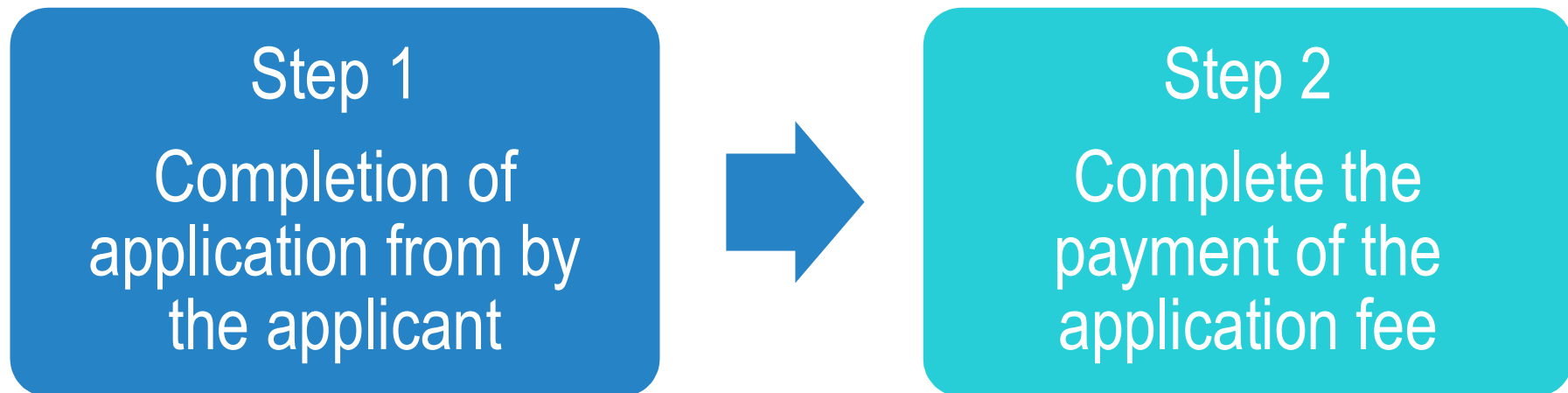


# **Electronic Submission for Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices (Form 2)**

# 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>



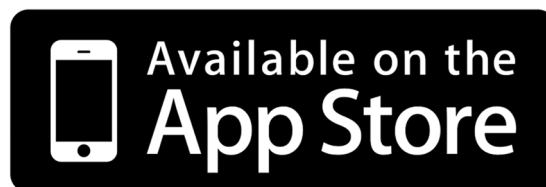
<https://apps.apple.com/app/id1515065344>



<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](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/#/>

