



Web Based Registration Service

User Guide
For
Lifts and Escalators

Draft Version: UG v3.0

Mar 2018

Prepared by EMSD

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1. PURPOSE

The purpose of this manual is to :-

- ✧ provide relevant information on the on-line application of the Web Based Registration Service (WBRIS)
- ✧ serve as a guideline for the public on the application implemented; and
- ✧ document the instructions of all the work public can be performed on the Web Based Registration Service (WBRIS) system

2. SCOPE

This document defines the procedure for the public to submit on-line application thru WBRS System.

3. PROCEDURES

This section serves to give an overview of the submission of online applications thru the Web-Based Registration System (WBRS). It depicts the topics including:

- ✧ Account registration and Login
- ✧ Online application submission

3.1 PRE-REQUISITE

Each online application form requires public to have some of the following pre-requisite.

- E-Certificate
- Printer

3.1.1 System

3.1.1.1 Transport Layer Security (TLS)

WBRS website supports the use of high standard for encryption of Transport Layer Security (TLS) protocol. This means sensitive information such as personal information, application form details provided by you will be automatically converted into machine codes before being securely transmitted over the Internet.

Whenever we ask you to provide any personal information, we will do so through a Web page that uses the TLS protocol. This protocol provides security for your information by encrypting it as it travels from your computer to our computer.

3.1.1.2 Reminders for users

Before proceeding to the online application submission, please note the following:

1. You might require Hongkong Post e-Cert (Personal) or Hongkong Post e-Cert (Organizational) to electronic sign the form. To learn more details or apply for Hongkong Post e-Cert, please visit <http://www.hongkongpost.gov.hk>.
2. For the guideline and information on the e-Cert installation, please visit Hongkong Post e-Cert User Guide.
3. Payment can be made through GovHK Online Services. You are advised to save and record the system-generated receipt for reference.

4. Remember to logout the session and close the Web Browser after finishing the ordering process.

3.1.1.3 Recommended hardware and software configuration

Required Hardware

- Pentium III compatible or above
- 128 MB RAM or above
- Display resolution at least 800 x 600

Optional Hardware

- Smart Card Reader - If you have a smart card loaded with your digital certificate, you can make use of the Smart Card Reader for authentication and digital signing.
- Printer - If you have a printer, you can make use of the printer for application form, invoice and receipt printing.

Operating Systems

- Microsoft Windows 7 with SP1
- Microsoft Windows 8.1
- Microsoft Windows 10

Web Browsers

- Microsoft Internet Explorer version 11

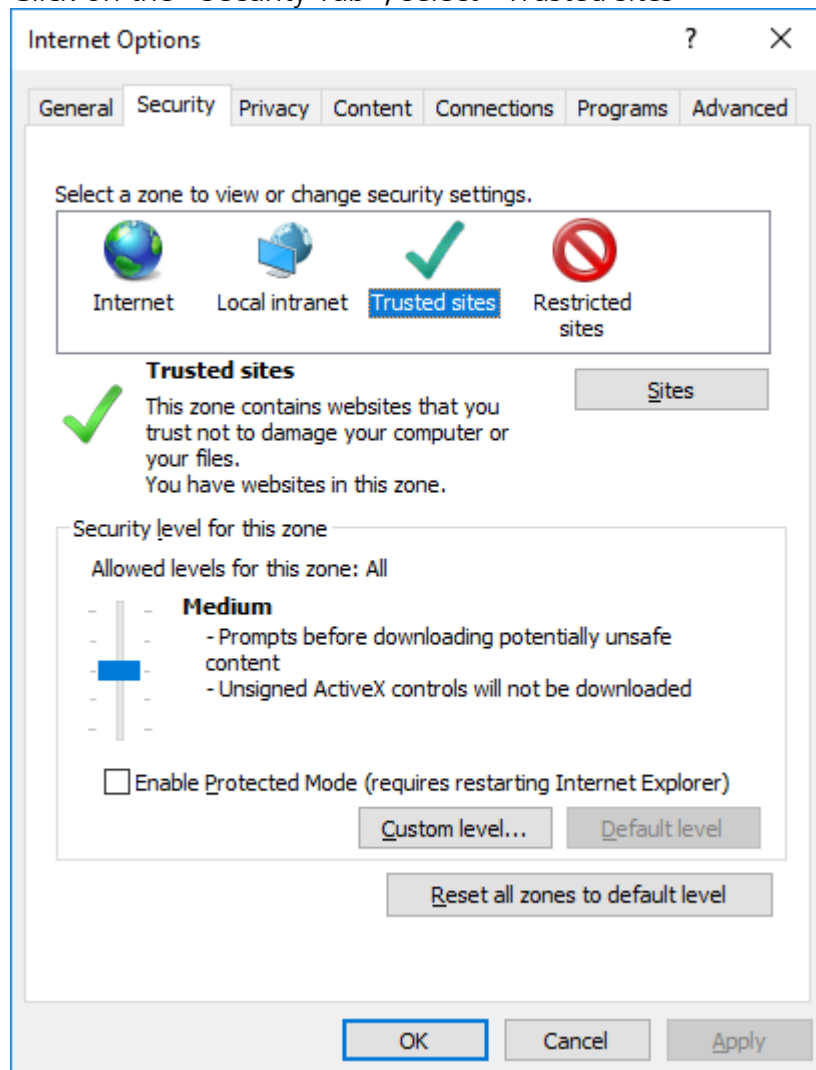
Encryption

- Your browser should support TLS encryption to protect the sensitive data transmission between your browser and our system.

Security Settings

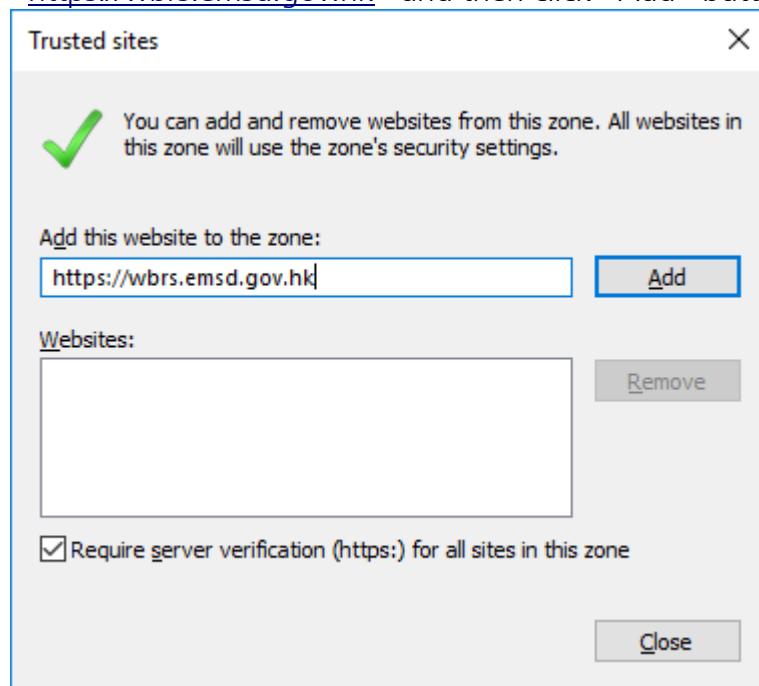
Please follow the steps below to configure your security settings

1. Under "Tools" menu of the Internet Explorer, click "Internet Options"
2. Click on the "Security Tab", select "Trusted sites"



