

**RADIATION BOARD
HONG KONG
香港輻射管理局**

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西灣河健康中心三樓

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本局檔號 *Our Ref. :* DH RHU/6-15/14

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To : All licence / permit holder / radiation monitoring service subscriber

Implementation of Electronic Radiation Licensing System (ERLS) Phase I

With effect from November 2010, the Radiation Board Licensing Service will implement Phase I of the Electronic Radiation Licensing System (ERLS). The ERLS is a system designed to further improve the efficiency, transparency and customer-friendliness of the existing radiation licensing services and radiation monitoring services (RMS).

Features of Phase I of ERLS

- (1) Licence/Permit will be printed on plain paper.
- (2) General demand notes will be issued for payment. Various payment methods, including cheque payment, ATM, payment by telephone, online payment and cash payment to Post Offices, are available. If licence holder chooses cheque payment by post, please retain the upper portion of the demand note for record purpose as no receipt will be issued.
- (3) Electronic mail will be our priority means of correspondence with you, if you have provided us your electronic mail address. Without an electronic mail address, we shall send our correspondences to you by facsimile or post. Such correspondence will include :-
 - (a) Payment Notification, Payment Reminder and Final Payment Reminder for licence application;
 - (b) Notification of Application Withdrawal due to non-payment;
 - (c) Notification of Licence Renewal, and Final Remainder for Licence Renewal of IA Licence or RS Licence;
 - (d) Quarterly Sales Return Reminder for IA Licence and RS Licence;
 - (e) Conveyance Report Reminder for multi-trip Removal Permit;
 - (f) Installation Reminder for IA Licence to possess IA for installation;
 - (g) Notification for Medical Examination of Radiation Workers;
 - (h) RMS Payment Notification, RMS Subscription Expiry Notification Letter and the subsequent RMS Termination Notification Letter;

For enquiries, please telephone 2977 1868 or visit the websites
<http://www.info.gov.hk/dh-rhu> or <http://www.dh-rhu.gov.hk>.

Yours faithfully,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a smaller, more intricate flourish.

(YUEN Chi-ming)
for Radiation Board