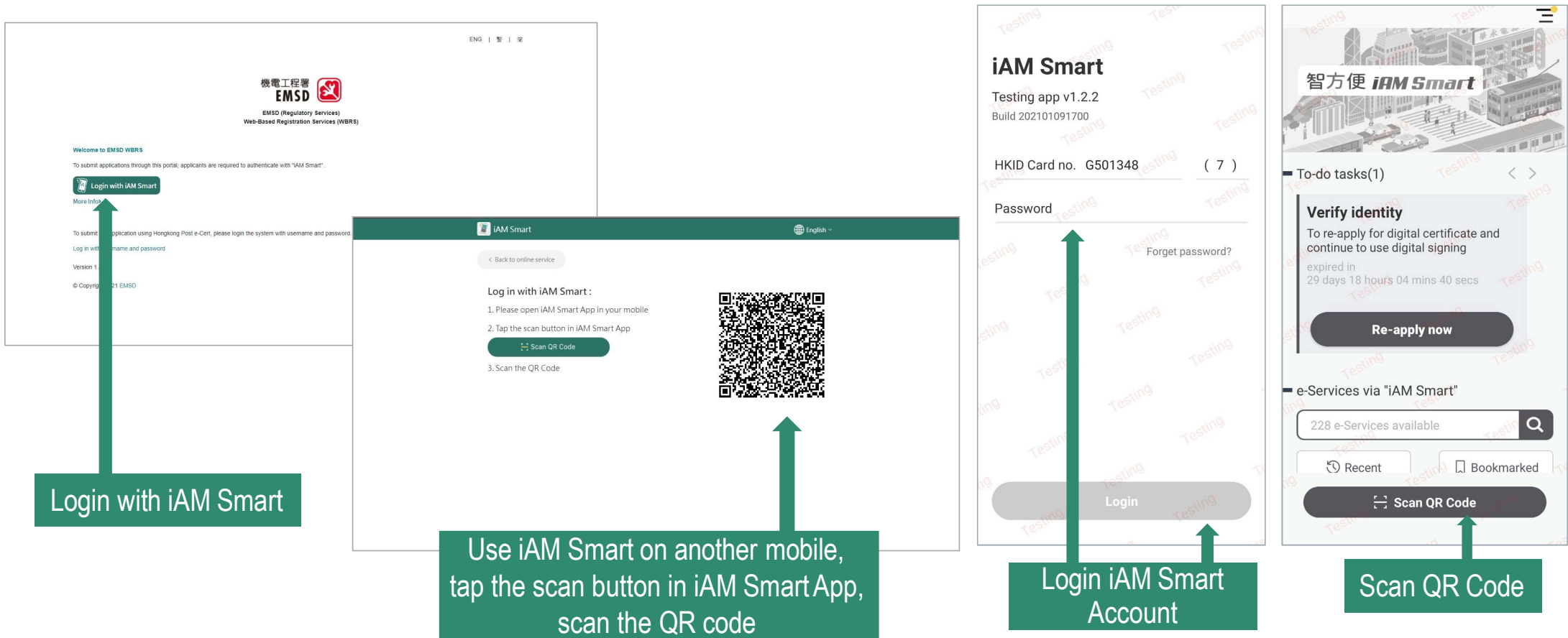
OR

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



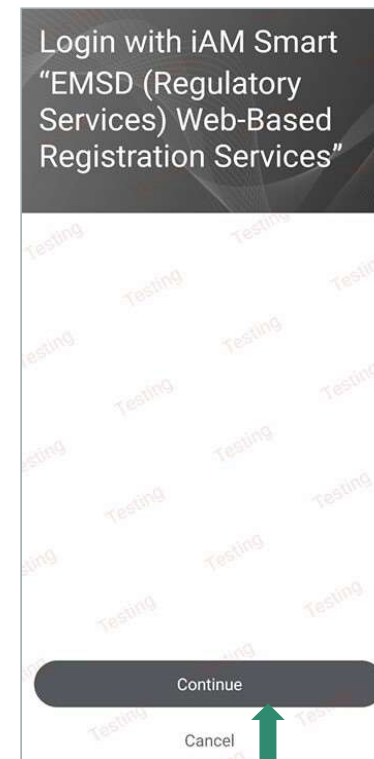
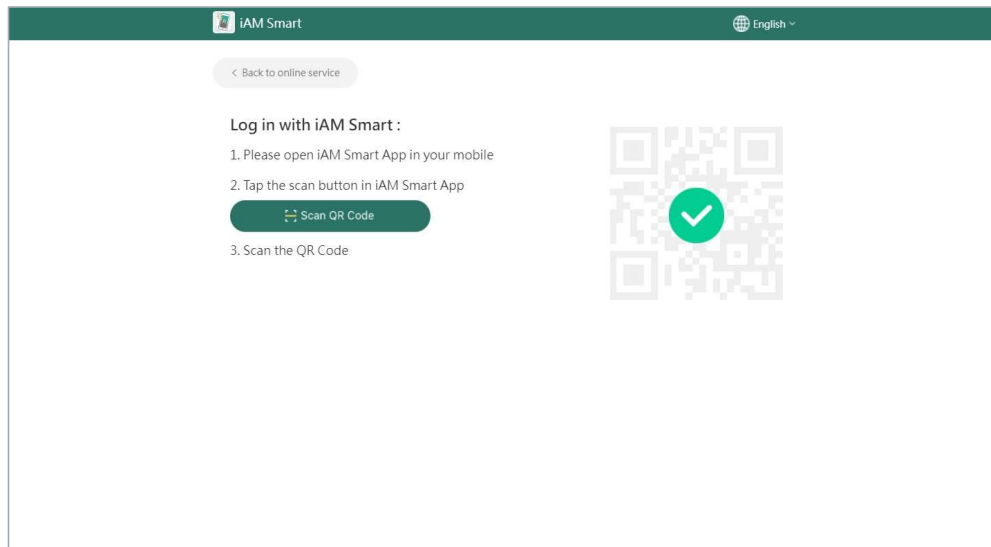
# EMSD (Regulatory Services) Web-Based Registration Services

