

# BCA Green Mark Online

User Guide

Version 1.0

## **SUMMARY OF DOCUMENTATION CHANGES**

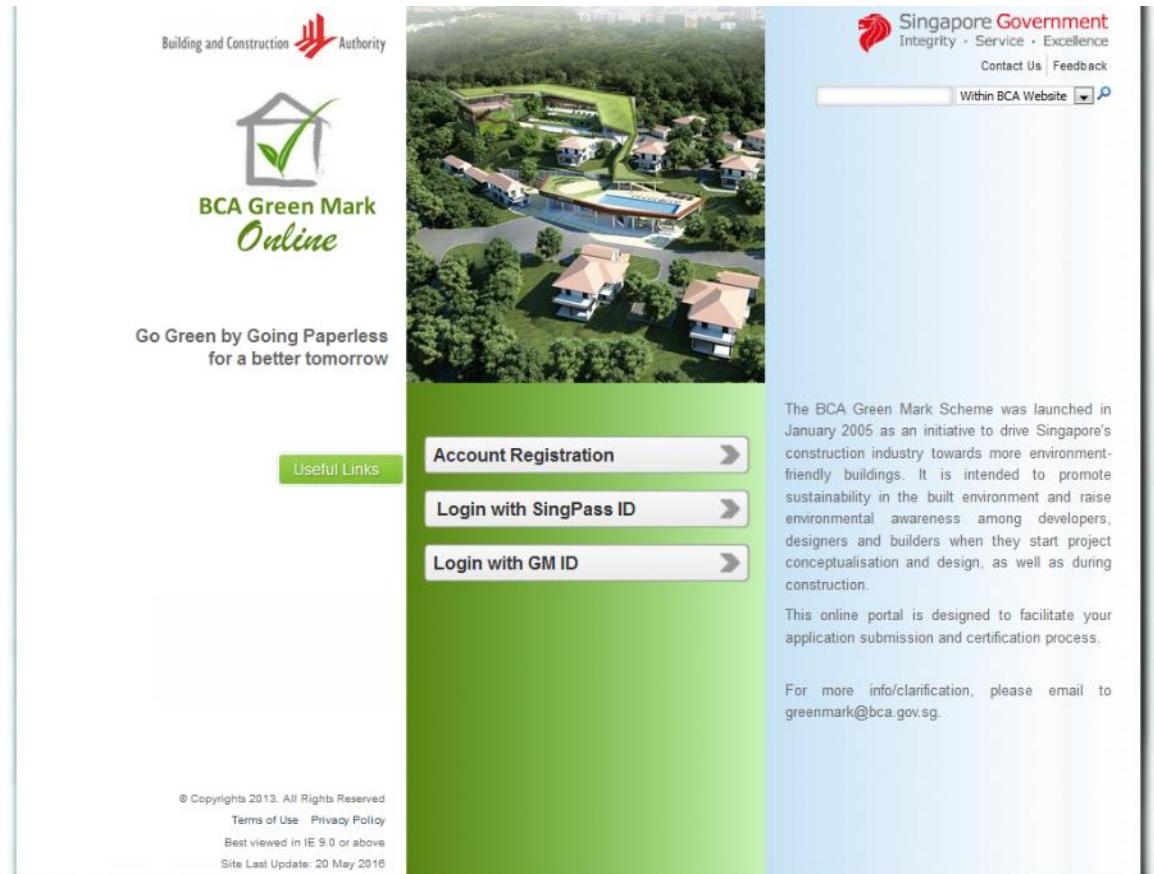
<b>Version No</b>	<b>Date Revised</b>	<b>Summary of Changes</b>
1.0	31 Mar 2016	-

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# Access to BCA Green Mark Online

