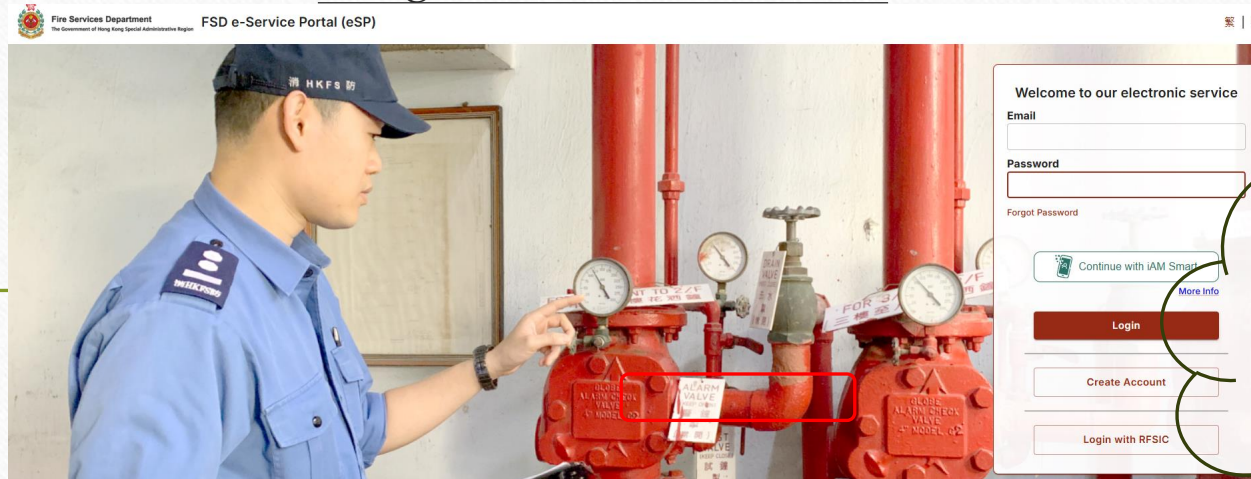


Submission of **FSI/501** via [FSD e-Service Portal] [For FSI without Smoke Control Systems]



Website: <https://eserviceportal.hkfsd.gov.hk>

1. Registration of New Account



2. Follow instruction and Input of personnel information

3. Activation of account by the hyperlink received in your registered email

FSD eService Portal Registration - Activate Your Account

lifips@hkfsd.gov.hk
收件者 SSO2 OFFA/FSD

UAT TESTING

Thank you for registering on FSD eService Portal. Your account has been successfully created.

To complete the registration process and activate your account, please click the following link:

[Link to activate account.](#)

This link will expire in 7 days for security reasons.

Fire Services Department

(This mail is system-generated, please do not reply to this email account.)

4. Log in with your account

Fire Services Department
The Government of Hong Kong Special Administrative Region

FSD e-Service Portal (eSP)

Welcome to our electronic service

Email

Password

Forgot Password

Continue with IAM Smart More Info

Login

Create Account

Login with RFSIC

5. Link your account with iAM Smart

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General

- Application for Fire Safety Talk / Evacuation Drill / Emergency Preparedness Education Bus / Fire Safety Education Bus
- Registered Fire Service Installation Contractor
 - Application Form for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products
 - Application for Registration as a Fire Service Installation Contractor Class 1 and/ or Class 2
 - Application for Registration as a Fire Service Installation Contractor Class 3
 - Fire Service Installation Contractor (FSIC) Application for Change of Particulars
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 - Fire Service Installation Contractor (FSIC) Application for Removal of Name from the Register
 - Certificate of Fire Service Installation and Equipment (FS251)
 - Fire Service Installations and Equipment (FSI) Shutdown Notice
 - FSI/SO1-Application for Inspection and Testing of Fire Service Installation and Equipment
 - FSI/SO1a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings
 - Fire Service Installation Schematic Drawings / As-fitted Layout Drawings (FSI/314)
- Dangerous Goods
 - Application Form for the Status of Approved Person for Certification of Flammable Vapour Free (Gas-Free) under S.305, S.312 & S.317 of the Dangerous Goods (Control) Regulation
 - Application Form for the Status of Approved Person for Inspection and Testing of (i) Pressure Receptacle and/or (ii) Piped Gas Installation
 - Application Form for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products
 - Application for / Renewal of Dangerous Goods Licence (Manufacture Licence / Store and Use Licence)
 - Alteration to / Cancellation of Dangerous Goods Licence (Manufacture Licence / Store and Use Licence)

