

To: Director / Proprietor / Partner of  
Registered Specialist Trade Contractor

1 March 2023

**Registered Specialist Trade Contractors Scheme  
Implementing from 1 Mar 2023 the Optimised Registration Requirements for the  
First 8 Designated Trades and the Transitional Arrangement**

To continuously promote the professional development of the industry, starting from 1 March 2023, the Construction Industry Council (CIC) will uplift the Group 2 registration requirements for the first eight designated trades (Concreting / Concreting Formwork / Curtain Wall / Demolition / Erection of Concrete Precast Component / Reinforcement Bar Fixing / Scaffolding / Plastering) (please refer to the annex for details). Transitional arrangement for renewal application is as follow:

- Renewal application submitted from 1 March 2023 to 29 February 2024 may be processed according to the old registration requirements; however, the registered company must prove its compliance with the new requirements within one year from the date of approval by submitting supplementary proof, otherwise its registration may be downgraded or cancelled;
- Renewal application submitted from 1 March 2024 onward will be processed according to the new registration requirements.

In order to assist registered companies understanding the new registration requirements, online application procedures and required documentation, etc., the CIC regularly organises online induction workshops. After completion of which, 1 hour of continuous professional development hours will be awarded too in order to meet one of the registration renewal requirements. For enquiries, please send email to enquiry-rstc@cic.hk or call our hotline 2100 9400.



Online Induction  
Workshop  
Enroll now!



Pak Siu Chi  
Manager – Registration Services  
CIC Secretariat

This annex is extracted from “Rules and Procedures for the Register of Specialist Trade Contractors”. Full set of document is available for download at the Scheme Website <https://rstc.cic.hk>.

## Schedule 2 – Registration Requirements and Definitions

### General Notes:

- a) All applicants shall possess or set up in Hong Kong a place of business as defined in Section 2 of the Business Registration Ordinance (Cap. 310).
- b) In order to qualify as staff and included in the number of personnel or staff required, individuals shall be full time employees of the applicant and shall be resident Hong Kong ID Cards holders or Works Visa Holders, and the practice shall constitute their principal source of employment. Moreover, they shall be employed full-time by the Applicant only. “Full time” employment means employment under a ‘continuous contract’ as defined by the Employment Ordinance of Hong Kong.

Registration Requirements	Definitions and Notes
<b>1. Safety</b>	
1.1 Safety staff	1. Safety supervisor qualification means a person who has completed the construction industry safety supervisor course (equivalent or above) organised by the CIC or Occupational Safety and Health Council (OSHC) or other recognised training organisations.
1.2 Site safety record	<p>1. Safety conviction records means the records of the Labor Department. In any 6-month period in the past 2 years counting from the submission of the application, the applicant shall not be involved in 5 or more safety convictions (each arising out of separate incidents under the same contract or sub-contract), or any fatal incident. Otherwise a safety audit must be completed.</p> <p>2. Safety audit must be carried out by an independent third party engaged by the registered company. The independent third party must confirm the registered company had implemented relevant safety improvement measures, otherwise the safety audit would not be considered completed.</p> <p>3. Unless otherwise specified, the contract value is normally based on an ‘all-in’ sum of labour and materials.</p> <p>4. The standard proforma of the job reference report is attached in Schedule 5. Other applicable formats that fulfills the registration requirements may be used.</p>
<b>2. Management</b>	
2.1 Senior management	<p>1. It means the registered company director under the Companies Ordinance. For unincorporated business, it means sole proprietor / partners.</p> <p>2. The other specified senior management, if not the registered company director, sole proprietor / partners, shall be a company employee at the rank of general manager (or equivalent).</p>
2.2 Technical staff	<p>1. Skilled worker or above refers to a registered skilled worker in the relevant trade division under the Construction Workers Registration Ordinance (or one with higher qualification including being a member of recognised professional institutions).</p> <p>2. Technical Competent Person (TCP) means a person registered under CIC Technically Competent Persons Registration Scheme (TCPRS).</p> <p>3. Senior management, technical staff and safety staff above may be the same person, but shall meet all respective requirements at the same time.</p>

