



**User Procedures Manual (Application User Manual)**

**of**

**Electronic Submission System**

**for**

**Electronic Submission Hub (ESH)**

**for the**

**Buildings Department (BD)**

**May 2022**

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## **Table of Contents**

<b>1. SYSTEM SUMMARY .....</b>	<b>1</b>
1.1 SYSTEM FUNCTIONS .....	1
<b>2. SUMMARY OF OPERATION PROCEDURES.....</b>	<b>3</b>
2.1 Account Activation/Registration and Login .....	3
2.1.1 Login Page Information .....	3
2.1.2 Login Page Theme.....	5
2.1.3 Pre-requisite for Account Activation/Registration .....	8
2.1.4 Account Activation by Digital Certificate File using Personal Computer .....	10
2.1.5 Account Activation by “iAM Smart” using Different Device .....	21
2.1.6 Account Login by Digital Certificate using Personal Computer .....	30
2.1.7 Account Login by Digital Certificate Token using Personal Computer .....	36
2.1.8 Account Login by “iAM Smart” using Personal Computer .....	44
2.1.9 Account Login by “iAM Smart” using Mobile Device.....	49
2.1.10 Forgot Password / Login Name.....	53
2.1.11 Account Logout.....	57
2.2 Login Page .....	58
2.2.1 Landing Page Navigation & Overview .....	58
2.2.2 Home .....	70
2.2.3 Switch Role .....	72
2.2.4 Inbox.....	77
2.2.5 Notification.....	83
2.2.6 Search .....	87
2.2.7 Calendar .....	88
2.2.8 Project Directory .....	97
2.2.9 Settings and My Account .....	108
2.2.10 Text Size .....	121
2.2.11 Languages.....	122
2.2.12 Context-Sensitive Help .....	125
2.2.13 Contact Us .....	127
2.2.14 Active Submissions .....	129
2.2.15 News.....	131
2.2.16 My Favourite .....	133
2.2.17 Widget Personalisation.....	137
2.2.18 Add Digital Certificate to Existing Account .....	167
2.3 Manage Project Team.....	175
2.3.1 Lists of Project Team Members.....	176

2.3.2	Procedures for Invite New Collaborator .....	179
2.3.3	Procedure for Invite Owner .....	196
2.4	My Projects .....	220
2.4.1	View Active Project Summary .....	220
2.4.2	Activate Project .....	223
2.4.3	Search Project.....	227
2.4.4	View Project Detail .....	229
2.4.5	Plan Index.....	231
2.5	My Workspace .....	237
2.5.1	View Information in Workspace.....	237
2.5.2	Search Draft Submissions .....	241
2.5.3	View Draft Submissions.....	244
2.6	Create New Submission.....	247
2.6.1	Prerequisite of Making a Submission.....	247
2.6.2	Draft Submission Preparation .....	247
2.6.3	Discussion Forum.....	291
2.7	Revise Submission .....	296
2.8	Amendment Submission (with Form BA16) .....	333
2.9	Major Revision.....	351
2.10	Withdrawal and Resubmission.....	357
2.11	Withdrawal.....	360
2.12	Submit Miscellaneous Documents.....	362
2.13	Resubmission upon Disapproval.....	374
2.14	View Submission Result .....	381
2.15	Appointment of Registered Building Professional (Form BA4) .....	384
2.16	Nomination of other Registered Building Professional to act instead (Form BA21) ..	404
2.17	Share Project Information .....	411

## **1. SYSTEM SUMMARY**

### **1.1 SYSTEM FUNCTIONS**

The below modules are launched in Stage 1:

#### **1. Account Activation and Login**

- (a) Login Page Information and Login Page Theme
- (b) Pre-requisite of Account Activation (Using Personal Computer)
- (c) Account Activation by Digital Certificate (By File or Token)
- (d) Account Activation by “iAM Smart” (Different or Same Device)
- (e) Account Login (By Digital Certificate or “iAM Smart”)
- (f) Account Login by “iAM Smart” using Mobile Device
- (g) Forgot Password/Login Name

#### **2. Login Page**

- (a) Landing Page Navigation & Overview
- (b) Home
- (c) Switch Role
- (d) Inbox
- (e) Notification
- (f) Search
- (g) Calendar
- (h) Project Directory
- (i) Settings and My Account
- (j) Text Size
- (k) Language
- (l) Context-sensitive Help
- (m) Contact Us
- (n) Active Submissions
- (o) News
- (p) My Favourite
- (q) Widget Personalisation
- (r) Create Widget
- (s) Edit Widget
- (t) Update Widget Type
- (u) Delete Widget
- (v) Resize Widget
- (w) Restore Widget Default Settings

#### **3. Manage Project Team**

- (a) Lists of Project Team Members
- (b) Procedures for Invite New Collaborator
- (c) Procedures for Invite Owner
- (d) Manage Permission of Project Team

**4. My Projects**

- (a) View Active Project Summary
- (b) Activate Project
- (c) Search Project
- (d) View Project Detail

**5. My Workspace**

- (a) View Information of Projects/Submissions
- (b) Search Draft Submissions by Projects
- (c) View Draft Submissions

**6. Create New Submission**

- (a) Pre-requisite of Submission
- (b) Draft Submission Preparation
- (c) Discussion Forum

**7. Revise Submission**

**8. Amendment Submission with Form BA16**

**9. Withdrawal and Resubmission**

**10. Withdrawal**

**11. Submit Miscellaneous Documents**

**12. View Submission Result**

**13. Submit Form BA4**

**14. Submit Form BA21**

## 2. SUMMARY OF OPERATION PROCEDURES

### 2.1 Account Activation/Registration and Login

#### 2.1.1 Login Page Information

The following information are shown in the login box:

The screenshot shows a 'User Login' page with a light blue header. Below the header is a white login box with a blue shield icon containing a lock. The login box contains the following elements:

- 1**: Login Name input field.
- 1**: Password input field with a red '1' above it and a red eye icon to toggle visibility.
- Login**: An orange button.
- Login with iAM Smart**: A dark green button with a smartphone icon.
- [More Info](#): A blue link.
- 2**: [Forgot password/ login name](#) link.
- 3**: [Add digital certificate to existing account](#) link.
- 4**: [Activate a registered professional or contractor account](#) link.
- 5**: [Register an owner or collaborator account by invitation code / set initial password](#) link.
- Hotline**: 3580 1000  
Monday to Thursday, 8:30 a.m. – 5:30 p.m.,  
and Friday from 8:30 a.m to 6:00 p.m.  
except Public Holiday
- 6**: **Email**: esh-helpdesk@bd.gov.hk
- 7**: **System Maintenance Period:** 27

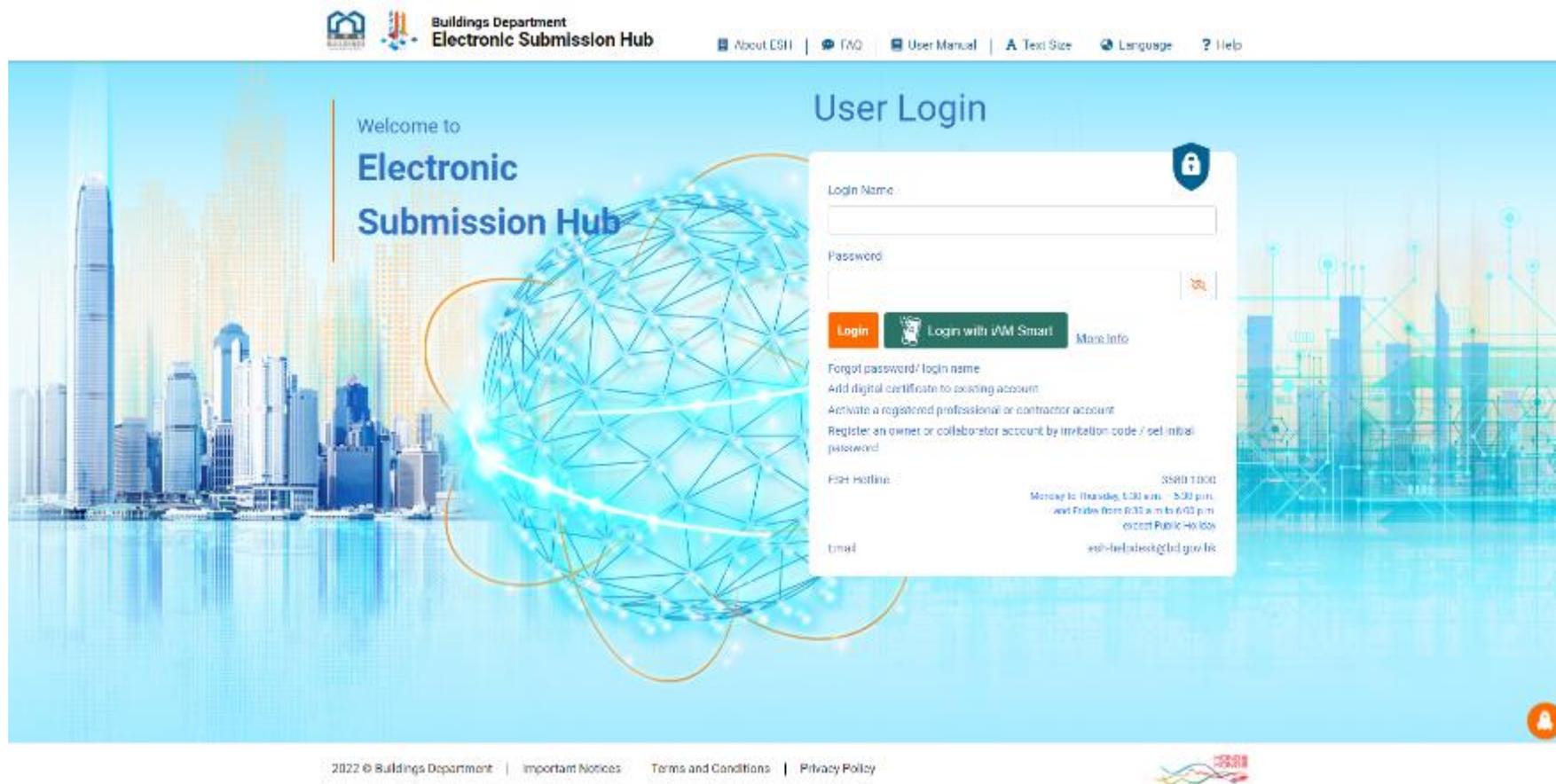
1. Login area (including login name, password and related buttons)
2. “Forgot password/ login name” link
3. “Add digital certificate to existing account” link
4. “Activate a registered professional or contractor account” link
5. “Register an owner or collaborator account by invitation code / set initial password” link
6. Hotline and email
7. System Maintenance News

<b>No.</b>	<b>Function / Item</b>	<b>Description</b>
1.	Login area	Provides two login options for user to choose.
2.	“Forgot password/ login name” link	Allows user to reset the password if forgot (For details, refers to session 2.1.10).
3.	“Add digital certificate to existing account” link	Allows user to add digital certificate(s) to an existing account.
4.	“Activate a registered professional or contractor account” link	Allows user to activate an AP/RSE/RGE/RC account.
5.	“Register an owner or collaborator account by invitation code / set initial password” link	Allows user to activate an owner or collaborator account once user receives an email invitation from an AP/RSE/RGE/RC.
6.	ESH Hotline and Email	Provide the contact information of ESH helpdesk service.
7.	System Maintenance News	Inform users about the maintenance period of ESH during which the service of ESH is not available.

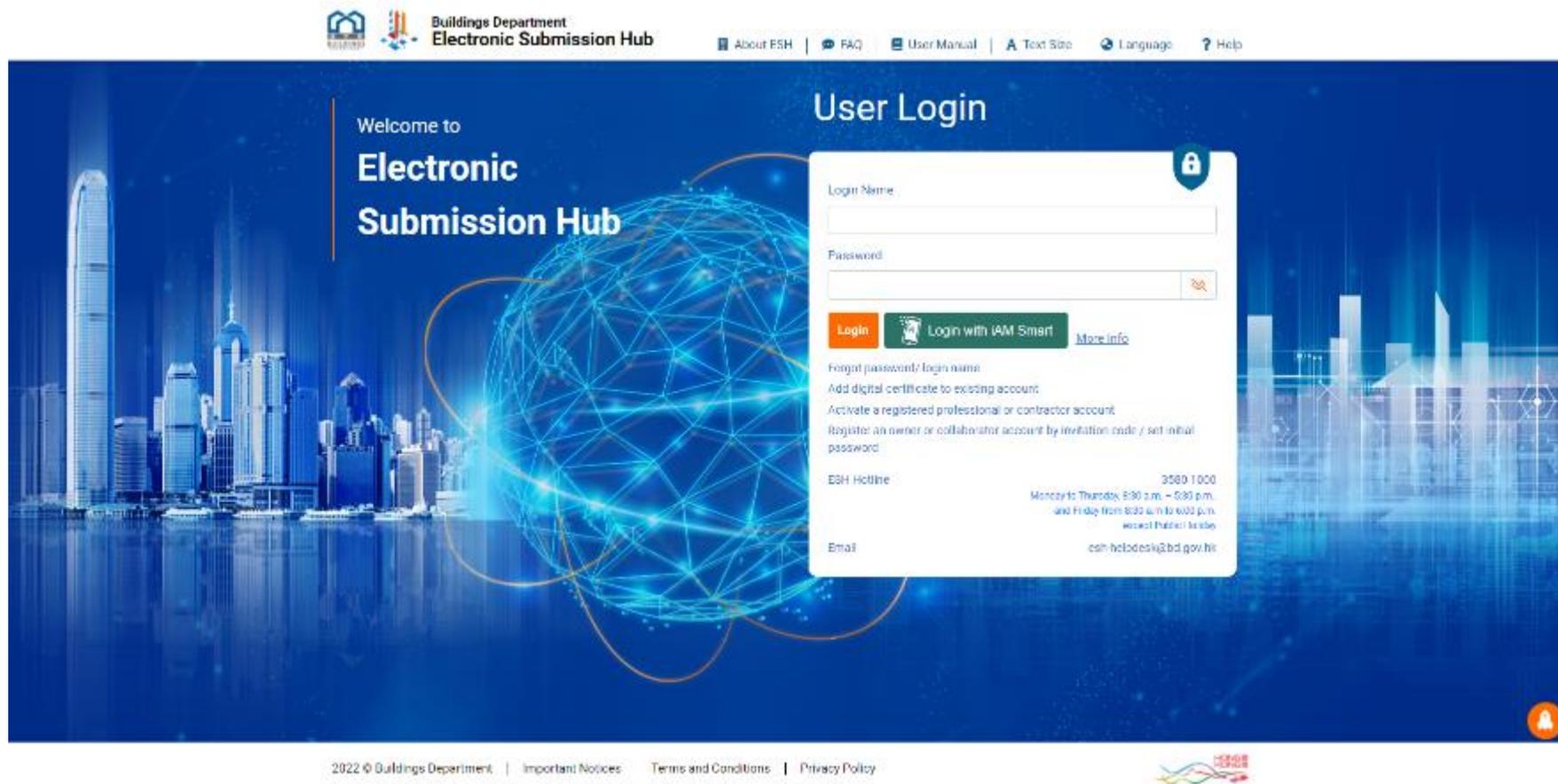
## 2.1.2 Login Page Theme

There are two background themes shown in ESH login page during daytime and nighttime respectively.

1. Daytime from 06:00:00 to 17:59:59 (GMT +8)

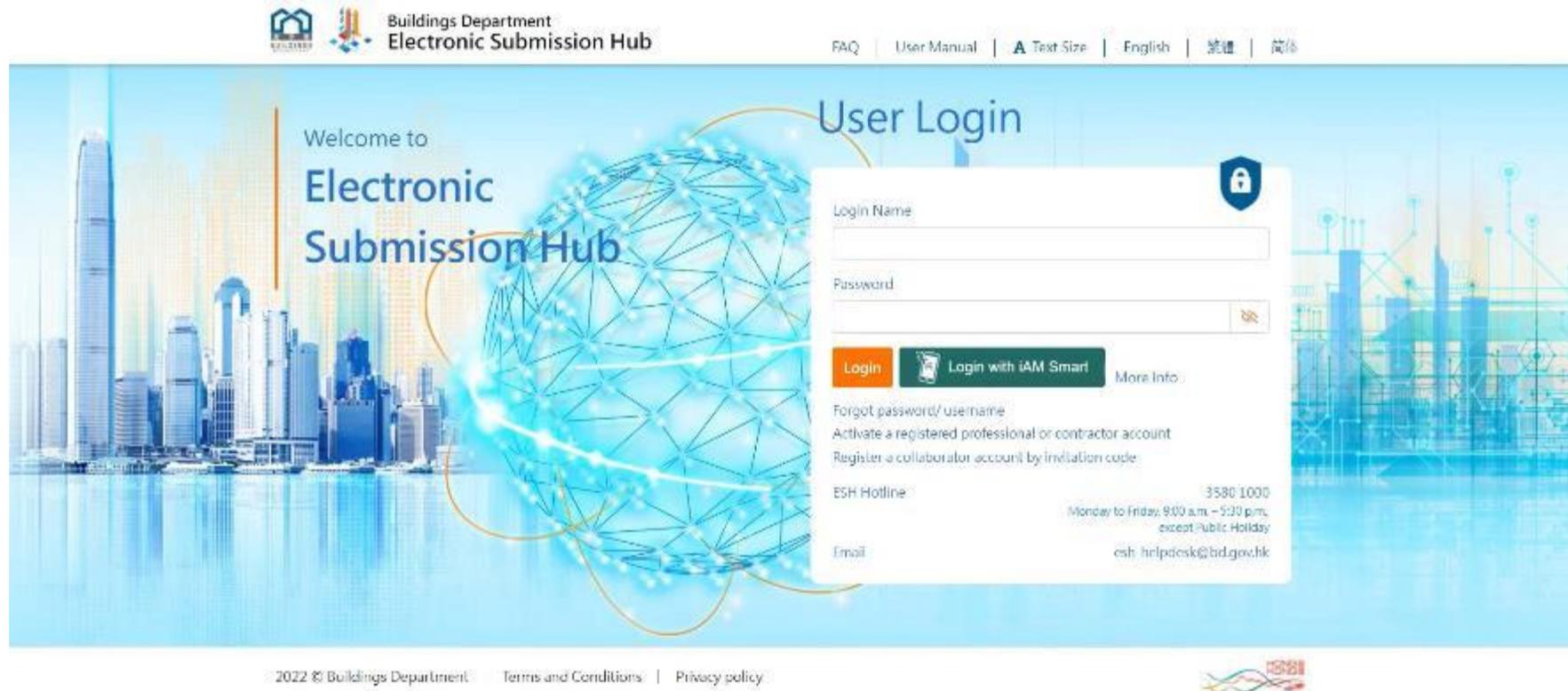


2. Nighttime from 18:00:00 to 05:59:59 (GMT +8)



User can activate/register/login ESH account by either using:

- a. a digital certificate; or
- b. “iAM Smart”



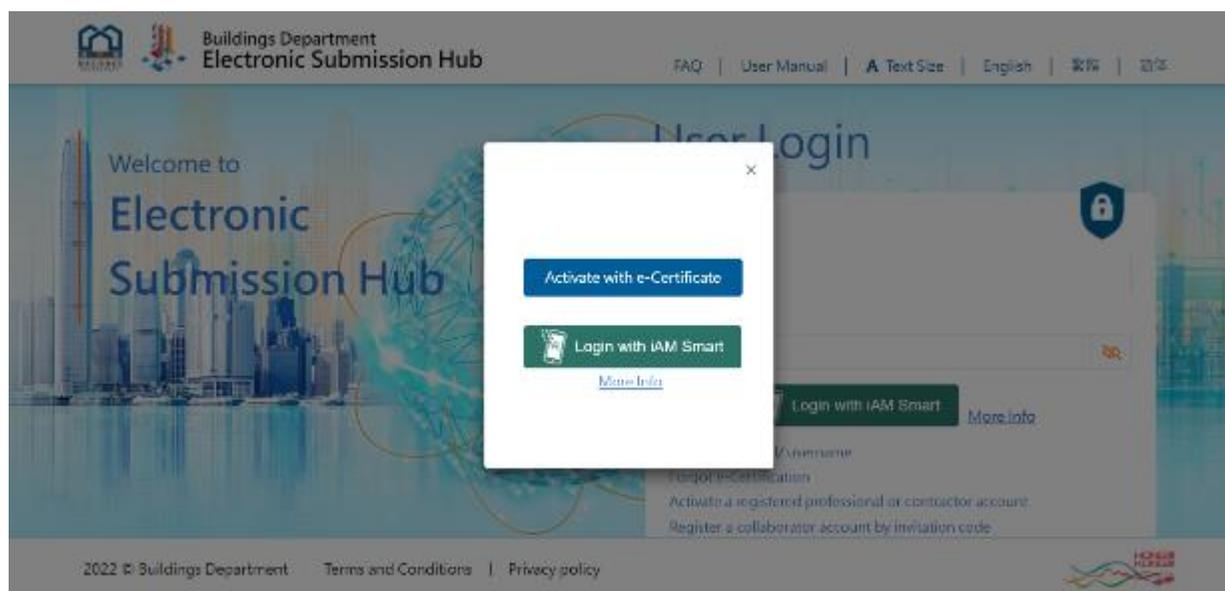
### **2.1.3 Pre-requisite for Account Activation/Registration**

BD has prepared the ESH user accounts for all authorized persons (AP), registered structural engineers (RSE) and registered geotechnical engineers (RGE) and authorized signatories of the registered general building contractors and registered specialist contractors (RCs) under the Buildings Ordinance for their activation.

Other project team members including the collaborators and owners invited by AP/RSE/RGE/RC need to register for ESH user accounts in order to join using ESH. For details on the procedures in related to inviting collaborators and owners and their registration of ESH accounts, please refer to the sessions 2.3.2 and 2.3.3 respectively.

Users can activate/register ESH accounts either by using:

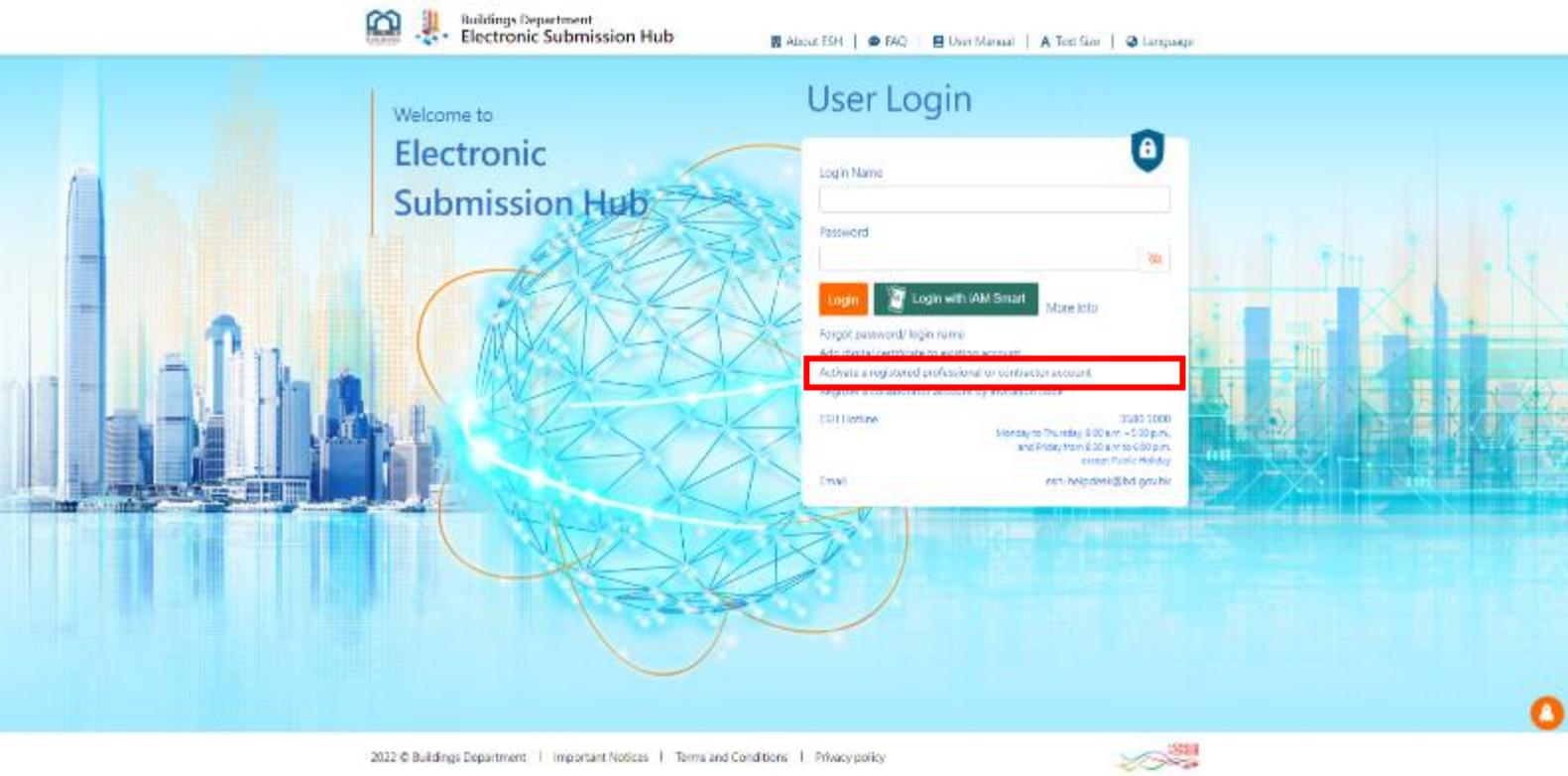
1. A smartphone with “iAM Smart” installed; or
2. An acceptable type of digital certificate issued by the Postmaster General or other recognised certification authorities under the Electronic Transactions Ordinance. (For details of the types of digital certificates acceptable to be used in ESH, please refer to ESH website.)



If you have chosen to use a digital certificate to activate/register your account, you will be asked to install the ESHSign software in your personal computer and then sign with your digital signature once to complete the activation process. The ESHSign software is a signing software for users who will use digital certificate to login ESH and to sign documents of submissions to ESH. Installation of ESHSign is not necessary for users using “iAM Smart”.

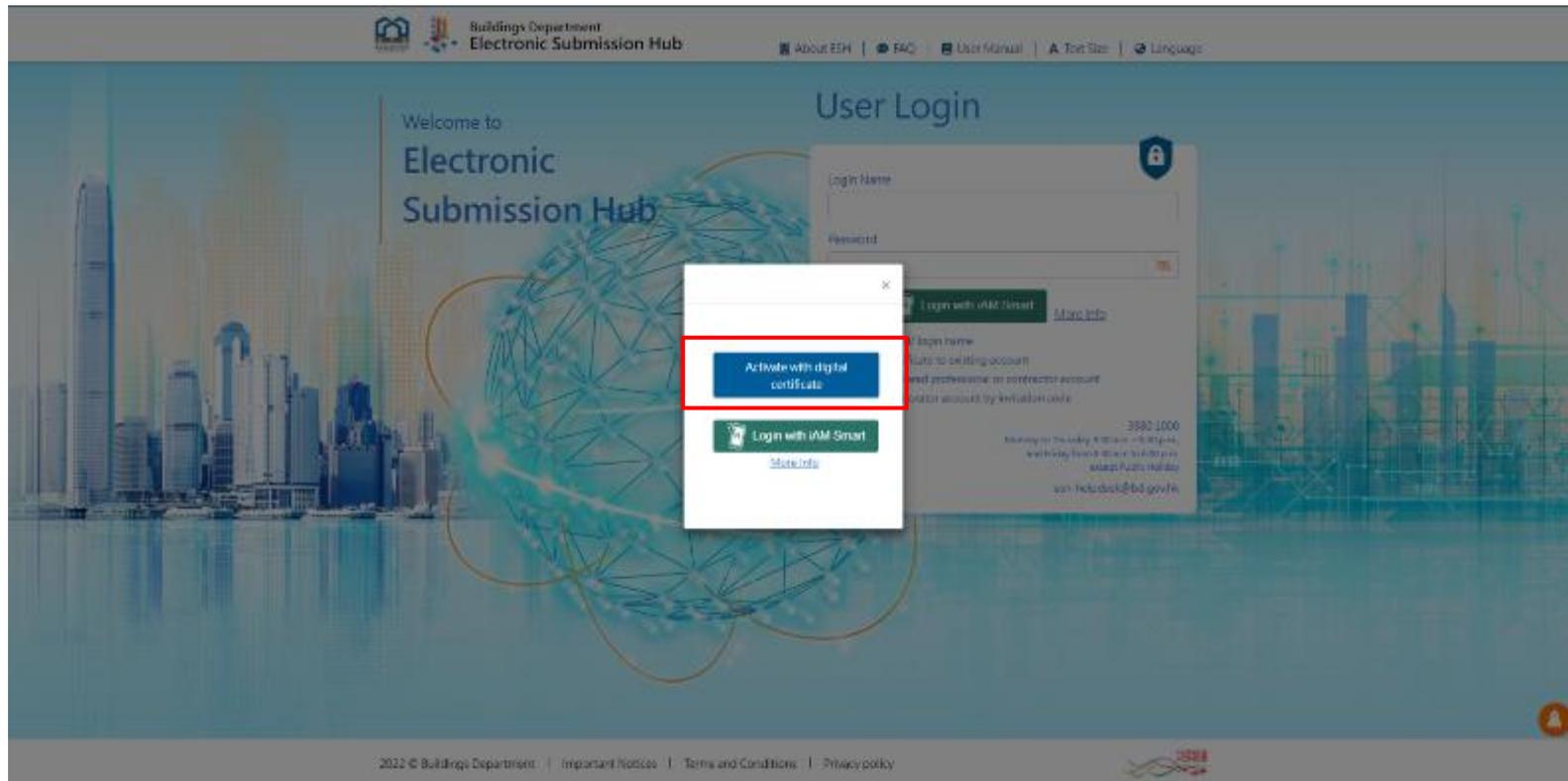


## 2.1.4 Account Activation by Digital Certificate File using Personal Computer

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Use a web browser to access the ESH login page at URL: <a href="https://esh.bd.gov.hk">https://esh.bd.gov.hk</a></li></ul>
2.	<ul style="list-style-type: none"><li>• Click the “Activate a registered professional or contractor account” link</li></ul>  <p>The screenshot shows the 'User Login' page of the Electronic Submission Hub. The page layout includes a header with the logo and navigation links, a main content area with a city skyline background, and a central login form. The login form contains fields for 'Login Name' and 'Password', a 'Login' button, and a 'Login with IAM Smart' button. Below the form, there are links for 'Forgot password/login name' and 'Activate a registered professional or contractor account', with the latter highlighted by a red box. The footer includes copyright information and a privacy policy link.</p>

- Click the “Activate with digital certificate” button

3.



- Fill-in the following information:
  - HKID number

4.

Buildings Department  
Electronic Submission Hub

About ESH | FAQ | User Manual | Text Size | Language

Activating an user account of Electronic Submission Hub  
If you are the registered building professional or Authorized Signatory of registered contractor under the Buildings Ordinance and want to become user of ESH, please complete the following application form. All fields with (\*) are mandatory.

HKID number   
(If the HKID number is AL2745371, please enter AL334567)

Issued to	Serial Number	Issued By	Expiry Date	Action
No Record Found.				

Add new digital certificate

Captcha

### Privacy Policy Statement for Electronic Submission Hub (ESH) provided by Buildings Department

**Statement of Policy**

The Buildings Department (BD) is concerned to ensure that all personal data submitted through the Electronic Submission Hub (ESH) are handled in strict adherence to the relevant provisions of the Personal Data (Privacy) Ordinance (PDPO).

When BD collect personal data from individuals, BD will provide them with a Personal Information Collection Statement (PICS) on or before the collection in an appropriate format and manner.

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- Add Digital Certificate
  - Click the “Add new digital certificate” button

The screenshot displays the Buildings Department Electronic Submission Hub (ESH) website. The header includes the logo and navigation links: About ESH, FAQ, User Manual, Text Size, and Language. The main content area is titled "Activating an user account of Electronic Submission Hub" and contains the following elements:

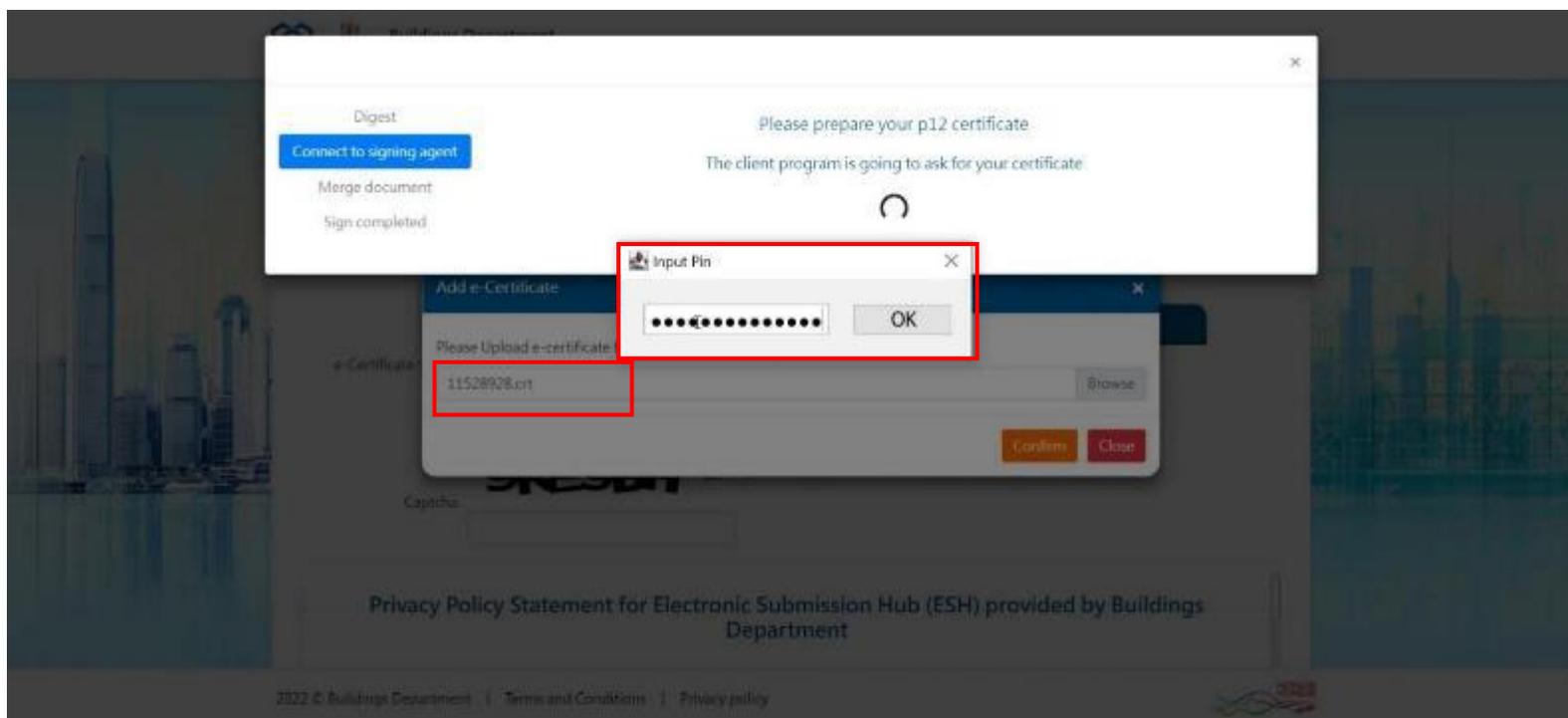
- An input field for "HKID number" with a note: "If the HKID number is AL2245507, please enter AL2245507".
- A table with columns: Issued to, Serial Number, Issued By, Expiry Date, and Action. The table content shows "Digital Certificate Status: No Record Found".
- A red-bordered button labeled "Add new digital certificate".
- A captcha image and an input field for "Captcha".
- A section titled "Privacy Policy Statement for Electronic Submission Hub (ESH) provided by Buildings Department" with a "Statement of Policy" sub-section.

The footer contains the copyright notice "© Buildings Department", links for "Important Notices", "Terms and Conditions", and "Privacy policy", and the ESH logo.

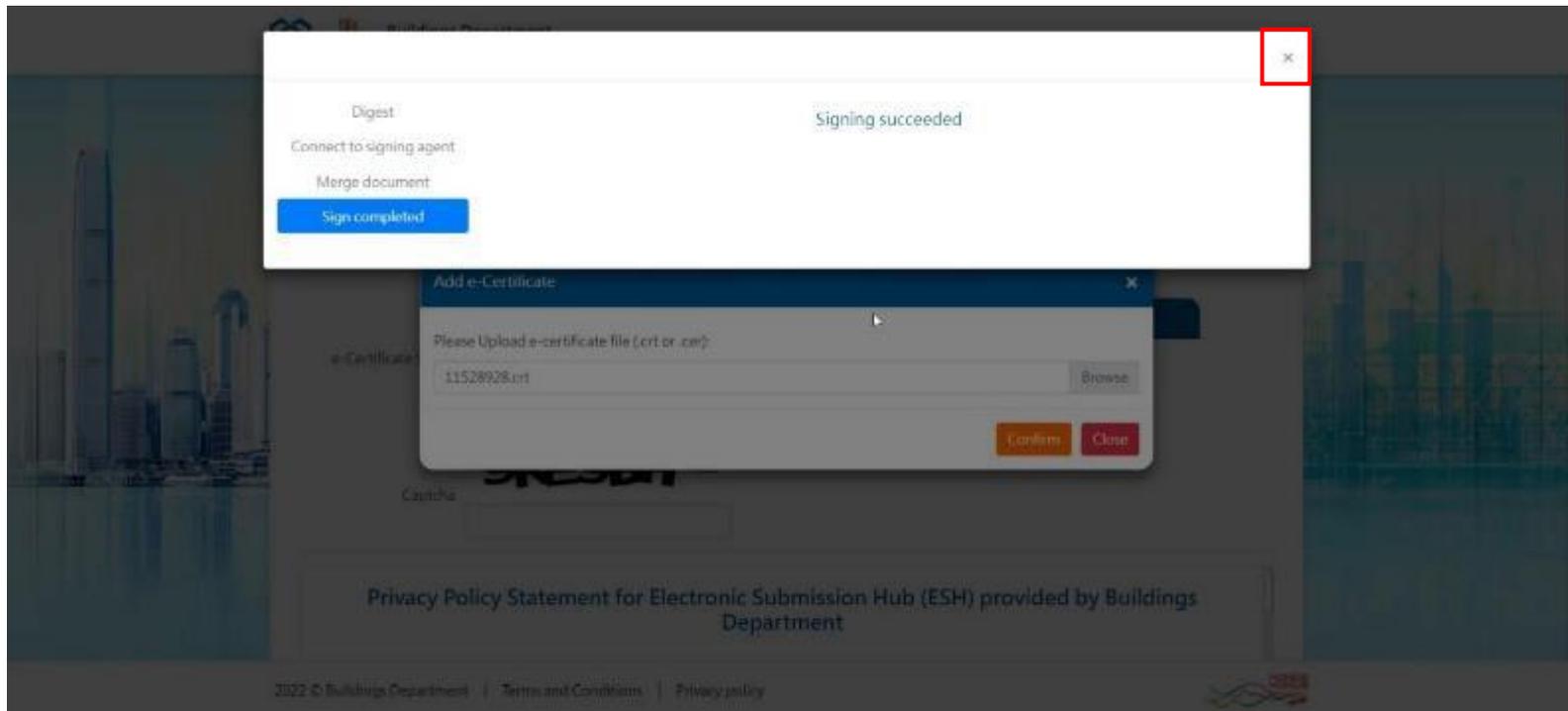
- Locate and upload the digital certificate with the format of “.crt” or “.cer” file. For e-Cert issued by Hongkong Post, user may download it from the website of Hong Kong Post in the following link:

<https://www.hongkongpost.gov.hk/product/ecert/status/index.html>

- Launch ESHSign client program to sign with the digital certificate once
- Locate and upload the digital certificate with the format of “p12” file
- Input the pin of the digital certificate



- If succeeded, the message “Signing succeeded” will be shown
- Click “x” to close the message box



- Input the Captcha

Buildings Department  
Electronic Submission Hub

About ESH | FAQ | User Manual | Text Size | Language

Activating an user account of Electronic Submission Hub  
If you are the registered building professional or Authorized Signatory of registered contractor under the Buildings Ordinance and want to become user of ESH, please complete the following application form. All fields with (\*) are mandatory.

\*HKID number  ✓  
If the HKID number is AL2345678, please enter AL2345678

Issued to	Serial Number	Issued By	Expiry Date	Action
Digital Certificate				
Status				

Captcha  ✓

Privacy Policy Statement for Electronic Submission Hub (ESH) provided by Buildings Department

Statement of Policy

The Buildings Department (BD) is concerned to ensure that all personal data submitted through the Electronic Submission Hub (ESH) are handled in strict adherence to the relevant provisions of the Personal Data (Privacy) Ordinance (PD(P)O).

When BD collect personal data from individuals, BD will provide them with a Personal Information Collection Statement (PICS) on or before the collection in an appropriate format and manner.

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- Read the Terms and Conditions for User of the ESH (T&C) carefully before using ESH and tick the checkbox to confirm your agreement to T&C
- Click the “Send” button to continue

Buildings Department  
Electronic Submission Hub

FAQ | User Manual | A Text Size | English | 繁體 | 簡體

When HUD collect personal data from individuals, HUD will provide them with a Personal Information Collection Statement (PICS) on or before the collection in an appropriate format and manner.

### Terms and Conditions for Use of The Electronic Submission Hub provided by Buildings Department

All users (referred to after this as “you” ) must read carefully and clearly understand these Terms and Conditions before using the Electronic Submission Hub ( “ESH” ) operated by the Buildings Department ( “BD” ) of the Government of the Hong Kong Special Administrative Region ( “the Government” ).

(From T&C first paragraph of LAESP of Legal Aid Department)

#### 1. General Rules

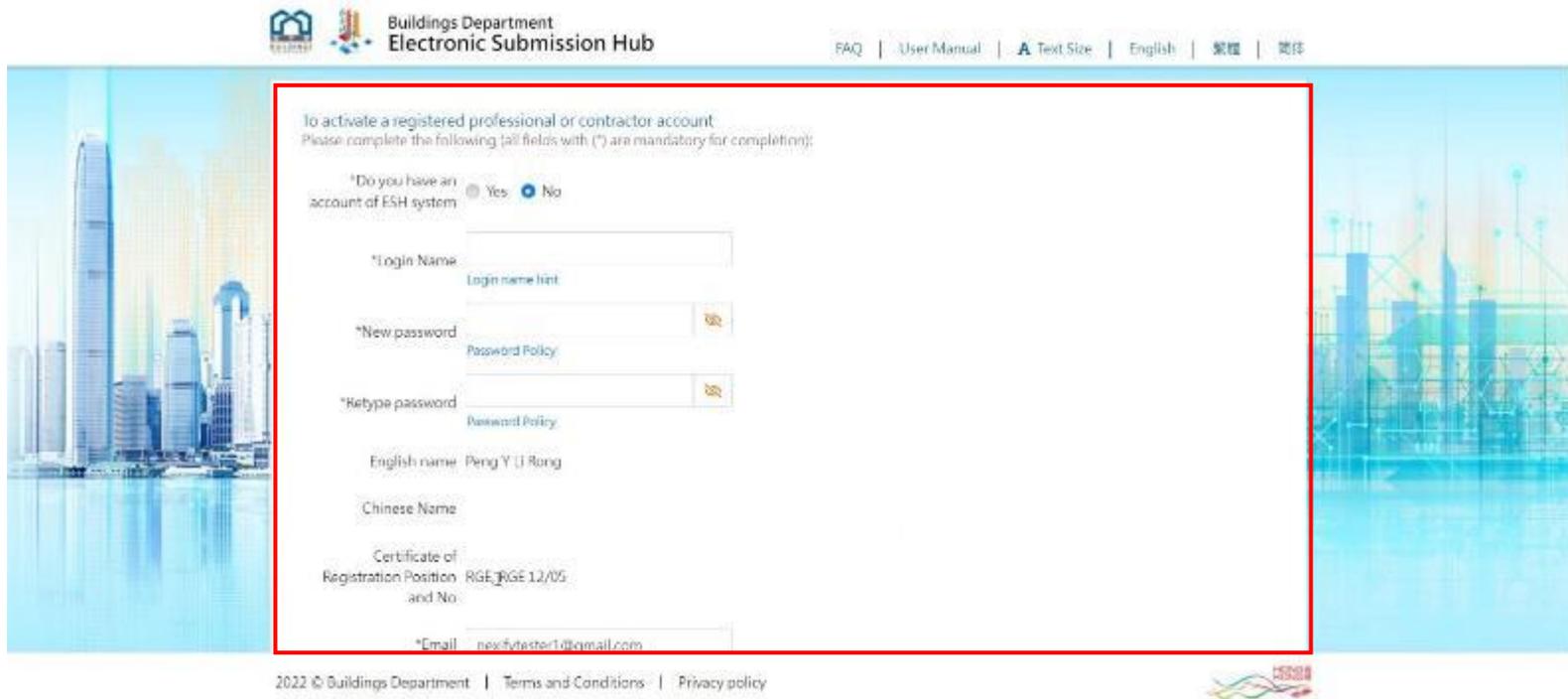
3.1. Use ESH is offered as a service to you registered by HUD. Your use of the ESH constitutes your agreement to all terms, conditions and

I have read and agreed to the above terms of Use (including the Privacy Policy, Disclaimer and Copyright)

Send Cancel

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- Fill in all the required information with the mandatory fields marked with asterisk “\*”.



The screenshot shows the registration page for the Buildings Department Electronic Submission Hub. The page header includes the logo, the text "Buildings Department Electronic Submission Hub", and navigation links for "FAQ", "User Manual", "Text Size", "English", "繁體", and "簡體". The main content area is a registration form with a red border. The form instructions state: "To activate a registered professional or contractor account Please complete the following (all fields with (\*) are mandatory for completion):". The form fields are: a radio button selection for "Do you have an account of ESH system" (Yes/No), a text field for "Login Name" with a hint "Login name hint", a text field for "New password" with a "Password Policy" link, a text field for "Retype password" with a "Password Policy" link, a text field for "English name" containing "Peng Y (J Rong)", a text field for "Chinese Name", a text field for "Certificate of Registration Position and No." containing "RGE\_RGE 12/05", and a text field for "Email" containing "nexfytester1@gmail.com". The footer contains "2022 © Buildings Department | Terms and Conditions | Privacy policy" and the ESH logo.

- After filling in all the information, click the “Send” button

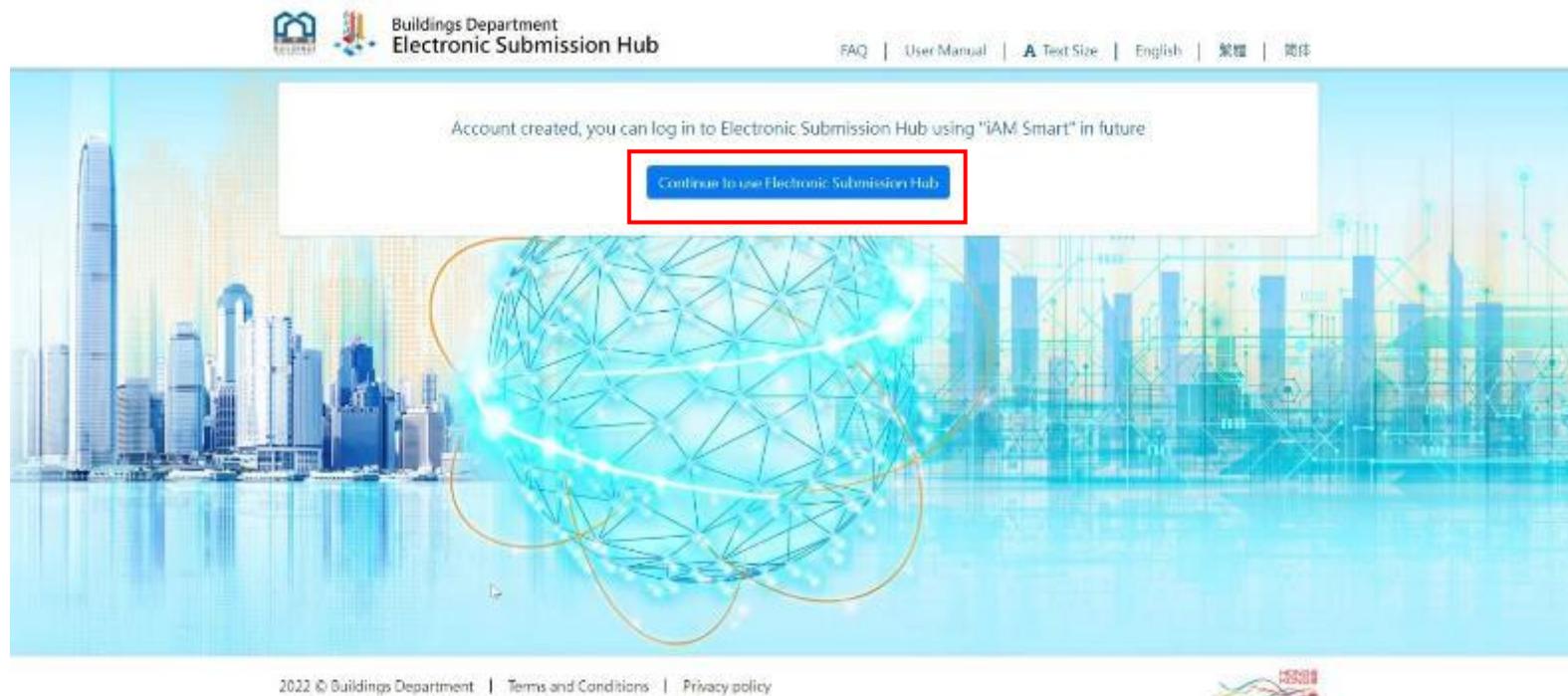
The screenshot shows the 'Buildings Department Electronic Submission Hub' interface. At the top, there are logos for the Buildings Department and the Electronic Submission Hub, along with navigation links for 'FAQ', 'User Manual', 'Text Size', 'English', '繁體', and '簡體'. The form contains the following fields:

- \*Telephone No.:** 24242424 (with a checkmark icon and a note: '(For receiving message from BD by SMS, if applicable)')
- Fax No.:** 24242424 (with a checkmark icon)
- \*Contact Address:** 5/F (with a checkmark icon), Cityplaza (with a checkmark icon), 18 TaiKoo Shing Road (with a checkmark icon), and Hong Kong (with a checkmark icon).
- \*Languages:** Radio buttons for English (selected), Traditional Chinese, and Simplified Chinese.
- Captcha:** A captcha image showing the characters 'Y5JN9H' and a corresponding input field containing 'Y5JN9H' (with a checkmark icon).

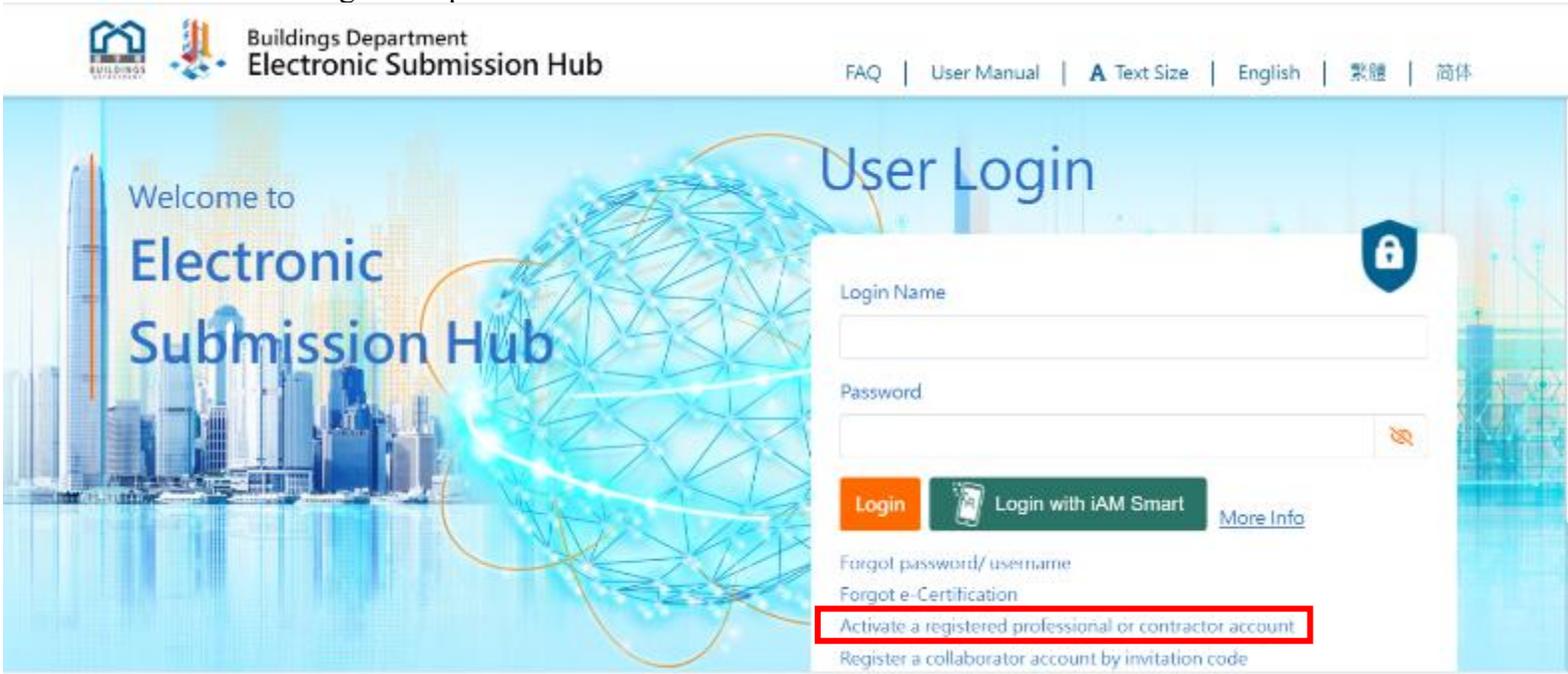
At the bottom of the form, there are two buttons: 'Send' (highlighted with a red box) and 'Cancel'. The footer of the page includes the text '2022 © Buildings Department | Terms and Conditions | Privacy policy' and the Buildings Department logo.

- If your account has been successfully activated, the following message will be shown
- Click the “Continue to use Electronic Submission Hub” button to go to the ESH login page to start using ESH service

5.

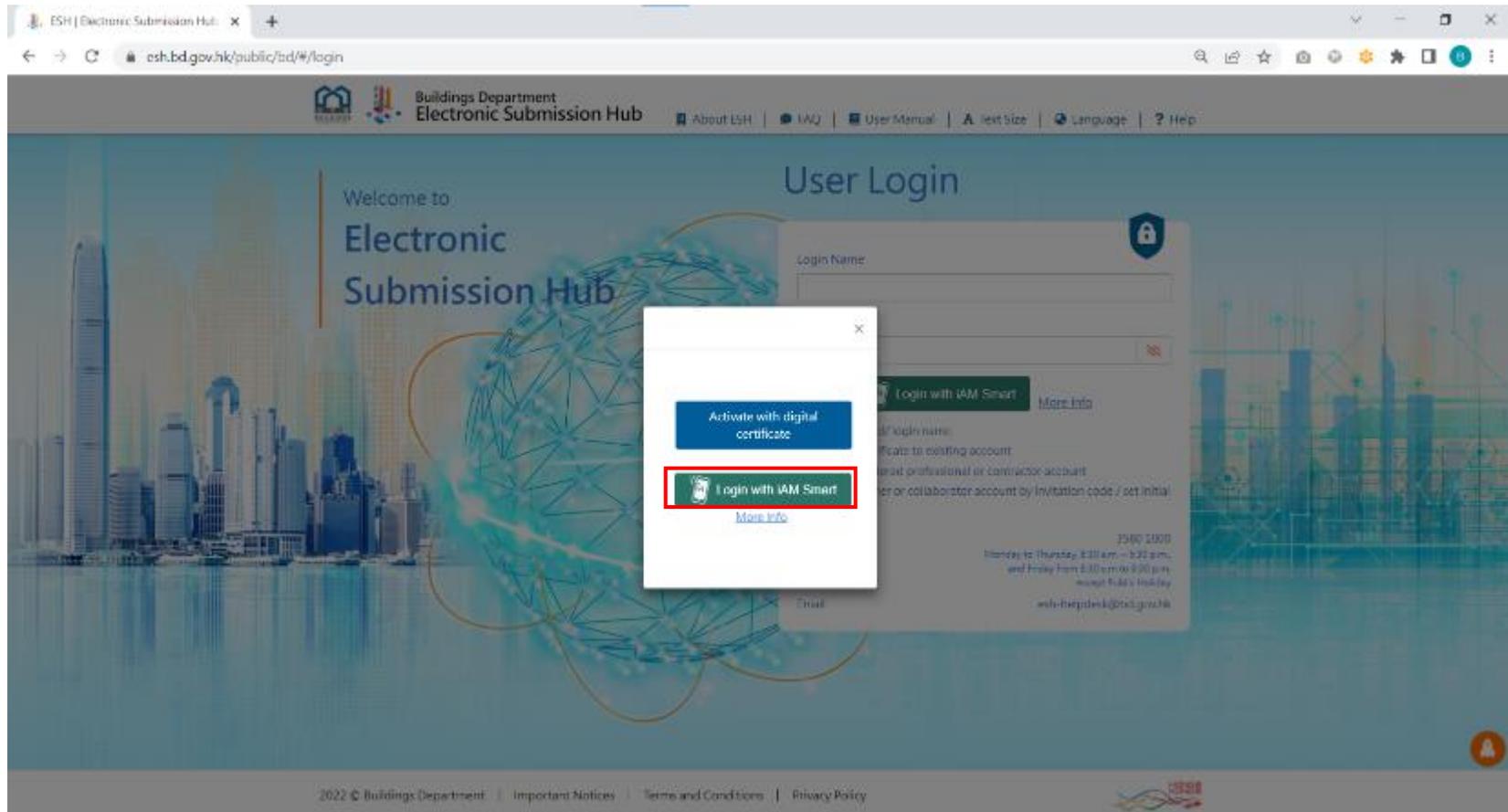


## 2.1.5 Account Activation by “iAM Smart” using Different Device

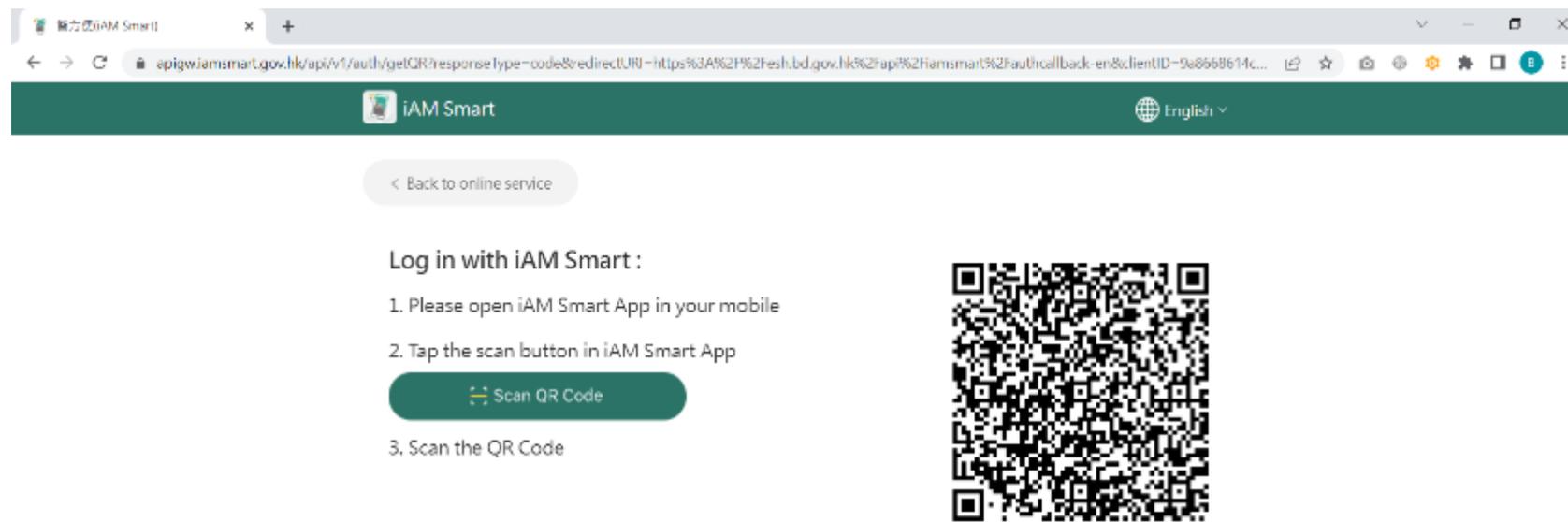
Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>Use a web browser to access the ESH login page at URL: <a href="https://esh.bd.gov.hk">https://esh.bd.gov.hk</a></li></ul>
2.	<ul style="list-style-type: none"><li>Click the “Activate a registered professional or contractor account” button</li></ul> 

- Click “Login with iAM Smart” button

3.



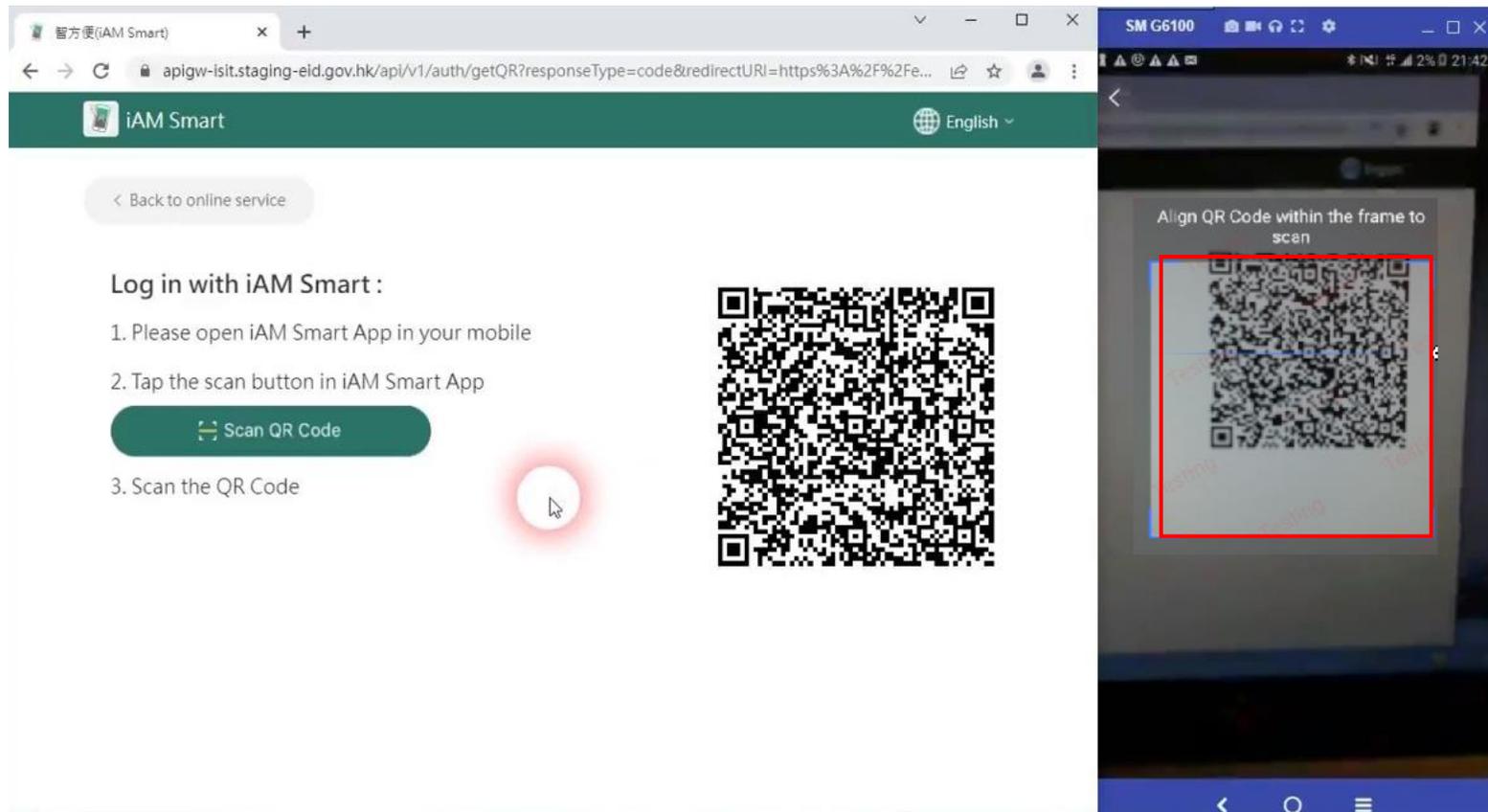
- You will be redirected to the “Log in with iAM Smart” page with a QR code shown



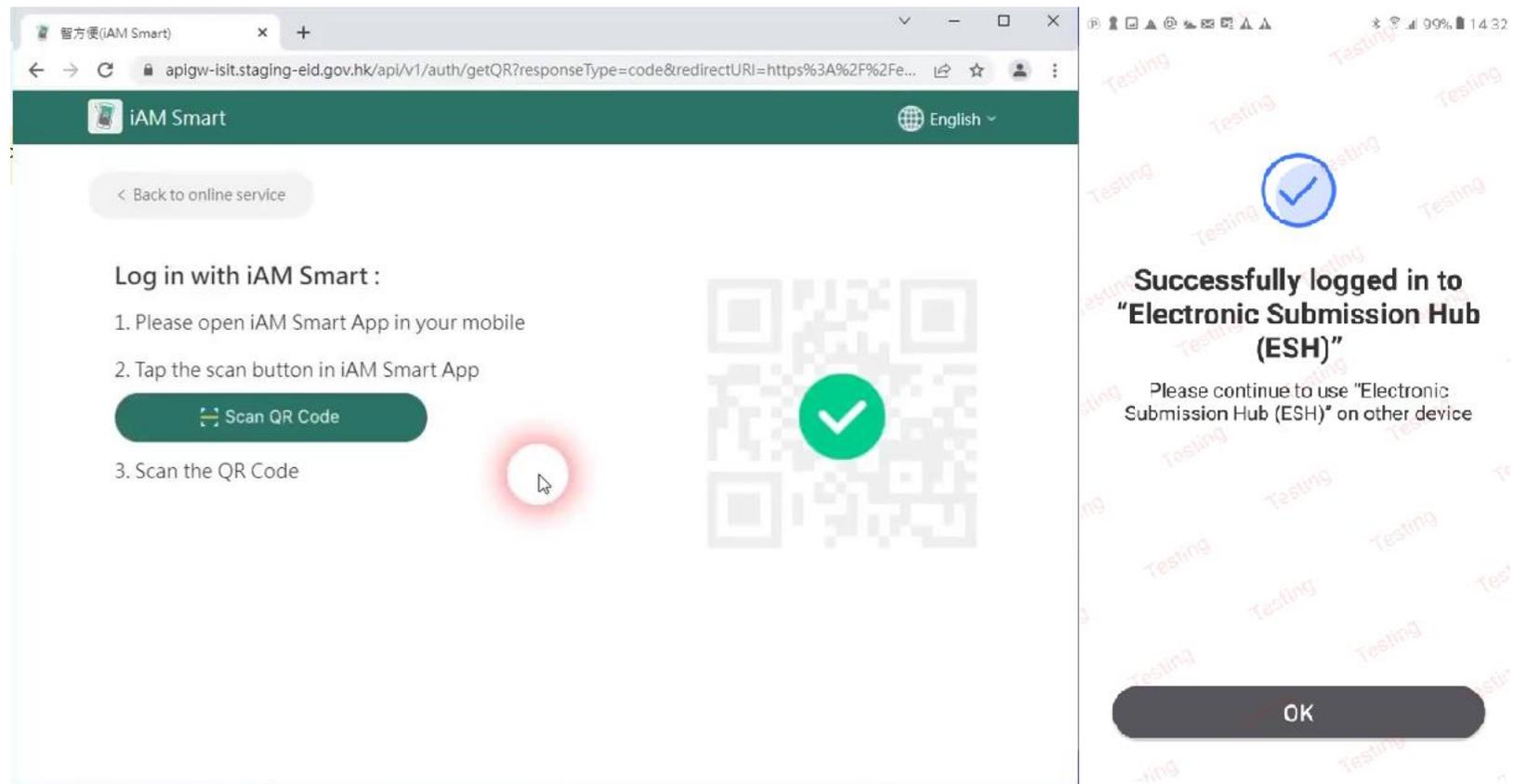
4.

- On your mobile device, open the “iAM Smart” application
- Tap on the “QR code scanner” button on your mobile device

- Use your mobile device to scan the QR code (The screen cap on the right side shows the “iAM Smart” application in your mobile device for reference)

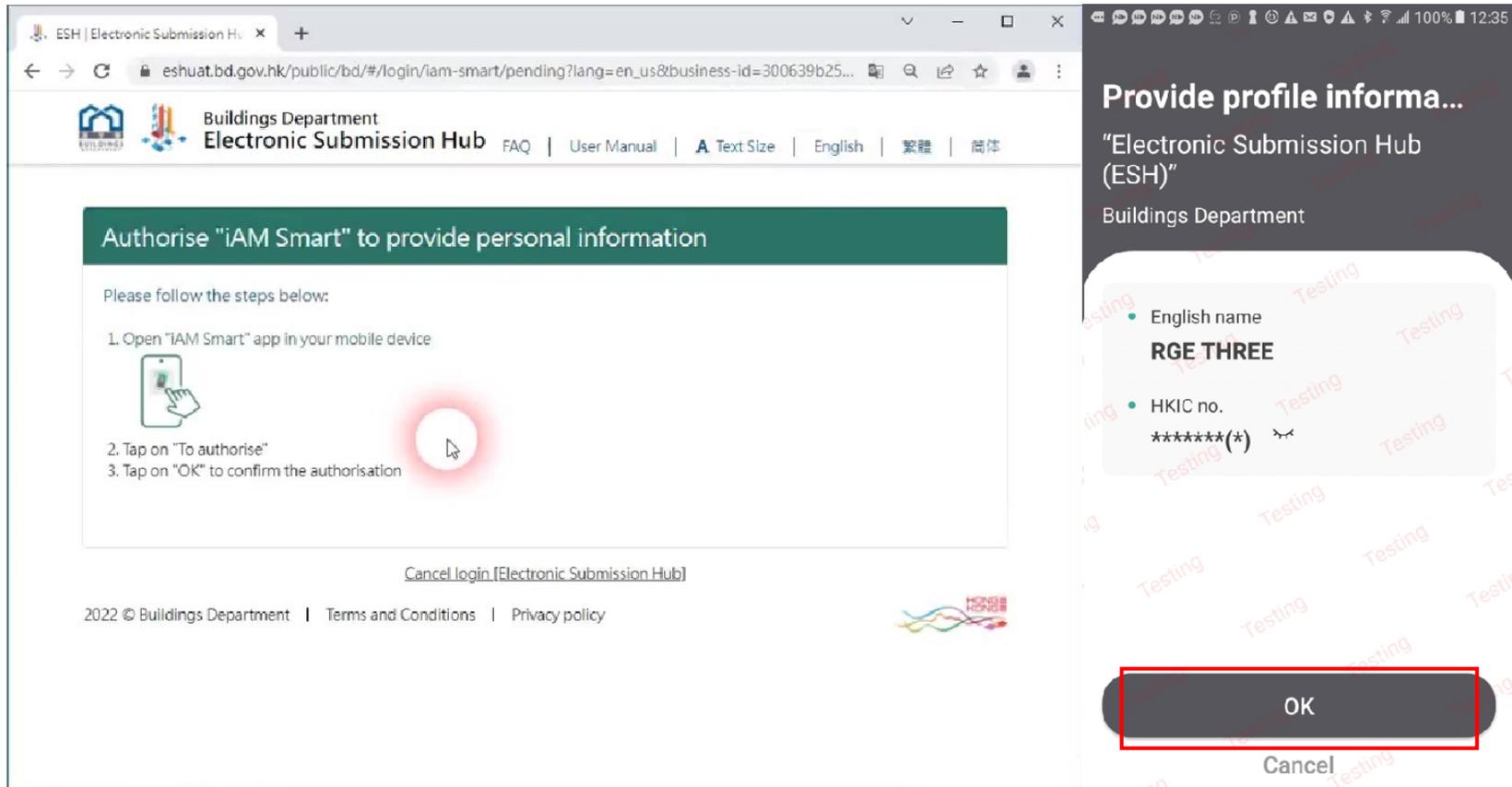


- If successful, a task completion sign will be shown in the ESH web page; and a message of successful login to ESH web page will be displayed on your mobile device



- The ESH web page and your “iAM Smart” application will be redirected to the “Authorise iAM Smart to provide personal information” page
- On your mobile device, tap the “OK” button

5.



- After you have confirmed to authorize “iAM Smart” to provide your personal information to ESH, successful messages will be prompted in both the ESH page and the “iAM Smart” application
- Fill in all the required information. Note that the mandatory fields are indicated with asterisk “\*”.

6.

The screenshot shows the registration page for the Buildings Department Electronic Submission Hub. The page title is "Buildings Department Electronic Submission Hub" with navigation links for "FAQ", "User Manual", "Text Size", "English", "繁體", and "简体". The main heading is "To activate a registered professional or contractor account. Please complete the following (all fields with (\*) are mandatory for completion):".

The form includes the following fields and information:

- \*Do you have an account of ESH system:  Yes  No
- \*Login Name:  (Login name hint)
- \*New password:  (Password Policy)
- \*Retype password:  (Password Policy)
- English name: Peng Y Li Rong
- Chinese Name:
- Certificate of Registration Position and No.: RGE/RGE 12/05
- \*Email: nexfytester1@gmail.com

At the bottom, there is a copyright notice: "2022 © Buildings Department | Terms and Conditions | Privacy policy" and a logo for the Buildings Department.

- After filling in all the information including the mandatory fields, click the “Send” button

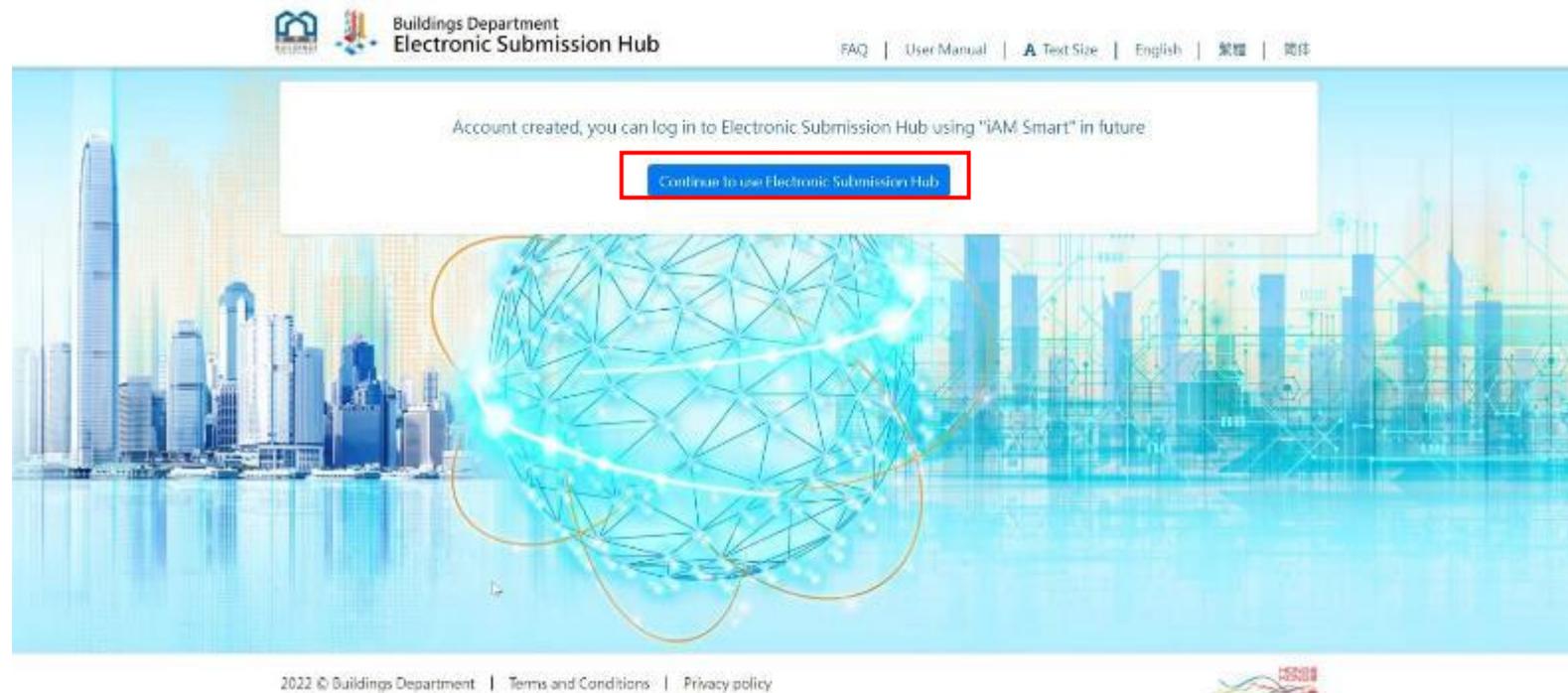
The screenshot shows the 'Buildings Department Electronic Submission Hub' interface. The form contains the following fields and options:

- Telephone No.:** 24242424 ✓ (Note: For receiving message from BD by SMS, if applicable)
- Fax No.:** 24242424 ✓
- \*Contact Address:**
  - 5/F ✓
  - Cityplaza ✓
  - 18 TaiKoo Shing Road ✓
  - Hong Kong ✓
- \*Languages:**  English  Traditional Chinese  Simplified Chinese
- Captcha:** Y5JN9H ✓

Buttons: **Send** (highlighted) and **Cancel**

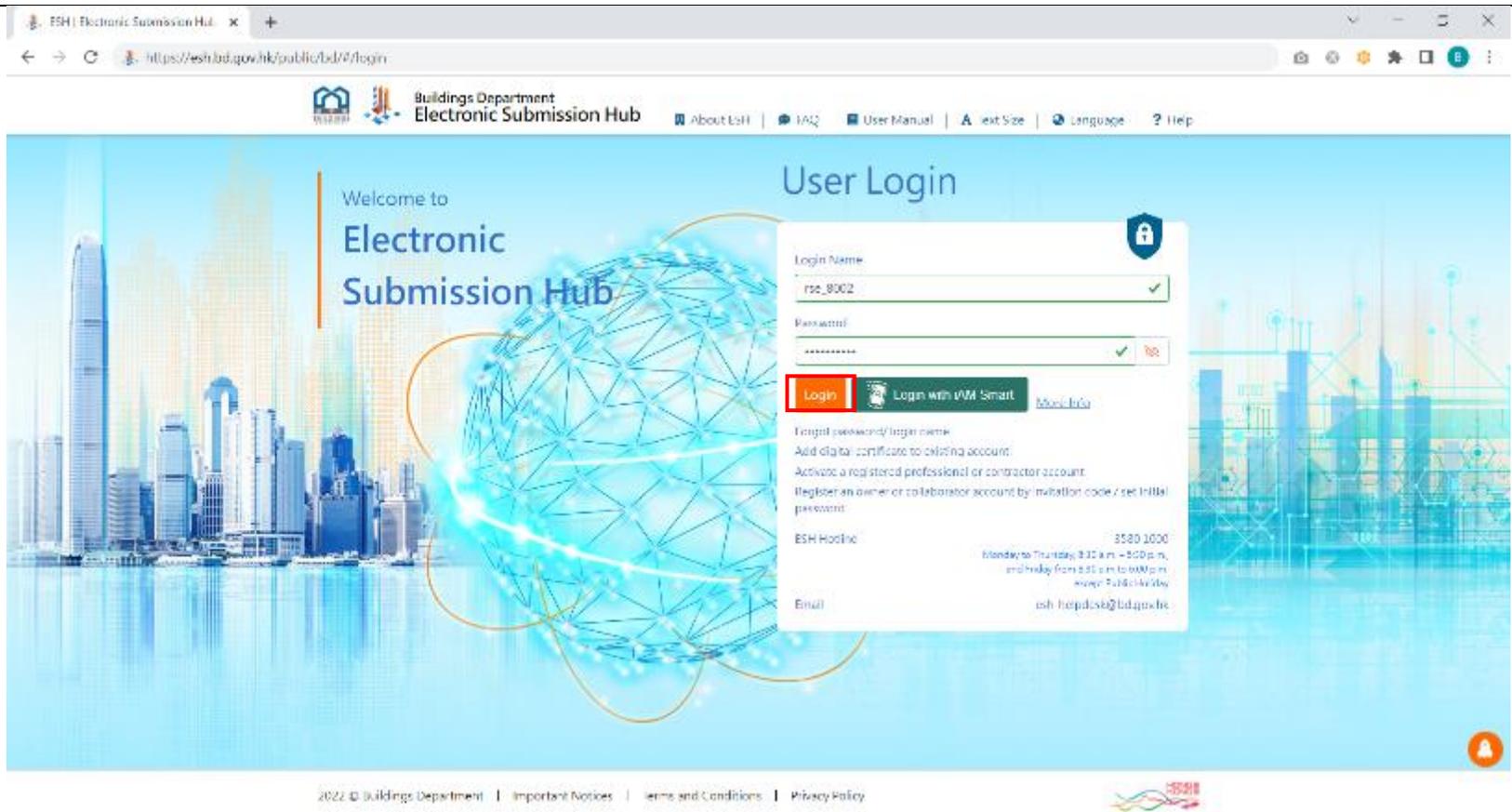
Footer: 2022 © Buildings Department | [Terms and Conditions](#) | [Privacy policy](#)

- If your account has been successfully activated, the following message will be shown
- Click the “Continue to use Electronic Submission Hub” button to go to the ESH login page to start using ESH service

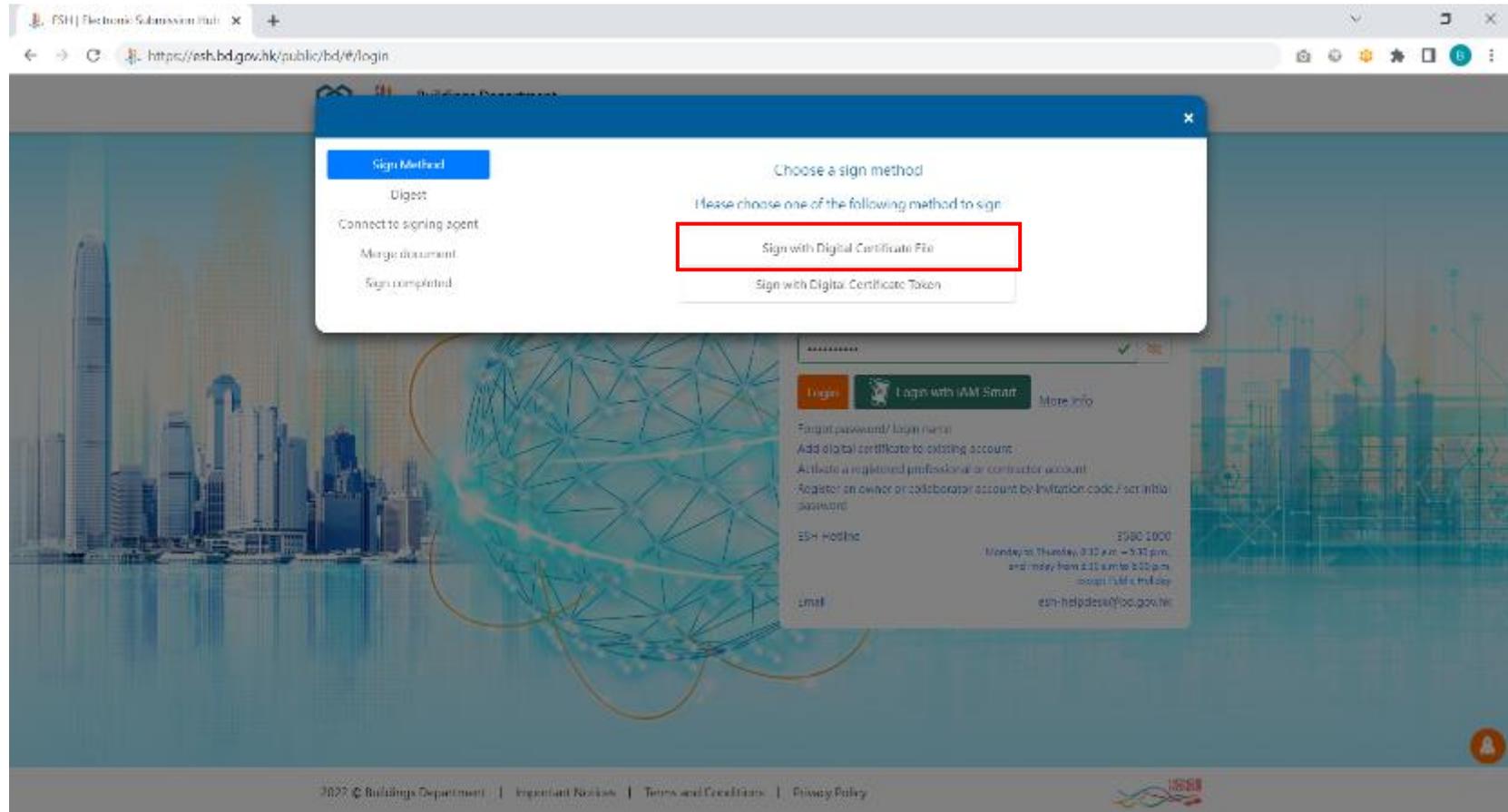


### 2.1.6 Account Login by Digital Certificate using Personal Computer

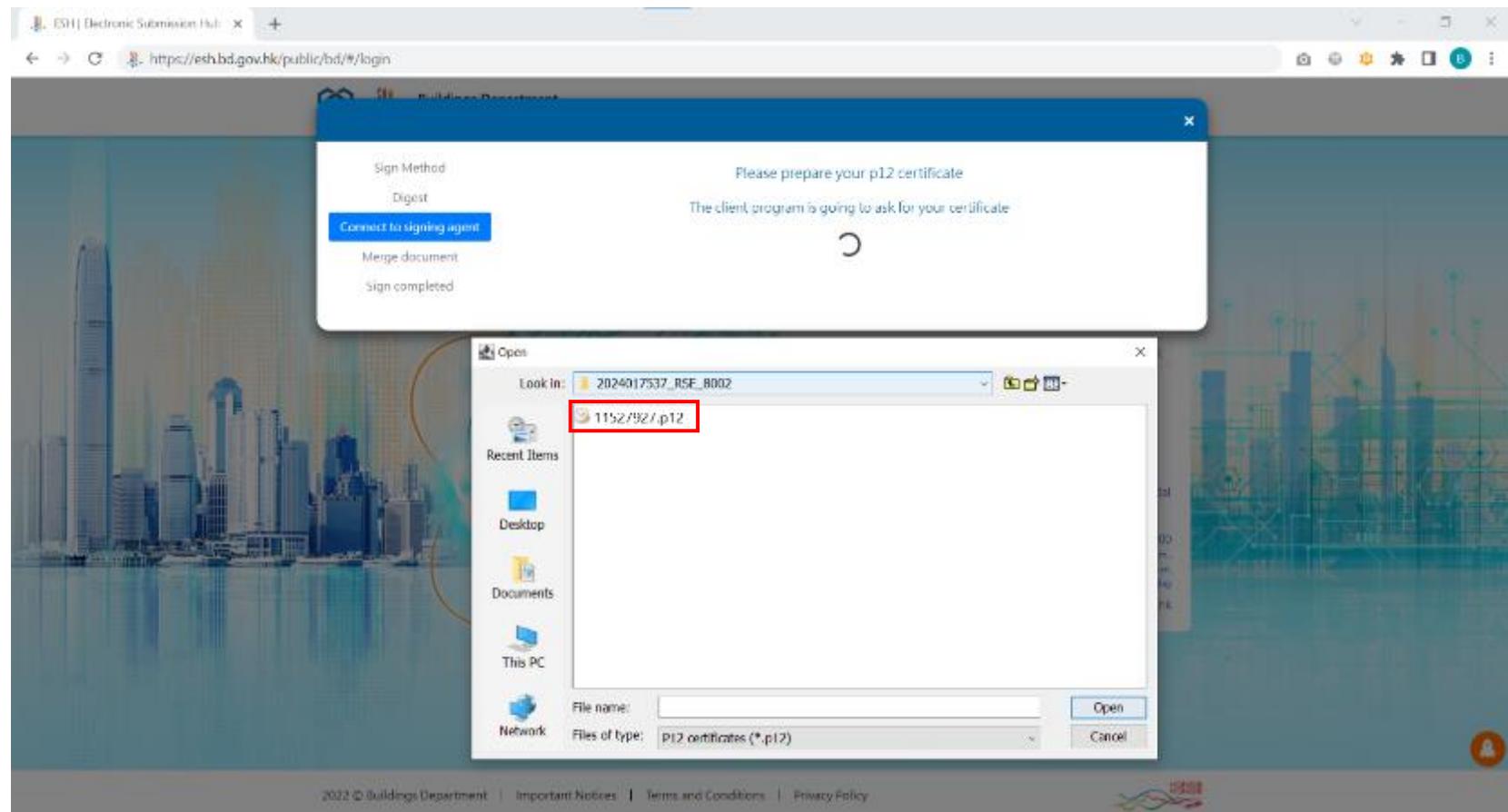
Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Use a web browser to access the ESH login page at URL: <a href="https://esh.bd.gov.hk">https://esh.bd.gov.hk</a></li></ul>
2.	<ul style="list-style-type: none"><li>• Input the login name and the password</li><li>• Click the “Login” button</li></ul>



- Select the “Sign with Digital Certificate File” button

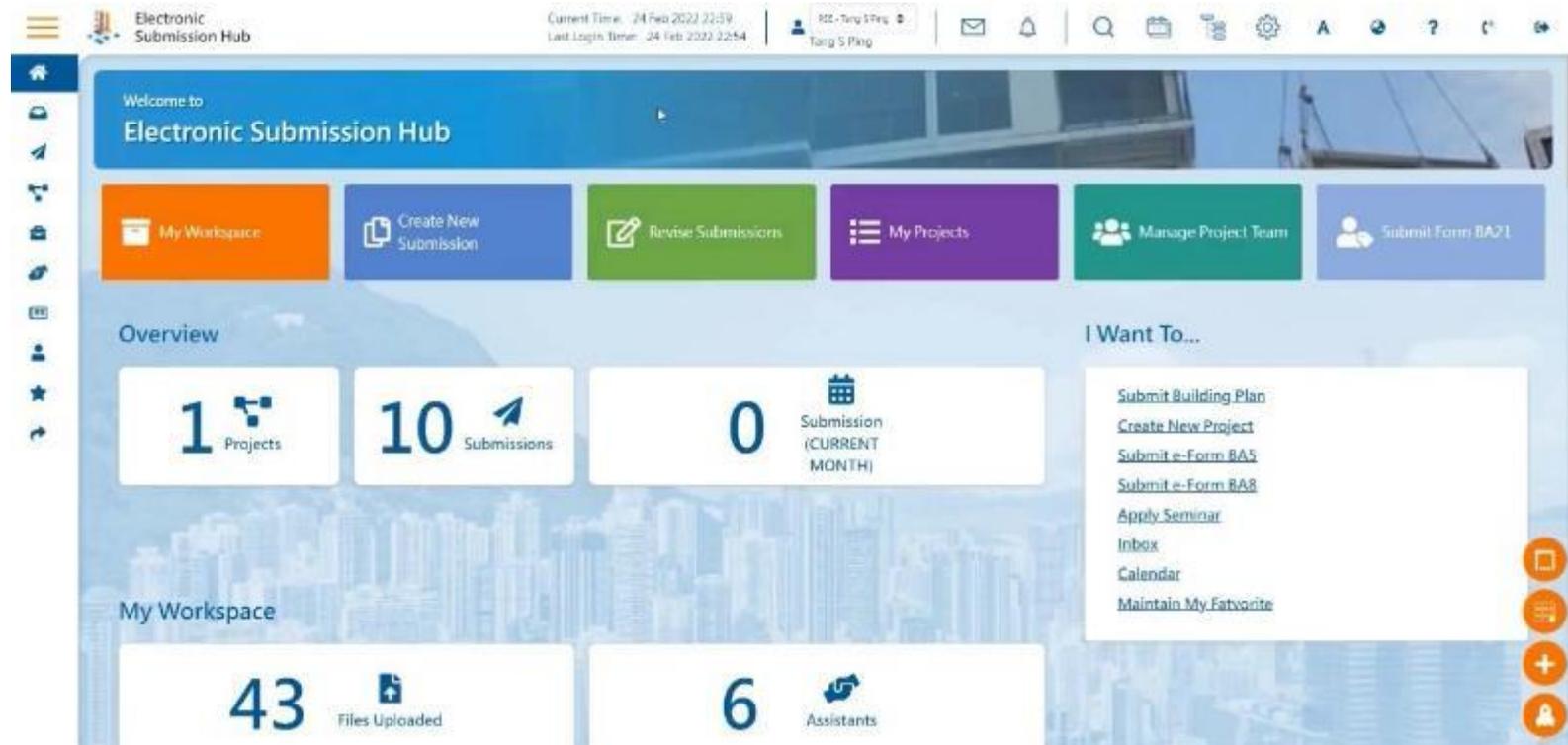


- Launch the ESHSign client program
- Select the .p12 file of your digital certificate from your personal computer and enter the corresponding PIN to execute the digital signing action once



- After successfully login the account, you will be directed to the landing page of the account

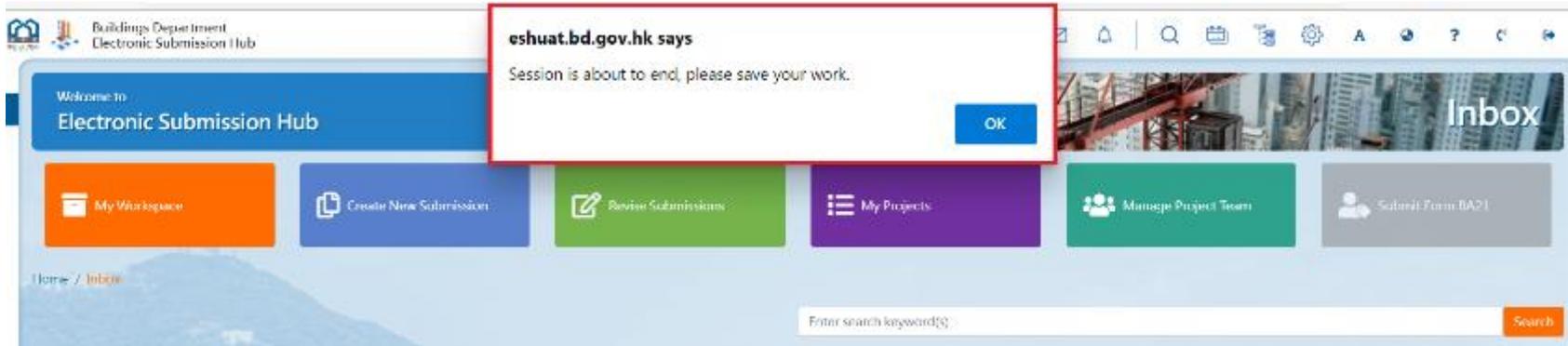
3.



**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

- If the system is idle for more than 25 minutes, system would prompt the following alert message “Session is about to end, please save your work” to remind users to save their work; after 30 minutes idling time has lapsed, users will need to re-login to system.

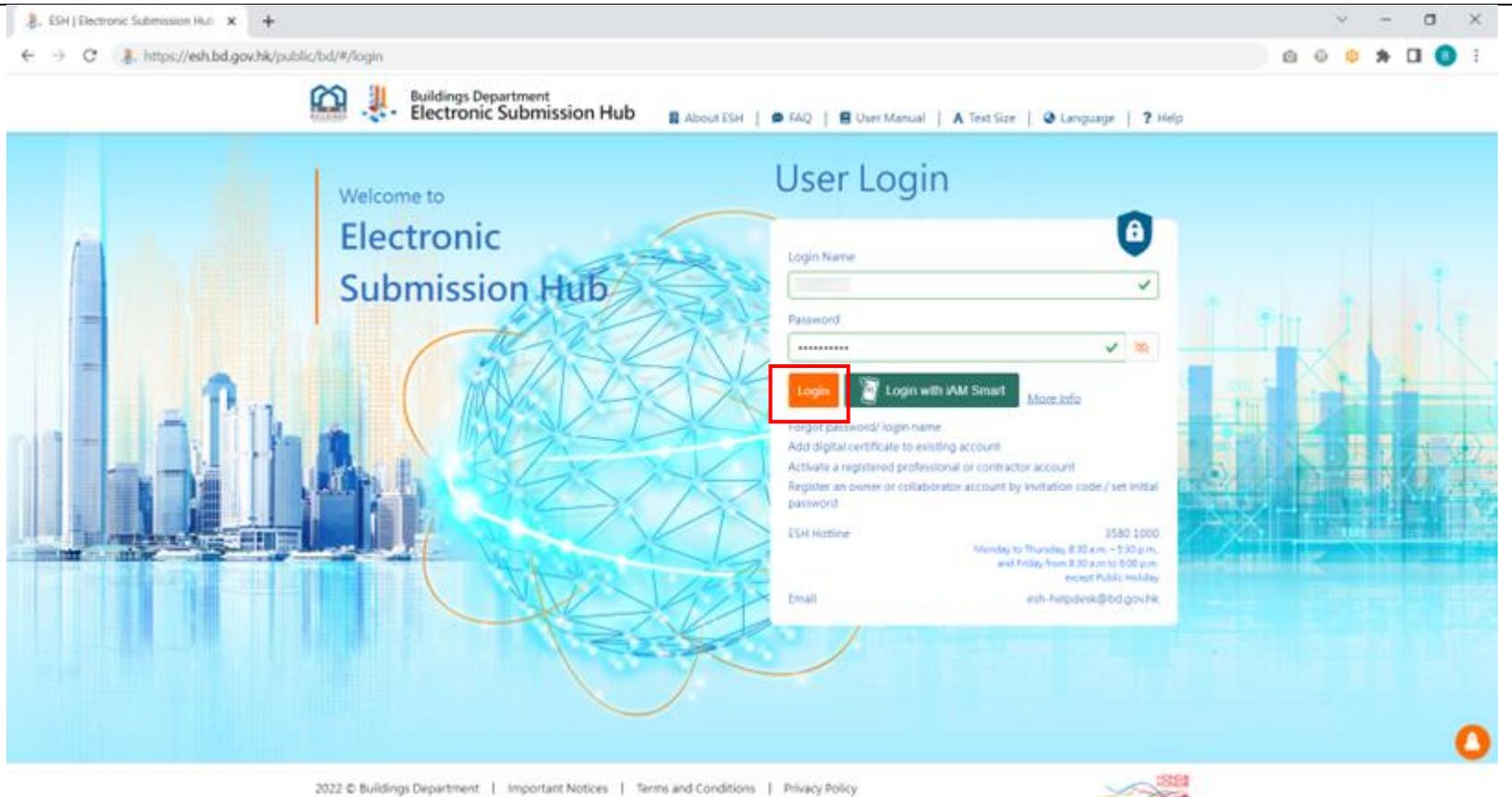
4.



