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48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

本署檔號 : ( 24 ) in WSD 3318/50 Pt. 8  
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Fax.

22 April 2022

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**Addendum No. 2 to Circular Letter No. 5/2021**  
**Voluntary Scheme in Enhancing Plumbing Works Control**  
**Stage 1 – Registration of Registered Plumbing Contractors (Provisional)**

To tally with Circular Letter No. 3/2022 on Stage 2 of the Voluntary Scheme in enhancing plumbing works control, Circular Letter No. 5/2021 is fine-tuned as summarised below:

- (i) Under the Voluntary Scheme, the responsibility and liability of the responsible licence plumber under the current Waterworks Ordinance shall remain no change. To avoid confusion, the existing Form WWO 46 shall be used. Paragraphs 13 and 17 of the circular letter are revised and paragraphs 14 and 15 of the circular letter are repealed accordingly.
  - (ii) Working experience on plumbing related works is acceptable in assessing the experience requirements of the Designated Director. Plumbing related works include installation or maintenance of (i) inside service/fire service; (ii) government water mains; and (iii) pipes and fittings incidental to air-conditioning installation, fountain installation and swimming pool water treatment installation, etc. The table under Paragraph 8 of the circular letter, Page 5 of Appendix B and page 2 of Appendix C are revised accordingly.
2. For easy reference, a complete set of the Circular Letter No. 5/2021 with

addenda subsumed is enclosed.

3. Should you have any enquiry, please contact our ~~Engineer/Legislative Review (1) at Tel. No. 2829 4474 or Engineer/Legislative Review (4) at Tel. No. 2829 5895.~~ Engineer / Technical Support (1) at Tel. No. 2294 2650  
(Updated on 10/1/2025)

Yours faithfully,

(Original signed)

(YAU Hau Yin)

for Water Authority

Encl.  
(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)

Buildings Department

Architectural Services Department

Fire Services Department

The Hong Kong Housing Society

The Hong Kong Institute of Architects

The Hong Kong Institution of Engineers

The Hong Kong Institute of Surveyors

The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch

Hong Kong Plumbing and Sanitary Ware Trade Association Limited

Hong Kong Licensed Plumbing Professionals Association Limited

Hong Kong Water Works Professionals Association Limited

The Hong Kong Institution of Plumbing and Drainage Limited

Plumbing Technology Student Association

The Association of Registered Fire Service Installation Contractors of Hong Kong Limited

The Real Estate Developers Association of Hong Kong

Hong Kong Institute of Vocational Education

Hong Kong Institute of Construction, Construction Industry Council

The Hong Kong Construction Association, Limited

Hong Kong General Building Contractors Association Limited

The Hong Kong Federation of Electrical & Mechanical Contractors Limited

Contractor's Authorised Signatory Association Limited

Registered Minor Works Contractor Signatory Association Limited

Hong Kong Registered Contractors Association Company Limited

Hong Kong Licensed Plumbers Union Limited

Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education

The Association of Electrical and Mechanical Engineering (Hong Kong) Limited

Pipeman Engineering (International) Limited

Hong Kong Institute of Water and Sanitation Safety

WSD 3318/15/81



總部 Headquarters

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Our ref.  
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Fax.

25 August 2021

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**Circular Letter No. 5/2021**  
**Voluntary Scheme in Enhancing Plumbing Works Control**  
**Stage 1 – Registration of Registered Plumbing Contractors (Provisional)**

**Background**

Over the years, there have been much development and changes in the plumbing trade including substantial increase in both the complexity of internal plumbing systems and the scale of the plumbing works. To cope with the latest development and changes in the plumbing trade, the Water Supplies Department (“WSD”) has completed a review of the existing legislation and formulated a number of legislative amendment proposals. To gauge public views on the amendment proposals, a 90-day public consultation was completed in February 2021. The responses were in general supportive to the amendment proposals.

2. One of the amendment proposals is to introduce the Registered Plumbing Contractor (“RPC”) system. Under the current regulatory framework, the licensed plumber (“LP”) as the responsible LP (“RLP”), who applies for written permission (i.e. Part I of Form WWO 46) from the Water Authority (“WA”) and the designated person (“DP”) (e.g. registered plumbing worker) who personally carries out the plumbing works is responsible to ensure the compliance of the plumbing works with the statutory requirements. Nevertheless, they may not have direct control over the procurement of plumbing materials and in what manner the plumbing works are to be carried out. Their

statutory duties are not commensurate with their personal capacities, especially in managing large-scale plumbing works. To this end, we propose to register the plumbing contractor as RPC and only RPC is allowed to carry out the plumbing works. This is in line with the other regulatory frameworks for building works and building services works. Under the proposed framework, the RPC shall assume the overall control of the plumbing works and bear all the current statutory responsibilities of the responsible LP for ensuring compliance of the works. The RPC shall be responsible for obtaining written permission of the WA before commencement of the plumbing works, engaging designated persons to carry out the works, providing continuous supervision during the course of the plumbing works and applying to WA for inspection and approval of the completed plumbing works.

