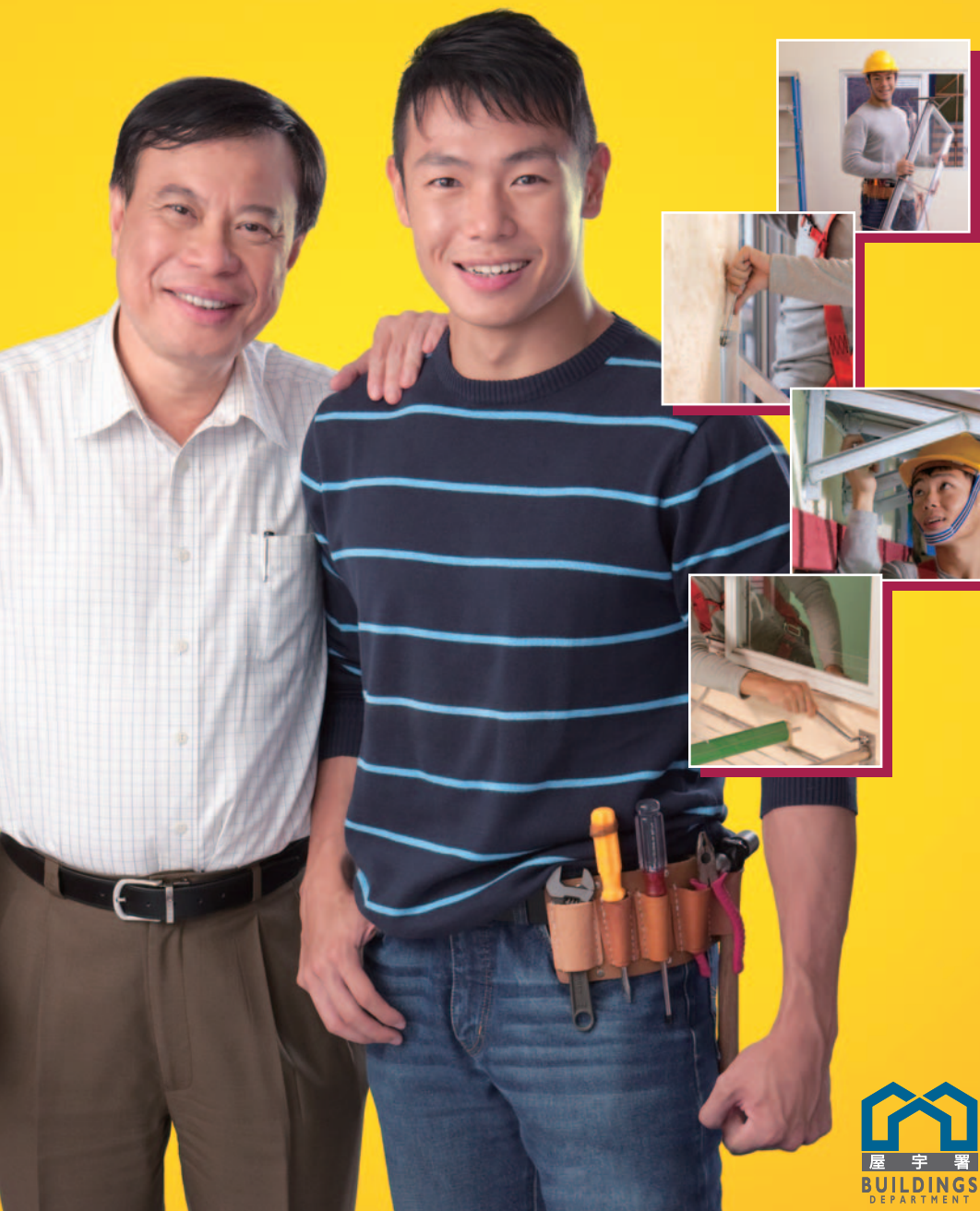



# 註冊小型工程承建商(公司)


Registered Minor Works Contractors (Company)





## Introduction


 A minor works control system will be implemented upon commencement of the Buildings (Amendment) Ordinance 2008 and the Building (Minor Works) Regulation (B(MW)R). It provides for a simplified control mechanism to facilitate the carrying out of minor works without prior approval of plans by the Building Authority (BA). The system aims to improve efficiency and flexibility, enhance building safety and increase user friendliness of the building control regime for minor works.