Website URL : <https://www.bca.gov.sg/GreenMarkOnline>



The screenshot shows the homepage of the BCA Green Mark Online website. At the top left is the BCA logo with the text 'Building and Construction Authority'. Below it is the 'BCA Green Mark Online' logo, which features a stylized house with a checkmark inside. A tagline 'Go Green by Going Paperless for a better tomorrow' is displayed. On the right side, the Singapore Government logo is present with the tagline 'Integrity • Service • Excellence' and links for 'Contact Us' and 'Feedback'. A search bar with the placeholder 'Within BCA Website' and a magnifying glass icon is also visible. The main content area features a large image of a modern, green-roofed residential complex with a swimming pool. Below this are three buttons: 'Account Registration', 'Login with SingPass ID', and 'Login with GM ID'. At the bottom left, there is a 'Useful Links' section and a copyright notice: '© Copyrights 2013. All Rights Reserved', 'Terms of Use', 'Privacy Policy', 'Best viewed in IE 9.0 or above', and 'Site Last Update: 20 May 2016'. To the right of the login buttons is a descriptive text block about the BCA Green Mark Scheme and its purpose, followed by a note about the online portal's purpose and contact information.

The BCA Green Mark Scheme was launched in January 2005 as an initiative to drive Singapore's construction industry towards more environment-friendly buildings. It is intended to promote sustainability in the built environment and raise environmental awareness among developers, designers and builders when they start project conceptualisation and design, as well as during construction.

This online portal is designed to facilitate your application submission and certification process.

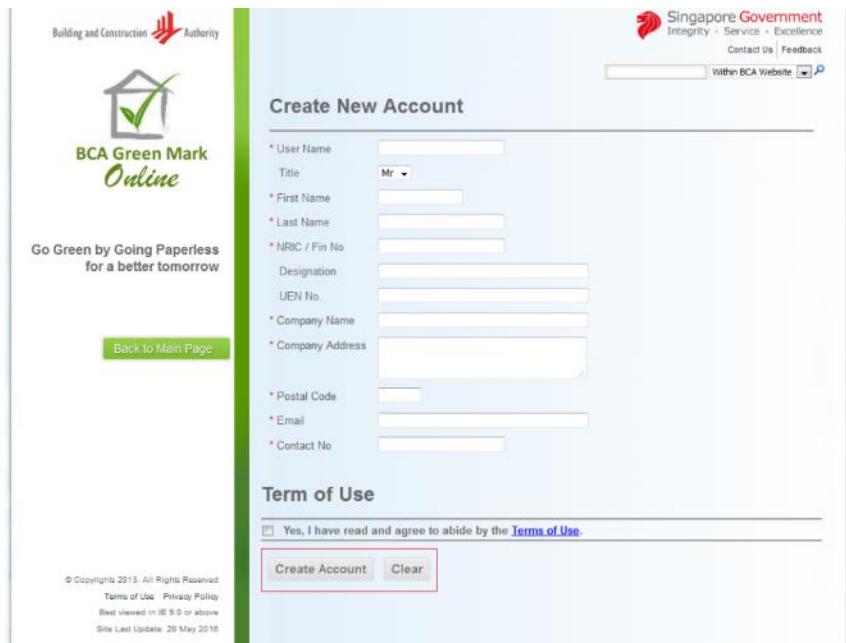
For more info/clarification, please email to [greenmark@bca.gov.sg](mailto:greenmark@bca.gov.sg).

# 1.0 Registration

To apply for BCA Green Mark Certification, please register an account with BCA Green Mark Online first.

For new registration, please click on the Account Registration link on the main page.

The registration form will be displayed as below:



The screenshot shows the 'Create New Account' form. The form fields are as follows:

- User Name
- Title: Mr.
- First Name
- Last Name
- NRIC / Fin No
- Designation
- UEN No.
- Company Name
- Company Address
- Postal Code
- Email
- Contact No

**Term of Use**

Yes, I have read and agree to abide by the [Terms of Use](#).

**Create Account** **Clear**

At the bottom of the page, there is copyright information: © Copyright 2013. All Rights Reserved. Terms of Use. Privacy Policy. Best viewed in IE 9.0 or above. Site Last Update: 20 May 2016.

Please fill in the **\*** (mandatory) fields and tick “Terms of Use” checkbox. Click on “Create Account” button to register. The credential info will be sent to the registered email above.

