

# BCA Green Mark Decal

## Request form for completed projects

(Please use one form for each building/ project)

**Guide note:**

Developer of Green Mark project may request for one (1) complimentary Green Mark Decal on condition that the Decal is affixed in a prominent location, such as Lobby, Reception etc. throughout the validity of the certification. A new display credential showing the new inscription should be displayed when the project is re-certified. BCA reserves the right to withdraw the approval given for the display of the Decal, without assigning any reason, provided that BCA shall exercise this right reasonably. **If more Decal is required, please indicate below and locations where these will be affixed.**

The Decal will be imprinted with the Green Mark Award Rating and Year\* thus customisation is required for each of the project/ building. The correct information shall be furnished in the form when a request is made.

*\*Note:*

*For GM certification and award to New Development- the year shown on the credential shall be the year Temporary Occupation Permit (TOP) was attained. For GM certification and award to Existing Building and User Centric projects- the year shown on the credential shall be the year when the Letter of Award is issued.*

**Procedure for submitting a request:**

Type of Scheme	Timing to submit request
Green Mark certification awarded to new development (during design stage/ construction stage)	The project completed and attained Temporary Occupation Permit (TOP)
Green Mark certification awarded to existing building and user centric schemes	After receiving Letter of Green Mark Award

1. Use one (1) request form for each project.
2. Completed form to be sent via email to :  
Mr Charles Ong (New Development and User Centric Schemes)  
Tel: +65 6804 4723; Email: [charles\\_ong@bca.gov.sg](mailto:charles_ong@bca.gov.sg)

Ms Rohana Haron (Existing Buildings Schemes)  
Tel: +65 6804 4726; Email: [rohana\\_haron@bca.gov.sg](mailto:rohana_haron@bca.gov.sg)

<b>Name of Company requesting for Decal:</b>	<i>(Application to be made by developer/ owner of the Green Mark certified project)</i>	
<b>Project Name:</b>		<b>GM Ref no:</b> GM _____ / _____ / _____
<b>Project address:</b>		
<b>Letter of Award Date:</b> _____ <b>Date project attained TOP:</b> _____		

<p><b>Applicant's undertaking, please tick and sign:</b></p> <p>_____</p> <p><input type="checkbox"/> I, undertake to confirm that the request for GM Decal is for displaying in the prominent location in the above Green Mark project during the period of certification validity</p> <p><input type="checkbox"/> I also undertake not to reproduce GM Decal for use in other projects or for other purpose, failing which BCA has the right to ask that the displays be removed.</p> <p><input type="checkbox"/> I undertake not to use the GM Decal in such a manner as to bring BCA or Green Mark into disrepute and will not use the Decal in a misleading or unauthorized manner.</p> <p><input type="checkbox"/> I will send high resolution photos of the affixed GM Decal in relation to the location of installation to be sent to BCA for record record and publicity within 2 weeks upon receiving the Decal.</p> <p><input type="checkbox"/> I agree that BCA has the right to withdraw the approval given for the display of the Decal, without assigning any reason. Upon BCA's withdrawal of the approval, the Decal shall be promptly removed from all locations.</p>	<p><b>Signatory's details:</b></p> <p>Name: _____</p> <p>Designation: _____</p> <p>Contact email: _____</p> <p>Contact mobile no: _____</p> <p>Nos. of Decal required: _____ at the following locations: _____ _____</p> <p>Date of Request: _____</p>
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For office use & record: (print on double sided to application form)

**GM Ref no:** \_\_\_\_\_

**Inscription on Decal:**

Platinum / GoldPLUS / Gold / Certified Year: \_\_\_\_\_

Date of issuance of Decal: \_\_\_\_\_

Request cleared and issued by:

\_\_\_\_\_  
*Assessor for project received Letter of Award for Existing Building and User Centric Schemes/  
Verification officer for project attained TOP/ Letter of Clearance New Development Schemes*