

BCA Ref No.: BCA 98.3.2 UR \_\_\_\_\_

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

**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, all 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 (TENANTS) - 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. Has not commenced any part of the retrofitting works prior to this application;
  - c. Has not made any form of payment to any supplier/service provider engaged for this retrofitting works prior to this Application;
  - d. Is free from any litigation;
  - e. Has not gone into compulsory or voluntary liquidation;
  - f. Is not in the course of being wound up or dissolved;
  - g. 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 its 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 Tenants^	<input type="checkbox"/> Office	<input type="checkbox"/> Retail	<input type="checkbox"/> Supermarket	<input type="checkbox"/> Restaurant
Registered Company Name				
Unique Entity Number (UEN) (if applicable)				
Correspondence Address		Contact Phone No.		
Contact Person & Designation *		Tenant's Stamp		
Contact Person Email				
Signature		Date:		

^ Please submit Accounting & Corporate regulatory Authority (ACRA) and Financial statements.

\* 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 (TENANTS) - 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)		Consultant/ ESCO'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 (TENANTS) - DISBURSEMENT APPLICATION FORM**

**PROJECT DETAILS**

Name of Premise	
Building Category	<input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Hotel <input type="checkbox"/> Mixed Development/Others: _____
Premise 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 ÷ _____
Actual date of commencement and completion of energy improvement works. (DD/MM/YYYY)	Commencement: _____      Completion: _____
Approved cost of energy efficient equipment / energy improvement works (S\$) (A)	
Approved cost of professional services (S\$) (B)	
Total approved cost (S\$) (A+B)	
Type of Energy Efficient Lightings	<input type="checkbox"/> LED <input type="checkbox"/> T5 <input type="checkbox"/> Others (please specify): _____
Total number of electrical sub-metres	

**GREEN MARK INCENTIVE SCHEME FOR EXISTING BUILDINGS AND PREMISES, GMIS-EBP (TENANTS) - 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 qualifying costs of the energy improvement works and consultant services,
- (b) Green Mark Certificate or Letter of Award issued in respect of the Premise 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 Tenant to the contractor stating the date of completion of the energy improvement works;
- (e) Certified true copy (with Applicant's endorsement) of the original tax invoices of the consultancy fees and receipts of payments, which have been paid to the consultants for the Professional Services;
- (f) Certified true copy (with Applicant's endorsement) of the purchase orders, tax invoices and receipts of payments, and such other documents showing the actual costs of each of the energy improvement works and the approved equipment installed;
- (g) BCA's Letter of Offer and Applicant's Letter of Acceptance for the Green Mark Incentive Scheme for Existing Buildings and Premises (GMIS-EBP);
- (h) Post retrofit utility bills (at least 3 months) showing the energy consumption of the Premise starting from the month after the completion of the retrofitting works.
- (i) A detailed calculation of the Energy Efficiency Index (EEI) and Lighting Power Budget for the Office Interior scheme; and Lighting Power Budget for the Retail, Supermarket and Restaurant schemes.