

## **User Guide for Application of Licences/Services**

### **Applications**

Licensees/Service Subscribers can log onto their electronic accounts, and apply for licences/services either through Direct Application or Scenario Guided Application. Fields which are marked with an ‘\*’ are mandatory, and the applicant cannot proceed with his/her application without input in the fields.

### **Languages**

In making an application, the licensee/service subscriber will be asked to choose the language of the application. Documents to be issued by the system in connection to that application will be in the language chosen. Future renewal/amendment applications of this licence/service will also be conducted in this language.

Please note that the language displayed in the screen will be in the language chosen for the user interface, not in the language chosen for the application itself.

### **Drafts**

During an application, the licensee/service subscriber can save the application as draft. A maximum of 5 drafts can be saved in the electronic account, and the licensee/service subscriber can view the saved draft(s) in the Draft Application Enquiry.

Please note that each draft can only be stored for seven days after the date of its last update as saved in the account.

Licensees/Service Subscribers can still make applications for licences/services with 5 applications already saved in the account, but will be prompted that the new application cannot be saved. The new application will have to be submitted immediately by the applicant if the information input is not to be lost from the system.

### **Document Submission**

Licensees/Service/Subscribers can submit documents together with their applications. A maximum of 10M is allowed for each document, with a total of 100M of documents the applicant can send in each application.

## User Guide for Application of Licences/Services

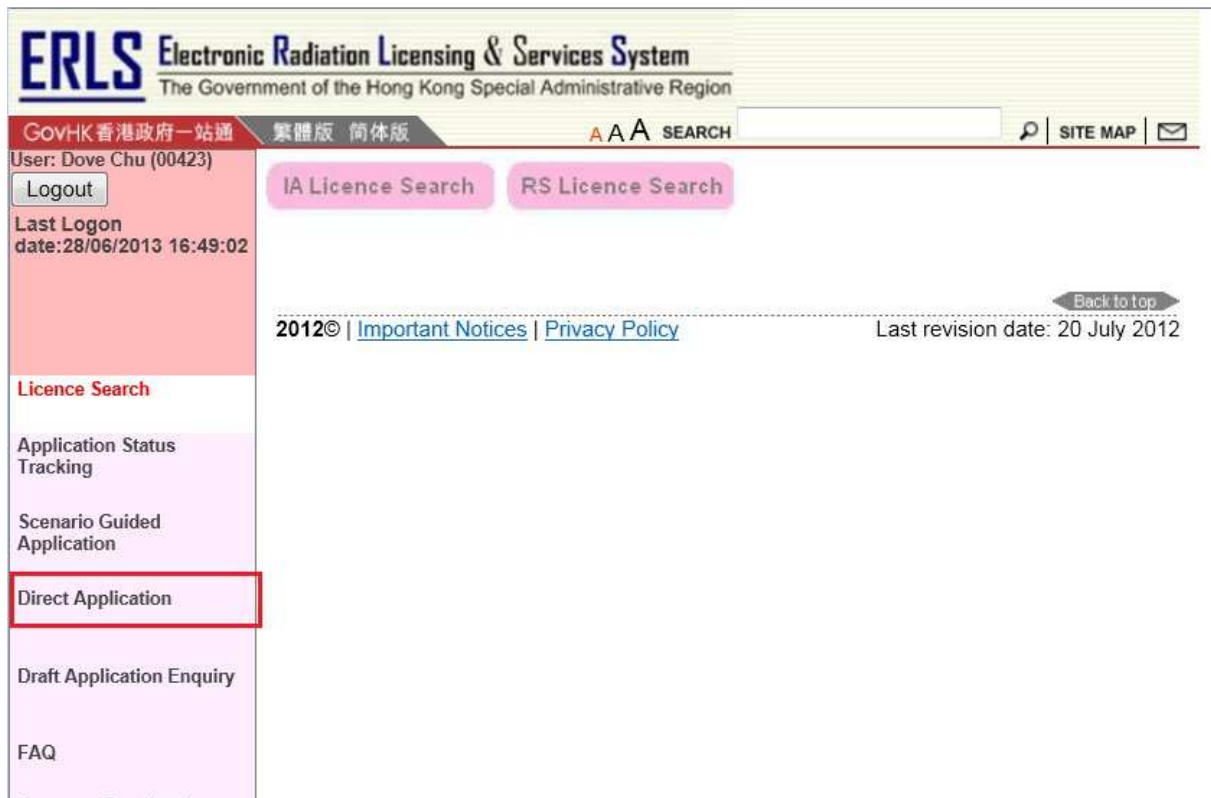
The following demonstrates a direct application for an Irradiating Apparatus Licence, which will be similar to other Direct/Scenario Guided licence/service applications

### Direct Application

Direct application is available for 'Radiation Board Licensing Services', 'Radiation Monitoring Service Subscriber', and 'Medical Examination' account.

