



**User Procedure Manual**

**for**

**Registration and Minor Works Management System  
(RMWMS)**

**of the**

**Buildings Department (BD)**

**May 2026**

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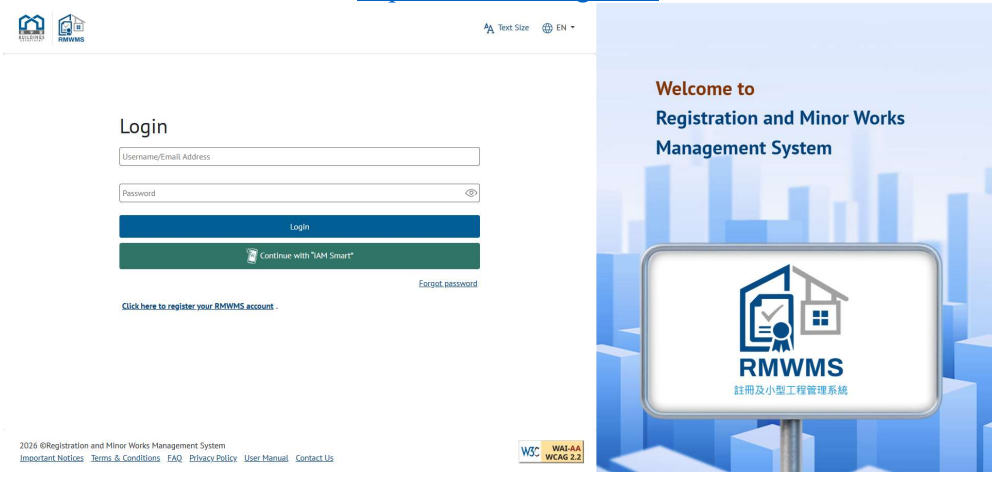
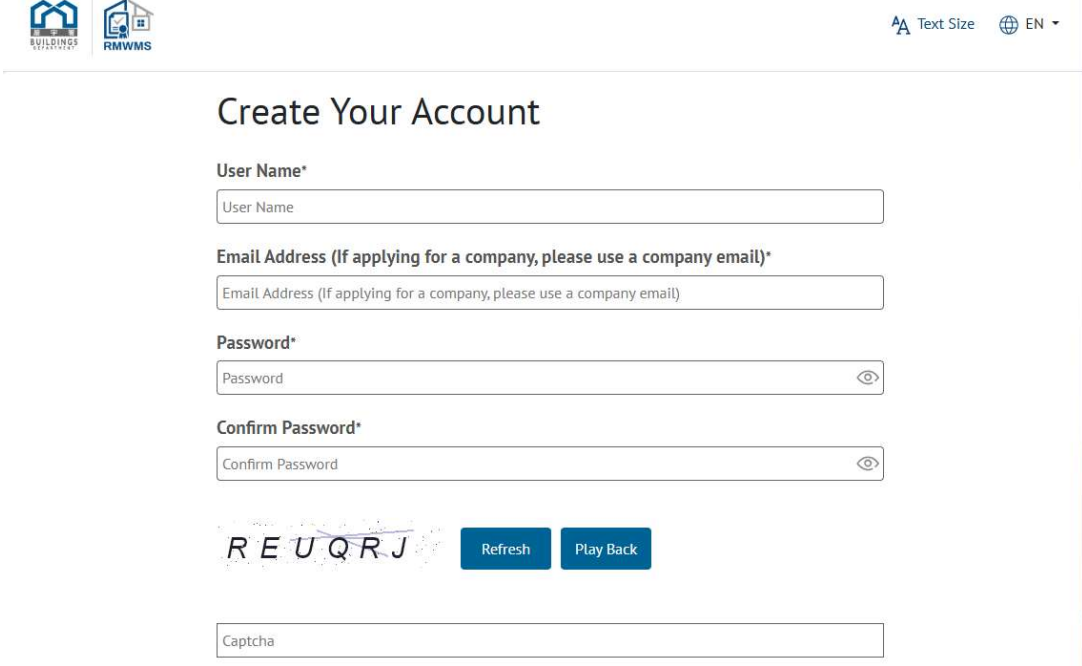
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# 1. SUMMARY OF OPERATION PROCEDURES

## 1.1 Register For RMWMS Account

### 1.1.1 Online Registration

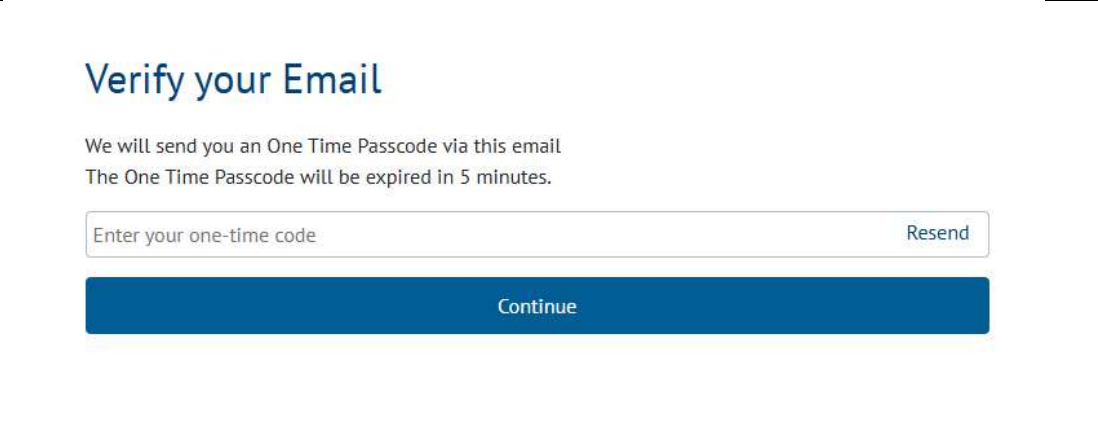
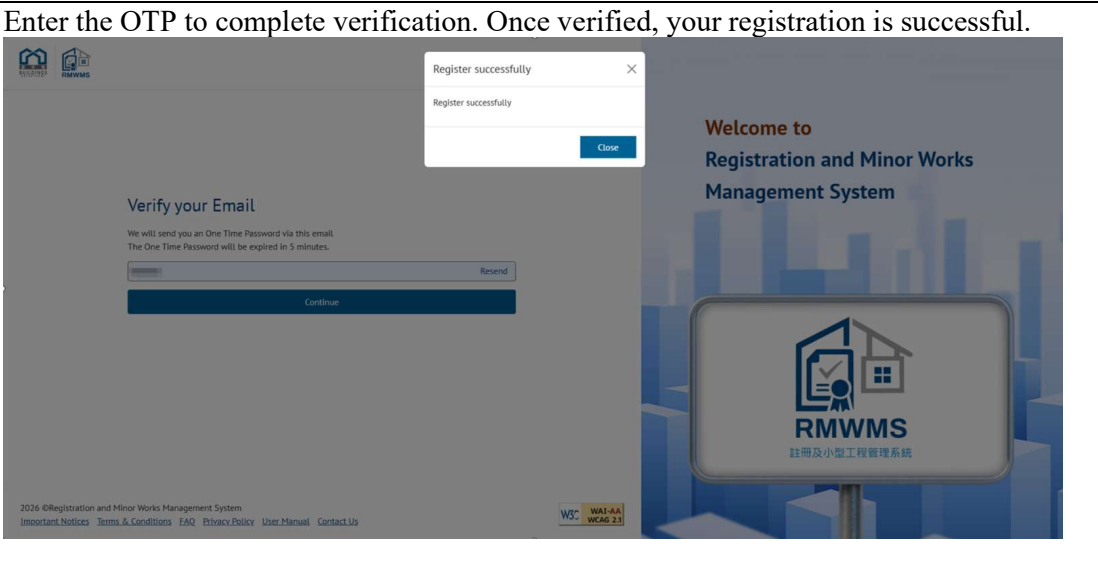
To use RMWMS services, applicants must first register an account.

Step #	Step Detail & Screen
1.	<p>Go to the RMWMS website: <a href="https://rmwms.bd.gov.hk">https://rmwms.bd.gov.hk</a> and click “Create Account”.</p> 
2.	<p>Fill in the online application form and complete the CAPTCHA verification.</p> 
3.	<p>Carefully read the “Notes for Online User Registration”, “Applicant’s Declaration”, and “Terms &amp; Conditions”, then check the boxes to confirm.</p>

	<p>Conditions before using the Registration and Minor Works Management System ("RMWMS") operated by the Buildings Department ("BD") of the Government of the Hong Kong Special Administrative Region ("the Government").</p> <p><b>General Rules</b></p> <ol style="list-style-type: none"> <li>1. The RMWMS is a service offered by BD. The registration of an RMWMS account by the User and the use of the RMWMS constitute the User's agreement to all terms, conditions and notices contained in the RMWMS.</li> <li>2. BD reserves the right to modify or vary the service hours of the RMWMS without any prior notice as BD considers necessary or appropriate, including temporary suspension of service (e.g. due to routine maintenance, upgrade or service outage). The User should make allowance for sufficient time to make electronic submissions to avoid any possible risk of delay.</li> </ol> <p><b>Personal Information Collection Statement</b></p> <p><b>Purpose of Collection</b></p> <ol style="list-style-type: none"> <li>i) The personal data collected will be used by the Buildings Department (BD) for the following purposes:             <ol style="list-style-type: none"> <li>a) to carry out activities and BD's functions relating to the provision of services by BD including processing your submitted application;</li> <li>b) to facilitate communication; and</li> <li>c) to produce statistics relating to BD's services.</li> </ol> </li> <li>ii) You understand that the provision of your personal data marked with asterisks * is obligatory. If you fail to provide information as required, BD may not be able to process your application. The provision of personal data other than those marked with asterisks * is voluntary.</li> <li>iii) Please do NOT provide any personal data (including personal data relating to third</li> </ol> <p><input type="checkbox"/> I confirm the above declaration and undertakings.</p> <p><input type="checkbox"/> I confirm I have read and understood all the above Notes, Declaration, Terms &amp; Conditions and agree to be bound by them.</p> <p style="text-align: center;"><b>Submit</b></p> <p>Already have an account? <a href="#">Login</a></p>
4.	After confirming that all information is correct, click the "Submit" button.

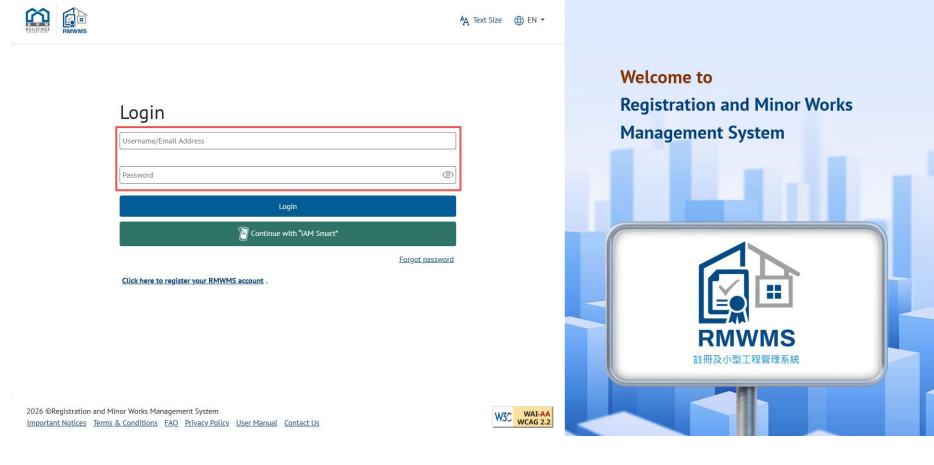
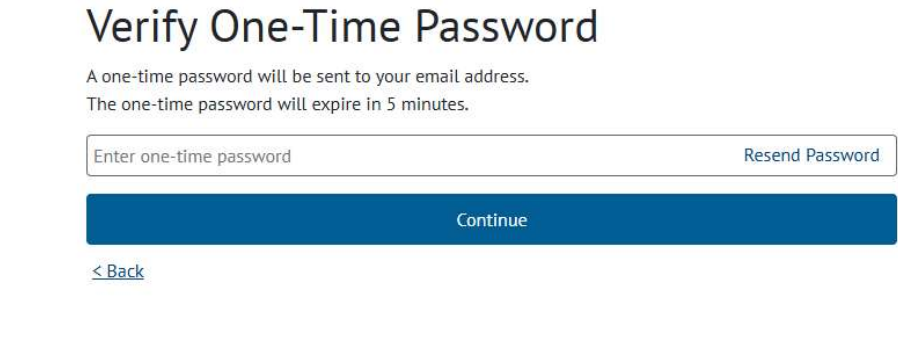
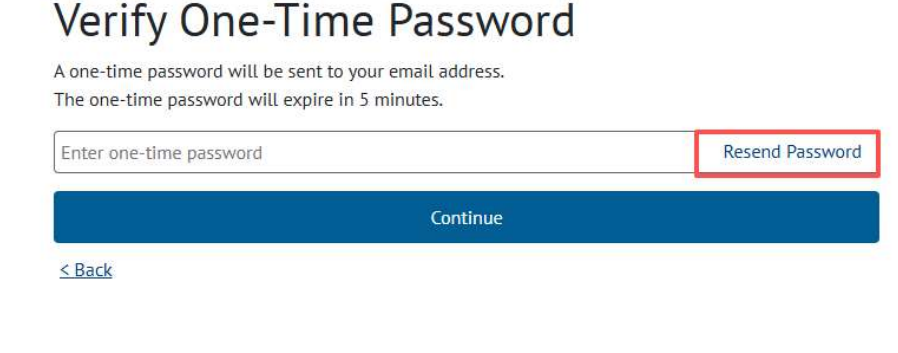
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<p>5.</p>	<p>The page redirects to the email verification screen. A one-time password (OTP) is sent to the registered email address. The OTP expires after 5 minutes.</p> <div style="text-align: center;"> <h2>Verify your Email</h2> <p>We will send you an One Time Passcode via this email The One Time Passcode will be expired in 5 minutes.</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <input style="width: 80%;" type="text" value="Enter your one-time code"/> <span>Resend</span> </div> <div style="background-color: #0056b3; color: white; padding: 10px; text-align: center; margin-top: 10px; width: 100%;"> <p style="margin: 0;"><b>Continue</b></p> </div> </div>
<p>6.</p>	<p>If you do not receive the OTP, click the "Resend" button to request a new one.</p>








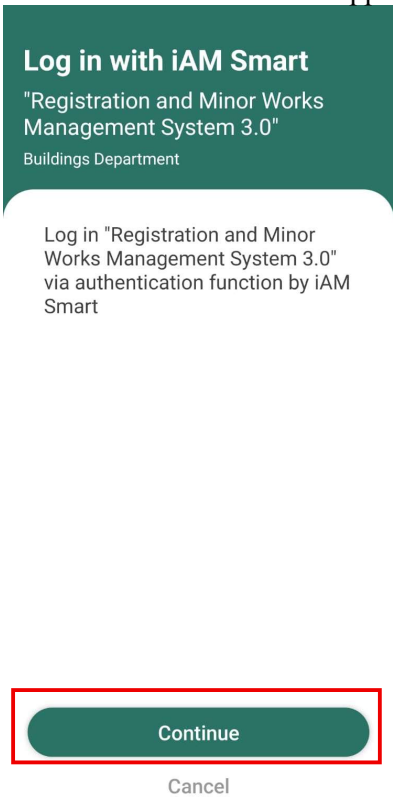
	
7.	<p>Enter the OTP to complete verification. Once verified, your registration is successful.</p> 

1.2 Access RMWMS

1.2.1 Standard Login

Step #	Step Detail & Screen
1.	<p>Go to the RMWMS website: <a href="https://rmwms.bd.gov.hk">https://rmwms.bd.gov.hk</a> and enter your registered “User Name” and “Password”, then click “Login”.</p> 
2.	<p>The page redirects to the email verification screen. A one-time password (OTP) is sent to the registered email address. The OTP expires after 5 minutes.</p> 
3.	<p>If you do not receive the OTP, click the “Resend” button to request a new one.</p> 
4.	<p>For first-time login, the system prompts you to bind your account with iAM Smart as an optional login method. Click “Continue with iAM Smart” to proceed with the binding process, or click “Skip” to bypass it and go directly to</p>

	<p>the Home Page.</p> <div data-bbox="431 247 854 317" style="border: 2px solid red; padding: 5px; text-align: center;"><h3>Use "iAM Smart" to login</h3></div> <p>Bind "iAM Smart" to your account, then you can log in and use digital signing services with "iAM Smart".</p> <div data-bbox="456 405 1255 464" style="background-color: #2e7d32; color: white; padding: 10px; text-align: center;"> Continue with "iAM Smart"</div> <div data-bbox="456 478 1255 531" style="background-color: #0070c0; color: white; padding: 10px; text-align: center; margin-top: 10px;">Skip</div>
5.	<p>If you choose to bind with iAM Smart, the system redirects to the iAM Smart page and displays a QR code. There are two scenarios for login with iAM Smart:</p> <ul style="list-style-type: none"><li>• <b>Scenario 1: Login with different devices</b> (For example, using one device to browse RMWMS and another device with the iAM Smart mobile application installed.)</li></ul> <div data-bbox="482 825 1338 869" style="background-color: #2e7d32; color: white; padding: 5px;"> iAM Smart <span style="float: right;"> English ▾</span></div> <div data-bbox="537 898 724 930" style="background-color: #e0e0e0; padding: 5px; border-radius: 15px; margin-bottom: 20px;">&lt; Back to online service</div> <p>Log in with iAM Smart :</p> <ol style="list-style-type: none"><li>1. Please open iAM Smart App in your mobile</li><li>2. Tap the scan button in iAM Smart App</li><li>3. Scan the QR Code</li></ol> <div data-bbox="1057 982 1289 1213" style="text-align: center;"></div> <ul style="list-style-type: none"><li>• <b>Scenario 2: Login with the same device</b> (For example, using the same device to browse RMWMS and run the iAM Smart mobile application.)</li></ul>

	
6.	<p>Use the iAM Smart mobile application to scan the QR code for authentication.</p> 
7.	<p>Upon successful binding, the system automatically redirects you to the Home Page.</p>

The screenshot displays the user interface of the Registration and Minor Works Management System. At the top, there is a navigation bar with icons for Notifications, Settings, Text Size, EN, and a Logout button. Below the navigation bar, a large blue banner reads "Welcome to Registration and Minor Works Management System".

Three main content cards are visible:

- Minor Works:** Specified forms to submit applications for minor works.
- Signboards Validation:** Specified forms on the inspection, certification and extension / re-signing works of unauthorized signboards.
- Registrations:** Specified forms for online application for registrations.

Below these cards is a "Submission Summary" section. It includes a search bar with "Search" and "Clear" buttons. A note states: "The draft will be deleted after 14 days if not submitted." Below this is a table with the following columns: Submission Ref. Number, Submission Type, Submission Date, Submission Status, and Submission Mode. The table currently shows "No Records Found".

At the bottom of the page, there is a footer with copyright information: "2025 ©Registration and Minor Works Management System." and links for Important Notices, Terms & Conditions, FAQ, Privacy Policy, User Manual, and Contact Us. A logo for W3 and W3C is also present.

## 1.2.2 Login with iAM Smart

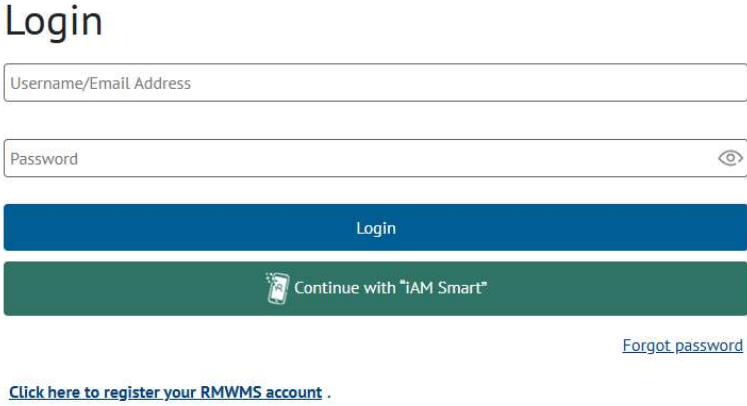
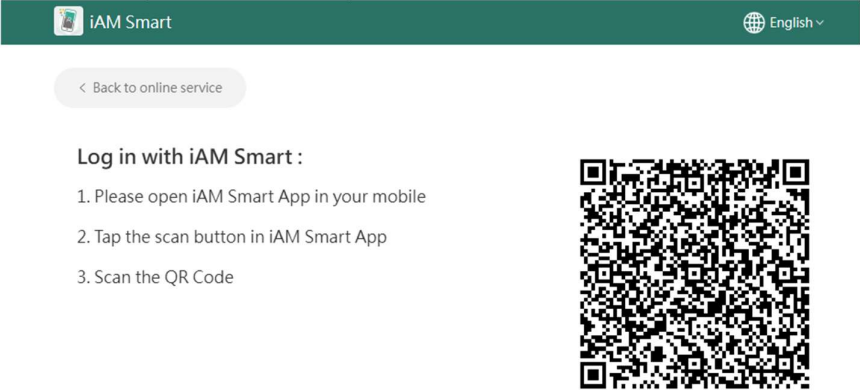
There are two scenarios for login with iAM Smart.

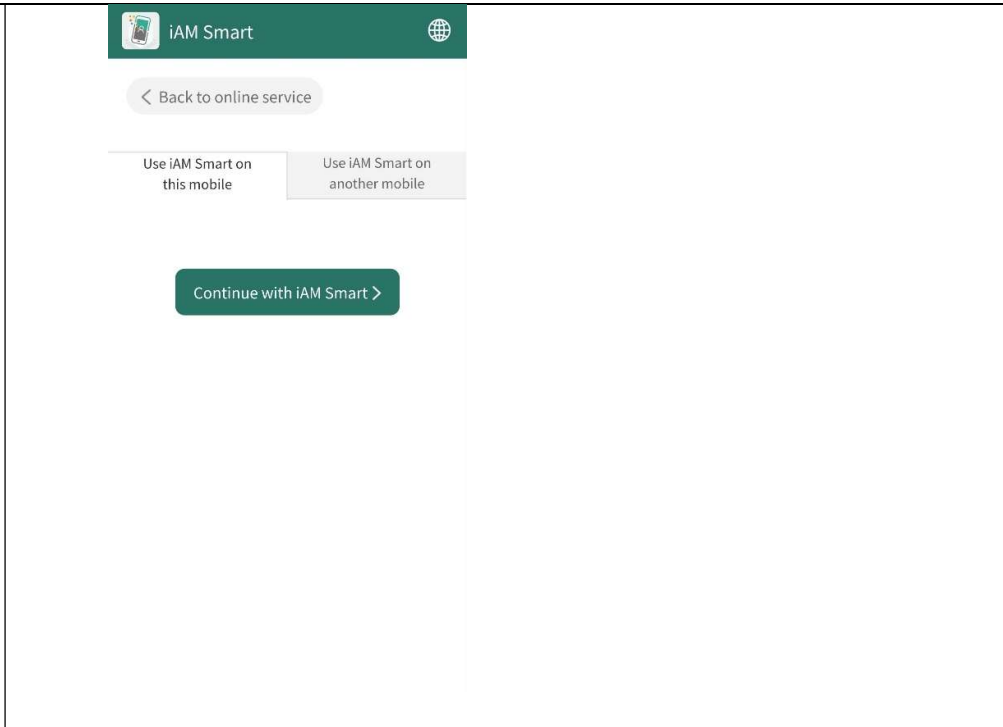
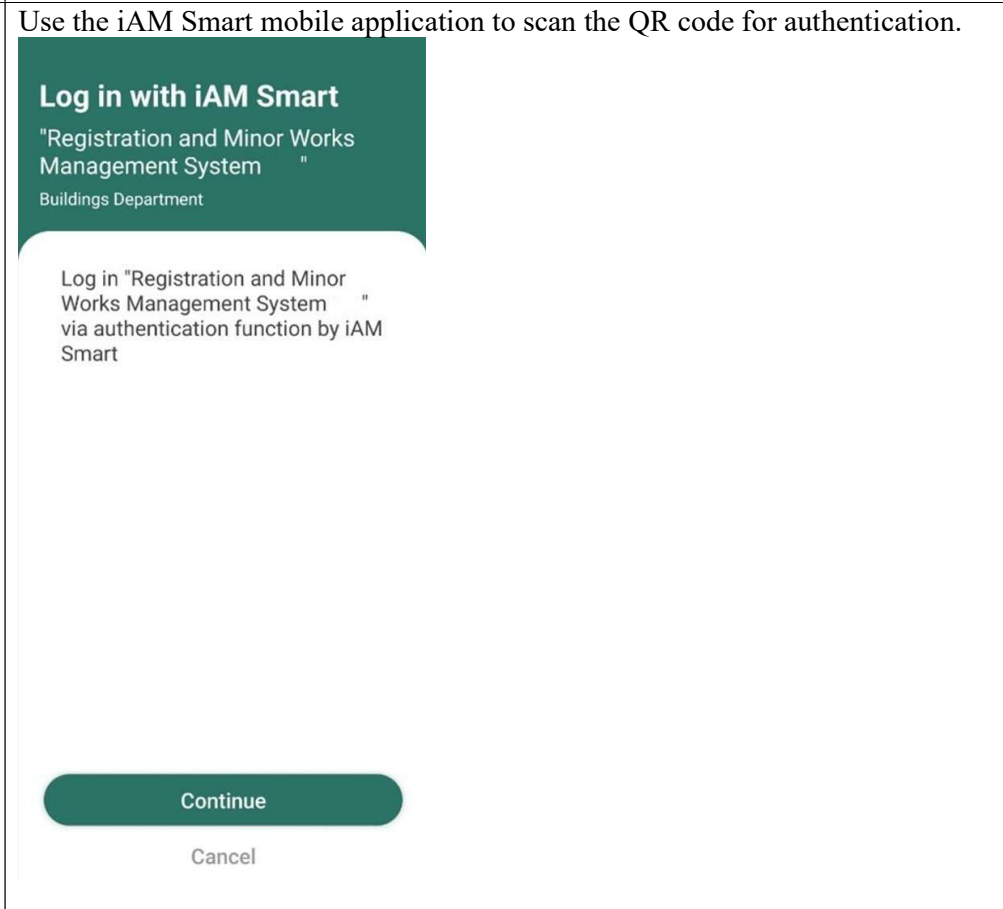
Scenarios 1: Login with different devices (i.e. different devices for browsing RMWMS and that with the iAM Smart mobile application installed)

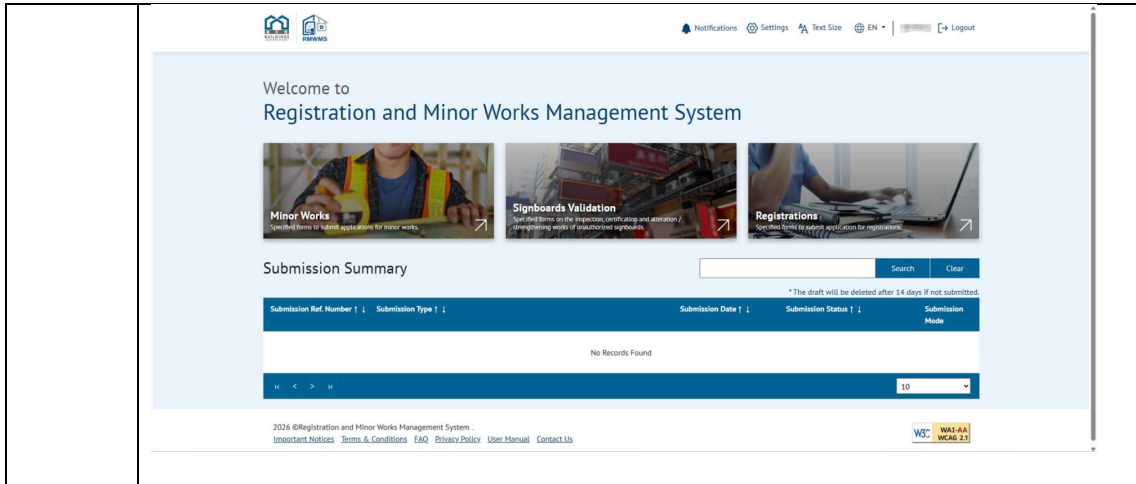
Scenarios 2: Login with same devices (i.e. same devices for browsing RMWMS and that with the iAM Smart mobile application installed)

Scenarios 3: Login with same devices (i.e. direct login through iAM Smart mobile application)

### For Scenario 1 / 2:

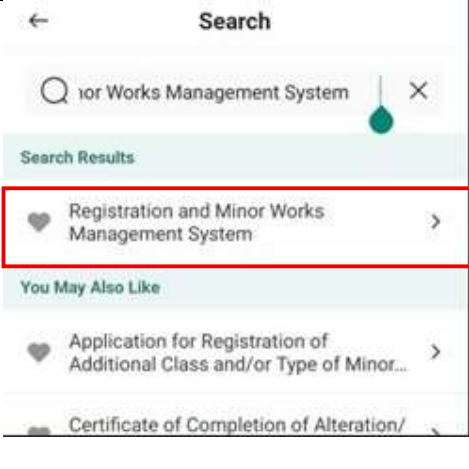
Step #	Step Detail & Screen
1.	<p>Go to the RMWMS website: <a href="https://rmwms.bd.gov.hk">https://rmwms.bd.gov.hk</a> and click the “Login with iAM Smart” button.</p> 
2.	<p>If you choose to bind with iAM Smart, the system will redirect to the iAM Smart page and display a QR code.</p> <ul style="list-style-type: none"> <li>Scenario 1 (different devices)            </li> <li>Scenario 2 (same devices)</li> </ul>

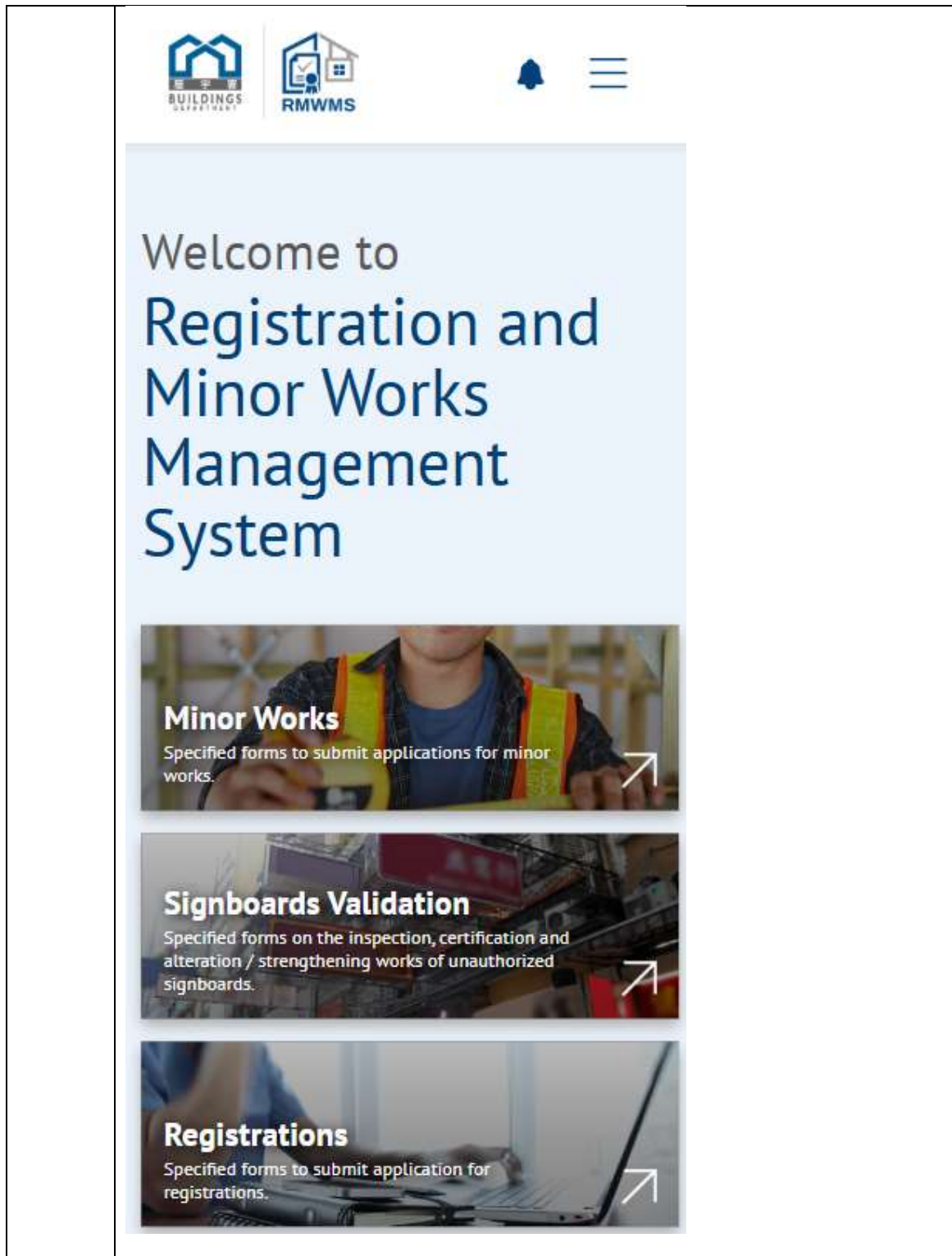
	
3.	<p>Use the iAM Smart mobile application to scan the QR code for authentication.</p> 
4.	<p>Login success, the system will automatically redirect you to the Home Page.</p>



**For Scenario 3:**

Step #	Step Detail & Screen
1.	<p>Go to the first page of the iAM Smart application and tap the Search button.</p>
2.	<p>Enter “Registration and Minor Works Management System” in the search field. The search is case-insensitive. When the result is displayed, select it to proceed.</p>

		
3.	Login success, the system will automatically redirect you to the Home Page.	



## 1.3 Home Page

### 1.3.1 Homepage Navigation and Overview

#### Registration and Minor Works Management System

- Header
- Quick Action Buttons
- Submit Summary
- Footer

On all pages of the electronic system, the top-level menu and footer will always be displayed, enabling users to access other functions at any time during their use of the electronic system.

The screenshot displays the homepage of the Registration and Minor Works Management System. At the top, there is a header with the system logo, navigation links for Notifications, Settings, Text Size, and EN, and a Logout button. The main content area features a welcome message and three quick action buttons: Minor Works, Signboards Validation, and Registrations. Below these is a Submission Summary section with a search bar and a table. The table currently shows 'No Records Found'. The footer contains copyright information, a list of links (Important Notices, Terms & Conditions, FAQ, Privacy Policy, User Manual, Contact Us), and a W3C WCAG 2.1 compliance badge.

Welcome to  
Registration and Minor Works Management System

**Minor Works**  
Specified forms to submit applications for minor works.

**Signboards Validation**  
Specified forms on the inspection, certification and alteration / streamlining works of unauthorized signboards.

**Registrations**  
Specified forms to submit applications for registrations.

Submission Summary

Search Clear

\* The draft will be deleted after 14 days if not submitted.

