



## About Renewal of Electrical Installation Licence

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An application for the renewal of an electrical installation licence shall be made to the Authority not later than one month prior to the date of expiry of the licence.

Licensed electrical worker is required to enter the installation licence no. and the Renewal Reference No. (as given by EMA in the renewal notice sent to the installation licence holder), for submission of renewal application for an installation licence.

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## Renew Electrical Installation Licence

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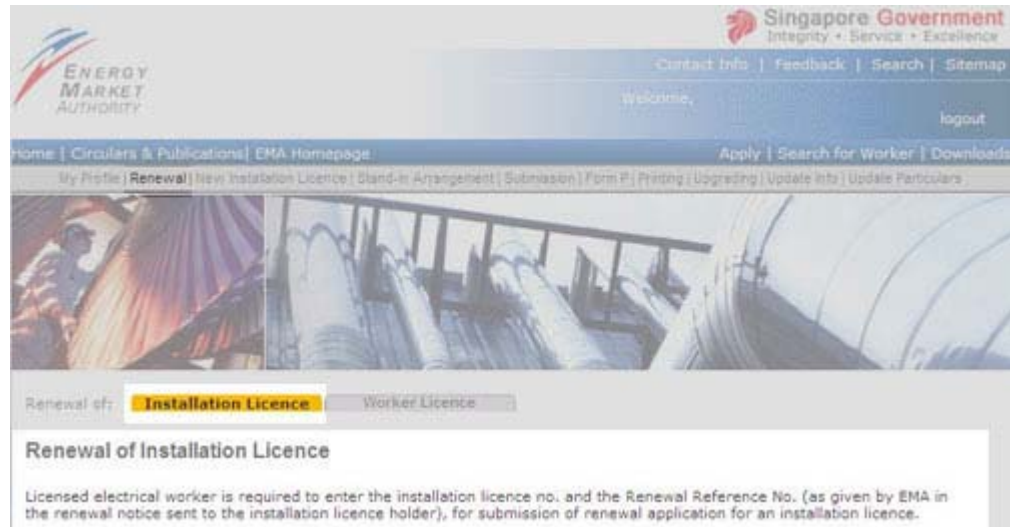
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**Step 1:** Go to EMA Web Site (ELISE) at <http://elise.ema.gov.sg>

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

**Step 3:** Upon successful login, click "Renewal" on the top navigation menu. Click on "Renewal of Installation Licence" and read the explanatory notes for Renewal of Installation Licence requirements.



The screenshot shows the EMA website interface. At the top, there is the Singapore Government logo and the tagline 'Integrity • Service • Excellence'. Below this, there are navigation links for 'Contact Info', 'Feedback', 'Search', and 'Sitemap'. A 'Welcome,' message and a 'logout' link are also visible. The main navigation bar includes 'Home', 'Circulars & Publications', 'EMA Homepage', 'Apply', 'Search for Worker', and 'Downloads'. A secondary navigation bar lists 'My Profile', 'Renewal', 'New Installation Licence', 'Stand-in Arrangement', 'Submission', 'Form F', 'Printing', 'Upgrading', 'Update Info', and 'Update Particulars'. The main content area features a large image of electrical equipment. Below the image, there is a 'Renewal of:' dropdown menu with 'Installation Licence' selected. The page title is 'Renewal of Installation Licence'. Below the title, there is a paragraph of text: 'Licensed electrical worker is required to enter the installation licence no. and the Renewal Reference No. (as given by EMA in the renewal notice sent to the installation licence holder), for submission of renewal application for an installation licence.'

**Step 4:** Enter "Installation Licence No" and "Renewal Reference No", click "Submit" button to proceed with renewal application.

### Renewal of Installation Licence

Licensed electrical worker is required to enter the installation licence no. and the Renewal Reference No. (as given by EMA in the renewal notice sent to the installation licence holder), for submission of renewal application for an installation licence.

**Please provide the following information:**

\* - Required field.

Installation Licence No: *	<input type="text"/>
	(Licence format: EXXXXX, SXXXXX, do not include the "/")
Renewal Reference No: *	<input type="text"/>
<input type="button" value="Submit"/>	

**Step 5:** Applicant is required to fill in the required fields denoted by \* , update any relevant information and check all the declaration statements.

## Renewal of Installation Licence

Step by Step Guide,  
please click here.