Sale of IA (IA-S) application is selected as an example.

Click 'Direct Application' on the left hand side navigation menu.



The screenshot displays the ERLS Electronic Radiation Licensing & Services System interface. The header includes the ERLS logo and the text 'Electronic Radiation Licensing & Services System' and 'The Government of the Hong Kong Special Administrative Region'. Below the header, there is a navigation bar with 'GovHK 香港政府一站通', '繁體版 简体版', and a search bar. The user is logged in as 'User: Dove Chu (00423)' with a 'Logout' button. The main navigation menu on the left lists several options: 'Licence Search', 'Application Status Tracking', 'Scenario Guided Application', 'Direct Application' (highlighted with a red border), 'Draft Application Enquiry', and 'FAQ'. The main content area features two search buttons: 'IA Licence Search' and 'RS Licence Search'. The footer contains copyright information '2012© | Important Notices | Privacy Policy' and a 'Back to top' button.

# User Guide for Application of Licences/Services

Available application forms will be listed.

**ERLS** Electronic Radiation Licensing & Services System  
The Government of the Hong Kong Special Administrative Region

GovHK 香港政府一站通 繁體版 简体版 A A SEARCH SITE MAP

User: Dove Chu (00423)  
Logout  
Last Logon date: 28/06/2013 16:49:02

Licence Search  
Application Status Tracking  
Scenario Guided Application  
**Direct Application**  
Draft Application Enquiry  
FAQ  
Customer Feedback  
Contact Us  
Privacy Policy  
ERLS Agreement  
Disclaimer / Terms & Conditions  
Conveyance Report / document submission  
Profile Management

W3C WAI-AA WCAG 2.0

**Direct Application**

**Application for Irradiating Apparatus Licence**  
**Application for New Licence**

- Possession of an IA for installation purpose (IA-P1) (IA-TRAN)
- Storage of IA, including storage of x-ray tubes (IA-P1) (IA-TRAN)
- Possession of IA in a functional state (IA-P2)
- Sale of IA (IA-S)
- Change of licensee, same location of the IA (IA-P2) (IA-TRAN)
- Internal relocation of IA at the same premises, same licensee (IA-P2)\*

**Application for Licence Renewal**

- Possession of an IA in a functional state (IA-P-R2)\*
- Storage of IA, including storage of x-ray tubes (IA-P-R1) \*
- Sale of IA (IA-S)\*

**Application for Amendment of Licence**

- Possession of an IA in a functional state \*
- Storage of IA, including storage of x-ray tubes \*
- Possession of an IA for installation purpose \*
- Sale of IA (IA-S)\*

**Application for Radioactive Substances Licence**

- New Application (RSF1)
- Relocate Storage Premises / Workplace for Use (RSF1)
- Relocate Storage Premises / Workplace for Store(RSF1)
- Renew Radioactive Substances Licence (RSF2)\*
- Amendment (Change Supervisor, Types and/or Quantity of radioactive substances) (RSF3)\*

**Application for Removal Permit**

- Permit to Move Radioactive Substances
- Amendment of Permit to Move Radioactive Substances\*

**Licence No.**

\*Licence No.

Please input the Licence /Permit No. for those items with an '\*'

Next

## User Guide for Application of Licences/Services

Click the radio button to choose the application.

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User: Dove Chu (00423)  
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Licence Search  
Application Status Tracking  
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### Direct Application

#### Application for Irradiating Apparatus Licence

##### Application for New Licence

- Possession of an IA for installation purpose (IA-P1) (IA-TRAN)
- Storage of IA, including storage of x-ray tubes (IA-P1) (IA-TRAN)
- Possession of IA in a functional state (IA-P2)
- Sale of IA (IA-S)
- Change of licensee, same location of the IA (IA-P2) (IA-TRAN)
- Internal relocation of IA at the same premises, same licensee (IA-P2)\*

##### Application for Licence Renewal

- Possession of an IA in a functional state (IA-P-R2)\*
- Storage of IA, including storage of x-ray tubes (IA-P-R1) \*
- Sale of IA (IA-S)\*

