



## About Renewal of Worker Licences

### About Renewal of Worker Licences

The renewal of your worker licence shall be submitted to the Authority not later than one month prior to the date of expiry of the licence.

You are not required to furnish us the documents which had been submitted previously.

[Renew Worker Licence](#)

[Make Payment](#)

[Next Topic> Renew Worker Licence](#)

[Check Application Status](#)

[Exit](#)

 Download PDF

[About Renewal of Worker Licences](#)

[Renew Worker Licence](#)

[Make Payment](#)

[Check Application Status](#)

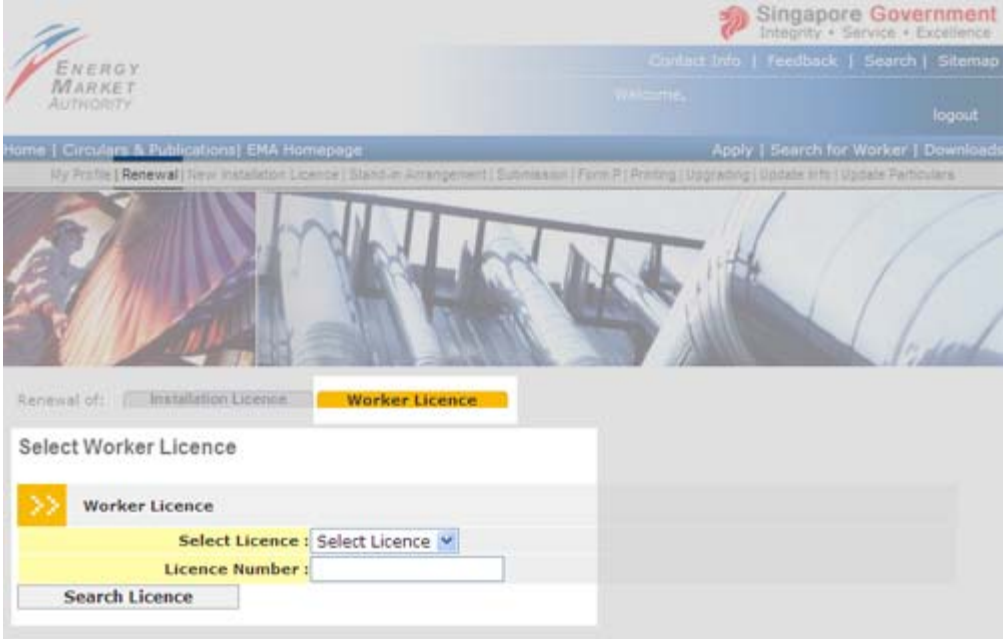
[Exit](#)

## Renew Worker Licence

**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 and click on "Renewal of Worker Licence".



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". The main header area includes the "ENERGY MARKET AUTHORITY" logo and a "Welcome" message. A secondary navigation bar contains links for "Home", "Circulars & Publications", "EMA Homepage", "Apply", "Search for Worker", and "Downloads". A third navigation bar includes "My Profile", "Renewal", "New installer Licence", "Stand-in Arrangement", "Submission", "Form P", "Printing", "Upgrading", "Update info", and "Update Particulars". The main content area features a large image of a power plant. Below the image, there is a "Renewal of:" section with two radio buttons: "Installation Licence" and "Worker Licence". The "Worker Licence" option is selected. Below this, there is a "Select Worker Licence" form with a "Select Licence" dropdown menu and a "Licence Number" input field. A "Search Licence" button is located at the bottom of the form.

**Step 4:** Explanatory notes and frequently asked questions for renewal application of worker's licence are displayed. Click "Continue" button to proceed with the renewal application.

## Application for the Renewal of Worker Licence

### >> Application for the renewal of an electrician's licence.

To renew the licence, you are required to complete the application form below and submit it with the stipulated licence fee and necessary documents online.

Fees payable for the renewal of an electrician's licence for a 36-month period is \$30.

### >> Frequently Ask Questions

Select a question from the list to show the answer. You can also view the answers to all the questions by selecting the check box.

Select to view all answers.

