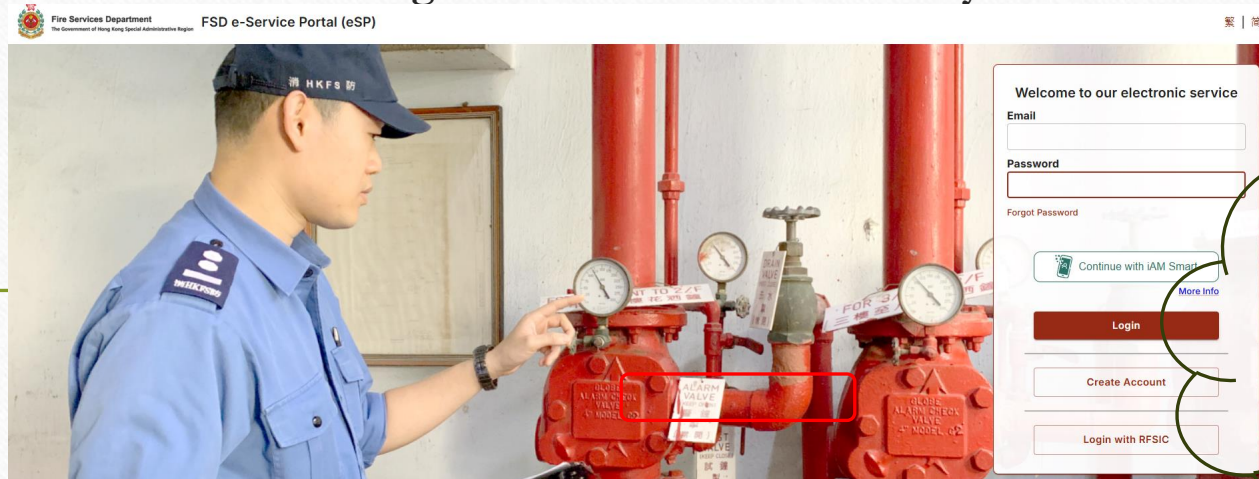


# Submission of **FSI/501** via [FSD e-Service Portal] [For FSI with Smoke Control Systems]



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

# 1. Registration of New Account by RPE



!!!!!! Skip Step 1 – 5 by log in your existing account if you are an existing user

## 2. Follow instruction and Input of personnel information

The image shows a screenshot of the 'Create Account' form on the 'FSD e-Service Portal (eSP)'. The form is titled 'Create Account' and contains the following fields: 'Email', 'Password', 'Confirm Password', and 'Input Image Text'. Below the 'Input Image Text' field is a CAPTCHA image showing the letters 'c b D s' with a small 'c' to the right. At the bottom of the form is a 'Register' button. The portal header includes the Fire Services Department logo and the text 'The Government of Hong Kong Special Administrative Region'.

### 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 by RPE

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

Fill in by RPE

The screenshot shows the FSD e-Service Portal (eSP) interface. The top right corner contains a search bar, a language selector, and a 'Sign-out' link. A red box highlights the user profile icon next to the 'Sign-out' link. A red arrow points from the text '1. Select this icon' to this icon. The main content area lists various services under 'General' and 'Dangerous Goods' categories, each with a right-pointing arrow.

1. Select this icon



The screenshot shows the 'Link iAM Smart' section of the FSD e-Service Portal (eSP). The user's email address is displayed as 'sso\_offa\_2@hkfsd.gov.hk'. Below the email, there is a section titled 'Link iAM Smart' with the instruction: 'Connect your iAM Smart account to this profile so you can use iAM Smart sign-in and related features with the same account.' A 'Link with iAM Smart' button is highlighted with a red box and a red arrow. Below this, there are sections for 'Change Password' with fields for 'Old Password', 'New Password', and 'Confirm Password', and a 'Change Password' button.

