

Our Ref. : APPBCA-2022-11

1 September 2022

Building Resilience Group

Façade Engineering and Technology Department

Tel : 1800 342 5222

APPROVED WINDOW CONTRACTOR
REGISTERED UNDER REGULATORY WORKHEAD RW01

Dear Sir / Madam,

**CIRCULAR TO ALL APPROVED WINDOW CONTRACTORS REGISTERED UNDER
THE REGULATORY WORKHEAD RW01**

- 1) REVISED WINDOW FORMS SUBMISSION PROCESS VIA CORPPASS**
- 2) REVISED WINDOW FORMS**

Objective

This circular is to inform all Approved Window Contractors (“AWC”) registered under the Regulatory Workhead RW01 of the 1) revised Window forms submission via Corppass, and 2) revised Window forms.

2. To align with the Whole of Government digitalisation initiative, Building and Construction Authority (“BCA”) will transition the existing Window forms submission process to an electronic submission process via Corppass (“**New Submission Process**”). This is to ensure that your transaction with BCA will be easy, seamless and secure.

Effective Date

3. The **New Submission Process** will take effect from **1 October 2022**, with a 3-month grace period, whereby existing hard copy Window forms will still be accepted via post or email.

4. From **1 January 2023**, only the revised Window forms submitted by AWC via the **New Submission Process** will be accepted.

New Submission Process

5. After the completion of the window works, the AWC should proceed to obtain the signatures of the window owner and trained window installer (TWI) on the revised Window forms.

6. Following this, the AWC should scan the QR code or visit the URL on the revised Window forms, log in with the AWC's Corppass, and fill in the online form with the requirement information. The AWC may scan or take a photo of the hard copy revised Window forms (signed by all parties), and upload this as an attachment in the relevant section of the online form. When completed, the online form and attachment is to be submitted to BCA electronically.

Revised Window forms (Form A, B1 and D)

7. We would like to highlight the following main changes to the **Form A** (window retrofitting form for private residential flat), **Form B1** (window retrofitting form for HDB flat) and **Form D** (window installation form for all types of property):

| Type of Window Forms | Changes to note |
|----------------------|---|
| Form A | <ol style="list-style-type: none">1) AWC and owner declare that "the casement windows have been retrofitted by <u>replacing all aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent</u>", and that they have "ensured that the casement windows <u>have been properly and securely retrofitted with stainless steel fasteners</u>".2) Owner authorises the AWC to submit the form on their behalf to Building and Construction Authority ("BCA"). |
| Form B1 | <ol style="list-style-type: none">1) Form is submitted to BCA instead to the General Manager of HDB branch office.2) AWC and owner declare that "the casement windows have been retrofitted by <u>replacing all aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent</u>, and ensured that the casement windows <u>have been properly and securely retrofitted with stainless steel fasteners</u>".3) Owner authorises the AWC to submit the form on their behalf to BCA. |
| Form D | <ol style="list-style-type: none">1) Owner authorises the AWC to submit the form on their behalf to CBC. |

8. Please refer to the attached FAQs on the new changes and the revised Window forms. An electronic copy of this Circular, FAQs and revised Window forms can be downloaded from BCA's website at www1.bca.gov.sg/about-us/news-and-publications/circulars and www1.bca.gov.sg/public/homeowners/window-safety/window-retrofitting. If you need any clarification, please contact us through BCA's Online Feedback Form or call 1800 342 5222.

9. Kindly convey the contents of this Circular and the revised window forms to your TWIs and colleagues.

10. Thank you.

Yours faithfully,



LEE CHEE WEYE
DIRECTOR
BUILDING RESILIENCE GROUP
BUILDING AND CONSTRUCTION AUTHORITY
for COMMISSIONER OF BUILDING CONTROL

Frequently Asked Questions

A) New Window Forms Submission Process (“New Submission Process”) & Revised Window Forms

A1) Why change the existing Window forms submission process?

The purpose of the change is to align with the Whole-of-Government (WOG) digitalisation initiative, to facilitate traceability of records, and allow approved window contractors (AWC) the convenience and flexibility of submitting the Window forms online.

A2) Are the hardcopy Window forms obsolete for the New Submission Process?

No, owner is still required to signed on the hardcopy Window form for their appointed AWC to carry out digital submission to BCA.

After 1 January 2023, HDB and BCA will no longer accept the existing hard copy Window forms.

A3) What are the differences between the existing submission process and the New Submission Process?

The existing submission process is entirely in hard copy, whereas the New Submission Process is an electronic submission done online via Corppass. The New Submission Process requires the AWC to only input key information [e.g., address, owner, AWC & trained window installer (TWI) details, etc.] in the online form, and to upload and attach the revised Window works forms (Forms A, B1 and D) to the online form which is then submitted to BCA electronically.

