



**CONSTRUCTION
INDUSTRY COUNCIL**
建造業議會

Registered Specialist Trade Contractors Scheme
Rules and Procedures for the Register of Subcontractors

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Table of Contents

Clause	Page
Part 1 – Definitions	1
1. Definitions	1
Part 2 – Application for Registration and Renewal	2
2. Application for Registration.....	2
3. Renewal of Registration	3
4. Inclusion of Additional Trades and Specialties.....	4
5. Updating of Registration Particulars	4
6. Clarification and Additional Information	4
7. Publication of Registration Particulars	5
8. Fees and Charges.....	5
9. Right of Review	5
Part 3 – Regulatory Actions	5
10. Regulatory Actions	5
Part 4 – Appeal.....	8
11. Right of Appeal.....	8
12. Appeal Panel.....	8
13. Appeal Proceedings	8
Part 5 – General Provisions	9
14. Notification of Decision	9
15. Retention of Documents	9
16. Company Policy on Ethics	9
17. Service of Notice	9
18. Personal Data	9
19. Revision of Rules and Procedures	10
20. Governing Law	10

Schedule 1	12
Examples of Government Registration Schemes	12
Schedule 2	13
Trade Classification	13
Schedule 3	17
Information and Supporting Documents	17
Schedule 4	19
Fees and Charges	19
Schedule 5	20
Codes of Conduct for Registered Subcontractor	20

Part 1 – Definitions

1. Definitions

1.1. In this set of rules and procedures, unless the context otherwise requires –

- a) “Appeal Panel” means a panel constituted in accordance with clause 12 to hear appeals against decision reached by the Committee;
- b) “company” means an entity with a valid business registration and includes incorporated companies, unincorporated companies and individuals;
- c) “Construction Industry Council” (CIC) means the body established under the Construction Industry Council Ordinance (Cap 587);
- d) “Government Registration Scheme” means a registration scheme operated by policy bureaux or departments of the Hong Kong Special Administrative Region Government, some examples of which are cited in Schedule 1;
- e) “Committee” means the Committee on Registered Specialist Trade Contractors Scheme established by the Construction Industry Council under Section 15 of the Ordinance for the administration of the Scheme;
- f) “Register” means the Register of Subcontractors established and administered under Section 5(e) and Section 7(2)(g);
- g) “Registered Subcontractor” means a company listed on the Register;
- h) “Registration Particulars” means the information set out in items (1) to (7) of Schedule 3 to be provided by applicants;
- i) “Scheme Website” means the website providing public access to the Registration Particulars published in accordance with clause 7 and other announcements related to the Scheme;
- j) “Scheme” means the Registered Specialist Trade Contractors Scheme of the Construction Industry Council established and administered under Section 5(e) and Section 7(2)(g) of the Ordinance;

- k) “Secretariat” means the CIC Secretariat;
- l) “specialty” means a specialty grouped under the trades listed in Schedule 2 or other specialties relevant to these trades; and
- m) “trade” means a trade listed in Schedule 2.

Part 2 – Application for Registration and Renewal

2. Application for Registration

2.1. A company may apply for registration on the Register subject to compliance with the following entry requirements –

- a) Requirement R1
completion of at least one job within the last five years as a main contractor/ subcontractor in the trades and specialties for which registration is applied; or, comparable experience acquired by the applicant or its proprietors, partners or directors within the last five years.

OR

- b) Requirement R2
listings on one or more Government Registration Schemes relevant to the trades and specialties for which registration is sought.

OR

- c) Requirement R3
the company’s proprietor, partner or director having been employed by a Registered Subcontractor for at least five years with experience in the trade / specialty applying for and having completed all the modules of the Project Management Training Series for Sub-contractors (or equivalent) conducted by the Construction Industry Council (CIC); or

the company’s proprietor, partner or director having registered as Registered Skilled Worker under the Construction Workers Registration Ordinance (Cap. 583) for the relevant trade / specialty with at least five years experience in the trade / specialty applying for and having completed the Senior Construction Workers Trade Management Course (or equivalent) conducted by the CIC.