1. Select this icon
2. Open iAM Smart and scan the QR code

## 6. Select appropriate application

Fill in by RPE

Fire Services Department  
The Government of Hong Kong Special Administrative Region

FSD e-Service Portal (eSP)

Search pages and forms... 繁 | 简 Sign-out

Home

Submitted Application History

Help Desk  
Email us at  
lifips@hksd.gov.hk

**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 →
- Continued Registration as Fire Service Installation Contractor in Class 1 Application for Renewal of Status as an Authorized Agent of Manufacturer of Recognized AFA →
- Application for Rearrangement of Written Examination / Interview for Registration as a Fire Service Installation Contractor in Class 3 due to Absence from HK or Illness →
- 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/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 (For application involving RPE)

Fire Services Department  
The Government of Hong Kong Special Administrative Region

FSD e-Service Portal (eSP)

Search pages and forms... 繁 | 简 Sign-out

Home

Submitted Application History

Help Desk  
Email us at  
lifips@hksd.gov.hk

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

Do you have to fill for Part A?  
 Yes  No

I hereby certify that the following system(s) has/have been installed and tested in accordance with the relevant code of practice.

#1

FBI type  
Please Choose ...

FSI/501a/FSI reference \*

Choose file  
Accept file  
Total size up to 1000 KB  
(Could choose up to 1000 files)

Approved by FSD on \*  
DD/MM/YYYY

FSD Ref No. \*

Add

Full Name \*

Discipline \*

Registered Professional Engineer Number \*

Email \*

Select "Yes" for project involve SPS and SES System

Remember to  
attach  
FSI/501a

## 8. After filling, press “Save Progress”

Fill in by RPE

I hereby certify that the following system(s) has/have been installed and tested in accordance with the FSD's requirements.

#1

FBI type  
staircase pressurization system

FBI/501a/FSD reference \*  
Choose files  
Accept file format: PDF  
Total size up to 3.0 MB  
(Could choose up to 1000 files)

Approved by FSD on \*  
01/05/2026

FSD Ref No. \*  
(35) in NP/12345

Full Name \*  
CHAN p@p

Discipline \*  
dlkz7hgnkashg

Registered Professional Engineer Number \*  
56842

Email \*  
sso\_offa\_2@hkfsd.gov.hk

Date \*  
05/05/2026

Save Progress

Back Next

## 9. Set Password for Zip File and click “Save with Password”

Total size up to 3.0 MB  
(Could choose up to 1000 files)

Approved by FSD on \*  
01/05/2026

FSD Ref No. \*  
sdegag

Full Name \*  
sdsgsd

Discipline \*  
sdsg

Registered Professional Engineer Number \*  
sgfsd

Email \*  
sso\_offa\_2@hkfsd.gov.hk

Date \*  
01/05/2026

Save Progress

Back

Set Password for Zip File

password to restore the form later.

Password \*  
\*\*\*\*\*

Confirm Password \*  
Password must be at least 4 characters long

Cancel Save with Password

!!!! Password will not be provided if lost

## 10. RPE send the draft zip file to AP along with the password for him/her to continue the application

名稱	修改日期	類型	大小
今天 (1)			
 FSD055_1778139266443	7/5/2026 15:34	壓縮的 (zipped) ...	1,158 KB
上週 (1)			
 FSD055_1777513585335	30/4/2026 9:46	壓縮的 (zipped) ...	153 KB

## 11. Repeat Step 1 to 6 by AP

## 12. Select “Resume Progress”

Fire Services Department  
The Department of the Fire Services Administration

FSD e-Service Portal (eSP)

Home  
Submitted Application  
History

Help Desk  
Email us at  
iffps@hkfsd.gov.hk

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

sso\_offa\_2@hkfsd.gov.hk  
No results found

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

Points to Note  
Note: Please note that this form requires a digital certificate for digital signing purposes in later steps.  
Applicant or relevant party(ies) need an [activated "IAM Smart+" account with digital signing function \(More Info\) \(opens in new window\)](#)<sup>10</sup> or a [valid personal digital certificate](#) for submission of application.  
 I apply in the name of an individual and have registered for "IAM Smart+" or have a digital certificate. \*

Disclaimer  
The true copy of the related documents/drawings according to the FSD Circular Letters No. 1/2015 and 1/2020 shall be submitted to the office of Fire Protection Facilities Group by the following working day during office hours with the Transaction Reference Number.  
Address: FIRE SERVICES DEPARTMENT  
LICENSING & CERTIFICATION COMMAND  
Fire Protection Engineering Compliance Division  
One-stop Coordination Office for New Fire Protection Facilities Acceptance  
2/F, Centre Parc, 11 Sheung Yuet Road,  
Kowloon Bay, Kowloon, Hong Kong.  
Office Hour: Monday to Friday 8:30 to 13:00 and 14:00 to 17:45  
Please note that the request for the initial inspection on Fire Service Installations (FSIs) may be rejected if you are failed to submit the related documents/drawings, or they are incomplete or contain significant irregularities.  
 I have read, understood and agree to the above Disclaimer. \*