## - Login with Computer



# EMSD (Regulatory Services) Web-Based Registration Services

## - Login with Computer



## Select Form - Form 2 : Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices

### 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 2 : Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices

### 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	 / 	<a href="#">Start</a>
Form 2	Application For Copies Of Certificate Of Registration Of Registered Electrical Contractor For Branch Offices	 / 	<a href="#">Start</a>

"Start" filling the Form

## Select Form - Form 2 : Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices

### APPLICATION FOR COPIES OF CERTIFICATE OF REGISTRATION OF REGISTERED ELECTRICAL CONTRACTOR FOR BRANCH OFFICES

#### 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. In accordance with section 34(8) of the Electricity Ordinance, a registered electrical contractor shall display in a prominent place at his principal place of business the original of the certificate of registration and a copy of his certificate of registration issued by the Director at each of his other places of business.

#### 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 relation to this application.

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



[More Info>](#)

I disagree using iAM Smart to prefill this form:

[Proceed Application without iAM Smart Form Filling](#)

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

Please follow the steps below:

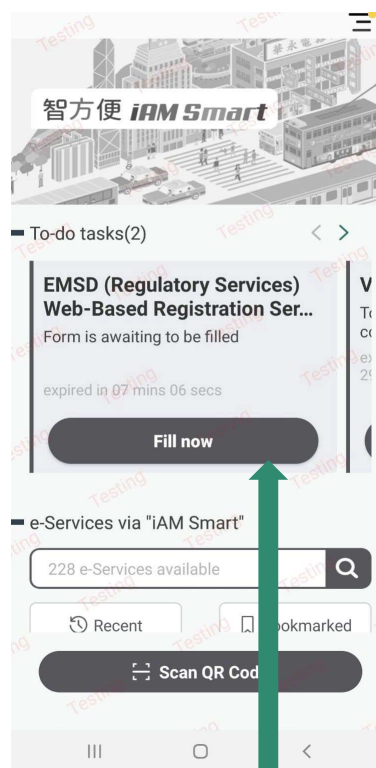
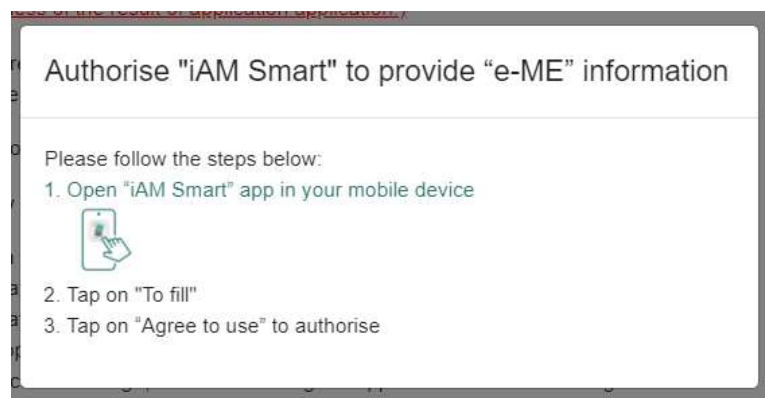
1. Open "iAM Smart" app in your mobile device



