

註冊小型工程 承建商(公司)

Registered Minor Works
Contractors (Company)



Introduction

Under the Building (Minor Works) Regulation (B(MW)R), the carrying out of minor works can be commenced through the simplified requirements of the Minor Works Control System (MWCS), without the need to obtain prior approval of plans and consent to the commencement of the works from the Buildings Department (BD) as required under section 14(1) of the Buildings Ordinance (BO). The MWCS aims to facilitate building owners and occupants in carrying out small-scale building works safely and lawfully through simplified statutory procedures and thereby improve the quality of such building works and building safety in Hong Kong.



- Minor works are classified into three classes according to their scale, complexity and risk to safety. Class I, Class II and Class III minor works have their scale, complexity and level of risk in descending order. Under each class, minor works are categorised into various types that correspond to the specialisation of works in the industry.
- A total of 187 items of building works that are minor works are subject to the control under the MWCS. In order to ensure that only competent contractors are allowed to carry out minor works, they are required to be registered as Registered Minor Works Contractors (Company) (RMWC (Co)) under the BO.
- In respect of each type and class of minor works, the applicant has to nominate at least one individual as the Authorized Signatory (AS) acting for the applicant for the purposes of the BO.
- If the applicant is a corporation, the board of directors has to appoint at least one of its directors as a Technical Director (TD) for the purpose of ensuring that the works are carried out in accordance with the BO.


Requirements for Registration as an RMWC (Co)

- The applicant should comply with the following requirements in order to be registered as an RMWC (Co):
 1. the proposed AS possesses the appropriate qualifications and experience, and the ability to understand the minor works under application through relevant experience and a general knowledge of the basic statutory requirements;



2. the applicant has access to plants and resources;
3. if the applicant is a corporation, its management structure, organisation chart, decision making mechanism for technical and financial matters; and a resolution from the board of directors regarding the appointment of the AS and TD for the company are adequate and the proposed TD possesses the appropriate qualifications and experience; and
4. the applicant is suitable for registration. In this regard, BD will take into account any criminal record in respect of any offence under the laws of Hong Kong relating to the carrying out of any building works and any disciplinary order made against the applicant, the AS and the TD.


Requirements for AS and TD


 The minimum requirements on qualifications and experience of AS are as follows:

Class & Type of minor works	Qualifications	Minimum Relevant Experience in	
		Building Industry	Number of relevant items of minor works involved in Hong Kong (HK)
All	A certificate, diploma or equivalent in a relevant field	3 years including 1 year in HK	7 including 1 completed in past 3 years
All	A certificate of a recognised top-up course for Registered General Building Contractors or Registered Minor Works Contractor covering the relevant class and type of minor works	5 years including 1 year in HK	10 including 2 completed in past 3 years
All	AS of a Registered General Building Contractor	N/A	N/A
Type D (Drainage works)	Grade I plumber's licence issued under Waterworks Regulation	5 years including 1 year in HK	10 including 2 completed in past 3 years
Type E (Works relating to structures for amenities)	AS of a Registered Specialist Contractor (Ventilation) and complete a 'building technology' subject at certificate level or possess a certificate of a recognised continuing professional development course with building technology module	N/A	7 including 1 completed in past 3 years
Type G (Demolition works)	AS of a Registered Specialist Contractor (Demolition)	N/A	N/A
Type H (Works relating to ventilation system inside building)	AS of a Registered Specialist Contractor (Ventilation)	N/A	N/A
For the relevant class and type of minor works	AS of an RMWC(Co) who has been accepted to act for the contractor for the class and type of minor works being applied for	N/A	N/A


 Minimum requirements on qualifications and experience of TD are as follows:

Class & Type of minor works	Qualifications	Minimum Relevant Experience in	
		Building Industry	Managing a building contractor company in HK
All	A certificate, diploma or equivalent in a relevant field	3 years including 1 year in HK	N/A
All	N/A	N/A	5 years
All	TD or AS of a Registered General Building Contractor	N/A	N/A
Class II & III	N/A	5 years	3 years
Class III	N/A	5 years	1 year
Type E (Works relating to structures for amenities)	TD or AS of a Registered Specialist Contractor (Ventilation)	N/A	N/A
Type G (Demolition works)	TD or AS of a Registered Specialist Contractor (Demolition)	N/A	N/A
Type H (Works relating to ventilation system inside building)	TD or AS of a Registered Specialist Contractor (Ventilation)	N/A	N/A
For the relevant class and type of minor works	TD of an RMWC(Co) who has been accepted to act for the contractor for the relevant class and type of minor works	N/A	N/A

 An AS may also act as a TD of a corporation provided that he meets the requirements of both capacities.

