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10 March 2016



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To All HKCA Members
Page (with this page) : 4

Dear HKCA Members,

**HALF-DAY ELITE COURSE ON
“FINAL PREPARATION BEFORE AUTHORIZED SIGNATORY INTERVIEW”**

HKCA is co-organizing a half-day course on “Final Preparation Before Authorized Signatory Interview” with the Hong Kong Institute of Construction Managers. This elite course aims to provide helpful reviews and knowledge refreshment on relevant ordinances, regulations and current codes of practice for the AS interview. Please refer to the attachments for details of the elite course.

For HKCA Members interested to embark on the course, please complete the registration form and mail together with a cheque payable to “Hong Kong Institute of Construction Managers, Limited” **on or before 22 April 2016**.

Should you have any queries, please feel free to contact Ms Susanne Li, HKCA Secretariat Office (Tel: 3978 8430; Email: susanneli@hkca.com.hk) or HKICM Secretariat Office (Tel: 2523 2081; Email: info@hkicm.org.hk).

Yours sincerely,

Eddie Lam
First Vice-President and Chairman of SME Committee

HALF-DAY ELITE COURSE ON “FINAL PREPARATION BEFORE AUTHORIZED SIGNATORY INTERVIEW”

Co-Organized by
**Hong Kong Institute of Construction Managers &
Hong Kong Construction Association**

[Deadline for Registration: 22 April 2016 (Friday)]

Course Brief and Objectives:

Under the Buildings Ordinance (BO) (Cap. 123), a registered contractor (including Registered General Building Contractor [RGBC] and Registered Specialist Contractor [RSC] only) is required to provide continuous supervision to the carrying out of building works or street works in accordance with the Supervision Plan. A minimum of one person must be appointed by the registered contractor to act for the purposes of the BO, and the appointed representative is commonly known as the ‘Authorized Signatory’ (AS).

This elite course aims to provide helpful reviews and knowledge refreshment on buildings ordinances, regulations and current codes of practice in light of a construction practitioner via sharing of possible AS interview questions. Empirical **techniques in attending the AS interview, experience sharing and mock AS interview will be the focus.**

Course Content:

1. Current AS Registration System
2. A Brief Introduction of Contractors Registration Committee (CRC)
3. Objectives of AS Interview
4. Aspects of Knowledge to be Assessed by CRC
 - Statutory Role, Function and Duties of Registered Contractors
 - Objectives of Buildings Ordinance and Control Mechanism
 - Local conditions and common knowledge in the industry
 - Working knowledge of BO/regulations/codes etc. and control of building works by other authorities
 - Local statutory requirements
 - Technical knowledge and practical experience
5. Mock AS Interview
6. Introduction of Registered Construction Manager (RCM) and its registration system
7. AS Vs RCM

Course Structure:

Sharing of Possible Question & Interview Technique	: 2.5 Hours
Experience Sharing & Mock AS Interview	: 1.0 Hour
<u>Q & A Session</u>	: <u>0.5 Hour</u>
Total	: <u>4.0 Hours</u>

Speakers:

- Key Speakers**
- (i) Cr Daniel H.T. SHUM, FHKICM, RCM, MHKIE, MHKIS, FRICS, RPE, RPS(QS)
AS of RGBC and ex-CRC Panel Member for 8 years
 - (ii) Cr P.F. CHAN, MHKICM, MPM, MHKIS, MHKIE, MWOB, BEAM Pro, AP(S), RI
Ex-Building Surveyor of BD and Chairman of AS Committee
 - (iii) Cr Terence K.W. MANG, MHKICM, RCM
AS of RGBC and Member of AS Committee
- Guest Speakers**
- (i) Ex-CRC Panel Members and existing ASs experienced in the registration and assessment of AS under BO will be invited for experience sharing; and
 - (ii) Guests for experience sharing will also be invited to join the Mock AS Interview and Q&A Session.

Date and Time:

30th April 2016 (Saturday) from 9:00 am - 1:00pm

Course Venue:

1st Floor, HKCA Building, 180 - 182 Hennessy Road, Wan Chai, Hong Kong

Class size:

40 persons (Maximum)

Medium of Instruction:

Cantonese supplemented with English

CPD Credit:

4 CPD hours and a certificate of attendance (e-certificate) will be issued.

Course Fee:

HKICM / HKCA Member - HK\$4,000.00* per person; Non-member - HK\$5,000.00* per person
(*50% discount will be offered to those who have attended the same course held last year)

* Fee inclusive of course handouts & textbook (for new participants only) of 《香港註冊承建商牌照全攻略 [加強版] 2014》

Closing Date for Registration:

22 April 2016 (Friday)

Registration:

1. For on-line registration, please [click here](#) (confirmation e-mail will be sent to successful registrants in due course); or
2. Fill in the Registration Form below or download the [words version here](#).

* Payment shall be made payable to "Hong Kong Institute of Construction Managers, Limited" and sent by mail together with the Registration Form to the address below: -

*The Secretariat Office, Hong Kong Institute of Construction Managers
Rooms 801-2, On Lok Yuen Building, 25 Des Voeux Road Central, Hong Kong*

Enquiry:

For enquiries, please contact HKICM Secretariat Office at Tel: (852) 2523 2081 or e-mail: info@hkicm.org.hk.

REGISTRATION FORM

[Deadline for Registration: 22 April 2016 (Friday)]

Course on : Half-day Elite Course on "Final Preparation Before Authorized Signatory Interview"
Date : 30th April 2016 (Saturday)
Time : 9:00 am ~ 1:00pm (4 hours)
Venue : 1st Floor, HKCA Building, 180 - 182 Hennessy Road, Wan Chai, Hong Kong

Name : English _____ Chinese _____

Membership : HKICM (M/S No.): _____ HKCA Member Non-member

#Declaration : I confirmed that I have / have not attended the same course held last year

Mobile : _____ E-mail : _____

Address : _____

Company : _____ Post : _____

Payment : *(Please mark your name, Membership no. and CPD Code at the back of the cheque)*

Cheque No. : _____ Bank : _____

Signature : _____ Date : _____