\* - Required field

Licence No:	E65675
Application No:	E200300853
Expiry Date:	23/03/2004
<b>&gt;&gt; Licensed Electrical Worker's Details</b>	
LEW Name:	WOO EWE WEE EDWARD
LEW Licence No:	910789
Status:	Licence Issued
Email Address:	ema_lew_test@yahoo.com
<b>&gt;&gt; Particulars of Installation</b>	
Please note that installation licence is NOT transferable. If there is a change in the legal status of the company (ie installation licensee), a NEW licence will be required. <a href="#">Help</a>	
<input type="checkbox"/> I would like to change Company Name and aware that I must submit "Certificate Confirming Incorporation Of Company Under The New Name" from ROCAB together with this renewal.	
Installation Name:	CHIP ENG SENG CONTRACTORS (1988) PTE LTD
<input type="checkbox"/> Official change of Installation address by IRAS; or updating of tenanted unit address.	
Premises Type:	Multi-Tenanted Bldgs
Installation Address:	Block/House No 39, 43, 45, 47, 49 & 49A (MSCP)
	Street Name JALAN TIGA
	Building
	Postal Code 390039
Retailer:	Select

**Step 6:** System displays GIRO or GIRO-On-Demand information in the online renewal form if there is existing valid GIRO or GIRO-On-Demand linked with particular installation licence. Click on the check box to confirm payment using GIRO or GIRO-On-Demand.

**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.

Renewal of: **Installation Licence** Worker Licence

## Renewal of Installation Licence

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

Licence No:	E65675
Application No:	E200300853
Expiry Date:	23/03/2004
<b>&gt;&gt; Licensed Electrical Worker's Details</b>	
Name:	WOO EWE WEE EDWARD
Licence No:	910789
Status:	Licence Issued
Email Address:	ema_lew_test@yahoo.com
<b>&gt;&gt; Particulars of Installation</b>	
Installation Name:	CHIP ENG SENG CONTRACTORS (1988) PTE LTD
Premises Type:	Multi-Tenanted Bldgs
Installation Address:	Block/House No 39, 43, 45, 47, 49 & 49A (MSCP)
	Street Name JALAN TIGA
	Building
	Postal Code 390039
Retailer:	
MSSL Account No:	8905338094
Landlord EI Licence No:	
Renew Period: (Months)	03

**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.

### Renewal of Installation Licence

You are required to submit the following attachment(s):

\* - Required field

1. Accepted attachment types are pdf, jpg, tif, tiff, gif, txt, doc, rtf.
2. Accepted Single Line Drawing attachment types are jpg, tif, tiff, gif, dwg, dxf, dgn, zip, pdf.
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:	<input type="text" value="1"/>		
<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. If there is valid GIRO or GIRO-On-Demand account link with the licence and Licensed Electrical Worker had confirmed to pay by this mode (check box ticked), additional modes including GIRO or GIRO-On-Demand will be provided. 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

04/10/2006 15:05:54

We acknowledge receipt of your application. Please note your application reference number is **WT06003220**. 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

04/10/2006 15:02:28

You have not made a successful payment. [Click here to make payment.](#)

You could disable the 'Pop-up Blocker' in the Internet Explorer. Select 'Tools', 'Internet Options', 'Privacy' and unchecked the 'Block pop-ups' function.

**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 16:47:53

We notice that you have cancelled your online application. Please take note of this Cancelled Application Reference Number **ES06008762** 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. For licence renewal, additional modes including GIRO or GIRO-On-Demand will be provided if licence has been linked to GIRO or GIRO-On-Demand.

### By Examples

[Example 1: Making payment by eNETS Credit Card](#)  
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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](#)

<b>Payment Details</b>		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](mailto: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](mailto:info@nets.com.sg).**

**Select one of the following payment mode:**

eNETS <b>Debit</b>	::
eNETS <b>Credit</b>	::

**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



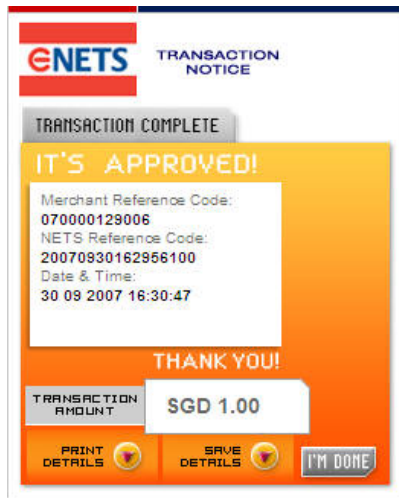
**Important**

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.