- 2.2. Reference should also be made to clauses 10.5 to 10.7
- 2.3. An application shall be submitted to the Committee in a specified format providing information and supporting documents as stipulated in Schedule 3.
- 2.4. An application for registration shall be approved by the Committee subject to the applicant meeting the entry requirements and being considered suitable by the Committee in all other aspects for admission to the Register. If the entry requirements covered in an application cannot be fully satisfied, the Committee may give approval for registration based on those trades and specialties where such requirements are met.
- 2.5. An approved registration shall be valid for three years or five years from the approval date.

3. Renewal of Registration

- 3.1. A Registered Subcontractor shall apply for renewal within three months before the expiry date of his registration by submitting an application to the Committee in a specified format providing information and supporting documents as stipulated in Schedule 3 to show compliance with the entry requirements.

Provided that supporting documents are not required for trades or specialties satisfying the following conditions –

- a) the trades or specialties are registered or renewed through entry requirement R1 or R3 in the previous application for registration, inclusion of additional trades or renewal; and
 - (i) the experience submitted in the previous application for satisfying the entry requirements in relation to the trades and specialties is obtained within five years of the expiry of the current registration; or
 - (ii) the first time registration through complying the requirement R3 being within five years of the expiry of the current registration.
- 3.2. An application for renewal shall be subject to approval by the Committee. If some of the entry requirements covered in an application can no longer be satisfied, the Committee may give approval for renewal based on those trades and specialties where the requirements are met.

- 3.3. Written notice shall be posted to a Registered Subcontractor whose application for renewal has not been received before the expiry date of his registration. Action will be taken to remove a Registered Subcontractor from the Register if his application for renewal is not forthcoming within 21 calendar days thereafter.
- 3.4. An approved renewal shall be valid for three years or five years from the expiry of the current registration.

4. Inclusion of Additional Trades and Specialties

- 4.1. A Registered Subcontractor may apply at any time for inclusion of additional trades and specialties in his registration by making a request to the Committee.
- 4.2. A request for inclusion of additional trades and specialties shall be handled in the same way as an application for registration or renewal subject to the provision of information and supporting documents as stipulated in items 4 to 7 of Schedule 3. For the avoidance of doubt, inclusion of additional trades and specialties will not extend the validity period of a registration.

5. Updating of Registration Particulars

- 5.1. Where there are any changes to items 1 to 4 of the Registration Particulars, a Registered Subcontractor shall forward such details to the Committee in a specified format with supporting documents as stipulated in Schedule 3.
- 5.2. A Registered Subcontractor shall seek to update items 1 to 4 and 6 of the Registration Particulars within 14 calendar days after changes thereto have taken place. Failure to do so may give rise to regulatory actions taken in accordance with clause 10.

6. Clarification and Additional Information

- 6.1. The Secretariat may ask for clarifications or supplement on the information and supporting documents submitted by an applicant. If a satisfactory response is not received within 14 calendar days, the Committee may process the application based on available information.

7. Publication of Registration Particulars

- 7.1. Upon approval of his application, a Registered Subcontractor will be listed on the Register and selected items of his Registration Particulars will be published in the Scheme Website.
- 7.2. Information published in the Scheme Website shall be updated to take account of subsequent renewal of registration, inclusion of additional trades and change of Registration Particulars.

8. Fees and Charges

- 8.1. An applicant shall pay the fees and charges stipulated in Schedule 4 when submitting his application.

9. Right of Review

- 9.1. An applicant aggrieved by a decision made by the Committee under clauses 2.4, 3.2 or 4.2 may file within 14 calendar days a request for review to the Secretariat setting out the grounds for review.
- 9.2. The review shall be heard within 42 calendar days on receipt of a request. The Secretariat shall give the applicant not less than 14 calendar days written notice stating the time and place for a hearing to take place.
- 9.3. During a review, the applicant or his authorized representative may make oral and written representations to the Committee. If neither the applicant nor his representative shows up, the Committee may adjourn the hearing or proceed with the hearing and pass a verdict based on available evidence.