3. While the legislative process on the amendment proposals is underway, WSD will implement the RPC system in advance through administrative means to facilitate the trade to adapt. The proposal will be packaged under a voluntary scheme (“Voluntary Scheme”).

### **The Voluntary Scheme**

4. Under the Voluntary Scheme, plumbing contractors are invited to register as RPC (Provisional) who shall perform the same duties as the RPC mentioned in the above paragraphs. The project proponent (i.e. applicant for water supply) may decide whether to join the Voluntary Scheme. Upon joining the Voluntary Scheme, the project proponent shall require the plumbing works be carried out by RPC (Provisional). If the plumbing works are classified as large-scale plumbing works, the project proponent shall also require the RPC (Provisional) to provide a site supervision team (“SST”) throughout the construction of the plumbing works.

5. To ensure sufficient number of the RPC (Provisional) are available to enable the project proponent to decide to join the Voluntary Scheme, the Voluntary Scheme will be implemented in two stages:

- Stage 1: Registration of plumbing contractors as RPC (Provisional)
- Stage 2: Project proponent to engage RPC (Provisional) who shall provide site supervision team for supervising large-scale plumbing works during construction

6. Registration details of RPC (Provisional) are provided in this circular letter, while other details of the Voluntary Scheme (such as definition of large-scale plumbing works and details of the SST, etc.) will be provided in another circular letter later.

## Stage 1

### Registration Requirements of RPC (Provisional)

7. To register as a RPC (Provisional), the plumbing contractor shall appoint the following two key personnel:
- Authorized Representative (“AR”) who shall act on behalf of the RPC (Provisional) to be in charge the supervision of the plumbing works, communicate with the WA and sign the forms for the plumbing works.
  - Designated Director (“DD”) who shall be empowered to access resources (including financial matters and staff resources) and able to make decision for RPC (Provisional).
8. The minimum qualifications and relevant experience for the key personnel are provided below :-

Key Personnel	Qualifications	Relevant Experience
Authorized Representative (AR)	Grade I LP	-
Designated Director (DD)	Certificate, diploma or equivalent in relevant field <sup>1</sup>	3 years’ experience in <i>plumbing related works</i> <sup>2</sup> (Addendum No. 2), 1 year of which shall be gained locally <sup>3</sup>
	-	or 5 years’ experience in managing <i>contractor(s) on plumbing related works</i> (Addendum No. 2), 1 year of which shall be gained locally <sup>4</sup>

9. During the stakeholder consultation, we noted that it was quite common for some plumbing contractors to engage their senior manager to administer their projects

<sup>1</sup> In addition to plumbing engineering, building services engineering, electrical engineering or mechanical engineering, other fields relating to building such as architectural studies, building studies, building surveying or civil engineering are also considered as relevant field.

<sup>2</sup> *Plumbing related works refer to installation or maintenance of (i) inside service/fire service; (ii) government water mains; or (iii) pipes and fittings incidental to air-conditioning installation, fountain installation and swimming pool water treatment installation, etc. (Addendum No. 2)*

<sup>3</sup> Experience in *plumbing related works* (Addendum No. 2) shall be substantiated by CV together with supporting documents such as (i) testimonials issued by the employer; or (ii) endorsement by employer or registered professionals in construction industry on the claimed experience. If the person was self-employed or endorsement of supporting documents cannot be obtained, other documentary justifications, e.g. client’s certificate on completion of works, clients’ payment certificate, contract documents, accepted works orders and quotation documents, etc. may also be considered.

