

Buildings Department
Multiple Choice (MC) Examination for appointment as Authorized
Signatory (AS) or Pre-accepted AS (MCAS)

Application Instruction

(1) Entry Requirement

- (i) Applicants complied with the requirements stated under Practice Notes for Registered Contractors 38.

(2) Examination Date & Time

- (i) The examinations are usually held at the end of each month. The examination dates and the total number of sessions will be subject to demand and availability of facilities. Candidates will be notified of the detailed arrangements at least 1 week before the examination date.
- (ii) The duration of each session is 45 minutes.
- (iii) Candidates must report to the examination centre 15 minutes before the scheduled examination time. No additional time will be given to any late comer.

(3) Application Deadlines

The application form must reach this department by the 7th of that month, otherwise the applicant will be assigned an examination session in the following month. If the deadline falls on a Saturday, Sunday or Public Holiday, it will be extended to the following working day.

This department is not responsible for any late submission due to lost or misdirected mail.

Notes:

- Application will be accepted on a first-come-first-served basis. If an applicant cannot be scheduled for an examination in that month due to limited capacity, they will be assigned a session in the following month
- Examination places are not transferrable.

(4) Retaking the Examination

There is no limit on the number of retakes by each candidate. However,

candidates are not allowed to retake before final decision of this department of that application.

(5) Absence

Candidates who are absent from personal reason or who are prevented by illness from attending the examination may apply for retake in writing or electronically with supporting documents within 3 days from the examination date. If the applications are accepted, the candidates concerned would be arranged to sit for the examination in the next month without payment of a further fee (if applicable). However, only 1-time absence is allowed and make-up exam will not be arranged for candidates who are absent under any other circumstances.

No Examination will be arranged for 2nd time absence in normal circumstances. However, it will be subjected to the final decision of this department.

(6) Examination Information

Candidates can observe the examination information at our department's website as follows:

Exam Syllabus:

[PNRC 38 Registration of General Building Contractors and Specialist Contractors - Appendix P](#)

Guidelines and Rules:

[Guidelines and Rules of Multiple Choice \(MC\) Examination](#)

(7) Personal data

Candidates are responsible for the accuracy of the personal data supplied in the application. Provision of personal data in this form is voluntary. However, if the candidate fails to provide the data, or if any of the data are inaccurate or incomplete, the application may not be accepted. Personal data may be used for the following purposes:

- (i) conducting statistical analysis;
- (ii) certifying candidates' examination results or other legitimate purposes.