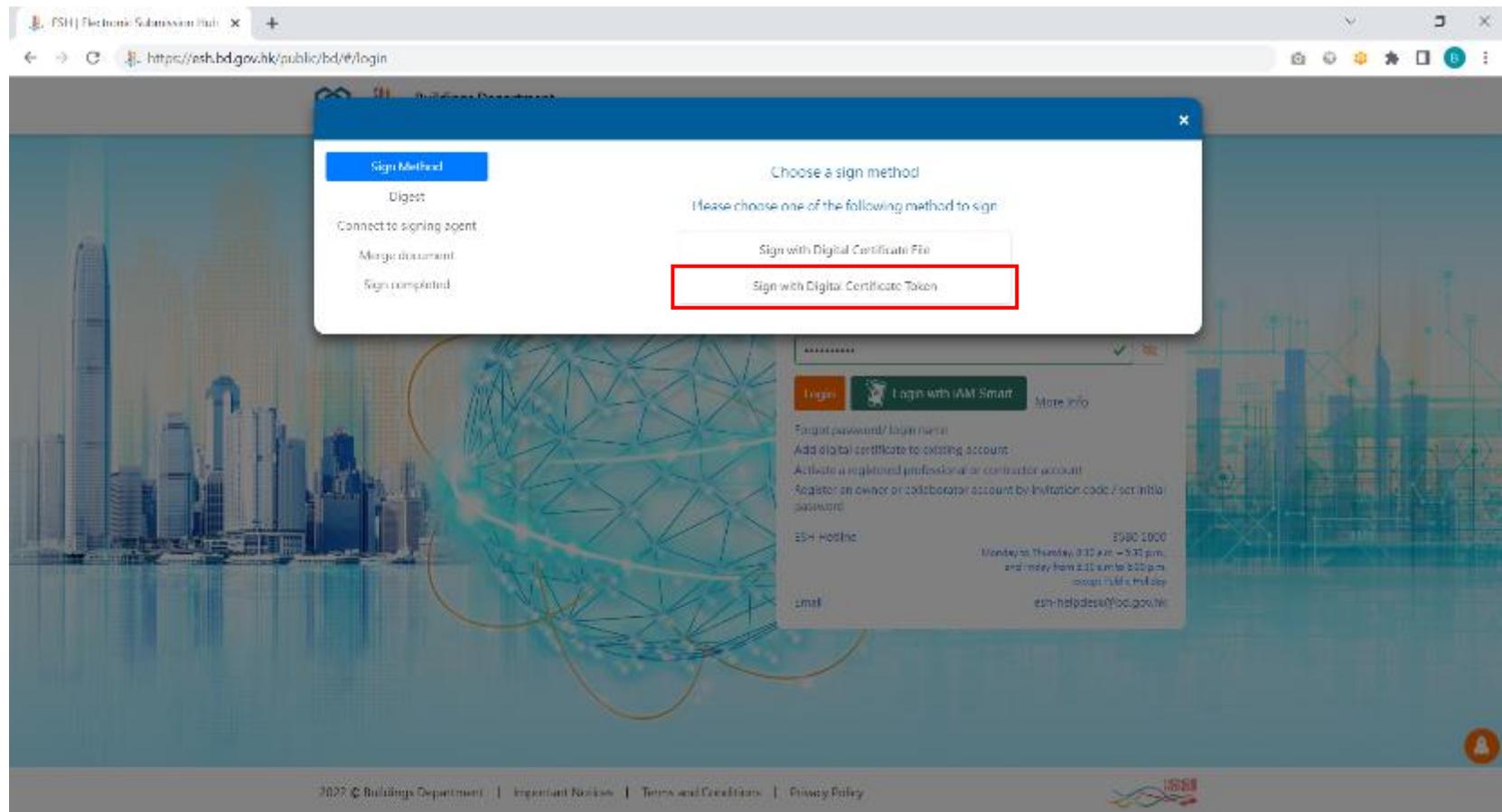
### 2.1.7 Account Login by Digital Certificate Token using Personal Computer

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Use a web browser to access the ESH login page at URL: <a href="https://esh.bd.gov.hk">https://esh.bd.gov.hk</a></li></ul>
2.	<ul style="list-style-type: none"><li>• Input the login name and password</li><li>• Click the “Login” button</li></ul>

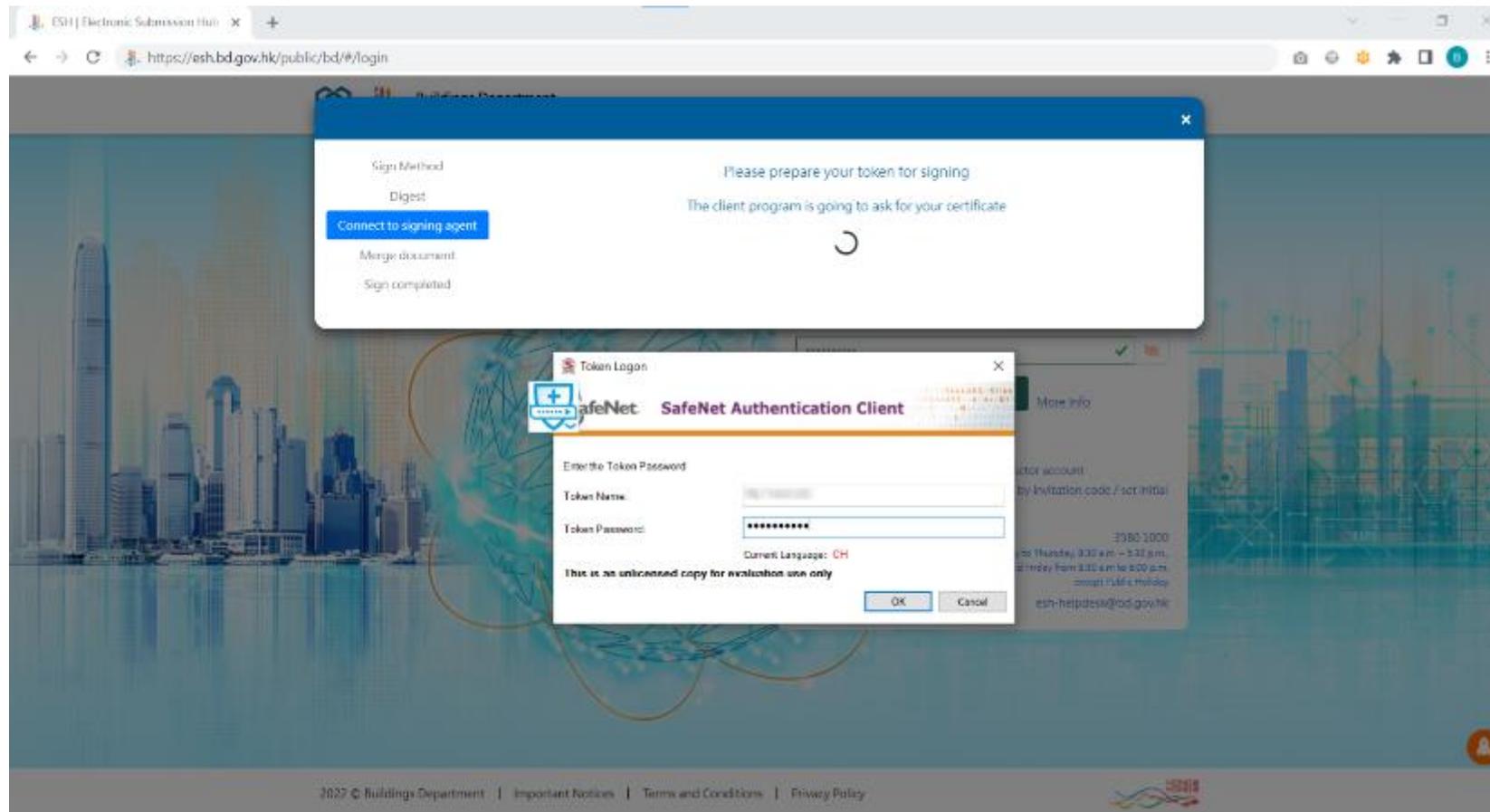
**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**



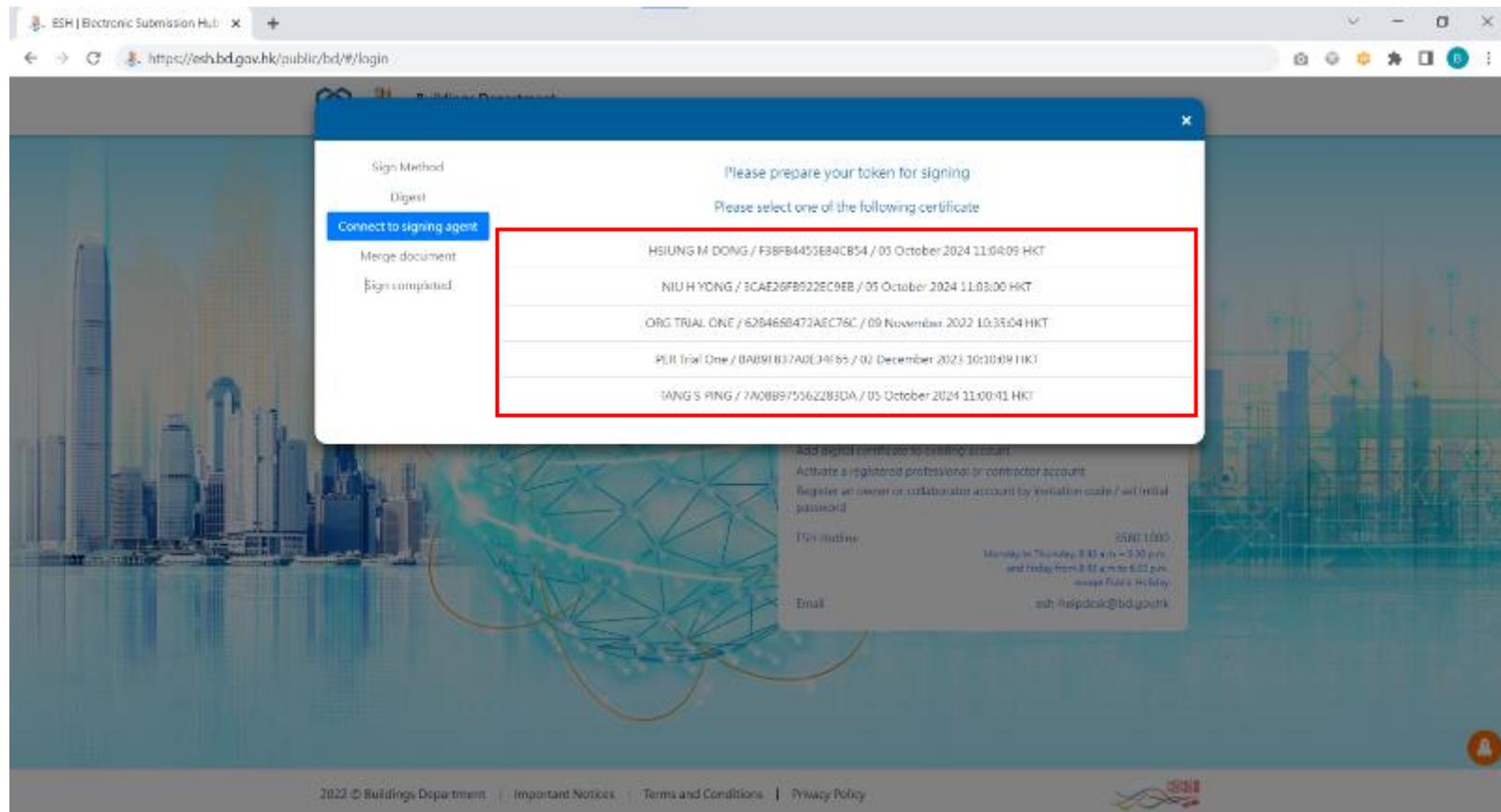
- Select the “Sign with Digital Certificate Token” button



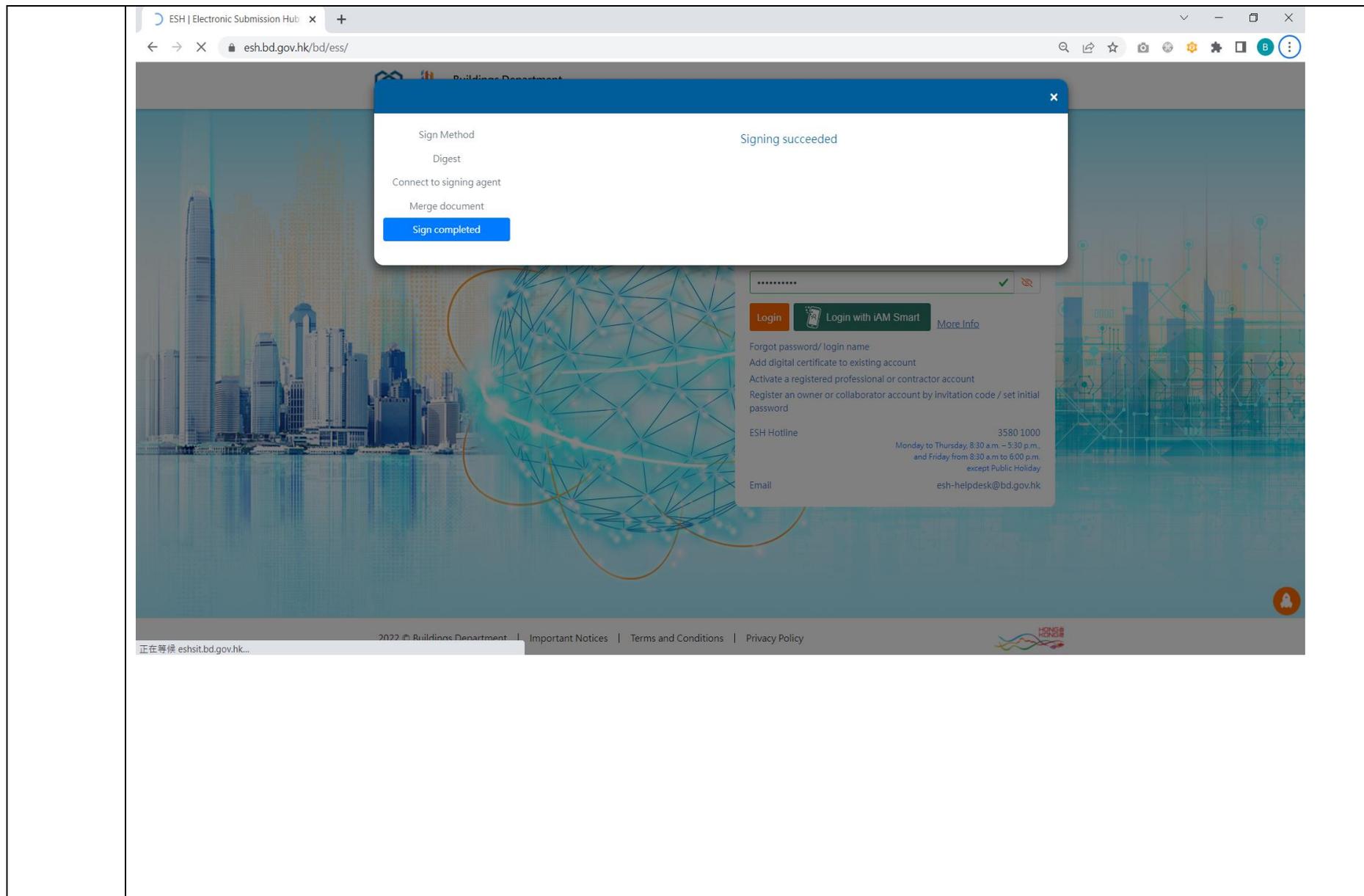
- Launch the ESHSign client program and the SafeNet Authentication Client
- Enter the digital token password in the SafeNet Authentication Client



- Select the digital certificate in token

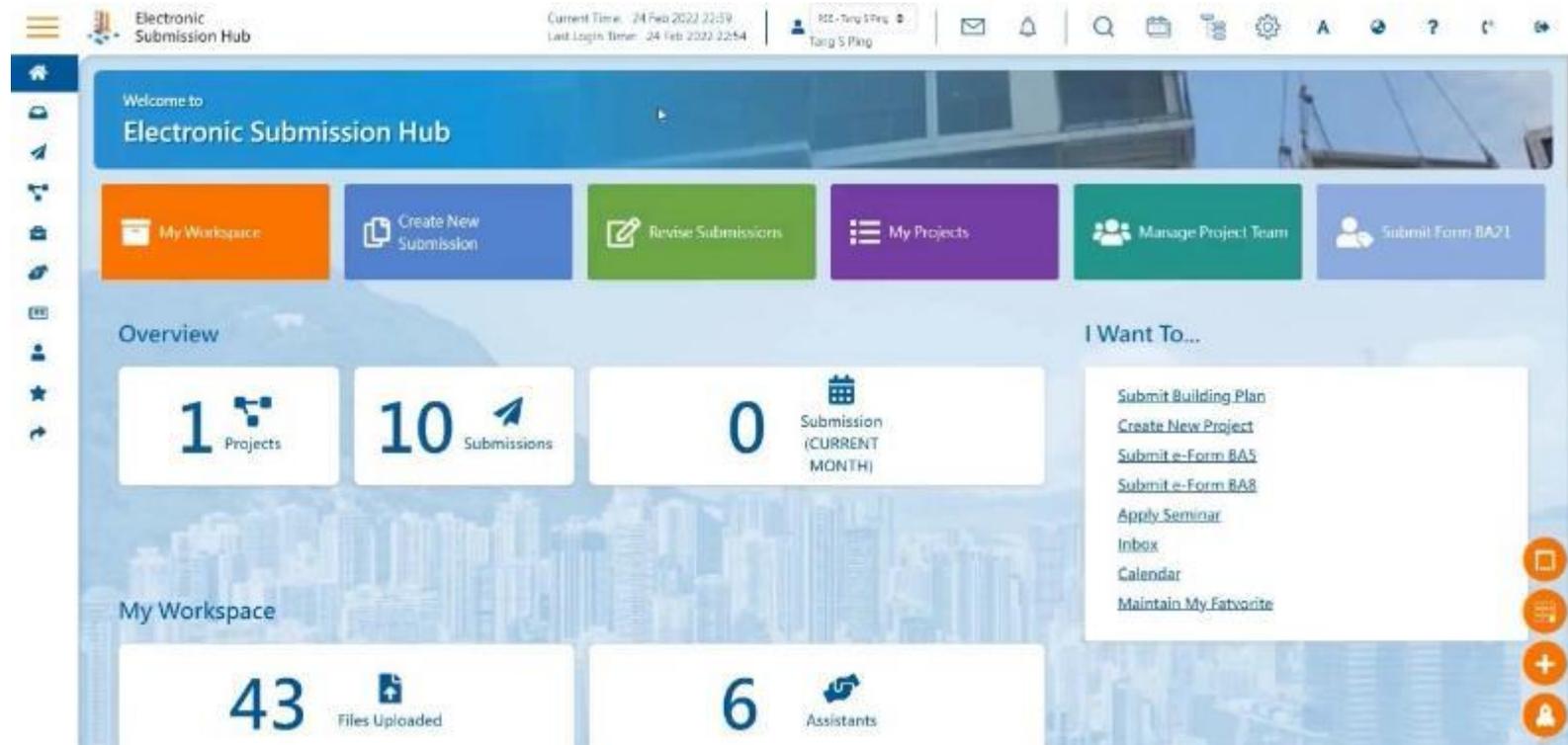


# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL



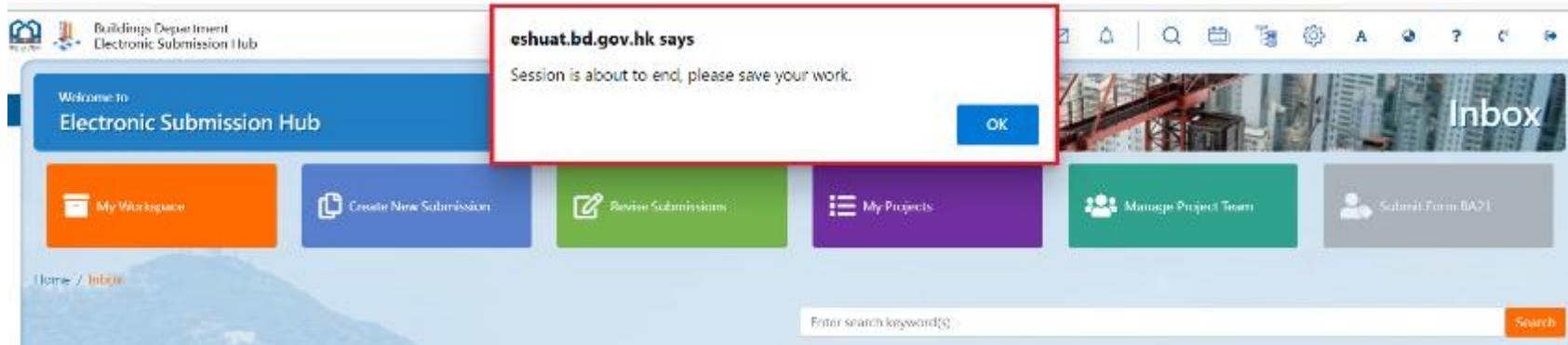
- After successfully login, you will be directed to the landing page of the account

3.

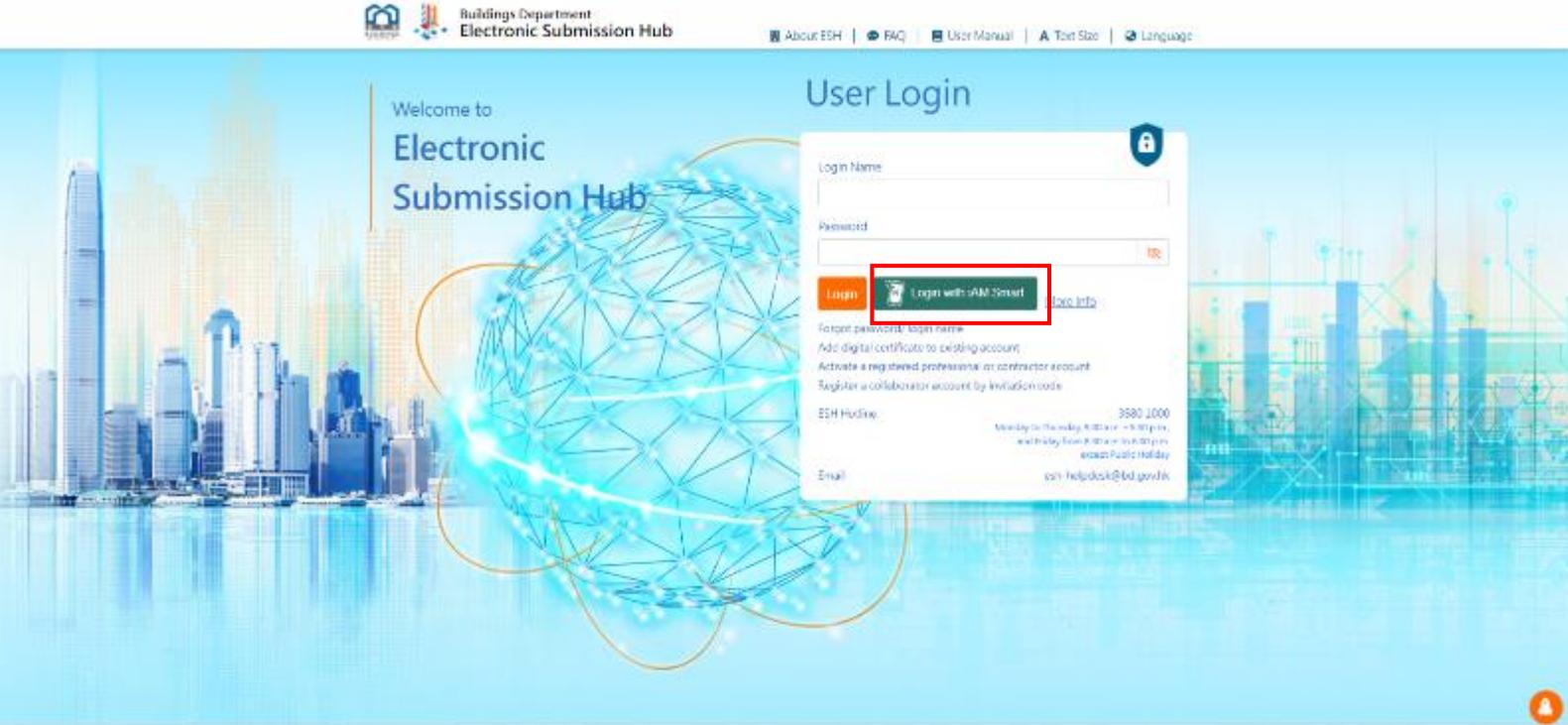


- Similar to 2.1.6 Step 4, system would remind user if the system has been idle for 25 minutes, and user will need to re-login again if 30 minutes idling time has lapsed

4.

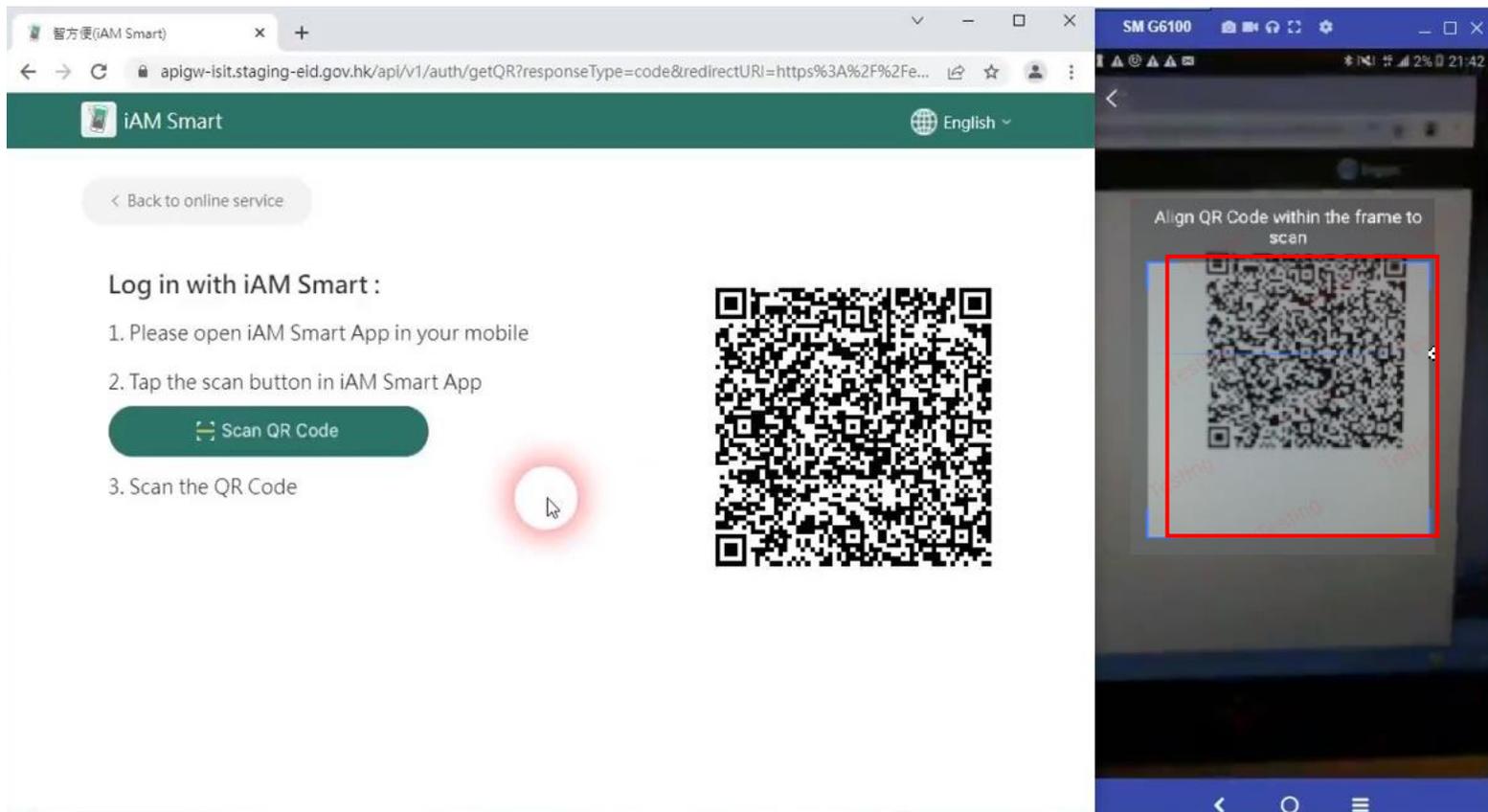


### 2.1.8 Account Login by “iAM Smart” using Personal Computer

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Use a web browser to access the URL: <a href="https://esh.bd.gov.hk">https://esh.bd.gov.hk</a></li></ul>
2.	<ul style="list-style-type: none"><li>• Click the “Login with iAM Smart” button</li></ul> 

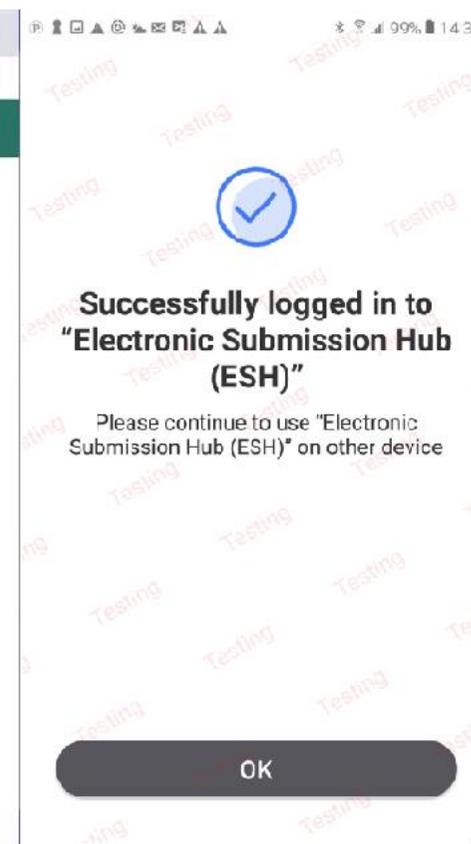
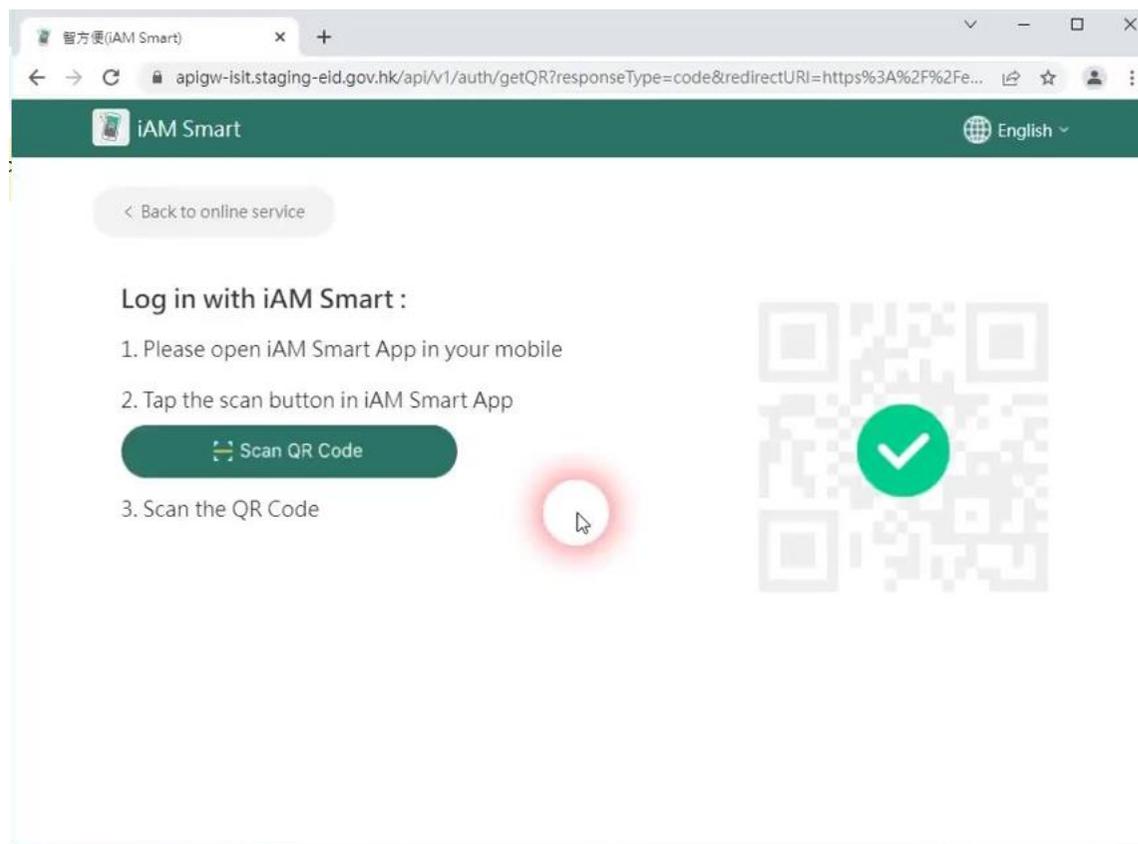
- Use the mobile device to scan the QR code in the ESH web page

3.



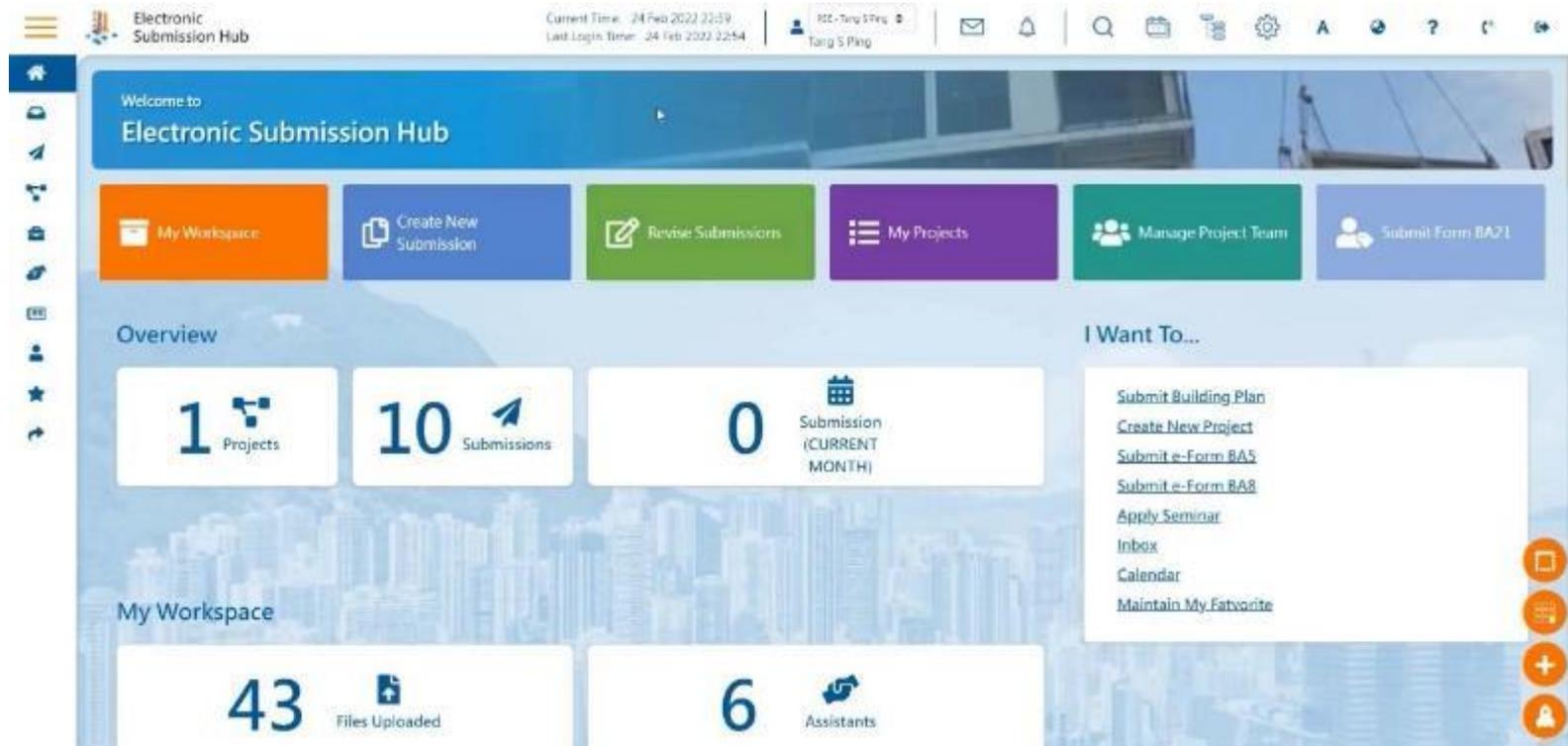
- When successful, a task completion sign will be shown in the ESH web page
- On the mobile device, a message of successful login to ESH web page will be displayed

4.



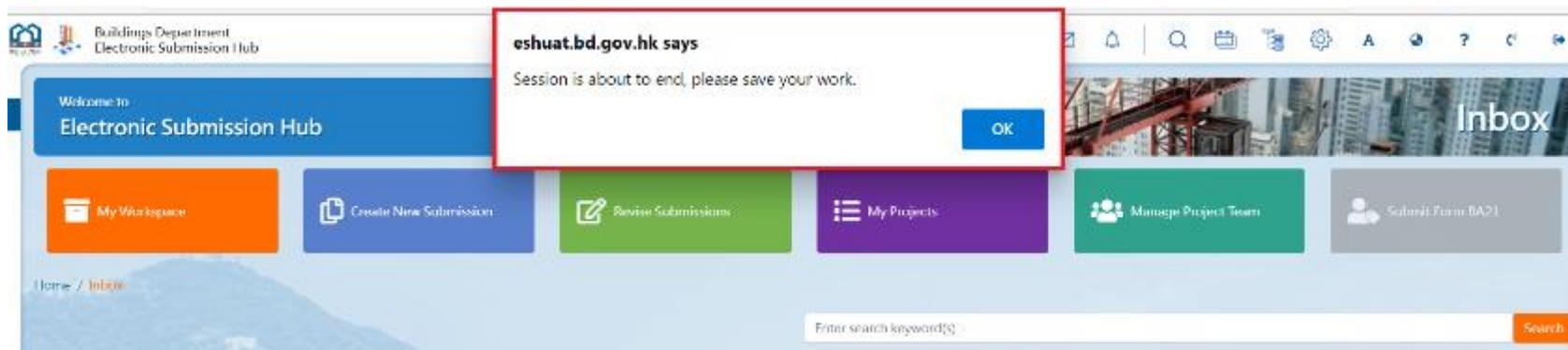
- After successful login, you will be directed to the landing page

5.

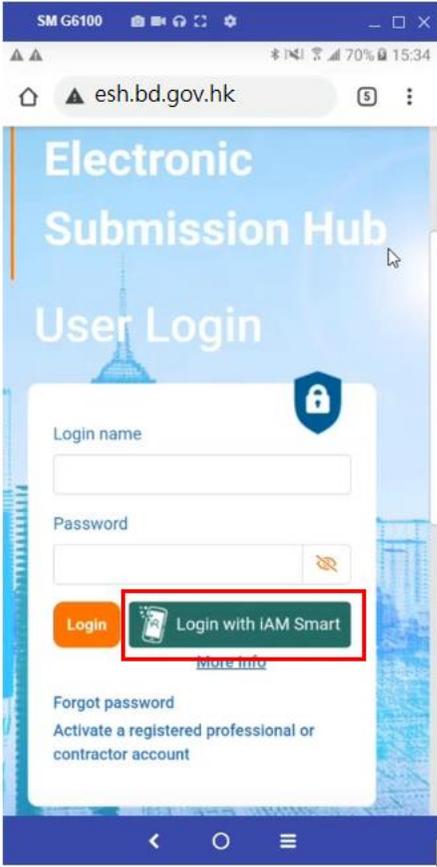


- Similar to 2.1.6 Step 4, system would remind user if the system has been idle for 25 minutes, and user will need to re-login again if 30 minutes idling time has lapsed

6.



### 2.1.9 Account Login by “iAM Smart” using Mobile Device

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>Use a web browser to access the URL: <a href="https://esh.bd.gov.hk">https://esh.bd.gov.hk</a> via mobile device</li></ul>
2.	<ul style="list-style-type: none"><li>Click the “Login with “iAM Smart” button”</li></ul> 

3.

Tap the “Open iAM Smart” button



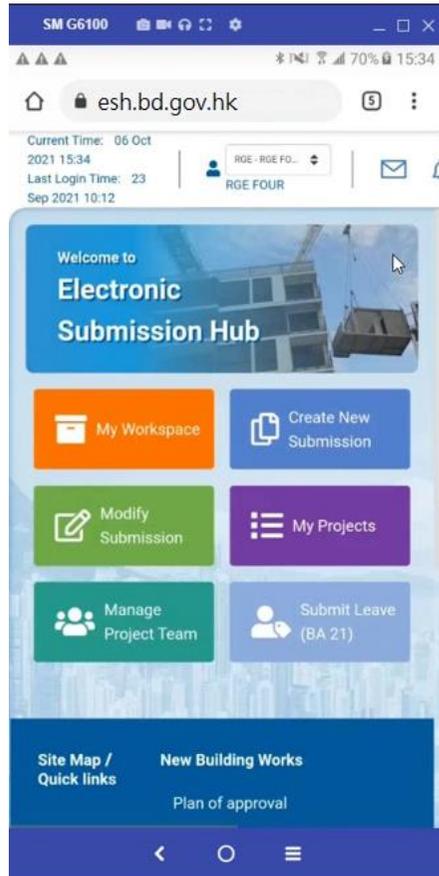
4.

- After tabbing the “Open iAM Smart” button and then press the “continue” button to login to ESH.

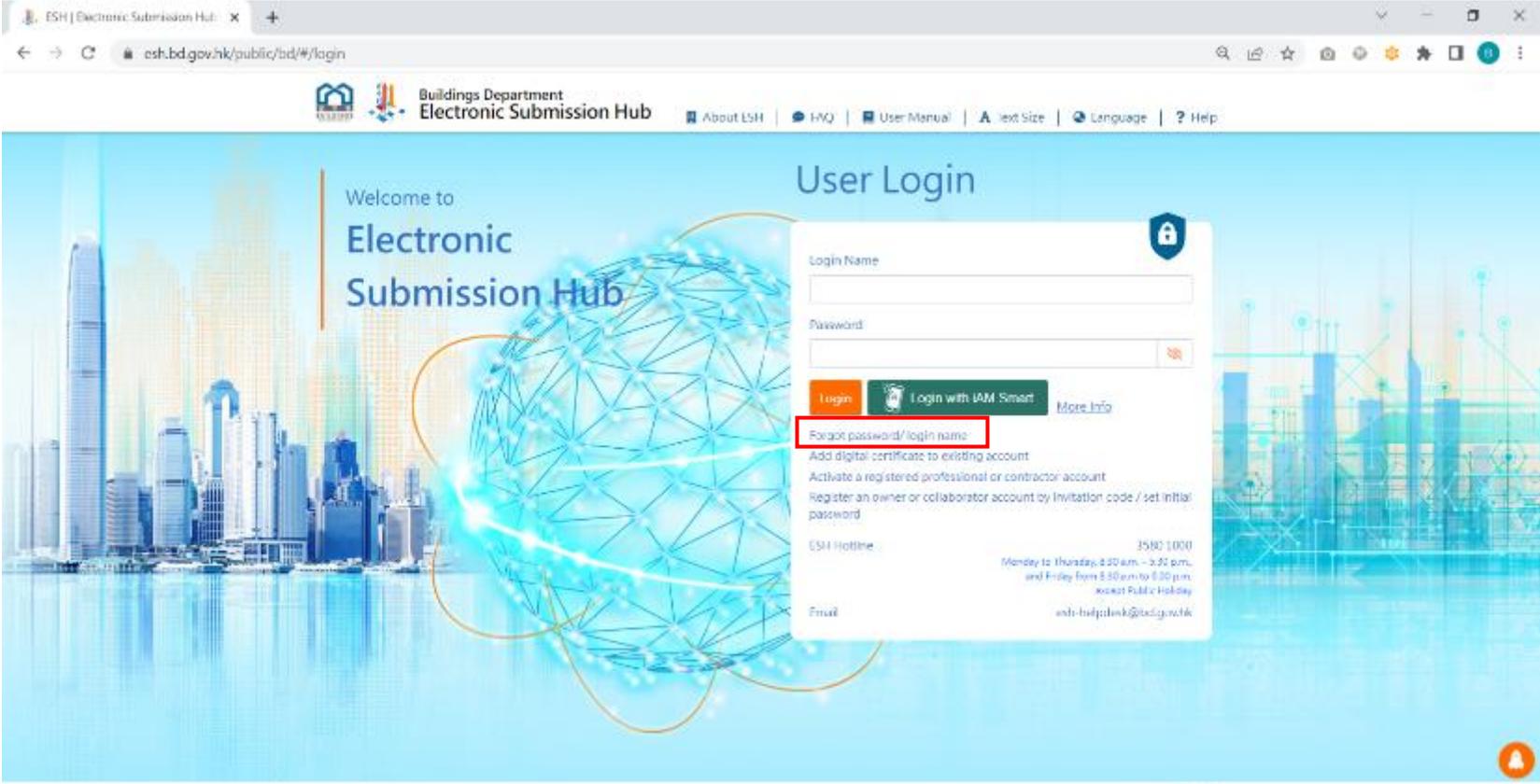


5.

- After successful login, the ESH landing page will be displayed



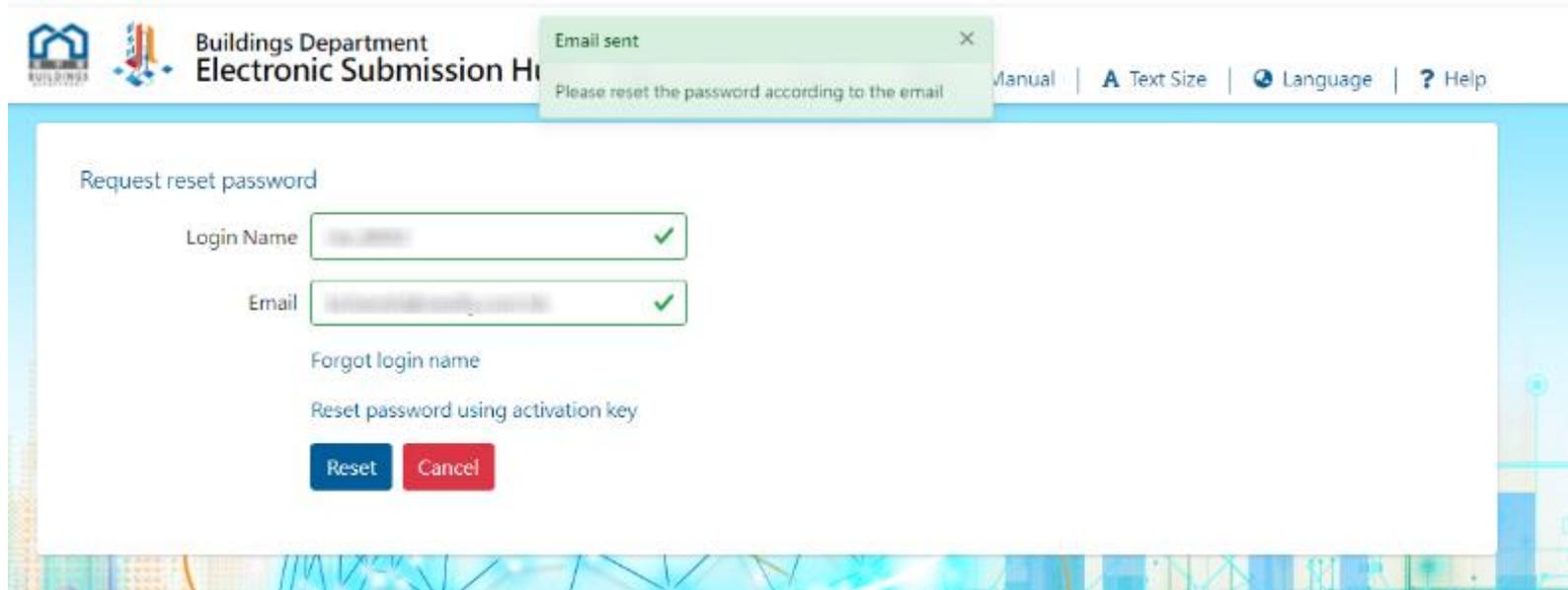
### 2.1.10 Forgot Password / Login Name

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Use a web browser to access the URL: <a href="https://esh.bd.gov.hk">https://esh.bd.gov.hk</a></li></ul>
2.	<ul style="list-style-type: none"><li>• Click “Forgot password/ login name”</li></ul>  <p>The screenshot shows the ESH User Login page. The page features a header with the Buildings Department Electronic Submission Hub logo and navigation links. The main content area includes a 'User Login' section with input fields for 'Login Name' and 'Password', and buttons for 'Login' and 'Login with IAM Smart'. A link for 'Forgot password/login name' is highlighted with a red box. Below the login section, there are links for 'Add digital certificate to existing account', 'Activate a registered professional or contractor account', and 'Register an owner or collaborator account by Invitation code / set initial password'. The footer contains the ESH Hotline information and contact details.</p>

- Fill in Login Name, Email and click “Reset”

The screenshot shows the 'Request reset password' page of the Buildings Department Electronic Submission Hub. The page header includes the logo and navigation links: 'About ESH', 'FAQ', 'User Manual', 'Text Size', 'Language', and 'Help'. The main content area contains two input fields: 'Login Name' and 'Email', both of which have green checkmarks indicating they are valid. Below the input fields are two links: 'Forgot login name' and 'Reset password using activation key'. At the bottom of the form are two buttons: 'Reset' (highlighted with a red box) and 'Cancel'.

- Success message will be prompted if login name and email match existing account in ESH



- Follow the steps as stated in the email to complete the process

3.

**Buildings Department - Electronic Submission Hub (ESH) - Reset Password**

 eshuat-no-reply@bd.gov.hk  
Mon 4/25/2022 5:53 PM  
To: [Redacted]

Dear [Redacted],

Please access ESH login page to reset your password.

1. Click "Forgot password/ login name"
2. Click "Reset password using activation key"
3. Input activation key: 2daa20c4-9ee7-4a40-a480-8d46f513afb3
4. Click "Confirm" and setup new password

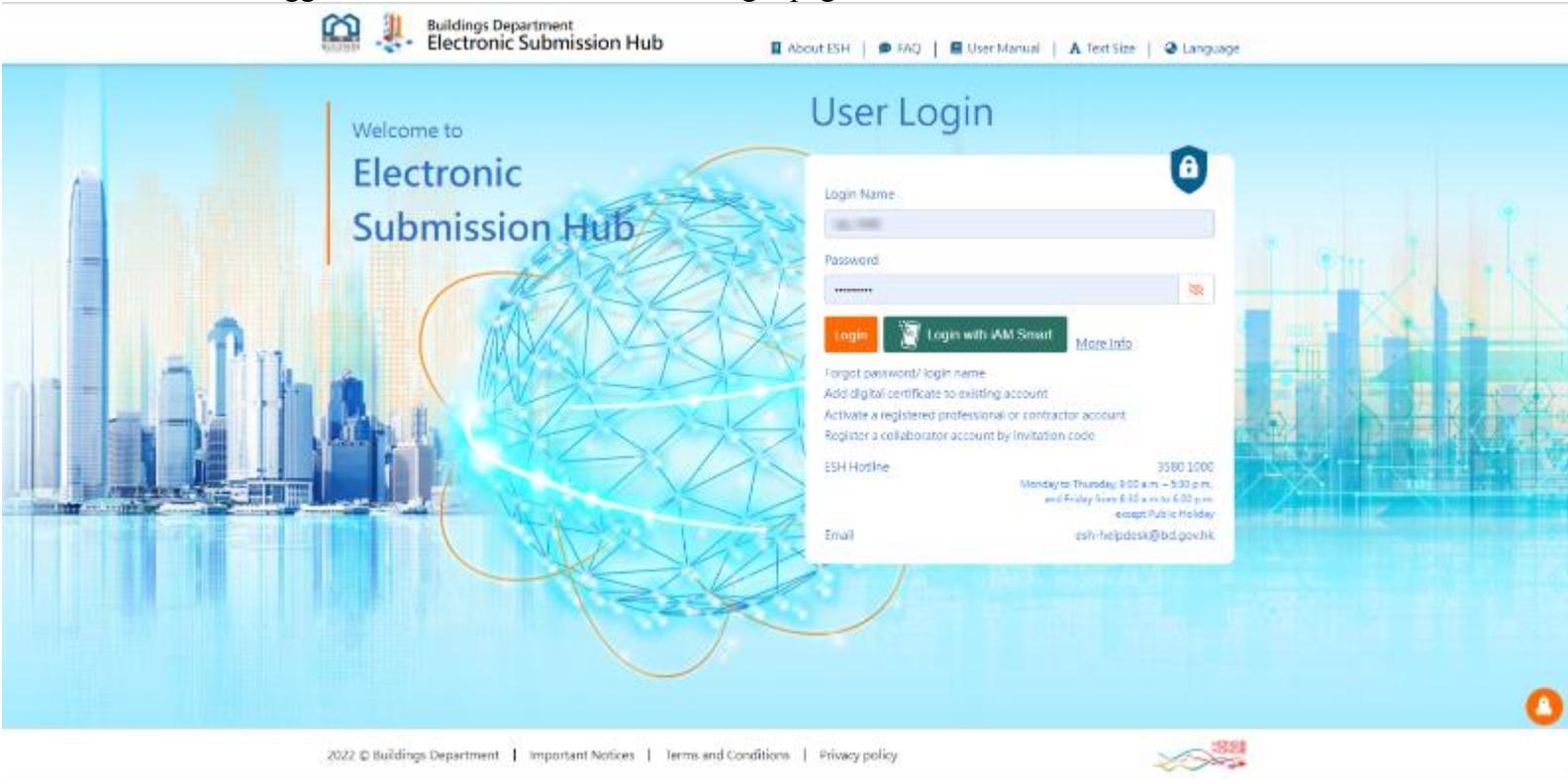
The activation key will be expired on 25/04/2022 06:07:52 PM.

**\*\*\*\*\* ATTENTION \*\*\*\*\***

Address all enquiries to [esh-helpdesk@bd.gov.hk](mailto:esh-helpdesk@bd.gov.hk).  
The e-mail account sending this message is not intended for incoming mail.  
Messages delivered to it will be ignored !

**\*\*\*\*\***

2.1.11 Account Logout

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>On the top menu, locate and click the “Logout” icon</li> </ul> 
2.	<ul style="list-style-type: none"> <li>The account will be logged out and redirect to the ESH Login page</li> </ul> 

## **2.2 Login Page**

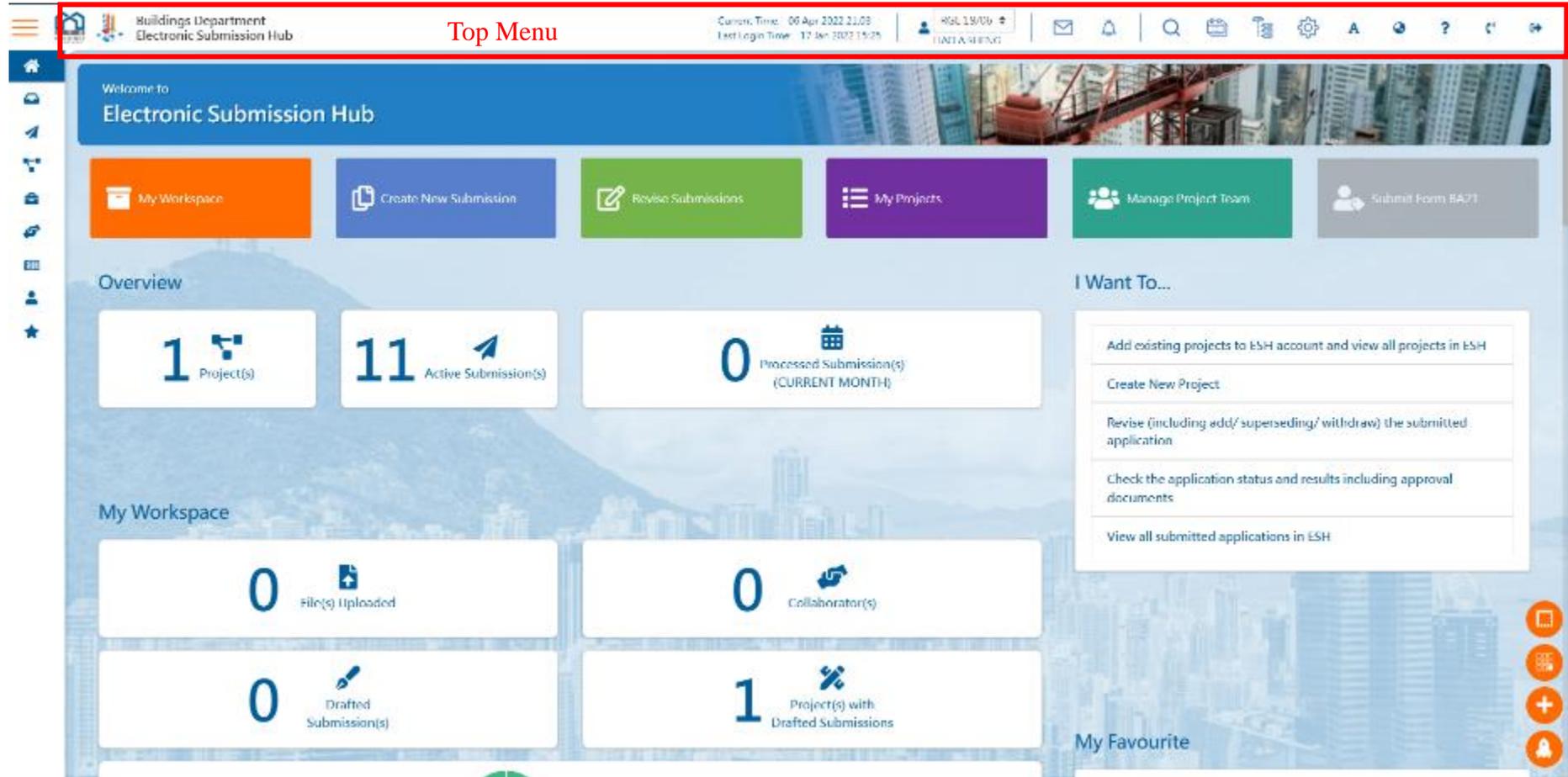
### **2.2.1 Landing Page Navigation & Overview**

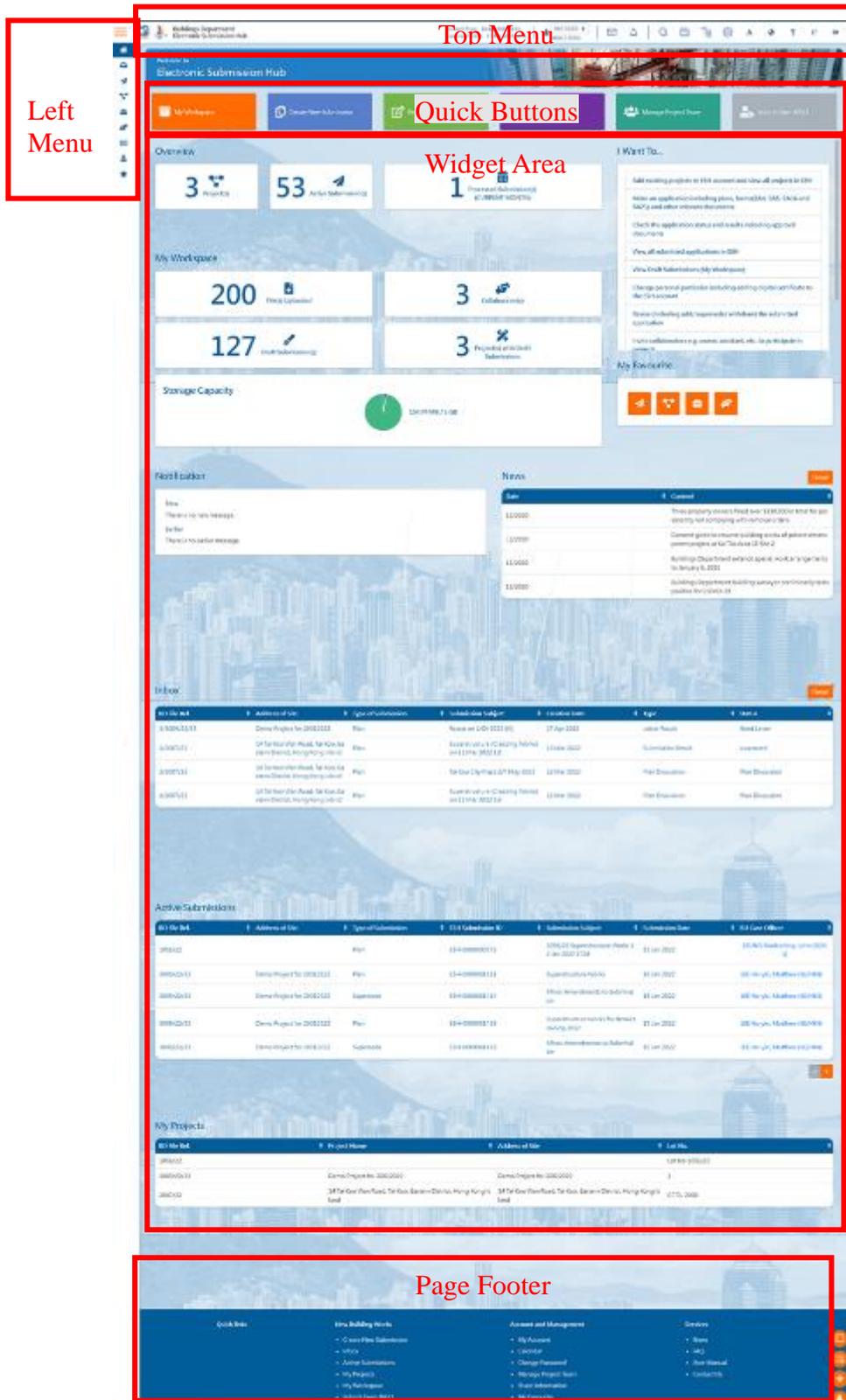
The ESH landing page is composed of the following components:

- i. Top Menu;
- ii. Left Menu;
- iii. Quick Buttons;
- iv. Widget Area;
- v. Page Footer; and
- vi. Quick Access Floating Menu

**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

The Top Menu, Left Menu and Page Footer will be displayed throughout the ESH web page to facilitate users gaining access to all the functions of ESH when performing different activities in ESH.





### 2.2.1.1 Top Menu

The Top Menu contains the following functions:



No.	Function Name	Description	Relevant Manual Section
1.	BD Logo	Divert user to BD website ( <a href="http://www.bd.gov.hk">www.bd.gov.hk</a> ).	N/A
2.	ESH Logo	Divert user back to the landing page.	N/A
3.	Date-time	Indicate current date-time and last login date-time.	N/A
4.	Login Name & Switch Role	Display user's name and the current selected role. Allow user to switch to another role if user has multiple roles in ESH.	<a href="#">Switch Role</a>
5.	Inbox	Display all messages from BD/ESH including acknowledgement receipts and submission results for user to view.	<a href="#">Inbox</a>
6.	Notification	Show all the system notifications for user to view.	<a href="#">Notification</a>
7.	Search	Allow user to search the project information, submissions and other activities/records in ESH and view them.	<a href="#">Search</a>

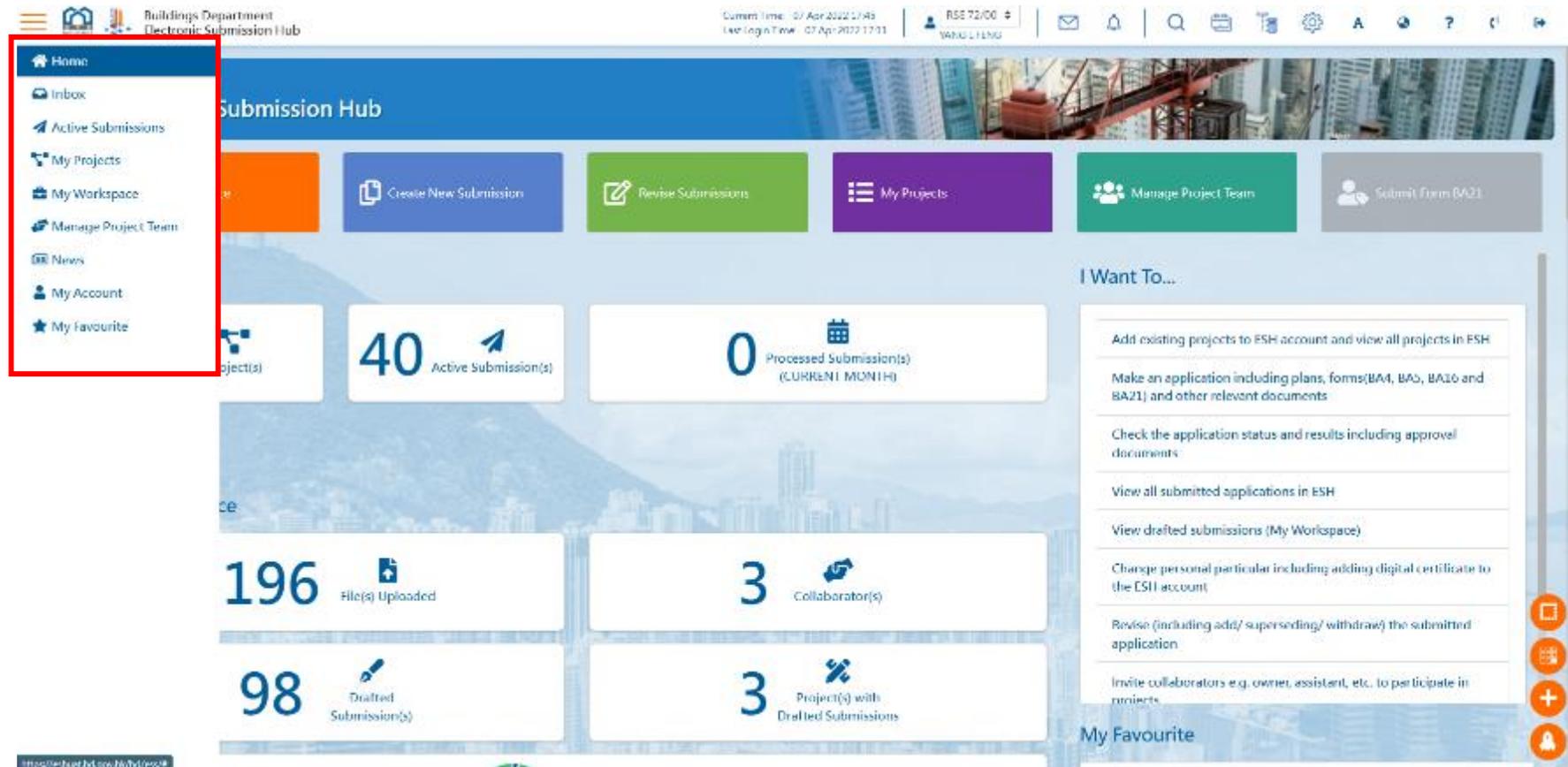
**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

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8.	Calendar	Allow user to view the personal calendar where all the concerned events of ESH will be shown in the calendar view.	<a href="#">Calendar</a>
9.	Project Directory	Allow user to browse the projects and submissions in hierarchical directory structure. Some context-sensitive functions can be performed here, e.g. view application summary and withdraw and resubmit the application.	<a href="#">Project Directory</a>
10.	Settings	Allow user to change password and access the account to view and modify user information.	<a href="#">Settings and My Account</a>
11.	Text Size	Link to the guide for user to change the display text size.	<a href="#">Text Size</a>
12.	Language	Allow user to switch the display language between English, Traditional Chinese and Simplified Chinese.	<a href="#">Language</a>
13.	Help	Allow user to open the context-sensitive help contents in relation to the current web page.	<a href="#">Context-Sensitive Help</a>
14.	Contact Us	Display the contact information of ESH Help Desk.	<a href="#">Contact Us</a>
15.	Logout	Logout from the system.	<a href="#">Logout</a>

### 2.2.1.2 Left Menu

The Left Menu contains the following core system functions:



**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

No.	Function Name	Description	Manual Section
1.	Home	Go back to the landing page	<a href="#">Home</a>
2.	Inbox	Display all the messages from BD/ESH including acknowledgement receipt and submission results.	<a href="#">Inbox</a>
3.	Active Submissions	List all the active submissions of user, i.e. submissions under processing by BD in ESH.	<a href="#">Active Submissions</a>
4.	My Projects	List all the active projects of user, i.e. projects with active submissions in ESH.	<a href="#">My Projects</a>
5.	My Workspace	<p>As AP/RSE/RGE/RC is provided with a storage space, i.e. a common collaborative environment, to facilitate the drafting and preparation of submission documents and show the size of allocated storage capacity and the information of all draft submissions stored.</p> <p>The storage capacity of workspace is 5 GB for AP/RSE/RGE and 2.5 GB for RC.</p>	<a href="#">My Workspace</a>
6.	Manage Project Team	Allow invitation of project team members including the collaborators and owners and manage their permissions and access rights.	<a href="#">Manage Project Team</a>
7.	News	Display the system news and other messages from BD related to ESH.	<a href="#">News</a>
8.	My Account	Show user account information including the default role, “iAM Smart”/digital certificate status and selected channel of notification and allow user to update.	<a href="#">My Account</a>
9.	Share Information	User may share submission information and/or documents to other Registered Building Professionals under the project	<a href="#">Share Information</a>
10.	My Favourite	User can customise the items to be displayed in “My Favourite” widget	<a href="#">My Favourite</a>

		according to personal preference.	
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### 2.2.1.3 Quick Buttons

The following quick buttons in the landing page aim to provide quick access to the commonly used functions.



No. from the left	Function Name	Description	Manual Section
1	My Workspace	As AP/RSE/RGE/RC is provided with a storage space, i.e. a common collaborative environment, to facilitate the drafting and preparation of submission documents and show the size of allocated storage capacity and the information of all draft submissions stored.  The storage capacity of workspace is 5 GB for AP/RSE/RGE and 2.5 GB for RC.	<a href="#">My Workspace</a>
2	Create New Submission	Access ESH's one-stop e-Counter to select the type of submission/application to be made, including Form BA5 (application for approval of plans or revise submitted application), Form BA 4 (appointment of AP/RSE/RGE), Form BA21 (nomination of other AP/RSE/RGE to act in stead) and miscellaneous documents.	<a href="#">Create New Submission</a>
3	Revise Submissions	Revise the submission/application submitted in ESH including add,	<a href="#">Revise Submission</a>

**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

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		supersede and/or withdraw the submitted forms, plans and/or documents.	
4	My Projects	List all the active projects of user, i.e. projects with active submissions in ESH.	<a href="#">My Projects</a>
5	Manage Project Team	Allow invitation of project team members including the collaborators and owners and manage their permissions and access rights.	<a href="#">Manage Project Team</a>
6	Submit Form BA21	Allow user to submit the Form BA21(nomination of other AP/RSE/RGE to act in stead) for the relevant projects in ESH	<a href="#">Submit Form BA21</a>

### **2.2.1.4 Page Footer**

The page footer is displayed at the bottom of the ESH page which contains the following three categories of quick links:

- i. New Buildings Works
- ii. Account and Management
- iii. Services

User can also access to the Important Notices, Terms and Conditions and Privacy Policy.



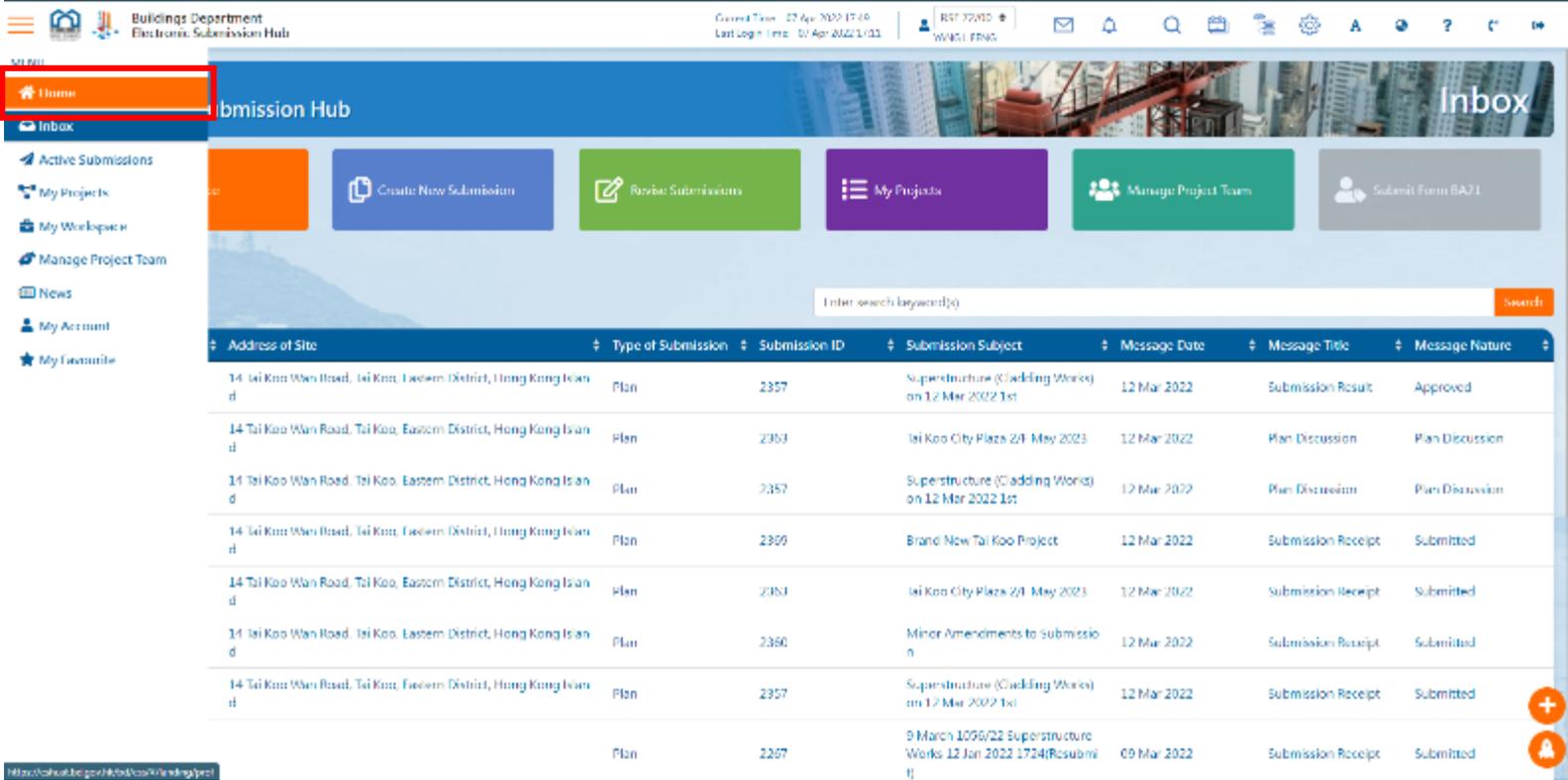
### 2.2.1.5 Quick Access Floating Menu

The quick access floating menu is displayed on the bottom right corner which contains the following four functions;



No.	Function Name	Description
1.	Edit Widget	Allow user to remove, resize and relocate the widgets by personal preference. This function is only available on the landing page.
2.	Create Widget	Allow user to add widgets to the landing page. This function is only available on the landing page.
3.	Create New Submission	Access ESH's one-stop e-Counter to select the type of submission/application to be made, including Form BA5 (application for approval of plans or revise submitted application), Form BA 4 (appointment of AP/RSE/RGE), Form BA21 (nomination of other AP/RSE/RGE to act in stead) and miscellaneous documents.
4.	Top	Divert user back to the top of the page

## 2.2.2 Home

Step #	Step Detail & Screen																																																															
1.	<ul style="list-style-type: none"> <li>On the left menu, locate and click the “Home” button</li> </ul>  <p>The screenshot displays the user interface of the Electronic Submission Hub. On the left, a vertical menu contains several options, with 'Home' highlighted in orange. The main area features a header with the user's name and role, a search bar, and a grid of action buttons such as 'Create New Submission', 'Review Submissions', and 'My Projects'. Below this is a table listing recent submissions with columns for site address, submission type, ID, subject, date, and status.</p> <table border="1" data-bbox="548 826 1906 1278"> <thead> <tr> <th>Address of Site</th> <th>Type of Submission</th> <th>Submission ID</th> <th>Submission Subject</th> <th>Message Date</th> <th>Message Title</th> <th>Message Nature</th> </tr> </thead> <tbody> <tr> <td>14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>2357</td> <td>Superstructure (Cladding Works) on 12 Mar 2022 1st</td> <td>12 Mar 2022</td> <td>Submission Result</td> <td>Approved</td> </tr> <tr> <td>14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>2361</td> <td>Tai Koo City Plaza 2/F May 2023</td> <td>12 Mar 2022</td> <td>Plan Discussion</td> <td>Plan Discussion</td> </tr> <tr> <td>11 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>2357</td> <td>Superstructure (Cladding Works) on 12 Mar 2022 1st</td> <td>12 Mar 2022</td> <td>Plan Discussion</td> <td>Plan Discussion</td> </tr> <tr> <td>14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>2360</td> <td>Brand New Tai Koo Project</td> <td>12 Mar 2022</td> <td>Submission Receipt</td> <td>Submitted</td> </tr> <tr> <td>14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>2361</td> <td>Tai Koo City Plaza 2/F May 2023</td> <td>12 Mar 2022</td> <td>Submission Receipt</td> <td>Submitted</td> </tr> <tr> <td>11 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>2360</td> <td>Minor Amendments to Submission</td> <td>12 Mar 2022</td> <td>Submission Receipt</td> <td>Submitted</td> </tr> <tr> <td>14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>2357</td> <td>Superstructure (Cladding Works) on 12 Mar 2022 1st</td> <td>12 Mar 2022</td> <td>Submission Receipt</td> <td>Submitted</td> </tr> <tr> <td></td> <td>Plan</td> <td>2267</td> <td>9 March 1095/22 Superstructure Works 12 Jan 2022 1724(Resubmit)</td> <td>09 Mar 2022</td> <td>Submission Receipt</td> <td>Submitted</td> </tr> </tbody> </table>	Address of Site	Type of Submission	Submission ID	Submission Subject	Message Date	Message Title	Message Nature	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	2357	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Submission Result	Approved	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	2361	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion	11 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	2357	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	2360	Brand New Tai Koo Project	12 Mar 2022	Submission Receipt	Submitted	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	2361	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Submission Receipt	Submitted	11 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	2360	Minor Amendments to Submission	12 Mar 2022	Submission Receipt	Submitted	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	2357	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Submission Receipt	Submitted		Plan	2267	9 March 1095/22 Superstructure Works 12 Jan 2022 1724(Resubmit)	09 Mar 2022	Submission Receipt	Submitted
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	Plan	2267	9 March 1095/22 Superstructure Works 12 Jan 2022 1724(Resubmit)	09 Mar 2022	Submission Receipt	Submitted																																																										

- After clicking the “Home” button, the page will be redirected to the ESH landing page

2.

Buildings Department  
Electronic Submission Hub

Current Time: 17 Apr 2022 17:48  
Last Login Time: 07 Apr 2022 17:11

155 2200  
WINDLFLWQ

Welcome to  
Electronic Submission Hub

My Workspace

Create New Submission

Revoke Submissions

My Projects

Manage Project Team

Submit Form BA21

Overview

3 Project(s)

40 Active Submission(s)

0 Processed Submission(s)  
(CURRENT MONTH)

196 File(s) Uploaded

3 Collaborator(s)

98 Drafted Submission(s)

3 Project(s) with Drafted Submissions

I Want To...

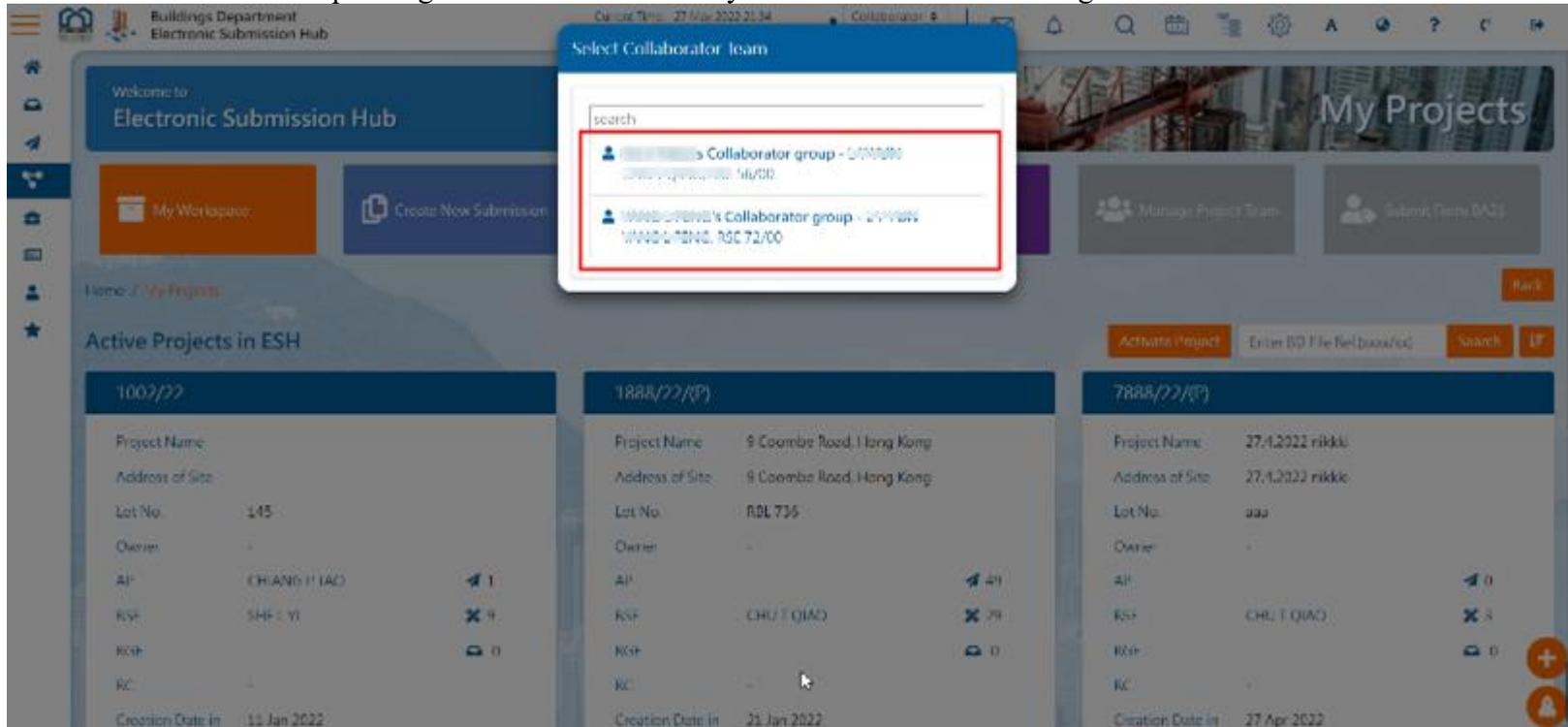
- Add existing projects to ESH account and view all projects in ESH
- Make an application including plans, forms(BA1, BA3, BA16 and BA21) and other relevant documents
- Check the application status and results including approval documents
- View all submitted applications in ESH
- View drafted submissions (My Workspace)
- Change personal particular including adding digital certificate to the ESH account
- Revise (including add/ superseding/ withdraw) the submitted application
- Invite collaborators e.g. owner, assistant, etc. to participate in projects

My Favourite

### 2.2.3 Switch Role

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>On the top menu, locate the role field above user's name</li> </ul>  <p>The screenshot shows the top navigation bar of the Electronic Submission Hub. On the left, there are logos for the Buildings Department and Electronic Submission Hub. In the center, the current time is 07 Apr 2022 10:58 and the last login time is 07 Apr 2022 10:49. On the right, there is a user profile section with a dropdown menu currently displaying 'RGE 20/96' and 'TUMING MEI'. This dropdown menu is highlighted with a red rectangular box.</p>
2.	<ul style="list-style-type: none"> <li>Click the role field to expand the dropdown list which displays all the roles available under your account</li> <li>Select one of the roles that you want to switch to</li> </ul>  <p>The screenshot shows the top navigation bar with the role dropdown menu expanded. The dropdown menu is now open, showing a list of roles. The role 'RGE 20/96' is selected and highlighted with a blue background. This entire dropdown menu area is highlighted with a red rectangular box.</p>

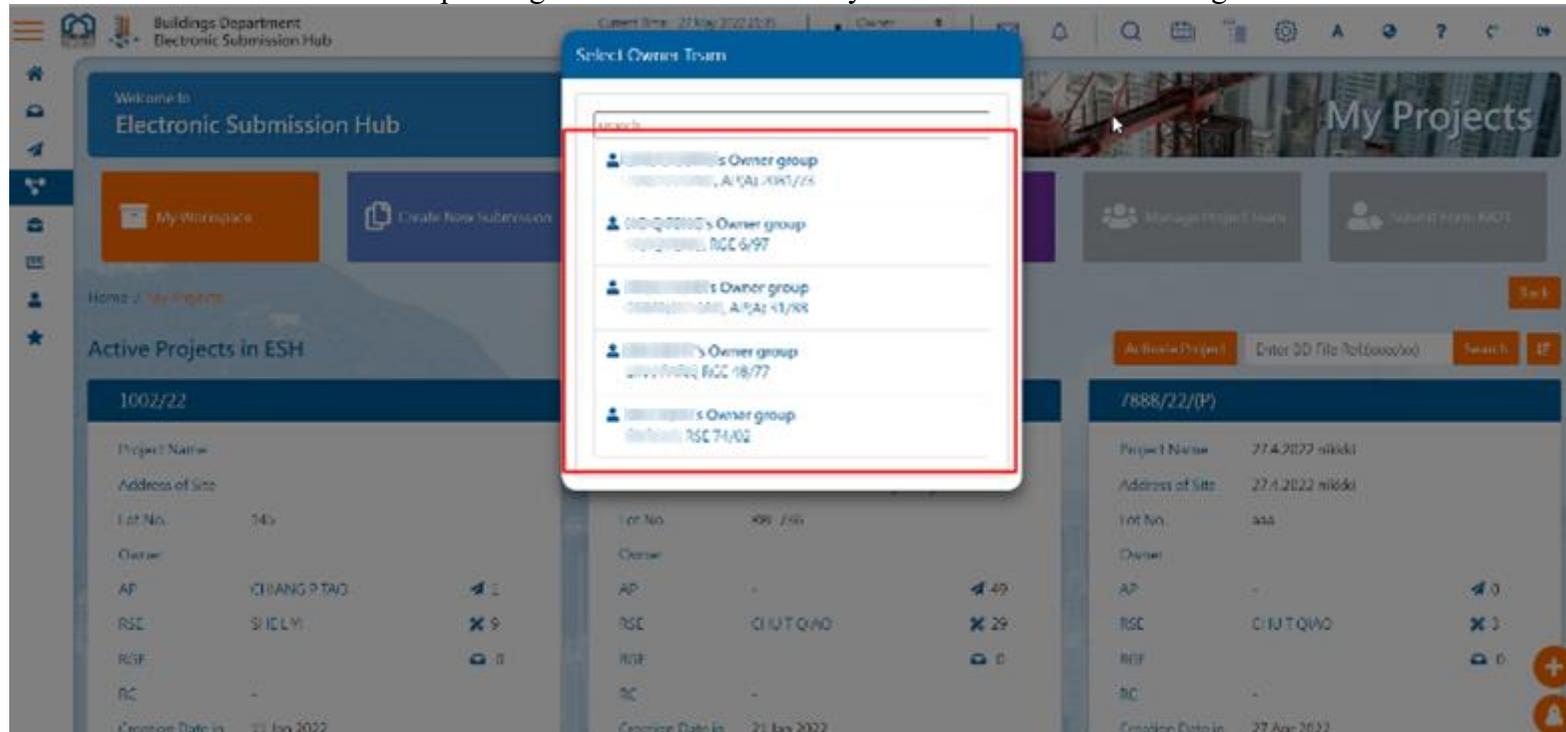
- If you have selected the category of “Collaborator” (if applicable), a dialog box showing all the AP/RSE/RGE/RC who have invited and kept you as their collaborators will be prompted
- Select and click the corresponding AP/RSE/RGE/RC that you want to continue in using ESH



3.

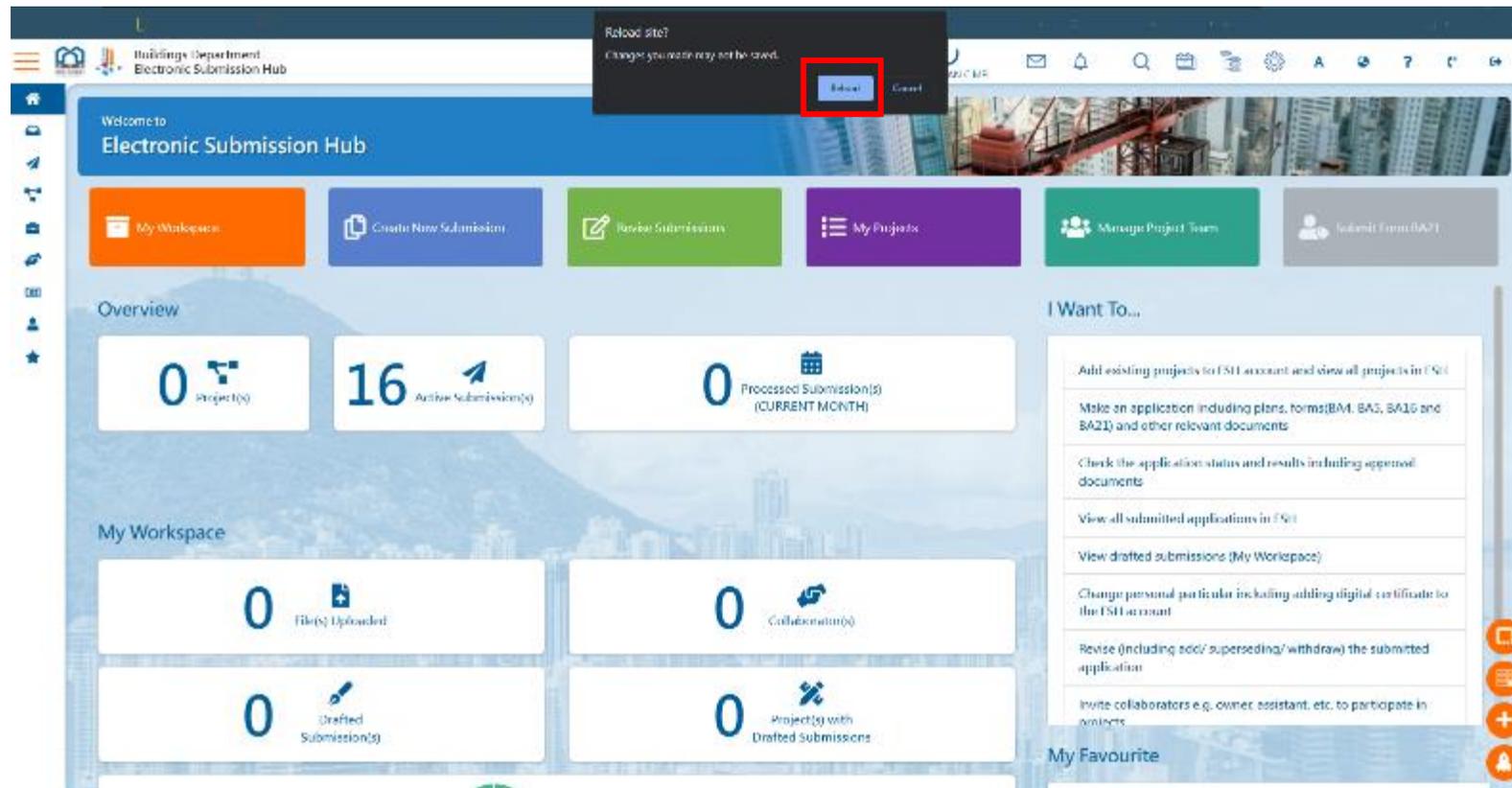
- If you have selected the category of “Owner” (if applicable), a dialog box showing all the AP/RSE/RGE/RC who have invited and kept you as the owners of their projects will be prompted
- Select and click the corresponding AP/RSE/RGE/RC that you want to continue in using ESH

4.



- After selecting, a reload message will be prompted
- Click the “Reload” button to reload the page

5.



- After reloading the page, the selected role will be displayed in role field and the information/context of the page will be updated according to the selected role

6.

The screenshot shows the Electronic Submission Hub dashboard. At the top, there is a header with the logo, 'Buildings Department Electronic Submission Hub', current time (07 Apr 2022 10:53), and user information (CHANG J KONG's Collaborator, TUAN C MD). Below the header is a navigation bar with buttons for 'My Workspace', 'Create New Submission', 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form (BA2)'. The main content area is divided into several sections: 'Overview' with three cards showing '0 Project(s)', '0 Active Submission(s)', and '0 Processed Submission(s) (CURRENT MONTH)'; 'My Workspace' with four cards showing '0 File(s) Uploaded', '0 Collaborator(s)', '0 Drafted Submission(s)', and '0 Project(s) with Drafted Submissions'; and 'I Want To...' with a list of tasks such as 'Add existing projects to ESH account', 'Make an application including plans, forms (BA4, BA5, BA15 and BA21) and other relevant documents', 'Check the application status and results including approval documents', 'View all submitted applications in ESH', 'View drafted submissions (My Workspace)', 'Change personal particular including adding digital certificate to the ESH account', 'Revise (including add/ superseding/ withdraw) the submitted application', and 'Invite collaborators e.g. owner, assistant, etc. to participate in projects'. A red box highlights the main content area, and a red text overlay reads 'The context will be updated according to the selected role.'

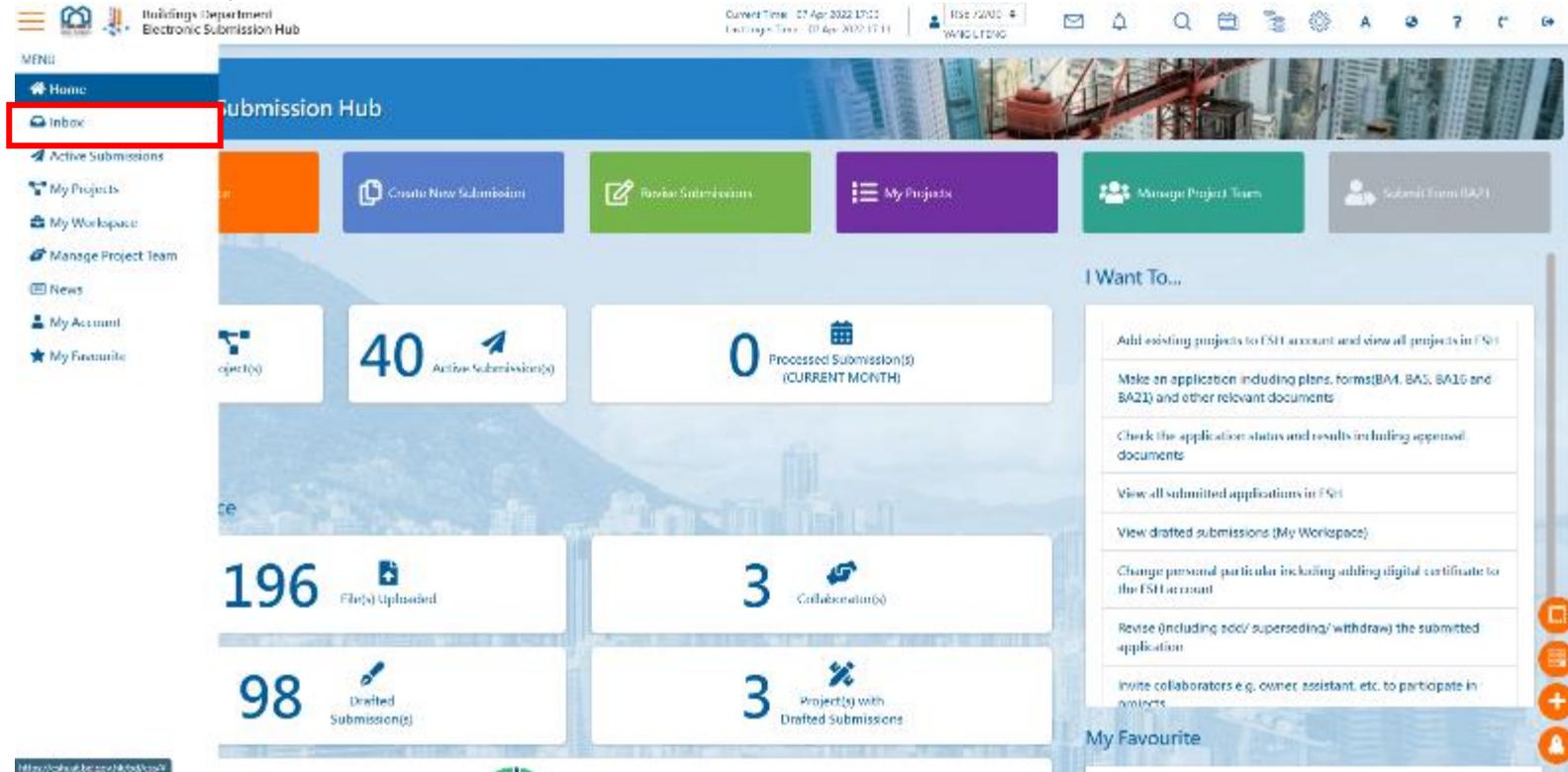
## 2.2.4 Inbox

All the messages from BD/ESH including acknowledgement receipts and submission results are listed out.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>On the top menu, click the “Inbox” icon</li></ul> 

OR

- On the left menu, locate and click the “Inbox” button



- The ESH page will display the “Inbox” page listing all the messages from BD/ESH

2.

The screenshot displays the 'Inbox' page of the Buildings Department Electronic Submission Hub. The page header includes the logo, 'Buildings Department Electronic Submission Hub', and user information: 'Current Time: 24 Feb 2022 22:04', 'Last Login Time: 24 Feb 2022 22:54', and 'User: tang & Ping'. A search bar is located at the top right of the inbox area.

BD File Ref	Address of Site	Type of Submission	Submission ID	Submission Subject	Message Date	Message Title	Message Nature
3/2019/10	19 Blairgowrie Avenue	Plan	957	24 Feb Demo Amendment Superstructure Elements	24 Feb 2022	Submission Result	Disapproved
3/2019/10	19 Blairgowrie Avenue	Plan	958	24 Feb Demo Superstructure Elements(Amendment) ABC	24 Feb 2022	Submission Result	Granted
3/2019/10	19 Blairgowrie Avenue	Plan	958	24 Feb Demo Superstructure Elements(Amendment) ABC	24 Feb 2022	Plan Discussion	Plan Discussion
3/2019/10	19 Blairgowrie Avenue	Plan	953	24 Feb Superstructure (Structural elements (e.g. protective barrier, glass wall, window wall, canopy, etc.))(Amendment)	24 Feb 2022	Submission Result	Granted
3/2019/10	19 Blairgowrie Avenue	Plan	958	24 Feb Demo Superstructure Elements(Amendment) ABC	24 Feb 2022	Submission Receipt	Submitted

- Click the message to view the full content including the attachments in the message (if applicable)

3.

Retest on 19042022 by Kel (II) 1207 ×

BD Ref No.	3/3009/22/33
Address of Site	Demo Project for 20012022
Type of Submission	Plan
Submission ID	ESH-0000005942
Acknowledgement No.	3/3009/22/33
Submission Subject	Retest on 19042022 by Kel (II) 1207
Message Date	19 Apr 2022

Message from BD

 [Letter Retest on 19042022 by Kel \(II\) 1207](#) 

Attachment(s)

 Seventh Floor Plan\_Site A REVISED.pdf 

 BD106.pdf 

- Click the “Download” button to download the document file(s) in the message from BD (e.g. approval letter or disapproval letter) and/or the attachment(s) (e.g. plan(s), BD103 and/or BD106).

The screenshot displays a message window titled "Retest on 19042022 by Kel (II) 1207". It contains a table of submission details, a "Message from BD" section with a download link, and an "Attachment(s)" section with two PDF files, each with a download icon.

BD Ref No.	3/3009/22/33
Address of Site	Demo Project for 20012022
Type of Submission	Plan
Submission ID	ESH-0000005942
Acknowledgement No.	3/3009/22/33
Submission Subject	Retest on 19042022 by Kel (II) 1207
Message Date	19 Apr 2022

Message from BD

[Letter Retest on 19042022 by Kel \(II\) 1207](#)

Attachment(s)

Seventh Floor Plan\_Site A REVISED.pdf   
 BD106.pdf

- The corresponding file(s)/ attachment(s) will then be downloaded.

The screenshot displays an email interface with a blue header bar containing the text "Retest on 19042022 by Kel (II) 1207". The email body contains the following details:

BD Ref No.	3/3009/22/33
Address of Site	Demo Project for 20012022
Type of Submission	Plan
Submission ID	ESH-0000005942
Acknowledgement No.	3/3009/22/33
Submission Subject	Retest on 19042022 by Kel (II) 1207
Message Date	19 Apr 2022
Message from BD	

Below the details, there are two attachment rows, each with a download icon:

- Letter Retest on 19042022 by Kel (II) 1207
- Attachment(s):
  - Seventh Floor Plan\_Site A REVISED.pdf
  - BD106.pdf

Overlaid on the right side of the email is a "Downloads" window. It lists two files for download:

- Retest on 19042022 by Kel (II) 1207Attachments (2).zip (with an "Open file" link)
- Letter Retest on 19042022 by Kel (II) 1207 (1).pdf (with an "Open file" link)

A "See more" link is also visible at the bottom of the Downloads window. In the background, a list of "Submission Receipt" and "Submission Result" items is partially visible.

## 2.2.5 Notification

User will receive the system notification of different natures such as requests for signing, submission results or acknowledgement receipts and etc.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>On the top menu, locate the “Notification” icon</li></ul>  <p>The screenshot shows the top navigation bar of the Electronic Submission Hub. On the left, there are three icons (a hamburger menu, a house, and a person) followed by the text "Buildings Department Electronic Submission Hub". In the center, there is a status bar showing "Current Time: 07 Apr 2022 10:58" and "Last Login Time: 07 Apr 2022 10:49". On the right, there is a user profile dropdown menu showing "RGE.20V95" and "TUWANG MEI". To the right of the user profile are several icons: an envelope, a bell (notification icon, highlighted with a red box), a magnifying glass, a calendar, a person, a gear, a letter 'A', a refresh icon, and a question mark.</p>

- Click the “Notification” icon. The new/earlier notification will be displayed on the top

2.

The screenshot shows the 'Inbox' page of the Buildings Department Electronic Submission Hub. A notification pop-up is displayed over the inbox, listing recent submissions and discussions. The notification is highlighted with a red box. The notification text includes:

- Tang S Ping submit submission in Structural submission (2019/10)
- New Discussion for: 24 Feb Demo Superstructure Elements(Amendment) ABC
- Tang S Ping submit 24 Feb Demo Superstructure Elements(Amendment) ABC submission in Structural submission (2019/10)
- Tang S Ping submit 24 Feb Demo Amendment Superstructure Elements submission in Structural submission (2019/10)

The main inbox table below the notification shows the following data:

BD File Ref.	Address of Site	Type	Address	Subject	Message Date	Message Title	Message Nature
3/2019/10	19 Blairgowrie Avenue	Plan	19 Blairgowrie Avenue	24 Feb Demo Superstructure Elements(Amendment) ABC	24 Feb 2022	Submission Result	Disapproved
3/2019/10	19 Blairgowrie Avenue	Plan	19 Blairgowrie Avenue	24 Feb Demo Superstructure Elements(Amendment) ABC	24 Feb 2022	Submission Result	Granted
3/2019/10	19 Blairgowrie Avenue	Plan	19 Blairgowrie Avenue	24 Feb Demo Superstructure Elements(Amendment) ABC	24 Feb 2022	Plan Discussion	Plan Discussion
3/2019/10	19 Blairgowrie Avenue	Plan	19 Blairgowrie Avenue	24 Feb Superstructure (Structural elements (e.g. protective barrier, glass wall, window wall, canopy, etc.))(Amendment)	24 Feb 2022	Submission Result	Granted
3/2019/10	19 Blairgowrie Avenue	Plan	19 Blairgowrie Avenue	24 Feb Demo Superstructure Elements(Amendment) ABC	24 Feb 2022	Submission Receipt	Submitted

- Click a notification to view its details and continue

3.