##### Application for Amendment of Licence

- Possession of an IA in a functional state \*
- Storage of IA, including storage of x-ray tubes \*
- Possession of an IA for installation purpose \*
- Sale of IA (IA-S)\*

### Application for Radioactive Substances Licence

- New Application (RSF1)
- Relocate Storage Premises / Workplace for Use (RSF1)
- Relocate Storage Premises / Workplace for Store(RSF1)
- Renew Radioactive Substances Licence (RSF2)\*
- Amendment (Change Supervisor, Types and/or Quantity of radioactive substances) (RSF3)\*

### Application for Removal Permit

- Permit to Move Radioactive Substances
- Amendment of Permit to Move Radioactive Substances\*

### Licence No.

\*Licence No.

Please input the Licence /Permit No. for those items with an "X"

Next

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User: Dove Chu (00423) Logout

Last Logon date: 28/06/2013 16:49:02

Licence Search

Application Status Tracking

Scenario Guided Application

**Direct Application**

Draft Application Enquiry

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### Direct Application

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### Licence No.

\*Licence No.

Please input the Licence /Permit No. for those items with an ""

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Licence No. is required for renewal/amendment of licence, or amendment of permit .

## User Guide for Application of Licences/Services

**Licence No.**

Licence No.	is like	<input type="text"/>
Make	is like	<input type="text"/>
Model	is like	<input type="text"/>
Serial No.	is like	<input type="text"/>
IA Type	is like	<input type="text"/>
Premises Address	is like	<input type="text"/>
Contact Person	is like	<input type="text"/>

Licence No. search screen is prompted.  
Input search criteria and click the 'Search' button to search the Licence / Permit No.  
Click the 'Reset' button to reset the search criteria.

**Licence No.**

Licence No.	is like	<input type="text"/>
Make	is like	<input type="text"/>
Model	is like	<input type="text"/>
Serial No.	is like	<input type="text"/>
IA Type	is like	<input type="text"/>
Premises Address	is like	<input type="text"/>
Contact Person	is like	<input type="text"/>

**Current Licence No**

Licence No.	Expiry Date	Premises Address	Contact Person	IA Type	Make	Model	IA Description
00423-0001-SK-0001	27/06/2014		Chu Dove	Accelerator Waveguide	BB Technology	SN0001	Irradiating Apparatus As Per Attached Schedule Under The Licence Condition

1 to 1 of 1 record(s) Page 1 of 1

Click the row from the searching result to select the Licence / Permit.

## User Guide for Application of Licences/Services

Click the 'Next' button to proceed.

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Please input the Licence /Permit No. for those items with an \*\*

**Next**

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## User Guide for Application of Licences/Services

Please read the Privacy Policy and Disclaimer statements. Check the checkbox to acknowledge and agree to the terms, and click the 'Start' button to start the application.

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**Declaration:**

I have read and agree to the above Copyright Notice, Privacy Policy and Disclaimer

## User Guide for Application of Licences/Services

Information of application will be displayed. Click 'Next' button proceed to Step 1, or click the 'Back' button to return to the Privacy Policy and Disclaimer page.



The image shows a screenshot of a web application dialog box. The dialog box has a title bar with a 'Close' button in the top right corner. Below the title bar is a blue header with the text 'Information of application'. The main content area contains the text 'You may take 10-20 minutes to complete the application'. Below this, there are three steps listed: 'Step1' with the instruction 'Complete Application Form', 'Step2' with 'Add Supporting Document', and 'Step3' with 'Confirm Submission'. At the bottom right of the dialog box, there are two buttons: 'Back' and 'Next', which are highlighted with a red rectangular border.

Close

### Information of application

You may take 10-20 minutes to complete the application

**Step1**  
Complete Application Form

**Step2**  
Add Supporting Document

**Step3**  
Confirm Submission

Back Next

## User Guide for Application of Licences/Services

You can click the 'Save as Draft' button in making a draft. You are advised to save the draft application from time to time during your input to avoid loss of data. A draft application will only be stored by the system for 7 days from the latest update date of the draft saved. Data will be purged after this period. A maximum of 5 drafts can be saved.

You can print the page by clicking the 'Print' button.

You will close the application by clicking the 'Close' button. Please ensure that you have saved the draft before closing the application. Otherwise, the information in the application will be lost.

