



## About Application of Supply Installation Licence

### About Application of Supply Installation Licence

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Supply Installation refers to any electrical installation receiving electricity supply from its own generators.

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

Supply 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 supply installation and submit application for supply installation licence through his appointed licensed electrical worker.

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## Apply for Supply Installation Licence

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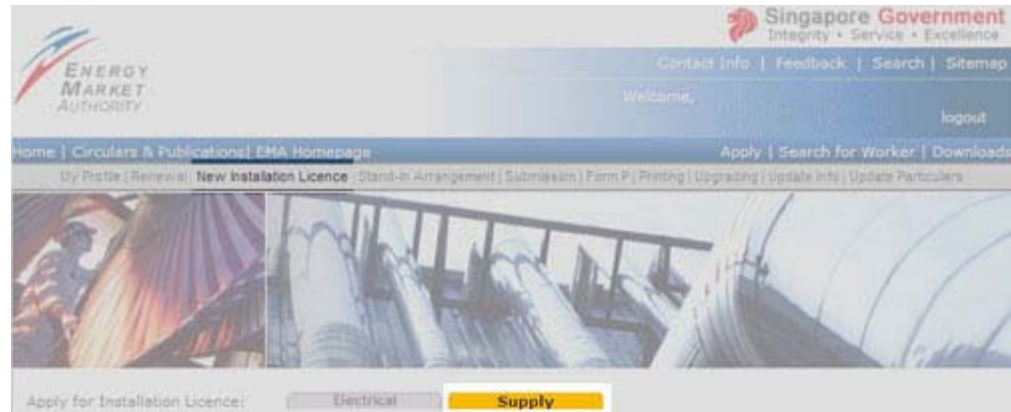
[Print Approval Letter and Licence](#)

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**Step 1:** Goto 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 "Supply" to apply for Supply Installation Licence.



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

### Apply for Supply 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 use [eNETS CREDIT CARD](#) 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

[eNETS Debit](#)

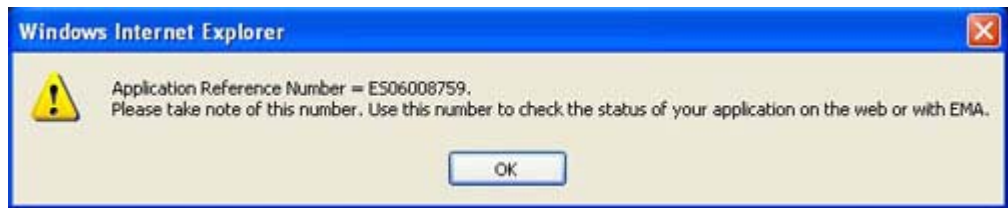
[eNETS CREDIT CARD](#)

#### >> 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 Supply Installation Licence**

**ⓘ** 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

**ⓘ** Documents to attach:

- > Letter of Appointment
- > Technical Particulars Form
- > Site Plan
- > Single Line Drawing

**Step by Step Guide**  
To view a detailed Step by Step Guide, please click [here](#).

\* - Required field.

**>> Licenced Electrical Worker's Details**

Application Reference Number: ES06008759

Name: ONG SWEE SOON

Licence No: 7083110 Status: Licence Issued

Email Address: jema\_lev\_test@yahoo.com

**>> Particulars of Installation**

Installation Name: \*

Premises Type: \* Select

Block/House No: \*

Street Name: \*

Building: \*

Postal Code: \*

Proposed Start Date of Installation: \*

Licence Period Required: \* Select

**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 Supply Installation Licence

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

<b>&gt;&gt; Licenced Electrical Worker's Details</b>	
Application Reference Number:	ES06008759
Name:	ONG SWEET SOON
Licence No:	7083110
Status:	Licence Issued
Email Address:	ema_lew_test@yahoo.com
<b>&gt;&gt; Particulars of Installations</b>	
Installation Name:	DEMO
Premises Type:	Multi-Tenanted Bldgs
Block/House No:	12
Street Name:	TESTING
Building:	
Postal Code:	123456
Proposed Start Date of Installation:	28/10/2006
Licence Period Required:(Months):	03
<b>&gt;&gt; Particulars of Applicant</b>	
Company/Licensee Name:	TESTING
Name of Applicant:	TESTING <a href="#">Help</a>
Designation of Applicant:	TESTING
Block/House No #12-12:	
Street Name:	TESTING
Building:	
Postal Code:	123456
Contact No. For SMS:	
Telephone No:	61234567 Ext :
Fax No:	
Email Address:	

**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 Supply Installation Licence

<b>&gt;&gt; You are required to submit the following attachment(s):</b>	
*- 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..."/>
Technical Particulars Form*	<input type="text"/> <input type="button" value="Browse..."/>
Site Plan*	<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. 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 16:46:41

We acknowledge receipt of your application. Please note your application reference number is **E506008759**. 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 16:45:16

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 16:47:53

We notice that you have cancelled your online application. Please take note of this Cancelled Application Reference Number **E506008762** in case you have further enquiry.