3. Click "Sites"

4. Under "Add this website to the zone:", input "<https://wbrs.emsd.gov.hk>" and then click "Add" button

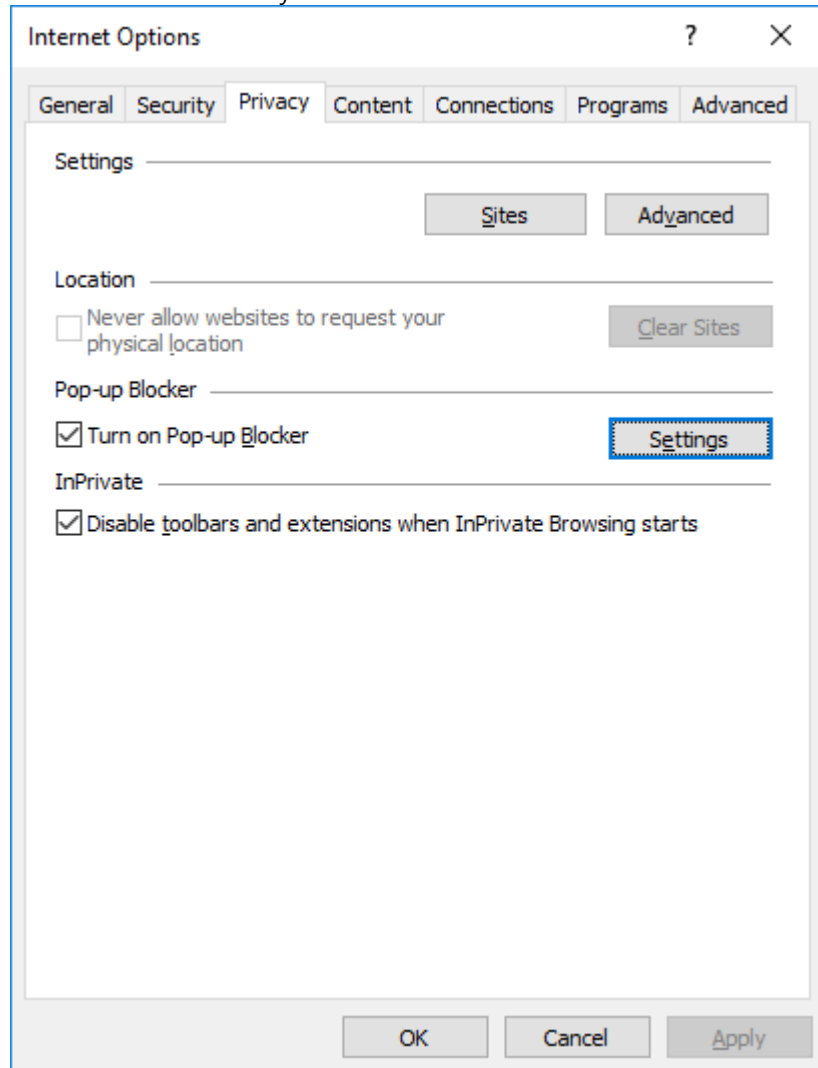


5. Tick "Require server verification (https:) for all sites in this zone"
6. Click "Close"
7. Click "OK"

Turn off Pop-up Blocker

Please follow the steps below to configure your security settings

1. Under "Tools" menu of the Internet Explorer, click "Internet Options"
2. Click on the "Privacy"



3. Under "Pop-up Blocker", click "Settings"
4. Under "Address of website to allow:", input "wbrs.emsd.gov.hk" and then click "Add"
5. Click "Close"
6. Click "OK"

3.1.2 E-Certificate

Some online application forms require public to digitally sign the application during submission. One may apply their certificate at Hong Kong Post. You may visit Hong Kong Post e-Certification website for further information <http://www.hongkongpost.gov.hk/index.html>

3.1.3 Online Payment using GovHK Online Services

The application can be paid by Online payment using GovHK Online Services in WBRS. GovHK online services accept credit cards (Visa and MasterCard) and PPS payment. For details, please visit

<https://www.gov.hk/en/about/helpdesk/faq/payment/index.htm>

3.1.4 Printer

For public who will pay the application by cheque or by cash, we suggest public to have a printer ready to print the invoice for payment.

3.2 STEPS

3.2.1 Account Registration

You must have an account registered in WBRS in order to submit online application form.

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Notice: Starting from 22 July 2010, a new On-line Payment Settlement Demand Note for settling the

To submit applications through this portal, applicants are required to register for an account.

Simply complete the [Online Registration Form](#), sign with your Hongkong Post e-Cert and send to us. Alternatively, you can [download](#) and complete the registration form, then send back to the Registration and Permit Office of EMSD at 3 Kai Shing Street, Kowloon.

If you have already got your account information, please enter your User ID and password, then click the Login button to proceed.

User ID:

Password:

Login Reset

Close

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For applying account thru Online Registration, click "Online Registration Form"

For applying account by post or in person, click "download"

Enter the User ID and Password, click "Login" to enter the system

Online Account Registration Form



機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services 繁體版

Enter
GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
FORM 1 表格一

Please follow the steps in below to open an account electronically with an e-Certificate

Step 1 -> Step 2 -> Step 3 -> Step 4 -> Step 5

Step 1 Check if your system configuration meets the [System Requirements](#).

Have the above steps been completed?

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Step 1 - 2
Click the "Yes" icon to continue the online account registration

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services 繁體版

Enter
GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
FORM 1
香港特別行政區政府
表格一

Please follow the steps in below to open an account electronically with an e-Certificate
Step 1 -> Step 2 -> Step 3 -> Step 4 -> Step 5

Step 2 Select your related registration form by clicking at the appropriate button below.

Step 3 Complete the online registration form.

Step 4 Once your application has been successfully accepted, your User ID and password will be displayed on screen. Write down or print the given ID and password. The user ID and password will be used to login the portal, and should be kept confidential.



Step 5 You will be prompted to create a new password for the first time login.


Registration Form	Online Submit
Lifts and Escalators	<input type="button" value="Submit"/>
Hong Kong Voluntary Energy Eff	<input type="button" value="Submit"/>

Step 3 - 6
Click the "Submit" icon for the appropriate field to start the online account registration

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Account Registration by post / in person

機電工程署  **EMSD**EMSD (Regulatory Services) Web-Based Registration Services 繁體版



香港特別行政區政府
GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
FORM 1 表格一

Please follow the steps in below to open a WBRS account by post / in person

Step 1 Click  to download the appropriate application form from the list below




Step 2 Complete and sign the registration form

Step 3 Return the completed form to us by post or in person at the following address:

**Customer Services Office EMSD
3 Kai Shing Street, Kowloon.**

Step 4 Once your application has been successfully processed, we will notify you the User ID and password.

Step 5 You will be prompted to change your password during the first time login.

Registration Form	Download
Lifts and Escalators	
Hong Kong Voluntary Energy Eff	
Mandatory Energy Efficiency Labelling Scheme	

Close

Please [download](#) if required, Adobe Acrobat Reader 6.0 or above to view the information.

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3.2.2 Online Application Submission


After successful login to WBRS, please follow the steps below to submit the online electronic application.










The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services portal. The header includes the logo for the Electrical and Mechanical Services Department (EMSD) and the text 'EMSD (Regulatory Services) Web-Based Registration Services'. The navigation menu on the left lists the following options: Home, Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout. The 'Online Electronic Submission' option is highlighted. To the right, the 'Getting Started Now' section lists several links: [Online submission of application](#), [Online payment of application\(s\)](#), [Submission of supplementary documents related to previous applications](#), [Checking submission records](#), and [Summary of portal functions](#). A callout box labeled 'Step 1' points to the 'Online Electronic Submission' menu item, with the text: 'Click on "Online Electronic Submission"'. The 'Online Electronic Submission' menu item is highlighted in orange.

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Online Electronic Submission

Please select the required registration form and click  to input information and submit online applications

If you have saved your application to local file in your PC earlier, you can click  to retrieve the data and continue with the application process.

Lift and Escalator Installations	Online Submission
Form LE3 - Notification of Commencement of Works Involving Installation / Maintenance / Major Alteration / Demolition of Lift(s) or Escalator(s)	
Form LE5 - Application for a Use Permit of a Lift or Escalator and Operation	
Form LE7 - Application for a Resumption Permit of a Lift or Escalator after Alteration	
Form LE10 - Notification of Unable or Unwilling to Comply with the Requirements Involving Installation / Maintenance / Major Alteration / Demolition of Lift(s) or Escalator(s)	
Form LE11 - Application for a Use Permit Permitting a Lift to Continue to be Used and Operated	
Form LE12 - Application for a Use Permit Permitting an Escalator to Continue to be Used and Operated	
Form LE18 - Application for cancellation of prohibition/cessation order	
Form LE25 - Application for Exemption	
Form LE29 - Full Investigation Report for Lift/Escalator Incident	





Step 2
Click the "Online Submission" icon for the appropriate form to start the online application

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Application Requirements

Form LE3 - Notification of Commencement of Works Involving Installation / Maintenance / Major Alteration / Demolition of Lift(s) or Escalator(s)

This application requires the following item(s):

-  **Printer** for printing application, invoices and receipt if necessary.
-  **Customised Browser / Java Configuration** for running WBRS application.
[System Requirements](#)
-  **Adobe Acrobat Reader 6.0 or above** for viewing invoices and receipt in PDF files format
[Get Adobe Reader](#)
-  **Hongkong Post e-Cert** for form signing

Have the application requirements been matched?

Step 3
Read through the application requirements and click the "Yes" button.

LIFTS / ESCALATORS SEARCH

Search for Lifts / Escalators

Type : Lift / Escalator

Location No. :

Step 4
Select the "Type", input a 7-digit or 10-digit "Location No." and then click the "Search" button.