#### By Examples

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**Make Payment**  
**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**

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](mailto: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](mailto:info@nets.com.sg).**

**Select one of the following payment mode:**

eNETS <b>Debit</b>	..
eNETS <b>Credit</b>	..

**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

<b>Pay to</b>	IRAS-eNETS
<b>Payee Reference</b>	30042002162359008093
<b>Amount</b>	\$1.00
<b>Transaction Description</b>	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**

<b>From DBS Account</b>	POSBank Savings 126-03332-0
<b>Paid to</b>	IRAS-eNETS
<b>Payee Reference</b>	30042002162359008093
<b>Amount</b>	\$1.00
<b>DBS d2pay Reference</b>	14004
<b>Narration Description</b>	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.

#### By Examples

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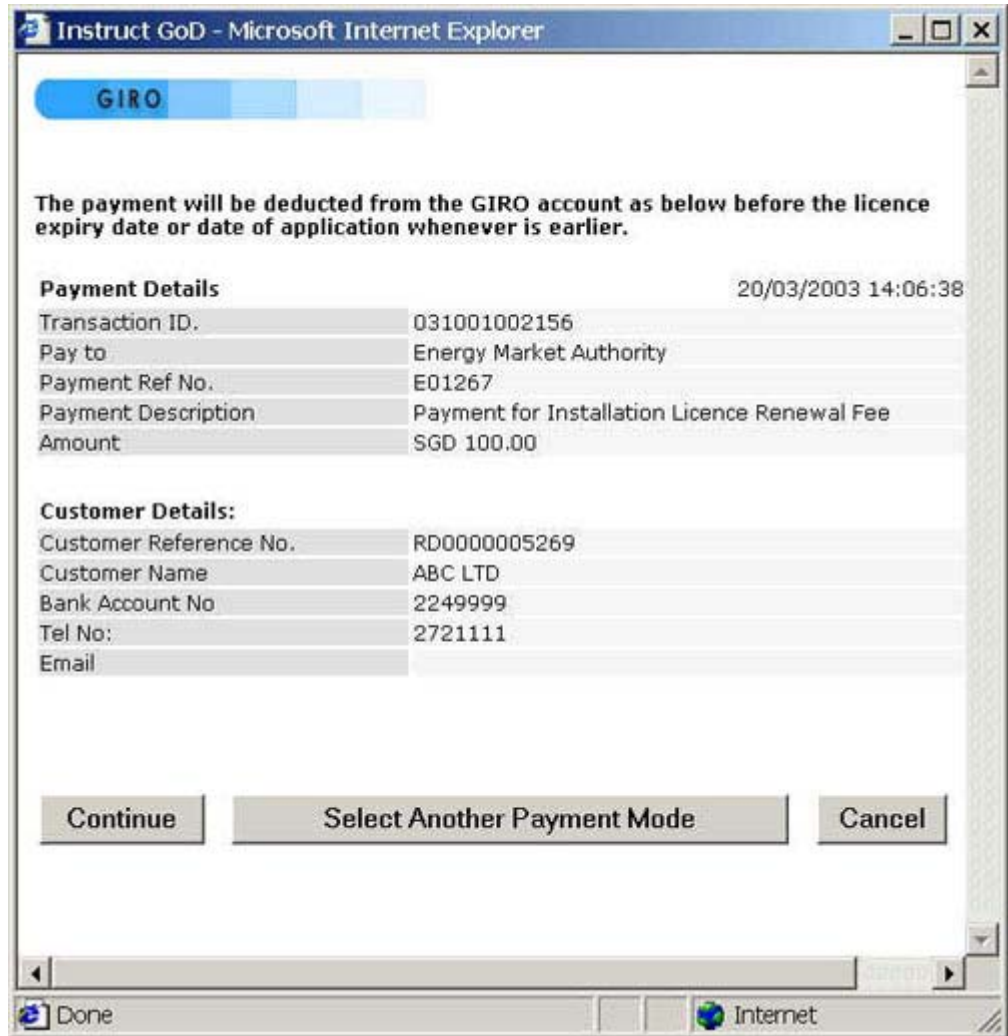
[Print Approval Letter and Licence](#)

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## Make Payment Example 3: Making payment by GIRO

**Step 1:** Upon successful submission of the application data and attachments, the browser will display the GIRO account information if the licence is linked to a valid GIRO account.

