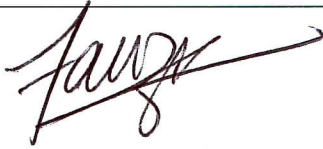
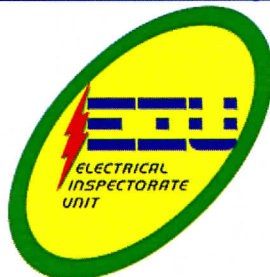


Guideline for Application of Certificate of Registration as Electrical Installation Contractor

Under The Electricity Ordinance (Chapter 50) and the Electricity Rules, 1999

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ENGLISH VERSION

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ELECTRICAL INSTALLATION CONTRACTOR ELECTRICAL INSPECTORATE UNIT

A. Application and downloads

Electrical Installation Contractor (EIC)	ONLINE	eMINDS.sarawak.gov.my	
	OFFLINE	New Application Form	Renewal Form
	OTHERS	Building Contract Electrical Wiring Examination Syllabus	
		Log Sheet	
	CERTIFICATE ISSUANCE	Fulfilling of requirements and pre-requisites can be in any sequence, but Certificate issued upon ALL requirements and pre-requisites fulfilled	

B. General Requirement

No	Description	Requirements
1	Citizen	Malaysian
2	Working Experience	Five (5) years or more experience in the wiring of premises
3	Skill and knowledge	Suitable electrical knowledge and experience of electrical installation practice
4	Registration of business	<ul style="list-style-type: none"> Registered business with Registrar of Business Names or Registrar of Companies; or Consent letter from owner of business registered with Registrar of Business Names or Registrar of Companies; 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 Business address and/ or locality map of premises rented or owned
5	Competent person	Employment of competent person on full time basis and/ or applicant himself/herself is a competent person relevant to the class(es) of electrical installation work
6	Employees	Insurance coverage for employees under the Employees' Social Security Act 1969
7	Equipment	Possession of suitable equipment and instruments related to the work

C. Categories and requirements

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

D. Certificate endorsement

No	Description	Documents required
1	Additional categories endorsed in the certificate	<ul style="list-style-type: none"> • Certificate holder to submit the relevant certificate of competency
2	“Authorized to Test” (ATT) for internal wiring installation tests	<ul style="list-style-type: none"> • 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"> • Registration of business with Registrar of Business Names or Registrar of Companies; or Consent letter from owner of business registered with Registrar of Business Names or Registrar of Companies • 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 • Business address and/ or locality map of premises rented or owned

E. Categories and Scope of work*

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

F. 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
5	Replacement (i.e. lost, destroyed, damage)	RM100

Note: Fee waived for any endorsement made within 3 months of certificate issuance

