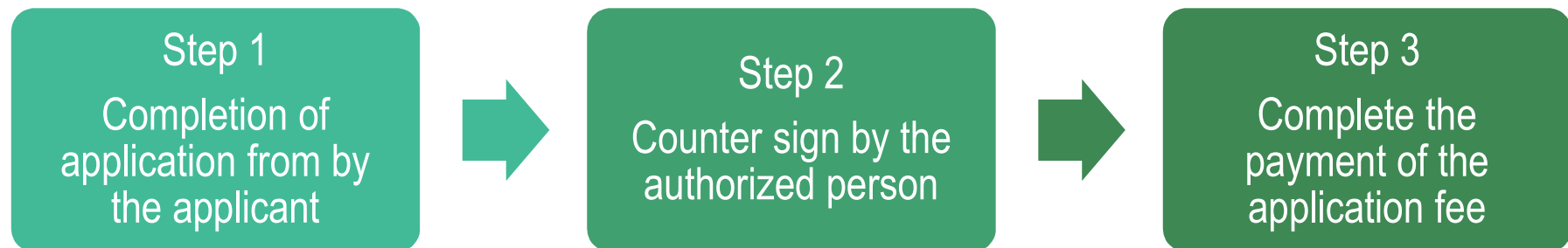


Electronic Submission for New/Renewal Application for Registration as an Electrical Contractor (Form 1)

Application Process



Download "iAM Smart", Register "iAM Smart +"



- Register "iAM Smart" with mobile phone (For persons aged 18 or above)



<https://www.youtube.com/watch?v=IK9S2sAG3zI>

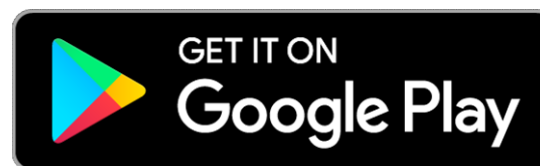
- Register "iAM Smart+" at Self-registration Kiosk (For persons aged 18 or above)



<https://www.youtube.com/watch?v=624zV6w8Qtg>



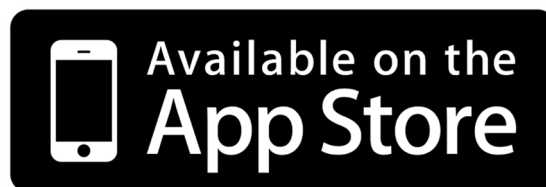
<https://apps.apple.com/app/id1515065344>



<https://play.google.com/store/apps/details?id=hk.gov.ogcio.iamsmart>



Download "E&M Trade App"



<https://apps.apple.com/hk/app/id1490767426>



https://play.google.com/store/apps/details?id=hk.gov.emsd.trade&hl=zh_HK



Open “EMSD (Regulatory Services) Web-Based Registration Services”