Q. What is the renewal fee required for an electrician's licence?

Q. How do I make payment for the renewal licence fee?

Q. What should I do if I have changed / intend to change my GIRO account?

Q. How can I find out whether my online renewal application is successful?

Q. What is the type of image file requirement for the photograph?

Q. How do I send attachment for the scanned documents?

Q. What is the requirement for a self-employed person for applying the licence?

Q. What is the requirement for the renewal of a worker's licence if the person is 65 years and above?

Q. How do I collect my electrician's licence?

Continue

**Step 5:** Renewal form is displayed. Verify all records and make necessary changes. Click on "Continue" button to proceed.

## Application for the Renewal of an Electrician's Licence

>> This form may take you 1 minute to fill in. You may update the following information:

- > Personal Particulars
- > Current / Previous Employment Records

>> You need to attach the following document(s) if you wish to update the relevant information:

- > Photograph (Passport photo size)
- > Certificate / Diploma / Degree
- > Testimonials from Employers
- > FIN (Foreign Identification Number) Card
- > Certificate of Fitness (RMP) - (for applicant who is 65 years old or above)
- > CPF Medisave Statement - (for self-employed only)

Step by Step  
**Guide**

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

### >> Licence Information

Licence Number :  
Licence Type : EL - Electrician  
Expiry Date : 15/03/2003

### >> Personal Particulars

NRIC/ FIN No \*:

Applicant Name \*:

Nationality \*:

Date of Birth \*:  
(dd/mm/yyyy)

Age:

**Step 6:** System will verify the data entry. You may require re-entering, if your data do not fulfill the condition. A confirmation page will be displayed for your verification.

## Application for the Renewal of an Electrician's Licence

Please do not use the back button of the browser! If you want to go back, click here.

<b>&gt;&gt;</b>	<b>Licence Information</b>
	Licence Number :
	Licence Type :EL - Electrician
	Expiry Date :15/03/2003
<b>&gt;&gt;</b>	<b>Personal Particulars</b>
	NRIC/ FIN No *:
	Applicant Name *:
	Nationality * : SINGAPOREAN
	Date of Birth * : 15/06/1950 (dd/mm/yyyy)
	Age: 56
	Race * : CHINESE
	Gender * : Male
	Applicant's Block and Unit No :
	Road Name * : FAJAR RD
	Building Name :
	Postal Code * :
	Email Address * :
	Home Telephone No :
	Hand Phone No :
	Pager No :
	Fax No :
	Self Employed * : No
<b>&gt;&gt;</b>	<b>Current Employment Record</b>
	Name of Employer:ALFON ELECT & PLUMBING ENGRG PTE LTD

**Step 7:** Upon verification of data entry, click "Continue" to proceed, else, click "Back" for amendments.

**Step 8:** Applicant is required to submit the documents marked \*. Click "Browse" to retrieve the relevant document.

## Application for the Renewal of an Electrician's Licence

Please do not use the back button of the browser! If you want to go back, click here.

<b>&gt;&gt;</b>	<b>Licence Information</b>	
	Licence Number :	
	Licence Type :EL - Electrician	
	Expiry Date :15/03/2003	
<b>&gt;&gt;</b>	<b>Optional Attachments</b>	
<b>Attachment Type</b>	<b>Maximum Size</b>	<b>File Types</b>
Photo attachment	50KB	cmp,gif,jpg,pcd,wpg,png
All other attachments except photo attachment	1MB each	zip,pdf,jpg,bf,tiff,gif
Passport-photo size Photograph		<input type="button" value="Browse..."/>
Certificate/Diploma/Degree		<input type="button" value="Browse..."/>
Testimonials		<input type="button" value="Browse..."/>
FIN Card		<input type="button" value="Browse..."/>
Certificate of Fitness (RMP)		<input type="button" value="Browse..."/>
CPF Statement - Medisave		<input type="button" value="Browse..."/>
Other Attachment		<input type="button" value="Browse..."/>
required Attachment(s) *		
<b>&gt;&gt;</b>	<b>Declaration Note</b>	
<input type="checkbox"/>	I certify that the information given or as corrected by me in this application and any documents attached are true, correct and complete.	
	<input type="button" value="Back"/>	<input type="button" value="Submit Renewal"/>
		<input type="button" value="Reset"/>

**Step 9:** Check on the declaration notes and click continue to submit the application and the attachments.

**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 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:** If payment is not complete, system always displayed page "Payment Required". To continue with payment, click "here" to complete.