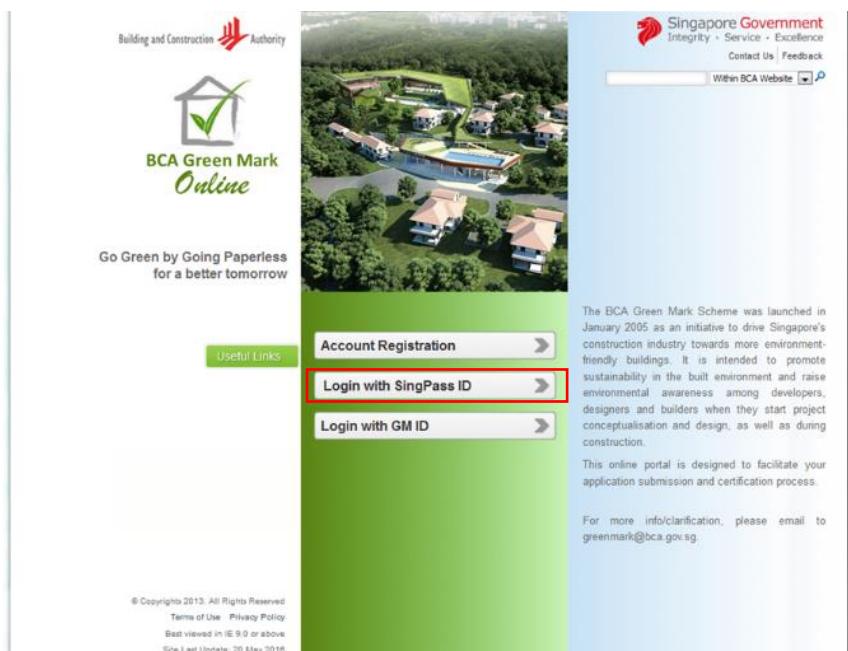
Please note that there will be a separate access to be issued to the project coordinator for the submission of the documentary evidences under the Green Mark Certification process after the assessment or verification has been conducted.

## 2.0 Login to BCA Green Mark Online

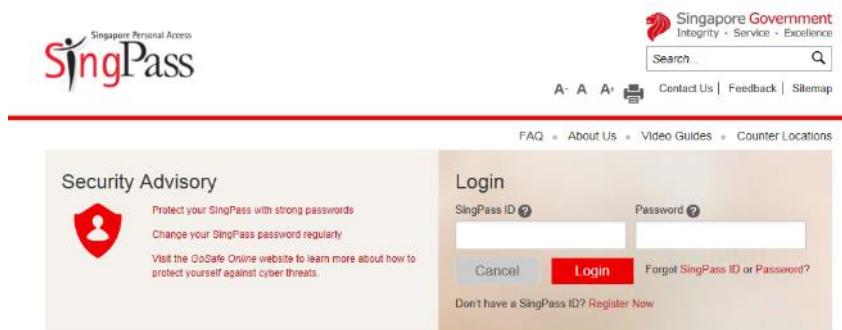
There are two ways to login to the system which can be either by using **SingPass** or **Green Mark ID**.

### 2.1 By SingPass

Click on the Login with **SingPass ID** link on Main Page.



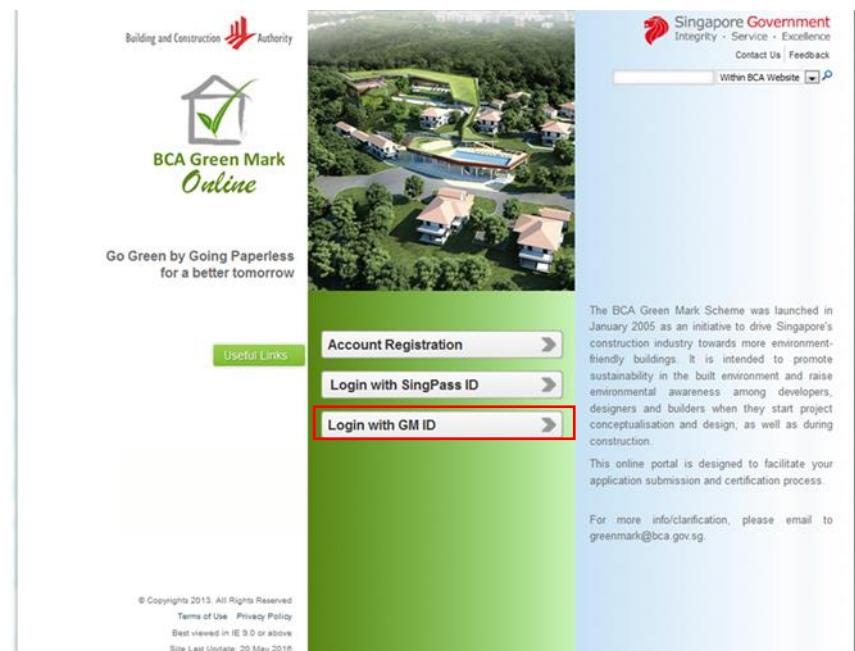
The link will direct to SingPass login page.