1. By the following link:

<https://wbrs.emsd.gov.hk/wbrs/#/>

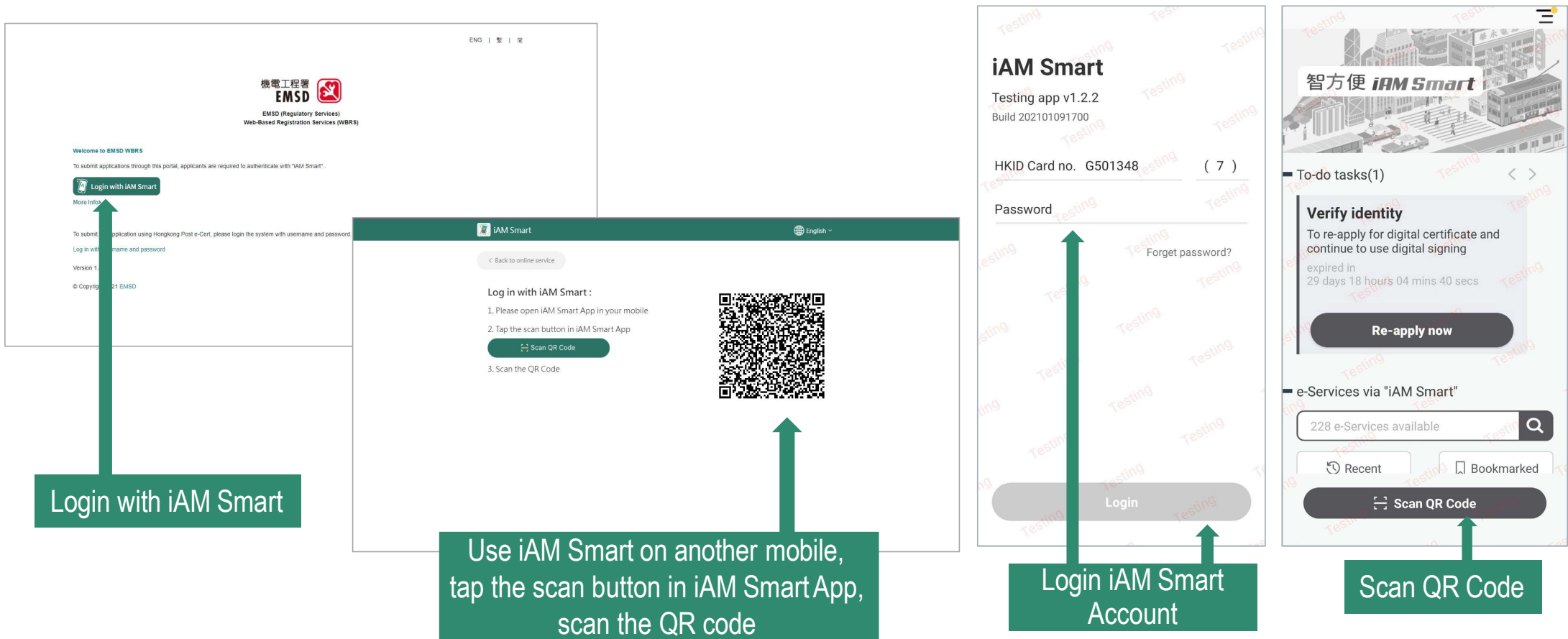
OR

2. Open “E&M Trade App” home page, click on the “iAM Smart +” Electronic Submission for REW License Renewal banner



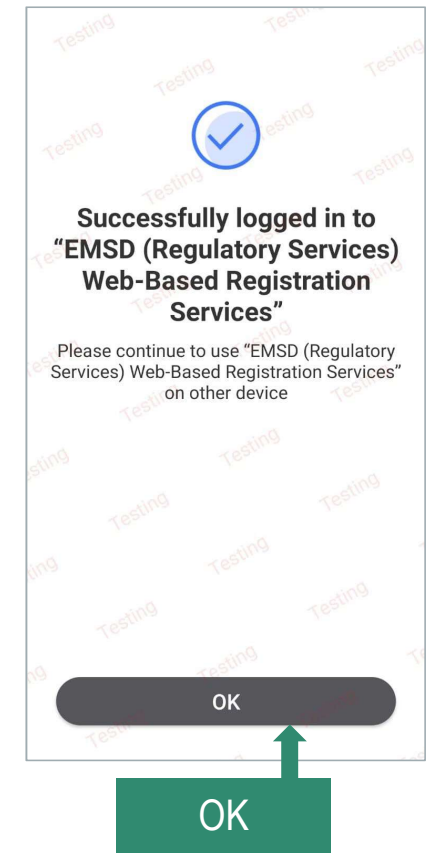
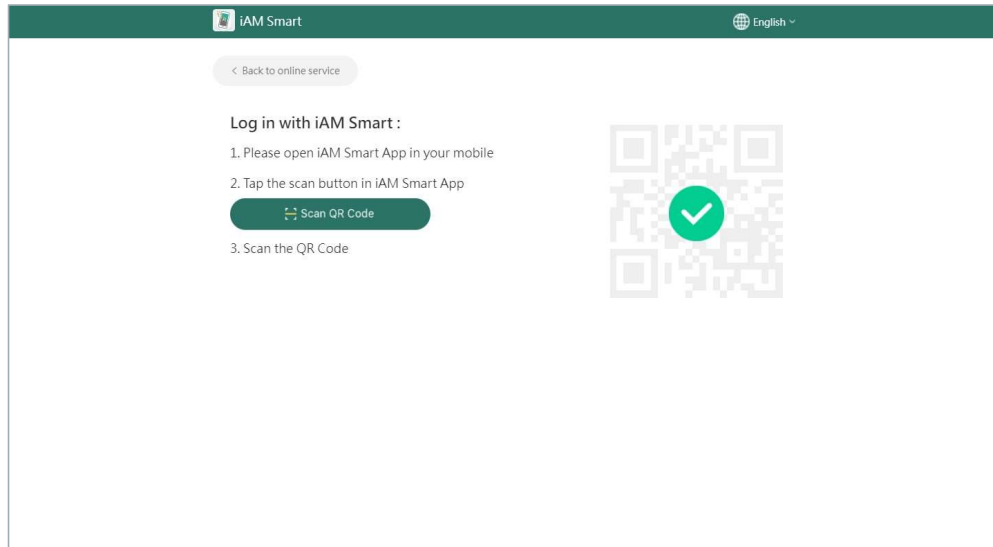
EMSD (Regulatory Services) Web-Based Registration Services

