

BCA Ref No.: BCA 98.1.1 UR _____

**GREEN MARK INCENTIVE SCHEME FOR
EXISTING BUILDINGS
(UPGRADING AND RETROFITTING)**

**2nd 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 3.1 of the Guidelines and all required documents listed in the checklist to:

**Director
Green Building Policy Department
Green Mark Incentive Scheme for Existing Buildings (GMIS-EB)
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, GMIS-EB
(UPGRADING & RETROFITTING) - 2nd DISBURSEMENT APPLICATION FORM**

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 and / or recover immediately from us any amount of the incentive that may have been disbursed in accordance with paragraph 8.2 of the Guidelines.
- 3) We declare that we have not received similar incentives for similar type of work from any other government agencies.
- 4) We declare that the retrofitting or upgrading works have been completed, tested and commissioned at the time of this application.
- 5) We have read and understood, and agree to the contents of the Guidelines.

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

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.

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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"/> Institutional <input type="checkbox"/> Mixed Development/Others: _____
Building Address	
Building Owner	
A Subsidiary of A Major Developer, if applicable	
ESCO / M&E Professional Engineer	Name of Company: Address: Contact Person (Name/Designation): Contact Details (HP/Email):
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 ÷ _____
Existing GFA (m ²)	
Actual cost of professional services (S\$) (A)	
Estimated cost of approved equipment (S\$) (B)	
Estimated cost of installation of approved equipment (S\$) (C)	
Estimated Total cost (S\$) (A+B+C)	
Actual date of completion of retrofitting works (dd/mm/yyyy)	
Measured central chilled water air-conditioning system efficiency (kW/RT)	

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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 together with this application:-

- (a) A table showing the details of the completed Retrofitting or Upgrading works, total costs of supply and installation of the Approved Equipment installed and the cumulative total of the aforesaid two sets of costs. Applicant shall provide the details in this table and submit to BCA. In this respect, please fill in the following table:-

Description of Retrofitting / Upgrading Works	Actual cost of Approved Equipment (A)	Actual cost of installation of Approved Equipment (B)	Total (A+B)
Grand Total			

- (b) Letter of Award of the Green Mark certification 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 Upgrading or Retrofitting works have been completed;
- (d) Duly signed completion certificate or a written document from Owner to the contractor stating the date of completion of the Upgrading or Retrofitting Works
- (e) Certified true copy of the original tax invoices and receipts of payments issued by the third party vendor for the fees paid for the Professional Services and upgrading & retrofitting works, utility bills and such other documents showing the details and actual costs of each of the Retrofitting or Upgrading Works including the cost of supply and installation of the approved equipment and Professional Services rendered by consultants (including M&E consultants, green consultants and ESCO) with respect to the energy efficient equipment and retrofitting works are to be submitted to BCA for verification.
- (f) Document stating the amount of the incentive given in the first disbursement issued in respect of the Upgrading or Retrofitting works.
- (g) Chiller Plant system efficiency audit report verifying the aircon system efficiency, the report format shall comply with the requirements set out in Annex C of the GMIS-EB Application Guidelines.

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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.