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15 May 2026

To : Recipients of FSD Circular Letters

Dear Sir/Madam,

FSD Circular Letter No. 4/2026
Enhancement of the Online Preparation and Submission System for
Certificate of Fire Service Installation and Equipment (F.S. 251) and
Anti-counterfeiting QR Code Measures

This Circular Letter (“CL”) serves to notify Registered Fire Service Installation Contractors (“RFSICs”) of the latest enhancement to the Online Preparation and Submission System for Certificate of Fire Service Installation and Equipment (“Online Submission System”), the introduction of a new version of electronic F.S. 251 certificate, and the corresponding transitional arrangements. This CL should be read in conjunction with Fire Services Department (FSD) CL No. 5/2025, and RFSICs shall comply with the requirements therein.

(A) Further Enhancement of the Electronic Certificate System

The FSD launched the first-generation electronic certificate service in 2012 and completed the first-stage system upgrade in 2019 to progressively strengthen the trade’s capability to prepare and submit certificates electronically. The FSD has further optimised the overall system architecture and enhanced the Online Submission System. A new version of F.S. 251 electronic certificate, embedded with an anti-counterfeiting QR code at the bottom left corner of the certificate, will be introduced. Members of the public and relevant stakeholders may scan the QR code to verify the certificate information and confirm its authenticity.

The upgraded system will facilitate more timely tracking of the inspection, defect, and maintenance status of fire service installations (FSIs) by the FSD, thereby enhancing the efficiency of subsequent emergency response and follow-up actions.

(B) Enhancement Arrangements for the Online Submission System

The enhanced Online Submission System will be launched officially on 18 May 2026. RFSICs will be then able to prepare and submit the relevant F.S. 251 certificates through the system. In order to standardise the submission method and enhance processing efficiency, all

versions of paper certificates will be deemed obsolete from 1 July 2026. The FSD will no longer accept certificates submitted by fax or by any non-designated electronic means. Thereafter, RFSICs will be required to prepare and submit certificates via the Online Submission System to fulfill the statutory obligations pursuant to Regulation 9(1) of the Fire Service (Installations and Equipment) Regulations, Cap. 95B.

(C) Preparatory Work by the Trade

To ensure a smooth transition to the new arrangements, RFSICs are advised to use the existing Online Submission System and familiarise themselves with the operating procedures as early as possible. RFSICs are also advised to set up “iAM Smart+” or Hong Kong Post e-Cert (Personal) in advance in order to use the electronic signature function to complete the submission process.

To promote the Online Submission System, the FSD organised several seminars and workshops in early 2026 and received positive responses from the trade. The FSD will continue to organise multiple physical and online seminars to assist RFSICs in mastering the relevant operational details. The relevant dates and arrangements will be announced on the FSD official website, and video recordings and frequently asked questions will be uploaded in the same month as the respective seminars for the trade’s reference.

RFSICs who have yet to complete the electronic signature setup or are not yet fully familiar with the operating procedures may continue to use the versions of certificates stated in items 2 and 3 of section (D) below on or before 30 June 2026. Nonetheless, RFSICs are encouraged to adopt the Online Submission System as early as possible so as to facilitate a smooth transition to the electronic arrangements.

(D) Supply and Obsolescence Arrangements for Other Versions of F.S. 251 Certificates

The final validity dates for different versions of F.S. 251 forms are explained as follows:

1) F.S. 251 (Rev. 1/2016) and Earlier Versions

For the avoidance of doubt, the aforementioned versions have become obsolete with effect from 1 April 2026 pursuant to FSD CL No. 5/2025. The FSD ceased to accept submissions using these versions from that date onwards.

2) Physical Copy of F.S. 251 (Rev. 1/2025)

The FSD has ceased the sale of this version. RFSICs may continue to use the physical copies already purchased on or before 30 June 2026 and submit copies in accordance with the existing procedures.

3) Electronic Forms of F.S. 251 (Rev. 1/2012) and (Rev. 1/2025)

The aforementioned electronic forms will become obsolete with effect from 1 July 2026. The FSD will no longer accept submissions using these versions from that date onwards.

(E) Handling of Non-compliance

Failure on the part of RFSICs to comply with the relevant measures as stipulated in this CL may be regarded as improper conduct or negligence in the installation, maintenance, repair, or inspection of FSIs. The Director of Fire Services may, pursuant to Regulation 10 of the Fire Service (Installation Contractors) Regulations, Cap. 95A, refer the RFSICs concerned to the Disciplinary Board and may remove the name of such RFSICs from the Register.

If members of the public discover any suspicious content after scanning the anti-counterfeiting QR code at the bottom left corner of the certificates, or receive any certificates issued on or after 1 July 2026 without the anti-counterfeiting QR code, they may make a report to the FSD. Upon receipt of such reports, the FSD will initiate investigations and take action in accordance with statutory procedures.

(F) Enquiries

For technical difficulties related to applying for electronic signatures, using the Online Submission System or performing related operations, or for any other enquiries, please contact the Fire Protection Facilities Supervision Division at 2733 1567.

Yours faithfully,



(KEUNG Sai-ming)
for Director of Fire Services