



# PROCEDURE FOR REGISTRATION AS AN ELECTRICAL INSTALLATION CONTRACTOR (EIC)

Electrical Inspectorate Unit (EIU)  
Ministry of Utility and Telecommunication Sarawak

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## 1. INTRODUCTION

All companies intending to carry out electrical installation works in Sarawak must be registered with the Electrical Inspectorate Unit (EIU) as an Electrical Installation Contractor (EIC) under the Electricity Ordinance (Cap. 50) and Electricity Rules, 1999.

## 2. GENERAL REQUIREMENTS

To qualify for registration, the applicant must fulfil the following conditions:

a. **Competent Person:**

- The applicant (or employed personnel) must possess a valid **Certificate of Competency** issued by EIU (e.g., Wireman, Chageman, Electrical Supervisor, or Electrical Engineer).

b. **Business Registration:**

- The company must be registered with the Companies Commission of Malaysia (SSM) or Registrar of Business.
- For sole proprietorships, the owner must be the holder of the competency certificate.

c. **Technical Personnel:**

- At least one (1) full-time Competent Person must be employed and registered under the company.

d. **Tools and Test Equipment:**

- The company must own or have access to calibrated testing equipment suitable for its category of work.

### 3. CATEGORIES OF REGISTRATION

Category	Requirements
Building Contract Electrical Wiring (BCEW)	<ul style="list-style-type: none"> <li>● Attend BCEW course and examination</li> <li>● Employ Wireman or himself Wireman</li> <li>● 5 years experiences required</li> </ul>
Authorized to Test (Internal Wiring)	<ul style="list-style-type: none"> <li>● Possess BCEW Category as pre-requisite</li> <li>● Attend Building Electrical Internal Wiring Testing course and examination</li> </ul>
Electrical Installation Work	Requirements
Wiring works	<ul style="list-style-type: none"> <li>● Holder of relevant competency certificate</li> <li>● The category is restricted to the category as per certificate of competency</li> </ul>
Installation & Equipment (LV)	
Electrical Substation	
Overhead lines	
Underground cable	
Solar PV Design / Installation	
Cable Jointing	

### 4. CERTIFICATE ENDORSEMENT

No	Description	Documents required
1	Additional categories endorsed in the certificate	Certificate holder to submit the relevant certificate of competency
2	"Authorized to Test" (ATT) for internal wiring installation tests	Holder possessing BCEW category Attendance of Building Electrical Internal Wiring Testing course and passing the examination
3	Change of business or holder particulars	<ul style="list-style-type: none"> <li>● Registration of business with Registrar of Business Names or Registrar of Companies; or</li> <li>● Consent letter from owner of business registered with Registrar of Business Names or Registrar of Companies</li> <li>● Names and addresses of all partners in the case of registered partnership, and all directors, managers and shareholders in the case of a registered company</li> <li>● Business address and/or locality map of premises rented or owned</li> </ul>

## 5. CATEGORIES AND SCOPE OF WORK

Category	Scope of Work
Building Contract Electrical Wiring (BCEW)	Allow to: <ul style="list-style-type: none"> <li>• issue Supervision and Completion certificate only</li> <li>• testing by other EIC endorsed with Authorised to Test</li> </ul>
Authorized to Test (ATT) (Internal Wiring)	Allow to: <ul style="list-style-type: none"> <li>• issue Supervision and Completion certificate; and</li> <li>• perform testing and issue Test Certificate for wiring and re-wiring of installation</li> </ul>
Electrical Installation Work	Scope of Work
Wiring works	Undertake electrical installation works: <ul style="list-style-type: none"> <li>• relevant to the holder's competency; and or</li> <li>• employ relevant competent person</li> </ul> Not allowed to issue: <ul style="list-style-type: none"> <li>• Supervision and Completion certificate; and</li> <li>• Test certificate for wiring and re-wiring of installation</li> </ul>
Installation & Equipment (LV)	
Electrical Substation	
Overhead lines	
Underground cable	
Solar PV Installation / Design	
Cable Jointing	

## 6. FEES

No	Types of Application	Fees
1	Endorsement of business name change or holder particulars	Nil
2	Endorsement of additional categories or Authorised To Test	RM50
3	Annual renewal	RM50
4	Initial Registration	RM100

## 7. DOCUMENTS

No	Document
1	Copy of valid trading license
2	Copy of valid registration of company
3	Copy of valid business extract or shareholder, their identification card no. and address
4	Copy of recent EPF or SOCSO statement for the competent person registered with the business and their identification card no.
5	Consent letter from business owner if the certificate holder is not an owner of the business
6	List of equipment and instruments to carry out work
7	List of projects (scope of work, list of projects, and supporting letter or letter of appointment from previous clients or consultants)

## 8. APPLICATION

- Applications must be submitted through the **eUtilities System** at <https://eutilities.sarawak.gov.my> or **Service Sarawak** at <https://service.sarawak.gov.my>

## 9. APPROVAL AND CERTIFICATE ISSUANCE

- Upon successful evaluation, EIU will issue an **EIC Registration Certificate** valid for one (1) year.

## 10. RENEWAL OF REGISTRATION

- Renewal must be submitted **at least one (1) month before expiry** through the eUtilities system.

## 11. OTHERS

For companies that employ a Competent Person who is not registered with the EIU, EIU has provided guidelines for the conversion of the certificate to an equivalent EIU-recognised certificate. The process and procedures can be downloaded from the official website of the Ministry of Utility and Telecommunication (MUT) or accessed by scanning the QR code provided below.



SOP for the Conversion of Solar PV Design Certificates to Electrical Inspectorate Unit (EIU) Certificates

[https://mut.sarawak.gov.my/web/attachment/show/?docid=d1M5WHNITjLCcGk5eINhdlduVkpVUT09Ojpvlt78Mgg\\_87fCXbcwrrgC](https://mut.sarawak.gov.my/web/attachment/show/?docid=d1M5WHNITjLCcGk5eINhdlduVkpVUT09Ojpvlt78Mgg_87fCXbcwrrgC)

FORM EIU C(C)APC) - Application Form for Assessment of Certificate Conversion

<https://mut.sarawak.gov.my/web/attachment/show/?docid=R3JNNDhQM0wvTGJFT3lvVmZ3M0toUT09OjpPoB1sy14CRsfxTQAKWynF>



### Note:

- *Application for both new and endorsement are required to submit the list of projects.*
- *The competency certificate means Certificate of Competency from EIU such as Chargeman, Wireman, ES & CEE.*
- *Certificate holder is not allowed to register more than one electrical installation contractor company.*
- *The EIC certificate can be renewed if the certificate still valid less than 6 months from expiry.*