Search Result List

	Location No.	Lift/Escalator No.	Address
<input checked="" type="radio"/>	0100021-001	1/A & B	THE NAIRN ROAD CO-OPERATIVE BUILDING, 6-8 PRINCESS MARGARET ROAD, HO MAN TIN, KOWLOON KOWLOON HO MAN TIN PRINCESS MARGARET ROAD 6-8 號 THE NAIRN ROAD CO-OPERATIVE BUILDING
<input type="radio"/>	0100021-002	2/CH	THE NAIRN ROAD CO-OPERATIVE BUILDING, 6-8 PRINCESS MARGARET ROAD, HO MAN TIN, KOWLOON KOWLOON HO MAN TIN PRINCESS MARGARET ROAD 6-8 號 THE NAIRN ROAD CO-OPERATIVE BUILDING
<input type="radio"/>	0100021-003	3/FB	THE NAIRN ROAD CO-OPERATIVE BUILDING, 6-8 PRINCESS MARGARET ROAD, HO MAN TIN, KOWLOON KOWLOON HO MAN TIN PRINCESS MARGARET ROAD 6-8 號 THE NAIRN ROAD CO-OPERATIVE BUILDING
<input type="radio"/>	0100021-004	5	THE NAIRN ROAD CO-OPERATIVE BUILDING, 6-8 PRINCESS MARGARET ROAD, HO MAN TIN, KOWLOON KOWLOON HO MAN TIN PRINCESS MARGARET ROAD 6-8 號 THE NAIRN ROAD CO-OPERATIVE BUILDING
<input type="radio"/>	0100021-005		THE NAIRN ROAD CO-OPERATIVE BUILDING, 6-8 PRINCESS MARGARET ROAD, HO MAN TIN, KOWLOON KOWLOON HO MAN TIN PRINCESS MARGARET ROAD 6-8 號 THE NAIRN ROAD CO-OPERATIVE BUILDING
<input type="radio"/>	0100021-006		THE NAIRN ROAD CO-OPERATIVE BUILDING, 6-8 PRINCESS MARGARET ROAD, HO MAN TIN, KOWLOON KOWLOON HO MAN TIN PRINCESS MARGARET ROAD 6-8 號 THE NAIRN ROAD CO-OPERATIVE BUILDING
<input type="radio"/>	0100021-007		THE NAIRN ROAD CO-OPERATIVE BUILDING, 6-8 PRINCESS MARGARET ROAD, HO MAN TIN, KOWLOON KOWLOON HO MAN TIN PRINCESS MARGARET ROAD 6-8 號 THE NAIRN ROAD CO-OPERATIVE BUILDING
<input type="radio"/>	0100021-008		THE NAIRN ROAD CO-OPERATIVE BUILDING, 6-8 PRINCESS MARGARET ROAD, HO MAN TIN, KOWLOON KOWLOON HO MAN TIN PRINCESS MARGARET ROAD 6-8 號 THE NAIRN ROAD CO-OPERATIVE BUILDING

Step 5
Select the "Location No." from the search result list and then click the "Submit" button.

Action Tips
Select one of the Lift / Escalator and click "Submit" button to proceed.




FORM LE11

 Exit to Main
 Abort Application

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618
APPLICATION FOR A USE PERMIT
TO CONTINUE TO BE USED AND OPERATED

[Enter] Step 6
Read and fill up the
application forms. * MANDATORY field which must be filled in

Annex 1 Safety Certificate

Location No.	0100021-001
Next Examination Date	09/01/2014
To:	The Director of Electrical and Mechanical Services
Lift No.	1/A & B installed at
	THE NAIRN ROAD CO-OPERATIVE BUILDING, 6 - 8 PRINCESS MARGARET ROAD, HO MAN TIN, KOWLOON
Type	HYDRAULIC PASSENGER LIFT (HP)
I,  ,	registered lift engineer(No. RLE ), on the <input type="text" value="07/03/2018"/>  (DD/MM/YYYY) , have
<input checked="" type="radio"/> (a) completed the thorough examination of the above-mentioned lift without load and all its associated equipment or machinery in accordance with section 22 & 24 of the Lifts and Escalators Ordinance, Chapter 618,	
<input type="radio"/> (b) completed the thorough examination of the above-mentioned lift with load and all its associated equipment or machinery in accordance with section 23 & 24 of the Lifts and Escalators Ordinance, Chapter 618,	
and certify that the above-mentioned lift and all its associated equipment or machinery were in safe working order.	
I declare hereby that I <input checked="" type="radio"/> am / <input type="radio"/> am not by the registered lift contractor of the above-mentioned lift.	

Date: 23/03/2018

Print Finish

Step 7
Click "Finish" button
to go on next step..

FORM LE11

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618
APPLICATION FOR A USE PERMIT
PERMITTING A LIFT TO CONTINUE TO BE USED AND OPERATED

Exit to Main
 Abort Application

[Confirm and Sign]

Annex 1 Safety Certificate

Location No. **0100021-001**
Next Examination Date **09/01/2014**
To: The Director of Electrical and Mechanical Services
Lift No. **1/A & B** installed at
THE NAIRN ROAD CO-OPERATIVE HOUSING SOCIETY LTD, HO MAN TIN, KOWLOON
Type **HYDRAULIC PASSENGER LIFT**
I, **HO MAN TIN**, registered lift engineer(N.E.C. No. **111111**), have

(a) completed the thorough examination of the above-mentioned lift and all its associated equipment or machinery in accordance with section 22 & 24 of the Lifts and Escalators Ordinance, Chapter 618, and

(b) completed the thorough examination of the above-mentioned lift and all its associated equipment or machinery in accordance with section 23 & 24 of the Lifts and Escalators Ordinance, Chapter 618, and certify that the above-mentioned lift and all its associated equipment or machinery were in safe working order.

I declare hereby that I am / am not by the registered lift contractor **HO MAN TIN** undertaking the maintenance works of the above-mentioned lift.

Date: 23/03/2018

Certificates for Documents Signing

HongKong POST e-Cert *

Certificates Password *

Tips:
You can make amendments by clicking the "Amend Details" button.

Step 8
Select your e-Cert to sign the application form.

[Confirm and Sign]

Signing Confirmation

Your application is received.

The application information:

Application No: **D180000024**

Form Name: **Form LE11 - Safety Certificate of a Lift and Application for Use Permit Permitting the Lift to Continue to be Used and Operated**

Engineer Number / Contractor Number

- RLE / REE No : OR
- RLC / REC No : Username :

Forward To

This Application (Application No.D180000024) will be submitted together with

Step 9
When the application required additional signature, input the relevant information of the WBRS user for the signatory and click "Forward"

For Forms Need 2 Signatures Only, others please skip to Step 18 to continue.

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Sign Outstanding Application Forms

Some applications are required e-certificate signing by law; the following listing shows you the application forms which are pending for signing.
Please retrieve the detail of the application by clicking the Application No. Detail application forms will be displayed for signing.

Total 11 Outstanding Application(s)
 Show All Records

Date	Expiry Date	Language	Application No.	Form	Status	Batch Signing
28/12/2017	28/03/2018	English	D170000428	Form LE5 - Safety Certificate of a Lift or an Escalator and Application for Use Permit before putting into Use and Operation	Pending for the Signatory of the RE	<input type="checkbox"/>
19/12/2017	20/06/2018	English	D170000464	Form LE5 - Safety Certificate of a Lift or an Escalator and Application for Use Permit before putting into Use and Operation	Pending for the Signatory of the RE	<input type="checkbox"/>
18/12/2017	19/06/2018	English	D170000440	Form LE5 - Safety Certificate of a Lift or an Escalator and Application for Use Permit before putting into Use and Operation	Pending for the Signatory of the Applicant	<input type="checkbox"/>
18/12/2017	19/06/2018	English	D170000436	Form LE5 - Safety Certificate of a Lift or an Escalator and Application for Use Permit before putting into Use and Operation	Pending for filling in the Particulars of the Applicant and Declaration	<input type="checkbox"/>
18/12/2017	19/06/2018	English	D170000432	Form LE5 - Safety Certificate of a Lift or an Escalator and Application for Use Permit before putting into Use and Operation	Pending for the Signatory of the RE	<input type="checkbox"/>
15/12/2017	16/06/2018	English	D170000428	Form LE5 - Safety Certificate of a Lift or an Escalator and Application for Use Permit before putting into Use and Operation	Pending for the Signatory of the RE	<input type="checkbox"/>

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Step 10: (For Forms Need 2 Signatures Only)
After 2nd party login to WBRS, click on the "Sign Outstanding Application".

Step 11: (For Forms Need 2 Signatures Only)
All of the outstanding applications waiting for you to sign are listed out; select the application you want to process by clicking on the "Application No.".

For Forms Need 2 Signatures Only, others please skip to Step 13

Step 12: (For Forms Need 2 Signatures Only)

Review the details entered by the 1st party and fill up the remained information if needed.

