

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:

Postal Code: _____

Email: _____

Tel No: _____ ext: _____

Fax No: _____

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

UEN:

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

Not Applicable for licence application under personal name.

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.