The screenshot displays the Electronic Submission Hub interface. At the top, the user is logged in as 'ISE 72/00' (WANG L FENG) on 07 Apr 2022 12:20. The main navigation bar includes 'My Workspace', 'Create New Submission', and 'Revise Submissions'. The 'Overview' section shows 3 Projects, 40 Active Submission(s), and 0 Processed Submission(s) for the current month. The 'My Workspace' section shows 196 File(s) Uploaded, 3 Collaborator(s), 98 Drafted Submission(s), and 3 Project(s) with Drafted Submissions. A notification pop-up is visible, titled 'New Discussion for: Tai Koo City Plaza 2/F May 2023', which is highlighted with a red box. The notification text reads: 'WANG L FENG withdraw and resubmit submission in Structural submission (2007/22)'. Below the notification, there are several action items: 'Add existing projects to ESH account and view all projects in ESH', 'Make an application including plans, forms (BA1, BA5, BA1.b and BA21) and other relevant documents', 'Check the application status and results including approval documents', 'View all submitted applications in ESH', 'View drafted submissions (My Workspace)', 'Change personal particular including adding digital certificate to the ESH account', 'Revise (including add/ superseding/ withdraw) the submitted application', and 'Invite collaborators e.g. owner, assistant, etc. to participate in projects'. The 'My Favourite' section is partially visible at the bottom right.

- The page will be redirected to the corresponding page to view the details and continue

4.

The screenshot displays the 'Discussion workspace with officer' interface. At the top, it shows the user's name 'YANG L FENG' and the current time '07 Apr 2022 13:20'. The main content area is divided into several sections:

- Discussion items:** A section for 'Submission files' containing a table with columns for File Name, File Type, Uploaded by, Create date, and Last update. Three files are listed: 'Sixth Floor Plan\_Site A revise d.pdf', 'Third Floor Plan\_Site A.pdf', and 'Seventh Floor Plan\_Site A.pdf', all of type 'Plan' and dated '12 Mar 2022'.
- Additional File to RD Case Officer:** A table with columns for name, File Type, Create date, and Last update. It currently shows 'No data available in table'.
- Additional File from RD Case Officer:** Another table with the same columns, also showing 'No data available in table'.
- Remarks and comments:** A section with buttons for 'Refresh', 'Clear', and 'Submit comment'. A comment from 'MA Yuen Mok, Michael SE/HK1' dated 'March 12, 2022 2:40 PM' is visible, stating 'Please review all the comments inside and resubmit the plans.'

## 2.2.6 Search

This function is not available at the moment.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>On the top menu, locate the “Search” icon</li></ul>  <p>The screenshot shows the top navigation bar of the application. On the left, there are three icons: a hamburger menu, a building icon, and a person icon, followed by the text 'Buildings Department' and 'Electronic Submission Hub'. In the center, there is a status bar with 'Current Time: 07 Apr 2022 10:51' and 'Last Login Time: 07 Apr 2022 10:49'. On the right, there is a user profile dropdown for 'RGE 20/95' with 'TUWANG MEI' below it. To the right of the user profile are several icons: an envelope, a bell, a magnifying glass (the search icon, which is highlighted with a red box), a calendar, a list, a gear, a letter 'A', a refresh icon, and a question mark.</p>
2.	1. Type in the any keyword to perform searching

## 2.2.7 Calendar

**This function is not available at the moment.**

Calendar allows user to i) view calendar, ii) search an event and iii) create a new event.

### *i. View Calendar*

The scheduled event could be found or planned by using the Calendar function.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>On the top menu, locate and click on the “Calendar” icon</li></ul> 

- After clicking the “Calendar” icon, a quick calendar view will be prompted
- If user want to see the calendar in full page view, click the “Full Calendar page” button

2.

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. A calendar overlay for February 2022 is shown, with a red box highlighting the 'Full Calendar page' button. The main content area shows an 'Inbox' with a table of submission records.

BD File Ref	Address of Site	Type of Submission	Submission	Date	Message Title	Message Nature
3/2019/10	19 Blairowrie Avenue	Plan	957	2022	Submission Resu	Disapproved
3/2019/10	19 Blairowrie Avenue	Plan	958	2022	Submission Resu	Granted
3/2019/10	19 Blairowrie Avenue	Plan	958	24 Feb 2022	Plan Discussion	Plan Discussion
3/2019/10	19 Blairowrie Avenue	Plan	953	24 Feb 2022	Submission Resu	Granted
3/2019/10	19 Blairowrie Avenue	Plan	958	24 Feb 2022	Submission Rece	Submitted

URL: <https://esh2.nexify.com.hk/bd/ess/#calendar>

- “e-Calendar” in full page view will be opened in the ESH page

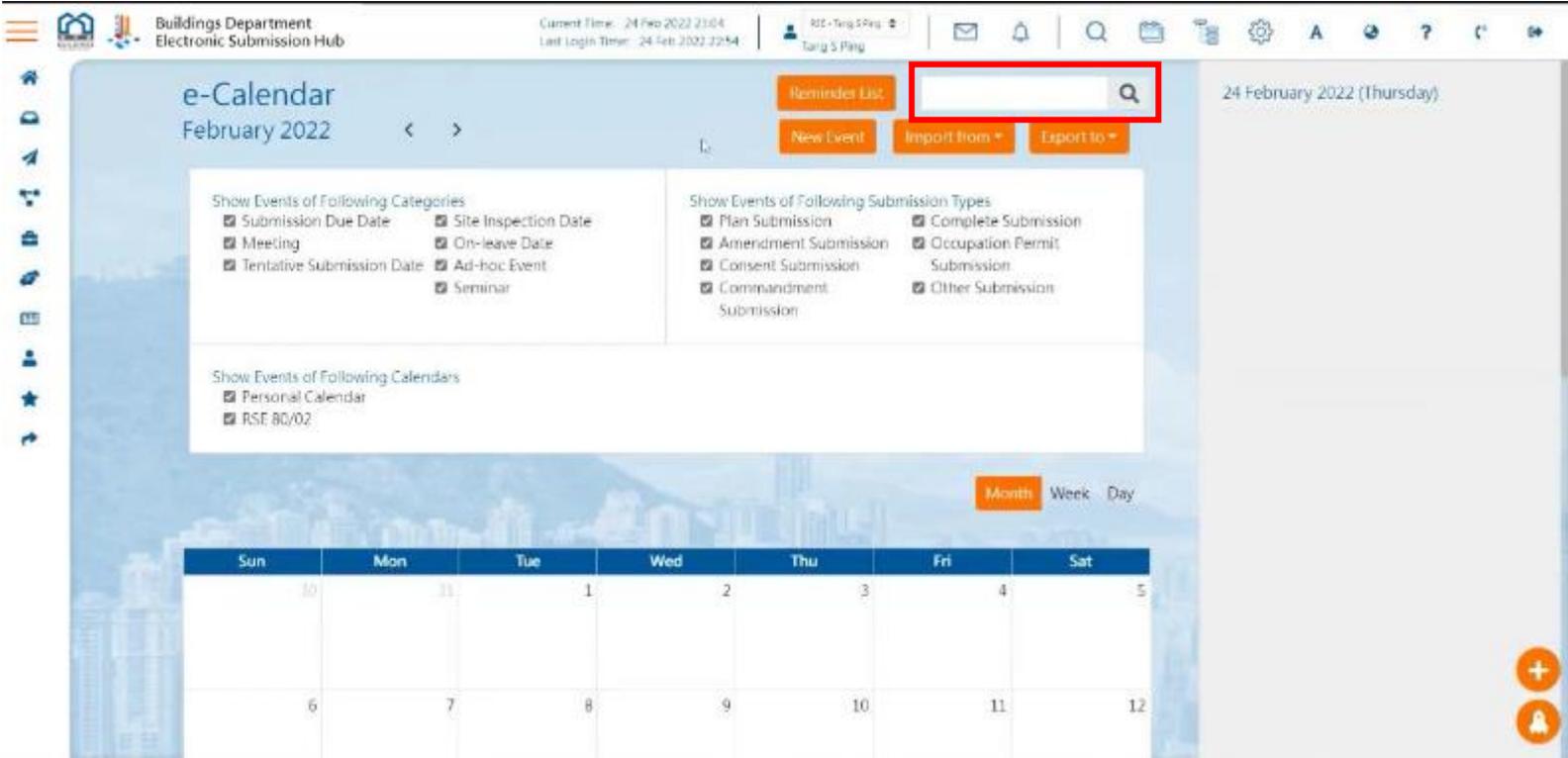
3.

The screenshot displays the 'e-Calendar' interface within the 'Buildings Department Electronic Submission Hub'. The top navigation bar includes the user's name 'Tang S Pang', the current time '24 Feb 2022 21:04', and the last login time '24 Feb 2022 22:54'. The calendar is set to 'February 2022' and shows the date '24 February 2022 (Thursday)'. The interface features several filter sections:

- Show Events of Following Categories:**
  - Submission Due Date
  - Meeting
  - Tentative Submission Date
  - Site Inspection Date
  - On-leave Date
  - Ad-hoc Event
  - Seminar
- Show Events of Following Submission Types:**
  - Plan Submission
  - Amendment Submission
  - Consent Submission
  - Commandment Submission
  - Complete Submission
  - Occupation Permit Submission
  - Other Submission
- Show Events of Following Calendars:**
  - Personal Calendar
  - RSE 80/02

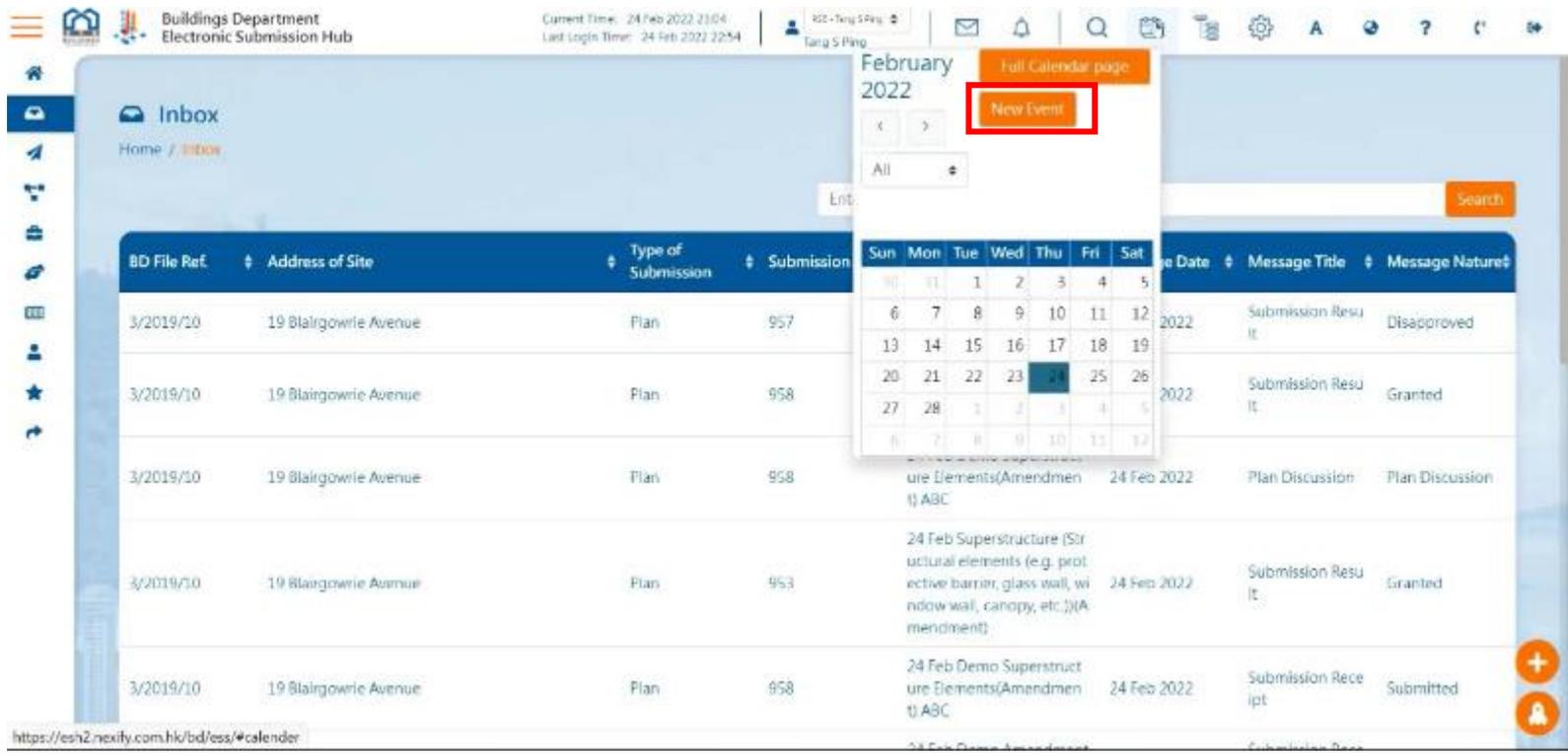
The calendar grid shows dates from 10 to 12. The interface also includes a 'Reminder List' search bar, 'New Event', 'Import from', and 'Export to' buttons, and a view selector for 'Month', 'Week', and 'Day'. A vertical sidebar on the left contains navigation icons, and a bottom right corner contains '+' and notification icons.

*ii. Search Event*

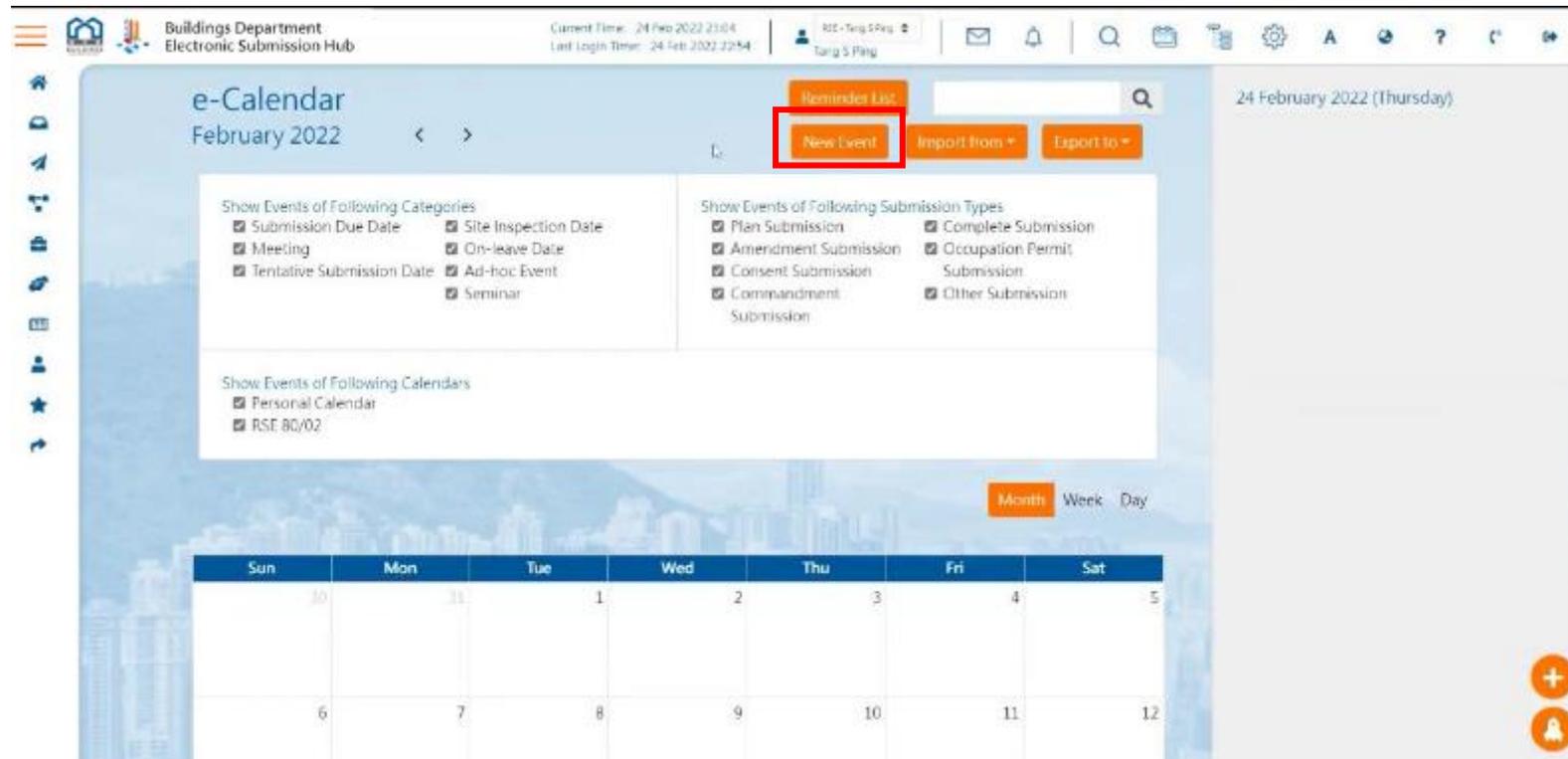
Step #	Step Detail & Screen
1.	<p>1. In the “e-Calendar” page, locate the search text area</p>  <p>The screenshot shows the 'e-Calendar' page for February 2022. At the top right, there is a search bar with a magnifying glass icon, which is highlighted with a red box. Below the search bar are buttons for 'Reminder List', 'New Event', 'Import from', and 'Export to'. The main content area includes filters for 'Show Events of Following Categories', 'Show Events of Following Submission Types', and 'Show Events of Following Calendars'. At the bottom, there is a calendar grid for the month of February 2022, with the current date '24 February 2022 (Thursday)' displayed on the right.</p>
2.	2. Type in the keyword that you want to search

**iii. Create New Event**

The user can create a new event through 1) the quick view in Top Menu or 2) the full view in e-Calendar page.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>• <b>On top menu</b> <ul style="list-style-type: none"> <li>• Click the “Calendar” icon</li> <li>• After clicking the “Calendar” icon, a quick calendar view will be prompted</li> <li>• Click the “New Event” button</li> </ul> </li> </ul>  <p>The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. A calendar overlay for February 2022 is shown, with the 'New Event' button highlighted in a red box. The background shows an 'Inbox' table with columns for 'BD File Ref', 'Address of Site', 'Type of Submission', and 'Submission ID'. The table contains several entries for '19 Blaugowrie Avenue' with various submission types and dates.</p>

- In the “e-Calendar” page
  - Locate and click the “New Event” button



1. Fill in the information of the event

The screenshot shows a mobile application interface for creating an event. The form is titled with a close button (X) in the top right corner. The fields are as follows:

- Event Name:** A text input field with a cursor.
- Calendar:** A dropdown menu showing "Personal Calendar".
- Duration:** A date and time range selector showing "2022-02-24 Thur 11:06PM" to "2022-02-24 Thur 11:06PM" with a right-pointing arrow between them.
- All-day Event:** A checkbox that is currently unchecked.
- Event Type:** A dropdown menu showing "Meeting".
- Color:** A color selection dropdown showing a red circle and the text "Red".
- Reminder:** A dropdown menu showing "At the event time".
- Location:** A text input field.

2.

Click the “Create Event” button

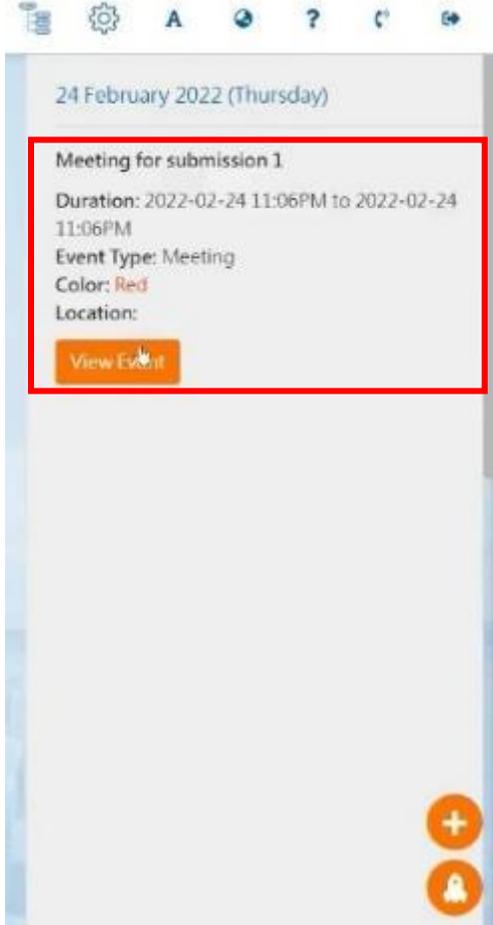
3.

The screenshot shows a mobile application interface for creating an event. The dialog box is titled "Create Event" and has a close button (X) in the top right corner. The fields are as follows:

- Duration:** A date and time range from "2022-02-24 Thur 11:06PM" to "2022-02-24 Thur 11:06PM" with a right-pointing arrow between them.
- All-day Event:** An unchecked checkbox.
- Event Type:** A dropdown menu with "Meeting" selected.
- Color:** A red circular color selector and a dropdown menu with "Red" selected.
- Reminder:** A dropdown menu with "At the event time" selected.
- Location:** An empty text input field.
- Remark:** An empty text input field.

At the bottom of the dialog box, there are two buttons: a green "Create Event" button and a grey "Cancel" button. The "Create Event" button is highlighted with a red rectangular border.

4. 1. The created event will be displayed on the calendar list which is located on the right panel

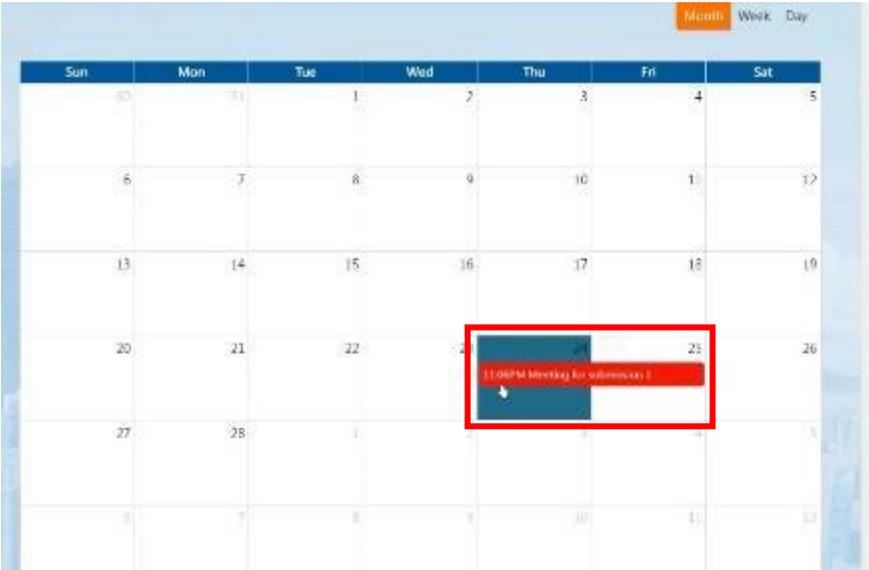


The screenshot shows a mobile application interface for a calendar. At the top, there are several icons: a list, a gear, a letter 'A', a globe, a question mark, a speech bubble, and a refresh symbol. Below these icons, the date '24 February 2022 (Thursday)' is displayed. The main content area shows an event card for 'Meeting for submission 1'. The event details are as follows:

- Duration: 2022-02-24 11:06PM to 2022-02-24 11:06PM
- Event Type: Meeting
- Color: Red
- Location:

A red box highlights the event title, duration, type, color, and location. Below the event details is an orange button labeled 'View Event'. At the bottom right of the screen, there are two orange circular buttons: one with a plus sign and one with a bell icon.

2. The created event will be displayed on the calendar view



The screenshot shows a desktop calendar application in a weekly view. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. A red event bar is visible on Thursday, February 24th, spanning from 11:06 PM to 11:06 PM. The event title is '11:06PM Meeting for submission 1'. A red box highlights the event bar. At the top right of the calendar, there are three tabs: 'Month', 'Week', and 'Day', with 'Month' selected.

### 2.2.8 Project Directory

The function of “Project Directory” allows user to i) view all active projects in ESH account, ii) view the submitted submissions/applications made via ESH under the active projects, iii) search/filter the active project and iv) perform further action(s) in respect of a submitted submission/application made via ESH.

*i. View all active projects in ESH account*

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>On the top menu, locate the “Project Directory” icon</li></ul> 

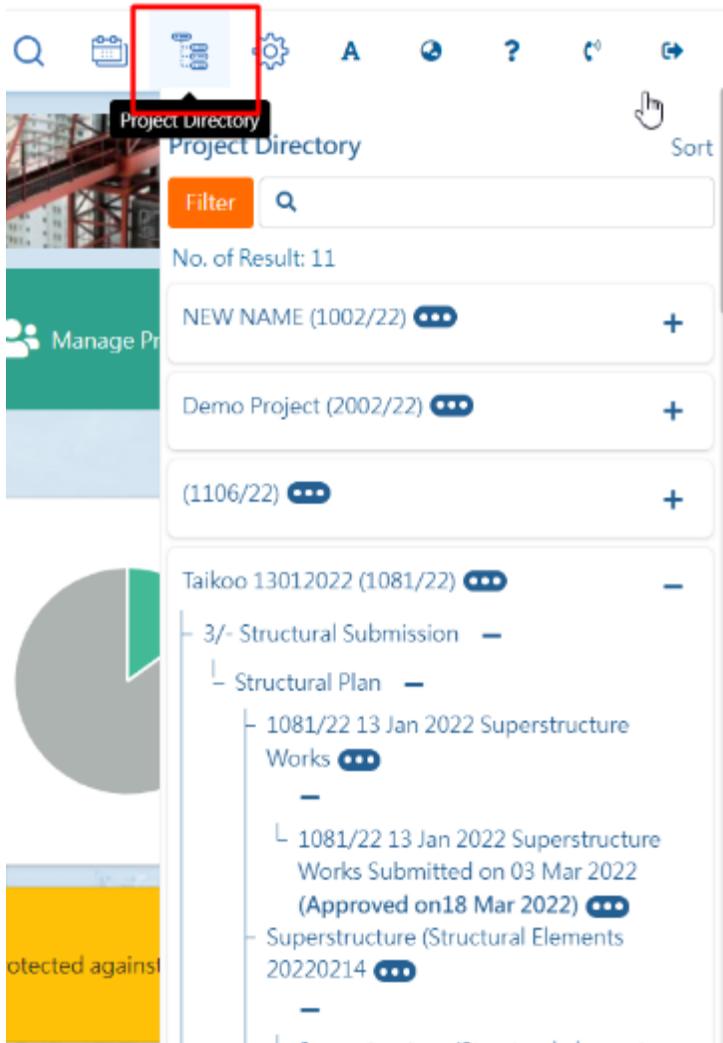
- Click the “Project Directory” icon and the project directory listing all active projects in ESH account will be displayed

2.

The screenshot displays the Electronic Submission Hub interface. At the top, the header includes the Buildings Department logo, the user's name (RSC T2000), and the current time (07 Apr 2022 15:24). Below the header, there are navigation icons and a main navigation bar with buttons for "My Workspace", "Create New Submission", "Revise Submissions", "My Projects", and "Manage Project Team". The main content area is divided into several sections: "Overview" with three summary cards (3 Project(s), 40 Active Submission(s), 0 Processed Submission(s)), "My Workspace" with four summary cards (196 File(s) Uploaded, 3 Collaborator(s), 98 Drafted Submission(s), 3 Project(s) with Drafted Submissions), and "I Want To..." with a list of actions. On the right side, the "Project Directory" panel is highlighted with a red border, showing a search bar, a "Filter" button, and a list of projects with their IDs and status indicators.

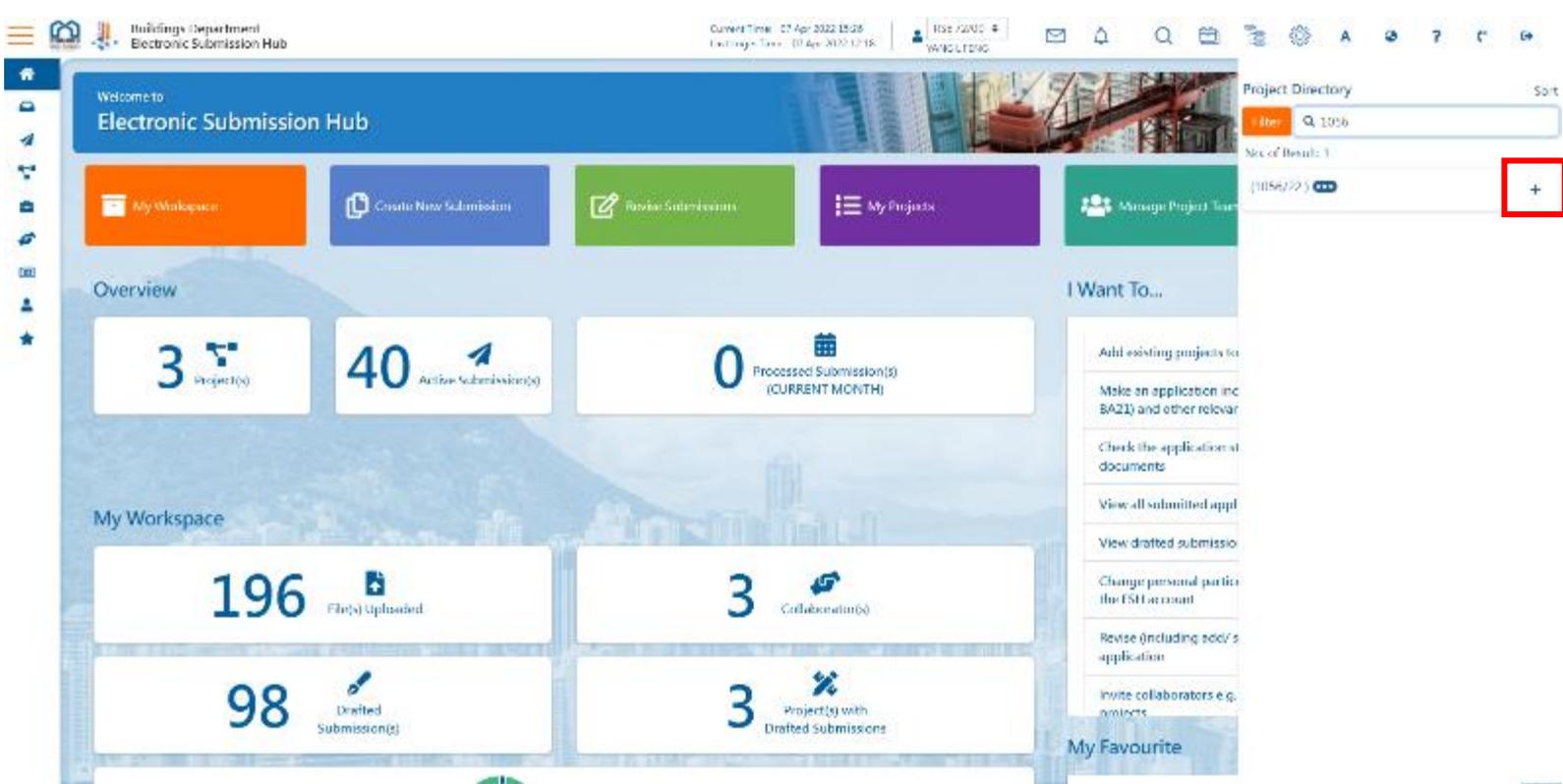
Project Directory		Sort
Filter		
No. of Result: 5		
(1056/22)		+
Demo Project for 2001,2012 (3009/22 53)		+
Cityplaza 3 (2007/22)		+
(500/22)		+
4 (1806/22)		+

- Click the “Project Directory” icon again to close the project directory



3.

ii. *View the submitted submissions/applications under the active projects*

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>Click on the “+” button next to the project</li></ul>  <p>The screenshot displays the Electronic Submission Hub interface. At the top, there is a navigation bar with the following elements: 'Buildings Department Electronic Submission Hub', 'Current Time: 27 Apr 2022 15:25', 'Exchange Time: 03 Apr 2022 12:18', and a user profile for 'RSE /2402 WANG LITING'. Below the navigation bar is a main dashboard area. The dashboard is divided into several sections: 1. 'Welcome to Electronic Submission Hub' banner. 2. 'My Workspace' section with five buttons: 'My Workspace', 'Create New Submission', 'Review Submissions', 'My Projects', and 'Manage Project Team'. 3. 'Overview' section with three cards: '3 Project(s)', '40 Active Submission(s)', and '0 Processed Submission(s) (CURRENT MONTH)'. 4. 'My Workspace' section with four cards: '196 File(s) Uploaded', '3 Collaboration(s)', '98 Drafted Submission(s)', and '3 Project(s) with Drafted Submissions'. 5. 'Project Directory' section on the right with a search bar containing '1056', a search button, and a '+' button highlighted in a red box. 6. 'I Want To...' section with a list of actions: 'Add existing projects to...', 'Make an application inc BA21 and other relevant...', 'Check the application documents', 'View all submitted appl...', 'View drafted submission', 'Change personal profile for the ESH account', 'Revise (including pool's application', and 'Invite collaborators e.g. architects'. 7. 'My Favourite' section at the bottom right.</p>

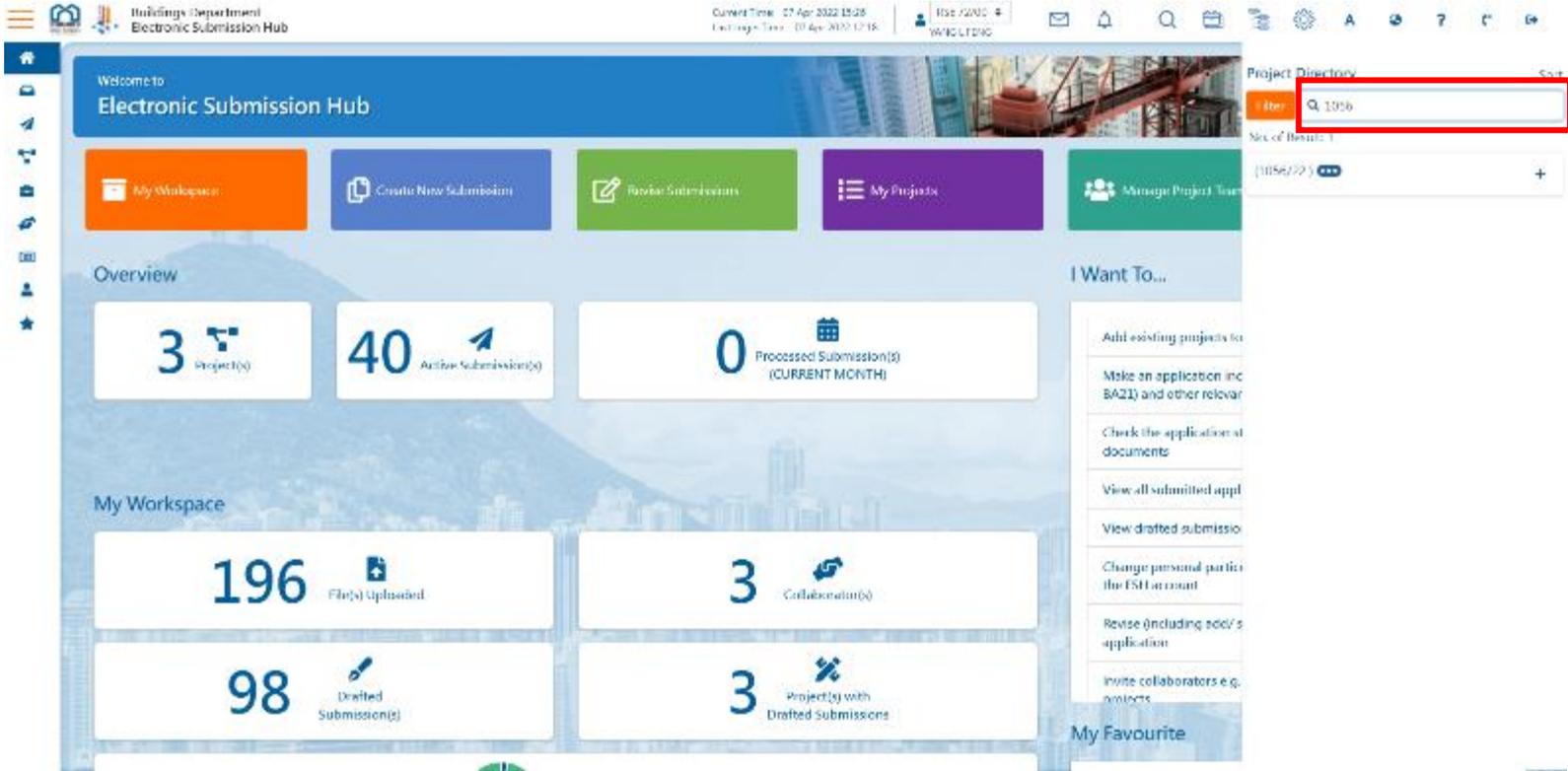
- A list will be expanded under the selected project showing all the corresponding submitted submissions/applications made via ESH

2.

The screenshot displays the Electronic Submission Hub (ESH) application interface. The dashboard includes a navigation menu on the left, a top navigation bar with the user's name (Rise /2ND) and the current time (27 Apr 2022 15:45), and a main content area. The main content area features a 'Welcome to Electronic Submission Hub' banner, a row of action buttons (My Workspace, Create New Submission, Review Submissions, My Projects, Manage Project Tools), and an 'Overview' section with four summary cards: 3 Project(s), 40 Active Submission(s), 0 Processed Submission(s) (CURRENT MONTH), and 196 File(s) Uploaded. Below the overview is a 'My Workspace' section with four more summary cards: 98 Drafted Submission(s), 3 Collaboration(s), 3 Project(s) with Drafted Submissions, and 3 Superstructure (Signboard Works) 20220223. On the right, there is a 'Project Directory' section with a search bar and a list of projects. A red box highlights a list of submissions for a specific project, showing details such as the submission date, status, and transaction ID.

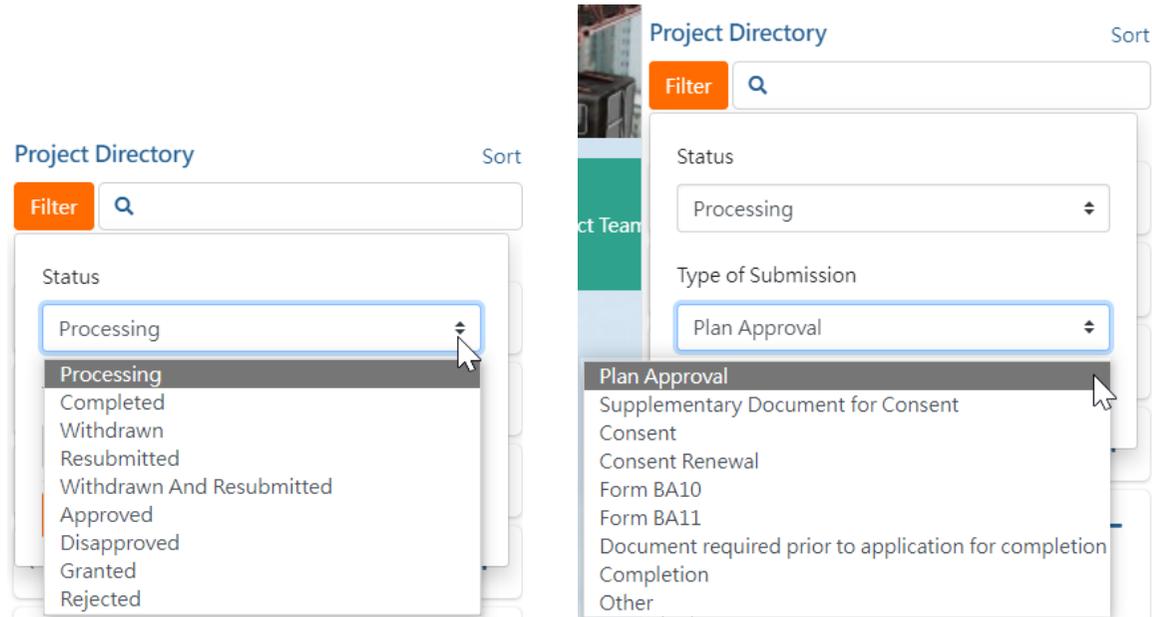
Submission ID	Submission Date	Status
1056/22	12 Jan 2022 17:24	(Disapproved)
1056/22	12 Jan 2022 17:24	(Submitted on 08 Mar 2022) (Processing)
1056/22	12 Jan 2022 17:24	(Resubmit) Submitted on 08 Mar 2022 (Processing)
1056/22	12 Jan 2022 17:24	(Submitted on 23 Feb 2022) (Approved on 24 Feb 2022)

iii. Search/Filter Project

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Enter the keyword (e.g. project code) in the text area of the “Search” field to search for a project</li><li>• After clicking the “Enter” key of your keyboard, the search result will be displayed</li></ul>  <p>The screenshot displays the Electronic Submission Hub dashboard. At the top right, the 'Project Directory' section features a search bar with the text '1056' entered. The search bar is highlighted with a red rectangular box. Below the search bar, the text 'No. of Results: 1' is visible, followed by '(1056/22)' and a plus sign. The dashboard includes a navigation menu on the left, a main content area with 'Overview' and 'My Workspace' sections, and a 'I Want To...' sidebar on the right. The 'Overview' section shows statistics: 3 Project(s), 40 Active Submission(s), and 0 Processed Submission(s) (CURRENT MONTH). The 'My Workspace' section shows 196 File(s) Uploaded, 3 Collaboration(s), 98 Drafted Submission(s), and 3 Project(s) with Drafted Submissions.</p>

- If you want to filter the projects, click the “Filter” button.
- Set the filtering criteria by selecting in the drop-down lists of “Status” and/or “Type of Submission” respectively

2.



- Click the “Apply” button and the filtering result will be displayed

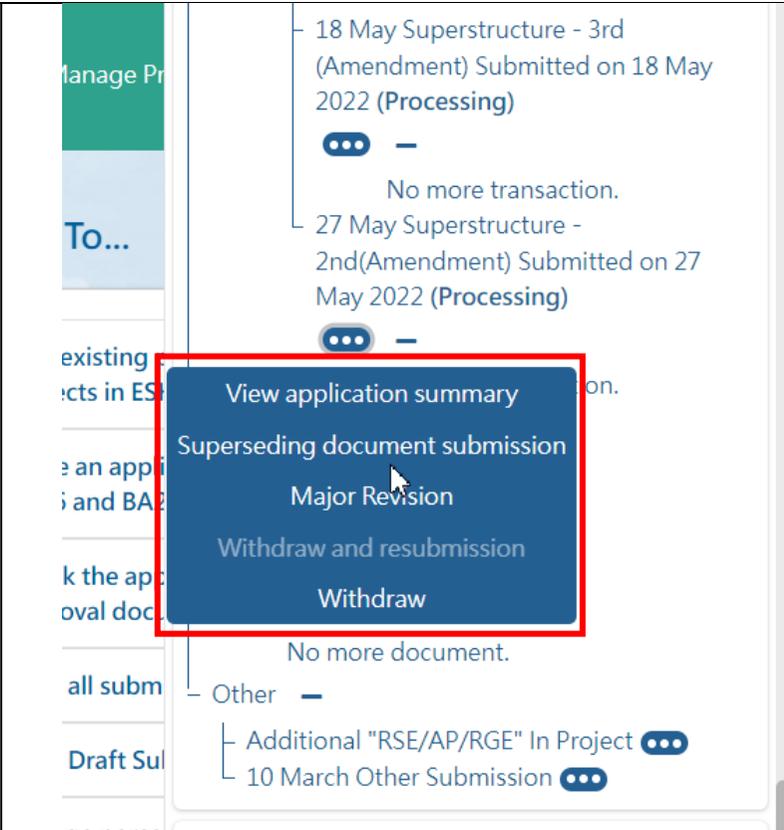
The screenshot shows a 'Project Directory' filter panel. At the top left is a 'Filter' button and a search icon. Below is a 'Status' dropdown menu with 'Processing' selected. Underneath is a 'Type of Submission' dropdown menu with 'Plan Approval' selected. At the bottom of the panel are two buttons: 'Apply' and 'Reset'. The 'Apply' button is highlighted with a blue border, and a mouse cursor is pointing at it.

● Submissions filtered out are shown:

The screenshot displays a web application interface for managing submissions. On the left is a vertical navigation menu with items like 'Manage Pr...', 'nt To...', 'dd existing p...', 'rojects in ESI', 'fak e an appli...', 'A16 and BA2', 'heck the app...', 'pproval docu...', 'iew all subm...', 'iew Draft Sul...', and 'hange perso...', 'ertificate to t...'. The main content area shows a list of submissions, each with a date, description, and status. Red boxes highlight the status 'Processing' for several entries: '18 April Superstructure (Structural elements) -- NO 9 Submitted on 18 Apr 2022 (Processing)', '22 April Superstructure (Cladding Works) - NO 16 Submitted on 22 Apr 2022 (Processing)', '16 May Superstructure - 2nd (Amendment) Submitted on 16 May 2022 (Processing)', '18 May Superstructure - 3rd (Amendment) Submitted on 18 May 2022 (Processing)', and '27 May Superstructure - 2nd(Amendment) Submitted on 27 May 2022 (Processing)'. Each entry also includes a 'Supersede Submission' link with a three-dot menu icon. A toolbar at the top contains icons for search, calendar, list, settings, text, refresh, help, and navigation. A vertical scrollbar is visible on the right side of the submission list.

*iv. Perform further action(s) in respect of a submitted submission/application*

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Locate the submitted submission/application in the Project Directory that you want to perform further action</li><li>• Click on the “...” button next to that item</li><li>• The relevant action list will be displayed which may include the following actions:<ul style="list-style-type: none"><li>• View application summary</li><li>• Superseding document submission</li><li>• Major Revision</li><li>• Withdraw and resubmission</li><li>• Withdraw</li></ul></li></ul>



The screenshot displays a user interface for the Electronic Submission Hub. A dropdown menu is open, showing several options. A red rectangular box highlights the menu options. The options are:

- View application summary
- Superseding document submission
- Major Revision
- Withdraw and resubmission
- Withdraw

The background of the interface shows a list of transactions, including:

- 18 May Superstructure - 3rd (Amendment) Submitted on 18 May 2022 (Processing)
- 27 May Superstructure - 2nd(Amendment) Submitted on 27 May 2022 (Processing)
- Additional "RSE/AP/RGE" In Project
- 10 March Other Submission

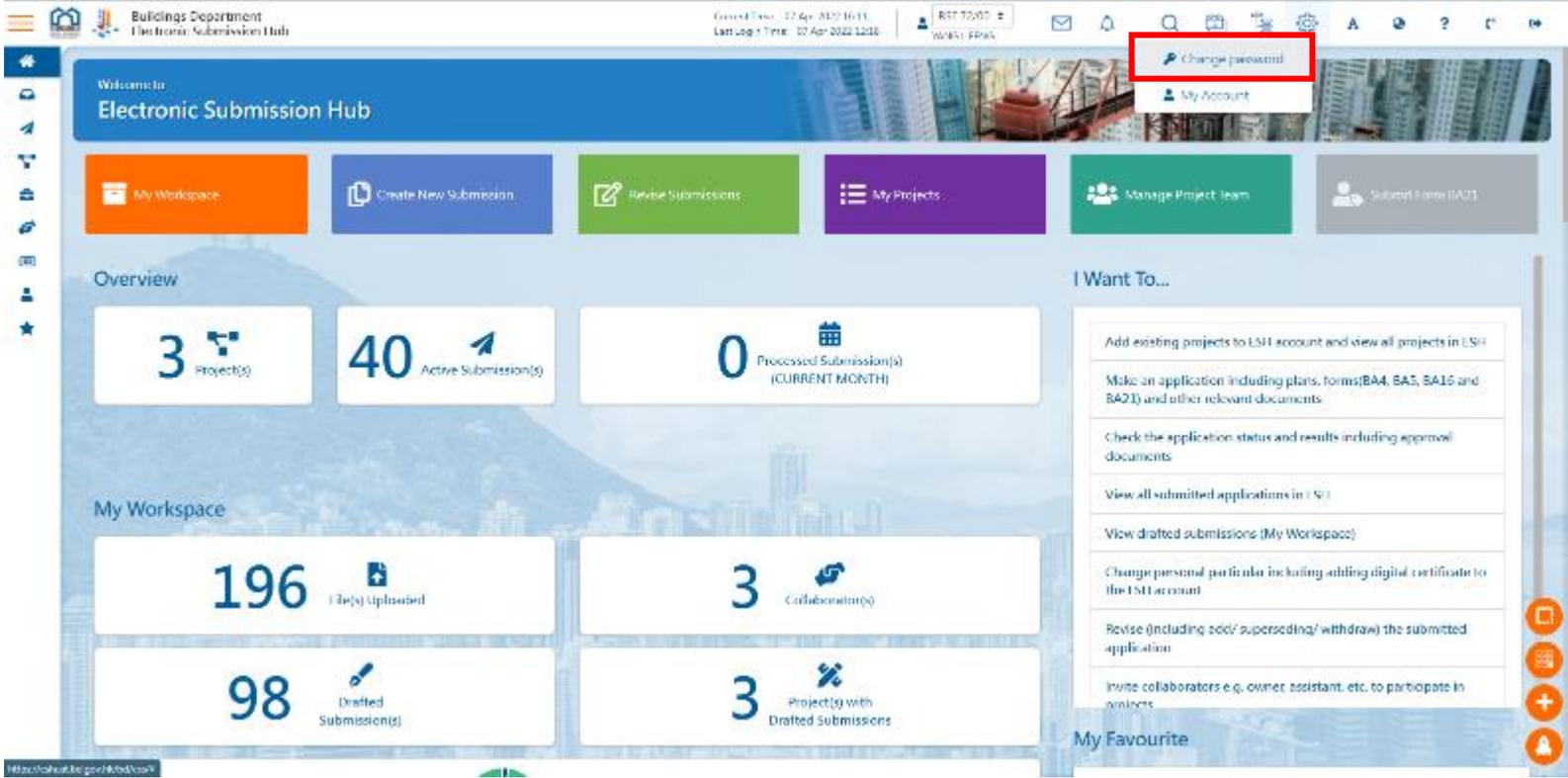
- Select an action to continue

### 2.2.9 Settings and My Account

The function of “Settings and My Account” allows user to i) change password, ii) access and update My Account.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>On the top menu, locate and click on the “Setting” icon</li> </ul> 
2.	<ul style="list-style-type: none"> <li>The selection list will be displayed</li> </ul> 

i. *Change Password*

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Click the “Change Password” link</li> </ul>  <p>The screenshot displays the Electronic Submission Hub interface. At the top right, a navigation bar contains several icons, with the 'Change Password' link highlighted by a red rectangular box. Below the navigation bar, the main dashboard area is divided into several sections: a 'Welcome to Electronic Submission Hub' banner, a row of action buttons (My Workspace, Create New Submission, Revise Submissions, My Projects, Manage Project Team, Submit from BA21), an 'Overview' section with three summary cards (3 Projects, 40 Active Submission(s), 0 Processed Submission(s)), a 'My Workspace' section with four summary cards (196 File(s) Uploaded, 3 Collaboration(s), 98 Drafted Submission(s), 3 Project(s) with Drafted Submissions), and a 'I Want To...' section with a list of tasks. A 'My Favourite' section is partially visible at the bottom right.</p>

- The page will be redirected to the “Change Password” page
- Fill in all fields
  - Old password
  - New password (Password hints by clicking the “i” button)
  - Verify password
- Click the “Apply” button

2.

Buildings Department  
Electronic Submission Hub

Current Time: 07 Apr 2022 16:12  
Last Login Time: 07 Apr 2022 12:13

HSF 22001  
WONG LITUNG

Change password

Old password

New password (Password hints)

Verify password

Apply

Quick links

New Building Works

- Create New Submission
- Inbox
- Archive Submissions
- My Projects
- My Workspace
- Submit Form BA21

Account and Management

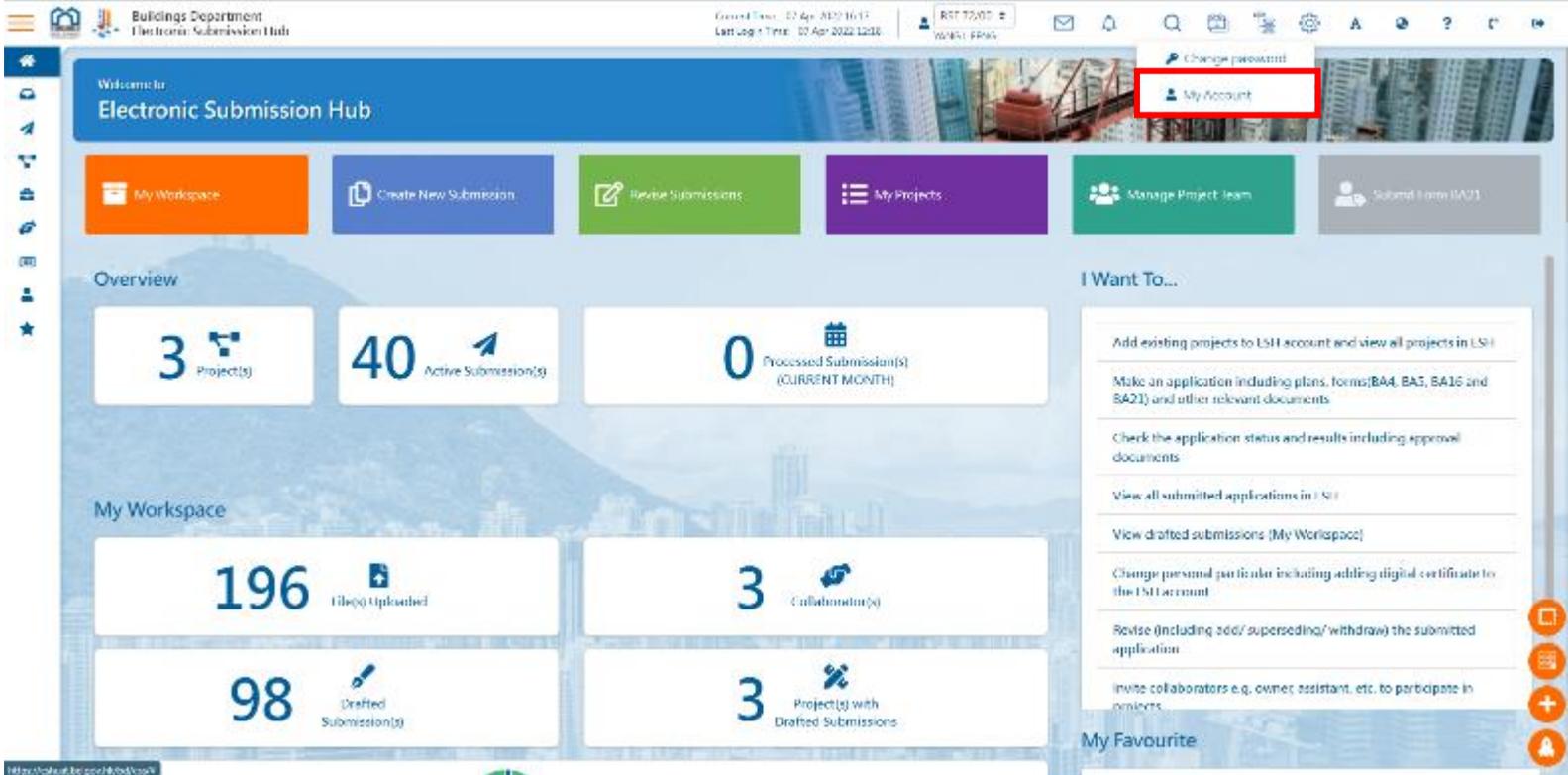
- My Account
- Calendar
- Change Password
- Manage Project Team
- Show Information
- My Favourite

Services

- News
- FAQ
- User Manual
- Contact Us

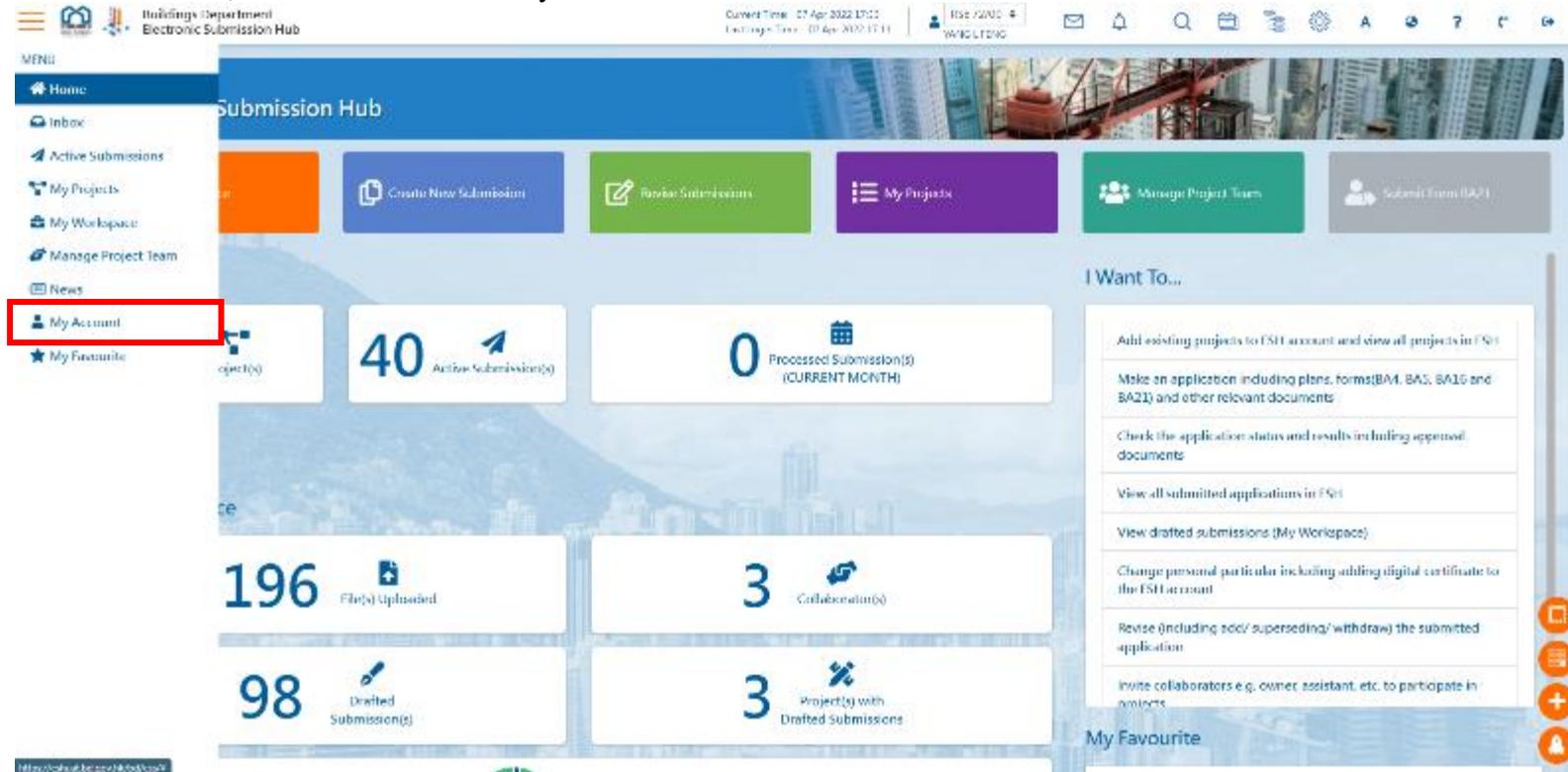
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ii. *View and Update My Account*

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Click the “My Account” link</li> </ul> 

OR

- On the left menu, locate and click the “My Account” button



- After clicking the “My Account” button, the page will be redirected to the “My Account” page
- The account information will be displayed including the registering status of “iAM Smart” and digital certificate and etc.

2.

The screenshot shows the 'My Account' page of the Electronic Submission Hub. The page is titled 'Welcome to Electronic Submission Hub' and 'My Account'. The user's profile information is displayed as follows:

- Mandatory Field**
- Login Name:** RSE 7200
- English Name:** WANG LUYING
- Chinese Name:**
- Registration Type and Registration Number (Expiry Date):** Registered Structural Engineer, RSE 7200 (Expiry Date: 01 Jan 2021)
- Contact Address:** (Three empty input fields)
- Email Address:** luying@seaweb.com.hk
- Telephone No.:** 2245076 (The receiving message limit: 100 per hour, if available)
- Default Role:** RSE 7200
- Preferred Language:**  English  Traditional Chinese  Simplified Chinese
- "iAM Smart" Status:** [Link With iAM Smart](#)

The e-Certificate Status section shows a table with the following data:

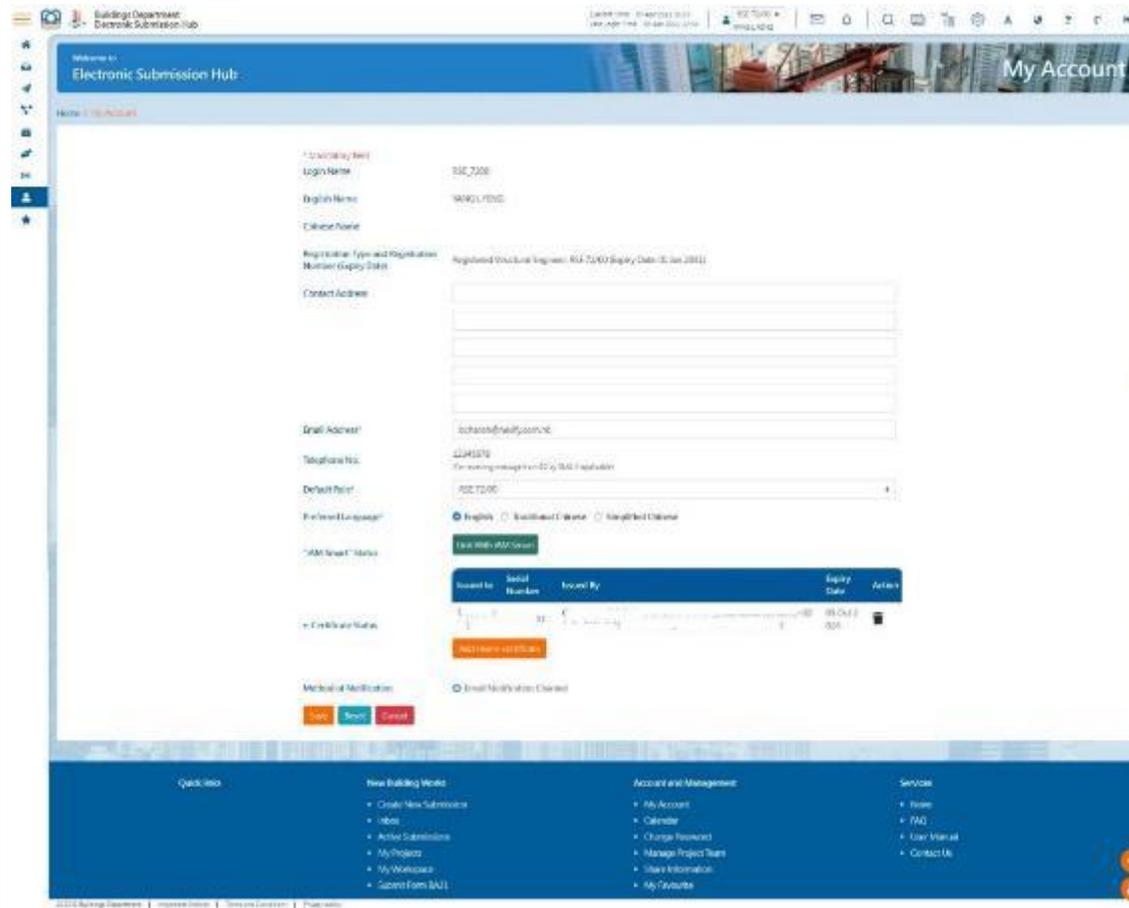
Issued to	Serial Number	Issued By	Expiry Date	Action
			05 Oct 2024	

Below the table, there is an [Add new e-certificate](#) button and a **Method of Notification** section with  Email Notification Chosen.

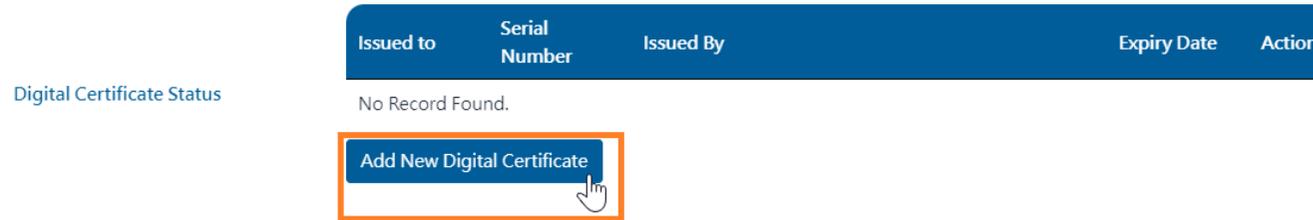
At the bottom of the page, there are navigation links for 'Quick Info', 'New Building Works', 'Account and Management', and 'Service'. The 'Account and Management' section includes links for 'My Account', 'Calendar', 'Change Password', 'Manage Project Team', 'Share Information', and 'My favourite'.

- You can also update the account information

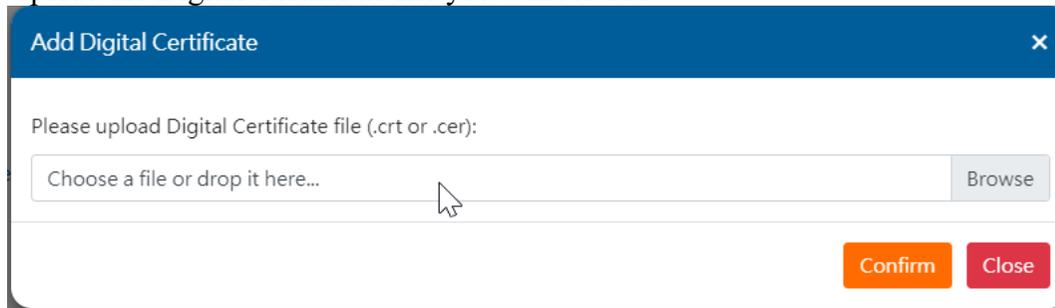
3.



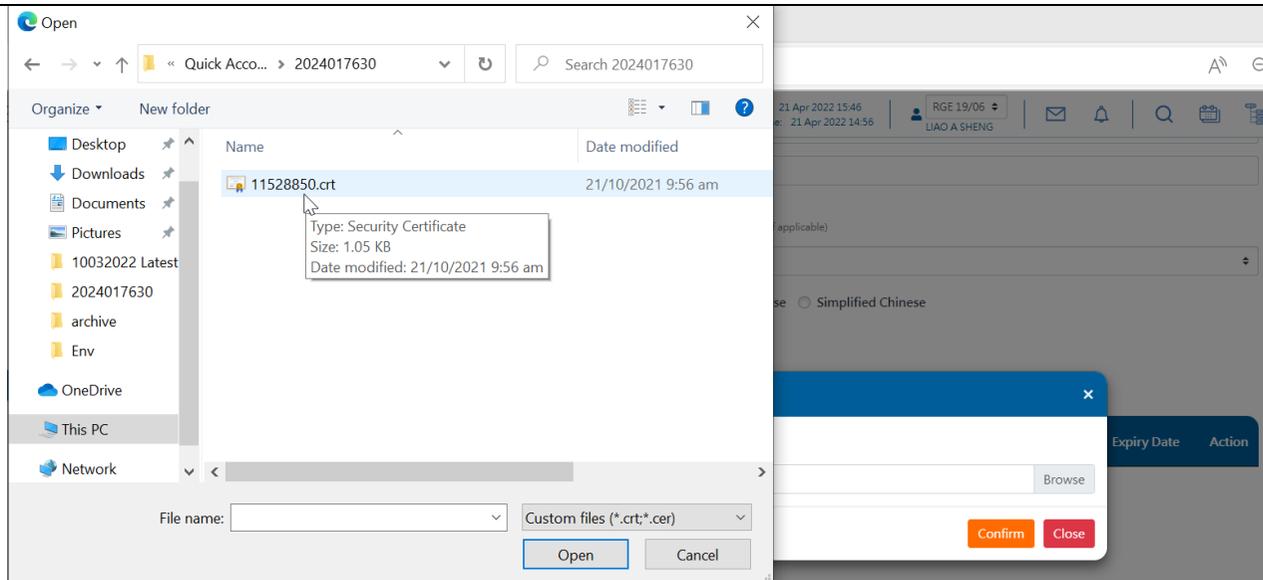
- Click the “Add new digital certificate” button if you want to add a new digital certificate.



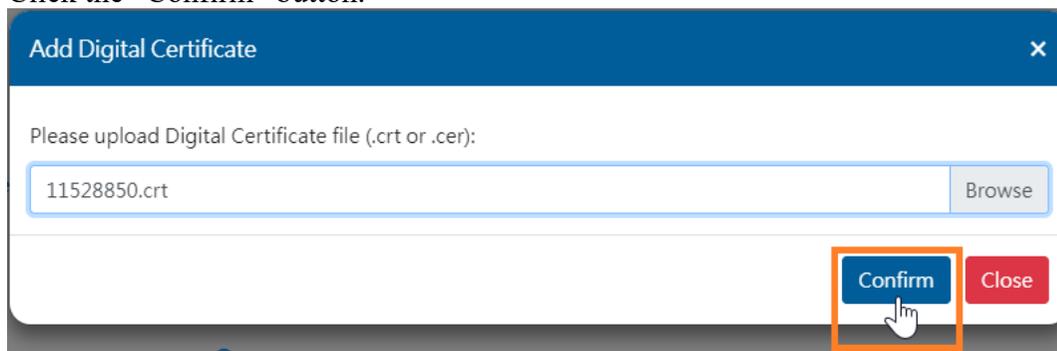
- Upload the Digital Certificate file you want to add



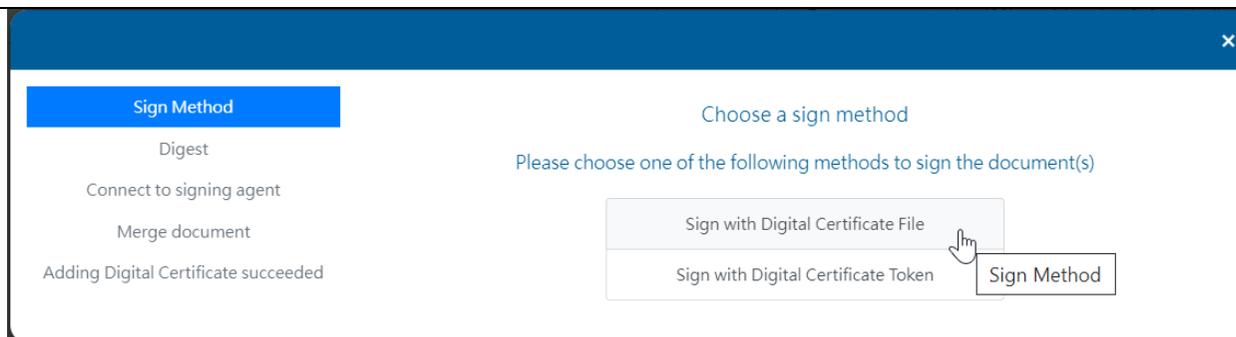
- Browse in your device for the digital certificate that you want to add.



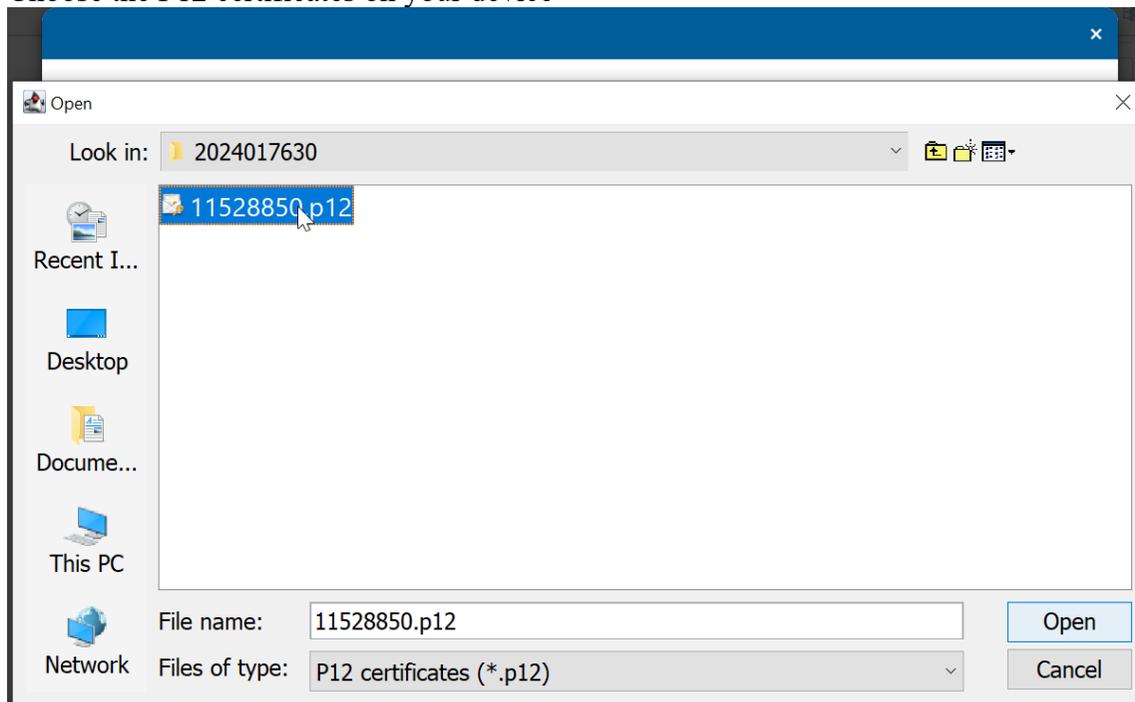
- Click the “Confirm” button.



- Choose the corresponding sign method to sign with the digital certificate once in order to register the new digital certificate in the account



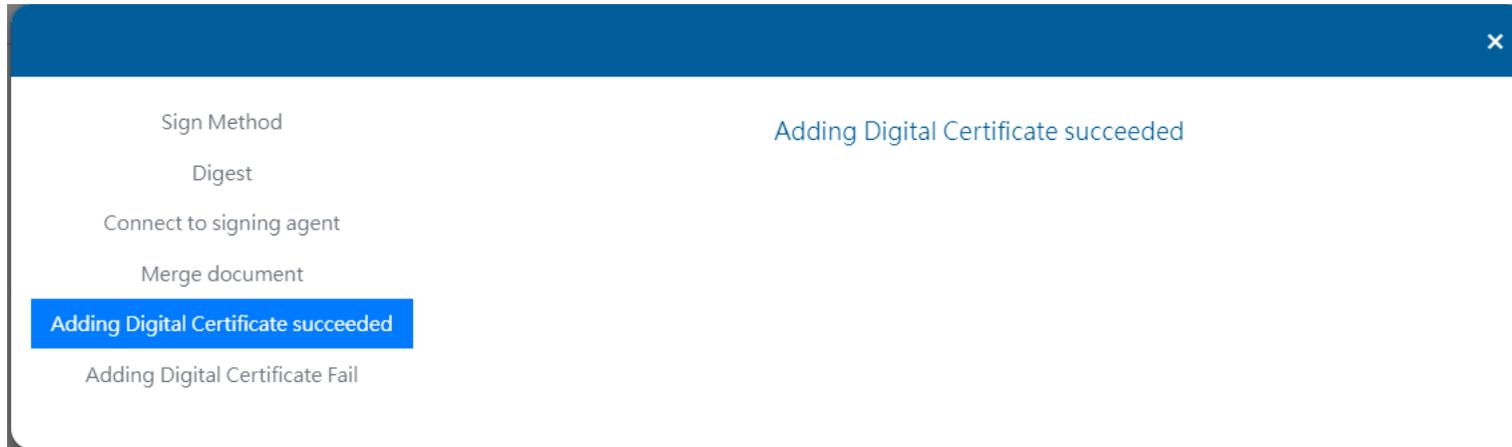
- Choose the P12 certificates on your device



- Input the pin of the digital certificate



- If the digital certificate is successfully added, a success message will be prompted



- Click the “Save” button to save the changes made

Building Department  
Electronic Submission Hub

Welcome to  
Electronic Submission Hub

My Account

Home / My Account

\* Mandatory field

Login Name: RGE\_1006

English Name: LAD A SHENG

Chinese Name:

Registration Type and Registration Number (Expiry Date): Registered Geotechnical Engineer, RGE 11876 (Expiry Date: 01 Jan 2021)

Contact Address:

Flat B8/F Phf Ind ✓

Ctr435-446 Road ✓

Kowloon, Kowloon Tong District ✓

Hong Kong ✓

Email Address: nedytester@gmail.com

Telephone No.: 12345678  
(For receiving message from CD by SMS, if applicable)

Default Role:

Preferred Language:  English  Traditional Chinese  Simplified Chinese

'MM Smart' Status: [Link With MM Smart](#)

Issued to	Serial Number	Issued By	Expiry Date	Action
			08 Oct 2024	

e-Certificate Status: [Add new e-certificate](#)

Method of Notification:  Email Notification Channel

[Save](#) [Reset](#) [Cancel](#)

Quick Links

- New Building Works
  - Create New Submission
  - Triboc
  - Other Submissions
  - My Projects
  - My Workspace
  - Submit Form BAZI
- Account and Management
  - My Account
  - Calendar
  - Change Password
  - Manage Project Team
  - Share Information
  - My favourite
- Services
  - News
  - FAQ
  - User Manual
  - Contact Us

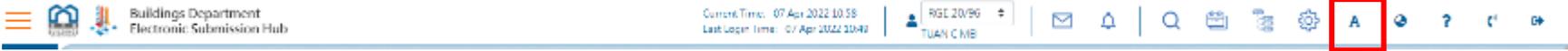
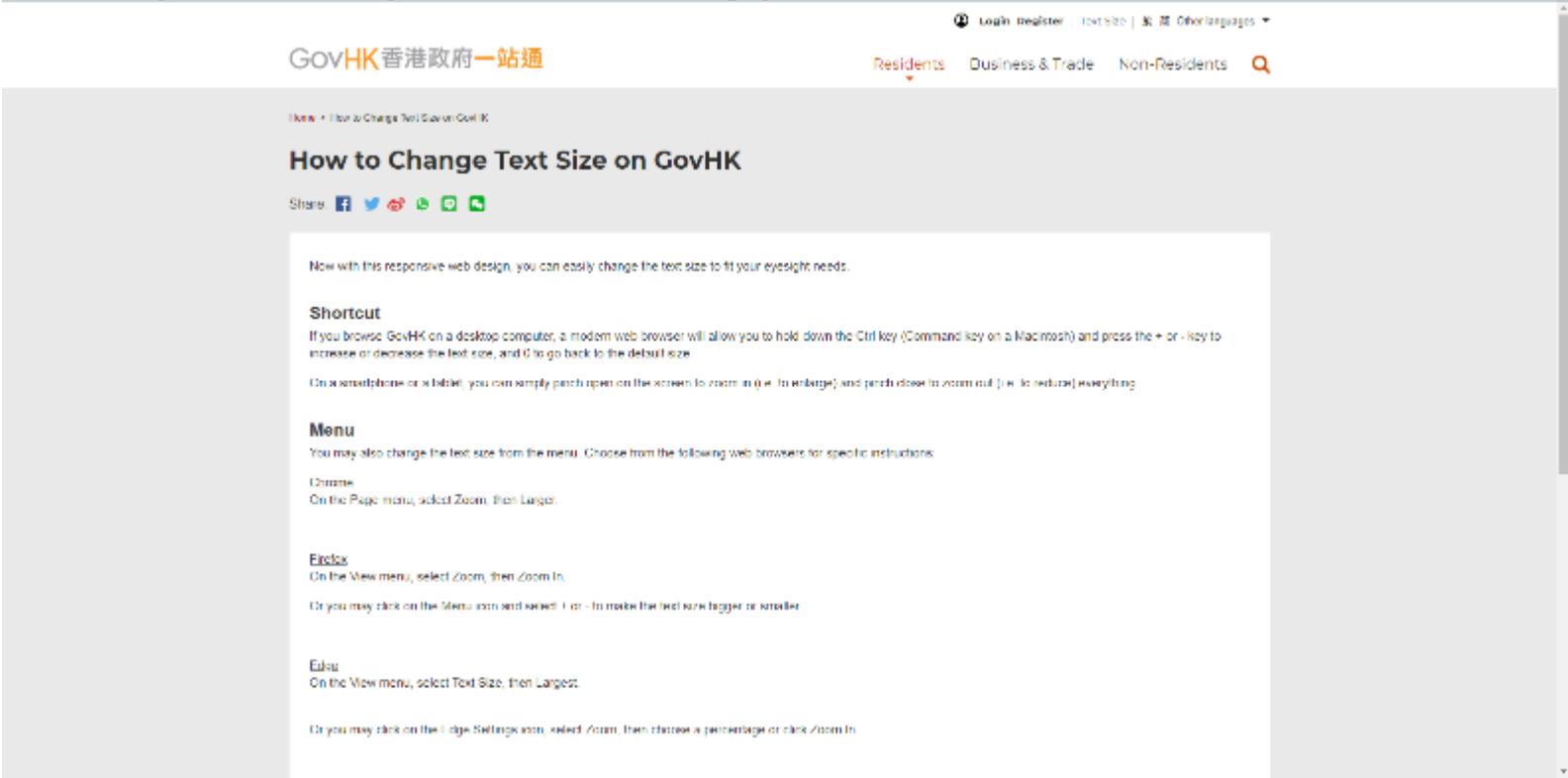
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- The update will be saved and displayed

The screenshot displays the 'My Account' page of the Electronic Submission Hub. The page header includes the Buildings Department logo and the text 'Electronic Submission Hub'. The user's current time is 01 Apr 2023 09:43, and the last login time is 27 Apr 2022 12:25. The user's name is LIAO A SHENG. The page shows the following user profile information:

<b>* Mandatory field</b>	
Login Name	RGE_L106
English Name	LIAO A SHENG
Chinese Name	
Registration Type and Registration Number (Expiry Date)	Registered Geotechnical Engineer, RGE L106 (Expiry Date: 01 Jan 2031)
Contact Address	Fat 88/F Ph4 ind. Ck 436-446 Road, Kowloon, Kwun Tong District, Hong Kong
Email Address*	twoflytwofly13@gmail.com
Telephone No.	13245678 <small>(For receiving message from HR by SMS, if applicable)</small>
Default Role*	
Preferred Language*	<input checked="" type="radio"/> English <input type="radio"/> Traditional Chinese <input type="radio"/> Simplified Chinese
*IM Smart* Status	<a href="#">Link With IM Smart</a>

## 2.2.10 Text Size

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>On the top menu, locate and click the “Text Size” button</li> </ul> 
2.	<ul style="list-style-type: none"> <li>The page <a href="https://www.gov.hk/en/about/textsize/">https://www.gov.hk/en/about/textsize/</a> will be opened in a new browser window</li> <li>Follow the guidelines to change the text size of the ESH page</li> </ul> 

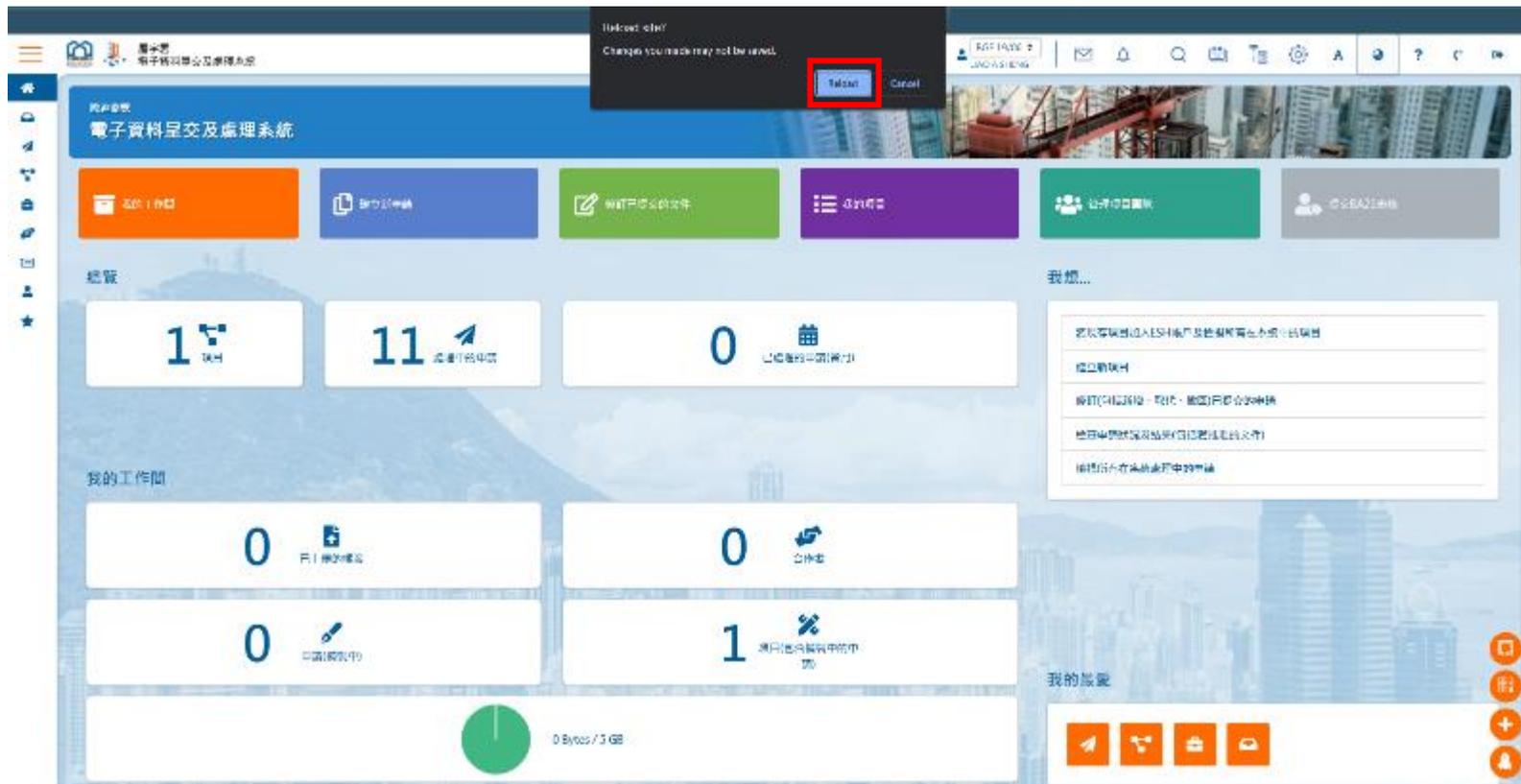
## 2.2.11 Languages

ESH supports 1) English, 2) Traditional Chinese and 3) Simplified Chinese.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• On the top menu, locate and click the “Language” button</li><li>• Select one of the language options that you want</li></ul>  A screenshot of the Electronic Submission Hub interface. The top navigation bar includes the Buildings Department logo, the text 'Buildings Department Electronic Submission Hub', the current time '07 Apr 2023 10:56', the user name 'LEE TAYOEN', and the user ID 'L16045816'. On the right side of the navigation bar, there is a language selection dropdown menu highlighted with a red box. The dropdown menu shows three options: 'ENG', 'Traditional Chinese', and 'Simplified Chinese'. Below the navigation bar, a blue banner reads 'Welcome to Electronic Submission Hub'.

- After selecting the language, a reload message will be prompted
- Click the “Reload” button

2.



- After the page successfully reloaded, the page will be displayed in the selected language

3.

電子資料提交及處理系統

1 項目

11 選擇中的申請

0 已處理的申請(項目)

我的工作間

0 已上傳的檔案

0 合作者

0 申請(傳影卡)

1 項目(包含我的申請)

0 Bytes / 5 GB

我想...

將儲存項目加入ESM帳戶及權限的存儲集中的項目

建立新項目

修訂(包括新增、更改、撤回已提交的申請)

放棄申請放棄及撤銷(包括刪除我的文件)

檢視所有在系統中運作的申請

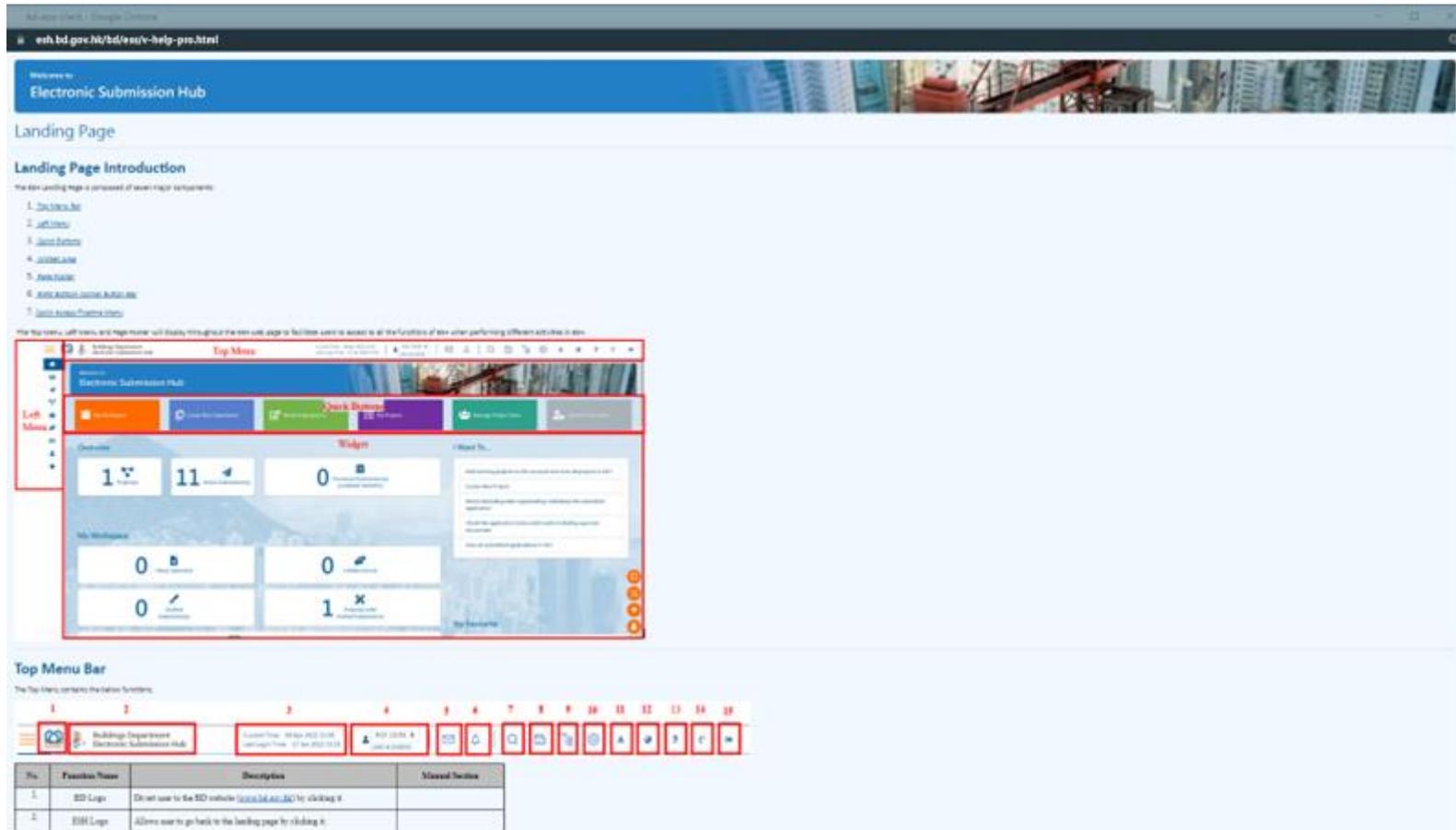
我的最愛

## 2.2.12 Context-Sensitive Help

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>On the top menu, locate and click the “Help” button</li></ul>  <p>The screenshot shows the top navigation bar of the application. On the left, there are three icons: a hamburger menu, a building icon, and a document icon, followed by the text 'Buildings Department Electronic Submission Hub'. In the center, there is a date and time display: 'Current Time: 07 Apr 2022 10:58' and 'Last Login Time: 07 Apr 2022 10:49'. On the right, there is a user profile dropdown showing 'RGE 20/96' and 'TUAN C MB'. Further right are several utility icons: an envelope, a bell, a magnifying glass, a calendar, a list, a gear, a font size 'A', a refresh icon, a question mark icon (highlighted with a red box), a back arrow, and a forward arrow.</p>

1. After clicking the “Help” icon, the help content relevant to the page you are navigating will be displayed in a new separate browser window opened

2.

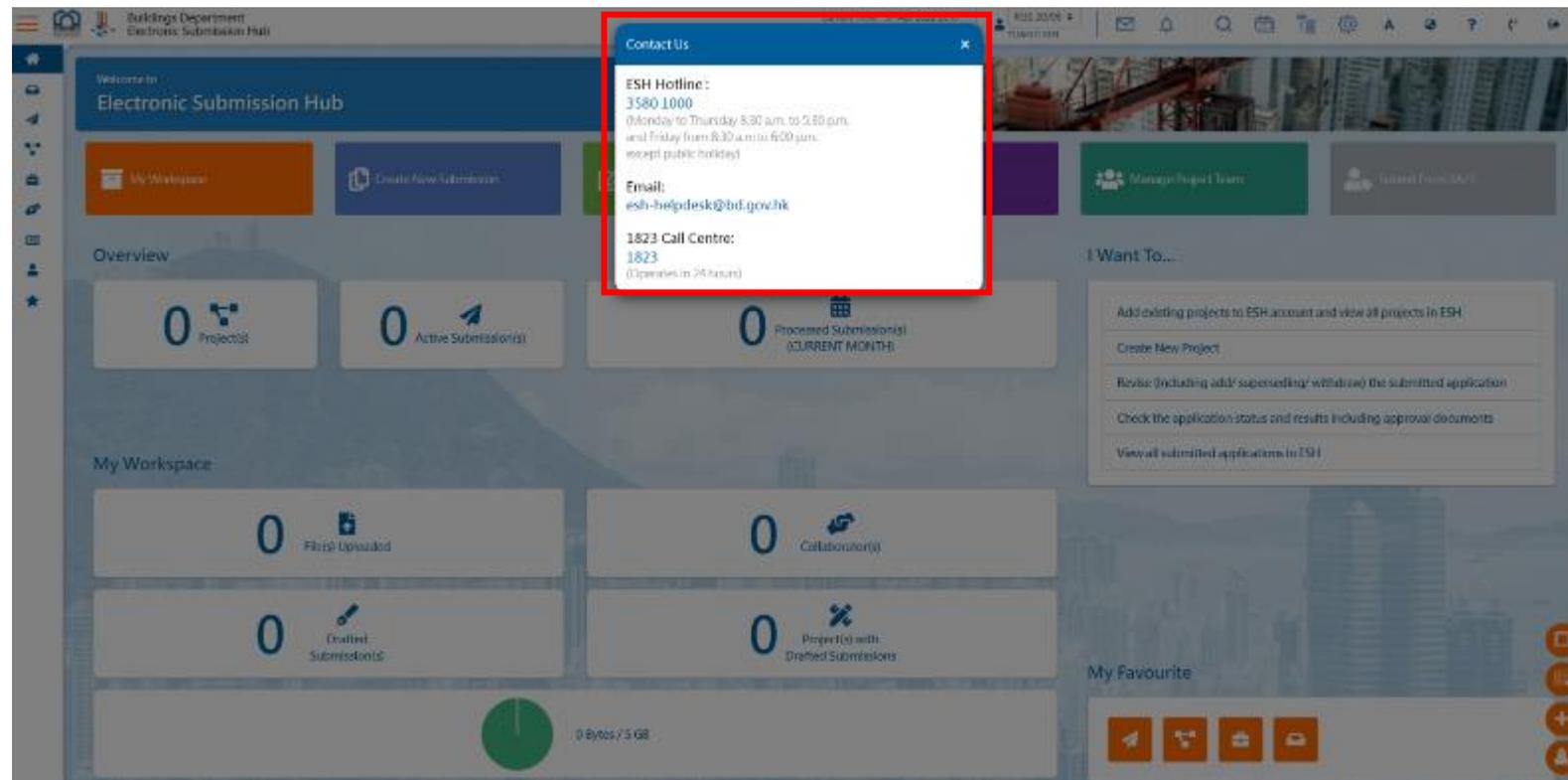


### 2.2.13 Contact Us

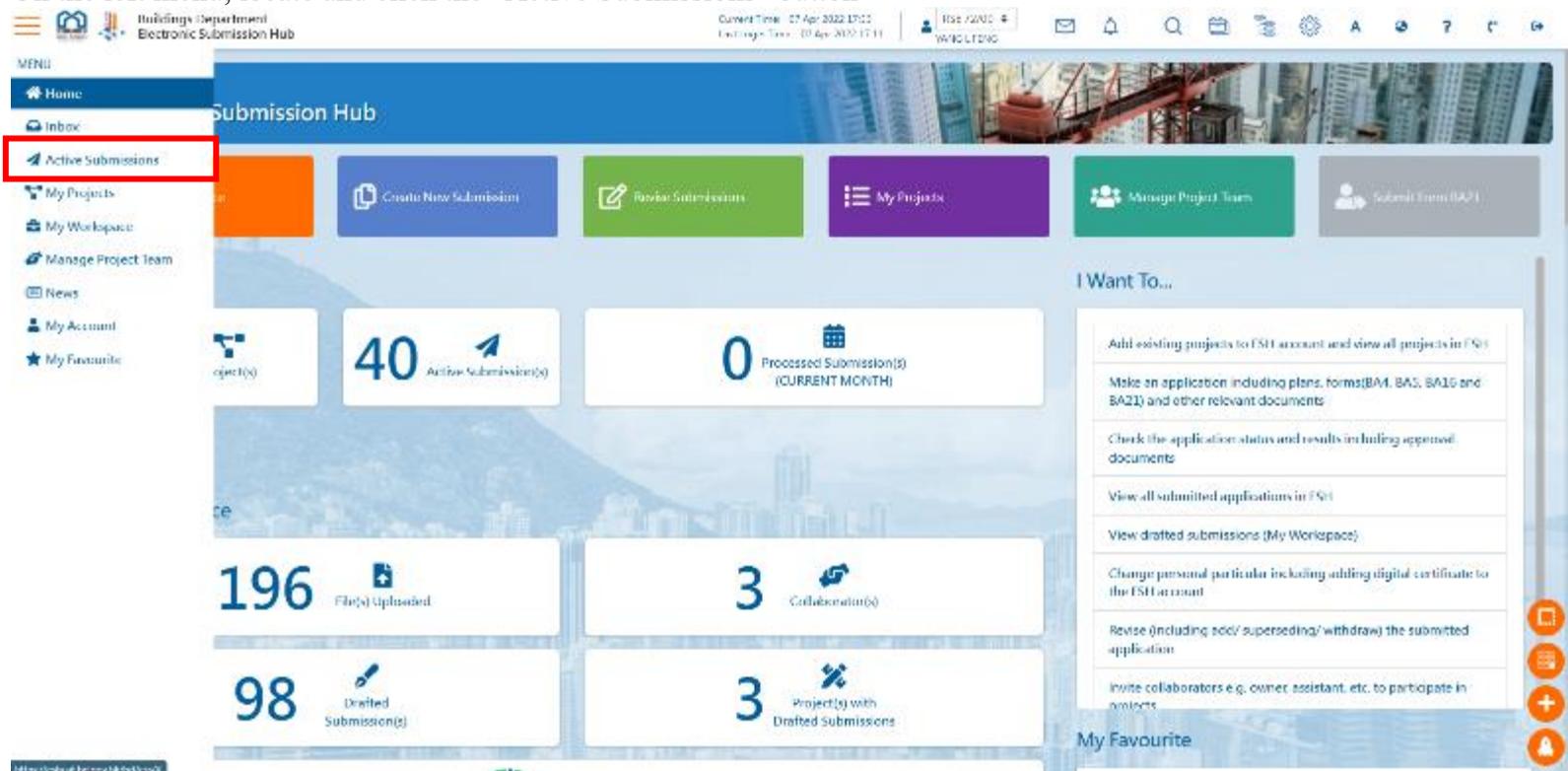
Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>On the top menu, locate and click the “Contact Us” button.</li></ul>  <p>The screenshot shows the top navigation bar of the application. On the left, there are three icons (a hamburger menu, a building icon, and a document icon) followed by the text 'Buildings Department Electronic Submission Hub'. In the center, there is a user profile section showing 'RGE 20/96' and 'TUAN C MB'. On the right, there is a row of icons: an envelope, a bell, a magnifying glass, a calendar, a list, a gear, a font size 'A', a refresh icon, a question mark, and a 'Contact Us' button which is highlighted with a red box. To the right of the 'Contact Us' button is a right-pointing arrow icon.</p>

- A contact information box will be prompted

2.



## 2.2.14 Active Submissions

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>On the left menu, locate and click the “Active Submissions” button</li> </ul>  <p>The screenshot displays the Electronic Submission Hub interface. At the top left, the 'MENU' is visible with 'Active Submissions' highlighted in a red box. The main dashboard area features several key metrics: 40 Active Submission(s), 0 Processed Submission(s) (CURRENT MONTH), 196 File(s) Uploaded, 3 Collaboration(s), 98 Drafted Submission(s), and 3 Project(s) with Drafted Submissions. A 'I Want To...' section on the right provides a list of actions such as 'Add existing projects to ESH account', 'Make an application including plans, forms (BA1, BA5, BA16 and BA21) and other relevant documents', and 'Check the application status and results including approval documents'. The user's name 'WANG LIZHANG' is visible in the top right corner.</p>

- After clicking the “Active Submissions” button, the page will be redirected to the “Active Submissions” page
- In this page, user is able to perform actions below:
  - Search an active submission
  - View the list of Active Submissions
  - View the list of Related Submissions (when an active submission is selected)

2.