The screenshot displays the 'Step 1 Sale of IA (IA-S) Application Form' interface. At the top, there are three steps: 'Step 1 Sale of IA (IA-S) Application Form', 'Step 2 Add Supporting Document', and 'Step 3 Confirm Submission'. Below the steps are 'Print' and 'Close' buttons. The main title is 'Step 1 Sale of IA (IA-S) Application Form'. The form is divided into several sections:

- A. Particulars of the applicant:** Includes a text area for 'Preferred Language for correspondence of this application' with instructions and radio buttons for 'English' (selected) and 'Chinese'.
- Licensee / Authorized Person:** A table-like form with fields for 'Name of Company / Practice' (D Power Supply Company), 'Branch Name', 'Business Registration No.', 'Title \*' (Dr. (for PhD)), 'Name \*' (Surname: Chu, Given Name: Dove), 'HKID' (D133\*\*\*\*\*), 'Other Identity No.', and 'E-Mail' (dove@dove.com).
- Contact Person:** Fields for 'Title \*' (--Select--), 'Name of Contact Person \*' (Surname and Given Name), 'E-Mail (Input only if different from that of Licensee / Authorized Person)', 'Tel No. \*', 'Mobile No.', and 'Fax No.'. A button 'Same as licensee / authorized person' is present.

At the bottom right, 'Save as Draft' and 'Next' buttons are highlighted with a red box. A note at the bottom left states 'Fields marked with \* are mandatory'.

## User Guide for Application of Licences/Services

Click the 'Back to First Step' button to return to first page of the application form.

**Step 1 Sale of IA (IA-S) Application Form** >Step 2 Add Supporting Document >Step 3 Confirm Submission >

**Step 1 Sale of IA (IA-S) Application Form**

**A. Particulars of the applicant**

You have chosen English as the language for future correspondence. Please fill in the address in English.

<b>Mailing Address *</b>	Flat/Unit	1A	
	Floor	1	
	Block	3	
	Building	Chai Wan Road	
	Street	Yee Wan Tower	
	District	CHAIWAN	<input type="button" value="v"/>
	<input checked="" type="radio"/> Hong Kong <input type="radio"/> Kowloon <input type="radio"/> New Territories		

<b>Correspondence Address *</b> (Business Registration Address if applicable) This address will be printed on the licence	Flat/Unit	1A	
	Floor	1	
	Block	3	
	Building	Chai Wan Road	
	Street	Yee Wan Tower	
	District	CHAIWAN	<input type="button" value="v"/>
	<input checked="" type="radio"/> Hong Kong <input type="radio"/> Kowloon <input type="radio"/> New Territories		

Fields marked with \*are mandatory.

## User Guide for Application of Licences/Services

Tick the checkbox of declaration to confirm application.

Step 1 Sale of IA (IA-S) Application Form> Step 2 Add Supporting Document> Step 3 Confirm Submission>

Print Close

### Step 1 Sale of IA (IA-S) Application Form

#### E. Declaration

I declare that to the best of my knowledge the information in this application is true and accurate.

Save as Draft Back to First Step Back **Next**

Fields marked with \*are mandatory.

Click the 'Next' button to proceed to 'Step 2 Add Supporting Document'

List of required supporting documents will appear in the screen.

Total size of supporting document can be uploaded per each application is 100M. File size of the supporting document is 10M or below for each file.

Click 'Upload Document' button to upload the supporting document(s).

Step 1 Sale of IA (IA-S) Application Form> **Step 2 Add Supporting Document>** Step 3 Confirm Submission>

Close

### Step 2 Add Supporting Document

#### Supporting Document

File Size: 10M or below for each file  
Total size of supporting document can be uploaded per each application is 100M

**Upload Document**

Required Supporting Document			
Business Registration Certificate			
DH1271(s)			
HKID / Other ID of authorized person			
IA Assessment Form			
Others (Memo, Letter... etc)			
Technical Specifications			

Uploaded Document Name	File Name	File Size	Remove Uploaded Document
------------------------	-----------	-----------	--------------------------

Save as Draft Back to First Step Back Next

## User Guide for Application of Licences/Services

Select the 'Document type' from the drop down box.