Submission Ref. Number ↑ ↓	Submission Type ↑ ↓	Submission Date ↑ ↓	Submission Status ↑ ↓	Submission Mode
No Records Found				

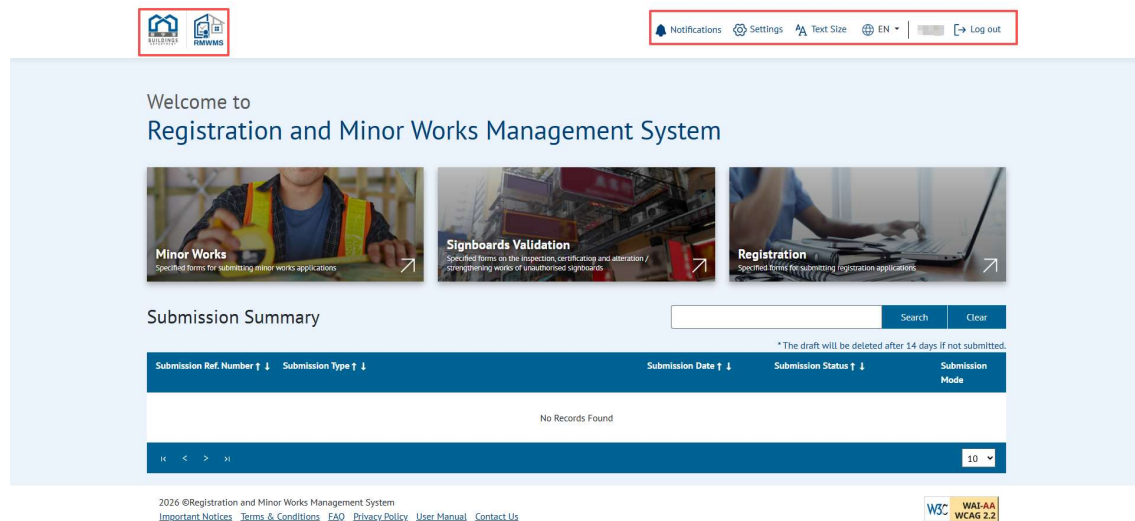
10

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W3C WCAG 2.1

### 1.3.2 Header

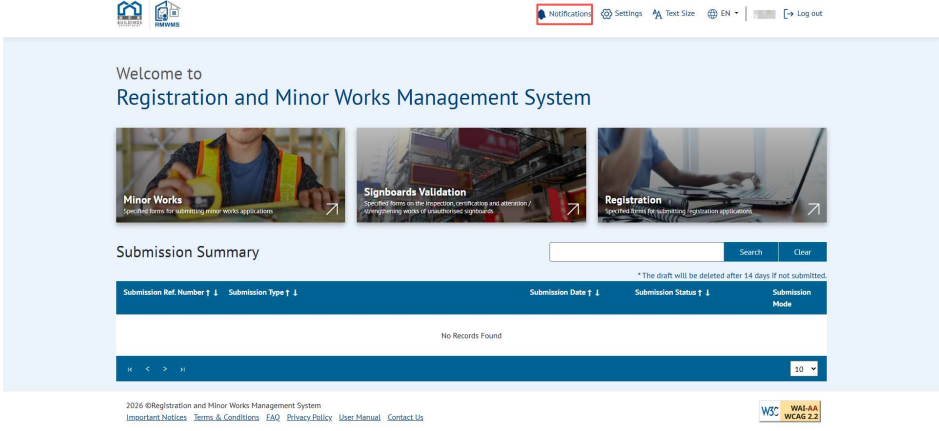
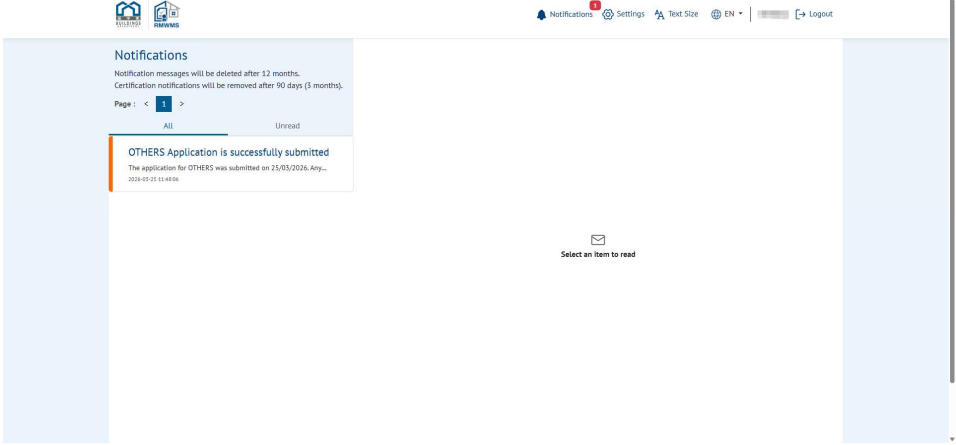
The header menu includes the following functions:

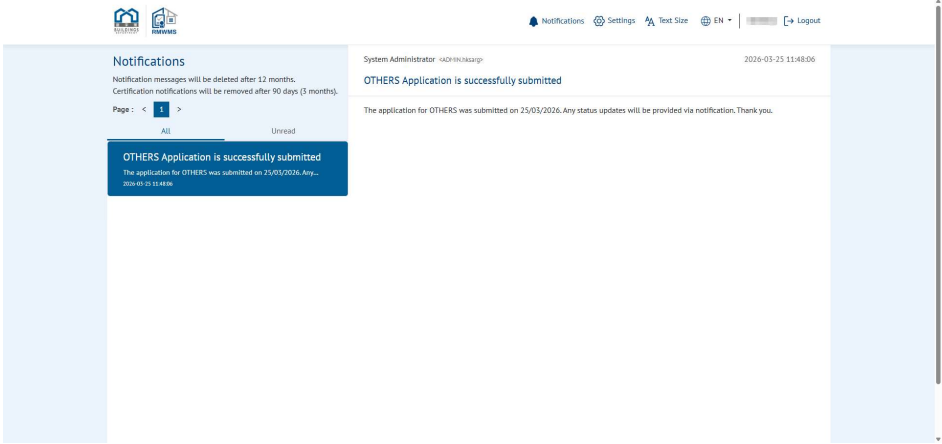
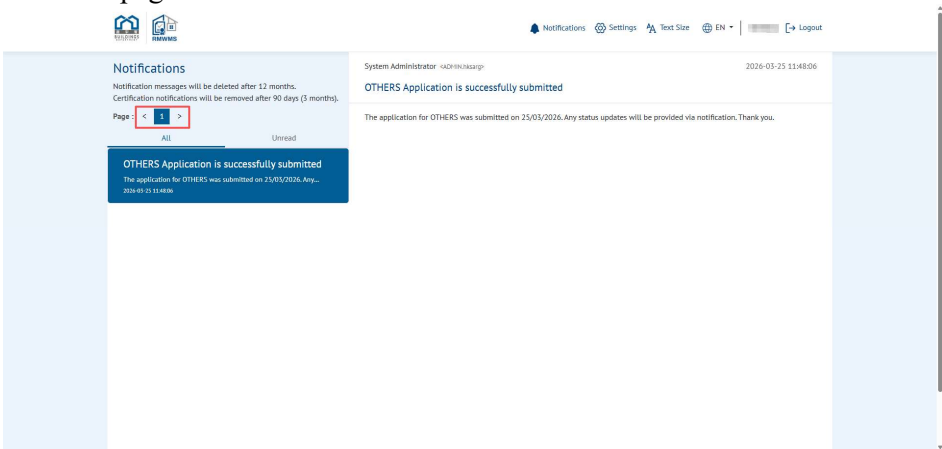
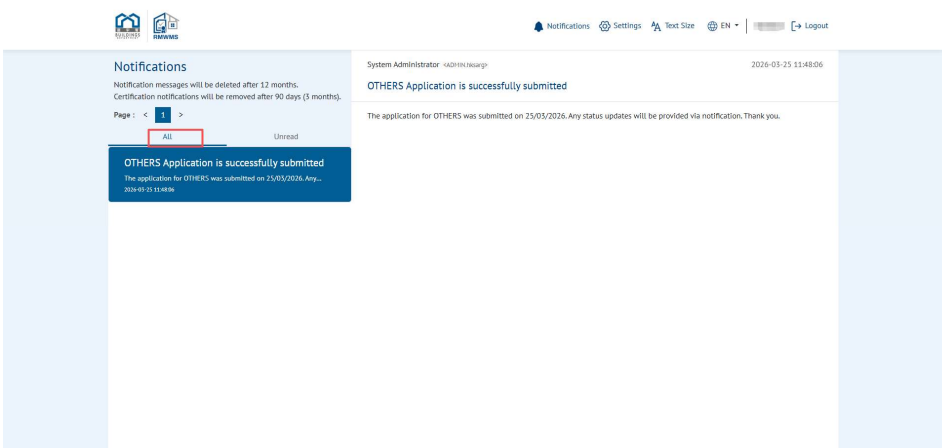


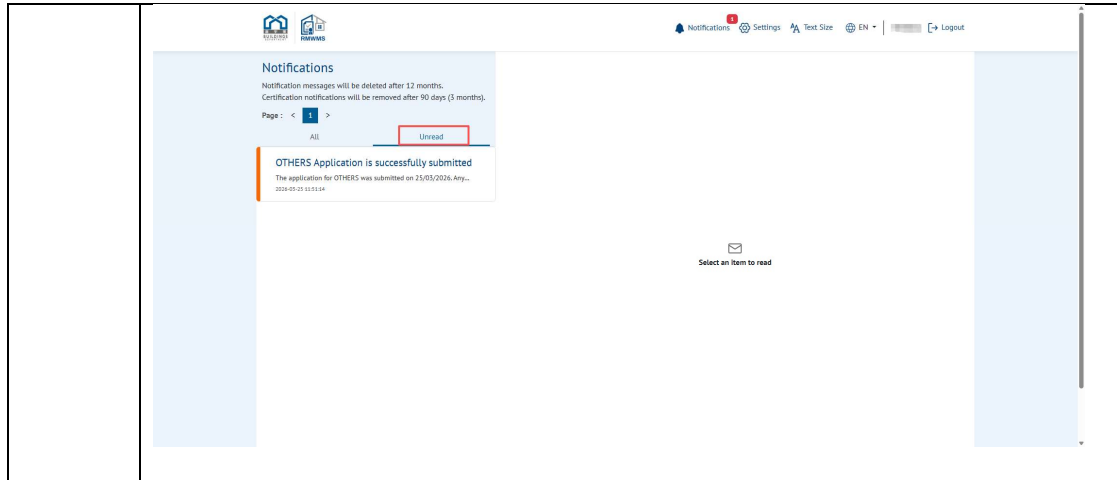
No.	Function Name	Description	Relevant Section
1.	Buildings Department Logo	Links to the Buildings Department website ( <a href="http://www.bd.gov.hk">www.bd.gov.hk</a> ).	Not applicable
2.	Registration and Minor Works Management System Logo	Returns to the homepage	Not applicable
3.	Notifications	System message notifications	<a href="#">Notifications</a>
4.	Settings	Users may modify their password or view/update account information here	<a href="#">Settings</a>
5.	Text Size	Link instructing users to alter text size	<a href="#">Text Size</a>
6.	Language	Users may select display language: English, Traditional Chinese, Simplified Chinese	<a href="#">Switch Language</a>
7.	Login Name and User Role	Displays user name and current role	<a href="#">Switch roles</a>
8.	Logout	Log out of the system	Not applicable

### 1.3.3 Notifications

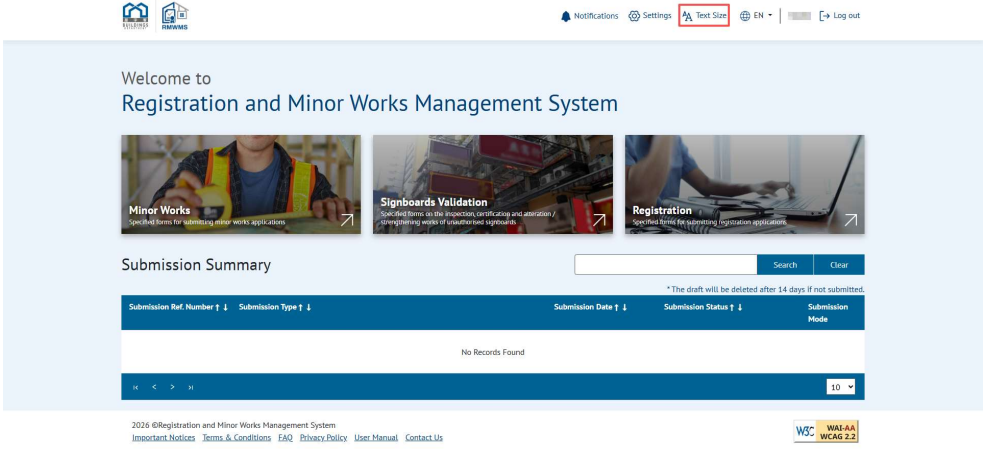

Display information from the Registration and Minor Works Management System, including notification messages and certification notices.

Step #	Step Detail & Screen
1.	<p>Click “Notifications” in the top-level menu. The top-right corner of the notification displays the current number of unread items.</p> 
2.	<p>The notice displays all information from the Registration and Minor Works Management System.</p> 
3.	<p>Click on the information entry on the left to view the specific details on the right.</p>

	 <p>The screenshot shows a web interface for notifications. On the left, there is a 'Notifications' section with a header and a list of notifications. The first notification is highlighted in blue and reads 'OTHERS Application is successfully submitted'. The notification text includes: 'Notification messages will be deleted after 12 months. Certification notifications will be removed after 90 days (3 months).', 'Page: &lt; 1 &gt;', 'All Unread', and 'OTHERS Application is successfully submitted'. The application text says: 'The application for OTHERS was submitted on 25/03/2026. Any status updates will be provided via notification. Thank you.' On the right, there is a 'System Administrator' header with the name 'ADMIN@bds.gov.hk' and the date '2026-03-25 11:48:06'. Below this, the notification title 'OTHERS Application is successfully submitted' is repeated, followed by the same application text as in the notification list.</p>
4.	Click the pagination to view more information.  <p>This screenshot is identical to the previous one, but a red rectangular box highlights the pagination controls in the notification list, which consist of the text '&lt; 1 &gt;'.</p>
5.	Click "All" to view all information.  <p>This screenshot is identical to the previous ones, but a red rectangular box highlights the 'All' filter button in the notification list, which is located below the pagination controls.</p>
6.	Click "Unread" to view all unread messages.



### 1.3.4 Text Size


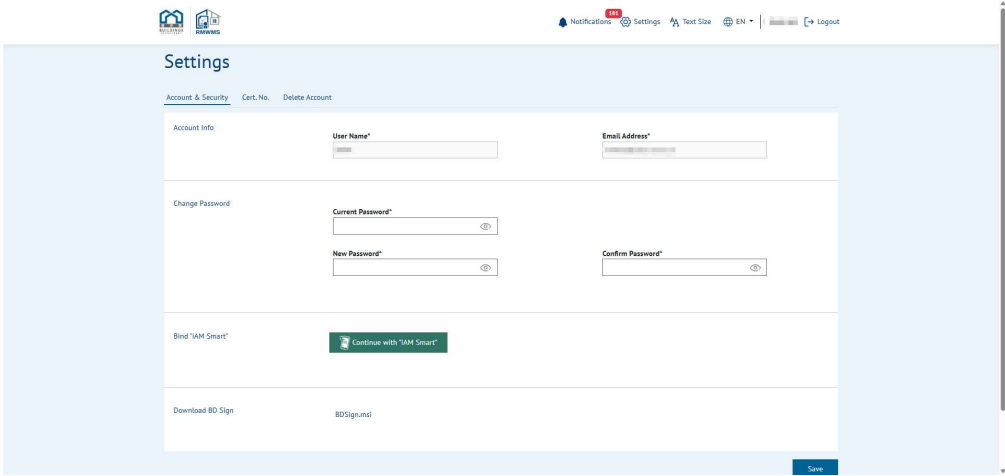
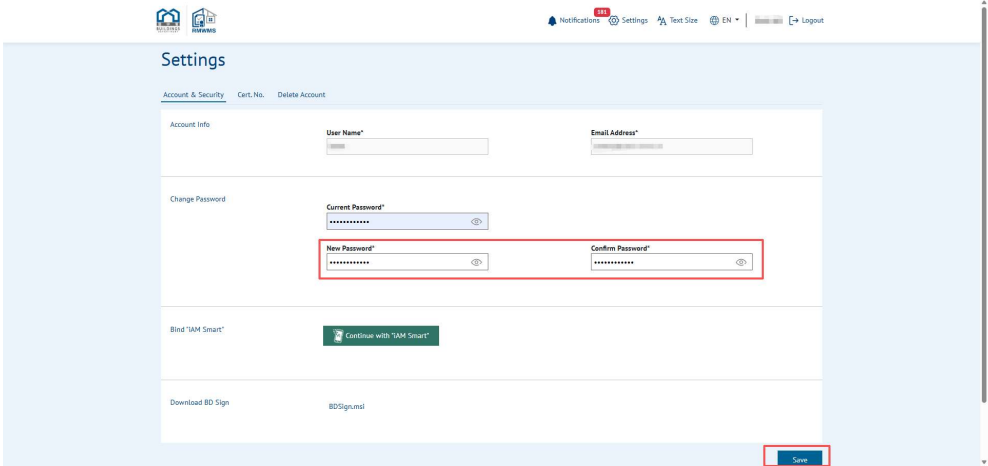
Step #	Step Detail & Screen
1.	<p>Click “Text Size” in the top-level menu.</p> 
2.	<p>Open a new browser tab to navigate to : <a href="https://www.gov.hk/en/about/textsize/">GovHK: How to Change Text Size on GovHK</a></p> 

### 1.3.5 Switch Language


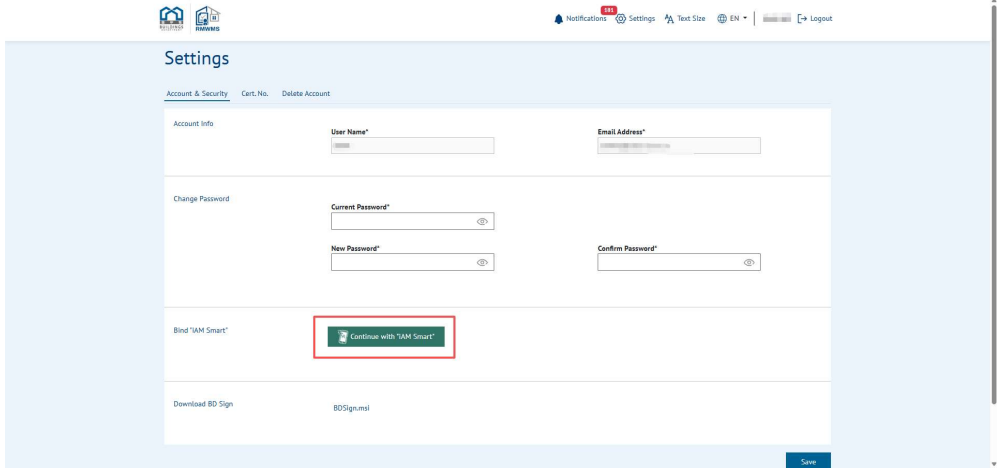
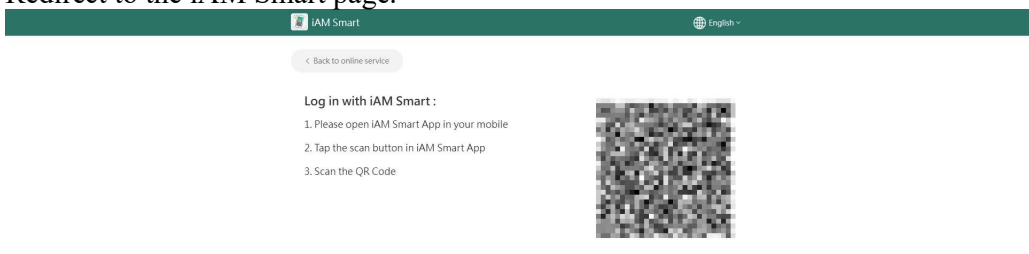
Step #	Step Detail & Screen
1.	<p>Click “EN” in the top-level menu.</p>  <p>The screenshot shows a top-level menu with several items: a bell icon for 'Notifications' with a red '1' badge, a gear icon for 'Settings', an 'A A' icon for 'Text Size', a globe icon for 'EN' with a dropdown arrow, a greyed-out profile picture, and a '[→ Logout]' button. A red rectangular box highlights the 'EN' dropdown menu.</p>
2.	<p>Open the language dropdown menu and select the desired option: EN, Simplified Chinese, or Traditional Chinese.</p>  <p>The screenshot shows the same top-level menu as in step 1, but the 'EN' dropdown menu is now open, displaying three options: 'EN' (highlighted in blue), '繁體' (Traditional Chinese), and '简体' (Simplified Chinese). The background of the page is light blue.</p>

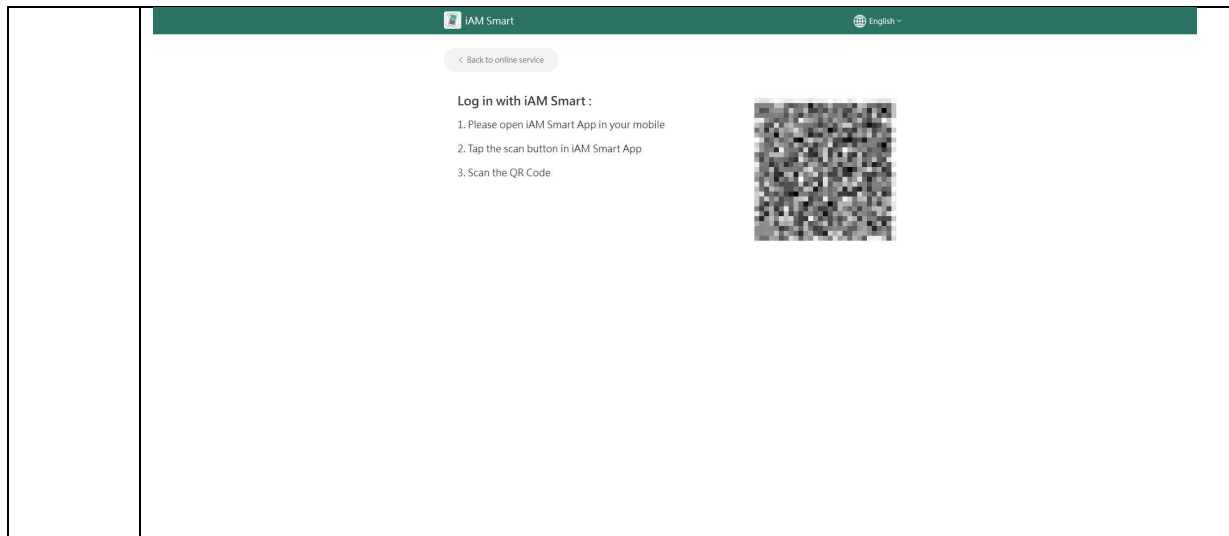
### 1.3.6 Settings

#### 1.3.6.1 Change Password


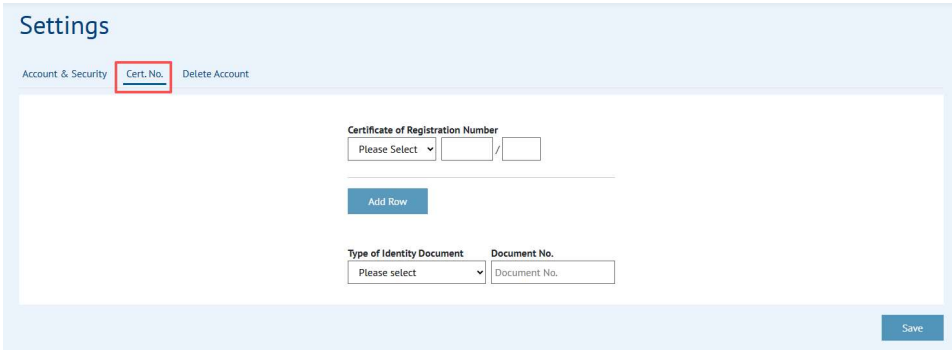
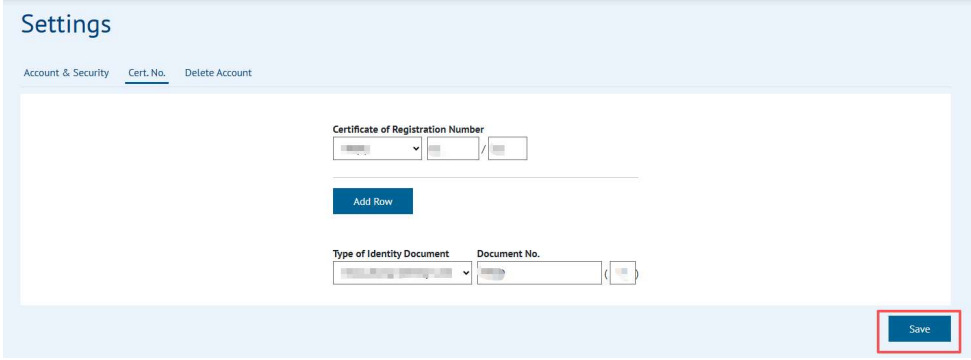
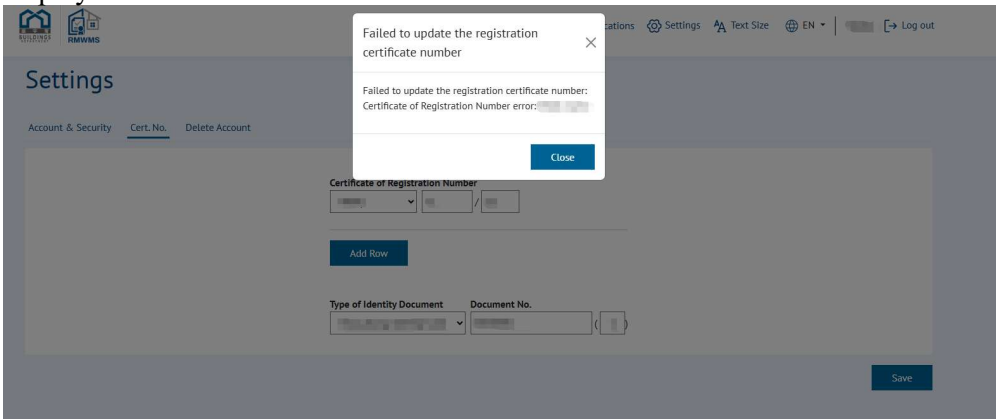
Step #	Step Detail & Screen
1.	<p>Click “Settings” in the top-level menu.</p> 
2.	<p>Click “Account &amp; Security”.</p> 
3.	<p>Enter new password and confirm password. Click “Save” to alter your password.</p> 

1.3.6.2 Bind your iAM Smart


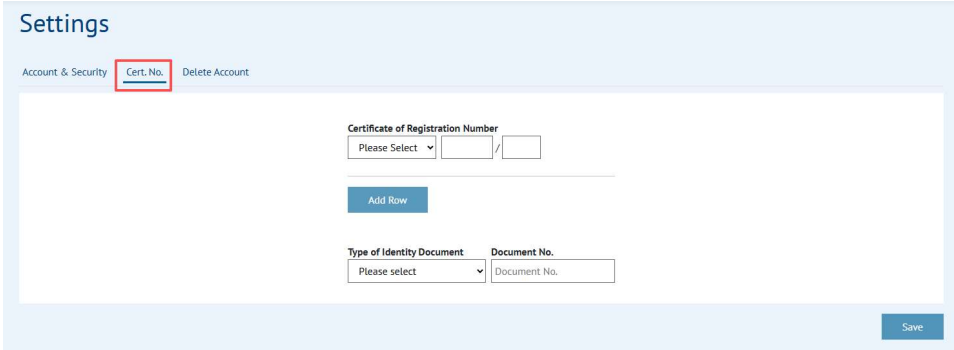
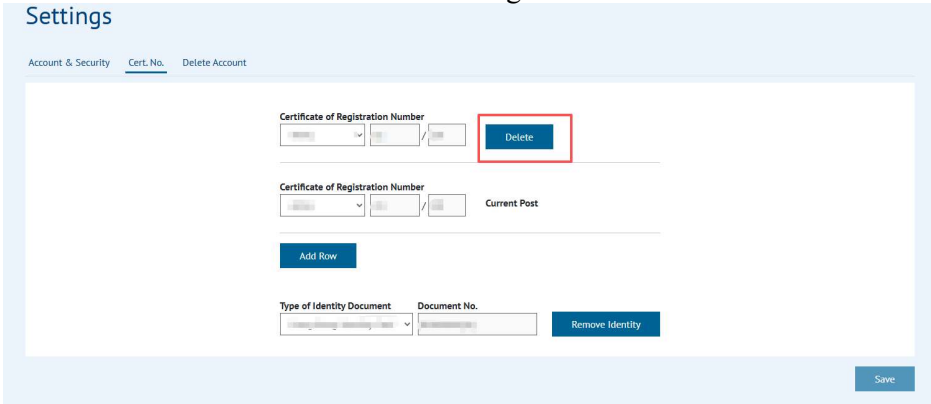
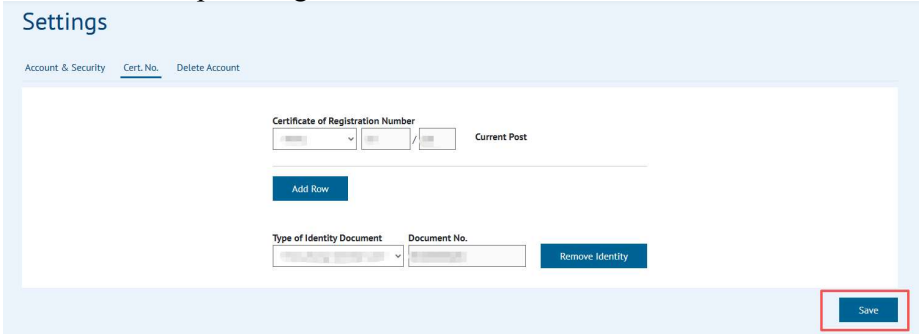
Step #	Step Detail & Screen
1.	<p>Click “Settings” in the top-level menu.</p> 
2.	<p>Click “Link your iAM Smart”.</p> 
3.	<p>Redirect to the iAM Smart page.</p> 
4.	<p>Log in with iAM Smart :</p> <ol style="list-style-type: none"> <li>a) Please open iAM Smart App in your mobile</li> <li>b) Tap the scan button in iAM Smart App</li> <li>c) Scan the QR Code</li> </ol>




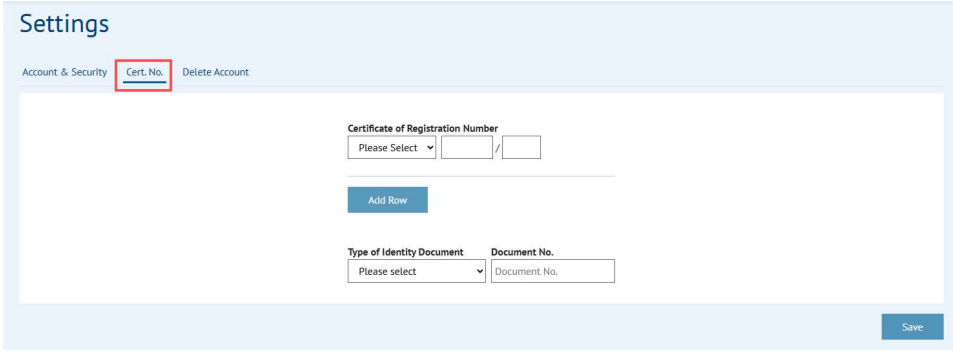
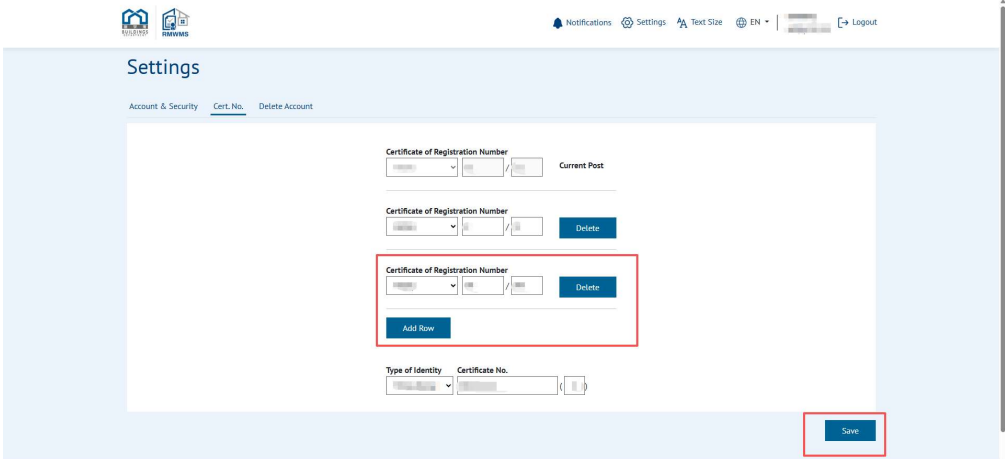
1.3.6.3 Update Registration Certificate Number

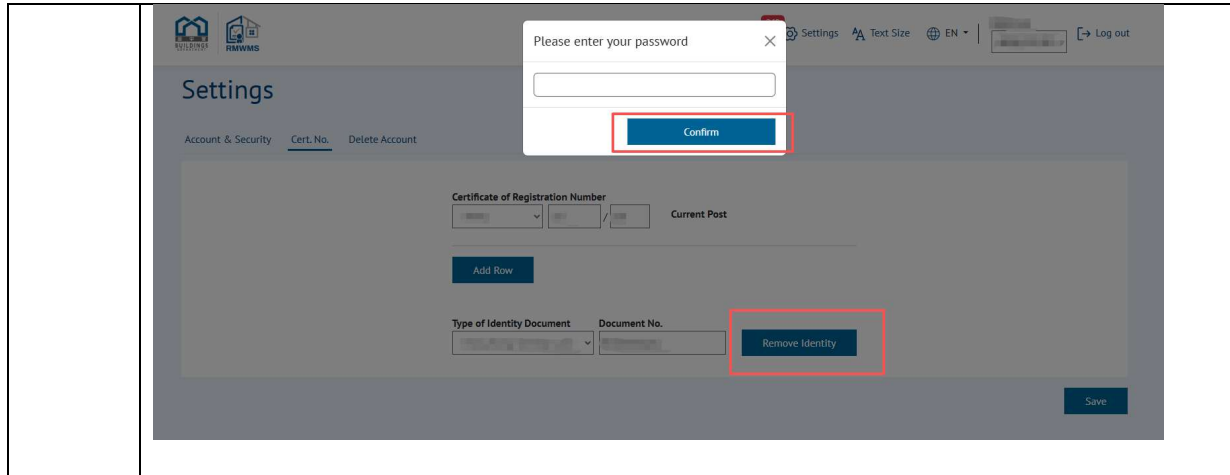
Step #	Step Detail & Screen
1.	<p>Click “Settings” in the top-level menu.</p> 
2.	<p>Click “Cert. No.”.</p> 
3.	<p>Enter the registration certificate number and identity document number and click the “Save” button.</p> 
4.	<p>When updating the registration certificate number fails, the following message is displayed:</p> 

1.3.6.4 Delete a Registration Certificate Number


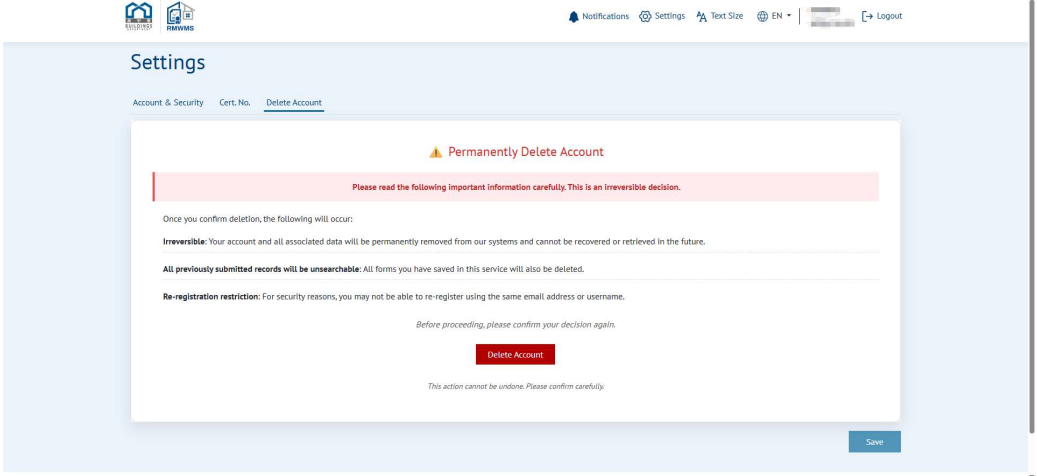
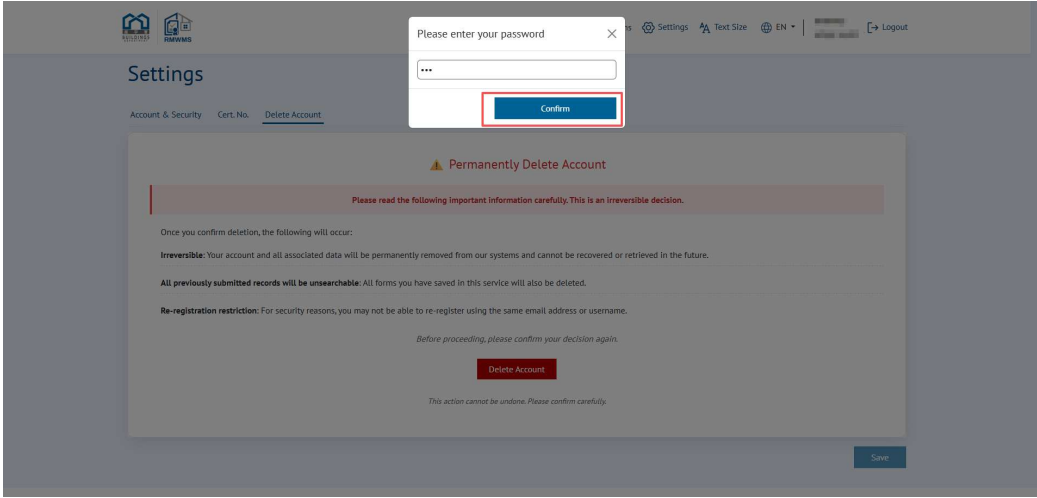
Step #	Step Detail & Screen
1.	<p>Click “Settings” in the top-level menu.</p> 
2.	<p>Click “Cert. No.”.</p> 
3.	<p>Click the “delete” button to remove the registration certificate number.</p> 
4.	<p>Click “Save”. Update registration certificate number.</p> 

