

# EV-charging at Home Subsidy Scheme (the “EHSS”)

## Technical Workshop



EV READY



# The EHSS - Introduction Video



<https://youtu.be/mKWcFd0j76Y>

# Topics

1. Coverage of the Subsidy
2. Design Principles of EVCEI
3. Qualifications of Consultants
4. Qualifications of Contractors
5. Tasks of Consultants / Contractors to be completed
6. URA's E-Tendering Platform - Online Registration
7. Tendering Process
8. Resource Materials of the EHSS
9. Q&A



# 1. Coverage of the Subsidy

The EHSS covers –

- installation and upgrading of cable containment / trays / trunking, protection devices, distribution boards, conduits, switches, cables / wirings, isolators, alteration and addition to switchgear, meter boards for installation of electric meters, fireman's emergency switch, fire detection system (if wanted), and associated builder's works required.
- modification to the existing charging facilities to integrate with the electric vehicle charging-enabling infrastructure ("EVCEI") under the EHSS, subject to approval of the EPD.





Switchboard and Power analyzer



Isolator



Meter board



Fireman's emergency switch

## 2. Design Principles of EVCEI

Scenario 1: To design simultaneous medium charging, i.e. with 1-phase 32A power supply, at all eligible parking spaces covered in the application, if available power supply capacity for the car park is sufficient.

Scenario 2: To make use the existing power or upgrade the power system to meet the minimum power supply requirement, i.e. 50% of all eligible parking spaces covered in the application. Three possible options can be considered.



## 2. Design Principles of EVCEI (cont'd)

For scenario 2, the three options can be considered when designing the EVCEI –

- (a) Zoning of power supply to parking spaces
- (b) Reduced Charging Current
- (c) Load Management System

For details, please refer to the [“Design Guidelines for Electric Vehicle Charging-enabling Infrastructure”](#).



# 3. Qualifications of Consultants

The consultancy firm shall –

- a) be a Registered Electrical Contractor;
- b) have employed at least one full time Registered Professional Engineer (“RPE”) in either the Electrical or Building Services discipline;
- c) have completed at least two projects related to design of fixed electrical installations or design of EV charging facilities within the past 5 years;
- d) in case A&A works (including minor works) are required, engage an Authorized Person (“AP”) / Building Professionals to handle the A&A works to comply with the Buildings Ordinance (“BO”) and its allied regulations; and
- e) have a local Hong Kong office.

For details, please refer to the [“Guidance on Preparation of Specifications for Employment of Consultants and Contractors for Installation Works”](#).





# 4. Qualifications of Contractors

The contractor shall –

- a) be a Registered Electrical Contractor;
- b) have completed at least two projects related to fixed electrical installations or EV charging facilities within the past 5 years;
- c) possess a minimum positive working capital value that meets the below financial criteria –
  - HK\$0.57M for the contract up to HK\$5.7M, or
  - HK\$3.4M for the contract above HK\$5.7M;
- d) have a local Hong Kong office;
- e) in case the A&A works for which approval and consent from the Building Authority are required, have obtained the qualifications of or engaged a Registered General Building Contractor (“RGBC”);
- f) in case the A&A works classified as minor works are required, have obtained the qualifications of or engaged a Registered Minor Works Contractor (“RMWC”); and
- g) in case Fire Service Installations is required, have obtained the qualifications of or engaged a Registered Fire Services Contractor.



# 5. Tasks of Consultants / Contractors to be completed

Task	Tasks for Consultants
1	Completion of feasibility assessment and project cost estimates
2	Completion of the following meetings with applicant: (a) Kick-off meeting (b) Presentation of proposed design (c) Presentation of final proposal (d) Progress meetings if required
3	Completion of the A&A works approved by the BD (if needed)
4	Completion of preparation of tender documents for engaging a contractor
5	Completion of tender invitation and queries
6	Completion of tender analysis
7	Completion of preparation of contract documents for the applicant and the contractor
8	Completion of risk assessment
9	Completion of testing and commissioning
10	Completion of final submission includes as-built drawings, reports, certificates, and issuance of a Certificate of Satisfactory Completion of the works to the contractor, etc.

Task	Tasks for Contractor
1	Completion of materials delivery to the designated storage area of the applicant's building
2	Satisfactory completion of the installation works and accepted by the consultant, the applicant and the EPD
3	Completion of submission of certificates, test reports, O&M manuals, Form WR1, etc.
4	Completion of design and build a fire detection system, submission of fire service installation plans (FSI/314A) before proceeding with the installation works, and issuance of the Certificate of Fire Service Installation and Equipment (FS251) after completion of the works (if installed)
5	End of defects liability period

# 6. URA's Open E-Tendering Platform – Online Registration

The screenshot displays the website for the Environmental Protection Department (EPD) at [evhomecharging.gov.hk/en](http://evhomecharging.gov.hk/en). The page features a large central illustration of a modern apartment building with various scenes of daily life, including people working, playing, and relaxing, alongside electric vehicles and charging stations. A prominent orange circular graphic on the left contains the text "EV-CHARGING AT HOME SUBSIDY SCHEME".

