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About Application of Electrical Installation Licence

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Electrical Installation refers to any electrical wiring, fitting or apparatus used for the conveyance and control of electricity in any premises.

A EMA licence is required to use or operate an electrical installation of approved load exceeding 45 KVA used for non-domestic purposes.

Electrical installation in premises used for "hazardous trades", irrespective of their approved load are also required to be licensed. Examples are motor paintshops, wood-working or saw-milling, petrol stations, paints and petroleum products, and temporary supply for building sites or engineering construction works.

Electrical installations are licensed to ensure that they are operated and maintained by licensed electrical workers and are safe to use.

Consumer is required to appoint an appropriate class of licensed electrical worker to take charge of his electrical installation and submit application for electrical installation licence through his appointed licensed electrical worker.

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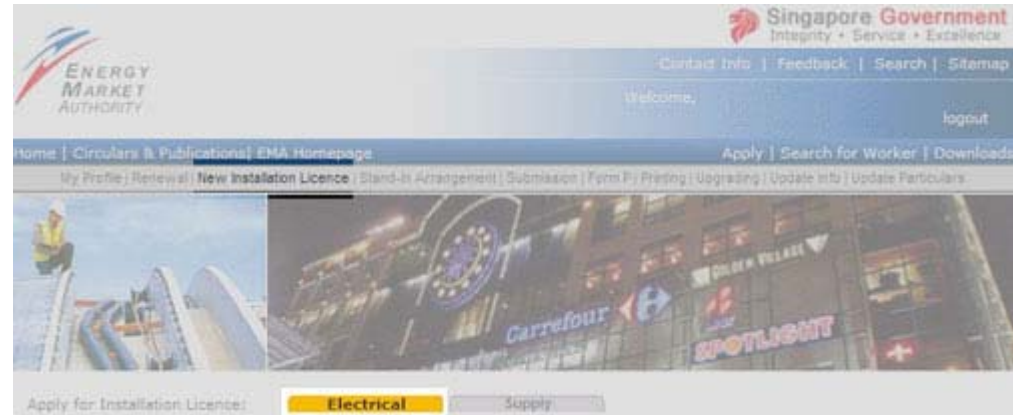
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Step 1: Go to EMA Web Site (ELISE) at <http://elise.ema.gov.sg>

Step 2: Click on "Licensee" or "Biz Partner" to login.

Step 3: Upon successful login, click "New Installation Licence " on the top navigation menu. Click on "Electrical" to apply for Electrical Installation Licence.



Step 4: Read the explanatory notes for application of Installation Licence requirements. Click "Continue" button at the bottom of the page to proceed with the application.

Apply for Electrical Installation Licence

Electrical installation refers to any electrical wiring, fitting or apparatus used for the conveyance and control of electricity in any premises.
Supply installation refers to any electrical installation receiving electricity supply from its own generators.
Electrical and Supply installations are licensed to ensure that they are operated and maintained by licensed electrical workers and are safe to use.

>>> Licensing Requirement

Electrical Installations

A EMA licence is required to use or operate an electrical installation of approved load exceeding 45 kVA used for non-domestic purposes.

Electrical installations in premises used for "hazardous trades", irrespective of their approved loads, are also required to be licensed. Examples are motor paintshops, wood-working or saw-milling, petrol stations, paints and petroleum products, and temporary supply for building sites or engineering construction works.

Supply Installation

Owners of all supply installations in non-domestic premises, are required to apply for and obtain a licence to use or operate their supply installations.

Supply installations in individual residential premises are exempted from licensing if they are used exclusively for domestic purposes.

>>> Application for a New Installation Licence

Consumer is required to appoint an appropriate class of licensed electrical worker to take charge of his electrical installation and submit application for electrical installation licence through his appointed licensed electrical worker.

Application for installation licence shall be submitted online through the EMA web site using one of the following forms:

Form EI Application for licence to use or operate an Electrical Installation.

Form SI Application for licence to use or operate a Supply Installation.

>>> Payment For Licence Fee

Payment for installation licence fees may be made via one of the following methods:

[NETS Debit](#)

[NETS Credit Card](#)

>>> Issue of Licences

The consumer and his appointed licensed electrical worker will be notified through email when the application for installation licence is approved. The licensed electrical worker shall login to the EMA web site to download the licence image and print and deliver the installation licence so printed to the consumer within 5 working days upon receiving notification from EMA.