1.3.6.5 Add a Registration Certificate Number

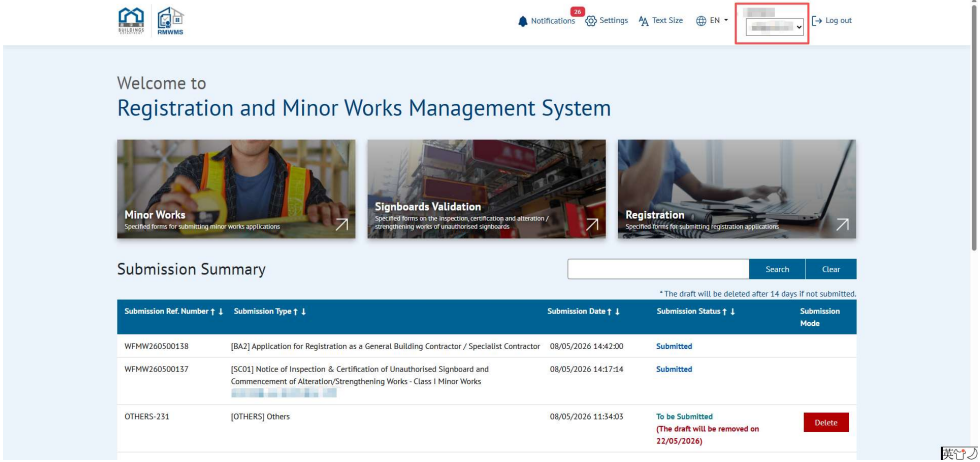
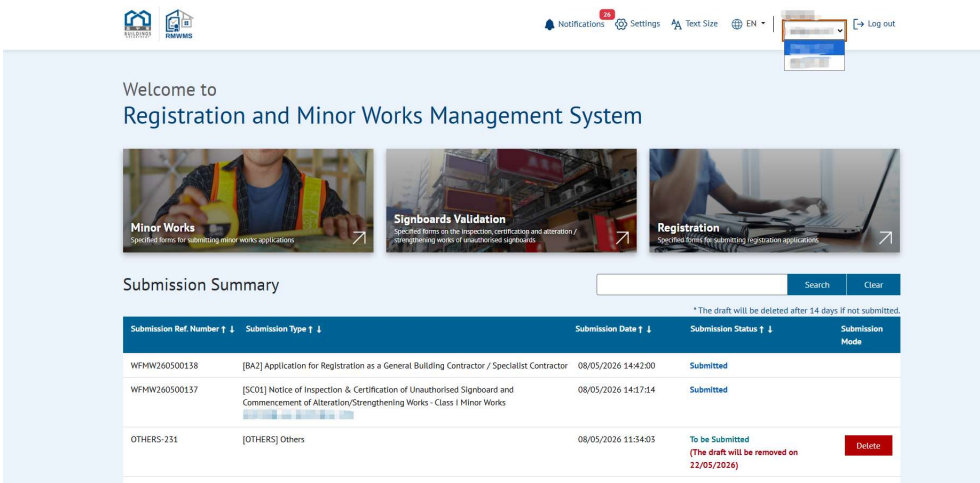
Step #	Step Detail & Screen
1.	<p>Click “Settings” in the top-level menu.</p> 
2.	<p>Click “Cert. No.”.</p> 
3.	<p>Click Add to insert a new row for the registration certificate number. Enter the registration certificate number, click “Save” to successfully save the update.</p> 
4.	<p>Click “Remove Identity”, enter your password, then click “Confirm” to remove the identity proof.</p>



1.3.6.6 Delete Account

Step #	Step Detail & Screen
1.	<p>Click “Settings” in the top-level menu.</p> 
2.	<p>Click “Delete Account”.</p> 
3.	<p>Read the important information carefully. After confirming the deletion, click “Delete Account”. Enter your password and click “Confirm”. This action permanently deactivates the account.</p> 

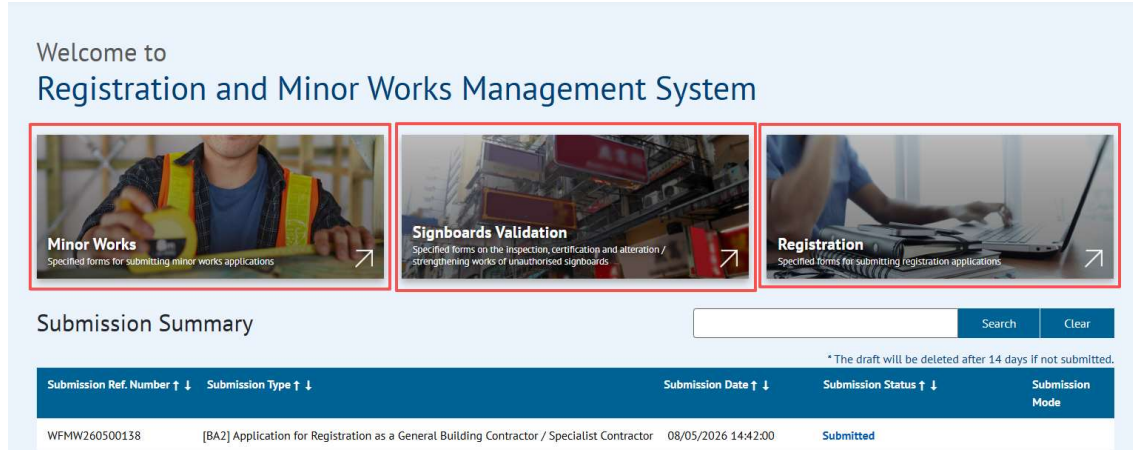
1.3.7 Switch Roles

Step #	Step Detail & Screen																				
1.	<p>Under the top-level menu, locate the “Login Name and User Role” section under the user's name.</p>  <p>The screenshot shows the user interface with a dropdown menu open for the user profile. The 'User Role' option is highlighted. Below the dashboard, a 'Submission Summary' table is visible:</p> <table border="1"> <thead> <tr> <th>Submission Ref. Number</th> <th>Submission Type</th> <th>Submission Date</th> <th>Submission Status</th> <th>Submission Mode</th> </tr> </thead> <tbody> <tr> <td>WFMW260500138</td> <td>[BA2] Application for Registration as a General Building Contractor / Specialist Contractor</td> <td>08/05/2026 14:42:00</td> <td>Submitted</td> <td></td> </tr> <tr> <td>WFMW260500137</td> <td>[SC01] Notice of Inspection &amp; Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works</td> <td>08/05/2026 14:17:14</td> <td>Submitted</td> <td></td> </tr> <tr> <td>OTHERS-231</td> <td>[OTHERS] Others</td> <td>08/05/2026 11:34:03</td> <td>To be Submitted (The draft will be removed on 22/05/2026)</td> <td>Delete</td> </tr> </tbody> </table>	Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode	WFMW260500138	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	08/05/2026 14:42:00	Submitted		WFMW260500137	[SC01] Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	08/05/2026 14:17:14	Submitted		OTHERS-231	[OTHERS] Others	08/05/2026 11:34:03	To be Submitted (The draft will be removed on 22/05/2026)	Delete
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WFMW260500137	[SC01] Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	08/05/2026 14:17:14	Submitted																		
OTHERS-231	[OTHERS] Others	08/05/2026 11:34:03	To be Submitted (The draft will be removed on 22/05/2026)	Delete																	
2.	<p>Select User Role to display the complete list of roles within the current account. Choose the role to switch to.</p>  <p>The screenshot shows the user interface with the dropdown menu expanded to show a list of roles. The 'User Role' option is highlighted. Below the dashboard, a 'Submission Summary' table is visible:</p> <table border="1"> <thead> <tr> <th>Submission Ref. Number</th> <th>Submission Type</th> <th>Submission Date</th> <th>Submission Status</th> <th>Submission Mode</th> </tr> </thead> <tbody> <tr> <td>WFMW260500138</td> <td>[BA2] Application for Registration as a General Building Contractor / Specialist Contractor</td> <td>08/05/2026 14:42:00</td> <td>Submitted</td> <td></td> </tr> <tr> <td>WFMW260500137</td> <td>[SC01] Notice of Inspection &amp; Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works</td> <td>08/05/2026 14:17:14</td> <td>Submitted</td> <td></td> </tr> <tr> <td>OTHERS-231</td> <td>[OTHERS] Others</td> <td>08/05/2026 11:34:03</td> <td>To be Submitted (The draft will be removed on 22/05/2026)</td> <td>Delete</td> </tr> </tbody> </table>	Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode	WFMW260500138	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	08/05/2026 14:42:00	Submitted		WFMW260500137	[SC01] Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	08/05/2026 14:17:14	Submitted		OTHERS-231	[OTHERS] Others	08/05/2026 11:34:03	To be Submitted (The draft will be removed on 22/05/2026)	Delete
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OTHERS-231	[OTHERS] Others	08/05/2026 11:34:03	To be Submitted (The draft will be removed on 22/05/2026)	Delete																	
3.	<p>After completing the selection, the current role switches to the chosen role.</p>  <p>The screenshot shows the user interface with the dropdown menu closed and the selected role displayed. Below the dashboard, a 'Submission Summary' table is visible:</p> <table border="1"> <thead> <tr> <th>Submission Ref. Number</th> <th>Submission Type</th> <th>Submission Date</th> <th>Submission Status</th> <th>Submission Mode</th> </tr> </thead> <tbody> <tr> <td>WFMW260500138</td> <td>[BA2] Application for Registration as a General Building Contractor / Specialist Contractor</td> <td>08/05/2026 14:42:00</td> <td>Submitted</td> <td></td> </tr> <tr> <td>WFMW260500137</td> <td>[SC01] Notice of Inspection &amp; Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works</td> <td>08/05/2026 14:17:14</td> <td>Submitted</td> <td></td> </tr> <tr> <td>OTHERS-231</td> <td>[OTHERS] Others</td> <td>08/05/2026 11:34:03</td> <td>To be Submitted (The draft will be removed on 22/05/2026)</td> <td>Delete</td> </tr> </tbody> </table>	Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode	WFMW260500138	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	08/05/2026 14:42:00	Submitted		WFMW260500137	[SC01] Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	08/05/2026 14:17:14	Submitted		OTHERS-231	[OTHERS] Others	08/05/2026 11:34:03	To be Submitted (The draft will be removed on 22/05/2026)	Delete
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OTHERS-231	[OTHERS] Others	08/05/2026 11:34:03	To be Submitted (The draft will be removed on 22/05/2026)	Delete																	

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### 1.3.8 Quick Button

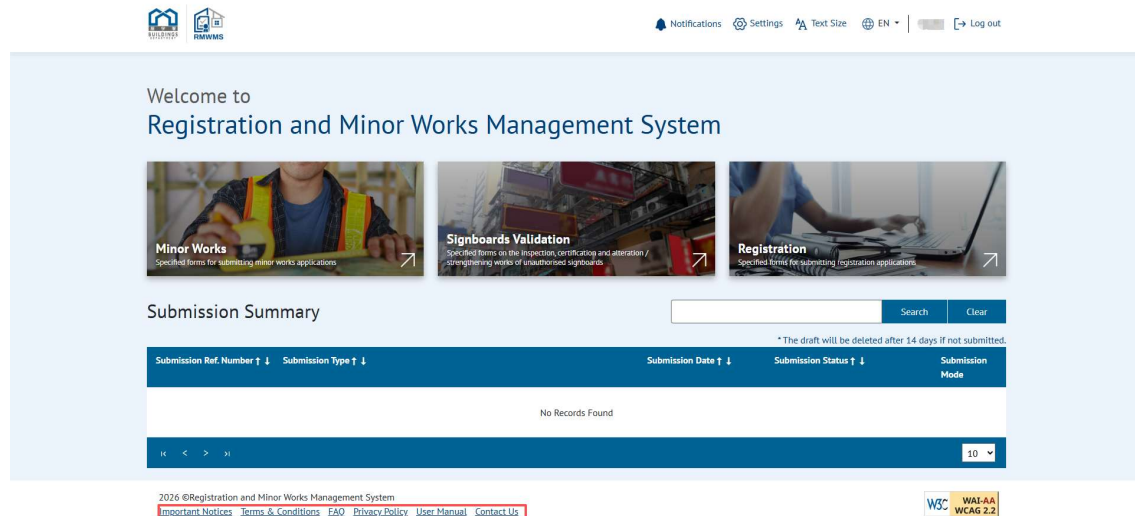
The Quick Button incorporates three core functions, providing users with a rapid method for submitting application forms.



No.	Function Name	Description	Relevant Section
1.	Minor Works	Specified forms to submit applications for minor works.	<a href="#">Minor Works</a>
2.	Signboards Validation	Specified forms on the inspection, certification and alteration / strengthening works of unauthorized signboards.	<a href="#">Signboards Validation</a>
3.	Registrations	Specified forms to submit application for registrations.	<a href="#">Registrations</a>


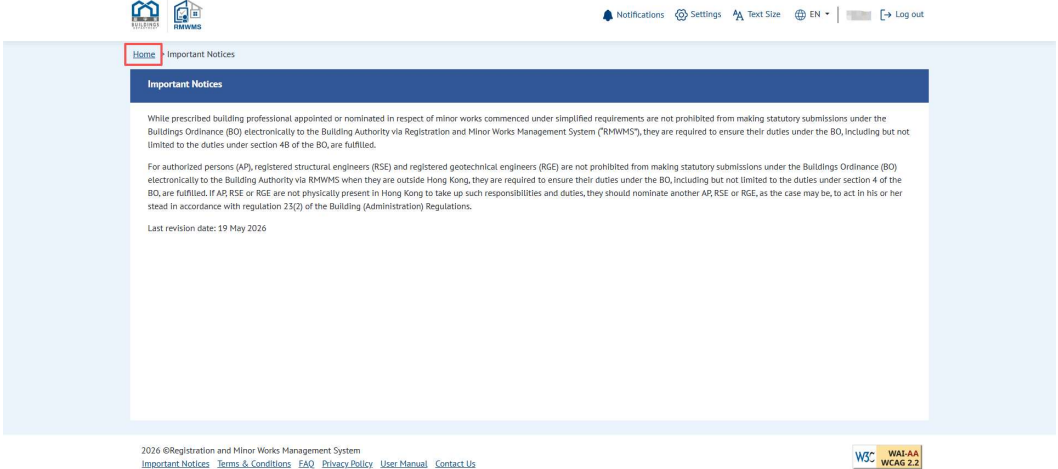
### 1.3.9 Footer

The footer at the bottom of the electronic system page contains quick links to the following categories:

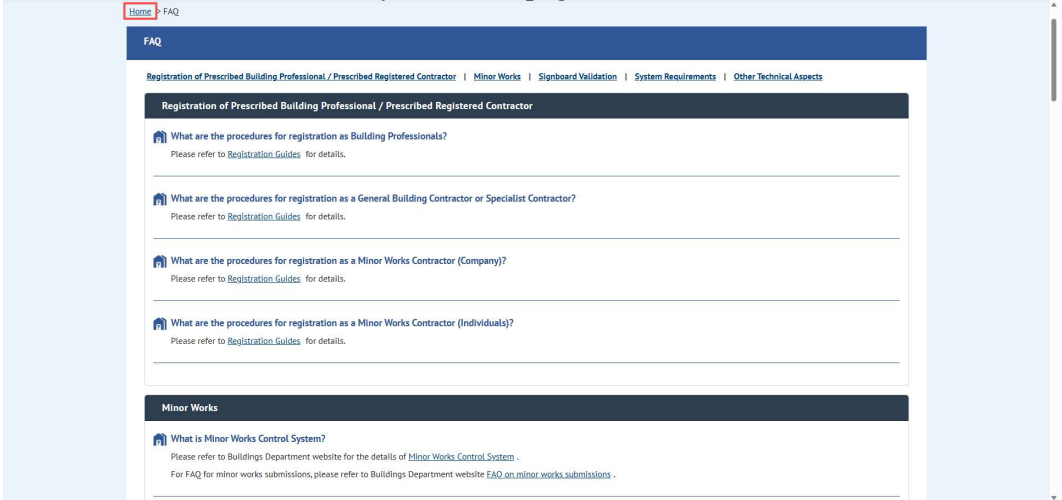


No.	Function Name	Description	Relevant Section
1.	Important Notices	Terms and Conditions of the Registration and Minor Works Management System	<a href="#">Important Notices</a>
2.	FAQ	System Requirements and Other Technical Aspects of the Registration and Minor Works Management System	<a href="#">FAQ</a>
3.	Privacy Policy	Privacy Policy of the Registration and Minor Works Management System	<a href="#">Privacy Policy</a>
4.	User Manual	User Manual for the Registration and Minor Works Management System	<a href="#">User Manual</a>
5.	Contact Us	Contact Information, Telephone Numbers and Email Addresses for the Registration and Minor Works Management System	<a href="#">Contact Us</a>
6.	Terms & Conditions	Terms and Conditions of the Registration and Minor Works Management System	<a href="#">Terms &amp; Conditions</a>

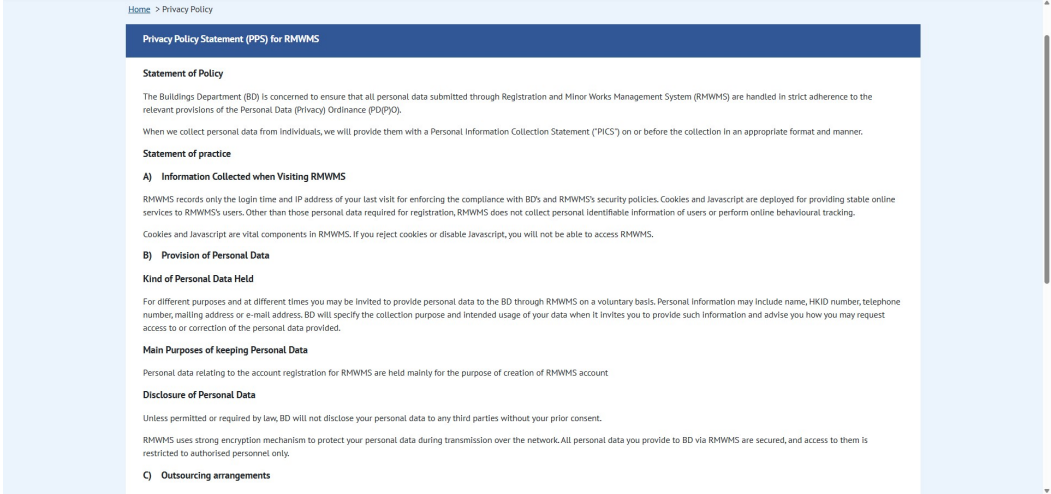
### 1.3.9.1 Important Notices

Step #	Step Detail & Screen
1.	<p>Click “Important Notice” in the footer.</p>  <p>2026 ©Registration and Minor Works Management System  <a href="#">Important Notices</a> <a href="#">Terms &amp; Conditions</a> <a href="#">FAQ</a> <a href="#">Privacy Policy</a> <a href="#">User Manual</a> <a href="#">Contact Us</a></p>
2.	<p>Click “Home” to return to the system homepage.</p>  <p>The screenshot shows the system homepage. At the top left, there are logos for 'BUILDINGS DEPARTMENT' and 'RMMWS'. On the right, there are links for 'Notifications', 'Settings', 'Text Size', 'EN', and 'Log out'. Below the navigation bar, a breadcrumb trail shows 'Home' (highlighted with a red box) and 'Important Notices'. The main content area has a blue header 'Important Notices' and contains text regarding professional appointments and statutory submissions. At the bottom, there is a footer with copyright information and navigation links, along with a 'W3C WAI-AA WCAG 2.2' compliance logo.</p>

### 1.3.9.2 FAQ

Step #	Step Detail & Screen
1.	<p>Click “Frequently Asked Questions” in the footer.</p> <p>2026 ©Registration and Minor Works Management System  <a href="#">Important Notices</a> <a href="#">Terms &amp; Conditions</a> <a href="#">FAQ</a> <a href="#">Privacy Policy</a> <a href="#">User Manual</a> <a href="#">Contact Us</a></p>
2.	<p>Click “Home” to return to the system homepage.</p> 

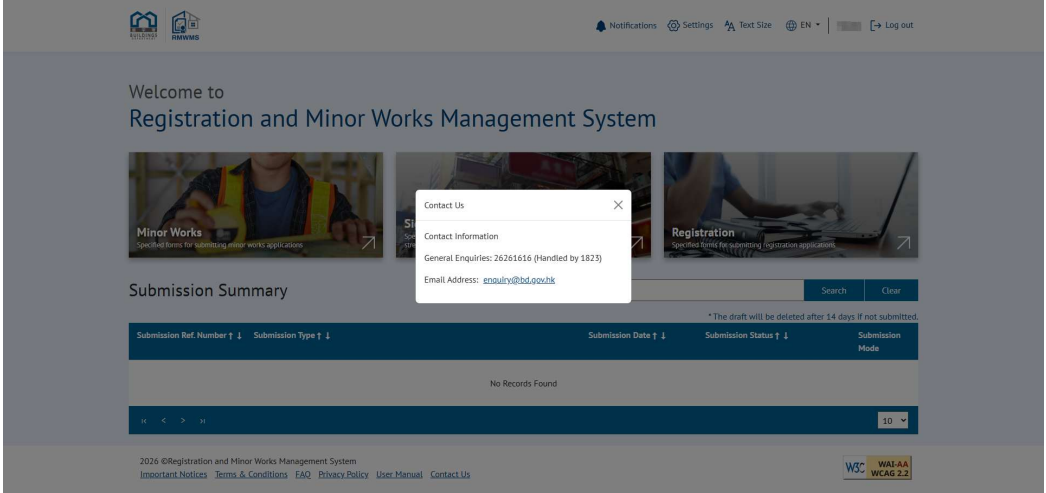
1.3.9.3 Privacy Policy

Step #	Step Detail & Screen
1.	<p>Click “Privacy Policy” in the footer.</p> <p>2026 ©Registration and Minor Works Management System  <a href="#">Important Notices</a> <a href="#">Terms &amp; Conditions</a> <a href="#">FAQ</a> <a href="#">Privacy Policy</a> <a href="#">User Manual</a> <a href="#">Contact Us</a></p>
2.	<p>Click “Home” to return to the system homepage.</p> 


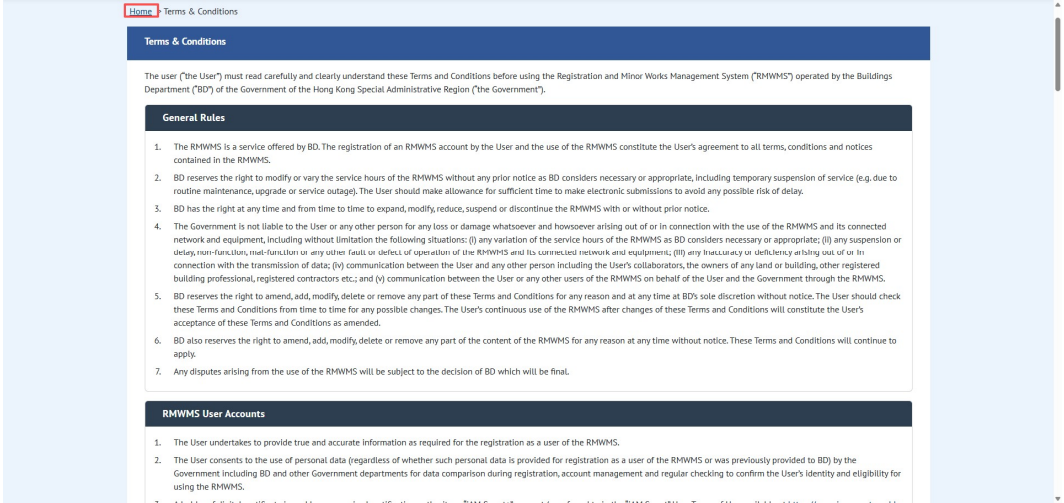
#### 1.3.9.4 User Manual

Step #	Step Detail & Screen
1.	Click “User Manual” in the footer.  2026 ©Registration and Minor Works Management System <a href="#">Important Notices</a> <a href="#">Terms &amp; Conditions</a> <a href="#">FAQ</a> <a href="#">Privacy Policy</a> <a href="#">User Manual</a> <a href="#">Contact Us</a>
2.	Close the browser tab to return to the system.

### 1.3.9.5 Contact Us

Step #	Step Detail & Screen
1.	<p>Click “Contact Us” in the footer.</p> <p>2026 ©Registration and Minor Works Management System  <a href="#">Important Notices</a> <a href="#">Terms &amp; Conditions</a> <a href="#">FAQ</a> <a href="#">Privacy Policy</a> <a href="#">User Manual</a> <a href="#">Contact Us</a></p>
2.	<p>Click to close the pop-up window and continue accessing other content.</p> 

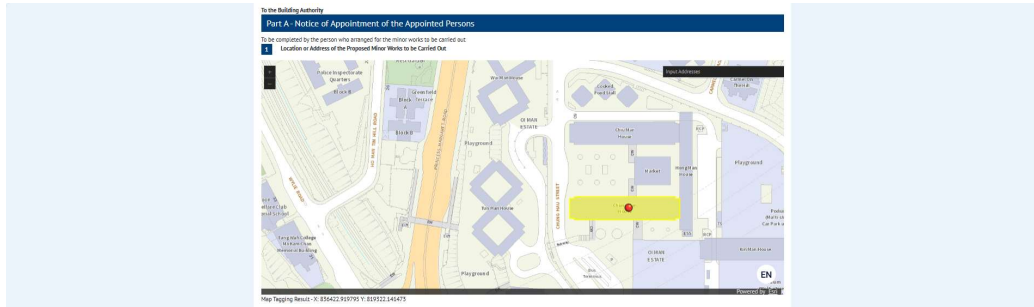
1.3.9.6 Terms & Conditions

Step #	Step Detail & Screen
3.	<p>Click “Terms &amp; Conditions” in the footer.</p> 
4.	<p>Click “Home” to return to the system homepage.</p> 

## 1.4 Common Functions

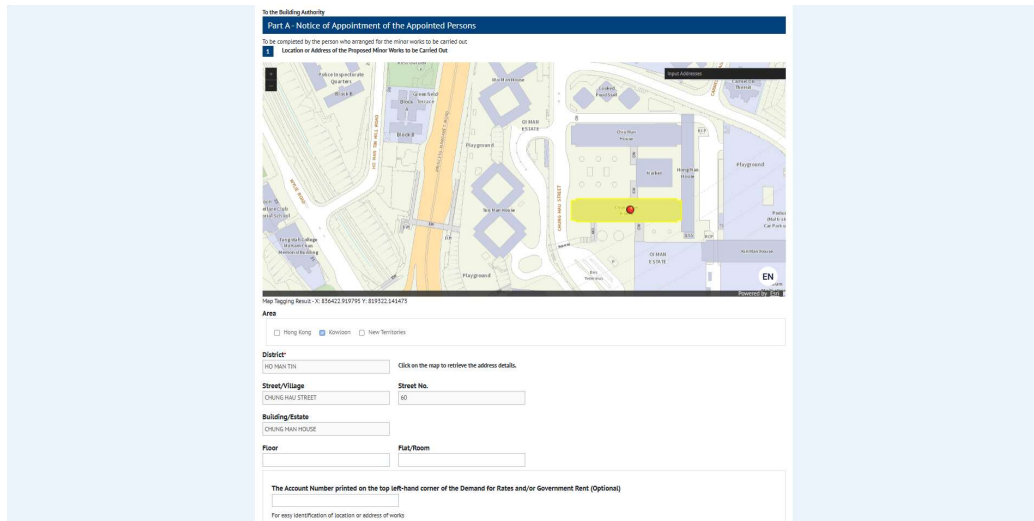
### 1.4.1 Map Function

#### 1.4.1.1 Basic Map Function



- Magnify:
  - a) Double-click on the map area
  - b) Mouse wheel scrolls forward
  - c) Click the “+” in the toolbar in the upper left corner
- Shrink:
  - a) Mouse wheel scrolls backwards
  - b) Click the “-” on the toolbar in the upper left corner
- Translate:
  - a) Hold down the left mouse button and drag to pan up, down, left and right

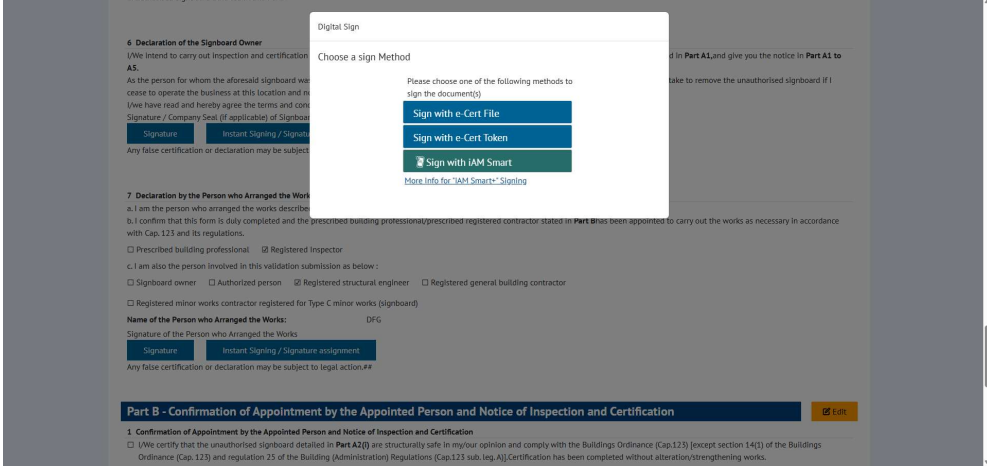
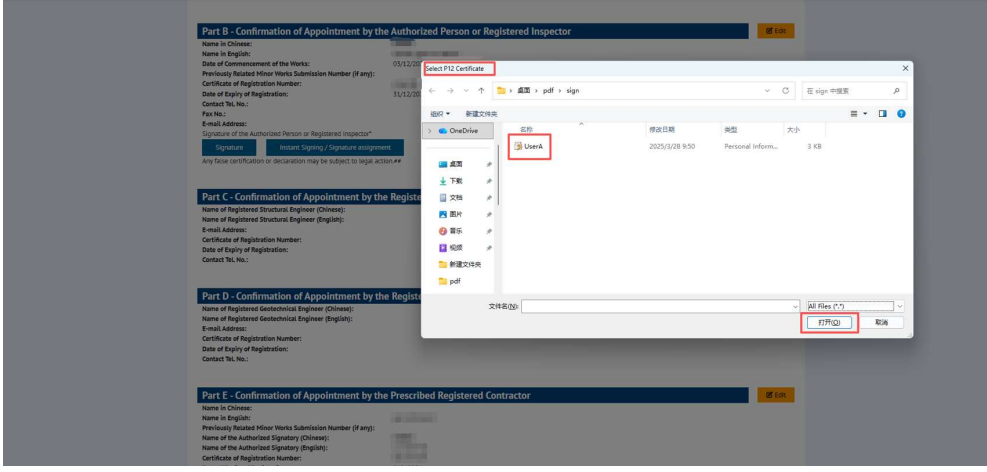
### 1.4.1.2 Mark a Location on Map

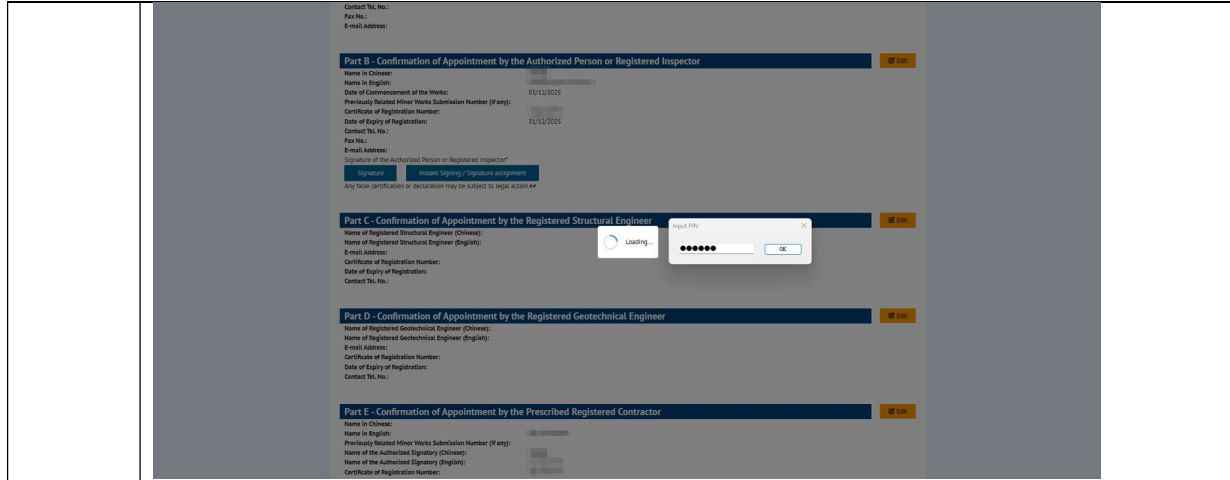


- Confirm that the target building or street has been zoomed in sufficiently to be identified.
- Move the mouse to the entrance or main entrance of the building where the project is located.
- Click the left mouse button once. The system immediately performs the following actions:
  - a) Drops a red pin at the selected location, and the area becomes highlighted with a yellow fill layer.
  - b) Reverse-resolves the address and automatically fills in the form on the right:
    - **Region:** “Hong Kong / Kowloon / New Territories” is automatically checked.
    - **District:** Automatically generated to match the District Council district (e.g., *Ho Man Tin*).
    - **Street/Township:** Automatically generated (e.g., *Nathan Road*).
    - **Street Number:** Automatically generated (e.g., *60*).
    - **Buildings/Housing Estates:** Automatically generated (e.g., *Chung Man House*).
    - **Floor, Unit/Room:** Must be filled in manually due to map resource limitations.