Online Electronic Submission	Part 1 Particulars of the Applicant
Supplementary Documents Submission	Contact Details of the Applicant
Sign Outstanding Application	Name: CHEVALIER (HK) LTD.
Pay Outstanding Application	Flat/Room Floor 22 Block
Withdraw Outstanding Application	Name of Building: CHEVALIER COMMERCIAL CENTRE
Application Submission History	Name of Estate
Application Payment History	Number of Street: From 8 To
Change Password	Name of Street: WANG HOI ROAD
Logout	District: KOWLOON BAY
	(Note: This Department will contact with the Applicant and mail letters through the above correspondence address.)
	Contact Telephone No: 23181818
	Email Address: hskuok@chevalier.com
	Part 2 Declaration
	In accordance with section 26(1)(a) of the Lifts and Escalators Ordinance, Chapter 618, I enclose herewith a safety certificate (Annex 1 of this Form) and an examination report issued by a registered lift engineer, and all the necessary documents as stipulated in the Code of Practice for Lift Works and Escalator Works to apply for a Use Permit for the above-mentioned lift.
	The above-mentioned lift is: Privately owned (w/ owners corporation)
	If Others, please specify:
	Forward: From CHEVALIER (HK) LTD. To CHEVALIER (HK) LTD.
	Date: 22/03/2018
	<input type="button" value="Print"/> <input type="button" value="Confirm and Sign"/>
	Certificates for Documents Signing
	HongKong POST e-Cert * <input type="button" value="浏览"/>
	Certificates Password * <input type="password"/>
	<small>Action Tips "Print" to print current form "Confirm and Sign" to confirm the content signing</small>

Step 13

Select your e-Cert to sign the application form.

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[Confirm and Sign]

Signing Confirmation
Your application is received.

The application information:
Application No: **D060000553**
Form Name: **FORM7 - Certificate on examination and test alterations have been carried out or of escalation of the speed, operation or design thereof have been**

You may pay the fee for this current application immediately or you may pay fee for multiple applications.

- To pay for this single application fee, press **Proceed to payment**
- To pay Multiple application fee, press **Pay multiple forms**

To continue for another application, press **Proceed another application**

Step 14
Click the "Proceed to payment" button to pay for the application fee.

Tips:
You can pay the application fee at later time and proceed another application by clicking the "Proceed another application" button.

Tips:
You can pay multiple applications in batch by clicking the "Pay multiple forms" button.

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Application Payment Summary

Please select your desired payment method:

Application No.	Division Code	Form Code	Form Name	Amount
C100000823	ELDCI	FORM8	Form 8 - New/Renewal/Change of Grade of Electrical Work Application for Electrical Worker Registration	475.0
				Total : 475.0

Payment Method:

- Pay by Cheque
- Pay by Cash
- Pay by General Demand Note
- Pay by Online Payment

Step 15
Select the payment method.

Step 16
Review the total amount and click the "Proceed" button to pay for the application fee.



Step 17

Click the "Confirm" button to confirm and pay for the application fee.

For Online Payment Only,



After you have confirmed to settle the payment using “Online Payment Services”, a new window should pop up to display the “Online Payment Services” in the GovHK web site. If windows pop up has been disabled, you can click on the hyperlink as shown on the screen to manually start the new windows to continue the payment.

Screen ID: SC-PAY-A-001 - Microsoft Internet Explorer

網址: https://epaygateway1.egisdctr.gov.hk/paymentserver/onlinepayment/genPaymentMtdSelectPage.do?PAYMENT_TOKEN=3fqtqCjZiPEAPBfwAP11%

GovHK 香港政府一站通

Online Payment Service

Help
Customer Service Hotline
1823
Email
info@emsd.gov.hk

VERIFIED by VISA VISA 驗證
MasterCard SecureCode.
繳費靈

Field marked with an asterisk (*) is mandatory.

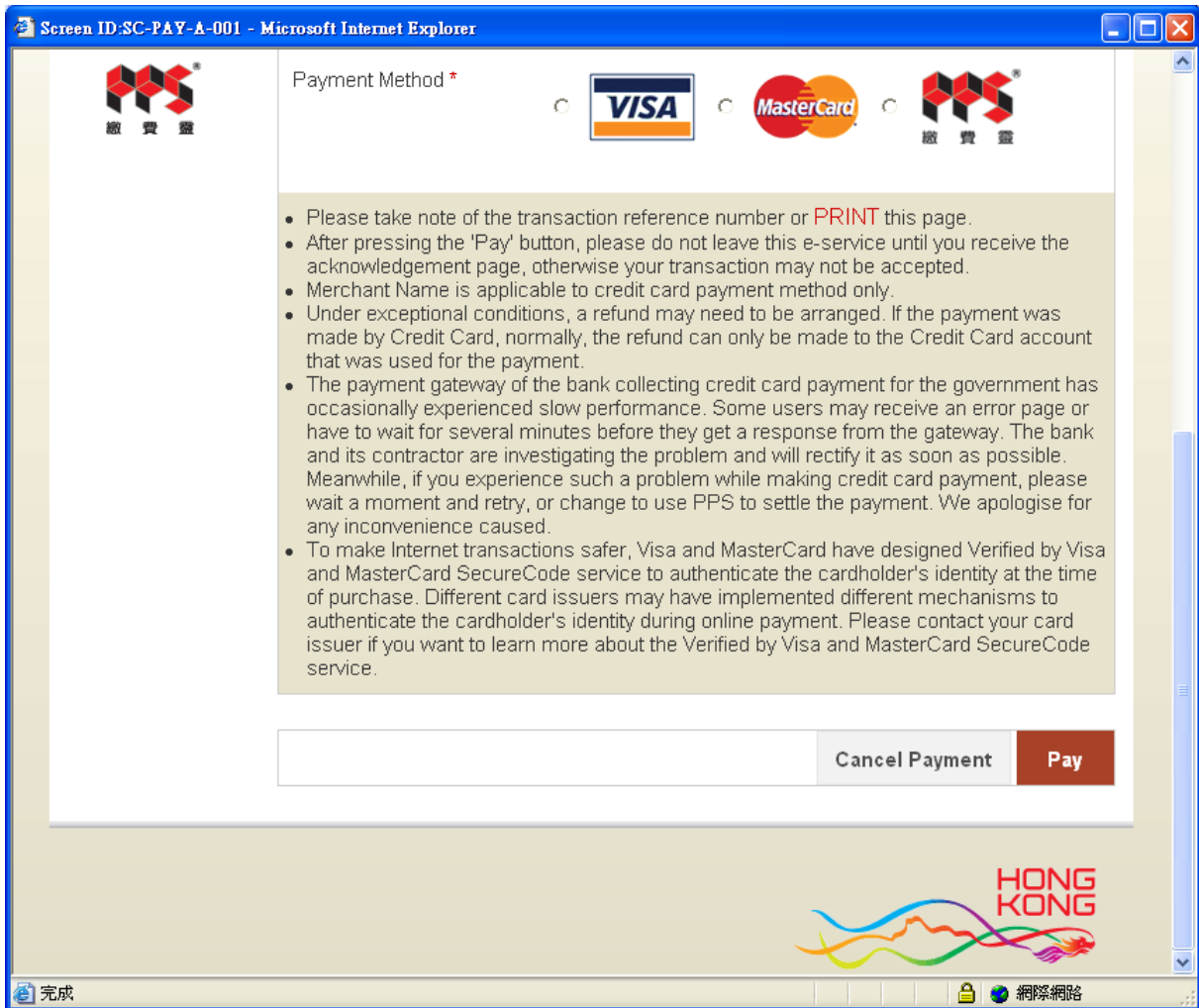
Please select the payment method :

Type of Service	EMSD (REGULATORY SERVICES) V REGISTRATION SERVICE
Merchant Name	Electrical and Mechanical Services
Transaction Date	13-07-2010
Transaction Reference Number	2010 0713 0000 0069
Total Amount	HK\$ 475.00
Payment Method *	<input type="radio"/> VISA <input type="radio"/> MasterCard <input type="radio"/> 繳費靈

Step 18 (Payment by Online Payment Method)
Select the payment method and click "Pay" to proceed

- Please take note of the transaction reference number or **PRINT** this page.
- After pressing the 'Pay' button, please do not leave this e-service until you receive the

完成 網際網路



After selected the payment method, different screens may appear to acquire information for authentication according to the selected payment method. Please follow the instruction on screen to complete the transaction.

For Online Payment Only,

The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services interface in Microsoft Internet Explorer. The browser address bar shows the URL: <https://pspsdev.emsd.hksarg>. The page title is "EMSD (Regulatory Services) Web-Based Registration Services".

The interface includes a navigation menu on the left with options such as "Home", "Online Electronic Submission", "Supplementary Documents Submission", "Sign Outstanding Application", "Pay Outstanding Application", "Withdraw Outstanding Application", "Application Submission History", "Application Payment History", "Change Password", and "Logout".

The main content area displays the "Web-Based Registration Services 網上註冊服務" receipt. The receipt details are as follows:

Received From / 茲收到	Received Date / 收據日期
hong	13/07/2010

Receipt Number / 收據編號	Payment Reference No. / 編號
AA008708	2010071500000008

NO.	NO.
029581	029581

Item / 項目	Application No. / 申請編號	Application Form Name / 申請表格名稱
1	C100000026	EMDCI - Form B - New/Renewal/Change for Electrical Worker Registration

Below the receipt, there is a note: "This receipt is an electronic generated document. No signature is required. 此乃電子生成之收據，無須簽名。"

A callout box points to the receipt details and the "Print this page" button, with the following text:

Step 19 (Payment by Online Payment Services)
A receipt should be showed out after the successful payment, you can print the receipt by clicking the "Print this page" button.

