

# 「iAMSmart +」 Electronic Submission for FORM CPA1 Registration Tutorial

## DOWNLOAD “IAMSMART”, REGISTER “IAMSMART +”



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

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

- Register "iAMSmart+" 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>



# 「iAMSmart +」 Electronic Submission for FORM CPA1 Registration Tutorial

## EMSD (REGULATORY SERVICES) WEB-BASED REGISTRATION SERVICES -LOGIN WITH COMPUTER



Login with iAM Smart



Use iAMSmart on another mobile, tap the scan button in iAMSmart App, scan the QR code



Login iAMSmart Account



透過智方便身分認證功能登入「機電工程署 (規管服務) 網上註冊服務」



繼續

Continue



取消

# iAMSmart + Electronic Submission for FORM CPA1 Registration Tutorial

## SELECT FORM - Form CPA1 : New/renewal Application For Approval As A Competent Person/variation Of Conditions Of Approval As A Competent Person

### ROLE SELECTION

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

Click the button below to refresh roles:

Refresh Roles

Or

Other Applicant

Select "Other Applicant" and then click "Continue"

Continue









# 「iAMSmart +」 Electronic Submission for FORM CPA1 Registration Tutorial

## SELECT FORM - Form CPA1 : New/renewal Application For Approval As A Competent Person/variation Of Conditions Of Approval As A Competent Person

The screenshot displays the EMSD (Electrical and Mechanical Services Department) online submission interface. The left sidebar contains a navigation menu with the following items: ENG | 繁, Online Electronic Submission (highlighted with a green box and an arrow pointing to the main content), Outstanding Application(s), Draft Application(s), Outstanding Payment, Application History, Application Payment History, Profile, and Role Selection. Below the menu is a green callout box that says "Select 'Online Electronic Submission'".

The main content area is titled "ONLINE ELECTRONIC SUBMISSION" and includes the following text: "Please select the required registration form and click 'Start' button to input and submit online applications." Below this is a "Select Type of Service" dropdown menu with "Electricity" selected. A green callout box with an arrow points to this dropdown, containing the text "Select Type of Service, choose 'Electricity'".

The main content area also features a table with the following columns: Form No., Form Name, Mobile/Desktop, and Online Submission. The table lists four forms, with the last one being Form CPA1.

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>
Form 8	New/Renewal/Change Of Grade Of Electrical Work Application For Electrical Worker Registration	 / 	<a href="#">Start</a>
Form CPA1	New/renewal Application For Approval As A Competent Person/variation Of Conditions Of Approval As A Competent Person	 / 	<a href="#">Start</a>

# iAMSmart + Electronic Submission for FORM CPA1 Registration Tutorial


## SELECT FORM - Form CPA1 : New/renewal Application For Approval As A Competent Person/variation Of Conditions Of Approval As A Competent Person

<b>Form 2</b>	Application For Copies Of Certificate Of Registration Of Registered Electrical Contractor For Branch Offices	 / 	<a href="#">Start</a>
<b>Form 8</b>	New/Renewal/Change Of Grade Of Electrical Work Application For Electrical Worker Registration	 / 	<a href="#">Start</a>
<b>Form CPA1</b>	New/Renewal Application For Approval As A Competent Person/Variation Of Conditions Of Approval As A Competent Person	 / 	<a href="#">Start</a>

### REQUIREMENTS FOR RENEWAL OF APPR

1. The Director of Electrical & Mechanical competent person, renew an approval of Electricity Supply Lines (Protection of the period of 3 years immediately prior person has had not less than 3 months underground electricity cables.
2. Application for renewal of approval as a competent person shall be made at least 1 month before, but not earlier than 4 months before, the expiry of the current approval.
3. An approval which is renewed under section 5 shall be valid for a further period of 3 years.

### 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 without iAM Smart Form Filling](#)

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

"Start" filling the Form

# iAMSmart + Electronic Submission for FORM CPA1 Registration Tutorial

## FORM FILLING WITH IAMSMART E-ME

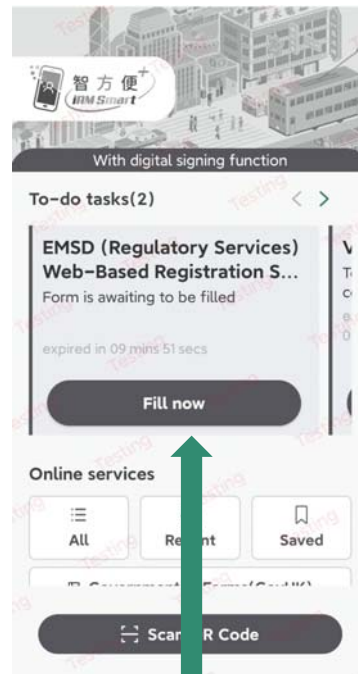
Authorise "iAM Smart" to provide "e-ME" information