A4) What are the main changes to the revised Window forms?

We would like to highlight the following main changes to the Form A (window retrofitting form for private residential flat), Form B1 (window retrofitting form for HDB flat) and Form D (window installation form for all types of property:

| Type of Window Forms | Changes to note |
|-----------------------------|---|
| Form A | <p>1) AWC and owner declare that “the casement windows have been retrofitted by <u>replacing all aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent</u>”, and that they have “ensured that the casement windows <u>have been properly and securely retrofitted with stainless steel fasteners</u>”.</p> <p>2) Owner authorises the AWC to submit the form on their behalf to Building and Construction Authority (“BCA”).</p> |

| | |
|----------------|---|
| Form B1 | 1) Form is submitted to BCA instead to the General Manager of HDB branch office. 2) AWC and owner declare that “the casement windows have been retrofitted by <u>replacing all aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent</u> , and ensured that the casement windows <u>have been properly and securely retrofitted with stainless steel fasteners</u> ”. 3) Owner authorises the AWC to submit the form on their behalf to BCA. |
| Form D | 1) Owner authorises the AWC to submit the form on their behalf to CBC. |

A5) Is it mandatory to use the New Submission Process?

There will be a 3-month grace period after the implementation date (i.e. 1 October 2022) whereby existing hardcopy Window forms still be accepted. After the grace period, all Window forms need to be submitted via the New Submission Process.

A6) Can existing hardcopy Window forms still submit or email to BCA or HDB Branch after the implementation of the New Submission Process?

BCA or HDB Branch Office will not be accepting hardcopy Window forms submission after the 3-month grace period. AWCs are required to submit all Window forms through the new window forms submission process after the 3-month grace period.

A7) Should the scanned Window forms be retained by owner after the digital submission?

Yes, the owner should keep a copy of the scanned window forms for their own record purposes.

A8) What are the fees for using this New Submission Process?

No fees are required for using this New Submission Process.

A9) Why need a Corppass to submit the window forms?

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions where more than 200 government digital services are available today.

A10) Why owner need to provide full NRIC/FIN numbers when filling up the Window form?

The owner needs to provide their full NRIC/FIN numbers when filling up the Window form. This is because it is necessary for BCA to accurately identify and verify the person responsible when conducting investigation for window incident.

Please be assured that BCA has put in place security measure such as only authorised BCA officer can access this information for the purpose of conducting investigation for window incident.

B) Issues related to Corppass

B1) I have queries or difficulties logging in with Corppass. What should I do?

You can get assistance at the Corppass hotline (6335 3530) or email (support@corppass.gov.sg) or visit their website at www.corppass.gov.sg/corppass/common/faq.

Window Retrofitting Form (Private Residential Flat – Form A)

Note:

- 1) The flat owner shall engage an approved window contractor to carry out retrofitting of casement window or window works.
- 2) The flat owner must submit this form to BCA after completion of the retrofitting works and is advised to keep a copy of the retrofitting form for their own record purposes.

| | |
|---|--|
| To: Building and Construction Authority 52 Jurong Gateway Road #10-01 Singapore 608550 | Submission of information page for <u>private residential flat</u> via Corppass  https://form.gov.sg/60bdbfaf5cc3410012915c61 |
|---|--|

Dear Sir

RETROFITTING OF CASEMENT WINDOWS AT

Address of flat : _____

Postal Code : _____

I am the owner of the flat above. I have engaged an approved window contractor to inspect and retrofit **all** the windows in my flat. The particulars of the approved window contractor and the trained window installer are appended below:

| DETAILS OF APPROVED WINDOW CONTRACTOR AND TRAINED WINDOW INSTALLER | | | |
|--|---------------|------------------------------|--|
| Name & Address of Approved Window Contractor: | | Company Stamp: | |
| | | | |
| Office Tel: | Email: | ACRA Registration No: | |
| Name of Trained Window Installer: | | Certificate No: | |
| | | Contact No: | |
| <p>I have been engaged to inspect and retrofit all the casement windows in the above-mentioned flat.</p> <p>I certify that all the casement windows have been retrofitted by replacing all the aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent, and I certify that all the casement windows have been properly and securely retrofitted with stainless steel fasteners.</p> | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>_____ Signature of Approved Window Contractor</p> <p>_____ Signature of Trained Window Installer</p> </div> <div style="width: 35%;"> <p>_____ Date of retrofitting work completed</p> </div> </div> | | | |

I wish to inform you that **all the casement windows** of my flat have been inspected and retrofitted by the Approved Window Contractor and Trained Window Installer named above.

I hereby authorize the abovenamed Approved Window Contractor to submit this retrofitting form to the Commissioner of Building Control on my behalf.