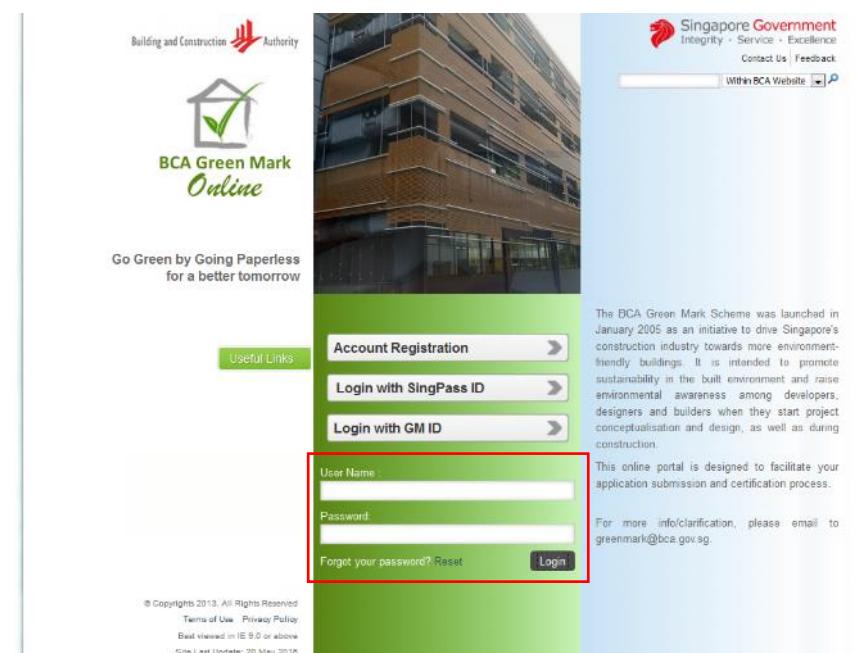
Once the system has validate your SingPass ID, it will redirect to Home Page.

## 2.2 By GM ID

Click on the Login with **GM ID** link on Main Page.



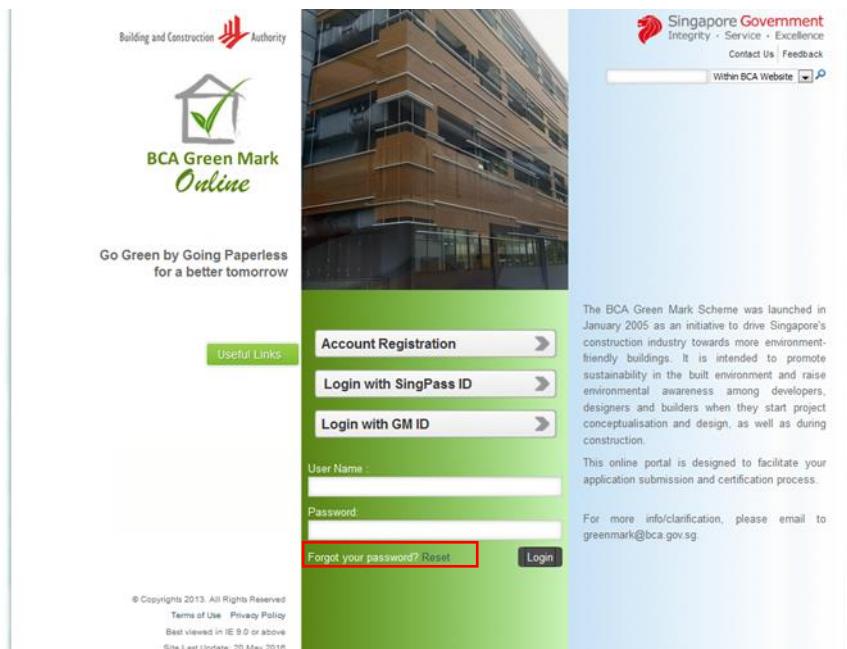
The login panel will appear for User ID and Password. Enter the login info and click on “Login” button.