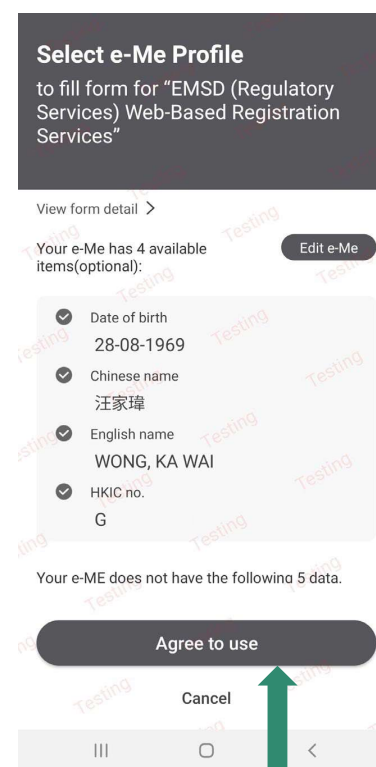
2. Tap on "To fill"
3. Tap on "Agree to use" to authorise

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 2 : Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices



"Fill now"



"Agree to use"

# Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices - Step 1 (Application Form)

## APPLICATION FOR COPIES OF CERTIFICATE OF REGISTRATION OF REGISTERED ELECTRICAL CONTRACTOR FOR BRANCH OFFICES

\* Indicates a required field

Registration Number of current Certificate of Registration \*

Name of Applicant (Chinese)

Name of Applicant (English) \*

HKID No. \*

Position in the Company \*

Email Address \*

Save Draft

Next

Check and fill in "Registration Number of current Certificate of Registration" and Personal Particulars, click "Next"

## APPLICATION FOR COPIES OF CERTIFICATE OF REGISTRATION OF REGISTERED ELECTRICAL CONTRACTOR FOR BRANCH OFFICES

\* Indicates a required field

Section A: Particulars of the Company

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

Expiry Date

Name of Company (English)

Name of Company (Chinese)

Correspondence Address

Save Draft

Next

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

## Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices - Step 1 (Application Form)

APPLICATION FOR COPIES OF CERTIFICATE OF REGISTRATION OF REGISTERED ELECTRICAL CONTRACTOR FOR BRANCH OFFICES

\* Indicates a required field

---

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

---

(at least1)

Branch Office (1)

Business Address (English)

Is Correspondence Address changed?

☐ Yes

Save Draft

Next

Check and fill in Particulars of the branch offices of the company click "Next"

# Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices - Step 1 (Application Form)

## APPLICATION FOR COPIES OF CERTIFICATE OF REGISTRATION OF REGISTERED ELECTRICAL CONTRACTOR FOR BRANCH OFFICES

\* Indicates a required field

### Date of Application

23/12/2021

### Name of Applicant (Chinese)

白惠玲

### Name of Applicant (English)

PAK, WAI LING

### HKID No.

G5013533

### Position in the Company

CEO

Registration Number of current Certificate of Registration

## 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

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

# Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices - Application Submission Successfully

FORM 2

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

**APPLICATION FOR COPIES OF CERTIFICATE OF REGISTRATION OF REGISTERED ELECTRICAL CONTRACTOR FOR BRANCH OFFICES**

---



Submitted Successfully

Please note that the application has not completed until EMSD has approved it and the application fee has been paid.

Date:2021-12-23

**Application No.**

C211000379

Applicant are required to pay for the application fee to complete the whole application process.

## Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices - Step 2 (Result) (Online payment)

### NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION



Application Received

Please note that the application has not completed until EMSD has approved it and the application fee has been paid.

Date: 2021-09-28

Application No.

C211000044

You may pay the fee for this current application immediately or you may pay multiple applications.

To pay for this single application fee, press

Proceed to payment

To pay for multiple application fee, press

Pay multiple forms

After submission of application, the system will show the following message and generate an application no., click "Proceed to payment"

### Please select your desired payment method

Application No.

Division

C211000044

Electricity Legislation Division

GovHK 香港政府一站通

網上付款服務

Payment Method \*

☒ Pay by Online Payment #

Proceed

Choose Online Payment Method

Choose "Pay by Online Payment"

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

付款金額\*



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。



# Application for Copies of Certificate of Registration of Registered Electrical Contractor for Branch Offices - Step 2 (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:				<b>315.00</b>

Web-Based Registration Services Receipt