

**Hong Kong Fire Services Department**  
**Class 3 Fire Service Installation Contractor Computerised Written**  
**Examination**  
**Application Procedures**

(1) Entry Requirement

- (i) Applicants must be residents in Hong Kong and aged 21 or more.
- (ii) Applications from registered Fire Service Installation Contractors will NOT be accepted.
- (iii) Civil servant / ex-civil servant should comply with all government rules and regulations on outside work / outside employment during pre-retirement leave and post-retirement before submitting the application for registration.

(2) Examination Date & Time

- (i) The examinations are usually held in January, April, July and October each year. There will be multiple sessions for each quarterly examination. The dates and the total number of sessions will be subject to demand and availability of facilities. Candidates will be notified of the detailed arrangements at least one month before the examination date.
- (ii) The duration of each session is 45 minutes.
- (iii) Candidates must report to the examination centre 15 minutes before the examination time. Candidates arriving after the reporting time will not be admitted.

(3) Examination Fee

The examination fee is one thousand one hundred and ten Hong Kong Dollars (\$1,110). Fees paid are not refundable.

(4) Application Procedures

- (i) Complete the application form [FS250B (English version) or FS250D (Chinese version)].

- (ii) Submit the application form in person, by a representative or by post to the following address:

Fire Service Installation Contractor Registration Unit  
Licensing & Certification Command  
5/F, South Wing, Fire Services Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East  
Kowloon

- (iii) Settle the examination fee upon receipt of the payment notice (to be issued within 7 days upon receipt of the application form).

Notes:

- Each applicant may submit only one application for each quarterly examination.
- Application will be accepted on a first-come-first-served basis.
- Examination places are not transferrable.

(5) Application Deadlines

<b>Month of examination</b> (including additional sessions held in subsequent months in the same quarter)	<b>Application Deadline</b>
January	15 November
April	15 February
July	15 May
October	15 August

The application form must reach this department by the above deadlines, otherwise the applicant will be assigned an examination session in the following quarter. If the deadline falls on a Saturday, Sunday or Public Holiday, it will be extended to the following working day.

This department is not responsible for any late submission due to lost or misdirected mail.

(6) Retaking the examination

There is no limit on the number of retakes by each candidate. However, candidates are not allowed to retake in the same quarter and they are required to pay the examination fee for each retake.

(7) Absence

Candidates absent from Hong Kong or were prevented by illness from attending the examination may apply for retake in writing with supporting documents within two weeks after the original examination date. If the applications are accepted, the candidates concerned would be arranged to sit for the examination in the next quarter without payment of a further fee.

Free retake will not be arranged for candidates who were absent under any other circumstances.

(8) Examination Information

A set of examination syllabus and examination sampler CD-ROM will be sent to candidates within 7 days upon receipt of the examination fee. Candidates are advised to use the examination sampler CD-ROM to familiarise themselves with the format of the computerised examination.

The examination syllabus and the examination sampler can also be downloaded from the FSD website at [http://www.hkfsd.gov.hk/home/eng/forms/FSIC\\_Exam\\_MC\\_exam\\_sampler/index.html](http://www.hkfsd.gov.hk/home/eng/forms/FSIC_Exam_MC_exam_sampler/index.html).

(9) Personal data

Candidates are responsible for the accuracy of the personal data supplied. Whether a candidate provides the requested personal data is voluntary. However, if the candidate fails to provide all the data, or if any of the data are inaccurate or incomplete, the application may not be accepted. Personal data may be used for the following purposes:

- (i) conducting the examination by the Hong Kong Examinations and Assessment Authority;
- (ii) conducting educational research or statistical analysis;
- (iii) certifying candidates' examination results for Class 3 Fire Service Installation Contractor registration or other legitimate purposes.

(10) Enquiries

For enquiries, please contact the Fire Service Installation Contractor Registration Unit of this department:

Tel: 2733 7617 / 2733 7612

Fax: 2367 3631

E-mail: [LcpoLic2@hkfsd.gov.hk](mailto:LcpoLic2@hkfsd.gov.hk)

Hong Kong Fire Services Department  
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