

消 防 處  
牌 照 及 審 批 總 區

香 港 九 龍  
尖 沙 咀 東 部 康 莊 道 1 號 5 樓  
消 防 處 總 部 大 廈



**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.: (43) in FP(LC) 314/07 Pt.8  
來函檔號 YOUR REF.:  
圖文傳真 FAX: (852) 2723 2197  
電子郵件 E-MAIL: lcpolic2@hkfsd.gov.hk  
電 話 TEL. NO.: (852) 2733 7619

26 February 2019

To: Registered Fire Service Installation Contractors

Dear Sir/Madam,

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

The Fire Services Department is committed to providing user-friendly electronic services for the public. In this regard, we have put in place an online submission system to facilitate the preparation and submission of FS251s by Registered Fire Service Installation Contractors (RFSICs).

The new system, namely Online Submission System for Certificate of Fire Service Installations and Equipment (the System), will be rolled out on 1 April 2019. It can be accessed via the following URL:

<https://www.hkfsd.gov.hk/eng/electronic/submission>.

The System provides a platform for RFSICs to prepare and submit FS251s and retrieve FS251 records online. Its “Excel Upload” function also allows the uploading of multiple FS251s in one single submission, thereby expediting the submission process. Authorised signatories of RFSICs may sign an FS251 using a Hongkong Post e-Cert (Personal) certificate<sup>note</sup>. After the signed FS251 has been issued to the person on whose instructions the work was undertaken, the digital copy can then be forwarded to this department through the System.

To help the trade better understand the System, two briefing sessions have been arranged. The details are as follows:

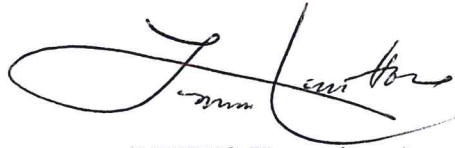
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<sup>note</sup> For details of the application for a Hongkong Post e-Cert (Personal) certificate, please refer to the webpage of Hongkong Post at <https://www.hongkongpost.gov.hk/product/ecert/type/per/index.html>.

Date: 15 March 2019 and 19 March 2019  
Time: 10:00am - 11:30am  
Venue: Auditorium, Kowloon Tong Fire Station cum Ambulance Depot  
3 Baptist University Road, Kowloon Tong, Kowloon  
(Please refer to the location map attached)

All RFSICs are welcome to attend the briefing sessions. For registration, please complete the attached reply slip and return it to us by fax (2367 3631) **on or before 11 March 2019**. Any enquiries on the System or the briefing sessions should be directed to Senior Station Officer (Policy)1 (Tel.: 2733 7556) during office hours.

Yours faithfully,



(LEUNG Kwun-hong)  
for Director of Fire Services

Encl.

**REPLY SLIP 回條**

(To be returned on or before 11 March 2019.  
請在 2019 年 3 月 11 日或之前交回)

To: Licensing and Certification Command  
Fire Services Department  
(Attn: Senior Station Officer (Policy)1)  
(Fax: 2367 3631)

致：消防處  
牌照及審批總區  
(經辦人：高級消防隊長(政策課)1)  
(傳真號碼：2367 3631)

I/We would like to attend the briefing session(s) on the Online Submission System for Certificate of Fire Service Installations and Equipment. Registration details are given below:

本人／本公司有意出席消防裝置及設備證書網上遞交系統簡介會。現提供報名資料如下：

Name of Registered Fire Service  
Installation Contractor:  
註冊消防裝置承辦商名稱：

\_\_\_\_\_

Briefing session(s) selected:\*  
參加簡介會日期：\*

15 March 2019     19 March 2019  
2019 年 3 月 15 日    2019 年 3 月 19 日

Number of person(s) attending:  
參加人數：

\_\_\_\_\_

Contact person:  
聯絡人：

\_\_\_\_\_

Contact number:  
聯絡電話：

\_\_\_\_\_

\*Please tick the appropriate box  
\*請在適當方格加上「✓」號

**Location Map of Kowloon Tong Fire Station cum Ambulance Depot**  
**九龍塘消防局暨救護站位置圖**

