



Electronic Submission Hub

Task Force on Industry Adoption of ESH

2nd Meeting – 20 April 2021



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- e) e-Directory in ESH account
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3. Standards and Requirements

- a) File formats and requirements for plans including drawings and documents
- b) Layout of drawing title box

Implementation Timeframe of ESH

Q1 2022

Stage 1

**Plans not requiring
cross-department referral**

Structural Works
above ground

Q4 2023

Stage 2

**Plans requiring referrals to
Works Departments only**
(ArchSD, CEDD, DSD, HyD, TD, WSD)

Demolition
Drainage
Excavation & Lateral Support
Ground Investigation
Foundation
Hoarding
Site Formation
All Structural Works

Q2 2025

Stage 3

**All types of plans
(all CPS participants)**

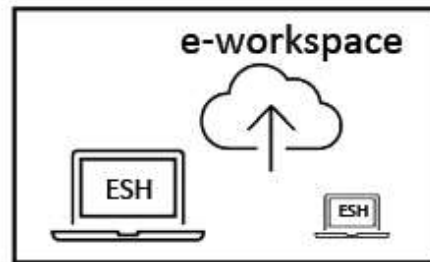
including
General Building Plan

Recap

Make a Submission



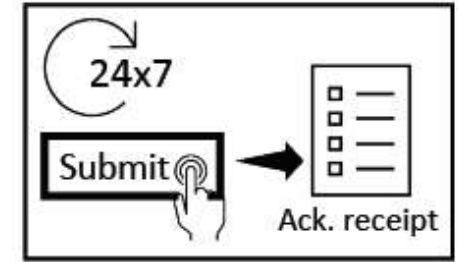
1. Login ESH Account (applicants / sub-ordinates)



2. Upload submission files
(Drawing in PDF format for approval, whereas BIM file for supplementary information)

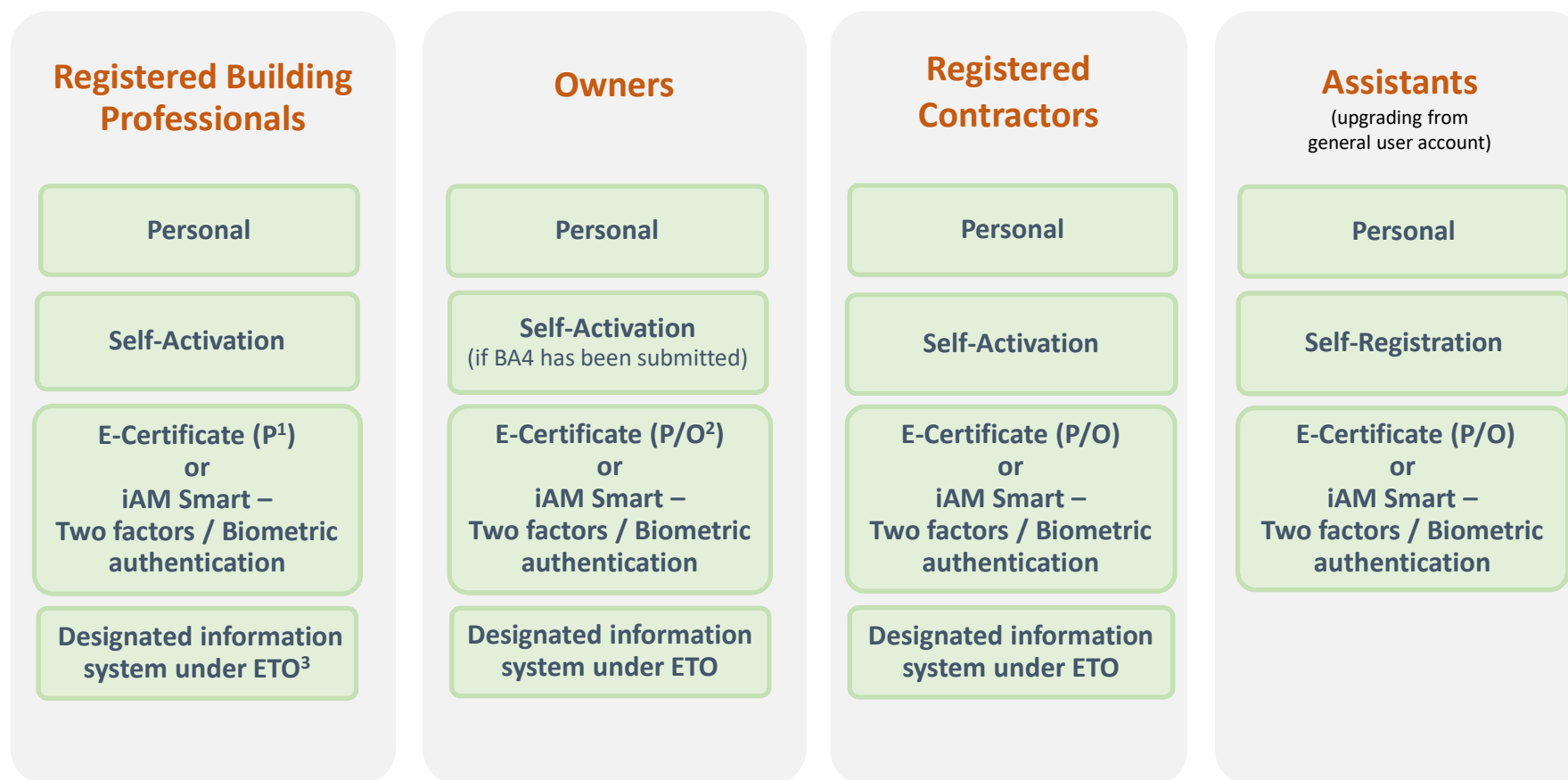


3. Sign the drawings / forms / documents by all responsible parties using digital signing tool



4. Press "Submit" button in one-stop e-counter operating 24x7 with auto-generated system receipt.

a) Types of ESH account for Industry



1. Personal e-Cert
2. Organisational e- Cert
3. Applicants have to designate his/her ESH account as his/her information system for the purpose of receiving electronic records from the Building Department pursuant to section 19(2)(a) of Electronic Transaction Ordinance.

