

**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	<b>Submission of information page for <u>all types of property</u> via Corppass</b>  (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 <b>install the windows</b> at _____ in the building. I certify and declare that all the windows have been <b>installed</b> in accordance with the <b>standards and manner prescribed in the Approved Documents</b> and the <b>Building Control Regulations</b> . I confirm that I was also engaged to inspect all the windows in the above-mentioned building. I <b>certify</b> that all the windows are in accordance with the <b>standards and manner prescribed in the Approved Documents</b> and the <b>Building Control Regulations</b> .  _____ <b>Signature of Builder / Approved Window Contractor</b>  _____ <b>Signature of Trained Window Installer</b> <span style="float: right;">_____</span> <span style="float: right;"><b>Date of windows works completed</b></span>			

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.

Name of Flat Owner: \_\_\_\_\_ Signature: \_\_\_\_\_

NRIC / FIN No: \_\_\_\_\_ Contact No: \_\_\_\_\_ Date: \_\_\_\_\_