

**URA List of Repair/Maintenance Works Contractors  
Registration Form (for New Inclusion & Annual Update)**

**1. Particulars of Contractor**

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

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

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

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

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

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

Authorized Share Capital: \_\_\_\_\_

Issued Share Capital: \_\_\_\_\_

Name of Major Shareholder	Name of Director/Partner
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)
7)	7)

*Note: Please submit a company organization chart together with CVs of the principal and managerial and technical staff detailing their names, qualifications, past experience.*

**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**

Is the Contractor currently a registered general building contractor under the Buildings Ordinance?

Yes     No

If yes, please provide: Registration No: \_\_\_\_\_

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

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

\_\_\_\_\_

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**4. 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 5.**

**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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**9. Financial Capability**

To facilitate vetting of the Contractor's financial capability, please submit two copies of the latest audited accounts including the auditor's and directors' reports, profit and loss account, balance sheet, cash flow statement and notes to the financial statements.

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

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

\_\_\_\_\_  
Date

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

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**Appendix A**

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

	<u>Repair/Maintenance Jobs completed by the Contractor in the Past Three Years</u>	<u>Contract Particulars</u>
1)	Location and Brief Description of Job:	Contract Period: From _____ to _____
		Contract Value: _____
		Employer's Name: _____
2)	Location and Brief Description of Job:	Contract Period: From _____ to _____
		Contract Value: _____
		Employer's Name: _____
3)	Location and Brief Description of Job:	Contract Period: From _____ to _____
		Contract Value: _____
		Employer's Name: _____
4)	Location and Brief Description of Job:	Contract Period: From _____ to _____
		Contract Value: _____
		Employer's Name: _____
5)	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.*