**Step 2:** Check that the account information displayed and the amount to be deducted is correct. Click on the "Continue" to proceed with the payment using GIRO. If wish to change to another mode of payment, click on the "Select Another Payment Mode" to make payment using eNETS Credit Card or eNETS Debit. If wish to cancel payment, click on "Cancel".



**GIRO**

The payment will be deducted from the GIRO account as below before the licence expiry date or date of application whenever is earlier.

**Payment Details** 20/03/2003 14:06:38

Transaction ID.	031001002156
Pay to	Energy Market Authority
Payment Ref No.	E01267
Payment Description	Payment for Installation Licence Renewal Fee
Amount	SGD 100.00

**Customer Details:**

Customer Reference No.	RD0000005269
Customer Name	ABC LTD
Bank Account No	22499999
Tel No:	27211111
Email	

**Step 3:** Receipt will be generated, print the receipt for future reference



**Step 4:** 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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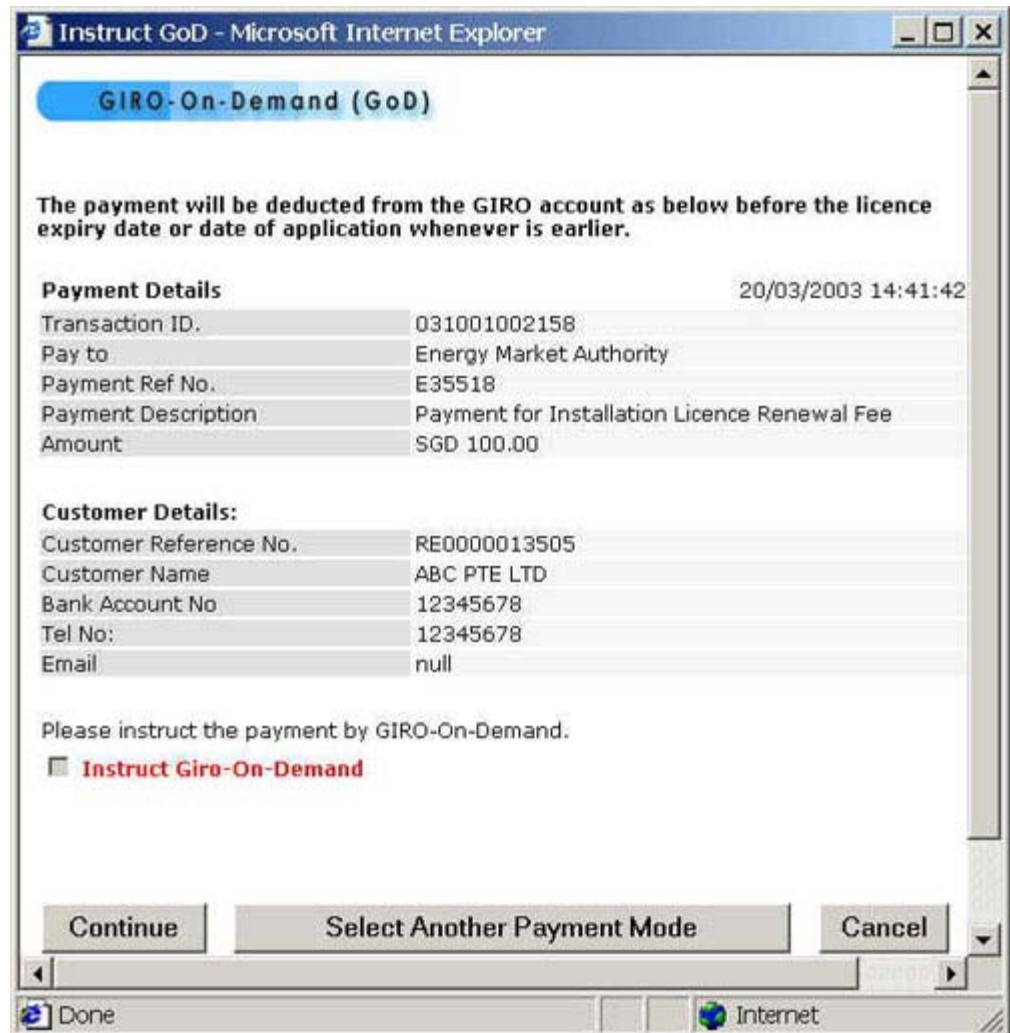
## Make Payment

### Example 4: Making payment by GIRO-On-Demand (GoD)

**Step 1:** Upon successful submission of the application data and attachments, the browser will display the GIRO-On-Demand account information if the licence is linked to a valid GIRO-On-Demand account.