Name of Flat Owner: _____ **Signature:** _____

NRIC / FIN No: _____ **Contact No:** _____ **Date:** _____

Window Retrofitting Form (HDB Flat – Form B1)

Note:

- 1) The flat owner shall engage an approved window contractor to carry out retrofitting of casement window or window works.
- 2) For window works in HDB flat*, the flat owner must engage approved window contractor registered with BCA and listed with HDB.
- 3) The flat owner must submit this form to BCA after completion of the retrofitting works and is advised to keep a copy for their own record purposes.

| | |
|---|---|
| To: Building and Construction Authority 52 Jurong Gateway Road #10-01 Singapore 608550 | Submission of information page for HDB flat via Corppass  https://form.gov.sg/60e29c0cda20a900117a19b2 |
|---|---|

Dear Sir

RETROFITTING OF WINDOWS AT

Address of flat : _____

Postal Code : _____

I am the owner of the flat above. I have engaged an approved window contractor to inspect and retrofit **all** the windows in my flat. The particulars of the approved window contractor and the trained window installer are appended below:

| DETAILS OF APPROVED WINDOW CONTRACTOR AND TRAINED WINDOW INSTALLER | | | |
|--|---------------|--|-------------------------------------|
| Name & Address of Approved Window Contractor: | | Company Stamp: | |
| Office Tel: | Email: | ACRA Registration No: | HDB Directory Reference No*: |
| Name of Trained Window Installer: | | Certificate No: | |
| | | Contact No: | |
| <p>Note: Please tick either box or both boxes as appropriate:</p> <p><input type="checkbox"/> Casement window: I have been engaged to inspect and retrofit all the casement windows in the above-mentioned flat. I certify that all the casement windows have been retrofitted by replacing all the aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent, and I certify that all the casement windows have been properly and securely retrofitted with stainless steel fasteners.</p> <p><input type="checkbox"/> Sliding window: I have been engaged to inspect and install safety features for all the sliding windows in the above-mentioned flat. I certify that all the sliding windows have been installed with safety features to comply with Clause 9.2 of SS212:2007 or equivalent.</p> | | | |
| Signature of Approved Window Contractor | | | |
| Signature of Trained Window Installer | | Date of retrofitting work completed | |

I wish to inform you that **all the casement windows** of my flat have been inspected and retrofitted by the Approved Window Contractor and Trained Window Installer named above.

I wish to inform you that **all the sliding windows** of my flat have been inspected and safety features installed by the Approved Window Contractor and Trained Window Installer named above.

I hereby authorize the abovenamed Approved Window Contractor to submit this retrofitting form to the Commissioner of Building Control on my behalf.

Name of Flat Owner: _____ **Signature:** _____

NRIC / FIN No: _____ **Contact No:** _____ **Date:** _____

Window Installation Form (All Types of Property – Form D)

Note:

- 1) Under Building Control Regulations, any person who desires to install a window shall engage a builder or an approved window contractor to install the window.
- 2) For window works in HDB flat*, the flat owner must engage approved window contractor registered with BCA and listed with HDB.
- 3) The builder / approved window contractor is required to submit the Window Installation Form to the Authority within 14 days after the installations works.
- 4) The flat owner is advised to keep a copy of this form for their own record purposes.

| | |
|---|---|
| To: Building and Construction Authority 52 Jurong Gateway Road #10-01 Singapore 608550 | Submission of information page for <u>all types of property</u> via Corppass  https://form.gov.sg/60a324d38863e20012b482a5 |
|---|---|

Dear Sir

INSTALLATION OF WINDOWS AT

(Installation includes installing, repairing, replacing and modifying)

Address of flat / building

(refer as "building")

:

Postal Code

:

Type of window installed

: **CASEMENT / SLIDING / LOUVRED / OTHERS*** (please specify):

* Please delete accordingly

I have engaged a builder / an approved window contractor (termed as "AWC") to **install the windows** at _____ in my building and I have also engaged the AWC to **inspect all the other windows** in my building to ensure the windows conform to the requirements of the Building Control Regulations 2003. The particulars of the builder / approved contractor and the trained window installer are appended below:

| DETAILS OF BUILDER / APPROVED WINDOW CONTRACTOR AND TRAINED WINDOW INSTALLER | | | |
|--|---------------|------------------------------|-------------------------------------|
| Name & Address of Builder / Approved Window Contractor: | | Company Stamp: | |
| Office Tel: | Email: | ACRA Registration No: | HDB Directory Reference No*: |
| Name of Trained Window Installer: | | Certificate No: | |
| | | Contact No: | |
| I have been engaged to install the windows at _____ in the building. I certify and declare that all the windows have been installed in accordance with the standards and manner prescribed in the Approved Documents and the Building Control Regulations . I confirm that I was also engaged to inspect all the windows in the above-mentioned building. I certify that all the windows are in accordance with the standards and manner prescribed in the Approved Documents and the Building Control Regulations . <div style="display: flex; justify-content: space-between;"> <div> _____ Signature of Builder / Approved Window Contractor </div> <div> _____ Signature of Trained Window Installer </div> <div> _____ Date of windows works completed </div> </div> | | | |

I wish to inform you that **all the windows** of my building have been inspected and installed by the Builder / Approved Window Contractor and Trained Window Installer in accordance with the **Approved documents** and the **Building Control Regulations**.