Resume Progress

Start Filing in a New Form

### 13. Attach the zip file from RPE and input the given password

Fill in by AP

The screenshot shows a web application interface for 'FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment'. A modal dialog box titled 'Resume Progress' is open, prompting the user to 'Select a previously saved form file (.ZIP) to restore your progress and continue the following working day during office hours with the Transaction Reference Number.' The dialog includes a 'Choose a file' button, a note 'Accept file format: ZIP' and 'Size up to 10.0 MB', and a password input field with a masked password '\*\*\*\*\*'. A red box highlights the 'Resume Form' button in the dialog, and a red arrow points from a text box to this button.

Press "Restore Form"

### 14. Continue to fill the form by AP

This screenshot shows a form with several input fields: 'Full Name' (sdfgsd), 'Discipline' (sdfg), 'Registered Professional Engineer Number' (sgfsd), 'Email' (sso\_offa\_2@hkfsd.gov.hk), and 'Date' (01/05/2026). A 'Save Progress' button is on the left, and 'Back' and 'Next' buttons are on the right. A red box highlights the 'Next' button, and a green arrow points from this form to the next one.

This screenshot shows the next step of the application form. It includes fields for 'FP Ref. No. 1' (87) and 'FP Number 1' (24430), and 'FP Ref. No. 2' and 'FP Number 2'. Below these is a section titled 'Types of Fire Service Installations and Equipment' with a list of checkboxes for various systems, including 'Acoustic/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', and 'Fixed Foam System'.

## 15. After filling, press “Next”

Fill in by AP

I hereby certify that the following system(s) has/have been installed and tested in accordance with the FSD's requirements.

#1

FSD type  
staircase pressurization system

FSD/501a/FSD reference \*  
Choose files  
Accept file format: PDF  
Total size up to 3.0 MB  
(Could choose up to 1000 files)

Approved by FSD on \*  
01/05/2026

FSD Ref No. \*  
doc2983582025120815429.pdf  
(35) in NP/12345

Add

Full Name \*  
CHAN p@p

Discipline \*  
dlkzsthgnkashg

Registered Professional Engineer Number \*  
56842

Email \*  
sso\_offa\_2@hkfcd.gov.hk

Date \*  
05/05/2026

Save Progress

Next

Remember to attach FSI/501a

## 16. 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. \*  
/ /

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

## 17. After completion, press "Next"

Fill in by AP

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 **Select "Fill by personal"**

Company Name \*

sfdhgsfhegfs

Authorized Person \*

dfghfjhgfd

Telephone No. \*

39015206

Email \*

sso\_offa\_2@hkfcd.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

FSD/501a/FSD reference \*

doc2983582025120815429.pdf

RFSIC Ref No. of the FSD/501a \*

dasfagsag

Remark

Add

Save Progress

Back Next

## 18. Very information and Press "Save Progress"

FSD type

staircase pressurization system

FSD/501a/FSD reference \*

No results found

Choose files

Accept file format: PDF

Total size up to 3.0 MB

(Could choose up to 1000 files)

Approved by FSD on \*

01/05/2026

FSD Ref No. \*

(35) in NP/12345

Full Name \*

CHAN pa/p

Discipline \*

dfkzdfghkashg

Registered Professional Engineer Number \*

56842

Email \*

sso\_offa\_2@hkfcd.gov.hk

Date \*

05/05/2026

Signature (Registered Professional Engineer)

I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I willfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

Sign Here

Save Progress

Back Next

## 19. Set Password for Zip File

Accept file format: PDF  
Total size up to 3.0 MB  
(Could choose up to 1000 files)

doc29835820251208115429.pdf

Approved by FSD on \*  
01/05/2026

FSD Ref No. \*  
(35) in NP/12345

Full Name \*  
DHAN pajfp

Discipline \*  
Ekszfhygnkashg

Registered Professional Engineer Number \*  
88842

Email \*  
iso\_offs\_2@hkfsd.gov.hk

Phone \*  
05/05/2026

Signature (Registered Professional Engineer)

I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I wilfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

Set Password for Zip File

Set a password to protect your saved form file. You'll need this password to restore the form later.

