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To:

COMMISSIONER OF BUILDING CONTROL
C/o FACADE ENGINEERING AND TECHNOLOGY DEPARTMENT
52 JURONG GATEWAY ROAD
#10-01
SINGAPORE 608550

LEGAL REQUIREMENT FOR THE INSTALLATION OF AIR-CONDITIONING UNITS

Congratulations on your purchase of a new air-conditioning unit. Before you install this new equipment, please comply with the following legal requirement. This legal requirement applies if you intend to install this unit on the exterior of the building and the unit, or part of it, projects over a public area below.

Legal Requirement

You are required to engage a trained worker to install your unit. Your dealer may be able to recommend a trained worker to you. You may refer to BCA's website at www.bca.gov.sg to verify the trained worker engaged. After your trained worker has installed this unit, he needs to provide BCA with the complete installation details by mailing this Report to the address above.

HDB Flats or Buildings

If you are installing this unit in a HDB flat or building, please use the Installation Report for HDB Properties (Form AC-02), which can also be obtained from HDB's website at www.hdb.gov.sg.

INSTALLATION REPORT FOR AIR-CONDITIONING (AC) UNIT

(To be submitted by the trained air-conditioning unit installer. All trained air-conditioning unit installer are to be certified by Building and Construction Authority.)

This report must be completed and sent to the Commissioner of Building Control within 14 days after the air-conditioning unit has been installed by a trained air-conditioning unit installer. Please email the report to BCA via our Feedback Form.

Dear sir,

| | | |
|--|----------------------|---------------|
| <p>I wish to inform you that I have engaged a trained air-conditioning unit installer to carry out the installation works relating to the air-conditioning units in my premises in accordance with the Building Control Regulations.</p> <p>I submit all information and data in the Installation Report for Air-conditioning (AC) Unit to the Commissioner of Building Control, and I consent for the Commissioner of Building Control to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.</p> | | |
| _____ Owner's Signature | _____ Contact No. | _____ Date |

| | | | |
|--|--|--------------|--|
| Address Where This Unit Is Installed | | | |
| | | | |
| Singapore Postal Code | | | |
| | | | |
| Name of Owner of Air-conditioning Unit | | | |
| NRIC/Passport No. of Owner | | | |
| Brand of Air-conditioning Unit Installed | | Model Number | |
| Type of Air-conditioning unit (Example. Window, split unit etc) | | | |
| Name of Company | | | |
| Address of Company | | | |
| Name of Trained Air-conditioning Unit Installer | | | |
| NRIC/Work Permit No.* of the Trained Air-conditioning Unit Installer | | | |
| Trained Air-conditioning Unit Installer's Certificate Number | | | |
| Residential address of Trained Air-Conditioning Unit Installer | | | |
| <p>I have been engaged to carry out the installation works relating to air-conditioning units and I have installed the structural supporting system for the air-conditioning units in compliance with the specifications set out in Part I, II, III or IV of the Seventh Schedule, and other requirements in the Building Control Regulations.</p> <p>I submit all information and data in the Installation Report for Air-conditioning (AC) Unit to the Commissioner of Building Control, and I consent for the Commissioner of Building Control to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.</p> | | | |
| Trained Air-conditioning Unit Installer's Signature | | Date | |

* Delete accordingly

Note:

- a. *Under the Building Control Regulations, any person who desires to install an air-conditioning unit on the exterior of any building or which projects outwards from any building shall engage a trained air-conditioning unit installer to carry out the installation works relating to the air-conditioning unit.*
- b. *Under the Building Control Regulations, a penalty will be imposed on flat owners who fail to engage a BCA trained air-conditioning unit installer to install the ACU and/or inform the authorities of the completed works.*
- c. *Flat owners are advised to keep a copy of the installation report for their own record purposes.*