I hereby authorize the abovenamed Builder / Approved Window Contractor to submit this window installation form (All Types of Property) to the Commissioner of Building Control on my behalf.

Name of Flat Owner: _____ **Signature:** _____

NRIC / FIN No: _____ **Contact No:** _____ **Date:** _____

Window Retrofitting Form (Private Residential Flat)

Note:

- 1) The flat owner shall engage an approved window contractor to carry out retrofitting of casement window or window works.
- 2) The flat owner must submit this form to BCA after completion of the retrofitting works and is advised to keep a copy of the retrofitting form for their own record purposes.

| | |
|---|--|
| To: Building and Construction Authority 52 Jurong Gateway Road #10-01 Singapore 608550 | Submission of information page for <u>private residential flat</u> via Corppass  https://form.gov.sg/60bdbfaf5cc3410012915c61 |
|---|--|

Dear Sir

RETROFITTING OF CASEMENT WINDOWS AT

Address of flat : 88 Jurong West Avenue 8 #18-08

Postal Code : 640008

I am the owner of the flat above. I have engaged an approved window contractor to inspect and retrofit **all** the windows in my flat. The particulars of the approved window contractor and the trained window installer are appended below:

| DETAILS OF APPROVED WINDOW CONTRACTOR AND TRAINED WINDOW INSTALLER | | |
|---|---|---|
| Name & Address of Approved Window Contractor: BCA Aluminium Window Contractor 50 Jurong Gateway Road #01-01, Singapore 608550 | | Company Stamp:  |
| Office Tel: 6643 4321 | Email: bca-alumwdwcon@gmail.com | ACRA Registration No: 68044433J |
| Name of Trained Window Installer: James Lim Choon Beng | | Certificate No: HDB-WI-01-0001 Contact No: 9876 5432 |
| I have been engaged to inspect and retrofit all the casement windows in the above-mentioned flat. I certify that all the casement windows have been retrofitted by replacing all the aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent, and I certify that all the casement windows have been properly and securely retrofitted with stainless steel fasteners. | | |
|  Signature of Approved Window Contractor | | 30/3/2022 Date of retrofitting work completed |
|  Signature of Trained Window Installer | | |

I wish to inform you that **all the casement windows** of my flat have been inspected and retrofitted by the Approved Window Contractor and Trained Window Installer named above.

I hereby authorize the abovenamed Approved Window Contractor to submit this retrofitting form to the Commissioner of Building Control on my behalf.

Name of Flat Owner: Tan Victor

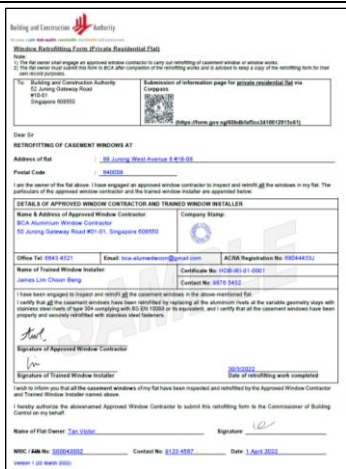


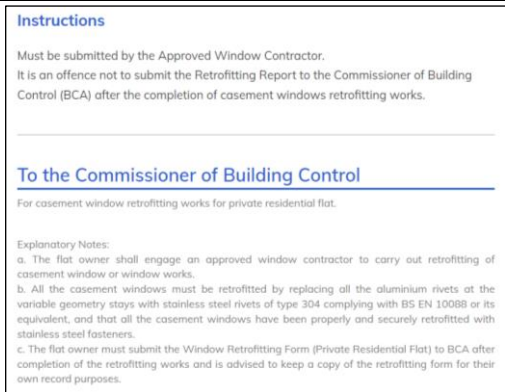
Signature: 