[Continue](#)

Step 5: An "Application Reference Number" will be issued and displayed. Please take note of this number. This number will enable you to check the online application status upon successful submission of application.



Step 6: Applicant is required to fill in the required fields (denoted by *) such as particulars of installation, particulars of applicant, technical particulars, and check all the declaration statements.

Apply for Installation Licence: Electrical Supply

Apply for Electrical Installation Licence

11 This form may take you 6 minutes to fill in. You will need the following information to fill in the form:

- > Particulars of Installation
- > Particulars of Applicant
- > Technical Particulars of the Installation

12 Documents to attach:

- > Letter of Appointment
- > Single Line Drawing

Step by Step Guide
To view a detailed Step by Step Guide, please click here.

* - Required field.

Licensed Electrical Worker's Details

Application Reference Number: E506008753
Name: ONG SWEE SOON
Licence No: 7083110 Status: Licence Issued
Email Address: ema_jew_test@yahoo.com

Particulars of Installation

Installation Name: *
Premises Type: * Select
Block/House No: *
Street Name: *
Building: *
Postal Code: *
Retailer: * Select
MSSL Account No: - - - -

Step 7: Upon completion of data entry, click "Submit" and system will verify the data entry. You may need to re-enter the data if your data do not fulfill the condition. A confirmation page will be displayed for your verification.

Apply for Installation Licence: **Electrical** Supply

Apply for Electrical Installation Licence

(Please go through and confirm the following application information before you submit.)

>> Licenced Electrical Worker's Details	
Application Reference Number:	E506008753
Name:	ONG SWEE SOON
Licence No:	7083110
Status:	Licence Issued
Email Address:	ema_lew_test@yahoo.com
>> Particulars of Installations	
Installation Name:	TESTING
Premises Type:	Landlord//MCST contestable consumer premises
Block/House No:	12
Street Name:	ANG MO KIO AVE 10
Building:	
Postal Code:	560012
Retailer:	Keppel Electric Pte Ltd
MSSL Account No:	1111111111
Landlord EI Licence No:	
Proposed Start Date of Installation:	21/10/2006
Licence Period Required:(Months):	03
>> Particulars of Applicant	
Company/Licensee Name:	DEMO
Name of Applicant:	TESTING Help
Designation of Applicant:	DEMO TESTER
Block/House No:	12
Street Name:	ANG MO KIO AVE 10
Building:	
Postal Code:	560012
Contact No. For SMS:	
Telephone No:	61234567 Ext :

Step 8: Upon verification of data entry, click "Confirm" to proceed, else, click "Back" for amendments.

Step 9: Applicant is required to submit the documents marked *. Click "Browse" to retrieve the relevant document.

Apply for Installation Licence: **Electrical** Supply

Apply for Electrical Installation Licence

>> You are required to submit the following attachment(s):	
* - Required field	
1. Accepted Single Line Drawing attachment types are jpg, tif, tiff, gif, dwg, dxf, dgn, zip, pdf.	
2. Accepted attachment types for Form CS 3 or other documents are pdf, jpg, tif, tiff, gif, txt, doc, rtf.	
3. Maximum file size per attachment is 2 MB	
4. Please ensure that you have attached the correct document.	
Owner's Authorisation Letter*	<input type="text"/> <input type="button" value="Browse..."/>
Single Line Drawing*	<input type="text"/> <input type="button" value="Browse..."/>
Number of Files: *	<input type="text"/>
Total Pages:	1 <input type="text"/>
List of Tenanted Areas*	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Note: After successful submission, you will be required to make payment.

Step 10: The System will present the payment page to allow the user to make payment using one of the following modes: eNETS Credit Card or eNETS Debit. See [Make Payment for licence fee](#) for details.

Step 11: Upon successful payment, an acknowledgement for the application will be presented on the browser. You may print the page for future reference.

Acknowledgement

Date/Time: 05/10/2006 10:33:14

We acknowledge receipt of your application. Please note your application reference number is **ES06008753**. You may log on to the EMA website: <http://www.ema.gov.sg> to check your application status. We will inform you about the outcome of your application within 10 days.



Note 1: If payment is not complete, the "Payment Required" page will be displayed. To continue with payment, click "here to make payment" to select another mode of payment, otherwise you may cancel the application by clicking "here to cancel this application"

Payment Required

Date/Time: 05/10/2006 10:32:16

You have to complete the payment for this application. Click here to make payment if the payment window does not launch automatically after 10 seconds.
Click here to cancel this application.