Registration Requirements	Definitions and Notes
	4. The named technical staff shall complete the CIC Safety Training Course for Construction Workers of Specified Trade (“Silver Card Course”) applicable for the Designated Trade.
2.3 Continuous professional development (CPD)	<ol style="list-style-type: none"> <li>1. This registration requirement is applicable to <u>renewal applications</u> only.</li> <li>2. Each member of senior management, technical staff and safety staff must have completed at least 5 hours per year recognised CPD</li> <li>3. CPD includes relevant classroom or online training courses, seminars, conferences, visits, workshops etc. organized by the CIC, relevant Government departments, public bodies, professional institutions, trade associations, labour unions recognised by the Committee, etc. Recognised areas of CPD include safety, law, industry development, specialist trade management, construction technology application and corporate governance.</li> </ol>
2.4 Other	<ol style="list-style-type: none"> <li>1. This registration requirement is applicable to certain grouping of designated trades only.</li> <li>2. BIM Viewer means employee completed relevant training provided by the CIC. The named BIM Viewer, senior management, technical staff and safety staff above may be the same person, but shall meet all respective requirements at the same time.</li> <li>3. Innovative technology means items recognised under the “Construction Innovation and Technology Fund”.</li> <li>4. Participation in industry worker training means having participated in various training programmes of the CIC or having employed graduates of various training programmes of the CIC within previous 3 years.</li> </ol>
<b>3. Job Experience</b>	
3.1 Track record	<ol style="list-style-type: none"> <li>1. Unless otherwise specified, the contract value is normally based on an ‘all-in’ sum of labour and materials.</li> <li>2. The standard proforma of the job reference report is attached in Schedule 5. Other applicable formats that fulfills the registration requirements may be used.</li> </ol>
<b>4. Execution</b>	
4.1 Long-term employment staff (may include technical staff)	<ol style="list-style-type: none"> <li>1. Skilled or semi-skilled workers means registered skilled or semi-skilled worker registered with the relevant trade divisions under the Construction Workers Registration Ordinance (Cap. 583).</li> <li>2. Apprentice refers to a person who has joined apprenticeship scheme or training programme operated and recognised by CIC or Vocational Training Council.</li> <li>3. If the technical staff named in item 2.2 is a skilled worker, who can also be named as one of the long-term employment staff under this item.</li> <li>4. Long-term employment refers to the employment of a worker under a “continuous contract” as defined in the Employment Ordinance of Hong Kong.</li> </ol>
<b>5. Finance</b>	
5.1 Employed capital	<ol style="list-style-type: none"> <li>1. Employed capital refers to the shareholders’ funds. It basically comprises capital, reserves and retained profits of a company.</li> <li>2. The amount of employed capital will be assessed based on the annual return and financial statements/proof provided.</li> </ol>
5.2 Working capital	<ol style="list-style-type: none"> <li>1. Working capital refers to the net current asset position (current assets minus current liabilities) of a company.</li> <li>2. The amount of working capital will be assessed based on the annual return and financial statements/proof provided.</li> </ol>

Registration Requirements	Definitions and Notes
5.3 Tender Limit	<ol style="list-style-type: none"> <li>1. To be verified by project owner / consultant or main contractor.</li> <li>2. Unless otherwise specified, the contract value is normally based on “all-in” sum of labour and materials.</li> </ol>
5.4 Auditor's report	<ol style="list-style-type: none"> <li>1. Annual financial statements for accounting years audited and certified by certified public accountants.</li> <li>2. It shall be for a period ending no more than 18 months before submission date.</li> <li>3. It includes auditors' report, balance sheets, profit and loss accounts and cash flow statements together with relevant notes showing details of accounting shareholders' fund, non-current assets and liabilities, investments, current assets and current liabilities.</li> </ol>
<b>6. Integrity Management</b>	
6.1 Integrity Policy	<ol style="list-style-type: none"> <li>1. Integrity policy is the company internal policy on formulation and execution of integrity management system. All sole proprietor / partners / directors and staff must abide by this integrity policy.</li> <li>2. Formulate and submit the integrity policy of the company with reference to the ICAC's sample in the Schedule 3.</li> </ol>
6.2 Integrity Training	<ol style="list-style-type: none"> <li>1. This registration requirement is applicable to <u>renewal applications</u> only.</li> <li>2. Recognised integrity training must be relevant to integrity and prevention of corruption such as joining the Integrity Charter, seminars, conferences, consultation services etc. organised by the ICAC.</li> <li>3. Integrity training record includes proof of attendance bearing the name of attendant, title, date, duration, organiser of the trainings/activities.</li> </ol>

