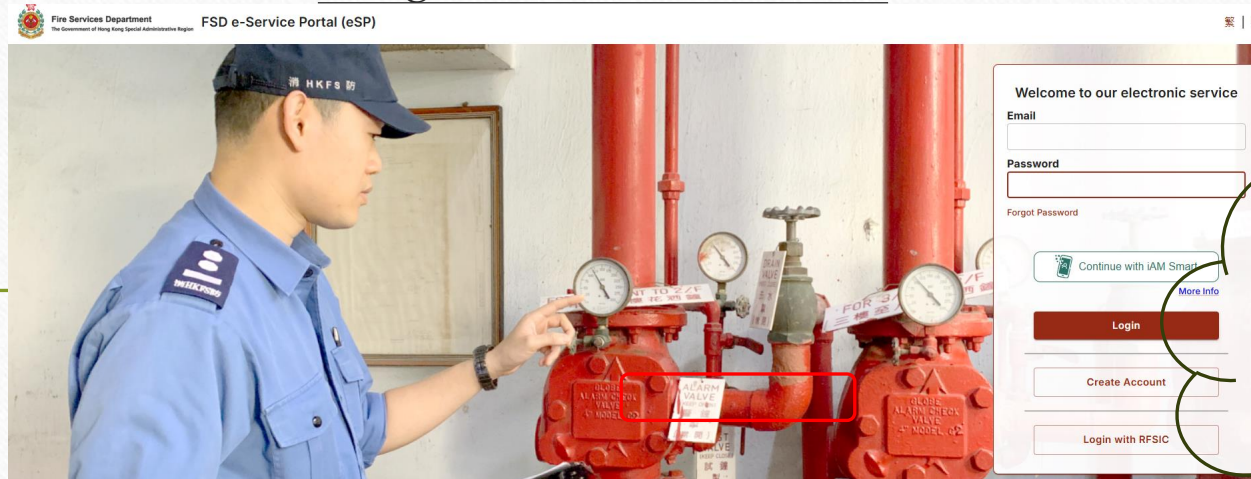


# Submission of *FSI/501a* via [FSD e-Service Portal]



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

# 1. Registration of New Account



# 2. Follow instruction and Input of personnel information

**Create Account**

Email

Password

Confirm Password

Input Image Text

*c b D s* c

Register

### 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

Fire Services Department  
The Government of Hong Kong Special Administrative Region

FSD e-Service Portal (eSP)

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
  - 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



Fire Services Department  
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FSD e-Service Portal (eSP)

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

Email  
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

!!!!!! iAM Smart holder must be the authorized signatory of the RFSIC

## 6.. Select appropriate application

Fire Services Department  
The Government of Hong Kong Special Administrative Region

FSD e-Service Portal (eSP)

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

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

**General**

- Application for Fire Safety Talk / Evacuation Drill / Emergency Preparedness Education Bus / Fire Safety Education Bus →
- Registered Fire Service Installation Contractor**
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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

Introduction Application Form Signature Acknowledgement

< FSI/501a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings

**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. \*

This application is lodged in the name of a company, this form requires submission of company chop in later steps. Applicant or relevant party(ies) need the image of company chop in JPG, JPEG and PNG format for submission of application.

I apply in the name of a company and have been authorized by the company to use the image of its company chop.

**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 agreed to the above Disclaimer. \*

Start Filling in a New Form



Fire Services Department  
The Government of Hong Kong Special Administrative Region

FSD e-Service Portal (eSP)

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

Search pages and forms...

Introduction Application Form Signature Acknowledgement

< FSI/501a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings

Format: (RF SIC Reg No.)-(Submission Date)-(Discrete No. Assigned by RF SIC)

RC Class of RF SIC \* Registration Number \* Discrete Number \*

Class of RF SIC \*  
Class of RF SIC... / # 20260507- #

FP Prefix \* FP Ref. No. \*

Please select - FP Ref. No. \*

FP Prefix 2 \* FP Ref. No. 2 \*

Please select - FP Ref. No. 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



## 10. Digital signing of e-form by iAM Smart

Fire Service Department  
FSD e-Service Portal (eSP)

Unit Type: Shop Unit No.: sdfhds

Telephone No.: 27817688

Email: saq\_offs\_2@hksd.gov.hk

**RFSIC**

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 Here**

**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: \_\_\_\_\_

Click "Sign Here"



Fire Service Department  
FSD e-Service Portal (eSP)

Full Name of Authorized Signatory: \_\_\_\_\_

Company: \_\_\_\_\_

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)**

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.

