

The Authority's List of Demolition 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

Business Registration Certificate No: _____

Expiry Date of Registration: _____

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

3. Registration as Registered Specialist Contractor (RSC) in the category of demolition works under the Buildings Ordinance

Registration Certificate No: _____

Expiry Date of Registration: _____

Note: Please provide a copy of the relevant certificate/letter issued by the Buildings Department

4. Registered subcontractor in the category of general demolition under Subcontractor Registration Scheme (SRS) of Construction Industry Council

Registration Certificate No: _____

Expiry Date of Registration: _____

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

5. Job Reference

Please provide details of your demolition jobs with at least **2,500m² floor area in urban area in the past three years** in Hong Kong in the role of Main Contractor by completing and submitting **the table in Appendix B** together with the supporting documents as required therein.

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6. 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?

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

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

Yes No

1) If yes, which category and group?

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

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7. ISO 9000 Certification

Has the Contractor obtained ISO 9000 certification with the minimum scope “to carry out the demolition of buildings and structures with demolition design”.

Yes No

If yes, **please attach a copy of the relevant ISO certificate.**

8. Unresolved Litigation or Arbitration

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

Yes No

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

9. 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 D**.

10. 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 C**

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: _____

Inclusion Criteria

1. The Contractor shall be a Registered Specialist Contractor (RSC) in demolition works under the Buildings Ordinance.
2. The Contractor has a business registration and registered office in Hong Kong.
3. The Contractor shall be a registered subcontractor in the category of general demolition under Subcontractor Registration Scheme (SRS) of Construction Industry Council.
4. The Contractor has a proven record of completion of at least one demolition job with at least 2,500m² floor area in urban area in the past three years in Hong Kong in the role of Main Contractor.
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 shall possess an ISO certificate with the minimum scope “to carry out the demolition of buildings and structures with demolition design”
8. The Contractor is not currently involved in any major unresolved litigation/arbitration cases against the Contractor, which will affect its financial position.

Retention Criteria

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

Exclusion Criteria

Circumstances which may lead to exclusion of the Contractor from the list of demolition 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 Demolition Works for the preceding three-year period.
4. In liquidation, winding-up of business, bankruptcy or other financial problems.
5. Unsatisfactory performance with the performance evaluation report's overall assessment grading is "marginal" or below and without satisfactory improvement in the performance after action(s) taken such as issue of warning letter(s) to and /or meetings held with contractors by subject officer; 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 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.

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Name of Contractor: _____

| <u>Demolition Jobs completed in the Past Three Years with at least 2,5000 m2 floor area</u> | | <u>Contract Particulars</u> | |
|--|--|------------------------------------|----------|
| 1) | Location and Brief Description of Demolition Job: | Contract Period: From _____ | to _____ |
| | | Value of Demolition Works: _____ | |
| | | Floor area: _____ | |
| | Role : <input type="checkbox"/> Main Contractor (Note 1) | Employer's Name: _____ | |
| | Registered Specialist Contractor for the demolition job (Note 2)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Architect's Name: _____ | |
| | Any reference letters or performance reports from the Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 2) | Location and Brief Description of Demolition Job: | Contract Period: From _____ | to _____ |
| | | Value of Demolition Works: _____ | |
| | | Floor area: _____ | |
| | Role : <input type="checkbox"/> Main Contractor (Note 1) | Employer's Name: _____ | |
| | Registered Specialist Contractor for the demolition job (Note 2)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Architect's Name: _____ | |
| | Any reference letters or performance reports from the Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 3) | Location and Brief Description of Demolition Job: | Contract Period: From _____ | to _____ |
| | | Value of Demolition Works: _____ | |
| | | Floor area: _____ | |
| | Role : <input type="checkbox"/> Main Contractor (Note 1) | Employer's Name: _____ | |
| | Registered Specialist Contractor for the demolition job (Note 2)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Architect's Name: _____ | |
| | Any reference letters or performance reports from the Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Notes:

- 1) Please attach a copy of the relevant pages of the signed contract indicating the Employer's name and Main Contractor's name, contract period and value of the demolition works.
- 2) Please provide a copy of the signed Form BA10 (appointment of registered contractor) and signed Form BA14A (completion of demolition works).
- 3) Please make copies of this form if the number of jobs is more than three.

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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) | | | |
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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.