

INFORMATION ON ELECTRONIC CERTIFICATE OF COMPETENCY

Starting from 28 June 2024, applicants can apply for Certificates of Competency ("CoCs") in either physical or electronic form.

To apply, please refer to the "Application for Examination/Endorsement for a Certificate of Competency" form and its Guidance notes.

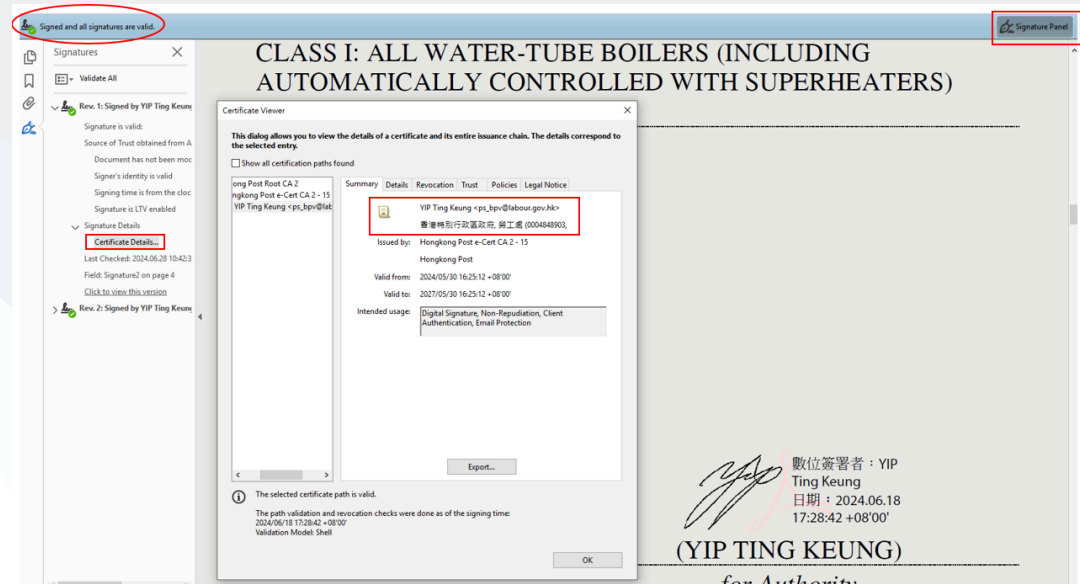
How to Receive the Electronic CoCs

- If applicants meet the application requirements, the Boilers and Pressure Vessels Authority will send electronic CoCs in password-protected zip files via email.
- Upon receiving the emails, applicants should:
 - Save the zip files to their computers
 - Unzip the files using appropriate software (e.g., 7-ZIP or WIN ZIP)
 - Store the unzipped files in preferred folders
 - Enter the first 4 characters of their Identity Card no. (e.g., if the Identity Card no. is "A123456(7)", the password is "A123") to complete the unzipping process
- Unzipped folders will contain the electronic CoCs in PDF format. Please ensure Adobe Acrobat (Reader) is installed to properly display the electronic Certificate of Competency.

How to Recognize Electronic CoCs Issued by the Authority

• Valid Electronic CoCs:

Once opened, electronic CoCs will display the same information as physical CoCs. A valid electronic CoC will show "Signed and all signatures are valid" in the top left corner and can view relevant [certificate details](#) within the [signature panel](#).



Enquiry

For any inquiries and further verifications of electronic CoCs, please contact the Boilers and Pressure Vessels Division at 3107 3458.