(i) Owners' ESH account

(a) Recognition through Form BA4

Form BA4 will be revised to allow the owner to nominate a representative for connecting his/her ESH account to the relevant project in ESH.

(b) Through invitation by the RBP

Download Draft 列印 Print 重設 Reset 儲存 Save 提交 Submit

認可人士及/或註冊結構工程師及/或註冊岩土工程師委任通知書
Notice of Appointment of Authorized Person and/or Registered Structural Engineer and/or Registered Geotechnical Engineer
《建築物條例》(第123章)第4條 Building Ordinance (Chapter 123) Section 4
《建築物(管理)規例》第23條 Building (Administration) Regulation 23

表格 Form **BA4**

• 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》。
• 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

日期: 日 月 年
Date: dd mm yyyy

甲部 委任通知書
Part A Notice of Appointment

由擬進行工程的人士填寫
To be completed by the person intending to carry out the works

1 擬進行的工程的資料
Details of the Proposed Works

本人/我們擬進行下述工程。
I/We intend to carry out the works as detailed below.

工程類別 Type of Works
☐ 建築工程 Building works ☐ 街道工程 Street works

(a) 擬進行的工程簡介 Brief Description of the Proposed Works

(b) 地點地址 Address of Site

(c) 地段編號及其他地段任何部分的詳細資料 Lot Number with Details of Any Section of the Lot

(d) 業主/擁有人姓名 Name of the Owner ① 姓氏先行 Surname first 業主/擁有人的地址 Address of the Owner

(e) 獲業主/擁有人正式授權的代理人姓名(如有) Name of Duly Authorized Agent of the Owner (if any)
 電郵地址 E-mail Address

獲業主/擁有人正式授權的代理人地址(如有) Address of Duly Authorized Agent of the Owner (if any)

① 如有多位業主/擁有人或正式授權的代理人，請另加紙張填寫，並在每頁加蓋及註明日期，隨本表格一併提交。請註明附加頁數。
For more than one owner or duly authorized agent of the owner, please attach additional sheet(s) which must be signed and dated and submit together with this form. Please state no. of sheet to be attached.

附加頁 Additional 張 Pages



BA4 (03/2019) - P.1/3

(ii) Types of Digital Certificates

1. e-Certificates

(a) e-Cert (電子證書)

Hongkong Post built a Public Key Infrastructure ("PKI") in early 2000 and became the first public recognized certification authority ("CA") under the Electronic Transactions Ordinance ("ETO") (Cap. 553).

(b) ID-Cert (電子證書)

Digi-Sign Certification Services Limited is the first commercial company certified as a recognized certificate authority ("CA") in Hong Kong under the Electronic Transactions Ordinance ("ETO") (Cap. 553).

2. iAM Smart (formerly known as Electronic Identity eID)

iAM Smart serves as a common authentication key to log in online services of government departments and private companies. It will support digital signing with legal status under the Electronic Transactions Ordinance (Cap. 553) for handling contracts, statutory documents and procedures and other important transactions.

b) Activation of User Accounts of Registered Building Professionals (RBP) and Registered Contractors (RC)



Activation

BD will **create** account for each registered building professionals according to the prevailing registers, i.e.

AP/RSE/RGE/RI/CP/QP

– **(RBP)** and

RGBC/RSC/RMWC

– **(RC)**

Step 1

RBP/RC need to **activate** the account in order to use ESH

Step 2

RBP/RC need to provide the following information to activate his/her ESH account:

- HKID number
- e-Certificate

Step 3

RBP need to input more information for using ESH, such as:

- Login name
- Telephone number
- Password
- Default role of AP/RSE/RSE/Owner account (if applicable)

b) Activation of User Accounts of Registered Building Professionals (RBP) and Registered Contractors (RC)



Main Page

After successfully activating or log-in an account, RBP and RC will be diverted to the **main page** of ESH

Main Page for ESH account

E-Workspace

- Invite Owner and assistants to join the project
- Prepare a draft submission collaboratively with project team

In-box

- Notifications regarding the submissions / applications submitted to BD

My Projects

- Project portfolio of all projects in hands
- Progress tracking on active projects

Others

- **e-Tracking**
- **Contacts at a glance**
- **My Account**
- **e-Messaging**

Calendar

- Update relevant events to the calendar

Seminars

- Apply for and receive reminder for seminars

Enquiries

- Make an enquiry to BD and receive reply from BD via electronic means.