Note 2: Acknowledgement will be given to the cancelled application as well. You may print the page for future reference.

Application Cancelled

Date/Time: 05/10/2006 10:36:14

We notice that you have cancelled your online application. Please take note of this Cancelled Application Reference Number: **ES06008756** in case you have further enquiry.



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Make Payment

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On the Payment Mode Selection Page, click on the payment mode to be used. The following modes will be provided: eNETS Credit Card and eNETS Debit.

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Make Payment

Example 1: Making payment by eNETS Credit Card

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Step 1: The following modes will be provided: eNETS Credit Card or eNETS Debit. Verify the payment amount, and select eNETS Credit as the mode of payment.

Online Payment Services

[Help](#) | [Close Window](#)

Payment Details		10/06/2013 11:25:25
Transaction ID.	130000383012	
Pay to	Energy Market Authority	
Payment Ref No.	E00394	
Payment Description	Payment for Installation Licence Renewal Fee	
Amount	SGD 100.00	

NETS will discontinue its NETS CashCard Online Payment System (COPS) with effect from 30 June 2013. As such, the CashCard payment mode in ELISE will not be available with effect from 30 June 2013.

You may use eNETS Direct Debit (Internet Banking), eNETS Credit (Credit Card) or GIRO to make payment for your licence with EMA.

If you have any questions on payment of your licence fees with EMA, you may contact us at 6835 8060 or email: ema_lw@ema.gov.sg. If you have any questions on COPS, please contact NETS Customer Service Centre at Tel: 6274 1212 or email: info@nets.com.sg.

Select one of the following payment mode:

<input type="radio"/>	eNETS Debit	<input type="radio"/>
<input type="radio"/>	eNETS Credit	<input type="radio"/>

Please do not use your BACK or RELOAD/REFRESH browser functions while using this service.

Step 2: Verify the payment amount, and click "Yes" button to proceed for eNets Credit Card Payment. Otherwise, click "No" to abort the process.

Payment Required

Payment Details

10/06/2013 11:31:28

Transaction ID.	130000383012
Pay to	Energy Market Authority
Payment Ref No.	E00394
Payment Description	Payment for Installation Licence Renewal Fee
Amount	SGD 100.00

Do you want to pay the fee using eNETS eNETS CREDIT CARD?

Yes

No

If you encounter any error messages during the payment process and suspect that the payment is deducted, please contact us at Tel : 68358060 during office hours.

Do NOT re-submit your application to avoid duplicate payment.

Please do not use your BACK or RELOAD/REFRESH browser functions while using this service.

[Terms & Conditions Governing Electronic Payment Services](#)

Step 3: Enter your Name on Card, Card Number, CVV/CVC2, Expiry Date, read and check the declaration clause, and click "Submit" to proceed. Otherwise, click "Cancel" to abort the process.

Do not refresh the page after submission. Note that the payment transaction process may take a while to complete.

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

- 1. www.enets.sg

TRANSACTION INFORMATION



Merchant Name	Energy Market Authority
Merchant Reference Code	130000394496
NETS Reference Code	20130627150523869
Amount	SGD 100.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION



Name on Card
 Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.

CVV / CVC2 [What is CVV/CVV2/CID]

Expiry Date Month (eg: 2013)

I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

Fast, Secure
& Hassle-free
transactions



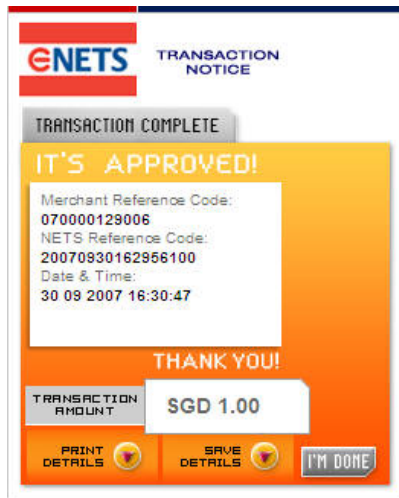
Important

Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service

© eNETS is a product of Network for Electronic Transfers (Singapore) Pte Ltd.



Step 4: When the transaction is completed, you will get a pop up window to show transaction note similar to the below. You may print this for your reference.



Step 5: Upon successful payment, an acknowledgement for the application will be presented on the browser. You may print the page for future reference.

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Example 2: Making payment by eNETS Direct Debit

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Step 1: The following modes will be provided: eNETS Credit Card or eNETS Debit.