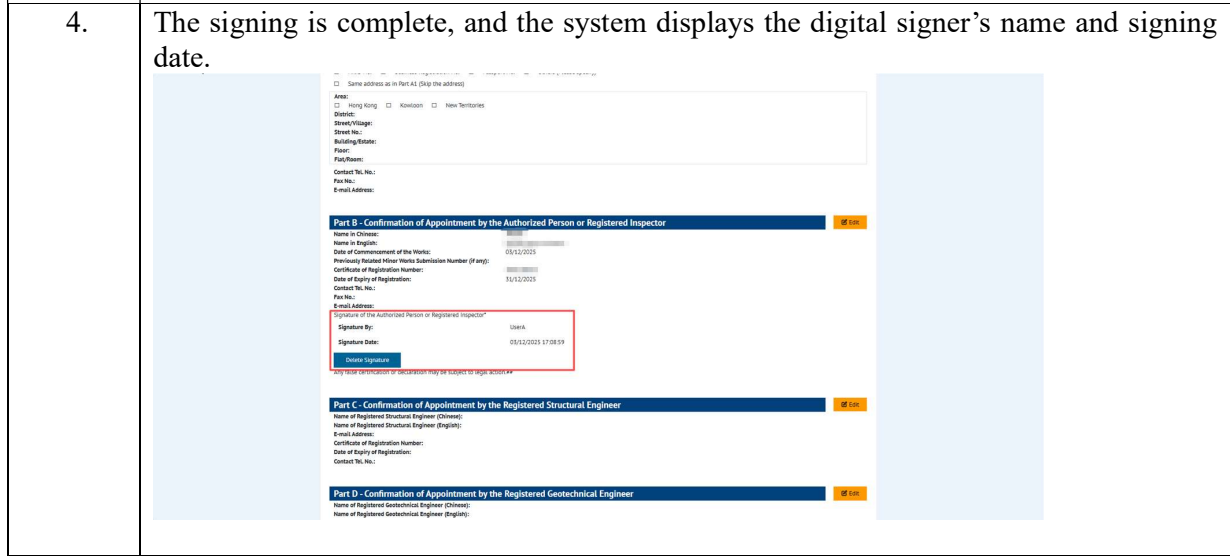
1.4.2 Digital Signing

1.4.2.1 Add a Signature

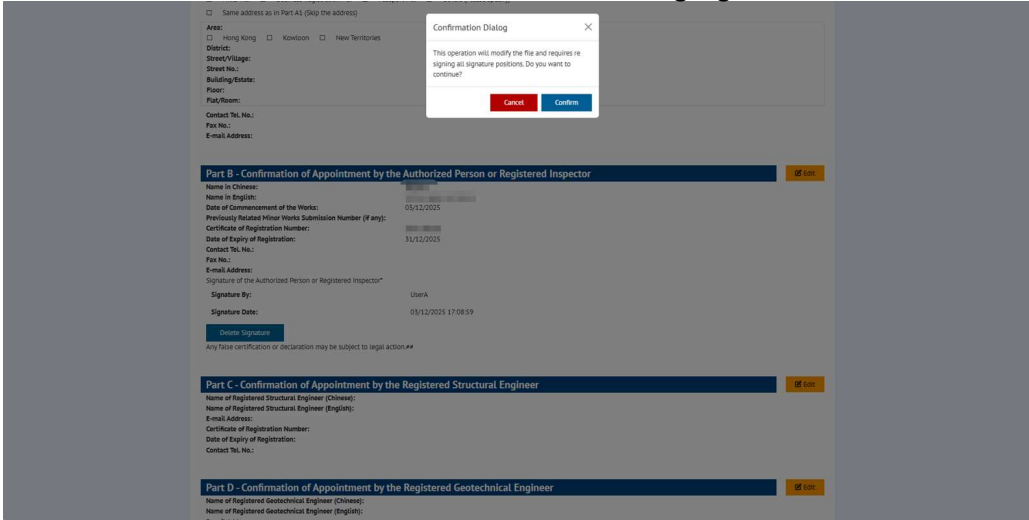
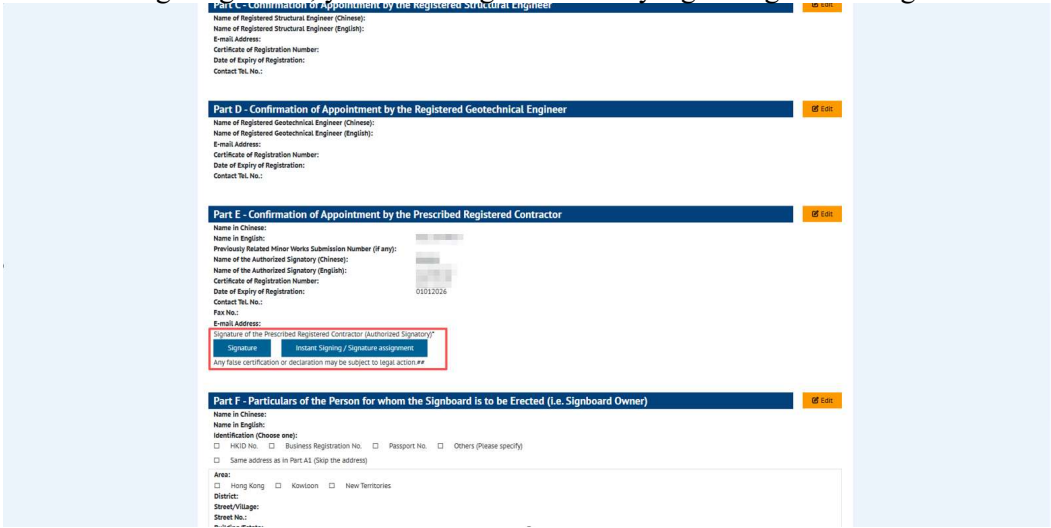
Step #	Step Detail & Screen
1.	<p>Click “Signature” to perform the signing function, then select the preferred signing method.</p> 
2.	<p>Upload the digital signature file and select the P12 certificate.</p> 
3.	<p>Enter the PIN and click “OK.”</p>



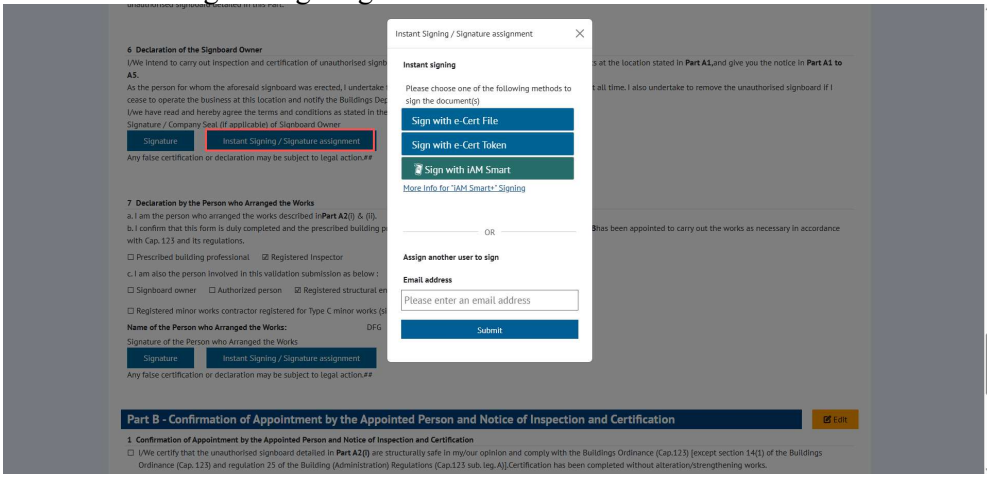
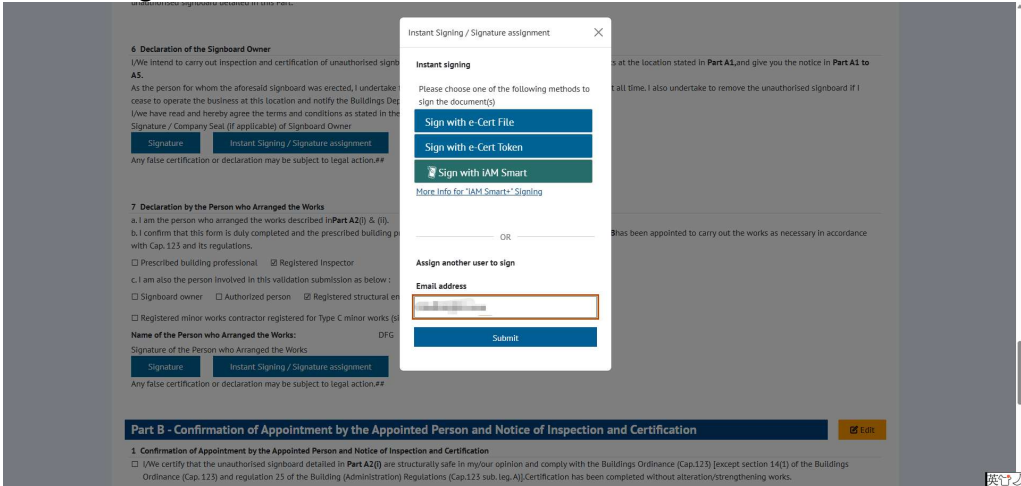
4. The signing is complete, and the system displays the digital signer's name and signing date.

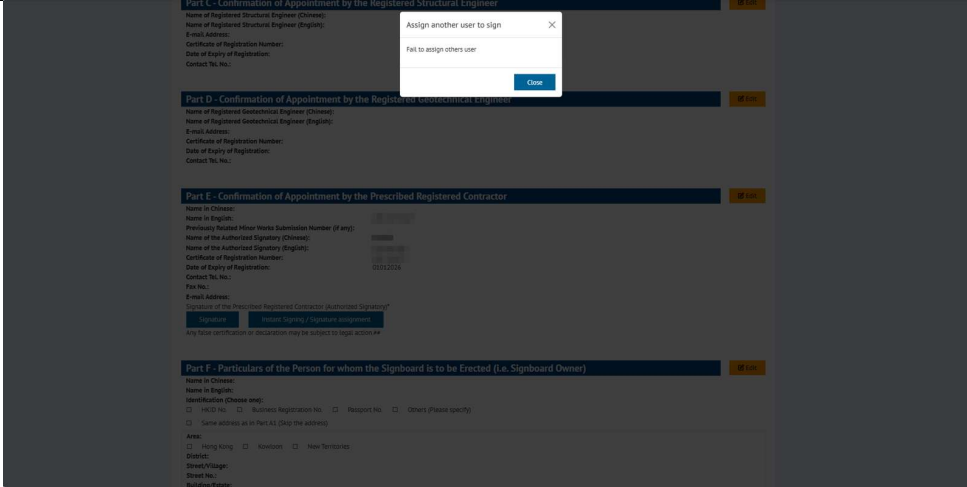
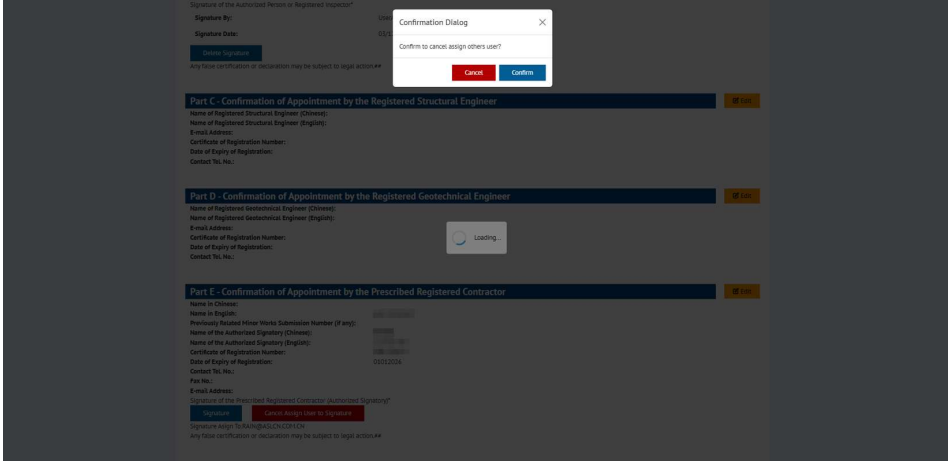


1.4.2.2 Delete a Signature

Step #	Step Detail & Screen
<p>1.</p>	<ul style="list-style-type: none"> <li>• Click the “Delete Signature” button.                             <ul style="list-style-type: none"> <li>○ <i>Prompt: This action will modify the file, and you will need to re-sign all signature locations. Do you want to continue?</i></li> </ul> </li> <li>• <b>Confirm:</b> Proceed to delete the signature operation.</li> <li>• <b>Cancel:</b> Abort the deletion and retain the existing signature.</li> </ul> 
<p>2.</p>	<p>After deleting a signature, you can re-sign or instantly sign/assign a new signature.</p> 

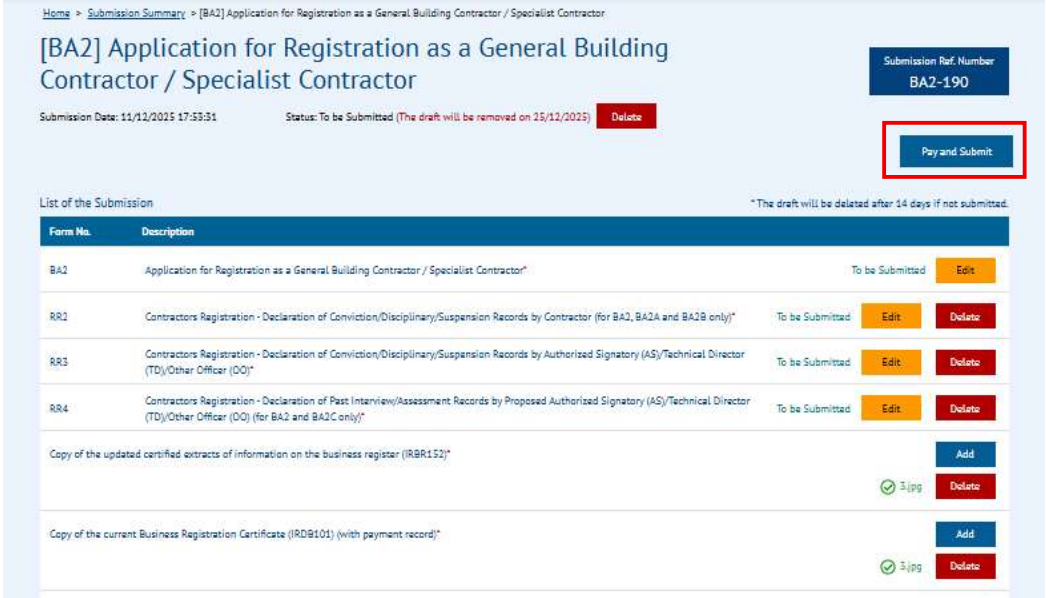
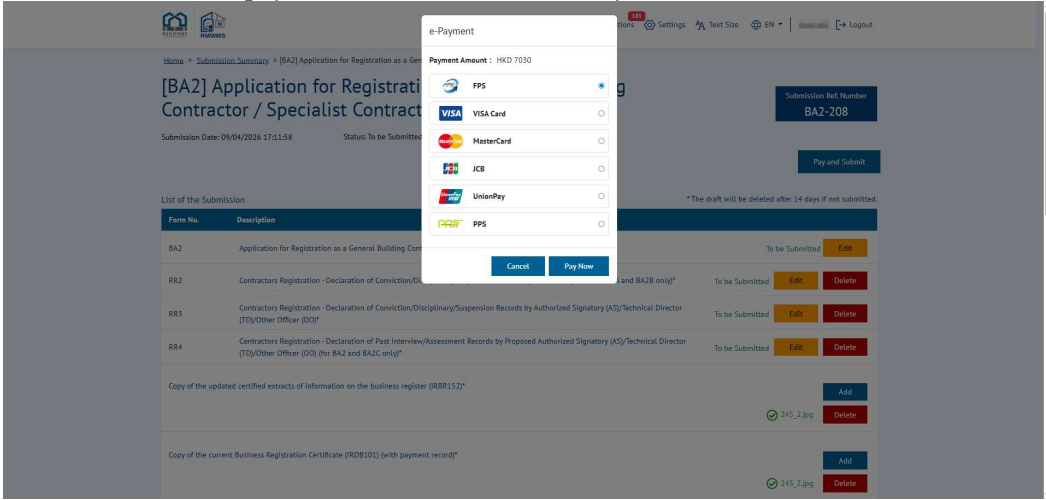
1.4.2.3 Instant Sign/Assign Signature

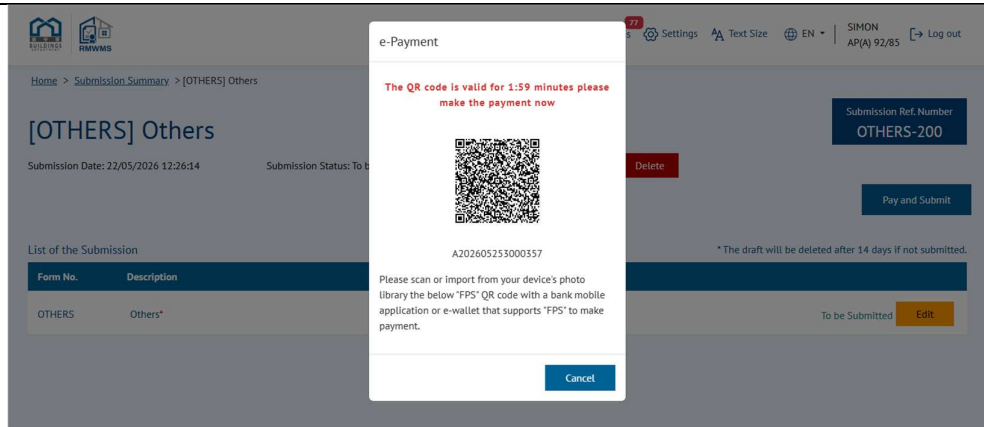
Step #	Step Detail & Screen
<p>1.</p>	<p>Click “Instant Sign/Assign Signature.”</p> 
<p>2.</p>	<ul style="list-style-type: none"> <li>• <b>On-the-spot signing:</b> Select one of the following options — Upload Digital Signature File, Digital Signature Code, or iAM Smart Signature.</li> <li>• <b>Assign another person to sign:</b> Enter the email address of the person to be assigned</li> </ul> 
<p>3.</p>	<p>If the assignee’s email address is invalid or does not exist, the system displays the prompt “Assign someone else to sign failed”.</p>

	
<p>4.</p>	<ul style="list-style-type: none"> <li>• <b>Cancel</b> : To cancel the operation.</li> <li>• <b>Confirm</b>: To unassign the person for signature.</li> </ul> 

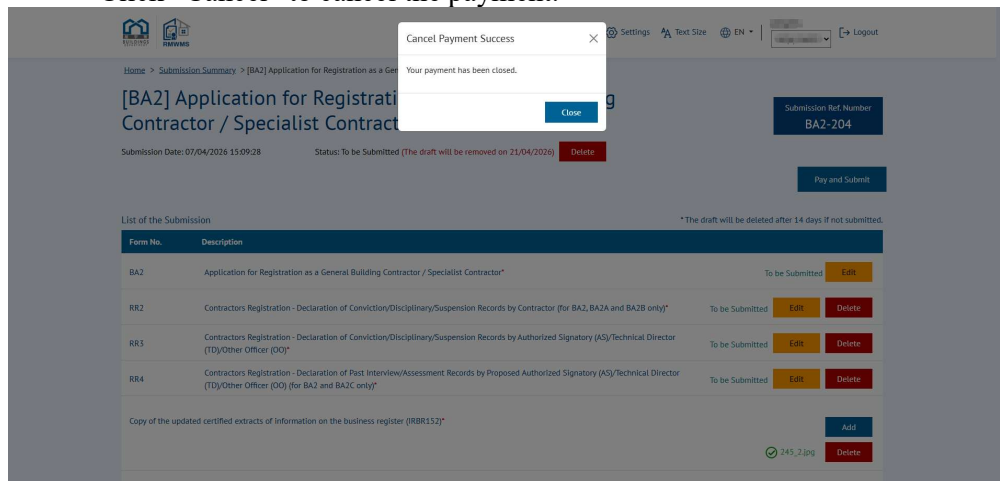
### 1.4.3 E-Payment

#### 1.4.3.1 Pay by Faster Payment System (FPS)

Step #	Step Detail & Screen																				
1.	<p>Click “Pay and Submit”.</p>  <p>The screenshot shows the submission page for [BA2] Application for Registration as a General Building Contractor / Specialist Contractor. The submission date is 11/12/2025 17:53:51, and the status is 'To be Submitted (The draft will be removed on 25/12/2025)'. A 'Delete' button is visible. The 'Pay and Submit' button is highlighted with a red box. Below the submission details, there is a table listing the submission items:</p> <table border="1"> <thead> <tr> <th>Form No.</th> <th>Description</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>BA2</td> <td>Application for Registration as a General Building Contractor / Specialist Contractor*</td> <td>To be Submitted</td> <td>Edit</td> </tr> <tr> <td>RR1</td> <td>Contractors Registration - Declaration of Conviction/Disciplinary/Suspension Records by Contractor (for BA2, BA2A and BA2B only)*</td> <td>To be Submitted</td> <td>Edit Delete</td> </tr> <tr> <td>RR3</td> <td>Contractors Registration - Declaration of Conviction/Disciplinary/Suspension Records by Authorized Signatory (AS)/Technical Director (TD)/Other Officer (OO)*</td> <td>To be Submitted</td> <td>Edit Delete</td> </tr> <tr> <td>RR4</td> <td>Contractors Registration - Declaration of Past Interview/Assessment Records by Proposed Authorized Signatory (AS)/Technical Director (TD)/Other Officer (OO) (for BA2 and BA2C only)*</td> <td>To be Submitted</td> <td>Edit Delete</td> </tr> </tbody> </table> <p>Additional items include 'Copy of the updated certified extracts of information on the business register (RRB152)*' and 'Copy of the current Business Registration Certificate (RDB101) (with payment record)*', each with 'Add' and 'Delete' buttons.</p>	Form No.	Description	Status	Action	BA2	Application for Registration as a General Building Contractor / Specialist Contractor*	To be Submitted	Edit	RR1	Contractors Registration - Declaration of Conviction/Disciplinary/Suspension Records by Contractor (for BA2, BA2A and BA2B only)*	To be Submitted	Edit Delete	RR3	Contractors Registration - Declaration of Conviction/Disciplinary/Suspension Records by Authorized Signatory (AS)/Technical Director (TD)/Other Officer (OO)*	To be Submitted	Edit Delete	RR4	Contractors Registration - Declaration of Past Interview/Assessment Records by Proposed Authorized Signatory (AS)/Technical Director (TD)/Other Officer (OO) (for BA2 and BA2C only)*	To be Submitted	Edit Delete
Form No.	Description	Status	Action																		
BA2	Application for Registration as a General Building Contractor / Specialist Contractor*	To be Submitted	Edit																		
RR1	Contractors Registration - Declaration of Conviction/Disciplinary/Suspension Records by Contractor (for BA2, BA2A and BA2B only)*	To be Submitted	Edit Delete																		
RR3	Contractors Registration - Declaration of Conviction/Disciplinary/Suspension Records by Authorized Signatory (AS)/Technical Director (TD)/Other Officer (OO)*	To be Submitted	Edit Delete																		
RR4	Contractors Registration - Declaration of Past Interview/Assessment Records by Proposed Authorized Signatory (AS)/Technical Director (TD)/Other Officer (OO) (for BA2 and BA2C only)*	To be Submitted	Edit Delete																		
2.	<p>Select “FPS” as the payment method and click “Pay Now”.</p>  <p>The screenshot shows the e-Payment modal window. The payment amount is HKD 7050. The 'FPS' option is selected as the payment method. Other options include VISA Card, MasterCard, JCB, UnionPay, and PPS. The 'Pay Now' button is highlighted.</p>																				
3.	<ul style="list-style-type: none"> <li>Use the bank’s mobile app or an e-wallet device that supports FPS QR code to scan or import the following FPS QR code from your mobile photo album to make payment. <b>Note: The QR code remains valid for 2 minutes. Complete the payment within this time limit.</b></li> </ul>																				



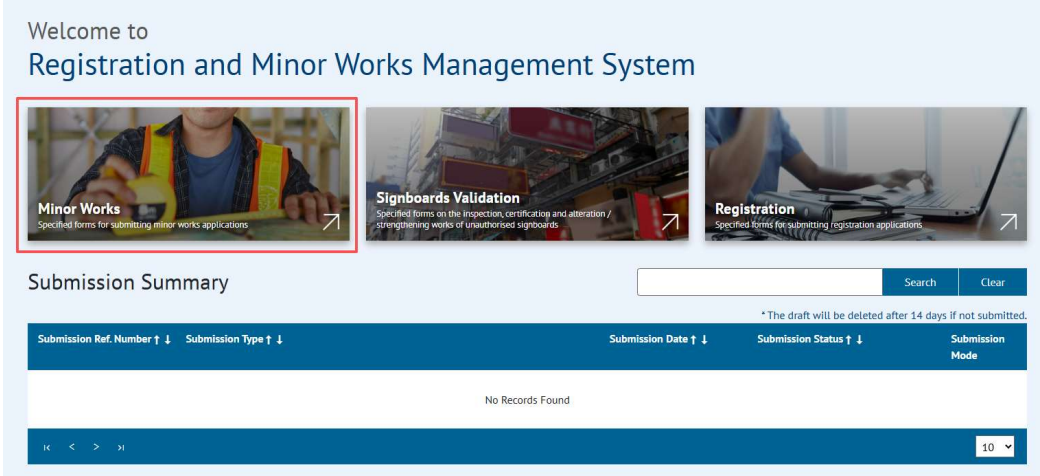
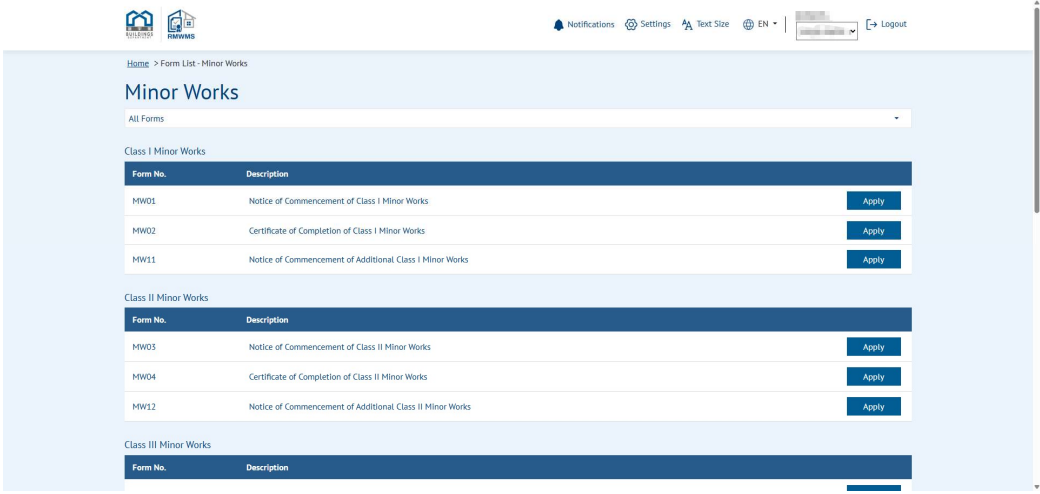
- Click “Cancel” to cancel the payment.

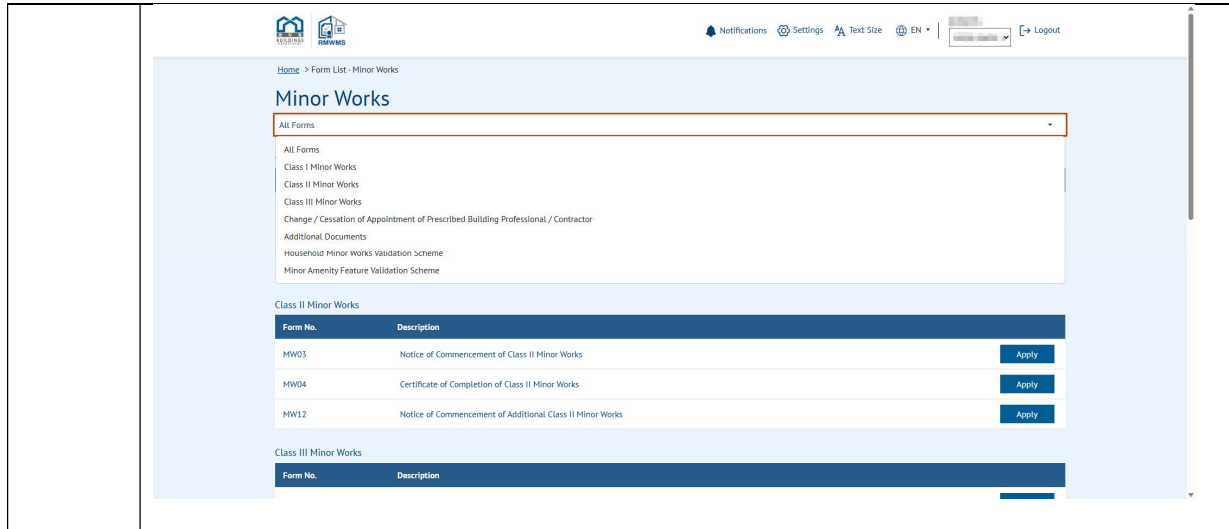


## 1.5 Application for Minor Works

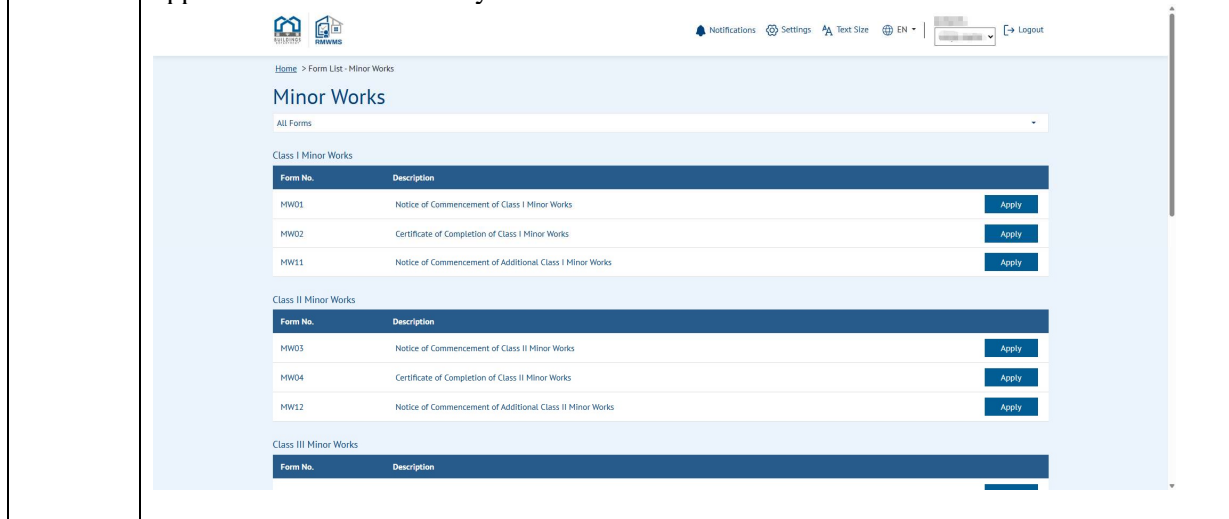
Specified forms to submit applications for minor works.

### 1.5.1 Select an Application Form

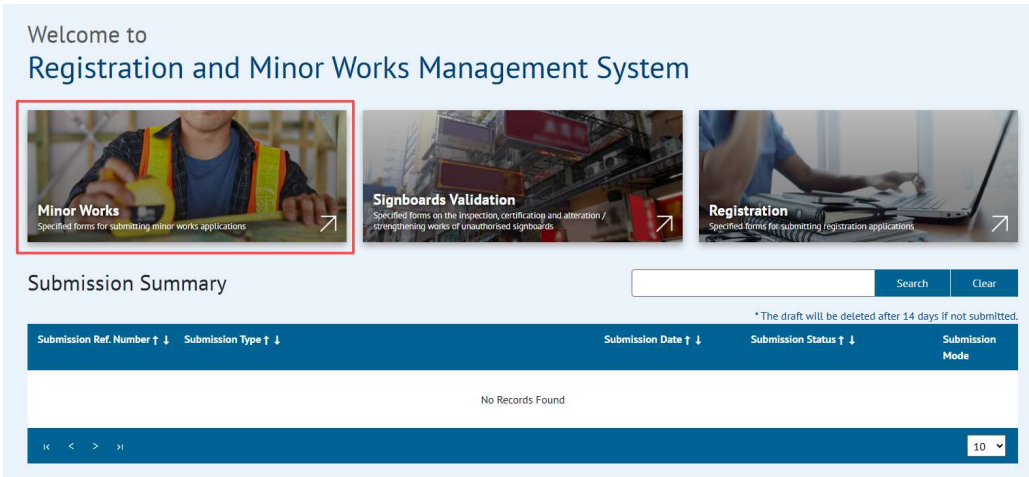
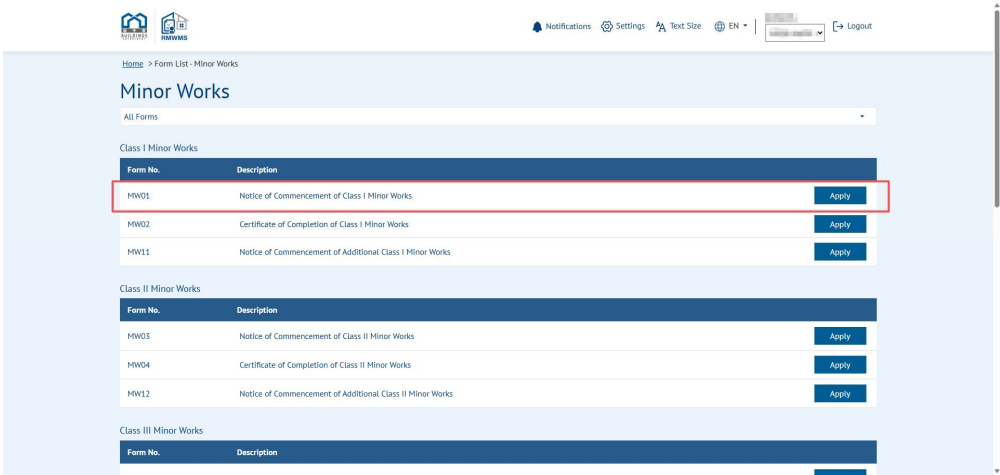
Step #	Step Detail & Screen
1.	<p>Click “Minor Works” in the Quick Launch bar.</p> 
2.	<p>Browse and select the required minor works application form within the Minor Works section of the table. Note the form number and contents.</p> 
3.	<p>Select the “Minor Works” table type from the dropdown menu to quickly filter tables categorised as small-scale projects.</p>



4. After confirming the form number and content, click the “Apply” button to submit the application for the currently selected minor works form.



1.5.2 MW01- Notice of Commencement of Class I Minor Works

Step #	Step Detail & Screen
1.	<p>Click “Minor Works”.</p> 
2.	<p>Click the “Apply” button next to “MW01 Notice of Commencement of Class I Minor Works”.</p> 
3.	<p>Read the precautions carefully, enter the verification code, and click “Next”.</p>

5. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Minor Works Unit of the Buildings Department.

**B. Completion of Form**

- Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents, including **prescribed plans and details of the works, photographs showing the physical condition of the premises before the commencement of works and supervision plan (if any), etc.**
- If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
- All documents submitted under the simplified requirements will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.
- Enquiries regarding this form should be addressed to the Minor Works Unit of the Buildings Department.

**C. Submission Methods**

- By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, You Ma Tei, Kowloon.
- Through Email** - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at [rcacast@bd.gov.hk](mailto:rcacast@bd.gov.hk)
- Through e-Submission** - Click the Submit button to electronically submit this form together with attachment of the relevant documents, all with identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.

**D. Contact Details**

Minor Works Unit of the Buildings Department  
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, You Ma Tei, Kowloon  
Tel No.: 2626 1616 (handled by 1823)  
Fax No.: 3162 0006  
Email: [enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk)

PNFWDH [Refresh] [Play Back]

[Back] [Next]

4. The "Level I Minor Works Commencement Notice" contains a total of 6 steps to be completed.

**第 I 級別小型工程展開通知書**  
Notice of Commencement of Class I Minor Works

MW01

- Appointment of the Appointed Person
- Confirmation of the Authorized Person or Registered Inspector
- Confirmation of the Registered Engineer
- Confirmation of Prescribed Registered Contractor
- Person of whom the Statutory fee is to be collected
- Corresponding Owners

**Part A: Notice of Appointment of the Appointed Persons**

To be completed by the person who arranged for the minor works to be carried out.

1 Location or Address of the Proposed Minor Works to be Carried Out

Map Tagging Result:

Area:  Hong Kong  New Territories  New Territories

District:  Click on the map to retrieve the address details.

Street/Village:  Street No.:

5. The darkened color in the step bar indicates the current step.

**第 I 級別小型工程展開通知書**  
Notice of Commencement of Class I Minor Works

MW01

- Appointment of the Appointed Person
- Confirmation of the Authorized Person or Registered Inspector
- Confirmation of the Registered Engineer
- Confirmation of Prescribed Registered Contractor
- Person of whom the Statutory fee is to be collected
- Corresponding Owners

**Part A: Notice of Appointment of the Appointed Persons**

To be completed by the person who arranged for the minor works to be carried out.

1 Location or Address of the Proposed Minor Works to be Carried Out

Map Tagging Result:

Area:  Hong Kong  New Territories  New Territories

District:  Click on the map to retrieve the address details.

Street/Village:  Street No.:

6. Mark the location on the electronic map to obtain the address of the small project. Click on the map with the mouse, and the system automatically displays the required location information for the “location or address of the small project to be carried out.”

*For details of map functions, refer to the sections [Basic Map Function](#) and [Mark a Location on Map](#).*

**Part A: Notice of Appointment of the Appointed Persons**  
To be completed by the person who arranged for the minor works to be carried out

**1 Location or Address of the Proposed Minor Works to be Carried Out**

Map showing the location of the proposed minor works. A red pin is placed on the map to indicate the location.

Area:  Flying Kiosk  Buildings  New Territories

District: HO MAN TIN Click on the map to review the address details.

