

**The Authority's List of Repair/Maintenance Works Contractors  
Registration Form (for New Inclusion & Annual Update)**

**The inclusion criteria, retention criteria and exclusion criteria are attached in Appendix A for your reference**

**1. Particulars of Contractor**

Name of Contractor (in English): \_\_\_\_\_

Name of Contractor (in Chinese): \_\_\_\_\_

Registered Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**2. Business Registration**

Contractor's Business Registration Cert. No: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

*Note: Please provide a copy of the business registration certificate.*

**3. Registered General Building Contractor (RGBC) under the Buildings Ordinance**

Registration Certificate No: \_\_\_\_\_

Expiry Date of Registration: \_\_\_\_\_

*Note: Please submit a copy of the relevant certificate/letter issued by the Buildings Dept.*

**4. Registered specialist trade contractor in the designated trade of building maintenance under Registered Specialist Trade Contractors Scheme (RSTCS) of Construction Industry Council (CIC)**

Registration Certificate No: \_\_\_\_\_

Expiry Date of Registration: \_\_\_\_\_

*Note: Please provide a copy of the relevant certificate/letter issued by the Construction Industry Council*

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**5. Inclusion in Government List(s)**

Is the Contractor currently included in any of the lists of contractors maintained by the Development Bureau or the Hong Kong Housing Authority?

Yes       No

**If no, please proceed to Part 6.**

**If yes, please complete the following and provide a copy of the letter from the relevant government department/authority confirming such inclusion.**

a) the Contractor currently included in the Development Bureau's list of approved contractors for public works

Yes       No

1) If yes, which category and group?

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2) Details of current suspension (if any): **(Note: Please insert 'Nil' for no such current suspension)**

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b) the Contractor currently included in Hong Kong Housing Authority's list of contractors.

Yes       No

1) If yes, which category and group?

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2) Details of current suspension (if any): **(Note: Please insert 'Nil' for no such current suspension)**

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**6. Job Reference**

Please provide details of repair/maintenance jobs at least **two (2)** with contract sum of HK\$8M or above (for Lower Tier) / HK\$15M or above (for Upper Tier) by the Contractor in the past three years in Hong Kong completed by **completing the table in Appendix B.**

**7. Unresolved Litigation or Arbitration**

Is the Contractor currently involved in any unresolved litigation or arbitration?

Yes       No

If yes, please provide details below or on a separate sheet.

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**8. Contractor’s Permission**

In order to allow the Urban Renewal Authority (“the Authority”) to obtain necessary information for the purposes of listing, including the Contractor’s listing status and job performance in the government departments and the statutory bodies, the Contractor is required to grant permission to the Authority by completing and submitting the form in **Appendix C.**

**9. Financial Capability**

To facilitate vetting of the Contractor’s financial capability, please submit the following:

- a) **Two copies** of the full set of the latest audited account including the auditor’s and directors’ reports, profit and loss account, balance sheet, cash flow statement and notes to the financial statements; and
- b) Information on all current/outstanding contracts in hand by completing the table in **Appendix D.**

The Contractor hereby declares that the information given in this form as well as in the appendices and attachment is true, correct and complete.

\_\_\_\_\_  
Authorized Signature (with Company Chop)

\_\_\_\_\_  
Date

Full Name & Title of Signatory: \_\_\_\_\_

**The Authority's List of Repair/Maintenance Works Contractors**  
**Appendix A**

**Inclusion Criteria**

1. The Contractor shall be a Registered General Building Contractor under the Buildings Ordinance (Cap. 123).
2. The Contractor has a business registration and registered office in Hong Kong.
3. The Contractor shall be a specialist trade contractor in the designated trade of building maintenance under Registered Specialist Trade Contractors Scheme (RSTCS) of Construction Industry Council (CIC).
4. The Contractor has the following past work record:
  - a) For Upper Tier Contractors (i.e. Contractors eligible to tender for Works of unlimited value) – At least two (2) relevant completed projects with contract sum of HK\$15M or above undertaken for repair and maintenance of buildings within the last three (3) years in Hong Kong.
  - b) For Lower Tier Contractors (i.e. Contractors eligible to tender for Works not exceeding HK\$10M in value) – At least two (2) relevant completed projects with contract sum of HK\$8M or above undertaken for repair and maintenance of buildings within the last three (3) years in Hong Kong.
5. The Contractor is financially sound as vetted by the Finance Division in accordance with the following capital requirements for “Retention on the List of Specialist Contractors for Public Works” in the “Category (xviii) Others under paragraphs 4 and 5 in Appendix 3B” of the Development Bureau’s Contractor Management Handbook stipulated by Development Bureau.
6. The Contractor is not suspended from tendering for public bodies such as HKHA, ASD.
7. The Contractor is not currently involved in any major unresolved litigation/arbitration cases against him, which will affect its financial position.