Password \*  
.....

Confirm Password \*  
.....

Password must be at least 4 characters long

Cancel Save with Password

!!!! Password will not be provided if lost

## 20. AP send the draft zip file along with the password to RPE for his/her signature

名稱	修改日期	類型	大小
今天 (1)			
 FSD055_1778139266443	7/5/2026 15:34	壓縮的 (zipped) ...	1,158 KB
上週 (1)			
 FSD055_1777513585335	30/4/2026 9:46	壓縮的 (zipped) ...	153 KB

## 21. RPE log in his/her account and repeat Step 6 by RPE

Fill in by RPE

## 22. Select "Resume Progress"

The screenshot shows the FSD e-Service Portal (eSP) interface. At the top, there is a search bar with the text 'ss\_o\_offa\_2@hkfsd.gov.hk' and a 'Sign-out' button. Below the search bar is a progress indicator with six steps: 1. Introduction, 2. Part A (to be completed by Registered Professional Engineer (if applicable)), 3. Part B (to be completed by Authorized Person), 4. Signature (Registered Professional Engineer), 5. Signature (Authorized Person), and 6. Acknowledgement. The main content area is titled '< FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment'. It contains a 'Points to Note' section with a note about digital certificates and a checkbox 'I apply in the name of an individual and have registered for "IAM Smart+" or have a digital certificate.'. Below that is a 'Disclaimer' section with contact information for the Fire Services Department and a checkbox 'I have read, understood and agree to the above Disclaimer.'. At the bottom of the form, there are two buttons: 'Resume Progress' (highlighted with a red box) and 'Start Filling in a New Form'.

## 23. Attach the zip file from AP and input the given password

The screenshot shows the same FSD e-Service Portal (eSP) interface as in the previous image, but with a 'Resume Progress' dialog box open. The dialog box has a title 'Resume Progress' and contains the following text: 'Select a previously saved form file (.zip) to restore your progress and continue from the start.' Below this text is a 'Select saved form file' section with a file selection icon and the text 'Choose a file' and 'Accept file format: ZIP' and 'Size up to 10.0 MB'. At the bottom of the dialog box, there is a 'Do this frequently' section with a password input field containing several asterisks. Below the password field are two buttons: 'Cancel' and 'Restore Form' (highlighted with a red box). A red arrow points from the 'Restore Form' button to a red box containing the text 'Press "Restore Form"'. The background form is dimmed and partially obscured by the dialog box.

Press "Restore Form"

## 24. Sign the e-form by RPE

Fill in by RPE

FSI type  
staircase pressurization system

FSI/501a/FSD reference \*  
Choose files  
Accept file format: PDF  
Total size up to 3.0 MB  
(Could choose up to 1000 files)

Approved by FSD on \*  
01/05/2026

FSD Ref No. \*  
doc29835820251208115429.pdf  
(35) in NP/12345

Full Name \*  
CHAN pa/fo

Discipline \*  
dlkczfhgnlkashg

Registered Professional Engineer Number \*  
56842

Email \*  
sso\_offa\_2@hkfcd.gov.hk

Date \*  
05/05/2026

Signature (Registered Professional Engineer)

I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I willfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

**Sign Here**

Save Progress

Back Next

Click "Sign Here"



FSD e-Service Portal (eSP)

Full Name of Authorized Signatory \*

Company Chap \*

Office address \*

Region

District

Street No.

Street Name

Phase

Estate Name

Block / Tower / House

Block No.