News

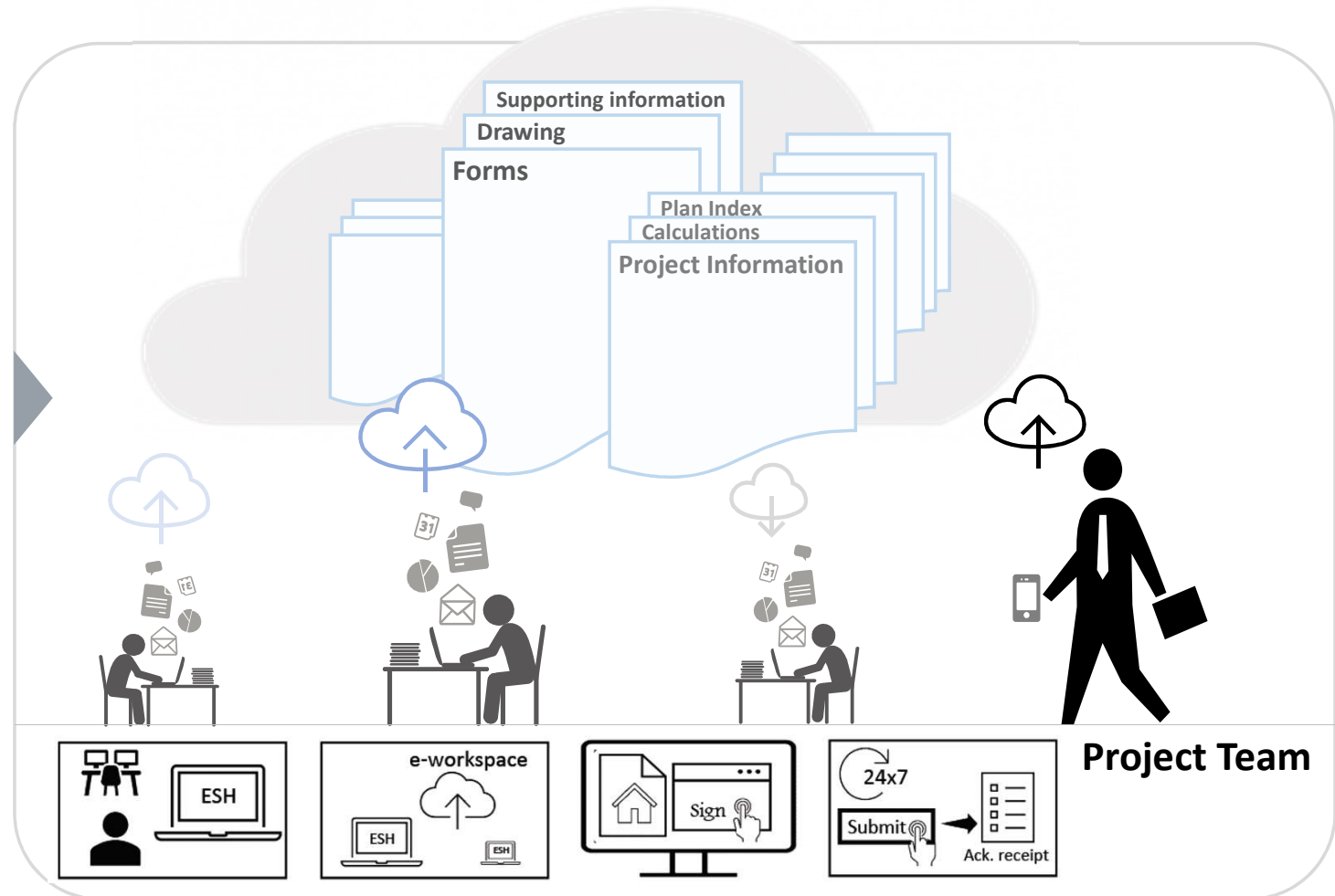
- Receiving latest BD' news

c) Preparation of a Submission to ESH in e-Workspace



e-Workspace

Provision of **Common Collaborative Environment (CCE)**, i.e. e-workspace for RBP/RC to prepare a submission with project team collaboratively



c) Preparation of a Submission to ESH in e-Workspace



e-Workspace

Provision of
**Common
Collaborative
Environment (CCE)**,
i.e. e-workspace for
RBP/RC to prepare
a submission with
project team
collaboratively

Details of e-Workspace:

Workspace Owner:	Registered Building Professionals / Registered contractors
Default participants:	other RBP & Owner (as specified in BA4)
Other participants:	Assistants, other professional(s), contractor(s) (invited by the Workspace Owner)
Assignment Level:	(i) by Project & (ii) by Submission under a project

c) Preparation of a Submission to ESH in e-Workspace



e-Workspace

Provision of
**Common
Collaborative
Environment (CCE)**,
i.e. e-workspace for
RBP/RC to prepare
a submission with
project team
collaboratively

Proposed sizes of e-Workspace after sizing study from survey forms collected after 1st Meeting of TFESH:

- Registered building professional : 5 GB
- Registered contractor : 2.5 GB
- Public User for reports/complaints : 0.5 GB

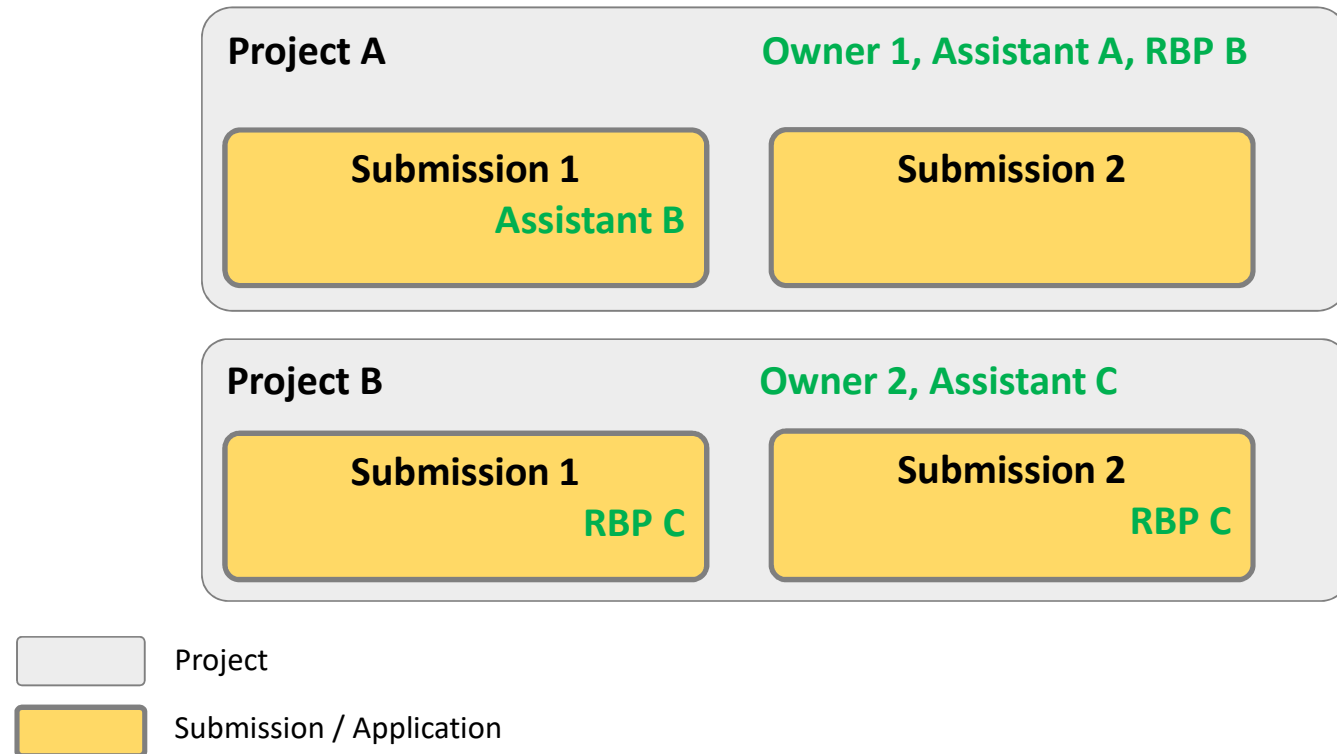
c) Preparation of a Submission to ESH in e-Workspace