Building Department  
Electronic Submission Hub

Welcome to  
Electronic Submission Hub

Active Submissions

My Workspace Create New Submission Review Submissions My Projects Manage Project Team Submit Form (API)

Home / Active Submissions

Enter search keywords Search

ID Case Ref.	Address of Site	Type of Submission	ESH Submission ID	Submission Subject	Submission Date	ESH Case Officer
400/202	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	ESH-000004665	Initial New Works Project	12 Mar 2022	MA Yuen Mok, Michael (SEPHK)
2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	ESH-000004628	Tai Koo City Plaza 2/F May 2022	12 Mar 2022	MA Yuen Mok, Michael (SEPHK)
400/202	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Withdrawn/Revised/Cancelled	-	-	12 Mar 2022	MA Yuen Mok, Michael (SEPHK)
2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Supersede	ESH-000004619	Minor Amendments to Submission	12 Mar 2022	MA Yuen Mok, Michael (SEPHK)
2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	ESH-000004615	Superstructure (Cladding Works) on 12 Mar 2022	12 Mar 2022	MA Yuen Mok, Michael (SEPHK)

Related Submissions

Type of Submission	ESH Submission ID	Submission Subject	Submission Date	Transaction ID
No data available in table				

Quick Links

New Building Works

- Create New Submission
- Inbox
- Active Submissions
- My Projects
- My Workspace
- Submit Form (API)

Account and Management

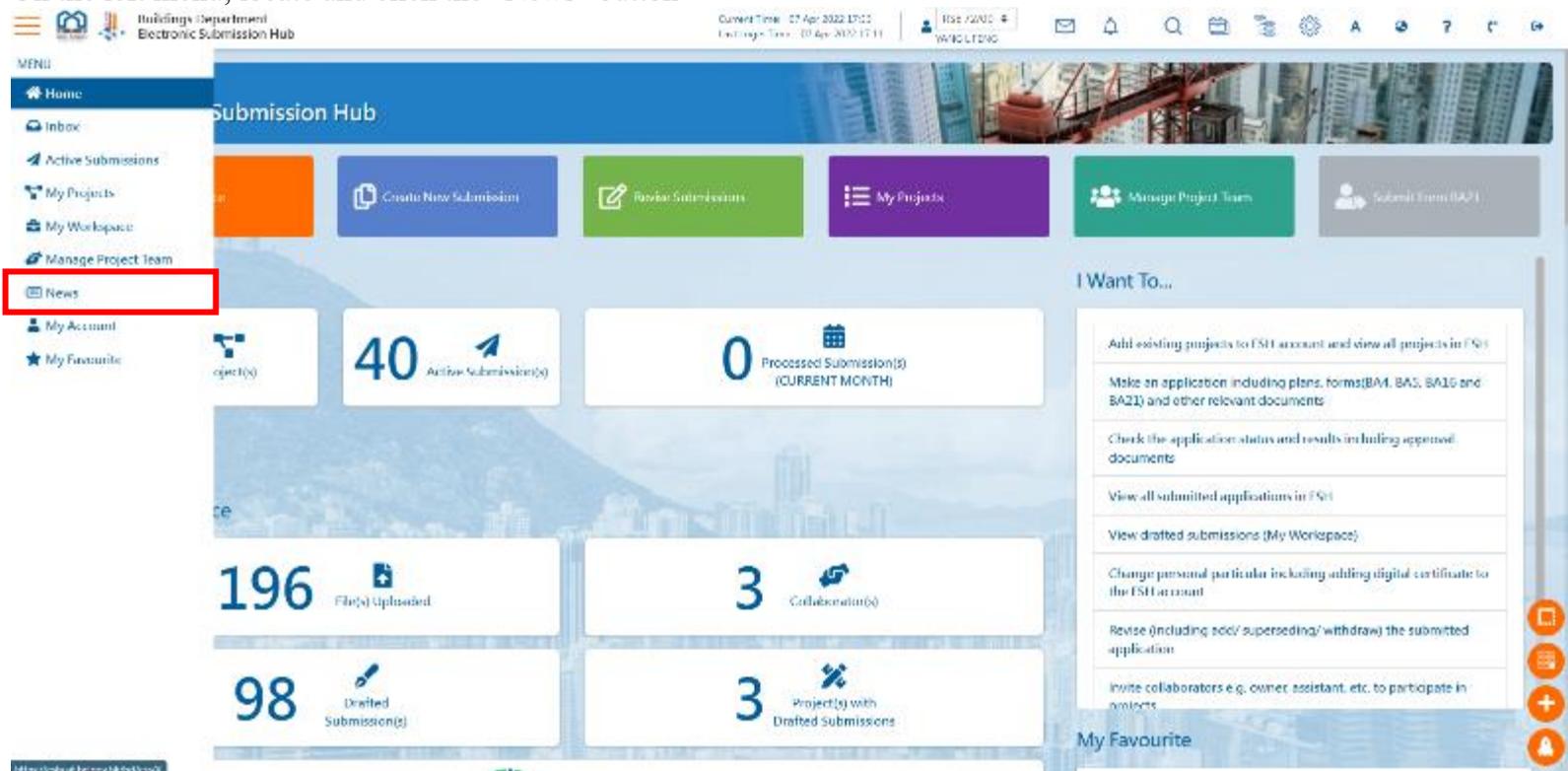
- My Account
- Calendar
- Change Password
- Manage Project Team
- Share Information
- My Account

Services

- News
- FAQ
- User Manual
- Contact Us

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2.2.15 News

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>On the left menu, locate and click the “News” button</li> </ul> 

- After clicking the “News” button, the page will be redirected to the “News” page
- User can view the system news in the page

2.

Buildings Department  
Electronic Submission Hub

Current Time: 27 Apr 2022 17:52  
Last Login Time: 07 Apr 2022 17:13

HSE 2203  
WING LUNG

Welcome to  
Electronic Submission Hub

Home / News

Date	Content
12/2020	Three property owners fined over \$130,000 in total for persistently non-complying with seasonal orders
12/2020	Consent given to resume building works of private development project at Kai Tak Area 1E Site 2
12/2020	Buildings Department extends special work arrangements to January 6, 2021
12/2020	Buildings Department building surveyor preliminarily tests positive for COVID-19

Quick links

- Create New Submission
- Inbox
- Active Submissions
- My Projects
- My Workspace
- Submit Form IBA21

New Building Works

Account and Management

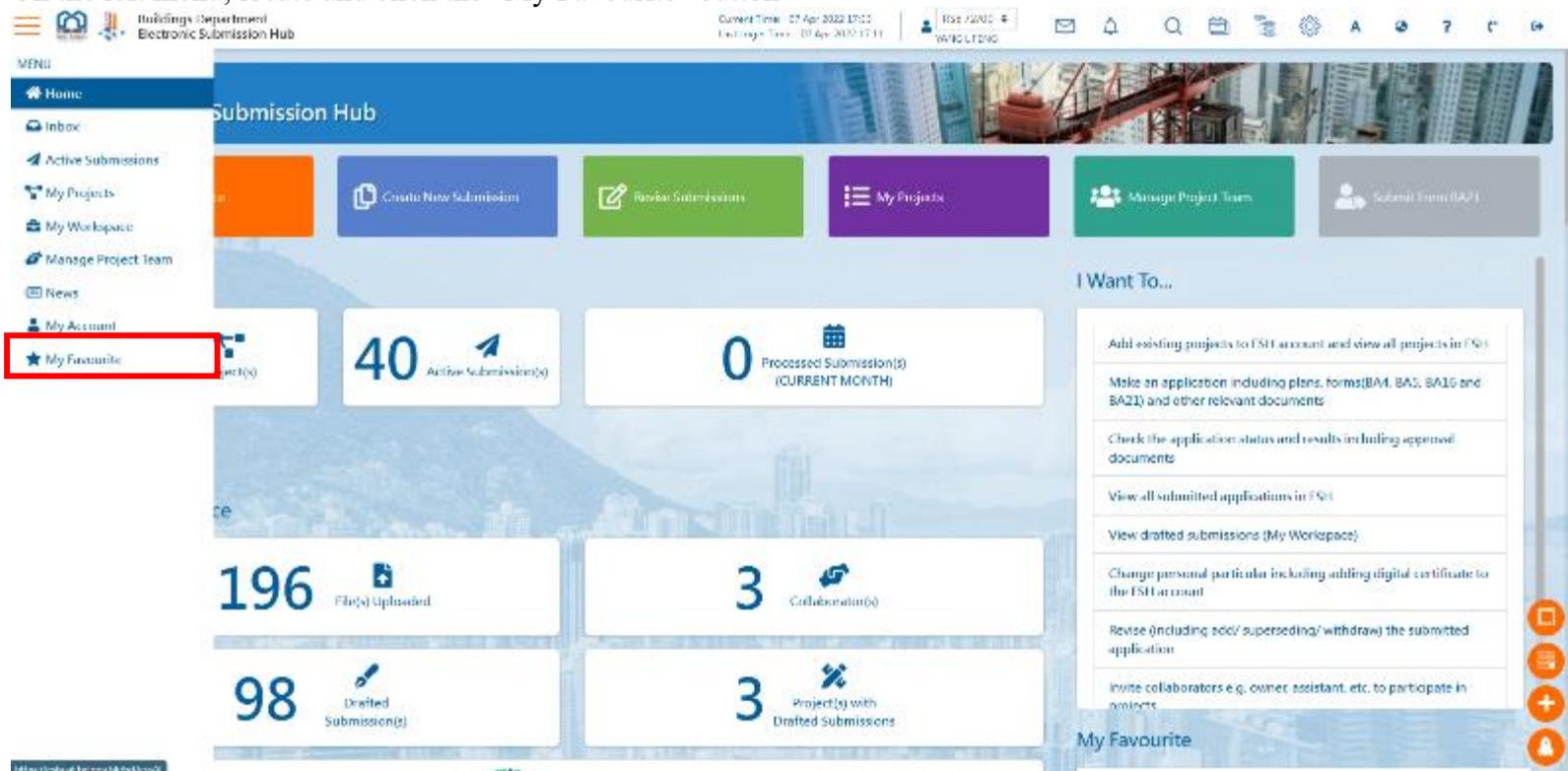
- My Account
- Calendar
- Change Password
- Manage Project Team
- Share Information
- My favourite

Services

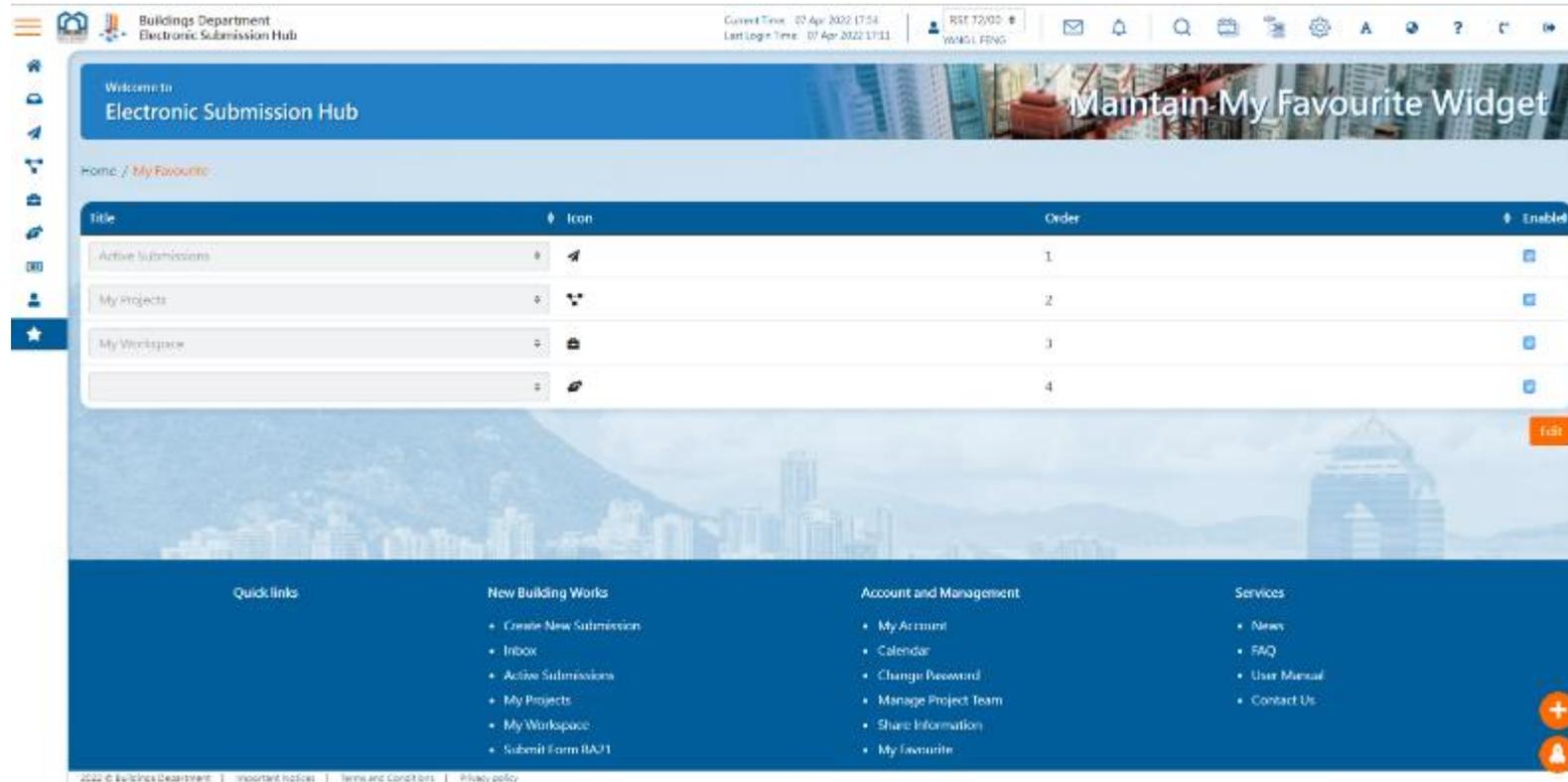
- News
- FAQ
- User Manual
- Contact Us

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## 2.2.16 My Favourite

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>On the left menu, locate and click the “My Favourite” button</li></ul>  <p>The screenshot displays the Electronic Submission Hub interface. At the top, it shows the user's name 'ISE /2002' and 'WALDZAG'. The left-hand menu is expanded, with 'My Favourite' highlighted by a red rectangular box. The main dashboard area features several key performance indicators (KPIs) in white boxes with blue and green accents: '40 Active Submission(s)', '0 Processed Submission(s) (CURRENT MONTH)', '196 File(s) Uploaded', '3 Collaboration(s)', '98 Drafted Submission(s)', and '3 Project(s) with Drafted Submissions'. On the right side, there is a section titled 'I Want To...' with a list of tasks such as 'Add existing projects to ESH account', 'Make an application including plans, forms (BA1, BA5, BA16 and BA21) and other relevant documents', and 'Check the application status and results including approval documents'. At the bottom right, there is a 'My Favourite' section with a list of items and a vertical toolbar with icons for home, search, and notifications.</p>

- After clicking the “My Favourite” button, the page will be redirected to the “My Favourite” page
- In this page, the user is able to view and/or edit the list of items to be displayed in the “My Favourite” widget in the home page of his/her user account



2.

- By clicking the “Edit” button, user can restore the default setting, add/enable, remove, and rearrange the order of items to be displayed in the “My Favourite” widget.
- Click the “Save” button to save the changes made.



3. 

- The change made will be updated in the “My Favourite” widget in the home page accordingly:



The screenshot displays a dashboard titled "My Workspace" with the following components:

- Files Uploaded:** 16
- Collaborators:** 5
- Drafted Submissions:** 34
- Projects with Drafted Submissions:** 5
- Storage Usage:** 105.59 MB / 10 GB (represented by a green progress circle)
- My Favourite:** A widget containing four orange icons: a cursor, a group of people, a document, and a pencil.

## 2.2.17 Widget Personalisation

### 2.2.17.1 Widget Area

The widget area contains various widgets for displaying different information of ESH and each widget can be clicked to retrieve the details. The widget area is customisable, i.e. all the widgets can be removed, re-sized and rearranged according to your personal preference using the "Edit Widget" function (Refer to [6.2.19](#) Edit Widget).

The screenshot displays the Electronic Submission Hub interface. At the top, there is a navigation bar with the logo, user name (LIAO AISHENG), and current time (11:46 AM 2022/12/26). Below the navigation bar is a main header with the text "Welcome to Electronic Submission Hub".

The dashboard is divided into several sections:

- Navigation Bar (1):** A row of six buttons: "My Workspace" (orange), "Create New Submission" (blue), "Revise Submissions" (green), "My Projects" (purple), "Manage Project Team" (teal), and "Submit Form (W2)" (grey).
- Overview (2):** A section with three cards: "1 Project(s)", "11 Active Submissions", and "0 Processed Submission(s) (CURRENT MONTH)".
- My Workspace (2):** A section with four cards: "0 File(s) Uploaded", "0 Collaborator(s)", "0 Drafted Submission(s)", and "1 Project(s) with Drafted Submissions". Below these cards is a progress indicator showing "0 Bytes / 5 GB".
- I Want To... (3):** A list of actions: "Add existing projects to CSI account and view all projects in ESH", "Create New Project", "Revise (including add/ superseding/ withdraw) the submitted application", "Check the application status and results including approval documents", and "View all submitted applications in CSI".
- My Favourite (4):** A section with four orange buttons: a magnifying glass, a person icon, a document icon, and a folder icon.

Red boxes highlight the navigation bar (1), the Overview and My Workspace sections (2), the I Want To... section (3), and the My Favourite section (4).

# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL

The screenshot displays the Buildings Department Electronic Submission Hub dashboard. The interface includes a top navigation bar with the department name, current time, and user information. The main content area is divided into several sections:

- 5**: A sidebar menu on the left containing various navigation icons.
- 6**: A **Calendar** widget for April 2022, featuring a monthly grid, a "Full Calendar Page" button, and a "New Event" button.
- 7**: A **Notification** widget showing "New" and "Earlier" messages, both indicating no new or earlier messages are present.
- 7**: A **News** widget with a "Detail" button and a table of news items.
- 8**: An **Inbox** widget with a "Detail" button and a table of submission records.

The **News** table contains the following data:

Date	Content
12/2020	Three property owners fined over \$100,000 in total for persistently not complying with removal orders
12/2020	Consent given to resume building works of private development project at Kai Tak Area 1C Site 2
12/2020	Buildings Department extends special work arrangements to January 6, 2021
12/2020	Buildings Department building surveyor preliminarily tests positive for COVID-19

The **Inbox** table has the following headers:

BU File Ref.	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
No data available in table						

# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. At the top, the user is logged in as 'LEE HO YIN' with a last login time of '17 Jan 2022 15:25'. The main content area is divided into two sections:

**9 Active Submissions**

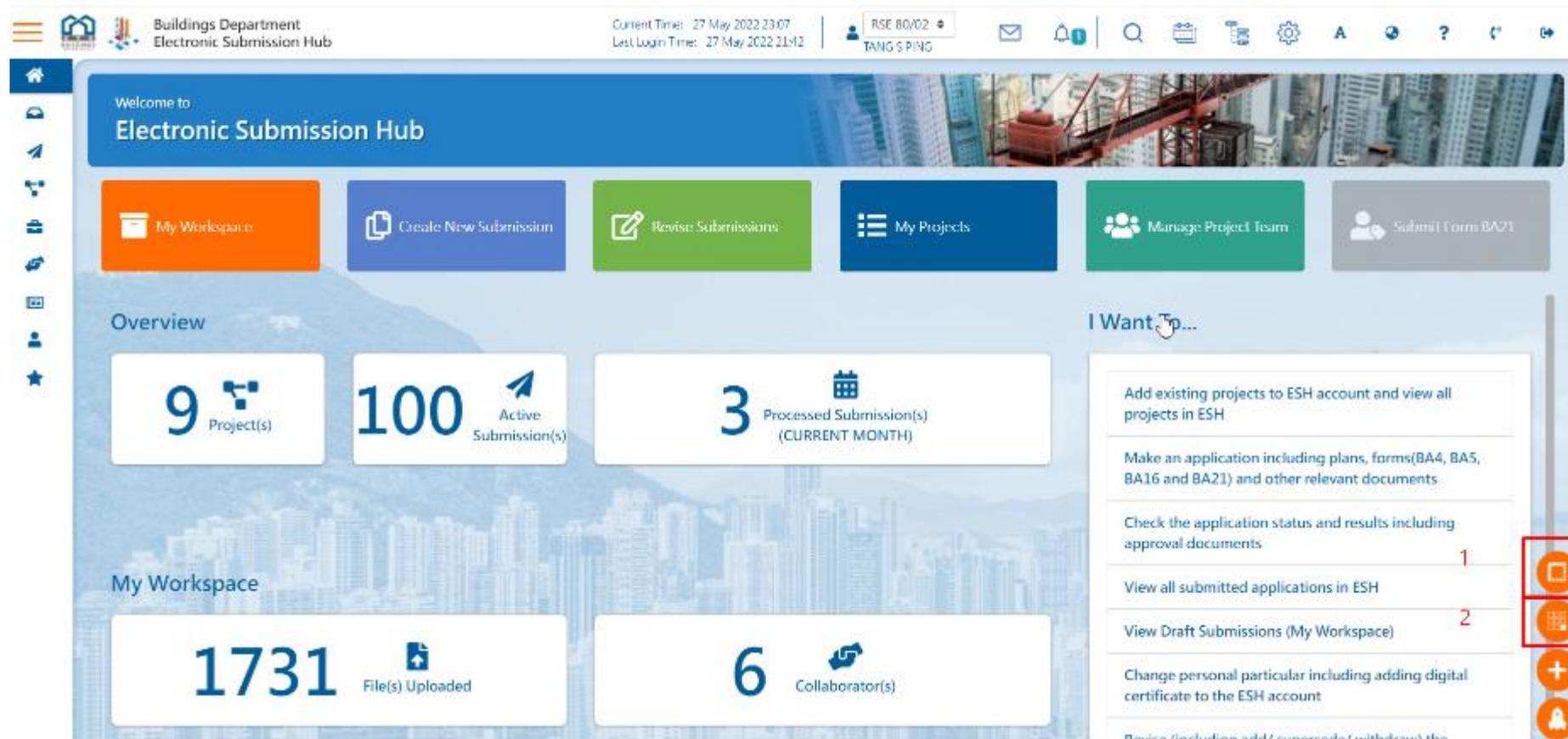
BD File Ref.	Address of Site	Type of Submission	ESI Submission ID	Submission Subject	Submission Date	BD Case Officer
3006/22		Plan	ESH-0000001085	Superstructure Works demon on 140 12022	13 Jan 2022	LEE Ho Yin, Matthew (SE/HK)
3006/22		Plan	ESH-0000001080	Superstructure (Drainage Works (str ucture))	14 Jan 2022	LEE Ho Yin, Matthew (SE/HK)
3006/22		Plan	ESH-0000001083	Superstructure Works for 14012022 demo 2	14 Jan 2022	LEE Ho Yin, Matthew (SE/HK)
3006/22		Plan	ESH-0000001081	Superstructure Works for 14012022 demo 1()	14 Jan 2022	LEE Ho Yin, Matthew (SE/HK)
3006/22		Plan	ESH-0000001080	Superstructure Works for demo BA 1 6()	14 Jan 2022	LEE Ho Yin, Matthew (SE/HK)

**10 My Projects**

BD File Ref.	Project Name	Address of Site	Lot No.
3006/22			1

No.	Function Name	Description
1.	Overview	Show the following information in respect of the user's account (where applicable): <ol style="list-style-type: none"> <li>i. No. of projects (i.e. projects activated in ESH)</li> <li>ii. No. of active submissions (i.e. submissions under processing in ESH)</li> <li>iii. No. of processed submissions (i.e. submissions made in ESH with results issued) in the current month</li> </ol>
2.	My Workspace	Show the following information in respect of the user's workspace (where applicable): <ol style="list-style-type: none"> <li>i. No. of files uploaded</li> <li>ii. No. of collaborators</li> <li>iii. No. of draft submissions</li> <li>iv. No. of projects with draft submissions</li> <li>v. Workspace storage capacity</li> </ol>
3.	I Want To...	Show direct shortcuts to some frequently used functions.
4.	My Favourite	Show direct shortcuts to particular functions personalised by the user
5.	Calendar	Show all events relevant to ESH in a personal calendar view.
6.	Notification	Show all system notifications, e.g. a submission has been approved.
7.	News	Show the system news and other messages from BD related to ESH.
8.	Inbox	Show all the messages from BD/ESH including acknowledgement receipts and submission results.
9.	Active Submissions	List out all the active submissions, i.e. submissions under processing by BD in ESH.
10.	My Projects	List out all the active projects, i.e. projects activated in ESH.

The widgets to be displayed in the landing page can be managed and personalised by user using the following functions:



# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL

ESH | Electronic Submission Hub

eshuat.bd.gov.hk/bd/ess/#/landing/prof

Buildings Department  
Electronic Submission Hub

Current Time: 21 Jun 2022 14:51  
Last Login Time: 20 Jun 2022 15:47  
RSE 72:00  
WANG L FENG

Project(s) 30 Active Submission(s) PROCESSED SUBMISSIONS/ (CURRENT MONTH)

My Workspace

203 File(s) Uploaded

3 Collaborator(s)

140 Draft Submission(s)

3 Project(s) activated in ESH

Storage Capacity

123.78 MB of 5 GB used

Notification

New  
There is no new message.

Earlier

- There has a file signing request at submission Retest on item 17 simply chinese on 24052022 1638 24 May 2022
- Letter Retest on 14042022 (IV) 17 Apr 2022
- 3/2007/22Plan3/12/2022 5:17:33 AM:0 12 Mar 2022
- YANG L FENG submit Brand New Tai Koo Project submission in Structural submission (2007/22) 12 Mar 2022
- YANG L FENG submit Tai Koo City Plaza 2/F May 2023 submission in Structural submission (2007/22) 12 Mar 2022
- YANG L FENG withdraw and resubmit submission in Structural submission (2007/22) 12 Mar 2022
- New Discussion for: Tai Koo City Plaza 2/F May 2023 12 Mar 2022

News

Date	Descriptions
01 Jun 2022	System Maintenance Period: 1. 18:00 to 21:00 on 2022-06-01
31 May 2022	Electronic Submission Hub (ESH) is put in service to accept the first submissions of structural plan for building works above ground not requiring cross-department referral (i.e. not an amendment submission, resubmission or major revision). (excluding alteration and addition works)
29 May 2022	System Maintenance Period: 1. 18:00 to 19:00 on 2022-05-29 2. 20:00 to 22:00 on 2022-05-29

3

Inbox

<b>No.</b>	<b>Function Name</b>	<b>Description</b>	<b>Manual Session</b>
1.	Edit Widget	Remove, resize and relocate the existing widgets displayed in the landing page according to personal preference.	<a href="#">Edit Widget</a>
2.	Create Widget	Add widgets to the landing page.	<a href="#">Create Widget</a>
3.	Restore Default Widgets	Restore the default widget layout after selecting the “Edit Widget” function.	<a href="#">Restore Default Widgets</a>

### 2.2.17.2 Create Widget

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• In the landing page, locate and click the “Create Widget” button at the bottom right corner. A list of widget items is shown for user to select and create:<ul style="list-style-type: none"><li>- Overview</li><li>- My Workspace</li><li>- My Favourite</li><li>- Notification</li><li>- News</li><li>- Inbox</li><li>- Active Submissions</li><li>- My Projects</li><li>- I Want to...</li></ul></li></ul>

**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. At the top, it shows the user's name 'RSE72002 YANG L FENG' and the current time '08 Apr 2022 13:27'. A storage indicator shows '121.04 MB / 5 GB'. The main content area is divided into a 'Notification' section and an 'Inbox' section.

**Notification Section:**

- New:** There is no new message.
- Earlier:**
  - 3/2007/22Plan3/12/2022 5:17:33 AM 0
  - YANG L FENG submit Round New Tai Koo Project submission in Structural submission (2007/22)
  - YANG L FENG submit Tai Koo City Plaza 2/F May 2023 submission in Structural submission (2007/22)
  - YANG L FENG withdraw and resubmit submission in Structural submission (2007/22)
  - New Discussion for: Tai Koo City Plaza 2/F May 2023
  - YANG L FENG submit Tai Koo City Plaza 2/F May 2023 submission in Structural submission (2007/22)
  - YANG L FENG submit Minor Amendments to Submission submission in Structural submission (2007/22)

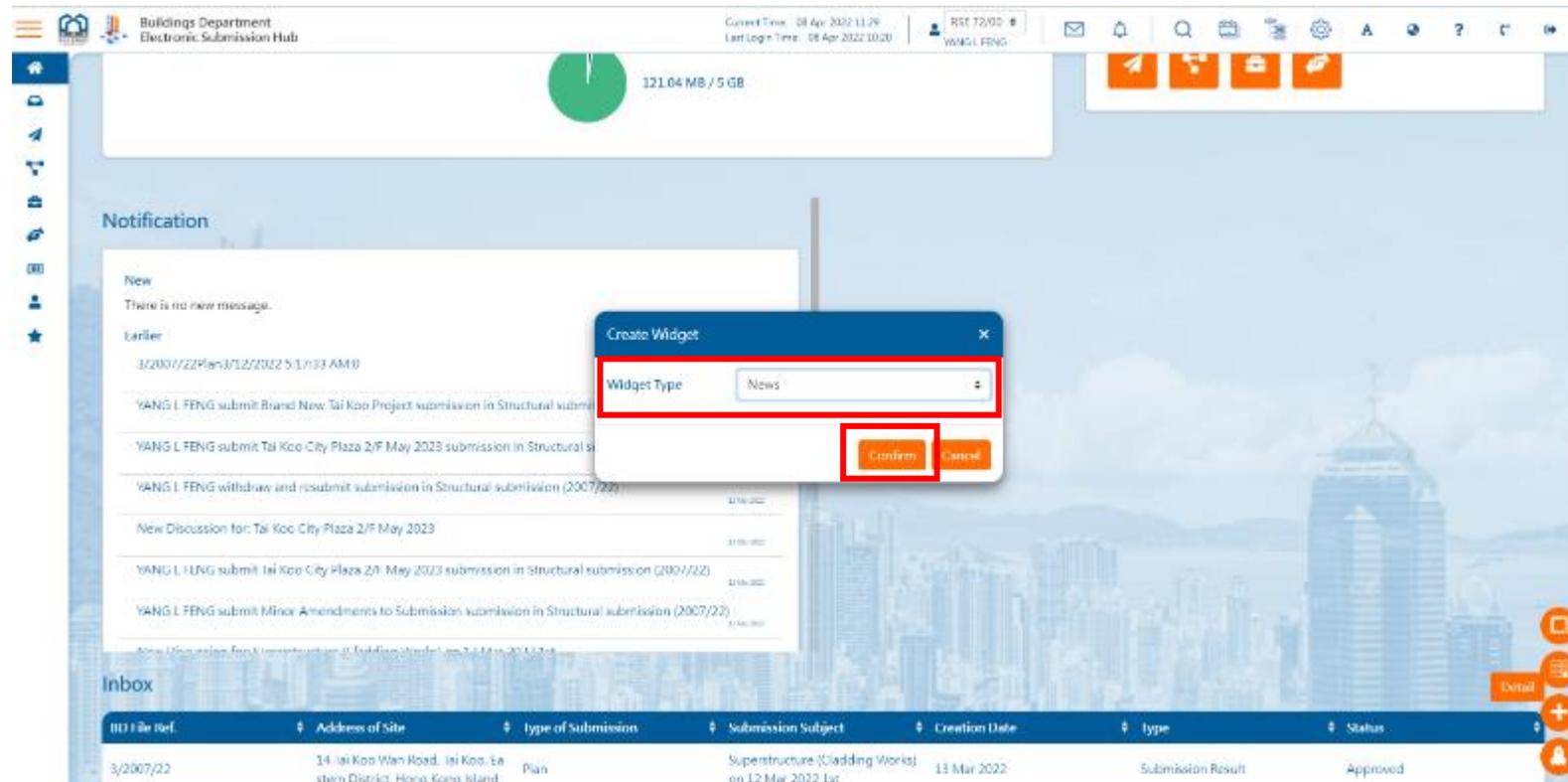
**Inbox Section:**

BID file ref.	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 list	13 Mar 2022	Submission Result	Approved

A red box highlights the 'Details' button in the bottom right corner of the interface.

- After clicking the “Create Widget” button, the “Create Widget” message box will be prompted
- Select the widget type that you want to add from the drop-down list.
- Click the “Confirm” button to add the selected widget

2.



- After clicking the “Confirm” button, a success message will be prompted and the widget will be added accordingly

3.

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. A green success message box is visible at the top, stating 'Successfully created.' Below this, the 'Notification' section shows a list of messages, including 'YANG L FENG submit Brand New Tai Koo Project submission in Structural submission (2007/22)'. The 'News' section is highlighted with a red box and contains a table of news items:

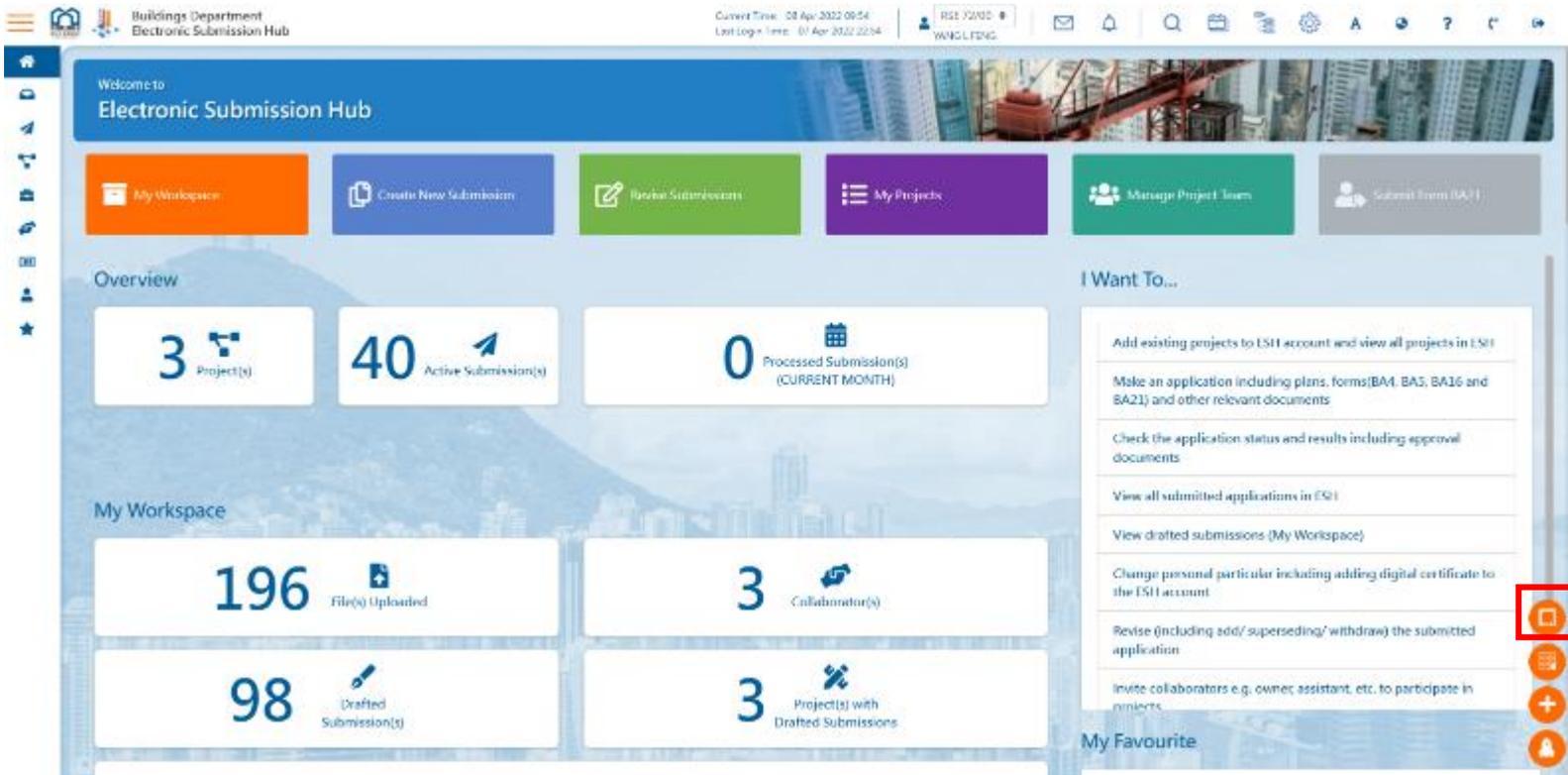
Date	Content
12/2020	Three property owners fined over \$1,300,000 in total for persistently not complying with removal orders.
12/2020	Consent given to resume building works of private development project at Kai Tak Area 1E Site 2.
12/2020	Buildings Department extends special work arrangements to January 6, 2021.
12/2020	Buildings Department building surveyor preliminarily tests positive for COVID-19.

At the bottom, the 'Inbox' section shows a table with the following data:

ID File Ref.	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/0007???	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	11 Mar 2022	Submission Result	Approved

### 2.2.17.3 Edit Widget

The “Edit Widget” function allows user to i) Update Widget Type, ii) Delete Widget and iii) Resize Widget to be displayed in the landing page.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>In the landing page, locate and click the “Edit Widget” button at the bottom right corner</li> </ul>  <p>The screenshot shows the Electronic Submission Hub interface. At the top, there is a navigation bar with the logo and user information. Below this is a main dashboard area with several widgets. The 'Overview' section contains three summary cards: '3 Project(s)', '40 Active Submission(s)', and '0 Processed Submission(s) (CURRENT MONTH)'. The 'My Workspace' section contains four summary cards: '196 File(s) Uploaded', '3 Collaborator(s)', '98 Drafted Submission(s)', and '3 Project(s) with Drafted Submissions'. On the right side, there is a 'I Want To...' section with a list of tasks. The 'Edit Widget' button is highlighted with a red box in the bottom right corner of the dashboard area.</p>

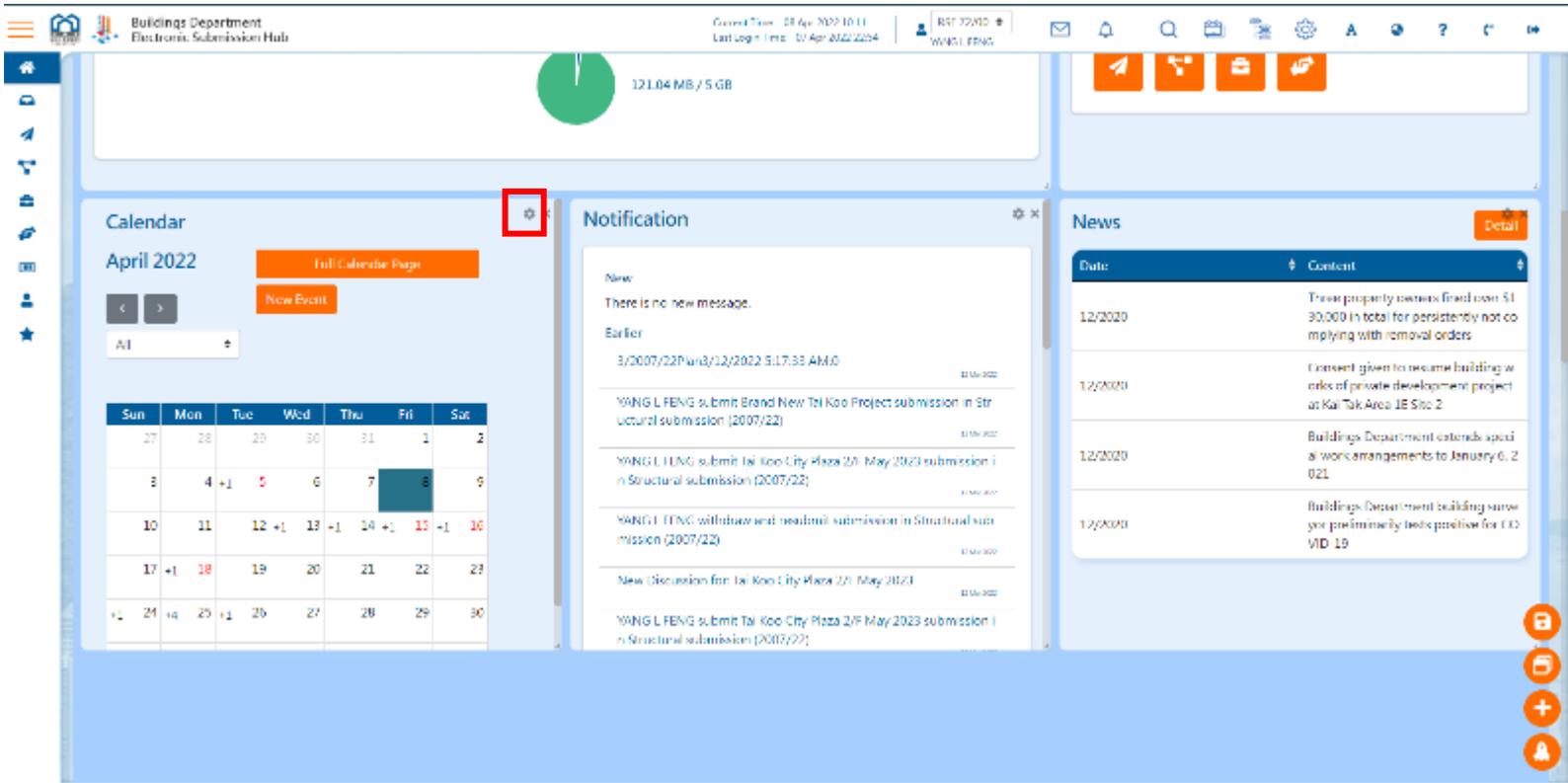
- After clicking the “Edit Widget” button, the following actions will be allowed for each widget:
  - (a) Update Widget Type
  - (b) Delete Widget
  - (c) Resize Widget

2.

The screenshot displays the Electronic Submission Hub interface. At the top, the header includes the Buildings Department logo, the user's name (RSE B0/02 IANG S'PING), and the current time (27 May 2022 23:13). Below the header is a navigation bar with buttons for 'My Workspace', 'Create New Submission', 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form BA21'. The main content area is divided into two sections: 'Overview' and 'My Workspace'. The 'Overview' section contains three widgets: '9 Project(s)', '100 Active Submission(s)', and '3 Processed Submission(s) (CURRENT MONTH)'. The 'My Workspace' section contains two widgets: '1731 File(s) Uploaded' and '6 Collaborator(s)'. On the right side, there is a sidebar titled 'I Want To...' with a list of tasks: 'Add existing projects to ESH account and view all projects in ESH', 'Make an application including plans, forms(BA4, BA5, BA16 and BA21) and other relevant documents', 'Check the application status and results including approval documents', 'View all submitted applications in ESH', 'View Draft Submissions (My Workspace)', 'Change personal particular including adding digital certificate to the ESH account', and 'Revise (including add/ supersede/ withdraw) the'. The sidebar also features a vertical stack of icons: a lock, a document, a plus sign, and a bell. Red boxes labeled 'a', 'b', and 'c' are overlaid on the interface to indicate the locations of the 'Edit Widget' button, the 'Close' button, and the 'Delete' button, respectively.

### 2.2.17.4 Update Widget Type

Prerequisite: Complete [Edit Widget](#)

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>• Locate one of the widgets</li> <li>• Click the “Update Widget Type” button at the top right corner of the widget</li> </ul>  <p>The screenshot displays the user interface of the Buildings Department Electronic Submission Hub. At the top, there is a navigation bar with the department name and user information. Below this, a storage usage indicator shows 121.04 MB / 5 GB. The main content area is divided into three sections: a Calendar for April 2022, a Notification panel, and a News section. A red box highlights the gear icon in the top right corner of the Calendar widget, indicating the location of the 'Update Widget Type' button.</p>

- After clicking the “Update Widget Type” button, the “Update Widget” message box will be displayed

2.

The screenshot displays the Buildings Department Electronic Submission Hub interface. At the top, the header includes the department name, a system clock showing '12:04 PM / 5 GB', and a user profile for 'RST 72902 WANG L FENG'. A navigation sidebar is on the left. The main content area is divided into three sections: a 'Calendar' for April 2022, a 'Notification' panel, and a 'News' panel. The 'Update Widget' dialog box is highlighted with a red border, featuring a 'Widget Type' dropdown menu and 'Cancel' and 'OK' buttons.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4 +1	5	6	7	8	9
10	11	12 +1	13 +1	14 +1	15 +1	16
17 +1	18	19	20	21	22	23
24	25 +1	26	27	28	29	30

Date	Content
12/2020	These property owners fined over \$130,000 in total for persistently not complying with removal orders
12/2020	Consent given to resume building works of private development project at Kai Tak Area 1E Site 2
12/2020	Buildings Department extends special work arrangements to January 6, 2021
12/2020	Buildings Department building survey preliminary tests positive for COVID-19

- Select the widget type that you want to display from the drop-down list
- Click the “OK” button to confirm

3.

The screenshot displays the Electronic Submission Hub interface. At the top, there is a header with the Buildings Department logo and name, a system clock showing 'Current Time: 08 Apr 2022 10:16', and a user profile for 'WANG L FENG'. A progress indicator shows '121.04 MB / 5 GB'. The main content area is divided into three panels: a Calendar for April 2022, a Notification panel with a message 'There is no new message.', and a News panel with several news items. An 'Update Widget' dialog box is open in the center, with a red box highlighting the 'Widget Type' dropdown menu which is set to 'LandingProfNotificationsWidget'. Another red box highlights the 'OK' button in the dialog. The dialog also has a 'Cancel' button and a close 'X' icon.

- After clicking the “OK” button, a success message be prompted and the widget type of the selected widget will be updated accordingly

4.

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. A green success message box at the top center reads 'Success' and 'Successfully updated'. Below it, two 'Notification' widgets are shown side-by-side. The left widget is highlighted with a red border and contains a list of notifications, including 'YANG L FENG submit Brand New Tai Koo Project submission in Structural submission (2007/22)'. The right widget is also highlighted with a red border and shows a similar list of notifications. To the right of these widgets is a 'News' section with a table of news items. At the bottom of the interface is an 'Inbox' table with columns for ID, Address of Site, Type of Submission, Submission Subject, Creation Date, Type, and Status.

ID	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	13 Mar 2022	Submission Result	Approved
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion

- Click the “Save” button at the bottom right corner to save the changes made

5.

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. It features a top navigation bar with the current time (28 Apr 2022 10:27) and user information (WANG L FENG). The main content area is divided into three sections: 'Notification', 'News', and 'Inbox'. The 'Notification' section shows a list of messages, including submissions and discussions. The 'News' section displays a table of news items with columns for 'Date' and 'Content'. The 'Inbox' section contains a table with columns for 'ID', 'Address of Site', 'Type of Submission', 'Submission Subject', 'Consolidation Date', 'Type', and 'Status'. A red box highlights the 'Save' button (represented by a floppy disk icon) in the bottom right corner of the 'Inbox' table.

ID	Address of Site	Type of Submission	Submission Subject	Consolidation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	13 Mar 2022	Submission Result	Approved
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion

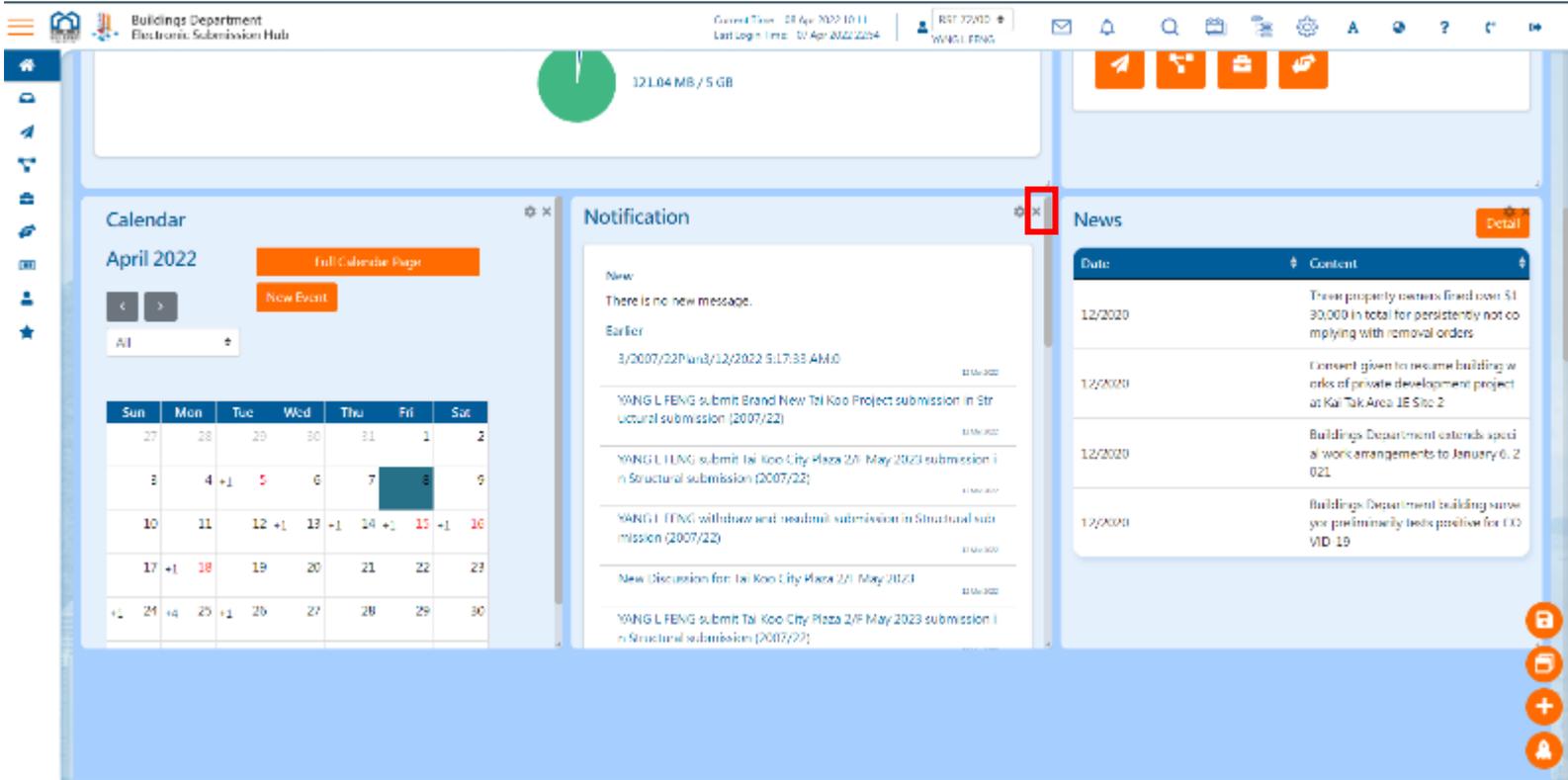
- After clicking the “Save” button, a success message will be prompted and the widget in the landing page will be updated accordingly

6.

The screenshot displays the Buildings Department Electronic Submission Hub interface. A green success message box at the top center reads "Submitted Successfully updated". Below this, two "Notification" widgets are shown, both indicating "There is no new message." The left widget lists several notifications related to "YANG L FENG" submissions and discussions for the "Tai Koo City Plaza 2/F May 2023" project. The right widget shows similar notifications. Below the notifications is an "Inbox" table with the following data:

ID/ File Ref	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 13 Mar 2022 Tai	13 Mar 2022	Submission Result	Approved
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 13 Mar 2022 Tai	12 Mar 2022	Plan Discussion	Plan Discussion

### 2.2.17.5 Delete Widget

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Locate one of the existing widgets displayed in the landing page</li> <li>Click the “Delete Widget” button at the top right corner of the widget that you want to delete from the landing page</li> </ul>  <p>The screenshot shows the user interface of the Electronic Submission Hub. At the top, there is a header with the logo, 'Buildings Department Electronic Submission Hub', and user information including 'Current Time: 28 Apr 2022 10:11' and 'Last Log in Time: 10 Apr 2022 22:04'. A storage indicator shows '121.04 MB / 5 GB'. The main content area is divided into three widgets: a calendar for April 2022, a notification widget, and a news widget. The notification widget has a red box around its top-right corner, which contains a small 'X' icon used for deleting the widget. The news widget lists several items with dates and content snippets.</p>

- After clicking the “Delete Widget” button, a success message will be prompted and the widget will be removed accordingly

2.

The screenshot displays the user interface of the Buildings Department Electronic Submission Hub. At the top, the header includes the logo and the text 'Buildings Department Electronic Submission Hub'. A green success message box is visible at the top center, stating 'Successfully deleted'. Below this, a large blue rectangular area is highlighted with a red border, indicating the removal of a widget. The interface is divided into several sections: 'Notification' on the left, 'News' on the right, and 'Inbox' at the bottom. The 'Inbox' section contains a table with the following data:

ID File Ref.	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	13 Mar 2022	Submission Result	Approved
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion

- Click “Save” button at the bottom right corner to save the changes made

3.

The screenshot displays the Buildings Department Electronic Submission Hub interface. At the top, the header includes the department name, current time (18 Apr 2022 10:41), and user information (RST 75400, WANG L FENG). The main content area is divided into three sections: Notification, News, and Inbox.

**Notification:** Shows a message stating "There is no new message." and lists several notifications related to submissions and discussions for the Tai Koo City Plaza 2/F May 2023 project.

**News:** A list of news items with columns for Date and Content. The items include:
 

- 12/2020: Three property owners fined over \$1 30 000 in total for persistently not complying with removal orders
- 12/2020: Consent given to resume building works of private development project at Kai Tak Area 1E Site 2
- 12/2020: Buildings Department extends special work arrangements to January 6, 20 21
- 12/2020: Buildings Department building survey preliminarily tests positive for COVID-19

**Inbox:** A table listing submission records. The table has columns for ID, Address of Site, Type of Submission, Submission Subject, Creation Date, Type, and Status. A red box highlights the "Save" button (represented by a lock icon) in the bottom right corner of the table.

ID	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	13 Mar 2022	Submission Result	Approved
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion

- After clicking the “Save” button, a success message will be prompted and the widget will be removed accordingly from the landing page

4.

The screenshot shows the Buildings Department Electronic Submission Hub interface. At the top, a success message 'Successfully updated' is displayed in a green box. A large red rectangle highlights a blurred area in the center of the page, indicating the removal of a widget. The interface includes sections for Notifications, News, and an Inbox table.

**Notifications:**

- New: There is no new message.
- Failure: 1/2022/229/Res/1/22/02/5/1/11 AM/11
- YANG L FENG submit Brand New Tai Koo Project submission in Structural submission (2007/22)
- YANG L FENG submit Tai Koo City Plaza 2/F May 2023 submission in Structural submission (2007/22)
- YANG L FENG withdraw and resubmit submission in Structural submission (2007/22)
- New Discussion for Tai Koo City Plaza 2/F May 2023
- YANG L FENG submit Tai Koo City Plaza 2/F May 2023 submission in Structural submission (2007/22)

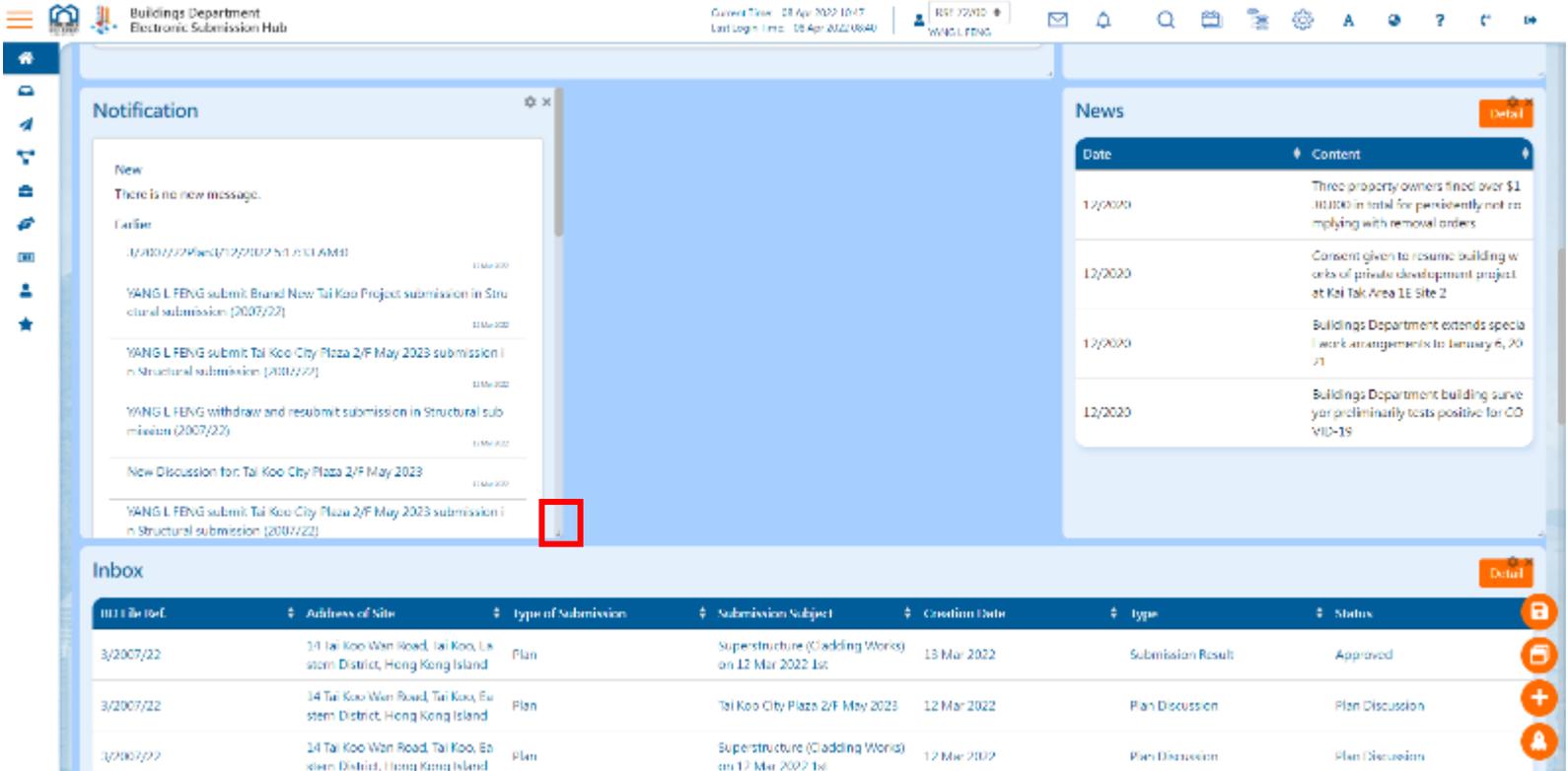
**News:**

Date	Content
12/2020	Three property owners fined over \$1 00,000 in total for persistently not complying with removal orders
12/2020	Consent given to resume building works of private development project at Kai Tak Area 1E Site 2
12/2020	Buildings Department extends special work arrangements to January 6, 20 21
12/2020	Buildings Department building surveyor preliminarily tests positive for COVID-19

**Inbox:**

ID File Ref.	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	18 Mar 2022	Submission Result	Approved
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion

### 2.2.17.6 Resize Widget

Step #	Step Detail & Screen																												
1.	<ul style="list-style-type: none"> <li>• Locate one of the widgets</li> <li>• Click the “Resize Widget” mark at the bottom right corner of the widget</li> </ul>  <p>The screenshot displays the user interface of the Buildings Department Electronic Submission Hub. It features a top navigation bar with the department name, current time, and user information. Below this, there are several widgets: a Notification widget, a News widget, and an Inbox widget. The Notification widget is highlighted with a red box around its bottom right corner, indicating the location of the 'Resize Widget' handle. The Inbox widget below it contains a table of submission records.</p> <table border="1" data-bbox="436 1077 1892 1260"> <thead> <tr> <th>ID# File Ref.</th> <th>Address of Site</th> <th>Type of Submissions</th> <th>Submission Subject</th> <th>Creation Date</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>3/2007/22</td> <td>14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>Superstructure (Cladding Works) on 12 Mar 2022 1st</td> <td>15 Mar 2022</td> <td>Submission Result</td> <td>Approved</td> </tr> <tr> <td>3/2007/22</td> <td>14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>Tai Koo City Plaza 2/F May 2023</td> <td>12 Mar 2022</td> <td>Plan Discussion</td> <td>Plan Discussion</td> </tr> <tr> <td>3/2007/22</td> <td>14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island</td> <td>Plan</td> <td>Superstructure (Cladding Works) on 12 Mar 2022 1st</td> <td>12 Mar 2022</td> <td>Plan Discussion</td> <td>Plan Discussion</td> </tr> </tbody> </table>	ID# File Ref.	Address of Site	Type of Submissions	Submission Subject	Creation Date	Type	Status	3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	15 Mar 2022	Submission Result	Approved	3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion	3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion
ID# File Ref.	Address of Site	Type of Submissions	Submission Subject	Creation Date	Type	Status																							
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3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion																							

- Drag the widget to resize it.

2.

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. At the top, it shows the current time as 10 Apr 2022 10:50 and the user 'WANG L FENG'. The main content area is divided into three sections:

- Notification:** A widget highlighted with a red border, showing a list of messages. The first message states 'There is no new message.' Subsequent messages include:
  - YANG L FENG submit Brand New Tai Koo Project submission in Structural submission (2007/22)
  - YANG L FENG submit Tai Koo City Plaza 2/F May 2023 submission in Structural submission (2007/22)
  - YANG L FENG withdraw and resubmit submission in Structural submission (2007/22)
  - New Discussion from Tai Koo City Plaza 2/F May 2023
  - YANG L FENG submit Tai Koo City Plaza 2/F May 2023 submission in Structural submission (2007/22)
  - YANG L FENG submit Minor Amendments to Submission submission in Structural submission (2007/22)
- News:** A list of news items with columns for Date and Content. Recent news includes property owners being fined, consent given to resume building work, and departmental work arrangements.
- Inbox:** A table listing submission records with columns for BD File Ref., Address of Site, Type of Submission, Submission Subject, Creation Date, Type, and Status.
 

BD File Ref.	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	13 Mar 2022	Submission Result	Approved
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion

- Click the “Save” button at the bottom right corner to save the changed made

3.

The screenshot displays the user interface of the Electronic Submission Hub. At the top, the header includes the Buildings Department logo, the user's name (WANG L FENG), and the current date and time (18 Apr 2022 10:52). The main content area is divided into three sections: Notification, News, and Inbox.

The **Notification** section shows a list of messages, including a 'New' notification and several messages from 'YANG L FENG' regarding submissions for the 'Tai Koo Project' and 'Tai Koo City Plaza 2/F May 2023'.

The **News** section displays a list of news items with columns for 'Date' and 'Content'. The dates shown are 12/2020 and 12/2021.

The **Inbox** section contains a table with the following data:

ID	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	13 Mar 2022	Submission Result	Approved
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion

A red box highlights the 'Save' button located in the top right corner of the Inbox section.

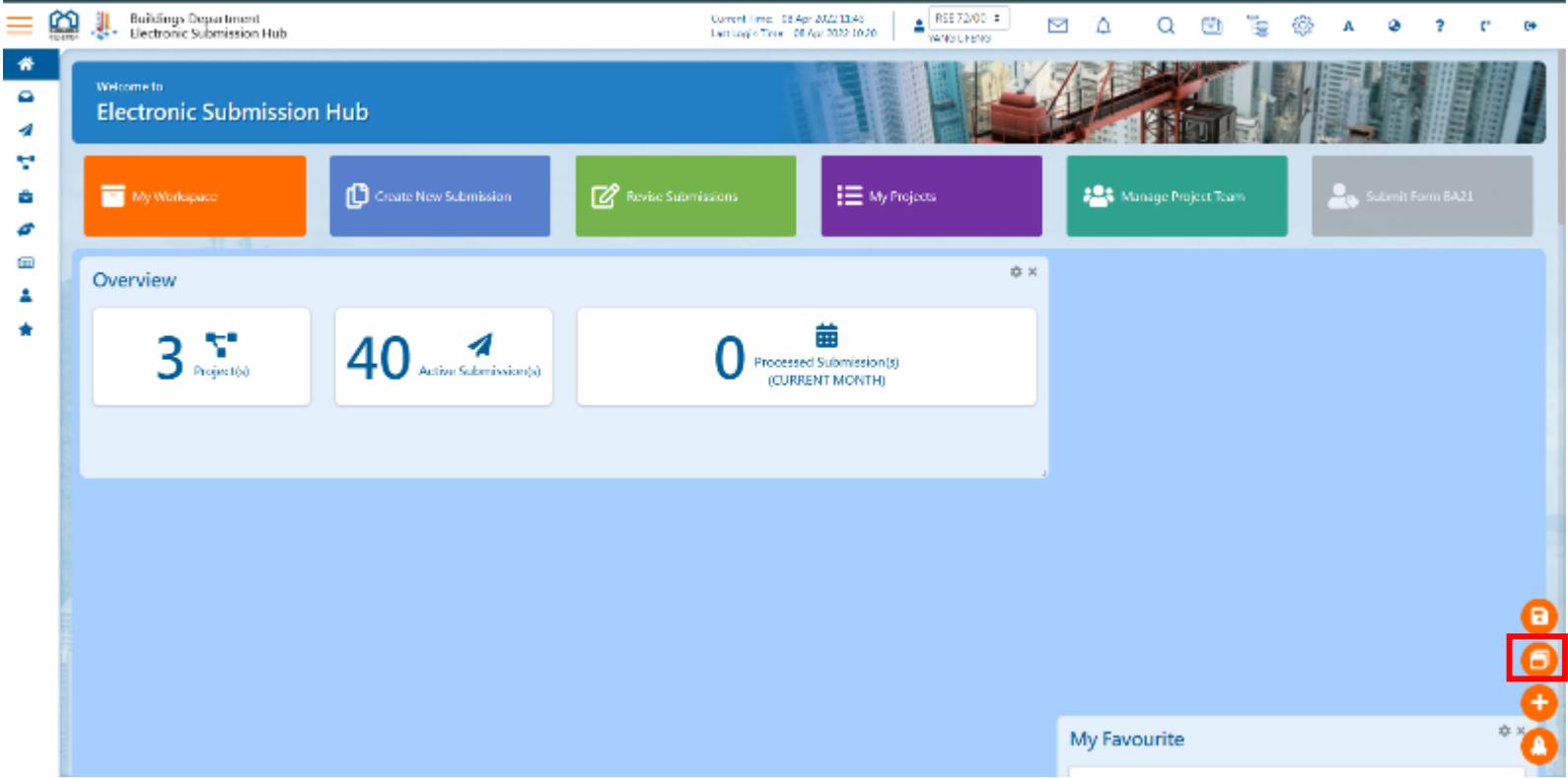
- After clicking the “Save” button, a success message will be prompted and the widget will be resized accordingly in the landing page

4.

The screenshot displays the Buildings Department Electronic Submission Hub interface. A green success message box is visible at the top, stating "Successfully updated." Below this, a "Notification" widget is highlighted with a red border, showing a list of messages. The "Inbox" table below the notification widget contains the following data:

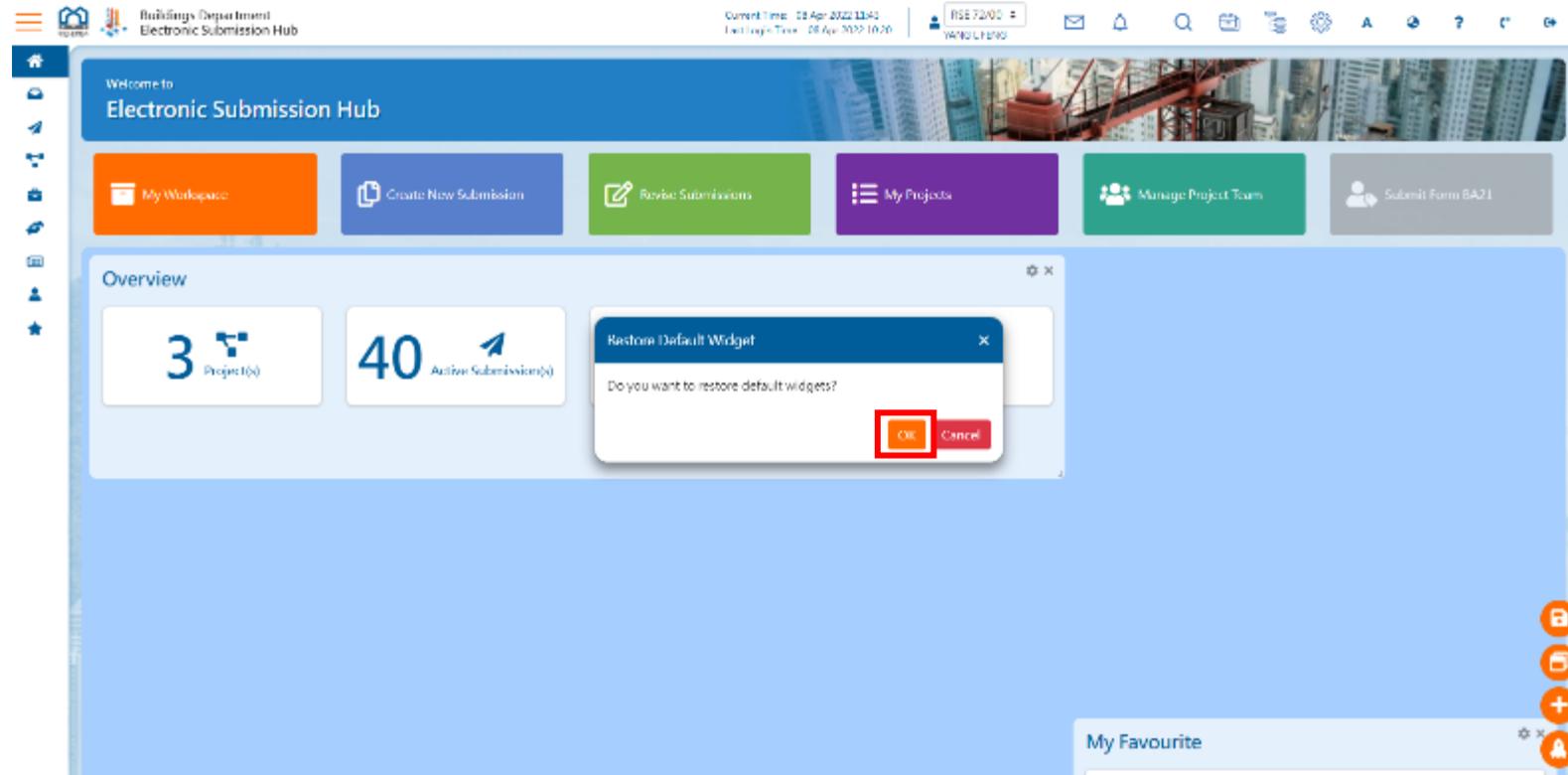
BD File Ref.	Address of Site	Type of Submission	Submission Subject	Creation Date	Type	Status
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	13 Mar 2022	Submission Result	Approved
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Tai Koo City Plaza 2/F May 2023	12 Mar 2022	Plan Discussion	Plan Discussion
3/2007/22	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island	Plan	Superstructure (Cladding Works) on 12 Mar 2022 1st	12 Mar 2022	Plan Discussion	Plan Discussion

### 2.2.17.7 Restore Widget Default Settings

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Locate and click the “Restore Default Settings” button at the bottom right corner</li></ul>  <p>The screenshot displays the Electronic Submission Hub interface. At the top, there is a header with the logo, 'Buildings Department Electronic Submission Hub', current time, and user information. Below the header is a navigation bar with buttons for 'My Workspace', 'Create New Submission', 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form BA21'. The main content area features an 'Overview' widget with three cards: '3 Project(s)', '40 Active Submission(s)', and '0 Processed Submission(s) (CURRENT MONTH)'. At the bottom right, there is a 'My Favourite' widget. A red box highlights the 'Restore Default Settings' button (represented by a house icon) in the bottom right corner of the interface.</p>

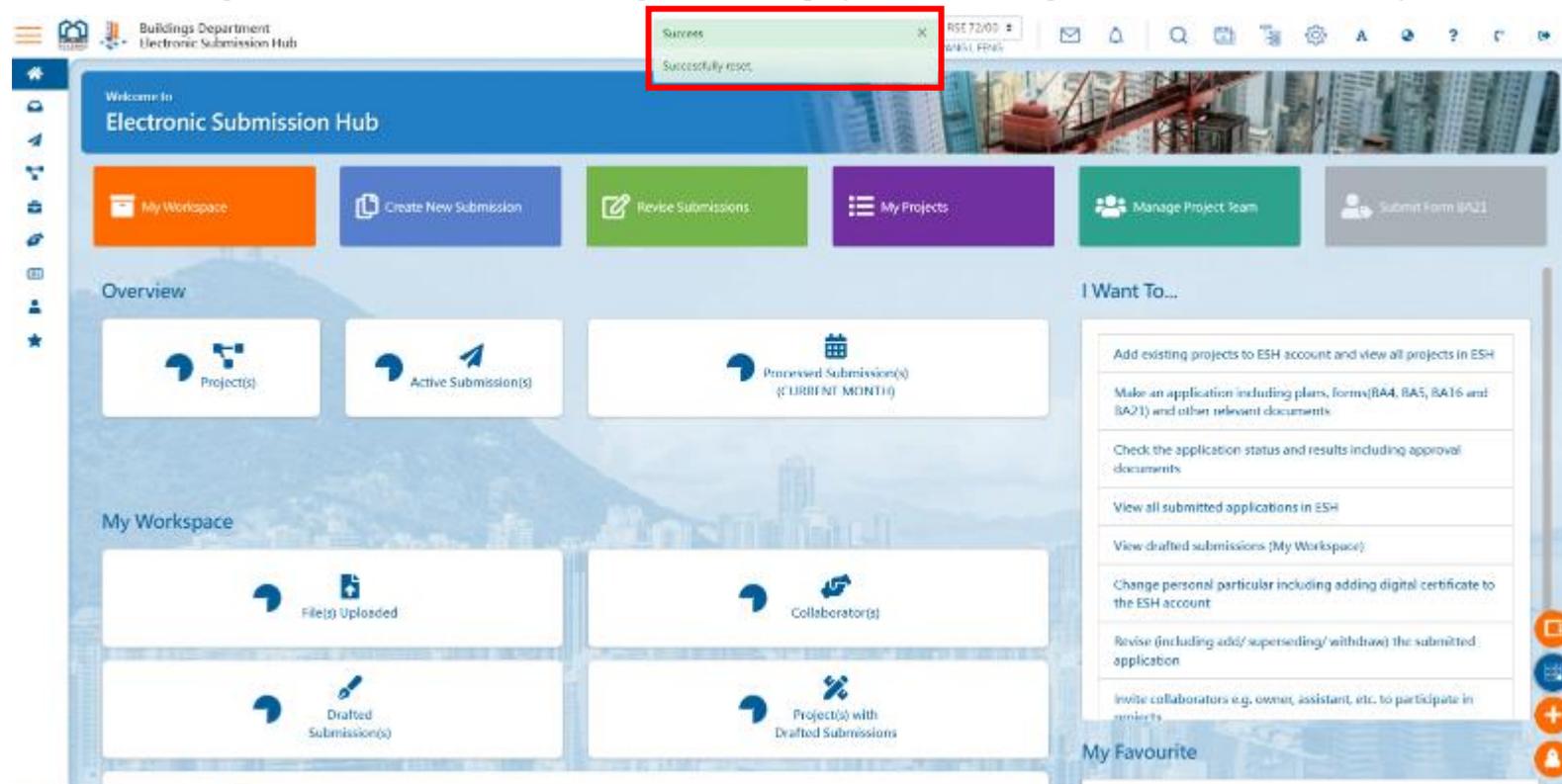
- After clicking the “Restore Default Settings” button, the “Restore Default Widget” message box will be prompted
- Click the “OK” button to confirm to restore the default widget layout and continue

2.

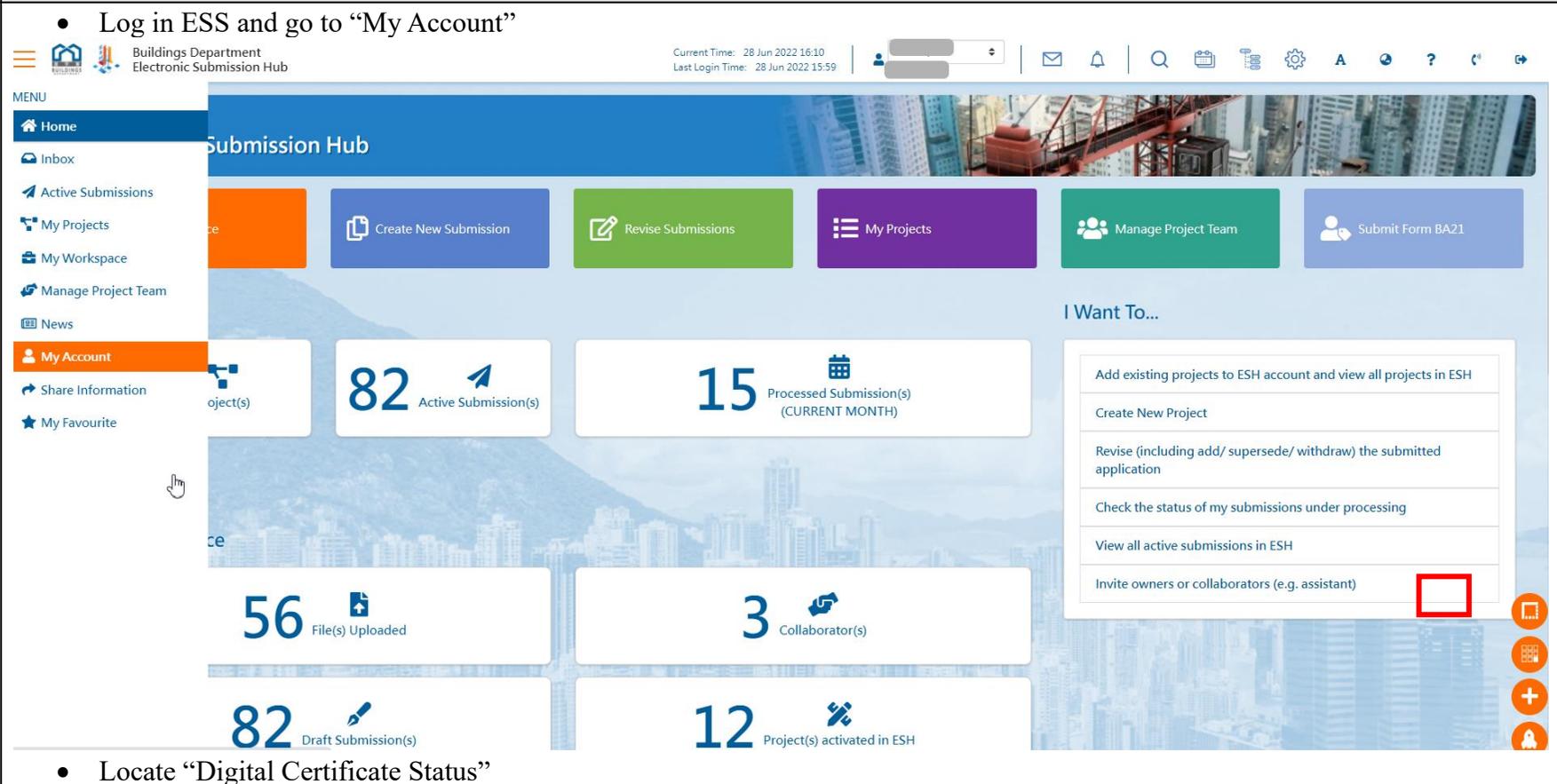


- After clicking the “OK” button, a reset message will be displayed and the widgets will be restored to the system default layout

3.



## 2.2.18 Add Digital Certificate to Existing Account

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Log in ESS and go to “My Account”</li> </ul>  <p>The screenshot displays the user interface of the Electronic Submission Hub. At the top, it shows the user's current time (28 Jun 2022 16:10) and last login time (28 Jun 2022 15:59). The main navigation menu on the left includes options like Home, Inbox, Active Submissions, My Projects, My Workspace, Manage Project Team, News, My Account (highlighted), Share Information, and My Favourite. The dashboard features several key performance indicators (KPIs) in large boxes: 82 Active Submission(s), 15 Processed Submission(s) (CURRENT MONTH), 56 File(s) Uploaded, 3 Collaborator(s), 82 Draft Submission(s), and 12 Project(s) activated in ESH. On the right side, there is a section titled 'I Want To...' with a list of actions: 'Add existing projects to ESH account and view all projects in ESH', 'Create New Project', 'Revise (including add/ supersede/ withdraw) the submitted application', 'Check the status of my submissions under processing', 'View all active submissions in ESH', and 'Invite owners or collaborators (e.g. assistant)'. A red box highlights the icon for the last action.</p> <ul style="list-style-type: none"> <li>Locate “Digital Certificate Status”</li> </ul>

# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL

Buildings Department  
Electronic Submission Hub

Current Time: 28 Jun 2022 16:13  
Last Login Time: 28 Jun 2022 16:09

Kowloon

Hong Kong

Email Address\*  
jinglin1212@gmail.com

Telephone No.  
055543211  
(For receiving message from BD by SMS, if applicable)

Default Role\*  
RSE 80/02

Preferred Language\*  
 English  Traditional Chinese  Simplified Chinese

"iAM Smart" Status  
Already Registered(TANG S PING)

Digital Certificate Status

Issued to	Serial Number	Issued By	Expiry Date	Action
No Record Found.				

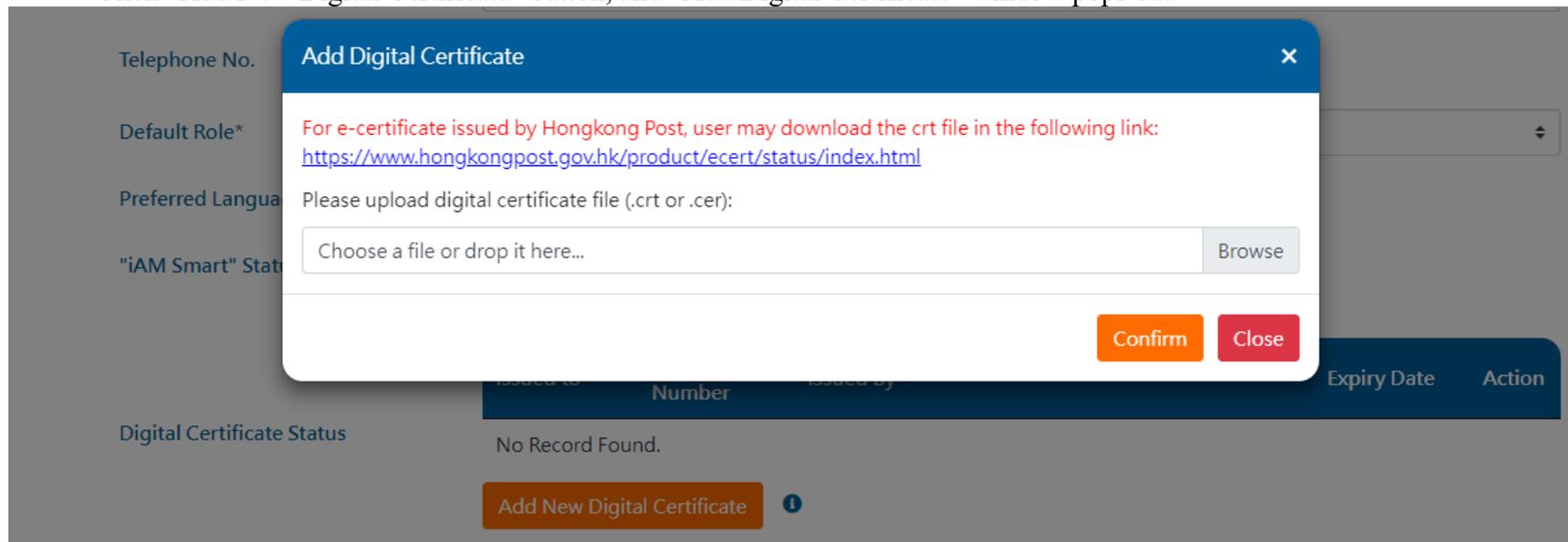
[Add New Digital Certificate](#)

Method of Notification  
 Email Notification Channel

Attention:  
Your update of contact information here is only for the use of ESH. To comply with the statutory requirement stipulated under Regulation 45 of the Building (Administration) Regulations in respect of change of contact information, you are still required to submit the specified Form BA 24 (not available in ESH at this stage).

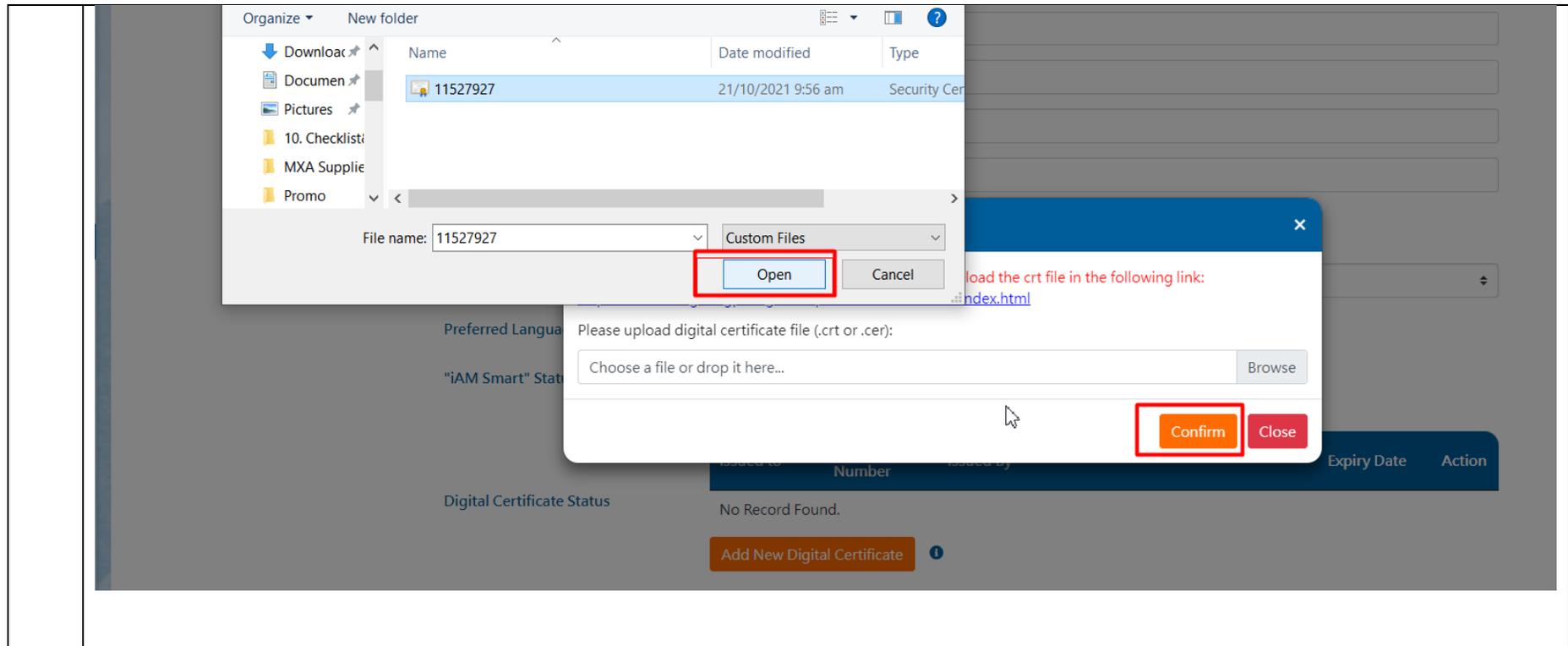
2.

- Click “Add New Digital Certificate” button, and “Add Digital Certificate” window pops out

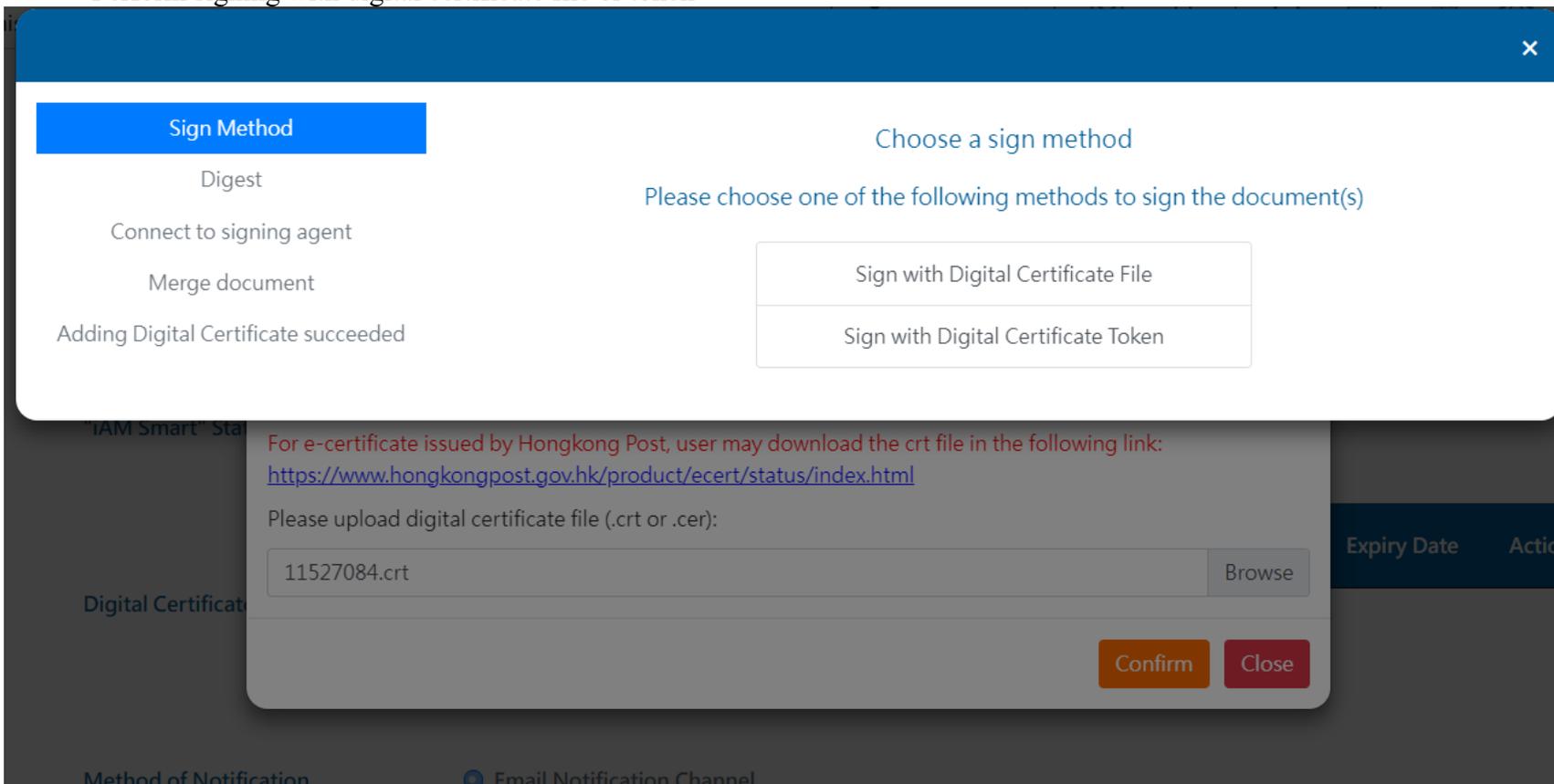


- Browse for the corresponding e-certificate, and click “Confirm” button

**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

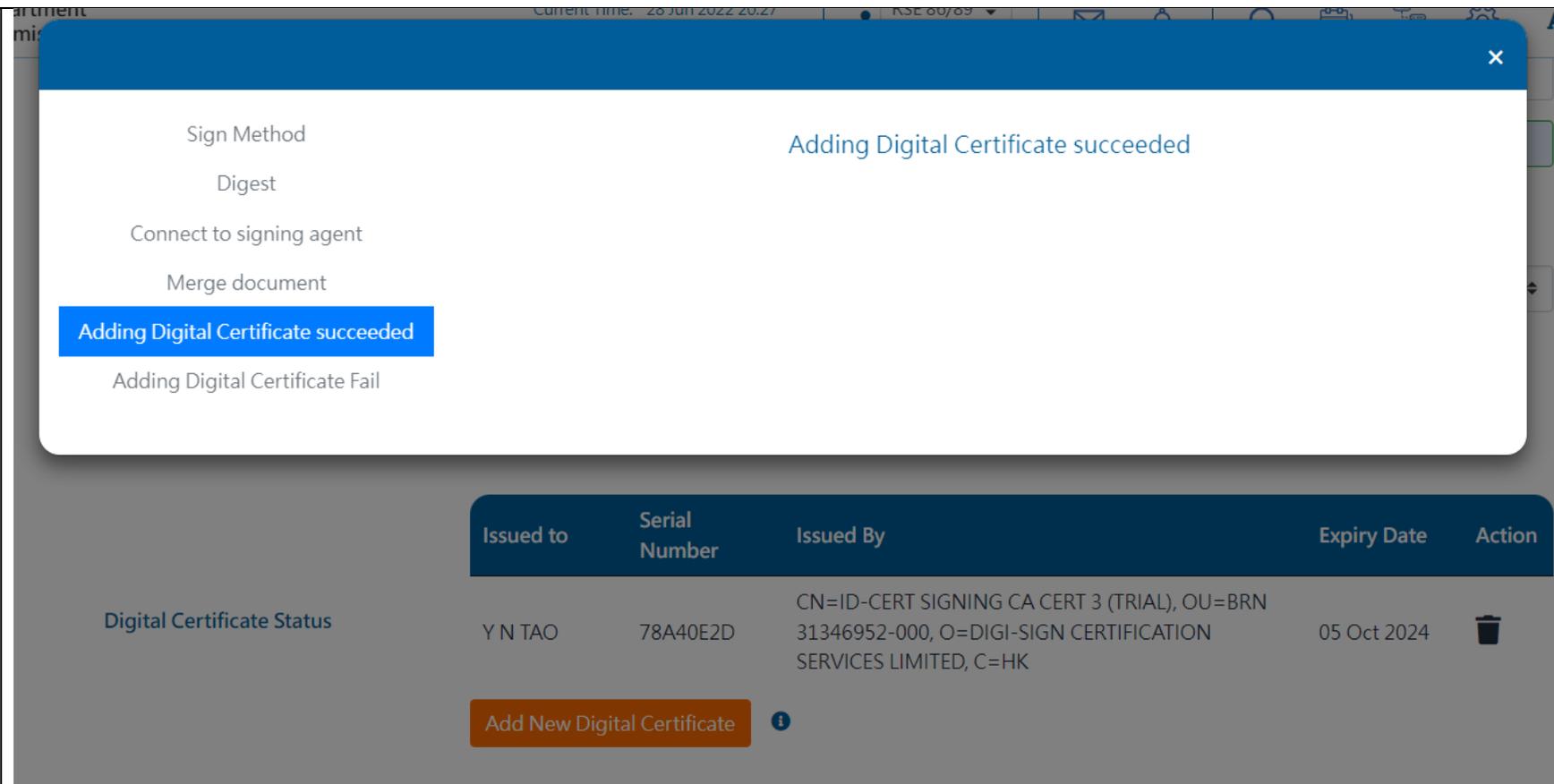


- Perform signing with digital certificate file or token



3.

- Digital certificate is added to the existing account



The screenshot displays a software interface with a modal dialog box in the foreground. The dialog box has a blue header with a close button (X) and contains the following text:

- Sign Method
- Digest
- Connect to signing agent
- Merge document
- Adding Digital Certificate succeeded** (highlighted in blue)
- Adding Digital Certificate Fail

Below the dialog box, a table titled "Digital Certificate Status" is visible. The table has the following columns: Issued to, Serial Number, Issued By, Expiry Date, and Action.

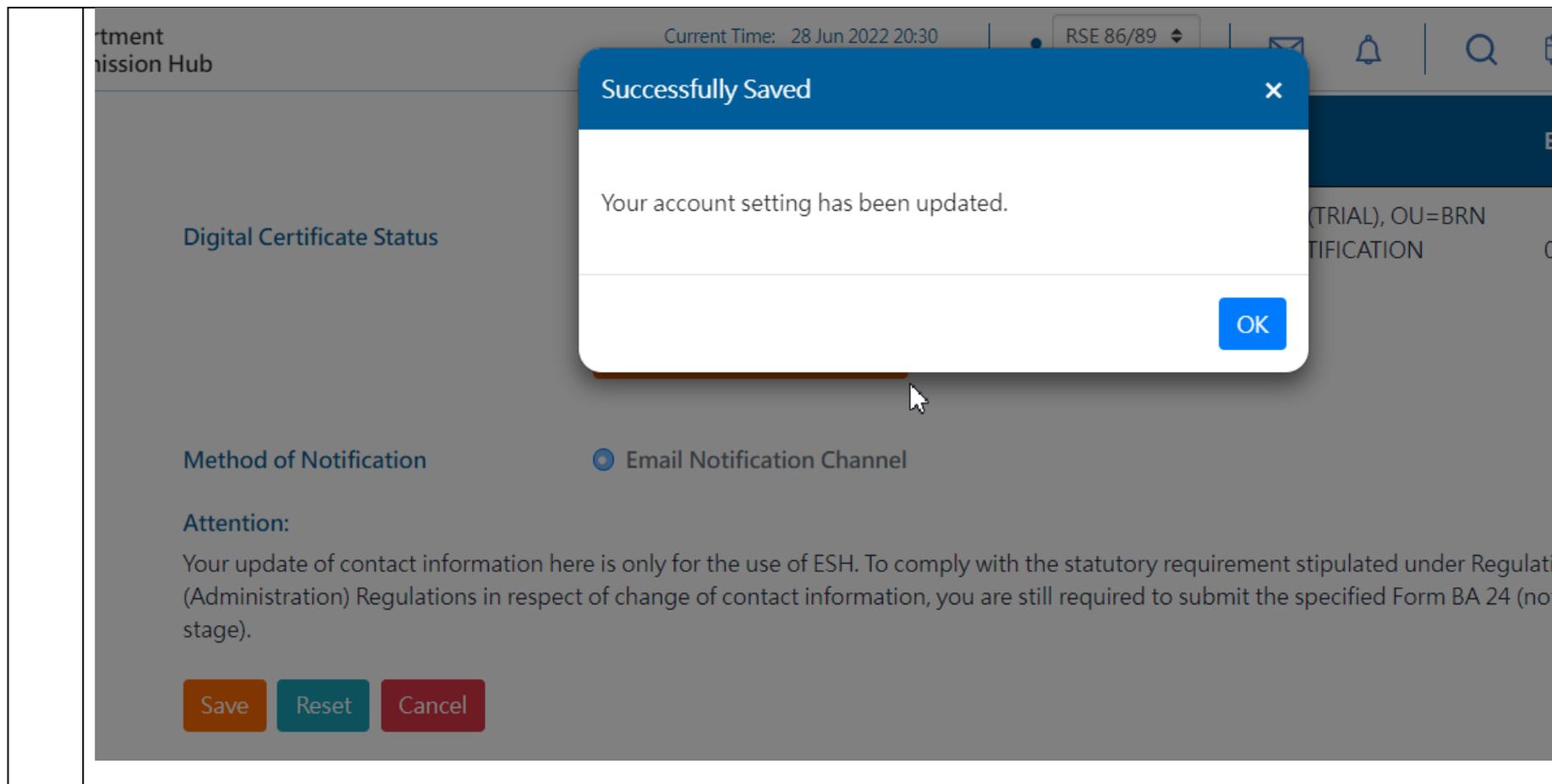
	Issued to	Serial Number	Issued By	Expiry Date	Action
Digital Certificate Status	Y N TAO	78A40E2D	CN=ID-CERT SIGNING CA CERT 3 (TRIAL), OU=BRN 31346952-000, O=DIGI-SIGN CERTIFICATION SERVICES LIMITED, C=HK	05 Oct 2024	

Below the table, there is a button labeled "Add New Digital Certificate" with an information icon (i) next to it.

