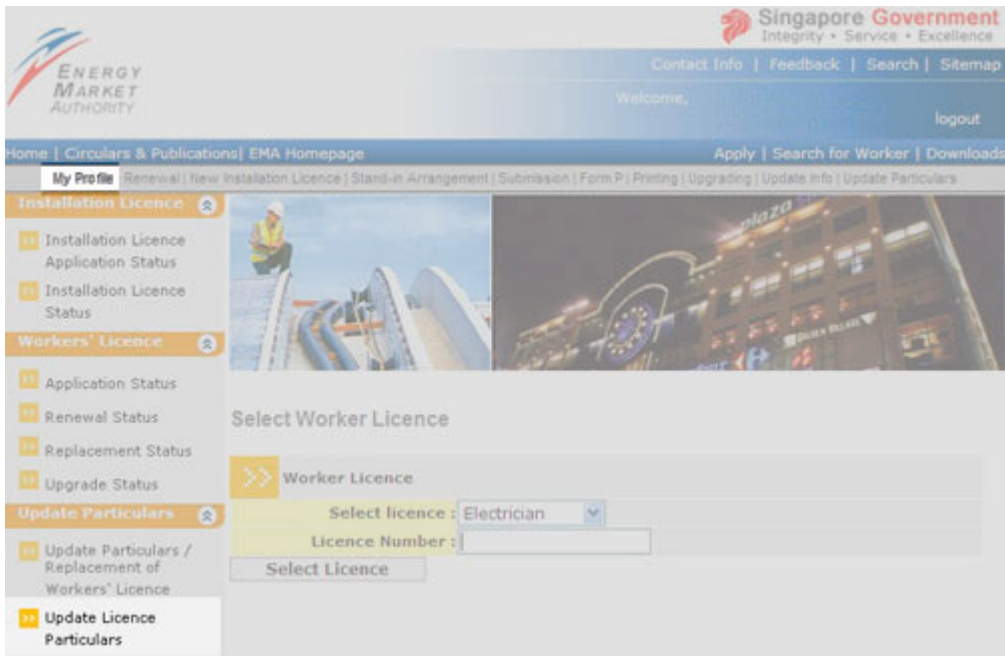


## Step By Step Guide For Updating of Licensed Worker's Particulars

1. Go to EMA Web Site (ELISE) at <http://elise.ema.gov.sg>
2. Click on "Licensee" or "Biz Partner" to login.
3. Upon successful login, click "My Profile" on the top navigation menu. Click on "Update Licence Particulars" on the left navigation menu.



4. Select from the drop down box and enter your Licence Number.

### Select Worker Licence

>> Worker Licence

Select licence : Electrician ▼

Licence Number :

Select Licence

- Update the correspondence address or any other particulars and click "Update" at the end of the page.

>> Licence Information

Licence Number :  
 Licence Type :  
 Expiry Date :21/01/2007

>> Current Employment Record [Move to Previous Employment](#)

**Name of Employer:**

**Designation:**

**Block and Unit No:** Block/House No  Unit#  -

**Road Name:**

**Building Name :**

**Postal Code:**

**Office Telephone No :**

**Fax No :**

**Start Date:**

(dd/mm/yyyy)

>> Previous Employment Record [View Existing Records](#)

| Name of Employer     | Designation          | Address<br>(Click address column to enter) | Start Date<br>(dd/mm/yyyy) | End Date<br>(dd/mm/yyyy) |
|----------------------|----------------------|--|----------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>                       | <input type="text"/>       | <input type="text"/>     |

- This is the end of the updating process.