Part 3 – Regulatory Actions

10. Regulatory Actions

- 10.1. Registered Subcontractor shall observe the Codes of Conduct for Registered Subcontractor. Failing to comply with the Codes of Conduct may result in regulatory actions taken by the Committee.
- 10.2. The circumstances pertaining to a Registered Subcontractor that may call for regulatory actions include, but are not limited to –

- a) supply of false information when making an application for registration, renewal of registration or inclusion of additional trades;
- b) failure to give timely notification of changes to the Registration Particulars in accordance with clause 5.2;
- c) serious violations of the registration rules and procedures;
- d) convictions of senior management staff (including but not limited to proprietors, partners or directors) for bribery or corruption under the Prevention of Bribery Ordinance (Cap. 201);
- e) convictions for failure to pay wages on time to workers in accordance with the relevant provisions contained in the Employment Ordinance (Cap. 57);
- f) wilful misconducts that may bring the Scheme into serious disrepute;
- g) civil awards / judgments in connection with the violation of or convictions under the relevant sections of the Mandatory Provident Fund Schemes Ordinance (Cap. 485);
- h) convictions under the Factories and Industrial Undertakings Ordinance (Cap. 59) or Occupational Safety and Health Ordinance (Cap. 509) in relation to serious construction site safety incidents resulting in one or more of the following consequence –
 - i. loss of life; or
 - ii. serious bodily injury resulting in loss or amputation of a limb or had caused or was likely to cause permanent total disability;
- i) conviction of five (5) or more offences under the Factories and Industrial Undertakings Ordinance (Cap. 59) and / or Occupational Safety and Health Ordinance (Cap. 509) each arising out of separate incidents in any six (6) months period (according to the date of committing the offence but not the date of conviction), committed by the Registered Subcontractor at each of a construction site under a contract;
- j) convictions for employment of illegal worker under the Immigration Ordinance (Cap. 115)

OR

- k) late payment of workers' wages and / or late payment of contribution under the Mandatory Provident Fund Schemes Ordinance (Cap. 485) over 10 days with solid proof of such late payment of wages and / or contribution.

10.3. The Committee or the Secretariat will determine whether there is a prima facie case for conducting a hearing on regulatory actions. If so, the Secretariat shall give the Registered Subcontractor concerned not less than 14 calendar days written notice advising on the time and place for the hearing and the grounds for initiating regulatory proceedings.

10.4. At the hearing, the Registered Subcontractor or his authorized representative may attend and shall be given an opportunity to make oral and written representations. If the Registered Subcontractor or his representative does not attend at the time and place fixed for the hearing, the Committee may adjourn the hearing or proceed with the hearing and make a decision.

10.5. After the hearing, the Committee may instigate regulatory actions by directing that –

- a) written strong direction and / or warning be given to a Registered Subcontractor;
- b) a Registered Subcontractor to submit an improvement plan with the contents as specified and within a specified period;
- c) a Registered Subcontractor be suspended from registration for a specified duration;

OR

- d) the registration of a Registered Subcontractor be revoked.

10.6. The Secretariat shall remove a Registered Subcontractor from the Register for the specified period of suspension or whose registration has been revoked. All regulatory actions directed by the Committee shall be published in the Scheme Website after the expiry of the period for lodging appeal under clause 11.1. However, if an appeal is lodged in accordance with clause 11.1, such publication of the regulatory action taken shall be suspended until and be subjected to the result of appeal process in accordance with Part 4.

10.7. A Registered Subcontractor whose registration has been revoked shall not be eligible for re-registration for a period of two years from the date of revocation.

- 10.8. A company with its sole director or proprietor being one of the directors, proprietors or partners of another Registered Subcontractor which is being regulated, shall not be accepted for applying new registration within such period of suspension or within two years from such date of revocation.
- 10.9. A company with one or more of the director(s), proprietor(s) or partner(s) being director(s), proprietor(s) or partner(s) of another Registered Subcontractor being regulated, the experience of such director(s), proprietor(s) or partner(s) shall not be taken into account in the application for new registration if such application is submitted within the period of suspension or within two years from such date of revocation of that Registered Subcontractor.

