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Print Approval Letter and Licence

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.



The screenshot shows the EMA homepage with the Singapore Government logo at the top right. Below it, there are links for Contact Info, Feedback, Search, and Sitemap. The main content area is titled 'List of Installation Licences for Printing'. It contains two tables: 'Available Electrical Installation Licence' and 'Available Supply Installation Licence'. Each table has columns for Licence No, Installation Name, Block and Unit/House No, Road Name, Type, Validity Start Date, Validity End Date, Licence, and Letter. The 'Available Electrical Installation Licence' table shows one entry: E64562 TEST BY CHIEN9, TEST BY CHIEN9, 11 #06-10/11, KALLANG PLACE, New Licence, 24/12/2002, 13/12/2003, with Print and Letter icons. The 'Available Supply Installation Licence' table shows one entry: S04892 TEST BY CHIEN10, TEST BY CHIEN10, TEST BY CHIEN10, New Licence, 24/12/2002, 13/03/2003, with Print and Letter icons.

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	PTE LTD	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
S04892	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.**



The screenshot shows a detailed view of the 'ELECTRICAL INSTALLATION LICENCE' document. At the top left is a 'Print' button and a 'Close this Window' link. The document header includes the EMA logo and 'ELECTRICAL INSTALLATION LICENCE' followed by 'LICENCE NO: E / 64562'. The text states: 'Licence to use or operate an electrical installation at TEST BY CHIEN9 TEST BY CHIEN9'. Below this, it says 'SINGAPORE 000000' is hereby granted to 'TEST BY CHIEN9'. To the right, it lists 'Licence Fee: \$ 100.00'. Further down, it mentions 'under the provisions of the Electricity Act (Cap.89A) and the Electricity (Electrical Installations) Regulations 2002.' The validity period is given as 'This licence is valid from 24/12/2002 to 13/12/2003'. A handwritten signature is present above the 'Authorised Officer' title. At the bottom, it says 'SERIAL NO. 305045' and 'Please login to the EMA web site at www.ema.gov.sg to verify the validity of this licence.' A note at the very bottom states: '*This licence is to be displayed in a conspicuous position on the switchboard or in the switchroom.'

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](#)

20/03/2003

TESTADMIN (888888)
897 #03-899
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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