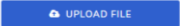
NRIC / ~~FIN~~ No: S0004300Z

Contact No: 9123 4567

Date: 1 April 2022

Step-by-step Guide of Revised Window Form Submission Process via Corppass (Retrofitting Form for Private Residential Flat – Form A)

| | |
|----|---|
| 1. | Ensure all the information are correct and clearly indicated in the Form A. |
| |  <p>Please note the owner's NRIC/FIN number must be <u>indicated without masking</u> (e.g. S1234567A or F1234567B).</p> |
| 2. | You can either <u>scan the QR code</u> or <u>key in the URL</u> using you handphone or computer which will bring you to the submission landing page. |
| |  <p>or URL: https://form.gov.sg/60bdbfaf5cc3410012915c61</p> |
| 3. | Please ensure that the submission landing page <u>is the same</u> as your window works form to be attached. |
| |  |
| 4. | Read the instructions and explanatory notes before proceeding to fill-in the necessary information. |
| |  |

| | | |
|----|---|--|
| 5. | Fill-in the unit details where the window works carried out and its completion date. | |
| | <div> <p><u>Casement Window Retrofitting Works at:</u></p> <p>1. Block</p> <input type="text"/> <p>2. Road Name</p> <input type="text"/> <p>3. Level #</p> <input type="text"/> <p>4. Unit No.</p> <input type="text"/> <p>5. Postal Code</p> <input type="text"/> <p>6. Date of Casement Retrofitting Work Completed</p> <input type="text"/> </div> | |
| 6. | Indicate the unit owner's name and NRIC/FIN number. The NRIC/FIN number must be indicated without masking (e.g. S1234567A or F1234567B). | |
| | <div> <p>7. Name of Owner</p> <input type="text"/> <p>8. NRIC / FIN No. of Owner</p> <input type="text"/> </div> | |
| 7. | Fill-in the company details of Approved Window Contractor. | |
| | <div> <p>9. Name of Approved Window Contractor</p> <input type="text"/> <p>10. ACRA Registration No.</p> <input type="text"/> <p>11. Contact No. of Approved Window Contractor</p> <input type="text"/> </div> | |
| 8. | Fill-in the details of Trained Window Installer who installed the windows for this unit. | |
| | <div> <p>12. Name of Trained Window Installer</p> <input type="text"/> <p>13. Trained Window Installer Certificate No.</p> <input type="text"/> <p>14. Contact No. of Trained Window Installer</p> <input type="text"/> </div> | |
| 9. | Upload the signed Form A (images with .pdf, .png, .jpeg or .jpg extensions) | |
| | <div> <p><u>Upload of Window Retrofitting Form (Private Residential Flat)</u></p> <p>15. Please attach images with .pdf, .png, .jpeg or .jpg extensions.</p> <div>  </div> <p>Max File Size: 3 MB</p> </div> | |

| | |
|-----|---|
| 10. | Read carefully and tick the appropriate declarations. Check all the necessary information are filled-up. You may wish to print out a copy for reference. |
| | <div><div>16. Approved Window Contractor Declarations</div><div><div><input type="checkbox"/></div><div>I have been engaged to inspect all the casement windows of the above private residential flat.</div></div><div><div><input type="checkbox"/></div><div>I have been engaged to inspect and retrofit all the casement windows in the above-mentioned flat.</div></div><div><div><input type="checkbox"/></div><div>I certify that all the casement windows have been retrofitted by replacing all the aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent, and I certify that all the casement windows have been properly and securely retrofitted with stainless steel fasteners.</div></div><div><div><input type="checkbox"/></div><div>I declare the above information is true and accurate. I understand that by submitting this Window Retrofitting Form (Private Residential Flat), I may be prosecuted if the information provided is false or inaccurate.</div></div></div> |
| 11. | After checking all the information are correct, click the submit button to submit it to BCA for record. |
| | <div><div>SUBMIT</div></div> |

Window Retrofitting Form (HDB Flat)

Note:

- 1) The flat owner shall engage an approved window contractor to carry out retrofitting of casement window or window works.
- 2) For window works in HDB flat*, the flat owner must engage approved window contractor registered with BCA and listed with HDB.
- 3) The flat owner must submit this form to BCA after completion of the retrofitting works and is advised to keep a copy for their own record purposes.

| | |
|---|--|
| To: Building and Construction Authority 52 Jurong Gateway Road #10-01 Singapore 608550 | Submission of information page for <u>HDB flat</u> via Corppass  https://form.gov.sg/60e29c0cda20a900117a19b2 |
|---|--|



