Renewal of Electrical Installation Licence

Step 1: Go to http://www.ema.gov.sg



Step 2: Click on "eServices" then "Licensee & Biz Partner Login"

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Step 3: On successful login, Click "Renewal of Installation Licence" on the navigation menu



Step 4: The information required for renewal will be shown. Click "Renewal of Installation Licence"



Step 5: Enter Installation Licence No, Renewal Reference No and click "Submit"

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Apply For Upgrading Of Licence Of Electrical Engineer					
Update Information On Services Offered To Consumers					
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Step 6: The Licence records will be displayed. Please update and amend the data accordingly. All fields marked * should not be left blank.

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Online Submission Of	Application No: E199717674	
Apply For Permission To Set Up Electrical Installations At Fairs Or Exhibitions Sites	Expiry Date: 21/03/2003	
Update Particulars/ Replacement Of Installation Licence	LEW Name: NG KHIANG KHOON ROY	
Printing Of Installation Licence & Approval Letter	LEW Licence No: 914298 Status: Licence Issued Email Address: Iic_worker_2003@yahoo.com	
Apply For Upgrading Of Licence Of Electrical Engineer	Darticulare of Installation	
Update Information On Services Offered To Consumers		
Download Forms	I would like to change Company Name and aware that I must submit FORM 13 from ROCAB together with this renewal.	
Send Feedback Back to EMA Main Page	Installation Name: MCST 322 - CRYSTAL TOWER	
	Official change of Installation address by IRAS; or updating of tenanted unit address.	

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Step 7: Please confirm your entered data.



Step 8: Submit all necessary attachments

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Apply For Stand-in Arrangement	1. Accepted attachment types are pdf, jpg, tif, gif, bd, doc, rtf. 2. Accepted Single Line Drawing attachment types are jpg, tif, gif, dwg, dxf, dgn, zip.						
Online Submission Of Drawings/Reports	 Maximum file size per attachment is 2 MB Please ensure that you have attached the right document. 						
Apply For Permission To Set Up Electrical Installations At Fairs Or Exhibitions Sites	Owner's Authorisation Letter						
Update Particulars/ Replacement Of Installation Licence	Browse *						
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Update Information On Services Offered To Consumers							
Download Forms							
Send Feedback							
Back to EMA Main Page							
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Step 9: Select the type of e-payment and click on the appropriate payment icon. [Please refer to the step-by-step guide on payment for details]



Step 10: After payment is successfully made, click "close window" on payment page to return to EMA/ELISE webpage. Next print <<Acknowledgement>> page

🚰 Installation Acknowledgement - Microsoft Internet Explorer <u>- 8 ×</u> File Edit View Favorites Tools Help 🕁 Back 🔹 🔿 🔹 🙆 🕼 🛛 🐼 Search 📠 Favorites 🛞 Media 🎲 🖄 💀 🐼 🚽 🔂 🗸 Norton AntiVirus 🔙 👻 Links Address 🕘 http://203.120.182.170/rdws/makepaymentservlet?Operation=CheckTrans 🔽 🔗 Go Google 🗸 🚽 📸 Search Web 🛛 👰 Search Site 🛛 🎽 🕇 🕇 Leading the Industry to New Frontiers ENERGY MARKET **RDIS eServices** My Profile Acknowledgement Form P er Licence Update/ Replacement of Worker Licence We acknowledge receipt of your application. Please note your application reference number is CE2002000401. You may log on to the EMA website: $\frac{http://www.ema.gov.got}{http://www.ema.gov.got}$ to check your application status. We will inform you the outcome of your application in due le of Worker Licence <u>w.ema.gov.sg</u> to Replacement of tallation Licence course nge LEW Stand-in Online Submission of SLDs and Reports 📇 Print 🕘 Done

Step 11: You may check your licence application status two days after submission.

Login to EMA/ELISE webpage(See step 1 & 2), click "My Profile" and "Installation Application Status"



Step 12: Upon notification by EMA, login (step 1& 2) to EMA/ELISE webage to print licence online. Click on "Printing Of Installation Licence & Approval Letter" then click the "Licence" and "Letter" icons to print the installation licence and approval letter.

List of Installation Licence	s - Microsol	it Internet Explo	rer									_ 8 >
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Apply For Stand-in Arrangement	Licence No	Installation Name	Block and Unit/House No	Road Name	Туре	Validity Start Date	Validity End Date	Licence	Letter			
Apply For Permission To Set Up Electrical Installations Ato Fairs Or Exhibitions Sites	E12905	KALA MANDHIR TRADING PTE LTD	5 #02-10	COLEMAN ST	Renewal Licence	14/03/2003	13/03/2004	8	8			
Update Particulars/ Replacement Of Installation Licence					Ø				_			
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<u>Please print and deliver the licence to the</u> <u>installation licensee within 5 working days</u> <u>upon notification by EMA.</u>