Street/Village: CHEUNG PAU STREET Street No.: 60

Building/Estate: CHEUNG MAN HOUSE

Floor: Flat/Room:

The Account Number printed on the top left-hand corner of the Demand for Rates and/or Government Rent (Optional):

For easy identification of location or address of works:

7. Click “Save” to save as draft.

The Account Number printed on the top left-hand corner of the Demand for Rates and/or Government Rent (Optional):

For easy identification of location or address of works:

**2 Details of the Proposed Minor Works to be Carried Out**

Minor Works Item\*:

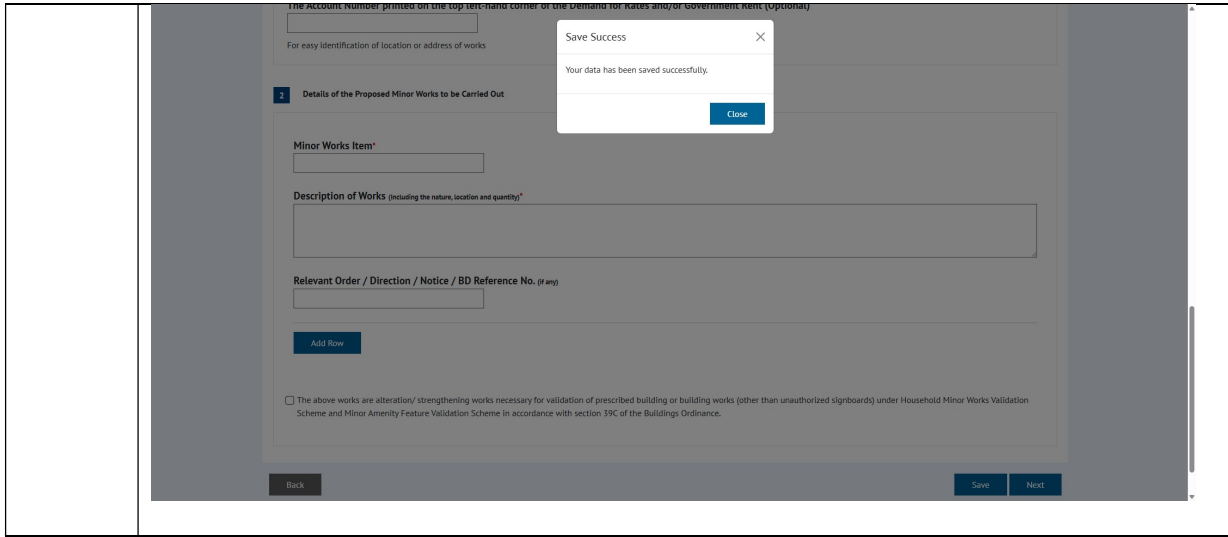
Description of Works (including the nature, location and quantity)\*:

Relevant Order / Direction / Notice / BD Reference No. (if any):

Add Row

The above works are alteration/strengthening works necessary for validation of prescribed building or building works (other than unauthorized signboards) under Household Minor Works Validation Scheme and Minor Amenity Feature Validation Scheme in accordance with section 39C of the Buildings Ordinance.

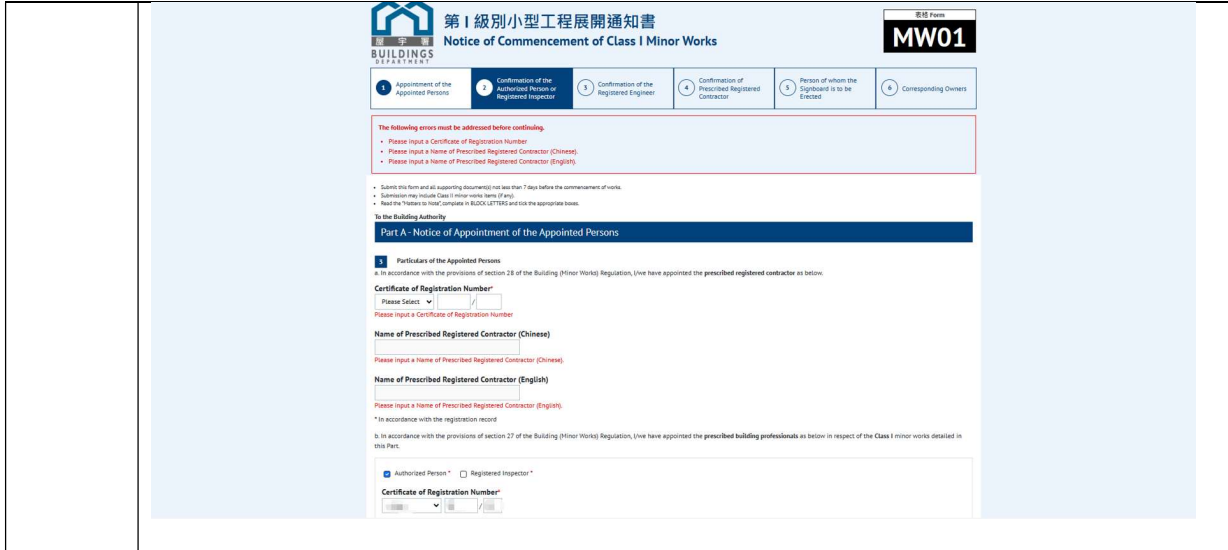
Back Save Next



- 8.
- Click “Next” to proceed to the next step of the form.
  - If the system displays an error, resolve the listed issues before continuing.
  - Locate the incorrect entry based on the error prompt, correct it, and then proceed to the next step.

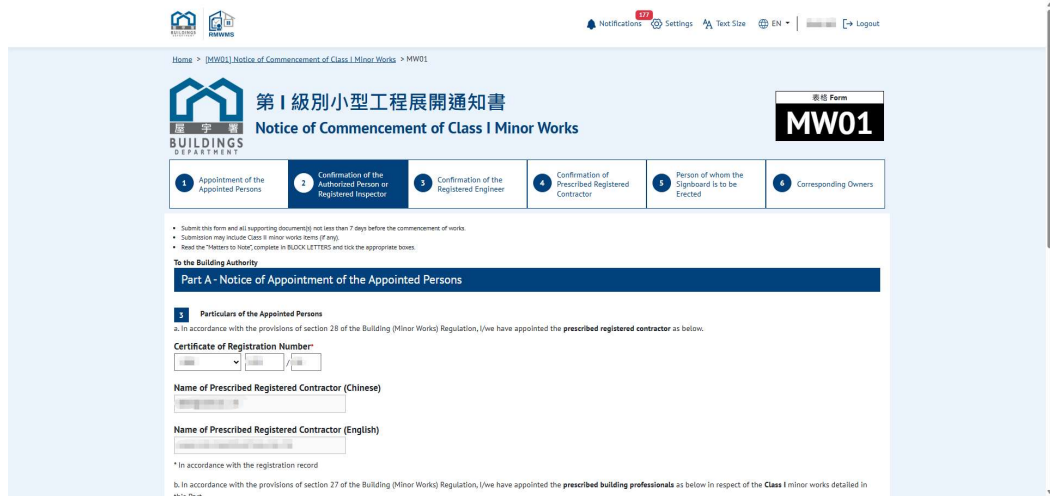


- 9.
- Fill in all mandatory information for each step in sequence. If required fields are not completed, the form cannot proceed to the next step or be submitted.

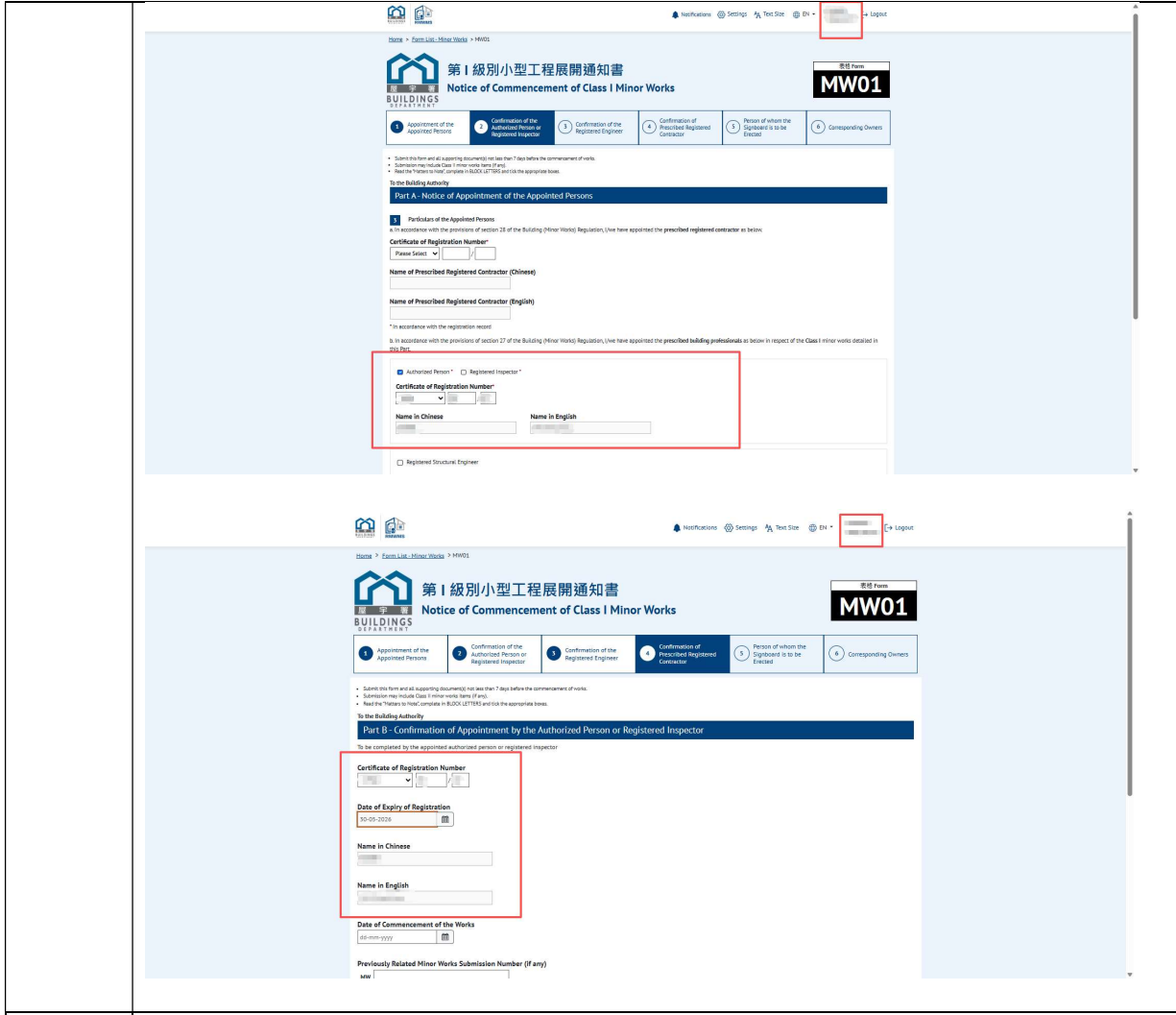


10.

- Fill in the correct “Certificate of Registration Number” in the form. The system automatically matches the corresponding “Prescribed Registered Contractor Name.”

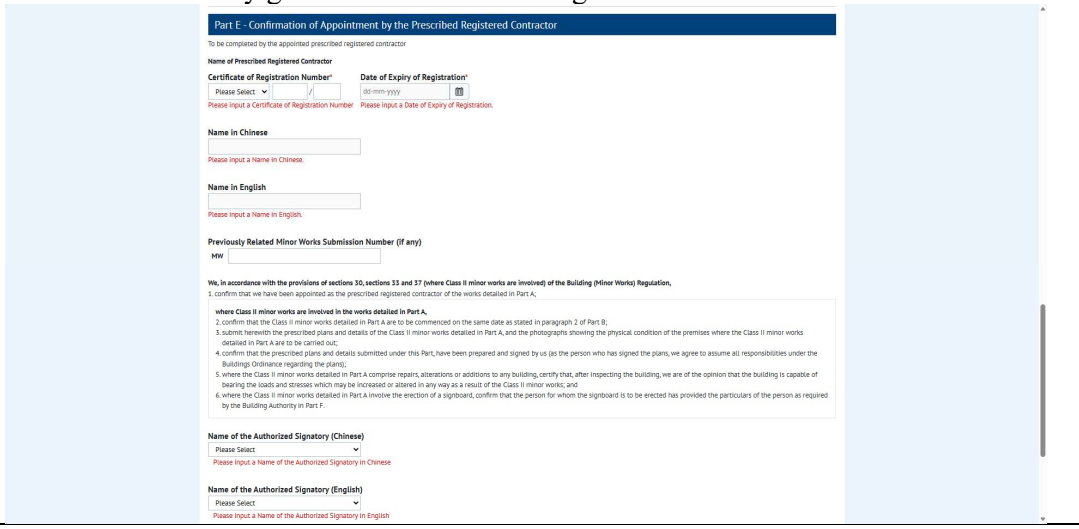


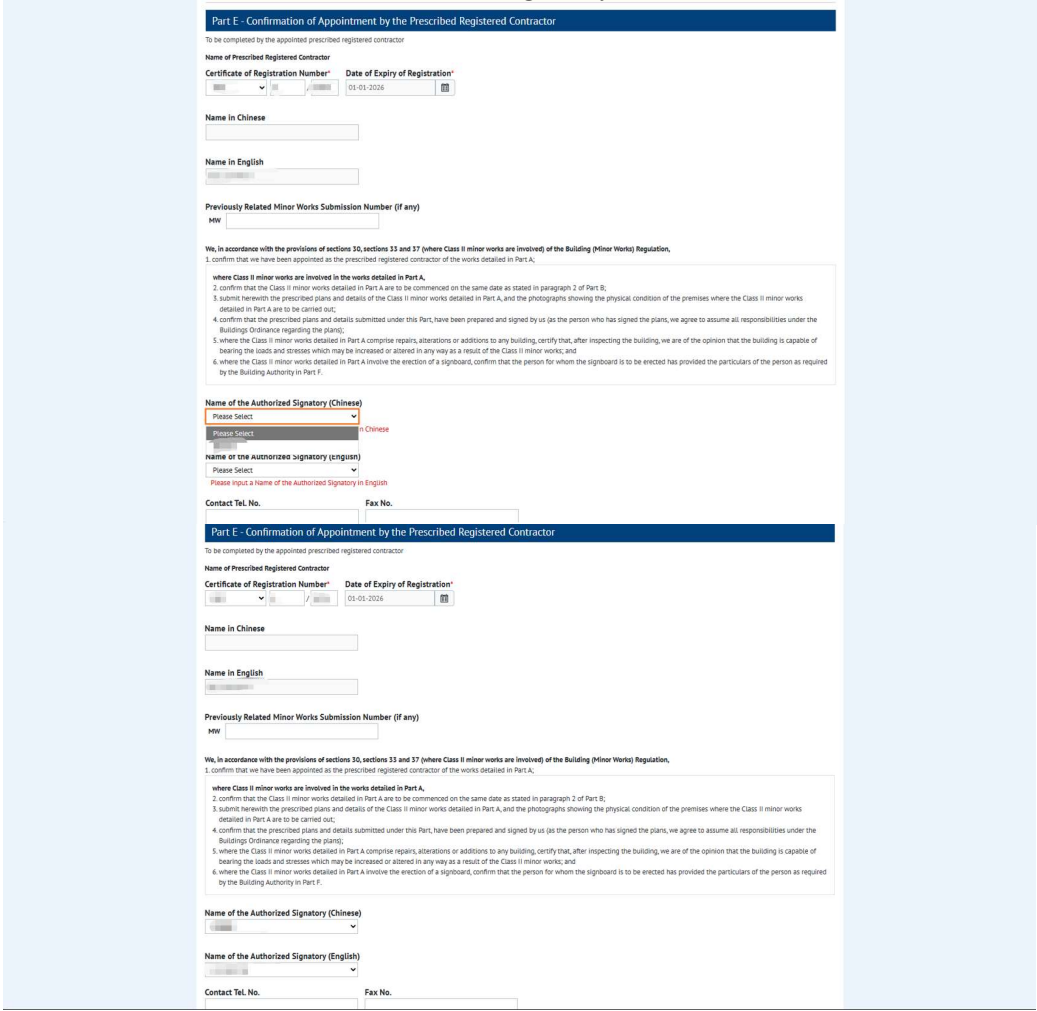
- The “Certificate of Registration Number” of the **Authorized Person** is automatically obtained from the currently logged-in user and filled into the form.
- The Chinese and English names, along with the registration expiry date, are automatically generated based on the registration certificate number.

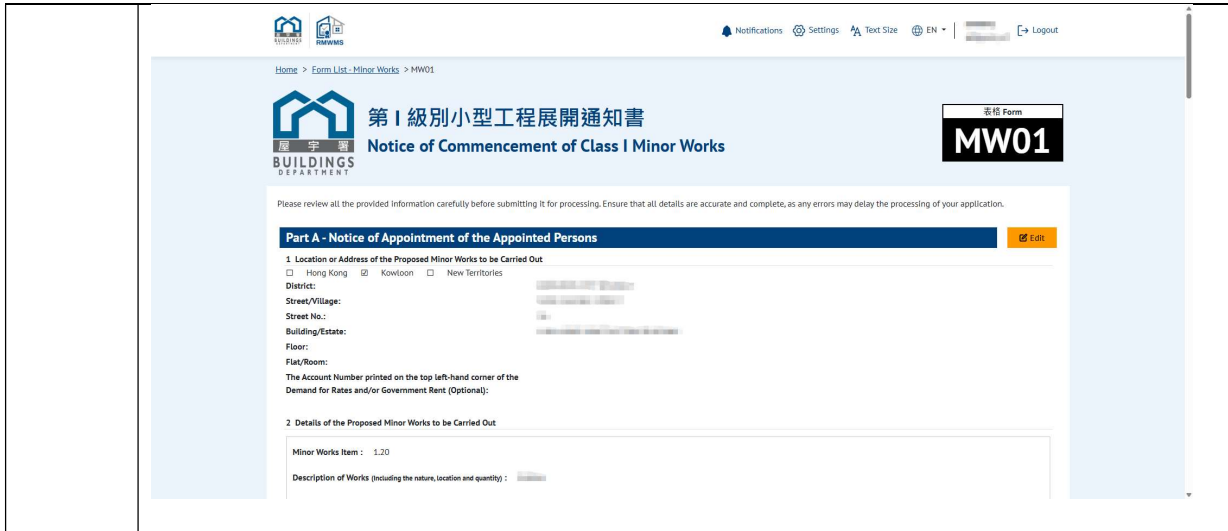


11.

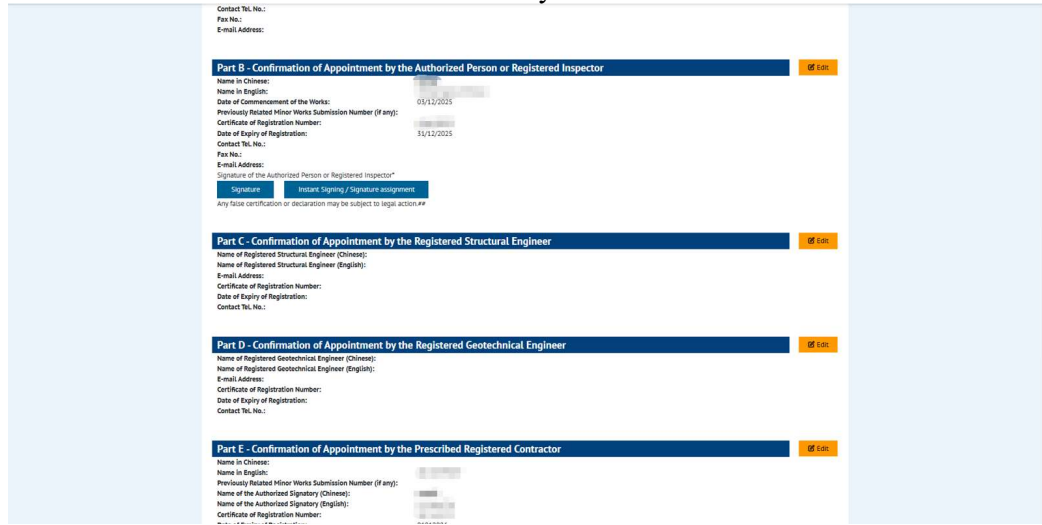
- Enter the correct registration certificate number of the **prescribed registered contractor**.
- The Chinese and English names, along with the registration expiry date, are automatically generated based on the registration certificate number.



<p>12.</p>	<ul style="list-style-type: none"> <li>• The name of the <b>authorized signatory</b> is automatically generated based on the registration certificate number.</li> <li>• Select the name of the authorized signatory from the list.</li> </ul> 
<p>13.</p>	<p>Fill in all required information in the form and click “Next” The system then generates an information confirmation page.</p>

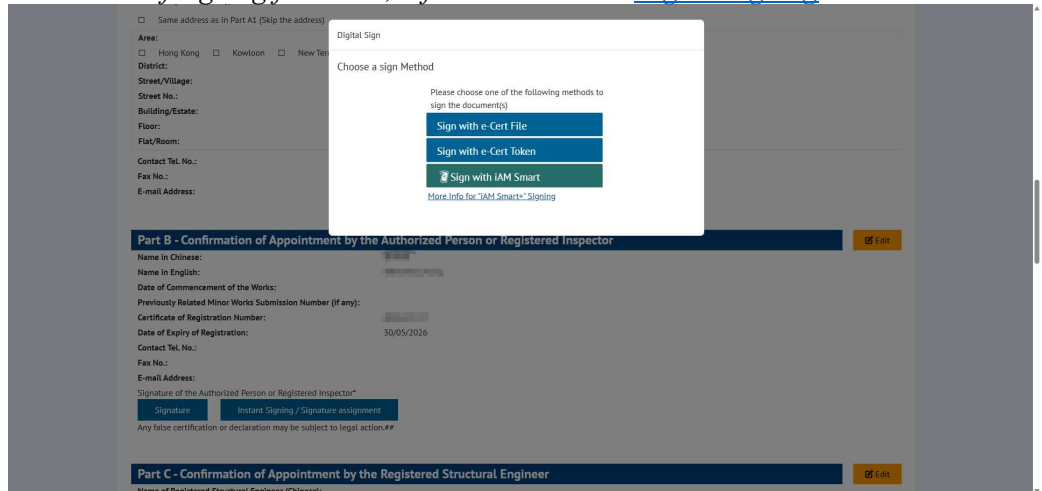



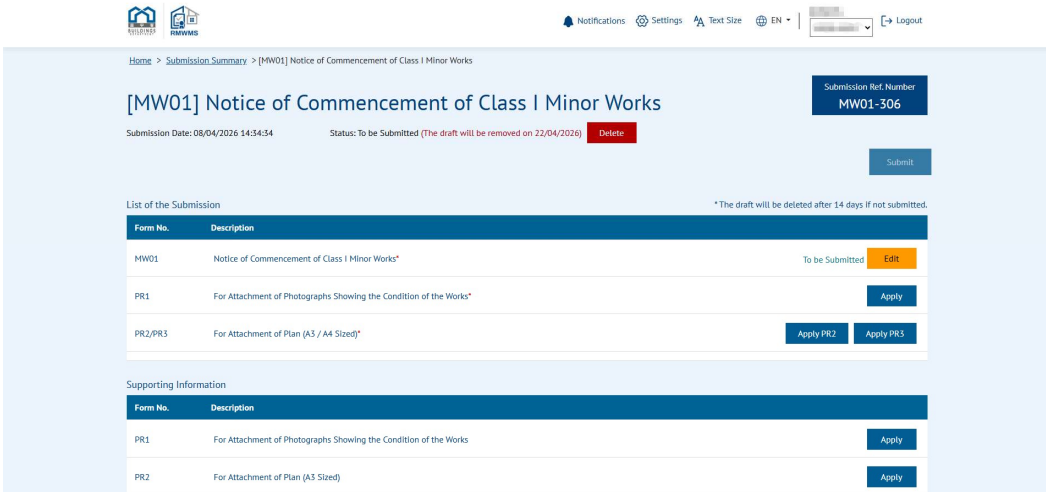
14. Click “Edit” to return to the table and modify the information.

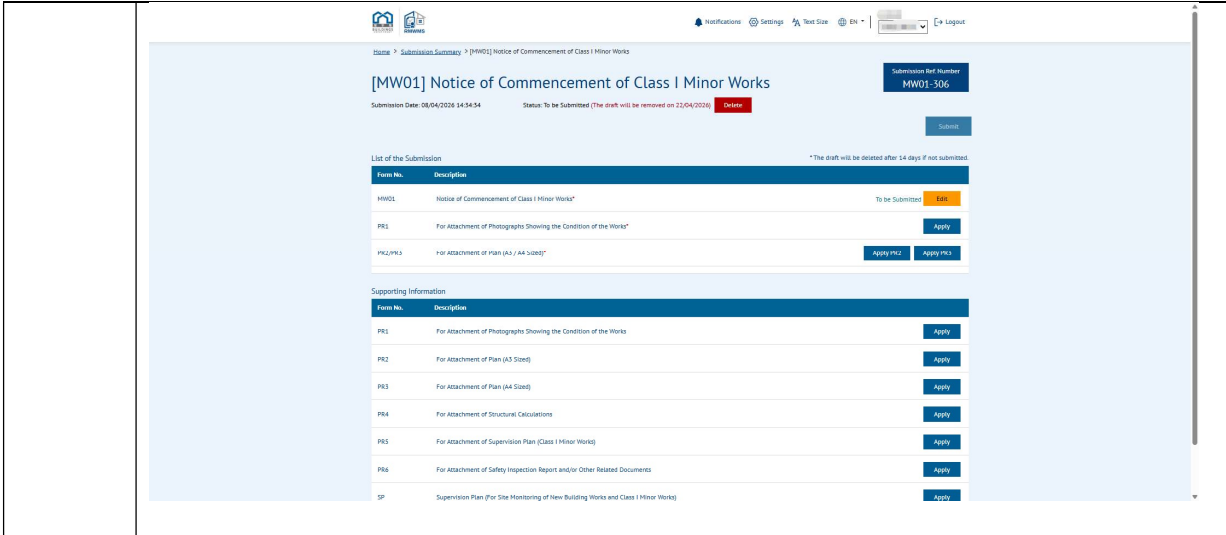


15. Sign the submission forms.

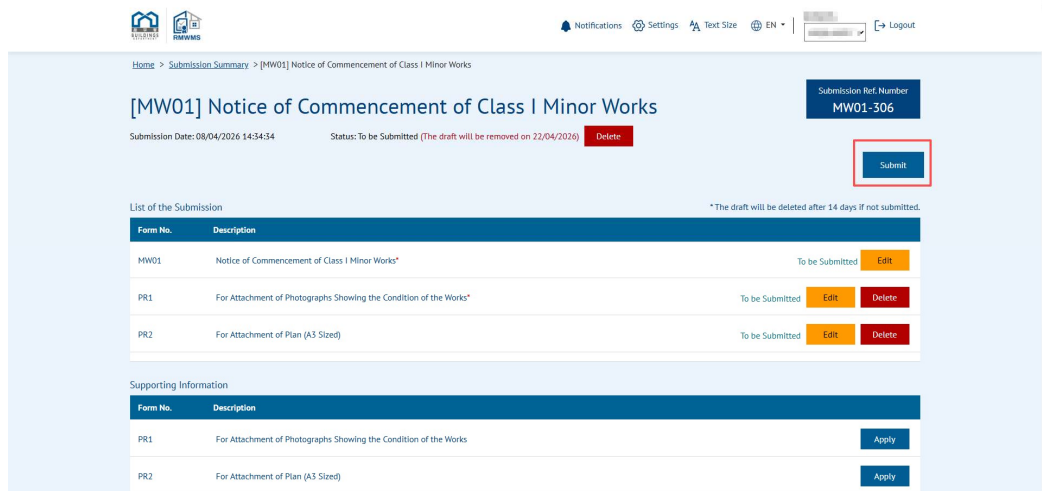
*For details of signing functions, refer to the section [Digital Signing](#).*



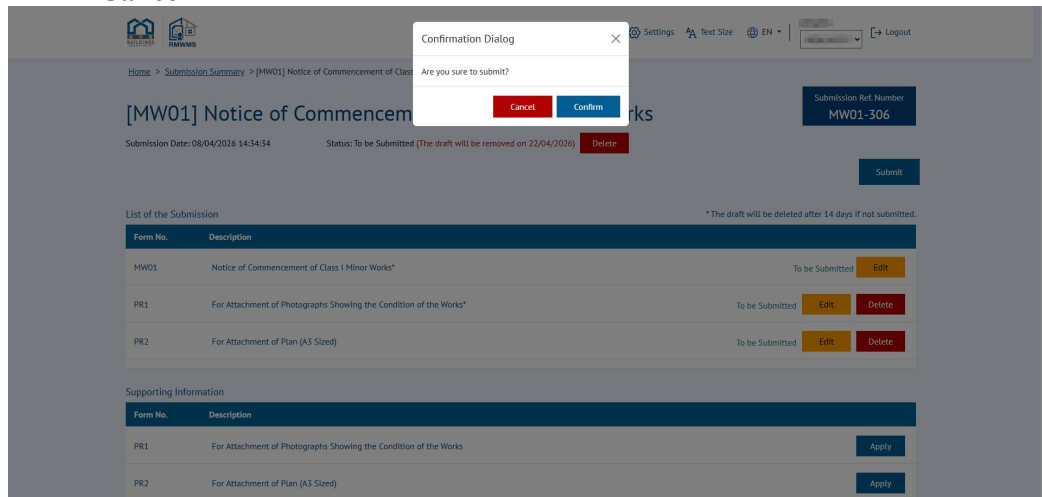
<p>16.</p>	<p>Preview the PDF after all signatures are complete.</p> 
<p>17.</p>	<p>The PDF preview is completed in the next step.</p> 
<p>18.</p>	<p>Submit the list of required materials (marked with *):</p> <ul style="list-style-type: none"> <li>• PR1- Attached photographs of the works (mandatory)</li> <li>• PR2/PR3 - Attached drawings (A3 size) (either one must be submitted)</li> <li>• Other supporting information (optional)</li> </ul>



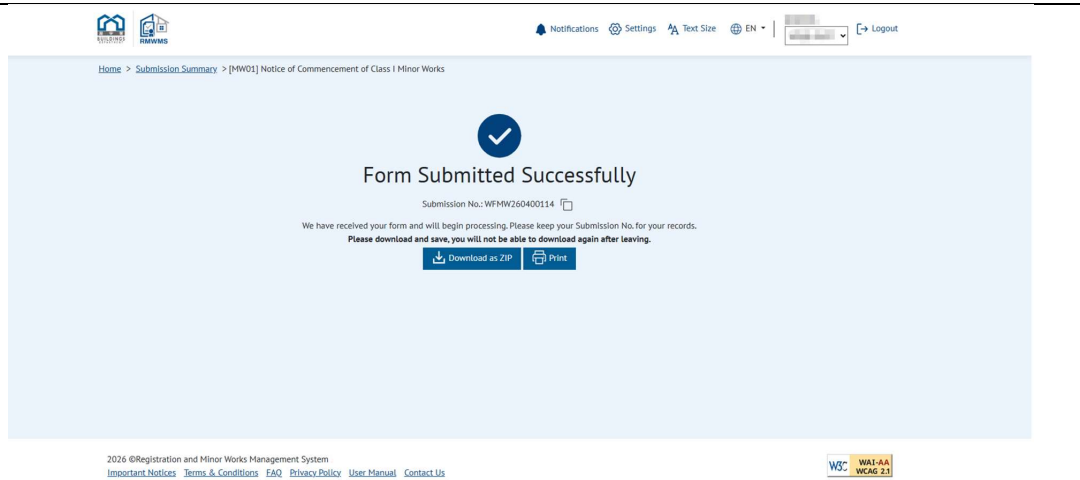
19. The “Submit” button is enabled when all mandatory items are included.



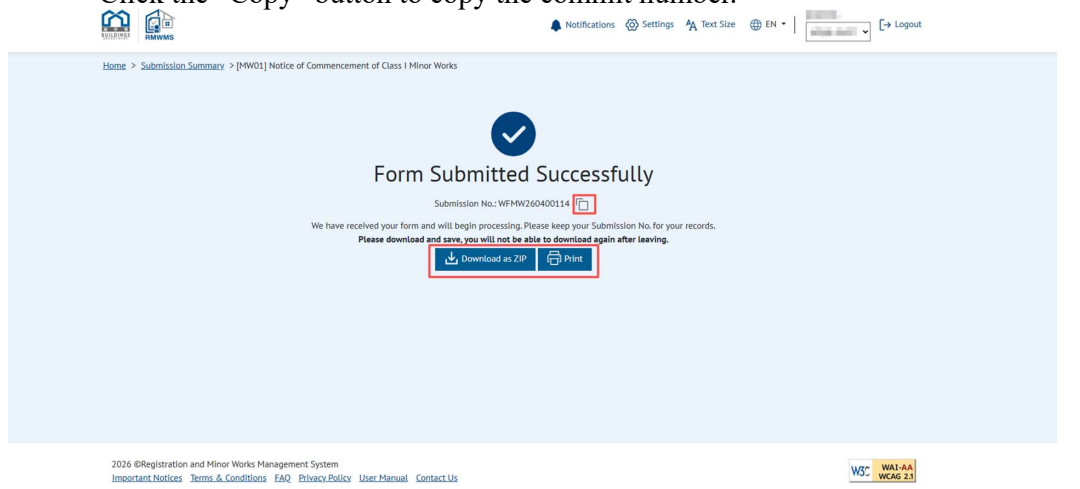
- **Confirm:** To submit the information list operation
- **Cancel:** To cancel the submission action



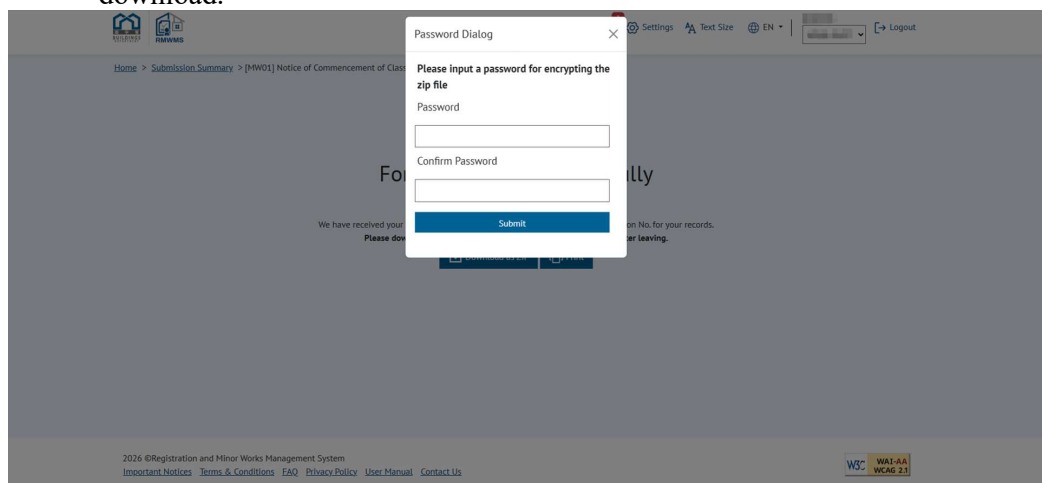
20. • The submission number is displayed after the form is successfully submitted.



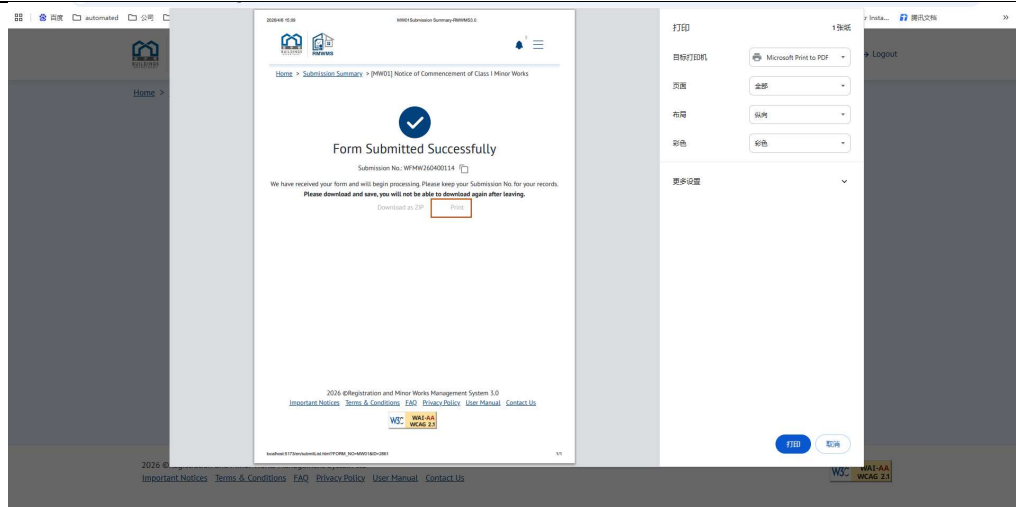
- Click the “Copy” button to copy the commit number.



- Click “Download in ZIP format” to download form materials.
- Enter the password. This encrypts the compressed file and submits it for download.

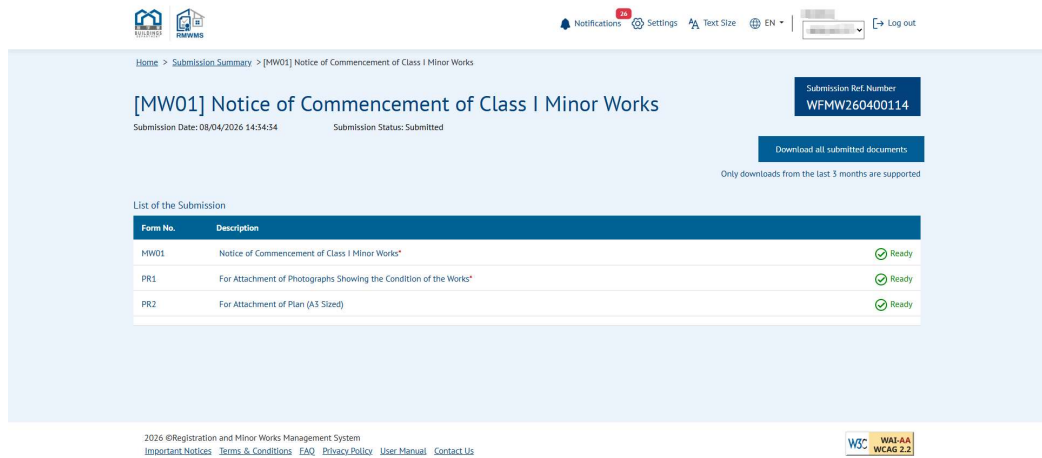


- Click “Print” to print the current page.