Building Name

Floor

Unit Type

Telephone No. \*

Email \*

Sign

Sign with iAM Smart

Sign with Digital Certificate

Signature (Authorized Person)

Signature Method

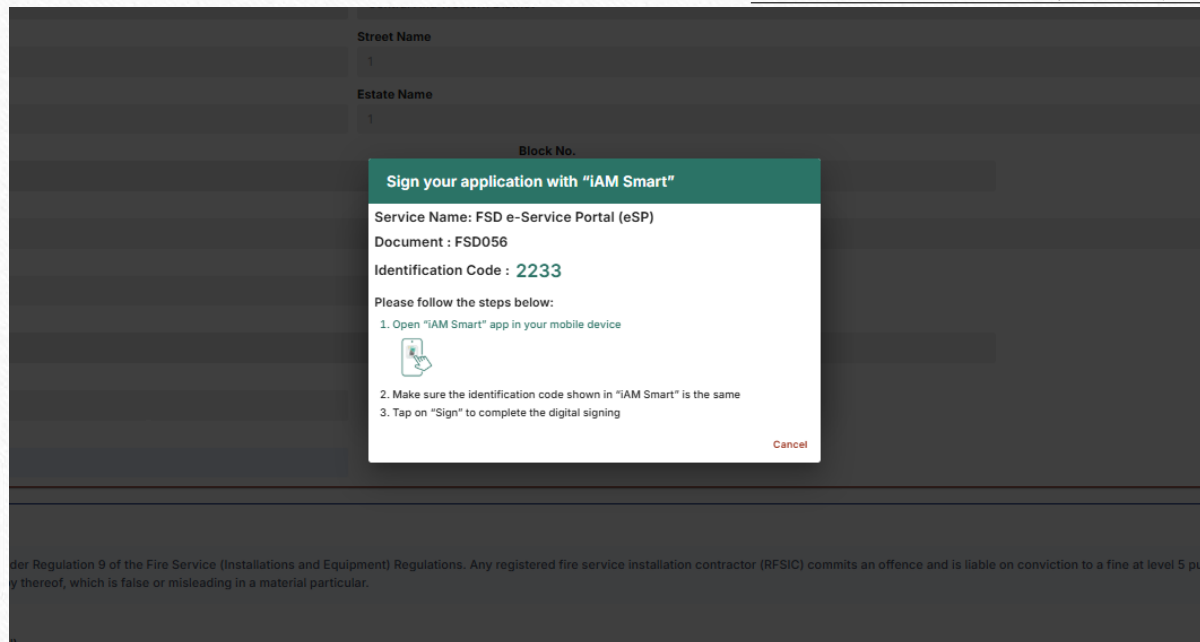
Digital Sign (Apply on the Name of an Individual)

Sign Here

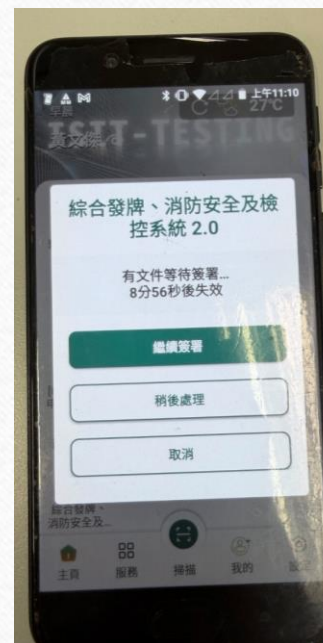
Sign with iAM Smart

## 25. Click 繼續簽署-> 確認簽署 after authentication

Fill in by RPE



der 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 pur  
y thereof, which is false or misleading in a material particular.



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

Fill in by RPE

I understand that this Certificate is issued under Regulation 9 of the Fire Service (Installations and Equipment) Regulations 2000. A registered fire service installation contractor (RFSIC) commits an offence and is liable on conviction to a fine at level 2 on the scale of fines, or imprisonment for a term not exceeding 3 months, or a fine not exceeding \$50,000, or imprisonment for a term not exceeding 3 months, or a combination of these penalties, if he or she contravenes any of the provisions of the Regulations set out hereunder, or a copy thereof, or makes a misleading statement in connection with the Regulations set out hereunder.

