

BCA Ref No.: BCA 98.3.1 BO \_\_\_\_\_

**GREEN MARK INCENTIVE SCHEME FOR EXISTING  
BUILDINGS AND PREMISES  
(BUILDING OWNERS)**

**2<sup>nd</sup> DISBURSEMENT  
APPLICATION FORM  
(Private Development)**

1. All necessary supporting documents must be submitted together with your application.
2. Where terms or phrases are not defined herein, applicants should refer to the website of the Building and Construction Authority (“BCA”) or write to BCA for interpretive guidance. Such interpretive guidance shall be conclusive.

This application form is to be submitted (with the Project information sheets duly completed) with documentary proof required under paragraph 3.0 of the Guidelines and all required documents listed in the checklist to:

**Director  
Green Building Policy Department  
Green Mark Incentive Scheme for Existing Buildings and Premises (GMIS-EBP)  
c/o: 52 Jurong Gateway Road, #11-01  
Building and Construction Authority  
Singapore 608550**

For Official Use Only:

Incentive Entitlement

**GREEN MARK INCENTIVE SCHEME FOR EXISTING BUILDINGS AND PREMISES, GMIS-EBP (BUILDING OWNERS) – 2nd DISBURSEMENT APPLICATION FORM**

**PARTICULARS & DECLARATION BY APPLICANTS**

- 1) We declare that the Applicant:
  - a. is governed by the Companies Act where (i) at least 30% of the company's ordinary shares are held directly or indirectly by Singaporean/Singapore PR(s) and (ii) either the company's Group annual sales turnover is not more than S\$100 million or company's Group employment size is not more than 200 employees.
  - b. (where applicable) we declare that at least 10% of the Applicant's tenants are companies governed by the Companies Act where (i) at least 30% of the company's ordinary shares are held directly or indirectly by Singaporean/Singapore PR(s) and (ii) either the company's Group annual sales turnover is not more than S\$100 million or company's Group employment size is not more than 200 employees.
  - c. Has not commenced any part of the retrofitting works prior to this application;
  - d. Has not made any form of payment to any supplier/service provider engaged for this retrofitting works prior to this Application;
  - e. Is free from any litigation;
  - f. Has not gone into compulsory or voluntary liquidation;
  - g. Is not in the course of being wound up or dissolved;
  - h. Has not applied, obtained or will be obtaining any other tax/financial incentives for the proposed retrofitting works from any other government agencies.
- 2) We, the Applicant Company, also declare that it's related companies and their respective directors or shareholders do not have any relationship, connection, association or dealing with the supplier/service provider engaged in this retrofitting works.
- 3) We declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld any material fact.
- 4) We understand that if we make or provide any false or misleading statements or information, or by withholding any material fact, BCA may terminate our participation and / or recover immediately from us any amount of the incentive that may have been disbursed in accordance with paragraph 7.2 of the Guidelines.
- 5) We have read and understood, and agree to the contents of the Guidelines.

Category of Building Owner <sup>^</sup>	<input type="checkbox"/> SME <input type="checkbox"/> NGO <input type="checkbox"/> VWO <input type="checkbox"/> Religious Organisation <input type="checkbox"/> Building Owner with at least 10% of its tenants SME: <input type="checkbox"/> Energy Improvement Works for at least 10% of its SME tenants' premises; or <input type="checkbox"/> Green Mark Rating under Green Mark Portfolio Programme		
Registered Company Name			
Unique Entity Number (UEN) (if applicable)			
Correspondence Address		Contact Phone No.	
Contact Person & Designation *		Building Owner's Stamp	
Contact Person Email			
Signature		Date:	

<sup>^</sup> Please submit Accounting & Corporate regulatory Authority (ACRA) and Financial statements for both categories.

\* Only the sole proprietor, partner or company director, as registered with Accounting & Corporate regulatory Authority (ACRA) or professional bodies, may sign this declaration.

