

To: All Authorized Persons  
Registered Structural Engineers  
Registered Inspectors  
Registered General Building Contractors  
Registered Minor Works Contactors

5 February 2016

Dear Sir/Madam,

### Issue of "QP Card" for Qualified Person (QP)

I am pleased to inform you that with effect from 15 February 2016, the Buildings Department will issue QP Cards to all QP upon their application.

The new measure aims to facilitate QP to identify themselves to building owners and management companies in order to gain access to private premises for carrying out inspection, supervising or carrying out repair works under the Mandatory Window Inspection Scheme.

The expiry date to be shown on the QP Card is the same as the expiry date of registration in the relevant register under the Buildings Ordinance. Where the QP has been included in more than one register, the latest expiry date will be shown.

We will promote this card to the general public. You are therefore encouraged to apply for a QP Card as soon as possible if you would like to provide services as QP. Please submit a recent passport photo and personal particulars using the attached form in your application.

Yours faithfully,



(LEUNG Siu-man)

Assistant Director/Corporate Services  
for Building Authority

**Submission of Photo and Personal Particulars**  
**Application for "QP Card" for Qualified Person (QP)**

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

The photo shall have a similar format as a passport photo with particular requirements as follows:

- Photo should show full frontal face with clear facial features.
- Plain white background preferable
- Size: 40mm (W) x 50mm (H)

When you take the photo, please do not wear head dress, and avoid heavy make-up. The photo will not be accepted if the applicant in the photo is:

- Not centered
- Wearing a frame across eyes
- With hair across eyes or eyebrows
- Seen with flash reflection on face / glasses
- With shadow
- Too light
- Too dark

Please affix your  
recent colour  
photo here

Applicant can submit the photo in hardcopy, or in the form of digital file (in CD or via e-mail<sup>(1)</sup>). The acceptable file format of the digital photo is as follows:

|                       |  |
|-----------------------|--|
| Image type:           | JPEG   |
| File size:            | 600Kbytes or below   |
| Acceptable dimension: | Captured by scanner (600dpi) – Photo size: 40mm(W) x 50mm(H)   |
|                       | Captured by digital camera – Image size: 1200px(W) x 1600px(H) |

Name in full (English): Mr/Mrs/Ms/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Please tick if you are:

**Register<sup>(2)</sup>**

- |  |                          |
|--|--------------------------|
| (i) Authorized Persons   | <input type="checkbox"/> |
| (ii) Registered Structural Engineers                                     | <input type="checkbox"/> |
| (iii) Registered Inspectors  | <input type="checkbox"/> |
| (iv) Authorized Signatory of Registered General Building Contractors     | <input type="checkbox"/> |
| (v) Authorized Signatory of Registered Minor Works Contractors (Company) | <input type="checkbox"/> |
| (vi) Registered Minor Works Contractors (Individual)                     | <input type="checkbox"/> |

Correspondence Address<sup>(3)</sup>: \_\_\_\_\_

\_\_\_\_\_  
Signature of the applicant

**Remarks:**

(1) For application sent via e-mail(enquiry@bd.gov.hk), the applicant has to collect the QP Card in person at Registration Unit, Room 107, 1/F, Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon.

(2) If the applicant is included in more than 1 register with different expiry dates, only the latest expiry date will be shown on the QP Card. The relevant name of contractor will also be shown if the latest expiry date falls into items (iv), (v) or (vi) above.

(3) For application submitted by hand or by post (address: 12/F Pioneer Centre, 750 Nathan Road, Kowloon) with an original copy of this form duly signed by the applicant, the QP Card will be sent by registered mail to the applicant to the above correspondence address.

Notes on the collection of personal data

- (i) The information provided will be used for the purposes in connection with the administration of the Buildings Ordinance and related Regulations.
- (ii) The information provided may be disclosed to other government departments or other parties for the purposes in connection with the administration of matters related to the Buildings Ordinance and related Regulations.
- (iii) For access to or correction of any personal data after submission, please address to the Registration Unit of the Buildings Department in writing.

(02/2016)