For Payment by Cash/Cheque/General Demand Note Only

The screenshot shows a web browser window with the URL <https://pspsdev.emsd.hksarg>. The page title is "EMSD (Regulatory Services) Web-Based Registration Services". The header includes the logo for the Electrical and Mechanical Engineering Department (EMSD) and the text "EMSD (Regulatory Services) Web-Based Registration Services".

On the left side, there is a navigation menu with the following items: Home, Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, Change Password, and Logout.

The main content area is titled "Invoice". It displays the following information:

- Date of this Confirmation: 13/07/2010
- Name of Applicant: hong
- Selected Payment Method: Pay by Cheque

Application No.	Division Code	Form Name	Amount
C100000822	ELDCI	Form 8 - New/Renewal/Change of Grade of Electrical Work Application for Electrical Worker Registration	475.0
Total:			475.0

Below the table, there is a section for contact information with the following text: "Please fill in the contact information, which will be printed on your invoice: * MANDATORY field which must be filled in".

The contact information fields are:

- Address : * (109 Walnut Street, Kowloon Tong, Kowloon, Hong Kong)
- Tel : * (23456789)
- Email : (felix@testing.com)

A "Finish" button is located below the email field.

At the bottom left of the page, there is a copyright notice: "Copyright©2005 Important Notice".

Step 20 (Payment by Cash/Cheque/General Demand Note)
Enter your contact information; click the "Finish" button to proceed.

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Home
Online Electronic Submission
Supplementary Documents Submission
Sign Outstanding Application
Pay Outstanding Application
Withdraw Outstanding Application
Application Submission History
Application Payment History
Change Password
Logout

Invoice

Date of this Confirmation: 13/07/2010
Name of Applicant: hong
Selected Payment Method: Pay by Cheque

Application No.	Division Code	Form Name	Amount
C100000822	ELDCI	Form 8 - New/Renewal/Change of Grade of Electrical Work Application for Electrical Worker Registration	475.0
Total:			475.0

Please confirm the contact information, which will be printed on your invoice:
Address : **109 Walnut Street
Kowloon Tong
Kowloon
Hong Kong**
Tel : **23456789**
Email : **felix@testing.com**

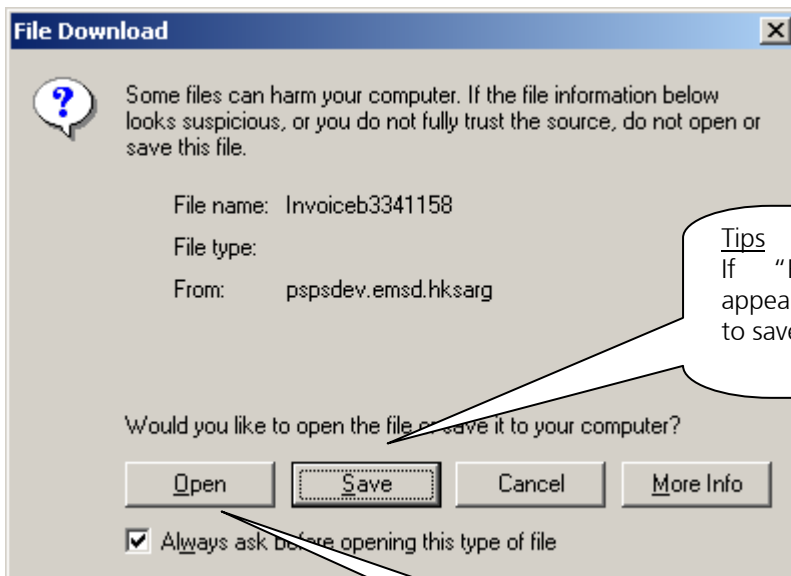
Copyright©2005 [Important Notice](#)

Step 21 (Payment by Cash/Cheque/General Demand Note)
Click the "Confirm" button to confirm the contact information which will be printed on the invoice.

Microsoft Internet Explorer

Are you sure to Confirm and get the Invoice?

Step 22 (Payment by Cash/Cheque/General Demand Note)
Click the "Confirm" button to proceed and get the Invoice.



Step 24 (Payment by Cash/Cheque/General Demand Note)
If this dialog box appeared, you can click the "Open" button to open the invoice on screen.

Step 25 (Payment by Cash/Cheque/General Demand Note)
You can print or save the Invoice by clicking on the "Printer" or "Floppy" icon at the menu bar respectively.

Step 26 (Payment by Cash/Cheque/General Demand Note)
You can complete your application by settling the payment in person or mail the cheque with the printed invoice following the information stated on the

Item	Application No.	Application Form Name	Application Date	Amount (HK\$)
項目	申請編號	申請表格名稱	申請日期	費用 (港幣)
1	C100000226	ELDCI - Form 9 - New/Renewal/Change of Grade of Electrical Work Application For Electrical Worker Registration	10/07/2010	475.00
Total 總數:				475.00

Notes to the Applicant/Payer 申請人/付款人備註:
1. An application will be processed only if the invoiced amount is settled on or before the Payment Due Date. Otherwise, it will become invalid and has to be re-submitted again in accordance with the prevailing procedures as specified by EMSD.
此項申請只會在到期付款日或以前付款才會受理; 否則, 此項申請將會作廢, 並需依照機電工程署的現行程序重新申請。

Notes For Payment by Cheque 以支票付款備註:
1. The cheque should be crossed and made payable to the "The Government of the Hong Kong Special Administrative Region". Payment is valid only after the cheque is cleared. Post-dated cheques are normally not accepted.

Sample of General Demand Note

The screenshot shows a web browser window displaying the EMSD (Regulatory Services) Web-Based Registration Services portal. The page title is "機電工程署 EMSD" and the URL is "https://pspsdev.emsd.hksarg". The page content includes a navigation menu on the left with options like "Home", "Online Electronic Submission", "Sign Outstanding Application", etc. The main content area displays a "GENERAL DEMAND NOTE" for a user named "hong". The note includes details such as the issue date (13/07/2010), demand note number (077-002-900016-6), and a total amount payable of \$475.00. The payment due date is 18/07/2010. The EMSD logo and contact information are also visible at the top of the page.

機電工程署 EMSD
香港特別行政區政府 機電工程署
香港九龍歌連街2號
Electrical and Mechanical Services Department
Government of the Hong Kong Special Administrative Region
3 Kai Shing Street, Kowloon, Hong Kong
www.emsd.gov.hk
Enquiry Telephone No 查詢電話: (852) 2808 3391

Web-Based Registration Services 網上註冊服務
GENERAL DEMAND NOTE 一般繳款單

Name 名稱	: hong	Issue Date 發單日期	: 13/07/2010
Address 地址	: 109 Walnut Street Kowloon Tong Kowloon Hong Kong	Demand Note Number 繳款單編號	: 077-002-900016-6
Tel 電話	: 23436789	Number of Application(s) 申請數目	: 1
Email 電郵	: felix@testing.com	Issuing Office 發單部門	: EMSD - Regulatory Services 機電工程署 - 規管服務

Total Amount Payable (\$) 應繳金額 (\$) **475.00**
Payment Due Date 到期繳款日 **18/07/2010**

Copyright©2005 [Important Notice](#)

Important:
You are required to follow the instruction printed on the second page of the General Demand Note to complete the payment.

3.2.3 Sign Outstanding Applications

If the application form needs 2 parties to confirm and sign, the 2nd party can use this function after successful login to proceed the partially completed form by the 1st party.

Details steps please refer to Step 12 of Online Application Submission on page 16 of this manual.

3.2.4 Pay Outstanding Applications

You can pay multiple applications through this function.

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Home
Online Electronic Submission
Supplementary Documents Submission
Sign Outstanding Application
Pay Outstanding Application
Withdraw Outstanding Application
Application Submission History
Application Payment History
User Profile
Logout

Getting Started Now

- [Online submission of application](#)
- [Online payment of application\(s\)](#)
- [Submission of supplementary documents related to previous applications](#)
- [Checking submission records](#)
- [Summary of portal functions](#)

Step 1
Click on "Pay Outstanding Application"

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Home

Online Electronic Submission

Supplementary Documents Submission

Sign Outstanding Application

Pay Outstanding Application

Withdraw Outstanding Application

Application Submission History

Application Payment History

User Profile

Logout

Pay Outstanding Application Forms

Application forms in WBRS require public to pay a certain amount of application fee. You can apply for an application or pay selectively in multiple.

WBRS offers three ways to pay application fees :

- [Pay by Cash](#)
- [Pay by Cheque](#)
- [Pay by PPS \(please get ready your PPS Internet Password\)](#)

Cash : By selecting Cash payment, you will be given a receipt number. You may pay in cash with the printed receipt number at our Customer Service Office in person.