- Login with Computer



EMSD (Regulatory Services) Web-Based Registration Services

- Login with Computer



Tutorial of FORM 1 (New/Renewal Application for Registration as an Electrical Contractor) "iAM Smart +" Electronic Submission

Select Form - Form 1 : New/Renewal Application for Registration as an Electrical Contractor

ROLE SELECTION

Please select the role to begin, some functions are restricted to certain authenticated personnel only.

Click the button below to refresh roles:

Refresh Roles

Registered Engineer (GAS)

☐ Registered GAS Engineer (RE41408)

☐ Other Applicant

Continue

Select "Other Applicant", then click "Continue"

Select "Online Electronic Submission"

ONLINE ELECTRONIC SUBMISSION

Please select the required registration form and click "Start" button to input and submit online applications.

Select Type of Service

Lifts and Escalators

Form No.

Form LE31

Form Name:

Application For Registration / Renewal Of Registration As A Lift Contractor And/Or An Escalator Contractor

Mobile/Desktop:



Online

Start

Select Type of Service

ONLINE ELECTRONIC SUBMISSION

Please select the required registration for input and submit online applications.

Select Type of Service

Lifts and Escalators

Gas

Lifts and Escalators

Builders' Lifts and Tower Working

Amusement Rides

Electricity

Form Name: Registration As A Lift Contractor And/Or An Escalator Contractor

Mobile/Desktop:



Online

Start

Choose "Electricity"



Select Form - Form 1 : New/Renewal Application for Registration as an Electrical Contractor

ONLINE ELECTRONIC SUBMISSION

Please select the required registration form and click "Start" button to input and submit online applications.

Select Type of Service

Electricity

Form No.	Form Name	Mobile/Desktop	Online Submission
Form 1	New/Renewal Application For Registration As An Electrical Contractor	 / 	Start

"Start" filling the Form

Tutorial of FORM 1 (New/Renewal Application for Registration as an Electrical Contractor) "iAM Smart +" Electronic Submission

Select Form - Form 1 : New/Renewal Application for Registration as an Electrical Contractor

APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR

APPLICATION REQUIREMENT

- Printer for printing applications, invoices and receipts If necessary Customised Browser / Java Configuration for running WBRS application
- Adobe Acrobat Reader 6.0 or above for viewing invoices and receipt in PDF files format
- 'iAM Smart+' for form signing