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



"Fill now"



"Agree to use"

## STEP 1 (APPLICATION FORM)

Step 1 Application Form	Step 2 Confirmation	Step 3 Result
----------------------------	------------------------	------------------

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION ELECTRICITY ORDINANCE (CAP. 406) ELECTRICITY SUPPLY LINES (PROTECTION) REGULATION

### NEW/RENEWAL APPLICATION FOR APPROVAL AS A COMPETENT PERSON/VARIATION OF CONDITIONS OF APPROVAL AS A COMPETENT PERSON

\* Indicates a required field

Type of Application \*

- New application for approval as a competent person
- Renewal of approval
- Variation of conditions of approval as a competent person

(\*Please tick as appropriate)

- I have to wear hearing aids when carrying out the work in locating underground electricity cables
- I refuse to disclose my name, approval number and expiry date of approval at Government web site [www.emsd.gov.hk](http://www.emsd.gov.hk)

Select "New application for approval as a competent person" and then click "Next"

## STEP 1 (APPLICATION FORM)

Step 1 Application Form	Step 2 Confirmation	Step 3 Result
----------------------------	------------------------	------------------

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION ELECTRICITY ORDINANCE (CAP. 406) ELECTRICITY SUPPLY LINES (PROTECTION) REGULATION

### NEW/RENEWAL APPLICATION FOR APPROVAL AS A COMPETENT PERSON/VARIATION OF CONDITIONS OF APPROVAL AS A COMPETENT PERSON

\* Indicates a required field

#### Particulars of Applicant

#### Qualification and Experience of Applicant

Title \*

Mr

Date of Birth \*

02

Name in English (Surname first) \*

Y N

Name in Chinese \*

Y N

HKID No. \*

G 2)

Back

Save Draft

Next

Fill in Particulars of Applicant and click "Next"



## STEP 1 (APPLICATION FORM)

Step 1 Application Form	Step 2 Confirmation	Step 3 Result
----------------------------	------------------------	------------------

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION ELECTRICITY ORDINANCE (CAP. 406) ELECTRICITY SUPPLY LINES (PROTECTION) REGULATION

### NEW/RENEWAL APPLICATION FOR APPROVAL AS A COMPETENT PERSON/VARIATION OF CONDITIONS OF APPROVAL AS A COMPETENT PERSON

\* Indicates a required field

Particulars of Applicant

Qualification and Experience of Applicant

Relevant qualifications and training

Academic Qualification

University

Training/Apprenticeship

Back

Save Draft

Next

Fill in Qualification and Experience of Applicant and click "Next"

## STEP 1 (APPLICATION FORM)

Step 1 Application Form	Step 2 Confirmation	Step 3 Result
----------------------------	------------------------	------------------

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION ELECTRICITY ORDINANCE (CAP. 406) ELECTRICITY SUPPLY LINES (PROTECTION) REGULATION

### NEW/RENEWAL APPLICATION FOR APPROVAL AS A COMPETENT PERSON/VARIATION OF CONDITIONS OF APPROVAL AS A COMPETENT PERSON

\* Indicates a required field

#### Date of Application

30/12/2021

#### Type of Application

New application for approval as a competent person

#### Particulars of Applicant

##### Title

Mr

##### Date of Birth

0: [ ] 2

##### Name in English (Surname first)

YU [ ] N

##### Name in Chinese

Check application information

Back

Save Draft

## STEP 1 (APPLICATION FORM)

### Upload Documents

(a) Current Certificate of Approval as a competent person

Choose File No Files Chosen

(b) Testimonials, certificates of relevant education and qualifications

Choose File No Files Chosen

(c) Testimonials, certificates of relevant apprenticeship or training

Choose File No Files Chosen

(d) Testimonials, certificates of relevant training course in the locating of underground electricity cables issued by recognized organizations \*

Choose File No Files Chosen

(e) Testimonials, certificates of services or employment \*

Choose File No Files Chosen

(f) Supplementary documents of practical experience during the work or employment period mentioned in (e) above

(i) Three underground electricity cable detecting reports showing that the applicant has carried out such work assisted a competent person in carrying out such work

(ii) Letter from the competent person validating the applicant has assisted the work mentioned in (f)(i) above \*

Choose File No Files Chosen

Back

Save Draft

(g) Others

Choose File No Files Chosen

(g) Others Remarks

(h) Signature Specimen \*

Choose File No Files Chosen

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

\* EMSD will not proceed with the application if the format of submitted Signature Specimen does not comply with the above requirements.