- Click "Save" button to finish the whole process

	Issued to	Serial Number	Issued By	Expiry Date	Action
Digital Certificate Status	Y N TAO	78A40E2D	CN=ID-CERT SIGNING CA CERT 3 (TRIAL), OU=BRN 31346952-000, O=DIGI-SIGN CERTIFICATION SERVICES LIMITED, C=HK	05 Oct 2024	
	<a href="#">Add New Digital Certificate</a> ⓘ				
Method of Notification	<input checked="" type="radio"/> Email Notification Channel				
Attention:	Your update of contact information here is only for the use of ESH. To comply with the statutory requirement stipulated under Regulation 45 of the Building (Administration) Regulations in respect of change of contact information, you are still required to submit the specified Form BA 24 (not available in ESH at this stage).				
	<a href="#">Save</a> <a href="#">Reset</a> <a href="#">Cancel</a>				

• Account information has been updated successfully

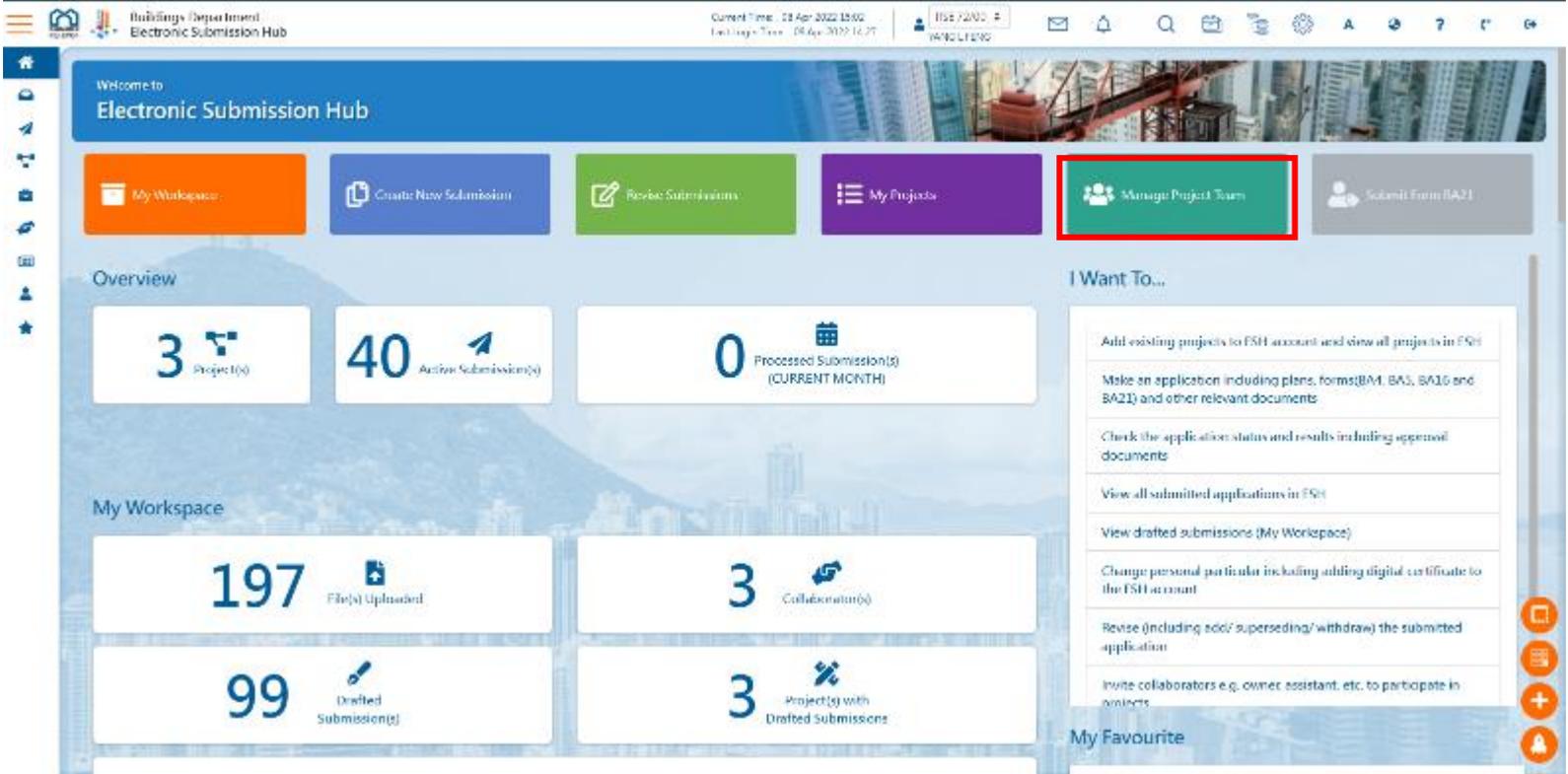


## 2.3 Manage Project Team

The function of “Manage Project Team” is only for AP/RSE/RGE/RC, but not for collaborators or owners. This function allows AP/RSE/RGE/RC to perform the following:

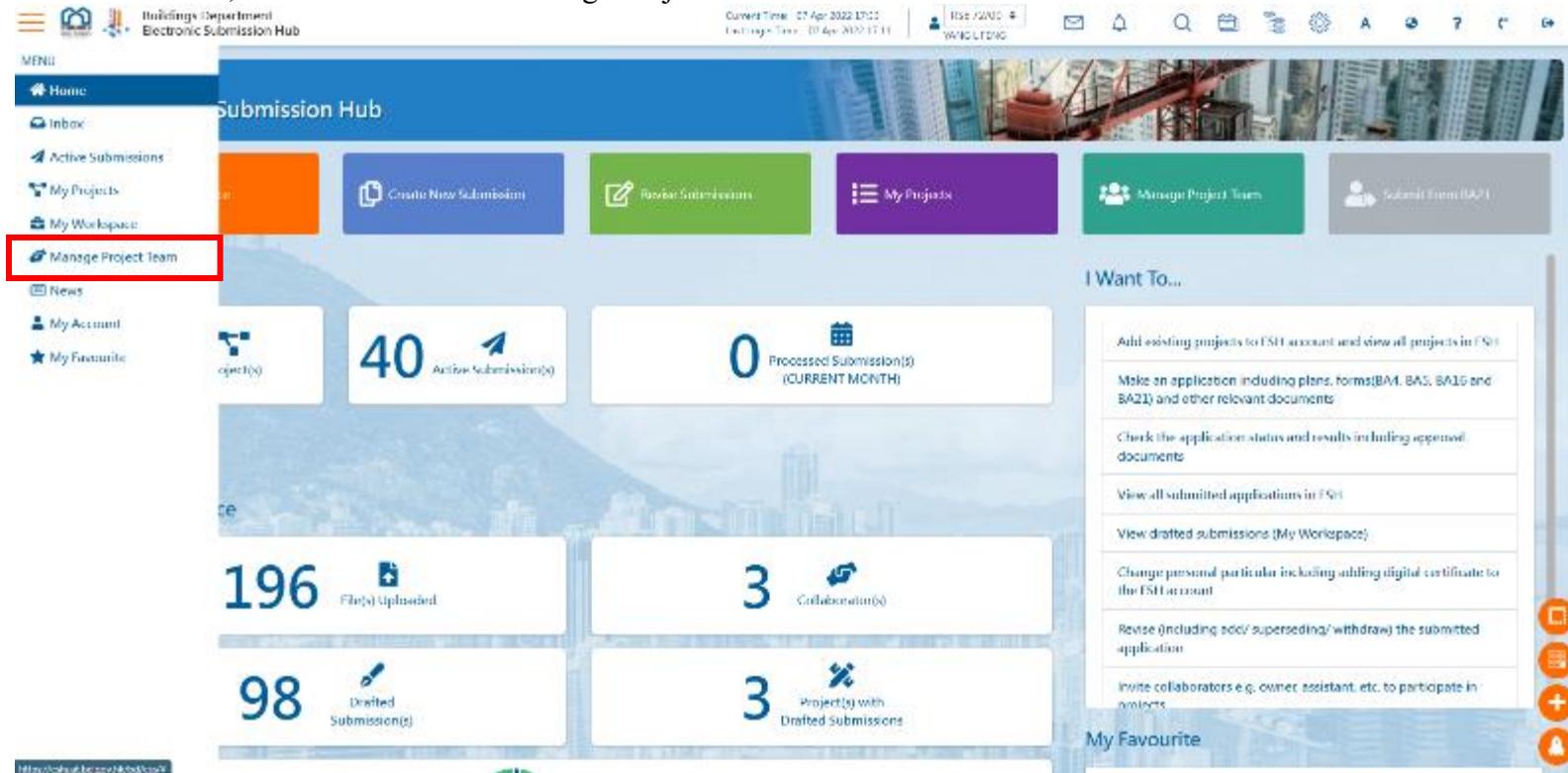
- a) to invite owner representative(s) under List of Owners so that
  - (i) ESH can recognise the user as the owner representative of a particular project made/to be made via ESH under the AP/RSE/RGE/RC in concern and enable the user to perform the digital signatures on the submission documents of the project for meeting the statutory requirements. The permissions to apply digital signatures will be automatically granted upon the owner representative(s) accepted the invitation from the AP/RSE/RGE/RC in concern.
  - (ii) AP/RSE/RGE/RC can also grant additional “Read” permission to the owner representative(s) for enabling viewing the draft submissions under preparation in his/her e-workspace.
  
- b) to invite collaborator(s) under List of Collaborators so that
  - (i) the collaborators can assist the AP/RSE/RGE//RC to jointly prepare submissions/applications to be made via ESH, by granting them various permissions, such as “Read”, “Read and modify”, “Read, modify and create draft submission” or “Read, modify and create & delete draft submission”, but without signing permission.

### 2.3.1 Lists of Project Team Members

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Locate and click the “Manage Project Team” button at the Quick Buttons</li></ul>  <p>The screenshot displays the Electronic Submission Hub interface. At the top, there is a navigation bar with the logo, 'Buildings Department Electronic Submission Hub', and user information including 'Current Time: 28 Apr 2022 15:02' and 'Last Login Time: 08 Apr 2022 14:27'. Below the navigation bar is a 'Welcome to Electronic Submission Hub' banner. A row of quick buttons is visible, with the 'Manage Project Team' button highlighted in red. The main content area is divided into 'Overview' and 'My Workspace' sections. The 'Overview' section contains three summary cards: '3 Project(s)', '40 Active Submission(s)', and '0 Processed Submission(s) (CURRENT MONTH)'. The 'My Workspace' section contains four summary cards: '197 File(s) Uploaded', '3 Collaborator(s)', '99 Drafted Submission(s)', and '3 Project(s) with Drafted Submissions'. On the right side, there is a 'I Want To...' section with a list of tasks and a 'My Favourite' section at the bottom.</p>

OR

- On the left menu, locate and click the “Manage Project Team”



- After clicking the “Manage Project Team” button, the page will be redirected to the “Manage Project Team” page
- In this page, two lists will be shown, namely the **List of Collaborators** and the **List of Owners**
- User is able to perform the below actions for each list:
  - View and search for a project member
  - Invite a new project member and remove a project member from the list
  - Manage member’s permission(s)

2.

The screenshot displays the 'Manage Project Team' interface. At the top, there is a navigation bar with a 'Back' button and a 'Submit Form (AJL)' button. Below this is a row of action buttons: 'My Workspace', 'Create New Submission', 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form (AJL)'. A yellow 'Important Notice' banner is present. The main content area features two tables, each with a search bar and an 'Invite New' button.

**List of Collaborators**

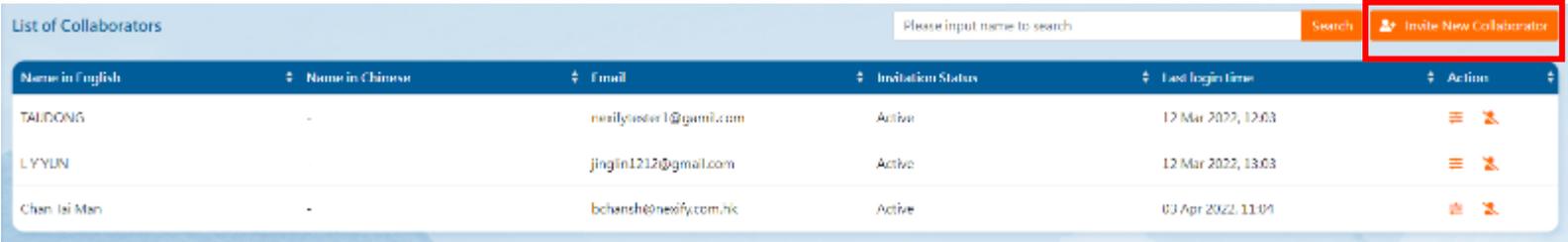
Name in English	Name in Chinese	Email	Invitation Status	Last login time	Action
WAI DIC JING	-	neefyswete10@gmail.com	Active	12 Mar 2022, 12:03	[Remove] [Edit]
LI YI YUN	-	jinglin1114@gmail.com	Active	12 Mar 2022, 1:00	[Remove] [Edit]
Chan Tai Man	-	tchansh@neefly.com.hk	Active	05 Apr 2022, 11:04	[Remove] [Edit]

**List of Owners**

Name in English	Name in Chinese	Email	Assigned to Project	Invitation Status	Last login time	Action
SUN'S AN	-	ltam@neefly.com.hk	-	Expired	-	[Remove] [Edit] [Add]
LIUNG SI YONG	-	ltam@neefly.com.hk	-	Expired	-	[Remove] [Edit] [Add]

## 2.3.2 Procedures for Invite New Collaborator

### i. Invite a New Collaborator

Step #	Step Detail & Screen																								
1.	<ul style="list-style-type: none"><li>Click the “Invite New Collaborator” button next to the List of Collaborators in the Manage Project Team page</li></ul>  <table border="1"><thead><tr><th>Name in English</th><th>Name in Chinese</th><th>Email</th><th>Invitation Status</th><th>Last Login Time</th><th>Action</th></tr></thead><tbody><tr><td>TAIDONG</td><td>-</td><td>maxilysester1@gmail.com</td><td>Active</td><td>12 Mar 2022, 12:03</td><td> </td></tr><tr><td>LYYUN</td><td>-</td><td>jinglin1212@gmail.com</td><td>Active</td><td>12 Mar 2022, 13:03</td><td> </td></tr><tr><td>Chan Lai Man</td><td>-</td><td>bchansh@nexify.com.hk</td><td>Active</td><td>03 Apr 2022, 11:01</td><td> </td></tr></tbody></table>	Name in English	Name in Chinese	Email	Invitation Status	Last Login Time	Action	TAIDONG	-	maxilysester1@gmail.com	Active	12 Mar 2022, 12:03	 	LYYUN	-	jinglin1212@gmail.com	Active	12 Mar 2022, 13:03	 	Chan Lai Man	-	bchansh@nexify.com.hk	Active	03 Apr 2022, 11:01	 
Name in English	Name in Chinese	Email	Invitation Status	Last Login Time	Action																				
TAIDONG	-	maxilysester1@gmail.com	Active	12 Mar 2022, 12:03	 																				
LYYUN	-	jinglin1212@gmail.com	Active	12 Mar 2022, 13:03	 																				
Chan Lai Man	-	bchansh@nexify.com.hk	Active	03 Apr 2022, 11:01	 																				

- After clicking the “Invite New Collaborator” button, you will reach the following page
- Fill in the mandatory fields including the English name and the email address of the collaborator whom you want to invite
- Click the “Send Invitation Email” button to confirm sending the invitation to the new collaborator

2.

**Invite New Collaborator**

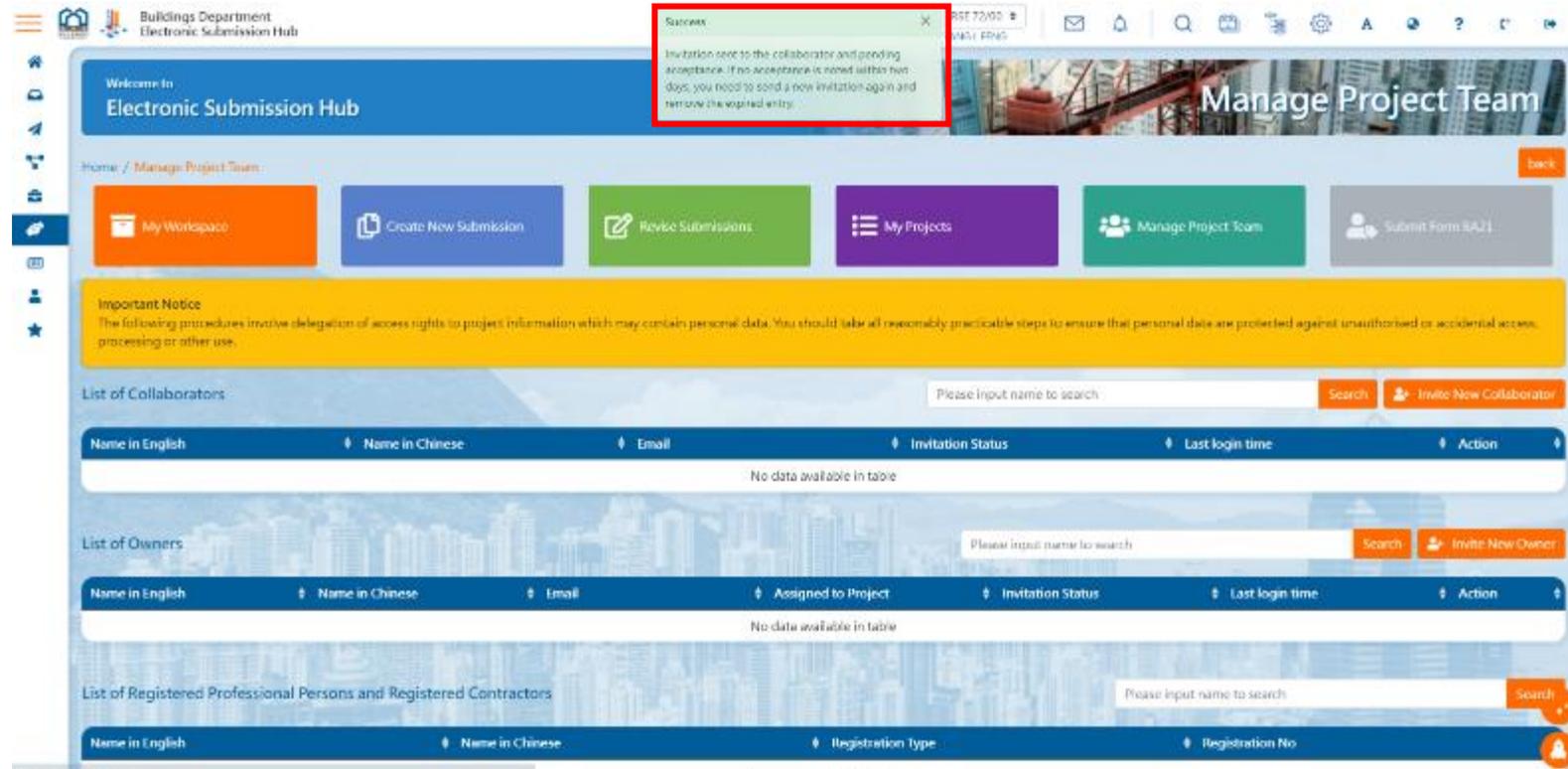
To invite a new collaborator, please complete the following application form. All fields with (\*) are mandatory.

English Name\*  ✓

Email\*  ✓

**Send Invitation Email** **Cancel**

- After the invitation has been successfully sent, a success message will be prompted and the corresponding information will be updated in the List of Collaborators



3.

- The collaborator being invited shows up in “List of Collaborators” with the Invitation Status of “Pending Acceptance”

Buildings Department  
Electronic Submission Hub

Current Time: 27 May 2022 23:21  
Last Login Time: 27 May 2022 21:42

RSE 80V02  
TANG S PING

Home / Manage Project Team

My Workspace | Create New Submission | Revise Submissions | My Projects | Manage Project Team | Submit Form BA21

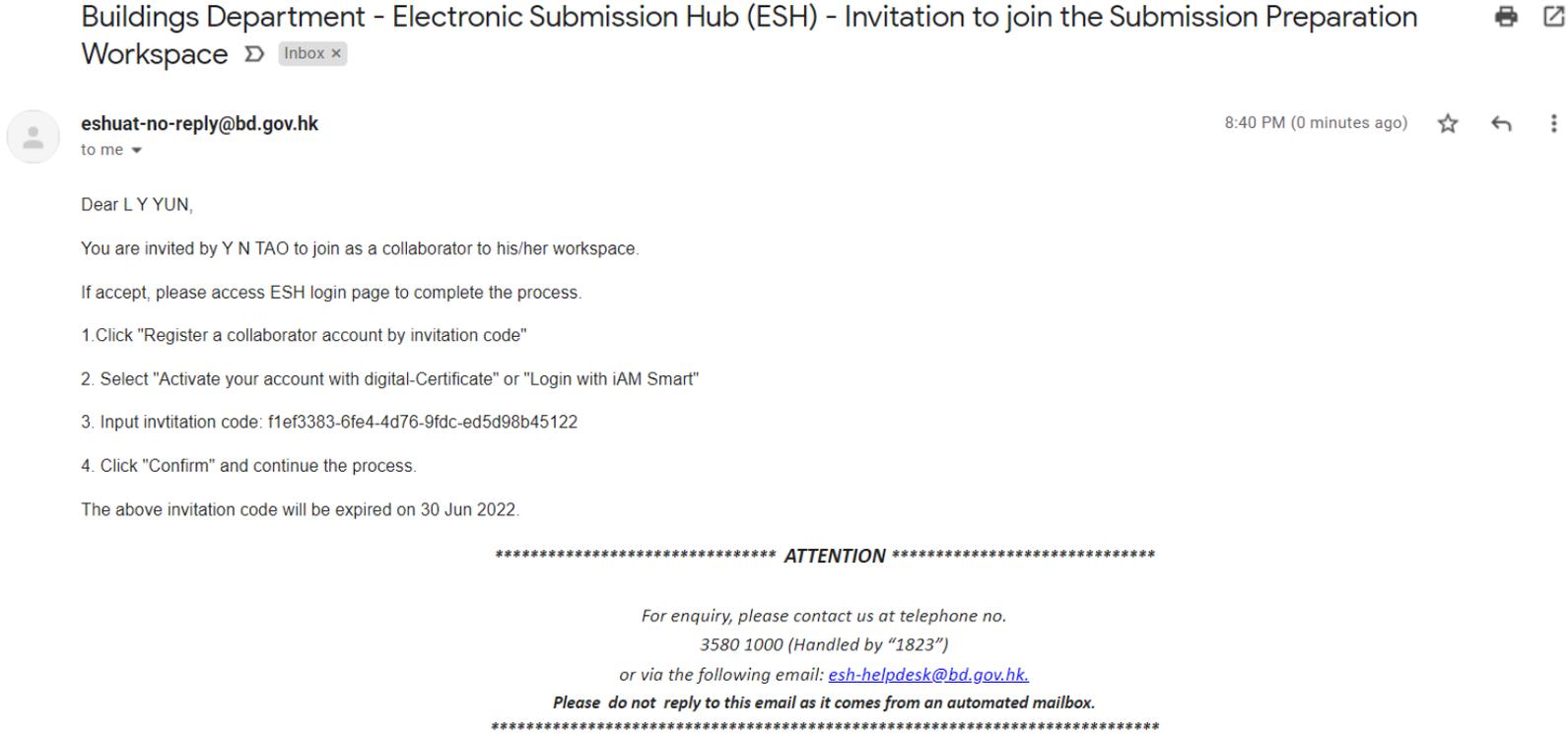
**Important Notice**  
The following procedures involve delegation of access rights to project information which may contain personal data. You should take all reasonably practicable steps to ensure that personal data are protected against unauthorised or accidental access, processing or other use.

List of Collaborators

Please input name to search  Search [Invite New Collaborator](#)

Name in English	Name in Chinese	Email	Invitation Status	Last login time	Action
L.YYUN	-	jinglin1212@gmail.com	Pending Acceptance (Expired at 29 May 2022, 23:21)	-	
CHIANG F.TAO	-	twhang329111@gmail.com	Active	06 Apr 2022, 11:04	
TSENG S.DA-XIA	-	esha78241@gmail.com	Active	27 May 2022, 23:05	
TSUI S.KONG	-	twhang329111@gmail.com	Active	08 Apr 2022, 10:01	

*ii. Accept the Invitation and/or Register a User Account by the New Collaborator*

Step #	Step Detail & Screen
1.	<p>1. The collaborator will receive an invitation email 2. Follow the steps as stated in the email to complete the process</p>  <p>Buildings Department - Electronic Submission Hub (ESH) - Invitation to join the Submission Preparation Workspace</p> <p>eshuat-no-reply@bd.gov.hk to me</p> <p>8:40 PM (0 minutes ago)</p> <p>Dear L Y YUN,</p> <p>You are invited by Y N TAO to join as a collaborator to his/her workspace.</p> <p>If accept, please access ESH login page to complete the process.</p> <ol style="list-style-type: none"> <li>1. Click "Register a collaborator account by invitation code"</li> <li>2. Select "Activate your account with digital-Certificate" or "Login with iAM Smart"</li> <li>3. Input invitation code: f1ef3383-6fe4-4d76-9fdc-ed5d98b45122</li> <li>4. Click "Confirm" and continue the process.</li> </ol> <p>The above invitation code will be expired on 30 Jun 2022.</p> <p><b>***** ATTENTION *****</b></p> <p><i>For enquiry, please contact us at telephone no. 3580 1000 (Handled by "1823") or via the following email: <a href="mailto:esh-helpdesk@bd.gov.hk">esh-helpdesk@bd.gov.hk</a>.</i></p> <p><b>Please do not reply to this email as it comes from an automated mailbox.</b> <b>*****</b></p>
2.	<ul style="list-style-type: none"> <li>● Open ESS Login Page</li> <li>● Click "Register an owner or collaborator account by invitation code/set initial password"</li> </ul>

Buildings Department  
Electronic Submission Hub

About ESH | FAQ | User Manual | Text Size | Language | Help

# Welcome to Electronic Submission Hub

## User Login

Login Name

Password

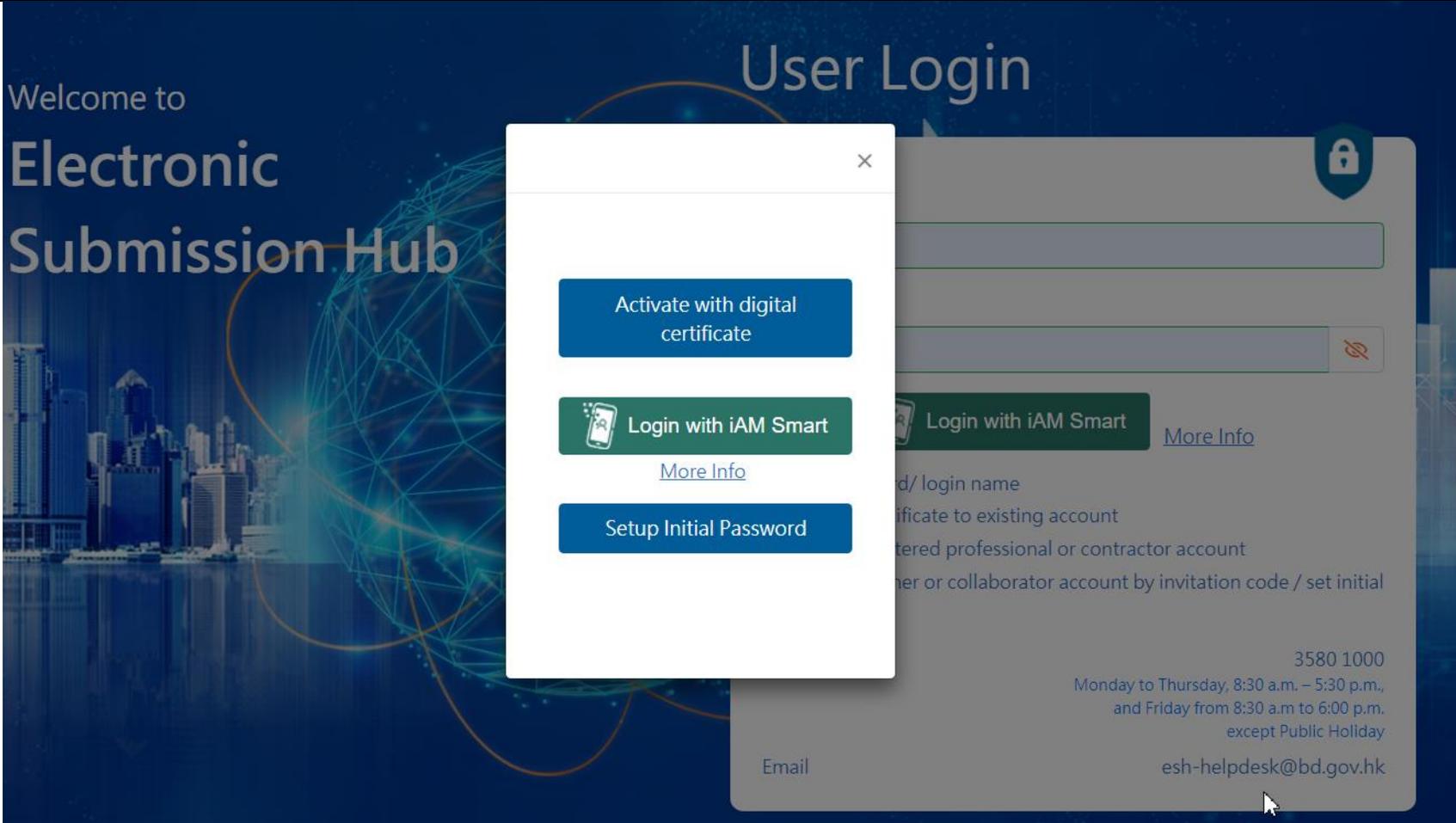
Login Login with iAM Smart [More Info](#)

[Forgot password/login name](#)  
[Add digital certificate to existing account](#)  
[Activate a registered professional or contractor account](#)  
[Register an owner or collaborator account by invitation code / set initial password](#)

Hotline 3580 1000  
Monday to Thursday, 8:30 a.m. – 5:30 p.m.,  
and Friday from 8:30 a.m to 6:00 p.m.  
except Public Holiday

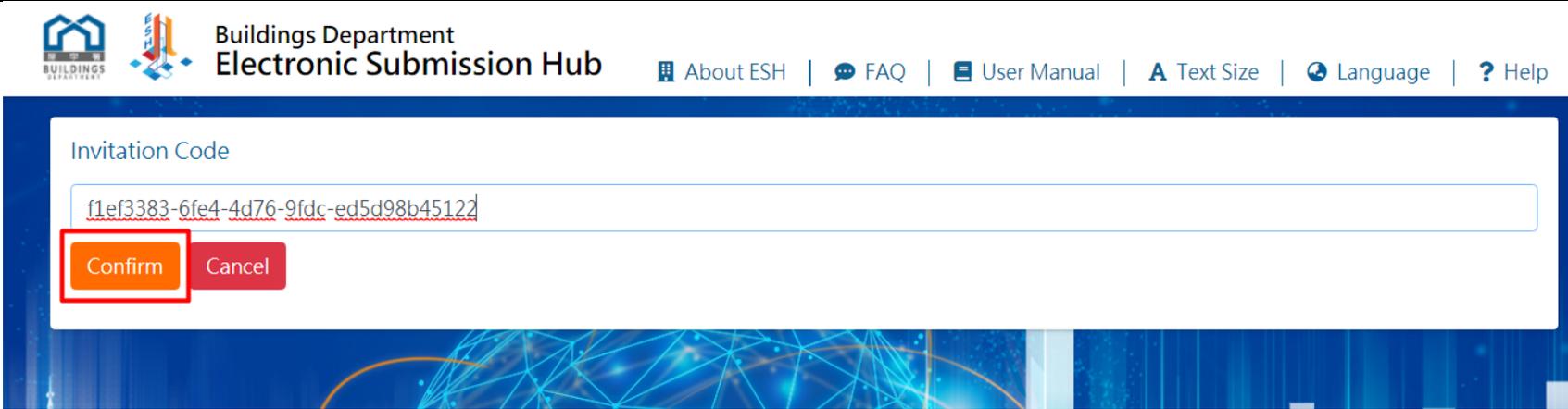
Email esh-helpdesk@bd.gov.hk

- Select "Activate your account with digital-Certificate" or "Login with iAM Smart"



The screenshot shows the 'User Login' page of the Electronic Submission Hub. The page features a dark blue background with a cityscape and a network diagram. A modal window is centered on the screen, containing three buttons: 'Activate with digital certificate', 'Login with iAM Smart' (with a 'More Info' link below it), and 'Setup Initial Password'. The background page includes a lock icon, a search bar, a 'Login with iAM Smart' button with a 'More Info' link, and a list of account types: 'd/ login name', 'ificate to existing account', 'tered professional or contractor account', and 'ner or collaborator account by invitation code / set initial'. At the bottom right, there is contact information: '3580 1000', 'Monday to Thursday, 8:30 a.m. – 5:30 p.m., and Friday from 8:30 a.m to 6:00 p.m. except Public Holiday', and an email address 'esh-helpdesk@bd.gov.hk'.

- Input the invitation code given in the invitation email



The screenshot displays the top navigation bar of the Buildings Department Electronic Submission Hub. The navigation bar includes the logo, the text "Buildings Department Electronic Submission Hub", and links for "About ESH", "FAQ", "User Manual", "Text Size", "Language", and "Help". Below the navigation bar is a white dialog box titled "Invitation Code". The dialog box contains a text input field with the code "f1ef3383-6fe4-4d76-9fdc-ed5d98b45122" and two buttons: "Confirm" (highlighted with a red box) and "Cancel".

- Click "Confirm" and continue the process.

3.	<ul style="list-style-type: none"><li>● If the collaborator has already registered a ESH account, just log in with Login Name and Password</li></ul> <p>Application for registration as a collaborator of Electronic Submission Hub To become a registered collaborator, please complete the following application form. All fields with (*) are mandatory.</p> <p>*Do you have an account of ESH system <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>*Login Name <input type="text" value="lyyun"/> ✓</p> <p>*Password <input type="password" value="....."/> </p> <p><a href="#">Password Policy</a></p> <p><input type="button" value="Login as collaborator"/></p>
4.	<ul style="list-style-type: none"><li>● If the collaborator doesn't have an ESH account, registration fields will show up, fill in mandatory fields:</li></ul>



### Application for registration as a collaborator of Electronic Submission Hub

To become a registered collaborator, please complete the following application form. All fields with (\*) are mandatory.

\*Do you have an account of ESH system  Yes  No

\*Login Name  ✓

\*Title  Mr  Mrs  Ms  Miss

Full Name  ✓

Chinese Name

\*Contact Address  ✓

\*Email  ✓  
Email address must be the same as the receiver of invitation email

\*Telephone No.  ✓  
(For receiving message from BD by SMS, if applicable)

	Issued to	Serial Number	Issued By	Expiry Date	Action
Digital Certificate Status	LY YUN	78A40E72	CN=ID-CERT SIGNING CA CERT 3 (TRIAL), OU=BRN 31346952-000, O=DIGI-SIGN CERTIFICATION SERVICES LIMITED, C=HK	05 Oct 2024	

\*Languages  English  Traditional Chinese  Simplified Chinese

Captcha 

- Read the “Terms and Conditions for Use of Electronic Submission Hub of Buildings Department”, “Privacy Policy Statement for Electronic Submission Hub (ESH) provided by Buildings Department”, “Personal Information Collection Statement”, and click “Send” button

provided to BD by the User will also be used for data comparison during registration and activation of the ESH account of the User and account management and regular checking to confirm the User' s identity and eligibility for using ESH in relation to the provision of electronic services of ESH.

BD will specify the collection purpose and intended usage of the User' s personal data collected. The User will be informed of the means to request access to or correction of the personal data provided.

## Personal Information Collection Statement

### 1. Purposes of Collecting Personal Data

- (i) Personal data relating to the use of the ESH are collected for the following purposes:
  - a. Registration, activation, management of the ESH personal account of the User and regular checking to confirm the User' s identity and eligibility for using the ESH;
  - b. processing relevant submissions and applications under the Buildings Ordinance (Cap. 123) ( "BO" );

I have read and agreed to the above Terms and Conditions for Use of ESH, Privacy Policy Statement for ESH and Personal Information Collection Statement.

- Collaborator account is registered



### Set Account Password

Email is sent to your registered email address. Please check your email and set your initial account password by the activation key within 15 minutes in order to complete the registration of your user account.

- Collaborator will receive an email again to set initial password

Buildings Department - Electronic Submission Hub (ESH) – Initial Password Setup 🔍 Inbox x



**eshuat-no-reply@bd.gov.hk**

to me ▾

9:20 PM (1 minute ago)



Dear L Y YUN,

Please access ESH login page to set your initial password.

1. Click "Register an owner or collaborator account by invitation code / set initial password"
2. Select "Set initial password"
3. Input activation key: 72153f34-023a-4019-a094-f0ab6d20336f
4. Click "Confirm" and set initial password

The activation key will be expired on 28/06/2022 09:34:49 下午.

\*\*\*\*\* **ATTENTION** \*\*\*\*\*

*Address all enquiries to [esh-helpdesk@bd.gov.hk](mailto:esh-helpdesk@bd.gov.hk).*

*The e-mail account sending this message is not intended for incoming mail.*

*Messages delivered to it will be ignored !*

\*\*\*\*\*

5.

- Go to ESH Login Page

Buildings Department  
Electronic Submission Hub

About ESH | FAQ | User Manual | Text Size | Language | Help

# Welcome to Electronic Submission Hub

## User Login

Login Name

Password

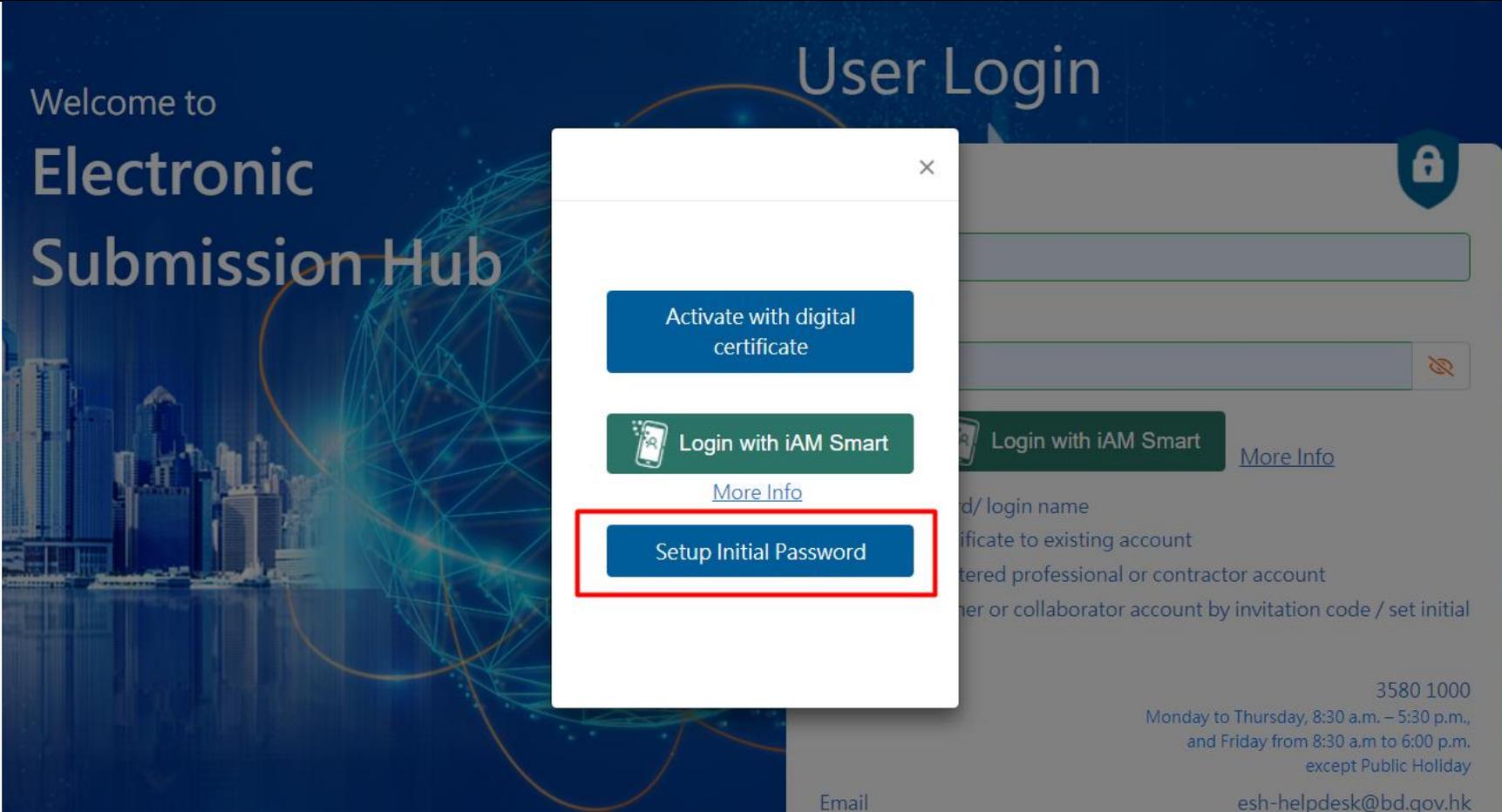
[Login](#) [Login with iAM Smart](#) [More Info](#)

[Forgot password/ login name](#)  
[Add digital certificate to existing account](#)  
[Activate a registered professional or contractor account](#)  
[Register an owner or collaborator account by invitation code / set initial password](#)

Hotline 3580 1000  
Monday to Thursday, 8:30 a.m. – 5:30 p.m.,  
and Friday from 8:30 a.m to 6:00 p.m.  
except Public Holiday

Email esh-helpdesk@bd.gov.hk

- Click "Register an owner or collaborator account by invitation code / set initial password", option window pops out



The screenshot shows the 'User Login' page of the Electronic Submission Hub. The background features a cityscape and a network diagram. A modal window is overlaid on the page, containing the following options:

- Activate with digital certificate
- Login with iAM Smart (with a 'More Info' link below it)
- Setup Initial Password (highlighted with a red border)

Below the modal window, a list of instructions is provided:

- Select "Set initial password", and input activation key given in the email, and click "Confirm" button

Additional text on the page includes: 'Welcome to Electronic Submission Hub', 'User Login', 'Login with iAM Smart', 'More Info', 'd/ login name', 'ificate to existing account', 'ntered professional or contractor account', 'ner or collaborator account by invitation code / set initial', '3580 1000', 'Monday to Thursday, 8:30 a.m. – 5:30 p.m., and Friday from 8:30 a.m to 6:00 p.m. except Public Holiday', and 'Email esh-helpdesk@bd.gov.hk'.



Activation Key

72153f34-023a-4019-a094-f0ab6d20336f

Confirm

Back

● Set initial password, and confirm

Set Password

Password



Verify new password



[Password Policy](#)

Confirm

### 2.3.3 Procedure for Invite Owner

Prerequisite: Complete [View Project Team Members](#)

*i. Invite Owner*

Step #	Step Detail & Screen																					
1.	<ul style="list-style-type: none"><li>Locate and click on the “Invite New Owner” button</li></ul>  <p>The screenshot shows a web interface titled "List of Owners". At the top right, there is a search bar with the placeholder text "Please input name to search" and a "Search" button. To the right of the search bar is an orange button labeled "Invite New Owner", which is highlighted with a red rectangular box. Below the search bar is a table with the following columns: "Name in English", "Name in Chinese", "Email", "Assigned to Project", "Invitation Status", "Last login time", and "Action". The table contains two rows of data:</p> <table border="1"><thead><tr><th>Name in English</th><th>Name in Chinese</th><th>Email</th><th>Assigned to Project</th><th>Invitation Status</th><th>Last login time</th><th>Action</th></tr></thead><tbody><tr><td>SUN S AN</td><td></td><td>ktam@necoby.com.hk</td><td></td><td>Expired</td><td></td><td>[Menu] [Delete]</td></tr><tr><td>HSLUNG H YONG</td><td></td><td>ktam@necoby.com.hk</td><td></td><td>Expired</td><td></td><td>[Menu] [Delete]</td></tr></tbody></table>	Name in English	Name in Chinese	Email	Assigned to Project	Invitation Status	Last login time	Action	SUN S AN		ktam@necoby.com.hk		Expired		[Menu] [Delete]	HSLUNG H YONG		ktam@necoby.com.hk		Expired		[Menu] [Delete]
Name in English	Name in Chinese	Email	Assigned to Project	Invitation Status	Last login time	Action																
SUN S AN		ktam@necoby.com.hk		Expired		[Menu] [Delete]																
HSLUNG H YONG		ktam@necoby.com.hk		Expired		[Menu] [Delete]																

- After clicking “Invite New Owner”, you will reach the following page
- Fill in all the mandatory information including the English name and the email address of the owner whom you want to invite
- Select the project(s) the owner representative is related to  
Please note:
  - a. Upon the owner representative accepted the invitation, he/she will be automatically given with the signing permission for that particular project(s). The AP/RSE/RGE/RC in concern does not need to further grant this type of permission
  - b. If subsequently additional project is required to be assigned to an owner representative who has already added in the List of Owners, the AP/RSE/RGE/RC in concern need to un-assign that owner and perform the invitation process again to select all relevant projects
- Click the “Send Invitation Email” button to confirm sending the invitation to the new owner representative

2.

Buildings Department  
Electronic Submission Hub

Current Time: 08 Apr 2022 10:52  
Last Login Time: 08 Apr 2022 12:48

RSE 7200

### Invite New Owner

To invite a new owner, please complete the following application form. All fields with (\*) are mandatory.

English Name\*  ✓

Email\*  ✓

Please select project to invite

Name	BD Ref. No.
Demo Project for 2001/2022	3009/22
Cityplaza 3	2007/22

Send Invitation Email Cancel

Quick links

- New Building Works
  - Create New Submission
  - Inbox
  - Active Submissions
  - My Projects
  - My Workspace
  - Submit Form BA21
- Account and Management
  - My Account
  - Calendar
  - Change Password
  - Manage Project Team
  - Share Information
  - My Favourite
- Services
  - News
  - FAQ
  - User Manual
  - Contact Us

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- After clicking the “Send Invitation Email” button, a success message will be prompted and the corresponding information will be updated in the List of Owners

The screenshot displays the 'Manage Project Team' page of the Electronic Submission Hub. A success message is shown in a green box at the top, stating: 'Success. Invitation sent to the owner and pending acceptance. If no acceptance is received within two days, you need to send a new invitation again and remove the expired entry.' Below the message, the page features a navigation bar with buttons for 'My Workspace', 'Create New Submission', 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form (SAI)'. An 'Important Notice' banner is present, followed by three data tables: 'List of Collaborators', 'List of Owners', and 'List of Registered Professional Persons and Registered Contractors'. All three tables are currently empty, displaying 'No data available in table'. The 'List of Owners' table has columns for Name in English, Name in Chinese, Email, Assigned to Project, Invitation Status, Last login time, and Action.

3.

Owner being invited shows up in List of Owners with the Invitation Status of “Pending Acceptance”

The screenshot displays the 'List of Owners' page. At the top, there is a search bar with the placeholder text 'Please input name to search' and a 'Search' button. To the right of the search bar is an 'Invite New Owner' button. Below the search bar is a table with the following columns: Name in English, Name in Chinese, Email, Assigned to Project, Invitation Status, Last login time, and Action. The first row of the table is highlighted with a red border and shows the following data: Name in English (blurred), Name in Chinese (-), Email (blurred), Assigned to Project (blurred), Invitation Status: Pending Acceptance (Expired at 29 May 2022, 23:36), Last login time (-), and Action (three icons: a list, a trash can, and a mail icon). The second row shows: Name in English (blurred), Name in Chinese: 中文名字, Email (blurred), Assigned to Project (blurred), Invitation Status: Active, Last login time: 07 Apr 2022, 10:04, and Action (three icons). The third row shows: Name in English (blurred), Name in Chinese (-), Email (blurred), Assigned to Project (blurred), Invitation Status: Expired, Last login time (-), and Action (three icons).

Name in English	Name in Chinese	Email	Assigned to Project	Invitation Status	Last login time	Action
[blurred]	-	[blurred]	[blurred]	Pending Acceptance (Expired at 29 May 2022, 23:36)	-	[list] [trash] [mail]
[blurred]	中文名字	[blurred]	[blurred]	Active	07 Apr 2022, 10:04	[list] [trash] [mail]
[blurred]	-	[blurred]	[blurred]	Expired	-	[list] [trash] [mail]

*ii. Accept the Invitation and/or Register Owner Account*

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>The owner will receive an invitation email</li> </ul>  <p><b>Buildings Department - Electronic Submission Hub (ESH) - Invitation to join the Submission Preparation Workspace</b></p> <p><b>eshuat-no-reply@bd.gov.hk</b> to me</p> <p>Dear CHIU C JU,</p> <p>You are invited by Y N TAO to join as the owner representative in ESH for the project.</p> <p>If accept, please access ESH login page to complete the process.</p> <ol style="list-style-type: none"> <li>Click "Register an owner or collaborator account by invitation code / set initial password"</li> <li>Select "Activate your account with digital-Certificate" or "Login with iAM Smart"</li> <li>Input invitation code: 8fd149f7-b65a-4b05-8fe7-76d864220d4f</li> <li>Click "Confirm" and continue the process.</li> </ol> <p>The above invitation code will be expired on 01 Jul 2022.</p> <p style="text-align: center;">***** <b>ATTENTION</b> *****</p> <p style="text-align: center;"><i>For enquiry, please contact us at telephone no. 3580 1000 (Handled by "1823") or via the following email: <a href="mailto:esh-helpdesk@bd.gov.hk">esh-helpdesk@bd.gov.hk</a>.</i></p> <p style="text-align: center;"><b>Please do not reply to this email as it comes from an automated mailbox.</b></p> <p style="text-align: center;">*****</p> <ul style="list-style-type: none"> <li>Follow the steps as stated in the email to complete the process</li> </ul>
2.	<ul style="list-style-type: none"> <li></li> </ul>

- Open ESS Login Page
- Click "Register an owner or collaborator account by invitation code/set initial password"

Buildings Department  
Electronic Submission Hub

About ESH | FAQ | User Manual | Text Size | Language | Help

Welcome to  
**Electronic Submission Hub**

# User Login

Login Name

Password

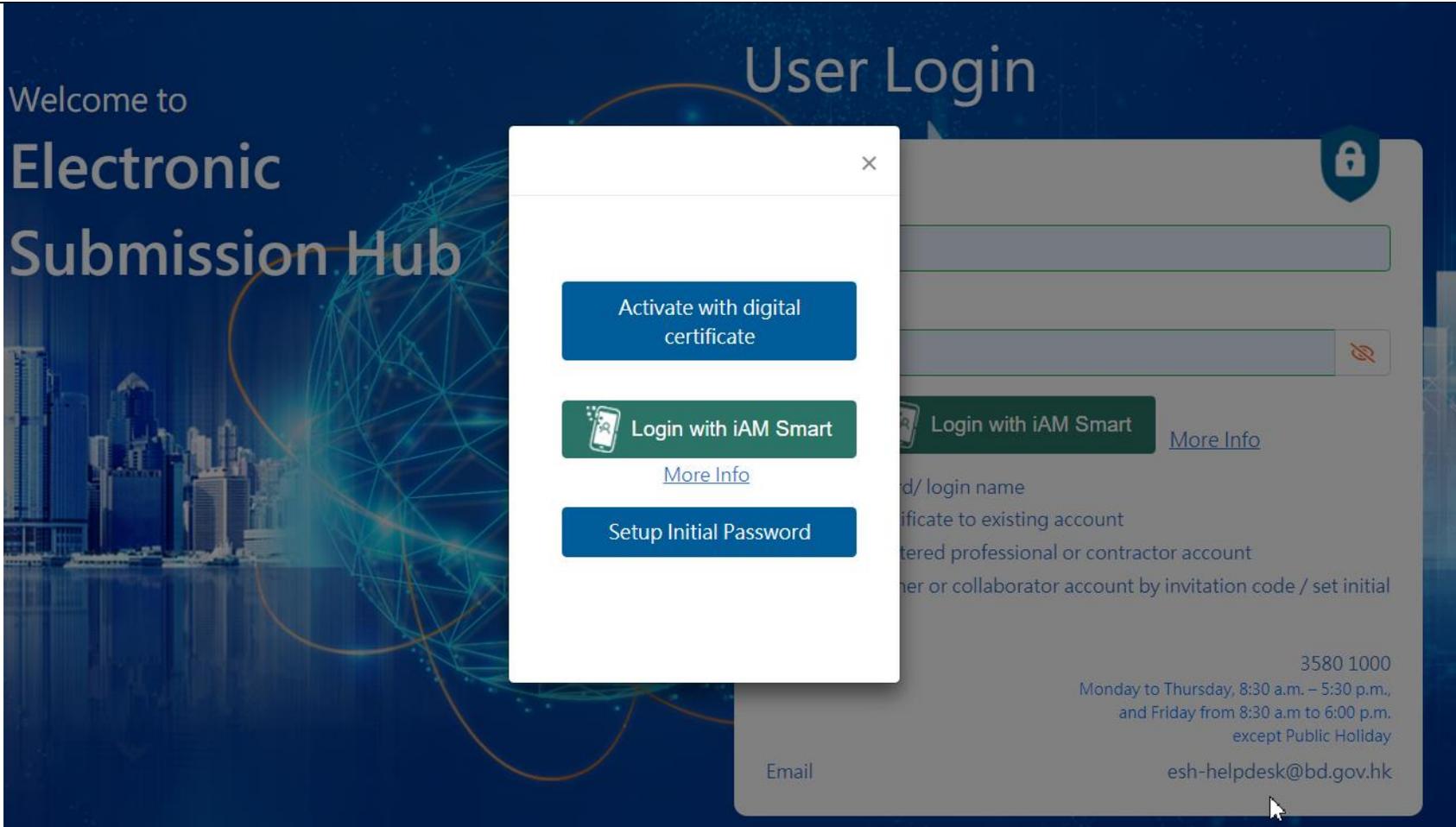
[Login](#) [Login with iAM Smart](#) [More Info](#)

[Forgot password/login name](#)  
[Add digital certificate to existing account](#)  
[Activate a registered professional or contractor account](#)  
**[Register an owner or collaborator account by invitation code / set initial password](#)**

Hotline 3580 1000  
Monday to Thursday, 8:30 a.m. – 5:30 p.m.,  
and Friday from 8:30 a.m to 6:00 p.m.  
except Public Holiday

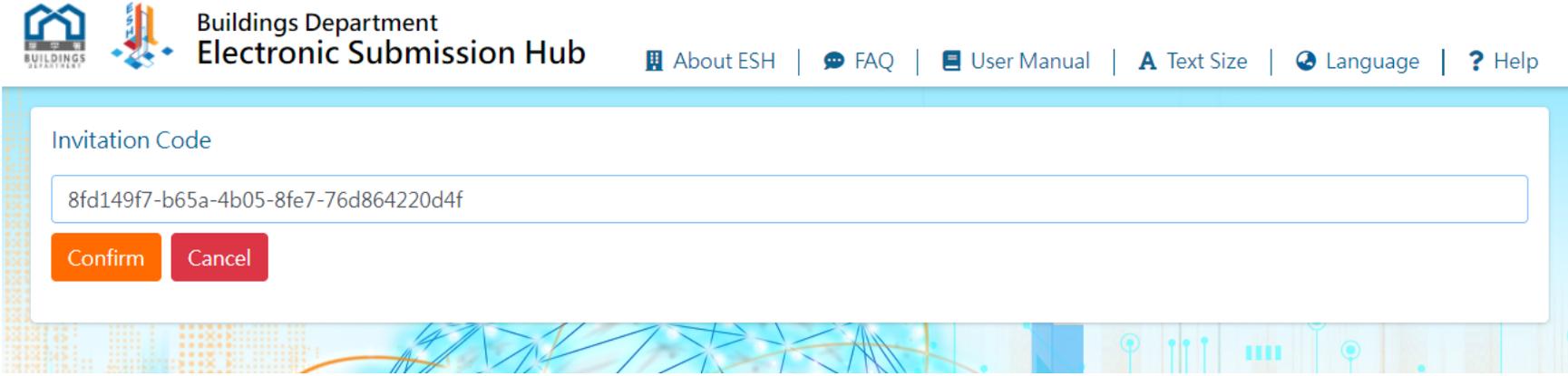
Email esh-helpdesk@bd.gov.hk

- 
- Select "Activate your account with digital-Certificate" or "Login with iAM Smart"



The screenshot shows the 'User Login' page of the Electronic Submission Hub. The page features a dark blue background with a cityscape and a network diagram. A modal window is centered on the screen, containing three main options: 'Activate with digital certificate', 'Login with iAM Smart' (with a 'More Info' link), and 'Setup Initial Password'. The background page includes input fields for username and password, a 'Login with iAM Smart' button, and a 'More Info' link. Below the login area, there is contact information: '3580 1000', 'Monday to Thursday, 8:30 a.m. – 5:30 p.m., and Friday from 8:30 a.m to 6:00 p.m. except Public Holiday', and an email address 'esh-helpdesk@bd.gov.hk'.

- 
- Input the invitation code given in the invitation email

	 <ul style="list-style-type: none"><li>● Click "Confirm" and continue the process.</li></ul>
6.	<ul style="list-style-type: none"><li>● If the owner has already registered a ESH account, just log in with Login Name and Password</li></ul> <p><a href="#">Application for registration as an owner of Electronic Submission Hub</a> To become a registered user, please complete the following application form. All fields with (*) are mandatory.</p> <p>*Do you have an account of ESH system <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>*Login Name <input type="text" value="chiucju"/></p> <p>*Password <input type="password" value="....."/> </p> <p><a href="#">Password Policy</a></p> <p><input type="button" value="Login as Owner"/></p>
7.	<ul style="list-style-type: none"><li>● If the owner doesn't have an ESH account, registration fields will show up, fill in mandatory fields:</li></ul>

**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

---

Application for registration as an owner of Electronic Submission Hub

To become a registered user, please complete the following application form. All fields with (\*) are mandatory.

\*Do you have an account of ESH system  Yes  No

\*Login Name

\*Title  Mr  Mrs  Ms  Miss

Full Name

Chinese Name

\*Contact Address  ✓

\*Email  ✓

	Issued to	Serial Number	Issued By	Expiry Date	Action
Digital Certificate Status	CHIU C JU	78A40EF1	CN=ID-CERT SIGNING CA CERT 3 (TRIAL), OU=BRN 31346952-000, O=DIGI-SIGN CERTIFICATION SERVICES LIMITED, C=HK	05 Oct 2024	

\*Languages  English  Traditional Chinese  Simplified Chinese

Captcha 

---

- Read the “Terms and Conditions for Use of Electronic Submission Hub of Buildings Department”, “Privacy Policy Statement for Electronic Submission Hub (ESH) provided by Buildings Department”, “Personal Information Collection Statement”, and click “Send” button

provided to BD by the User will also be used for data comparison during registration and activation of the ESH account of the User and account management and regular checking to confirm the User' s identity and eligibility for using ESH in relation to the provision of electronic services of ESH.

BD will specify the collection purpose and intended usage of the User' s personal data collected. The User will be informed of the means to request access to or correction of the personal data provided.

## Personal Information Collection Statement

### 1. Purposes of Collecting Personal Data

- (i) Personal data relating to the use of the ESH are collected for the following purposes:
  - a. Registration, activation, management of the ESH personal account of the User and regular checking to confirm the User' s identity and eligibility for using the ESH;
  - b. processing relevant submissions and applications under the Buildings Ordinance (Cap. 123) ( "BO" );

I have read and agreed to the above Terms and Conditions for Use of ESH, Privacy Policy Statement for ESH and Personal Information Collection Statement.

- Owner account is registered

	 <p><b>Buildings Department Electronic Submission Hub</b></p> <p><a href="#">About ESH</a>   <a href="#">FAQ</a>   <a href="#">User Manual</a>   <a href="#">Text Size</a>   <a href="#">Language</a>   <a href="#">Help</a></p> <div style="border: 1px solid #00a0e3; padding: 10px;"><p><a href="#">Set Account Password</a> Email is sent to your registered email address. Please check your email and set your initial account password by the activation key within 15 minutes in order to complete the registration of your user account.</p></div>
8.	<ul style="list-style-type: none"><li>● Owner will receive an email again to set initial password</li></ul> <p>Buildings Department - Electronic Submission Hub (ESH) – Initial Password Setup <span style="float: right;">Inbox x</span></p> <p><b>eshuat-no-reply@bd.gov.hk</b> <span style="float: right;">11:07 AM (1 minute ago)</span> to me</p> <p>Dear CHIU C JU,</p> <p>Please access ESH login page to set your initial password.</p> <ol style="list-style-type: none"><li>1. Click "Register an owner or collaborator account by invitation code / set initial password"</li><li>2. Select "Set initial password"</li><li>3. Input activation key: 0c993104-4a92-455c-985b-52dd2bd2c3e9</li><li>4. Click "Confirm" and set initial password</li></ol> <p>The activation key will be expired on 29/06/2022 11:21:49 AM.</p> <p style="text-align: center;">***** <b>ATTENTION</b> *****</p> <p style="text-align: center;">Address all enquiries to <a href="mailto:esh-helpdesk@bd.gov.hk">esh-helpdesk@bd.gov.hk</a>. The e-mail account sending this message is not intended for incoming mail. Messages delivered to it will be ignored !</p> <p style="text-align: center;">*****</p> <ul style="list-style-type: none"><li>● Go to ESH Login Page</li></ul>

Buildings Department  
Electronic Submission Hub

About ESH | FAQ | User Manual | Text Size | Language | Help

# Welcome to Electronic Submission Hub

## User Login

Login Name

Password

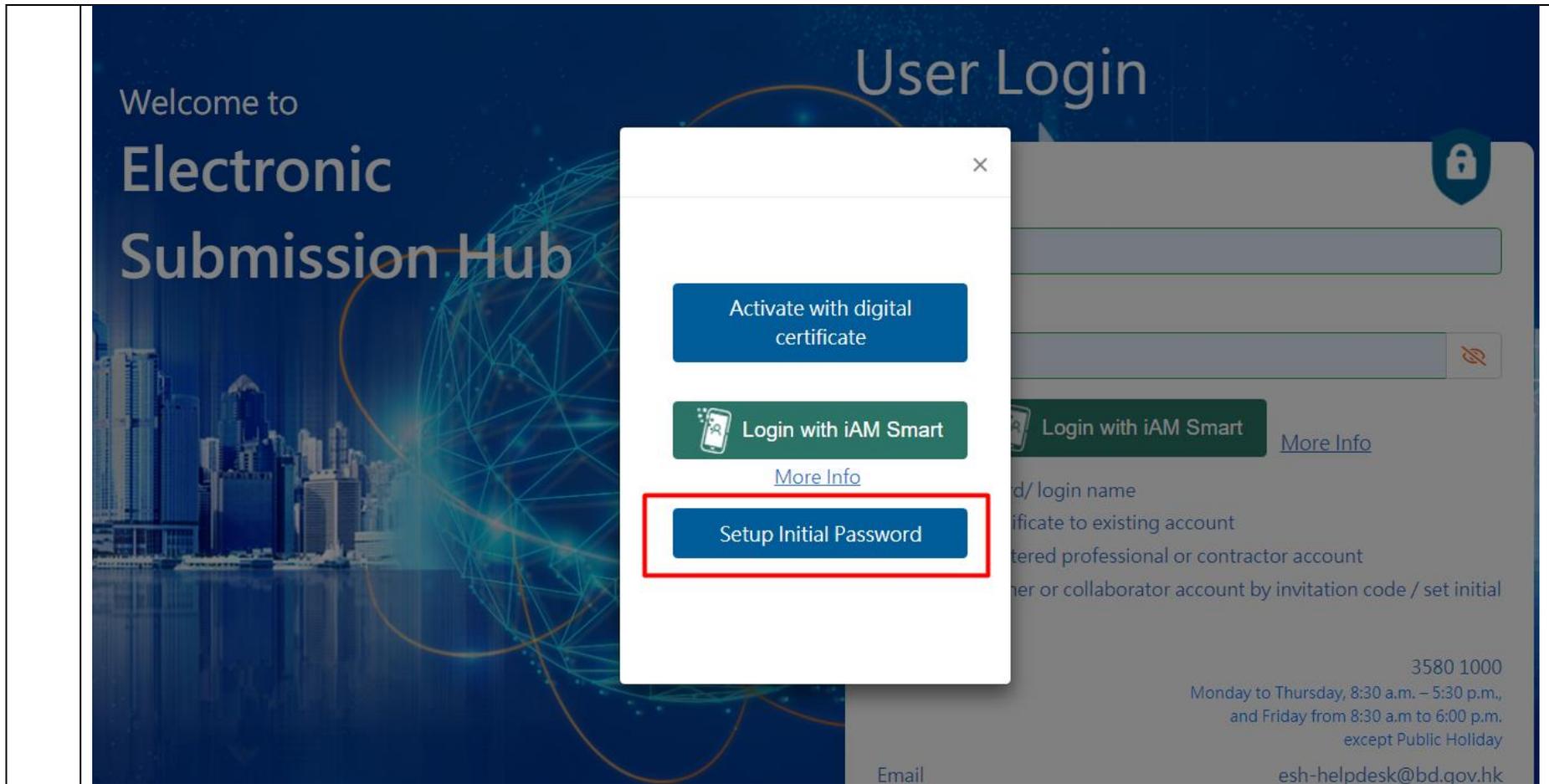
[Login](#) [Login with iAM Smart](#) [More Info](#)

[Forgot password/ login name](#)  
[Add digital certificate to existing account](#)  
[Activate a registered professional or contractor account](#)  
**[Register an owner or collaborator account by invitation code / set initial password](#)**

Hotline 3580 1000  
Monday to Thursday, 8:30 a.m. – 5:30 p.m.,  
and Friday from 8:30 a.m to 6:00 p.m.  
except Public Holiday

Email esh-helpdesk@bd.gov.hk

- Click "Register an owner or collaborator account by invitation code / set initial password", option window pops out



- Select "Set initial password", and input activation key given in the email, and click "Confirm" button

Activation Key

● Set initial password, and confirm

Set Password

Password  

Verify new password   

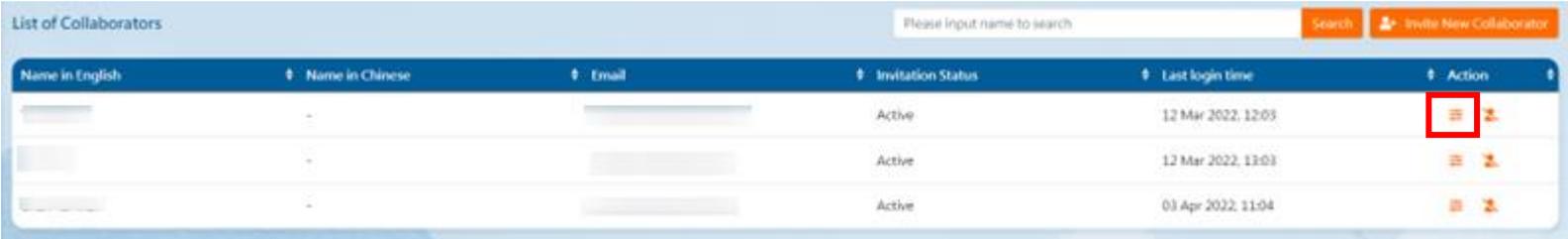
[Password Policy](#)

**Confirm**



## 2.3.4 2.3.4 Manage Permission of Project Team

Prerequisite: Complete [View Project Team Members](#)

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Locate one of the collaborator or owner in respect of whom for whom you want to update their permissions</li><li>• Click the “Manage Permission” button next to the entry</li></ul>  <p>The screenshot shows a table titled "List of Collaborators" with the following columns: Name in English, Name in Chinese, Email, Invitation Status, Last login time, and Action. The first row of the table has a red-bordered button with a gear icon in the Action column, which is the "Manage Permission" button mentioned in the instructions.</p>

- After clicking the “Manage Permission” button, the “Manage Permission” table of that user will be prompted a table for the selected project team member

**Manage Permission : TAUDONG**

Please select project / submission

Project with Drafted Submission in My Workspace

Name	ID Ref. No.	Permission granted	Set Duration (if required)
Demo Project for 20012022	3009/22	No permission	-
Cityplaza 3	2007/22	No permission	-

Drafted Submission of the selected project in My Workspace

(Please select and click on a project in the above list to show the drafted submission under it.)

Name	Submission ID	Permission granted	Set Duration (if required)
No data available in table			

Confirm Cancel

2.

- If the table concerning selected member is a collaborator, all the activated projects of the AP/RSE/RGE/RC account will be shown in the table for the AP/RSE/RGE/RC to manage permissions.
- If the table concerning selected member is an owner, only the project(s) that the owner has assigned to during the invitation process will be shown in the table for the AP/RSE/RGE/RC to manage permissions.

- When you click on a project in the list on the top of the “Manage Permission” table, all existing draft submissions (submissions/applications under preparation and not yet submitted) in the workspace of the AP/RSE/RGE/RC concerning that project will be shown in the list at the bottom.

3.

Manage Permission : TAUJONG

Please select project / submission

Project with Drafted Submission in My Workspace

Name	BD Ref. No.	Permission granted	Set Duration (if required)
Demo Project for 20012022	3009/22	No permission	-
Cityplace 3	2007/22	No permission	-

This table on the top lists all the activated project(s) in the AP/RSE/RGE/RC's account

Drafted Submission of the selected project in My Workspace

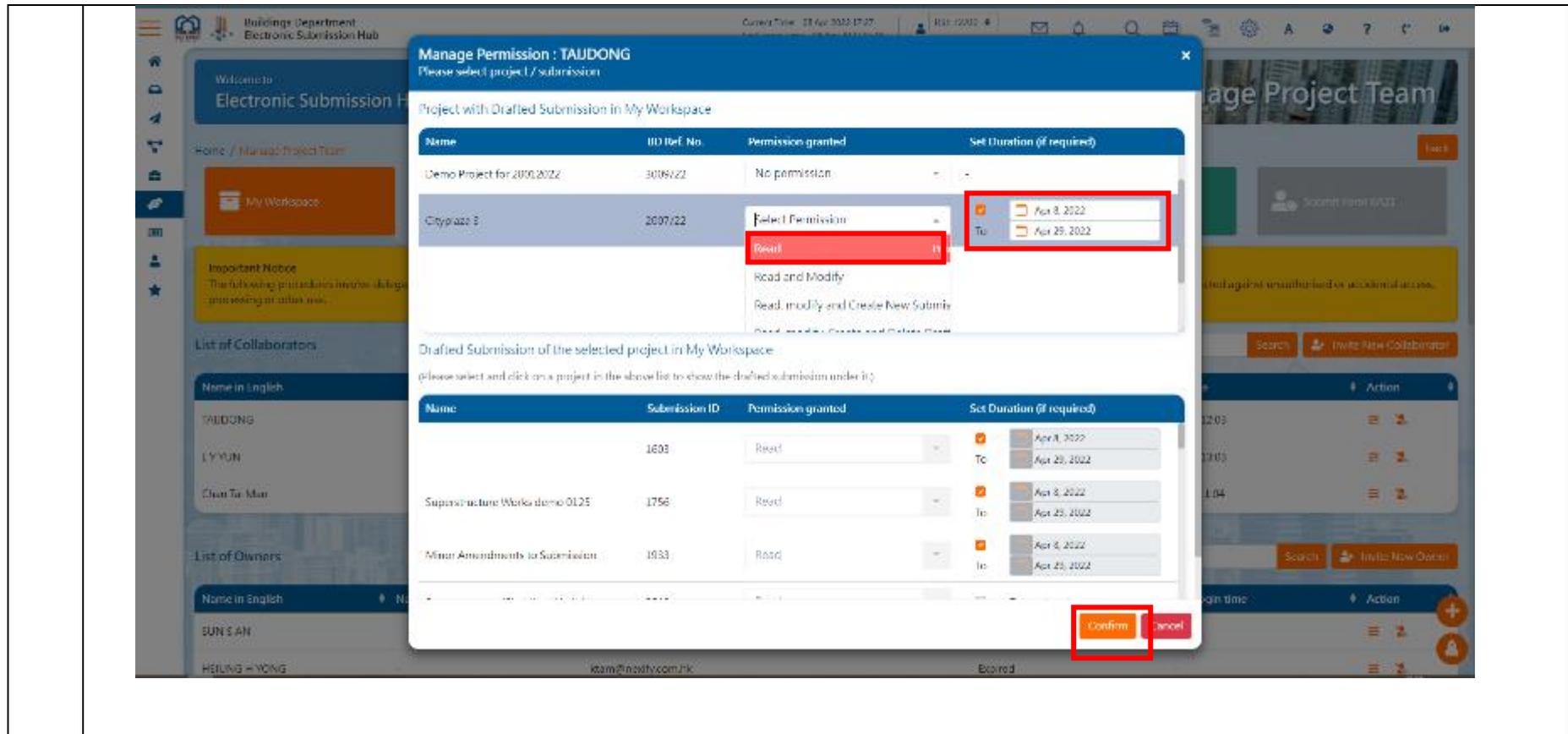
(Please select and click on a project in the above list to show the drafted submission under it)

Name	Submission ID	Permission granted	Set Duration (if required)
No data available in table			

Confirm Cancel

4.	<ul style="list-style-type: none"><li>• Permissions can be set to by project level, i.e. apply to every draft submission of submissions under that project. Please refer to Step 5 below.</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• Permission can be set individually by particular submission(s), i.e. only apply only to one submission or a few draft submissions under that project. Please refer to Step 6 below.</li></ul>
5.	<p>Set permission by project level</p> <ul style="list-style-type: none"><li>• At the list on the top, select and click on a project to manage the corresponding permission</li><li>• Click the “Permission Granted” field in the row of the selected project to expand and view the drop-down list</li><li>• Select one combination option of permissions to be granted<ul style="list-style-type: none"><li>• By default, the permission(s) so granted has no expiry period</li><li>• If you want to set duration for the assigned combination of permission, you can check the checkbox of the duration and set the period<ul style="list-style-type: none"><li>• After setting the duration, the “Draft Submission of the Selected Project in My Workspace” will be updated with the access duration.</li></ul></li></ul></li><li>• The permissions and/or duration set will automatically be applied to all draft submissions under that project as indicated in the list at the bottom</li><li>• Click the “Confirm” button to save the changes made. Go to Step 7. The permissions and/or duration set will be applied to all draft submissions under that project</li></ul>

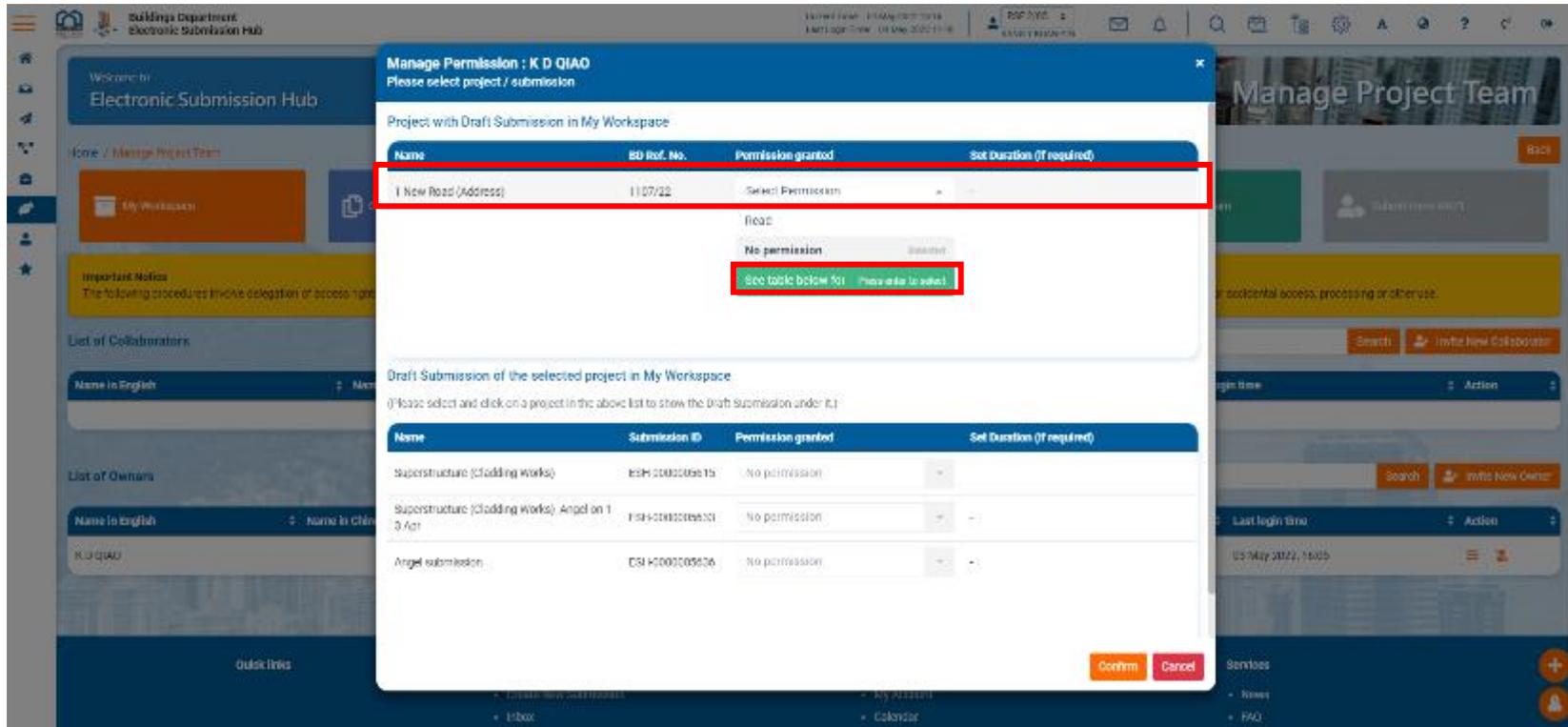
# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL



Set permission by submission level

- Firstly, at
- At the list on the top, select and click on a project to manage the corresponding permission
- Click the “Permission Granted” field in the row of the selected project to expand and view the drop-down list
- Select the option “See table below for each submission” to enable setting permissions to each draft submission one by one

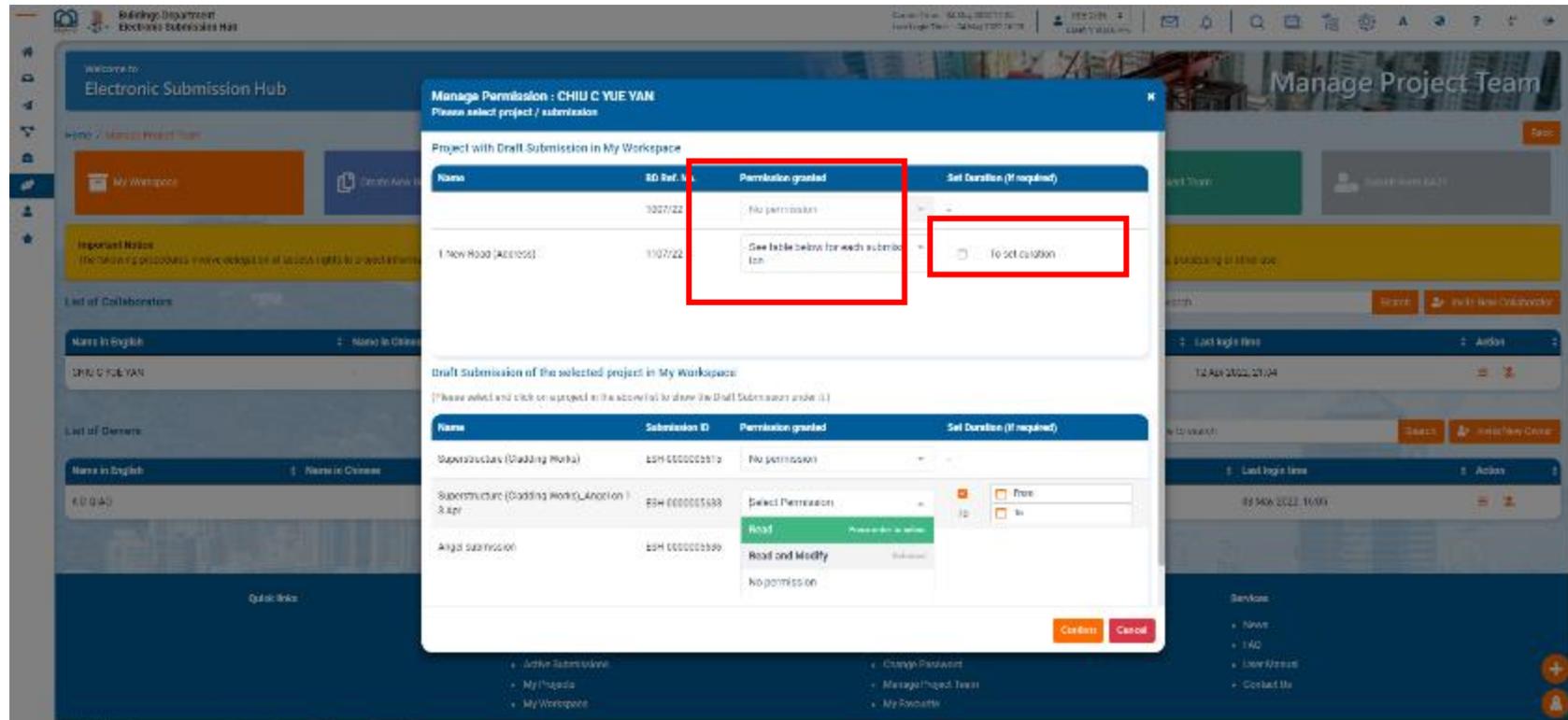
6.



- 
- At the list at the bottom, select and click on a submission to manage the corresponding permission, one by one
- Click the “Permission Granted” field in the row of the selected submission to expand and view the drop-down list
- Select one combination option of permissions to be granted to the selected submission
  - By default, the permission(s) granted has no expiry period
  - If you want to set duration for the assigned combination of permission, you can check the checkbox of the duration and set

the period

- After setting the duration, the “Draft Submission of the Selected Project in My Workspace” will be updated with the access duration.
- Click the “Confirm” button to save the changes made



- After clicking the “Confirm” button, a success message will be prompted

7.

The screenshot displays the 'Manage Project Team' page in the Electronic Submission Hub. A green success message box is visible at the top, stating 'Success' and 'Successfully saved.' Below this, the page features a navigation bar with buttons for 'My Workspace', 'Create New Submission', 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form SA21'. An 'Important Notice' banner is present, followed by a search bar and an 'Invite New Collaborator' button. The main content area shows a table of collaborators with columns for Name in English, Name in Chinese, Email, Invitation Status, Last login time, and Action.

Name in English	Name in Chinese	Email	Invitation Status	Last login time	Action
TAIDONG	-	newlytester1@gmail.com	Active	12 Mar 2022, 12:03	[Icons]
LY YUN	-	jinglin1212@gmail.com	Active	12 Mar 2022, 13:03	[Icons]
Chan Tai Man	-	tchanshi@nesify.com.hk	Active	05 Apr 2022, 11:04	[Icons]

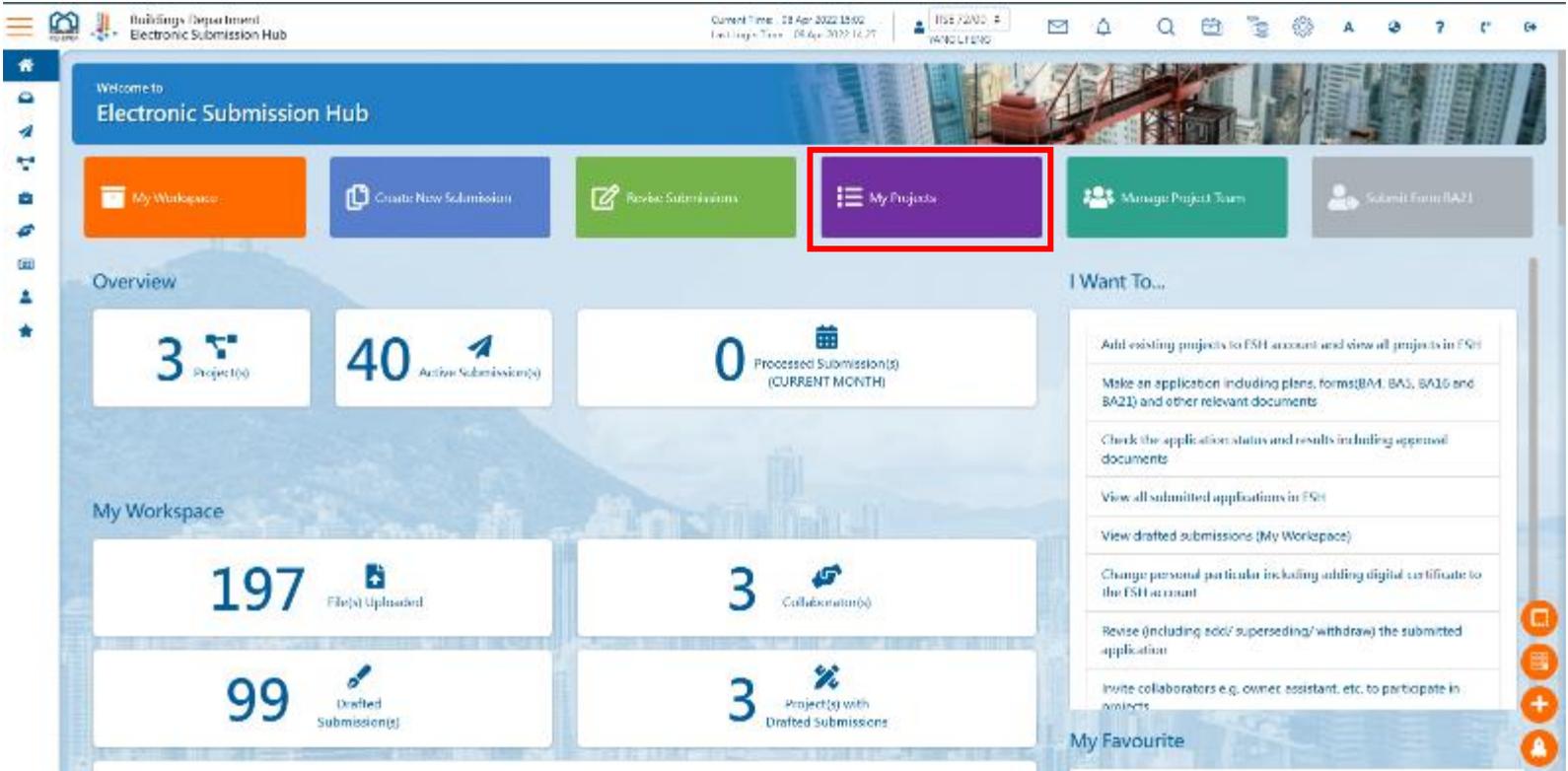
  

Name in English	Name in Chinese	Email	Assigned to Project	Invitation Status	Last login time	Action
SUN S AN	-	ktam@nesify.com.hk		Expired	-	[Icons]
HSIUNG H YONG	-	ktam@nesify.com.hk		Expired	-	[Icons]

## 2.4 My Projects

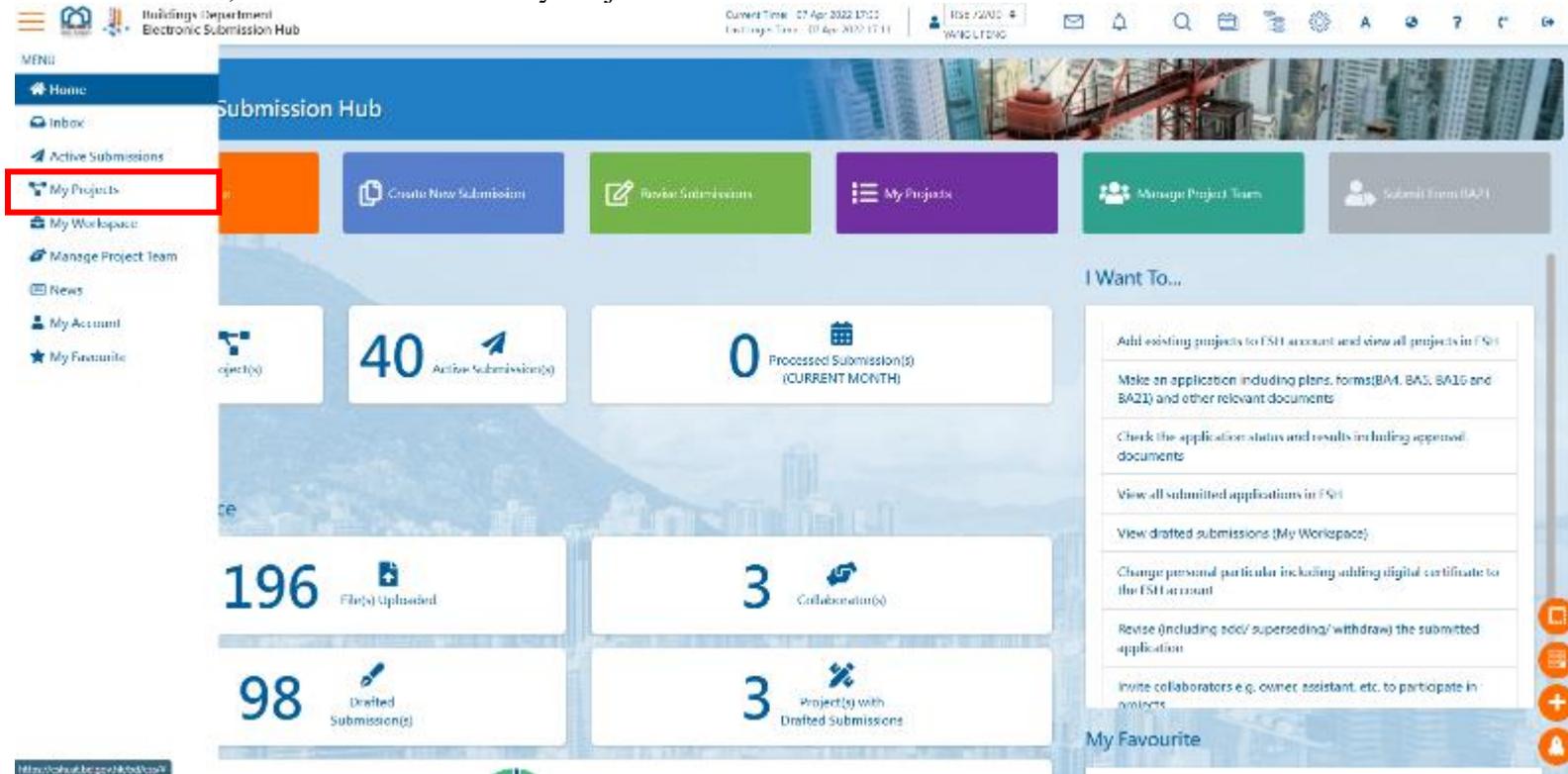
The function of “My Projects” allows user to view active project summary, activate an existing project, search a project and view project detail.

### 2.4.1 View Active Project Summary

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Locate and click the “My Projects” button</li> </ul> 

OR

- On the left menu, locate and click the “My Projects” button



- 2.
- After clicking the “My Projects” button, the page will be redirected to the “My Projects” page
  - In this page, only the active projects activated in ESH (for collaborator/owner, only the active projects from AP/RSE/RGE/RC with signing permissions and/or addition permission granted) will be displayed. The user is able to perform the below actions:
    - View active project summary ESH

**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

- Activate Project
- Search Project
- View Project Detail.

The screenshot displays the 'Active Projects in ESH' section of the Electronic Submission Hub. The interface includes a top navigation bar with the user's name 'WANG L FENG' and a search bar. Below the navigation bar are several action buttons: 'My Workspace', 'Create New Submission', 'Revoke Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form (BA2)'. The main content area shows a table of active projects with columns for project ID, name, address, and details. A red box highlights the table content.

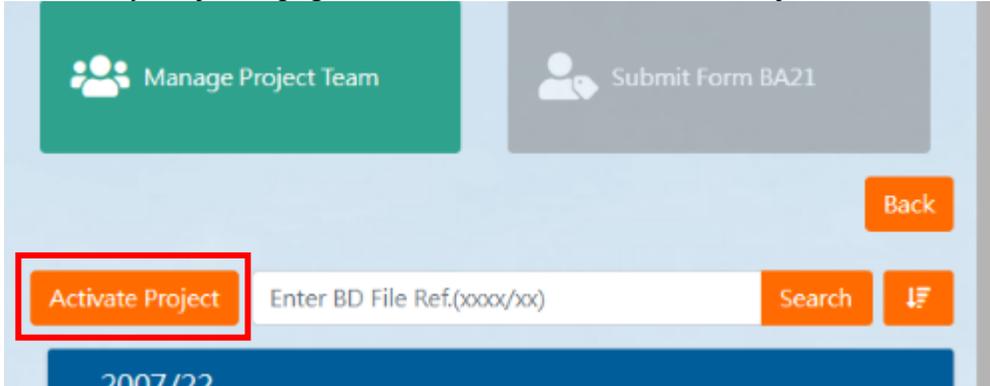
1056/22	3009/22	2007/22
Project Name	Demo Project for 2001/2022	Project Name
Address of Site	Demo Project for 2001/2022	14 Tai Koo Wan Road, Tai Koo Eastern District, Hong Kong Island
Lot No. Lot No 1056/22	Lot No. 1	Address of Site
Owner	Owner	Lot No. S.L.L. 2008
AP	AP	Owner
RSE	RSE	AP
RSE	RSE	RSE
RC	RC	RSE
Creation Date in ESH	Creation Date in ESH	RC
Last Modified Date	Last Modified Date	Creation Date in ESH
My Permission	My Permission	Last Modified Date
Workspace Owner	Workspace Owner	My Permission
		Workspace Owner

At the bottom of the page, there are four sections: 'Quick Links', 'New Building Works', 'Account and Management', and 'Service'. The 'Quick Links' section includes: 'Create New Submission', 'Index', 'Active Submissions', 'My Projects', 'My Workspace', and 'Submit Form (BA2)'. The 'Account and Management' section includes: 'My Account', 'Calendar', 'Change Password', 'Manage Project Team', 'Share Information', and 'My Favourite'. The 'Service' section includes: 'News', 'FAQ', 'User Manual', and 'Contact Us'.

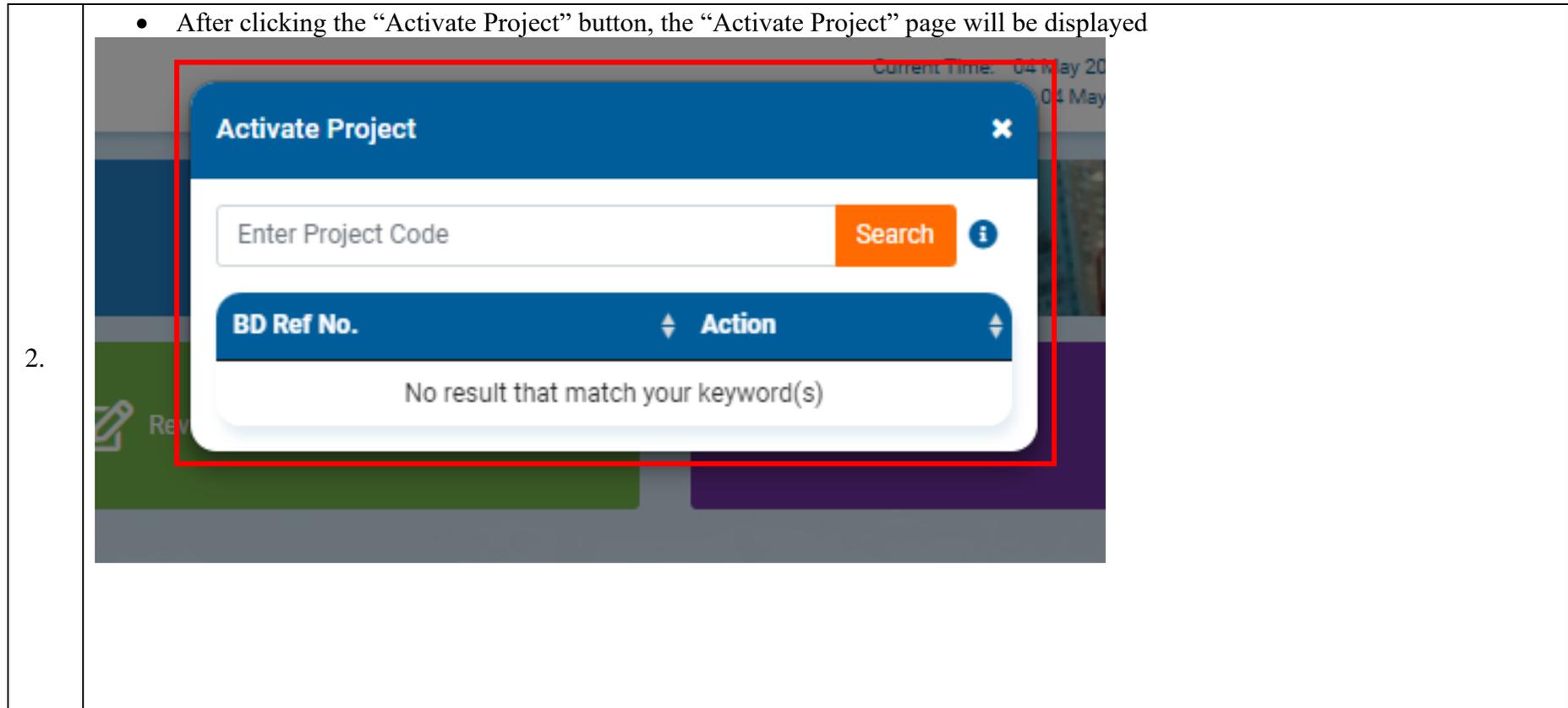
## 2.4.2 Activate Project

Prerequisite: Complete [View Active Project Summary](#)

To add any existing project to the account (by AP/RSE/RGE/RC only), click the “Activate Project” button. Please note that only the AP/RSE/RGE/RC appointed under the project can activate the corresponding project in their ESH accounts.

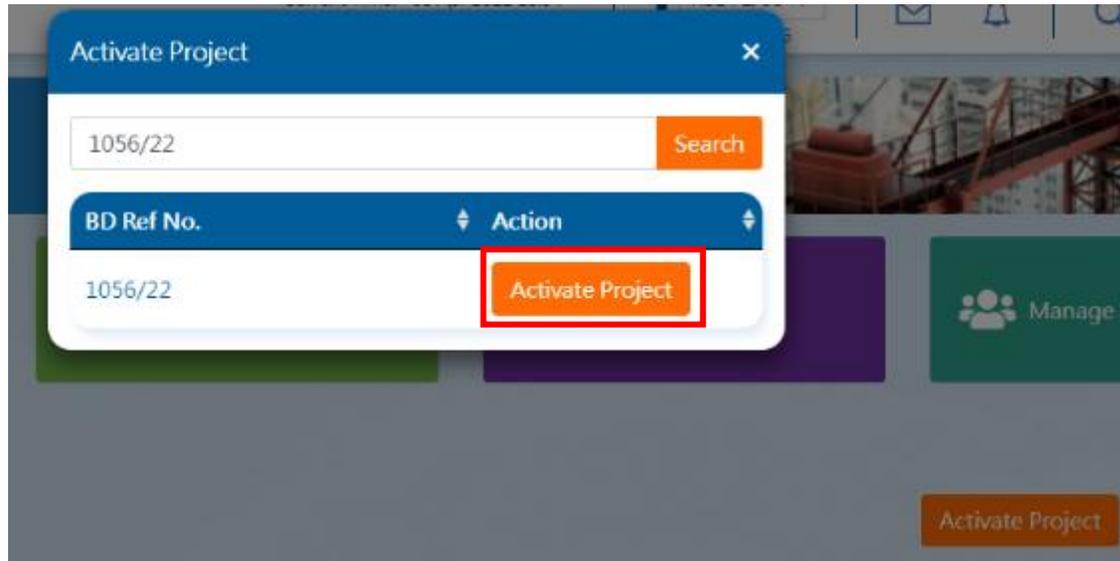
Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>In “My Projects” page, locate and click on “Activate Project” button.</li></ul>  <p>The screenshot shows a user interface with several elements: a green button labeled 'Manage Project Team' with a group of people icon, a grey button labeled 'Submit Form BA21' with a person icon, an orange 'Back' button, a search bar with the placeholder text 'Enter BD File Ref.(xxxx/xx)', an orange 'Search' button, and a dropdown menu icon. The 'Activate Project' button is highlighted with a red rectangular box. At the bottom of the screenshot, the date '2007/22' is visible.</p>

- After clicking the “Activate Project” button, the “Activate Project” page will be displayed



- Enter the Project Code in the search area
  - The project code mentioned above refers to the 6 digits in a BD's file reference.
  - For example, for a project with BD's file reference BD 3/1056/22, the project code is 1056/22.
- Click the "Search" button
- All search results matching the project code input will be shown
- Select and click the "Activate Project" button

3.



- If the project is activated successfully, a new project card will be added under the “Active Projects in ESH” in My Project page

4.

