

Retrofitting form - Form B (HDB Flats)

(This form must be submitted by the flat owner to Building and Construction Authority after completion of the retrofitting works. Flat owner can forward a copy of this form to HDB Branch Office)

**To: Building and Construction Authority
5 Maxwell Road #07-00
Tower Block MND Complex
Singapore 069110**

Fax: 6325 4437 (BCA)
Email: bca_windows@bca.gov.sg

Dear Sir

RETROFITTING OF CASEMENT WINDOWS AT

Address of flat _____

Postal Code _____

I have engaged an approved window contractor to **inspect and retrofit all casement windows** in my flat. The particulars of the approved window contractor and the certification of the trained window installer are appended below:

DETAILS OF APPROVED WINDOW CONTRACTOR		
Name & Address of Approved Window Contractor:	Office Tel	
	Facsimile	
	HDB Registration No	
Company Stamp:	ACRA Registration No	
Name of Trained Window Installer:	NRIC/FIN No	
	Certificate No	
<p>I have been engaged to inspect and retrofit all the casement windows in the above-mentioned flat and certify that all the casement windows have been retrofitted in accordance with the standards and manner prescribed for the retrofitting of casement windows in the Building Control (Retrofitting of Casement Windows) Order 2004.</p>		
<p>_____ Signature of Trained Window Installer</p>		<p>_____ Date of retrofitting work completed</p>

I wish to inform you that **all the casement windows** of my flat have been retrofitted by the abovementioned approved window contractor in accordance with the **Building Control (Retrofitting of Casement Windows) Order 2004**.

Name of Flat Owner: _____ Signature: _____

NRIC/FIN No: _____ Contact No: _____ Date: _____

Note:

- a. Under Building Control (Retrofitting of Casement Windows) Order 2004, the person responsible for a casement window shall engage an approved window contractor to carry out retrofitting of that casement window.
- b. Flat owners are advised to keep a copy of the retrofitting form for their own record purposes.