Part 4 – Appeal

11. Right of Appeal

- 11.1. An applicant or Registered Subcontractor aggrieved by the outcome of a review carried out under clause 9 or a decision of the Committee under clause 10 may file within 14 calendar days, a notice with the Secretariat setting out the grounds for lodging an appeal.
- 11.2. An appeal shall be heard within 60 calendar days after the deadline for making the appeal request. The Secretariat shall give the appellant not less than 14 days calendar written notice stating the time and place for a hearing to take place.

12. Appeal Panel

- 12.1. An Appeal Panel shall comprise a chairman and two members appointed by CIC, all of whom shall not be involved with the decision being appealed against.

13. Appeal Proceedings

- 13.1. Proceedings of an Appeal Panel shall be conducted in the presence of the chairman and both members. During the proceedings the appellant or his authorized representative may make oral and written representations. If neither the appellant nor his representative shows up, the Appeal Panel may adjourn the hearing or proceed with the hearing and pass a verdict based on available evidence.
- 13.2. An Appeal Panel shall reach its verdict by majority of votes. Where there is an equal of votes, the chairman shall have a casting vote.
- 13.3. An Appeal Panel may uphold, reverse or vary any decisions reached by the

Committee.

- 13.4. The decision of the Appeal Panel shall be notified to the Appellant in writing within 21 calendar days of the hearing day of the appeal and is final.

Part 5 – General Provisions

14. Notification of Decision

- 14.1. The decision of the Committee or an Appeal Panel shall be notified to the applicant or Registered Subcontractors in writing within 14 calendar days.

15. Retention of Documents

- 15.1. The supporting documents submitted with an application will not be returned.

16. Company Policy on Ethics

- 16.1. Within one year upon joining the Register, a Registered Subcontractor shall issue a written company policy on ethics to his staff declaring that –

- a) it is the policy of the Registered Subcontractor not to allow his staff to solicit, offer or accept any advantage, whether in Hong Kong or elsewhere, in connection with local construction works undertaken by the applicant; and
- b) any breaches of this policy will render the staff liable to internal disciplinary actions and will be reported to the Independent Commission Against Corruption.

- 16.2. A copy of the company policy on ethics shall be submitted to the Secretariat for record within 14 calendar days after it has been issued.

17. Service of Notice

- 17.1. Any notice given to an applicant or Registered Subcontractor shall be delivered by post based on the Registration Particulars, whilst any correspondence with the Committee and the Secretariat shall be served by post to their addresses shown on the Scheme Website.

18. Personal Data

- 18.1. By submitting an application, the applicant or Registered Subcontractor shall be deemed to have consented to the disclosure of any information in relation to the application for regulatory purpose, regardless of whether or not the application is successful.
- 18.2. By submitting the application for registration under the Scheme, the applicant shall also be deemed to have consented to the publication of Registration Particulars on the Scheme Website for public information after registration under the Scheme.
- 18.3. The personal data provided as part of the registration process will be used by the Construction Industry Council to process the application, to conduct research and surveys, to promote the Scheme or related activities of the construction industry and to enforce its rights and powers under this set of Rules and Procedures. The provision of personal data is obligatory. If the applicant or the Registered Subcontractor does not provide sufficient information, the Construction Industry Council or the Committee may not be able to process and / or consider its application.
- 18.4. The applicant or the Registered Subcontractor shall ensure the collection, handling and use of personal data of its employees or other personnel in relation to the registration are in accordance with the Personal Data (Privacy) Ordinance (Cap. 486). This includes the transfer of the personal data to the Construction Industry Council.
- 18.5. The applicant or Subcontractors have the right to access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). Their right of access includes the right to obtain a copy of the personal data provided in the application.
- 18.6. Written data access and correction requests should be addressed to Assistant Director – Finance and Registration at Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

19. Revision of Rules and Procedures

- 19.1. The Committee reserves the right to amend these Rules and Procedures, including but not limited to any criteria pertaining to the administration of the Register without reference to the Registered Subcontractors and any such amendments will be announced on the Scheme Website.

20. Governing Law

- 20.1. These rules and procedures shall be governed by and construed in accordance with the laws of Hong Kong.