**Step 2:** Check the account information displayed and the amount to be deducted is correct. The check box used to Instruct GIRO-On-Demand was disabled if the account does not belong to Licensed Electrical Worker. In this case, just click on the "Continue" button to proceed payment using GIRO-On-Demand. Licensee is required to logon to ELISE to instruct payment for this renewal application later once renewal has been submitted successfully by Licensed Electrical Worker.

If wish to change to another mode of payment, click on the "Select Another Payment Mode" to make payment using eNETS Credit Card or eNETS Debit. If wish to cancel payment, click on "Cancel".



**Step 3:** Receipt will be generated, print the receipt for future reference



**Step 4:** 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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### Check Application Status

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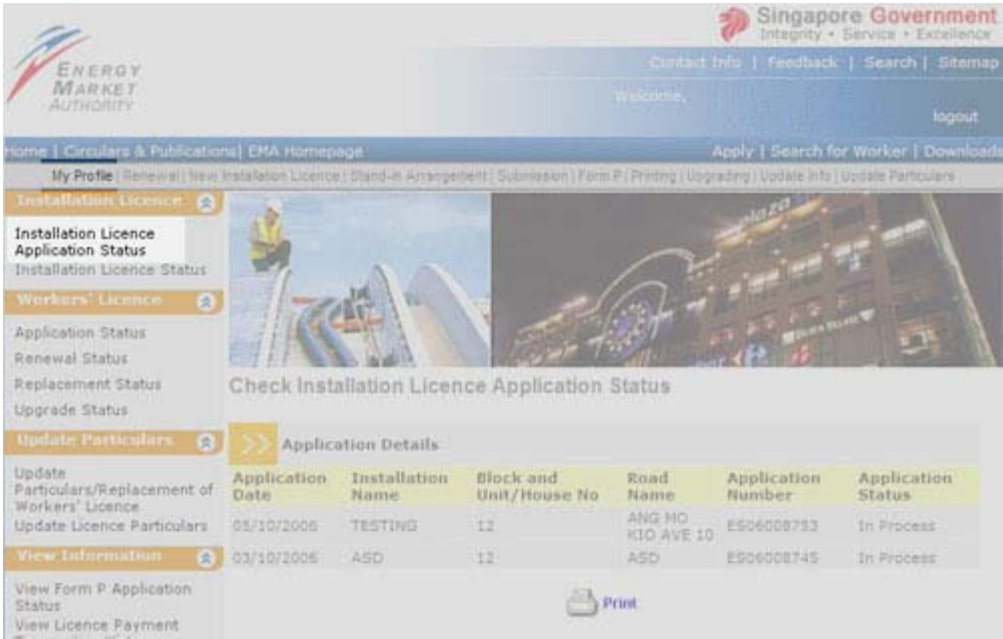
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**Step 1:** Logon to ELISE and click "My Profile" on the top navigation menu. Click on the "Installation Licence Application Status" to check application status

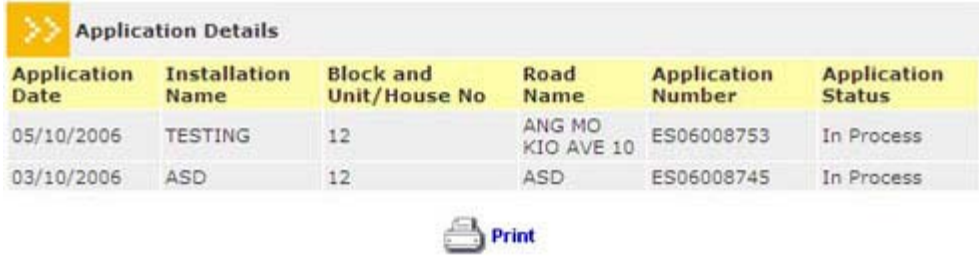


The screenshot shows the Energy Market Authority (EMA) website interface. The top navigation bar includes 'Home', 'Circulars & Publications', 'EMA Homepage', 'Apply', 'Search for Worker', and 'Downloads'. The user is logged in as 'Welcome, [Name]' with a 'logout' link. The main content area is titled 'Check Installation Licence Application Status' and features a table of application details.

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



This block shows a detailed view of the application details table. A 'Print' button is located below the table.

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	PTD	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.

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