<sup>4</sup> *Experience in managing a contractor on plumbing related works shall be substantiated by a proof of directorship or ownership of the contractor (e.g. NARI), or a proof of holding a management position in the contractor with overall management responsibilities in financial matters and staff resources. Such claimed experience should also be substantiated with details of project in which the contractor takes part in the concerned period. (Addendum*

while the RLP to sign the Form WWO 46 in complying the WWO requirements. With the introduction of the RPC system, these plumbing contractors would like to appoint the senior manager to take up the role of AR to ensure the plumbing works complies with WWO. In order to facilitate a senior manager without a plumber's licence to become an AR, WSD will provide a one-off arrangement. This AR is in addition to the AR who is a Grade I LP during registration. Under the one-off arrangement, this senior manager shall have (i) completed a higher diploma or higher certificate in relevant field; (ii) not less than 10 years' experience in supervising plumbing works, and (iii) completed a top-up plumbing course<sup>5</sup>.

10. For registration purpose, the plumbing contractor shall meet the following requirements:

- Appoint at least one AR and at least one DD as its key personnel; and
- At least one AR should possess a valid Grade I plumber's licence.

11. A person fulfilling the registration requirements of the AR and DD is allowed to take up the role of both AR and DD at the same time. On the other hand, a person appointed as AR for one RPC (Provisional) cannot act as AR or DD for another RPC (Provisional) at the same time. However, a person can be appointed as DD for more than one RPC (Provisional). The appointment of the key personnel under different business forms of the plumbing contractors are detailed in **Appendix A**.

12. Interested plumbing contractor who fulfils the above requirements can apply to register as RPC (Provisional) by submitting to WSD a standard application form in **Appendix B** together with the supporting documents as detailed in **Appendix C**.

## **Stage 2**

### Engaging RPC (Provisional) by Project Proponent

13. Project proponent who opts to join the Voluntary Scheme shall notify the WA in writing before the commencement of the plumbing works. *He/she shall appoint RPC (Provisional) to undertake the plumbing works.* (Addendum No. 2)

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<sup>5</sup> The scope of this top-up course is akin to the syllabus of the Certificate in Plumbing Services (Hong Kong) issued by the Vocational Training Council but excluding the modules relating to project management and plumbing practical. The course is available for enrolment in 2021Q4 tentatively. As this alternative route to become an AR is an one-off arrangement, the course will only be available until 2 years after the enactment of the revamped Waterworks Ordinance.

### Signing of Form WWO 46

14. *Repealed. Please refer to Circular Letter No. 3/2022. (Addendum No. 2)*

15. *Repealed. Please refer to Circular Letter No. 3/2022. (Addendum No. 2)*

### Provision of Site Supervision Team for Large-scale Plumbing Works

16. For large-scale plumbing works, the RPC (Provisional) is required to provide a SST to continuously supervise the carrying out of the plumbing works. The SST shall comprise team members of technically competent persons of grade 1 (“TCP1”) and grade 2 (“TCP2”) and be led by an AR who shall be equipped with higher academic qualification and experience requirements.

17. *Detailed arrangement of the Stage 2 of the Voluntary Scheme including the definition of the large-scale plumbing works and the site supervision requirements for large-scale plumbing works will be provided in Circular Letter No. 3/2022. (Addendum No. 2)*

### Sanctions against RPC (Provisional) for non-compliant works

18. There will not be any disciplinary proceedings against the RPC (Provisional) under the Voluntary Scheme. In the absence of any legal basis for imposing legal liability on the RPC (Provisional), the RLP who signs the revised Form WWO 46 remains to bear the statutory liability in case of non-compliant plumbing works under the Voluntary Scheme. The existing “Penalty and Demerit Point System” to monitor the performance of the LP and the subsequent disciplinary actions are still in force. If the plumber’s licence of the AR is suspended or cancelled and he is the only AR appointed, the RPC (Provisional) shall appoint another Grade I LP as its AR to maintain its registration as RPC (Provisional).

### **Implementation of Stage 1 of the Voluntary Scheme**

19. Starting from 1 September 2021, the plumbing contractor may submit the required particulars to the following address for registration as RPC (Provisional).

Legislative Review Unit  
Water Supplies Department  
46/F, Immigration Tower.  
7 Gloucester Road,  
Wan Chai, Hong Kong



## Enquiry

20. Should you have any enquiry, please contact our ~~Engineer/Legislative Review (2) at Tel. No. 2829 4485.~~

Engineer / Technical Support (1) at Tel. No. 2294 2650  
(Updated on 10/1/2025)

Yours faithfully,

(Original signed)