Navigation and utility elements include:

- Language toggle: 繁 | 簡
- Text Size
- Submission of Application button
- Q&A and Contact Us icons

Key navigation buttons at the bottom of the illustration include:

- The EV-charging at Home Subsidy Scheme
- Key steps to participate in the EHSS
- News and Events
- Resource Materials
- Open E-Tendering Platform

Below these buttons, there are links for:

- Applicant Login
- Consultant / Contractor Login (highlighted in orange)
- Access to Information

A blue banner at the bottom of the illustration reads: "The EV-charging at Home Subsidy Scheme is currently accepting application".

At the bottom of the page, there is a video player for "EV-charging at Home Subsidy Scheme (full version) (ENG)" with controls for play, volume, and share.

The browser's address bar shows the URL: <https://smarttender.brplatform.org.hk/EPD/en/index.aspx>.

# 6. URA's Open E-Tendering Platform – Online Registration

Open E-Tendering Platform (UAT)

市區重建局  
URBAN RENEWAL  
AUTHORITY

環境保護署  
Environmental Protection Department

EV-CHARGING  
AT HOME  
SUBSIDY  
SCHEME

## EV-charging at Home Subsidy Scheme - Open E-tendering Platform

### Online application for inclusion in the Consultants List and / or Contractors List

All electrical contractors who are included in the register of registered electrical contractors kept by the Director of Electrical and Mechanical Services under Regulation 10(1) of the Electricity (Registration) Regulations (Cap. 406 Sub. Leg.) can apply for including the name of the company in the Consultants List and / or Contractors List on this open e-tendering platform so as to receive new tender notices.

[Click here to make an application on-line](#)

### Account Activation

Registered electrical contractors which have already applied for inclusion in the Consultants List and / or Contractors List are required to click here for completion of account activation.

[Click here to activate account](#)

### Login

1) Companies already on the Consultants List and / or Contractors List and who have already activated their accounts can access their accounts directly to view and download the tender notices, project information and tender documents of projects for tendering.

2) Consultants and contractors should update particulars and information of the company regularly.

[Click here to login](#)

### Forgot Password / Reset Password

1) If you forget the login password; or

2) You are required by the system to reset the password every 90 days

[Click here to reset the password](#)

# 7. Tendering Process

- Interested tenderers can register their particular, and submit Business Registration Certificate and Certificate of Registration of Electrical Contractor to the designated URA's E-tendering Platform;
- Each applicant of the EHSS shall prepare specifications to engage a consultant / a contractor, and issue tenders via the designated URA's E-tendering Platform;
- All registered tenderers will be notified by email if a new tender is issued;
- All tenders must be deposited into a designated strong double locked tender box located in the applicant's building;
- Each applicant shall select and evaluate tenders complying with the Building Management Ordinance ("BMO") and the Code of Practice under BMO.