Note

1. This application form (Form 1) is used for NEW/RENEWAL application for registration as an electrical contractor.
2. Please fill in the address where you carry out your business. If you have several branch offices, you need only to fill in your Head Office's address in this area and see note 7 for copies of certificates of registration for display at each of his branch offices.
3. If your company is registered as a partnership, please provide the names of the partners.
4. The Electricity Ordinance requires the contractor to endorse the certificates and reports produced by the registered electrical worker(s) employed by him. The name (Chinese and English), HKID number and post of the persons authorized by the company to endorse the certificates and reports shall be provided in this section. The specimen signatures of the persons authorized by the company to endorse the certificates and reports shall be uploaded in Section D.
5. According to Regulation 3(1) of the Electricity (Registration) Regulations, to be qualified as a registered electrical contractor, the applicant for registration must either employ at least one registered electrical worker or, if the applicant is an individual, he must be a registered electrical worker; or if the applicant is a partnership, one of the partners must be a registered electrical worker. Please provide name(s) and registration details of registered electrical worker(s) (REW).
6. In order to facilitate the processing of the application, the applicant should upload copy of relevant documents in Section D to support his application. This include, but not be limited to the following:
 - (a) Copy of the Business Registration Certificate (with validity not less than 1 months and printed with payment record)
 - (b) Letter signed by proprietor, director or authorized person confirming the employment of the REWs (date of issue should be within 1 month before the date of application)
 - (c) Applicant of new/renewal application for registration as an electrical contractor, should also submit copy of the applicant's HKID Card. If the applicant is not the proprietor or director of the company, An authorization letter signed by proprietor or director of the company should be submitted with the application.
7. If you have branch offices, you should apply for a copy of your certificate of registration issued by the Director for each of your branch office in accordance with Section 34(8) of the Electricity Ordinance. Application for additional copies of certificate of registration for branch offices should be done by:
Either
 - (a) completing Section B of this online application form.
Or
 - (b) submitting online application Form 2 (Application For Copies Of Certificate Of Registration Of Registered Electrical Contractor For Branch Offices) after the applicant has been registered as an electrical contractor.
8. The provision of information in Section D is not compulsory for the application. The result of application will NOT be affected by the completeness of Section D. The information obtained in Section D is for EMSD reference only.

Personal Data Privacy Statement

Purpose of Personal Data Collection

The personal data provided by means of this form will be used by the Government for the following purposes:

- (a) To assess the qualifications of your company in order to determine its eligibility for registration as an electrical contractor in accordance with the relevant provisions of the Electricity (Registration) Regulations; and
- (b) To facilitate communication between Government and your company.

Classes of Transferees

Upon the acceptance of your registration, all the data that appear in the form will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department.

The data limited to the name, address, telephone number, expiry date of registration, the information of performance and disciplinary actions, may be disclosed to the public at the Government web site "www.emsd.gov.hk", the Registration and Permit Office of this department and District Offices; or to individual upon their application.

Access to Personal Data

You have a right to access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

Enquiries

Enquiries concerning the personal data collected by means of this form, including the data access and correction request, should be submitted in writing and addressed to: The Director of Electrical & Mechanical Services, Electricity Legislation Division, 7/F, 3 Kai-Sing Street, Kowloon Bay.

For other general enquiries, please use the Government "1823 Citizen's Easy Link" 24-hour access, phone number: 1823.

Prevention of Bribery

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Chapter 201 of the Laws of Hong Kong)) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption ("ICAC"). Any permit issued will be cancelled and you will be liable for all losses and expenses incurred by the Government as a result of the offence. You should report to the ICAC (Telephone No.: 2526-6366) if any person solicits an advantage from you in connection with this application.

1. The Application Fee is as following:

- (a) The application fee for registration as an electrical contractor HK\$855 (According to the Electricity (Registration) (Amendment) Regulation 2021 and the Electricity (Registration) (Amendment) Regulation 2021, the concession period for application for registration or renewal of registration as an electrical contractor has been starting from 1 October 2021. Application fee for registration or renewal of registration as an electrical contractor received period from 1 October 2021 to 30 September 2022 (both dates inclusive) is \$570 instead of the original specified fee of \$855. In contractor license has been effective or the application for renewal of registration has been submitted before the waiver period is for more than one year and will expire after the above waiver period, can submit a refund application to this Department from 1 October 2021.)
- (b) The application fee for a copy of certificate of registration of electrical contractor for one branch office HK\$340

2. All fees are subject to revision. (Note: The paid application fee will not be refunded regardless of the result of application.)

