

BCA Ref No.: BCA 98.1.1 UR \_\_\_\_\_

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

**1<sup>st</sup> 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) - 1<sup>st</sup> 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 professional services had been paid 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.

**GREEN MARK INCENTIVE SCHEME FOR EXISTING BUILDINGS, GMIS-EB  
(UPGRADING & RETROFITTING) - 1<sup>st</sup> DISBURSEMENT APPLICATION FORM**

**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	
ESCO / M&E Professional Engineer	<b>Name of Company:</b> <b>Address:</b> <b>Contact Person (Name/Designation):</b> <b>Contact Details (HP/Email):</b>
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 <sup>2</sup> )	
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)	
Expected date of commencement and completion of retrofitting works. (DD/MM/YYYY)	Commencement: _____      Completion: _____
Please declare if you have applied for BCA's GMIS-EB Health Check Audit.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**GREEN MARK INCENTIVE SCHEME FOR EXISTING BUILDINGS, GMIS-EB  
(UPGRADING & RETROFITTING) - 1<sup>st</sup> DISBURSEMENT APPLICATION FORM**

**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 proposed Retrofitting or Upgrading works, professional services (including M&E consultants, green consultants and ESCO) and total costs of supply and installation of the Approved Equipment installed and the cumulative total of the aforesaid three 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 Total cost of Professional Services (A)	Estimated cost of Approved Equipment (B)	Estimated cost of installation of Approved Equipment (C)	Total (A+B+C)
Grand Total				

- (b) Letter of agreement or contract from the building owner, stating the appointment of the 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.
- (c) Certified true copy of the original tax invoices of the consultancy fees and receipts of payments issued by the third party vendor for the fees paid for the Professional Services
- (d) Cost breakdown and scope of works to be listed down for each of the appointed consultants.
- (e) BCA's Letter of Offer and Building Owner's Letter of Acceptance for the Green Mark Incentive Scheme for Existing Buildings (GMIS-EB)
- (f) Letter of Award of the Green Mark certification issued in respect of the Building;

For applications under Energy Performance Contracting, BCA shall, at its sole discretion determine and disburse the First Tranche subject to the following conditions:-

- (a) certified true copy of the original duly signed EPC agreement made between the Building owner and the EPC Contractor ("**EPC Agreement**");
- (b) certified true copy of original tax invoices and receipts of payments in respect of the Professional Services fees between: (1) EPC Contractor and the Professional Services Consultant; or (2) Professional Services Consultant and the Building owner.
- (c) (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;
- (d) certified true copy of director's resolution approving Applicant entering into the EPC agreement