### 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.

Top

[Back](#)

[Next Topic > Make Payment for the Licence fee](#)



Download PDF

## Make Payment

[About Renewal of Worker Licences](#)

[Renew Worker Licence](#)

**Make Payment**

[Check Application Status](#)

[Exit](#)

On the Payment Mode Selection Page, click on the payment mode to be used. The following modes will be provided: eNETS Credit Card or 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](#)

[Example 2: Making payment by eNETS Direct Debit](#)

[Example 3: Making payment by GIRO](#)

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

[Back](#)

[Next Topic > Check Application Status](#)



**Make Payment**  
**Example 1: Making payment by eNETS Credit Card**

- [About Renewal of Worker Licences](#)
- [Renew Worker Licence](#)

- [Make Payment](#)
- [Check Application Status](#)
- [Exit](#)

**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



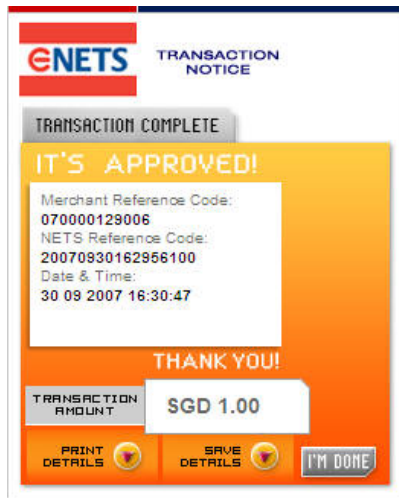
**Important**

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

Example 1: Making payment by eNETS Credit Card

[Example 2: Making payment by eNETS Direct Debit](#)

[Example 3: Making payment by GIRO](#)

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

Top 

[Back](#)

[Next Topic > Example 2: Making payment by eNETS Direct Debit](#)

 Download PDF

## Make Payment Example 2: Making payment by eNETS Direct Debit

[About Renewal of  
Worker Licences](#)

[Renew Worker  
Licence](#)

Make Payment

[Check Application  
Status](#)

[Exit](#)

**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:**

⋮	<input type="button" value="eNETS Debit"/>	⋮
⋮	<input type="button" value="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.

#### By Examples

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

[Example 2: Making payment by eNETS Direct Debit](#)

[Example 3: Making payment by GIRO](#)

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

Top 

[Back](#)

[Next Topic > Example 3: Making payment by GIRO](#)

 Download PDF

[About Renewal of Worker Licences](#)

[Renew Worker Licence](#)