1. Select this icon



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sso_offa_2@hkfsd.gov.hk

Link iAM Smart

Connect your iAM Smart account to this profile so you can use iAM Smart sign-in and related features with the same account.

Link with iAM Smart

Change Password

Old Password

New Password

Confirm Password

Change Password

1. Select this icon

2. Open iAM Smart and scan the QR code

6. Select appropriate application

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- FSI/501-Application for inspection and Testing of Fire Service Installation and Equipment →**
- FSI/501a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings →
- Fire Service Installation Schematic Drawings / As-fitted Layout Drawings (FSI/314) →

7. Fill in the e-form by correct input and selecting appropriate box

< FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment

Do you have to fill for Part A?

Yes No

Select "No"

Save Progress

Back Next

Press "Next"

8. Continue input necessary information

Introduction Part A (to be completed by Registered Professional Engineer (if applicable)) Part B (to be completed by Authorized Person) Signature (Registered Professional Engineer) Signature (Authorized Person) Acknowledgement

< FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment

FP Ref. No. *
8/

FP Number *
24430

FP Ref. No 2.
Please select ...

FP Number 2

Types of Fire Service Installations and Equipment *

- Audio/Visual Advisory System
- Automatic Actuating Device
- Automatic Fixed Installation other than Water
- Deluge System
- Drencher System
- Dust Detection System
- Dynamic Smoke Extraction System
- Emergency Generator
- Emergency Lighting
- Exit Sign
- Fire Alarm System
- Fire Blanket
- Fire Control Centre
- Fire Detection System
- Fire Hydrant/Hose Reel System
- Fixed Automatically Operated Approved Appliance
- Fixed Foam System

N/A

the building gross floor area of the above premises as defined under the Buildings Ordinance is ____ square metre *

134

the type of building is *

domestic

I request that ____ be issued to me *

Certificate F.S.172 required under section 21(6)(d) of the Buildings Ordinance (Cap. 123)

Please select *

Fill by personal Fill by officer

Company Name *

sfdhgsfghgfs

Authorized Person *

0rghn0pjd

Telephone No. *

39615206

Email *

sso_offa_2@hkfsd.gov.hk

Fire Services Department has launched the e-Issuance System, relevant electronic licence or certificate will also be delivered to this email address

#1

FSI/501a/FSD reference *

doc2983582025120815429.pdf

RFSIC Ref No. of the FSI/501a *

dasfagsag

Remark

Add

Save Progress

Back Next

9. After completion, press "Next"

N/A

the building gross floor area of the above premises as defined under the Buildings Ordinance _____ square metre *

134

the type of building is *

domestic

I request that _____ be issued to me *

Certificate F.S.172 required under section 216(6)(g) of the Buildings Ordinance (Cap. 123)

Please select *

Fill by personal Fill by officer

Company Name *

Authorized Person *

Telephone No. *

Email *

Fire Services Department has launched the e-issuance System, relevant electronic licence or certificate will also be delivered to this email address

#1

FBI/SDIs/FSD reference *

RFSC Ref No. of the FBI/SDIs *

Remark

Save Progress

Next



< FBI/501-Application for Inspection and Testing of Fire Service Installation and Equipment

Please check the following information and apply signature. You may go back to make changes as needed.

Do you have to fill for Part A?

