

**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	<b>Submission of information page for HDB flat via Corppass</b>  (https://go.gov.sg/winform-b1)
---	--

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			
<b>Name &amp; Address of Approved Window Contractor:</b>		<b>Company Stamp:</b>	
<b>Office Tel:</b>	<b>Email:</b>	<b>ACRA Registration No:</b>	<b>HDB Directory Reference No*:</b>
<b>Name of Trained Window Installer:</b>		<b>Certificate No:</b>	
		<b>Contact No:</b>	
Note: Please tick <b>either box</b> or <b>both boxes</b> as appropriate: <input type="checkbox"/> <b>Casement window:</b> I have been engaged to inspect and retrofit <b>all</b> the casement windows in the above-mentioned flat. I certify that <b>all</b> 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"/> <b>Sliding window:</b> I have been engaged to inspect and install safety features for <b>all</b> the sliding windows in the above-mentioned flat. I certify that <b>all</b> the sliding windows have been installed with safety features to comply with Clause 9.2 of SS212:2007 or equivalent.			
_____ <b>Signature of Approved Window Contractor</b>		_____ <b>Date of retrofitting work completed</b>	
_____ <b>Signature of Trained Window Installer</b>			

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.

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:** \_\_\_\_\_