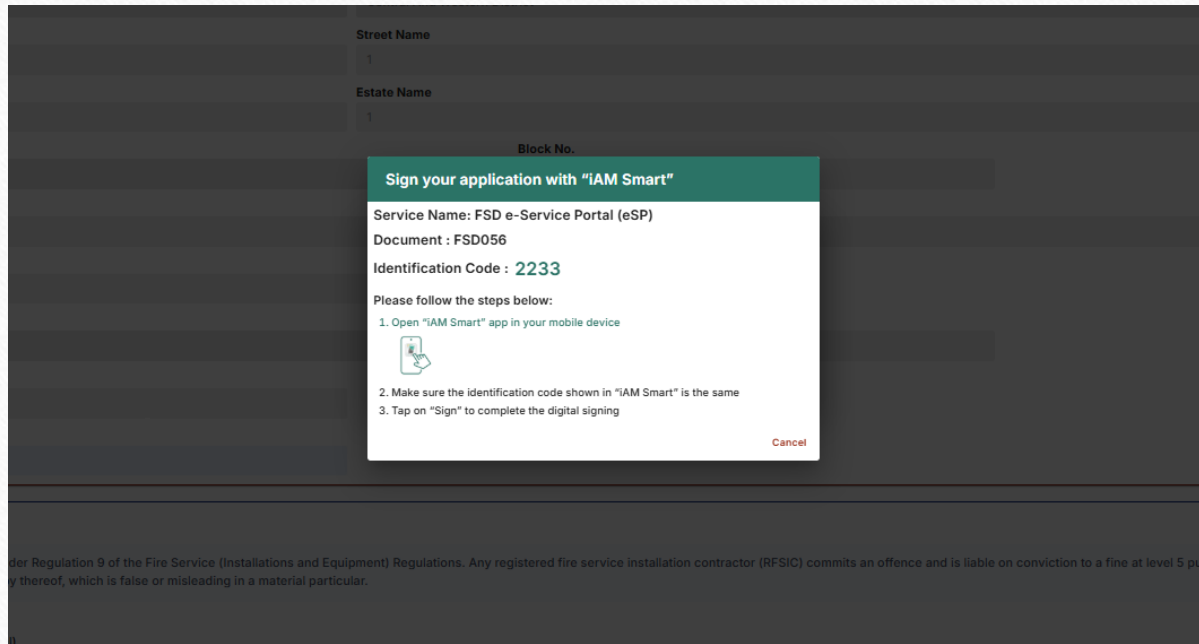
**Signature Method**

Digital Sign (Apply in the Name of an Individual)

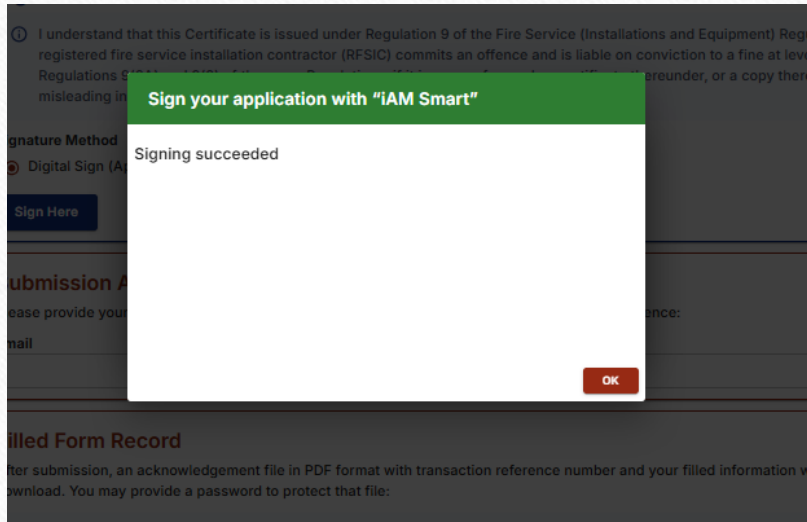
**Sign Here**

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



The screenshot shows a dark-themed web interface. A white dialog box with a green header is centered on the screen. The header text is "Sign your application with 'iAM Smart'". The main body of the dialog box contains the text "Signing succeeded". A red "OK" button is located at the bottom right of the dialog box. In the background, a "Signature Method" section is visible with "Digital Sign (A)" selected. Below the dialog box, there is a "Filled Form Record" section with some partially visible text.

### RFSIC

 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”

**Signature (Authorized Person)**

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)

---

**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. After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download

## 15. 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**

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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**

Reference No.	Application Type	Status	Submission Date ↓	
FSD055_2026_19034	FSI/501-Application for L...	Submitted	30/04/2026 10:01	

1-1 of 1 < >

# 17. Download submitted e-form for further application of FSI/501 by AP/Government Officer

Home

Submitted Application  
History

**Help Desk**

Email us at  
lifips@hkfsd.gov.hk

< Ref No.: 19034



**Download e-Form**

### Documents

Download

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

0-0 of 0 < >

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