e-Workspace

Provision of
**Common
Collaborative
Environment (CCE)**,
i.e. e-workspace for
RBP/RC to prepare
a submission with
project team
collaboratively

Invitation of owner/assistant to join the project



c) Preparation of a Submission to ESH in e-Workspace



e-Workspace

Provision of **Common Collaborative Environment (CCE)**, i.e. e-workspace for RBP/RC to prepare a submission with project team collaboratively

Step 1

Login ESH Account using two factors authentication, either

➤ **E-Cert:**

- User name
- password &
- e-Certificate

➤ **iAM Smart:**

- Biometric technology in personal mobile device

Step 2

Invite owners/assistants /other RBPs to join the project

- Send invitation
- Assign/manage permissions

Step 3

Prepare a submission in e-workspace collaboratively with project team

- Completing forms
- Filling in project information input
- Uploading submission files
- Compiling plan index
- Digital signing
- Submit to One-Stop e-Counter

d) Submitting to BD's One-Stop e-Counter



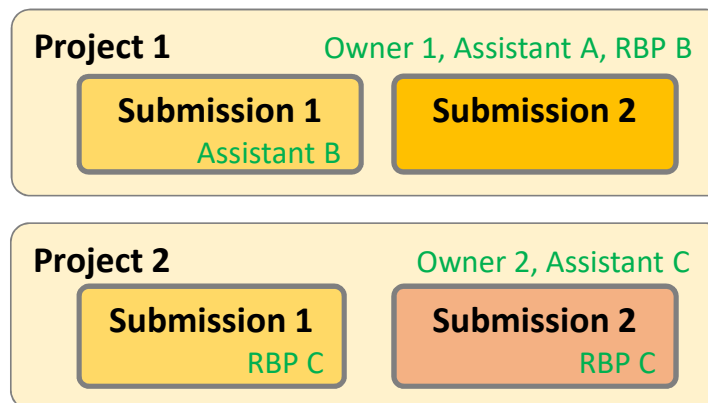
One-Stop e-Counter

After finalising the preparation, submit to **One-Stop e-Counter** of BD electronically

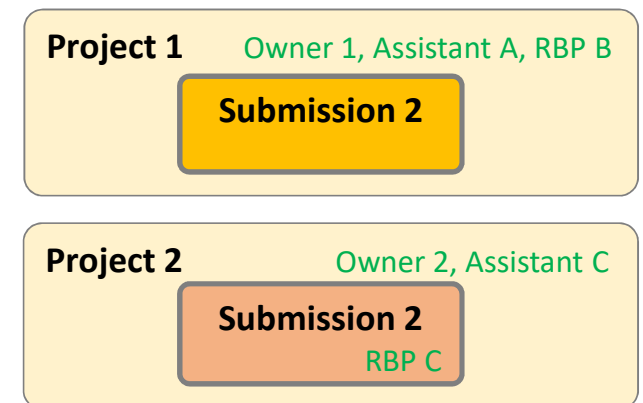
After successfully submitted to BD, the whole draft submission will be cleared.

e.g.

(Before)



(After)



e) e-Directory in ESH Account



After successfully submitted to BD, the submission will be appeared in the **MY PROJECT** in ESH account of the RBP and the relevant user, e.g. owner and assistant.

My Project

Record of submissions

Welcome to Electronic Submission Hub

New Submission Assign Assistant Assign Owner

In box (BD reply) (Name TBC)

BD Ref	Case Address	Category of Works	Submission Type	Date of reply
2/9002/20	Sha Tin, Sha Tin...	Building Plan	Plan Submission	1/12/2020
3/9002/20	Sha Tin, Sha Tin...	Superstructure Plan	Plan Submission	3/12/2020
3/9012/20	Wan Chai, Wan Chai...	Cladding works	Application for Consent	12/12/2020
3/4042/19	North Point, Java Road...	Superstructure Plan	Plan Submission	3/12/2020

Active Submission (Submission to BD and waiting for reply) (Name TBC)

BD Ref(4-2)	Case Address	Description(Submission Type)	Status/Remain days
9063/18	Wan Chai, Wan Chai...	Consent	3
5032/19	North Point, Java Road...	Plan Submission(Retaining Wall Plan)	4
9012/20	Wan Chai, Wan Chai...	Consent	9
4042/19	North Point, Java Road...	Plan Submission(Superstructure Plan)	12