 To ensure adequate supervision and proper management for the carrying out of minor works and avoid possible situations of conflict of interest, the AS or TD of an RMWC (Co) is not allowed to act as the AS/TD/Other Officer of another contractor firm simultaneously.

Application Procedures

 Applicants are required to submit the following documents to BD for consideration:

1. a duly completed specified form specifying the types and the classes of minor works under application;
2. supporting documents on the qualifications and experience of the AS and the applicant's ability to have access to plants and resources.
3. for a partnership, an authorisation letter from the rest of the partners for the appointment of the partner as the AS.



4. for a corporation, a statement with documentary proof on:



- a) the qualifications and experience of the TD;
- b) the management structure and organisation chart of the company and its decision making mechanism for technical and financial matters; and
- c) a resolution from the board of directors regarding the appointment of the AS and TD for the company.

5. declarations in BD standard forms which cover exhaustively the fatal incident/conviction/disciplinary/suspension records of the applicant, the AS and the TD within 3 years prior to the date of application in respect of the following aspects:



- a) conviction/disciplinary action under the BO;
- b) involvement in fatal site incidents relating to building works;
- c) conviction on labour safety offences under the ordinances and regulations administered by the Commissioner for Labour;
- d) suspension from tendering by the Development Bureau, the Housing Authority or their related departments and the reasons behind;
- e) conviction leading to imprisonment for malpractice or misconduct in building works or construction related activities;
- f) conviction under section 27(3) of the Public Health and Municipal Services Ordinance concerning the control of water likely to contain larvae or pupae of mosquitoes; and
- g) conviction on environmental offences under the ordinances and regulations administered by the Director of Environmental Protection.



The above declarations should cover all incidents involving the applicant, the AS and the TD irrespective of the nature of the incidents. The AS or TD should also declare any fatal incident/conviction/disciplinary/suspension records during his previous employments including his roles and involvement in the incidents.

6. Documents relating to business registration:
 - a) a copy of the current Business Registration Certificate (IRDB101);
 - b) for a corporation, a copy of the current annual return (Form NAR1) to the Companies Registry justifying the directorship of the company; and
 - c) the original of the certified extracts of information on the business register (IRBR152).
 7. The prescribed application fee which would depend on the number of the proposed ASs and the classes of minor works being applied for.
-  Duly completed application forms and supporting documents should be submitted by e-submission, mail or in person to the BD at G/F, BD Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. Application forms can be obtained at the same address or from BD Website : www.bd.gov.hk
 -  Registration is valid for 3 years and is renewable.

Processing of Applications

-  BD will refer all applications involving Class I minor works to the Minor Works Contractors Registration Committee (MWCRC) for consideration. The MWCRC will conduct interviews with the proposed ASs to ascertain whether they possess the required qualifications, experience and competence. BD will refer the applications to the MWCRC meetings within 3 months from receiving the applications and inform the applicants of the result within 3 months from the meetings.
-  Other applications not involving Class I minor works, unless the situation requires, will generally be assessed by BD based on the submitted documents only without referral to the MWCRC:
 1. For valid applications, BD will notify the applicant of the result within 3 months from receiving the application.
 2. For applications with outstanding supporting documents/ required information:
 - a) BD will notify the applicant of the outstanding documents/information within 3 months from receiving the application, and require the applicant to submit the outstanding documents/ information within 3 months from the date of the notification letter.
 - b) BD will notify the applicant of the application result within 3 months from the date of receipt of the outstanding documents/information, or the due date of submission of the outstanding documents/information if they are not received.





Reference

Buildings Department Website:

Registration Guide:



www.bd.gov.hk

Mobile Application: **Quick Guide for Minor Works**



Enquiries

Please contact BD by the following means:

Address: G/F, Buildings Department Headquarters,
North Tower,
West Kowloon Government Offices,
11 Hoi Ting Road,
Yau Ma Tei, Kowloon.

E-mail : enquiry@bd.gov.hk

Hotline : 2626 1616 (Handled by "1823")