Buildings Department  
Electronic Submission Hub

Current Time: 28 Apr 2022 16:58  
Last Login Time: 18 Apr 2022 11:57  
RSF 32/010  
WANG L FENG

My Workspace | Create New Submission | Revise Submissions | My Projects | Manage Project Team | Submit Form BA21

Home / My Projects

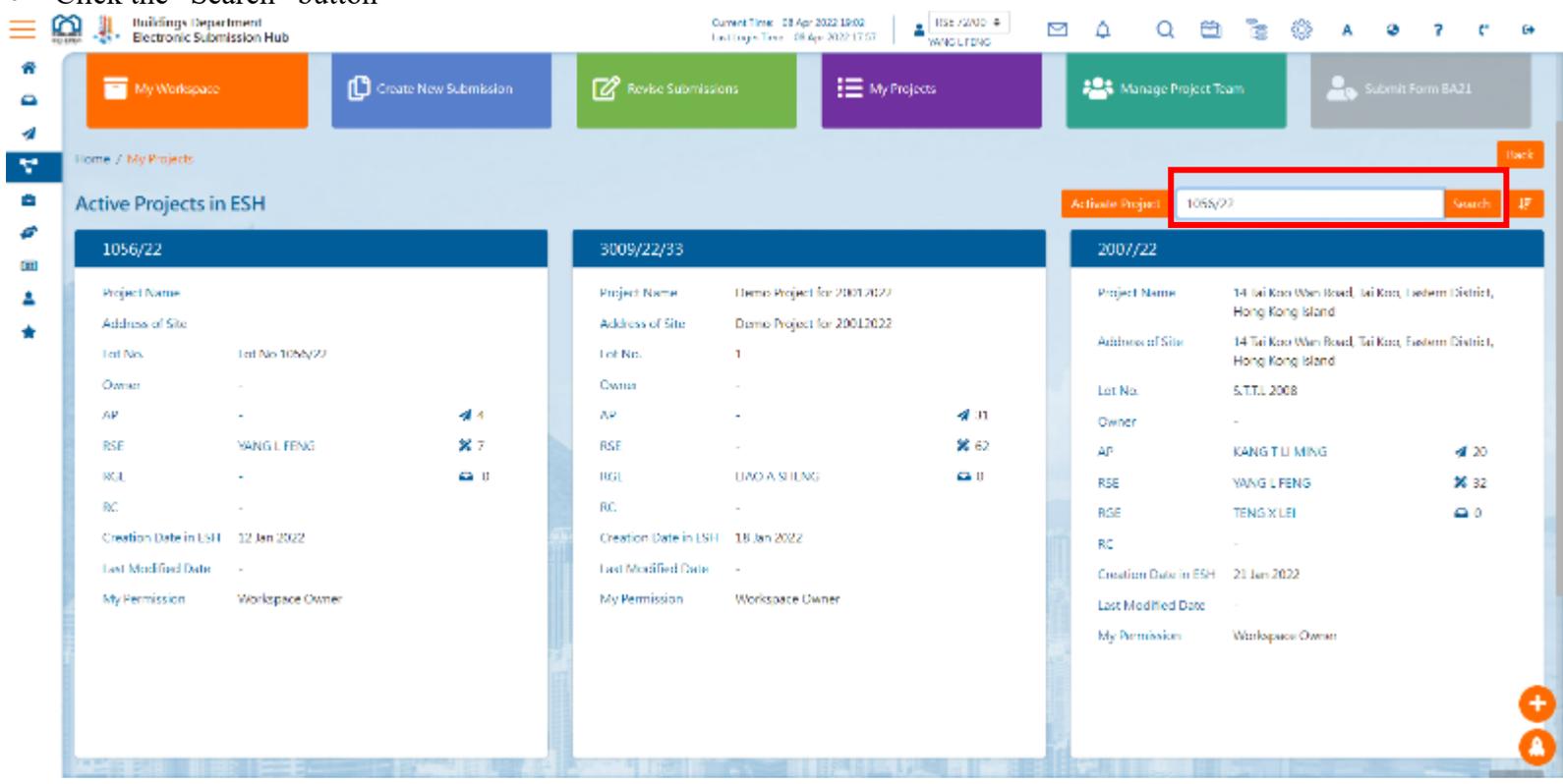
Active Projects in ESH

Activate project | Enter ID/Title here (e.g. 1056/22) | Search | 4F

1056/22		3009/22/33		2007/22	
Project Name		Project Name	Demo Project for 2001/2022	Project Name	14 Lai Koo Wan Road, Lai Koo, Eastern District, Hong Kong Island
Address of Site		Address of Site	Demo Project for 2001/2022	Address of Site	14 Lai Koo Wan Road, Lai Koo, Eastern District, Hong Kong Island
Lot No.	Lot No 1056/22	Lot No.	1	Lot No.	S.T.L. 2008
Owner	-	Owner	-	Owner	-
AP	-	AP	-	AP	KANG TLI MING
RSF	WANG L FENG	RSF	-	RSE	WANG L FENG
RSE	-	RSE	UNG A SHENG	RSE	TENG XUEI
RC	-	RC	-	RC	-
Creation Date in ESH	12 Jan 2022	Creation Date in ESH	18 Jan 2022	Creation Date in ESH	21 Jan 2022
Last Modified Date	-	Last Modified Date	-	Last Modified Date	-
My Permission	Workspace Owner	My Permission	Workspace Owner	My Permission	Workspace Owner

### 2.4.3 Search Project

Prerequisite: Complete [View Active Project Summary](#)

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Locate the search area</li> <li>Enter the keyword (i.e. project code) that you want to search</li> <li>Click the “Search” button</li> </ul>  <p>The screenshot shows the 'Active Projects in ESH' section of the application. A search bar is located at the top right of this section, containing the text '1055/22' and a 'Search' button. Below the search bar, three project cards are displayed, each with a header showing the project code (1056/22, 3009/22/33, and 2007/22) and a list of details including Project Name, Address of Site, Lot No., Owner, AP, RSE, RGL, RC, Creation Date in ESH, Last Modified Date, and My Permission.</p>

- After clicking the “Search” button, the project card matching the search criteria will be displayed

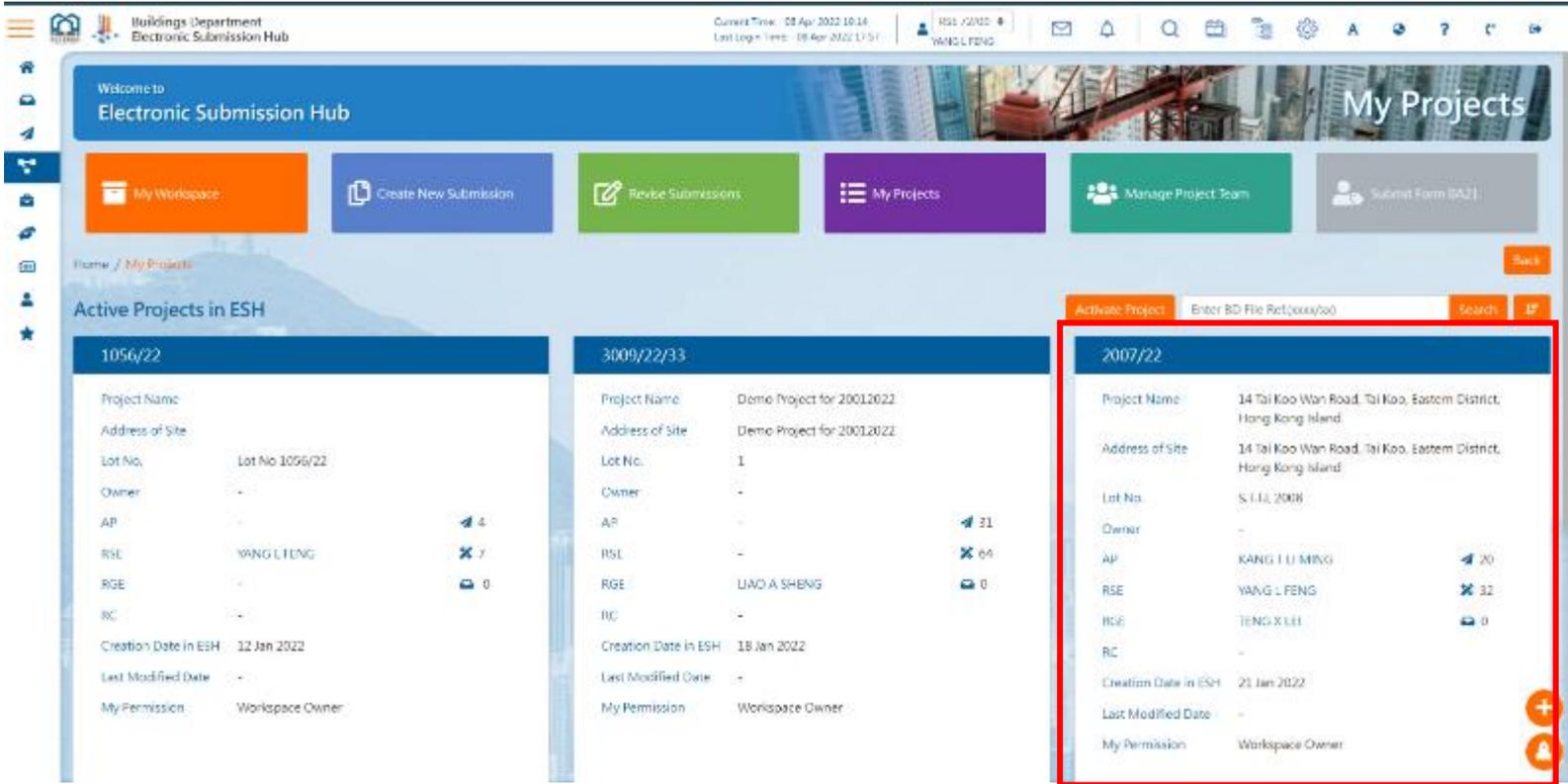
2.

The screenshot displays the 'Active Projects in ESH' section of the application. A search bar at the top right contains the text '1056/22' and is followed by 'Search' and 'IF' buttons. Below the search bar, a project card for '1056/22' is highlighted with a red border. The card lists the following details:

Project Name		
Address of Site		
Lot No.	Lot No 1056/22	
Owner	-	
AP	-	4
RSL	WANG L FENG	7
RGE	-	0
RC	-	
Creation Date in ESH	22 Jan 2022	
Last Modified Date	-	
My Permission	Workspace Owner	

### 2.4.4 View Project Detail

Prerequisite: Complete [View Active Project Summary](#)

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>• Locate the project card that you want to view in detail</li> <li>• Click the project card</li> </ul>  <p>The screenshot displays the 'My Projects' interface. At the top, there are navigation buttons: 'My Workspace', 'Create New Submission', 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form (SA2)'. Below these is a section titled 'Active Projects in ESH'. Three project cards are visible, each with a header indicating the project ID (1056/22, 3009/22/33, and 2007/22). The '2007/22' card is highlighted with a red border. Each card lists project details such as Project Name, Address of Site, Lot No., Owner, AP, RSE, RGE, RC, Creation Date in ESH, Last Modified Date, and My Permission.</p>

- After clicking the project card, the detail project information will be displayed on the My Project page.
- In this page, user can perform the following actions:
  - View Project Information
  - View the Inbox message of the selected project
  - View the Draft Submissions
  - View the Submitted Submissions including applications under processing and processed by BD
  - View the Related Submissions including the subsequent revision made
  - Create New Submission

2.

The screenshot displays the 'My Project Detail' page in the Electronic Submission Hub. The page header includes the logo of the Buildings Department, the current time (03 Apr 2022 19:34), and the user's name (WANG LIFENG). The main content area is titled 'Project Information' and contains a table of project details. Below this is an 'Inbox' section with a table that currently has no data.

Project Basic Information			
BD File Ref.	2007/22	Lot No.	S.T.L 2008
Description	Cityplace 3	Address of Site	14 Tai Koo Wan Road, Tai Koo, Eastern District, Hong Kong Island
Project Type	DEV		
Use of Building	Domestic		
Creation Date in ESH	21 Jan 2022		
Owner			
Authorized Person		KANG TI LING	
Registered Structural Engineer		WANG LIFENG	
Registered Geotechnical Engineer		TENG XUE	
Registered Contractor			

Type of Submission	Category of Works	Creation Date	Type	Status
No data available in table				

## 2.4.5 Plan Index

Prerequisite: Complete [View Project Details](#)

Step #	Step Detail & Screen																																								
1.	<ul style="list-style-type: none"> <li>Click the “Plan Index” button</li> </ul>  <p>The screenshot shows a web interface with a breadcrumb trail 'Home / My Projects' and navigation buttons 'Back' and 'Assign Collaborator'. The main content area is titled 'Project Information' and contains a 'Project Basic Information' table:</p> <table border="1"> <tr> <td>BD File Ref.</td> <td>1077/22</td> <td>Lot No.</td> <td>Lot 1077/22</td> </tr> <tr> <td>Description</td> <td>-</td> <td>Address of Site</td> <td>-</td> </tr> <tr> <td>Project Type</td> <td>DEV</td> <td></td> <td></td> </tr> <tr> <td>Use of Building</td> <td>Domestic</td> <td></td> <td></td> </tr> <tr> <td>Creation Date in ESH</td> <td>13 Jan 2022</td> <td></td> <td></td> </tr> <tr> <td>Owner</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Authorized Person</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered Structural Engineer</td> <td></td> <td>TANG S PING</td> <td></td> </tr> <tr> <td>Registered Geotechnical Engineer</td> <td></td> <td>LIN J PARK</td> <td></td> </tr> <tr> <td>Registered Contractor</td> <td></td> <td></td> <td></td> </tr> </table> <p>At the bottom right of the page, there are two buttons: 'Plan Index' (highlighted with a red box) and 'New Submission'.</p>	BD File Ref.	1077/22	Lot No.	Lot 1077/22	Description	-	Address of Site	-	Project Type	DEV			Use of Building	Domestic			Creation Date in ESH	13 Jan 2022			Owner				Authorized Person				Registered Structural Engineer		TANG S PING		Registered Geotechnical Engineer		LIN J PARK		Registered Contractor			
BD File Ref.	1077/22	Lot No.	Lot 1077/22																																						
Description	-	Address of Site	-																																						
Project Type	DEV																																								
Use of Building	Domestic																																								
Creation Date in ESH	13 Jan 2022																																								
Owner																																									
Authorized Person																																									
Registered Structural Engineer		TANG S PING																																							
Registered Geotechnical Engineer		LIN J PARK																																							
Registered Contractor																																									

- Plan Index window pops out:

Home / My Projects / - / [Plan Index](#)

Submission Document Summary

Search

Plan Index	Calculation	Report	Other					
Type Of Plan	Drawing Title	Drawing No	Version	Status	Submission Date	Result Date	Latest Approval	Consent Grant D...
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	07 Feb 2022			
Superstructure (Signboa...	Test144	144321	002	Processing	16 Feb 2022			
22 Feb Superstructure (S...	-	-22 Feb A	-	Processing	22 Feb 2022			
22 Feb Superstructure (S...	-	-22 Feb B	-	Processing	22 Feb 2022			
22 Feb Superstructure (S...	-	-22 Feb C	-	Processing	22 Feb 2022			
Superstructure (Claddin...	GBP-A0	A0	001	Processing	25 Feb 2022			
Superstructure (Claddin...	GBP-A1	A1	001	Processing	25 Feb 2022			
Superstructure (Claddin...	GBP-A2	A2	001	Processing	25 Feb 2022			
Superstructure (Claddin...	GBP-A3	A3	002	Processing	25 Feb 2022			
Superstructure (Claddin...	GBP-0A	0A	1001	Processing	26 Feb 2022			
Superstructure (Claddin...	GBP-1A	1A	1001	Processing	26 Feb 2022			

Export
Clear Filter

+
👤

- View all Plans/Calculations/Reports/Other Documents submitted under the project by clicking the tags on the top

<span>Plan Index</span> <span>Calculation</span> <span>Report</span> <span>Other</span>								
Type Of Plan	Drawing Title	Drawing No	Version	Status	Submission Date	Result Date	Latest Approval	Consent Grant D...
1077/22 Subject plan title	10-GBP FOR G/F, ELEVAT...	ABC-10	J	Processing	13 Jan 2022			
1077/22 Subject plan title	09-GBP FOR G/F, ELEVAT...	ABC-09	I	Processing	13 Jan 2022			
Superstructure (Claddin...	-	1	-	Processing	05 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	07 Feb 2022			
Superstructure (Signboa...	Test144	144321	002	Processing	16 Feb 2022			
22 Feb Superstructure (S...	-	-22 Feb A	-	Processing	22 Feb 2022			
22 Feb Superstructure (S...	-	-22 Feb B	-	Processing	22 Feb 2022			
22 Feb Superstructure (S...	-	-22 Feb C	-	Processing	22 Feb 2022			
Superstructure (Claddin...	GBP-A0	A0	001	Processing	25 Feb 2022			
Superstructure (Claddin...	GBP-A1	A1	001	Processing	25 Feb 2022			
Superstructure (Claddin...	GBP-A2	A2	001	Processing	25 Feb 2022			

Export Clear Filter

2.

- Filter out the desired file by filters on top of each column

Type Of Plan	Drawing Title	Drawing No	Version
1077/22 Subject plan title	10-GBP FOR G/F, ELEVAT		J
1077/22 Subject plan title	09-GBP FOR G/F, ELEVAT...		I
Superstructure (Claddin...	-		-
Superstructure (Claddin...	-		-
Superstructure (Claddin...	-	1	-
Superstructure (Claddin...	-	1	-
Superstructure (Claddin...	-	1	-
Superstructure (Signboa...	Test144	144321	002
22 Feb Superstructure (S...	-	-22 Feb A	-
22 Feb Superstructure (S...	-	-22 Feb B	-
22 Feb Superstructure (S...	-	-22 Feb C	-

- Contains
- Contains
- Not contains
- Equals
- Not equal
- Starts with
- Ends with

- Click the “Clear Filter” button at the bottom to return to full list:

Plan Index		Calculation	Report	Other			
Type Of Plan	Drawing Title	Drawing No	Version	Status	Submission Date	Result Date	
1077/22 Subject plan title	10-GBP FOR G/F, ELEVAT...	ABC-10	J	Processing	13 Jan 2022		
1077/22 Subject plan title	09-GBP FOR G/F, ELEVAT...	ABC-09	I	Processing	13 Jan 2022		
Superstructure (Claddin...	-	1	-	Processing	05 Feb 2022		
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022		
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022		
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022		
Superstructure (Claddin...	-	1	-	Processing	07 Feb 2022		
Superstructure (Signboa...	Test144	144321	002	Processing	16 Feb 2022		
22 Feb Superstructure (S...	-	-22 Feb A	-	Processing	22 Feb 2022		
22 Feb Superstructure (S...	-	-22 Feb B	-	Processing	22 Feb 2022		
22 Feb Superstructure (S...	-	-22 Feb C	-	Processing	22 Feb 2022		
Superstructure (Claddin...	GBP-A0	A0	001	Processing	25 Feb 2022		
Superstructure (Claddin...	GBP-A1	A1	001	Processing	25 Feb 2022		
Superstructure (Claddin...	GBP-A2	A2	001	Processing	25 Feb 2022		

Export
Clear Filter

Click the “Export” button to download the CSV file to your local drive:

The screenshot displays a web application interface with a navigation sidebar on the left and a main content area. The main area features a table with columns: Type Of Plan, Drawing Title, Drawing No, Version, Status, Submission Date, and Result. Below the table, there are two buttons: 'Export' (highlighted with a red box) and 'Clear Filter'. At the bottom of the interface, there is a dark blue bar with 'Quick links', 'New Building Works', and 'Account and...'. A download notification at the bottom left shows a file named 'export.csv' (highlighted with a red box).

Type Of Plan	Drawing Title	Drawing No	Version	Status	Submission Date	Result
1077/22 Subject plan title	10-GBP FOR G/F, ELEVAT...	ABC-10	J	Processing	13 Jan 2022	
1077/22 Subject plan title	09-GBP FOR G/F, ELEVAT...	ABC-09	I	Processing	13 Jan 2022	
Superstructure (Claddin...	-	1	-	Processing	05 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	07 Feb 2022	
Superstructure (Signboa...	Test144	144321	002	Processing	16 Feb 2022	
22 Feb Superstructure (S...	-	-22 Feb A	-	Processing	22 Feb 2022	
22 Feb Superstructure (S...	-	-22 Feb B	-	Processing	22 Feb 2022	
22 Feb Superstructure (S...	-	-22 Feb C	-	Processing	22 Feb 2022	
Superstructure (Claddin...	GBP-A0	A0	001	Processing	25 Feb 2022	
Superstructure (Claddin...	GBP-A1	A1	001	Processing	25 Feb 2022	

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## **2.5 My Workspace**

The function of “My Workspace” allows user to i) Search and View Information in Workspace, ii) Search Draft Submissions and iii) Create New Submission

### **2.5.1 View Information in Workspace**

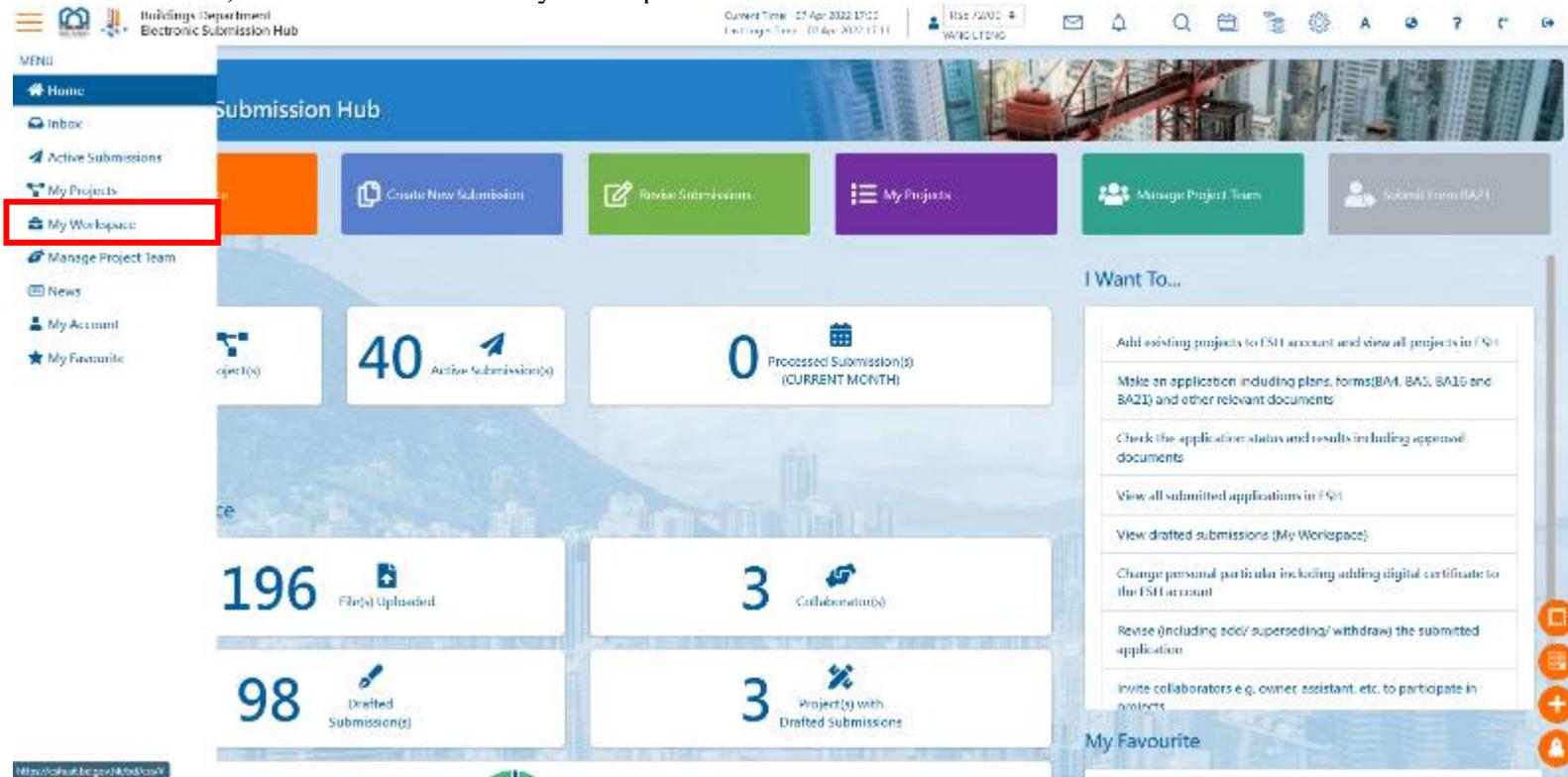
<b>Step #</b>	<b>Step Detail &amp; Screen</b>
1.	<ul style="list-style-type: none"><li>• Locate and click on the “My Workspace” quick button</li></ul>

# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL

The screenshot displays the Electronic Submission Hub interface. At the top, the header includes the logo, 'Buildings Department Electronic Submission Hub', current time (08 Apr 2022 20:49), and user information (User ID: 72000, Name: WANG LIFENG). A navigation bar contains buttons for 'My Workspace' (highlighted with a red box), 'Create New Submission', 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit From SA21'. Below this, the 'Overview' section shows three key metrics: 3 Project(s), 40 Active Submission(s), and 1 Processed Submission(s) (CURRENT MONTH). The 'My Workspace' section displays four metrics: 198 File(s) Uploaded, 3 Collaborator(s), 102 Drafted Submission(s), and 3 Project(s) with Drafted Submissions. On the right, the 'I Want To...' section lists tasks such as adding existing projects, making applications, checking status, and inviting collaborators. A 'My Favourite' section is partially visible at the bottom right.

OR

1. On the left menu, locate and click the “My Workspace” button



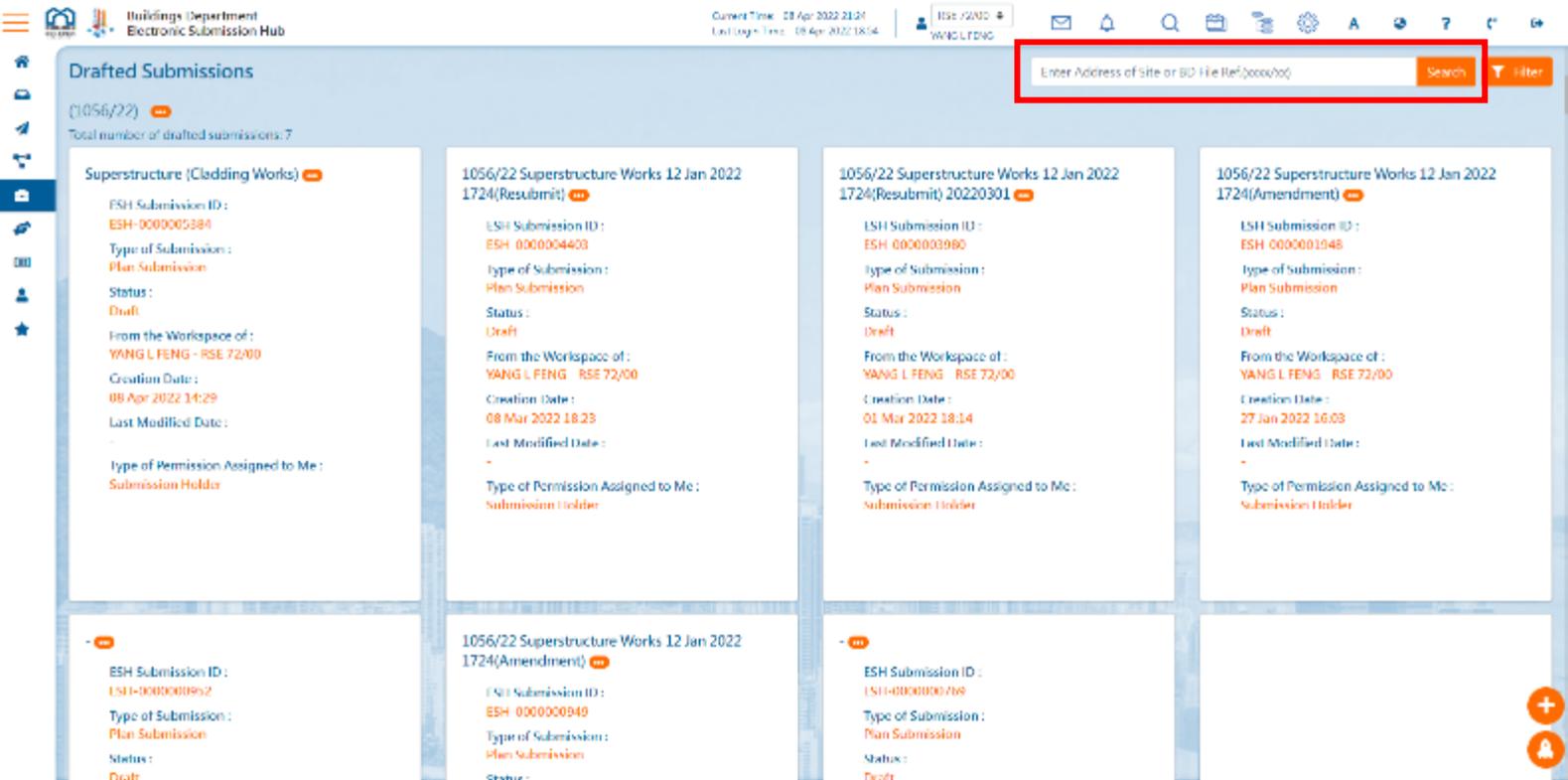
- After clicking the “My Workspace” button, the page will be redirected to the “My Workspace” page
- In this page, user is able to perform the following actions according to user type:
  - View workspace summary (only for AP/RSE/RGE/RC)
    - i. No. of project(s) activated in ESH,
    - ii. No. of draft submission(s),
    - iii. No. of file(s) uploaded,
    - iv. No. of collaborator(s),
    - v. Storage capacity
  - Access all draft submissions which user has permission(s)
  - Create and/or remove a draft submission if user has permission(s)
  - Search and/or filter the draft submissions which user has permission(s)

2.

The screenshot displays the 'My Workspace' interface of the Electronic Submission Hub. At the top, there is a navigation bar with several action buttons: 'My Workspace' (orange), 'Create New Submission' (blue), 'Revise Submissions' (green), 'My Projects' (purple), 'Manage Project Team' (teal), and 'Submit Form BA21' (grey). Below this, a dashboard provides key metrics: 3 Project(s) with Drafted Submissions, 102 Drafted Submission(s), 198 File(s) Uploaded, and 3 Collaborator(s). A 'Storage Capacity' section features a pie chart showing 124.28 MB of 5 GB used. An 'Important Notice' banner is visible. The 'Drafted Submissions' section lists several entries, including 'Superstructure (Cladding Works)' with ESH Submission IDs and types.

## 2.5.2 Search Draft Submissions

Prerequisite: Complete [View Information of Projects/ Submissions](#)

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Locate and click text field of the search area</li> </ul>  <p>The screenshot displays the 'Drafted Submissions' section of the Electronic Submission Hub. At the top right, a search bar is highlighted with a red box, containing the placeholder text 'Enter Address of Site or BD File Ref(yyyyyy)'. Below the search bar, there are four columns of draft submission cards. Each card displays the following information:</p> <ul style="list-style-type: none"> <li><b>Title:</b> Superstructure (Cladding Works) or 1056/22 Superstructure Works 12 Jan 2022 1724(Resubmit) or 1056/22 Superstructure Works 12 Jan 2022 1724(Resubmit) 20220301 or 1056/22 Superstructure Works 12 Jan 2022 1724(Amendment)</li> <li><b>ESH Submission ID:</b> ESH-000005384, ESH-000004403, ESH-000003980, ESH-000001948, ESH-000000952, ESH-000000940, ESH-000000769</li> <li><b>Type of Submission:</b> Plan Submission</li> <li><b>Status:</b> Draft</li> <li><b>From the Workspace of:</b> YANG L FENG - RSE 72/00</li> <li><b>Creation Date:</b> 08 Apr 2022 14:29, 08 Mar 2022 18:23, 01 Mar 2022 18:14, 27 Jan 2022 16:03</li> <li><b>Last Modified Date:</b> -</li> <li><b>Type of Permission Assigned to Me:</b> Submission Holder</li> </ul>

- Input the search keyword (e.g. project code, submission ID) that you want to search
- Click the “Search” button

2.

The screenshot displays the 'Drafted Submissions' page in the Electronic Submission Hub. At the top, the header includes the 'Buildings Department Electronic Submission Hub' logo, the current time (28 Apr 2022 21:57), and the user's name (WANG LIFENG). A search bar is highlighted with a red box, containing the text '1056/22 Superstructure Works 12 Jan'. Below the search bar, there are four submission cards. Each card displays the following information: Submission ID, Type of Submission, Status, From the Workspace of (including user name and ID), Creation Date, Last Modified Date, and Type of Permission Assigned to Me. The first card is for 'Superstructure (Cladding Works)' with ID ESH-0000005104. The second card is for '1056/22 Superstructure Works 12 Jan 2022 1724(Resubmit)' with ID ESH-0000004903. The third card is for '1056/22 Superstructure Works 12 Jan 2022 1724(Resubmit) 20220301' with ID ESH-0000003980. The fourth card is for '1056/22 Superstructure Works 12 Jan 2022 1724(Amendment)' with ID ESH-0000003948. A fifth card is partially visible at the bottom left with ID ESH-0000000932. The interface also features a sidebar with navigation icons and a bottom right corner with a plus sign and a notification bell icon.

- After clicking the “Search” button, the draft submission(s) matching the searching criteria will be displayed accordingly

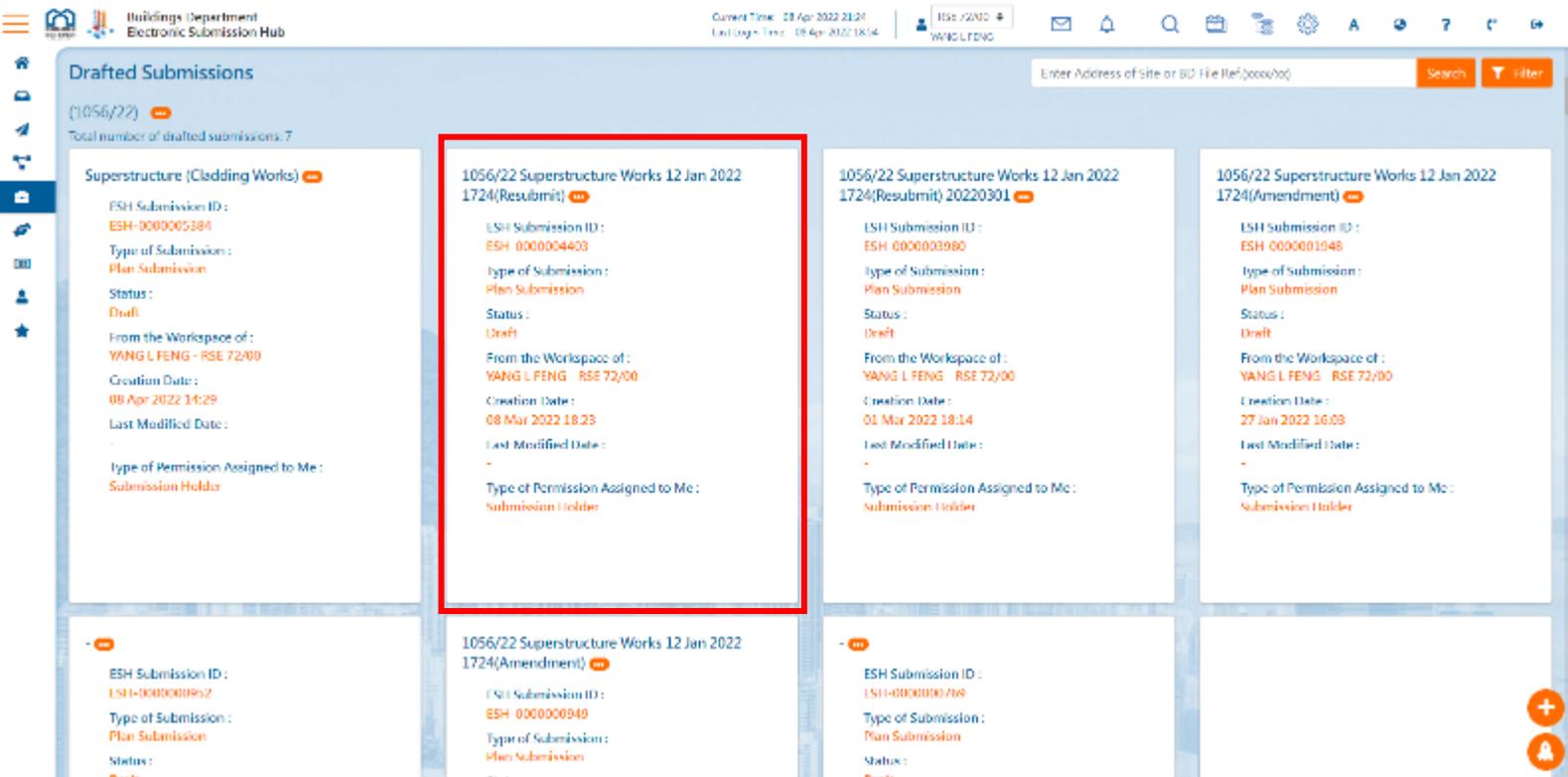
3.

The screenshot shows the 'Drafted Submissions' page in the Electronic Submission Hub. The page header includes the 'Buildings Department Electronic Submission Hub' logo, the current time (18 Apr 2022 22:03), and the user's name (RSE7200). A search bar at the top right contains the text '1056/22 Superstructure Works 12 Jan' and has 'Search' and 'Filter' buttons. Below the search bar, the page title is 'Drafted Submissions' and it shows '1056/22' and 'Total number of drafted submissions: 4'. The main content area displays four submission cards, each with the following details:

- Submission 1:** 1056/22 Superstructure Works 12 Jan 2022 1724(Amendment) [Draft]. ESH Submission ID: 1511-000000949. Type of Submission: Plan Submission. Status: Draft. From the Workspace of: WANG, L I I NG - RSE 72000. Creation Date: 13 Jan 2022 16:00. Last Modified Date: [blank]. Type of Permission Assigned to Me: Submission Holder.
- Submission 2:** 1056/22 Superstructure Works 12 Jan 2022 1724(Amendment) [Draft]. ESH Submission ID: 1511-000000949. Type of Submission: Plan Submission. Status: Draft. From the Workspace of: WANG, L I I NG - RSE 72000. Creation Date: 27 Jan 2022 16:03. Last Modified Date: [blank]. Type of Permission Assigned to Me: Submission Holder.
- Submission 3:** 1056/22 Superstructure Works 12 Jan 2022 1724(Resubmit) 20220301 [Draft]. ESH Submission ID: 1511-000000989. Type of Submission: Plan Submission. Status: Draft. From the Workspace of: WANG, L I I NG - RSE 72000. Creation Date: 01 Mar 2022 18:14. Last Modified Date: [blank]. Type of Permission Assigned to Me: [blank].
- Submission 4:** 1056/22 Superstructure Works 12 Jan 2022 1724(Resubmit) [Draft]. ESH Submission ID: 1511-0000004411. Type of Submission: Plan Submission. Status: Draft. From the Workspace of: WANG, L I I NG - RSE 72000. Creation Date: 08 Mar 2022 16:21. Last Modified Date: [blank]. Type of Permission Assigned to Me: Submission Holder.

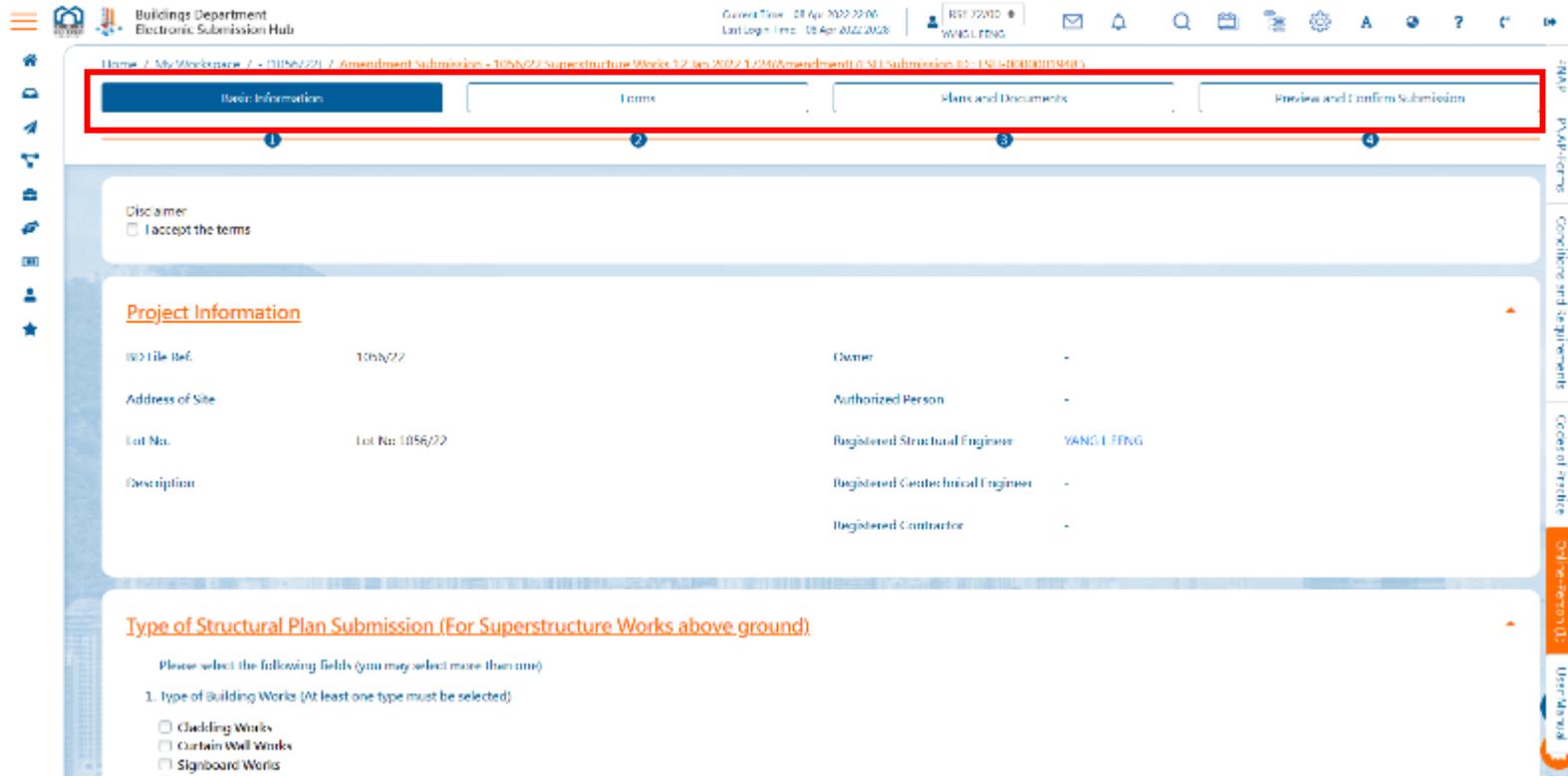
### 2.5.3 View Draft Submissions

Prerequisite: Complete [View Information of Projects/ Submissions](#)

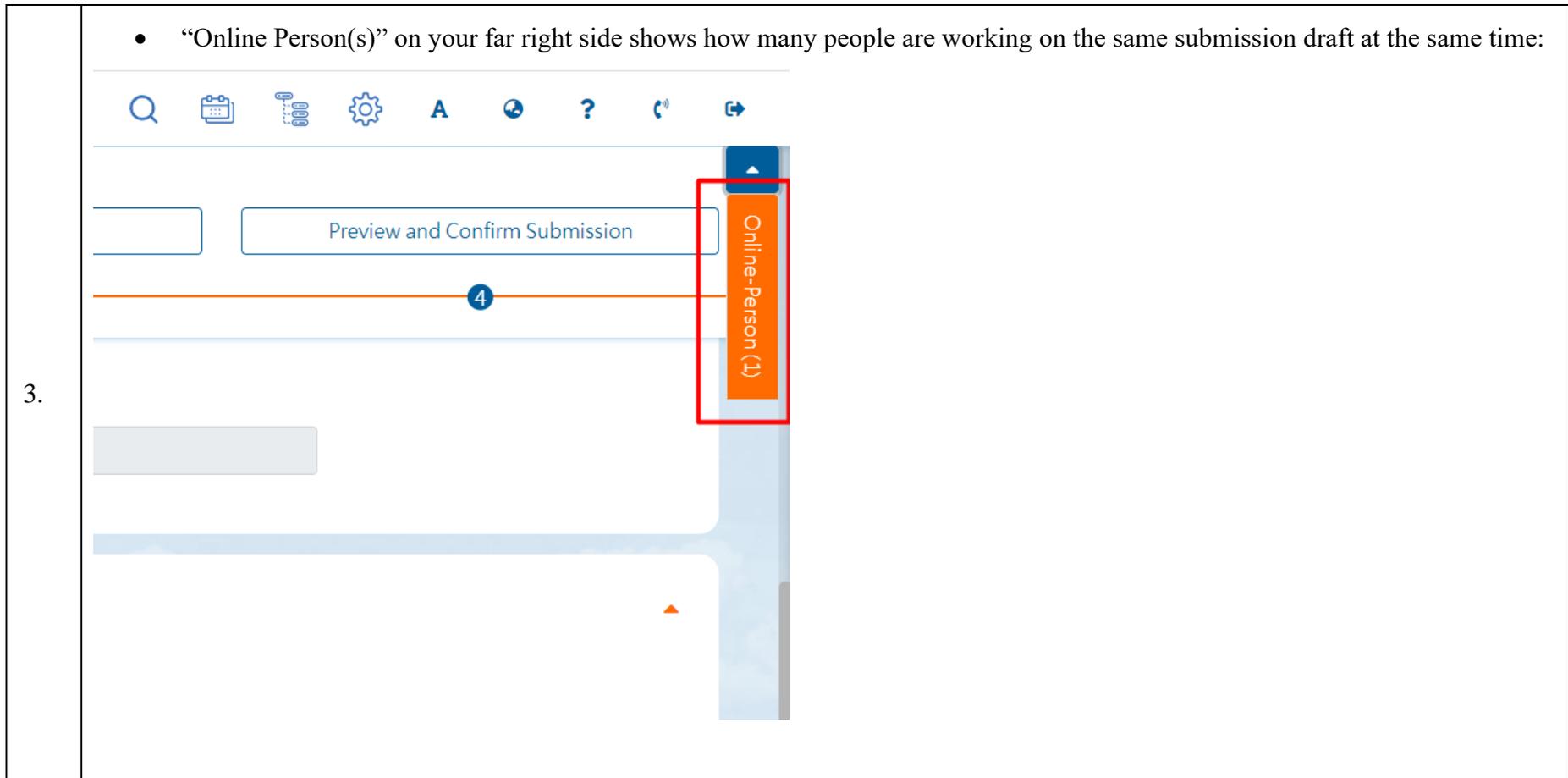
Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Locate and click on a card of draft submission that you want to access and perform further actions according to the permission(s) granted</li> </ul>  <p>The screenshot displays the 'Drafted Submissions' interface. At the top, it shows the user's name 'RSE / WND' and 'WNG LFDAC'. The main heading is 'Drafted Submissions' with a sub-heading '(1056/22)' and 'Total number of drafted submissions: 7'. Below this, there are four submission cards. The second card from the left is highlighted with a red border. Each card contains the following information:</p> <ul style="list-style-type: none"> <li><b>Title:</b> 1056/22 Superstructure Works 12 Jan 2022 1724(Resubmit)</li> <li><b>ESH Submission ID:</b> ESH-000004403</li> <li><b>Type of Submission:</b> Plan Submission</li> <li><b>Status:</b> Draft</li> <li><b>From the Workspace of:</b> YANG L FENG - RSE 72/00</li> <li><b>Creation Date:</b> 08 Mar 2022 18:23</li> <li><b>Last Modified Date:</b> -</li> <li><b>Type of Permission Assigned to Me:</b> Submission Holder</li> </ul> <p>Other visible cards include 'Superstructure (Cladding Works)', '1056/22 Superstructure Works 12 Jan 2022 1724(Resubmit) 20220301', and '1056/22 Superstructure Works 12 Jan 2022 1724(Amendment)'. The interface also features a search bar, a filter button, and a sidebar with navigation icons.</p>

- After clicking on the card of an existing draft submission or clicking the “Create New Submission” button, user will be redirected to the submission page of that draft submission
- In the page, there are a number of tags for user to prepare the submission. User can go back and forth these tags anytime. Taking a new plan submission taken as an example, you will see the following tags:
  - Tag 1: Basic Information
  - Tag 2: Forms
  - Tag 3: Plans and Documents
  - Tag 4: Preview and Confirm Submission.

2.



- “Online Person(s)” on your far right side shows how many people are working on the same submission draft at the same time:



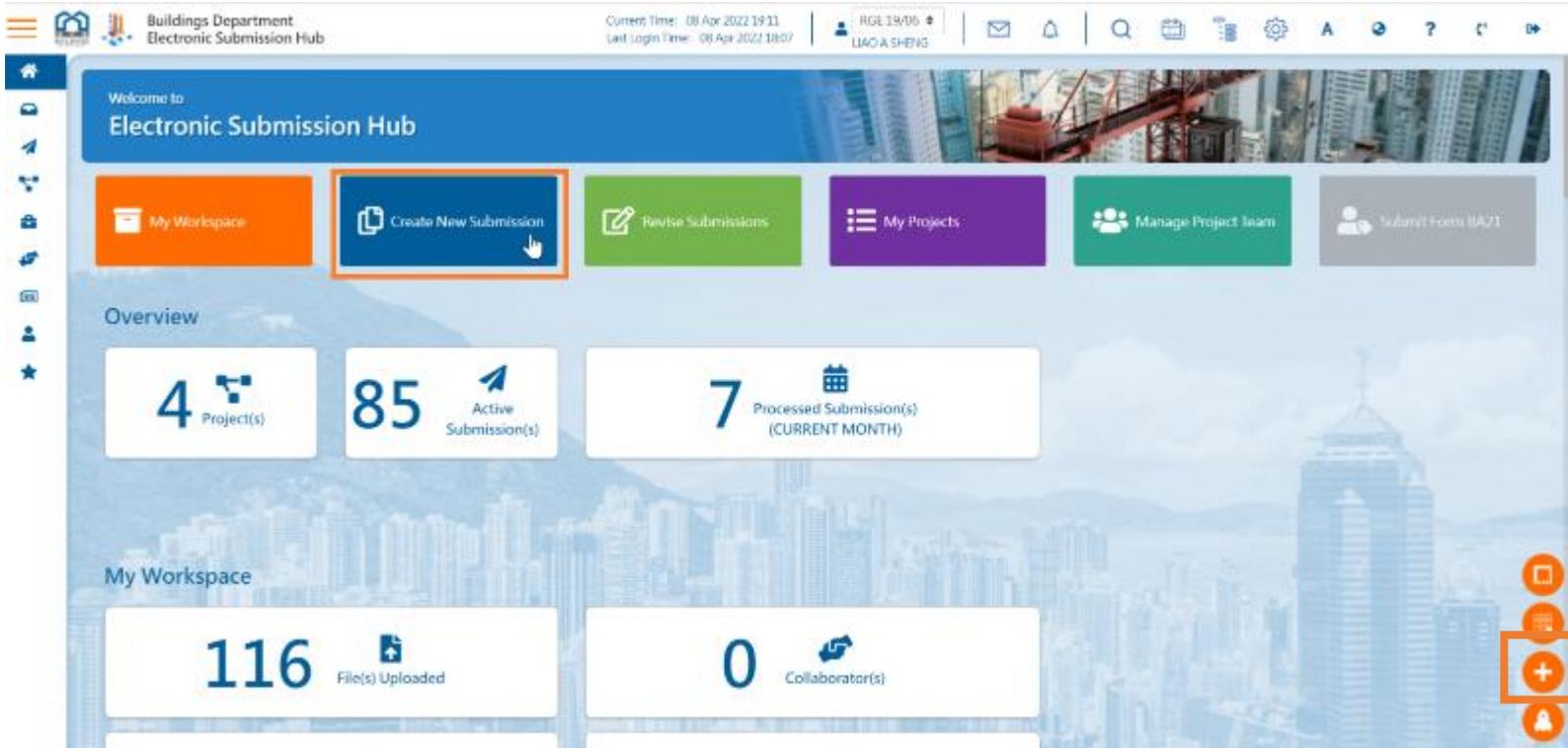
## **2.6 Create New Submission**

### **2.6.1 Prerequisite of Making a Submission**

Before creating a new submission, the existing project should be activated in ESH. For how to activating an existing project, please refer to session 2.4.2 about “Activate Project”.

### **2.6.2 Draft Submission Preparation**

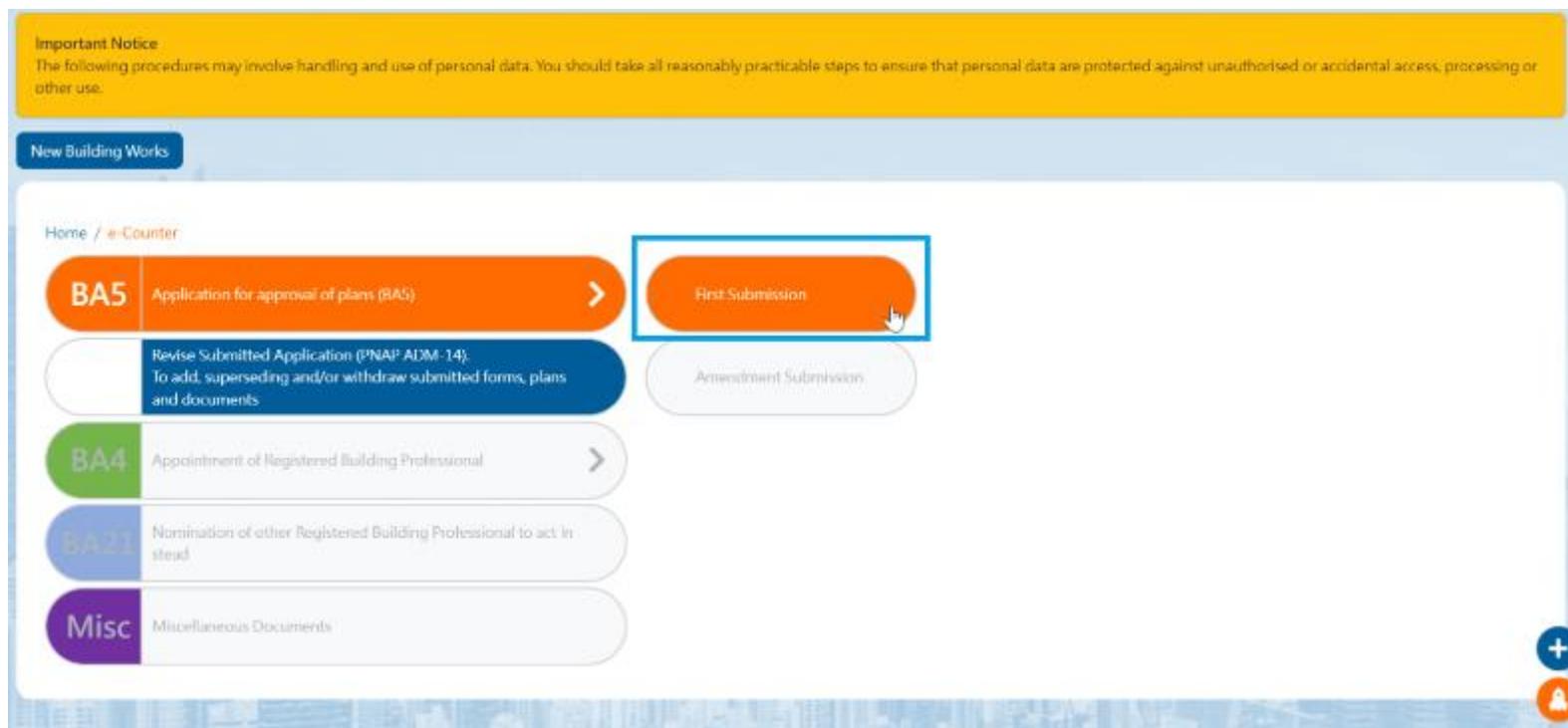
The user can prepare a draft submission by either using the “Create New Submission” function to enter the one-stop e-Counter page to select the type of submission or application to create a new draft and start preparation, or can go to My Workspace in their account to locate an existing draft submission saved to continue (see session 6.5.3 for how to locate an existing draft submission).

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>Click the “Create New Submission” button or the “+” button to enter the one-stop e-Counter page</li></ul>  <p>The screenshot displays the Electronic Submission Hub interface. At the top, the header includes the Buildings Department logo and the user's name, LAO A SHENG. The main navigation bar features several buttons: "My Workspace", "Create New Submission" (highlighted with an orange box), "Revise Submissions", "My Projects", "Manage Project Team", and "Submit Form BAZ1". Below this, the "Overview" section shows three key metrics: 4 Project(s), 85 Active Submission(s), and 7 Processed Submission(s) (CURRENT MONTH). The "My Workspace" section at the bottom shows 116 File(s) Uploaded and 0 Collaborator(s). A vertical toolbar on the right side of the dashboard contains icons for home, search, and other functions, with a "+" button highlighted by an orange box.</p>

- In the one-stop e-Counter page, user can select the type of submission or application to continue

The procedures for making the first submission of plans for approval are illustrated in below:

2.



- After clicking the “First Submission” button, all active projects under the AP/RSE/RGE/RC in concern activated in ESH will be shown. The user can select and click the project to proceed

3.

The screenshot displays the 'First Submission' page for active projects in ESH. The page header includes the Buildings Department logo and 'Electronic Submission Hub' text. The current time is 08 Apr 2022 19:12, and the last login time is 08 Apr 2022 18:07. The user is logged in as RGE 19/05 (LAO A SHENG). A yellow banner at the top contains an 'Important Notice' about personal data protection. Below this is a 'New Building Works' button. The main content area shows the breadcrumb 'Home / e-Counter / First Submission' and the title 'First Submission For Active Projects in ESH'. A search bar is present with the placeholder text 'Enter Address of Site or BD File Ref (xxxx/xx)' and a 'Search' button. A list of four project buttons is displayed, each with a project ID: '3006/22/21', '3008/22/30', 'Demo Project for 2001/2022 3009/22/33', and 'moko 3013/22'. The 'Demo Project for 2001/2022 3009/22/33' button is highlighted with an orange border. To the right of the list, it states 'Total number of active project(s) in ESH: 4'. At the bottom, there is a note: 'You can add other existing projects not shown in the list above.' and a blue plus sign button.

- After selecting the project, all the draft submissions related to that project previously saved in the workspace of the AP/RSE/RGE/RC in concern, if any, will be displayed

4.

The screenshot displays the 'Drafted Submissions' section of the Electronic Submission Hub. The interface includes a top navigation bar with the 'Buildings Department Electronic Submission Hub' logo, current time (08 Apr 2022 19:12), last login time (08 Apr 2022 18:07), and user information (RGE 19/06, LIAO A SHENG). A left sidebar contains navigation icons. The main content area shows four submission cards, each with the following details:

- Submission 1 (highlighted with an orange border):**
  - ESH Submission ID: ESH-0000005294
  - Type of Submission: Plan Submission
  - Status: Draft
  - From the Workspace of: LIAO A SHENG - RGE 19/06
  - Creation Date: 07 Apr 2022 10:35
  - Last Modified Date: -
  - Type of Permission Assigned to Me: Submission Holder
- Submission 2:**
  - ESH Submission ID: ESH-0000005138
  - Type of Submission: Plan Submission
  - Status: Draft
  - From the Workspace of: LIAO A SHENG - RGE 19/06
  - Creation Date: 04 Apr 2022 12:40
  - Last Modified Date: -
  - Type of Permission Assigned to Me: Submission Holder
- Submission 3:**
  - ESH Submission ID: ESH-0000005135
  - Type of Submission: Plan Submission
  - Status: Draft
  - From the Workspace of: LIAO A SHENG - RGE 19/06
  - Creation Date: 04 Apr 2022 12:27
  - Last Modified Date: -
  - Type of Permission Assigned to Me: Submission Holder
- Submission 4:**
  - ESH Submission ID: ESH-0000005063
  - Type of Submission: Plan Submission
  - Status: Draft
  - From the Workspace of: LIAO A SHENG - RGE 19/06
  - Creation Date: 30 Mar 2022 13:06
  - Last Modified Date: -
  - Type of Permission Assigned to Me: Submission Holder

- The user can either select and click an existing draft submission to continue; or if the user want to create a new draft submission, he/she can select the “ + Create New Submission” button

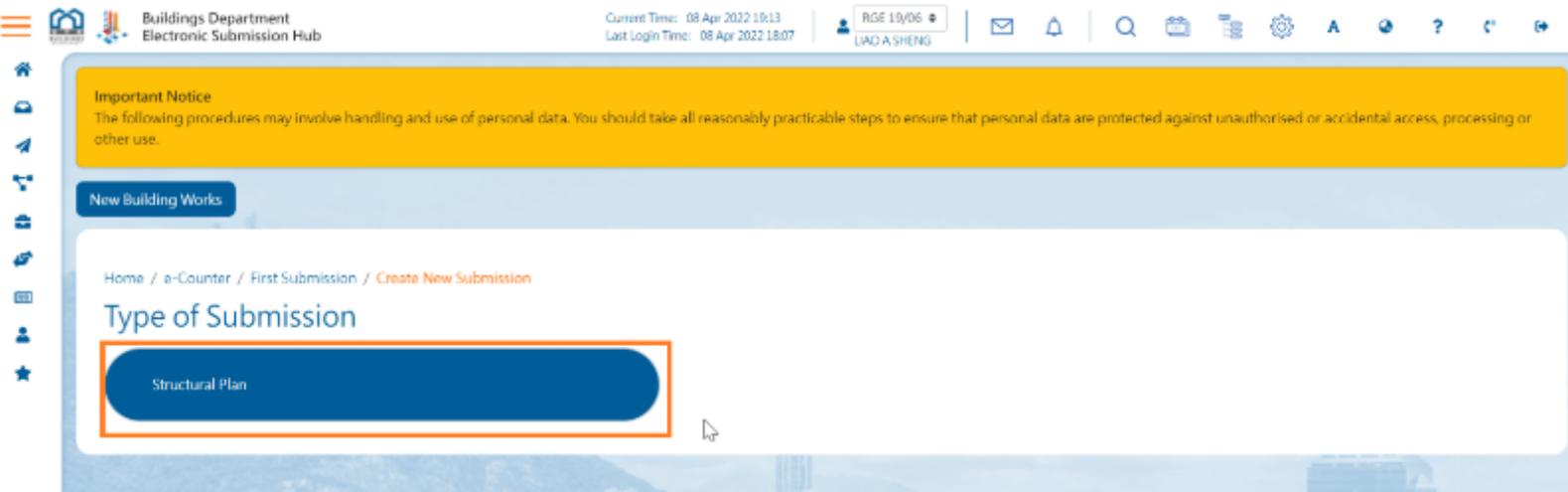
5.

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. The header includes the current time (08 Apr 2022 19:13), last login time (08 Apr 2022 18:07), and the user's name (LIAO A SHENG) with a dropdown menu. The main content area shows two draft submissions and a 'Create New Submission' button. The first submission is titled 'Superstructure (Cladding Works) On 8 Mar 2022 By Kel 01' and has an ESH Submission ID of ESH-000004583. The second submission is titled 'Superstructure (Cladding Works) On 8 Mar 2022 By Kel 01' and has an ESH Submission ID of ESH-000004358. The 'Create New Submission' button is highlighted with an orange border.

Submission ID	Type of Submission	Status	From the Workspace of	Creation Date	Last Modified Date	Type of Permission Assigned to Me
ESH-000004583	Plan Submission	Draft	LIAO A SHENG - RGE 19/06	11 Mar 2022 14:34	-	Submission Holder
ESH-000004358	Plan Submission	Draft	LIAO A SHENG - RGE 19/06	08 Mar 2022 12:18	-	Submission Holder

6.

- Select the “Type of Submission” available



The screenshot displays the user interface of the Buildings Department Electronic Submission Hub. At the top, the header includes the department name, current time (08 Apr 2022 19:13), last login time (08 Apr 2022 18:07), and user information (RGE 19/06, LIAO A SHENG). A navigation sidebar on the left contains icons for home, dashboard, and other functions. The main content area features a yellow 'Important Notice' banner, a 'New Building Works' button, and a breadcrumb trail: Home / e-Counter / First Submission / Create New Submission. Below this, the 'Type of Submission' section is visible, with a blue button labeled 'Structural Plan' highlighted by an orange rectangular border. A mouse cursor is positioned over the button.

- After selecting the “Type of Submission”, the page will be redirected to the submission page.
- There are four tags in the submission:
  - Tag 1: Basic Information
  - Tag 2: Forms
  - Tag 3: Plans and Documents
  - Tag 4: Preview and Confirm Submission.

### **Tag 1: Basic Information**

1. User can view the Project Information which are automatically display by the ESH.

7.

Buildings Department  
Electronic Submission Hub

Current Time: 08 Apr 2022 19:13  
Last Login Time: 08 Apr 2022 18:07

RGE 19/06  
LIAO A SHENG

Home / My Workspace / Demo Project for 2001.2022 (3009/22/33) / First Submission (ESH Submission ID : ESH-0000005408)

Basic Information Forms Plans and Documents Preview and Confirm Submission

**Project Information**

BD File Ref.	3009/22/33	Owner	
Address of Site	Demo Project for 2001.2022	Authorized Person	-
Lot No.	1	Registered Structural Engineer	-
Description		Registered Geotechnical Engineer	LIAO A SHENG
		Registered Contractor	-

**Type of Structural Plan Submission (For Superstructure Works above ground)**

Please select the following fields (you may select more than one)

1. Type of Building Works (At least one type must be selected)



- Under the “Submission/ Application Information”, the user is required to provide the submission subject (Plan Title). This field will be auto-filled with the type of building works selected in item 1 under the “Type of Structural Plan Submission” as mentioned above (if selected) and can be further edited.
- If necessary, the user may also input message in the “Message to Buildings Department” area and/or may attach a file of letter (if any) by drag and drop it to this Drop File area or browse for the file.

9.

The screenshot displays the 'Submission / Application Information' section of the application. On the left, a file named 'Message to BD.pdf' is shown with a size of 20.6 KB. The main content area includes the following fields:

- Submission ID:** ESH-000006233
- Submission Subject (Plan Title):** New Project on April (with a green checkmark icon)
- Name of Contact Point:** LIAO A SHENG
- Telephone no. of Contact Point:** 12345678
- Address of Contact Point:** (empty field)

Below these fields is the 'Message to Buildings Department' section, which contains a text area with the prompt 'Please type your message or upload file here'. A file upload interface is visible, showing a 'Drop file(s) here' area with a PDF icon and a '+ Copy' button. A 'Browse' button is also present.

On the right side of the application, a vertical navigation menu is visible with the following items: 'Home', 'Conditions and Requirements', 'Codes of Practice', 'Online Person (0)', and 'User Manual'.

- Under the “Cc Recipients”, the user can select the recipient(s) for sending a copy of the acknowledgement of this submission/application from the system from the drop down list. The drop down list will only show relevant recipient(s) who also have an ESH account.

Home / My Workspace / Demo Project for 20012022 (3009/22/33) / First Submission - New Project on Apr 2022 (FSH Submission ID : FSH-000005408)

Basic Information   Forms   Plans and Documents   Preview and Confirm Submission

1   2   3   4

### Cc Recipients

Please select the recipient(s) for sending a copy of the acknowledgement of this submission/application.

Cc	Role	English Name	With Attachments	Remarks
<input checked="" type="checkbox"/>	Owner	<input type="text"/>	<input type="checkbox"/>	Remark
<input type="checkbox"/>	Authorized Person	<input type="text" value="CHIU S&lt;br/&gt;TSENG J GUANG"/>	<input type="checkbox"/>	Remark
<input type="checkbox"/>	Registered Structural Engineer	<input type="text"/>	<input type="checkbox"/>	Remark
<input type="checkbox"/>	Registered Geotechnical Engineer	<input type="text"/>	<input type="checkbox"/>	Remark
<input type="checkbox"/>	Other ESH User	<input type="text" value="Please select an option"/>	<input type="checkbox"/>	Remark

+

10.

11.

- Click the “Save” / “Next” button to proceed to next tag.

**Cc Recipients**

Please select the recipient(s) for sending a copy of the acknowledgement of this submission/application.

Cc	Role	English Name	With Attachments	Remarks
<input checked="" type="checkbox"/>	Owner	CHIU S	<input type="checkbox"/>	Remark
<input type="checkbox"/>	Authorized Person		<input type="checkbox"/>	Remark
<input type="checkbox"/>	Registered Structural Engineer		<input type="checkbox"/>	Remark
<input type="checkbox"/>	Registered Geotechnical Engineer		<input type="checkbox"/>	Remark
<input type="checkbox"/>	Other ESH User	Please select an option	<input type="checkbox"/>	Remark

+

[Cancel](#) [Reset](#) [Save](#) [Next](#)

## Tag 2: Forms

- The user is required to complete the Form BA5 for the application. The user can also add Form BA16, ADM6, ADM19 where applicable by clicking the “+Add Form” button.

12.

Buildings Department  
Electronic Submission Hub

Current Time: 08 Apr 2022 19:15  
Last Login Time: 08 Apr 2022 18:07

RGE 19/06  
LIAO A SHENG

Home / My Workspace / Demo Project for 2001/2022 (3009/22) / First Submission - New Project on Apr 2022 (ESH Submission ID: ESH 0000005408)

Basic Information | **Forms** | Plans and Documents | Preview and Confirm Submission

1 2 3 4

BA5

**屋宇署**  
BUILDINGS DEPARTMENT

申請批准建築工程及/或街道工程圖則及製備圖則證明書  
Application for Approval of Plans of Building Works and/or Street Works and Certificate of Preparation of Plans

《建築物條例》(第 123 章) 第 14(1)(a) 條  
Buildings Ordinance (Chapter 123) Section 14(1)(a)

建築物(管理)規例 第 18A 及 29 條  
Building (Administration) Regulations 18A & 29

- 提交表格時須附上圖則。
- 請以正楷填寫，並在適當方格內加上「√」號。填寫前，請細閱《注意事項》。
- Submit this form with plans accompanied.
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致建築事務監督 To the Building Authority

甲部 申請批准圖則  
Part A Application for Approval of Plans

由申請人填寫  
To be completed by the applicant

+ Add Form  
BA16  
ADM 6  
ADM 19

BA5

User Manual  
P/NAP  
P/NAP-Forms  
Requirements  
Codes of Practice  
Online-Form (1)

<p>13.</p>	<ul style="list-style-type: none"> <li>User is required to complete the form -The mandatory fields in the form which are highlighted in red**”.</li> </ul>
<p>14.</p>	<ul style="list-style-type: none"> <li>Click the “Save” / “Next” button to proceed to next tag.</li> </ul>

**Tag 3: Plans and Documents**

A reminder message will be displayed on top of the page listing the outstanding items. The user is required to complete all the outstanding items before the submission can be made to BD.

- Remarks: For the reminder message of “The PDF file(s) of BA form(s) are in preparation”. Please wait for a moment (about 30 – 45 seconds) and refresh the page”. When the message is gone, generation of the PDF file is completed and the PDF file is ready for signing.

15.

The screenshot displays the 'Plans and Documents' step of a submission process. At the top, a navigation bar includes the 'Buildings Department Electronic Submission Hub' logo, current time (08 Apr 2022 19:16), last login time (08 Apr 2022 18:07), and user information (HGE 19/06, LAO A SHENG). The breadcrumb trail shows the path: Home / My Workspace / Demo Project for 20012022 (3009/22) / First Submission - New Project on Apr 2022 (ESH Submission ID: ESH-0000005408). A progress bar below the breadcrumb has four steps: 1. Basic Information, 2. Forms, 3. Plans and Documents (highlighted with a red box), and 4. Preview and Confirm Submission. A yellow warning box contains the following message:

- Plan folder required file(s)
- "BA5.pdf - Part B - Signature of the Applicant" required signature
- "BA5.pdf - Part C - Signature of the Registered Geotechnical Engineer" required signature
- The PDF file(s) of BA form(s) are in preparation. Please wait for a moment and refresh the page

Below the warning box is a section titled 'PDF Forms' with a table:

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA5.pdf	BA5.pdf	08 Apr 2022 19:15			...

At the bottom of the table, it shows 'No. of Files 1' and 'Page 1'. On the right side, there are buttons for 'Batch Request For Signing', 'Batch Signing', and 'Batch Del'. The right sidebar contains links for 'FNAP', 'PNAF-Forms', 'Conditions and Requirements', and 'Codes of Practice'.

<p>16.</p>	<ul style="list-style-type: none"> <li>For “PDF Forms” category, the completed form(s) in Tag 2 will be generated automatically and shown in the table. If user wants to add or edit the forms, he/she will need to go back to Tag 2. The user can perform various functions under the “Action” according to the access right/permission:             <ul style="list-style-type: none"> <li>View the form</li> <li>Download the form</li> <li>Sign BA Form (by relevant parties)</li> <li>Request for signing</li> </ul> </li> </ul> 
<p>17.</p>	<p><b><u>Sign BA Form</u></b></p> <ul style="list-style-type: none"> <li>After clicking the “Sign BA Form” button, the system will show all the parts of the form that require signature. If the name filled in the Form matches with the login-user, the “Sign” button will be orange in color (if not, it will be grey in color and not clickable) and user can click the button to perform digital signing.</li> </ul>

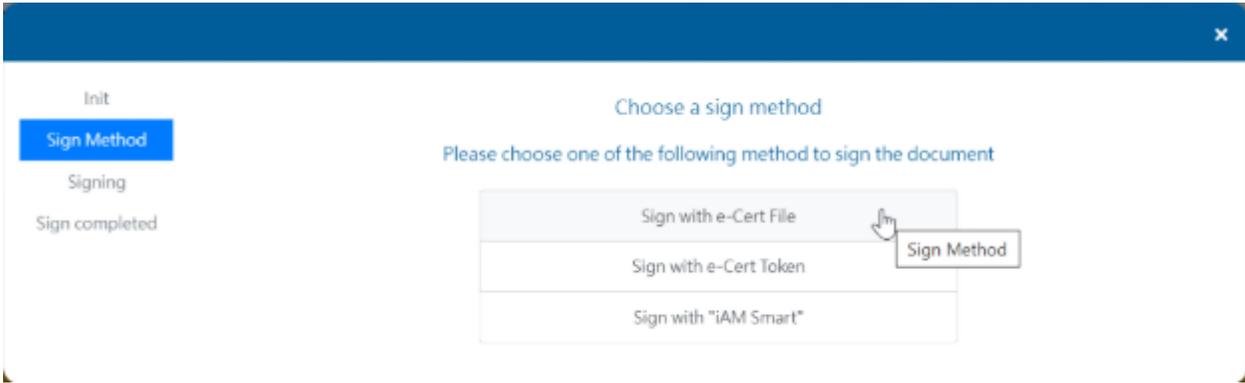
**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

Form BA5 Signing
✕

Part	Description	Detail	Signed By		
Part B	申請人簽署 Signature of the Applicant	英文姓名: Name in English:	LIAO A SHENG	N/A	<div style="border: 2px solid orange; padding: 2px; display: inline-block; background-color: #0056b3; color: white; border-radius: 5px;">Sign</div> 
Part C	註冊岩土工程師簽署 Signature of the Registered Geotechnical Engineer	姓名: Name:	LIAO A SHENG	N/A	<div style="background-color: #ff8c00; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Sign</div>
		註冊證書編號: Certificate of Registration Number:	RGE19/06		
		註冊屆滿日期 Date of Expiry of Registrat ion:	2031-01-01		

18. **Digital Signing**

- Choose a signing method to perform digital signing (three methods).



Init

Sign Method

Signing

Sign completed

Choose a sign method

Please choose one of the following method to sign the document

Sign with e-Cert File

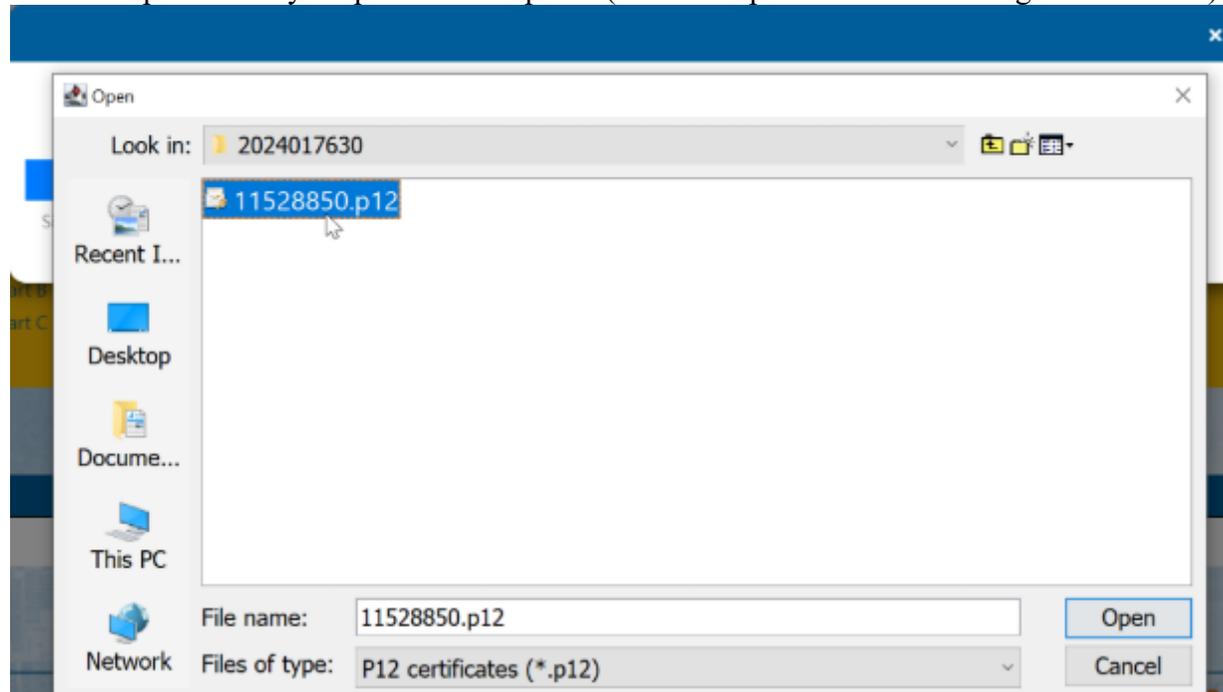
Sign with e-Cert Token

Sign with "iAM Smart"

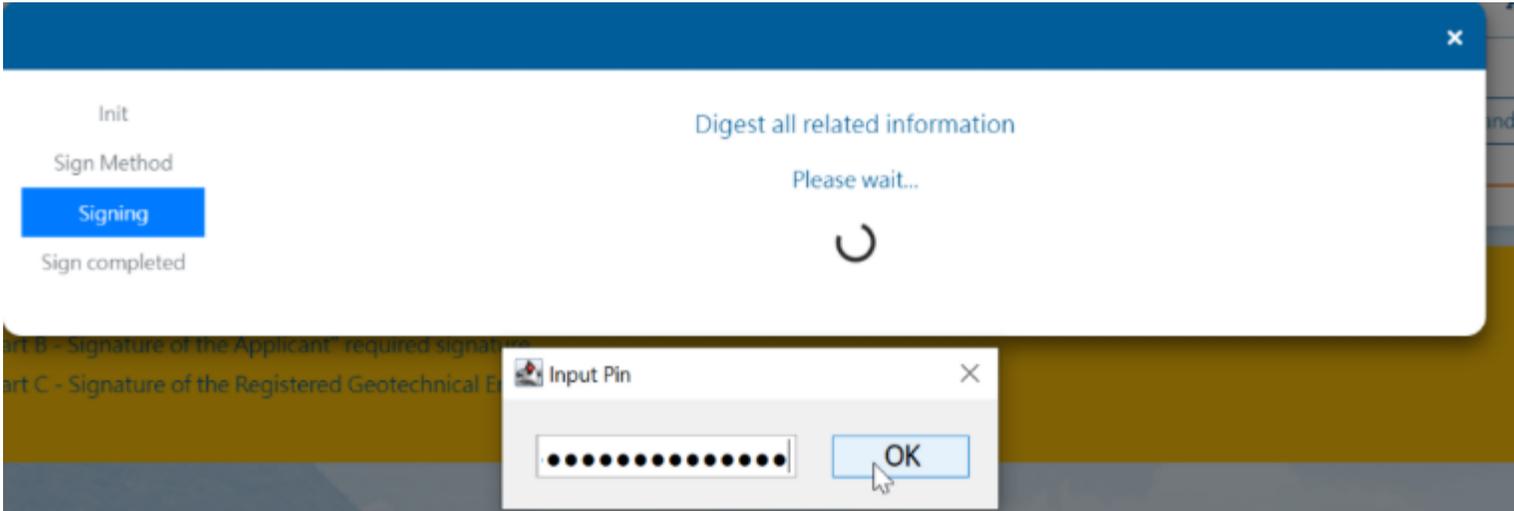
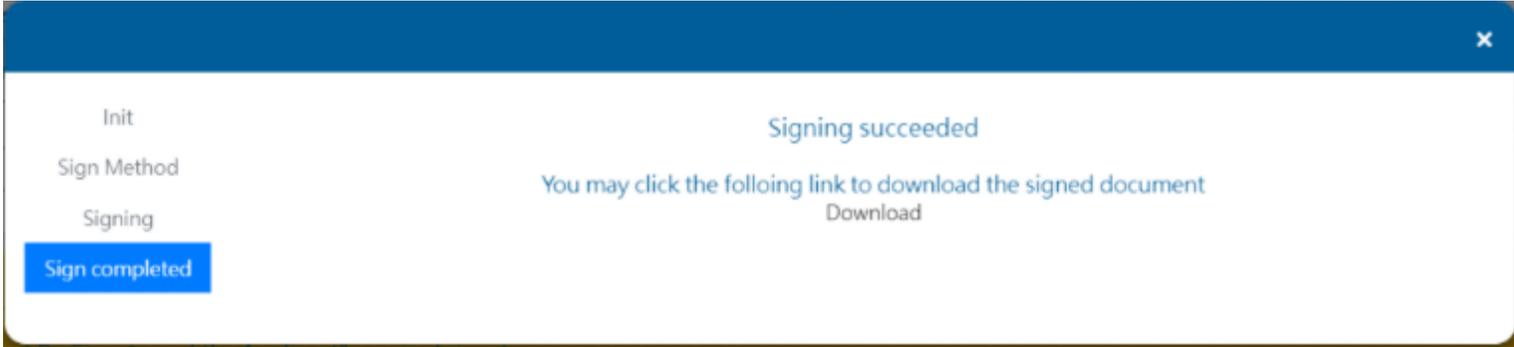
Sign Method

**Method 1: Sign with digital certificate in p12 cert file**

- Select the p12 cert in your personal computer. (This example has chosen the digital certificate)

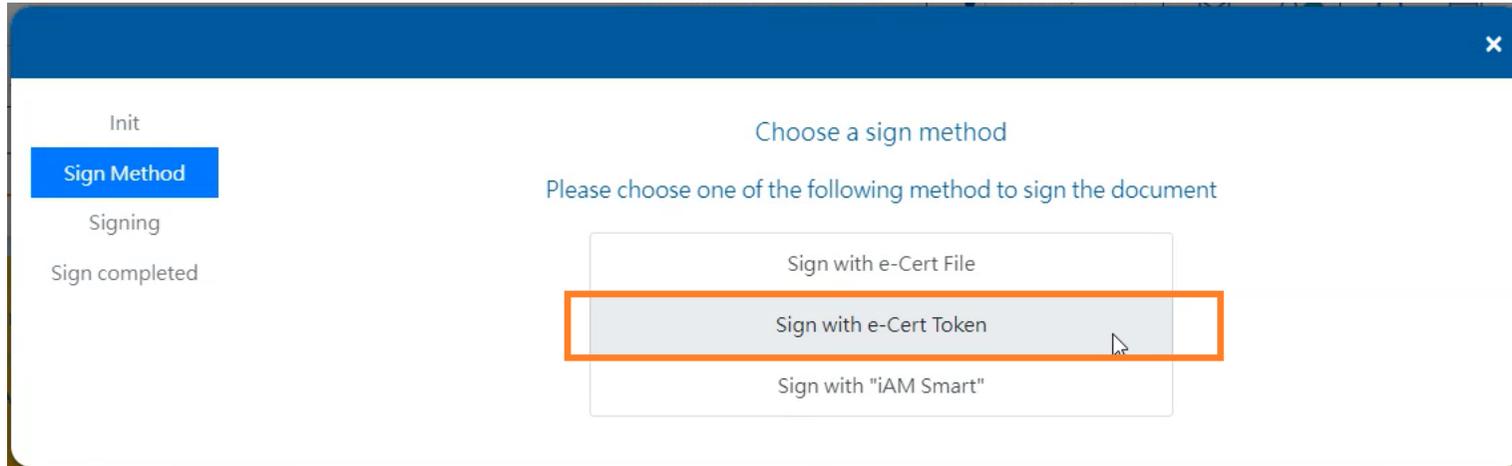


19.

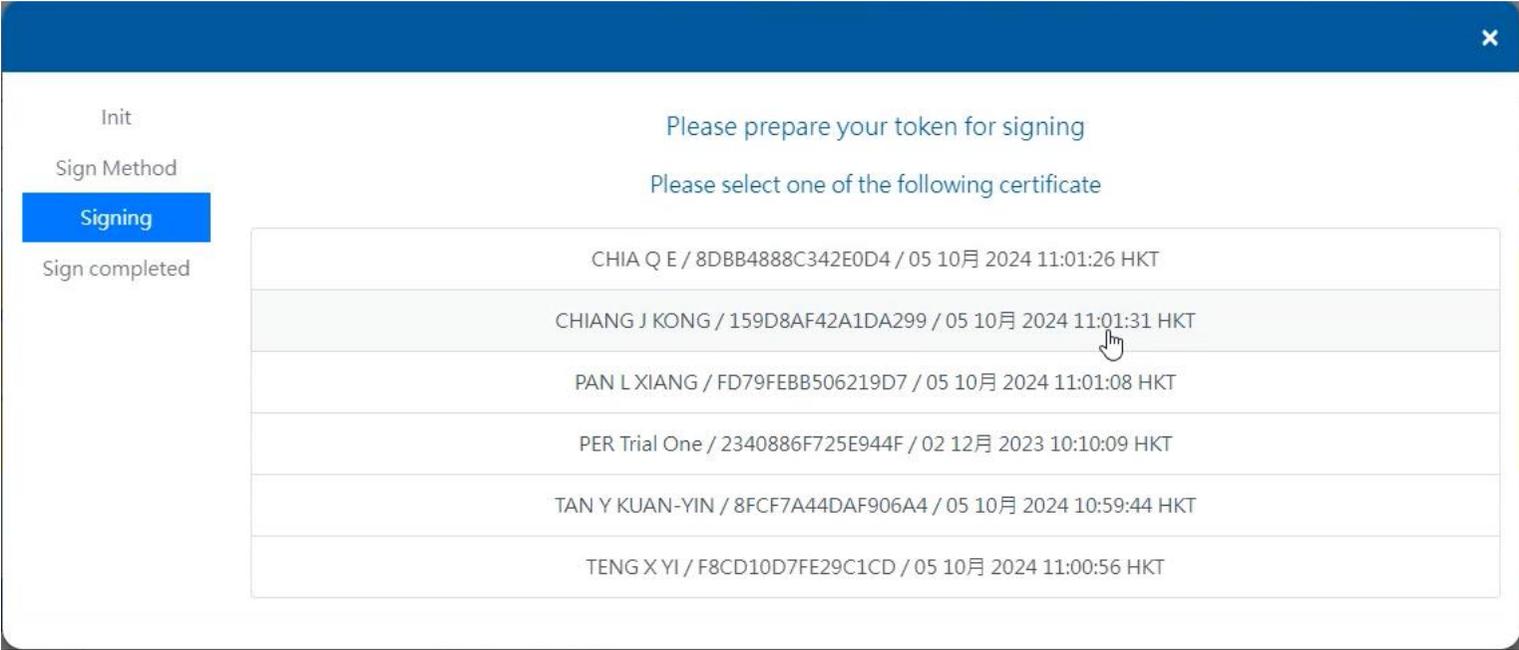
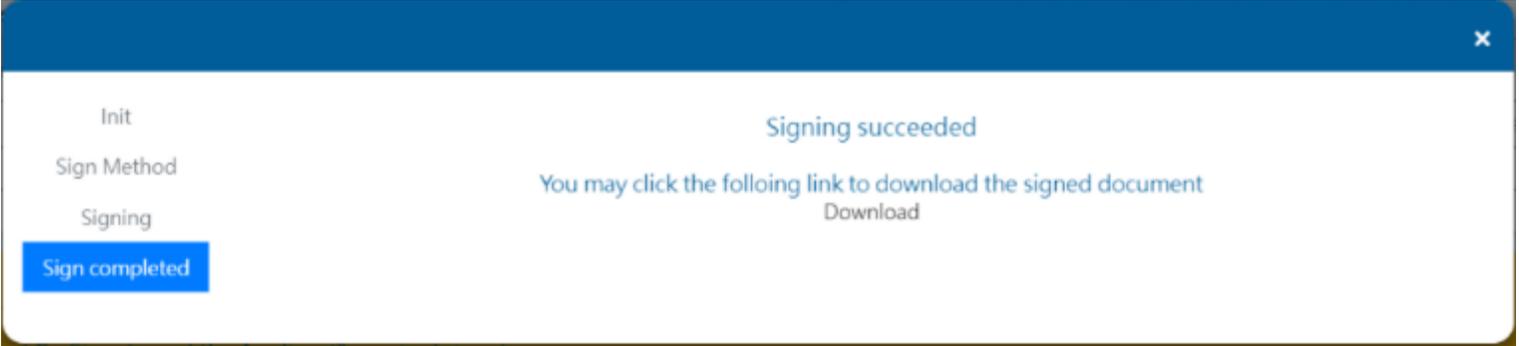
20.	<ul style="list-style-type: none"><li>• Input the Pin for the digital certificate.</li></ul>  <p>The screenshot shows a software window with a blue header and a white body. On the left, there is a vertical menu with options: 'Init', 'Sign Method', 'Signing' (highlighted in blue), and 'Sign completed'. The main area of the window displays the text 'Digest all related information' and 'Please wait...' above a circular loading spinner. In the foreground, a smaller 'Input Pin' dialog box is open, featuring a text input field with masked characters (dots) and an 'OK' button. A mouse cursor is positioned over the 'OK' button.</p>
21.	<ul style="list-style-type: none"><li>• System will show the “Signing succeeded” message if signing is done successfully</li></ul>  <p>The screenshot shows the same software window as in step 20. The 'Signing' option in the menu is no longer highlighted. The main area of the window now displays the text 'Signing succeeded' and 'You may click the folloing link to download the signed document' (note the typo 'folloing'). Below this text is a 'Download' link. The 'Sign completed' option in the menu is now highlighted in blue.</p>

**OR Method 2: Sign with digital certificate in e-Token**

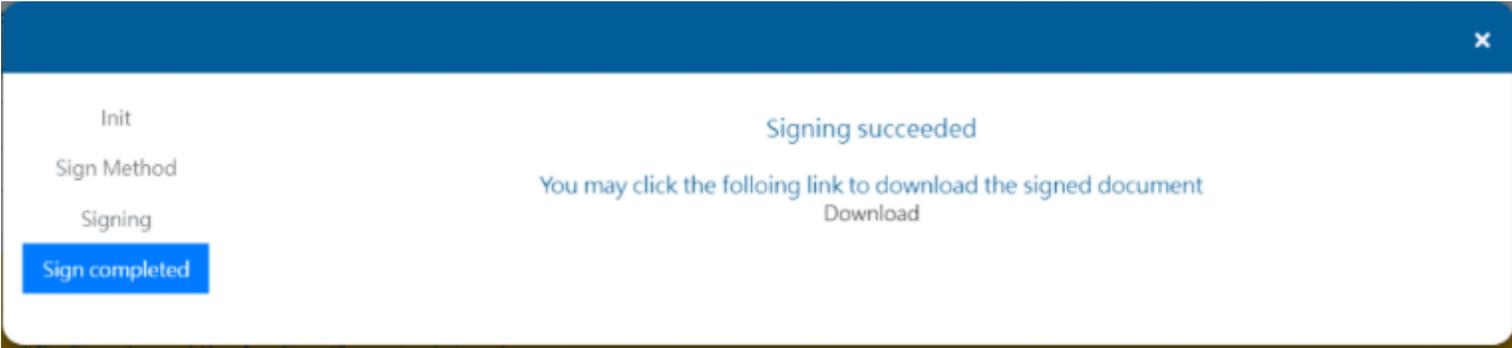
- Sign with e-Token. (This example has chosen the digital certificate)



22.

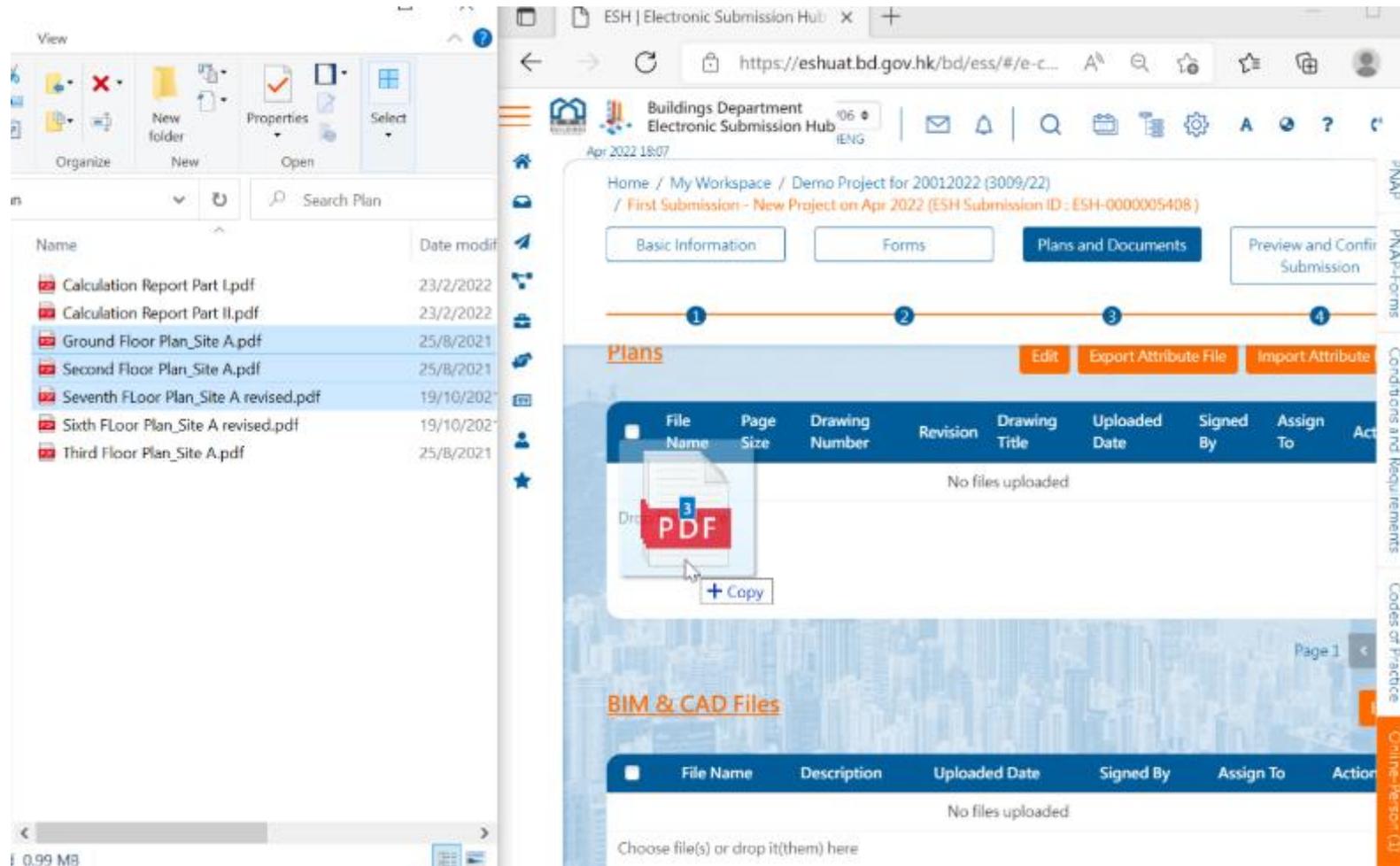
23.	<ul style="list-style-type: none"><li>Select your digital certificate for signing.</li></ul>  <p>The screenshot shows a web interface for digital signing. On the left, there is a vertical menu with options: 'Init', 'Sign Method', 'Signing' (highlighted in blue), and 'Sign completed'. The main content area has a blue header with a close button (X). Below the header, the text reads: 'Please prepare your token for signing' and 'Please select one of the following certificate'. A list of certificates is displayed in a table-like format:</p> <table border="1"><tbody><tr><td>CHIA Q E / 8DBB4888C342E0D4 / 05 10月 2024 11:01:26 HKT</td></tr><tr><td>CHIANG J KONG / 159D8AF42A1DA299 / 05 10月 2024 11:01:31 HKT</td></tr><tr><td>PAN L XIANG / FD79FEBB506219D7 / 05 10月 2024 11:01:08 HKT</td></tr><tr><td>PER Trial One / 2340886F725E944F / 02 12月 2023 10:10:09 HKT</td></tr><tr><td>TAN Y KUAN-YIN / 8FCF7A44DAF906A4 / 05 10月 2024 10:59:44 HKT</td></tr><tr><td>TENG X YI / F8CD10D7FE29C1CD / 05 10月 2024 11:00:56 HKT</td></tr></tbody></table>	CHIA Q E / 8DBB4888C342E0D4 / 05 10月 2024 11:01:26 HKT	CHIANG J KONG / 159D8AF42A1DA299 / 05 10月 2024 11:01:31 HKT	PAN L XIANG / FD79FEBB506219D7 / 05 10月 2024 11:01:08 HKT	PER Trial One / 2340886F725E944F / 02 12月 2023 10:10:09 HKT	TAN Y KUAN-YIN / 8FCF7A44DAF906A4 / 05 10月 2024 10:59:44 HKT	TENG X YI / F8CD10D7FE29C1CD / 05 10月 2024 11:00:56 HKT
CHIA Q E / 8DBB4888C342E0D4 / 05 10月 2024 11:01:26 HKT							
CHIANG J KONG / 159D8AF42A1DA299 / 05 10月 2024 11:01:31 HKT							
PAN L XIANG / FD79FEBB506219D7 / 05 10月 2024 11:01:08 HKT							
PER Trial One / 2340886F725E944F / 02 12月 2023 10:10:09 HKT							
TAN Y KUAN-YIN / 8FCF7A44DAF906A4 / 05 10月 2024 10:59:44 HKT							
TENG X YI / F8CD10D7FE29C1CD / 05 10月 2024 11:00:56 HKT							
24.	<ul style="list-style-type: none"><li>System would show the “Signing succeeded” to indicate the successful of signing.</li></ul>  <p>The screenshot shows the same web interface as above, but now the 'Signing' option in the left menu is highlighted in blue, and the 'Sign completed' option is also highlighted. The main content area has a blue header with a close button (X). Below the header, the text reads: 'Signing succeeded' and 'You may click the folloing link to download the signed document'. A 'Download' button is visible below the text.</p>						

25.	<p><b>OR</b> Method 3: Sign with “iAM Smart”</p> <ul style="list-style-type: none"><li>• Sign with “iAM Smart”</li></ul>
26.	<ul style="list-style-type: none"><li>• Tap on the “Start Signing” button &amp; click the “To sign” button on the “iAM Smart” application.</li></ul>

27.	<ul style="list-style-type: none"><li>System would show the “Signing succeeded” to indicate the successful of signing.</li></ul> 
28.	<p><u>Request for Signing</u></p> <ul style="list-style-type: none"><li>If signing of the submission documents including forms and plans is required by another ESH user, the responsible AP/RSE/RGE/RC and/or their collaborators can use the “Request for Signing” function and select the name of the signing person to notify him/her to sign the document.</li></ul> 

- For “Plans” category, the user can click to browse or drag and drop the selected plans in the personal computer to ESH.

29.



- ESH will show the “File upload” at the bottom right corner with the symbol showing the uploading status, File Name & File size. If the plans are prepared according to the specified format for “Drawing Number”, “Revision” & “Drawing Title” (for details, please refer to PNAP ADM-17), the system will automatically prefill the information for the purpose of electronic plan index. If not, the user can click the “Edit” button to input the information manually.

30.

The screenshot displays the 'Plans' section of the application. At the top right, there are buttons for 'Edit', 'Export Attribute File', and 'Import Attribute'. Below this is a table with the following columns: File Name, Page Size, Drawing Number, Revision, Drawing Title, Uploaded Date, Signed By, Assign To, and Act. Three files are listed in the table:

File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Act
<input type="checkbox"/> Ground Floor Plan_Site A.pdf	A0	-	-	-	08 Apr 2022 19:20			...
<input type="checkbox"/> Second Floor Plan_Site A.pdf	A2	-	-	-	08 Apr 2022 19:20			...
<input type="checkbox"/> Seventh Floor Plan_Site A revised.pdf	A0	ABC-03	C	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	08 Apr 2022 19:20			...

Below the table is a file upload area with the text 'Choose file(s) or drop it(them) here.' and a 'No. of Files 3' indicator. A 'File upload' dialog box is open in the bottom right corner, showing a list of files with checkmarks and their sizes:

File Name	Size
<input checked="" type="checkbox"/> Ground Floor Plan_Site A.pdf	66 KB
<input checked="" type="checkbox"/> Second Floor Plan_Site A.pdf	17 KB
<input checked="" type="checkbox"/> Seventh Floor Plan_Site A	936 KB

The 'BIM & CAD Files' section is visible at the bottom left of the interface.

- Click the “Save” button after inputting the information of the plans.

The screenshot shows a web interface titled "Plans" with a table of drawing information. The table has columns for File Name, Page Size, Drawing Number, Revision, Drawing Title, Uploaded Date, Signed By, Assign To, and Action. The first row is highlighted, and the "Drawing Number" field contains "ABC-01". The "Save" button is highlighted with a blue box.

File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Action
<input type="checkbox"/> Ground Floor Plan_Site A.pdf	A0	ABC-01	-	-	08 Apr 2022 19:20			...
<input type="checkbox"/> Second Floor Plan_Site A.pdf	A2	-	-	-	08 Apr 2022 19:20			...
<input type="checkbox"/> Seventh Floor Plan_Site A revised.pdf	A0	ABC-03	C	03-GBP FOR G/F, ELE'	08 Apr 2022 19:20			...

Choose file(s) or drop it(them) here

31.

**“Export Attribute File” & “Import Attribute File”**

- Furthermore, the user may also prepare the electronic plan index by clicking the “Export Attribute File” button for batch handling the input of “Drawing Number”, “Revision”, “Drawing Title” by a CSV file

The screenshot shows a web interface for managing drawing files. At the top right, there are buttons for "Batch Request For Signing", "Batch Signing", and "Batch Del". Below these, there are buttons for "Edit", "Export Attribute File" (highlighted with a red box), and "Import Attribute". The main area contains a table with the following columns: File Name, Page Size, Drawing Number, Revision, Drawing Title, Uploaded Date, Signed By, Assign To, and Act. The table lists five files, with the "Drawing Number", "Revision", and "Drawing Title" columns for the first, second, and fifth rows highlighted with red boxes. Below the table is a file upload area with the text "Choose file(s) or drop it(them) here".

File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Act
<input type="checkbox"/> Ground Floor Plan_Site A.pdf	A0	-	-	-	12 Mar 2022 22:03			...
<input type="checkbox"/> Second Floor Plan_Site A.pdf	A2	-	-	-	12 Mar 2022 22:03			...
<input type="checkbox"/> Seventh Floor Plan_Site A.pdf	A0	ABC-03	C	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	12 Mar 2022 22:03			...
<input type="checkbox"/> Sixth Floor Plan_Site A revised.pdf	A0	ABC-02	B	02-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	12 Mar 2022 22:03			...
<input type="checkbox"/> Third Floor Plan_Site A.pdf	A3	-	-	-	12 Mar 2022 22:03			...

32.

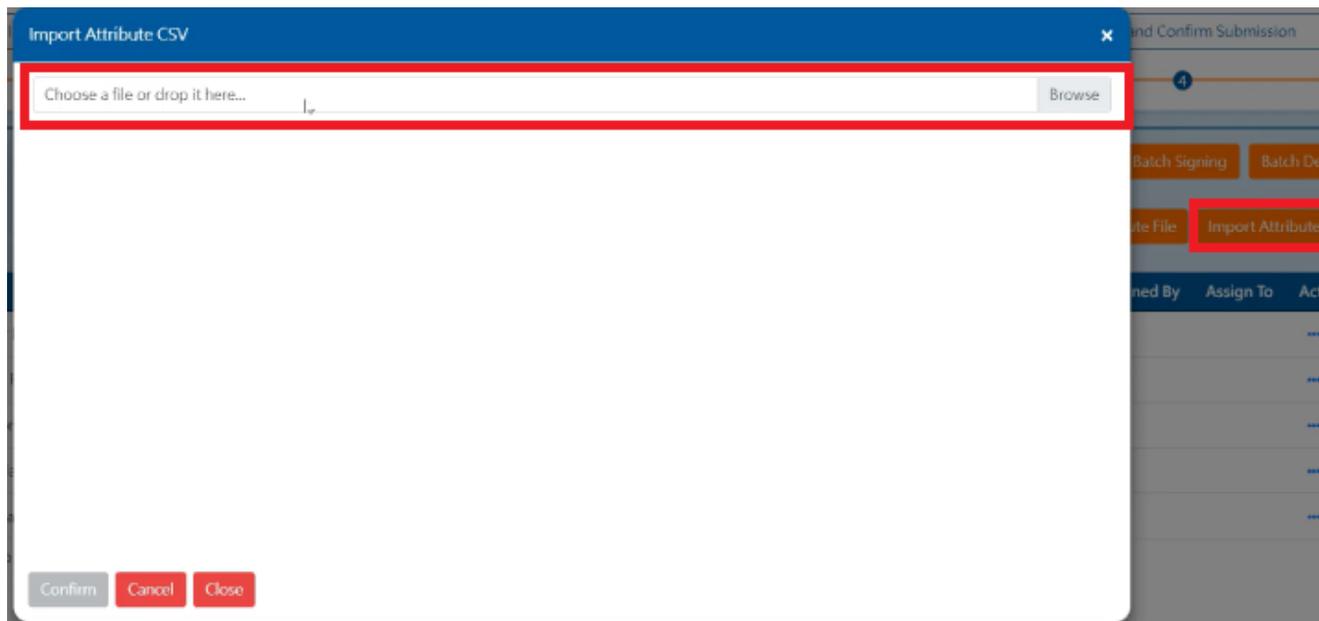
- Input the “Drawing No.,” “Drawing Title” and “Revision” in the exported the CSV file and save the changes.