Confirm Close

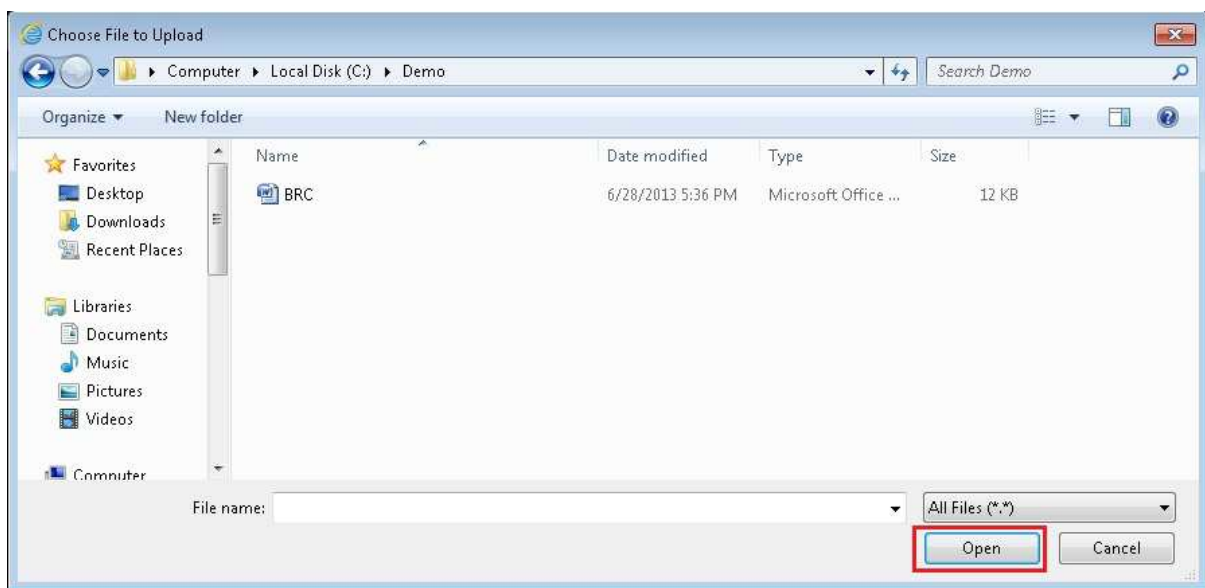
**Upload Document**

Document Type\* --Select--

Browse...

Fields marked with \* are mandatory.

Click the 'Open' button to select the supporting document from the local drive.



Click the 'Confirm' button to upload the selected document.



Confirm Close

**Upload Document**

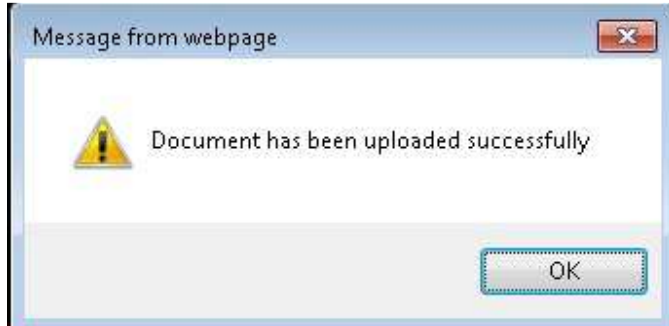
Document Type\* Business Registration Certificate

C:\Demo\BRC.docx Browse...

Fields marked with \* are mandatory.

## User Guide for Application of Licences/Services

Message 'Document has been uploaded successfully' is prompted when document is successfully uploaded to the system.



Uploaded document will be displayed at the lower table.

Click the 'Remove' button of the selected supporting document, to remove the document you want to remove from the application.

Step 1 Sale of IA (IA-S) Application Form>      **Step 2 Add Supporting Document>**      Step 3 Confirm Submission>

Close

### Step 2 Add Supporting Document

#### Supporting Document

File Size: 10M or below for each file  
Total size of supporting document can be uploaded per each application is 100M

Upload Document

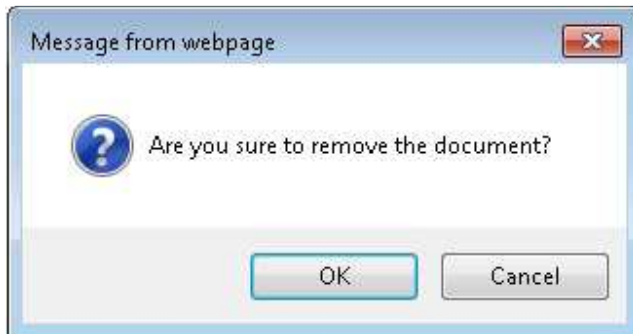
Required Supporting Document			
Business Registration Certificate			
DH1271(s)			
HKID / Other ID of authorized person			
IA Assessment Form			
Others (Memo, Letter... etc)			
Technical Specifications			

Uploaded Document Name	File Name	File Size	Remove Uploaded Document
Business Registration Certificate	BRC.docx	0.01M	Remove

Save as Draft    Back to First Step    Back    Next

## User Guide for Application of Licences/Services

Message 'Are you sure to remove the document?' is prompted for confirmation.