<b>Trade Category: Concreting (S01)</b>		
<b>Brief Scope of Designated Trade</b>	<b>Tender Limits</b>	
Mixing, placing and compacting concrete using vibrating machines; curing, levelling and smothering of concrete	Group 1: Subcontracts value up to HK\$5M ("M" denotes "million") Group 2: Subcontracts of unlimited value	
	<b>Group 1</b>	<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (A14)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (A14)
2.3 Continuous professional development (CPD)	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide the proof for at least 1 project of no less than \$1.1M of satisfactory performance	Provide the proof for at least 2 projects of no less than a total of \$5M of satisfactory performance and at least 1 project is no less than \$2.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 8 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$1.5M
5.2 Working capital	Min. \$0.5M	Min. \$1.5M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

Remarks: The contract values in this trade category are normally based on labour cost only.

**Trade Category: Concreting Formwork (S02)**

**Brief Scope of Designated Trade**

Erecting and striking timber formwork for building works and civil construction; fixing and dismantling large panel metal formwork

**Tender Limits**

Group 1: Subcontracts value up to HK\$40M ("M" denotes "million")  
Group 2: Subcontracts of unlimited value

	<b>Group 1</b>	<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS2)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS2)
2.3 Continuous professional development (CPD)	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide the proof for at least 1 project of no less than \$10M of satisfactory performance	Provide the proof for at least 2 projects of no less than a total of \$60M of satisfactory performance and at least 1 project is no less than \$30M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 12 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$6M
5.2 Working capital	Min. \$0.5M	Min. \$6M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

**Trade Category: Curtain Wall (S03)****Brief Scope of Designated Trade**

Installing metal frames, and fixing glasses or other material panels, for curtain walls

**Tender Limits**

Group 1: Subcontracts value up to HK\$40M ("M" denotes "million")

Group 2: Subcontracts of unlimited value

	<b>Group 1</b>	<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS9), or TCP T1 grade (or above)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS9), or TCP T1 grade (or above)
2.3 Continuous professional development (CPD)	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide the proof for at least 1 project of no lesser than \$10M of satisfactory performance	Provide the proof for at least 2 projects of no less than a total of \$70M of satisfactory performance and at least 1 project is no less than \$35M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 8 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$6M
5.2 Working capital	Min. \$0.5M	Min. \$6M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

**Trade Category: Demolition (S04)****Brief Scope of Designated Trade**

Demolishing, dismantling and removing buildings and structures, or any part of them

**Tender Limits**

Group 1: Subcontracts value up to HK\$5M ("M" denotes "million")

Group 2: Subcontracts of unlimited value

	<b>Group 1</b>	<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS3), or TCP T1 grade (or above)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS3), or TCP T1 grade (or above)
2.3 Continuous professional development (CPD)	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide the proof for at least 1 project of no less than \$1.1M of satisfactory performance	Provide the proof for at least 2 projects of no less than a total of \$5M of satisfactory performance and at least 1 project is no less than \$2.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of skilled workers or robot operators completed recognised training	Min. 4 no. of apprentices / skilled workers or robot operators completed recognised training
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$2M
5.2 Working capital	Min. \$0.5M	Min. \$2M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)



**Trade Category: Erection of Concrete Precast Component (S05)**

**Brief Scope of Designated Trade**

Erecting and fixing concrete precast component of buildings

**Tender Limits**

Group 1: Subcontracts value up to HK\$3M (“M” denotes “million”)  
Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (A12)	Min. 4 no. of technical staff with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (A12)
2.3 Continuous professional development (CPD)	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide the proof for at least 1 project of no less than \$0.6M of satisfactory performance	Provide the proof for at least 2 projects of no less than a total of \$3M of satisfactory performance and at least 1 project is no less than \$1.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 5 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$1.5M
5.2 Working capital	Min. \$0.5M	Min. \$1.5M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

Remarks: The contract values in this trade category are normally based on labour cost only.

**Trade Category: Reinforcement Bar Fixing (S06)****Brief Scope of Designated Trade**

Cutting, bending and fixing reinforcement steel bars

**Tender Limits**

Group 1: Subcontracts value up to HK\$20M ("M" denotes "million")

Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS5)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS5)
2.3 Continuous professional development (CPD)	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide the proof for at least 1 project of no less than \$7.5M of satisfactory performance	Provide the proof for at least 2 projects of no less than a total of \$33M of satisfactory performance and at least 1 project is no less than \$16.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 10 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$1.5M
5.2 Working capital	Min. \$0.5M	Min. \$1.5M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

Remarks: The contract values in this trade category are normally based on labour cost only.