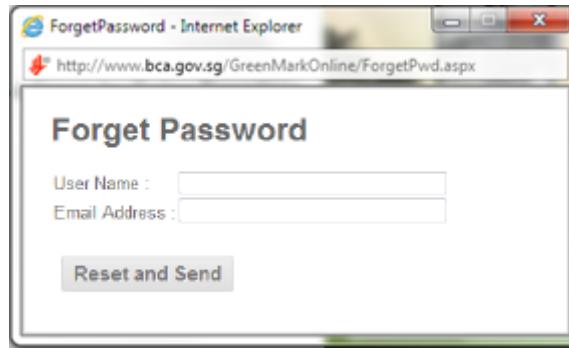
Once the system has validate your GM ID, it will redirect to Home Page.

### 3.0 Forgot Password for GM ID

To reset password, please click on Login with GM ID link. After login panel is shown as below, click on “Reset” link.



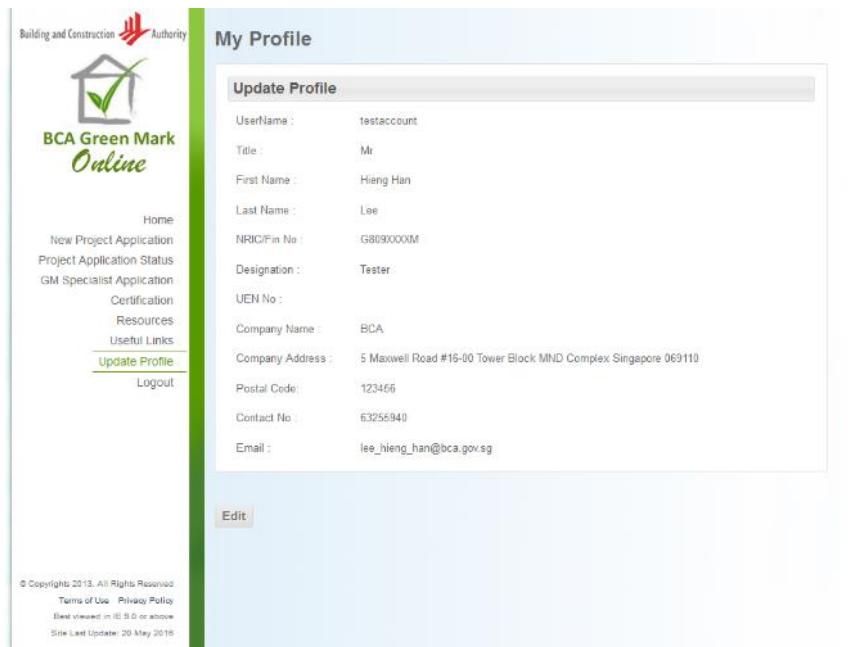
The Forget Password dialog box will show as below. Enter user name and email address and click on “Reset and Send” button.



An email with new password will sent to the registered email account.

## 4.0 Update Profile / Change Password

To update your profile or change password, click on the “**Update Profile**” on the menu on the left.



