

Application for Registration as Electrical Worker
Information required for Documentary Proof provided by Employer

1. Employer's name
2. Employer's electrical contractor registration number
3. Date of letter
4. Information of applicant (name and HKID number)
5. Employment period of applicant, including start and end dates and total number of year
6. Position of applicant (e.g. electrical worker, artisan, technical officer or engineer, etc.)
7. Details of electrical work of applicant:
 - Type of electrical work and the period of each electrical work carried out, including start and end dates and total number of year
 - Location of carrying out electrical work (e.g. address of site / building, district, etc.)
 - Type of electrical installation involved (MUST state whether the employer is the owner of electrical installation involved)
 - Voltage and current rating of electrical installation involved
 - Information of the registered electrical worker (including name, registration number and qualification) who supervised the applicant to carry out the electrical work.

The information can be submitted in table form below:

Type of electrical work	Period	Work Location	Type of Electrical Installation (whether the employer is the owner of electrical installation involved) YES or NO?	Voltage & Current Rating	Supervising REW
Example 1 Design, installation and testing of electrical system	1 Jan 2004 to 30 Mar 2006 (Total 2 years 3 months)	Construction site of YYY Estate, XX Road, Shatin, N.T.	Final circuit (including distribution board, wirings, socket outlets), YES	xxxV, xxxA	Taiman CHAN W999999 Grade X(X0)
Example 2 Maintenance of electrical installation	15 Oct 2006 to 15 Apr 2009 (Total 2 years 6 months)	ABC Building, Central, Hong Kong	Main switchboard, riser, distribution board, final circuits (including socket outlets, lightings, etc.), NO	xxxV, xxxA	Simon LEE W444444 Grade X (X0)

8. All documentary proof should be issued in company letterhead and signed by an "Authorized person" of the Registered Electrical Contractor (REC) with company chop. Throughout the entire certified work period, the employer should be valid registered electrical contractor.
9. All documentary proof should provide the name, registration number and qualification of the registered electrical worker who supervised the applicant to carry out the electrical work. Throughout the entire certified work period, the supervisor should be valid registered electrical contractor of corresponding qualification.
10. It is a contravention of the Electricity Ordinance if the employer does business to carry out electrical work while not being a REC. Regarding case of non-REC employer, documentary proof should be confirmed by an "Authorized person" of the REC that the electrical installation involved is owned by the employer.