**Retention Criteria**

The Contractor is required to fulfil all the Inclusion Criteria in the biennial update.

**The Authority's List of Repair/Maintenance Works Contractors**  
**Appendix A**

**Exclusion Criteria**

Circumstances which may lead to exclusion of the Contractor from the list of repair/maintenance works contractors ("List") include, but are not limited to:

1. Failure to submit the requested information / particulars at the update.
2. Failure to meet the Retention Criteria.
3. Not submit any tender for Repair/Maintenance Works for the preceding three-year period.
4. In liquidation, winding-up of business, bankruptcy or other financial problems.
5. Poor performance with the final performance assessment report's overall grading is "marginal" or below or with two consecutive performance assessment reports' overall grading is "marginal" or below for a contract; and
6. Failure to effect payment to workers (of its employees or sub-contractors) as ordered by the Labour Tribunal or any other appropriate authority which demonstrates the serious negligence or incompetence of the defaulting contractors.

The Approving Authority may consider suspension from tendering or downgrading the Contractor from a higher to a lower tier of the List instead of removal from the List.

The Contractor who has been removed from the List for above item (1) & (2) may be allowed to apply for re-inclusion in the List at any time after removal. However, the Contractor who has been removed from the List for any other reasons is not eligible for re-inclusion in the List for a period of two years from the date of removal.

**The Authority's List of Repair/Maintenance Works Contractors  
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**Appendix B**

Name of Contractor: \_\_\_\_\_

<u>Repair/Maintenance Jobs completed by the Contractor in the Past Three Years with contract sum of HK\$8M or above (for Lower Tier) / HK\$15M or above (for Upper Tier)</u>		<u>Contract Particulars</u>	
1)	Location and Brief Description of Job:	Contract Period: From _____ to _____	
		Contract Value: _____	
		Employer's Name: _____	
		Architect's Name: _____	
2)	Location and Brief Description of Job:	Contract Period: From _____ to _____	
		Contract Value: _____	
		Employer's Name: _____	
		Architect's Name: _____	
3)	Location and Brief Description of Job:	Contract Period: From _____ to _____	
		Contract Value: _____	
		Employer's Name: _____	
		Architect's Name: _____	
4)	Location and Brief Description of Job:	Contract Period: From _____ to _____	
		Contract Value: _____	
		Employer's Name: _____	
		Architect's Name: _____	

*Note: Please make copies of this form if the number of jobs is more than five.*

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**Appendix C**

**Form of Contractor's Permission**

**To: Urban Renewal Authority**

We, \_\_\_\_\_ (Name of Contractor), hereby authorize the Urban Renewal Authority ("the Authority") to obtain information from the government departments and the statutory bodies (collectively called "the Public Bodies"), such as the MTR Corporation Limited, the Hong Kong Housing Authority, the Hong Kong Housing Society, etc. in respect of the following:

- a) Our listing status in the Public Bodies;
- b) Our job performance in the contracts with the Public Bodies;
- c) Records of regulating actions by the Public Bodies against us, including suspension from tendering, removal from lists, etc.; and
- d) Records of offences committed by us.

Signed by:

\_\_\_\_\_  
Authorized Signature (with Company Chop)

\_\_\_\_\_  
Date

Full Name & Title of Signatory: \_\_\_\_\_

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**Appendix D**

Name of Contractor: \_\_\_\_\_

**All Current/Outstanding Contracts in Hand**

Contract Title	Contract Period (Maintenance Period Excluded)		Contract Sum (HK\$)	Outstanding Balance of Contract Sum (HK\$)	Time required to complete (Months)
	From (mm/yy)	To (mm/yy)			

The above information is certified true, correct and complete by:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature (with Company Chop)

Full Name & Title of Signatory: \_\_\_\_\_

**Note: Please make copies of this form if necessary.**