My Profile

Update Profile

UserName : testaccount

Title : Mr

First Name : Hieng Han

Last Name : Lee

NRIC/Fin No : G809000XM

Designation : Tester

UEN No :

Company Name : BCA

Company Address : 5 Maxwell Road #16-00 Tower Block MND Complex Singapore 069110

Postal Code : 123456

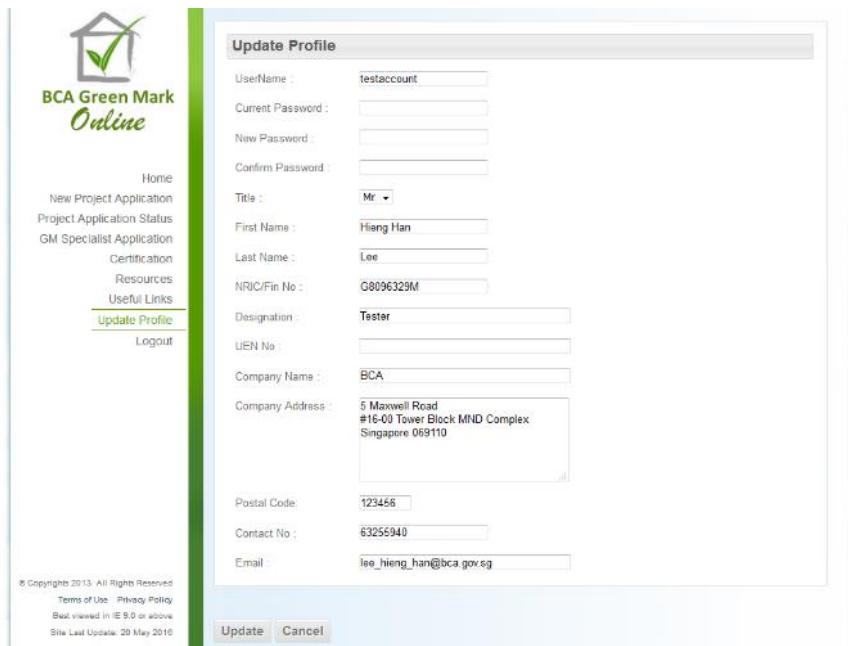
Contact No : 63255940

Email : lee\_hieng\_han@bca.gov.sg

Edit

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Terms of Use Privacy Policy  
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Site Last Update: 20 May 2013

The profile page will be displayed with your information. Click on “**Edit**” button to proceed.



Update Profile

UserName : testaccount

Current Password :

New Password :

Confirm Password :

Title : Mr

First Name : Hieng Han

Last Name : Lee

NRIC/Fin No : G8096329M

Designation : Tester

UEN No :

Company Name : BCA

Company Address : 5 Maxwell Road  
#16-00 Tower Block MND Complex  
Singapore 069110

Postal Code : 123456

Contact No : 63255940

Email : lee\_hieng\_han@bca.gov.sg

Update Cancel

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Best viewed in IE 9.0 or above  
Site Last Update: 20 May 2013

To change password, please enter the current password and new password. Leave blank if there is no change of password.

Amend the information as required. Click on “**Update**” button to save to the system.