 Minor works are classified into Class I, Class II and Class III. Class I minor works are more complex than Class II and Class III minor works and Class II minor works are more complex than Class III minor works. Under each class, minor works are categorised into various types and items corresponding to the specialization of works in the industry.

 There are 118 items of minor works specified under Schedule 1 of the B(MW)R. In order to ensure that only competent contractor companies are allowed to carry out minor works, they are required to be registered as Registered Minor Works Contractors (Company) (RMWC (Co)) under the Buildings Ordinance (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 on its behalf for the purpose of BO.

 If the applicant is a corporation, the board of directors has to appoint at least one of its directors as the Technical Director (TD) acting on its behalf for the purpose of BO.


## Requirements for registration as RMWC (Co)

 The applicant should comply with the following requirements in order to be registered as RMWC (Co) :


1. the proposed AS possesses the appropriate qualifications and experience, and the ability to understand the minor works through relevant experience and general knowledge of basic statutory requirements;
2. the applicant has access to plants and resources;
3. if the applicant is a corporation, its management structure is adequate and the proposed TD possesses the appropriate qualifications and experience.
4. the applicant is suitable for registration. In this regard, the BA will take into account any criminal records and relevant convictions or disciplinary actions against the applicant, the AS and the TD.




## Requirements for the AS and TD


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

Class & Type of minor works	Qualifications	Minimum Experience in	
		Building Industry	Relevant number of minor works items involved in HK
All	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 recognized top-up course certificate	5 years including 1 year in HK	10 including 2 completed in past 3 years
Type D (Drainage Works)	Grade I plumber's licence	5 years including 1 year in HK	10 including 2 completed in past 3 years
All	AS of an RGBC	N/A	N/A
Type G (Demolition Works)	AS of a Registered Specialist Contractor (Demolition)	N/A	N/A
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 recognized continuing professional development course with building technology module	N/A	7 including 1 completed in past 3 years


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

Class & Type of minor works	Qualifications	Minimum Experience in	
		Building Industry	Managing a building contractor company in HK
All	Certificate, diploma or equivalent in a relevant field.	3 years including 1 year in HK	N/A
All	N/A	N/A	5 years
Class II & III only	N/A	5 years	3 years
Class III only	N/A	5 years	1 years
All	TD or AS of an RGBC		N/A
For Type G (Demolition Works)	TD or AS of a Registered Specialist Contractor (Demolition)		N/A
For Type E (Works relating to Structures for Amenities)	TD or AS of a Registered Specialist Contractor (Ventilation)		N/A

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

 To ensure adequate supervision and proper management of the 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 company simultaneously.

## Application Procedures

 Applicants for inclusion in the register of RMWC (Co) are required to submit the following documents to the BA for consideration:




1. a duly completed specified form specifying one or more types and 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 authorization letter from the rest of the partners for the appointment of a 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 organization chart of the company and its decision making mechanism for technical and financial matters; and
  - c) resolution from the board of directors regarding the appointment of the AS and TD.
5. declaration in Buildings Department (BD) standard forms covering exhaustively any conviction/disciplinary/suspension records of the applicant, the AS and the TD within 3 years from the date of application in respect of the following aspects :
  - a) conviction/disciplinary action under the BO;
  - b) conviction on labour safety offences under the ordinances and regulations administered by the Commissioner for Labour;
  - c) suspension from tendering by the Development Bureau, the Housing Authority or their related departments and the reasons behind;
  - d) conviction leading to imprisonment for malpractice or misconduct in building works or construction related activities;
  - e) 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
  - f) 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 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 AR1) to the Companies Registry justifying the directorship of the company; and
  - c) the original of the certified extracts of information on the business register (IRBR 152).
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 mail or in person to the BD at 12/F, Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon. Application forms can be obtained at the same address or downloaded from BD Webpage : <http://www.bd.gov.hk>.





