

GREEN MARK INCENTIVE SCHEME FOR EXISTING BUILDINGS (UPGRADING AND RETROFITTING)

APPLICATION FORM (Private Development)

1. Applicants should read the Green Mark Incentive Scheme for Existing Buildings (Upgrading and Retrofitting)- Application Guidelines (the “Guidelines”) before filling in this form.
2. You will need about 10 minutes to fill this form. All fields in this application are compulsory. Where information is not applicable, a “N.A.” is necessary.
3. All necessary supporting documents must be submitted together with your application.
4. Where terms or phrases are not defined herein, applicants should refer to the website of the Building and Construction Authority (“BCA”) or write to BCA for interpretive guidance. Such interpretive guidance shall be conclusive.

This application form is to be submitted (with the Project information sheets duly completed) with documentary proof required under paragraph 3.1 of the Guidelines and all required documents listed in the checklist to:

**Deputy Director
Green Building Policy Department
Green Mark Incentive Scheme for Existing Buildings (GMIS-EB)
c/o: 5 Maxwell Road, #17-00 Tower Block MND Complex
Building and Construction Authority
Singapore 069110**

For Official Use Only:

Registration No.
Incentive Entitlement

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(UPGRADING & RETROFITTING) - APPLICATION FORM**

PARTICULARS & DECLARATION BY APPLICANTS

- 1) We declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld any material fact.
- 2) We understand that if we make or provide any false or misleading statements or information, or by withholding any material fact, BCA may terminate our participation and / or recover immediately from us any amount of the incentive that may have been disbursed in accordance with paragraph 6.2 of the Guidelines.
- 3) We declare that the retrofitting or upgrading works have not commenced at the time of application.
- 4) We have read and understood, and agree to the contents of the Guidelines.

Name of Building Owner			
Address		Tel No. / Fax No.	
Contact Person (Email Address)		Building Owner's Stamp	
Name & Designation *			
Signature		Date:	

Name of Managing Agent/Facility Management Firm			
Address		Tel No. / Fax No.	
Contact Person (Email Address)		Managing Agent/Facility Management's Stamp	
Name & Designation			
Signature		Date	

* Only the sole proprietor, partner or company director, as registered with Accounting & Corporate regulatory Authority (ACRA) or professional bodies, may sign this declaration.

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PROJECT INFORMATION (Sheet 1)

PROJECT DETAILS

Name of Building	
Building Category	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Others: _____
Building Address	
Building Owner	
A Subsidiary of A Major Developer, if applicable	
ESCO / M&E Professional Engineer	
Facilities Management	
In-house M&E Contractor	
Other Specialist Consultant	
Green Mark Rating (target)	<input type="checkbox"/> Certified <input type="checkbox"/> Gold <input type="checkbox"/> Goldplus <input type="checkbox"/> Platinum Please state award date if Green Mark rating had been attained : _____
Existing GFA (m ²)	
Total cost of approved equipment (S\$)	
Total cost of retrofitting works (S\$)	
Options for determining the Projected Energy Savings and Actual Energy Savings	<input type="checkbox"/> We wish to have the Projected Energy Savings and Actual Energy Savings determined or calculated based on the <u>total Building consumption</u> .
	<input type="checkbox"/> We wish to have the Projected Energy Savings and Actual Energy Savings determined or calculated based on the <u>total Landlord's consumption</u> .

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PROJECT INFORMATION (Sheet 2)

CHECKLIST OF DOCUMENTS TO BE ENCLOSED WITH APPLICATION

The following list of documents and written information must be submitted:

- (a) A table showing the details of the proposed Retrofitting or Upgrading works, Projected Energy Savings (in kWh and \$), costs of the Approved Equipment proposed to be installed, costs of installation of the said Approved Equipment, and the cumulative total of the aforesaid two sets of costs and the payback period. If the Building does not already have a central chilled water air-conditioning plant, the Upgrading or Retrofitting works must involve the installation of a central chilled water air-conditioning plant in the Building. Applicant shall provide the details in this table and submit to BCA. In this respect, please fill in the following table:-

Description of Retrofitting / Upgrading Works	Projected Energy Savings		Cost of Approved Equipment (A)	Cost of installation of Approved Equipment (B)	Total cost of Approved Equipment (A + B)	Payback (year)
	(kWh)	(\$)				
Grand Total						

- (b) A detailed calculation of the Projected Energy Savings for each of the Approved Equipment to be installed.
- (c) Documents from the intended vendor(s) substantiating the Building owner's calculation of the Projected Energy Savings.
- (d) A detailed calculation of the Energy Efficiency Index based on utility bills issued during the 12 months preceding the application (Please note that this will be the baseline for the energy savings calculation). The applicant shall provide the total Building consumption if the Projected Energy Savings and Actual Energy Savings are determined or calculated based on the total Building consumption, and the total landlord's consumption if the Projected Energy Savings and Actual Energy Savings are determined or calculated based on the total landlord's consumption. Applicant shall provide the details in this table and submit to BCA.

Month/Year	Consumption (kWh)
Total	kWh/yr

GFA (m ²)	
EI (kWh/m ² /yr)	

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- (e) Copies of all utility bills in respect of the Building issued during the 12 months preceding the application. Applicants should provide utility bills showing the total Building consumption if they wish to have the Projected Energy Savings and Actual Energy Savings determined or calculated based on the total Building consumption, and utility bills showing the total landlord's consumption if they wish to have the Projected Energy Savings and Actual Energy Savings determined or calculated based on the total landlord's consumption.
- (f) Quotations, tender or contract documents and such other documents showing the details and anticipated costs of each of the Retrofitting or Upgrading Works.
- (g) A detailed calculation showing the projected Energy Efficiency Index after the completion of the Retrofitting or Upgrading works. Applicant shall provide the details in this table and submit to BCA.

Month/Year	Projected Consumption (kWh)
Total	kWh/yr

GFA (m ²)	
Projected EEI (kWh/m ² /yr)	

Baseline EEI (kWh/m ² /yr)	
Projected Energy Savings (kWh/m ² /yr)	
Projected Energy Savings (%)	

- (h) Schedule or timelines for the Retrofitting or Upgrading Works.
- (i) Energy audit report. The energy audit shall be performed by an accredited Energy Services Company (ESCO) or M&E Professional Engineer and report format shall comply with the requirements set out in Annex A of the Health Check (EB) Audit Report Guidelines.