



中華人民共和國香港特別行政區政府
房屋局

Housing Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

房屋局常任秘書長辦公室
獨立審查組

本組檔號 Our Ref.

來函檔號 Your Ref.

HD 524-005-040-005-005-P001

Independent Checking Unit

Office of the Permanent Secretary for Housing

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Date: 20 February 2026

To: All Prescribed Building Professionals and Prescribed Registered Contractor

Dear Sir/Madam,

Updating of Specified Forms MW01, MW03, ICUMW01 and ICUMW03
under Minor Works Control System

The Independent Checking Unit (ICU) works directly under the Office of the Permanent Secretary for Housing. Under the delegated authority from the Building Authority (i.e. the Director of Buildings), the ICU exercises statutory building control to properties developed by the Hong Kong Housing Authority (HA) that have been sold or divested, in accordance with the Buildings Ordinance (BO) and the policies and guidelines of the Building Authority (BA). The ICU also exercises administrative building control to the HA's new development works and existing buildings in line with the BO and the BA's policies and guidelines.

2. The Buildings Department (BD) issued on 13 February 2026 the Circular Letter to all Prescribed Building Professionals (PBP) and Prescribed Registered Contractors (PRC) announcing that Part E of Form MW01 and Part B of Form MW03 have been updated to require the PRC to confirm: -

- (i) whether the Class I/Class II minor works involve scaffolding spanning three or more consecutive storeys^{Note 1}; and

^{Note 1} Including scaffolding covering the entire elevation of the concerned storeys (even if only one single elevation of the building is covered) and scaffolding covering the full height of a re-entrant or light well of the building. Truss-out scaffolding for repair works for individual units is excluded.

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- (ii) for scaffolding mentioned above, sampling and testing have been conducted in accordance with the requirements stipulated in PNRC 85 prior to the installation of protective materials on the scaffolding to ensure that the protective materials used comply with the required standards of fire retardant performance.
3. The updated Forms MW01 and MW03 have been uploaded to the BD's website (www.bd.gov.hk), whereas the respective updated Forms ICUMW01 and ICUMW03 have been uploaded to the ICU's website (<https://www.hb.gov.hk/icu/eng/FormsMWCS/index.html>). **Minor works submissions submitted on or after 23 February 2026 should use the new versions of the forms and complete the updated parts.** Otherwise, the submissions will be returned to the PBPs or PRCs without acknowledgement of receipt. PBPs and/or PRCs are then required to re-submit the updated forms accordingly.
4. For Class III minor works involving scaffolding spanning three or more consecutive storeys ^{Note 1}, PRCs are also reminded to conduct sampling and testing in accordance with the requirements stipulated in PNRC 85 and send the electronic test reports to ICU. PRCs should ensure that protective materials are installed on scaffolding only when they have obtained test reports in compliance with the recognised standards. They should submit the specified form to notify ICU within seven days upon completion of the installation of the protective materials on the scaffolding.
5. If any contraventions are identified, ICU will consider instigating prosecution and/or disciplinary action against the PBPs or PRCs concerned under the Buildings Ordinance. Depending on the nature of the contraventions, ICU may refer the cases to the relevant law enforcement departments for appropriate action.

Yours faithfully,



(Ho Mei-ling, Melissa)
Chief Structural Engineer
Independent Checking Unit
for Building Authority