(Roger WONG)  
for Water Authority

Encl.  
(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)  
Buildings Department  
Architectural Services Department  
Fire Services Department  
The Hong Kong Housing Society  
The Hong Kong Institute of Architects  
The Hong Kong Institution of Engineers  
The Hong Kong Institute of Surveyors  
The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch  
Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.  
Hong Kong Licensed Plumbing Professionals Association Ltd.  
Hong Kong Plumbing General Union  
Hong Kong Water Works Professionals Association Ltd.  
The Hong Kong Institution of Plumbing and Drainage Ltd.  
Plumbing Technology Student Association  
The Association of Registered Fire Service Installation Contractors of Hong Kong Limited  
Real Estate Developers Association of Hong Kong  
Hong Kong Institute of Vocational Education  
Hong Kong Institute of Construction, Construction Industry Council  
The Hong Kong Construction Association Ltd.  
Hong Kong General Building Contractors Association Ltd.  
The Hong Kong Federation of Electrical & Mechanical Contractors Ltd.  
Contractor's Authorised Signatory Association Ltd.  
Registered Minor Works Contractor Signatory Association Ltd.  
Hong Kong Registered Contractors Association Company Ltd.  
Building Services Operation and Maintenance Executives Society  
The Hong Kong Air Conditioning and Refrigeration Association Ltd.  
Hong Kong Licensed Plumbers Union Limited  
Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong  
The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd.  
Pipeman Engineering (International) Limited  
Hong Kong Institute of Water and Sanitation Safety

WSD 3318/15/81

**Key Personnel of RPC (Provisional) under different Business Forms**

Key Personnel	Business Forms		
	Sole proprietorship	Partnership	Body Corporate
Authorized Representative (AR)	<ul style="list-style-type: none"> <li>● Sole proprietor</li> <li style="text-align: center;"><b>or</b></li> <li>● A full-time employee [See Note 1] in the management position of the plumbing contractor</li> </ul>	<ul style="list-style-type: none"> <li>● One of the partners</li> <li style="text-align: center;"><b>or</b></li> <li>● A full-time employee [See Note 1] in the management position of the plumbing contractor</li> </ul>	<ul style="list-style-type: none"> <li>● One director from the board of directors</li> <li style="text-align: center;"><b>or</b></li> <li>● A full-time employee [See Note 1] in the management position of the plumbing contractor</li> </ul>
Designated Director (DD)	Sole proprietor	One of the partners	One of the director from the board of directors

Notes:

1. “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for 4 weeks or more, with at least 18 hours in each week.



## **APPLICATION FOR REGISTRATION AS A REGISTERED PLUMBING CONTRACTOR (PROVISIONAL)**

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To the Water Authority,

I hereby apply to the Water Authority (WA) for registration as a Registered Plumbing Contractor (RPC) (Provisional).

### **Part I – Details of Plumbing Contractor**

Name of Plumbing Contractor (Chinese):	
Name of Plumbing Contractor (English):	
Business Registration No.:	
Certificate of Incorporation No.: (for body corporate)	
Business Status:	# Individual / Partnership / Body Corporate
Telephone No.:	
Fax No.:	
Correspondence Address:	
Email Address:	

# Delete as appropriate

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**Part II – Appointment of Key Personnel**<sup>Note 1</sup>

**i) Authorized Representative (AR)**<sup>Note 2</sup>

I hereby appoint the following person(s) as Authorized Representative(s) of the Registered Plumbing Contractor (Provisional):

Chinese Name:		Signature
English Name (Surname first):		
HKID Card No.:		
Grade I Plumber's Licence No.:		

Chinese Name:		Signature
English Name (Surname first):		
HKID Card No.:		
Grade I Plumber's Licence No.:		

Chinese Name:		Signature
English Name (Surname first):		
HKID Card No.:		
Grade I Plumber's Licence No.:		

Chinese Name:		Signature
English Name (Surname first):		
HKID Card No.:		
Grade I Plumber's Licence No.:		

Chinese Name:		Signature
English Name (Surname first):		
HKID Card No.:		
Grade I Plumber's Licence No.:		

Total No. of Authorized Representative(s) appointed: \_\_\_\_\_.