Authorise "iAM Smart" to provide "e-ME" information

Form Filling with iAM Smart e-ME

More info

I disagree using iAM Smart to prefill this form:

Proceed Application Show iAM Smart Form Filling

Authorise "iAM Smart" to provide "e-ME" information

Please follow the steps below:

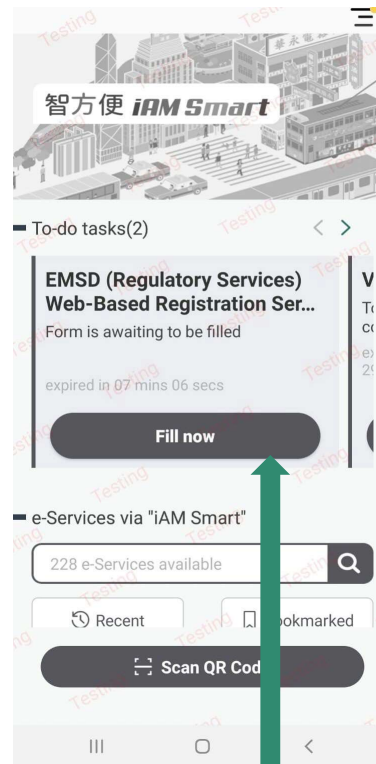
1. Open "iAM Smart" app in your mobile device



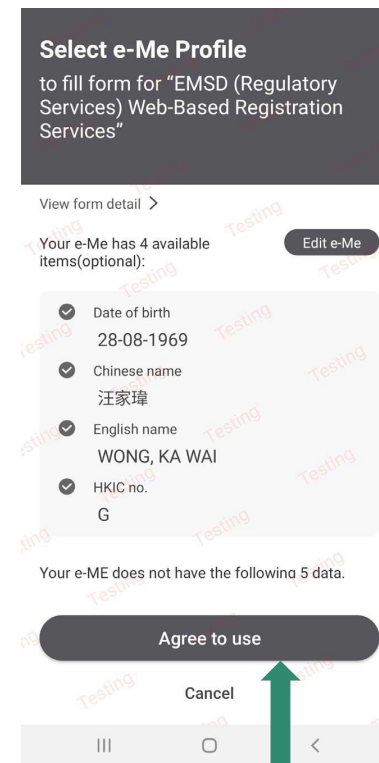
2. Tap on "To fill"
3. Tap on "Agree to use" to authorise.

Read the notes and agree with the personal data privacy statement, then authorize "iAM Smart" to provide "e-ME" information to fill the form

Select Form - Form 1 : New/Renewal Application for Registration as an Electrical Contractor



"Fill now"



"Agree to use"

New/Renewal Application for Registration as an Electrical Contractor - Step 1 (Application Form)

APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR
* Indicates a required field

Application Type *

Select

Please select the role *

☐ Owner of Electrical Contractor ☐ Authorized Person of Electrical Contractor

HKID No. *

G501353(3)

Name of Applicant (Chinese)

Name of Applicant (English)

Position in the Company *

Save Draft Next

Tick "REC. Owner" and choose the "Application Type",
Check and fill in Personal Particulars, click "Next"

APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR
* Indicates a required field

Section A: Particulars of the Company Section B: Additional Certificate of Registration Section C: Business Nature (see note 8)
for Branch Office (see note 7)

Business Registration Certificate Number *

12345678-123-12-12-1

Name of Company (English) *

Name of Company (Chinese) *

New Business Address (English) *

Unit Select Floor Block Select

Name of Building

Name of Estate Phase of Estate

Street / Village Street no. / House / Building no.