My Projects (Submission to BD and waiting for reply) (Name TBC)

Recast the water tank cover slab at Sump & Pump

734-738 King's Rd, Tsat Tsz Mui

45 Peak Rd

123 Taikoo

Seminar

News

My Projects Sort

Recast the water tank cover slab at Sump & Pump

- Structural submission
 - Structural plan
 - Plan approval
 - New Submission 2021-02-17

734-738 King's Rd, Tsat Tsz Mui

45 Peak Rd

123 Taikoo

12312

ttt

f) Features assisting submission and processing processes












Features in ESS

Facilitate
Consent
Application

A list of approval conditions:

(A condition list generated from previous relevant approval letter(s))

Reinforced Concrete	Mark Fulfilled	Upload Support Document
To ensure full compliance with the Buildings Ordinance (BO), it is prudent for the Authorized Person(AP) who acts as the coordinator of the building works to inform the Registered General Building Contractor(RGBC)/Registered Specialist Contractor(RSC) of all the imposed conditions attached to this approval.	<input type="checkbox"/>	<div>No file chosen</div> <div>Browse</div> <div>  </div>
It is your duty to ensure that the works so approved are compatible with the approved general building plans.You are reminded that the approval of this structural submission does not infer that any general building plans corresponding to this application will be approved by the Building Authority.Under section 16(3) of the BO, the consent for the commencement and carrying out of the works now approved will not be given until the corresponding general building plans have been approved.	<input type="checkbox"/>	<div>No file chosen</div> <div>Browse</div> <div>  </div>
You are reminded that the record plans and/or test reports required under this approval should be submitted within the time frame as specified in the attached appendix/appendices.Delay in the submission of the required documents may affect the timely processing of Form BA14 and/or occupation permit applications.	<input type="checkbox"/>	<div>No file chosen</div> <div>Browse</div> <div>  </div>

2. Standards and Requirements

File formats & requirements for plans including drawings and documents

For each drawing :

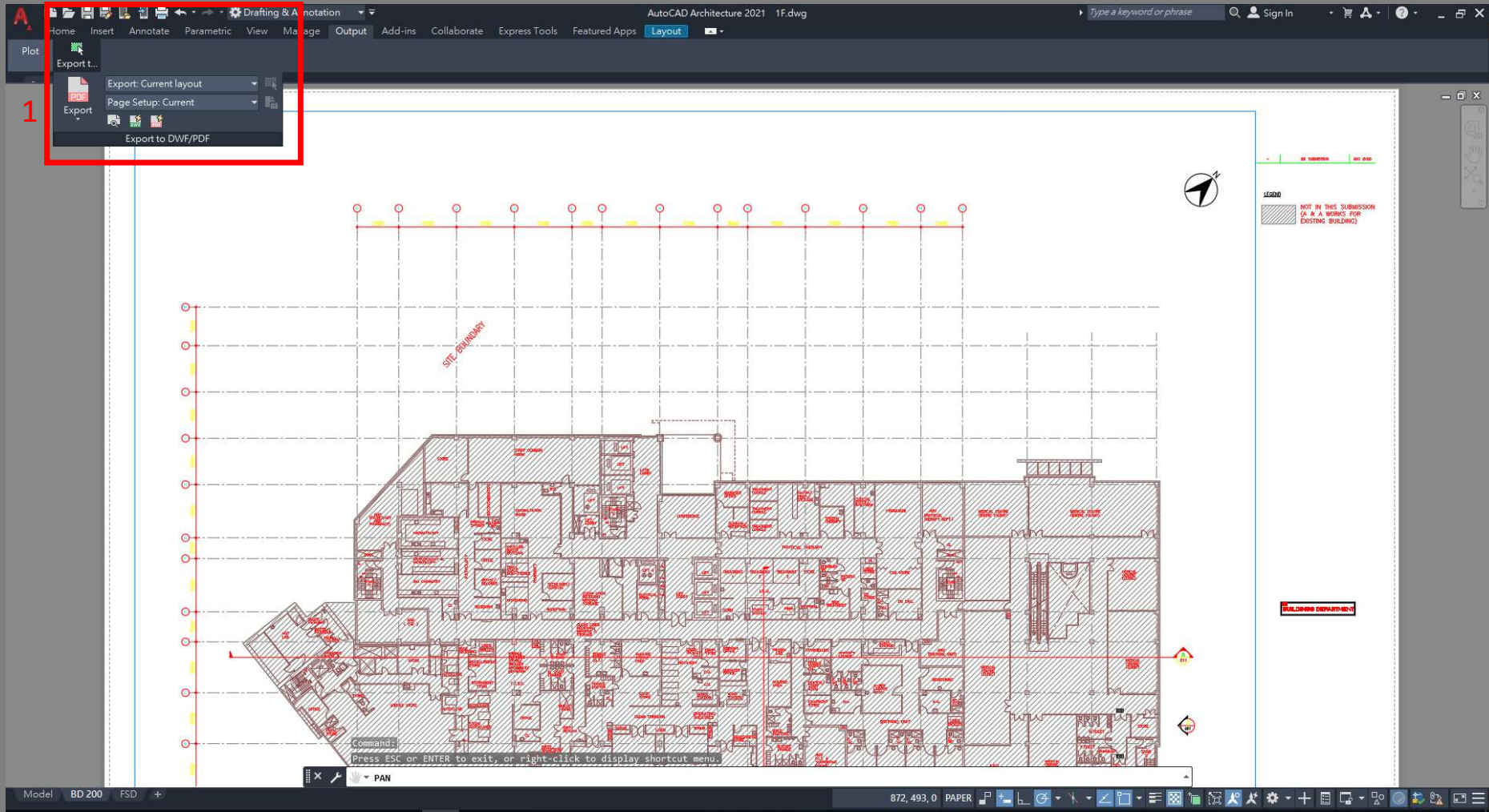
- PDF file
- One drawing per PDF file
- Resolution: min. 300dpi (preferred to be created from BIM and CAD file)
- Requirement: All layers in the file should be flattened (single layer, no multi-layer)
- File size: max. 25MB each