Signature Method  
Digital Sign (A)

Sign Here

Submission #  
Please provide your  
mail

illed 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:

Sign your application with "IAM Smart"

Signing succeeded

OK

Choose files  
Accept file format: PDF  
Total size up to 3.0 MB  
(Could choose up to 1000 files)

doc29835820251208115429.pdf

Approved by FSD on \*  
01/05/2026

FSD Ref No. \*  
(35) in NP/12345

Full Name \*  
CHAN pa/pa

Discipline \*  
dtkszfhgnkashg

Registered Professional Engineer Number \*  
56842

Email \*  
sso\_offa\_2@hkfsd.gov.hk

Date \*  
05/05/2026

Signature (Registered Professional Engineer)

I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I willfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

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


## 21. Click “Save Progress”

Fill in by RPE

Choose files  
Accept file format: PDF  
Total size up to 3.0 MB  
(Could choose up to 1000 files)

 doc29835820251208115429.pdf

Approved by FSD on \*

 01/05/2026

FSD Ref No. \*

(35) in NP/12345

Full Name \*

CHAN pajflp

Discipline \*

dlkszfghnlkashg


Registered Professional Engineer Number \*

56842


Email \*


sso\_offa\_2@hkfsd.gov.hk

Date \*

 05/05/2026


### Signature (Registered Professional Engineer)

 I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I wilfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

 Sign your application with “iAM Smart”

Digitally signed by WONG Man Kit

Date 07/05/2026 10:57

 Save Progress

Back

Next

## 22. Set Password for the Zip File

Accept file format: PDF  
Total size up to 3.0 MB  
(Could choose up to 1000 files)

doc29835820251208115429.pdf

Approved by FSD on \*  
01/05/2026

FSD Ref No. \*  
(35) in NP/12345

Full Name \*  
DHAN pajfp

Discipline \*  
skszfhygnkashg

Registered Professional Engineer Number \*  
88842

Email \*  
iso\_offic\_2@hkfsd.gov.hk

Phone \*  
05/05/2026

Signature (Registered Professional Engineer)

I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I wilfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

### Set Password for Zip File

Set a password to protect your saved form file. You'll need this password to restore the form later.

Password \*  
.....

Confirm Password \*  
.....

Password must be at least 4 characters long

Cancel Save with Password

!!!! Password will not be provided if lost

## 23. RPE send the draft zip file together with the password to AP for his/her signature

名稱	修改日期	類型	大小
今天 (1)			
FSD055_1778139266443	7/5/2026 15:34	壓縮的 (zipped) ...	1,158 KB
上週 (1)			
FSD055_1777513585335	30/4/2026 9:46	壓縮的 (zipped) ...	153 KB

## 24. AP log in his/her account and select FSI/501

Fill in by AP

FSD e-Service Portal (eSP)

Home  
Submitted Application History  
Help Desk  
Email us at lifips@hkfsd.gov.hk

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

**Points to Note**  
Note: Please note that this form requires a digital certificate for digital signing purposes in later steps. Applicant or relevant party(ies) need an **activated "IAM Smart+" account with digital signing function** (More Info) (opens in new window) or a **valid personal digital certificate** for submission of application.  
 I apply in the name of an individual and have registered for "IAM Smart+" or have a digital certificate. \*

**Disclaimer**  
The true copy of the related documents/drawings according to the FSD Circular Letters No. 1/2015 and 1/2020 shall be submitted to the office of Fire Protection Facilities Group by the following working day during office hours with the Transaction Reference Number.  
Address: FIRE SERVICES DEPARTMENT  
LICENSING & CERTIFICATION COMMAND  
Fire Protection Engineering Compliance Division  
One-stop Coordination Office for New Fire Protection Facilities Acceptance  
2/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong.  
Office Hour: Monday to Friday 8:30 to 13:00 and 14:00 to 17:45  
Please note that the request for the initial inspection on Fire Service Installations (FSIs) may be rejected if you are failed to submit the related documents/drawings, or they are incomplete or contain significant irregularities.  
 I have read, understood and agree to the above Disclaimer. \*

Resume Progress Start Filling in a New Form

## 25. Attach the zip file from RPE and input the given password

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

**Points to Note**  
Note: Please note that this form requires a digital certificate for digital signing purposes in later steps. Applicant or relevant party(ies) need an **activated "IAM Smart+" account with digital signing function** (More Info) (opens in new window) or a **valid personal digital certificate** for submission of application.  
 I apply in the name of an individual and have registered for "IAM Smart+" or have a digital certificate. \*