Dear Sir

RETROFITTING OF WINDOWS AT

Address of flat : Block 188 Tampines Avenue 88 #08-888

Postal Code : 529188

I am the owner of the flat above. I have engaged an approved window contractor to inspect and retrofit **all** the windows in my flat. The particulars of the approved window contractor and the trained window installer are appended below:

| DETAILS OF APPROVED WINDOW CONTRACTOR AND TRAINED WINDOW INSTALLER | | | |
|--|---|--|--|
| Name & Address of Approved Window Contractor: BCA Aluminium Window Contractor 50 Jurong Gateway Road #01-01, Singapore 608550 | | Company Stamp:  | |
| Office Tel: 6643 4321 | Email: bca-alumwdwcon@gmail.com | ACRA Registration No: 68044433J | HDB Directory Reference No*: HB-08-0008A |
| Name of Trained Window Installer: James Lim Choon Beng | | Certificate No: HDB-WI-01-0001 Contact No: 9876 5432 | |
| Note: Please tick either box or both boxes as appropriate: | | | |
| <input checked="" type="checkbox"/> Casement window: I have been engaged to inspect and retrofit all the casement windows in the above-mentioned flat. I certify that all the casement windows have been retrofitted by replacing all the aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent, and I certify that all the casement windows have been properly and securely retrofitted with stainless steel fasteners. | | | |
| <input type="checkbox"/> Sliding window: I have been engaged to inspect and install safety features for all the sliding windows in the above-mentioned flat. I certify that all the sliding windows have been installed with safety features to comply with Clause 9.2 of SS212:2007 or equivalent. | | | |
|  Signature of Approved Window Contractor | | Signature of Trained Window Installer | |
| | | Date of retrofitting work completed <u>30/3/2022</u> | |

I wish to inform you that **all the casement windows** of my flat have been inspected and retrofitted by the Approved Window Contractor and Trained Window Installer named above.

I wish to inform you that **all the sliding windows** of my flat have been inspected and safety features installed by the Approved Window Contractor and Trained Window Installer named above.

I hereby authorize the abovenamed Approved Window Contractor to submit this retrofitting form to the Commissioner of Building Control on my behalf.

Name of Flat Owner: Tan Victor





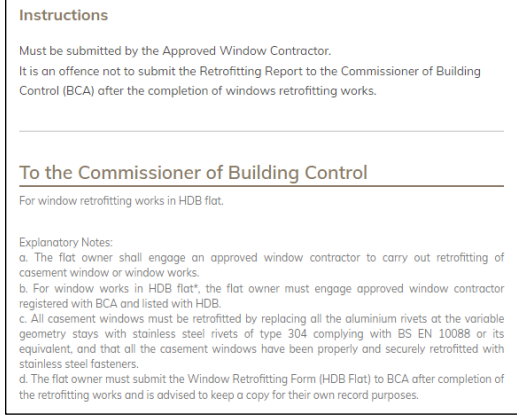
Signature: 

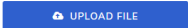
NRIC / FIN No: S0004300Z

Contact No: 9123 4567

Date: 1 April 2022

Step-by-step Guide of Revised Window Form Submission Process via Corppass (Retrofitting Form for HDB Flat – Form B1)

| | |
|----|---|
| 1. | Ensure all the information are correct and clearly indicated in the Form B1. |
| |  <p>Please note the owner's NRIC/FIN number must be indicated without masking (e.g. S1234567A or F1234567B).</p> |
| 2. | You can either <u>scan the QR code</u> or <u>key in the URL</u> using you handphone or computer which will bring you to the submission landing page. |
| |  <p>or URL: https://form.gov.sg/60e29c0cda20a900117a19b2</p> |
| 3. | Please ensure that the submission landing page <u>is the same</u> as your window works form to be attached. |
| |   |
| 4. | Read the instructions and explanatory notes before proceeding to fill-in the necessary information. |
| |  |

| | |
|----|---|
| 5. | <p>Fill-in the unit details where the window works carried out and its completion date.</p> <div> <p>Window Retrofitting Works at:</p> <p>1. Block</p> <input type="text"/> <p>2. Road Name</p> <input type="text"/> <p>3. Level #</p> <input type="text"/> <p>4. Unit No.</p> <input type="text"/> <p>5. Postal Code</p> <input type="text"/> <p>6. Date of Retrofitting Work Completed</p> <input type="text"/> </div> |
| 6. | <p>Indicate the unit owner's name and NRIC/FIN number. The NRIC/FIN number must be indicated without masking (e.g. S1234567A or F1234567B).</p> <div> <p>7. Name of Owner</p> <input type="text"/> <p>8. NRIC / FIN No. of Owner</p> <input type="text"/> </div> |
| 7. | <p>Fill-in the company details of Approved Window Contractor.</p> <div> <p>9. Name of Approved Window Contractor</p> <input type="text"/> <p>10. ACRA Registration No.</p> <input type="text"/> <p>11. Registration Details (HDB Directory Reference No.)</p> <input type="text"/> <p>12. Contact No. of Approved Window Contractor</p> <input type="text"/> </div> |
| 8. | <p>Fill-in the details of Trained Window Installer who installed the windows for this unit.</p> <div> <p>13. Name of Trained Window Installer</p> <input type="text"/> <p>14. Trained Window Installer Certificate No.</p> <input type="text"/> <p>15. Contact No. of Trained Window Installer</p> <input type="text"/> </div> |
| 9. | <p>Upload the signed Form B1 (images with .pdf, .png, .jpeg or .jpg extensions)</p> <div> <p>Upload of Window Retrofitting Form (HDB Flat)</p> <p>16. Please attach images with .pdf, .png, .jpeg or .jpg extensions.</p> <p> UPLOAD FILE</p> <p>Max File Size: 3 MB</p> </div> |