Examples of Government Registration Schemes

Bureau / Department	Registration Scheme	Scope
BD	Registered Specialist Contractors	Firms qualified to undertake the specialized works in their corresponding categories under the Buildings Ordinance
EMSD	Registered Electrical Contractors	Electrical contractors registered under the Electricity Ordinance
	Registered Lift Contractors	Lift contractors registered under the Lifts and Escalators (Safety) Ordinance
	Registered Escalator Contractors	Escalator contractors registered under the Lift and Escalators (Safety) Ordinance
	Registered Gas Contractors	Gas contractors registered under the Gas Safety Ordinance
FSD	Fire Service Installation Contractors	Firms qualified to undertake works relating to fire services installations
HA	Works Contractors	Firms that may undertake works in public housing projects
DEVB	Approved Contractors for Public Works	Firms that may undertake public works projects as main contractors
	Approved Suppliers of Materials and Specialist Contractors for Public Works	Firms that may provide specialist materials and services for public works contractors (usually as subcontractors or suppliers)
WSD	Licensed Plumbers	Plumbers licensed under the Waterworks Ordinance

Abbreviations

BD	Buildings Department
EMSD	Electrical and Mechanical Services Department
FSD	Fire Services Department
HA	Housing Authority
DEVB	Development Bureau
WSD	Water Supplies Department

Schedule 2

Trade Classification

Group	Trade	Specialty
1. Structural and civil	1.2 Foundation and Piling	1.2.1 Sheet piles
		1.2.2 Bored piles
		1.2.3 Driven piles
		1.2.4 Diaphragm walls
		1.2.5 Micro piles
		1.2.6 Hand-dug caisson
	1.8 Structural Steelwork	
	1.9 General Civil Works	1.9.1 Earthwork
		1.9.2 Roadworks
		1.9.3 Road drainage and sewer
		1.9.4 Geotechnical works
		1.9.5 Marine works
		1.9.6 Ground investigation
	1.10 Other Structural and Civil Trades	1.10.1 Pre-stressing system
1.10.2 Expansion joints		
1.10.3 Heavy lifting		
1.10.4 Surveying and setting out		
1.10.5 Concrete repair		
1.10.6 Asbestos removal		
1.11 Building Maintenance		
2. Finishing	2.1 Finishing Wet Trades	2.1.1 Brick/block work
		2.1.2 Plastering and tiling
		2.1.3 Spray plaster
		2.1.4 Screeding
	2.2 Marble, Granite and Stone Work	2.2.1 Marble/granite work
		2.2.2 Stone mason
	2.3 Joinery and carpentry	2.3.1 Cabinetry
		2.3.2 Wooden flooring
		2.3.3 Partition walls
		2.3.4 Work/counter top
	2.4 Window Fabrication and Installation	2.4.1 Aluminium window/louvers
		2.4.2 Steel windows/louvers
		2.4.4 Other window system (such as mild steel and PVC)

Remarks: 1.1 Demolition, 1.3 Concreting Formwork, 1.4 Reinforcement Bar Fixing, 1.5 Concreting, 1.6 Concrete Precast Component, 1.7 Scaffolding and 2.4.3 Curtain wall/glass wall are applicable for the Register of Specialist Trade Contractors.