Cheque : By selecting Cheque payment, you will be given a receipt number. You may mail your cheque with the printed receipt to the following address : Customer Service Office - 3 Kai Shing Street, Kowloon, Hong Kong; or you can bring your cheque with your printed receipt to our Customer Service Office in person.

PPS: PPS is a safe, convenient way to pay your application fees online. When you sign up an account with PPS. You will be given a username and password. WBRS will redirect you to the PPS online and you will be able to settle the payment through this service. [Learn more](#)

For PPS payment, your Internet browser must allow popup pages.

Step 2
Click the payment type for payment settling

Select Cash / Check / PPS

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Home				Engineer or contractor/			
Online Electronic Submission	02/02/2006	03/02/2006	D060000279	Application		application received	2915.0
Supplementary Documents Submission	08/02/2006	09/02/2006	D060000351	Certificate of testing of s		application received	265.0
Sign Outstanding Application	08/02/2006	11/02/2006	D060000322	Contract		application received	270.0
Pay Outstanding Application	08/02/2006	11/02/2006	D060000323	Certificate from registered lift contractor/registered escalator		application received	270.0
Withdraw Outstanding Application	08/02/2006	11/02/2006	D060000324	Certificate from registered lift contractor/registered escalator		application received	270.0
Application Submission History	08/02/2006	11/02/2006	D060000325	Certificate from registered lift contractor/registered escalator		application received	270.0
Application Payment History	08/02/2006	11/02/2006	D060000326	Certificate from registered lift contractor/registered escalator		application received	270.0
User Profile	09/02/2006	10/02/2006	D060000359	Certificate of testing of s		application received	265.0
Logout	09/02/2006	10/02/2006	D060000361	Certificate of testing of s		application received	265.0
	09/02/2006	19/02/2006	D060000362	Certificate of safety equip		application received	265.0
	09/02/2006	19/02/2006	D060000363	Certificate of saf		application received	265.0
	09/02/2006	19/02/2006	D060000364	Certificate of safety equipment provided therefor, or exam		application received	265.0
	14/02/2006	15/02/2006	D060000365	Certificate on examination of lift or escalator or testing of safety equipm		application received	1.0
	15/02/2006	25/02/2006	D060000406	Certificate of safety equip		application received	265.0
	21/02/2006	22/02/2006	D060000439	Certificate of safety equip installation		application received	710.0
	<input type="checkbox"/>	18/04/2006	18/10/2006	D060000521	Certificate from registered lift contractor/registered escalator	application received	270.0

Tip
Click on the Application No. to review the detail of the application

Step 3
Select one or more applications you like to pay at the same time

Step 4
Click "Pay Selected Application" to proceed

Pay Selected Application

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Home

Online Electronic Submission

Supplementary Documents Submission

Sign Outstanding Application

Pay Outstanding Application

Withdraw Outstanding Application

Application Submission History

Application Payment History

User Profile

Logout

Application Payment Summary

Please select your desired payment method:

Application No.	Division Code	Form Code	Form Name	Amount
D060000521	LESD	FORM18	Certificate from registered lift contractor/registered escalator contractor	270.0
				Total : 270.0

Payment Method:

Pay by PPS [\(please get ready your PPS Internet](#)

***For PPS payment, your Internet browser must allow popu

Tips
You can view your selected application with the total amount you want to pay

Step 5
Click "Proceed" to pay the total amount

Proceed

For paying Cash / Cheque, otherwise please skip to Step 14 to continue

The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services interface. The page title is "Invoice". The left sidebar contains a navigation menu with the following items: Home, Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout. The main content area displays the following information:

Date of this Confirmation: 26/05/2006
Name of Applicant: Sarah 5
Selected Payment Method: Pay by Cash
Payment Reference Number: 2006052600000096

Application No.	Division Code	Form Name
D060000521	LESD	Certificate from registered

Please fill in the contact information, which will be printed on your invoice.
*** MANDATORY field which must be filled in**

Address : *

Tel : *

Email :

Step 6 (Payment by Cash/Cheque)
Enter your contact information; click the "Finish" button to proceed.

Step 7 (Payment by Cash/Cheque)
Click the "Finish" button to confirm the contact information which will be printed on the invoice.

For paying Cash / Cheque, otherwise please skip to Step 14 to continue

The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services interface. The page title is "Invoice". On the left is a navigation menu with options like Home, Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout. The main content area displays the following information:

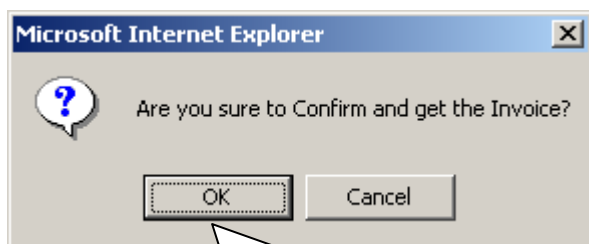
Date of this Confirmation: 26/05/2006
Name of Applicant: Sarah 5
Selected Payment Method: Pay by Cash
Payment Reference Number: 2000000000000096

Application No.	Division Code	Form Name	Amount
D06000521	LESD	Certificate from registered lift contractor/registered escalator contractor	270.0
Total:			270.0

Please confirm the contact information, which will be printed on your invoice:
Address : **Rm 123, Big Building, Kowloon**
Tel : **12312312**
Email : **123@123.com**

At the bottom of the contact information, there is a "Confirm" button.

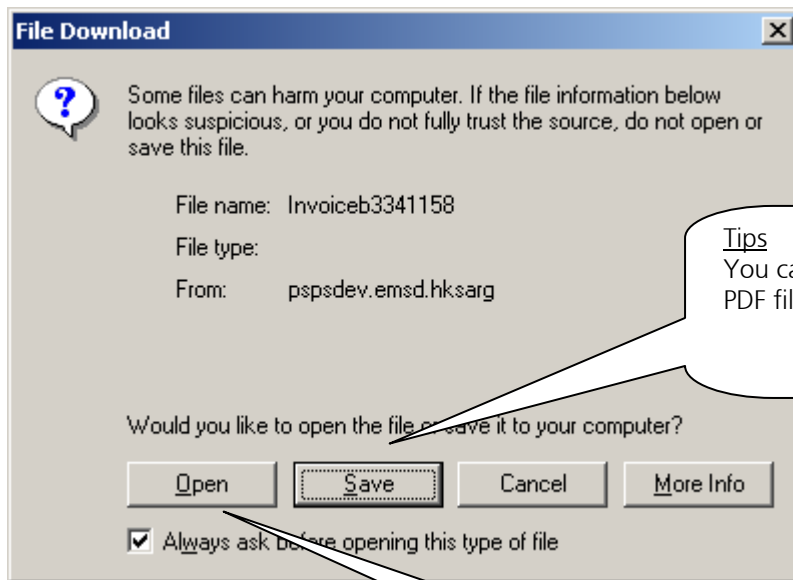
Step 8 (Payment by Cash/Cheque)
Click the "Confirm" button to confirm the contact information which will be printed on the invoice.



Step 9 (Payment by Cash/Cheque)
Click the "OK" button to proceed and get the Invoice.

For paying Cash / Cheque, otherwise please skip to Step 14 to continue

The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services interface. The header includes the logo for the Electrical and Mechanical Services Department (EMSD) and the text "EMSD (Regulatory Services) Web-Based Registration Services". The main content area is titled "Invoice" and contains the following text: "Please click [here](#) to download your Invoice. Please not that the invoice will only be generated once during Online Electronic Submission. If you want to keep your own record, please print or save it after viewing." A callout box points to the word "here" in the text, containing the following instructions: "Step 10 (Payment by Cash/Cheque) Click the download link to get the generated Invoice." The left sidebar contains a navigation menu with the following items: Home, Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout.



Tips
You can click "Save" button to save the PDF file on your computer

Step 11 (Payment by Cash/Cheque)
Click the "Open" button to open the invoice on screen.

For Payment by Cash/Cheque Only, others please skip to Step 14 to continue

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Home | Online Electronic Submission | Supplementary Documents Submission | Sign Outstanding Application | Pay Outstanding Application | Withdraw Outstanding Application | Application Submission History | Application Payment History | User Profile | Logout

機電工程署 EMSD Electrical and Mechanical Services Department
The Government of the Hong Kong Special Administrative Region
3 Kai Shing Street, Kowloon, Hong Kong

Web-Based Registration Services Invoice

To: Sarah S
Rm 123, Big Building, Kowloon
Tel: 12312312
Email: 123@123.com

Invoice Date: 26/05/2006
Payment Reference Number: 200605260000095
Number of Applications: 1
Payment Method: cash

Item No.	Application	Form Name	Application Date	Amount
		Rate from registered lift contractor/registered escalator contractor	18/04/2006	270.0
Total:				270.0

in person to the EMSD's Customer Services Office (CSO) at G/F., EMSD Headquarters Building, 3 Kai Shing Street, Kowloon Bay.

Step 12 (Payment by Cash/Cheque)
You can print or save the Invoice by clicking on the "Printer" or "Floppy" icon at the menu bar respectively.