| | | |
|-----|--|--|
| 10. | <p>Read carefully and tick the appropriate declarations. Check all the necessary information are filled-up. You may wish to print out a copy for reference.</p> | |
| | <div> <div> 17. Approved Window Contractor Declarations Please tick boxes as appropriate. </div> <div> <input type="checkbox"/> Casement window <input type="checkbox"/> I have been engaged to inspect and retrofit all the casement windows in the above-mentioned flat. <input type="checkbox"/> I certify that all the casement windows have been retrofitted by replacing all the aluminium rivets at the variable geometry stays with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent, and I certify that all the casement windows have been properly and securely retrofitted with stainless steel fasteners. <input type="checkbox"/> Sliding window <input type="checkbox"/> I have been engaged to inspect and install safety features for all the sliding windows in the above-mentioned flat. <input type="checkbox"/> I certify that all the sliding windows have been installed with safety features to comply with Clause 9.2 of SS212:2007 or equivalent. <input type="checkbox"/> I declare the above information is true and accurate. I understand that by submitting this Window Retrofitting Form (HDB Flat), I may be prosecuted if the information provided is false or inaccurate. </div> </div> | |
| | | |
| 11. | <p>After checking all the information are correct, click the submit button to submit it to BCA for record.</p> | |
| | <div> <div>SUBMIT</div> </div> | |
| | | |

Window Installation Form (All Types of Property)

Note:

- 1) Under Building Control Regulations, any person who desires to install a window shall engage a builder or an approved window contractor to install the window.
- 2) For window works in HDB flat #, the flat owner must engage approved window contractor registered with BCA and listed with HDB.
- 3) The builder / approved window contractor is required to submit the Window Installation Form to the Authority within 14 days after the installations works.
- 4) The flat owner is advised to keep a copy of this form for their own record purposes.

To: Building and Construction Authority
52 Jurong Gateway Road
#10-01
Singapore 608550

Submission of information page for **all types of property** via Corppass



(<https://form.gov.sg/60a324d38863e20012b482a5>)

Dear Sir

INSTALLATION OF WINDOWS AT

(Installation includes installing, repairing, replacing and modifying)

Address of flat / building

(refer as "building")

: Block 188 Tampines Avenue 88 #08-888

Postal Code




: 529188

Type of window installed

: **CASEMENT / SLIDING / LOUVRED / OTHERS*** (please specify):

* Please delete accordingly

I have engaged a ~~builder~~ / an approved window contractor (termed as "AWC") to **install the windows** at Balcony & Common Toilet in my building and I have also engaged the AWC to **inspect all the other windows** in my building to ensure the windows conform to the requirements of the Building Control Regulations 2003. The particulars of the ~~builder~~ / approved contractor and the trained window installer are appended below:

| DETAILS OF BUILDER / APPROVED WINDOW CONTRACTOR AND TRAINED WINDOW INSTALLER | | | |
|---|---|--|---|
| Name & Address of Builder / Approved Window Contractor: <u>BCA Aluminium Window Contractor</u> <u>50 Jurong Gateway Road #01-01, Singapore 608550</u> | | Company Stamp:  | |
| Office Tel: <u>6643 4321</u> | Email: <u>bca-alumwdwcon@gmail.com</u> | ACRA Registration No: <u>68044433J</u> | HDB Directory Reference No #: <u>HB-08-0008A</u> |
| Name of Trained Window Installer: <u>James Lim Choon Beng</u> | | Certificate No: <u>HDB-WI-01-0001</u> | |
| | | Contact No: <u>9876 5432</u> | |
| <p>I have been engaged to install the windows at <u>Balcony & Common Toilet</u> in the building.</p> <p>I certify and declare that all the windows have been installed in accordance with the standards and manner prescribed in the Approved Documents and the Building Control Regulations.</p> <p>I confirm that I was also engaged to inspect all the windows in the above-mentioned building.</p> <p>I certify that all the windows are in accordance with the standards and manner prescribed in the Approved Documents and the Building Control Regulations.</p> <p> Signature of Builder / Approved Window Contractor</p> <p> Signature of Trained Window Installer</p> <p><u>30/3/2022</u> Date of windows works completed</p> | | | |

I wish to inform you that **all the windows** of my building have been inspected and installed by the ~~Builder~~ / Approved Window Contractor and Trained Window Installer in accordance with the **Approved documents** and the **Building Control Regulations**.

