

PILOT BUILDING RETROFIT ENERGY EFFICIENCY FINANCING (BREEF) SCHEME FOR EXISTING BUILDINGS APPLICATION FORM

1. You will need about 10 minutes to fill this form. All fields in this application are compulsory. Where information is not applicable, a “N.A.” is necessary.
2. All necessary supporting documents must be submitted together with your application.
3. 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 3.1 of the Guidelines and all required documents listed in the checklist to BCA- BuildSG Transformation Fund Department.

For Official Use Only:

Registration No.
Loan Amount

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PARTICULARS & DECLARATION BY APPLICANTS

- 1) 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.
- 2) 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.
- 3) We have read and understood, and agree to the contents of the Guidelines.
- 4) We consent to the disclosure of all relevant information of the company/group by the participating financial institution to BCA and any entity or person to whom disclosure is required in relation to the Building Retrofit Energy Efficiency Financing (BREEF) Scheme.

Name of Applicant			
Address		Tel No./ Fax No.	
Contact Person (Email Address)			
Name & Designation			
Name of Building Owner (if different from above)			
A Subsidiary of A Major Developer, if applicable			
Building Address		Tel No. / Fax No.	
Contact Person (Email Address)			
Name & Designation			

Signature of applicant*		Date:	
Please list any tax/financial incentives (administered by BCA or any other local or foreign government agencies) that the applicant and/or the building owner are currently enjoying			

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

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PROJECT INFORMATION (Sheet 1)

PROJECT DETAILS

Name of Building	
Building Category	<input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Hotel <input type="checkbox"/> Residential <input type="checkbox"/> Mixed/Others (please specify): _____
EPC Firm / ESCO	
Green Mark Rating (target)	<input type="checkbox"/> Certified <input type="checkbox"/> Gold <input type="checkbox"/> Gold ^{plus} <input type="checkbox"/> Platinum For certified projects, please state award date: _____
Current air-conditioning system (for non-residential buildings only)	<input type="checkbox"/> Water-Cooled Chilled Water Plant <input type="checkbox"/> Air-Cooled Chilled Water Plant <input type="checkbox"/> Unitary Air Conditioners <input type="checkbox"/> Others (please specify): _____
Current air-conditioning system efficiency (for non-residential buildings only)	_____ kW/RT
Permanent M&V system installed for air-conditioning system? (for non-residential buildings only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing GFA (m ²)	
Price of approved equipment (S\$) (A)	
Cost of installation of approved equipment (S\$) (B)	
Other ancillary costs (S\$) (C)	*Please furnish details of these costs of a separate attachment
Total (A+B+C) (S\$)	
Total required loan amount (S\$)	
Energy Performance Contract Guarantee	_____ kWh and/or* \$_____/year and/or* _____ kW/RT

***Please delete accordingly.**

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PROJECT INFORMATION (Sheet 2)

CHECKLIST OF DOCUMENTS TO BE ENCLOSED WITH APPLICATION

The following list of documents and written information must be submitted. Items (a) to (d) must be endorsed by a BCA Registered Energy Auditor or a Professional Engineer (PE) (Mechanical):

- (a) A table showing the details of the proposed retrofitting or upgrading works, projected energy savings (in kWh and \$), costs of the equipment proposed to be installed, costs of installation of the said equipment, and the cumulative total of the aforesaid two sets of costs and the payback period. If the Building does not already have a central chilled water air-conditioning plant, the upgrading or retrofitting works must involve the installation of a central chilled water air-conditioning plant in the Building. Applicant shall provide the details in this table and submit to BCA. The scope of works shall be endorsed by a PE (Mechanical), and/or PE (Electrical) and/or PE (Structural), where applicable.

