

You may fill up this form to appoint a licensed electrical worker to take charge of your electrical installation. It may take you 2 minutes to complete the form. You need your appointed licensed electrical worker's card licence to fill up the form.

Letter of Appointment for Electrical Installation

To:

Name (in full) of Licensed Electrical Worker (LEW): _____

Licence No. of LEW: _____

Dear Sir/Mdm

APPOINTMENT TO TAKE CHARGE OF THE ELECTRICAL INSTALLATION AT

(Installation Address)

(Installation Address)

FOR _____
(Name of Company)*

I would like to appoint you as the licensed electrical worker to take charge of the above-mentioned electrical installation and to apply for an electrical installation licence** on my behalf in accordance with the requirements under the Electricity Act (Cap. 89A).

Yours faithfully

Name (in full) & Designation of Installation
Licensee's Authorised Person

Signature

Date

Correspondence Address:

For business/company/registered entity, please fill in the Unique Entity Number (UEN):

Postal Code: _____

UEN:

Email: _____

UEN is the standard identification number of an entity.
For more information on UEN, please visit www.uen.gov.sg

Tel No: _____ ext: _____

Not Applicable for licence application under personal name.

Fax No: _____

Authorised Person's Contact No. for [†]SMS: _____

Note: For your reference, you may download a copy of our 'Handbook for Application of Electrical Installation Licence' in Resources at <http://www.ema.gov.sg>.

* Please indicate the name of company to be printed on the installation licence.

** You may apply for a 3-month licence (\$50/-) or 12-month licence (\$100). Please advise your LEW accordingly.

† You will be alerted via sms to renew your licence before its expiry date, if you provide us your mobile phone number.