**Note: Please keep your submission number for future reference. Download and save it because you will not be able to download it again after three months.**

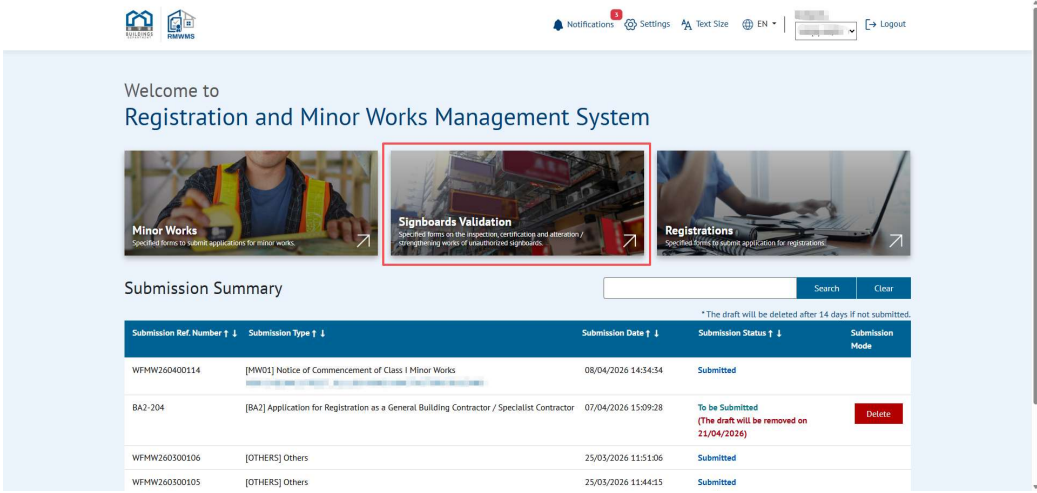
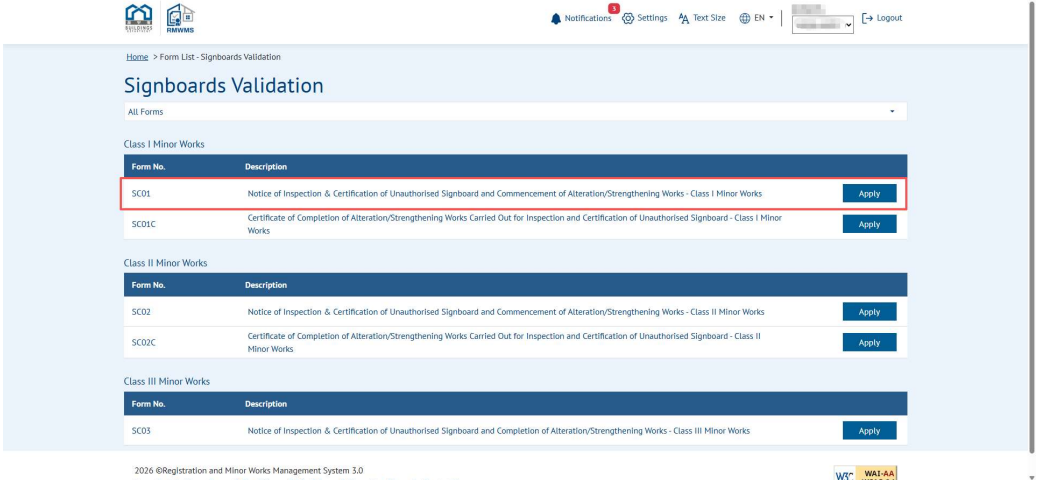
- Click “Download all submitted documents” to download all the documents.



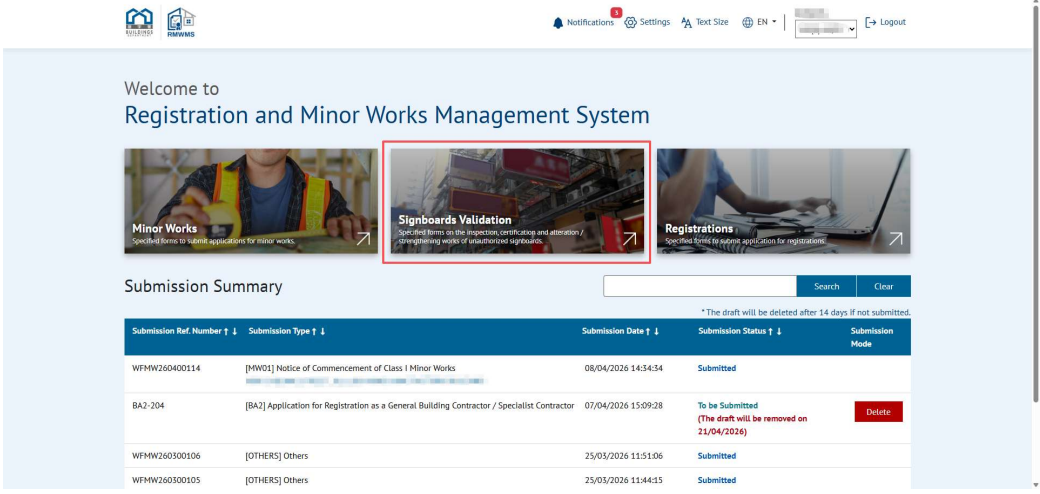
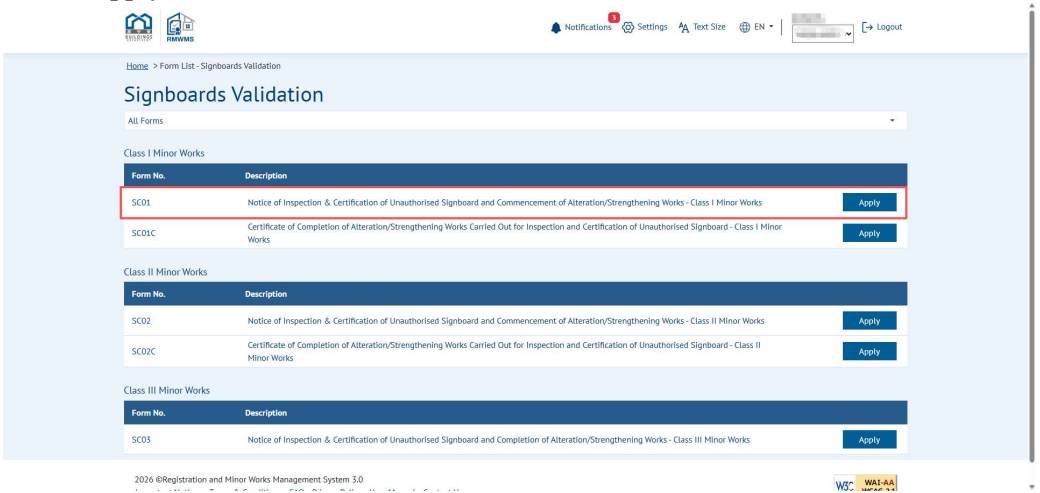
## 1.6 Application for Signboard Validation

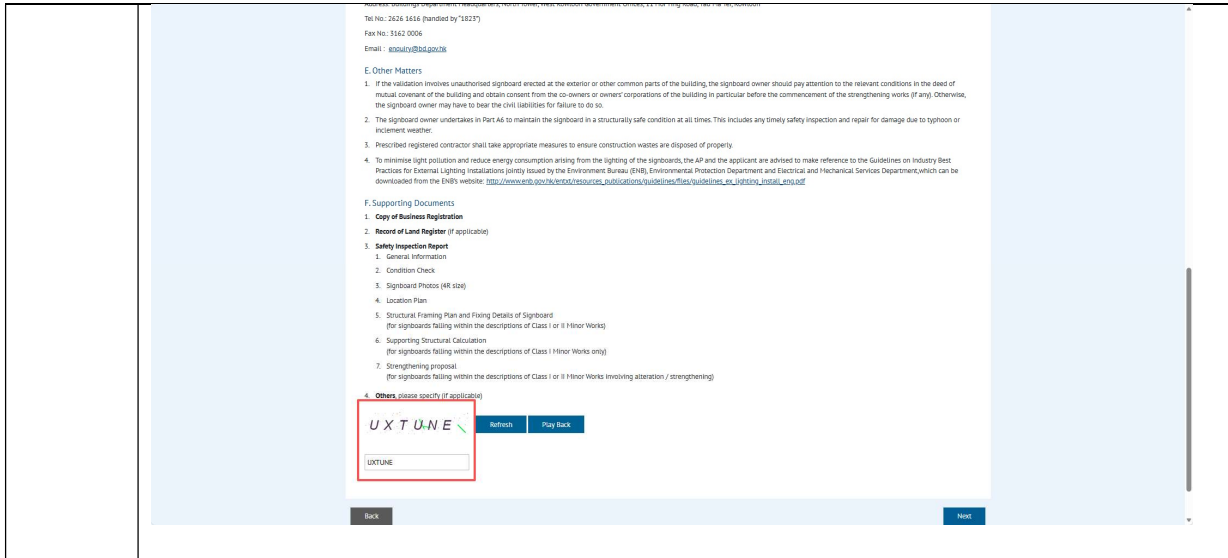
Specified forms on the inspection, certification and alteration / strengthening works of unauthorized signboards.

### 1.6.1 Select an Application Form

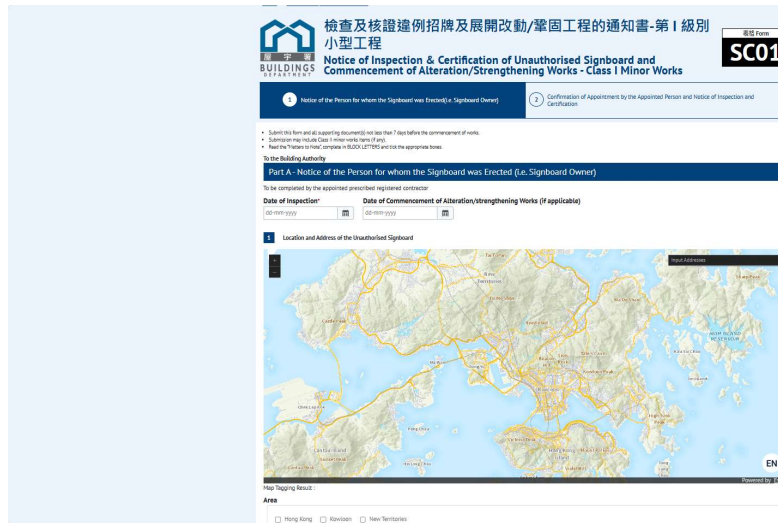
Step #	Step Detail & Screen																														
1.	<p>Click “Signboard Validation” in the Quick Launch bar.</p>  <p>The screenshot shows the dashboard with three main cards: 'Minor Works', 'Signboards Validation' (highlighted), and 'Registrations'. Below these is a 'Submission Summary' table with the following data:</p> <table border="1"> <thead> <tr> <th>Submission Ref. Number</th> <th>Submission Type</th> <th>Submission Date</th> <th>Submission Status</th> <th>Submission Mode</th> </tr> </thead> <tbody> <tr> <td>WFMW260400114</td> <td>[MWO1] Notice of Commencement of Class I Minor Works</td> <td>08/04/2026 14:54:54</td> <td>Submitted</td> <td></td> </tr> <tr> <td>BA2-204</td> <td>[BA2] Application for Registration as a General Building Contractor / Specialist Contractor</td> <td>07/04/2026 15:09:28</td> <td>To be Submitted (The draft will be removed on 21/04/2026)</td> <td>Delete</td> </tr> <tr> <td>WFMW260300106</td> <td>[OTHERS] Others</td> <td>25/03/2026 11:51:06</td> <td>Submitted</td> <td></td> </tr> <tr> <td>WFMW260300105</td> <td>[OTHERS] Others</td> <td>25/03/2026 11:44:15</td> <td>Submitted</td> <td></td> </tr> </tbody> </table>	Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode	WFMW260400114	[MWO1] Notice of Commencement of Class I Minor Works	08/04/2026 14:54:54	Submitted		BA2-204	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	07/04/2026 15:09:28	To be Submitted (The draft will be removed on 21/04/2026)	Delete	WFMW260300106	[OTHERS] Others	25/03/2026 11:51:06	Submitted		WFMW260300105	[OTHERS] Others	25/03/2026 11:44:15	Submitted						
Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode																											
WFMW260400114	[MWO1] Notice of Commencement of Class I Minor Works	08/04/2026 14:54:54	Submitted																												
BA2-204	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	07/04/2026 15:09:28	To be Submitted (The draft will be removed on 21/04/2026)	Delete																											
WFMW260300106	[OTHERS] Others	25/03/2026 11:51:06	Submitted																												
WFMW260300105	[OTHERS] Others	25/03/2026 11:44:15	Submitted																												
2.	<p>Browse and select the required minor works application form within the Signboards Validation section of the table. Note the form number and contents.</p>  <p>The screenshot shows the 'Signboards Validation' page with a list of forms categorized by Class I, II, and III Minor Works. The SC01 form is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Form No.</th> <th>Description</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td>SC01</td> <td>Notice of Inspection &amp; Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works</td> <td>Apply</td> </tr> <tr> <td>SC01C</td> <td>Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class I Minor Works</td> <td>Apply</td> </tr> <tr> <td colspan="3">Class II Minor Works</td> </tr> <tr> <th>Form No.</th> <th>Description</th> <th>Apply</th> </tr> <tr> <td>SC02</td> <td>Notice of Inspection &amp; Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class II Minor Works</td> <td>Apply</td> </tr> <tr> <td>SC02C</td> <td>Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class II Minor Works</td> <td>Apply</td> </tr> <tr> <td colspan="3">Class III Minor Works</td> </tr> <tr> <th>Form No.</th> <th>Description</th> <th>Apply</th> </tr> <tr> <td>SC03</td> <td>Notice of Inspection &amp; Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works - Class III Minor Works</td> <td>Apply</td> </tr> </tbody> </table>	Form No.	Description	Apply	SC01	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	Apply	SC01C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class I Minor Works	Apply	Class II Minor Works			Form No.	Description	Apply	SC02	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class II Minor Works	Apply	SC02C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class II Minor Works	Apply	Class III Minor Works			Form No.	Description	Apply	SC03	Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works - Class III Minor Works	Apply
Form No.	Description	Apply																													
SC01	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	Apply																													
SC01C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class I Minor Works	Apply																													
Class II Minor Works																															
Form No.	Description	Apply																													
SC02	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class II Minor Works	Apply																													
SC02C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class II Minor Works	Apply																													
Class III Minor Works																															
Form No.	Description	Apply																													
SC03	Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works - Class III Minor Works	Apply																													

1.6.2 SC01- Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works

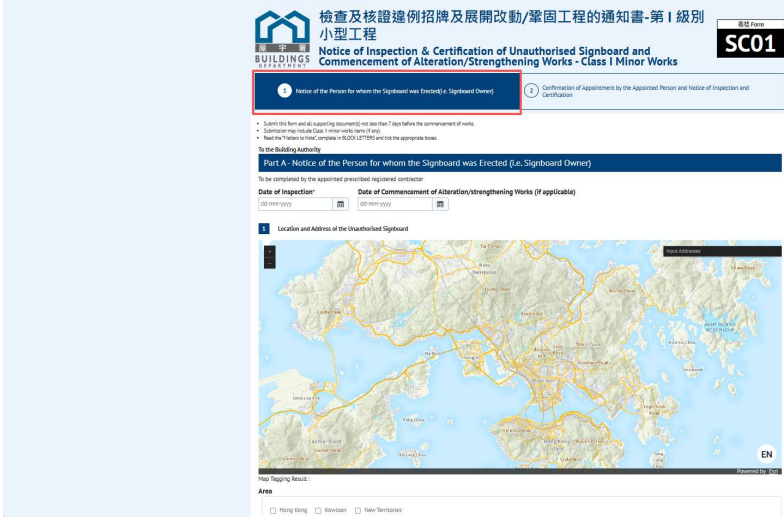
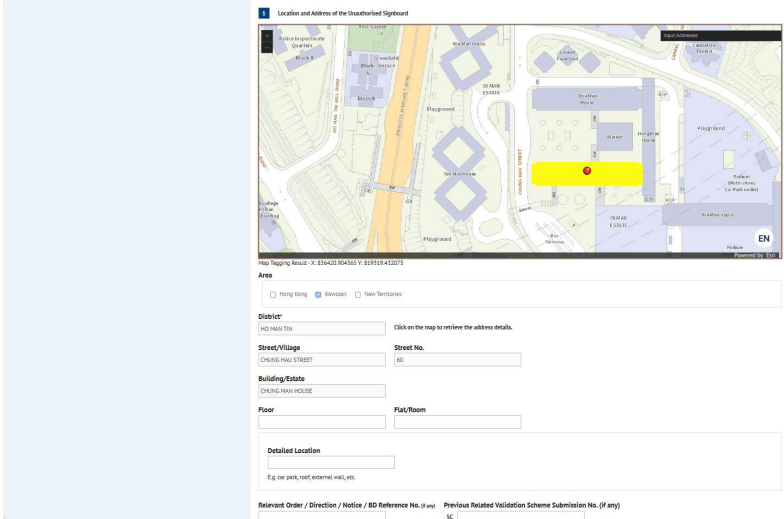
Step #	Step Detail & Screen																														
1.	<p>Click “Signboard Validation” in the Quick Launch bar.</p>  <table border="1" data-bbox="516 646 1295 821"> <thead> <tr> <th>Submission Ref. Number</th> <th>Submission Type</th> <th>Submission Date</th> <th>Submission Status</th> <th>Submission Mode</th> </tr> </thead> <tbody> <tr> <td>WFMW260400114</td> <td>[MWO1] Notice of Commencement of Class I Minor Works</td> <td>08/04/2026 14:54:34</td> <td>Submitted</td> <td></td> </tr> <tr> <td>BA2-204</td> <td>[BA2] Application for Registration as a General Building Contractor / Specialist Contractor</td> <td>07/04/2026 15:09:28</td> <td>To be Submitted (The draft will be removed on 21/04/2026)</td> <td>Delete</td> </tr> <tr> <td>WFMW260300106</td> <td>[OTHERS] Others</td> <td>25/03/2026 11:51:06</td> <td>Submitted</td> <td></td> </tr> <tr> <td>WFMW260300105</td> <td>[OTHERS] Others</td> <td>25/03/2026 11:44:15</td> <td>Submitted</td> <td></td> </tr> </tbody> </table>	Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode	WFMW260400114	[MWO1] Notice of Commencement of Class I Minor Works	08/04/2026 14:54:34	Submitted		BA2-204	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	07/04/2026 15:09:28	To be Submitted (The draft will be removed on 21/04/2026)	Delete	WFMW260300106	[OTHERS] Others	25/03/2026 11:51:06	Submitted		WFMW260300105	[OTHERS] Others	25/03/2026 11:44:15	Submitted						
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2.	<p>Click “Apply” button next to SC01 Form.</p>  <table border="1" data-bbox="516 1052 1295 1339"> <thead> <tr> <th>Form No.</th> <th>Description</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td>SC01</td> <td>Notice of Inspection &amp; Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works</td> <td>Apply</td> </tr> <tr> <td>SC01C</td> <td>Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class I Minor Works</td> <td>Apply</td> </tr> <tr> <td colspan="3">Class II Minor Works</td> </tr> <tr> <th>Form No.</th> <th>Description</th> <th>Apply</th> </tr> <tr> <td>SC02</td> <td>Notice of Inspection &amp; Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class II Minor Works</td> <td>Apply</td> </tr> <tr> <td>SC02C</td> <td>Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class II Minor Works</td> <td>Apply</td> </tr> <tr> <td colspan="3">Class III Minor Works</td> </tr> <tr> <th>Form No.</th> <th>Description</th> <th>Apply</th> </tr> <tr> <td>SC03</td> <td>Notice of Inspection &amp; Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works - Class III Minor Works</td> <td>Apply</td> </tr> </tbody> </table>	Form No.	Description	Apply	SC01	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	Apply	SC01C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class I Minor Works	Apply	Class II Minor Works			Form No.	Description	Apply	SC02	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class II Minor Works	Apply	SC02C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class II Minor Works	Apply	Class III Minor Works			Form No.	Description	Apply	SC03	Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works - Class III Minor Works	Apply
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Form No.	Description	Apply																													
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SC02C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class II Minor Works	Apply																													
Class III Minor Works																															
Form No.	Description	Apply																													
SC03	Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works - Class III Minor Works	Apply																													
3.	<p>Read the precautions carefully, enter the verification code, and click “Next.”</p>																														

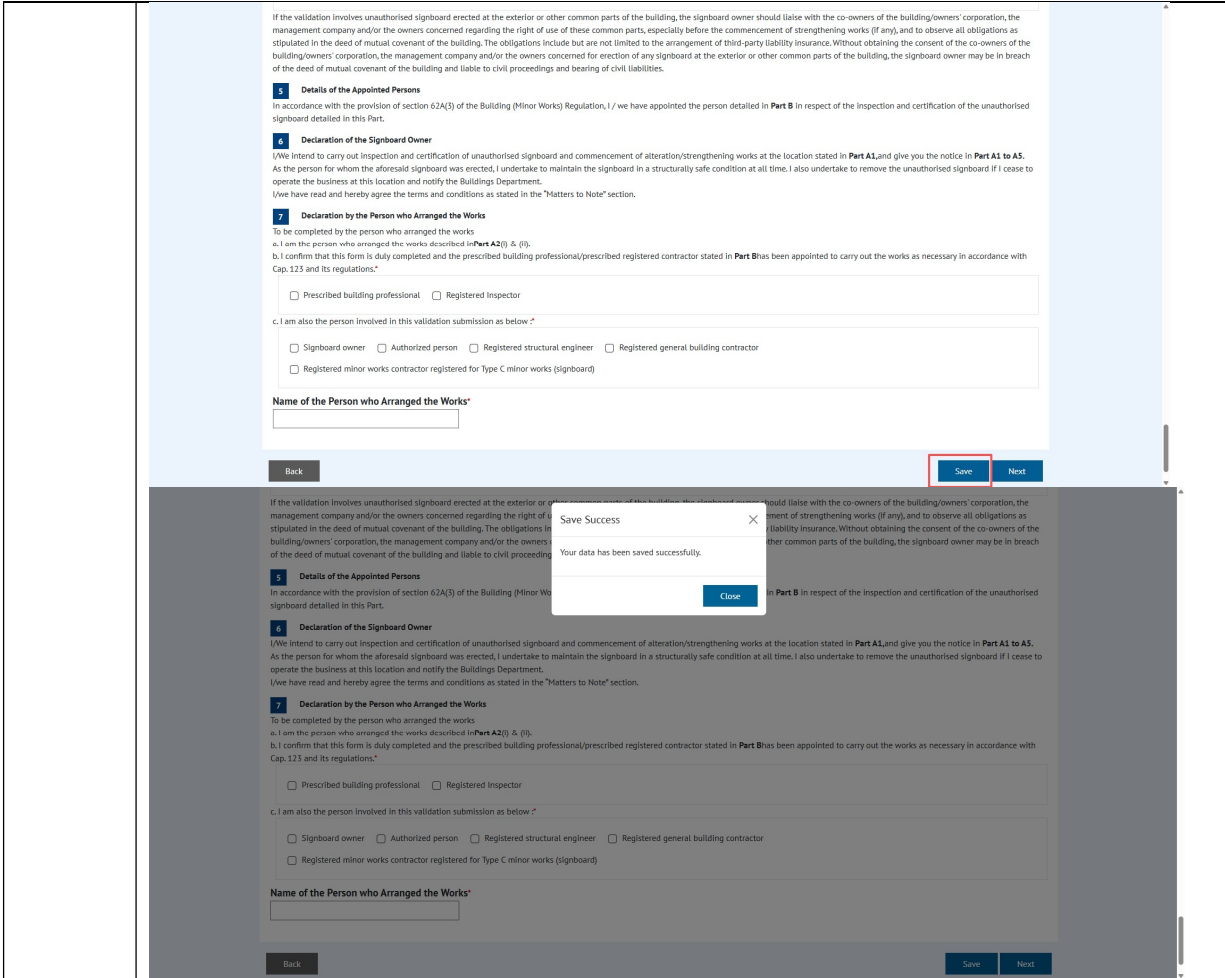


4. The “Notice of Inspection and Certification of Unauthorised Signboards and Commencement of Alteration/Consolidation Works - The Notification of Commencement of Class I Minor Works” contains a total of 6 steps to be completed.



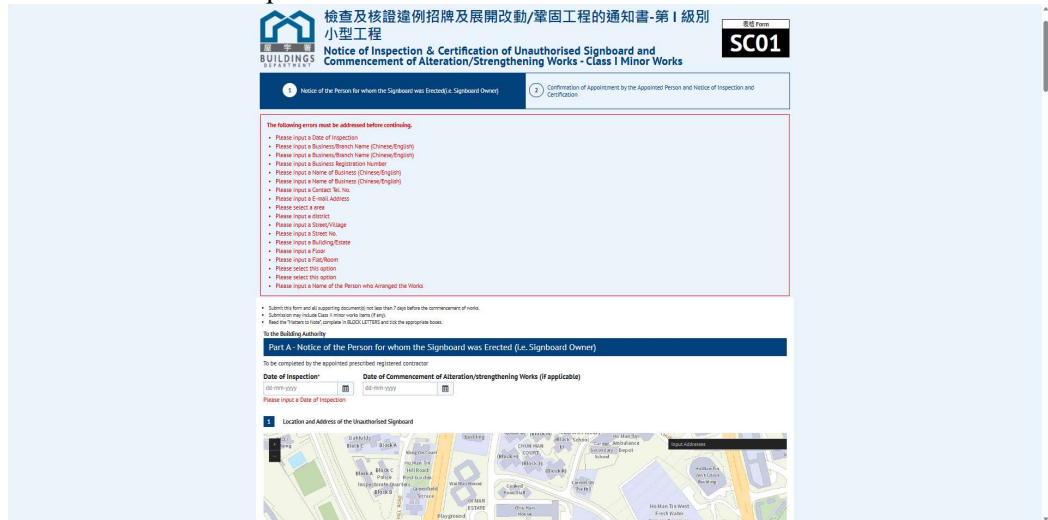
5. The darkened color in the step bar indicates the current step.

	
<p>6.</p>	<p>Mark the location on the electronic map to obtain the address of the small project. Click on the map with the mouse, and the system automatically displays the required location information for the “location or address of the small project to be carried out.”</p> <p><i>For details of map functions, refer to the sections <a href="#">Basic Map Function</a> and <a href="#">Mark a Location on Map</a>.</i></p> 
<p>7.</p>	<p>Click “Save” to save as draft.</p>



8.

- Click “Next” to proceed to the next step of the form.
- If the system displays an error, resolve the listed issues before continuing.
- Locate the incorrect entry based on the error prompt, correct it, and then proceed to the next step.



**Details of the Signboard Owner**  
I hereby submit the application of the unauthorised signboard erected at the location described in Part A2 on behalf of the company I also declare my responsibility in Part A4.

**A. Business/Branch Name (Chinese)\*** **B. Business/Branch Name (English)\***  
Please input a Business/Branch Name (Chinese/English) Please input a Business/Branch Name (Chinese/English)

**C. Business Registration Number\***  
Please input a Business Registration Number

**D. Name of Business (Chinese)\*** **E. Name of Business (English)\***  
Please input a Name of Business (Chinese/English) Please input a Name of Business (Chinese/English)

**F. Contact Tel. No.\*** **G. Fax No.**  
Please input a Contact Tel. No. Please input a Fax No.

**H. E-mail Address\***  
Please input a E-mail Address

**I. Registered Address of the Operating Business of Unauthorised Signboard\* Area\***  
 Hong Kong  New Territories  New Territories

Please select a area  
**District\***

Please input a district  
**Street/Village\*** **Street No.\***

Please input a Street/Village Please input a Street No.  
**Building/Floor\***

Please input a Building/Floor  
**Floor\*** **Flat/Room\***

Please input a Floor Please input a Flat/Room  
**J. Correspondence Address**  
 Same as registered address of above operating business (skip the address)  
Area\*

9. Fill in all mandatory information for each step in sequence. If required fields are not completed, the form cannot proceed to the next step or be submitted.

**檢查及核證違例招牌及展開改動/鞏固工程的通知書-第 1 級別**  
**小型工程**  
**Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class 1 Minor Works**

**1. Notice of the Person for whom the Signboard was Erected (a. Signboard Owner)** **2. Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification**

**The following errors must be addressed before continuing.**

- Please select this option
- Please input a Certificate of Registration Number
- Please input a Name in Chinese
- Please input a Name in English
- Please select this option
- Please input a Date of Expiry of Registration
- Please input a Name of Contractor (Chinese)
- Please input a Name of Contractor (English)
- Please input a Certificate of Registration Number
- Please input a Name of the Authorised Signatory (Chinese)
- Please input a Name of the Authorised Signatory (English)
- Please select Type of Prescribed Registered Contractor

• Submit this form and all supporting documents no later than 7 days before the commencement of works.  
• Submission of this form does not involve any fee.  
• Need the "Notice to Hire, Control and Use of the Apparatus" from the Buildings Authority.

**Part B - Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification**  
To be completed by the respective appointed persons.

**1. Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification**  
1. I/We confirm that I/We have been appointed as the appointed person for the inspection of unauthorised signboard as detailed in Part A2(i), and the inspection had been carried out on the respective date stated in Part A.  
2. I/We in accordance with Technical Guidelines on Validation Scheme for Unauthorised Signboards and PMP APP-155, submit herewith report on physical conditions of the signboard as inspected, safety inspection report, photographs and description showing the physical condition of the unauthorised signboard detailed in Part A2(i) as inspected, and  
3. I/We verify that the unauthorised signboard detailed in Part A2(i) are structurally safe in relation to their design and comply with the Building Ordinance (Cap.112) [except section 14(1) of the Buildings Ordinance (Cap.112) and regulation 21 of the Building (Alteration/Regulation) (Cap.112) sub. reg. 4(2) if certification has been completed without alteration/strengthening works].  
4. I/We confirm that the unauthorised signboard detailed in Part A2(i) will involve alteration/strengthening works detailed in Part A2(ii). I/We confirm that it is suitable to carry out the alteration/strengthening works and I am/ we are responsible for the design of the works and preparation of proposed plans and details or calculations. In carrying out the works, we have considered the structural condition of the signboard, and we have taken into the consideration and approval of the works. I/We will submit SC04C upon completion of the alteration/strengthening works. I/We confirm that the works detailed in Part A2(ii) are to be commenced on the respective date stated in Part A.\*

Please select this option  
**a. Authorized Person**  
**Certificate of Registration Number\***

10. • Fill in the correct “Certificate of Registration Number” in the form. The system automatically matches the corresponding “Prescribed Registered Contractor Name.”

**檢查及核證違例招牌及展開改動/鞏固工程的通知書-第 1 級別**  
**小型工程**  
**Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class 1 Minor Works**

**1. Notice of the Person for whom the Signboard was Erected (a. Signboard Owner)** **2. Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification**

**The following errors must be addressed before continuing.**

- Submit this form and all supporting documents no later than 7 days before the commencement of works.
- Submission of this form does not involve any fee.
- Need the "Notice to Hire, Control and Use of the Apparatus" from the Buildings Authority.

**Part B - Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification**  
To be completed by the respective appointed persons.

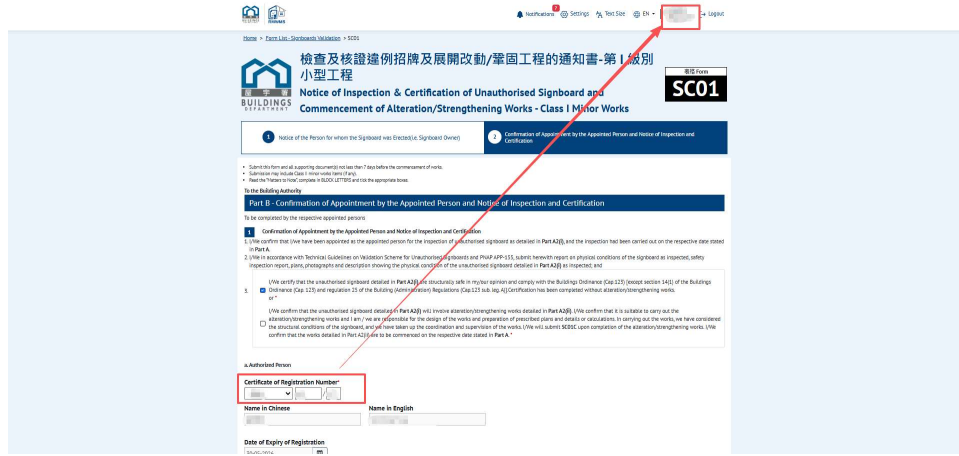
**1. Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification**  
1. I/We confirm that I/We have been appointed as the appointed person for the inspection of unauthorised signboard as detailed in Part A2(i), and the inspection had been carried out on the respective date stated in Part A.  
2. I/We in accordance with Technical Guidelines on Validation Scheme for Unauthorised Signboards and PMP APP-155, submit herewith report on physical conditions of the signboard as inspected, safety inspection report, photographs and description showing the physical condition of the unauthorised signboard detailed in Part A2(i) as inspected, and  
3. I/We verify that the unauthorised signboard detailed in Part A2(i) are structurally safe in relation to their design and comply with the Building Ordinance (Cap.112) [except section 14(1) of the Buildings Ordinance (Cap.112) and regulation 21 of the Building (Alteration/Regulation) (Cap.112) sub. reg. 4(2) if certification has been completed without alteration/strengthening works].  
4. I/We confirm that the unauthorised signboard detailed in Part A2(i) will involve alteration/strengthening works detailed in Part A2(ii). I/We confirm that it is suitable to carry out the alteration/strengthening works and I am/ we are responsible for the design of the works and preparation of proposed plans and details or calculations. In carrying out the works, we have considered the structural condition of the signboard, and we have taken into the consideration and approval of the works. I/We will submit SC04C upon completion of the alteration/strengthening works. I/We confirm that the works detailed in Part A2(ii) are to be commenced on the respective date stated in Part A.\*

Please select this option  
**a. Authorized Person**  
**Certificate of Registration Number\***  
**Name in Chinese** **Name in English**

**Date of Expiry of Registration**  
1900-2025

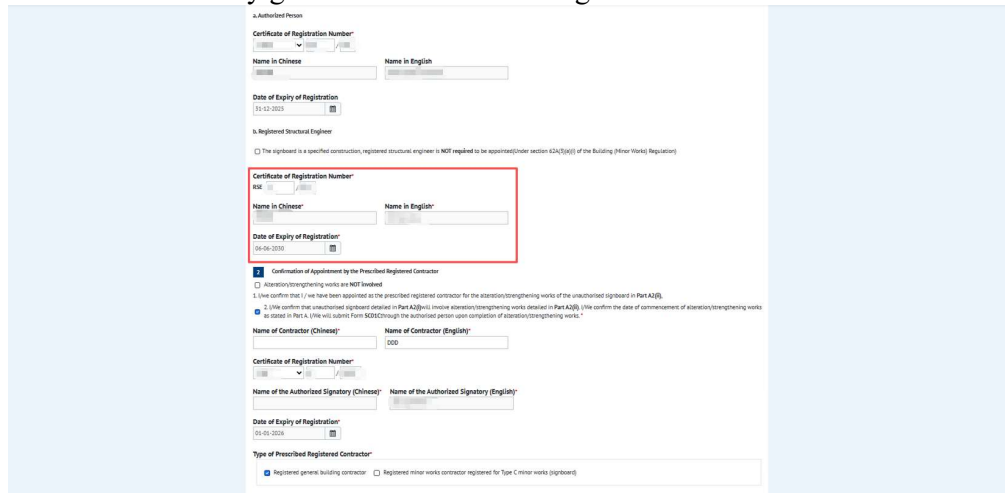
**b. Registered Structural Engineer**  
 The signboard is a specified construction, registered structural engineer is NOT required to be appointed (refer section 62(1)(b)(ii) of the Building (Minor Works) Regulation)

- The “Certificate of Registration Number” of the **Authorized Person** is automatically obtained from the currently logged-in user and filled into the form.
- The Chinese and English names, along with the registration expiry date, are automatically generated based on the registration certificate number.