Online Payment Services

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Payment Details

10/06/2013 11:25:25

Transaction ID.	130000383012
Pay to	Energy Market Authority
Payment Ref No.	E00394
Payment Description	Payment for Installation Licence Renewal Fee
Amount	SGD 100.00

NETS will discontinue its NETS CashCard Online Payment System (COPS) with effect from 30 June 2013. As such, the CashCard payment mode in ELISE will not be available with effect from 30 June 2013.

You may use eNETS Direct Debit (Internet Banking), eNETS Credit (Credit Card) or GIRO to make payment for your licence with EMA.

If you have any questions on payment of your licence fees with EMA, you may contact us at 6835 8060 or email: ema_lw@ema.gov.sg. If you have any questions on COPS, please contact NETS Customer Service Centre at Tel: 6274 1212 or email: info@nets.com.sg.

Select one of the following payment mode:

eNETS Debit	::
eNETS Credit	::

Please do not use your BACK or RELOAD/REFRESH browser functions while using this service.

Step 2: For eNETS Direct Debit payment, click on the "eNETS Debit" button.

Step 3: Verify payment details, to confirm payment click "Yes", otherwise click "No" to cancel payment.

eNETS Debit

Payment Details

10/06/2013 11:59:54

Transaction ID.	130000383012
Pay to	Energy Market Authority
Payment Ref No.	E00394
Payment Description	Payment for Installation Licence Renewal Fee
Amount	SGD 100.00

Do you want to pay the fee using eNETS Debit?

Yes

No

If you have encountered error message after you have activated eNETS Debit payment.

Please check your payment transaction history of your Internet Banking account and if payment is deducted, contact us at Tel: 68358060 during office hours.

Do NOT re-submit your application to avoid duplicate payment.

Please do not use the BACK or RELOAD/REFRESH button of the browser!




[Terms & Conditions Governing Electronic Payment Services](#)

Step 4: Verify transaction amount, select the bank from the drop down list box and click "Submit" to proceed, otherwise click "Cancel" to cancel payment.



Step 5: Enter internet banking user id, password and click "Submit" to proceed; otherwise click "Cancel" to cancel payment.



DBS d2pay   

Payment Details 30/04/2002 16:21:14

Pay to	IRAS-eNETS
Payee Reference	30042002162359008093
Amount	\$1.00
Transaction Description	Tax Payment Test



To authorise the above payment, **please enter your Internet Banking PIN here**

Important: By clicking the "Submit" button below, you agree to be bound by the DBS Bank's standard [Terms & Conditions Governing Electronic Services](#). You also acknowledge that DBS Bank will not be liable for acting in good faith on the merchant's notification as to the amount to be deducted from your account or for any delay on the merchant's part in relaying such notification to DBS Bank or for any claims against or disputes with the merchant. All disputes relating to the amount or timing of the deductions and/or any other claims against or disputes with the merchant should be referred to the merchant directly.

Note: To verify that this is a legitimate DBS Bank website, you can right-click your mouse and select View Info (for Netscape browsers) or Properties (for Internet Explorer browsers) to view our certificate.

Please do not use your BACK or RELOAD / REFRESH browser functions while using this service.

Step 6: Receipt will be generated upon successful transaction. Print the receipt for future reference.

DBS d2pay   

Your transaction has been completed.
Please print a copy for reference.

Date/Time : Singapore 30/04/2002 16:22:27 hrs

Payment Details

From DBS Account	POSBank Savings 126-03332-0
Paid to	IRAS-eNETS
Payee Reference	30042002162359008093
Amount	\$1.00
DBS d2pay Reference	14004
Narration Description	Tax Payment Test

Please do not use your BACK or RELOAD / REFRESH browser functions while using this service.

Step 7: Upon successful payment, an acknowledgement for the application will be presented on the browser. You may print the page for future reference.