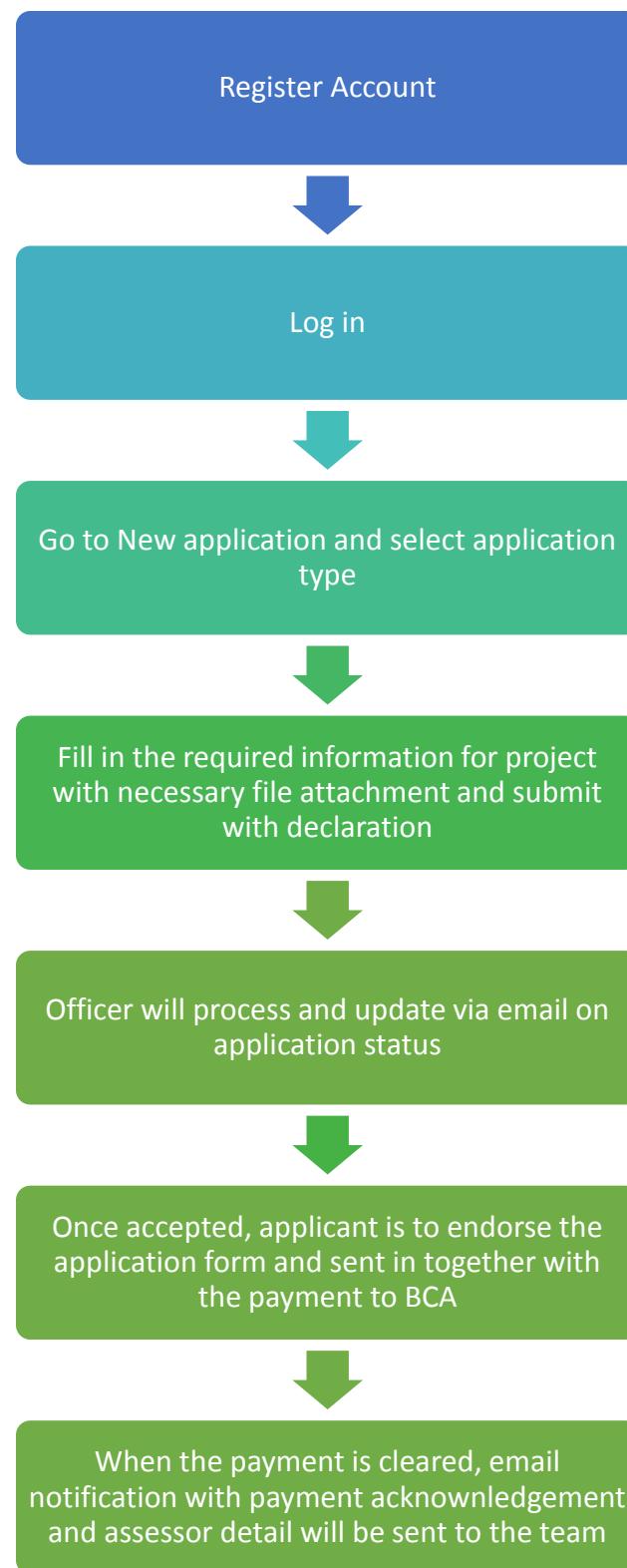
## 5.0 Logout

To logout from the system, click on “Logout” on the menu on the left.

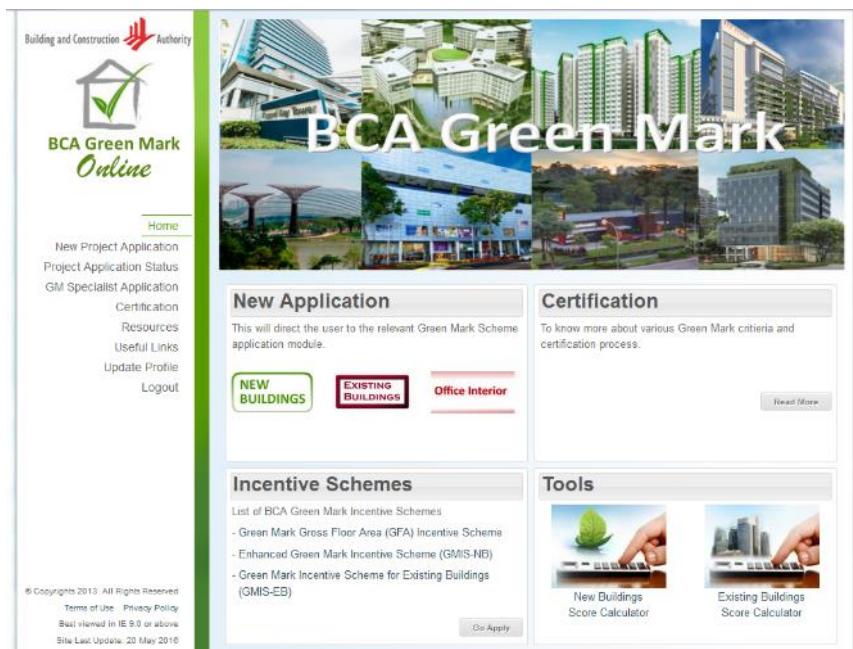
For registered user:

For green mark project coordinator:

# Application for Green Mark Certification



## 6.0 Create New Green Mark Application



The screenshot shows the BCA Green Mark Online homepage. The left sidebar contains links for Home, New Project Application, Project Application Status, GM Specialist Application, Certification, Resources, Useful Links, Update Profile, and Logout. The main content area features a collage of green buildings and the text 'BCA Green Mark'. Below this are two main sections: 'New Application' and 'Certification'. The 'New Application' section includes buttons for 'NEW BUILDINGS' (highlighted in green), 'EXISTING BUILDINGS' (highlighted in red), and 'Office Interior'. The 'Certification' section provides information about various Green Mark criteria and the certification process. At the bottom, there are sections for 'Incentive Schemes' and 'Tools', each with a calculator icon and a 'Go Apply' button.

