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Renew Electrical Installation Licence

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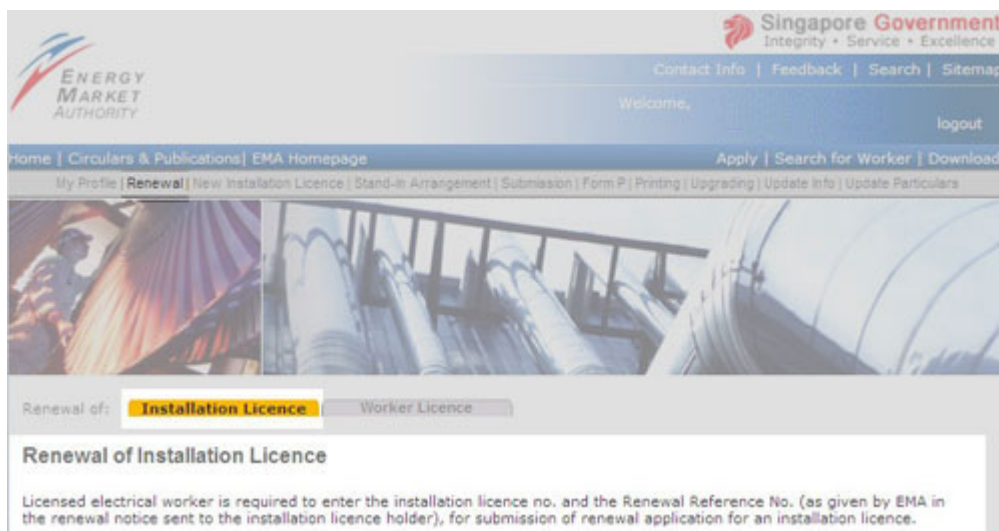
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Renew Electrical Installation Licence

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. 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 a header with the Singapore Government logo and navigation links. Below the header, there is a section for 'Renewal of Installation Licence'. The section includes a description: '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.' There is a 'Submit' button at the bottom of the section.

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"/>
Renewal Reference No: *	<input type="text"/>
<input type="button" value="Submit"/>	

(Licence format: EXXXXX, SXXXXX, do not include the "/")

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
>> Licensed Electrical Worker's Details	
LEW Name:	WOO EWE WEE EDWARD
LEW Licence No:	910789
Status:	Licence Issued
Email Address:	ema_lew_test@yahoo.com
>> Particulars of Installation	
Please note that installation licence is <u>NOT</u> transferable. If there is a change in the legal status of the company (ie installation licensee), a NEW licence will be required. Help	
<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
>> Licensed Electrical Worker's Details	
Name:	WOO EWE WEE EDWARD
Licence No:	910789
Status:	Licence Issued
Email Address:	ema_lew_test@yahoo.com
>> Particulars of Installation	
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"

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



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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