Save Draft Next

Check and fill in Particulars of
the Company, click "Next"

New/Renewal Application for Registration as an Electrical Contractor - Step 1 (Application Form)

APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR

* Indicates a required field

Section A: Particulars of the Company

Section B: Additional Certificate of Registration for Branch Office (see note 7)

Section C: Business Nature (see note 8)

Branch Office (1)

New Business Address (English)

Unit Select Floor Block Select

Name of Building

Name of Estate Phase of Estate

Street / Village Street no. / House / Building no.

Select District

Select Region

Save Draft Next

If applicant **requires** to apply for additional Certificate of Registration for Branch Offices, Check and fill in Particulars of Branch Offices, click "Next"

New Correspondence Address

Unit Select Floor Block Select

Name of Building

Name of Estate Phase of Estate

Street / Village Street no. / House / Building no.

Select District

Select Region

Contact Tel. No.

Add Delete

Save Draft Next

If applicant **does NOT** require to apply for additional Certificate of Registration for Branch Offices, Press the "Delete" Button, click "Next"

New/Renewal Application for Registration as an Electrical Contractor

- Step 1 (Application Form)

APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR

* Indicates a required field

Section A: Particulars of the Company Section B: Additional Certificate of Registration for Branch Office (see note 7) Section C: Business Nature (see note 8)

Who are your primary customer group?

☐ Residential Customers
☐ Commercial Customers
☐ Industrial Customers
☐ Government or Public Enterprise
☐ Others

Percentage of Services Included

Electrical Installation Services	Maintenance and Repair Services	PITC (WR2) Services
<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %

Other Services (Please specify)

Check and fill in Business Nature (Optional), click "Next"

New/Renewal Application for Registration as an Electrical Contractor - Step 1 (Application Form)

APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR

* Indicates a required field

Date of Application

22/12/2021

Application Type

New application for registration as an electrical contractor

Name of Applicant (Chinese)

白惠玲

Name of Applicant (English)

PAK, WAI LING

HKID No.

G5013533

Position in the Company

CEO

Section A: Particulars of the Company

Section D: Photocopies of documents submitted in support of this application

The document uploaded to the system will not be saved together with the form in the draft, applicant has to sign and submit this form immediately after uploading the document.

I. Business Registration Certificate *

[Choose File](#) No Files Chosen

II. Certificates of Registered Electrical Workers listed in Section A *

[Choose File](#) No Files Chosen

III. Documentary proof(s) of employment of registered electrical worker(s) *

[Choose File](#) No Files Chosen

IV. Others

[Choose File](#) No Files Chosen

V. Specimen Signature *

[Choose File](#) No Files Chosen

I. Business Registration Certificate *

[Choose File](#) No Files Chosen

II. Certificates of Registered Electrical Workers listed in Section A *

[Choose File](#) No Files Chosen

III. Documentary proof(s) of employment of registered electrical worker(s) *

[Choose File](#) No Files Chosen

IV. Others

[Choose File](#) No Files Chosen

V. Specimen Signature *

[Choose File](#) No Files Chosen

* Please click [here](#) for Signature Specimen requirements.

* EMSD will not proceed with the application if the format of submitted electronic photo and Signature Specimen do not comply with the above requirements.

Declaration

I further declare that all particulars, statements and documents submitted herein and with this application are true and correct.

[Warning: It is an offence in law to furnish any false statement or information related to this application.](#)

Sign your application with "iAM Smart"

 [Signing with iAM Smart](#)

[More Info](#)

Check application particulars, upload the required photocopies of documents, click "Signing with iAM Smart" after confirmation

Sign the application with "iAM Smart", "Open iAM Smart" to complete the digital signing

New/Renewal Application for Registration as an Electrical Contractor

- Application Submission Successfully

FORM1

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION ELECTRICITY ORDINANCE (CAP. 406) ELECTRICITY (REGISTRATION) REGULATIONS

APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR



Submitted Successfully

Please note that the application has not completed until all counter sign completed and the application fee has been paid.

Date:2021-12-22

Application No.

C211000364

Email will be sent to authorized person for counter sign.
Applicant would be notified for payment to complete the whole application
after all counter sign completed.