Group	Trade	Specialty
	2.5 Shutters/Doors Fabrication and Installation	2.5.1 Timber doors
		2.5.2 Metal doors
		2.5.3 Automatic sliding door
		2.5.4 Stainless steel door
		2.5.5 Roller and folding security shutter
		2.5.6 Fire rated door
		2.5.7 Fire shutter
	2.6 Tanking and Waterproofing	
	2.7 Painting	2.7.1 Brush painting
		2.7.2 Spray painting
	2.8 Metal Work	2.8.1 Metal work
		2.8.2 Stainless steel work
		2.8.3 Metal roof/skylight/cladding/
2.9 Landscaping	2.9.1 Soft landscaping	
	2.9.2 Hard landscaping	
2.10 Other Finishing Trades and Components	2.10.1 Glazier work	
	2.10.2 Ironmongery	
	2.10.3 Artificial rocks	
	2.10.4 <i>Cancelled</i>	
	2.10.5 Sports and playground equipment/surface	
	2.10.6 Raised floor	
	2.10.7 False ceiling	
	2.10.8 Toilet and shower cubicle system	
	2.10.9 Dry wall system	
	2.10.10 Signage and graphics	
	2.10.11 Acoustic	
	2.10.12 Fiber reinforced plastic panels	
	2.10.13 Miscellaneous work	
2.11 Renovation and Fitting-out		
3. E & M	3.1 Broadcast Reception Installation	
	3.2 Burglar Alarm and Security	
	3.3 Diesel Generator Installation	
	3.4 Electrical	3.4.1 Electrical wiring
		3.4.2 General electrical installation
		3.4.3 Electrical control and power panel assembly
3.5 Electrical and Mechanical Installation for Sewage Treatment		
3.6 Fire Services Installation	3.6.1 Fire services pipe work	
	3.6.2 Fire services electrical fittings	

Group	Trade	Specialty
	3.7 Fountain installation	
	3.8 Heating, Ventilation, and Air-conditioning	3.8.1 HVAC pipe work 3.8.2 HVAC mechanical fitting 3.8.3 HVAC control 3.8.4 Sheet metal and ducting 3.8.5 Insulation
	3.9 Industrial Type Electrical Installation	
	3.10 Lift and Escalators	3.10.1 Escalators and moving walkways mechanized fittings 3.10.2 Lifts mechanical fitting
	3.11 Liquefied Petroleum Gas Installation	
	3.12 Low Voltage Cubicle Switchboard	
	3.13 Mechanical Handling and Lifting	
	3.14 Mechanical Plant and Equipment	
	3.15 Plumbing	3.15.1 Plumbing 3.15.2 Building drainage and sewers
	3.16 Steam and Compressed Air Installation	
	3.17 Supply and Installation of Pumpsets and Associated Equipment	
	3.18 Supply and Installation of Water Treatment Plant	
	3.19 Swimming Pool Water Treatment Installation	
	3.20 Uninterruptible Power Supply	
	3.21 Other E&M Trades	3.21.1 Security and communication system 3.21.2 Building automation system 3.21.3 General mechanical fitting 3.21.4 Signage 3.21.5 Welding 3.21.6 Gas installation 3.21.7 Building maintenance unit
	3.22 Audio and Video Electronic Equipment	
4. Supporting Services	4.1 Tower Crane	4.1.1 Erection, dismantling and climbing
	4.2 Pipe Network for Delivery of Ready-mixed Concrete	
	4.3 Site Lifting Operations	4.3.1 Material hoists

Group	Trade	Specialty
		4.3.2 Derricks
		4.3.3 Deck winching
		4.3.4 Mobile cranes
4.4	Hoarding	
4.5	Temporary Water Supply Installations	
4.6	Temporary Electricity Installations	
4.7	Temporary Protective and Safety Measures	4.7.1 Temporary fences for unfenced edges
4.8	Miscellaneous Cleaning services	4.8.1 Cleaning of completed building units prior to handing over to individual owners

Schedule 3

Information and Supporting Documents

Items of Information	Supporting Documents
1. Company name and address	Photocopy of effective Business Registration Certification
2. Other contact details	Nil
3. Company proprietors, partners and board of directors	<p>Photocopy of latest Annual Return and receipt issued by the Companies Registry (for incorporated companies only)^{Note 1}</p> <p>Photocopy of Certified Extracts of Information on Business Register issued by the Inland Revenue Department (Form IRBR 152) (Only for companies NOT incorporated under the Companies Ordinance submitting application for new registration and renewal of registration or notification of changes of registration particulars involving any changes on the name of company's proprietor / partners)</p>
4. Qualifications on Government Registration Schemes	Photocopy of the registration certificates or approval letters granted by policy bureaux or government departments, including those relevant to the trades or specialties for which registration/renewal is sought through entry requirement R2.
5. Projects undertaken (e.g. scope, nature and value of works, employers) or comparable experience	<p>Photocopy of documents proving satisfactory completion of works or track records of service in the industry, including projects or experience relevant to the trades or specialties for which registration/renewal is sought through entry requirement R1.</p> <p>For application for renewal, supporting documents are NOT required for trades and specialties exempted by the proviso to clause 3.1.</p>