The screenshot shows an Excel spreadsheet with the following data:

File Type	File Name	Drawing No.	Drawing Title	Revision	Uploaded	Uploaded	Size
Plan	Ground Floor Plan_Site A.pdf	-	04-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	-	#####	YANG L FE	67312
Plan	Second Floor Plan_Site A.pdf	-	05-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	-	#####	YANG L FE	17347
Plan	Seventh Floor Plan_Site A.pdf	ABC-03	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	C	#####	YANG L FE	958497
Plan	Sixth Floor Plan_Site A revised.pdf	ABC-02	02-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	B	#####	YANG L FE	1024119
Plan	Third Floor Plan_Site A.pdf	-	-	-	#####	YANG L FE	21176

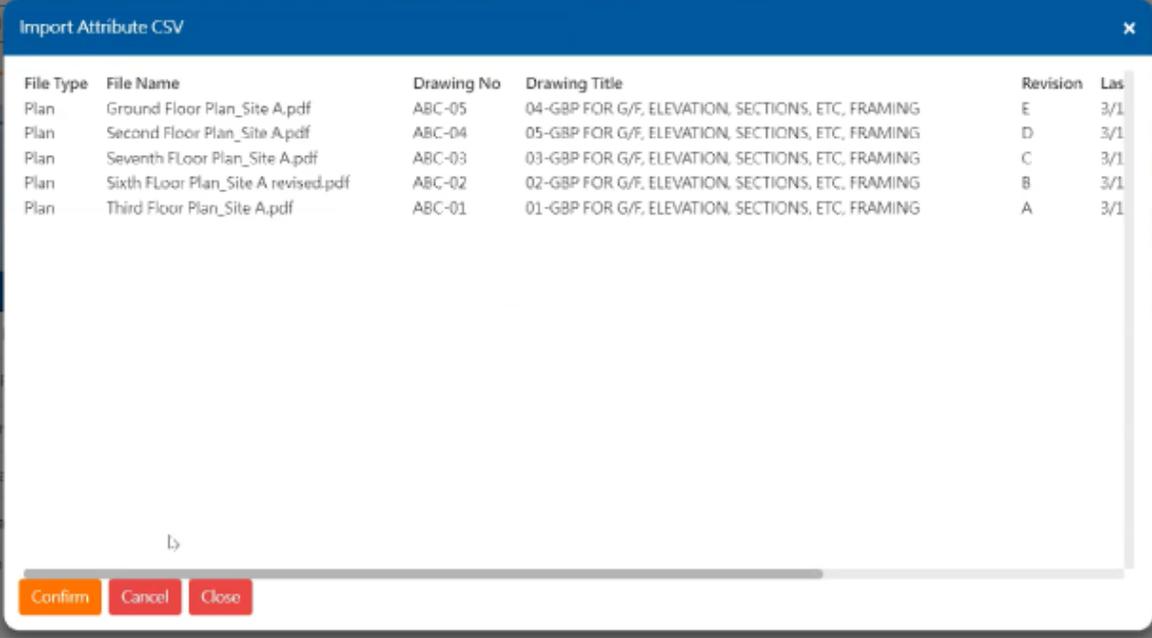
33.

- Click the “Import Attribute File” button and click the “Browse” button or drag and drop the updated CSV file into ESH.



34.

- System would show all information from the CSV file and the user need to click the “Confirm” button to proceed.



The screenshot shows a dialog box titled "Import Attribute CSV" with a close button (X) in the top right corner. The dialog contains a table with the following data:

File Type	File Name	Drawing No	Drawing Title	Revision	Last
Plan	Ground Floor Plan_Site A.pdf	ABC-05	04-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	E	3/1
Plan	Second Floor Plan_Site A.pdf	ABC-04	05-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	D	3/1
Plan	Seventh Floor Plan_Site A.pdf	ABC-03	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	C	3/1
Plan	Sixth Floor Plan_Site A revised.pdf	ABC-02	02-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	B	3/1
Plan	Third Floor Plan_Site A.pdf	ABC-01	01-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	A	3/1

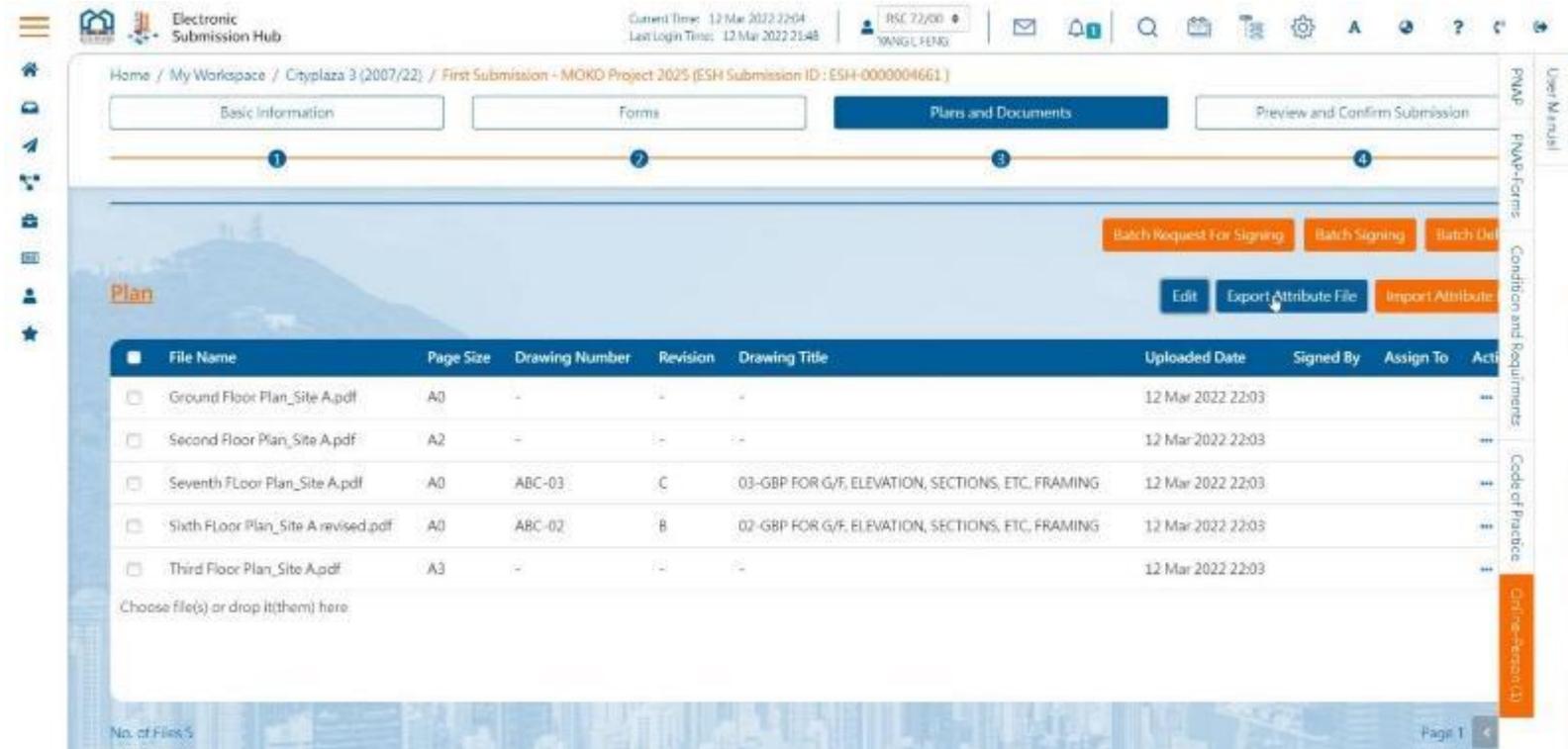
At the bottom of the dialog box, there are three buttons: "Confirm" (orange), "Cancel" (red), and "Close" (red).

35.

**Export and Import attribute file**

To download the attribute file, the user can click the “Export” button

- Click the “Export Attribute File” button to download the attribute file list



36.

- The exported attribute file is in CSV format

File Type	File Name	Drawing No	Drawing Title	Revision	Uploaded	Uploaded	Size
Plan	Ground Floor Plan_Site A.pdf	-		-	#####	YANG L FE	67312
Plan	Second Floor Plan_Site A.pdf	-		-	#####	YANG L FE	17347
Plan	Seventh Floor Plan_Site A.pdf	ABC-03	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	C	#####	YANG L FE	958497
Plan	Sixth Floor Plan_Site A revised.pdf	ABC-02	02-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	B	#####	YANG L FE	1024119
Plan	Third Floor Plan_Site A.pdf	-		-	#####	YANG L FE	21176

To import the attribute file, user can click the “Import” button

- Click the “Import Attribute File” button to download the attribute file list

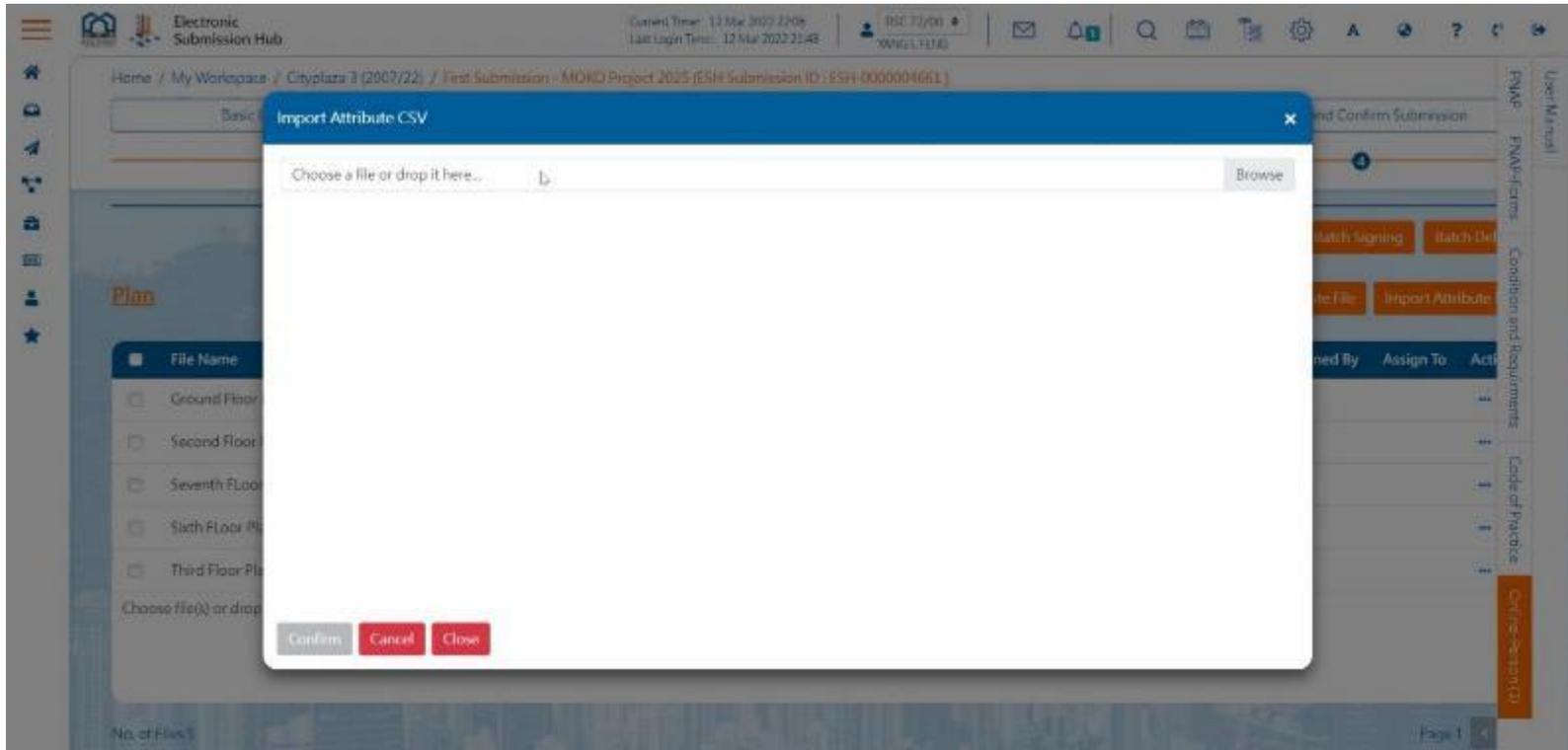
The screenshot displays the 'Electronic Submission Hub' interface. The top navigation bar includes the user's name 'RSC 72500 WANG L FENG' and the current time '12 Mar 2022 22:05'. The main content area is titled 'Home / My Workspace / Cityplaza 3 (2007/22) / First Submission - MOKO Project 2025 (ESH Submission ID : ESH-0000004661)'. A progress bar at the top indicates four steps: 1. Basic Information, 2. Forms, 3. Plans and Documents (current step), and 4. Preview and Confirm Submission. Below the progress bar, there are buttons for 'Batch Request For Signing', 'Batch Signing', and 'Batch Download'. The 'Plan' section is active, showing a table of files with columns for File Name, Page Size, Drawing Number, Revision, Drawing Title, Uploaded Date, Signed By, Assign To, and Actions. The 'Import Attribute File' button is highlighted with a mouse cursor. Below the table, there is a text input field for uploading files.

File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Actions
Ground Floor Plan_Site A.pdf	A0	-	-	-	12 Mar 2022 22:03			...
Second Floor Plan_Site A.pdf	A2	-	-	-	12 Mar 2022 22:03			...
Seventh Floor Plan_Site A.pdf	A0	ABC-03	C	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	12 Mar 2022 22:03			...
Sixth Floor Plan_Site A revised.pdf	A0	ABC-02	B	02-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	12 Mar 2022 22:03			...
Third Floor Plan_Site A.pdf	A3	-	-	-	12 Mar 2022 22:03			...

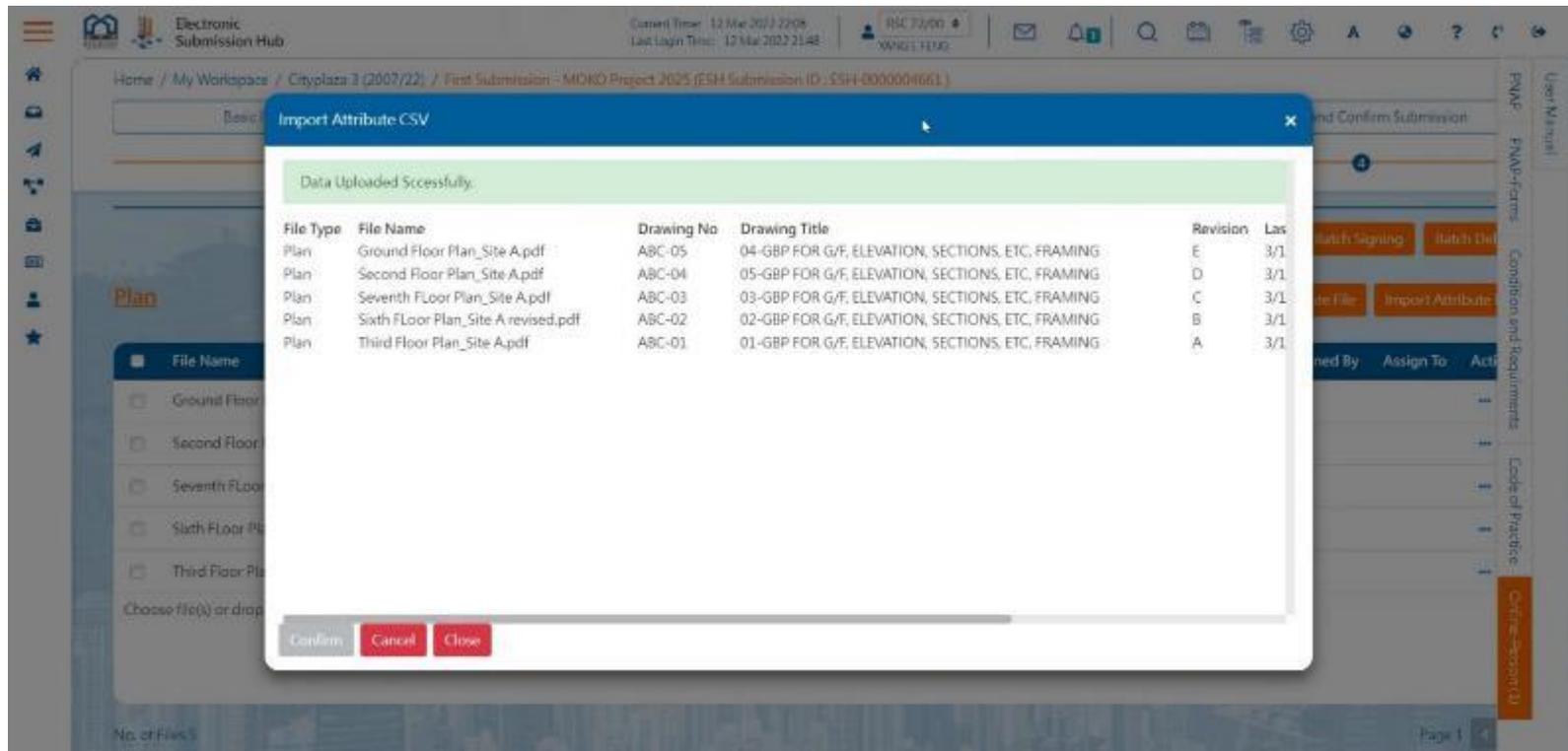
Choose file(s) or drop it(them) here

No. of Files: 5 Page 1

- Browse the directory to upload the attribute file, please be noted only a file in CSV format can be uploaded
- Click the “Confirm” button to continue the uploading



- Click “Close” to exit the import attribute file window
- The uploaded attribute file displays accordingly

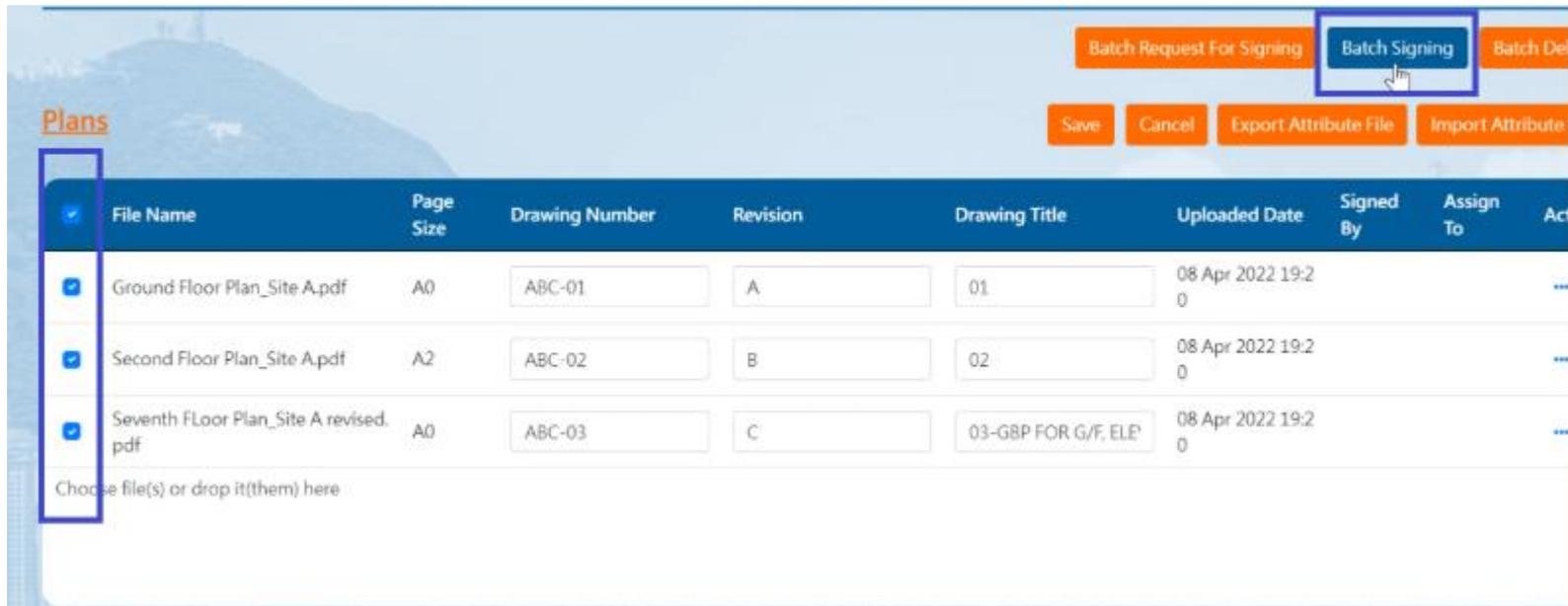


**Batch Signing**

For documents other than forms, user can use the batch signing functions to sign multiple documents. The maximum number of files to be signed at a time is 100. If you have more than 100 files, please repeat the following steps.

- Click the “Select All” button to select all of the plans and documents and click the “Batch Signing” button to perform digital signing.

37.



- System will show the Preview page with the list of selected documents. Click the “Confirm” button to continue.

Preview

Batch Signing can only sign 100 files. If the selected files more that 100 files, please sign for several times.

The following file have been signed. Those file will be excluded for this batch.

File Name	Folder Name	Date	Signed By	Assigned for signing
-----------	-------------	------	-----------	----------------------

Plan

File Name	Drawing Number	Drawing Title	Date	Signed By	Assigned for signing
Ground Floor Plan _Site A.pdf	ABC-01	01	08 Apr 20 22 19:20		
Second Floor Plan, Site A.pdf	ABC-02	02	08 Apr 20 22 19:20		
Seventh Floor Pla n_Site A revised.pd f	ABC-03	03-GBP FOR G/F, ELEVATIO N, SECTIONS, ETC, FRAMIN G	08 Apr 20 22 19:20		

Confirm Close

38.

- For the “BIM & CAD Files”, “Calculations”, “Reports & Certificates” and “Photos” categories, the user can upload the submission documents to the respective categories.

39.

**BIM & CAD Files**

File Name	Description	Uploaded Date	Signed By	Assign To	Action
No files uploaded					

Choose file(s) or drop it(them) here

**Calculations**

File Name	Page Size	No. of Page	Description	Part	Uploaded Date	Signed By	Assign To	Action
No files uploaded								

Choose file(s) or drop it(them) here

Page 1

Conditions and Requirements

Codes of Practice

Online-Perison (1)

**Report & Certificates**

File Name	Page Size	No. of Page	Description	Report Category	Uploaded Date	Signed By	Assign To	Action
No files uploaded								

Choose file(s) or drop it(them) here

**Photo**

File Name	Description	Uploaded Date	Signed By	Assign To	Action
No files uploaded					

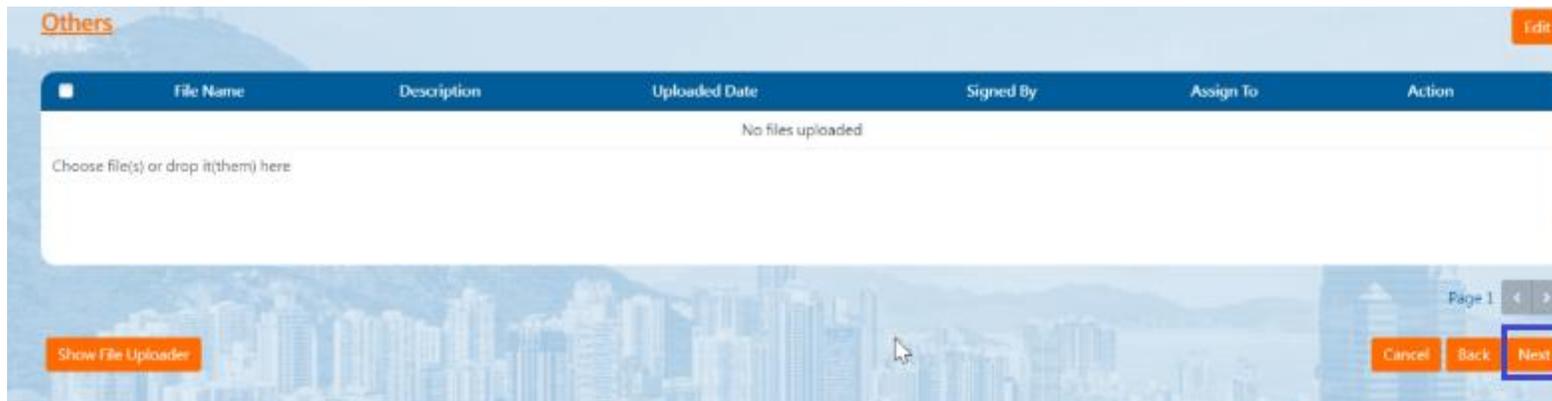
Choose file(s) or drop it(them) here

Page 1

Terms  
Conditions and Requirements  
Codes of Practice  
Online-Person (1)

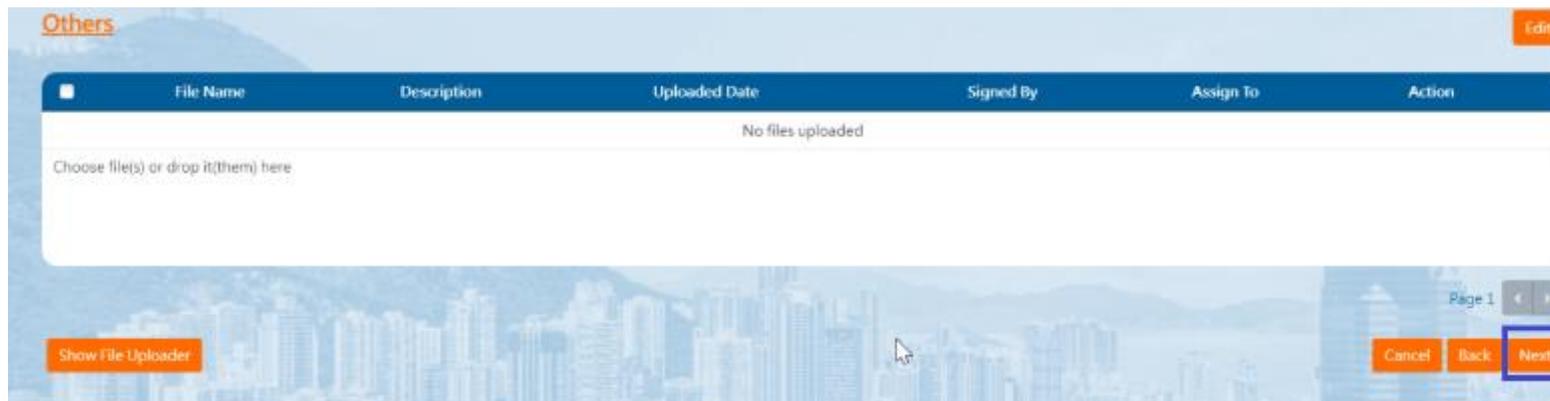
40.

- For the “Others” category, user can upload other relevant submission documents.



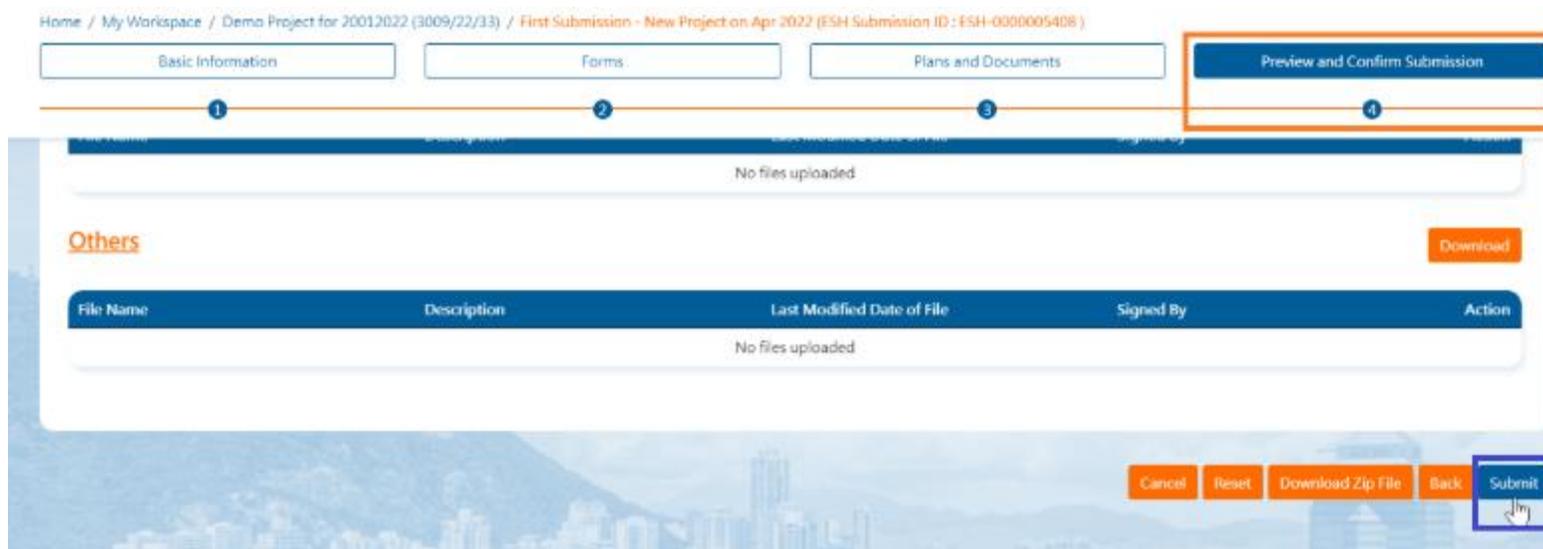
41.

- Click the “Next” button after uploading and signing all the documents/files in Step 40.

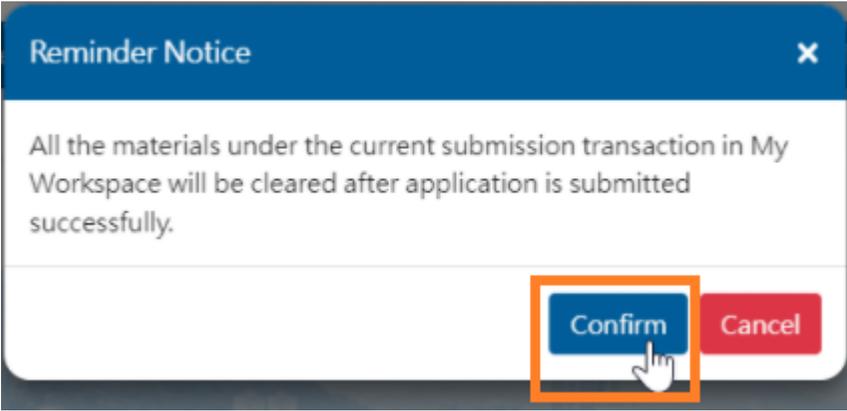
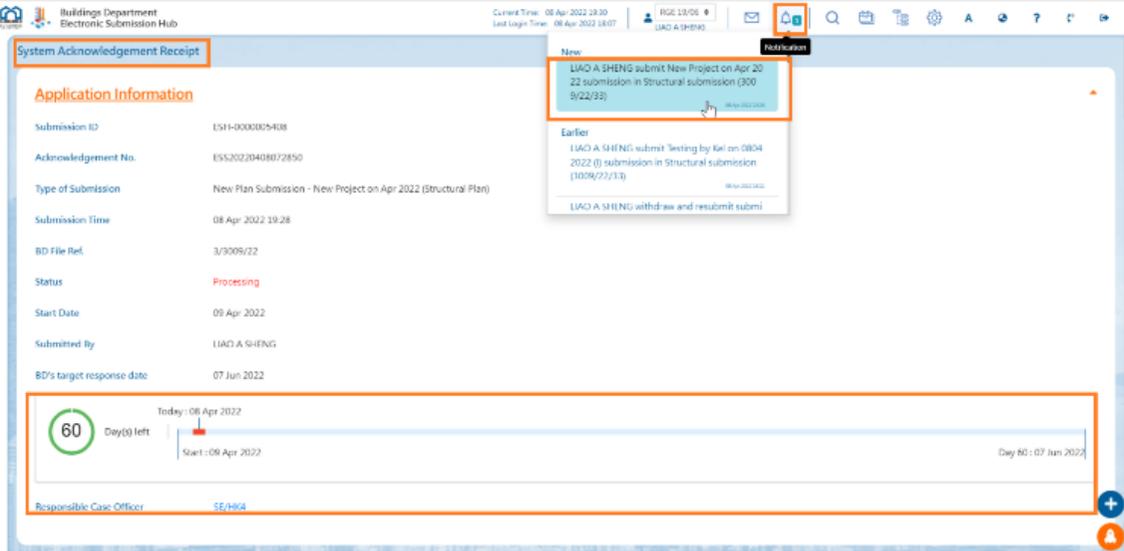


**Tag 4: Preview and Confirm Submission**

- The user can preview the submission information prepared in Tags 1 to 3.
- If the Submission Holder is viewing this tag, Tags 1 to 3 will be locked and not allow for further editing by other users.
- Only the Submission Holder, in whose account the draft is created, can click the “Submit” button to confirm submission.
- Please note that all the materials under the current submission transaction in the Submission Holder’s My Workspace will be cleared after the submission/application is submitted successfully. Please use the “Download Zip File” button to download the submission documents before making the submission, if necessary.



42.

43.	<ul style="list-style-type: none"><li>Click the “Confirm” button to confirm submission.</li></ul> 
44.	<ul style="list-style-type: none"><li>If the submission is successfully submitted, the “System Acknowledgement Receipt” page with the application information will be prompted. The user will also receive a message in Inbox and a notification in the account.</li></ul> 

- The user can also view the submission with the information of Submission Title, Submission Date and Status under the project directory.

45.

The screenshot displays the 'System Acknowledgement Receipt' page. On the left, under 'Application Information', the following details are listed:

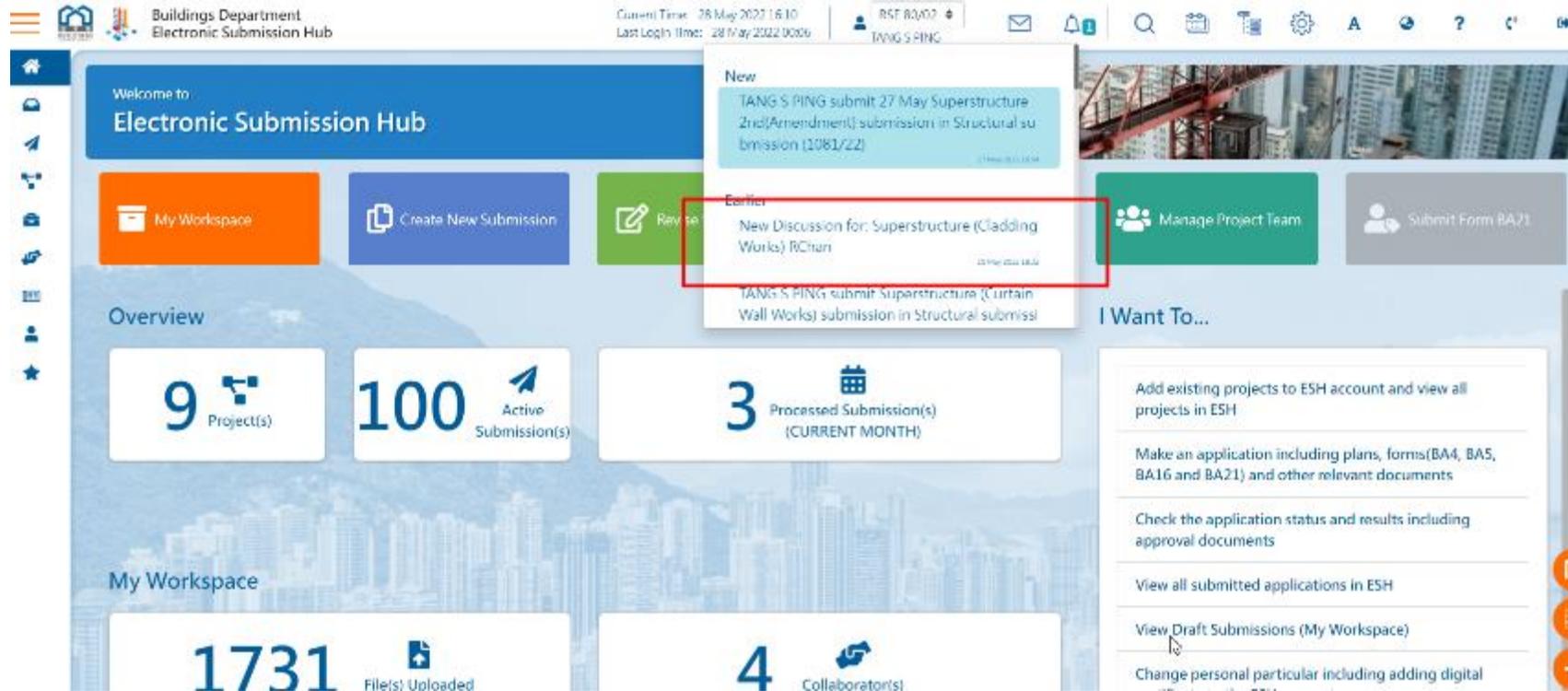
Submission ID	ESH 000005408
Acknowledgement No.	ESS20220408072850
Type of Submission	New Plan Submission - New Project on Apr 2022 (Structural Plan)
Submission Time	08 Apr 2022 19:28
BD File Ref.	3/9009/22
Status	Processing
Start Date	09 Apr 2022
Submitted By	LIAO A SHENG

On the right, a project directory is visible, showing a list of transactions. One entry is highlighted with an orange box:

- New Project On Apr 2022 -
- ↳ New Project on Apr 2022 Submitted on 08 Apr 2022 (Processing)
- -
- No more transaction.

### 2.6.3 Discussion Forum

A BD's officer may communicate with AP/RSE/RGE/RC through creating a Discussion Forum. As soon as a message is sent by the BD's officer, the AP/RSE/RGE/RC will receive a notification in his/her Inbox. By clicking into "Discussion Forum", AP/RSE/RGE/RC can review/mark responses on plans, exchange messages and additional files with the BD's officer.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>User is able to receive the message about the Discussion Forum from a BD's officer by clicking the notification.</li> </ul>  <p>The screenshot displays the Electronic Submission Hub interface. At the top, it shows the user's name 'TANG S PING' and the current time '28 May 2022 16:10'. A notification pop-up is visible, titled 'New', with the text: 'TANG S PING submit 27 May Superstructure 2nd(Amendment) submission in Structural submission (2081/22)'. Below this, another notification is highlighted with a red box: 'New Discussion for: Superstructure (Cladding Works) RCturn'. The dashboard includes several key metrics: 9 Project(s), 100 Active Submission(s), 3 Processed Submission(s) (CURRENT MONTH), 1731 File(s) Uploaded, and 4 Collaborator(s). On the right, there is a section titled 'I Want To...' with a list of tasks such as 'Add existing projects to ESH account', 'Make an application including plans, forms(BA4, BA5, BA16 and BA21) and other relevant documents', and 'View Draft Submissions (My Workspace)'.</p>

- User can also view the notification/message about Discussion Forum in the inbox.

2.

The screenshot displays the user interface of the Buildings Department Electronic Submission Hub. At the top, the header includes the department name, current time (29 May 2022 16:10), and user information (RSE 80/02, IANG S PING). Below the header is a navigation bar with buttons for 'My Workspace', 'Create New Submission', 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form BA21'. The main content area shows the 'Home / Inbox' view with a search bar and a table of messages. The table has columns for 'BD File Ref.', 'Address of Site', 'Type of Submission', 'Submission ID', 'Submission Subject', 'Message Date', 'Message Title', and 'Message Nature'. One row is highlighted in red, indicating a 'Plan Discussion' message.

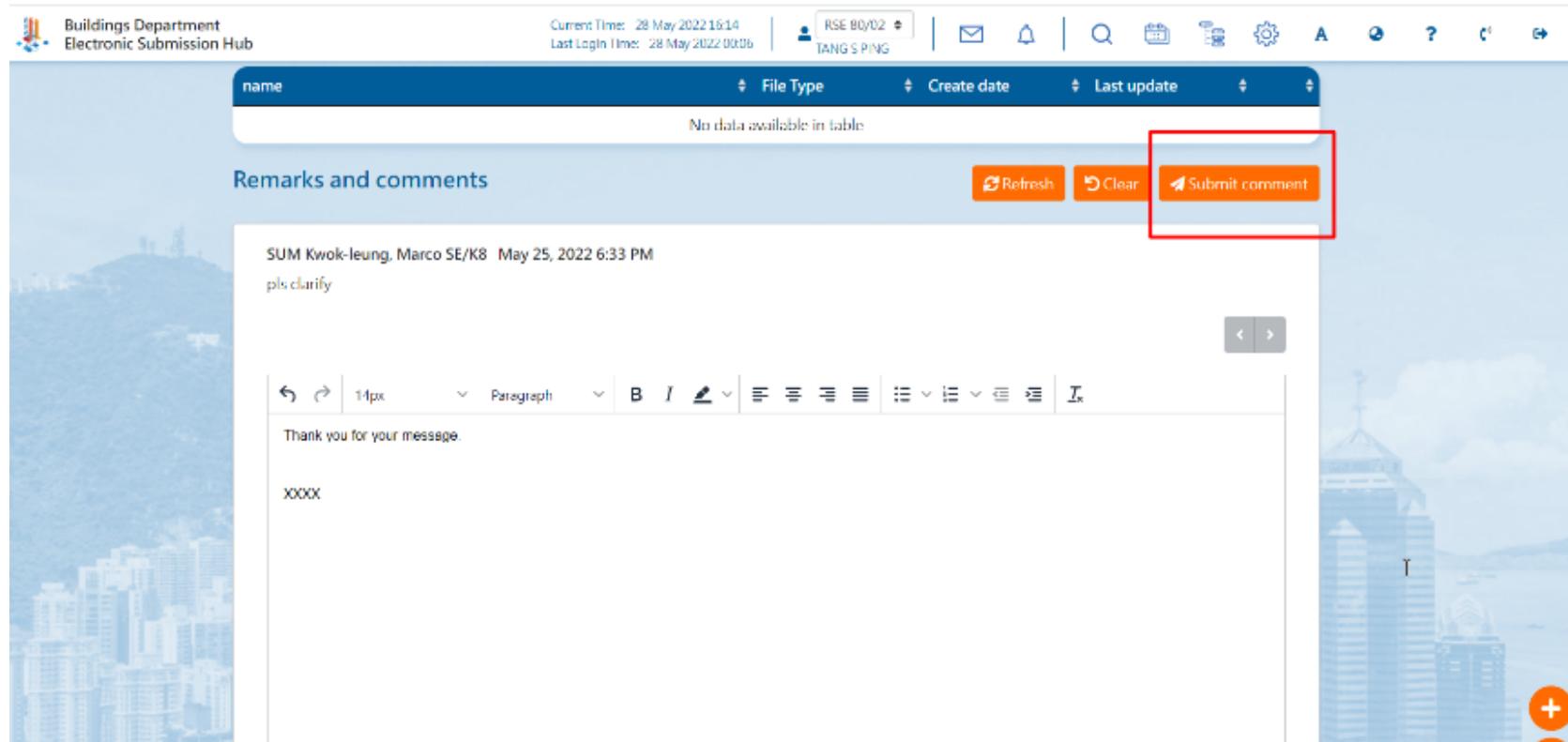
BD File Ref.	Address of Site	Type of Submission	Submission ID	Submission Subject	Message Date	Message Title	Message Nature
3/1081/22	Taikoo 13012022	Plan	FSH-0000006982	27 May Superstructure - 2nd(Amendment)	27 May 2022	Submission Receipt	Submitted
3/1106/22		Plan	ESH-0000006695	Superstructure (Cladding Works) RChan	25 May 2022	Plan Discussion	Plan Discussion
3/1047/22		Plan	FSH-0000006817	Superstructure (Curtain Wall Works)	24 May 2022	Submission Receipt	Submitted
3/1081/22	Taikoo 13012022	Plan	FSH-0000006737	18 May Superstructure (Structural elements 20220214(Amendment )	18 May 2022	Submission Receipt	Submitted
3/1081/22	taikoo 13012022	Plan	ESH-0000006734	18 May Superstructure - 3rd (Amendment)	18 May 2022	Submission Receipt	Submitted
3/1081/22	Taikoo 13012022	Plan	ESH-0000006728	18 May Minor Amendments to Submission	18 May 2022	Submission Receipt	Submitted
3/1106/22		Plan	FSH-0000006695	Superstructure (Cladding Works) RChan	18 May 2022	Submission Receipt	Submitted

- By clicking the item in the Inbox, user may view messages detail which sent by BD Officer:

3.

The screenshot displays the user interface of the Buildings Department Electronic Submission Hub. At the top, the header includes the logo, 'Buildings Department Electronic Submission Hub', current time (28 May 2022 18:12), last login time (28 May 2022 00:06), and user information (RSE 80/02 TANG S PING). The main content area shows a message titled 'Discussion workspace with officer 3/1106/22' from 'TANG S PING'. Below the message, there are three sections for file uploads: 'Submission files', 'Additional File to BD Case Officer', and 'Additional File from BD Case Officer'. Each section contains a table with columns for 'File Name', 'File Type', 'Uploaded by', 'Create date', and 'Last update'. All three tables currently show 'No data available in table'. There is a 'Browse' button next to the 'Additional File to BD Case Officer' section. At the bottom, there is a 'Remarks and comments' section with 'Refresh', 'Clear', and 'Submit comment' buttons.

- User may reply to BD Officer’s message in “Remarks and Comments” and click “Submit Comment” button



- User's reply has been sent to BD officer:

4.

Remarks and comments

Refresh Clear Submit comment

TANG S PING RSE May 28, 2022 4:15 PM  
Thank you for your message.  
XXXX

SUM Kwok-leung, Marco SE/K8 May 25, 2022 6:33 PM  
pls clarify

## 2.7 Revise Submission

For the submission which status is processing, AP/RSE/RGE could apply for Revise Submission for superseding/ adding BA forms, superseding/ withdrawing/ adding plans or documents. The user will receive the notification from the system indicated that the Revise Submission has been completed. The user is also able to view the updated status in the project directory of the specific submission.

Step #	Step Detail & Screen
1.	<p>For a submitted application under processing, the user could apply Revise Submission. Click the “Create New Submission” button to go to the “one-stop e-Counter” page and click the “Revise Submitted Application” button to create a new draft. Please be noted that only one draft for each submission is allowed at a time.</p> <p>Home / e-Counter</p>  <p>The screenshot shows a vertical list of application categories. The second item, 'Revise Submitted Application (PNAP ADM-14)', is highlighted with a red rectangular box. The text below the box reads: 'Revise Submitted Application (PNAP ADM-14). To add, supersede and/or withdraw submitted forms, plans and documents'. Other categories include BA5 (Application for approval of plans), BA4 (Appointment of Registered Building Professional), BA21 (Nomination of other Registered Building Professional to act in stead), and Misc (Miscellaneous Documents).</p>

- User will be redirected to the Superseding Document Submission page to select the project they want to apply to Revise Submission.

2.

[Home](#) / [e-Counter](#) /

## Superseding Document Submission

For Active Projects

Enter Address of Site or BD File Ref.(xxxx/xx)

Search

3006/22/21

3008/22/30

Demo Project for  
2001/2022  
3009/22/33

moko  
3013/22

TSING YI  
3015/22

Total number of active project(s) in ESH: 6

- System would then show all the existing drafted submissions under this project in the relevant AP/RSE/RGE/RC's workspace, click an existing draft submission to continue or click the "Create New Draft Submission" button to create a new draft submission

3.

Draft Submission

Minor Amendments To Submission BD016  
12042022 

ESH Submission ID :  
ESH-0000005540  
Type of Submission :  
Supersede Submission

Status :  
Draft

From the Workspace of :  
LIAO A SHENG - RGE 19/06

Creation Date :  
12 Apr 2022 12:53

Last Modified Date :  
-

Type of Permission Assigned to Me :  
Submission Holder

Minor Amendments To Submission On  
12042022 

ESH Submission ID :  
ESH-0000005534  
Type of Submission :  
Supersede Submission

Status :  
Draft

From the Workspace of :  
LIAO A SHENG - RGE 19/06

Creation Date :  
12 Apr 2022 12:34

Last Modified Date :  
-

Type of Permission Assigned to Me :  
Submission Holder



Create New Draft Submission



4.

- After clicking the “Create New Draft Submission” button, all submitted submissions of the project in concern which are still under processing will be listed. the user can then select the submission that they want to apply for Revise Submission (“selected submission”).

New Building Works

Please select submission

Retest on BD106 by kel on 12042022 (V)  
12 Apr 2022  
(Processing)

Retest on BD106 Case by kel on 12042022 (VI)  
12 Apr 2022  
(Processing)

Retest on NBD2-08 by kel on 12042022 (VII)  
12 Apr 2022  
(Processing)

Tsing Yi Project 2022  
27 Apr 2022  
(Processing)

- After entering the submission page, first step is the “Basic Information” Page, applicant could input/revise the submission title for this Revise Submission.

5.

Home / My Workspace / TSING YI (3015/22) / Supersede - Minor Amendments to Submission (ESH Submission ID : ESH-000006296)

Basic Information Submitted Form Submitted Files Preview and Confirm Submission

1 2 3 4

Note: AP/RSE/RGE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days from the date the AP/RSE/RGE approaches the case officer.

AP/RSE/RGE may replace the specified forms by handing in substitute ones. Such substitution should first be agreed with the case officer

[Project Information](#)

[Detail of Submission / Application](#)

Please complete the following fields

Submission ID	ESH-000006296
Submission Title	Minor Amendments to Submission
Contact Point of Applicant Name	LIAO A SHENG
Contact Point of Applicant Phone No.	12345678
Contact Point of Applicant Address	

PMAP PMAP-Forms Conditions and Requirements Codes of Practice Online-Person (0) User Manual

- In the “Basic Information” Page, system will show the original information of the selected submission. The user may upload a letter to the “Cover Letter to Building Department” if necessary.

6.

The screenshot displays a user interface for viewing submission details. It is divided into two main sections. The top section, titled "Original Submission Information", contains a table of submission data. The bottom section, titled "Cover Letter to Buildings Department", features a large text input area for uploading a letter.

<u>Original Submission Information</u>	
Original Application receipt No.	ESS20220427054502
Submission ID	ESH-0000006293
Submission Title	Tsing Yi Project 2022
Submission Type	Plan
Submission Time	27 Apr 2022
BD Ref. No.	3015/22

Cover Letter to Buildings Department

[Large text input area for cover letter]

- User can then click the “Next” button to proceed to the next tag.

7.

The screenshot shows the 'Basic Information' tab of the application. The form is divided into four sections: 'Basic Information', 'Submitted Form', 'Submitted Files', and 'Preview and Confirm Submission'. The 'Basic Information' section contains five rows of input fields, each with a checkbox, a label, a dropdown menu, another checkbox, and a 'Remark' field. The labels are: Owner, Authorized Person, Registered Structural Engineer, Registered Geotechnical Engineer, and Other ESH User. The 'Other ESH User' dropdown menu has the text 'Please select an option'. At the bottom right of the form, there are four buttons: 'Cancel', 'Reset', 'Save', and 'Next'. The 'Next' button is highlighted with a red border.

- In the “Submitted Form” page, system would show all submitted forms concerning the selected submission. User can click the “...” button next to the form they want to revise and click the “supersede” button to proceed.

8.

Home / My Workspace / TSING YI (3015/22) / **Supersede - Minor Amendments to Submission (ESH Submission ID: ESH-0000006296)**

Basic Information Submitted Form Submitted Files Preview and Confirm Submission

1 2 3 4

Note: AP/RSE/RGE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days from the date the AP/RSE/RGE approaches the case officer.

AP/RSE/RGE may replace the specified forms by handing in substitute ones. Such substitution should first be agreed with the case officer

### Summary of Submission Forms

File Name	Description	Submission Date	Last Modified Date of File	Action
BAS.pdf		27 Apr 2022	27 Apr 2022	...

Supersede

Save Delete Back Next

- Click the Form to go to the form details page.

Home / My Workspace / TSING YI (3015/22) / Supersede - Minor Amendments to Submission (ESH Submission ID : ESH-0000006296 )

Basic Information    Submitted Form    Submitted Files    Preview and Confirm Submission

1    2    3    4

Note: AP/RSE/RGE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days from the date the AP/RSE/RGE approaches the case officer.

AP/RSE/RGE may replace the specified forms by handing in substitute ones. Such substitution should first be agreed with the case officer

### Summary of Submission Forms

File Name	Description	Submission Date	Last Modified Date of File	Action
BA5.pdf		27 Apr 2022	27 Apr 2022	⋮
BA5_2022-04-27 17:53:30				+ Add Form

Save Delete Back Next

9.

- The form with information previously provided in the selected submission will be displayed for editing.

10.

Home / My Workspace / TSING YI (3015/22) / Supersede - Minor Amendments to Submission (ESH Submission ID : ESH-000006296)

Basic Information Submitted Form Submitted Files Preview and Confirm Submission

1 2 3 4

BA5\_2022-04-27 17:53:30 + Add Form \*



**申請批准建築工程及/或街道工程圖則及製備圖則證明書**

**Application for Approval of Plans of Building Works and/or Street Works and Certificate of Preparation of Plans**

《建築物條例》(第 123 章) 第 14(1)(a) 條  
Buildings Ordinance (Chapter 123) Section 14(1)(a)

建築物(管理)規例 第 18A 及 29 條  
Building (Administration) Regulations 18A & 29

表格Form

**BA5**

---

- 提交表格時須附上圖則。
- 請以正確填寫，並在適當方格內加上“√”號，填寫前，請細閱《注意事項》。
- Submit this form with plans accompanied.
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致建築事務監督 To the Building Authority

甲部 申請批准圖則

Part A Application for Approval of Plans

由申請人填寫  
To be completed by the applicant

**1** 工程及要求批准的圖則資料  
Details of the Works and the Plans to be Approved

本人/我們現根據《建築物條例》第 14(1)(a) 條及《建築物(管理)規例》第 29 條的規定提出申請，要求批准就位於下述地址及地段編號的地盤進行的工程而隨本表格提交的圖則。  
In accordance with the provisions of section 14(1)(a) of the Buildings Ordinance and regulation 29 of the Building (Administration) Regulations, I/we apply for your approval of the plans submitted herewith for the works to be carried out at the site located at the following address and Lot No.

地盤地址 Address of Site \*

TSING YI

地段編號 Lot No. \*

1

工程類別 Type of Works \*

建築工程 Building works  街道工程 Street works

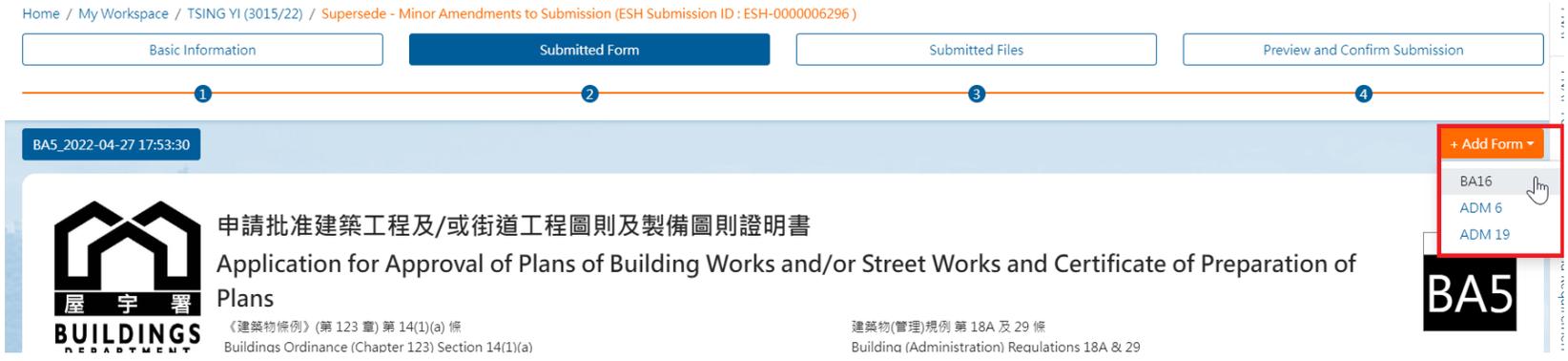
要求批准的圖則類別 Type of Plans to be Approved \*

SUPERSTRUCTURE (CLADDING WORKS)

**2** 申請人的資料  
Details of the Applicant

中文姓名 Name in Chinese  (姓氏先行 Surname first)

通訊地址 Correspondence Address

11. If user want to add a new form during the Revise Submission, they can click the “+Add Form” button and select the specific Form they wish to add.
- 
12. After inputting the updated/ mandatory information, the user can click the “Next” button to proceed to the next tag.
- 

- In the “Submitted Files” page, the reminder message will be displayed on top of the page listing the outstanding items. The user is required to complete all the outstanding items before the submission can be made to BD.
- Remarks: For the reminder message of “The PDF file(s) of BA form(s) are in preparation. Please wait for a moment (about 30 – 45 seconds) and refresh the page”. When the message is gone, generation of the PDF file is completed and the PDF file is ready for signing.

13.

Home / My Workspace / TSING YI (3015/22) / Supersede - Minor Amendments to Submission (ESH Submission ID : ESH-0000006296)

Basic Information Submitted Form **Submitted Files** Preview and Confirm Submission

1 2 3 4

- "BA5\_2022-04-27 17:53:30.pdf" required signature
- The PDF file(s) of BA form(s) are in preparation. Please wait for a moment and refresh the page

Note: AP/RSE/RGE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days from the date the AP/RSE/RGE approaches the case officer.

AP/RSE/RGE may replace the specified forms by handing in substitute ones. Such substitution should first be agreed with the case officer

**Submitted Files**

**PDF Form** [Go to below to add or supersede file](#)

File name	Description	Uploaded Date	Action
BA5.pdf	BA5.pdf	27 Apr 2022 17:42	

- When user scrolls down in the page, he/she will see all the submitted files concerning the selected submission shown in purple background, including the submitted plans, BIM & CAD files, calculations, reports & certificates, photos and other documents.

14.

**Plan** [Go to below to add or supersede file](#)

File name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Action
Second Floor Plan_Site A.pdf	A2	1	-	-	27 Apr 2022 17:44	

**BIM & CAD** [Go to below to add or supersede file](#)

File name	Description	Uploaded Date	Action
No data available in table			

**Calculations** [Go to below to add or supersede file](#)

File name	Page Size	No. of Page	Description	Uploaded Date	Action
No data available in table					

	<div style="background-color: #e6e6fa; padding: 10px;"> <p><a href="#">Report &amp; Certificate</a> <span style="background-color: #ff8c00; color: white; padding: 2px 5px; border-radius: 3px;">Go to below to add or supersede file</span></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 20%;">File name</th> <th style="width: 15%;">Page Size</th> <th style="width: 15%;">No. of Page</th> <th style="width: 30%;">Description</th> <th style="width: 15%;">Uploaded Date</th> <th style="width: 5%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center; padding: 5px;">No data available in table</td> </tr> </tbody> </table> <p><a href="#">Photo</a> <span style="background-color: #ff8c00; color: white; padding: 2px 5px; border-radius: 3px;">Go to below to add or supersede file</span></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 20%;">File name</th> <th style="width: 30%;">Description</th> <th style="width: 30%;">Uploaded Date</th> <th style="width: 10%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;">No data available in table</td> </tr> </tbody> </table> <p><a href="#">Others</a> <span style="background-color: #ff8c00; color: white; padding: 2px 5px; border-radius: 3px;">Go to below to add or supersede file</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 20%;">File name</th> <th style="width: 30%;">Description</th> <th style="width: 30%;">Uploaded Date</th> <th style="width: 10%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;">No data available in table</td> </tr> </tbody> </table> </div>	File name	Page Size	No. of Page	Description	Uploaded Date	Action	No data available in table						File name	Description	Uploaded Date	Action	No data available in table				File name	Description	Uploaded Date	Action	No data available in table			
File name	Page Size	No. of Page	Description	Uploaded Date	Action																								
No data available in table																													
File name	Description	Uploaded Date	Action																										
No data available in table																													
File name	Description	Uploaded Date	Action																										
No data available in table																													
15.	<p>For the submitted plans, the user may</p> <ul style="list-style-type: none"> <li>withdraw any of them by clicking the “Withdraw” button next to that specific plan and click “OK” to proceed;</li> <li>add new plan (see Step 19); and or</li> <li>supersede a submitted plan (see Step 23)</li> <li>add additional documents (see Step 23)</li> </ul>																												

The screenshot displays a web application interface. At the top, a confirmation dialog box from 'eshuat.bd.gov.hk' asks 'Are you sure to proceed?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. Below the dialog, the 'Submitted Files' section is visible, containing three categories: PDF Form, Plan, and BIM & CAD. Each category has a 'Go to below to add or supersede file' button. The 'Plan' category contains a table with one row of data. The 'Withdraw' button in the 'Plan' table is also highlighted with a red box.

**Submitted Files**

**PDF Form** [Go to below to add or supersede file](#)

File name	Description	Uploaded Date	Action
BA5.pdf	BA5.pdf	27 Apr 2022 17:42	

**Plan** [Go to below to add or supersede file](#)

File name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Action
Second Floor Plan_Site A.pdf	A2	1	-	-	27 Apr 2022 17:44	<a href="#">Withdraw</a>

**BIM & CAD** [Go to below to add or supersede file](#)

- System will highlight the plan(s) to be withdrawn in grey color.

[Plan](#) [Go to below to add or supersede file](#)

File name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Action
Second Floor Plan_Site A.pdf	A2	1	-	-	27 Apr 2022 17:44	

- If the user scrolls down to the bottom of the page, in the “Withdrawn Submission Documents” section, system would also show the summary information of submission document(s) withdrawn.

[Withdrawn Submission Documents](#) [Go to top to withdraw](#)

File Name	Last Modified Date of File	Size
Second Floor Plan_Site A.pdf	27 Apr 2022	112.72 kB

16.

- If the user continue to scroll down the page, you will see the “New Upload Files” section.

17.

### New Upload Files

#### PDF Forms Edit

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA5_2022-04-27 17:53:30.pdf	BA5_2022-04-27 17:53:30.pdf	27 Apr 2022 18:02			⋮

No. of Files 1 Page 1 < >

---

Batch Request For Signing
Batch Signing
Batch Delete

#### Plans

+
✎

New Drawing
Amendment Drawing

Edit
Export Attribute File
Import Attribute File

<input type="checkbox"/>	File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Action
No files uploaded									

Choose file(s) or drop it(them) here

Page 1 < >

- If there is any amendment in the forms, relevant party is required to sign the revised PDF forms. The user can click the “...” button, and then click the “Sign BA Form” button.

**PDF Forms**

The screenshot displays a table of PDF forms. The table has a dark blue header with the following columns: File Name, Description, Uploaded Date, Signed By, Assign To, and Action. Below the header, there is one row of data with the following values: File Name: BA5\_2022-04-27 17:53:30.pdf, Description: BA5\_2022-04-27 17:53:30.pdf, Uploaded Date: 27 Apr 2022 18:02. To the right of the table, there is an 'Edit' button. Below the table, there are three buttons: 'Batch Request For Signing', 'Batch Signing', and 'Batch Delete'. A dropdown menu is open for the first row, showing options: View, Download, Sign BA Form, and Request For Signing. A hand cursor is pointing at the 'Sign BA Form' option.

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA5_2022-04-27 17:53:30.pdf	BA5_2022-04-27 17:53:30.pdf	27 Apr 2022 18:02			...

No. of Files 1 Page

Batch Request For Signing Batch Signing Batch Delete

View  
Download  
Sign BA Form  
Request For Signing

18.

- Click the “Sign” button to perform digital signing.

Part	Description	Detail	Signed By
Part B	申請人簽署 Signature of the Applicant	英文姓名: Name in English: LIAO A SHENG	N/A
Part C	註冊岩土工程師簽署 Signature of the Registered Geotechnical Engineer	姓名: Name: LIAO A SHENG  註冊證明書編號: Certificate of Registration Number: RGE19/06  注册届满日期 Date of Expiry of Registrat ion: 2031-01-01	N/A

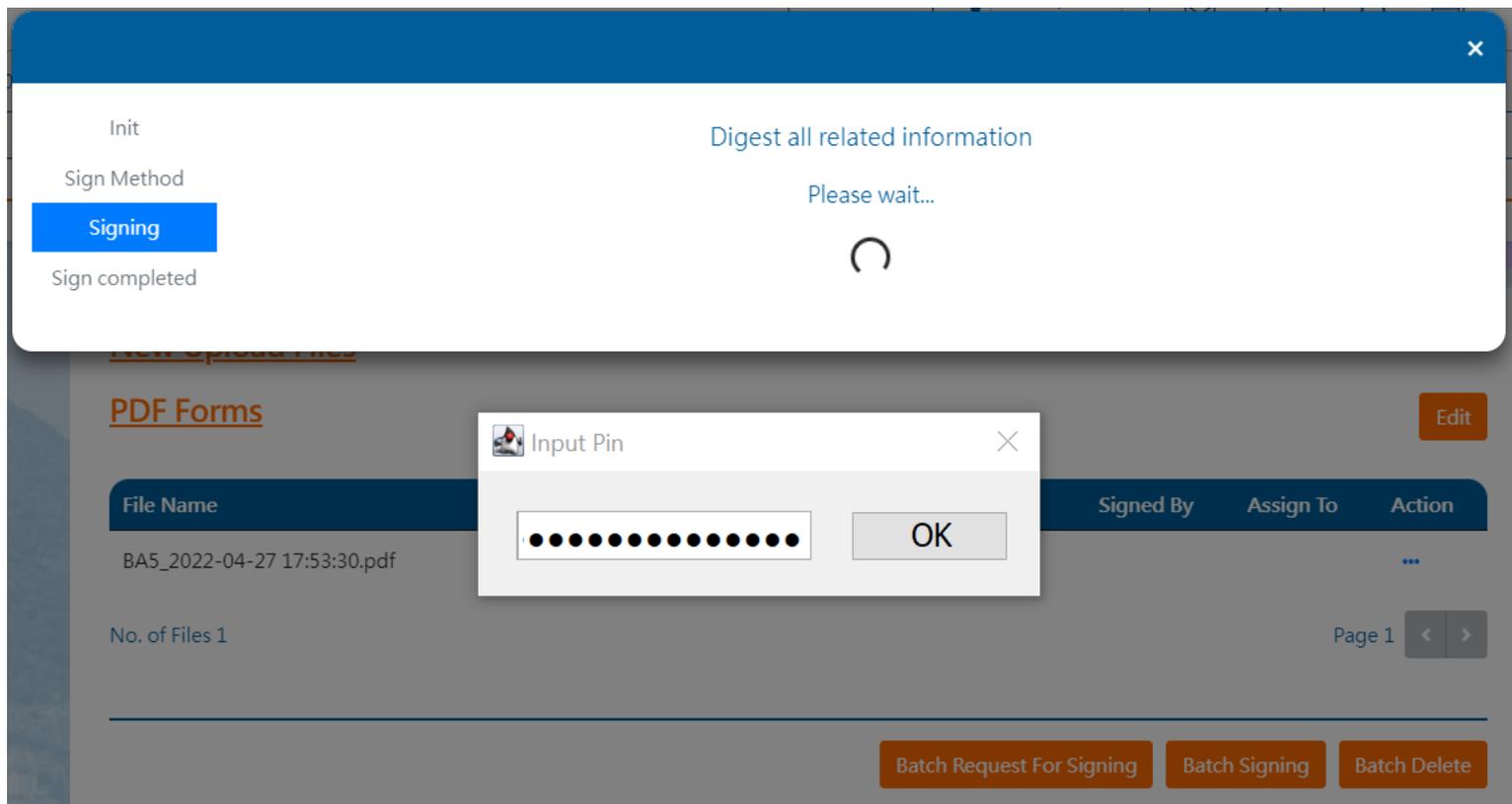
- Choose a signing method to perform digital signing.

The screenshot shows a modal dialog box titled "Choose a sign method" with a close button (X) in the top right corner. On the left side of the dialog, there is a sidebar with three options: "Init", "Sign Method" (which is highlighted in blue), and "Signing". Below "Sign Method" is the text "Sign completed". The main content area of the dialog says "Please choose one of the following methods to sign the document(s)" and lists three options in a list box: "Sign with Digital Certificate File", "Sign with Digital Certificate Token", and "Sign with 'iAM Smart'". A mouse cursor is pointing at the "Sign Method" option in the list box, and a tooltip with the text "Sign Method" is visible next to it. In the background, a table is partially visible with the following data:

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA5_2022-04-27 17:53:30.pdf	BA5_2022-04-27 17:53:30.pdf	27 Apr 2022 18:02			...

Below the table, there is a summary row: "No. of Files 1" and "Page 1" with navigation arrows. At the bottom of the page, there are three buttons: "Batch Request For Signing", "Batch Signing", and "Batch Delete".

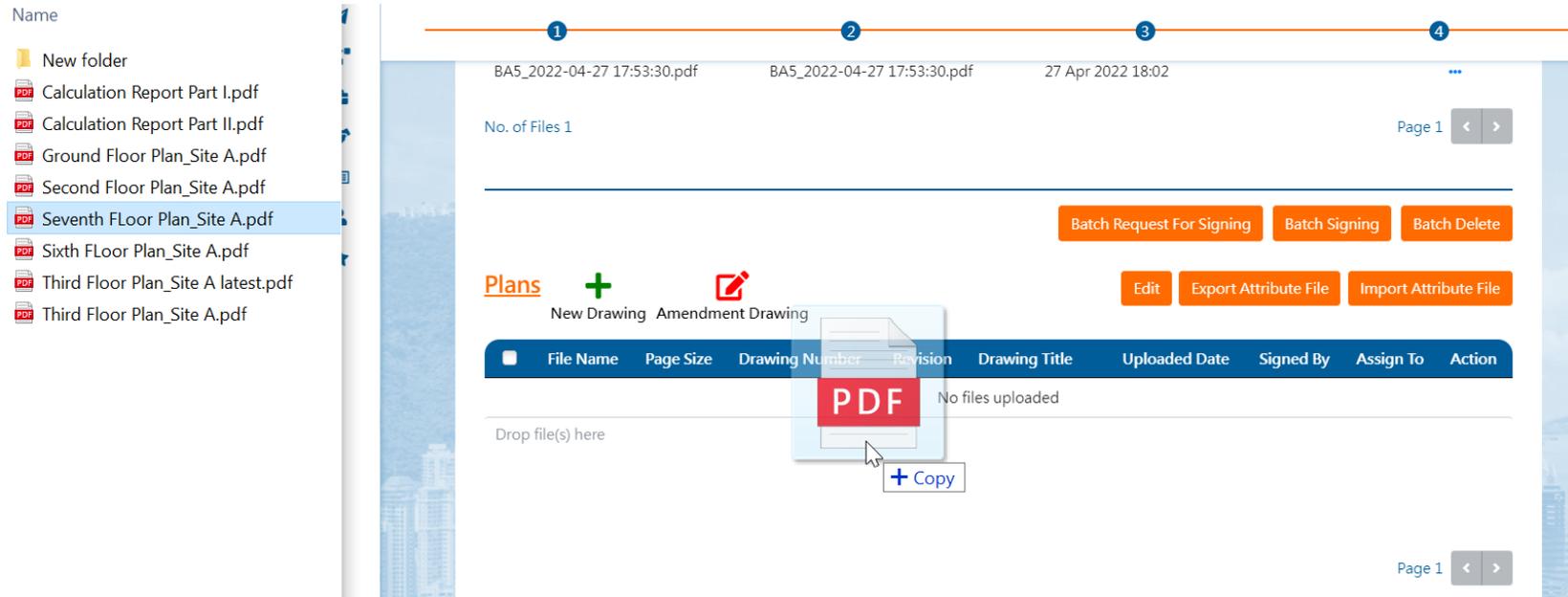
- Input the Pin for the digital certificate. (Only for the signing method of digital certificate)



- System would show the Signing Succeeded message indicate the successful signing of document.



- If the user wish to upload new plans for this submission, they could drag and down to upload the new plans.



19.

- System will show the uploaded plan information including the file name, page size and etc. System will use different symbols to indicate whether the uploaded plan is a new drawing or an amendment drawing.

20.

Batch Request For Signing   Batch Signing   Batch Delete

Plans + ✎  
New Drawing   Amendment Drawing

Edit   Export Attribute File   Import Attribute File

<input type="checkbox"/>	File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Action
<input type="checkbox"/>	Seventh Floor Plan_Site A.pdf	A0	ABC-03	C	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	27 Apr 2022 18:11			<span>+</span>

Choose file(s) or drop it(them) here

No. of Files 1

[Superseding Submission Documents](#)

<input type="checkbox"/>	File Name	Folder	Version	Last Modified Date of File	Size	Signed By	Assigned for signing	Action
--------------------------	-----------	--------	---------	----------------------------	------	-----------	----------------------	--------

File upload

- ✓ Second Floor Plan\_Site A.pdf   17 KB
- ✓ Seventh Floor Plan\_Site   936 KB

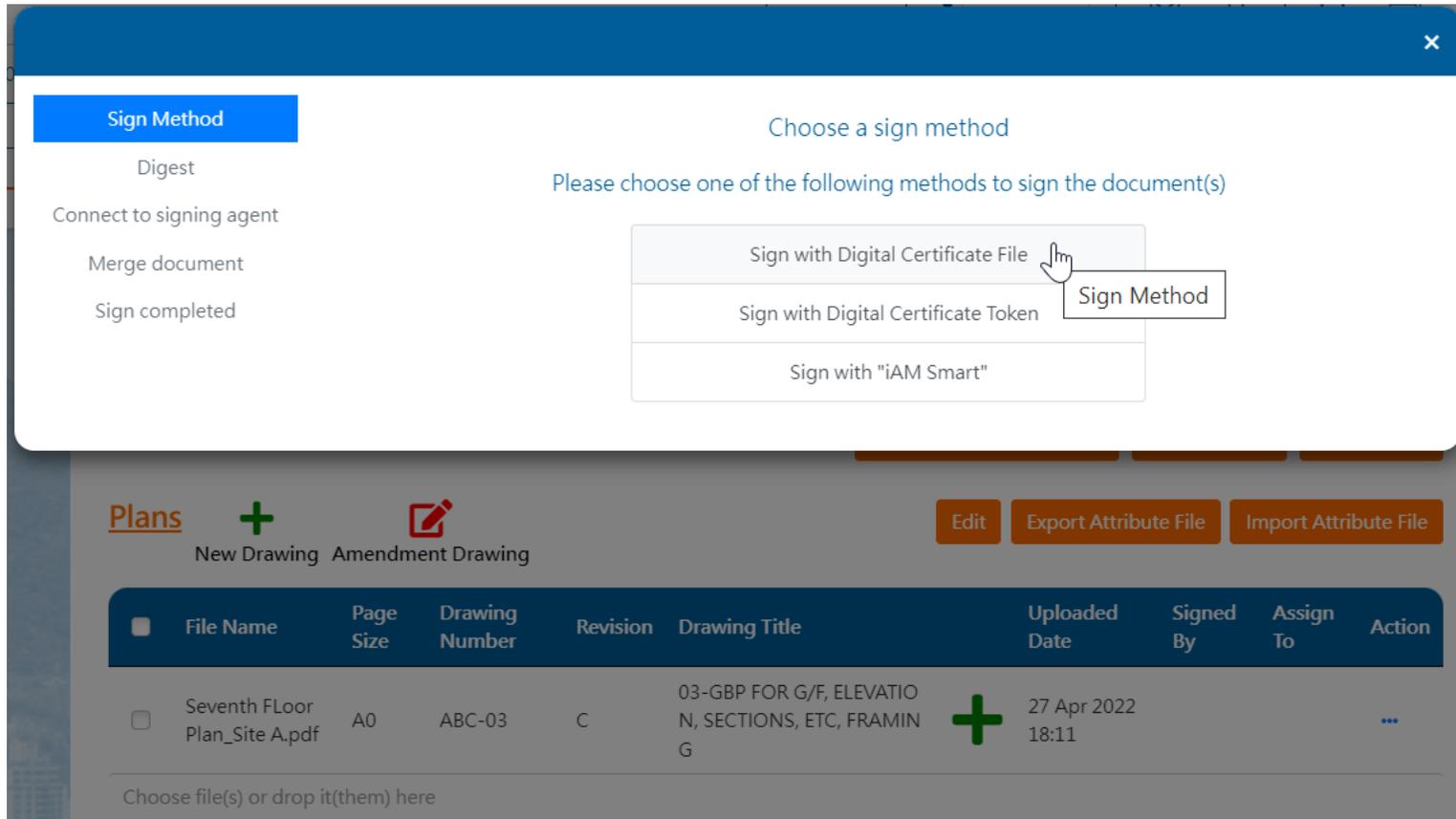
- For the new uploaded plans, relevant party is also required to sign for it. The user could click the “...” button, and then select the “Sign” option.

21.

The screenshot displays a web interface for managing plans. At the top, there are buttons for 'Batch Request For Signing', 'Batch Signing', and 'Batch Delete'. Below these are buttons for 'Edit', 'Export Attribute File', and 'Import Attribute File'. The main area features a table with columns: File Name, Page Size, Drawing Number, Revision, Drawing Title, Uploaded Date, Signed By, Assign To, and Action. A single row is visible with the file 'Seventh Floor Plan\_Site A.pdf'. A context menu is open over the 'Action' column, listing options: View, Download, Sign, Request for Signing, Amendment Drawing, and Delete. The 'Sign' option is highlighted by a mouse cursor. Below the table, there is a text prompt 'Choose file(s) or drop it(them) here' and a status indicator 'No. of Files 1'. The page number 'Page 1' is visible at the bottom right.

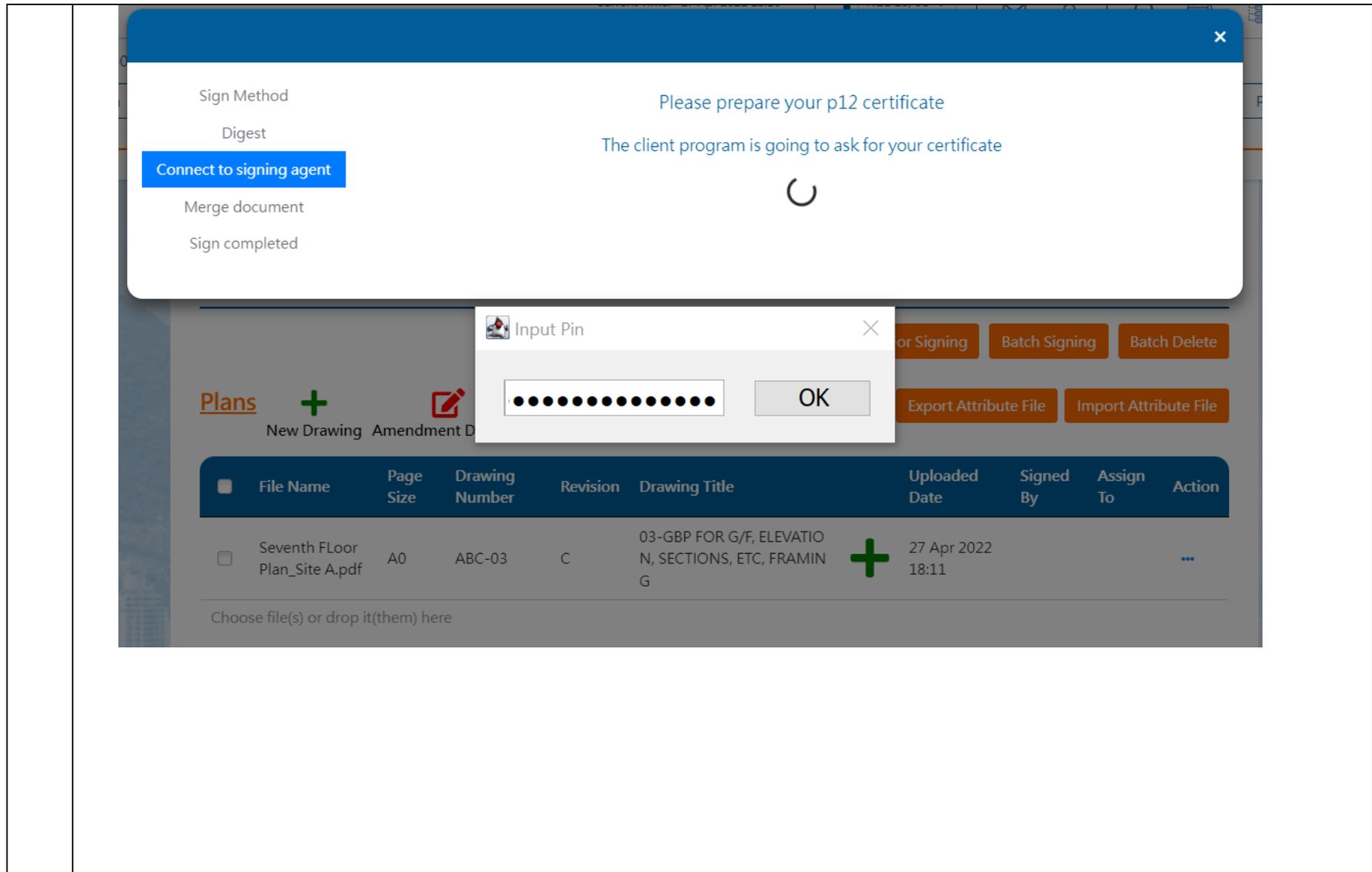
File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Action
Seventh Floor Plan_Site A.pdf	A0	ABC-03	C	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	27 Apr 2022 18:11			View Download Sign Request for Signing Amendment Drawing Delete

- Choose a signing method to perform digital signing.



22.

- Input the Pin for the digital certificate. (Only for the signing method of digital certificate)



System would show the Signing Succeeded message indicate the successful signing of document.

The screenshot displays a 'Signing succeeded' message box with a blue header and a close button (X). The message box contains the following text:

- Sign Method
- Digest
- Connect to signing agent
- Merge document
- Sign completed (highlighted in blue)

Below the message box, the main interface shows a toolbar with buttons: 'Batch Request For Signing', 'Batch Signing', 'Batch Delete', 'Edit', 'Export Attribute File', and 'Import Attribute File'. There are also icons for 'Plans', 'New Drawing', and 'Amendment Drawing'. A table lists drawing details:

<input type="checkbox"/>	File Name	Page Size	Drawing Number	Revision	Drawing Title		Uploaded Date	Signed By	Assign To	Action
<input type="checkbox"/>	Seventh Floor Plan_Site A.pdf	A0	ABC-03	C	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING		27 Apr 2022 18:11	LIAO A SHEN G, RGE 19/06		...

At the bottom, there is a text prompt: 'Choose file(s) or drop it(them) here'.

- For the section of “Superseding Submission Documents” & “Additional Submission Documents”, the user can drag and drop or browse to upload the corresponding documents if necessary.

### Superseding Submission Documents

<input type="checkbox"/>	File Name	Folder	Version	Last Modified Date of File	Size	Signed By	Assigned for signing	Action
No data available in table								
								Page 1 < >

### Additional Submission Documents

<input type="checkbox"/>	File Name	Folder	Version	Description	Part	Report Category	Last
No data available i							
							Page 1 < >

Choose a file or drop it here to add or supersede document...

Browse

- After uploading and signing all the documents, the user can click the bottom “Next” button to proceed to the next step.

24.

Withdrawn Submission Documents [Go to top to withdraw](#)

File Name	Last Modified Date of File	Size
Second Floor Plan_Site A.pdf	27 Apr 2022	112.72 kB

[Show File Uploader](#) [Save Draft](#) [Back](#) [Next](#)

- In the last tag of “Preview and Confirm Submission”, the user is able to preview the inputted information prepared in Tags 1 to 3 for this Revise Submission.
- If the Submission Holder is viewing this tag, Tags 1 to 3 will be locked and not allow for further editing by other users.

25.

Home / My Workspace / TSING YI (3015/22) / Supersede - Minor Amendments to Submission (ESH Submission ID : ESH-0000006296)

Basic Information Submitted Form Submitted Files **Preview and Confirm Submission**

1 2 3 4

Note: AP/RSE/RGE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days from the date the AP/RSE/RGE approaches the case officer.

AP/RSE/RGE may replace the specified forms by handing in substitute ones. Such substitution should first be agreed with the case officer

Project Information

Detail of Submission / Application

Submission ID	ESH-0000006296
Submission Title	Minor Amendments to Submission
Contact Point of Applicant Name	LIAO A SHENG

PNAP  
PNAP-Forms  
Conditions and Requirements  
Codes of Practice  
Online Person (0)

- Only the Submission Holder, in whose account the draft is created, can click the “Submit” button to confirm submission.
- Please note that all the materials under the current submission transaction in the Submission Holder’s My Workspace will be cleared after the submission/application is submitted successfully. Please use the “Download Zip File” button to download the submission documents before making the submission, if necessary.

Basic Information

Submitted Form

Submitted Files

Preview and Confirm Submission

1

2

3

4

Copy List

The acknowledgement of this submission/application was copied to the following receipt(s).

Cc	Role	English Name	With Attachments	Remarks
<input type="checkbox"/>	Owner	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value="Remark"/>
<input type="checkbox"/>	Authorized Person	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value="Remark"/>
<input type="checkbox"/>	Registered Structural Engineer	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value="Remark"/>
<input type="checkbox"/>	Registered Geotechnical Engineer	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value="Remark"/>
<input type="checkbox"/>	Other ESH User	<input type="text" value="Please select an option"/>	<input type="checkbox"/>	<input type="text" value="Remark"/>

Download Zip File
Back
Submit

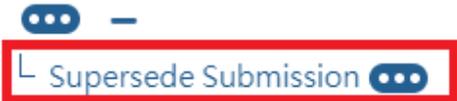
26.

- If the submission is successfully submitted, the “System Acknowledgement Receipt” page with the application information will be prompted. The user will also receive a message in Inbox and a notification in the account.

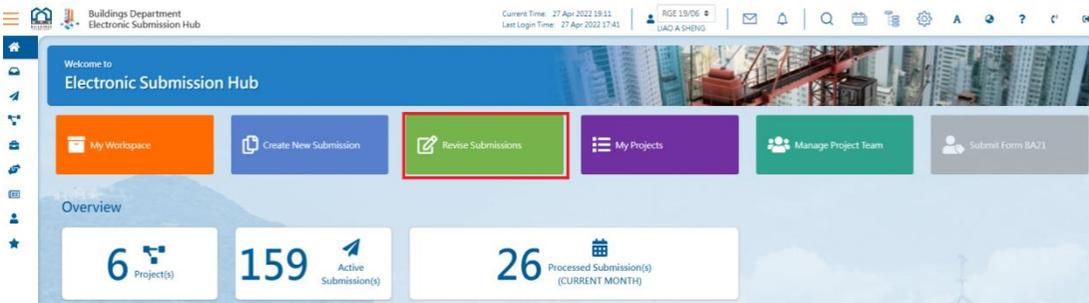
27.

The screenshot displays the 'System Acknowledgement Receipt' page. At the top left, the logo for the Buildings Department Electronic Submission Hub is visible. The top right shows the current time (27 Apr 2022 18:26), last login time (27 Apr 2022 17:29), and the user's name (LIAO A SHENG). The page is divided into three sections: 'Processing application Information', 'Project Information', and 'Detail of Submission / Application'. The 'Detail of Submission / Application' section contains a table with the following information:

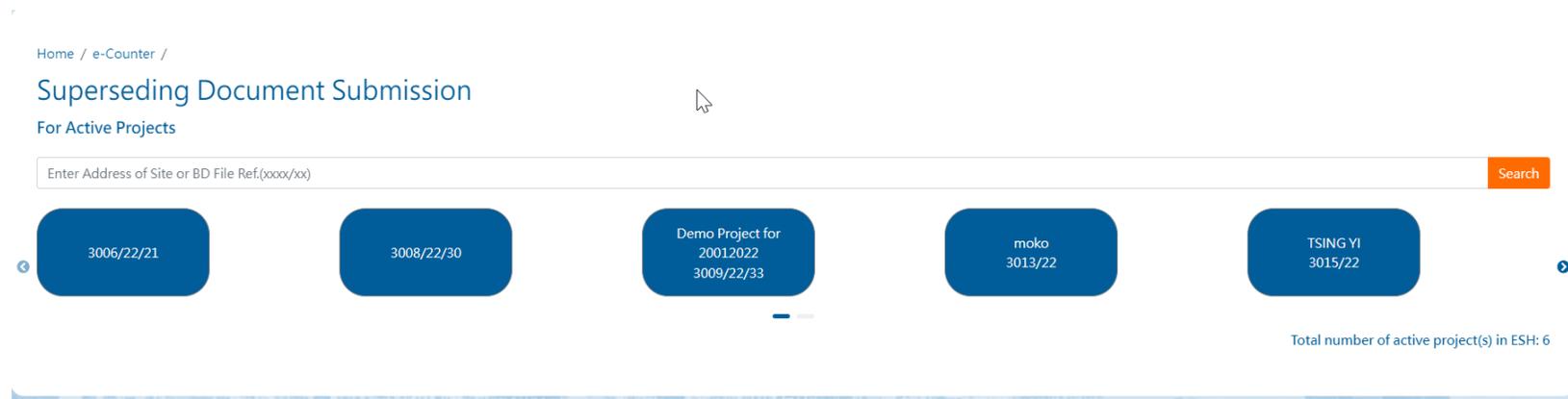
Submission ID	ESH-000006296
Submission Title	Minor Amendments to Submission
Contact Point of Applicant Name	LIAO A SHENG
Contact Point of Applicant Phone No.	12345678
Contact Point of Applicant Address	

28.	<p>1. If the user can see the transaction record of the Supersede Submission added to the specific submission under the Project Directory.</p> <ul style="list-style-type: none"><li>- Tsing Yi Project 2022 -<ul style="list-style-type: none"><li>└ Tsing Yi Project 2022 Submitted on 27 Apr 2022 (Processing)<ul style="list-style-type: none"><li>-<ul style="list-style-type: none"><li>└ Supersede Submission -</li></ul></li></ul></li></ul></li></ul> 
-----	--

Second Method to apply for Revise Submission – Enter by Main Page – Revise Submission

1.	<ul style="list-style-type: none"><li>• The user could click the “Revise Submission” button in the main page.</li></ul> 
----	---

- The User could then select the active project and continue the steps for Revise Submission.



2.

Third Method to apply for Revise Submission – Enter by Project Directory

- The user could also click the “Project Directory”, click the “Superseding document submission” for the submission which status is “Processing”.

1.

The screenshot displays a web application interface with a top navigation bar containing icons for home, settings, text, refresh, help, and share. Below the navigation bar is a list of submissions. Each submission entry includes a status indicator (L or V), a description, a submission date, and a status (Submitted or Processing). A context menu is open over the 'Processing' status of the last submission, with the 'Superseding document submission' option highlighted in red. The other options in the menu are 'View application summary', 'Withdraw and resubmission', and 'Withdraw'.

Retest on BD106 by kel on 12042022 (V) Submitted on 12 Apr 2022 (Processing)

No more transaction.

Retest On BD106 Case By Kel On 12042022 (VI)

Retest on BD106 Case by kel on 12042022 (VI) Submitted on 12 Apr 2022 (Processing)

No more transaction.

Retest On NBD2-08 By Kel On 12042022 (VII)

Retest on NBD2-08 by kel on 12042022 (VII) Submitted on 12 Apr 2022 (Processing)

View application summary

**Superseding document submission**

Withdraw and resubmission

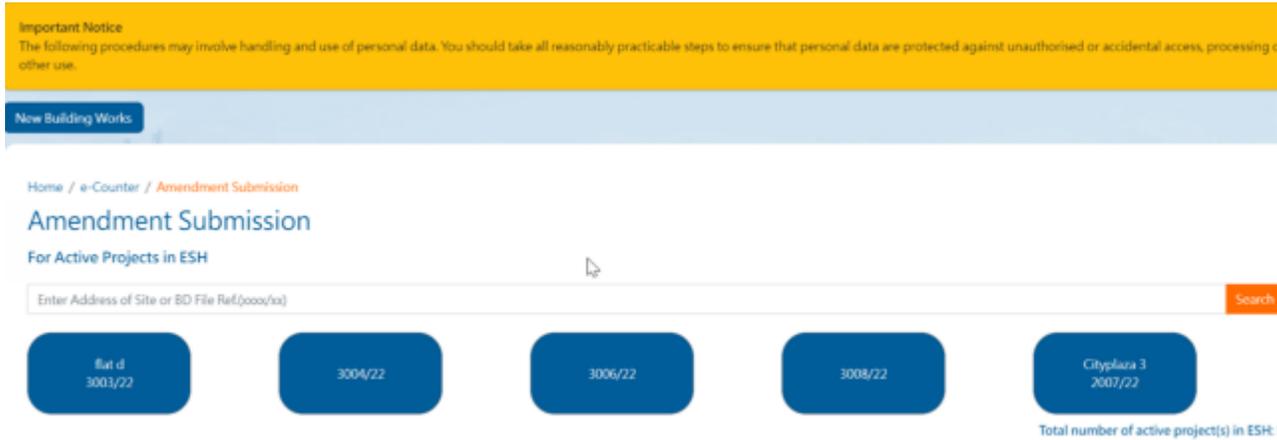
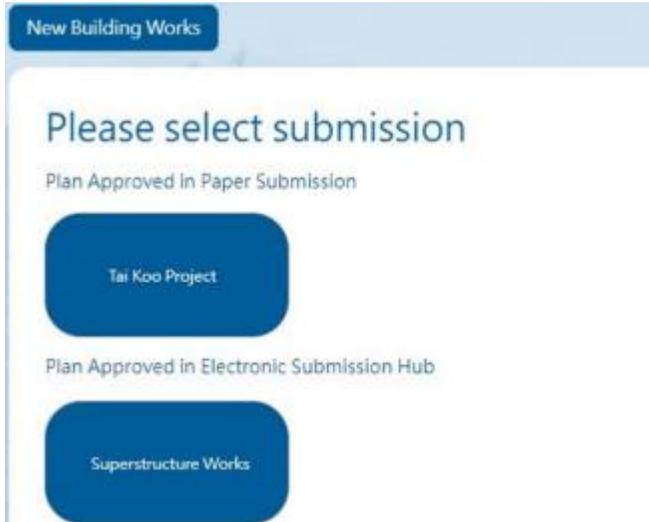
Withdraw



## 2.8 Amendment Submission (with Form BA16)

For the approved submission, AP/RSE/RGE could make necessary amendment on the building plan by applying the amendment submission. The user will receive the notification from the system indicated that the amendment submission has been completed. The user is also able to view the updated status in the project directory of the specific submission.

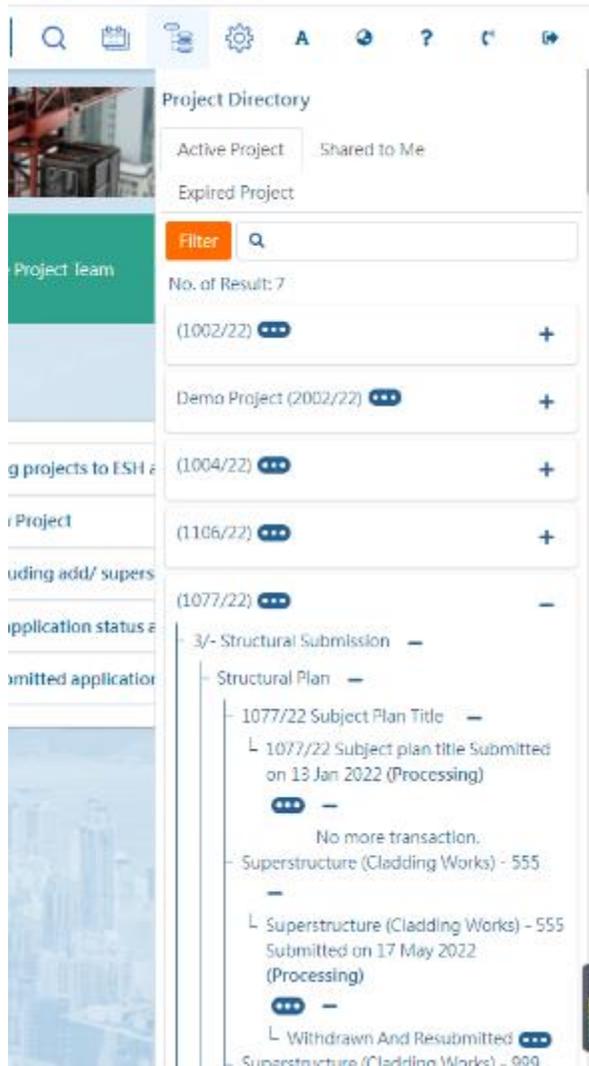
Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Option 1: For the approved submission, applicant could apply amendment submission. Use the “Create New Submission” button to go to the “one-stop e-Counter” page. Click the “Amendment Submission” button.</li> </ul> <p>Home / e-Counter</p>  <p>The screenshot displays a navigation menu with five main categories: BA5 (Application for approval of plans), BA4 (Appointment of Registered Building Professional), BA21 (Nomination of other Registered Building Professional to act in stead), and Misc (Miscellaneous Documents). To the right of these categories are four buttons: 'First Submission', 'Amendment Submission' (highlighted with a red box), 'Resubmission', and 'First Submission'.</p>

2.	<ul style="list-style-type: none"><li>Select the active project for carrying out the amendment submission</li></ul> 
3.	<p>The system will show all the approved submissions for your selection</p> 

Option 2: User may make Amendment Submission from Project Directory

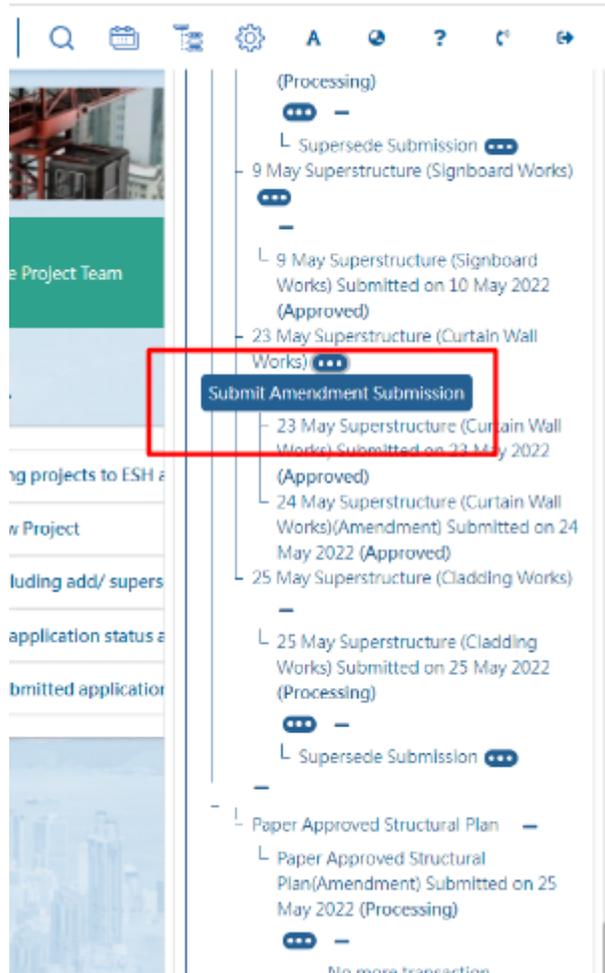
- Click “Project Directory” icon in top menu --- Project Tree expands

4.



- Locate the approved submission to which the amendment is going to be made
- Click the “...” button next to that submission and the “Submit Amendment Submission” button shows up:

5.



- Click the “Submit Amendment Submission” button and will be redirected to the Amendment Submission page

<p>6.</p>	
<p>7.</p>	<p>Tag/Step 1 – “Basic Information” page (can go back and forth the four steps anytime)</p> <ul style="list-style-type: none"> <li>• In the area of “Project Information”, record of project information will be shown which is not editable</li> <li>• Type of Structural Plan Submission (For Superstructure Works above ground) ---- check appropriate item(s)</li> </ul>

Type of Structural Plan Submission (For Superstructure Works above ground)

Please select the following fields (you may select more than one)

1. Type of Building Works (At least one type must be selected)

- Cladding Works
- Curtain Wall Works
- Signboard Works
- Structural elements (e.g. protective barrier, glass wall, window wall, canopy, etc.)
- Superstructure Works
- Others (Please specify)

2. Construction Materials (At least one option must be selected)

- Glassfibre Reinforced Concrete (GRC) / Glass Reinforced Polyester Works (other than water tank)
- High Strength Concrete Works (Concrete Grade higher than C60)
- Precast Concrete Works
- Prestressed Concrete Works
- Reinforced Concrete Works
- Stainless Steel Works
- Structural Aluminium Works
- Structural Glass Works
- Structural Steel Works
- Others (e.g. use of new materials, etc) (Please specify)

3. Structural Components and Forms (Check whichever applicable)

- Cementitious or Polymer Based Grouted Bolts / Dowels / Reinforcing Bars / Cast-in Bolts / Through Bolts Works
- Fire Protection Materials for Structural Use
- Glass Reinforced Polyester Water Tank Works
- High Mast and Lighting Columns Works
- Mechanical/ Elastomeric Bearing Works

- Submission / Application Information---- Information is auto-filled but is editable by user
- “No” to Apply Type II Consent:

Submission / Application Information

Submission ID	ESH-000006982
Submission Subject (Plan Title)	27 May Superstructure - 2nd(Amendment) ✓
Apply Type II Consent	No
Name of Contact Point	TANG S PING
Telephone no. of Contact Point	90611321
Address of Contact Point	Address 1

- “Yes” to Apply Type II Consent---- select the date 1<sup>st</sup> Consent was issued:

Submission / Application Information

Submission ID	ESH-000006982
Submission Subject (Plan Title)	27 May Superstructure - 2nd(Amendment) ✓
Apply Type II Consent	Yes ✓
1st Consent Date	Wednesday, May 11, 2022
Name of Contact Point	TANG S PING
Telephone no. of Contact Point	90611321
Address of Contact Point	Address 1

- Message to Buildings Department ---- Input message to BD and/or upload file(s)

### Message to Buildings Department

Please approve.

Choose file(s) or drop it(them) here

Browse

- Cc Recipients ---- select the recipient(s) for receiving a copy of the submission

### Cc Recipients

Please select the recipient(s) for sending a copy of the acknowledgement of this submission/application.

