

Form D (All types of property)

(This form must be submitted by the Approved Window Contractor to BCA after completion of the installation works for windows.)

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

Fax: 6334 4031 (BCA)
 Email: bca_windows@bca.gov.sg

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:	Office Tel	
	Facsimile	
Company Stamp:	ACRA Registration No	
Name of Trained Window Installer:	NRIC/FIN No	
	Certificate 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 and I certify that all the windows are in accordance with the standards and manner prescribed in the Approved Documents and the Building Control Regulations .		
_____ Signature of Builder/Approved Window Contractor		
_____ Signature of Trained Window Installer		_____ Date of windows works completed

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 by window installer in accordance with the Approved documents and the **Building Control Regulations**.

Name of Flat Owner: _____ Signature: _____

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

- Note:
- a. 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.
 - b. Flat owners are advised to keep a copy of the Form D (installation of windows) for their own record purposes.
 - c. The Builder/Approved Window Contractor is required to submit the Form D to the Authority within 14 days after the installations works.