
**Provisional Construction Industry
Co-ordination Board**

**Reference Decisions of
the Management Committee of
the Voluntary Subcontractor Registration Scheme**

**Version 1
15 April 2005**

Introduction

Reference Decisions record general principles laid down by the Management Committee of the Voluntary Subcontractor Registration Scheme in interpreting the Rules and Procedures of the Primary Register (Rules and Procedures). These principles will be followed in future in applying the Rules and Procedures.

The terms used in Reference Decisions have the same meanings assigned in the Rules and Procedures.

Reference Decisions

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* *Decision date*

Reference D001

Subject Renovation and fitting-out projects

Date 2nd meeting on 20 January 2004

Decision

(A) Subject to submission of the required documentary evidence, an applicant with experience in renovation and fitting-out projects may register on trade 02.11 – Renovation and Fitting-out through entry requirement R1.

(B) If an applicant seeks to register on other trades and specialties through entry requirement R1 using experience acquired in renovation and fitting out projects, the application will be allowed only if such experience is accepted by the Management Committee as adequate for registration on the applied trades and specialties.

Explanation

Regarding (A), the Management Committee decided to add trade 02.11 – Renovation and Fitting-out to accommodate renovation and fitting-out contractors.

Regarding (B), the decision clarifies that, while renovation and fitting-out projects may involve works falling within the ambit of other trades and specialties, the application for these trades and specialties will not be allowed if the works are of a minor nature. For instance, installation of one or two window-type air conditioners in renovation projects will not be accepted as experience for registration on trade 03.08 – Heating, Ventilation and Air-conditioning.

Reference D002

Subject Registered General Building Contractor (RGBC)

Date 3rd meeting on 17 March 2004

Decision

(A) An applicant with RGBC qualification may register on the following trades through entry requirement R2–

- (a) 01.03 – Concreting Formwork
- (b) 01.04 – Reinforcement Bar Fixing
- (c) 01.05 – Concreting
- (d) 01.06 – Concrete Pre-cast Component

(B) Applicants will not be allowed to use RGBC qualification to register on other trades and specialties of (including the specialties under the trades in (A)) through entry requirement R2. Registration on these trades and specialties should be sought through entry requirement R1 using relevant works experience or through entry requirement R2 using relevant qualifications.

Explanation

In early 2004, several applicants sought to register on a large number of trades and specialties using RGBC qualification.

Since registration as RGBC only requires general building experience, an RGBC may not necessarily have adequate experience in managing or executing works usually entrusted to subcontractors with specialized experience. As such, the qualification is considered as relevant only to the four trades in (A) which cover works of general nature.

Reference D003

Subject Village housing projects

Date 4th meeting on 19 May 2004

Decision

(A) Subject to submission of the required documentary evidence, an applicant with village housing experience may register on the following trades through entry requirement R1 –

- (a) 01.03 - Concreting Formwork
- (b) 01.04 - Reinforcement Bar Fixing
- (c) 01.05 - Concreting

(B) If an applicant seeks to register on other trades and specialties (including the specialties under the trades in (A)) through entry requirement R1 using experience acquired in village housing projects, the application will be allowed only if such experience is accepted as adequate by the Management Committee for registration on the applied trades and specialties.

Explanation

Regarding (A), the experience acquired in village housing projects is considered to be adequate for registration on the three trades in (A) since nearly all village houses include concrete structures.

Regarding (B), the decision clarifies that, while village housing projects may involve falling within the ambit of other trades and specialties, the application for these trades and specialties will not be allowed if these works are of a minor nature. For instance, the installation of one or two window-type air conditioners in village housing projects will not be accepted as experience for registration on trade 3.8 – Heating, Ventilation and Air-conditioning.

Reference	D004
Subject	Applicants providing ancillary services and temporary site facilities for construction contracts
Date	4 th meeting on 19 May 2004

Decision

The trade classification will not be expanded to cover firms providing ancillary services and temporary site facilities for construction contracts.

Explanation

In April and May 2004, several firms providing the following ancillary services and temporary site facilities had applied or had expressed intention to apply for registration on the Primary Register –

- (a) disposal of construction and demolition waste;
- (b) temporary site hoarding;
- (c) temporary material hoist;
- (d) temporary passenger lift;
- (e) temporary waste treatment plant;
- (f) temporary wheel washing facility; and
- (g) supply of labour for construction works.

The Management Committee decided that the VSRS should focus on subcontractors whose performance will directly affect construction quality. Its scope should not therefore be expanded to cover ancillary services and temporary site facilities.

Reference D005

Subject Proof of completion

Date 3 November 2004 (by circulation)

Decision

(A) Applicants applying for registration through entry requirement R1 may use the types of documents at Annex D005.1 as proof of completion of projects.

(B) The annex will be updated if the Management Committee decides to accept new types of documents in future.

Explanation

Clause 2.1 of the Rules and Procedures provides that a company may apply for registration on the Primary Register through entry requirement R1 if it has completed at least one job within the last five years as a main contractor/subcontractor in the applied trades and specialties. In accordance with Schedule 3, applicants are required to submit proof of completion of projects.

When the VSRS was launched in November 2003, a substantial number of applicants had reported difficulties in obtaining formal completion certificates from their main contractors or principal subcontractors. To avoid causing undue hardship to applicants, the Management Committee directed at its 2nd meeting on 20 January 2004 that other types of documentary evidence such as certificates for final payment may be accepted as proof of completion.

The Scheme Operator included in its 10th batch of recommendations on applications for registration a list of the types of documents which have been accepted thus far. The Management Committee ratified the list through circulation on 3 November 2004 and directed that it may be updated if new types of documents are accepted in future.

Proof of Project Completion

Type	Description
1	Completion certificate issued by main contractors, clients or consultants
2	Other forms of written confirmation (such as letters) issued by main contractors, clients and consultants
3	Final account for subcontract and proof of settlement of the account
4	Payment certificates proving that the cumulative interim payments is equal to or exceeds 90% of the value of the subcontract
5	Proof of receiving full payment for works procured through purchase orders or works order
6	<p data-bbox="363 1149 464 1182">Others</p> <p data-bbox="475 1234 1353 1312">A - FSD's Certificate of Fire Services Installation & Equipment (for fire services installations)</p> <p data-bbox="475 1361 1353 1440">B - Certificate Regarding Water Supply Connection (for waterworks installations)</p>