

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://go.gov.sg/winform-a)
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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:	
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		
_____ 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 hereby authorize the abovenamed Approved Window Contractor to submit this retrofitting form to the Commissioner of Building Control on my behalf.

I submit all information and data in the **Window Retrofitting Form** 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.

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

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