In this respect, please fill in the following table:-

Description of Retrofitting / Upgrading Works	Projected Energy Savings		Price of Approved Equipment (A)	Cost of installation of Approved Equipment (B)	Total (A+B)	Payback (year)
	(kWh)	(\$)				
Grand Total						
Other ancillary costs (C)						
Amount of loan required						

- (b) A detailed calculation of the projected energy savings for each of the equipment to be installed.
- (c) Energy audit report- the energy audit shall be performed by a BCA Registered Energy Auditor or a PE (Mechanical).
- (d) A table showing the current and Upgraded or Retrofitted chiller plant system efficiency (in kW/RT) in the following format, where applicable:

	CURRENT SYSTEM	RETROFITTED SYSTEM
Chiller		
Chilled water pump		
Condenser water pump		
Cooling Tower:		
Total system efficiency		

- (e) Quotations or such other documents showing the details and anticipated costs of each of the retrofitting or upgrading works.

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- (f)** Schedule or timelines for the retrofitting or upgrading works.
- (g)** Green Mark Certification Application Form and a commitment letter signed by the applicant. The commitment letter can be found in Annex A
- (h)** A copy of the energy performance contract to which the loan applicant is a part of.
- (i)** Last 3 years' audited financial statements of the borrower with the last financial statement prepared not be more than 6 months before the application date.
- (j)** Interim management accounts of the borrower (if the last audited financial statement was prepared more than 6 months before the application date).
- (k)** If the applicant is an individual or a group of individuals (two or more individuals), copies of the individual's / individuals' identification documents.
- (l)** If the applicant is a management corporation, a copy of its certificate of constitution issued pursuant to the Land Titles (Strata) Act (Chapter 158).
- (m)** If the applicant is a foreign registered, constituted, and / or incorporated entity, copies of documents showing its registration, constitution or incorporation.
- (n)** If the applicant is an Energy Services Company (ESCO), documents showing its accreditation by the National Environment Agency (NEA) under the ESCOs accreditation scheme, and a copy of the energy performance contract to which it is party.
- (o)** If the applicant is an Energy Performance Contracting firm, documents showing its accreditation by the Singapore Green Building Council (SGBC), and a copy of the energy performance contract to which it is party.

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**DETAILS OF LOAN APPLICATION (To be completed by Participating Financial Institution)
(Sheet 3)**

PARTICULARS & DECLARATION BY PFI

- 1) I confirm that the information submitted is true, complete and accurate.
- 2) The loan (details, terms and conditions) has been approved by my management.
- 3) The Building Retrofit Energy Efficiency Financing Scheme will not be extended for the purpose of refinancing any loan/credit facility the applicant may have with us.

Name of Participating Financial Institution (PFI)			
Application Received Date by PFI (DD/MM/YYYY)			
Loan Quantum		Credit Facility Type	<input type="checkbox"/> Term loan <input type="checkbox"/> Letter of credit <input type="checkbox"/> Hired Purchase <input type="checkbox"/> Others (please specify): _____
Loan Tenure		Interest rate charged	

Relationship Manager's Name		Relationship Manager's Email	
Date of Management Approval (DD/MM/YYYY)		Date of Letter of Offer (DD/MM/YYYY)	
Loan processed by		Designation	
Signature/ Date			

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**ANNEX A- Commitment Letter (To be printed on applicant's
letterhead and signed by applicant)**

(Date)

BuildSG Transformation Fund Department
Building and Construction Authority
52 Jurong Gateway Road #09-02
Singapore 608550

Dear Sir/ Madam,

**COMMITMENT TO ACHIEVE GREEN MARK CERTIFIED STANDARD AND ABOVE FOR
<BUILDING NAME>**

As the owner/ consultant* of <Building Name>, we are committed to achieve Green Mark Certified award or higher for the Building under the "BCA Green Mark for Existing Non-Residential/ Residential* Buildings", within 6 months from the date of letter of offer from the financial institution. We are aware that in order to be Green Mark Certified, we have to fulfil the pre-requisite requirements as stated in the criteria. We will put in necessary measures to fulfil these requirements.

We will also ensure that the Building will remain Green Mark Certified or achieve higher awards throughout the loan tenure by renewing its certification every 3 years. Should there be any queries, please do not hesitate to contact us.

Thank you.

Yours faithfully,

(Applicant)

(Company Name, Designation)

(Contact no, email address)

*Please delete accordingly