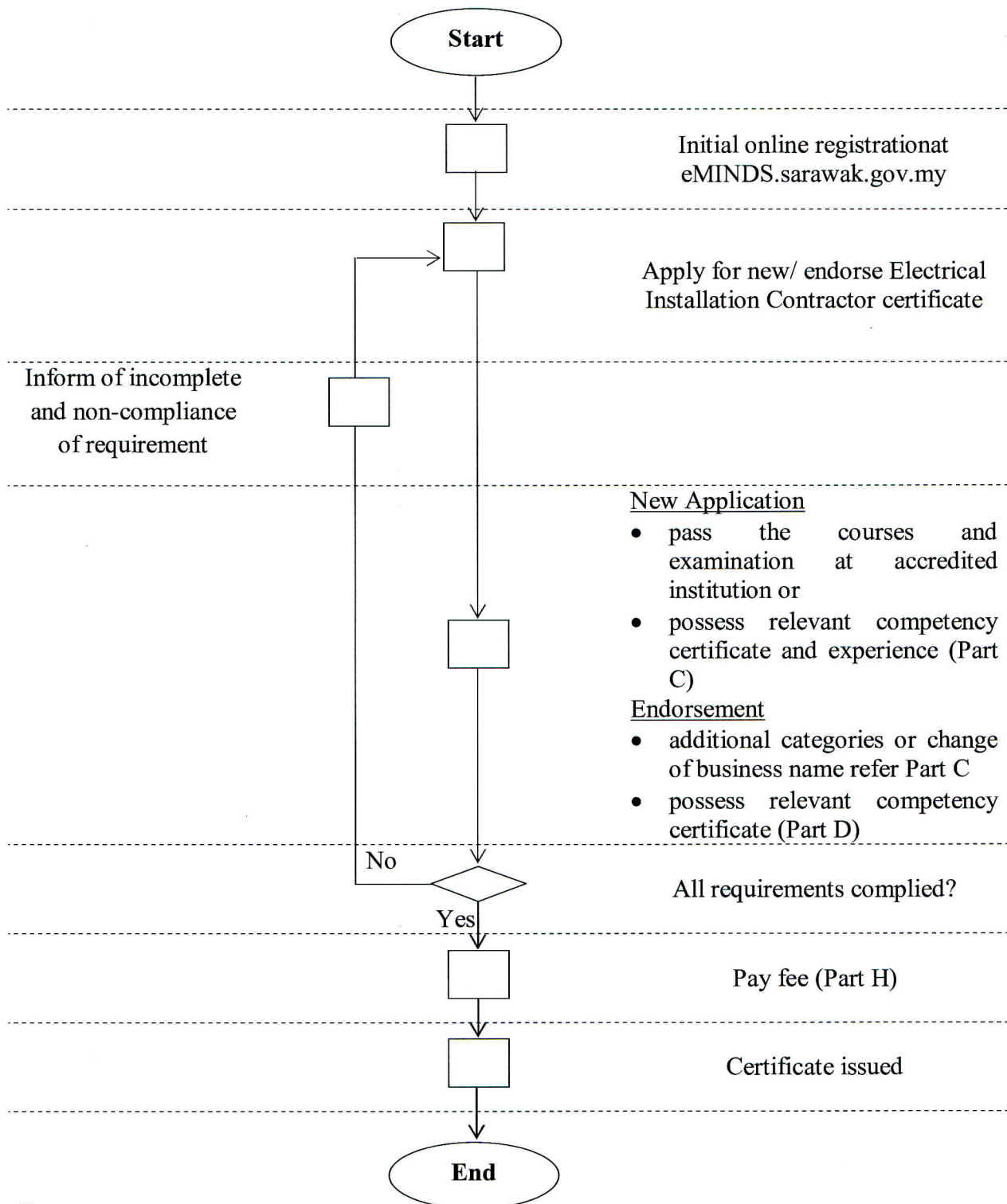
G. Syllabus

No	Syllabus Available
1	Building Contract Electrical Wiring syllabus
2	Syllabus for First Aid Course

H. Preparation of document

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)

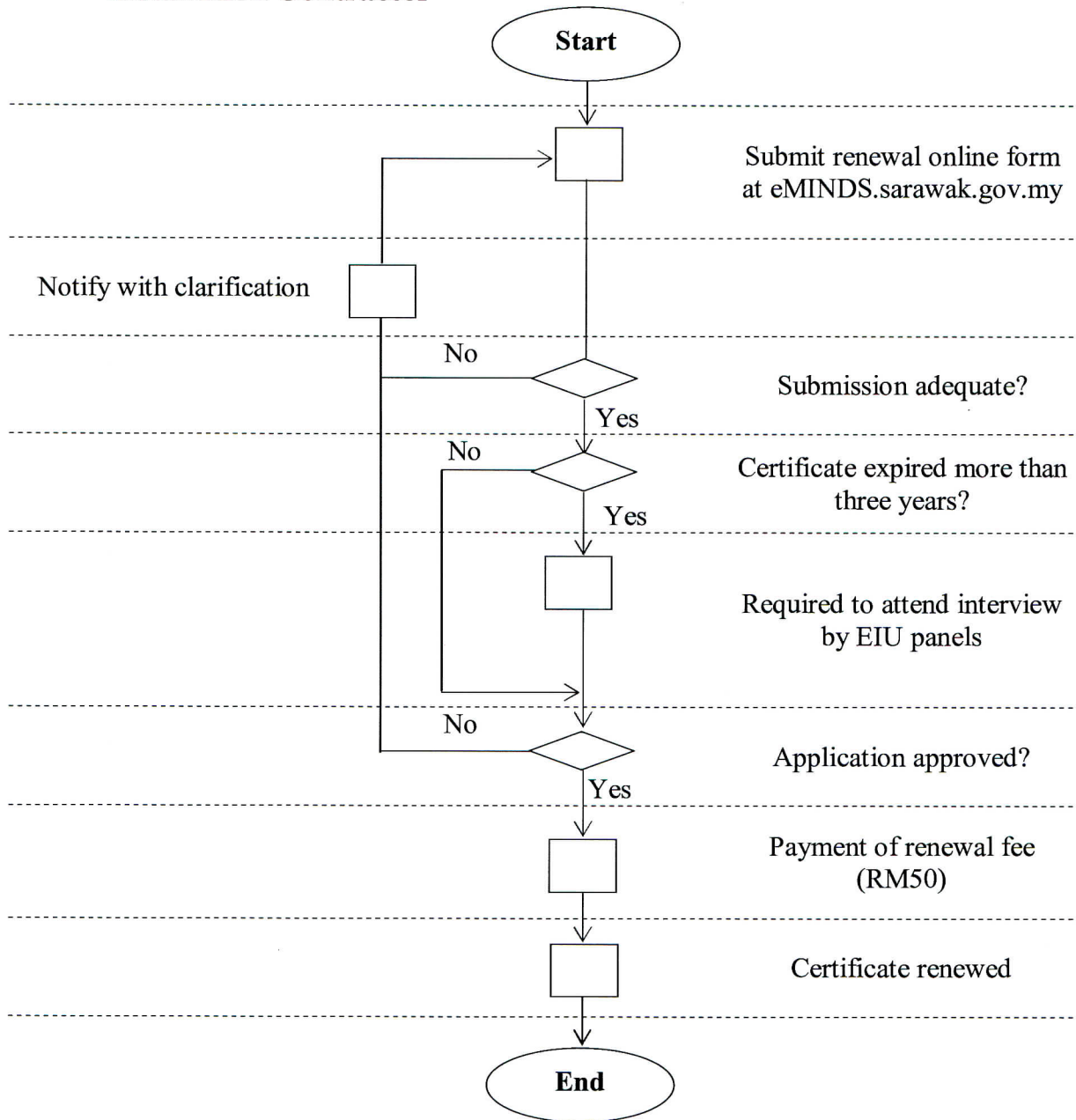
I. Procedures for New/ Endorsement application of Certificate of Registration as an Electrical Installation Contractor



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 validity is less than 6 months from expiry.
- Please specifies for Certificate holder who wishes to renew the certificate without company for those EIC holders that do not have Certificate of Competency

J. Procedure for renewal of Certificate of Registration as an Electrical Installation Contractor



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.
- Please specifies for Certificate holder who wishes to renew the certificate without company for those EIC holders that do not have Certificate of Competency