>ditto</i>	<i>Repair of underground drain</i>				1			
5.	<i>2-4 On On Street, Tsuen Wan, NT.</i>	<i>6/2008</i>	<i>Removal of unauthorized structure on roof of the building</i>	5	5					
No. of minor works items completed in HK (the total no. of minor works in different types via separate BD standard forms must not less than the registration requirement)			In total	9	1	3	1	3		5
			In the past 3 years	8		3		3		5

2.4

**Copy of HKID card/passport of AS**

- the submitted copy must bear the AS's signature.

2.5

**Copy of Certificate of Academic/Vocational Qualification**

- copy of the certificate for each of the academic/vocational qualification claimed in BD standard form RR-11 para.2 have to be submitted at the time of application and its original will have to be presented for verification subsequently.

2.6

**CV and Testimonials of AS**

- CV of the proposed AS 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 AS's experience in building industry.

2.7

**BD Standard Forms & Documents required under PNR 38**

- 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 AS is based on Alternative Requirement 9 in BD Standard Form RR-11.