Make Payment

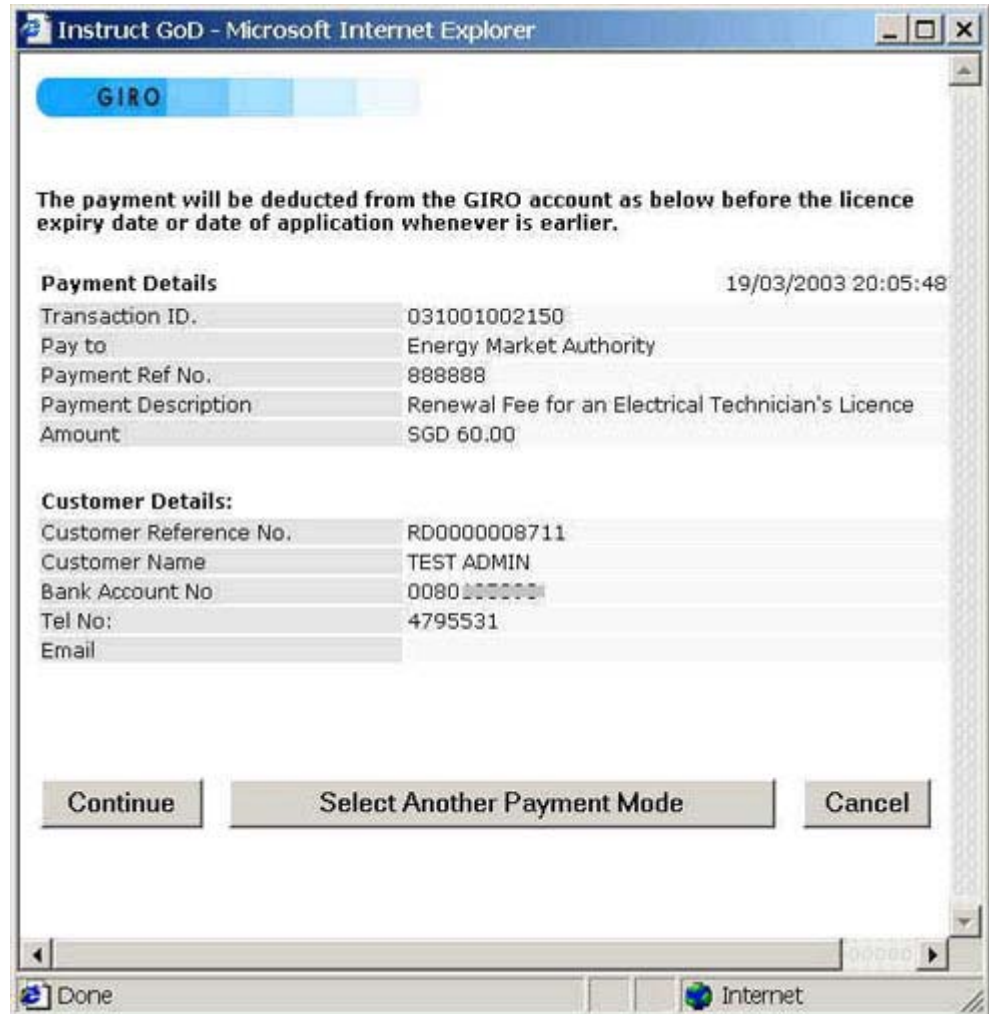
[Check Application Status](#)

[Exit](#)

## 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** 19/03/2003 20:05:48

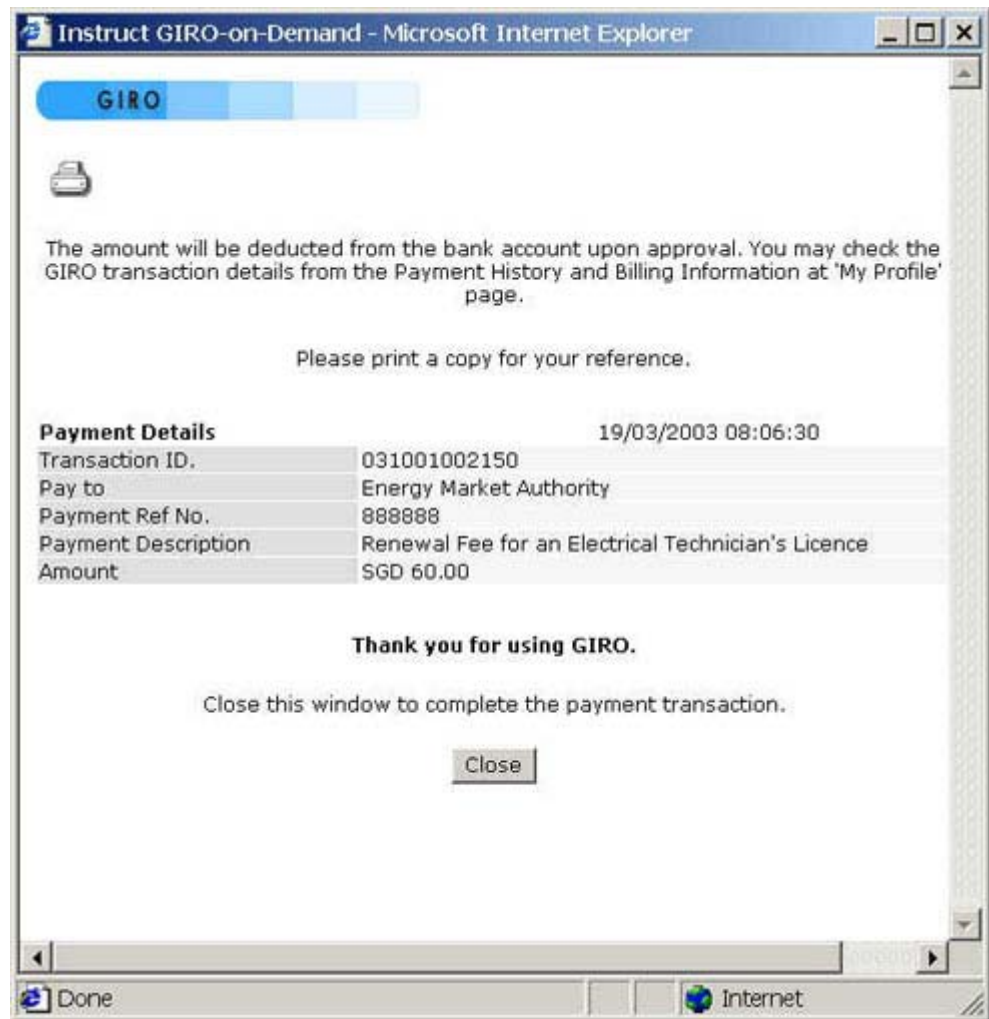
Transaction ID.	031001002150
Pay to	Energy Market Authority
Payment Ref No.	888888
Payment Description	Renewal Fee for an Electrical Technician's Licence
Amount	SGD 60.00