**GREEN MARK INCENTIVE SCHEME FOR EXISTING BUILDINGS AND PREMISES, GMIS-EBP (BUILDING OWNERS) – 2nd DISBURSEMENT APPLICATION FORM**

**PARTICULARS & DECLARATION BY APPLICANTS**

For Energy Performance Contracting Joint Application - To be filled in by Consultant/ESCO

Name of Consultant			
Address		Tel No. / Fax No.	
Contact Person (Email Address)		Building Owner's Stamp	
Name & Designation *			
Signature		Date:	

\* Only the sole proprietor, partner or company director, as registered with Accounting & Corporate regulatory Authority (ACRA) or professional bodies, may sign this declaration.

**GREEN MARK INCENTIVE SCHEME FOR EXISTING BUILDINGS AND PREMISES, GMIS-EBP (BUILDING OWNERS) – 2nd DISBURSEMENT APPLICATION FORM**

**PROJECT DETAILS**

Name of Building	
Building Category	<input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Hotel <input type="checkbox"/> Mixed Development/Others: _____
Building Address	
BCA Registered Energy Auditor/ M&E Professional Engineer	Contact Person & Designation: Contact Person Email: Contact No: Company Address:
Existing GFA (m <sup>2</sup> )	
Green Mark Rating achieved	<input type="checkbox"/> Certified <input type="checkbox"/> Gold <input type="checkbox"/> Goldplus <input type="checkbox"/> Platinum Please state Date of Letter of Award : _____
Type of Air-Conditioning System	<input type="checkbox"/> Central Water-cooled Chilled Water Air-Conditioning System <input type="checkbox"/> Variable Refrigerant Flow (VRF) System
Types of building retrofits	<input type="checkbox"/> Replacement and Upgrading <input type="checkbox"/> Optimisation
Measured System Efficiency of the Central Chilled Water Air-Conditioning or Variable Refrigerant Flow (VRF) system efficiency (kW/RT)	
Actual date of completion of energy improvement works. (DD/MM/YYYY)	
Approved cost of energy efficient equipment / energy improvement works (S\$) (A)	
Approved cost of professional services (S\$) (B)	
Total approved cost (S\$) (A+B)	

**GREEN MARK INCENTIVE SCHEME FOR EXISTING BUILDINGS AND PREMISES, GMIS-EBP (BUILDING OWNERS) – 2nd DISBURSEMENT APPLICATION FORM**

**CHECKLIST OF DOCUMENTS TO BE ENCLOSED WITH APPLICATION**

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The following list of documents and written information must be submitted together with this application:-

- (a) A table showing the approved summary of the energy improvement works and consultant services, Projected Energy Savings (in kWh and \$ using \$0.25/kWh), actual contract costs of the supply and installation of the energy improvement works and the consultancy services fees.
- (b) Green Mark Certificate or Letter of Award issued in respect of the Building if the same was not furnished at the time of application;
- (c) Testing and commissioning reports showing, to BCA's satisfaction, that the energy improvement works have been completed;
- (d) Duly signed completion certificate or a written document from Owner to the contractor/vendor stating the date of completion of the energy improvement works;
- (e) Applicant to provide certified true copy of the tax invoices and receipts of payments (signed and endorsed with company stamp), utility bills and such other documents showing the actual costs of each of the energy improvement works and the approved equipment installed.
- (f) Letter of Approval for first disbursement issued in respect of the energy improvement works.
- (g) Operating System Efficiency (OSE) report verifying the system efficiency of the Central Water-cooled Chilled Water Air-Conditioning System, the report format shall be in accordance with the template in Annex B of the GMIS-EBP Application Guidelines.

The following list of additional documents and written information are required for applications under Energy Performance Contracting:

- (i) certified true copy of the original duly signed EPC agreement made between the Applicant and the EPC Contractor ("**EPC Agreement**");.
- (ii) (if the Applicant is a management corporation strata title) certified true copy of council resolution or resolution passed at a general meeting approving MCST entering into the EPC Agreement and Master Financial Payment Agreement
- (iii) certified true copy of director's resolution approving Applicant entering into the EPC agreement and Master Financial Payment Agreement.
- (iv) BCA's receipt of the certified true copy of original tax invoices and receipts of payments issued by the EPC Contractor for the fees paid for the Upgrading or Retrofitting Works.