**Information Form on Contractor’s Non-local Contract Experience**

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| **POINTS TO NOTE:** |
| In accordance with paragraph 2.3.1 and Appendix 2A of the Contractor Management Handbook, if an applicant applies for direct entry to confirmed status of Group C based on experience in non-local contract(s), those contract(s) shall be on par with the standard of the HKSAR Government contracts in terms of legal framework governing construction works, contract management system and works supervision system, as substantiated with proof by the contractor in his application. Moreover, the relevant non-local contract experience shall be authenticated by the Government, consul or trade commissioner of the region / country where the non-local contract(s) was / were carried out, or by other appropriate authority accepted by this bureau.  This Information Form sets out the key elements which reflect the standard of the contract quoted by the applicant for demonstrating the experience requirement. In the absence of any of these elements, the non-local contract quoted by the applicant will normally not be regarded as on par with the standard of the HKSAR Government contracts. Please read the Guidance Notes before completing this Form. |

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| **SECTION 1: Details of Non-local Contract Experience**: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Company Name*) would like to apply for **Direct Entry** to **Group C at confirmed status** under the **Buildings / Port Works / Roads and Drainage / Site formation / Waterworks**\* category of the List of Approved Contractors for Public Works. We append the following non-local contract experience in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Region / Country outside Hong Kong*) in support of our current application: |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Contract | | |  | Contract / Works Period | |
| Description of  Contract / Works  (*Please specify*  *the contract number, contract title and works site location*) | Name of  Client | Category  of Works | Type  (*main / sub contract / joint venture*) | Total Contract Value and Value of Works undertaken by the Applicant  (HK$) | Details of the Contract and Works undertaken by the Applicant | Commencement  Date | Completion  Date |
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| **SECTION 2:**  **Legal Framework Governing Construction Works** | |
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| Contract Title:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 1. Is there any law, regulation, legislation or system in that country / region which governs the safety of construction works under the contract?   If ***yes***, please provide details, supporting documents or sources of reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes □ No |
| 1. Is there any law, regulation, legislation or system in that country / region which governs the construction works under the contract from environmental perspective?   If ***yes***, please provide details, supporting documents or sources of reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes □ No |
| 1. Is there any law, regulation, legislation or system in that country / region which governs the design and construction works under the contract?   If ***yes***, please provide details, supporting documents or sources of reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes □ No |
| 1. Is there any law, regulation, legislation or system in that country / region which governs the site supervision of construction works under the contract?   If ***yes***, please provide details, supporting documents or sources of reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes □ No |

| **SECTION 3:**  **Contract Management System and Works Supervision System** | |
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| Contract Title:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 1. Are the form of contract, conditions of contracts and works specification adopted for the contract following prevailing regional / national / international standards?   If ***yes***, please provide details, supporting documents or sources of reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes □ No |
| 1. (a) Is there a **site safety management system** to ensure safety of personnel carrying out the works under the contract?   (b) Are there any **designated personnel** in the organisation of the contractor and the contractor administrator who are responsible for supervising and / or implementing site safety matters?  If ***yes***, please provide details, supporting documents or sources of reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes □ No  □ Yes □ No |
| 1. Is there a **works supervision system / permit-to-work system** to ensure the site supervisory staff can properly supervise the workmanship and quality of works under the contract?   If ***yes***, please provide details, supporting documents or sources of reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes □ No |
| 1. Is there an **environmental protection / monitoring system** in place to ensure the environmental issues brought about by the works under the contract can be minimised or properly contained?   If ***yes***, please provide details, supporting documents or sources of reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes □ No |
| 1. Is there a **contract management system** in place to ensure the performance of the contract in terms of time, cost and quality can be properly administered and managed?   If ***yes***, please provide details, supporting documents or sources of reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes □ No |

**Guidance Notes:**

1. If an applicant applies for direct entry to Group C at confirmed status in any category of the List of Approved Contractors for Public Works based on **non-local contract experience**, he must complete this Information Form.
2. The non-local contract(s) stated in Section 1 must be supported by written evidence, including but not limited to, the scope of works, commencement and completion dates, the Articles of Agreement forming the contract, and the certificate on completion of works issued by the client / contract administrator[[1]](#footnote-1). In case of joint venture, the applicant shall include a copy of the joint venture agreement stated with the share of each joint venture partner. A brief description of the works carried out with particular reference to the category / categories applied for should be given.
3. **Information under Section 2 and Section 3 shall be completed for each non-local contract listed in Section 1.** Please insert additional pages following the format of Section 2 and Section 3 for **each** individual non-local contract as appropriate.
4. If the information provided by the applicant in Notes 2 and 3 above is:

(a) neither in Chinese nor in English, they should be translated into English, and / or

(b) not original documents, they must be notarised by the appropriate authorities.

1. The information regarding the non-local contracts in this Information Form and the associated evidences (including both original and translated evidences) must be authenticated by the Government, consul or trade commissioner of the region / country where the non-local contract(s) was carried out, or other appropriate authority accepted by the Development Bureau. To meet such authenticity requirement, the applicant should submit a letter issued by the aforesaid authority / party which authenticates the non-local contract information stated in this Information Form and the associated evidences.

1. Depending on the type of standard form of contract adopted, the contract administrator can be the Architect, Engineer, Surveyor, Supervising Officer, Project Manager, Service Manager, etc. [↑](#footnote-ref-1)