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牌照及審批總區

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FIRE SERVICES DEPARTMENT  
LICENSING AND CERTIFICATION COMMAND

Fire Services Headquarters Building,  
5/F, No.1 Hong Chong Road,  
Tsim Sha Tsui East, Kowloon,  
Hong Kong

本處檔號 Our Ref.: (44) in FP 209/G/VIII

來函檔號 Your Ref.:

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10 October 2014

To: All Registered Fire Service Installation Contractors

Dear Sir/ Madam,

**Submission of Certificate of Fire Service Installations and Equipment (FS 251)**

I write to inform you that the following new arrangements for the submission of Certificates of Fire Service Installations and Equipment (FS251) by Registered Fire Service Installation Contractor (RFSIC) will be implemented on **3 November 2014**.

It is stipulated in the Regulation 9 of the Fire Service (Installations and Equipment) Regulations, Chapter 95B, Laws of Hong Kong that whenever an RFSIC installs, maintains, repairs or inspects any fire service installation or equipment (FSI) in any premises, he shall within 14 days after completion of the work issue to the person on whose instructions the work was undertaken a certificate and forward a copy thereof to the Fire Services Department (FSD).

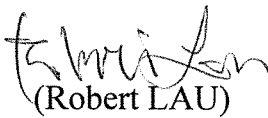
At present, RFSIC are required to forward copies of the completed FS251 to the respective offices of FSD in accordance with the nature and location of the FSI work as set out in my letter ref. (3) in L/M(2) in FP(LC)314/07 dated 4.11.2011. In this regard, please note that FSD will adopt a new mechanism for handling FS251 submitted by RFSIC, and copies of all FS251 should only be forwarded to the following address starting from 3 November 2014:

**Receipt and Despatch Office, Licensing and Certification  
Command, 5/F, South Wing, Fire Services Headquarters Building,  
1 Hong Chong Road, Tsim Sha Tsui East, Kowloon**

Notwithstanding the above new arrangements, FSD officers will still accept copies of FS251 submitted by RFSIC during on-site inspections.

If you require any amplification, please feel free to contact Assistant Divisional Officer (FSITF)1 on telephone number 2733 4066.

Yours faithfully,



(Robert LAU)

for Director of Fire Services

With Chinese translation