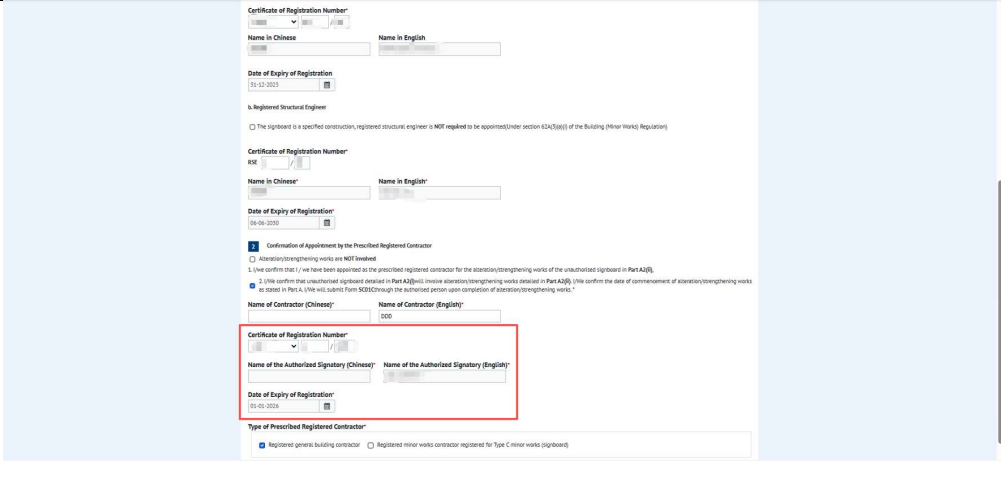

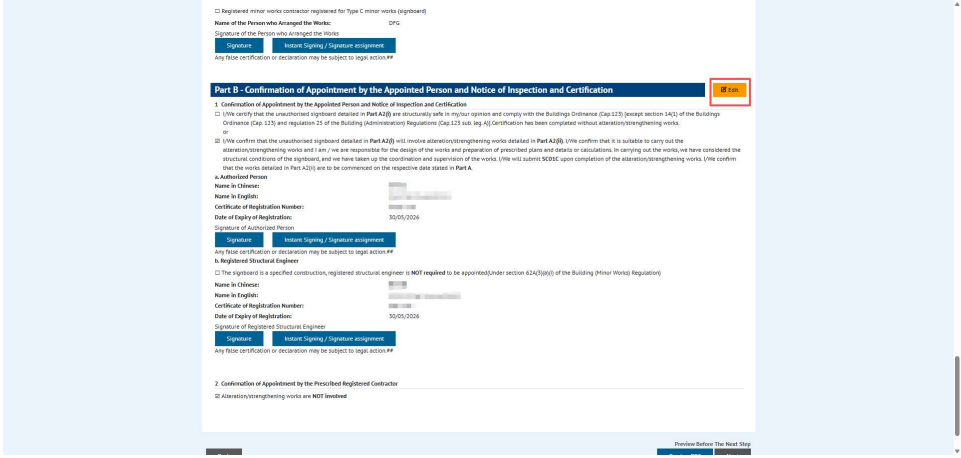


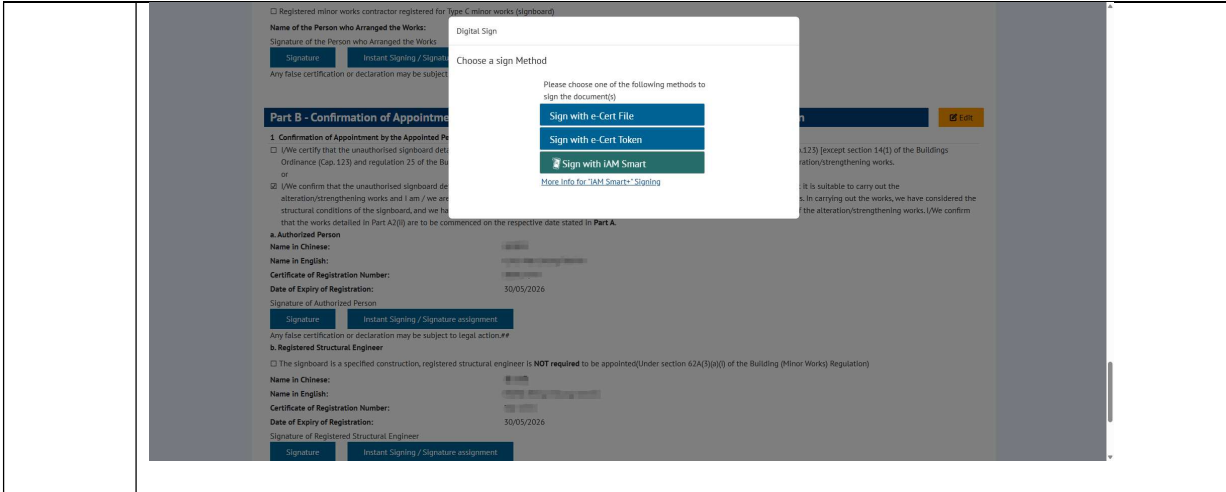
11.

- Enter the correct registration certificate number.
- The Chinese and English names, along with the registration expiry date, are automatically generated based on the registration certificate number.



- Enter the registration certificate number of the correct registered contractor
- The name of the authorized signatory will automatically generate the expiry date of registration based on the certificate of registration number

	
<p>12.</p>	<p>Fill in all required information in the form and click “Next.” The system then generates an information confirmation page.</p> 
<p>13.</p>	<p>Click “Edit” to return to the table and modify the information.</p> 
<p>14.</p>	<p>Sign the submission forms. <i>For details of signing functions, refer to the section <a href="#">Digital Signing</a>.</i></p>

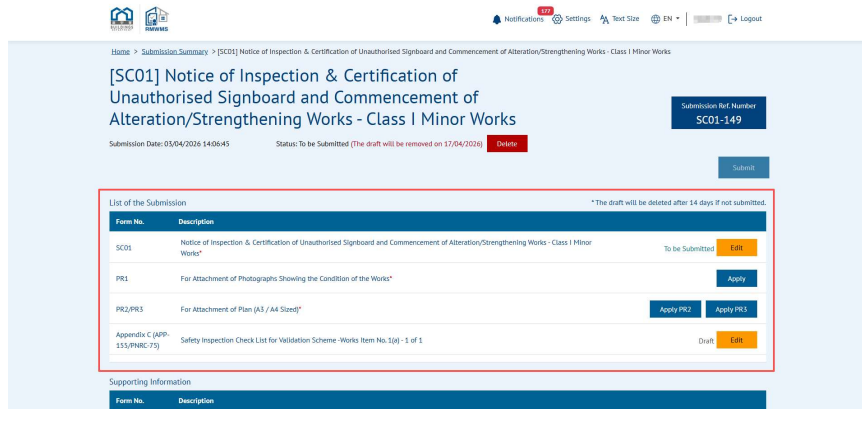


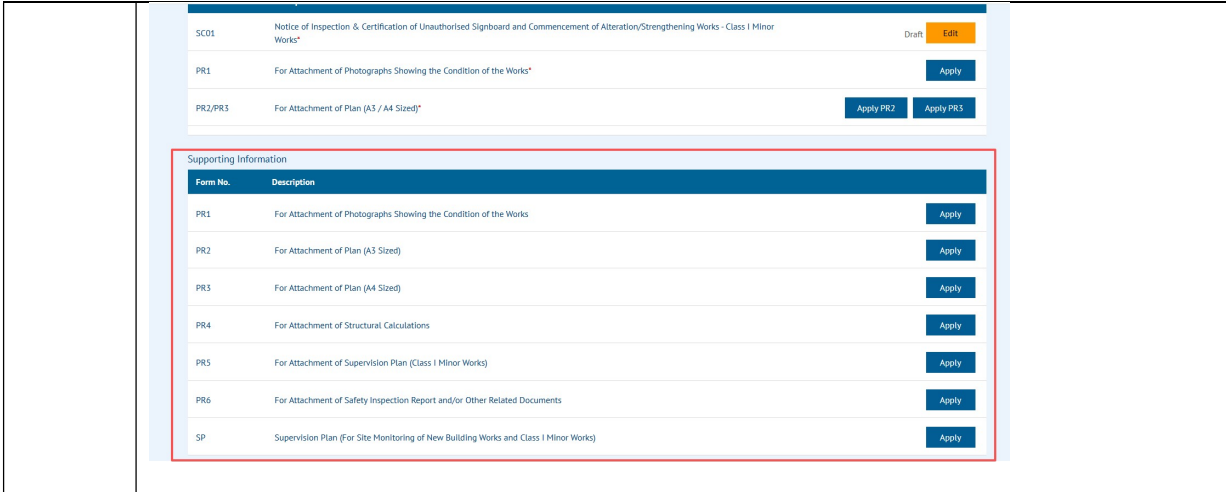
15. Preview the PDF after all signatures are complete.



16. Submit the list of required materials (marked with \*):

- PR1- Attached photographs of the works (mandatory)
- PR2/PR3 - Attached drawings (A3 size) (either one must be submitted)
- Appendix C (APP-155/PNRC-75)
- Other supporting information (optional)

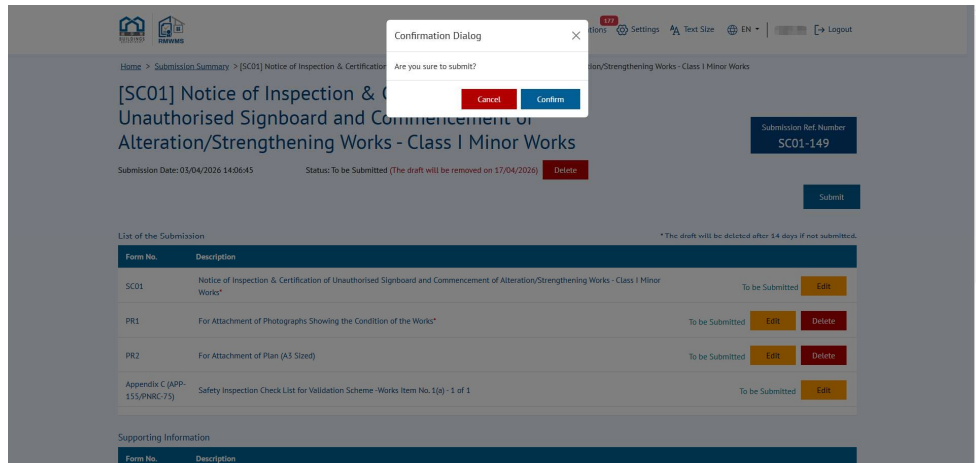




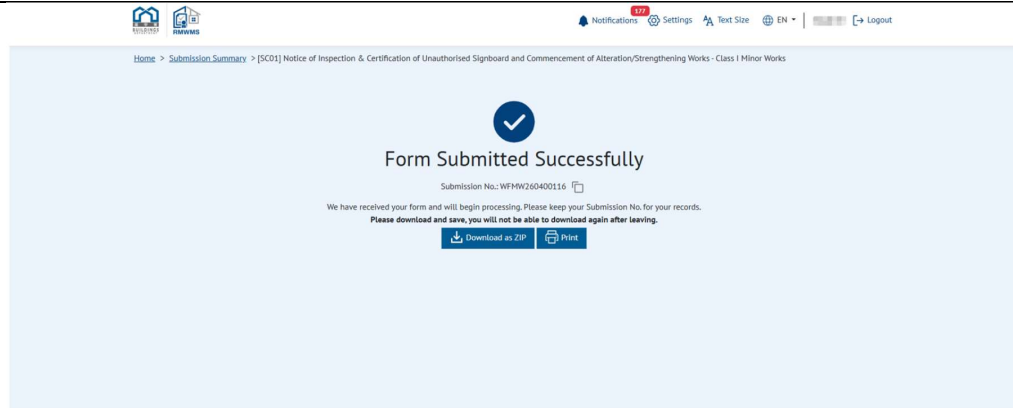
17. The “Submit” button is enabled when all mandatory items are included.



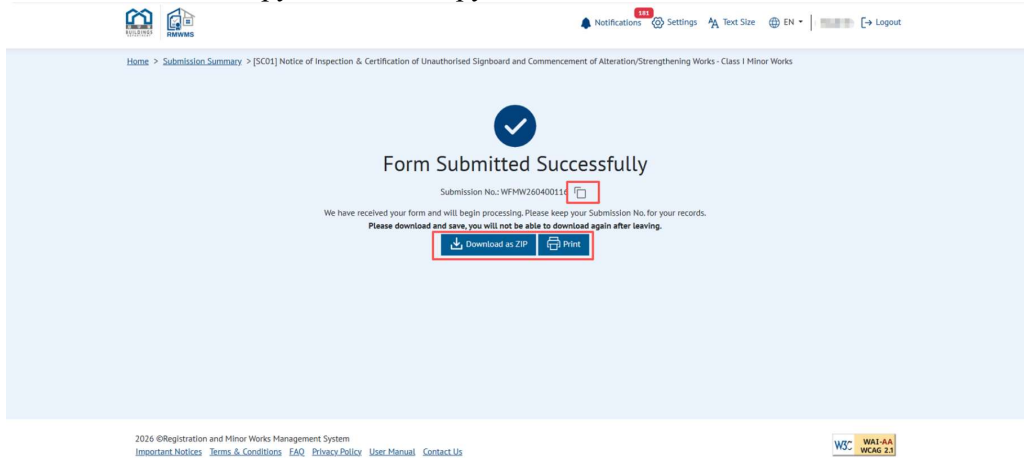
- **Confirm:** To submit the information list operation
- **Cancel:** To cancel the submission action



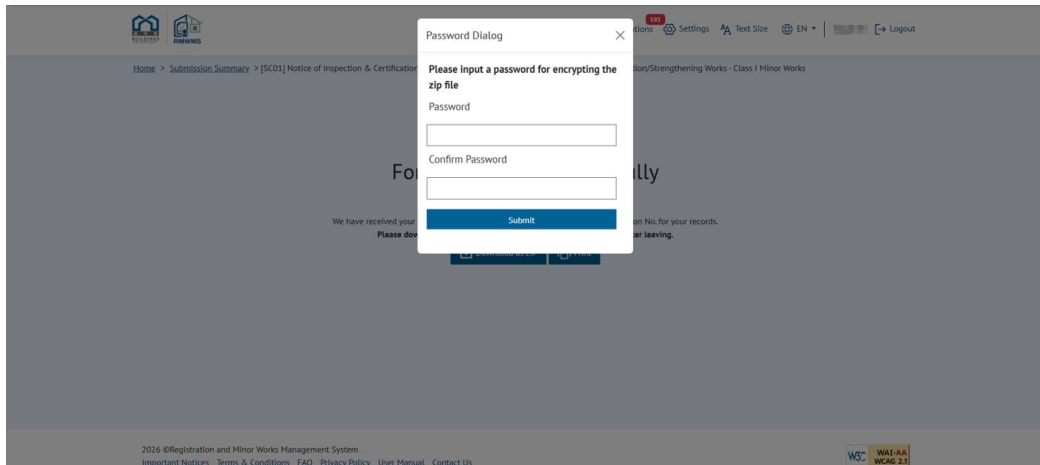
18. • The submission number is displayed after the form is successfully submitted.



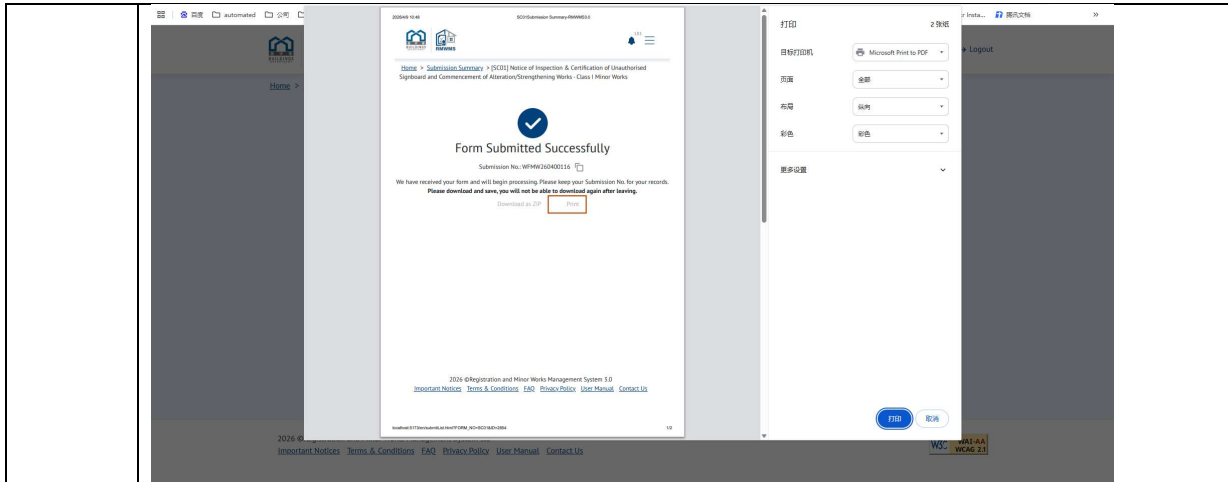
- Click the “Copy” button to copy the commit number.



- Click “Download in ZIP format” to download form materials.
- Enter the password. This encrypts the compressed file and submits it for download.



- Click “Print” to print the current page.



**Note: Please keep your submission number for future reference. Download and save it because you will not be able to download it again after three months.**

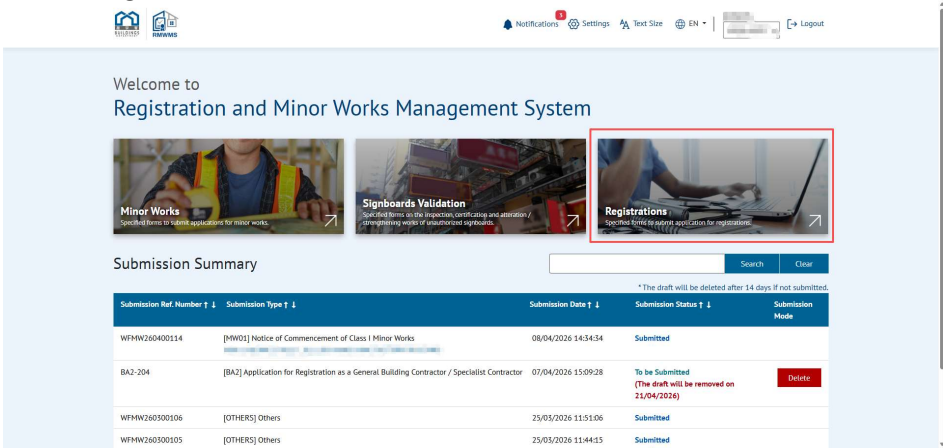
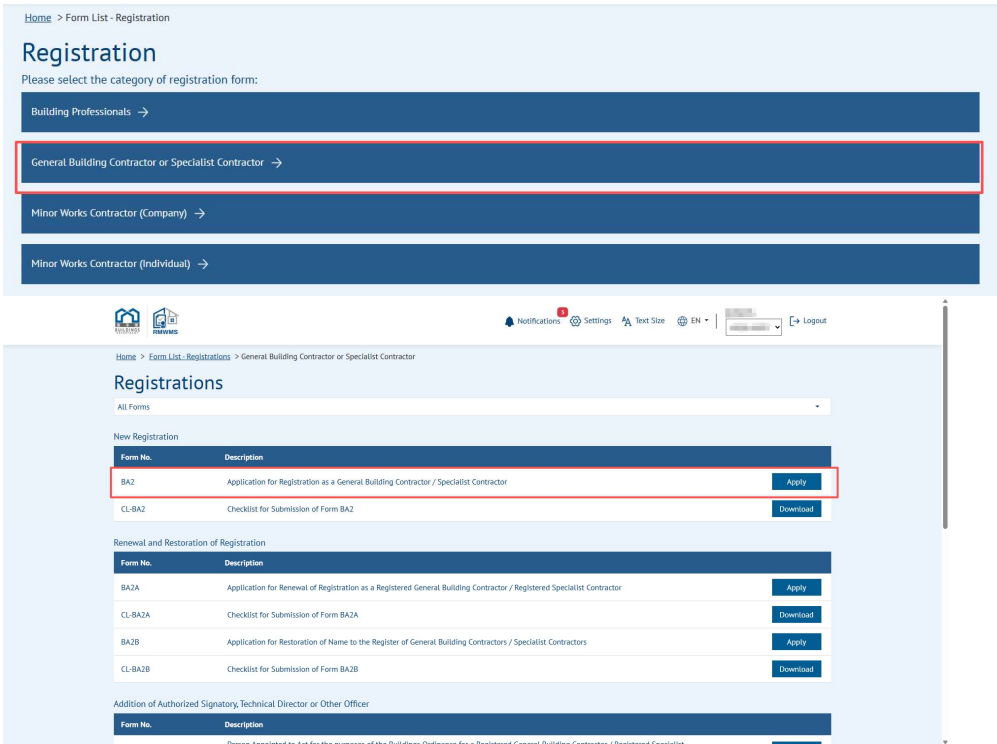
- Click “Download all submitted documents” to download all the documents.



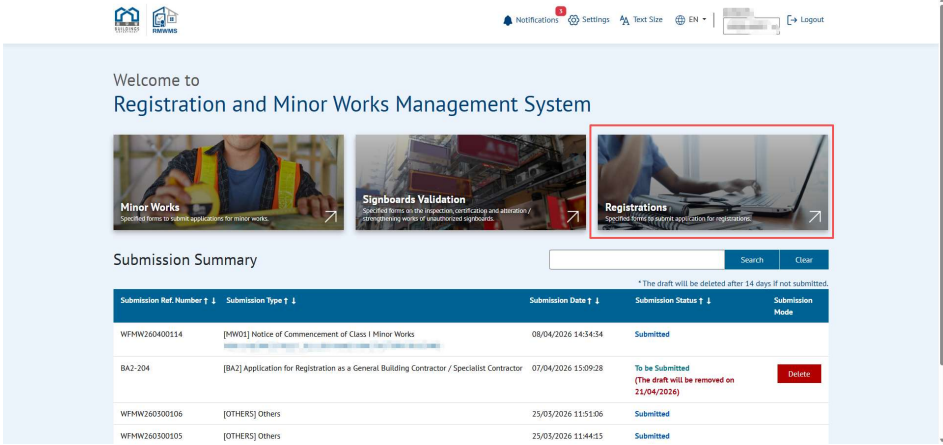
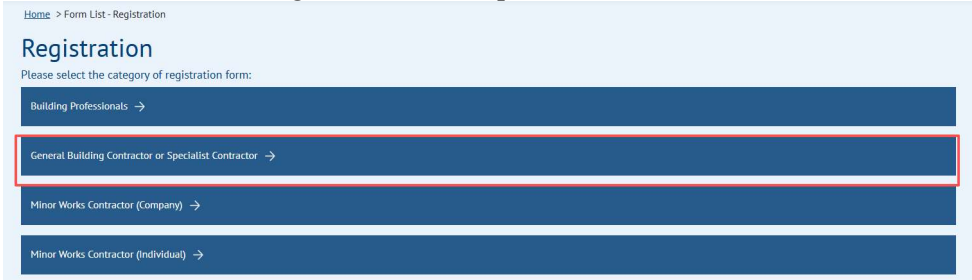
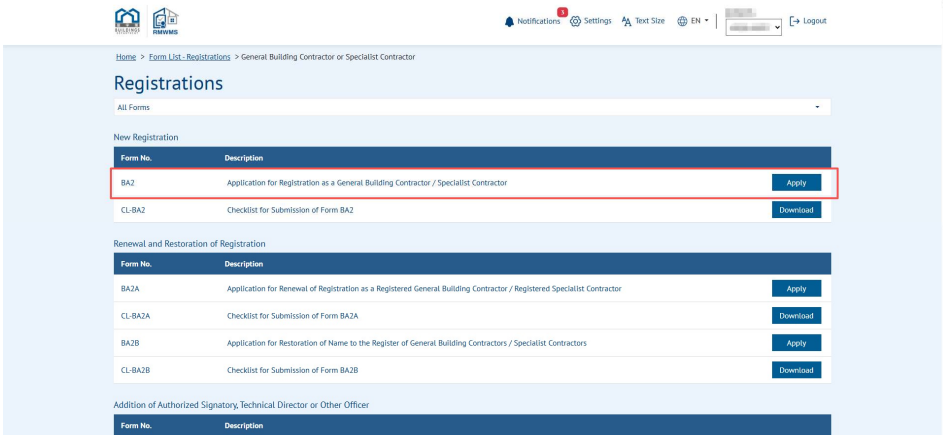
## 1.7 Application for Registrations

Specified forms to submit application for registrations.

### 1.7.1 Select an Application Form

Step #	Step Detail & Screen																											
1.	<p>Click “Registrations” in the Quick Launch bar.</p>  <table border="1" data-bbox="500 709 1214 867"> <thead> <tr> <th>Submission Ref. Number</th> <th>Submission Type</th> <th>Submission Date</th> <th>Submission Status</th> <th>Submission Mode</th> </tr> </thead> <tbody> <tr> <td>WFMW260400114</td> <td>[MW01] Notice of Commencement of Class I Minor Works</td> <td>08/04/2026 14:34:34</td> <td>Submitted</td> <td></td> </tr> <tr> <td>BA2-204</td> <td>[BA2] Application for Registration as a General Building Contractor / Specialist Contractor</td> <td>07/04/2026 15:09:28</td> <td>To be Submitted (The draft will be removed on 21/04/2026)</td> <td>Delete</td> </tr> <tr> <td>WFMW260300106</td> <td>[OTHERS] Others</td> <td>25/03/2026 11:51:06</td> <td>Submitted</td> <td></td> </tr> <tr> <td>WFMW260300105</td> <td>[OTHERS] Others</td> <td>25/03/2026 11:44:13</td> <td>Submitted</td> <td></td> </tr> </tbody> </table>	Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode	WFMW260400114	[MW01] Notice of Commencement of Class I Minor Works	08/04/2026 14:34:34	Submitted		BA2-204	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	07/04/2026 15:09:28	To be Submitted (The draft will be removed on 21/04/2026)	Delete	WFMW260300106	[OTHERS] Others	25/03/2026 11:51:06	Submitted		WFMW260300105	[OTHERS] Others	25/03/2026 11:44:13	Submitted			
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WFMW260300105	[OTHERS] Others	25/03/2026 11:44:13	Submitted																									
2.	<p>Browse and select the required application form within the Registrations section of the table. Note the form number and contents.</p>  <table border="1" data-bbox="500 1409 1219 1644"> <thead> <tr> <th>Form No.</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>BA2</td> <td>Application for Registration as a General Building Contractor / Specialist Contractor</td> <td>Apply</td> </tr> <tr> <td>CL-BA2</td> <td>Checklist for Submission of Form BA2</td> <td>Download</td> </tr> <tr> <th colspan="3">Renewal and Restoration of Registration</th> </tr> <tr> <th>Form No.</th> <th>Description</th> <th>Action</th> </tr> <tr> <td>BA2A</td> <td>Application for Renewal of Registration as a Registered General Building Contractor / Registered Specialist Contractor</td> <td>Apply</td> </tr> <tr> <td>CL-BA2A</td> <td>Checklist for Submission of Form BA2A</td> <td>Download</td> </tr> <tr> <td>BA2B</td> <td>Application for Restoration of Name to the Register of General Building Contractors / Specialist Contractors</td> <td>Apply</td> </tr> <tr> <td>CL-BA2B</td> <td>Checklist for Submission of Form BA2B</td> <td>Download</td> </tr> </tbody> </table>	Form No.	Description	Action	BA2	Application for Registration as a General Building Contractor / Specialist Contractor	Apply	CL-BA2	Checklist for Submission of Form BA2	Download	Renewal and Restoration of Registration			Form No.	Description	Action	BA2A	Application for Renewal of Registration as a Registered General Building Contractor / Registered Specialist Contractor	Apply	CL-BA2A	Checklist for Submission of Form BA2A	Download	BA2B	Application for Restoration of Name to the Register of General Building Contractors / Specialist Contractors	Apply	CL-BA2B	Checklist for Submission of Form BA2B	Download
Form No.	Description	Action																										
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CL-BA2B	Checklist for Submission of Form BA2B	Download																										

1.7.2 BA2- Application for Registration as a General Building Contractor / Specialist Contractor

Step #	Step Detail & Screen																									
1.	<p>Click “Registrations” in the Quick Launch bar.</p>  <table border="1" data-bbox="500 617 1214 772"> <thead> <tr> <th>Submission Ref. Number</th> <th>Submission Type</th> <th>Submission Date</th> <th>Submission Status</th> <th>Submission Mode</th> </tr> </thead> <tbody> <tr> <td>WFMW260400114</td> <td>[MW01] Notice of Commencement of Class I Minor Works</td> <td>08/04/2026 14:34:34</td> <td>Submitted</td> <td></td> </tr> <tr> <td>BA2-204</td> <td>[BA2] Application for Registration as a General Building Contractor / Specialist Contractor</td> <td>07/04/2026 15:09:28</td> <td>To be Submitted (The draft will be removed on 21/04/2026)</td> <td>Delete</td> </tr> <tr> <td>WFMW260300106</td> <td>[OTHERS] Others</td> <td>25/03/2026 11:51:06</td> <td>Submitted</td> <td></td> </tr> <tr> <td>WFMW260300105</td> <td>[OTHERS] Others</td> <td>25/03/2026 11:44:43</td> <td>Submitted</td> <td></td> </tr> </tbody> </table>	Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode	WFMW260400114	[MW01] Notice of Commencement of Class I Minor Works	08/04/2026 14:34:34	Submitted		BA2-204	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	07/04/2026 15:09:28	To be Submitted (The draft will be removed on 21/04/2026)	Delete	WFMW260300106	[OTHERS] Others	25/03/2026 11:51:06	Submitted		WFMW260300105	[OTHERS] Others	25/03/2026 11:44:43	Submitted	
Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode																						
WFMW260400114	[MW01] Notice of Commencement of Class I Minor Works	08/04/2026 14:34:34	Submitted																							
BA2-204	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	07/04/2026 15:09:28	To be Submitted (The draft will be removed on 21/04/2026)	Delete																						
WFMW260300106	[OTHERS] Others	25/03/2026 11:51:06	Submitted																							
WFMW260300105	[OTHERS] Others	25/03/2026 11:44:43	Submitted																							
2.	<p>Select “General Building Contractor of Specialist Contractor”.</p> 																									
3.	<p>Click “Apply” button next to “BA2 Application for Registration as a General Building Contractor / Specialist Contractor”.</p> 																									
4.	<p>Read the precautions carefully, enter the verification code, and click “Next”.</p>																									

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 2 above.

**Access to Personal Data**

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Registration Unit of the Buildings Department.

**B. Completion of Form**

- Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents.
- If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
- Enquiries regarding this form should be addressed to the Registration Unit of the Buildings Department.

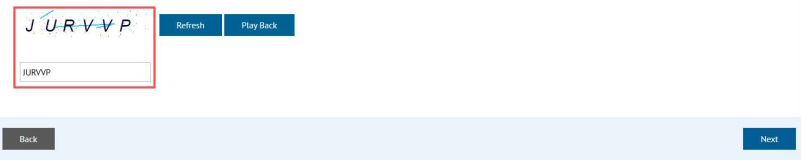
**C. Submission Methods**

- By Post / In Person** - This form together with cheque and the relevant documents shall be posted to or submitted in person to the Buildings Department. If submission in person, the prescribed fee could be payable through the EPS. For postal application, the receive date by the Buildings Department will be regarded as the date of application.
- Through e-Submission** - Click the Submit button to electronically submit this form together with attachment of the relevant documents, all with Identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.

Please pay online or pay the prescribed fee within 5 working days upon the submission, otherwise your application will not be processed. The payment should be made in person together with the print-out of acknowledgement email at the General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, You Ma Tei, Kowloon.

**D. Contact Details**

Registration Unit of the Buildings Department  
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, You Ma Tei, Kowloon  
Tel No.: 2626 1616 (handled by \*18237)  
Fax No.: 2537 4992  
Email: [enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk)



5. The “Application for Registration as a General Building Contractor / Specialist Contractor” contains one step to be completed.

Home > General Building Contractor or Specialist Contractor > BA2



申請註冊為一般建築承建商/專門承建商  
Application for Registration as a General Building Contractor / Specialist Contractor

表格 Form BA2

1 Information Input

• Use separate forms for application for different works category. Read the "Letters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

To the Building Authority

1 Application of the Contractor

Name of Contractor (Chinese) Name of Contractor (English)

I hereby apply for registration as a contractor in the following category:

General Building Contractor


Specialist Contractor, works category

2 Details of the Contractor are as follows:

Correspondence Address\*

6. The darkened color in the step bar indicates the current step.

Home > General Building Contractor or Specialist Contractor > BA2



申請註冊為一般建築承建商/專門承建商  
Application for Registration as a General Building Contractor / Specialist Contractor

表格 Form BA2

1 Information Input

• Use separate forms for application for different works category. Read the "Letters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

To the Building Authority

1 Application of the Contractor

Name of Contractor (Chinese) Name of Contractor (English)

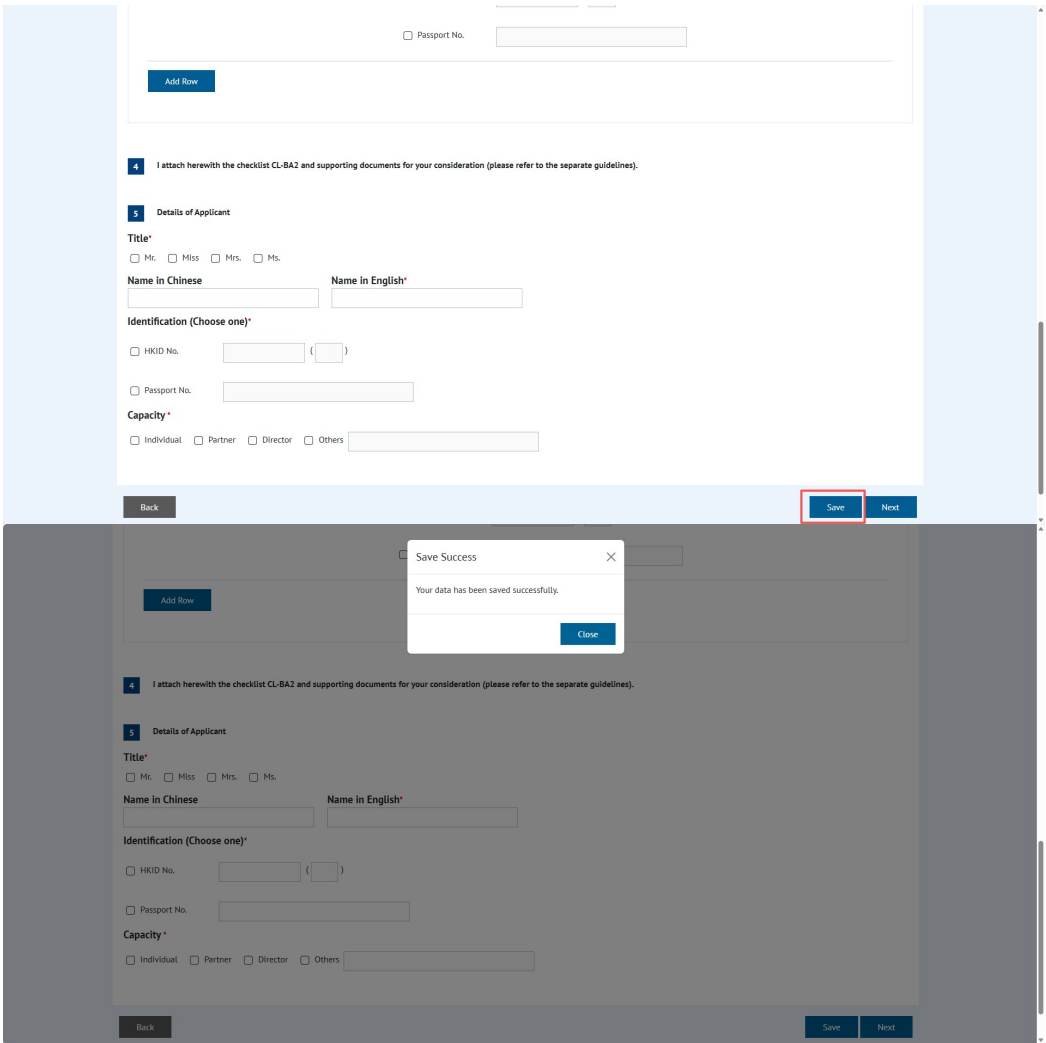
I hereby apply for registration as a contractor in the following category:


General Building Contractor

Specialist Contractor, works category

2 Details of the Contractor are as follows:

Correspondence Address\*

<p>7.</p>	<p>Click “Save” to save as draft.</p>  <p>The screenshot shows a web form with several sections. At the top, there is a section for 'Passport No.' with a text input field and a radio button. Below this is an 'Add Row' button. The main section is titled '4 I attach herewith the checklist CL-BA2 and supporting documents for your consideration (please refer to the separate guidelines)'. Underneath is section '5 Details of Applicant'. This section includes a 'Title*' field with radio buttons for Mr., Miss, Mrs., and Ms. It also has 'Name in Chinese' and 'Name in English' text input fields. Below these are 'Identification (Choose one)*' options: HKID No. (with a dropdown menu), Passport No. (with a text input field), and Capacity* (with radio buttons for Individual, Partner, Director, and Others, followed by a text input field). At the bottom of the form are 'Back', 'Save', and 'Next' buttons. The 'Save' button is highlighted with a red box. A 'Save Success' dialog box is overlaid on the form, displaying the message 'Your data has been saved successfully.' and a 'Close' button.</p>
<p>8.</p>	<ul style="list-style-type: none"> <li>• Click “Next” to proceed to the next step of the form.</li> <li>• If the system displays an error, resolve the listed issues before continuing.</li> <li>• Locate the incorrect entry based on the error prompt, correct it, and then proceed to the next step.</li> </ul>



申請註冊為一般建築承建商/專門承建商  
Application for Registration as a General Building Contractor / Specialist Contractor

表格 Form  
**BA2**

1 Information Input

**The following errors must be addressed before continuing.**

- Please input a Name of Contractor (Chinese/English)
- Please input a Name of Contractor (Chinese/English)
- Please select a I hereby apply for registration as a contractor in the following category:
- Please input a Correspondence Address 1.
- Please input a Business Registration Certificate No.
- Please select a Business Status
- Please input a Tel. No.
- Please input a E-mail Address
- Please input a Chinese Name
- Please input a English Name
- Please select a HKID/Passport No.
- At least one authorized signatory
- At least one technical director
- At least one other officer
- Please select a Title
- Please input a Name In English
- Please select a Identification
- Please select a Capacity

• Use separate forms for application for different works category. Read the "letters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

**To the Building Authority**

**1 Application of the Contractor**

• Use separate forms for application for different works category. Read the "letters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

**To the Building Authority**

**1 Application of the Contractor**

**Name of Contractor (Chinese)**  **Name of Contractor (English)**

Please input a Name of Contractor (Chinese/English) Please input a Name of Contractor (Chinese/English)

**I hereby apply for registration as a contractor in the following category:**

General Building Contractor

Specialist Contractor, works category

Please select a I hereby apply for registration as a contractor in the following category:

**2 Details of the Contractor are as follows:**

**Correspondence Address\***

Please input a Correspondence Address 1

**Business Registration Certificate No.\***

Please input a Business Registration Certificate No.