**Trade Category: Scaffolding (S07)****Brief Scope of Designated Trade**

Erecting and dismantling bamboo or metal scaffolding required in construction works.

**Tender Limits**

Group 1: Subcontracts value up to HK\$5M ("M" denotes "million")

Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS7)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS7)
2.3 Continuous professional development (CPD)	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the average annual contract value completed over the past 3 years must not be less than \$1.5M, and provide 1 satisfactory job reference report with any amount	Provide proof for at least 2 projects of no less than a total of \$5M of satisfactory performance and at least 1 project is no less than \$2.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 6 no. of apprentices / semi-skilled/skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$1.5M
5.2 Working capital	Min. \$0.5M	Min. \$1.5M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

**Trade Category: Plastering (S08)**

**Brief Scope of Designated Trade**

Plastering, tiling, screeding and brick/block work (except stone and marble works) for building and civil construction.

**Tender Limits**

Group 1: Subcontracts value up to HK\$10M ("M" denotes "million")  
Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 3 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS6)	Min. 3 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS6)
2.3 Continuous professional development (CPD)	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD	Each of the abovementioned management (including safety staff) should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide the proof for at least 1 project of no less than \$0.5M of satisfactory performance	Provide the proof for at least 2 projects of no less than a total of \$16M of satisfactory performance and at least 1 project is no less than \$8M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 8 no. of apprentices / semi-skilled/skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$1M
5.2 Working capital	Min. \$0.2M	Min. \$1M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

## List of Supporting Documents required for registration

Registration Requirement	Supportive Document
<b>1. Safety</b>	
1.1 Safety Staff	1. Copy of valid certificate of recognised construction industry safety supervisor course or other relevant certificate of qualification above
1.2 Site safety record	1. Safety audit report (if applicable)
<b>2. Management</b>	
2.1 Senior management	<ol style="list-style-type: none"> <li>Curriculum vitae of the director / proprietor / partner (including job position &amp; responsibilities, project experience and employment period etc.) to prove he / she possesses experiences in the designated trade the company is applying for;</li> <li>If applicable, latest Annual Return Form (NAR1) filled to Companies Registry confirm the identity as company director. For unincorporated businesses, Certified Extracts of Information on Business Register issued by the Inland Revenue Department (Form IRBR 152)</li> </ol>
2.2 Technical staff	<ol style="list-style-type: none"> <li>Curriculum vitae / proof or references of the technical staff (including job position &amp; responsibilities, project experience and employment period etc.) to prove he / she possesses experiences in the designated trade the company is applying for;</li> <li>Proof of valid registration of the technical staff as a skilled worker or above under the Construction Workers Registration Ordinance or equivalent qualifications to prove he / she possesses the qualification in the designated trade the company is applying for;</li> <li>The CIC registration number of the TCP (if applicable)</li> </ol>
2.3 Continuous professional development (CPD)	CPD records including attendance certificates or proof of participation bearing the names of attendants and duration of courses / events (applicable to renewal applications only)
2.4 Other	<ol style="list-style-type: none"> <li>Completion certificate of the BIM Viewer training course;</li> <li>Relevant record of the purchased / adopted innovative technology;</li> <li>Relevant record of having participated in CIC training programmes or employed graduates of CIC training programmes within previous 3 years</li> </ol>
<b>3. Job Experience</b>	
3.1 Track record	<ol style="list-style-type: none"> <li>Job reference report within 3 years from the application date (please make reference to schedule 5);</li> <li>Relevant part of the contract showing contract value and main work scope</li> </ol>
<b>4. Execution</b>	
4.1 Long-term employment staff (may include technical staff)	<ol style="list-style-type: none"> <li>For Apprentice, provide copy of apprentice employment contract or equivalent;</li> <li>For other training programmes, provide proof of entry requirements, course or curriculum content, assessment criteria and other applicable information which are equivalent to skills required for the Committee's consideration</li> </ol>
<b>5. Finance</b>	
5.1 Employed capital	Copy of annual unconsolidated financial statements for accounting years audited and certified by certified public accountants for a period ending no more than 18 months before submission date
5.2 Working capital	
5.3 Auditor's report	
<b>6. Integrity</b>	
6.1 Integrity Policy	Company integrity policy (please make reference to Schedule 3)
6.2 Integrity Training	Integrity training record includes proof of attendance bearing the name of attendant, title, date, duration, organiser of the trainings/activities (applicable to renewal applications only)