## Processing of Applications

 The BA 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.





 Other applications not involving Class I minor works, unless the situation requires, will generally be assessed by the BA based on the submitted documents only without referral to the MWCRC.





 If referral to the MWCRC is considered not necessary, the BA will notify the applicant of the result within 3 months upon receiving the application.

 For application requiring referral to the MWCRC, the BA will convene a MWCRC meeting within 3 months upon receiving the application and inform the applicant of the result within 3 months from the meeting.

## Transitional Arrangement

-  To allow time for the existing minor works practitioners to prepare for the registration, a transition period of 2 years will be provided upon implementation of the B(MW)R.
-  Within 2 years upon commencement of the registration of minor works contractors, current practitioners not yet acquiring the requisite academic qualifications but possessing adequate working experience may apply for registration as Registered Minor Works Contractor (Provisional) (RMWC (P)) .
-  An RMWC (P) can apply for full registration as an RMWC (Co) when its AS has completed a recognized top-up course.
-  Provisional registration will expire upon full registration as an RMWC (Co) or the expiry of the 2 years after commencement of the minor works control system, whichever is earlier. Provisional registration is not renewable.




## Top-up Course

-  Contents of the top-up course will focus on introduction to legislation relating to minor works, statutory requirements on health and safety, works management on different types of minor works.
-  The course is arranged in modules to allow maximum flexibility. The duration of the modules varies. A person who intends to act as an AS for an RMWC (Co), has to complete the respective common module and specific modules for the classes and types of minor works that he seeks to act for the contractor. The duration of each of the course module is as follows :



Common Module (for respective class of minor works)	
Module	Duration (hours)
Class I Minor Works	36
Class II Minor Works	24

Specific Module (for respective types of minor works)	
Module	Duration (hours)
Type A Minor Works (Alteration and Addition Works)	24
Type B Minor Works (Repair works)	4
Type C Minor Works (Works relating to Signboards)	6
Type D Minor Works (Drainage Works)	4
Type E Minor Works (Works relating to Structures for Amenities)	4
Type F Minor Works (Finishes Works)	4
Type G Minor Works (Demolition Works)	6

-  For example, a person intending to act for a contractor for Class I Type A minor works will have to complete the Class I Minor Works Common Module AND the Type A Minor Works Specific Module.
-  Class I Minor Works Common Module covers Class I, II & III minor works; likewise, Class II Minor Works Common Module covers Class II & III minor works.
-  Enquiries of enrolment can be made direct to the following training institutes on the course dates, venues and fees :

1. Construction Industry Council Training Academy (CICTA) –  
Tel : 2903 0617  
Webpage : <http://cicta.hkcic.org/>
2. Hong Kong Institute of Vocational Education (Tsing Yi) of Vocational Training Council –  
Tel : 2436 8505  
Webpage : [http://www.vtc.edu.hk/ive/ty/cn/chin/cou\\_c.htm](http://www.vtc.edu.hk/ive/ty/cn/chin/cou_c.htm)
3. Industrial Centre, The Hong Kong Polytechnic University –  
Tel : 3400 2828 / 2766 7630  
Webpage : <http://www.ic.polyu.edu.hk/oess/RMWC/index.htm>
4. School of Professional and Continuing Education,  
The University of Hong Kong (HKU SPACE)  
Tel : 2508 8833  
Webpage : <http://www.hkuspace.hku.hk>



## Further Reference

Buildings Department Webpage : <http://www.bd.gov.hk>

## Enquires

For enquiries about the registration of RMWC (Co), please contact the Buildings Department:

Mailing address : Registration Unit, Buildings Department,  
Room 2118, 21/F, Pioneer Centre,  
750 Nathan Road, Mongkok, Kowloon

E-mail address : [enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk)

Hotline : 2626 1616 (Handled by “1823 Call Centre”)