**Customer Details:**

Customer Reference No.	RD0000008711
Customer Name	TEST ADMIN
Bank Account No	0080 10000000
Tel No:	4795531
Email	

Done Internet

**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.

#### **By Examples**

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

[Example 2: Making payment by eNETS Direct Debit](#)

[Example 3: Making payment by GIRO](#)

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

Top ▲

[Back](#) [Next Topic > Example 4: Making payment by GIRO-On-Demand\(GoD\)](#)





[About Renewal of Worker Licences](#)

[Renew Worker Licence](#)

[Make Payment](#)

[Check Application Status](#)

[Exit](#)

## 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. Click on the check box to instruct payment and click on the "Continue" to proceed with the payment using GIRO-On-Demand. 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".

The screenshot shows a web browser window titled "Instruct GoD - Microsoft Internet Explorer". The page content is as follows:

**GIRO-On-Demand (GoD)**

**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** 19/03/2003 20:14:13

Transaction ID.	031001002151
Pay to	Energy Market Authority
Payment Ref No.	7040803
Payment Description	Renewal Fee for an Electrician's Licence
Amount	SGD 30.00

**Customer Details:**

Customer Reference No.	RE0000015181
Customer Name	Test Admin
Bank Account No	0170000000
Tel No:	62431636
Email	lic_worker_2003@yahoo.com

Please instruct the payment by GIRO-On-Demand.

**Instruct Giro-On-Demand**

Buttons: **Continue**, **Select Another Payment Mode**, **Cancel**

Browser status bar: Done, Internet

**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.

#### **By Examples**

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

[Example 2: Making payment by eNETS Direct Debit](#)

[Example 3: Making payment by GIRO](#)

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

[Top](#) 

[Back](#)

[Next Topic > Check Application Status](#)

 [Download PDF](#)

[About Renewal of Worker Licences](#)

[Renew Worker Licence](#)

[Make Payment](#)

[Check Application Status](#)

[Exit](#)

## Check Application Status

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

**Step 2:** Logon to ELISE and click "My Profile" on the top navigation menu. Click on the "Renwal Status" under Workers' Licence to check application status



**Step 3:** Enter the Licence Number and click "Search" to search for renewal status. Result will be shown in the Remarks field.

### Check Licence Renewal Application

**Licence Number :**

**Remarks :**

[Top](#) 

[Back](#)

[Home > About Application of Worker Licence](#)