**Business Status\***

Individual  Partnership  Body Corporate

Please select a Business Status

**Tel. No.\***  **Fax No.**

**9. Click "Add Row" to add a new record if necessary.**

Individual  Partnership  Body Corporate

**Tel. No.\***  **Fax No.**

**E-mail Address (Must fill for receipt of certificate of registration)\***

**3 Key Personnel**

Details of the proposed key personnel are listed below:

(i) The person(s) appointed to act for the purposes of the Buildings Ordinance (BO) (i.e. Authorized Signatory (AS)) (applicable to all applicants); and

(ii) The Technical Director(s) (TD) and where appropriate, the Other Officer(s) (OO) (applicable only if the contractor is a body corporate).

Chinese	English*	HKID/Passport No.	Capacity
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> HKID No. <input type="text"/> ( <input type="text"/> )	<input type="checkbox"/> AS <input type="checkbox"/> TD <input type="checkbox"/> OO
		<input type="checkbox"/> Passport No. <input type="text"/>	

**Add Row**

**4** I attach herewith the checklist CL-BA2 and supporting documents for your consideration (please refer to the separate guidelines).

**5 Details of Applicant**

**Title\***

**3 Key Personnel**

Details of the proposed key personnel are listed below:  
 (i) The person(s) appointed to act for the purposes of the Buildings Ordinance (BO) (i.e. Authorized Signatory (AS)) (applicable to all applicants); and  
 (ii) The Technical Director(s) (TD) and where appropriate, the Other Officer(s) (OO) (applicable only if the contractor is a body corporate).

Chinese English\* HKID/Passport No. Capacity  
   HKID No.  (  )  AS  TD  OO  
 Passport No.

Delete

Chinese English\* HKID/Passport No. Capacity  
   HKID No.  (  )  AS  TD  OO  
 Passport No.

Delete

Add Row

10. Fill in all required information in the form and click “Next.” The system then generates a payment confirmation page.

Passport No.

Add Row

**4** I attach herewith the checklist CL-BA2 and supporting documents for your consideration (please refer to the separate guidelines).

**5** Details of Applicant

Title\*  
 Mr.  Miss  Mrs.  Ms.

Name in Chinese Name in English\*

Identification (Choose one)\*  
 HKID No.  (  )  
 Passport No.

Capacity\*  
 Individual  Partner  Director  Others

Back Save Next

DEPARTMENT

\* Use separate forms for application for different works category. Read the "letters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

Fees receivable: \$7,030

Fee Description  
 For 1<sup>st</sup> Authorized Signatories \$7,030

Payment Method

I attach a cheque (payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION or THE GOVERNMENT OF THE HKSAR) in payment of the fee prescribed for the application.  
 Payment Amount (HK\$)  
  
 Cheque Number

I have paid to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION through the EPS in payment of the fee prescribed for the application and a receipt of the payment is attached herewith.  
 Payment Amount (HK\$)  
  
 Receipt Number

I will pay to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION through the e-payment of the fee prescribed for the application and e-payment confirmation will be sent through e-mail.  
 Payment Amount (HK\$)

11. Check the receivables and expense descriptions and expense details. Select a payment

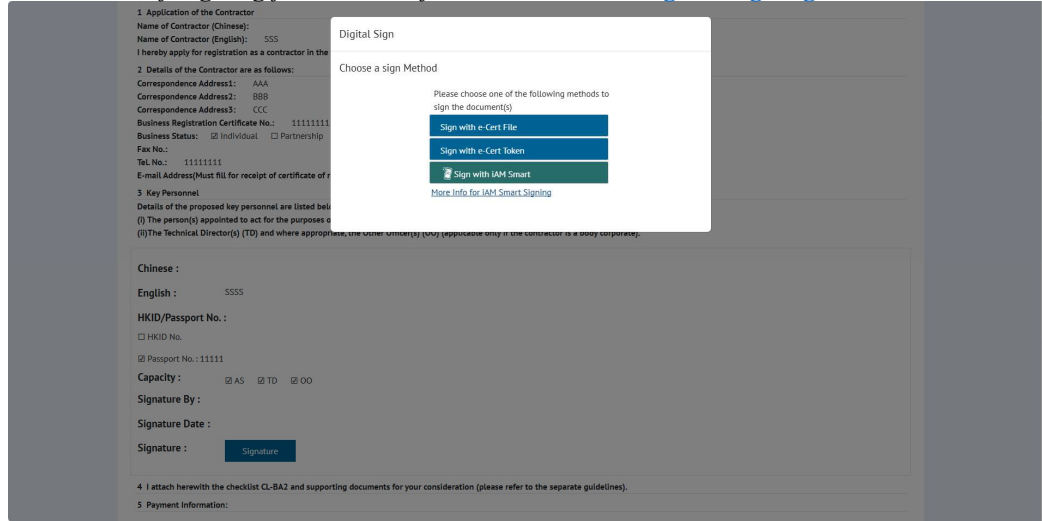
method and fill in the payment information.

12. Click “Next”. The system then generates an information confirmation page.

13. Click “Edit” to return to the table and modify the information.

14. Sign the submission forms.

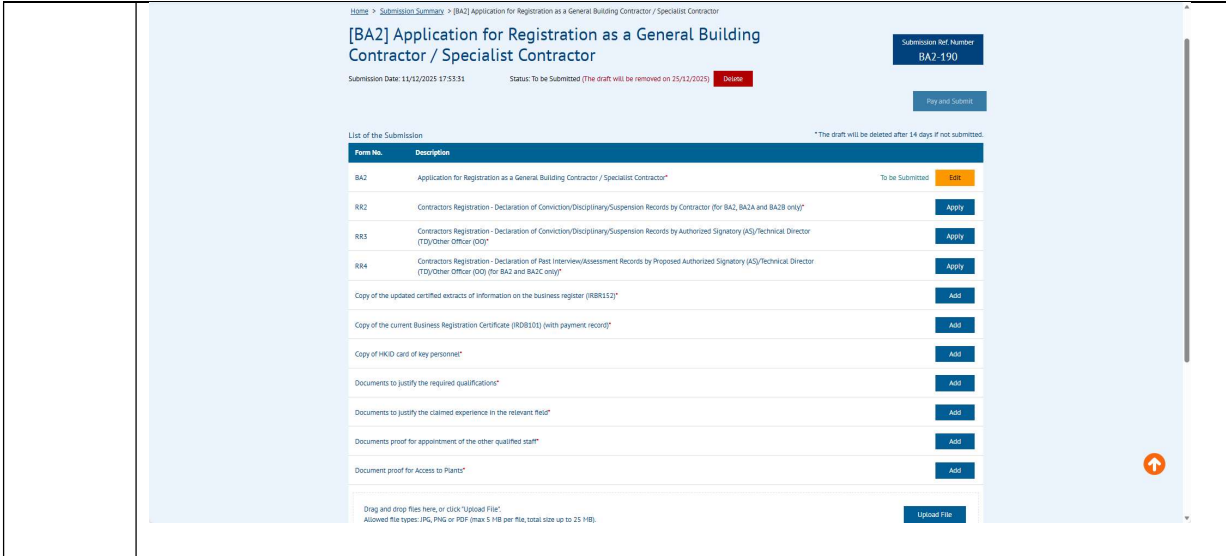
*For details of signing functions, refer to the section [Digital Signing](#).*



15. Preview the PDF after all signatures are complete.

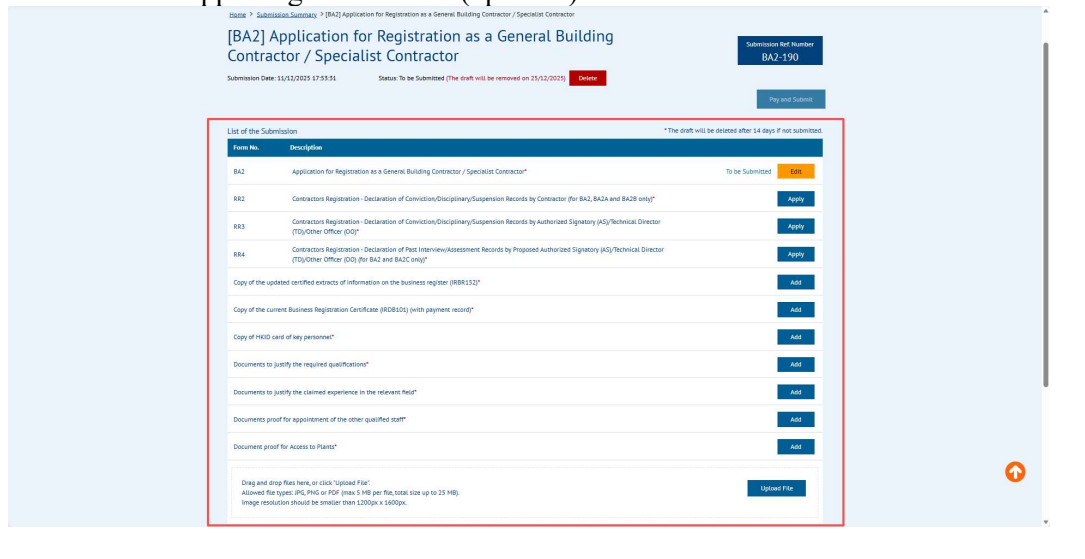


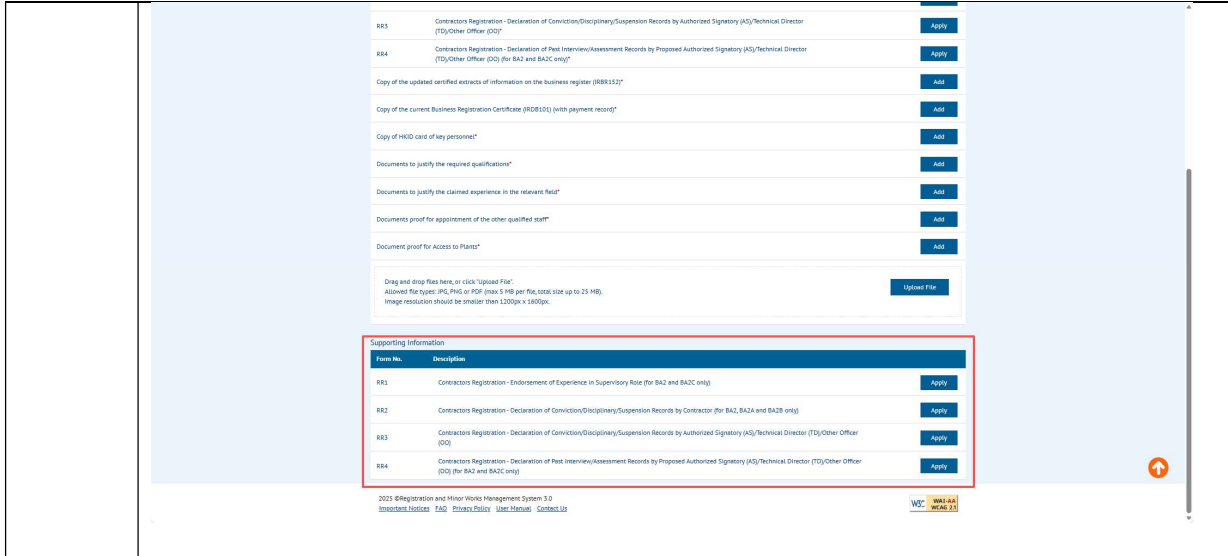
16. The PDF preview is completed in the next step.



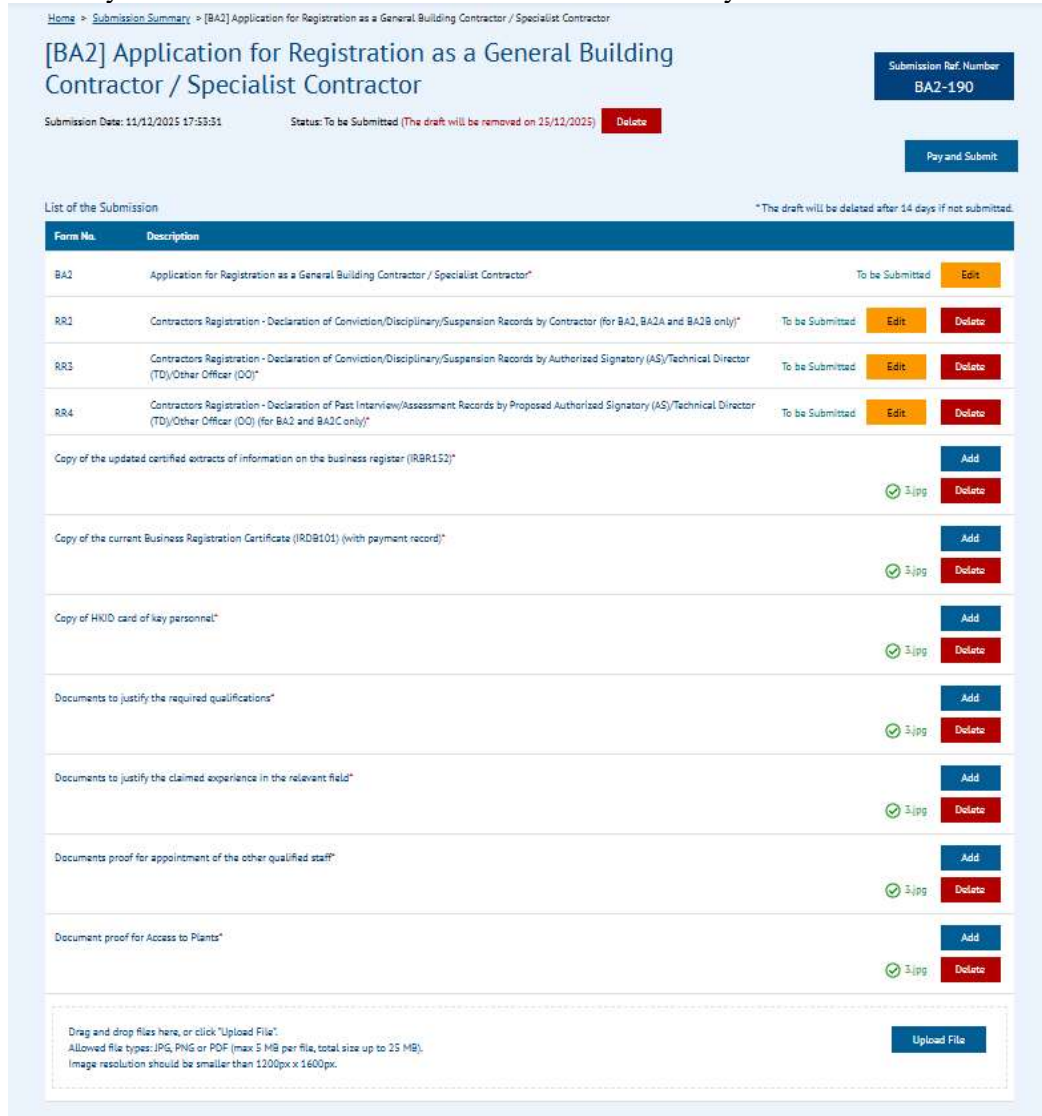
17. Submit the list of required materials (marked with \*):

- RR2, RR3 and RR4 forms (mandatory)
- Supporting Documents (mandatory)
- Other supporting information (optional)



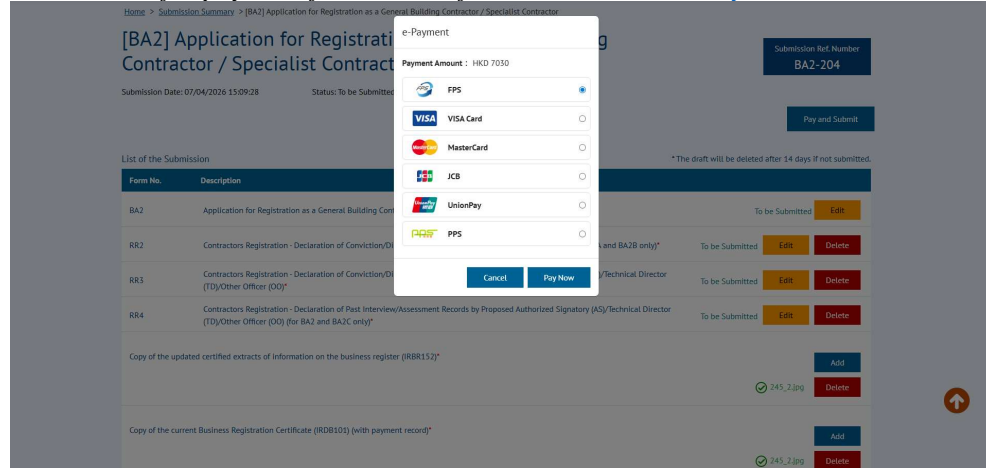


18. The "Pay and Submit" button is enabled when all mandatory items are included.



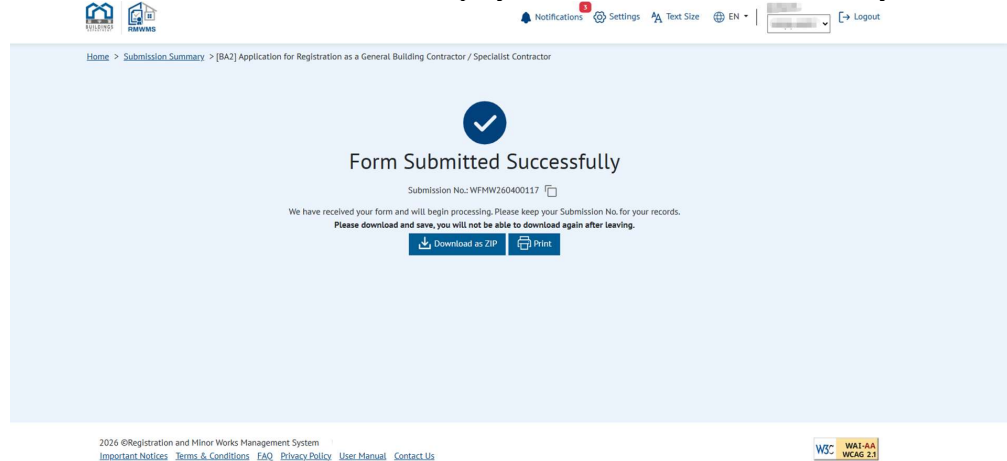
19. Make the payment online.

*For details of e-payment functions, refer to the section [E-Payment](#).*

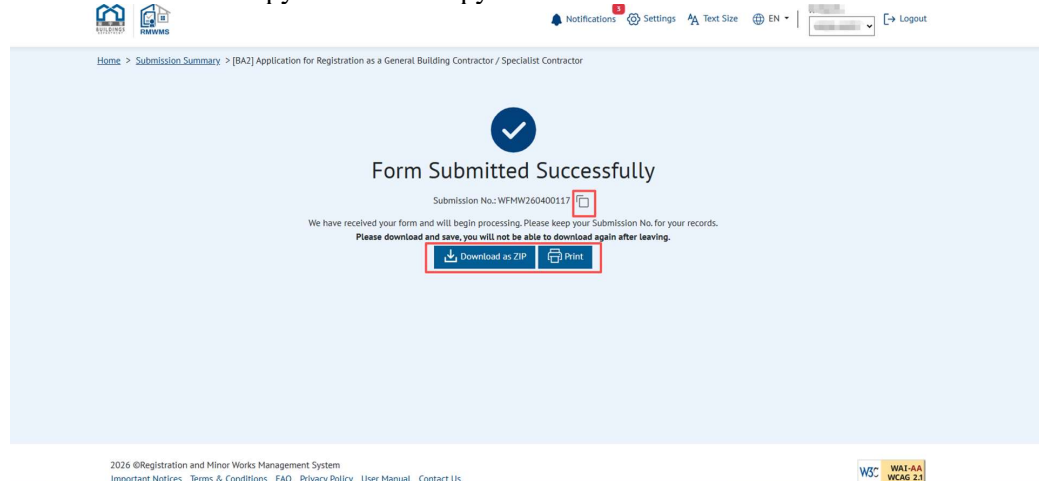


20.

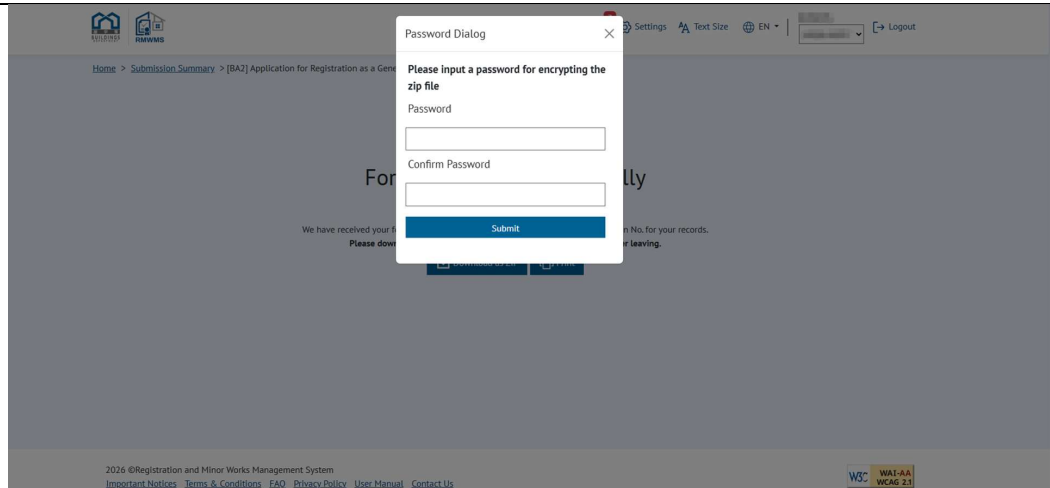
- The submission number is displayed after the form is successfully submitted.



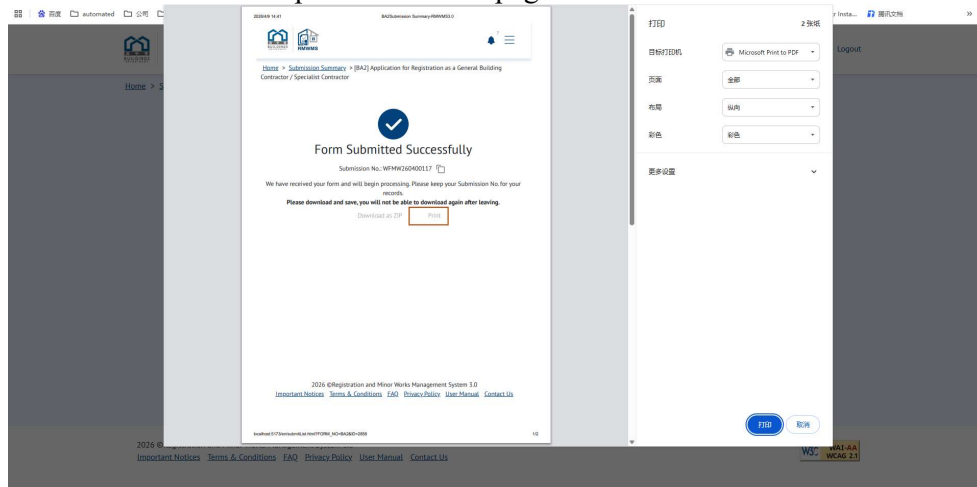
- Click the “Copy” button to copy the commit number.



- Click “Download in ZIP format” to download form materials.
- Enter the password. This encrypts the compressed file and submits it for download.

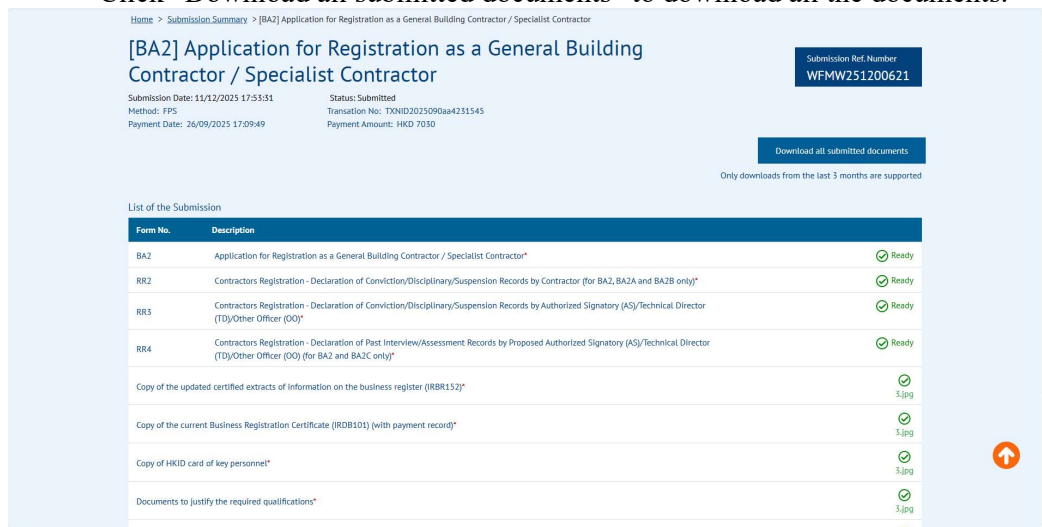


- Click “Print” to print the current page.



**Note: Please keep your submission number for future reference. Download and save it because you will not be able to download it again after three months.**

- Click “Download all submitted documents” to download all the documents.



## 1.8 Submission Summary

Display all user submissions summarised at the centre of the electronic system.

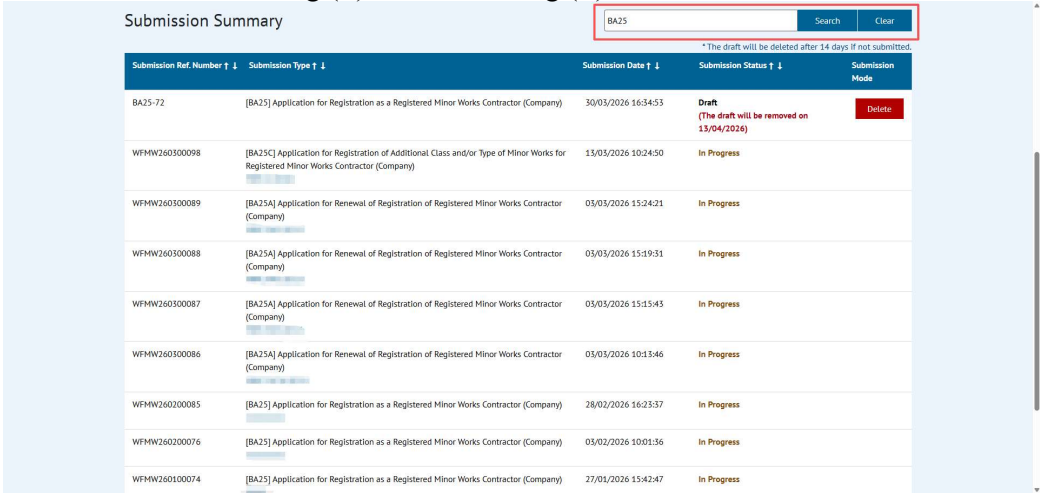
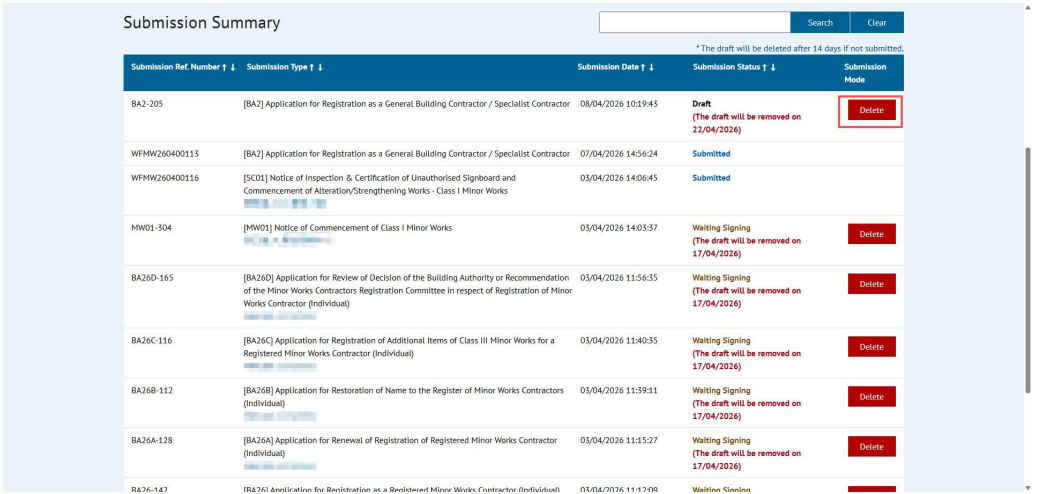
Submission Summary

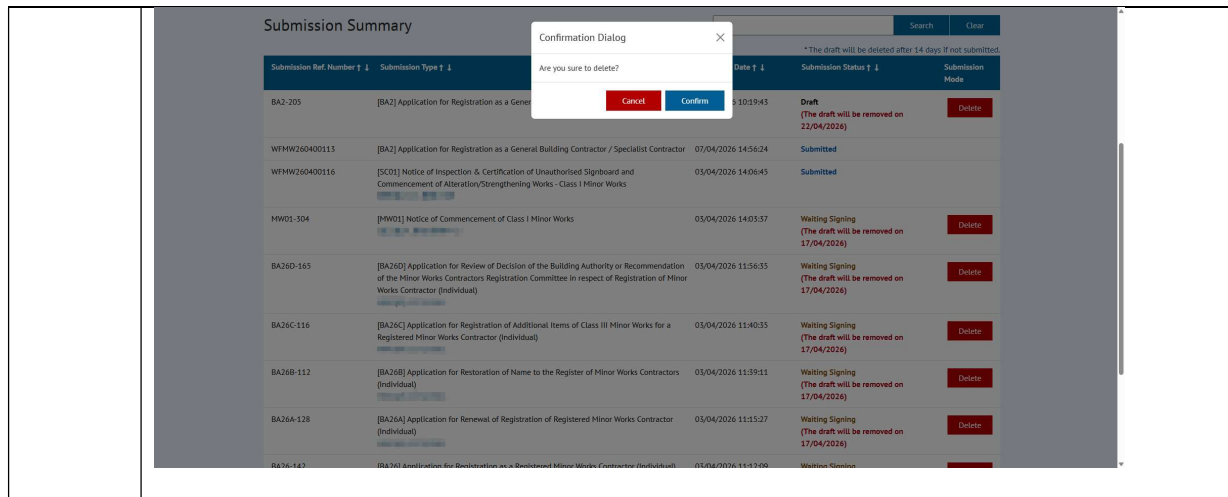
\* The draft will be deleted after 14 days if not submitted.

Submission Ref. Number	Submission Type	Submission Date	Submission Status	Submission Mode
BA2-205	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	08/04/2026 10:19:43	Draft (The draft will be removed on 22/04/2026)	Delete
WFMW260400113	[BA2] Application for Registration as a General Building Contractor / Specialist Contractor	07/04/2026 14:56:24	Submitted	
WFMW260400116	[SC01] Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	03/04/2026 14:06:45	Submitted	
MW01-304	[MW01] Notice of Commencement of Class I Minor Works	03/04/2026 14:03:37	Waiting Signing (The draft will be removed on 17/04/2026)	Delete
BA26D-165	[BA26D] Application for Review of Decision of the Building Authority or Recommendation of the Minor Works Contractors Registration Committee in respect of Registration of Minor Works Contractor (Individual)	03/04/2026 11:56:35	Waiting Signing (The draft will be removed on 17/04/2026)	Delete
BA26C-116	[BA26C] Application for Registration of Additional Items of Class III Minor Works for a Registered Minor Works Contractor (Individual)	03/04/2026 11:40:35	Waiting Signing (The draft will be removed on 17/04/2026)	Delete
BA26B-112	[BA26B] Application for Restoration of Name to the Register of Minor Works Contractors (Individual)	03/04/2026 11:39:11	Waiting Signing (The draft will be removed on 17/04/2026)	Delete
BA26A-128	[BA26A] Application for Renewal of Registration of Registered Minor Works Contractor (Individual)	03/04/2026 11:15:27	Waiting Signing (The draft will be removed on 17/04/2026)	Delete
RA76-147	[RA76] Application for Re-registration as a Registered Minor Works Contractor (Individual)	03/04/2026 11:17:09	Waiting Signing	

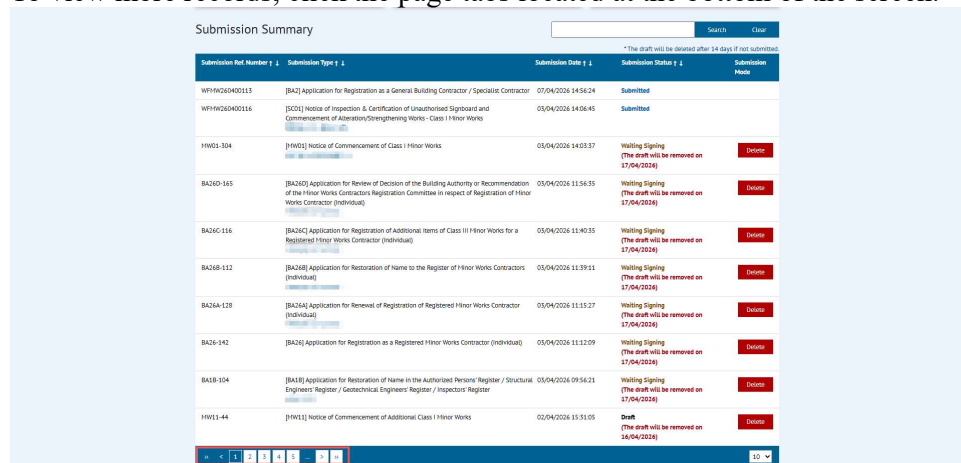
### 1.8.1 Submission Summary Function

The section displays the current status of minor works–related applications. It shows the “Submission Reference Number,” “Submission Type,” “Submission Date,” “Submission Status,” and “Submission Mode” for all applications.

Step #	Step Detail & Screen
<p>1.</p>	<ul style="list-style-type: none"> <li>Enter the submission reference number in the Submission Summary search box, then click “Search”.</li> <li>Click “Clear” to clear all filters and reset the search results to their default state.</li> <li>Click any column header to sort the data. Click the header again to toggle between ascending (↑) and descending (↓) order.</li> </ul> 
<p>2.</p>	<ul style="list-style-type: none"> <li>Click Delete to remove the selected draft record.</li> </ul>  <ul style="list-style-type: none"> <li>Click Confirm to finalize the deletion.</li> <li>Click Cancel to discard the request and return to the previous screen.</li> </ul>



3. To view more records, click the page tabs located at the bottom of the screen.



4. Select an option from the Records per page drop-down to adjust the view to 10, 20, 50, or 100 items.