Yes No

Signature (Registered Professional Engineer)

No signature needed

Save Progress

Next

10. Verify information and sign the e-form by AP

Signature (Authorized Person)

Sign Here

Signature (Registered Professional Engineer)

No signature needed

Submission Acknowledgement

Please provide your email address if you want to receive acknowledgement email for future reference:

Email

Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

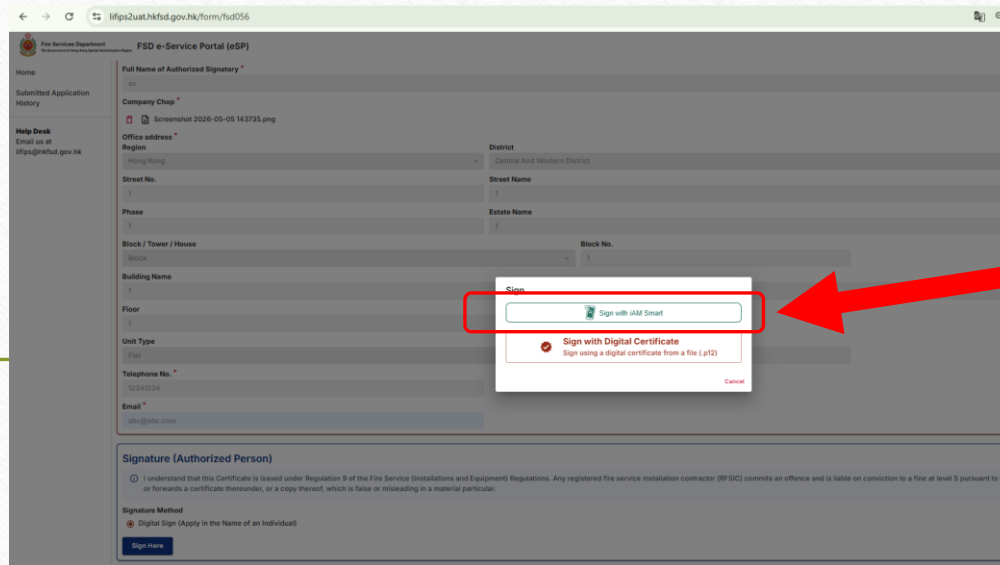
Password

Confirm Password

Save Progress

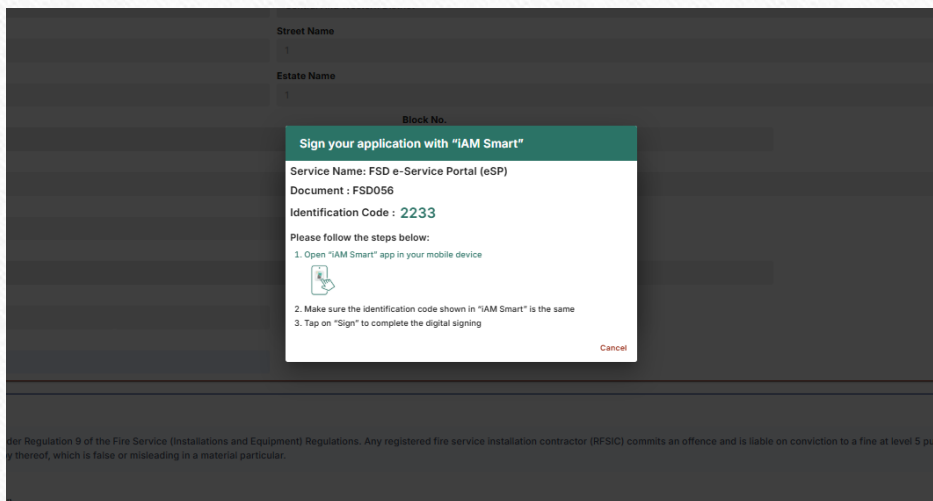
Back

Submit

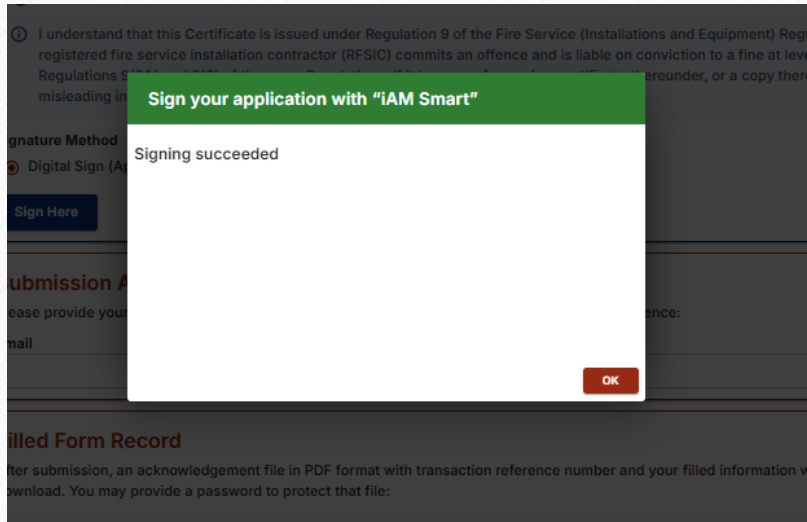


Sign with iAM Smart

11. Click 繼續簽署-> 確認簽署 after authentication



12. After successfully signed, the signed person name will be appeared under the Signature Method



Signature (Authorized Person)

- ① I understand that this Certificate is issued under Regulation 9 of the Fire Service (Installations and Equipment) Regulations. Any registered fire service installation contractor (RFSIC) commits an offence and is liable on conviction to a fine at level 5 pursuant to Regulations 9(2A) and 9(3) of the same Regulations, if it issues or forwards a certificate thereunder, or a copy thereof, which is false or misleading in a material particular.

Signature Method

Digital Sign (Apply in the Name of an Individual)

Sign your application with "IAM Smart"
Digitally signed by WONG Man Kit
Date 07/05/2026 10:57

13. Fill in your email and password and click “Submit” to Submit the signed document

Submission Acknowledgement
Please provide your email address if you want to receive acknowledgement email for future reference:

Email

Filled Form Record
After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password

Confirm Password

