

BCA Green Mark Plaque

Request for Approval to purchase

(Please use one form for each building/ project)

Guide note for placing order for the Green Mark Plaque

Developer of Green Mark project may purchase Green Mark Plaque on condition that the Plaque is installed 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 Plaque, without assigning any reason, provided that BCA shall exercise this right reasonably.

Green Mark Plaque shall be displayed on Green Mark certified projects with valid Green Mark certification. Projects with expired certificate shall be re-certified prior to purchasing the Plaque.

This form is to be used for seeking approval from BCA on the purchase Green Mark Plaque and the text to be inscribed on the Plaque. **Approval must be sought from BCA before proceeding to Vendor.**

Upon receiving approval, Building owner can then proceed to liaise with the appointed Vendor for purchase. The agreed cost of production for each plaque and fixing brackets is SGD695.50 (incl. GST). Installation to be carried out by Building Owner. All payment, delivery matters are to be deal directly between Building owner and the Vendor.

Vendor's Contact details:	Enquiries on BCA's approval:
B. Jane Cowie Creative Director, Art Glass Solutions 8 Jalan Tembusu, Singapore, 438223 Phone +65 9827 4760 Email: bjanecowie@artglasssolutions.com	Mr Charles Ong (New Development and User Centric Schemes) Tel: +65 6804 4723; Email: charles_ong@bca.gov.sg Ms Rohana Haron (Existing Buildings Schemes) Tel: +65 6804 4726; Email: rohana_haron@bca.gov.sg

Application details:

Company/ Applicant's Details:	
Name of Company ordering Plaque:	<i>(Application can only be made by developer/ owner of the project)</i>
Nos. of plaque required:	<i>(The nos. of Plaque required for display in this project)</i>
Contact person's email address:	
Contact person's contact number:	

Project Details:	
Name of Building/ Project (according to Green Mark Award)	
Green Mark Project reference (Info is in the Letter of Award)	

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Project Details (cont'd): Green Mark Assessment Scheme, please tick accordingly:	
<input type="checkbox"/> New Building Scheme, date of official TOP: _____ <input type="checkbox"/> Existing Building Schemes, date of Letter of Award: _____ <input type="checkbox"/> User centric Scheme, date of Letter of Award: _____	
<i>*Important: All application must be accompanied with copies of Letter of Award and / or Letter of TOP</i>	
Applicant's undertaking, please tick and sign : <hr style="width: 20%; margin-left: 0;"/> <input type="checkbox"/> I, undertake to confirm that the request for GM Plaque is for displaying in the prominent location in the above Green Mark project during the period of certification validity <input type="checkbox"/> I also undertake not to reproduce GM Plaque for use in other projects or for other purpose, failing which BCA has the right to ask that the displays be removed. <input type="checkbox"/> I undertake not to use the GM Plaque 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. <input type="checkbox"/> I will send high resolution photos of the installed GM Plaque in relation to the location of installation to be sent to BCA for record and publicity within 1 week upon receiving the Plaque. <input type="checkbox"/> I agree that BCA has the right to withdraw the approval given for the display of the Plaque, without assigning any reason. Upon BCA's withdrawal of the approval, the Plaque shall be promptly removed from all locations.	Signatory's details: Name: _____ Designation: _____ Contact email: _____ Contact mobile no: _____ Date of Application: _____

For office use:

- Date of TOP / LOA : _____
- Inscription of Award Rating: Platinum / Gold^{PLUS} / Gold / Certified
- Inscription of Year of Award: _____

Checking Officer's comments/ recommendation: <hr/> <hr/> <hr/>	Request cleared by: <hr/> <i>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</i>
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