(If necessary, please fill in the additional page(s))



**ii) Designated Director (DD)**

I hereby appoint the following person(s) as Designated Director(s) of the Registered Plumbing Contractor (Provisional):

Chinese Name:		Signature
English Name (Surname first):		
HKID Card No.:		
Qualification and Experience <sup>Note 3</sup>	# Route 1 / Route 2	
DD of another RPC (Provisional)(s)? (If yes, please provide the name & registration no. of the other RPC (Provisional)(s).)	# Yes / No (Name & registration no. of the other RPC (Provisional): _____)	

Chinese Name:		Signature
English Name (Surname first):		
HKID Card No.:		
Qualification and Experience <sup>Note 3</sup>	# Route 1 / Route 2	
DD of another RPC (Provisional)(s)? (If yes, please provide the name and registration no. of the other RPC (Provisional)(s).)	# Yes / No (Name & registration no. of the other RPC (Provisional): _____)	

Chinese Name:		Signature
English Name (Surname first):		
HKID Card No.:		
Qualification and Experience <sup>Note 3</sup>	# Route 1 / Route 2	
DD of another RPC (Provisional)(s)? (If yes, please provide the name and registration no. of the other RPC (Provisional)(s).)	# Yes / No (Name & registration no. of the other RPC (Provisional): _____)	

Total No. of Designated Director(s) nominated: \_\_\_\_\_.

(If necessary, please fill in the additional page(s).)

# Delete as appropriate



**Declaration:**

I understand and agree that the Water Authority may use the data collected from me in connection with this application for the purposes of, or directly related to, the processing of this application and any matters related to the registered plumbing contractor (provisional) (if any) issued under this application. If I do not provide sufficient data, the Water Authority may not be able to process my application. I agree that the data collected may be transferred to other Government Bureaux and Departments and any other relevant parties for the aforesaid purposes. I also understand that I may make a request to the Departmental Secretary of the Water Supplies Department at 48/F., Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of my personal data.

I further agree that the above data collected from me (including name of registered plumbing contractor (provisional), name of authorized representative, telephone numbers and email addresses) and any information concerning registered plumbing contractor (provisional) which is related to the administration of licensed plumber may be made known to the general public (e.g. by publishing the same on the internet).

I declare that all the information in this application is correct, complete and true to the best of my knowledge and belief. I understand that if any of the information in this declaration is untrue, my application will have no effect. I also understand that a person who knowingly and willfully makes a statement or gives information which he/she knows to be false or does not believe to be true shall be guilty of an offence under the law.

Name of Applicant (Chinese): \_\_\_\_\_

Name of Applicant (English): \_\_\_\_\_

Capacity: # Sole Proprietor / Partner / Director /

Others (please specify): \_\_\_\_\_

\_\_\_\_\_  
 Signature of the Applicant  
 (for and on behalf of the plumbing contractor)

\_\_\_\_\_  
 Company's chop

Date : \_\_\_\_\_

# Delete as appropriate

<b>For official use only</b>	
Checked by:	Verified by:
Name:	Name:
Post Title:	Post Title:
Date:	Date:



**Notes:**

- 1 A person fulfilling the registration requirements of the AR and DD is allowed to take up the role of both AR and DD at the same time. On the other hand, a person appointed as AR for one RPC (Provisional) cannot act as AR or DD for another RPC (Provisional) at the same time. However, a person can be appointed as DD for more than one RPC (Provisional).
- 2 The qualification for AR shall be a Grade I LP. The applicant may also register its senior manager(s) without Grade I Plumber's Licence as additional AR(s) subject to an AR with Grade I Plumber's Licence being registered. The eligible senior manager shall have (i) completed a higher diploma or higher certificate in relevant fields; (ii) not less than 10 years' experience in supervising plumbing works, and (iii) completed a top-up plumbing course.
- 3 Qualification and Experience of Designated Director

	Qualifications	Experience
Route 1	Certificate, diploma or equivalent in relevant field*	3 years' experience in <i>plumbing related works</i> (Addendum No. 2), 1 year of which shall be gained locally**
Route 2	N/A	5 years' experience in managing contractor(s) on <i>plumbing related works</i> (Addendum No. 2), 1 year of which shall be gained locally***

\* The required qualification shall be plumbing engineering, building services engineering, electrical engineering or mechanical engineering. Other fields relating to building such as architectural studies, building studies, building surveying or civil engineering are also considered as relevant field. A photocopy of the relevant qualifications shall be submitted to WSD. (Addendum No. 1)

\*\* *Plumbing related works refer to installation or maintenance of (i) inside service/fire service; (ii) government water mains; or (iii) pipes and fittings incidental to air-conditioning installation, fountain installation and swimming pool water treatment installation, etc.* (Addendum No. 2)

Experience in *plumbing related works* (Addendum No. 2) shall be substantiated by CV together with supporting documents such as (i) testimonials issued by the employer; or (ii) endorsement by employer or registered professionals in construction industry on the claimed experience.