Step 13 (Payment by Cash/Cheque)
You can complete your application by settling the payment in person or mail the cheque with the printed invoice following the information stated on the invoice.

Online Payment Service - Microsoft Internet Explorer
網址 http://ppsust.netvigator.com/cgi-bin/gx.cgi/AppLogic+pps:PGProcessDO

繳費靈 PAY IT YOUR WAY!
Pay it your way!

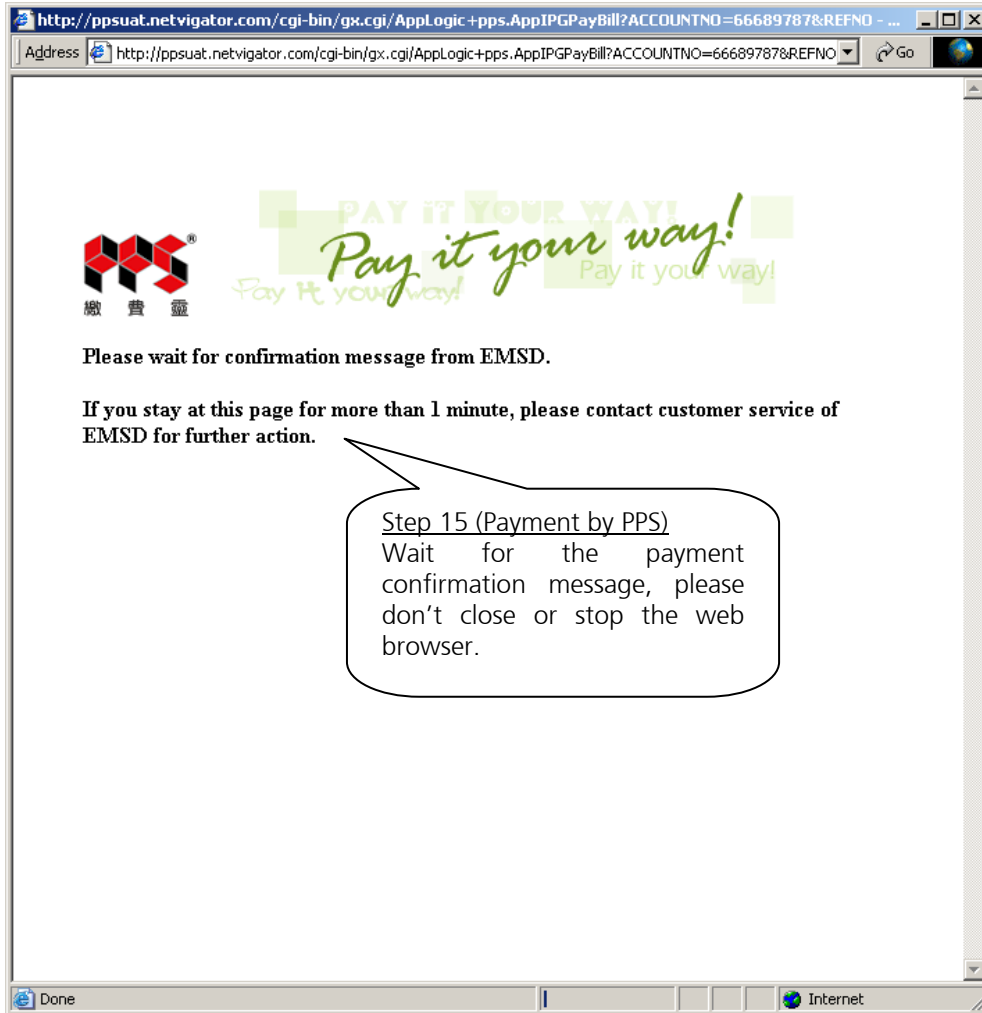
You **must read** the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement listed below before clicking "Submit" for payment.
[\[Terms and Conditions \]](#) | [\[Privacy Policy \]](#) | [\[Disclaimer \]](#)

Merchant Name: EMSD
Reference Number: 2000000000000062
Amount (HK\$): 740.00
8-digit PPS Account Number:
(PPS Account Name is not applicable here)
PPS Internet Password:

Step 14 (Payment by PPS)
Enter your PPS Account Number and the PPS Internet Password; click the "Submit" button to proceed.

*If you are not a PPS user yet, please set up your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#).

Applet Jap1 started Internet





Receipt
For Paying Application(s) Submitted via EMS D WBRS by PPS

Payment Reference No: 2000000000000070

Receipt No: AA004978
Payment Date: 26/05/2006

Item	Application No.	Division Code	Form Name	Amount
1	D060000553	LESD	Certificate on examination and testing of lift in respect of which lift works consisting of major alterations have been carried out or of escalator in respect of which escalator works consisting of the alteration of the speed, operation or design thereof have been carried out	740.0
Total :				<u>740.0</u>

This receipt is an electronic generated copy. No signature is required.
Please print out this page as your receipt of this transaction.

Step 16 (Payment by PPS)

A receipt should be showed out after the successful payment, you can print the receipt by clicking the "Print this page" button.

3.2.5 Withdraw Outstanding Application

The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services portal. The header includes the logo for the Electrical and Mechanical Engineering Department (EMSD) and the text 'EMSD (Regulatory Services) Web-Based Registration Services'. On the left is a vertical navigation menu with the following items: Home, Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout. The 'Withdraw Outstanding Application' item is highlighted in orange. A callout box points to this item with the text: 'Step 1 Click on "Withdraw Outstanding Application"'. To the right of the menu, under the heading 'Getting Started Now', there is a list of links: [Online submission of application](#), [Online payment of application\(s\)](#), [Submission of supplementary documents related to previous applications](#), [Checking submission records](#), and [Summary of portal functions](#).

機電工程署 EMSD

EMSD (Regulatory Services) Web-Based Registration Services

- Home
- Online Electronic Submission
- Supplementary Documents Submission
- Sign Outstanding Application
- Pay Outstanding Application
- Withdraw Outstanding Application
- Application Submission History
- Application Payment History
- User Profile
- Logout

Withdraw Outstanding Application

Application forms submitted to WBRS can be withdrawn before they are signed or before payment is being made. You may either withdraw Applications which are pending for signing by some applicants or Applications which are pending for payment.

You may now proceed to withdraw

- [Applications which are pending for signing](#)
- [Applications which are pending for payment](#)

Step 2
Click on the type of application you want to withdraw

機電工程署 EMSD
EMSD (Regulatory Services) Web-Based Registration Services

Home	<input type="checkbox"/> D050000420 Certificate on examination of lift or escalator and on testing of safety equipment provided therefor upon completion of the installation
Online Electronic Submission	<input type="checkbox"/> D050000445 Certificate on examination and testing of lift in respect of which lift works consisting of major alterations have been carried out or of escalator in respect of which escalator works consisting of the alteration of the speed, operation or design thereof have been carried out
Supplementary Documents Submission	<input type="checkbox"/> D050000449 Certificate from registered lift engineer/registered escalator engineer and certificate from registered lift contractor/registered escalator contractor
Sign Outstanding Application	<input type="checkbox"/> D050000454 Certificate on periodic examination of lift or periodic testing of safety equipment provided therefor, or both
Pay Outstanding Application	<input type="checkbox"/> D060000026 Certificate on periodic examination of lift or periodic testing of safety equipment provided therefor, or both
Withdraw Outstanding Application	<input type="checkbox"/> D060000113 Certificate from registered lift engineer/registered escalator engineer
Application Submission History	<input type="checkbox"/> D060000156 Certificate on examination and testing of lift in respect of which lift works consisting of major alterations have been carried out or of escalator in respect of which escalator works consisting of the alteration of the speed, operation or design thereof have been carried out
Application Payment History	<input type="checkbox"/> D060000186 Certificate from registered lift engineer/registered escalator engineer
User Profile	<input type="checkbox"/> D060000210 Certificate on periodic examination of lift or periodic testing of safety equipment provided therefor, or both
Logout	<input type="checkbox"/> D060000212 Certificate on periodic examination of lift or periodic testing of safety equipment provided therefor, or both
	<input type="checkbox"/> D060000320 Certificate on examination and testing of lift in respect of which lift works consisting of major alterations have been carried out or of escalator in respect of which escalator works consisting of the alteration of the speed, operation or design thereof have been carried out
	<input type="checkbox"/> D060000360 Certificate on periodic examination of escalator or periodic testing of safety equipment provided therefor, or both
	<input type="checkbox"/> D060000365 Certificate on periodic examination of lift or periodic testing of safety equipment provided therefor, or both
	<input type="checkbox"/> D060000384 Certificate on examination of lift or escalator or testing of safety equipment provided therefor, or both, pursuant to an order under section 25
	<input type="checkbox"/> D060000402 Certificate on examination of lift or escalator or testing of safety equipment provided therefor, or both, pursuant to an order under section 25
	<input type="checkbox"/> D060000403 Certificate on examination of lift or escalator or testing of safety equipment provided therefor, or both, pursuant to an order under section 25
	<input type="checkbox"/> D060000430 Certificate on examination of lift or escalator and on testing of safety equipment provided therefor upon completion of the installation
	<input type="checkbox"/> D060000492 Certificate on examination of lift or escalator or testing of safety equipment provided therefor, or both, pursuant to an order under section 25
	<input type="checkbox"/> D060000493 Certificate from registered lift engineer/registered escalator engineer