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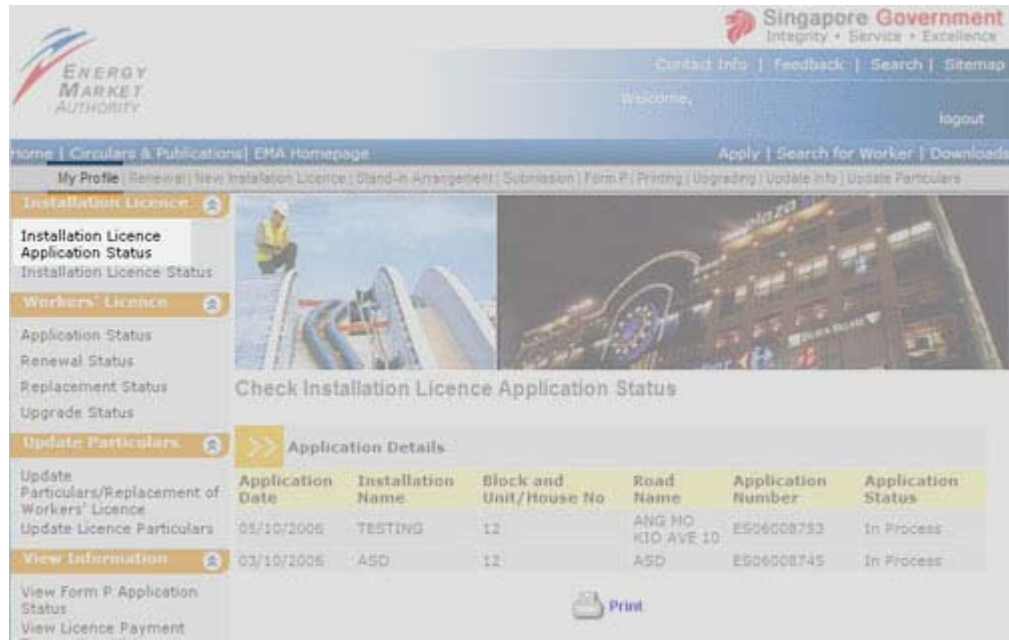
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Step 1: Logon to ELISE and click "My Profile" on the top navigation menu. Click on the "Installation Licence Application Status" to check application status



The screenshot shows the ELISE portal interface. At the top, there is the Singapore Government logo and navigation links. The main content area is titled "Check Installation Licence Application Status" and features a table with the following data:

Application Date	Installation Name	Block and Unit/House No	Road Name	Application Number	Application Status
05/10/2006	TESTING	12	ANG MO KIO AVE 10	ES06008753	In Process
03/10/2006	ASD	12	ASD	ES06008745	In Process

Step 2: This page shows information such as Application Number, Application Date, Installation Name, Status and other details. You may print this page for future reference.

Check Installation Licence Application Status

Application Date	Installation Name	Block and Unit/House No	Road Name	Application Number	Application Status
05/10/2006	TESTING	12	ANG MO KIO AVE 10	ES06008753	In Process
03/10/2006	ASD	12	ASD	ES06008745	In Process

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Step 1: Upon approval and notification by EMA, login to ELISE to print licence and approval letter online. Click on "Printing" on the top navigation menu. A list of Installation Licence(s) available for printing will be shown.



List of Installation Licences for Printing

Available Electrical Installation Licence								
Licence No	Installation Name	Block and Unit/House No	Road Name	Type	Validity Start Date	Validity End Date	Licence	Letter
E64562	TEST BY CHIEN9	TEST BY CHIEN9	TEST BY CHIEN9	New Licence	24/12/2002	13/12/2003		
E52	LTD	PTE 11 #06-10/11	KALLANG PLACE	Renewal Licence	24/12/2002	15/02/2003		

Available Supply Installation Licence								
Licence No	Installation Name	Block and Unit/House No	Road Name	Type	Validity Start Date	Validity End Date	Licence	Letter
904892	TEST BY CHIEN10	TEST BY CHIEN10	TEST BY CHIEN10	New Licence	24/12/2002	13/03/2003		

Step 2: Click on Licence icon to view the installation licence. You can scroll down and verify Licence details. Click on Print icon to print the licence. **Please deliver the printed licence to the licensee within 7 working days.**



Step 3: Click on Letter icon to view the approval letter. Click on the Print icon to print the approval letter.

EISI Letter - Microsoft Internet Explorer

Print Close this Window

ENERGY MARKET AUTHORITY

20/03/2003

TESTADMIN (888888)
897 #03-898
TAMPINES ST 81
SINGAPORE 520897

Dear Sir

LICENCE NO: E64562

LICENCE TO USE OR OPERATE ELECTRICAL INSTALLATION AT

TEST BY CHIEN9
TEST BY CHIEN9
TEST BY CHIEN9
SINGAPORE 000000

We are pleased to inform you that based on your certificate of fitness, the above licence has been granted. Please print and forward the licence to the licensee within 5 working days.

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