

Our Address

- Block C, Level 2 at BCA Academy (200 Braddell Road, Singapore 579700)
- Time & Date of collection to be advised
- For further enquiries, please call us at 6248 9845

**Request Form for CoreTrade Site Attendance Book**

Please fill in the details and submit a copy to [www.bca.gov.sg/feedbackform](http://www.bca.gov.sg/feedbackform). Please select “CoreTrade” and follow by “Deployment requirements” in the sub category.

<b>Date of Request</b>	
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**(A) Information of requester**

Company Name	
Contact Person & Designation	
Hand Phone Number	

**(B) Project Details**

Building Plan Number	
Project Title	

Please choose one of the followings:

We would like to request for a 1st copy of the Site Attendance Book.

We have utilized the issued site attendance book (Serial No: \_\_\_\_\_) and would like to request for a 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> (please delete accordingly) copy.

Others, please specify reasons:

**(C) Collection Details**

\* The person collecting must be at least a **Project Manager (PM)** from company managing this project. If PM is unavailable, please send a representative with a company authorisation letter.

Name of Person & Designation	
Signature	

**(D) Official Use**

Issued by	
Attendance Book Serial Number	