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| **BUILDING CONTROL (FIXED INSTALLATIONS) REGULATIONS 2025**  **(“FI Regulations”)** **APPOINTMENT AND AUTHORISATION OF** **PLAN SUBMISSION QUALIFIED PERSON(S)(“QP”) / FIXED INSTALLATION WORKS CONTRACTOR**  **FOR FIXED INSTALLATION WORKS PLANS** | | | | | | | |
| To: Commissioner of Building Control  Building and Construction Authority  52 Jurong Gateway Road, #11-01  Singapore 608550  Website: <http://www.bca.gov.sg/> | | | INSTRUCTIONS: | | | | |
| (1) | This document shall be submitted together with the application for approval of fixed installation works plans. | | | |
| (2) | This document may be submitted (a) electronically as part of the electronic application for plan approvals through FormSG, accessible at [Go.gov.sg/fidesignplan](https://form.gov.sg/6710827090b90b65511d736b), or  (b) by hand, as part of the hard copy application for plan approvals. | | | |
| (3) | Please submit a new form using a method in paragraph (1) whenever there is a change of QP / Fixed Installation Works contractor or if a new QP/ Fixed Installation Works contractor is appointed for the project. | | | |
| (4) | Please inform each appointed QP / Fixed Installation Works Contractor of his appointment and provide a copy of this document to each appointed QP / Fixed Installation Works Contractor. Each appointed QP / Fixed Installation Works Contractor should retain a copy of this document for reference. | | | |
| (5) | 🞏 / \* Please tick or delete as applicable. | | | |
| (6) | Please fill this form in BLACK INK. | | | |
| SECTION A - PARTICULARS OF PLAN SUBMISSION | | | | | | | |
| Project Reference Number: | | |  | | | | |
| Description of fixed installation works  (“**Fixed Installation Works**”): | | |  | | | | |
| Location Description: | | |  | | | | |
| SECTION B - (To be completed by the Developer of the Fixed Installation Works, where applicable) | | | | | | | |
| \*I / we hereby appoint the following person(s) in respect of the Fixed Installation Works: | | | | | | | |
|  | [ UEN. ]    under Regulation 20(1)(b) of the FI Regulations, as the fixed installation works contractor to carry out the Fixed Installation Works.  I declare that the fixed installation works contractor has been directly engaged by me to perform the Fixed Installation Works. | | | | | | |
|  | Mr/Ms | | | | | [PEB Reg. No. ] | |
|  | under Regulation 20(1)(a) of the FI Regulations, as the qualified person (“QP”) to prepare the plans of the Fixed Installation Works and to check any type testing certificate (including any accompanying document). | | | | | | |
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| **AUTHORISATION**  \*I/ We hereby authorise the \*QP(s) appointed in Section B to submit, on our behalf, any application, notification or document related to the Fixed Installation Works for which the QP (s) are appointed without our digital signature. This authorisation shall continue to be in force until you receive a copy of written revocation, if any, of such authorisation from us. | | | | | | | |
| Address of Developer | | | | | Name & Signature of Developer (in the case of a company or other corporate body, an authorised signatory, and in the case of a public body, an authorised signatory who should be of director level or higher) | | |
| Tel No.: | | NRIC /Passport No.: | | | | | Date: |

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| SECTION C - (To be completed by the Builder engaged by the Developer, where applicable) | | | | | |
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|  | I declare that I am the builder directly engaged and appointed by the Developer to undertake building works including the Fixed Installation Works. | | | | |
| \*I / we hereby appoint the following person(s) in respect of the Fixed Installation Works: | | | | | |
|  |  | | | [UEN. ] | |
|  | under Regulation 22(1)(d) of the FI Regulations, as the fixed installation works contractor to carry out the Fixed Installation Works.  I declare that the fixed installation works contractor has been directly engaged by me to perform the Fixed Installation Works. | | | | |
|  | Mr/Ms | | | [ PEB Reg. No. ] | |
|  | under Regulation 22(1)(b) of the FI Regulations, as the qualified person (“QP”) to prepare the plans of the Fixed Installation Works and to check any type testing certificate (including any accompanying document). | | | | |
| **AUTHORISATION**  We hereby authorise the \*QP (s) appointed in Section C to submit, on our behalf, any application, notification or document related to the Fixed Installation Works or such part of the Fixed Installation Works for which the QP (s) are appointed without our digital signature. This authorisation shall continue to be in force until you receive a copy of written revocation, if any, of such authorisation from us. | | | | | |
| Address of Builder | | | Name & Signature of Builder (in the case of a company or other corporate body, an authorised signatory who should be the Builder’s approved person as defined under the Building Control (Licensing of Builders) Regulations 2008) | | |
| Tel No.: | | NRIC /Passport No.: | | | Date: |
| SECTION D - (To be completed by the Fixed Installation Works Contractor appointed by the Developer or the Builder, where applicable) | | | | | |
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|  | I declare that I am the Fixed Installation Works Contractor directly engaged and appointed by \*the Developer / the Builder to carry out the Fixed Installation Works. | | | | |
| \*I / we hereby appoint the following person(s) in respect of the Fixed Installation Works: | | | | | |
|  | Mr/Ms | | | [ PEB Reg. No. ] | |
|  | under Regulation 22(3)(e) of the FI Regulations, as the qualified person (“QP”) to prepare the plans of the Fixed Installation Works and to check any type testing certificate (including any accompanying document). | | | | |
| **AUTHORISATION**  We hereby authorise the \*QP (s) appointed in Section D to submit, on our behalf, any application, notification or document related to the Fixed Installation Works or such part of the Fixed Installation Works for which the QP(s) are appointed without our digital signature. This authorisation shall continue to be in force until you receive a copy of written revocation, if any, of such authorisation from us. | | | | | |
| Address of Fixed Installation Works Contractor | | | Name & Signature of Fixed Installation Works Contractor | | |
| Tel No.: | | NRIC /Passport No.: | | | Date: |