Cc	Role	English Name	With Attachments	Remarks
<input checked="" type="checkbox"/>	Owner	HSIAO S BAO	<input type="checkbox"/>	Remark
<input type="checkbox"/>	Authorized Person		<input type="checkbox"/>	Remark
<input type="checkbox"/>	Registered Structural Engineer		<input type="checkbox"/>	Remark
<input type="checkbox"/>	Registered Geotechnical Engineer		<input type="checkbox"/>	Remark
<input type="checkbox"/>	Other ESH User	Please select an option	<input type="checkbox"/>	Remark
				+

- Click the “Save” button at the bottom to save the input information
- Click the “Next” button at the bottom to go to next page “Forms”
-

Tag/Step 2 – “Forms” page

- A Form BA5 shows up

8.

The screenshot displays the 'Forms' page in the Electronic Submission Hub. The breadcrumb trail is: Home / My Workspace / Tailno 13012022 (1081/22) / Amendment Submission - 27 May Superstructure - 2nd(Amendment) (ESH Submission ID: ESH-000006982). The page features a progress bar with four steps: 1. Basic Information, 2. Forms (active), 3. Plans and Documents, and 4. Preview and Confirm Submission. A 'BA5' tag is visible in the top left, and an '+ Add Form' button is in the top right. The main content area is titled '申請批准建築工程及/或街道工程圖則及製備圖則證明書' (Application for Approval of Plans of Building Works and/or Street Works and Certificate of Preparation of Plans) and includes the Buildings Department logo. It lists the relevant regulations: Buildings Ordinance (Chapter 123) Section 14(1)(a) and Building (Administration) Regulations 18A & 29. A list of instructions in both Chinese and English is provided, such as 'Submit this form with plans accompanied.' and 'Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.' At the bottom, there is a section for '致建築事務監督 To the Building Authority' with a redacted area for the applicant's name and a 'Part A - Application for Approval of Plans' label.

- Fill the Form BA5 and click the “Save” button at the bottom:

Buildings Department  
Electronic Submission Hub

Current Time: 27 May 2022 15:36  
Last Login Time: 27 May 2022 15:13

RSE 80/02  
TANG S PING

Home / My Workspace / Talked 13012022 (1081/22) / Amendment Submission - 27 May Superstructure - 2nd(Amendment) (ESI Submission ID: ESI-000006982)

Basic Information | **Forms** | Plans and Documents | Preview and Confirm Submission

1 2 3 4

2. 請留意數碼簽署必須從香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證。

3. 所提供的資料如有不全或錯誤，因筆誤而不能處理提交的文件。

4. 如對本表格有任何疑問，請與電子署聯絡。

丙. 呈交方法

1. 本表格乃以電子方式「電子資料呈交及處理系統」的網上表格，用戶只須於系統平台上提交，完成提交後，網上表格會儲存於用戶帳戶內，用戶也可將其儲存為可攜式文檔格式 (PDF) 作備存。

丁. 聯絡資料

電子署  
地址：九龍油蔴地廣業街11號西九龍政府合署北座四層電子署總部  
電話：2626 1616 (由“1823”接聽)  
傳真：2537 4992  
電郵：enquiry@bd.gov.hk

2. Please note that digital signature shall be authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance.

3. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.

4. Enquiries regarding this form should be addressed to the Buildings Department.

C. Submission Methods

1. This online form is the form in the Electronic Submission Hub (ESI). User is required to submit the form under the ESH. After submission, the form is stored in the user account and it can also be saved as Portable Document Format (PDF) file for record.

D. Contact Details

Buildings Department  
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon  
Tel No.: 2626 1616 (handled by “1823”)  
Fax No.: 2537 4992  
Email: enquiry@bd.gov.hk

Cancel Reset **Save** Delete Request for signing Back Next

(Optional) Click the “Add Form” button to select the Form BA16

9.

The screenshot shows the user interface of the Electronic Submission Hub. At the top, there is a navigation bar with the Buildings Department logo, current time (27 May 2022 15:38), and user information (RSE 80V02 LANG S PING). Below the navigation bar, there is a breadcrumb trail: Home / My Workspace / Taikoo 13012022 (1081/22) / Amendment Submission - 27 May Superstructure - 2nd(Amendment) (ESI Submission ID: ESI-0000006982). A progress bar shows four steps: 1. Basic Information, 2. Forms (highlighted), 3. Plans and Documents, and 4. Preview and Confirm Submission. On the right side, there is a vertical navigation bar with an 'Add Form' button. A dropdown menu is open from this button, showing three options: BA16 (highlighted with a red box), ADM 6, and ADM 19. Below the dropdown menu, there is a large 'BA5' label. The main content area features the Buildings Department logo and the title '申請批准建築工程及/或街道工程圖則及製備圖則證明書' (Application for Approval of Plans of Building Works and/or Street Works and Certificate of Preparation of Plans). Below the title, there is a note: '《建築物條例》(第123章)第14(1)(a)條' (Buildings Ordinance (Chapter 123) Section 14(1)(a)) and '建築物(管理)規例第18A及29條' (Building (Administration) Regulations 18A & 29). At the bottom, there is a note: '提交表格時須附上圖則' (Submit drawings when submitting forms).

- A tag of Form BA16 will be added next to the tag of Form BA5
- Click on the BA16 tag and the Form BA16 form will pop out:

The screenshot displays the user interface of the Buildings Department Electronic Submission Hub. At the top, the header includes the logo, 'Buildings Department Electronic Submission Hub', current time (27 May 2022 15:42), last login time (27 May 2022 15:13), and user information (RSE 80/02, TANG S PING). The breadcrumb trail shows the user is in 'Home / My Workspace / Talkoo 1301/2022 (1081/22) / Amendment Submission - 27 May Superstructure - 2nd(Amendment) (ESH Submission ID : ESH-000006982)'. A progress bar indicates four steps: 1. Basic Information, 2. Forms (active), 3. Plans and Documents, and 4. Preview and Confirm Submission. A list of forms is shown, with 'BA5' and 'BA16: 2022-05-27 15:41:47' visible. The 'BA16' tag is highlighted with a red box. The main content area features the Buildings Department logo and the title '申請對《建築物條例》及/或根據該條例所訂規例的規定作出變通及/或豁免受其規限' (Application for Modification of and/or Exemption from the Provisions of the Buildings Ordinance and/or Regulations Made Thereunder). Below the title, it specifies '(建築物條例) (第 123 章) 第 42 條 Buildings Ordinance (Chapter 123) Section 42'. Instructions in Chinese and English are provided: '請以正楷填寫，並在適當方格內加上『✓』號。填寫前，請細閱《注意事項》。' and 'Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.' The form includes a field for '致建築事務監督 To the Building Authority' (屋宇署檢數 BD Ref. No.) with the value 'BD 1081/22'. A red-shaded section for '電郵地址 E-mail Address' is visible, with a red asterisk and the message 'This field is required' below it.

- Fill-in the Form BA16 and click the “Save” button at the bottom to save the input information:

The screenshot displays the 'Forms' tab of Form BA16 in the Electronic Submission Hub. The page header shows the user is logged in as 'RSE 80/02 TANG S PING' on '27 May 2022 15:48'. The breadcrumb trail indicates the current location: 'Home / My Workspace / Taikoo 13012022 (1081/22) / Amendment Submission - 27 May Superstructure - 2nd(Amendment) (FSH Submission ID : FSH-000006982)'. The progress indicator shows four steps, with the second step, 'Forms', being the active one. The main content area contains instructions in both Chinese and English, along with submission methods and contact details for the Buildings Department. At the bottom right, a row of buttons includes 'Cancel', 'Reset', 'Save', 'Delete', 'Request for signing', 'Back', and 'Next'. The 'Save' button is highlighted with a red box.

- Click the “Next” button at the bottom to go to next page “Plans and Documents”

Step 3 - "Plans and Documents" Page

- "PDF Forms"- Sign the Form BA5 (and the Form BA16 if applicable)



10.

- “Plans” - Upload plans and sign plans

<input type="checkbox"/>	File Name	Page Size	Drawing Number	Revision	Drawing Title		Uploaded Date	Signed By	Assign To	Action
<input type="checkbox"/>	Plan Index-A0-Same-01.pdf	A0	ABC-01	A		+	27 May 2022 16:14			...
<input type="checkbox"/>	Plan Index-A0-Same-02.pdf	A0	ABC-02	B	-	+	27 May 2022 16:14			...
<input type="checkbox"/>	Plan Index-A0-Same-03.pdf	A0	ABC-03	C	-	+	27 May 2022 16:14			...
<input type="checkbox"/>	Plan Index-A0-Same-07.pdf	A0	ABC-07	G	07-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	✎	27 May 2022 16:12			...
<input type="checkbox"/>	Plan Index-A0-Same-08.pdf	A0	ABC-08	H	08-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	✎	27 May 2022 16:12			...

- (Optional) “BIM & CAD Files” - upload specific file(s)
- (Optional) “Calculations”- upload specific file(s) and sign
- (Optional) “Reports and Certificates” - upload specific file(s) and sign
- (Optional) “Photos” - upload specific file(s) and sign
- (Optional) “Others” - upload specific file(s) and sign
- Click the “Next” button at the bottom to go to next tag/step “Preview and Confirm Submission”

Tag/Step 4 – “Preview the Amendment Submission” page:

11.

Buildings Department  
Electronic Submission Hub

Current Time: 27 May 2022 16:30  
Last Login Time: 27 May 2022 15:52

RSE 80/02  
TANG S.PING

Home / My Workspace / Taikoo 13012022 (1081/22) / Amendment Submission - 27 May Superstructure - 2nd(Amendment) (ESI Submission ID : ESI I-000006982)

Basic Information    Forms    Plans and Documents    **Preview and Confirm Submission**

All the materials under the current submission transaction in My Workspace will be cleared after application is submitted successfully.

### Project Information

BD File Ref.	1081/22	Owner	
Address of Site	laikoo 13012022	Authorized Person	-
Lot No.	10.11	Registered Structural Engineer	H.H.I.F.F. TANG S.PING
Description		Registered Geotechnical Engineer	-
		Registered Contractor	-

- Click the “Submit” button at the bottom

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. At the top, it shows the current time as 27 May 2022 16:52 and the user's name as KSE 80/02 IANG S PING. The breadcrumb trail indicates the user is in 'Home / My Workspace / Taikoo 13012022 (1081/22) / Amendment Submission - 27 May Superstructure - 2nd(Amendment) (ESH Submission ID : ESH-000006982)'. A progress bar at the top shows four steps: 1. Basic Information, 2. Forms, 3. Plans and Documents, and 4. Preview and Confirm Submission. Below the progress bar, there are two tables, each with columns for File Name, Description, Uploaded Date, Signed By, and Action. Both tables currently show 'No files uploaded'. A 'Download' button is visible next to the 'Others' section. At the bottom right, a row of buttons includes 'Cancel', 'Reset', 'Download Zip File', 'Back', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

- Amendment Submission is made to BD with a receipt shown:

12.

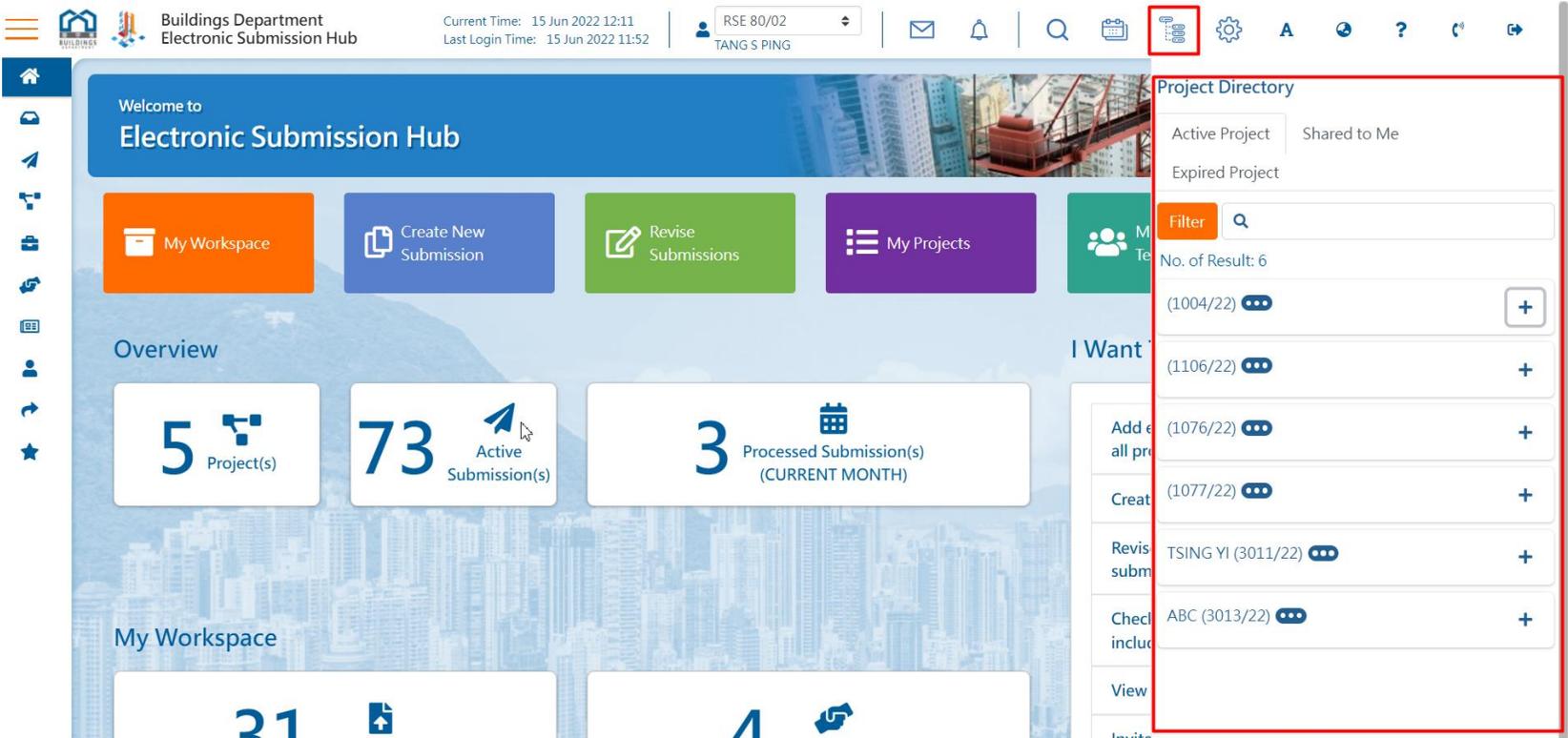
The screenshot displays the 'System Acknowledgement Receipt' page in the Buildings Department Electronic Submission Hub. The page header includes the department name, current time (27 May 2022 16:55), last login time (27 May 2022 15:52), and user information (RSF 80/02, TANG S PING). The receipt details are as follows:

Application Information	
Submission ID	ES11-000006982
Acknowledgement No.	ES52022052/045402
Type of Submission	New IPan Submission - 27 May Superstructure - 2nd(Amendment) (Structural Plan)
Submission Time	27 May 2022 16:53
BD File Ref.	3/1081/22
Status	Processing
Start Date	28 May 2022
Submitted By	TANG S PING
BD's target response date	24 Jun 2022

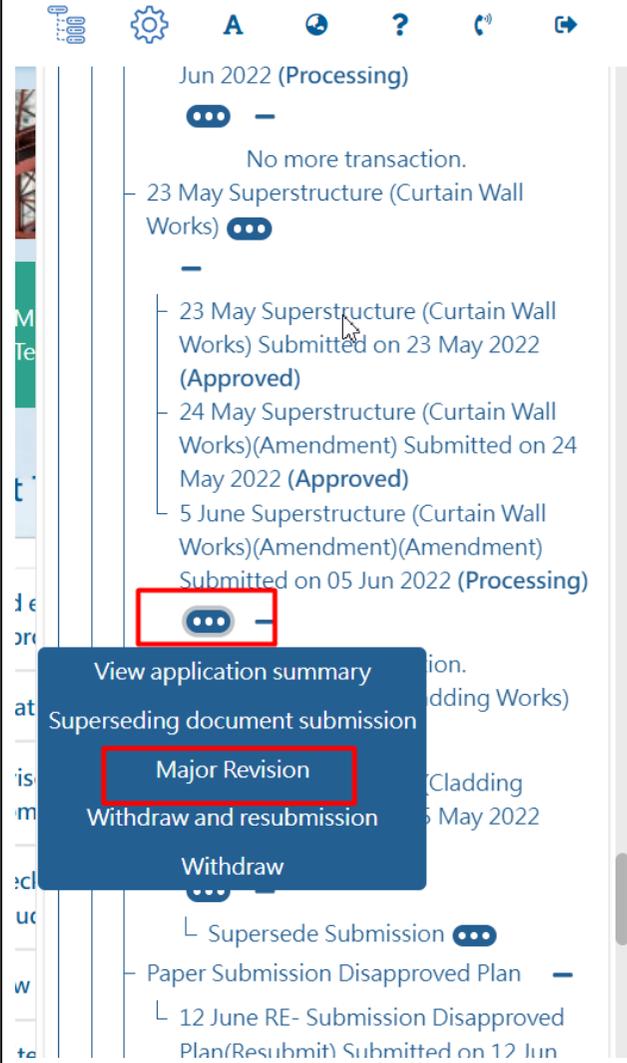
At the bottom, a progress bar indicates the timeline: 'Today: 27 May 2022' with a red marker, 'Start: 28 May 2022', and 'Day 28: 24 Jun 2022'. A circular counter shows '28 Day(s) left'.

## 2.9 Major Revision

After making amendment submission, if user deems it needs to be extensively revised, he/she can initiate a Major Revision submission, as long as the amendment has yet been approved or disapproved by BD Officers.

Step #	Step Detail & Screen
1	<ul style="list-style-type: none"> <li>Click “Project Directory” icon in top menu --- Project Tree expands</li> </ul>  <p>The screenshot displays the Electronic Submission Hub interface. At the top, there is a navigation bar with the Buildings Department logo, current time (15 Jun 2022 12:11), and user information (RSE 80/02, TANG S PING). The main content area features a 'Welcome to Electronic Submission Hub' banner, a 'My Workspace' section with 5 projects, 73 active submissions, and 3 processed submissions. The 'Project Directory' panel is open on the right, displaying a list of projects with filters and search options.</p>

- Locate the amendment submission under processing that you intend to make major revision to
- Click the “...” at the end of the submission title, a list of available actions pops out



- Select the “Major Revision” – get redirected to “Major Revision in processing submission”

### Major Revision in processing submission

#### Project Information

BD File Ref. 1077/22

Address of Site

Lot No. Lot 1077/22

Description

Owner

Authorized Person -

Registered Structural Engineer TANG S PING

Registered Geotechnical Engineer -

Registered Contractor -



- Review the amendment submission details
- Scroll down to “Upload Files” and “Cover Letter to Buildings Department”:

### Uploaded files



Edit

<input type="checkbox"/>	File Name	Description	Uploaded Date	Signed By	Assign To	Action
--------------------------	-----------	-------------	---------------	-----------	-----------	--------

No files uploaded

Page 1



2

### Cover Letter to Buildings Department

Please type your message or upload file here

- “Cover Letter” – Upload the files and type in messages
- Click the “Submit” button at the bottom:

### Cover Letter to Buildings Department

Please approve|

I

3.

Save Draft

Submit

Back to Home

- If the submission of “Major Revision” submitted successfully, an acknowledgement receipt is shown:

System Acknowledgement Receipt

Application Information ▲

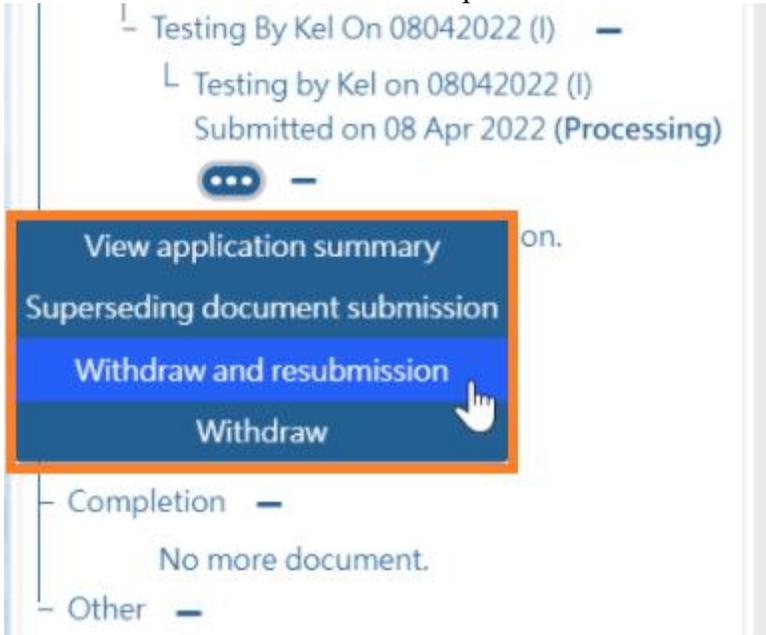
Submission ID	ESH-0000003943
Acknowledgement No.	ESS20220615122543
Type of Submission	Major-Revision
Submission Time	05 Jun 2022 16:48
BD File Ref.	3/1077/22
Status	Processing
Start Date	16 Jun 2022
Submitted By	TANG S PING
Responsible Case Officer	SE/NT7

I

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## 2.10 Withdrawal and Resubmission

The user can withdraw and resubmit the submission provided that the corresponding submission had not been accepted or rejected by BD. The system allows the user to input the reasons for withdrawal before submitting the application. The user will receive the notification from system indicated that the submission has been withdrawn and resubmit. The user is also able to view the (withdraw & resubmit) status in the project tree of the specific submission.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>From the Project Directory, locate the submission that you wish to withdraw and resubmit. Click the “...” button and select the “Withdraw and resubmission” option for the submission.</li></ul>  <p>The screenshot shows a submission entry in a project directory. The entry is titled "Testing By Kel On 08042022 (I)" and is in a "Processing" state, submitted on 08 Apr 2022. A three-dot menu icon is visible next to the entry. A context menu is open, showing four options: "View application summary", "Superseding document submission", "Withdraw and resubmission" (which is highlighted in blue and has a mouse cursor over it), and "Withdraw". Below the submission entry, there are sections for "Completion" (with "No more document." below it) and "Other".</p>

- The system will redirect to the “Submission Summary” page. Input the “Reason for Withdrawal and Resubmission” and click the “Withdraw and Resubmit” button.

2.

**Reason for Withdrawal and Resubmission**

Please type your message or upload file here.

Request Supersede Withdraw and Resubmit Back to Summary Print receipt Back to Home

- After successful submission, the system will update the submission due date and the applicant is also able to view the updated status under the project directory.

3.

**Submission Summary**

**Application Information**

Submission ID	ESH-0000005396
Acknowledgement No.	ESS20220408035715
Type of Submission	New Plan Submission - Testing by Kel on 08042022 (I) (Structural Plan)
Submission Time	08 Apr 2022 15:57
BD File Ref.	3/3009/22
<b>Status</b>	<b>Processing</b>
Start Date	09 Apr 2022
Submitted By	LIAO A SHENG
BD's target response date	07 Jun 2022

Today: 08 Apr 2022

60 Day(s) left

Start: 09 Apr 2022

Consent - No more document.

Commencement - No more document.

Completion - No more document.

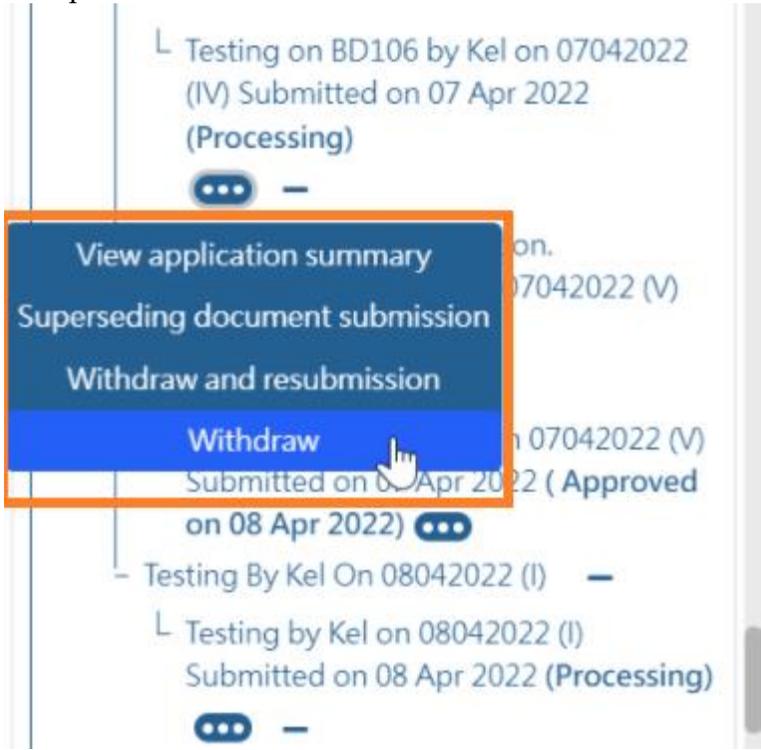
Other -

- Testing on BD106 by Kel on 07042022 (V) Submitted on 07 Apr 2022 (Withdrawn) ...
- Retest On Ticket By Kel On 07042022 (V) ...
- Retest on ticket by Kel on 07042022 (V) Submitted on 07 Apr 2022 (Approved on 08 Apr 2022) ...
- Testing By Kel On 08042022 (I)**
- Testing by Kel on 08042022 (I) Submitted on 08 Apr 2022 (Processing)
- Withdrawn And Resubmitted ...
- Additional "RSE/AP/RGE" In Project 3 ...
- Replacement "RSE/AP/RGE" In Project ...
- Additional "RSE/AP/RGE" In Project ...
- Replacement "RSE/AP/RGE" In Project ...

moko (3013/22) +

## 2.11 Withdrawal

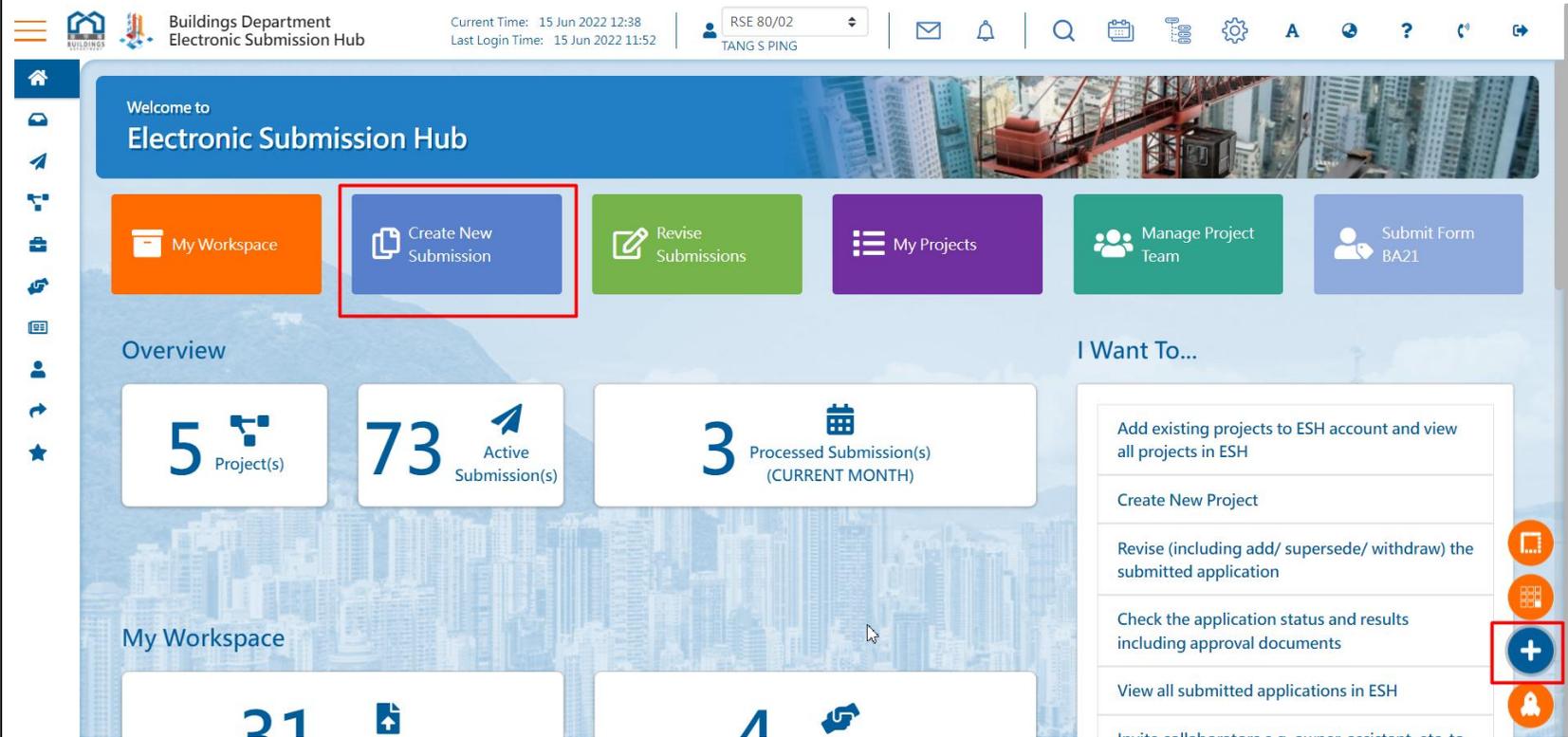
The user can withdraw the submission provided that the corresponding submission had not been accepted or rejected by BD. The system allows applicant to input the reasons for withdrawing before submitting the application. The user will receive the notification from system indicated that the submission has been withdrawn. The user is also able to view the “withdrawn” status in the project directory of the specific submission.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>From the Project Directory, locate the submission that you wish to withdraw. Click the “...” button and select the “Withdraw” option for the submission.</li></ul>  <p>The screenshot shows a list of submissions. The first submission is 'Testing on BD106 by Kel on 07042022 (IV) Submitted on 07 Apr 2022 (Processing)'. A three-dot menu is open for this submission, and the 'Withdraw' option is highlighted. Other options in the menu are 'View application summary', 'Superseding document submission', and 'Withdraw and resubmission'. Below this submission, another submission is partially visible: 'Testing By Kel On 08042022 (I) Submitted on 08 Apr 2022 (Approved)'. Below that, another submission is visible: 'Testing by Kel on 08042022 (I) Submitted on 08 Apr 2022 (Processing)'.</p>

<p>2.</p>	<ul style="list-style-type: none"> <li>The system will redirect to the “Submission Summary” page. Input the “Withdraw Reason” and click the “Withdraw” button.</li> </ul> 
<p>3.</p>	<ul style="list-style-type: none"> <li>After successful submission, the system will update the submission status to “Withdrawn” and the applicant is also able the view the updated status under the project directory.</li> </ul> 

## 2.12 Submit Miscellaneous Documents

User may submit any supporting documents to any active project at any time by “Miscellaneous Documents” submission via One-stop e-Counter

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>On landing page, user may click the “ Create New Submission” quick button or the “+” button on lower right side to access One-Stop e-Counter:</li> </ul>  <p>The screenshot shows the Electronic Submission Hub interface. At the top, there is a header with the Buildings Department logo, user information (RSE 80/02, TANG S PING), and current time (15 Jun 2022 12:38). Below the header is a navigation bar with icons for home, dashboard, and other functions. The main content area features a 'Welcome to Electronic Submission Hub' banner. Below the banner are several quick action buttons: 'My Workspace', 'Create New Submission' (highlighted with a red box), 'Revise Submissions', 'My Projects', 'Manage Project Team', and 'Submit Form BA21'. Underneath these buttons is an 'Overview' section with three summary cards: '5 Project(s)', '73 Active Submission(s)', and '3 Processed Submission(s) (CURRENT MONTH)'. Below the overview is a 'My Workspace' section with two cards showing '21' and '4'. On the right side, there is an 'I Want To...' section with a list of actions: 'Add existing projects to ESH account and view all projects in ESH', 'Create New Project', 'Revise (including add/ supersede/ withdraw) the submitted application', 'Check the application status and results including approval documents', and 'View all submitted applications in ESH'. A vertical toolbar on the right side of the 'I Want To...' section contains several icons, with the '+' icon highlighted in red.</p>

At One-Stop e-Counter, Click the “Miscellaneous Documents” button

[Home](#) / [e-Counter](#)

- BA5** Application for approval of plans (BA5) >
- Revise Submitted Application (PNAP ADM-14).  
To add, supersede and/or withdraw submitted forms, plans and documents
- BA4** Appointment of Registered Building Professional >
- BA21** Nomination of other Registered Building Professional to act in stead
- Misc** Miscellaneous Documents

Select an active project:

Home / e-Counter /

## Other Submission

For Active Projects

Enter Address of Site or BD File Ref.(xxxx/xx)

Search

1004/22

1106/22

1076/22

1077/22

3013/22  
ABC

Total number of active project(s) in ESH: 5

- Continue with an existing draft or create a new one:

For Active Projects

Enter Address of Site or BD File Ref.(xxxx/xx)

Search

1004/22

1106/22

1076/22

1077/22

3013/22  
ABC

Total number of active project(s) in ESH: 5

Draft Submission

- ...

ESH Submission ID :

ESH-0000004546

Type of Submission :

Other Submission

Status :

Draft

From the Workspace of :

TANG S PING - RSE 80/02

Creation Date :

15 Jun 2022 12:34

Last Modified Date :

-

Type of Permission Assigned to Me :

Submission Holder



Create New Draft Submission



An new draft submission will be opened:

Home / My Workspace / - (1077/22) / Other Submission (ESH Submission ID : ESH-0000004552)

Basic information | Plans and Documents | Preview and Confirm Submission

1 2 3

### Project Information

BD File Ref.	1077/22	Owner	
Address of Site		Authorized Person	-
Lot No.	Lot 1077/22	Registered Structural Engineer	TANG S PING
Description		Registered Geotechnical Engineer	LIN J PARK
		Registered Contractor	-

### Detail of Submission / Application

Please complete the following fields

Submission ID	ESH-0000004552
Submission Title	<input type="text"/>
Contact Point of Applicant Name	TANG S PING
	<input type="text"/>

PNAP | PNAP-Forms | Conditions and Requirements | Codes of Practice | User Manual | Online-Forms

2.

- **Basic Information - Fill in necessary information**

Home / My Workspace / - (1077/22) / Other Submission (ESH Submission ID : ESH-0000004552)

Basic information    Plans and Documents    Preview and Confirm Submission

1    2    3

### Detail of Submission / Application

Please complete the following fields

Submission ID	ESH-0000004552	
Submission Title	15 June Others	✓
Contact Point of Applicant Name	<input type="text" value="TANG S PING"/>	
Contact Point of Applicant Phone No.	12345678	✓
Contact Point of Applicant Address	<input type="text" value="123 Waterloo Road"/>	

### Cover Letter to Buildings Department

Please review

- Click the “Next” button at the bottom to go to the next page - Plans and Documents

Home / My Workspace / - (1077/22) / Other Submission (ESH Submission ID : ESH-0000004552)

Basic information      Plans and Documents      Preview and Confirm Submission

1      2      3

<input checked="" type="checkbox"/>	Owner	LYYUN	<input checked="" type="checkbox"/>	Remark
<input type="checkbox"/>	Authorized Person		<input type="checkbox"/>	Remark
<input type="checkbox"/>	Registered Structural Engineer		<input type="checkbox"/>	Remark
<input type="checkbox"/>	Registered Geotechnical Engineer		<input type="checkbox"/>	Remark
<input type="checkbox"/>	Other ESH User	Please select an option	<input type="checkbox"/>	Remark

+

Plans and Documents - Upload files (please pay attention to the requirements for the files being uploaded)

Home / My Workspace / - (1077/22) / Other Submission (ESH Submission ID : ESH-0000004552)

Basic information

Plans and Documents

1

2

**Others:** (For details see PNAP ADM-17)

1. Most commonly used file formats are acceptable;
2. length of file name  $\leq$  50 alphanumeric characters;
3. file size  $\leq$  500 MB each; and
4. ZIP file is NOT acceptable.

Others 

3.

<input type="checkbox"/>	File Name	Description	Report Category	Uploaded Date
				No files uploaded

Choose file(s) or drop it(them) here

Show File Uploader

**ELECTRONIC SUBMISSION HUB  
APPLICATION USER MANUAL**

Click the “Edit” button to fill “Description” and “Report Category” from the dropdown lists of the file item:

The screenshot shows the 'Others' section of the application. At the top right, there is an 'Edit' button. Below it is a table with the following columns: File Name, Description, Report Category, Uploaded Date, Signed By, Assign To, and Action. The table contains five rows of files, each with a checkbox in the first column. The 'Description' and 'Report Category' columns for all rows are currently empty dropdown menus. The 'Uploaded Date' for all files is '15 Jun 2022 14:18'. Below the table, there is a text prompt: 'Choose file(s) or drop it(them) here'.

File Name	Description	Report Category	Uploaded Date	Signed By	Assign To	Action
<input type="checkbox"/> Large File Size (PDF)-285MB.pdf			15 Jun 2022 14:18			...
<input type="checkbox"/> Login using iAM Smart (MOV).mov			15 Jun 2022 14:18			...
<input type="checkbox"/> Presentation (PPT).pptx			15 Jun 2022 14:18			...
<input type="checkbox"/> Table (Excel).xlsx			15 Jun 2022 14:18			...
<input type="checkbox"/> test (HTML).html			15 Jun 2022 14:18			...

Click the “Save” button to save the changes:

The screenshot shows the 'Others' section of the application after editing. At the top right, there are three buttons: 'Batch Request For Signing', 'Batch Signing', and 'Batch Delete'. Below these is a 'Save' button, which is highlighted with a red box, and a 'Cancel' button. The table below has the same structure as the previous screenshot, but the 'Description' and 'Report Category' columns are now populated with specific text. The 'Uploaded Date' remains '15 Jun 2022 14:18' for all files. Below the table, there is a text prompt: 'Choose file(s) or drop it(them) here'.

File Name	Description	Report Category	Uploaded Date	Signed By	Assign To	Action
<input type="checkbox"/> Large File Size (PDF)-285MB.pdf	Material Test Report and Mill Certificate of Steel Section	Material Test Report of Steel Reinforcement	15 Jun 2022 14:18			...
<input type="checkbox"/> Login using iAM Smart (MOV).mov	Construction Report for R.C. Cantilevered Structure	Material Test Report of Steel Reinforcement	15 Jun 2022 14:18			...
<input type="checkbox"/> Presentation (PPT).pptx	Test Report of GRP Water Tank	Test Report of GRP Water Tank	15 Jun 2022 14:18			...
<input type="checkbox"/> Table (Excel).xlsx	Report on Wind Tunnel Test & Methodology	Performance Test Report	15 Jun 2022 14:18			...
<input type="checkbox"/> test (HTML).html	Quality Assurance Documents	Method Statement and Proposal	15 Jun 2022 14:18			...

Select files that need signatures for “Batch Signing”

The screenshot shows a web interface for batch signing. At the top right, there are three buttons: 'Batch Request For Signing' (orange), 'Batch Signing' (blue, highlighted with a red box), and 'Batch Delete' (orange). Below these are 'Save' and 'Cancel' buttons. The main area contains a table with the following columns: File Name, Description, Report Category, Uploaded Date, Signed By, Assign To, and Action. The table lists five files, all with a checked checkbox in the 'File Name' column. Below the table is a text input field with the placeholder 'Choose file(s) or drop it(them) here'.

<input checked="" type="checkbox"/>	File Name	Description	Report Category	Uploaded Date	Signed By	Assign To	Action
<input checked="" type="checkbox"/>	Large File Size (PDF)-285MB.pdf	Material Test Report and Mill Certificate of Steel Section	Material Test Report of Steel Reinforcement	15 Jun 2022 14:18			...
<input checked="" type="checkbox"/>	Login using iAM Smart (MOV).mov	Construction Report for R.C. Cantilevered Structure	Material Test Report of Steel Reinforcement	15 Jun 2022 14:18			...
<input checked="" type="checkbox"/>	Presentation (PPT).pptx	Test Report of GRP Water Tank	Test Report of GRP Water Tank	15 Jun 2022 14:18			...
<input checked="" type="checkbox"/>	Table (Excel).xlsx	Report on Wind Tunnel Test & Methodology	Performance Test Report	15 Jun 2022 14:18			...
<input checked="" type="checkbox"/>	test (HTML).html	Quality Assurance Documents	Method Statement and Proposal	15 Jun 2022 14:18			...

4.

- Click the “Next” button on the bottom to go to Preview and Confirm Submission Page

• Preview submission details

Home / My Workspace / - (1077/22) / Other Submission (ESH Submission ID : ESH-0000004552)

Basic information

Plans and Documents

Preview and Confirm Submission

1

2

3

Uploaded files

Others

Download

File Name	Description	Uploaded Date	Signed By	Action
Large File Size (PDF)-285MB.pdf	Material Test Report of Steel Reinforcement	15 Jun 2022 14:18		...
Login using iAM Smart (MOV).mov	Material Test Report and Mill Certificate of Steel Section	15 Jun 2022 14:18		...
Presentation (PPT).pptx	Material Test Report of Concrete / Grout Cubes	15 Jun 2022 14:18		...
Table (Excel).xlsx		15 Jun 2022 14:18		...

Cancel

Reset

Download Zip File

Back

Submit

5.

- Click the “Submit” button on the bottom
- Miscellaneous Documents are submitted successfully with a receipt issued

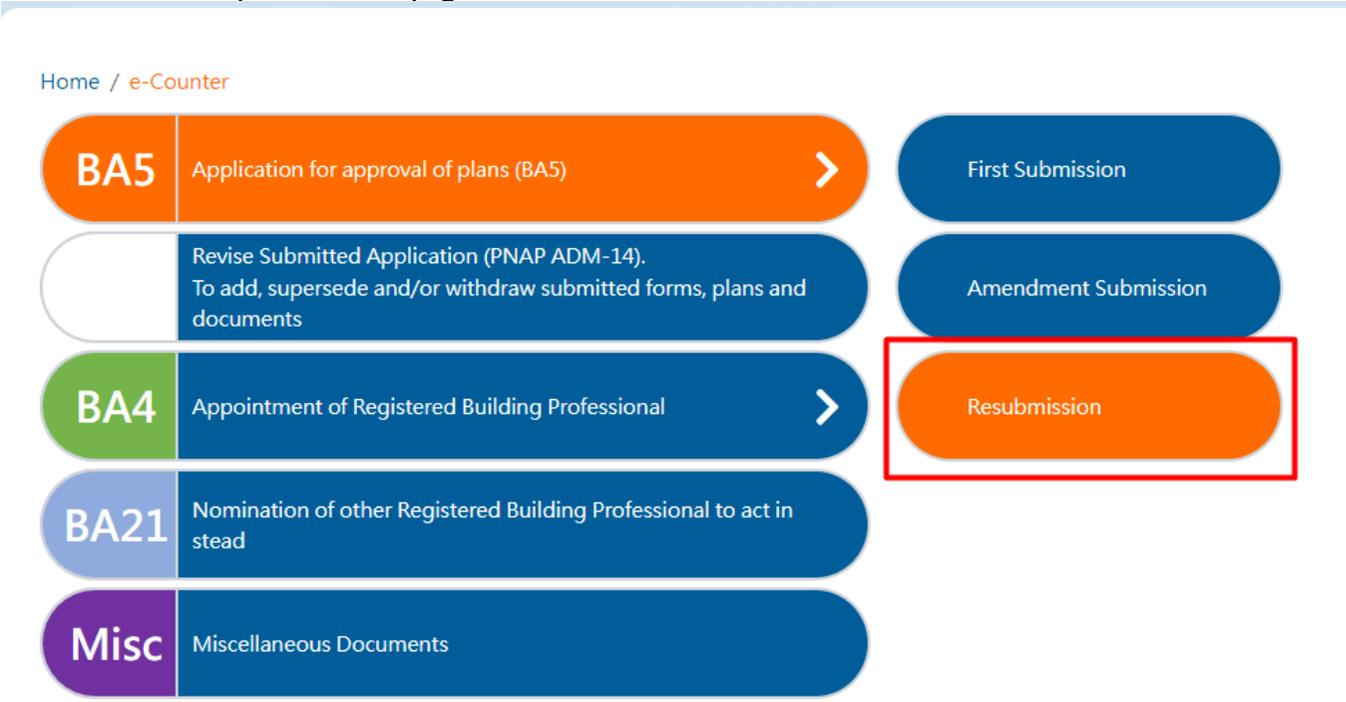
### System Acknowledgement Receipt

#### Application Information

Submission ID	ESH-0000004552
Acknowledgement No.	ESS20220615022603
Type of Submission	Miscellaneous
Submission Time	15 Jun 2022 14:26
BD File Ref.	3/1077/22
Status	Acknowledged
Start Date	16 Jun 2022
Submitted By	TANG S PING
Responsible Case Officer	SE/NT7

## 2.13 Resubmission upon Disapproval

If the first plan submission was disapproved by BD, AP/RSE/RGE may consider making resubmission on the basis of the disapproved plans.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"> <li>Option 1: For the disapproved submission, applicant could make resubmission. Use the “Create New Submission” button to go to the “one-stop e-Counter” page. Click the “Resubmission” button.</li> </ul>  <p>The screenshot shows a web interface for the e-Counter. At the top, there is a breadcrumb trail: "Home / e-Counter". Below this is a list of application categories, each with a colored header and a description:</p> <ul style="list-style-type: none"> <li><b>BA5</b> Application for approval of plans (BA5) - Orange header, right arrow</li> <li>Revise Submitted Application (PNAP ADM-14). To add, supersede and/or withdraw submitted forms, plans and documents - White header</li> <li><b>BA4</b> Appointment of Registered Building Professional - Green header, right arrow</li> <li><b>BA21</b> Nomination of other Registered Building Professional to act in stead - Light blue header</li> <li><b>Misc</b> Miscellaneous Documents - Purple header</li> </ul> <p>To the right of these categories are three blue buttons: "First Submission", "Amendment Submission", and "Resubmission". The "Resubmission" button is highlighted with a red rectangular border.</p>

- Select the active project for carrying out the amendment submission

Home / e-Counter / Re-Submission

## Re-Submission

For Active Projects in ESH (with create submission draft permission)

Enter Address of Site or BD File Ref.(xxxx/xx)

Search

1004/22

1106/22

1076/22

1077/22

ABC  
3013/22

Total number of active project(s) in ESH: 5

- All disapproved submissions are shown for your selection:

## Please select submission

ECM Disapproved Paper Submission Plan

Paper Submission  
Disapproved Plan

- Click the disapproved plan submission you intend to make resubmission to, and get redirected to Resubmission draft

2.

- Option 2: Locate the disapproved submission in the project tree, and click the “...” at the end of the submission title
- Select “Resubmission” and get redirected to Resubmission draft

3.

- Basic Information - fill in necessary information

Home / My Workspace / - (1077/22) / First Submission - 15 June Paper Submission Disapproved Plan(Resubmit) (ESH Submission ID : ESH-0000004585)

Basic Information    Forms    Plans and Documents    Preview and Confirm Submission

Others (e.g. use or unconventional construction method, etc.) (Please specify)

**Submission / Application Information**

Submission ID	ESH-0000004585	
Submission Subject (Plan Title)	15 June Paper Submission Disapproved Plan(Resubmit)	✓
The plans are re-submitted to address the previous refusal under Section 16(1)(i) or (2)(f) of the Buildings Ordinance (Yes / No)	Yes	✓
Name of Contact Point	TANG S PING	✓
Telephone no. of Contact Point	12345678	✓

**Message to Buildings Department**

Please review and approve

- ✧ Select “Yes” to “The plans are re-submitted to address the previous refusal under Section 16(1)(i) or (2)(f) of the Buildings Ordinance” - number of days for BD process is 60
- ✧ Select “No” to “The plans are re-submitted to address the previous refusal under Section 16(1)(i) or (2)(f) of the Buildings Ordinance”

Ordinance” - number of days for BD process is 30

- Click the “Next” button at the bottom to go to next page

- Forms - fill out the Form BA5 (and the Form BA16 if applicable)

Home / My Workspace / - (1077/22) / First Submission - 15 June Paper Submission Disapproved Plan(Resubmit) (ESH Submission ID : ESH-0000004585)

Basic Information

Forms

Plans and Documents

Preview and Confirm Submission

1

2

3

4

#### 乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並於「電子資料呈交及處理系統」平台上簽署表格，請上傳所有證明文件。
2. 請留意數碼簽署必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證。
3. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
4. 如對本表格有任何疑問，請與屋宇署聯絡。

#### 丙. 呈交方法

1. 本表格乃屋宇署「電子資料呈交及處理系統」的網上表格，用戶只須於系統平台上提交，完成提交後，網上表格會儲存於用戶帳戶內，用戶也可將其儲存為便攜式文件格式 (PDF) 作備存。

#### 丁. 聯絡資料

屋宇署  
地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部  
電話：2626 1616 (由“1823”接聽)  
傳真：2537 4992  
電郵：enquiry@bd.gov.hk

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

#### B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is digitally signed via the Electronic Submission Hub (ESH). Please upload all supporting documents.
2. Please note that digital signature shall be authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance.
3. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
4. Enquiries regarding this form should be addressed to the Buildings Department.

#### C. Submission Methods

1. This form is the online form used in the Electronic Submission Hub (ESH). User is required to submit the form under the ESH. After submission, the form is stored in the user account and it can also be saved as Portable Document Format (PDF) file for record.

#### D. Contact Details

Buildings Department  
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon  
Tel No.: 2626 1616 (handled by “1823”)  
Fax No.: 2537 4992  
Email: enquiry@bd.gov.hk

Cancel Reset Save Delete Request for signing Back Next

4.

- Click the “Next” button at the bottom to save form(s) and go to the next page

- Plans and Documents

✧ PDF Forms---- Sign the Form BA5 (and the Form BA16 if applicable)

**PDF Forms** Edit

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA16_2022-05-27 15:41:47.pdf	BA16_2022-05-27 15:41:47.pdf	27 May 2022 15:53			...
BA5.pdf	BA5.pdf	27 May 2022 15:42			...

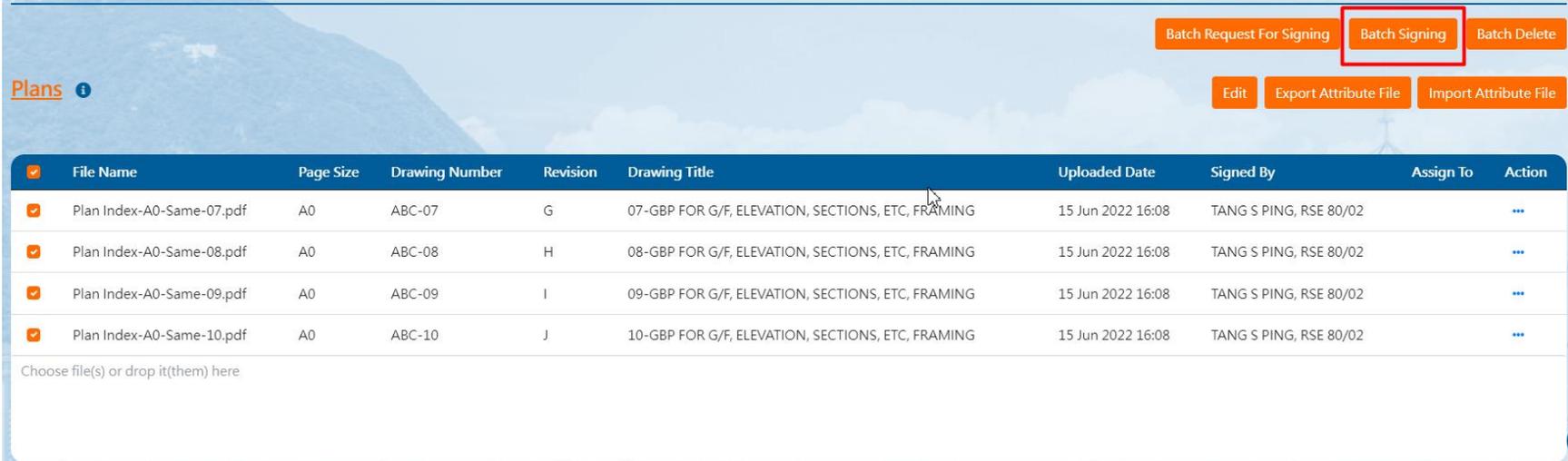
Nr. of Files 2

- View
- Download
- Sign BA Form**
- Request For Signing

Batch Request For Signing Batch Signing Batch Delete

5.

✧ Plans---- Upload plans and sign plans



The screenshot shows a web interface for managing plans. At the top right, there are three orange buttons: 'Batch Request For Signing', 'Batch Signing' (highlighted with a red box), and 'Batch Delete'. Below these are three more orange buttons: 'Edit', 'Export Attribute File', and 'Import Attribute File'. The main area contains a table with the following columns: File Name, Page Size, Drawing Number, Revision, Drawing Title, Uploaded Date, Signed By, Assign To, and Action. There are four rows of data, each with a checked checkbox in the first column. Below the table is a file upload area with the text 'Choose file(s) or drop it(them) here'.

<input checked="" type="checkbox"/>	File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Action
<input checked="" type="checkbox"/>	Plan Index-A0-Same-07.pdf	A0	ABC-07	G	07-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	15 Jun 2022 16:08	TANG S PING, RSE 80/02		...
<input checked="" type="checkbox"/>	Plan Index-A0-Same-08.pdf	A0	ABC-08	H	08-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	15 Jun 2022 16:08	TANG S PING, RSE 80/02		...
<input checked="" type="checkbox"/>	Plan Index-A0-Same-09.pdf	A0	ABC-09	I	09-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	15 Jun 2022 16:08	TANG S PING, RSE 80/02		...
<input checked="" type="checkbox"/>	Plan Index-A0-Same-10.pdf	A0	ABC-10	J	10-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	15 Jun 2022 16:08	TANG S PING, RSE 80/02		...

Choose file(s) or drop it(them) here

- ✧ (Optional) BIM & CAD Files ---- upload specific file(s)
- ✧ (Optional) Calculations ---- upload specific file(s) and sign
- ✧ (Optional) Reports and Certificates---- upload specific file(s) and sign
- ✧ (Optional) Photo ---- upload specific file(s) and sign
- ✧ (Optional) Others ---- upload specific file(s) and sign
  - Click “Next” at the bottom to go to next page “Preview and Confirm Submission”

- Preview submission details

Home / My Workspace / - (1077/22) / First Submission - 15 June Paper Submission Disapproved Plan(Resubmit) (ESH Submission ID : ESH-000004585 )

Basic Information      Forms      Plans and Documents      **Preview and Confirm Submission**

1

2

3

4

Photos

Download

File Name	Description	Uploaded Date	Signed By	Action
No files uploaded				

Others

Download

File Name	Description	Uploaded Date	Signed By	Action
No files uploaded				

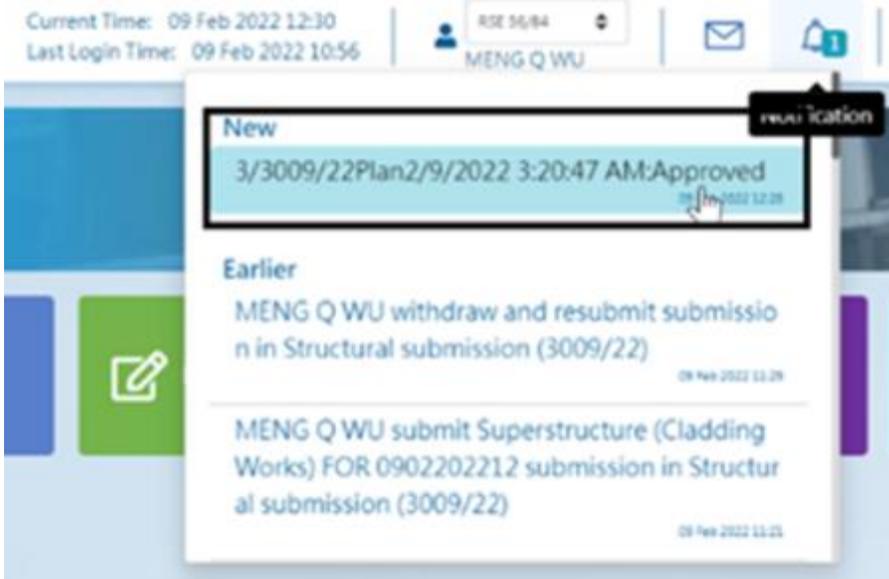
Cancel    Reset    Download Zip File    Back    **Submit**

6.

- Click the “Submit” button at the bottom
- Resubmission is made successfully with a receipt issued

## 2.14 View Submission Result

After processing of the submission by BD, the user result will be issued to the applicant via ESH. The user can view the results by using the notification and the Inbox messages. If the user click the message of the approval result in the inbox, the user can download the approval plans and the approval letter.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>Applicant is able to receive the submission result by using notification.</li></ul>  <p>The screenshot displays a user interface with a notification pop-up. At the top, it shows the current time as 09 Feb 2022 12:30 and the last login time as 09 Feb 2022 10:56. The user's name is MENG Q WU. The notification pop-up has a 'New' header and contains the following text: '3/3009/22Plan2/9/2022 3:20:47 AM:Approved' with a timestamp of 09 Feb 2022 12:28. Below this, there are two 'Earlier' notifications: 'MENG Q WU withdraw and resubmit submission in Structural submission (3009/22)' dated 09 Feb 2022 11:29, and 'MENG Q WU submit Superstructure (Cladding Works) FOR 0902202212 submission in Structural submission (3009/22)' dated 09 Feb 2022 11:25. A black arrow points to the 'New' notification with the label 'notification'.</p>

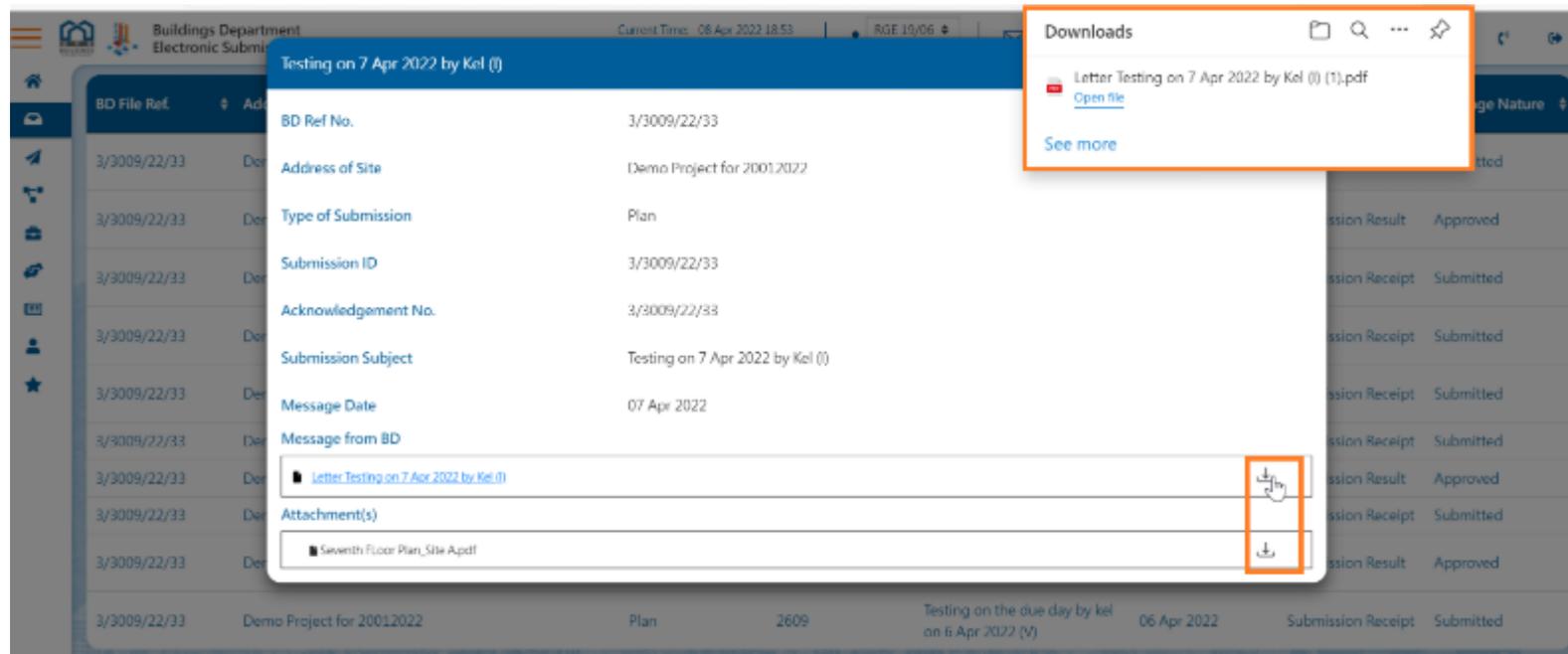
- The user can also review the submission result by using the Inbox function.

2.

BD File Ref	Address of Site	Type of Submission	Submission ID	Submission Subject	Message Date	Message Title	Message Nature
3/3009/22/33	Demo Project for 20012022	Plan	2642	Testing on RD106 by kel on 07 0402022 (II)	07 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2627	Testing on 7 Apr 2022 by Kel (I)	07 Apr 2022	Submission Result	Approved
3/3009/22/33	Demo Project for 20012022	Plan	2630	Minor Amendments to Submission	07 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2627	Testing on 7 Apr 2022 by Kel (I)	07 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2624	Minor Amendments to Submission	06 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2621	Retest on Case 1084	06 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2618	Testing on Ticket 999	06 Apr 2022	Submission Result	Approved
3/3009/22/33	Demo Project for 20012022	Plan	2618	Testing on Ticket 999	06 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2588	Testing on supersede flow on 4 Apr 2022 by kel (IV)	06 Apr 2022	Submission Result	Approved
3/3009/22/33	Demo Project for 20012022	Plan	2609	Testing on the due day by kel on 6 Apr 2022 (V)	06 Apr 2022	Submission Receipt	Submitted

- The user applicant can download the approved plans and approval letter by clicking the download button.

3.



## 2.15 Appointment of Registered Building Professional (Form BA4)

A project AP/RSE/RGE is entitled to i) add a separate AP/RGE/RGE to a project and ii) invite another AP/RSE/RGE to replace an existing AP/RSE/RGE of a project by submitting the Form BA4.

### 1. Addition of Separate AP/RSE/RGE

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Use the “Create New Submission” button to go to the “one-stop e-Counter” page.</li><li>• Click the “Addition of Separate Registered Building Professional” button under “BA4 - Appointment of Registered Building Professional”</li></ul>

Home / e-Counter

**BA5** Application for approval of plans (BA5) >

Revise Submitted Application (PNAP ADM-14).  
To add, supersede and/or withdraw submitted forms, plans and documents

**BA4** Appointment of Registered Building Professional >

Addition of Separate Registered Structural Engineer

**BA21** Nomination of other Registered Building Professional to act in stead

Replacement of Registered Building Professional

**Misc** Miscellaneous Documents I

- All active projects are shown for your selection:

Home / e-Counter /

## Add Additional Professional User In Project

For Active Projects

Enter Address of Site or BD File Ref.(xxxx/xx)

Search

1004/22

1106/22

1076/22

1077/22

ABC  
3013/22

Total number of active project(s) in ESH: 5

- Select the project, all drafts (if any) under it pop out, or user may choose to create new draft

1004/22

1106/22

1076/22

1077/22

ABC  
3013/22

Total number of active project(s) in ESH: 5

Draft Submission

Additional "RSE/AP/RGE" In Project 

ESH Submission ID :  
ESH-000004726

Type of Submission :  
Add Professional Submission

Status :  
Draft

From the Workspace of :  
TANG S PING - RSE 80/02

Creation Date :  
16 Jun 2022 11:42

Last Modified Date :  
-

Type of Permission Assigned to Me :  
Submission Holder

Additional "RSE/AP/RGE" In Project 

ESH Submission ID :  
ESH-000004723

Type of Submission :  
Add Professional Submission

Status :  
Draft

From the Workspace of :  
TANG S PING - RSE 80/02

Creation Date :  
16 Jun 2022 11:42

Last Modified Date :  
-

Type of Permission Assigned to Me :  
Submission Holder



Create New Draft Submission



**Get redirected to submission drafting:**

Home / My Workspace / - (1077/22) / Adding Additional Professional User In Project - Additional "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004723 )

Basic Information      Forms      Documents      Preview and Confirm Submission

1      2      3      4

**Project Information**

BD File Ref.      1077/22  
Address of Site  
Lot No.      Lot 1077/22  
Description

Owner  
Authorized Person      -  
Registered Structural Engineer      TANG S PING  
Registered Geotechnical Engineer      LIN J PARK  
Registered Contractor      -

**Detail of Submission / Application**

Please complete the following fields

Submission ID      ESH-0000004723

Submission Title      Additional "RSE/AP/RGE" in project

Contact Point of Applicant Name      TANG S PING

Contact Point of Applicant Phone No.      88551234

- Basic Information - fill in necessary information
- ✧ Submission Information - Select Invite Role from dropdown List

### Submission Information

Invite Role: Registered Geotechnical Engineer

Invite Person: Authorized Person  
Registered Structural Engineer  
Registered Geotechnical Engineer

Name: [Empty]

Enable to Submit Type of Plan: Select option

2.

- ✧ Submission Information - Input “Invite Person” by name or registration no.  
- Set “Enable to Submit Type of Plan”

### Submission Information

Invite Role: Registered Geotechnical Engineer

Invite Person: HO Q FENG,RGE 6/97

Name: HO Q FENG

Enable to Submit Type of Plan: All

Reg No.: RGE 6/97

Other: [Empty]

3.	<ul style="list-style-type: none"><li>Click the “Next” button at the bottom to go to next page - Forms</li></ul>
4.	<ul style="list-style-type: none"><li>Forms - fill out BA4</li></ul>  <p>Home / My Workspace / - (1077/22) / Adding Additional Professional User In Project - Additional "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004726)</p> <p>Basic Information    <b>Forms</b>    Documents    Preview and Confirm Submission</p> <p>1. 呈交方法 1. 本表格乃屋宇署「電子資料呈交及處理系統」的網上表格，用戶只須於系統平台上提交。完成提交後，網上表格會儲存於用戶帳戶內，用戶也可將其儲存為便攜式文件格式 (PDF) 作備存。</p> <p>2. 聯絡資料 屋宇署 地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部 電話：2626 1616 (由 "1823" 接聽) 傳真：2537 4992 電郵：enquiry@bd.gov.hk</p> <p>C. Submission Methods 1. This online form is the form in the Electronic Submission Hub (ESH). User is required to submit the form under the ESH. After submission, the form is stored in the user account and it can also be saved as Portable Document Format (PDF) file for record.</p> <p>D. Contact Details Buildings Department Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon Tel No.: 2626 1616 (handled by "1823") Fax No.: 2537 4992 Email: enquiry@bd.gov.hk</p> <p>Cancel    Reset    Save    Delete    Request for signing    Back    <b>Next</b></p>

- Plans and Documents

✧ PDF Forms---- Sign BA4

Home / My Workspace / - (1077/22) / Adding Additional Professional User In Project - Additional "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004726)



**PDF Forms**

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA4.pdf	BA4.pdf	16 Jun 2022 14:39			...

No. of Files 1

- View
- Download
- Sign BA Form
- Request For Signing

Batch Request For Signing Batch Signing Batch Delete

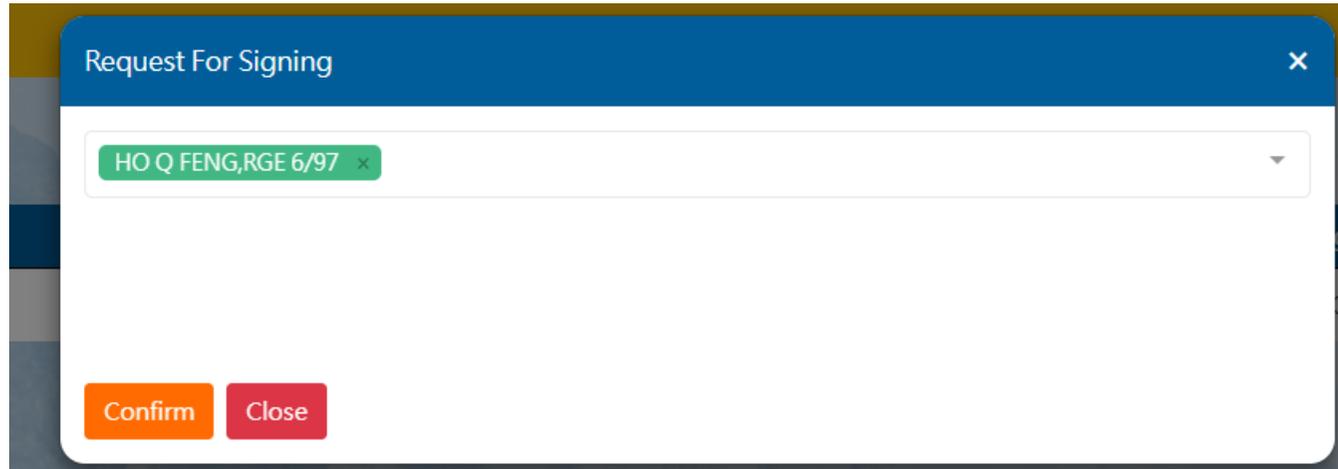
**Others**

File Name	Description	Uploaded Date	Signed By	Assign To	Action
No files uploaded					

Choose file(s) or drop it(them) here

5.

✧ PDF Forms - Request the AP/RSE/RGE who is being invited to co-sign the Form BA4



✧ The AP/RSE/RGE being invited will receive a notification and co-sign the Form BA4

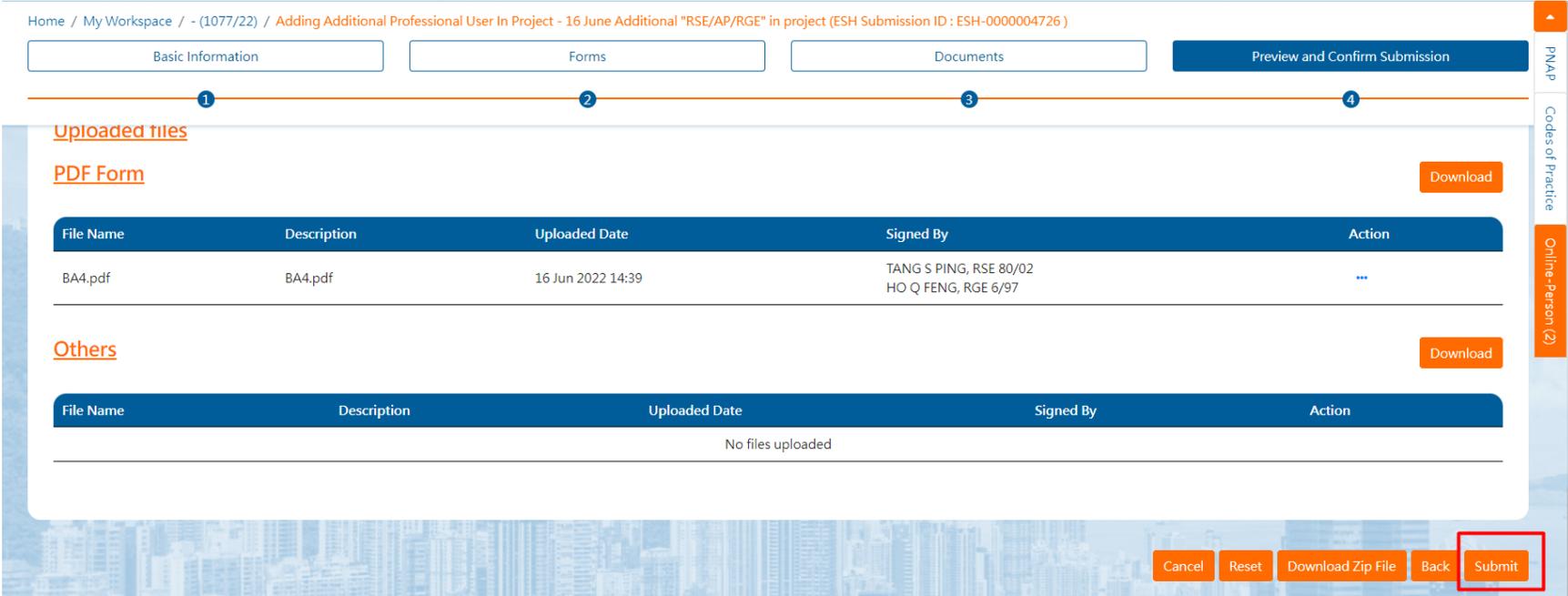
The screenshot displays the user interface of the Buildings Department Electronic Submission Hub. At the top, the user is identified as 'RGE 6/97' with the name 'HO Q FENG'. A notification pop-up is visible, indicating a file signing request for a submission titled '16 June Additional "RSE/AP/RGE" in project' at 15:47 on June 16, 2022. Below the notification, a table lists the submitted files:

File Name	Description	Uploaded
BA4.pdf	BA4.pdf	16 Jun 2022

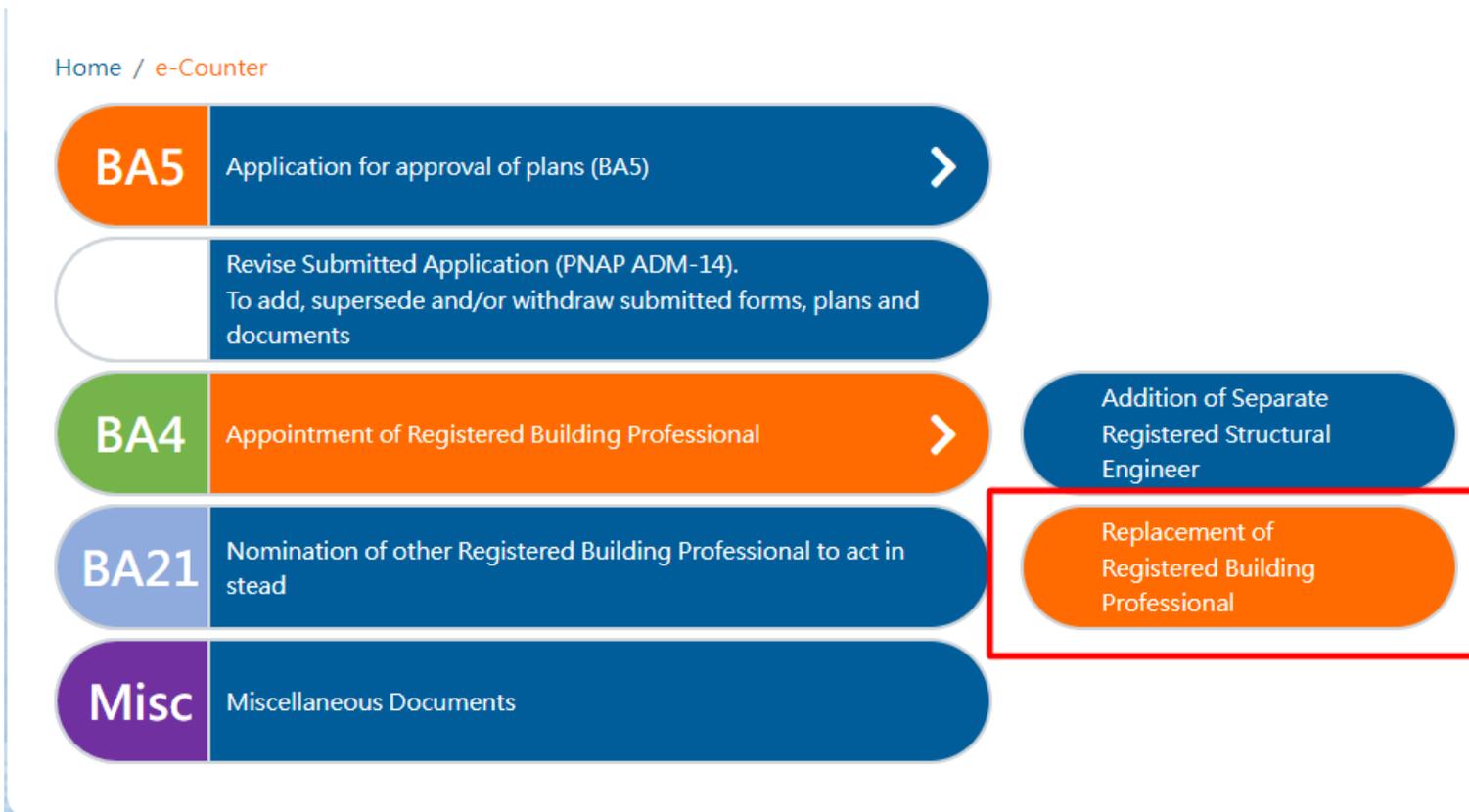
The 'Assign To' dropdown menu is open, showing the user 'HO Q FENG, RGE 6/97' as the assigned person. The interface also shows a progress bar with steps 1, 3, and 4, and a 'Preview and Confirm Submission' button.

✧ Others---- Upload other supporting documents and sign (Optional)

- Click “Next” at the bottom to go to next page “Preview and Confirm Submission”

	<p>● Preview submission details</p>  <p>Home / My Workspace / - (1077/22) / Adding Additional Professional User In Project - 16 June Additional "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004726)</p> <p>Basic Information    Forms    Documents    <b>Preview and Confirm Submission</b></p> <p>1    2    3    4</p> <p><u>Uploaded files</u> <span>Download</span></p> <p><u>PDF Form</u></p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> <th>Uploaded Date</th> <th>Signed By</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>BA4.pdf</td> <td>BA4.pdf</td> <td>16 Jun 2022 14:39</td> <td>TANG S PING, RSE 80/02 HO Q FENG, RGE 6/97</td> <td>...</td> </tr> </tbody> </table> <p><u>Others</u> <span>Download</span></p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> <th>Uploaded Date</th> <th>Signed By</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No files uploaded</td> </tr> </tbody> </table> <p>Cancel    Reset    Download Zip File    Back    <b>Submit</b></p>	File Name	Description	Uploaded Date	Signed By	Action	BA4.pdf	BA4.pdf	16 Jun 2022 14:39	TANG S PING, RSE 80/02 HO Q FENG, RGE 6/97	...	File Name	Description	Uploaded Date	Signed By	Action	No files uploaded				
File Name	Description	Uploaded Date	Signed By	Action																	
BA4.pdf	BA4.pdf	16 Jun 2022 14:39	TANG S PING, RSE 80/02 HO Q FENG, RGE 6/97	...																	
File Name	Description	Uploaded Date	Signed By	Action																	
No files uploaded																					
6.	<ul style="list-style-type: none"> <li>● Click the “Submit” button at the bottom</li> <li>● Addition of Separate Registered Building Professional is submitted successfully with a receipt issued</li> </ul>																				
7.	<ul style="list-style-type: none"> <li>● Go to My Project to view the project basic information</li> <li>● The additional separate AP/RSE/RGE has been added to the project</li> </ul>																				

## 2. Replacement of Registered Building Professional

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Use the “Create New Submission” button to go to the “one-stop e-Counter” page.</li><li>• Click the “Replacement of Registered Building Professional” button under “BA4 - Appointment of Registered Building Professional”</li></ul>  <p>The screenshot shows a navigation menu with the following items:</p> <ul style="list-style-type: none"><li>Home / e-Counter</li><li>BA5 Application for approval of plans (BA5)</li><li>Revise Submitted Application (PNAP ADM-14). To add, supersede and/or withdraw submitted forms, plans and documents</li><li>BA4 Appointment of Registered Building Professional (highlighted with a red box)<ul style="list-style-type: none"><li>Addition of Separate Registered Structural Engineer</li><li>Replacement of Registered Building Professional (highlighted with a red box)</li></ul></li><li>BA21 Nomination of other Registered Building Professional to act in stead</li><li>Misc Miscellaneous Documents</li></ul> <ul style="list-style-type: none"><li>• All active projects are shown for your selection:</li></ul>

Home / e-Counter /

## Add Additional Professional User In Project

For Active Projects

Enter Address of Site or BD File Ref.(xxxx/xx)

Search

1004/22

1106/22

1076/22

1077/22

ABC  
3013/22

Total number of active project(s) in ESH: 5

- Select the project, all drafts (if any) under it pop out, or user may choose to create new draft

The screenshot displays the 'Buildings Department Electronic Submission Hub' interface. At the top, it shows the current time (16 Jun 2022 16:14), last login time (16 Jun 2022 15:34), and the user's name (RSE 80/02 TANG S PING). The main heading is 'Invite Another Professional User For Replacement For Active Projects'. Below this is a search bar with the placeholder text 'Enter Address of Site or BD File Ref.(xxxx/xx)' and a 'Search' button. Five project buttons are shown: '1004/22', '1106/22', '1076/22', '1077/22', and 'ABC 3013/22'. The '1077/22' button is highlighted in orange. Below the project buttons, it states 'Total number of active project(s) in ESH: 5'. Under the 'Draft Submission' section, there is a card for 'Replacement "RSE/AP/RGE" In Project' with details: ESH Submission ID: ESH-000004720, Type of Submission: Replace Professional Submission, Status: Draft, From the Workspace of: TANG S PING - RSE 80/02, Creation Date: 16 Jun 2022 11:42, Last Modified Date: -, and Type of Permission Assigned to Me: Submission Holder. To the right of this card is a large orange plus sign and the text 'Create New Draft Submission'. In the bottom right corner, there are two circular icons: a blue one with a white plus sign and an orange one with a white person icon.

Get redirected to submission drafting:

Home / My Workspace / - (1077/22) / Invite Another Professional User For Replacement - Replacement "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004720)

Basic Information

Forms

Documents

Preview and Confirm Submission

1

2

3

4

### Project Information

BD File Ref. 1077/22  
Address of Site  
Lot No. Lot 1077/22  
Description

Owner  
Authorized Person -  
Registered Structural Engineer TANG S PING  
Registered Geotechnical Engineer LIN J PARK  
Registered Contractor -

### Detail of Submission / Application

Please complete the following fields

Submission ID ESH-0000004720

Submission Title Replacement "RSE/AP/RGE" in project

Contact Point of Applicant Name TANG S PING

- Basic Information - fill in necessary information
- ✧ Submission Information - Select “Invite Role” from dropdown List

### Submission Information

Invite Role	Registered Geotechnical Engineer
Existing Professional Name	Authorized Person Registered Structural Engineer Registered Geotechnical Engineer
Invite Person	Please select an option
Name	

2.

- ✧ Submission Information - Select “Existing Professional” who is being replaced
  - Input “Invite Person” by name or registration no.

### Submission Information

Invite Role	Registered Geotechnical Engineer
Existing Professional Name	HO Q FENG,RGE 6/97
Invite Person	NG TAI SIN,RGE 98/82
Name	NG TAI SIN

- Click the “Next” button at the bottom to go to next page - Forms

- Forms – fill-in the Form BA4

3.

Home / My Workspace / - (1077/22) / Adding Additional Professional User In Project - Additional "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004726)

Basic Information Forms Documents Preview and Confirm Submission

1 2 3 4

**丙. 呈交方法**  
1. 本表格乃屋宇署「電子資料呈交及處理系統」的網上表格，用戶只須於系統平台上提交。完成提交後，網上表格會儲存於用戶帳戶內，用戶也可將其儲存為便攜式文件格式 (PDF) 作備存。

**丁. 聯絡資料**  
屋宇署  
地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部  
電話：2626 1616 (由 "1823" 接聽)  
傳真：2537 4992  
電郵：enquiry@bd.gov.hk

**C. Submission Methods**  
1. This online form is the form in the Electronic Submission Hub (ESH). User is required to submit the form under the ESH. After submission, the form is stored in the user account and it can also be saved as Portable Document Format (PDF) file for record.

**D. Contact Details**  
Buildings Department  
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon  
Tel No.: 2626 1616 (handled by "1823")  
Fax No.: 2537 4992  
Email: enquiry@bd.gov.hk

Cancel Reset Save Delete Request for signing Back Next

- Click the “Next” button at the bottom to save form(s) and go to the next page

- Plans and Documents

✧ PDF Forms---- Sign Form BA4

Home / My Workspace / - (1077/22) / Adding Additional Professional User In Project - Additional "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004726)



**PDF Forms**

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA4.pdf	BA4.pdf	16 Jun 2022 14:39			...

No. of Files 1

- View
- Download
- Sign BA Form
- Request For Signing

Batch Request For Signing Batch Signing Batch Delete

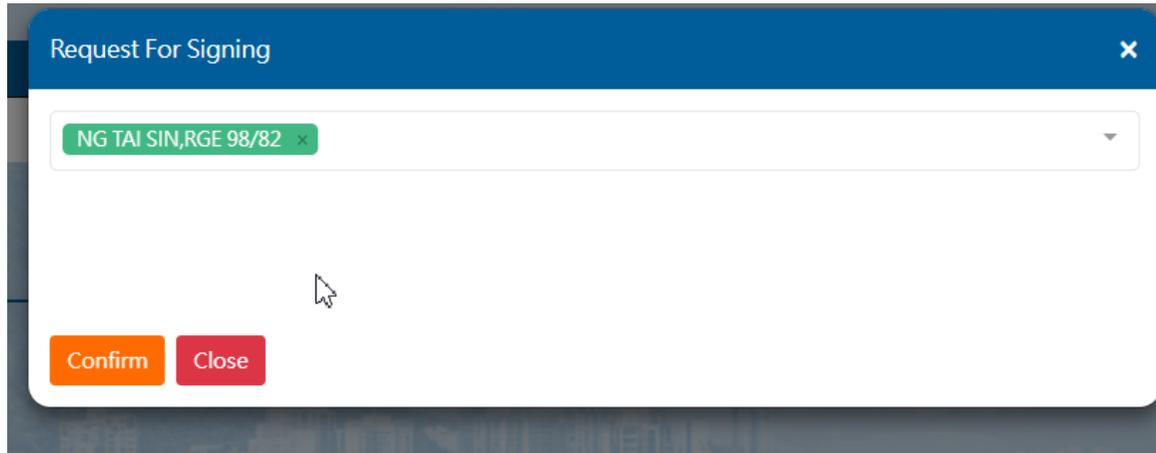
**Others**

File Name	Description	Uploaded Date	Signed By	Assign To	Action
No files uploaded					

Choose file(s) or drop it(them) here

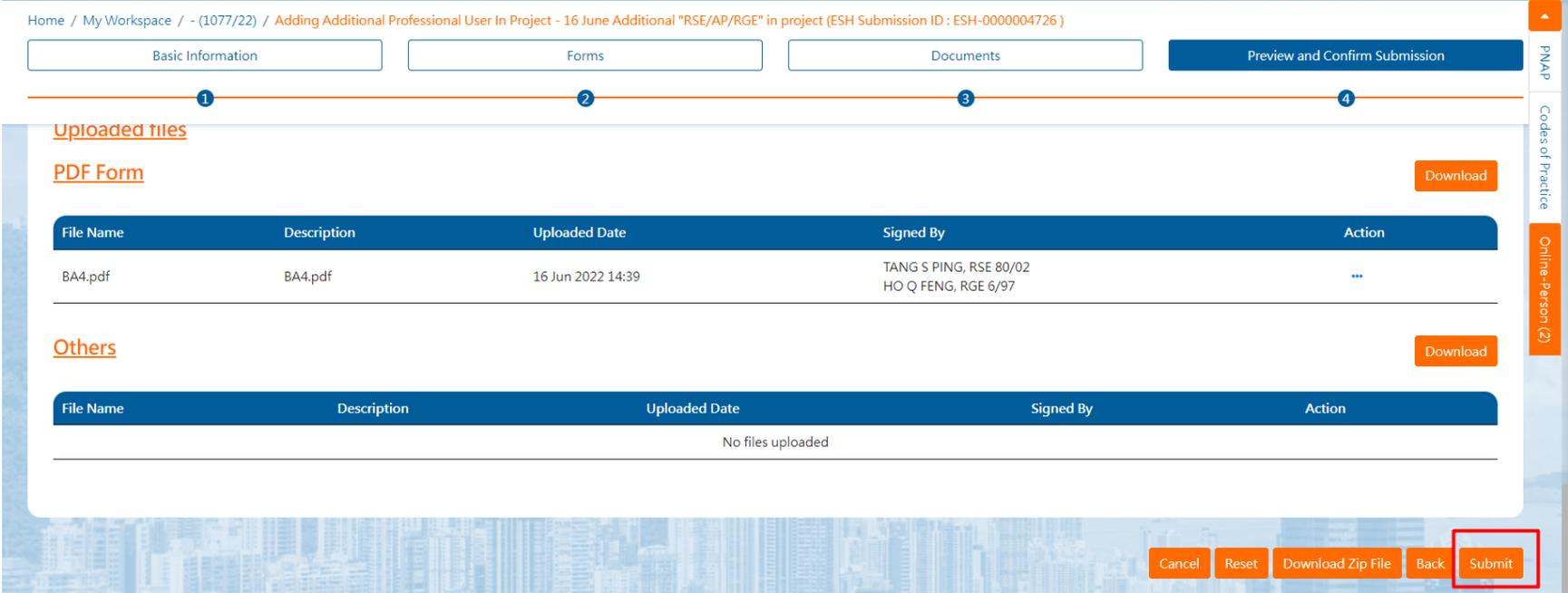
4.

- ✧ PDF Forms - Request the AP/RSE/RGE who is being invited to co-sign the Form BA4



- ✧ The AP/RSE/RGE being invited will receive a notification and co-sign the Form BA4

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA4.pdf	BA4.pdf	16 Jun 2022 16:34	TANG S PING, RSE 80/02	NG TAI SIN, RGE 98/82	...

	<p>Others---- Upload other supporting documents and sign (Optional)</p> <ul style="list-style-type: none"> <li>Click “Next” at the bottom to go to next page “Preview and Confirm Submission”</li> </ul>
<p>5.</p>	<ul style="list-style-type: none"> <li>Preview submission details</li> </ul>  <ul style="list-style-type: none"> <li>Click the “Submit” button at the bottom</li> <li>If the submission is submitted successfully, an acknowledge receipt is shown</li> </ul>
<p>6.</p>	<ul style="list-style-type: none"> <li>Go to My Project to view the project basic information</li> <li>The previous AP/RSE/RGE was replaced by the new AP/RSE/RGE.</li> </ul>

## 2.16 Nomination of other Registered Building Professional to act instead (Form BA21)

If a project AP/RSE/RGE needs to take a leave from the post temporarily, he/she may nominate another AP/RSE/RGE to act in his/her place for a certain period of time, during which the nominee assumes the responsibilities transferred to him/she by submitting Form BA21.

Step #	Step Detail & Screen
1.	<ul style="list-style-type: none"><li>• Use the “Create New Submission” button to go to the “one-stop e-Counter” page.</li><li>• Click the “BA21-Nomination of other Registered Building Professional to act in stead” button</li></ul>

Home / e-Counter

- BA5** Application for approval of plans (BA5) >
- Revise Submitted Application (PNAP ADM-14).  
To add, supersede and/or withdraw submitted forms, plans and documents
- BA4** Appointment of Registered Building Professional >
- BA21** Nomination of other Registered Building Professional to act in  
stead
- Misc** Miscellaneous Documents

Get redirected to submission drafting:

# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL

Buildings Department  
Electronic Submission Hub

Current Time: 16 Jun 2022 20:38  
Last Login Time: 16 Jun 2022 18:05

RSE 80/02  
TANG S PING

Home / My Workspace  
/ Notice Of Nomination By Authorized Person Or Registered Structural Engineer Or Registered Geotechnical Engineer To Temporarily Act In His Stead (BA21) - Temporarily Act "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004831)

Select Project

Forms

Documents

Preview and Confirm Submission

**Active Projects**

Please complete the following fields

Name of Project	Address of Site	Lot No.	BD Ref. No.	AP	RSE	RGE
		145	1002/22			TAN Q YUL
<input type="checkbox"/>	Demo Project	213123	Lot 1278	2002/22	HO L KANG	SHAO J LEE
<input type="checkbox"/>			1CC5DD	1004/22	KUO X ON	TANG S PING
<input type="checkbox"/>			asd	1106/22		TANG S PING
<input type="checkbox"/>			Lot 1076/22	1076/22		H H LEE TANG S PING
<input type="checkbox"/>			Lot 1077/22	1077/22		TANG S PING LIN J PARK
			1	3006/22	FANG Y SONG	MENG Q WU LIAO A SHENG
	TSING YI	TSING YI	1	3011/22	FANG Y SONG	LIN C ZHEN YANG L FENG CHU T QIAO LIAO A SHENG
<input type="checkbox"/>	ABC	ABC	12cT	3013/22		TANG S PING

Details of the nominated Person

PNAP

Codes of Practice

Online Person (1)

- **Basic Information**

✧ **Active Projects** - check the box(es) in front of the project(s) you plan to assign to another AP/RSE/RGE to handle during your leave

**Active Projects**

Please complete the following fields

Name of Project	Address of Site	Lot No.	BD Ref. No.	AP	RSE	RGE
		145	1002/22			TAN Q YUL
Demo Project	213123	Lot 1278	2002/22	HO L KANG	SHAO J LEE	
<input checked="" type="checkbox"/>		1CC5DD	1004/22	KUO X ON	TANG S PING	
<input checked="" type="checkbox"/>		asd	1106/22		TANG S PING	
<input checked="" type="checkbox"/>		Lot 1076/22	1076/22		H H LEE TANG S PING	
<input checked="" type="checkbox"/>		Lot 1077/22	1077/22		TANG S PING	LIN J PARK
		1	3006/22	FANG Y SONG	MENG Q WU	LIAO A SHENG
TSING YI	TSING YI	1	3011/22	FANG Y SONG	LIN C ZHEN YANG L FENG CHU T QIAO	LIAO A SHENG
<input type="checkbox"/>	ABC	ABC	12cT	3013/22	TANG S PING	

2.

- Input “Details of the Nominated Person” by name or registration no.

- Set period span

Details of the nominated Person

Name

Period from

Reg No.

To

- ✧ Cover Letter to Buildings Department (optional)
- ✧ Copy List (optional)
  - Click the “Next” button at the bottom to go to next page - Forms

- Forms - fill out the Form BA21

Home / My Workspace  
/ Notice Of Nomination By Authorized Person Or Registered Structural Engineer Or Registered Geotechnical Engineer To Temporarily Act In His Stead (BA21) - Temporarily Act "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004834)

Select Project Forms Documents Preview and Confirm Submission

1 2 3 4

	Lot 1076/22	1076/22	
	Lot 1077/22	1077/22	

+ Add Another

提名人簽署# Signature of the Nominator #

# 根據註冊記錄  
# In accordance with the registration record

任何失實核證或聲明可引致法律行動。##  
Any false certification or declaration  
may be subject to legal action.##

Cancel Reset Save Delete Request for signing Back Next

3.

- Click the “Next” button at the bottom to save form(s) and go to the next page

- Plans and Documents

- ◇ PDF Forms---- Sign the Form BA21

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA21.pdf	BA21.pdf	16 Jun 2022 21:24	TANG S PING, RSE 80/02		...

No. of Files 1

Batch Request For Signing Batch Sign

- View
- Download
- Sign BA Form
- Remove Signature
- Request For Signing

- ◇ PDF Forms - Request the AP/RSE/RGE who is being nominated to co-sign the Form BA21

4.

Request For Signing

CHU T QIAO, RSE 56/00

Confirm Close

- ◇ AP/RSE/RGE being nominated will receive a notification and co-sign Form BA21

- ◇ Others---- Upload other supporting documents and sign (Optional)

- Click “Next” at the bottom to go to next page “Preview and Confirm Submission”

- Preview submission details

5.

Home / My Workspace  
/ Notice Of Nomination By Authorized Person Or Registered Structural Engineer Or Registered Geotechnical Engineer To Temporarily Act In His Stead (BA21) - Temporarily Act "RSE/AP/RGE" in project (ESH Submission ID : ESH-000004834)

Select Project Forms Documents Preview and Confirm Submission

1 2 3 4

**PDF Form** Download

File Name	Description	Uploaded Date	Signed By	Action
BA21.pdf	BA21.pdf	16 Jun 2022 21:24	TANG S PING, RSE 80/02	...

**Others** Download

File Name	Description	Uploaded Date	Signed By	Action
No files uploaded				

Cancel Reset Download Zip File Back **Submit**

- Click the “Submit” button at the bottom
- Nomination of other Registered Building Professional is submitted successfully with a receipt issued

6.	<ul style="list-style-type: none"><li>• Go to My Project to view the project basic information</li><li>• Nominated AP/RSE/RGE has been added to the project</li></ul>
----	---

### **2.17 Share Project Information**

User may share submission information and/or documents to other Registered Building Professionals under the project

(Note: other RBP must activate the project first to view or download the submission information and files)

Step #	Step Detail & Screen
1.	Log in ESS and find the “Share Information” option in Left Menu

# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL

The screenshot shows the user interface of the Electronic Submission Hub. At the top, the header includes the logo for the Buildings Department, the current time (29 Jun 2022 11:33), the user's name (TANG S PING), and various utility icons. A left-hand navigation menu is open, with the 'Share Information' option highlighted in red. The main dashboard area features a 'Submission Hub' banner, a row of action buttons (Create New Submission, Revise Submissions, My Projects, Manage Project Team, Submit Form BA21), and two summary cards showing 82 Active Submission(s) and 15 Processed Submission(s) for the current month. Below these are four more cards: File(s) Uploaded, Collaborator(s), Draft Submission(s), and Project(s) activated in ESH. On the right, there is an 'I Want To...' section with a list of tasks such as 'Add existing projects to ESH account' and 'Create New Project'. A vertical toolbar with icons is visible on the far right edge.

Buildings Department  
Electronic Submission Hub

Current Time: 29 Jun 2022 11:33  
Last Login Time: 29 Jun 2022 10:39

RSE 80/02  
TANG S PING

MENU

- Home
- Inbox
- Active Submissions
- My Projects
- My Workspace
- Manage Project Team
- News
- My Account
- Share Information**
- My Favourite

Submission Hub

Create New Submission

Revise Submissions

My Projects

Manage Project Team

Submit Form BA21

82 Active Submission(s)

15 Processed Submission(s)  
(CURRENT MONTH)

I Want To...

- Add existing projects to ESH account and view all projects in ESH
- Create New Project
- Revise (including add/ supersede/ withdraw) the submitted application
- Check the status of my submissions under processing
- View all active submissions in ESH
- Invite owners or collaborators (e.g. assistant)

File(s) Uploaded

Collaborator(s)

Draft Submission(s)

Project(s) activated in ESH

Click “Share Information” and get redirected to “My Project List”

# ELECTRONIC SUBMISSION HUB APPLICATION USER MANUAL

The screenshot displays the user interface of the Electronic Submission Hub. At the top, the header includes the Buildings Department logo, the text 'Buildings Department Electronic Submission Hub', the current time '29 Jun 2022 13:22', the last login time '29 Jun 2022 11:34', and the user profile 'RSE 80/02 TANG S PING'. A navigation menu on the left contains icons for home, dashboard, search, and other functions. The main content area features a 'Welcome to Electronic Submission Hub' banner with a 'Share Project Information' button. Below this is a 'My Project List' section containing a table with the following data:

BD Ref No.	Site Address	Action
1004/22		[Action]
1106/22		[Action]
1077/22		[Action]
1076/22		[Action]
3011/22	TSING YI	[Action]
3020/22	TAI PO	[Action]
3021/22	KWAI FONG	[Action]

The 'Action' button for the project with BD Ref No. 1077/22 is highlighted with a red box. Below the table, a bullet point provides the instruction: 'Click the "Action" button at the end of the project whose submission information you plan to share to other RBP'.

Welcome to  
Electronic Submission Hub

Share Project Information

My Project List

BD Ref No.	Site Address	Share Project Information - (1077/22)					Action												
1004/22		Project Team Member																	
		Name	Registration No.	Project Activation Status	Information	File													
1106/22		LIN J PARK	RGE 48/77	Active	<input type="checkbox"/>	<input type="checkbox"/>													
1077/22		HU L DONG	AP(A) 58/85	Inactive															
1076/22		KUO X ON	AP(A) 27/00	Inactive															
3011/22	TSING YI	HO Q FENG	RGE 6/97	Inactive															
3020/22	TAI PO	CHU T QIAO	RSE 56/00	Inactive															
3021/22	KWAI FONG	<table border="1"> <thead> <tr> <th>Name of Authorized Signatory</th> <th>Company Name</th> <th>Registration No.</th> <th>Project Activation Status</th> <th>Information</th> <th>File</th> </tr> </thead> <tbody> <tr> <td colspan="6">No data available in table</td> </tr> </tbody> </table>					Name of Authorized Signatory	Company Name	Registration No.	Project Activation Status	Information	File	No data available in table						
Name of Authorized Signatory	Company Name	Registration No.	Project Activation Status	Information	File														
No data available in table																			

Save Cancel

- A list of Project Team Members will be show

2. Please make sure the team member you plan to share project information with has already activated the project (If he/she hasn't done that ,please refer to "2.4.2 Activate Project")

Share Project Information - (1077/22)

Project Team Member

Name	Registration No.	Project Activation Status	Information	File
LIN J PARK	RGE 48/77	Active	<input type="checkbox"/>	<input type="checkbox"/>
HU L DONG	AP(A) 58/85	Inactive		
KUO X ON	AP(A) 27/00	Inactive		
HO Q FENG	RGE 6/97	Inactive		
CHU T QIAO	RSE 56/00	Inactive		

Name of Authorized Signatory	Company Name	Registration No.	Project Activation Status	Information	File
No data available in table					

Save Cancel

Check the box under “Information” to share submission information only (files can’t be downloaded) with the RBP

Share Project Information - (1077/22)

Project Team Member

Name	Registration No.	Project Activation Status	Information	File
LIN J PARK	RGE 48/77	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HU L DONG	AP(A) 58/85	Inactive	<input type="checkbox"/>	<input type="checkbox"/>
KUO X ON	AP(A) 27/00	Inactive	<input type="checkbox"/>	<input type="checkbox"/>
HO Q FENG	RGE 6/97	Inactive	<input type="checkbox"/>	<input type="checkbox"/>
CHU T QIAO	RSE 56/00	Inactive	<input type="checkbox"/>	<input type="checkbox"/>

Name of Authorized Signatory	Company Name	Registration No.	Project Activation Status	Information	File
No data available in table					

- Check the box under “File” to allow the RBP to not only view the submission information, but also download the files (Note: “File” must be chosen together with “Information”, for the files can’t be shared without submission information being shared simultaneously)

Share Project Information - (1077/22)

Project Team Member

Name	Registration No.	Project Activation Status	Information	File
LIN J PARK	RGE 48/77	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HU L DONG	AP(A) 58/85	Inactive		
KUO X ON	AP(A) 27/00	Inactive		
HO Q FENG	RGE 6/97	Inactive		
CHU T QIAO	RSE 56/00	Inactive		

Name of Authorized Signatory	Company Name	Registration No.	Project Activation Status	Information	File
No data available in table					

- Click “Save” button to confirm