



**Notes to Applicants for Registration as  
Fire Service Installation (FSI) Contractors in Classes 1 and/or 2**

**Section A – Application Procedures**

- (1) Applications should be made by filling in Form 1 [FS 250A (English) or FS 250C (Chinese)]. Completed application forms, the document checklist, together with all documents specified in Section B should be sent by post or submitted in person to the following address : -

Fire Service Installation Contractors' Registration Registry  
Licensing and Certification Command Headquarters  
Fire Services Department  
5/F, South Wing  
Fire Services Headquarters Building  
1 Hong Chong Road

- (2) After all required documents submitted by the applicant have been found satisfactory, the applicant together with his proposed qualified person(s) may be required to produce original copies of supporting documents for verification and to clarify information relating to the application in person.
- (3) If the proposed qualified person(s) is/are accepted by the Fire Services Department, a payment notice will be mailed to the applicant for payment of registration fee. Applicant should settle the registration fee by following the instructions stated in the payment notice.
- (4) Workshop inspection will be arranged by the Fire Services Department when all the required formalities have been completed. During the inspection, all basic equipment required for an FSI Contractor in Classes 1 and/or 2 should be made available for inspection. The applicant and all qualified person(s) should be present to demonstrate the use of the required equipment and answer questions relating to the application during the workshop inspection.
- (5) If more than one workshop is proposed for registration, the application will only be approved after all proposed workshops have been inspected and found to be satisfactory by the Fire Services Department.
- (6) Civil servant / ex-civil servant should comply with all the government rules and regulations on outside work / outside employment during the pre-retirement leave and post-retirement period before submitting the application.

**Section B – Supporting Documents Required**

- (1) Proof of company registration, including:
- (i) Officially certified true copy of the company's current Business Registration Certificate, obtainable from the Business Registration Office of Inland Revenue Department;
  - (ii) Officially certified true copy of the company's application form for registration under the Business Registration Regulations, obtainable from the Business Registration Office of Inland Revenue Department; and

- (iii) In case of a limited liability company, a printed copy of the Memorandum and Articles of Association together with an officially certified true copy of the Certificate of Incorporation of this limited liability company, obtainable from the Companies Registry.
- (2) Proof of the employment status and academic/professional qualifications of the proposed Qualified Persons including:
- (i) Employment Status
- Copy of employer's Mandatory Provident Fund contribution record or tax return on staff remuneration
  - Written confirmation of the date of employment
  - Written confirmation of the proposed Qualified Persons' being full-time employees and that they are not at the same time being employed by another registered Fire Service Installation Contractor
- (ii) Academic/professional qualifications
- Class 1  
Copy of graduation certificate of requisite\* degree programme in electrical engineering. The degree holder's name, degree awarded and the period of study should be shown on the certificate.
- Class 2
- Copy of graduation certificate of requisite\* diploma or higher certificate course in electrical engineering
  - Copy of Grade I plumber's licence issued under the Waterworks Ordinance (Cap.102)
- \* Requisite qualifications of proposed Qualified Persons are:
- Class 1  
The applicant or one of the applicant's directors, employees or partners holding a degree in electrical engineering satisfying the examination requirements (Parts I and II) of the Council of Engineering Institutions for corporate membership of the Institution of Electrical Engineers.
- Class 2
- The applicant or one of the applicant's directors, employees or partners holding a Grade I plumbers licence issued under the Waterworks Ordinance (Cap. 102); and
  - The applicant or one of the applicant's directors, employees or partners holding a diploma from the Hong Kong Polytechnic University (former Hong Kong Polytechnic) or a Technical Institute or a higher certificate in Electrical Engineering.
- (3) Particulars of all persons authorized to sign a certificate in accordance with Regulation 3A of the Fire Service (Installation Contractors) Regulations, including their names, employment status (e.g. director, partner or employee) with documentary proof, HKID numbers, copies of HKID and specimen signatures. Unless issued by other representatives appointed by the applicant, only correspondences signed by the above persons in relation to the registration will be recognized and processed by this Department.

(4) In case of Class 1, proof showing that the applicant or at least one of the applicant's directors, employees or partners is a manufacturer, designer or an authorized agent of an electrical circuit or other apparatus recognized by the Director of Fire Services, for the detection by alarm or otherwise of smoke or fire, including:

(i) Manufacturer / designer

Copy of product acceptance letter of a product manufactured by his company issued by the Director of Fire Services.

(ii) Authorized agent

- Original copy of appointment letter issued by a manufacturer. Name of the authorized agent, the appointment period and the model and type of products accepted by the Director of Fire Services which are covered by the appointment, should be specified on the letter.
- Copy of product acceptance letter of the specified model and type of products issued by the Director of Fire Services

(5) Particulars of the proposed workshop\*, including:

- (i) List of equipment
- (ii) Chinese and English addresses of the premises where the workshop will locate
- (iii) Copy of the purchase / lease agreement of the premises
- (iv) Authorization letter issued by the owner / tenant of the premises and written explanation on the relationship between the owner / tenant and the applicant, if the premises is not purchased / leased by the applicant.
- (v) Copy of receipts for payment of Government rates or utility charges if the lease agreement has not been stamped
- (vi) Layout plan

\* should be an independent workshop of area not less than 10m<sup>2</sup>

Enquiries: 2733 7617 / 2733 7529