機電工程署 EMSD
EMSD (Regulatory Services) Web-Based Registration Services

Application Withdrawal Result

Home	The result of the application withdrawal request:
Online Electronic Submission	D060000495 - Successful
Supplementary Documents Submission	D060000552 - Successful
Sign Outstanding Application	<input type="button" value="Back to Application Withdrawal"/>

Tips
You will see a summary list of applications you have withdrew

3.2.6 Application Submission History

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Home

Online Electronic Submission

Supplementary Documents Submission

Sign Outstanding Application

Pay Outstanding Application

Withdraw Outstanding Application

Application Submission History

Application Payment History

User Profile

Logout

Getting Started Now

- [Online submission of application](#)
- [Online payment of application\(s\)](#)
- [Submission of supplementary documents related to previous applications](#)
- [Checking submission records](#)
- [Summary of portal functions](#)

Step 1
Click on "Application Submission History"

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Application Submission History

View up to 1 year of transaction history in one convenient place. Please choose the search condition to see the results below.

Search Condition

Within: All Day

From: DD/MM/YYYY To: DD/MM/YYYY

Date	Application No	Form	Status
26/05/2006	D060000554	FORM7-Certificate on examination and testing of lift in respect of which lift works consisting of major alterations have been carried out or of escalator in respect of escalator works consisting of the alteration of the speed, operation or design if have been carried out	application received
26/05/2006	D060000553	FORM7-Certificate on examination and testing of lift in respect of which lift works consisting of major alterations have been carried out or of escalator in respect of escalator works consisting of the alteration of the speed, operation or design if have been carried out	application received
10/05/2006	D060000551	FORM11-Certificate on periodic examination of lift in respect of which lift works provided therefor, or both	application received
25/04/2006	D060000530	FORM25-Application for approval under section 2 of the Lifts and Escalators Ordinance (chapter 237)	application received
18/04/2006	D060000521	FORM18-Certificate from registered lift contractor/registered escalator contractor	application received

Step 2
Select the searching condition to narrow down the search result

Step 3
Click "Search" button to retrieve the submission history

Tips
You can click on the Application No. to review the detail

3.2.7 Application Payment History

The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services portal. At the top, there is a header with the EMSD logo and the text '機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services'. Below the header is a navigation menu on the left with the following items: Home, Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout. The 'Application Payment History' item is highlighted in orange. A callout box points to this item with the text: 'Step 1 Click on "Application Payment History"'. To the right of the menu, there is a section titled 'Getting Started Now' with a list of links: - [Online submission of application](#), - [Online payment of application\(s\)](#), - [Submission of supplementary documents related to previous applications](#), - [Checking submission records](#), and - [Summary of portal functions](#).

機電工程署 EMSD
EMSD (Regulatory Services) Web-Based Registration Services

- Home
- Online Electronic Submission
- Supplementary Documents Submission
- Sign Outstanding Application
- Pay Outstanding Application
- Withdraw Outstanding Application
- Application Submission History
- Application Payment History
- User Profile
- Logout

Application Payment History

View up to 1 year of transaction history in one convenient place. Please choose the results below.

Search Condition

Within: All Day

From: DD/MM/YYYY To: DD/MM/YYYY

Date	Payment Reference No.	Application No.	Form	Status
26.05/2006	2006052600000088	D060000554	Certificate on examination and testing of lift in respect of which lift works consisting of major alterations have been carried out or of escalator in respect of which escalator works consisting of the alteration of the speed, operation or design thereof have been carried out	Request for PPS Payment In Progress
26.05/2006	2006052600000062	D060000553	Certificate on examination and testing of lift in respect of which lift works consisting of major alterations have been carried out or of escalator in respect of which escalator works consisting of the alteration of the speed, operation or design thereof have been carried out	Request for PPS Payment In Progress
26.05/2006	2006052600000000	D060000553	Certificate on examination and testing of lift in respect of which lift works consisting of major alterations have been carried out or of escalator in respect of which escalator works consisting of the alteration of the speed, operation or design thereof have been carried out	PPS Payment Succeeded
		D060000521	Certificate from registered lift	Cash In Progress

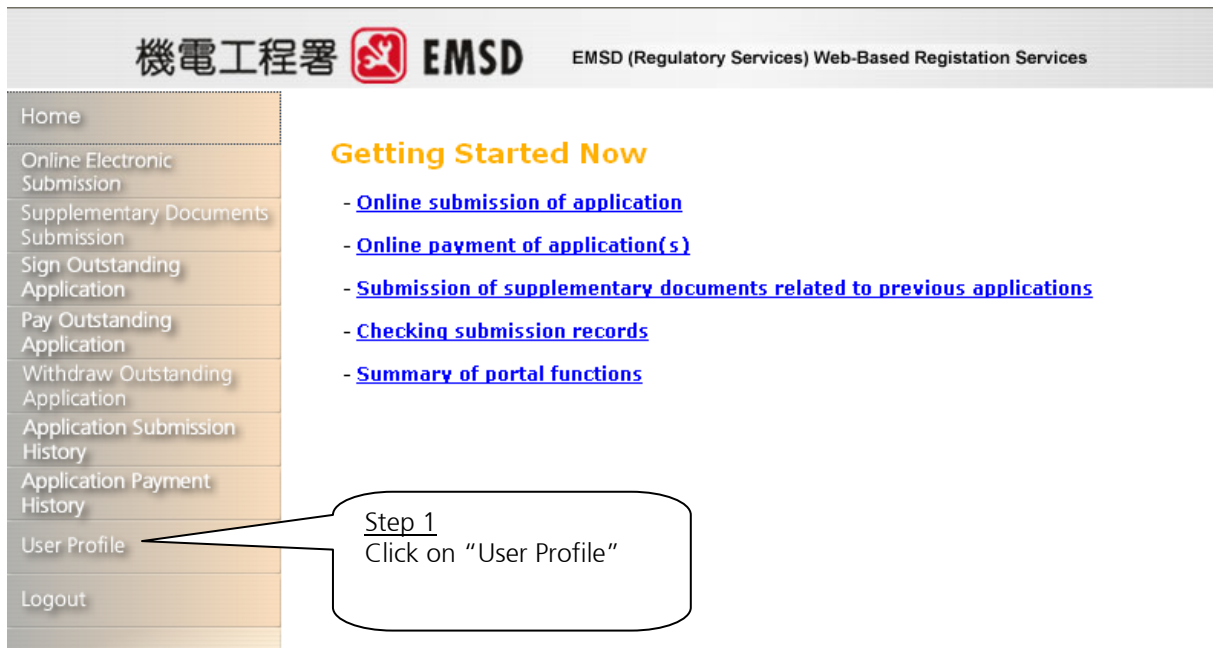
Step 2
Select the searching condition to narrow down the search result

Step 3
Click "Search" button to retrieve the submission history

Tips
You can click on the Application No. to review the detail

3.2.8 User Profile

You may change your password through this function.



The screenshot displays the EMSD (Regulatory Services) Web-Based Registration Services portal. The header includes the logo for the Electrical and Mechanical Engineering Department (機電工程署) and EMSD, along with the text 'EMSD (Regulatory Services) Web-Based Registration Services'. A vertical navigation menu on the left lists various services, with 'User Profile' highlighted. A callout box points to this menu item with the text: 'Step 1 Click on "User Profile"'. The main content area features a 'Getting Started Now' section with several blue hyperlinks: 'Online submission of application', 'Online payment of application(s)', 'Submission of supplementary documents related to previous applications', 'Checking submission records', and 'Summary of portal functions'.

The screenshot shows a web interface with a vertical navigation menu on the left and a main content area on the right. The navigation menu includes the following items: Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout. The 'User Profile' item is highlighted in orange. The main content area is titled 'USER PROFILE' in orange text. A horizontal light blue bar is present below the title, containing a link labeled 'Change Password' in purple text. A callout box with a black border and a pointer to the link contains the text: 'Step 2' (underlined) and 'Click on "Change Password"'.

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services

Home

Online Electronic Submission

Supplementary Documents Submission

Sign Outstanding Application

Pay Outstanding Application

Withdraw Outstanding Application

Application Submission History

Application Payment History

User Profile

Logout

CHANGE PASSWORD

We recommend that your password is not a word you can find in the dictionary, includes both capital and lower case letters.

Current Password:

New Password: (must be 9 to 20 characters)

Re-enter Password:

Step 2
Fill in your old password and your new password

Step 3
Click "Confirm" button to change the password