Schedule 3

Information and Supporting Documents (Cont'd)

Items of Information	Supporting Documents
6. Qualifications / working experiences on proprietors, partners and board of directors	Photocopy of documents proving i. previous employment by a Registered Subcontractor; or ii. passing of relevant trade tests for construction craftsman conducted by the Construction Industry Council (CIC), and satisfactory proof of having completed the required management courses for subcontractors conducted by the CIC for which registration is sought through entry requirement R3.
7. Trades and specialties for which registration/renewal is sought:- (a) through entry requirement R1 (b) through entry requirement R2 (c) through entry requirement R3	See item 5 See item 4 See item 6
8. <u>Company Policy on Ethics (for application for renewal ONLY)</u>	<u>Photocopy</u> of company policy on ethics issued by the applicant in accordance with clause 19 of the Rules and Procedures if the applicant has not yet submitted the policy to the <u>Secretariat</u> before applying for renewal.

Note 1 Similar documents issued by company registration authorities elsewhere may also be accepted

Fees and Charges

Fees and Charges Items	Fees	
	3 Years	5 Years
Application fee for first-time registration or renewal	\$100	\$100
Registration fee* for not more than 15 trades or specialties altogether	\$1,200	\$2,000
For each additional 10 trades or specialties or part thereof, additional registration fee	\$250	\$250
e.g. 16 to 25 trades or specialties altogether, total registration fee is	\$1,450	\$2,250
26 to 35 trades or specialties altogether, total registration fee is	\$1,700	\$2,500
and so on		
Application fee for inclusion of additional trades and specialties for not more than 15 trades or specialties altogether	\$370	\$370
For each additional 10 trades or specialties (if less than 10, still counted as 10)	\$250	\$250
e.g. 16 to 25 trades or specialties altogether, total application fee is	\$620	\$620
26 to 35 trades or specialties altogether, total application fee is	\$870	\$870
and so on		

Note * –

The registration fee is payable when submitting application for first-time registration or renewal and is refundable in case an application is withdrawn or not approved by the Committee. All other fees are non-refundable whether an application is successful or not.

Codes of Conduct for Registered Subcontractor

		Possible Regulatory Actions for violating the Codes (for reference only)
Compliance	<ul style="list-style-type: none"> • Comply with the Rules and Procedures for the Register of Subcontractors of Registered Specialist Trade Contractors Scheme 	<ul style="list-style-type: none"> • 10.2 (a), (b), (c)
	<ul style="list-style-type: none"> • Shall not knowingly violate any law or regulation 	<ul style="list-style-type: none"> • as relevant
Integrity	<ul style="list-style-type: none"> • Shall not cause bribery and corruption 	<ul style="list-style-type: none"> • 10.2 (d)
	<ul style="list-style-type: none"> • Establish policy on ethics for not to allow its staff to solicit, offer or accept any advantages in connection with its local construction works 	<ul style="list-style-type: none"> • 10.2 (c)
Employment	<ul style="list-style-type: none"> • Comply with the law to make necessary payments (including MPF) to its staff on time 	<ul style="list-style-type: none"> • 10.2 (e), (g), (k)
	<ul style="list-style-type: none"> • Shall not employ illegal workers 	<ul style="list-style-type: none"> • 10.2 (j)
Safety	<ul style="list-style-type: none"> • Ensure safety of its staff, others around the working areas and the general public at large 	<ul style="list-style-type: none"> • 10.2 (h), (i)
	<ul style="list-style-type: none"> • Strive to provide its staff or recruit staff with the proper safety training and education 	
Image	<ul style="list-style-type: none"> • Avoid actions that knowingly cause serious disrepute of the Registered Specialist Trade Contractors Scheme 	<ul style="list-style-type: none"> • 10.2 (f)
Environment	<ul style="list-style-type: none"> • Comply with the law to avoid causing nuisance to the environment and the public at large 	