For BIM files or other files/documents

- File size: max. 500MB each

Creating searchable PDF from BIM/CAD

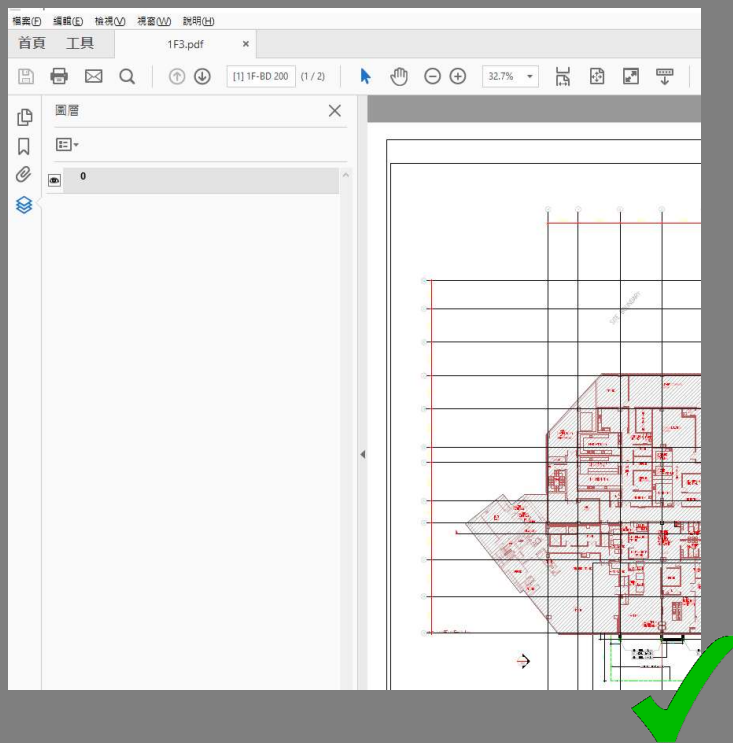
- Choose Output->Export-> PDF



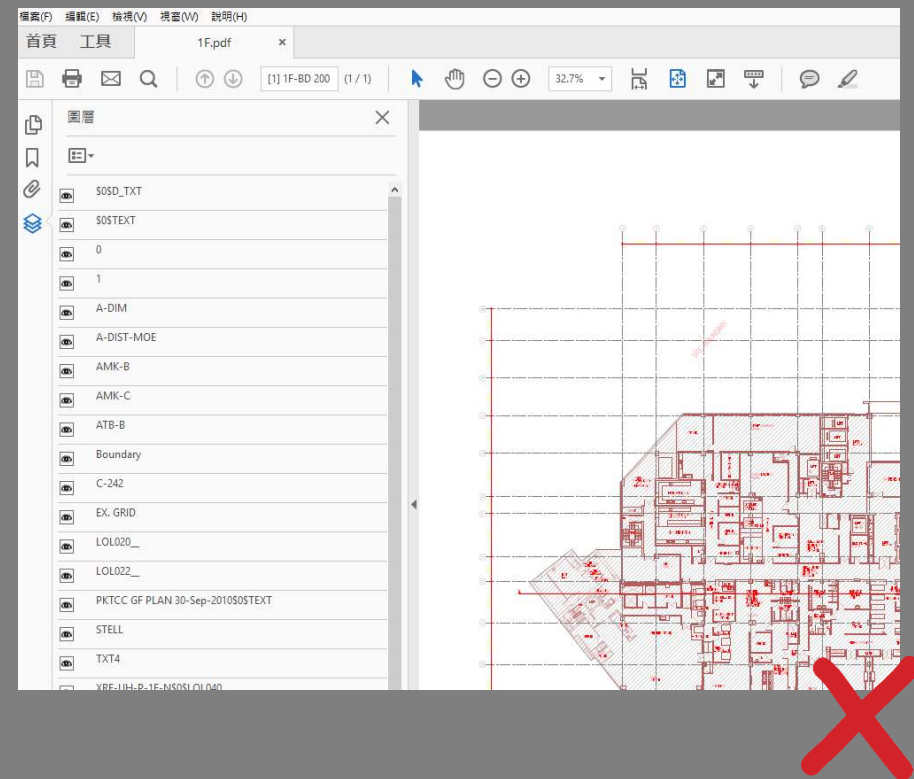
Accepted PDF format in ESH



Single Layer PDF



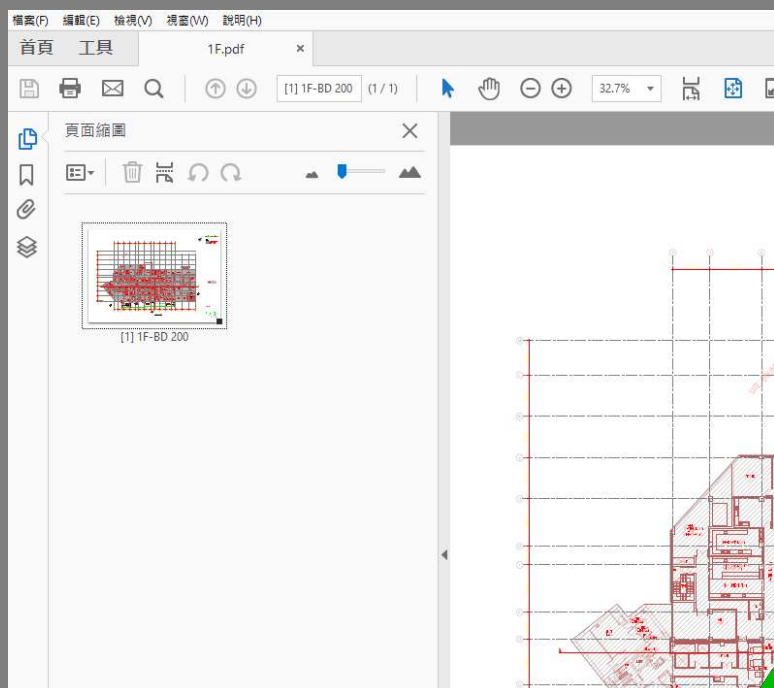
Multi-Layer PDF



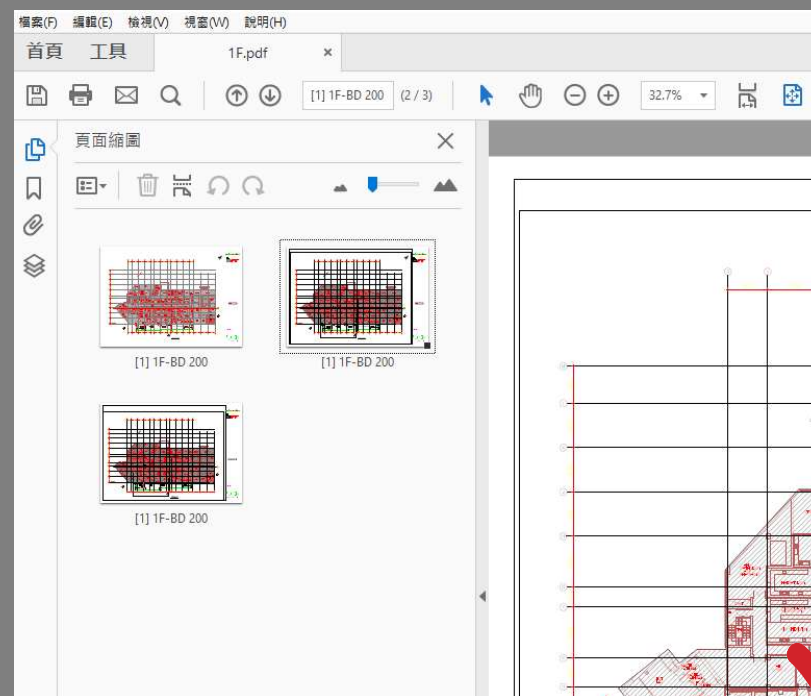
Accepted PDF format in ESH



Single Page PDF



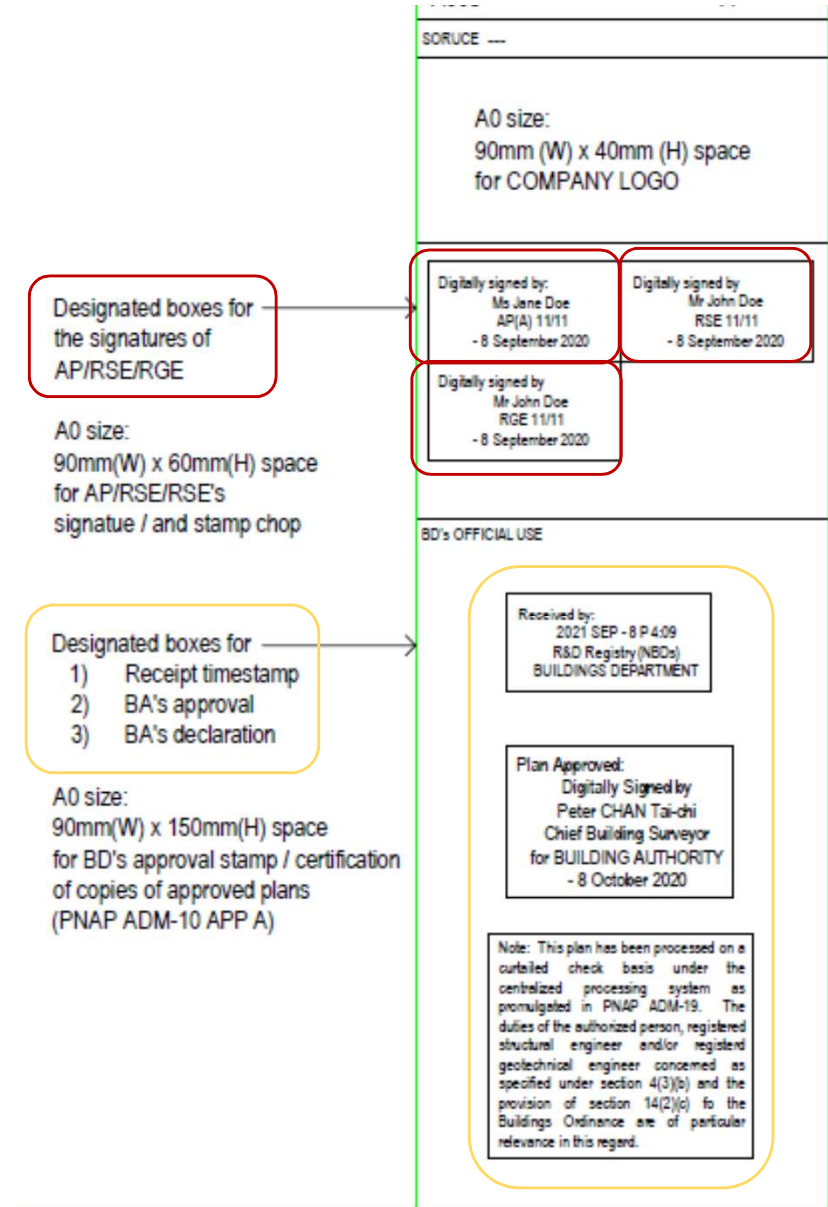
Multi-Page PDF

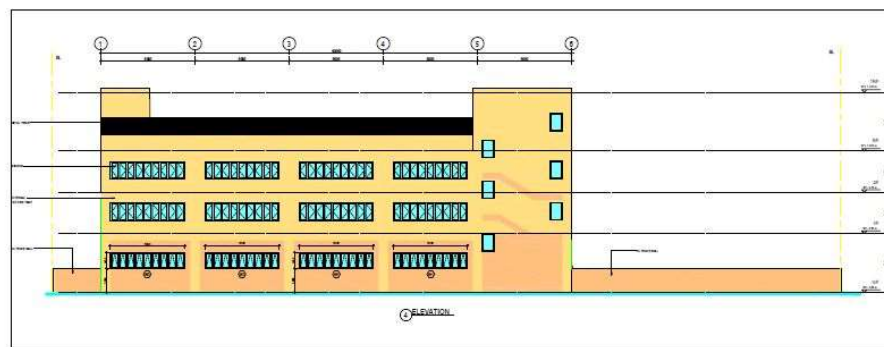


2. Standards and Requirements

Layout of drawing title box

- Space reserved for showing the signature after digital signing





1. $\frac{1}{2} \times 100 = 50$
 2. $\frac{1}{2} \times 100 = 50$
 3. $\frac{1}{2} \times 100 = 50$

DATE	TIME	LOCATION
10/10/2012	10:00	10100
PROJECT		
10-SAMPLE - PROPOSED INSTITUTION		