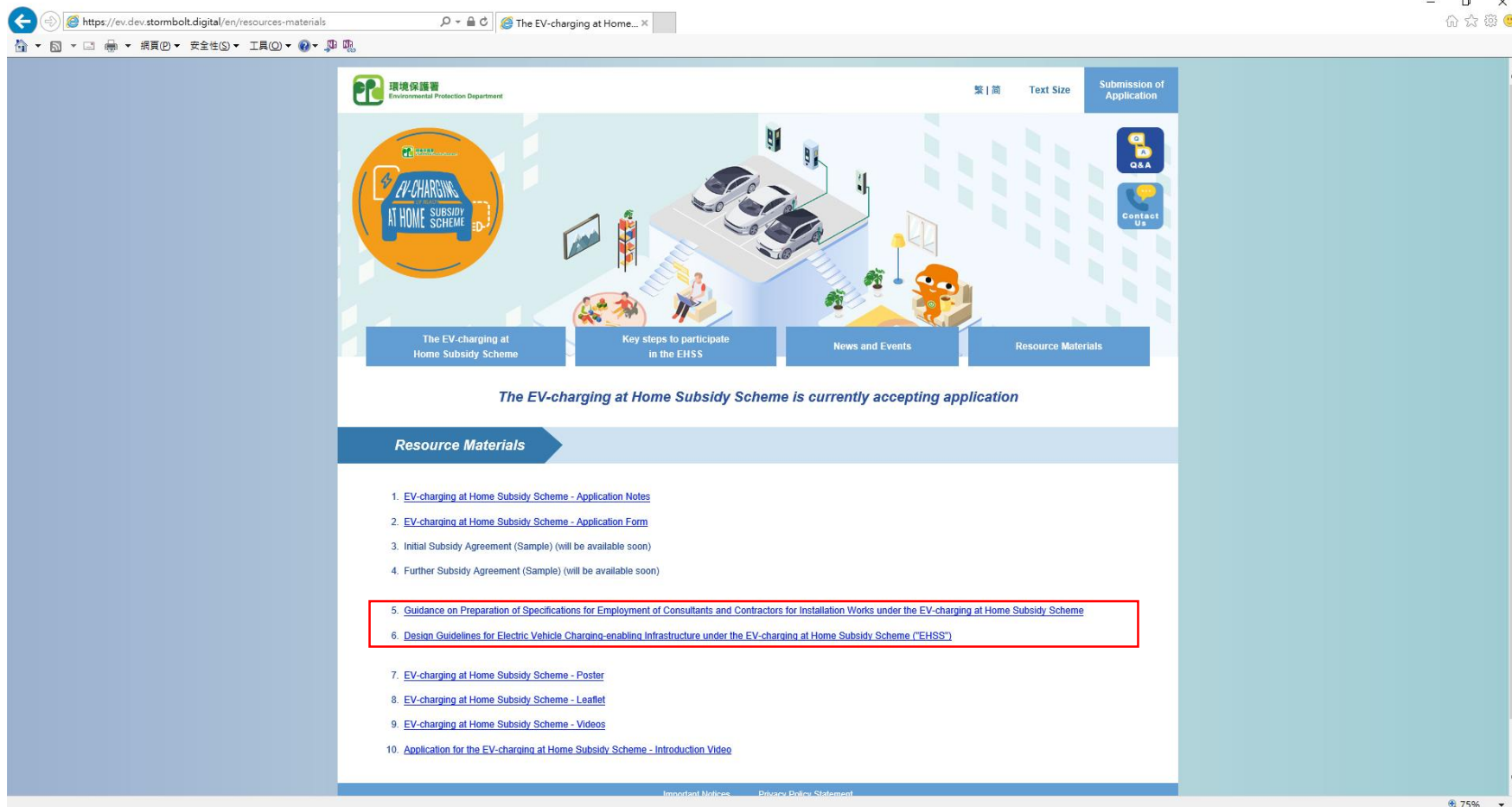
# 廉政公署防貪教育服務

- 👉 樓宇維修政府資助計劃 - 防貪教育資訊專題網頁  
(<http://www.bm.icac.hk/obb-2-0>)
- 👉 誠信樓宇管理諮詢熱線：2929 4555
- 👉 24小時舉報貪污熱線：25 266 366



# 8. Resource Materials of the EHSS

The Design Guidelines and the Guidance on Preparation of Specifications for Employment of Consultants and Contractors can be downloaded from the EHSS website:  
<https://www.evhomecharging.gov.hk>



The screenshot displays the website interface for the Environmental Protection Department's EV-charging at Home Subsidy Scheme. The page features a navigation menu with options for 'Submission of Application', 'Q&A', and 'Contact Us'. A central banner highlights the 'EV-charging at Home Subsidy Scheme' and includes a navigation bar with links to 'The EV-charging at Home Subsidy Scheme', 'Key steps to participate in the EHSS', 'News and Events', and 'Resource Materials'. Below the banner, a message states: 'The EV-charging at Home Subsidy Scheme is currently accepting application'. The 'Resource Materials' section lists ten items, with the fifth and sixth items highlighted in a red box:

- [1. EV-charging at Home Subsidy Scheme - Application Notes](#)
- [2. EV-charging at Home Subsidy Scheme - Application Form](#)
- [3. Initial Subsidy Agreement \(Sample\) \(will be available soon\)](#)
- [4. Further Subsidy Agreement \(Sample\) \(will be available soon\)](#)
- [5. Guidance on Preparation of Specifications for Employment of Consultants and Contractors for Installation Works under the EV-charging at Home Subsidy Scheme](#)
- [6. Design Guidelines for Electric Vehicle Charging-enabling Infrastructure under the EV-charging at Home Subsidy Scheme \("EHSS"\)](#)
- [7. EV-charging at Home Subsidy Scheme - Poster](#)
- [8. EV-charging at Home Subsidy Scheme - Leaflet](#)
- [9. EV-charging at Home Subsidy Scheme - Videos](#)
- [10. Application for the EV-charging at Home Subsidy Scheme - Introduction Video](#)