Click the 'Next' button to proceed to 'Step 3 Confirm Submission'.

Step 1 Sale of IA (IA-S) Application Form>      **Step 2 Add Supporting Document>**      Step 3 Confirm Submission>

Close

### Step 2 Add Supporting Document

#### Supporting Document

File Size: 10M or below for each file  
Total size of supporting document can be uploaded per each application is 100M

Upload Document

Required Supporting Document			
Business Registration Certificate			
DH1271(s)			
HKID / Other ID of authorized person			
IA Assessment Form			
Others (Memo, Letter... etc)			
Technical Specifications			

Uploaded Document Name	File Name	File Size	Remove Uploaded Document
Business Registration Certificate	BRC.docx	0.01M	Remove

Save as Draft    Back to First Step    Back    **Next**

## User Guide for Application of Licences/Services

Application summary is displayed for review. Input the captcha and click the 'Confirm and Submit' button to submit the application form.

You may click the 'Print' button to print the summary page for future reference.

Step 1 Sale of IA (IA-S) Application FormStep 2 Add Supporting DocumentsStep 3 Confirm Submission

**Step 3 Confirm Submission**

**Particulars of the applicant**

<small>Preferred Language for correspondence of this application. (The Preferred Language chosen will automatically apply to all future applications concerning this licence, including renewal and amendment applications.)</small>	English
--	---------

**Licensee / Authorized Person**

Name of Company / Practice	D Power Supply Company
Branch Name	
Business Registration No	
Title	Dr (for PhD)
Name *	Chu Dove
HKID	D133*****
Other Identity No	
E-Mail <small>(If you want to change the Email, please amend through the profile management)</small>	dove@dove.com

**Contact Person**

Title	Dr (for PhD)
Name of Contact Person *	Chu Dove
E-Mail (Input only if different from that of Licensee / Authorized Person)	
Tel No	23341222
Mobile No	
Fax No	

Mailing Address	Fat/Unit	1A
	Floor	1
	Block	3
	Building	Chai Wan Road
	Street	Yee Wan Tower
	District	CHANWAN
	Hong Kong	
Correspondence Address <small>(Business Registration Address if applicable) This address will be printed on the licence</small>	Fat/Unit	1A
	Floor	1
	Block	3
	Building	Chai Wan Road
	Street	Yee Wan Tower
	District	CHANWAN
	Hong Kong	

**Purpose**

Apply for an Irradiating Apparatus Licence to carry out the following business activity

<input type="checkbox"/> Manufacture/Produce
<input type="checkbox"/> Sale outside Hong Kong
<input type="checkbox"/> Sale in Hong Kong
<input type="checkbox"/> Storage of IA / X-ray Tube

**Details of the irradiating apparatus**

Type of irradiating apparatus	Manufacturer	Model No.
Accelerator Waveguide	BB Technology	SN0001
Baggage / Luggage / Parcel Inspection System	New Technology	SN0002

**Premises for storage of irradiating apparatus**

There shall be no storage of IA.
----------------------------------

**Supporting Document**

Uploaded Document Name	File Name	File Size
Business Registration Certificate	BRC.docx	0.01M

Type the code shown

[Captcha Image]

## User Guide for Application of Licences/Services

An acknowledgement will be displayed upon successful submission.

Click the 'Save' or 'Print' button, to save or print the acknowledgement for future reference.

Click the 'Complete' or 'Close' button to close the application form.

Step 1 Sale of IA (IA-S) Application Form>      Step 2 Add Supporting Document>      Step 3 Confirm Submission>      **Acknowledgement**

### Acknowledgement

This is to acknowledge receipt of your application with details below.  
We will process your application and / or may contact you for further question.

#### Application Details

Type of Application	Sale of IA (IA-S)
Application Reference Number	130628X007
Queuing Position	60734

**Remarks:**

Queuing Position is the current position of the application.  
Applicants should quote the Application Reference Number in any queries or correspondence.  
You may track your application status through the [Application Status Tracking](#)

Demand Note will be sent to Email: dove@dove.com

Please note the Application Reference Number as reference for future correspondence in referring to the application submitted.