

We shape a **safe, high quality, sustainable** and **friendly** built environment.

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://go.gov.sg/winform-d)
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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 style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Signature of Builder / Approved Window Contractor</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">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.

I submit all information and data in the **Window Installation 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:** _____