New/Renewal Application for Registration as an Electrical Contractor - Step 2 (Counter Sign by Authorized Person)

APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR

* Indicates a required field

Please select the role *

☐ REC. Owner ☒ REC. Authorized Person

Application No. *

Email Address (This email address will be used for applying application) *

HKID No. *

Name of Applicant (Chinese)

Name of Applicant (English)

Position in the Company *

Tick "REC. Authorized Person" and fill in the "Application No" (from Email), click "Next"

New/Renewal Application for Registration as an Electrical Contractor

- Step 2 (Counter Sign by Authorized Person)

APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR

* Indicates a required field

Date of Application

22/12/2021

Name of Applicant (Chinese)

--

Name of Applicant (English)

--

HKID No.

G5013533

Position in the Company

Director

Application No.

C211000364

Email Address (This email address will be used for applying application)

chchiu@emsd.gov.hk

Check application particulars, upload the required photocopies of documents, click "Signing with iAM Smart" after confirmation

Section D: Photocopies of documents submitted in support of this application

The document uploaded to the system will not be saved together with the form in the draft, applicant has to sign and submit this form immediately after uploading the document.

I. Specimen Signature *

Choose File No Files Chosen

* Please click [here](#) for Signature Specimen requirements.

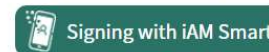
* EMSD will not proceed with the application if the format of submitted electronic photo and Signature Specimen do not comply with the above requirements.

Declaration

I further declare that all particulars, statements and documents submitted herein and with this application are true and correct.

Warning: It is an offence in law to furnish any false statement or information related to this application.

Sign your application with "iAM Smart"



[More Info](#)

Sign the application with "iAM Smart", "Open iAM Smart" to complete the digital signing

New/Renewal Application for Registration as an Electrical Contractor

- Step 3 (Result) (Online payment)

Please select your desired payment method

Application No.	Division
C211000044	Electricity Legislation Division

Payment Method *

☒ Pay by Online Payment #

[Proceed](#)

Choose "Pay by Online Payment"

Choose Online Payment Method

GovHK 香港政府一站通

網上付款服務

查詢
客戶服務熱線
1823
電郵
info@emsd.gov.hk

請選擇付款方式：

服務類別	機電工程署 (規管服務) 網上註冊服務
商戶名稱	Electrical and Mechanical Services Department
交易日期	27-09-2021
交易參考編號	2021 0927 3000 0104
總額	HK\$ 315.00

付款方式

☐ JCB ☐ Mastercard ☐ VISA ☐ UnionPay 銀聯 ☐ PPS 聚寶盛

[取消付款](#) [付款](#)

請記錄此交易參考編號或列印本頁，以備需要時查詢付款狀況。
按「付款」鍵後，請不要在你收到確認通知書前離開，否則你的申請可能不被接納。
商戶名稱只適用於信用卡付款方式。

New/Renewal Application for Registration as an Electrical Contractor

- Step 3 (Result) (Download Receipt)



Electrical and Mechanical Services Department
The Government of the Hong Kong Special Administrative Region
3 Kai Shing Street, Kowloon, Hong Kong
機電工程署
香港特別行政區政府
香港九龍啟成街3號
Enquiry Telephone No 查詢電話: (852) 2808 3391

Web-Based Registration Services 網上註冊服務

RECEIPT 收據

Received From 茲收到	: WONG, KA WAI	Receipt Date 收據日期	: 28/09/2021
		Receipt Number 收據編號:	: AA186212
		Payment Reference No. 付款參考編號:	: 2021092830000061
		EGIS Trace No. EGIS參考編號:	: 230655
Tel 電話	:	Number of Applications 申請數目	: 1
Email 電郵	:	Payment Method 付款形式:	: JCB

Item 項目	Application No 申請編號	Application Form Name 申請表格名稱	Application Date 申請日期	Amount (HK\$) 費用(港幣\$)
1	C211000044	ELDCI - Form 8 - New/Renewal/Change of Grade of Electrical Work Application for Electrical Worker Registration	28/09/2021	315.00
Total 總數:				315.00

Web-Based Registration Services Receipt