I hereby authorize the abovenamed ~~Builder~~ / Approved Window Contractor to submit this window installation form (All Types of Property) to the Commissioner of Building Control on my behalf.

Name of Flat Owner: Tan Victor

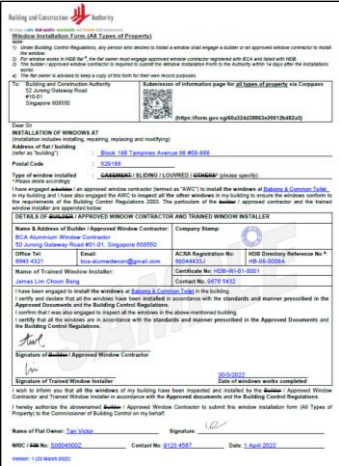




Signature: 


NRIC / FIN No: S0004300Z

Contact No: 9123 4567

Date: 1 April 2022

Step-by-step Guide of Revised Window Form Submission Process via Corppass (Window Installation Form for All Properties – Form D)

| | |
|----|---|
| 1. | Ensure all the information are correct and clearly indicated in the Form D. |
| |  <p>Please note the owner's NRIC/FIN number must be <u>indicated without masking</u> (e.g. S1234567A or F1234567B).</p> |
| 2. | You can either <u>scan the QR code</u> or <u>key in the URL</u> using you handphone or computer which will bring you to the submission landing page. |
| |  <p>or URL: https://form.gov.sg/60a324d38863e20012b482a5</p> |
| 3. | Please ensure that the submission landing page <u>is the same</u> as your window works form to be attached. |
| |   |
| 4. | Read the instructions and explanatory notes before proceeding to fill-in the necessary information. |
| |  |

| | |
|----|---|
| 5. | <p>Fill-in the unit details where the window works carried out and its completion date.</p> <div> <p>Installation of Window Works at:</p> <p>1. Block</p> <input type="text"/> <p>2. Road Name</p> <input type="text"/> <p>3. Level #</p> <input type="text"/> <p>4. Unit No.</p> <input type="text"/> <p>5. Postal Code</p> <input type="text"/> <p>6. Date of Windows Works Completed</p> <input type="text"/> </div> |
| 6. | <p>Indicate the unit owner's name and NRIC/FIN number. The NRIC/FIN number must be indicated without masking (e.g. S1234567A or F1234567B).</p> <div> <p>7. Name of Owner</p> <input type="text"/> <p>8. NRIC / FIN No. of Owner</p> <input type="text"/> </div> |
| 7. | <p>Fill-in the company details of Approved Window Contractor / Builder.</p> <div> <p>9. Name of Approved Window Contractor / Builder</p> <input type="text"/> <p>10. ACRA Registration No.</p> <input type="text"/> <p>11. Registration Details (HDB Directory Reference No.)</p> <input type="text"/> <p>12. Contact No. of Approved Window Contractor / Builder</p> <input type="text"/> </div> |
| 8. | <p>Fill-in the details of Trained Window Installer who installed the windows for this unit.</p> <div> <p>13. Name of Trained Window Installer</p> <input type="text"/> <p>14. Trained Window Installer Certificate No.</p> <input type="text"/> <p>15. Contact No. of Trained Window Installer</p> <input type="text"/> </div> |
| 9. | <p>Upload the signed Form D (images with .pdf, .png, .jpeg or .jpg extensions)</p> <div> <p>Upload of Window Installation Form (All Types of Property)</p> <p>16. Please attach images with .pdf, .png, .jpeg or .jpg extensions.</p> <p> UPLOAD FILE</p> <p>Max File Size: 3 MB</p> </div> |

| | | |
|-----|--|--|
| 10. | <p>Read carefully and tick the appropriate declarations. Check all the necessary information are filled-up. You may wish to print out a copy for reference.</p> | |
| | <div> <p>17. Approved Window Contractor / Builder Declarations</p> <p><input type="checkbox"/> I have been engaged to perform installation works for the windows at place(s) as mentioned above of the HDB flat / private residential flat / other building.</p> <p><input type="checkbox"/> I certify that the windows at place(s) as mentioned in the uploaded the Window Installation Form (All Types of Property) of the above HDB flat / private residential flat / other building have been installed and completed in accordance with the standards and manner prescribed in the Approved Documents and the Building Control Regulations.</p> <p><input type="checkbox"/> I declare the above information is true and accurate. I understand that by submitting this Window Installation Form (All Types of Property), I may be prosecuted if the information provided is false or inaccurate.</p> </div> | |
| 11. | <p>After checking all the information are correct, click the submit button to submit it to BCA for record.</p> | |
| | <div> <div>SUBMIT</div> </div> | |