

- 本核對表供承建商公司申請註冊為註冊小型工程承建商(公司)(RMWC(Co))之用。
- This checklist is for the use of Contractor Company which applies for registration as a registered minor works contractor(company), i.e. an RMWC(Co).
- 本核對表必須連同已填妥的指明表格BA25，申請費用及下列適用的文件一併遞交至屋宇署。
- This checklist shall be submitted to the Buildings Department with the duly completed specified form BA25, prescribed application fee and other applicable documents.
- 請填妥甲部及乙部。建築事務監督可要求申請人提交本表以外的文件作考慮。
- Please complete Part A and B. The Building Authority may require the applicant to submit other documents which are not listed in this checklist for consideration.
- 請以正楷填寫，並在適當方格內加上『√』號。
- Complete in BLOCK LETTERS and tick the appropriate boxes.

基本資料

Basic Information

承建商名稱 Name of Contractor  獲提名的獲授權簽署人(AS)數目 No. of Proposed Authorized Signatory (AS)  獲提名的技術董事(TD)數目 No. of Proposed Technical Director (TD)

甲部 表格及文件列表

Part A List of Forms & Documents

A1 承建商公司必須提交的文件及表格

Forms and Documents to be submitted by the Contractor Company

項目詳情可參閱申請須知GN-BA25 列表1

Details of items refer to Guidance Notes GN-BA25 List 1

- 1.1 已簽署指明表格 BA25  
Duly signed Specified Form BA25
- 1.2 訂明申請費用 (見乙部; 可以支票, EPS或八達通繳付)  
Prescribed Application Fee (see Part B; can be paid by cheque, EPS or Octopus)
- 1.3 商業登記冊內的最新資料摘錄的核證本副本 (IRBR 152)  
Copy of updated certified extracts of Information on the Business Register (IRBR 152)
- 1.4 現行商業登記證(BRC)副本 (IRDB 101)  
Copy of current Business Registration Certificate BRC (IRDB 101)
- 1.5 表格RR9(申請人公司的被定罪記錄聲明) (如適用)  
Form RR9 (declaration of conviction records of the contractor) (if applicable)

為簡化申請手續，下列文件可不必在現階段向建築事務監督呈交。然而，申請人須承諾，可隨時在屋宇署人員要求時能即時呈交有關文件以供核實。為此，申請人須簽署承諾書表格 UL1。

- 1.6 申請人有能力取用資源的證明  
- 提交由申請日期起計18個月內的核數師報告及資產負債表。[核數師報告內不應顯示有任何“保留/負面意見”或“免責聲明”(即“Qualified/Adverse Opinion”或“Disclaimer of Opinion”)。  
- 如申請人是新成立公司、合夥經營者或是獨資經營者，而未能提交核數師報告，建築事務監督可接受申請人所提交最近3個月內由該公司執行董事、合夥人或獨資經營者簽署認可之資產負債表。  
Documentary justification on access to resources  
- The latest auditor's report and balance sheet for a period ending no more than 18 months before the application submission date.[ An auditor's report should not have any "Qualified / Adverse Opinion" or "Disclaimer of Opinion"]  
- If the applicant which is a newly established company, partnership or sole proprietorship, and an auditor's report is not available, a balance sheet within recent 3 months endorsed by an executive director, partner or sole proprietor who takes up the managing role in a building contractor company may be acceptable.
- 1.7 申請人有能力取用工業裝置的證明 (租用機械及/或裝置的報價單)  
Documentary justification on access to plants (quotations for renting of plants)

如屬法人團體必須提交 Required for body corporate

- 1.8 本年度的周年申報表副本(NAR1) (獲提名的技術董事(TD)必須為公司董事)  
Copy of current Annual Return (NAR1) (all proposed TD must be director)
- 1.9 公司組織圖 (所有獲提名的獲授權簽署人(AS)及技術董事(TD)必須在圖中)  
Organization Chart (all proposed AS / TD must be in the chart) 個人公司不適用
- 1.10 委任獲授權簽署人(AS)及技術董事(TD)的決議  
Resolution for Appointment of the proposed TD and AS

如屬合夥經營必須提交 Required for partnership

- 1.11 委任獲授權簽署人(AS)的授權書  
Authorization Letter for Appointment of the proposed AS

註釋：法人團體即有限公司。

Note: Body Corporate also known as Limited Company.

**A2 每名獲提名的獲授權簽署人(AS) / 技術董事(TD) 必須提交的文件及表格**

**Documents & Forms to be submitted for EACH proposed Authorized Signatory (AS) / Technical Director (TD)**

AS1	AS2	AS3	TD1	TD2	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 香港身份證/ 護照副本 Copy of HKID card/passport
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.2 履歷表(只適用於涉及第I級別小型工程的申請) Curriculum Vitae (CV)(Required for Class I only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.3 表格 RR10 (被定罪記錄聲明)(如適用) Form RR10 (Declaration of Conviction records)(If applicable)

個人公司不適用。

個人公司只可以提名1位獲授權簽署人(AS), 即該獨資經營者. 如須提名多位AS, 需要將公司由個人轉為合夥. 合夥公司的申請可參考樣本B-合夥.

根據每名人士(AS/TD) 所填報表格BA25內所選的學歷及經驗要求而或須提交  
May be required according to the Selected qualification and experience in Form BA25 of EACH proposed AS/TD.