TOWNSHIP AT 10:00 AM		

CHAPTER 11
STATISTICS 140

100%

AGE _____

All sizes
20cm (8") x 40cm (16")

→ **Wiederholungsfragen**

1023

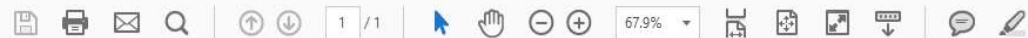
676 37726-10

1. **Introduction**
 2. **Background**
 3. **Methodology**
 4. **Results**
 5. **Conclusion**
 6. **References**

1000

1. The first step is to identify the problem.

...
...
...
...
...



已簽署，且所有簽名均有效。

簽名面板

簽名

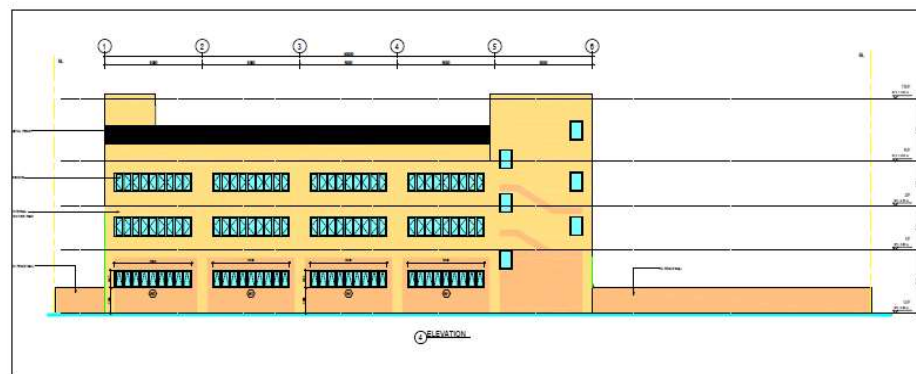
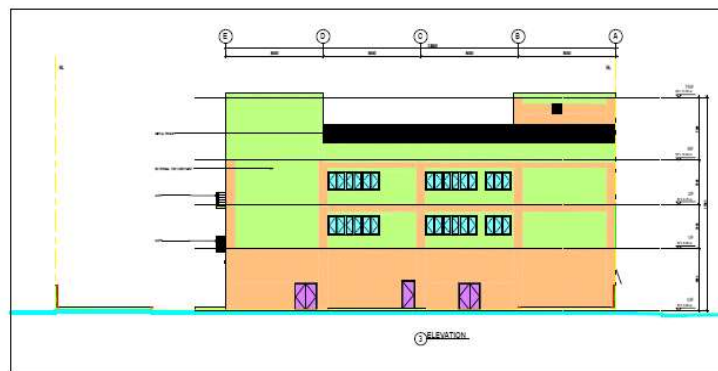
全部驗證

> 修訂版本 1 : 由 AP Jane Doe <ap_jd@b

> 修訂版本 2 : 由 RSE John Doe <rse_jd@

> 修訂版本 3 : 由 PER Trial One <per1@t

> 修訂版本 4 : 由 BD Chief Professional (



NO. 001	001	001
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NO. 003	003	003
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NO. 077	077	077
NO. 078	078	078
NO. 079	079	079
NO. 080	080	080
NO. 081	081	081
NO. 082	082	082
NO. 083	083	083
NO. 084	084	084
NO. 085	085	085
NO. 086	086	086
NO. 087	087	087
NO. 088	088	088
NO. 089	089	089
NO. 090	090	090
NO. 091	091	091
NO. 092	092	092
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NO. 095	095	095
NO. 096	096	096
NO. 097	097	097
NO. 098	098	098
NO. 099	099	099
NO. 100	100	100

在這裡尋找您的工具

- 建立 PDF
- 編輯 PDF
- 轉存 PDF
- 注釋
- 組織頁面
- 增強掃描
- 保護
- 填寫和簽署
- 準備表格
- 更多工具

Development Progress of ESH System for Stage 1



Development Progress

e-Registration	80%	MyAccount	20%
e-Workspace	50%	e-Calendar	<i>in progress</i>
Digital Signing Tools	<i>in progress</i>	e-Tracking	<i>in progress</i>
e-Downloading	<i>in progress</i>	Contact Point at a glance	<i>in progress</i>
One-stop e-Counter	30%	e-News	<i>in progress</i>
e-Directory	30%	e-Search	<i>in progress</i>



Thank you

Welcome views and questions