Check Signature Specimen requirements and upload supporting document



# iAMSmart + Electronic Submission for FORM CPA1 Registration Tutorial

## STEP 2 (CONFIRMATION)

Step 1 Application Form	<b>Step 2 Confirmation</b>	Step 3 Result
----------------------------	--------------------------------	------------------

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION ELECTRICITY ORDINANCE (CAP. 406) ELECTRICITY SUPPLY LINES (PROTECTION) REGULATION

### NEW/RENEWAL APPLICATION FOR APPROVAL AS A COMPETENT PERSON/VARIATION OF CONDITIONS OF APPROVAL AS A COMPETENT PERSON

\* Indicates a required field

#### Date of Application

30/12/2021

#### Type of Application

New application for approval as a competent person

#### Particulars of Applicant

##### Title

Mr

##### Date of Birth

0:  2

##### Name in English (Surname first)

YU  N

##### Name in Chinese

[Back](#)

Sign your application with "iAM Smart"

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**Service Name : Electricity**

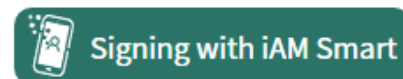
**Document : Form CPA1**

**Identification code : 5630**

Please follow the steps below:

1. Open "iAM Smart" app in your mobile device
2. Tap on "To Sign"
3. Make sure the identification code shown in "iAM Smart" is the same and tap on "Sign" to complete the digital signing

#### Sign your application with "iAM Smart"



[More Info](#)

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

Sign your application with "iAM Smart"

## STEP 2 (CONFIRMATION) (SIGNING)

Please check the information of the signed documents, and agree to sign

- Organisation Name  
**EMSD**
- Service Name  
**Electricity**
- Document Name  
**Form CPA1**
- Identification Code  
**5630**

Sign

Cancel

Sign the application with "iAM Smart +" digital signing

Document successfully signed

Please continue to use "EMSD (Regulatory Services) Web-Based Registration Services" on other device

OK

Document successfully signed

## STEP 3 (SIGNING COMPLETED)

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION ELECTRICITY ORDINANCE (CAP. 406) ELECTRICITY SUPPLY LINES (PROTECTION) REGULATION

**NEW/RENEWAL APPLICATION FOR APPROVAL AS A COMPETENT PERSON/VARIATION OF CONDITIONS OF APPROVAL AS A COMPETENT PERSON**

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Application Received

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

Date:2021-12-30

**Application No.**  
C211000530

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**

**Proceed to payment**

# 「iAMSmart +」 Electronic Submission for FORM CPA1 Registration Tutorial

## STEP 4 (PAYMENT)

### APPLICATION PAYMENT SUMMARY

Please select your desired payment method

Application No.	Division	Form Name	Amount
C211000530	Electricity Legislation Division	Form CPA1 - New/renewal Application For Approval As A Competent Person/variation Of Conditions Of Approval As A Competent Person	\$436.00

Total : \$436.00

Payment Method \*

Pay by Online Payment #

Proceed

# Note: Internet security software, if installed, may offer security feature that triggers protection mode browser for handling the financial transactions, including Online Payment. Such kind of feature may Online Payment cause to respond an error message [PAY-E-0000]. For details please refer to the Q1 of the page "FAQs about GovHK Online Services" on the GovHK Portal at the URL <https://www.gov.hk/en/about/helpdesk/faq/infosec/index.htm>

Pay be Online Payment

eiddev.emsd.gov.hk 顯示

Are you sure to Confirm and pay the Application Payment?

確定 取消

Confirm to pay by Online Payment

# 「iAMSmart +」 Electronic Submission for FORM CPA1 Registration Tutorial

## STEP 4 (PAYMENT)

### ONLINE PAYMENT IN PROGRESS

You are being transfer to the Online payment Server

Please check your browser setting if you do not see any pop window

Click here to continue payment

Click here to continue payment

GovHK 香港政府一站通

Online Payment Service

Help  
Customer Service Hotline 1823  
Email info@emsd.gov.hk

Please select the payment method :

Type of Service  
EMSD (REGULATORY SERVICES) WEB-BASED REGISTRATION SERVICE

Merchant Name Electrical and Mechanical Services Department

Transaction Date 30-12-2021

Transaction Reference Number 20 [ ] 3

Total Amount HK\$ 436.00

Payment Method\*

JCB  mastercard  VISA  UnionPay 银联  PPS 易易宝

Cancel Payment Pay

- Please take note of the transaction reference number or PRINT this page for making enquiry on the payment status when necessary.
- After pressing the 'Pay' button, please DO NOT leave this e-service until you receive the acknowledgement page, otherwise your transaction may not be successful.
- Merchant Name is applicable to credit card payment method only.
- PPS Shop&Buy (PPS) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPS, please change to use desktop computer.
- Under exceptional conditions, a refund may need to be arranged. If the payment is made by Credit Card, the refund can normally be made to the Credit Card account that is used for the payment.

Choose Online Payment Method and click "Pay"