!!!! Password will not be provided if lost

14. You may download the submitted e-form

Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.


[Download e-Form](#)

Submission Date and Time (DD/MM/YYYY HH:MM)
07/05/2026 15:44

Transaction Reference Number
FSD055_2026_19054

Should you have any enquiries, please contact the respective bureau, department or organisation - (OFFA) One-stop Coordination Office for New Fire Protection Facilities Acceptance, (NP) New Projects Division, (RDS) Railway Development Strategy Division Group
Hotline: 3961 5000 / 3971 4600 / 2259 6211
Email: offa@hkfsd.gov.hk

15. To review previous application, select “Submitted Application History”

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- Certificate of Fire Service Installation and Equipment (FS251) →
- Fire Service Installations and Equipment (FSI) Shutdown Notice →

16. Select appropriate application

Submitted Application History

No results found

Reference No.	Application Type	Status	Submission Date ↓	
FSD055_2026_19054	FSI/501-Application for I...	Submitted	07/05/2026 15:44	<input type="checkbox"/>
FSD055_2026_19034	FSI/501-Application for I...	Submitted	30/04/2026 10:01	<input type="checkbox"/>

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17. Download submitted e-form



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< Ref No.: 19034

1
Submitted

2
In Progress

3
Approve/Reject

4
EndCase

Download e-Form

Documents

Download

<input type="checkbox"/>	File Name	Type	Message	Re-upload
No data				

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Should you have any enquiries, please contact the respective bureau, department or organisation - One-stop Coordination Office for New Fire Protection Facilities Acceptance
Hotline: 3961 5000
Email: offa@hkfsd.gov.hk