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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 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](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:**

<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 Numbers 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**

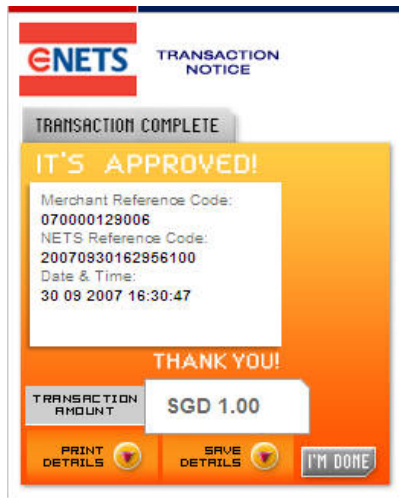
Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service

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

**Online Payment Services**

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<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	

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**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 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

<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.

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## Check Application Status

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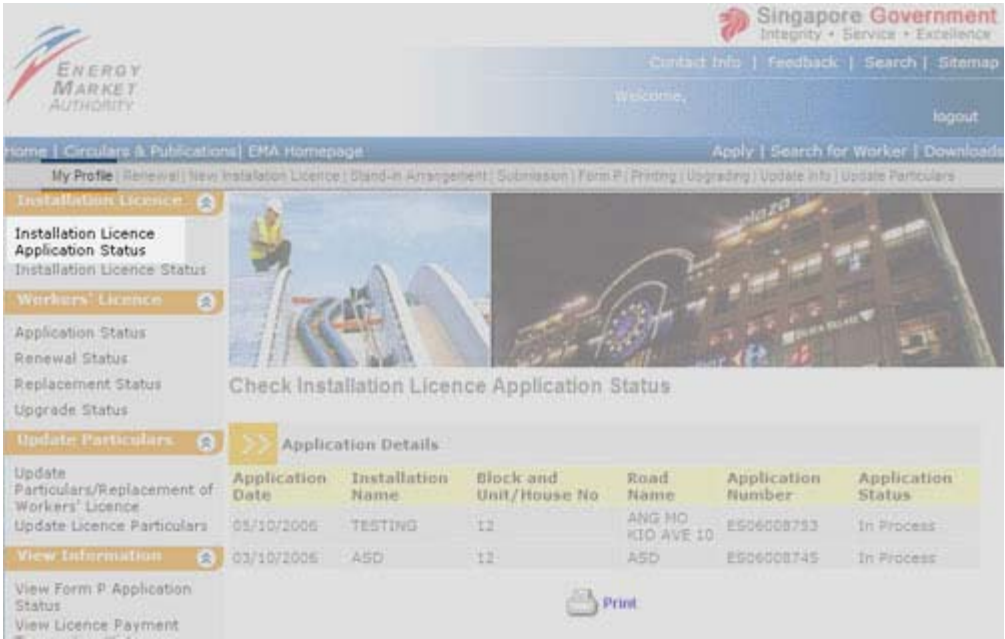
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**Check Application Status**

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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

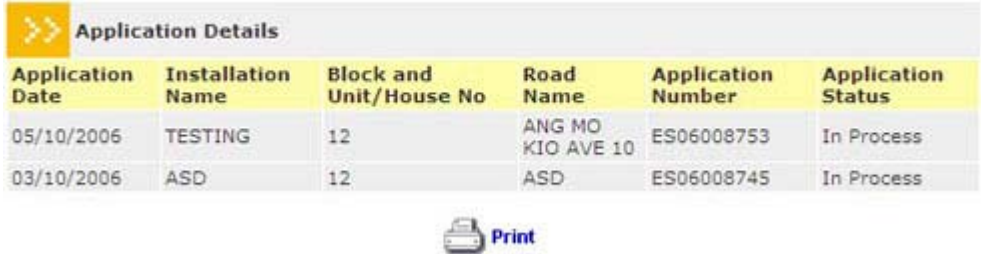


The screenshot shows the Energy Market Authority (EMA) website interface. The top navigation bar includes 'Singapore Government', 'Integrity • Service • Excellence', and links for 'Contact Info', 'Feedback', 'Search', and 'Sitemap'. The user is logged in as 'Welcome, [name]' with a 'logout' link. The main navigation menu includes 'Home', 'Circulars & Publications', 'EMA Homepage', 'Apply', 'Search for Worker', and 'Downloads'. The 'My Profile' menu is expanded, showing options like 'Renewal', 'New Installation Licence', 'Stand-in Arrangement', 'Submission', 'Form P (Printing)', 'Upgrading', 'Update Info', and 'Update Particulars'. The 'Installation Licence' section is active, displaying 'Installation Licence Application Status' and 'Installation Licence Status'. Below this, there are sections for 'Workers' Licence' (Application Status, Renewal Status, Replacement Status, Upgrade Status) and 'Update Particulars' (Update Particulars/Replacement of Workers' Licence, Update Licence Particulars, View Information). The 'View Information' section shows a table of application details with a 'Print' button.

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



The screenshot shows the 'Application Details' section of the website. It 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

Below the table is a 'Print' button.

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**Print Approval Letter and Licence**

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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.



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