**Disclaimer**  
The true copy of the related documents/drawings according to the FSD Circular Letters No. 1/2015 and 1/2020 shall be submitted to the office of Fire Protection Facilities Group by the following working day during office hours with the Transaction Reference Number.  
Address: FIRE SERVICES DEPARTMENT  
LICENSING & CERTIFICATION COMMAND  
Fire Protection Engineering Compliance Division  
One-stop Coordination Office for New Fire Protection Facilities Acceptance  
2/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong.  
Office Hour: Monday to Friday 8:30 to 13:00 and 14:00 to 17:45  
Please note that the request for the initial inspection on Fire Service Installations (FSIs) may be rejected if you are failed to submit the related documents/drawings, or they are incomplete or contain significant irregularities.  
 I have read, understood and agree to the above Disclaimer. \*

Resume Progress

**Resume Progress**  
Select a previously saved form file (.zip) to restore your progress and password. [View the form.](#)

Select saved form file \*

Choose a file  
Accept file format: ZIP  
Size up to 10.0 MB

Zip File Password  
Enter the password used to protect this zip file

Cancel Restore Form

Press "Restore Form"

Fill in by AP

Accept file format: PDF  
Total size up to 3.0 MB  
(Could choose up to 1000 files)

doc2983582025120815429.pdf

Approved by FSD on \*  
01/05/2026

FSD Ref No. \*  
(35) In NP/12345

Full Name \*  
CHAN pajtp

Discipline \*  
dlkszfhgnkashg

Registered Professional Engineer Number \*  
56842

Email \*  
sso\_offa\_2@hkfsd.gov.hk

Date \*  
05/05/2026

**Signature (Registered Professional Engineer)**

I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I willfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

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

[Save Progress](#) [Back](#) [Next](#)

## 26. Input necessary information and sign the e-form by AP

**Authorized Person**

[Sign Here](#)

**Signature (Registered Professional Engineer)**

I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I willfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

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

**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](#)

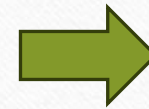
Fill in by AP

The screenshot shows the FSD e-Service Portal (eSP) interface. The form contains fields for 'Full Name of Authorized Signatory', 'Company Chop', 'Office address' (Region, District, Street No., Street Name, Phase, Estate Name), 'Block / Tower / House' (Block, Block No.), 'Building Name', 'Floor', 'Unit Type', 'Telephone No.', and 'Email'. A modal window is open over the form with two options: 'Sign with iAM Smart' (highlighted with a red box and a red arrow) and 'Sign with Digital Certificate'. Below the form, there is a 'Signature (Authorized Person)' section with a 'Signature Method' dropdown set to 'Digital Sign (Apply in the Name of an Individual)' and a 'Sign Here' button.

Sign with iAM Smart

### 27. Click 繼續簽署 -> 確認簽署 after authentication

The screenshot shows a mobile app interface with a dialog box titled 'Sign your application with "iAM Smart"'. The dialog box contains the following information: 'Service Name: FSD e-Service Portal (eSP)', 'Document : FSD056', and 'Identification Code : 2233'. It lists three steps: 1. Open "iAM Smart" app in your mobile device, 2. Make sure the identification code shown in "iAM Smart" is the same, and 3. Tap on "Sign" to complete the digital signing. A 'Cancel' button is visible at the bottom right of the dialog box.





Fill in by AP

## 29. 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

## 30. 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

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

 Fire Services Department  
The Government of Hong Kong Special Administrative Region

FSD e-Service Portal (eSP)

Search pages and forms... 繁 | 簡 Sign-out

Home

**Submitted Application History**

**Help Desk**  
Email us at  
lifips@hkfsd.gov.hk

**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 →
- Continued Registration as Fire Service Installation Contractor in Class 1 Application for Renewal of Status as an Authorized Agent of Manufacturer of Recognized AFA →
- Application for Rearrangement of Written Examination / Interview for Registration as a Fire Service Installation Contractor in Class 3 due to Absence from HK or Illness →
- 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 →

## 32. Select appropriate application

No results found

### Submitted Application History

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

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### 33. Download submitted e-form



Fire Services Department  
The Government of Hong Kong Special Administrative Region

FSD e-Service Portal (eSP)

Search pages and forms...

繁 | 簡 Sign-out

Home

Submitted Application  
History

**Help Desk**  
Email us at  
lifips@hkfsd.gov.hk

< 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