AS1	AS2	AS3	TD1	TD2	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.4 表格RR12/ 表格RR13及輔證工程文件 Form RR12/ Form RR13 + supporting documents
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.5 學歷/資格證明副本 Copy of Certificate of Academic / Vocational Qualification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.6 由僱主簽發的服務證書/工作證明書副本 (從事建築業的經驗證明) Copy of Testimonials / Proof of Employment issued by relevant Employer (Proof of Experience in building industry)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.7 符合《註冊承建商作業備考》38 要求的屋宇署標準表格及文件 BD Standard Forms and Documents required under PNRC 38
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.8 在本港管理建築承建商公司的輔證文件 (建築承建商公司的相關年份的NAR1 [擔任董事]/ IRBR152[擔任東主/擁有人] + 相關年份的工程文件) Documentary proof of managing a building contractor company (NAR1 [showing directorship]/ IRBR 152[showing ownership] of a building contractor company in relevant years, AND relevant project documents,etc.)

個人公司不適用。

此樣本的獲授權簽署人(AS) 選擇以表格RR-12證明所具備的建築業及小型工程經驗.

**A3 每名獲提名的獲授權簽署人(AS) / 技術董事(TD) 必須提交的文件及表格 (如填寫表格BA25附加頁)**

**Documents & Forms to be submitted for EACH proposed Authorized Signatory (AS) / Technical Director (TD)(For additional page of Form BA25 )**

如有多於3名獲提名的獲授權簽署人/或2名獲提名的技術董事, 請額外填寫核對表A3部分, 並隨相關表格一併呈交。  
If there are more than 3 proposed AS/ or 2 proposed TD, please fill in Part A3 of Checklist CL-BA25, and submit together with the corresponding form.

AS4	AS5	TD3	TD4	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1 香港身份證/ 護照副本 Copy of HKID card/passport
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.2 履歷表(只適用於涉及第I級別小型工程的申請) Curriculum Vitae (CV)(Required for Class I only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.3 表格 RR10 (被定罪記錄聲明)(如適用) Form RR10 (Declaration of Conviction records)(If applicable)

根據每名人士(AS/TD) 所填報表格BA25內所選的學歷及經驗要求而或須提交  
May be required according to the Selected qualification and experience in Form BA25 of EACH proposed AS/TD.

AS4	AS5	TD3	TD4	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.4 表格RR12/ 表格RR13及輔證工程文件 Form RR12/ Form RR13 + supporting documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.5 學歷/資格證明副本 Copy of Certificate of Academic / Vocational Qualification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.6 由僱主簽發的服務證書/工作證明書副本 (從事建築業的經驗證明) Copy of Testimonials / Proof of Employment issued by relevant Employer (Proof of Experience in building industry)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.7 符合《註冊承建商作業備考》38 要求的屋宇署標準表格及文件 BD Standard Forms and Documents required under PNRC 38
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.8 在本港管理建築承建商公司的輔證文件 (建築承建商公司的相關年份的NAR1 [擔任董事]/ IRBR152[擔任東主/擁有人] + 相關年份的工程文件) Documentary proof of managing a building contractor company (NAR1 [showing directorship]/ IRBR 152[showing ownership] of a building contractor company in relevant years, AND relevant project documents,etc.)

**A4 承諾**  
**Undertaking**

- 4.1 承諾能即時呈交所須核實文件 (表格UL1)  
Undertake submission of relevant documentary proof (Form UL1)
- 4.2 擬委聘的獲授權簽署人 / 技術董事所作的承諾書，表明為新僱主擔任獲授權簽署人 / 技術董事申請一經批准，便會向現時的僱主辭職 (請參閱承諾書(辭職)的樣本) (如適用)
- A letter from the proposed AS/TD undertaking that he will resign from his current employer once his application as the AS/TD for the new employer is approved (Please refer to Undertaking Letter (Resignation) sample) (If applicable)

**乙部 訂明申請費用計算表 (BA25)**  
**Part B Computation Table for Prescribed Application Fee (BA25)**

- 訂明申請費用的計算取決於獲提名的獲授權簽署人 (AS) 的人數及每人的最高級別。
- Prescribed application fee depends on the number of proposed AS and the highest class of minor works each AS applies for.
- 申請的小型工程類型及獲提名的技術董事 (TD) 的人數並不影響申請費用。
- The types of minor works under application and the number of TD do not affect the application fee.

承建商申請的級別 Class applied by Contractor	獲提名獲授權簽署人數 Number of Proposed AS	訂明申請費用 Total Application Fee	合計 Total
<input type="checkbox"/> 第 I, II, III 級別 Class I, II, III	第 I, II, III 級別 AS Class I, II, III AS	第 1 人: 1st person: = \$2,920 (a)	(a) + (b) + (c) + (d) \$ [ ]
	其餘人數: Remaining people: [ ] 人 person(s)	x \$2,440 = \$ [ ] (b)	
	第 II, III 級別 AS Class II, III AS	[ ] 人 person(s) x \$810 = \$ [ ] (c)	
	第 III 級別 AS Class III AS	[ ] 人 person(s) x \$560 = \$ [ ] (d)	
		或 Or	
<input checked="" type="checkbox"/> 第 II, III 級別 Class II, III	第 II, III 級別 AS Class II, III AS	第 1 人: 1st person: = \$1,100 (a)	(a) + (b) + (c) \$ [ ]
	其餘人數: Remaining people: [ ] 人 person(s)	x \$810 = \$ [ ] (b)	
	第 III 級別 AS Class III AS	[ ] 人 person(s) x \$560 = \$ [ ] (c)	
		或 Or	
<input type="checkbox"/> 第 III 級別 Class III	第 III 級別 AS Class III AS	第 1 人: 1st person: = \$730 (a)	(a) + (b) \$ [ ]
	其餘人數: Remaining people: [ ] 人 person(s)	x \$560 = \$ [ ] (b)	

由2019年10月21日至2020年10月20日寬免期間(該兩日亦包括在內)接獲的申請，訂明費用獲全額豁免。

The prescribed fees for applications received during the concession period from 21 October 2019 to 20 October 2020 (both dates inclusive) will be waived.