

## ***GUIDELINES*** **FOR USAGE OF BCA GREEN MARK LOGO**

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1. Company may use the BCA Green Mark Logo in newspaper advertisements and for other marketing/promotional purposes.
2. The terms and conditions governing the use of the Mark are attached.
3. The color scheme for the Green Mark Logo is stated as per attached.
4. Before final printing of any promotional materials bearing the Logo, the company shall be required to submit the draft samples together with the attached covering form "Request for Green Mark Logo Approval" to BCA for approval. All details should be provided clearly in the request form to facilitate faster processing. This procedure is also applicable to all future requests.

Attention to:

Ms Janice Lim  
Green Mark Department  
Building and Construction Authority  
5 Maxwell Road #17-00 Tower Block MND Complex  
Singapore 069110

5. The approval will be indicated in the "Request for Green Mark Logo Approval" and fax to you within 5 working days (estimated). In cases where samples submitted are rejected, comments will be given in the "Request for Mark Approval" and fax to you similarly within 5 working days. You are expected to rectify accordingly and resubmit for approval again.

## **TERMS AND CONDITIONS FOR USE OF BCA GREEN MARK LOGO**

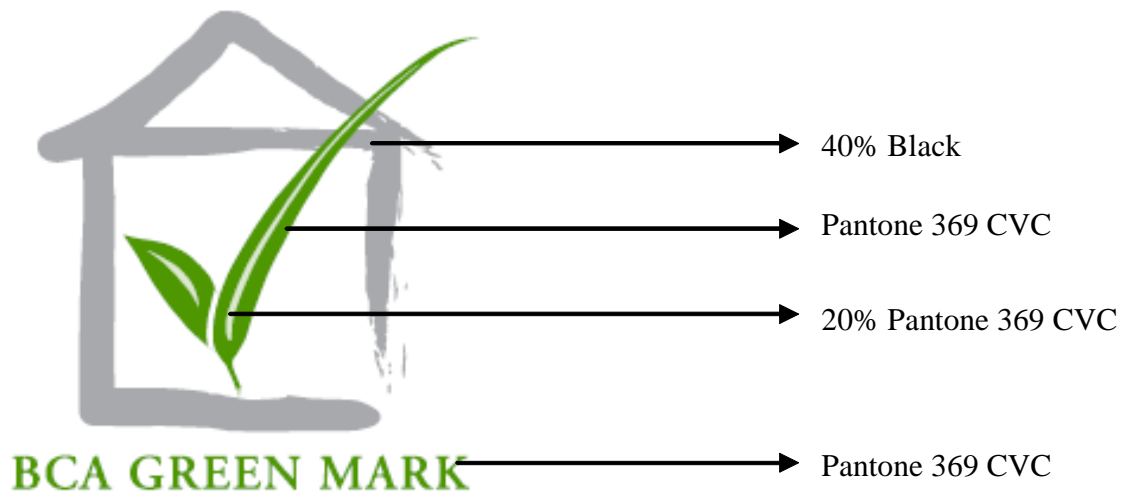
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1. Any use of the BCA Green Mark Logo (the “GM Logo”) shall be subject to the terms set out herein and BCA’s permission mentioned in paragraph 2 below.
2. BCA may grant or deny permission for the use of the GM Logo at its sole discretion. The party intending to use the GM Logo (the “Intended User”) shall seek BCA’s permission on a prior basis. For the purposes of seeking BCA’s permission, the Intended User shall submit to BCA the duly completed form titled “Request for Permission for Use of BCA Green Mark Logo” (the “Form”) set out at Annex 2 hereto along with draft promotional or advertising material(s) to bear the GM Logo. The aforesaid form and materials shall be sent to BCA marked for the attention of Ms. Janice Lim of Green Mark Department. Any permission granted by BCA shall be revocable at any time at BCA’s sole discretion. Further, BCA shall be entitled to grant permission(s) subject to such further terms or conditions not already set out herein.
3. If permission is granted by BCA,:-
  - (i) the GM Logo shall be represented only in the colour scheme set out at Annex 1 hereto or such other colour scheme as may be specified by BCA; and
  - (ii) the GM Logo can only be used in the materials or advertisements referred to in the Form strictly in connection with the BCA Green Mark certified building; and
  - (iii) the Intended User shall, for the purposes of BCA’s record, submit a specimen copy of the final version of the material or advertisement actually published or printed.
4. In the event that the GM Logo is inaccurately represented or wrongly used howsoever in materials or advertisements, the Intended User shall immediately cease all publication and / or circulation of the materials and / or advertisements bearing the GM Logo, and take such remedial action as BCA may specify.
5. Upon BCA’s revocation of permission, or at BCA’s request, or upon the expiry of validity of the relevant Green Mark certificate (the expiry date to be indicated in the certificate), the Intended User shall immediately cease all further use of the GM Logo. Without prejudice to the generality of the aforesaid, the Intended User shall then cease all publication and / or circulation of materials and / or advertisements bearing the GM Logo.
6. The Intended User acknowledges and accepts that any permission granted by BCA:-
  - (i) is not to be construed as being indicative of the value of any Green Mark certified building or as recommendation to buy, sell or otherwise deal with the afore-described building; and
  - (ii) is specific to the promotional or advertising material(s) bearing the GM Logo the drafts of which are enclosed with the Form.

**OFFICIAL COLOURS**  
**FOR USAGE OF BCA GREEN MARK LOGO**

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**Annex 1**



**REQUEST FOR PERMISSION FOR USE OF BCA GREEN MARK LOGO**

*(Please sent by Mail only together with draft promotional or advertising material(s))*

***From (entity requesting for permission)***

Name of Entity Requesting for Permission: \_\_\_\_\_

Fax No: \_\_\_\_\_ Tel No.: \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)

Email Address: \_\_\_\_\_

Address and Name of Green Mark Certified Building in respect of which BCA Green Mark Logo is sought to be used: \_\_\_\_\_

**To:-** Building and Construction Authority  
5 Maxwell Road #17-00 Tower Block MND Complex Singapore 069110  
Attn:- Ms Janice Lim, Green Mark Department

**REQUEST FOR PERMISSION**

1. We wish to request for your permission to reproduce the BCA Green Mark logo on the promotional materials and / or advertisements referred to below. Enclosed herewith are drafts of the promotional or advertising material(s) bearing the BCA Green Mark logo.
2. Type of promotional materials and / or advertisements on which BCA Green Mark logo is to be reproduced: (Please circle)  
Marketing Brochures / Newspaper Advertisements / Others: \_\_\_\_\_  
\_\_\_\_\_
3. We have read and understood, and agree to, the *Terms and Conditions for Use of BCA Green Mark Logo*. In particular, in the event that you grant permission, we will submit to you a specimen copy of the final version of the material or advertisement actually published or printed.

\_\_\_\_\_  
Name / Designation  
Encs.

\_\_\_\_\_  
Signature / Date

**FOR OFFICIAL USE (BY BCA ONLY)**

**VIA EMAIL ONLY**

**DECISION ON WHETHER TO GRANT PERMISSION FOR USE OF BCA GREEN MARK LOGO**

Based on the details and drafts provided, we **grant / do not grant**<sup>#</sup> to you permission to use the BCA Green Mark logo.

<sup>#</sup>Our comments (if any) regarding your request are as follows:

\_\_\_\_\_

\_\_\_\_\_  
Approving Officer / Date