If the appointee was self-employed or endorsement of supporting documents cannot be obtained, other documentary justifications, e.g. client's certificate on completion of works, clients' payment certificate, contract documents, accepted works orders and quotation documents may also be considered.

\*\*\* Experience in managing a contractor on plumbing related works shall be substantiated by a proof of directorship or ownership of a contractor or a proof of holding a management position in the contractor with management responsibilities in financial matters and staff resources. Such claimed experience should also be substantiated with details of project in which the contractor takes part in the concerned period. (Addendum No. 2)

4. All submitted duplicates shall be certified true copies of the originals by the applicant. (Addendum No. 1)





## **CHECKLIST OF DOCUMENTS TO BE SUBMITTED FOR REGISTRATION AS RPC (PROVISIONAL) OR UPDATING PARTICULARS**

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(Please tick (✓) the appropriate box . You can tick more than one box.)

**1. Application Form:**

- Duly signed RPC (Provisional) Registration Form

**2. Business Registration and Identification Documents:**

- Copy of current Business Registration Certificate (IRDB 101) with indication of payment of registration fee
- Copy of updated certified extracts of information on the business register (IRBR 152) or electronic extract of information on the business register
- (*For body corporate only*) Copy of current annual return (NAR1) to the Companies Registry (CR) indicating the directorship of the company with proofs showing that the annual return has been received by the CR (*e.g. receipt of payment, receipt stamp, etc.*)
- Copy of HKID card of each proposed AR and DD

**3. Appointment of Authorized Representative (AR) and Designated Director (DD):**

For Sole Proprietorship:

- If the sole proprietor acts as AR and DD at the same time, no authorization is required.
- If the AR is not a sole proprietor, it is required to submit an authorization letter regarding the appointment of its managerial staff as the AR.
- If the AR is not a sole proprietor, it is required to submit documentary evidence of the AR as managerial staff of the firm such as copy of employment contract, Employer's Return of Remuneration and Pensions to Inland Revenue Department, etc.

For Partnership:

- Authorization letter from the rest of the partners regarding the appointment of a partner as the DD and/or AR. Such authorization letter shall be endorsed by all partner(s) other than the proposed DD/AR.
- If the AR is not a partner, it is required to submit an authorization letter from the partners regarding the appointment of its managerial staff as the AR. Such authorization letter shall be endorsed by all partners.
- If the AR is not a partner, it is required to submit documentary evidence of the AR as managerial staff of the firm such as copy of employment contract, Employer's Return of Remuneration and Pensions to Inland Revenue Department, etc.



For Body Corporate:

- A resolution from the board of directors regarding the appointment of a director as the DD who is authorized by the board to:
  - Make decisions for the company
  - Have access to the company's resources (including financial matters and staff resources) for the execution of plumbing works
- A resolution from the board of directors regarding the appointment of a director as the AR.
- If the AR is not a director, it is required to submit a resolution from the board of directors regarding the appointment of its managerial staff as the AR.

*(N.B. The resolution should indicate the quorum of the board of directors of the company under statutory requirements and be endorsed by not less than such quorum of directors.)*

- If the AR is not a director, it is required to submit documentary evidence of the AR as managerial staff of the company such as copy of employment contract, Employer's Return of Remuneration and Pensions to Inland Revenue Department, etc.

**4. Qualification and Experience of AR and DD:**

- Documents to justify the required qualifications *(Addendum No. 1)*, e.g. certificates
- Documents to justify the required experience in the *plumbing related works* *(Addendum No. 2)*:
  - The account of *plumbing related working experience* *(Addendum No. 2)* shall be substantiated by CV together with supporting documents such as (i) testimonials issued by the employer; or (ii) endorsement by employer or registered professionals in construction industry on the claimed experience.
  - If the appointee was self-employed or endorsement of supporting documents cannot be obtained, other documentary justifications, e.g. client's certificate on completion of works, clients' payment certificate, contract documents, accepted works orders and quotation documents may also be considered.
- Documents to justify the required experience in managing a contractor *on plumbing related works*:  
*(Addendum No. 2)*
  - *The account of experience shall be substantiated by a proof of directorship or ownership of a contractor (e.g. NARI) or a proof of holding a management position in the contractor with management responsibilities in financial matters and staff resources. Such claimed experience should also be substantiated with details of project in which the contractor takes part in the concerned period. (Addendum No. 2)*

*All submitted copy of documents shall be certified true copies of the originals by the applicant. (Addendum No. 1)*