For create new application, please mouse over the “**New Application**” button on the left hand menu.



This screenshot shows the 'New Application' menu expanded, revealing a list of building types: New Buildings, Landed Houses, Existing Buildings, Existing Schools, Existing Residential Buildings, Office Interior, Restaurants, Supermarkets, Districts, Retail, Existing Data Centres, New Data Centres, Infrastructure, and Healthcare Facilities. The 'New Buildings' option is highlighted in green. The rest of the interface is identical to the previous screenshot, showing the main BCA Green Mark branding and the 'Certification' and 'Tools' sections.

You can select the relevant application type for Green Mark certification of your building or project. For e.g. New Buildings.



Home  
**New Project Application**  
Project Application Status  
GM Specialist Application  
Certification  
Resources  
Useful Links  
Update Profile  
Logout

## Online Submission of BCA Green Mark Application

This e-Service allow registered users to submit their BCA Green Mark applications online.

### Important Notes:

- (i) This form may take you about 20~30 minutes to complete. You are able to save the form as draft, and continue draft when necessary.
- (ii) Before proceeding to submit the BCA Green Mark application, registered users will have to gather the following information:

#### New Buildings

- Project Info
- Developer/Owner Info
- Project Team Info
- Key Contact Person
- Required supporting documents :
  - Summary of green features and highlights for the project
  - Estimated annual savings (optional)
  - Brochure (optional)
  - Sales agreement of Government Land Sale site (if applicable)
  - Letter of offer/agreement of incentive scheme (if applicable)

- (iii) Please allow for 3-5 working days for our officers to process your application upon submission.
- (iv) Applicant and their Project Team members will be notified via email on their application status.

**Next**

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[Terms of Use](#) [Privacy Policy](#)  
Best viewed in IE 9.0 or above  
Site Last Update: 20 May 2016

This screen showing the “**Important Notes**” will be displayed for your information. Click on “**Next**” button to proceed.

## BCA Green Mark Application for New Buildings

Project Info	Developer/Owner Info	Project Team Info	Key Contact Person	Attachments
<p><b>Project Information</b></p> <p>* Private / Government : <input type="radio"/> Private <input checked="" type="radio"/> Government</p> <p>* Building Category : <input type="button" value="Commercial"/></p> <p>* Project Reference No. : <input type="text"/> Date of BP Submission : <input type="text"/> (BP Submission no)</p> <p>* Project Name (Short) : <input type="text"/></p> <p>* Project Description : <input type="text"/></p> <p>* Project Address : <input type="text"/></p> <p>Postal Code : <input type="text"/></p> <p>* District Code : <input type="text"/></p> <p>* TS/Mukim No. : <input type="text"/> * Lot No. : <input type="text"/></p> <p>* Planning Submission No. : <input type="text"/> Date of Planning Submission : <input type="text"/> (ES No.)</p> <p>Expected Construction Start Date : <input type="text"/> Expected TOP Date : <input type="text"/></p> <p>Number of Blocks : <input type="text"/> Number of Storeys : <input type="text"/></p> <p>* Gross Floor Area (GFA)(m<sup>2</sup>) : <input type="text"/> * Net Lettable Area (ft<sup>2</sup>) : <input type="text"/></p>				
<input type="button" value="Preview &amp; Submit"/>		<input type="button" value="Save"/>	<input type="button" value="Next"/>	

Please fill in the required information in the mandatory fields\*.



## BCA Green Mark Application for New Buildings

Project Info	Developer/Owner Info	Project Team Info	Key Contact Person	Attachments
<b>Developer/Owner Info</b> <p>* Developer / Building Owner : <input type="text"/></p> <p>A Subsidiary of A Major Developer : <input type="text"/> (if applicable)</p> <p>Preferred Date of Pre-Assessment : <input type="text"/></p> <p>Preferred Date of Assessment : <input type="text"/></p> <p>* Target Rating : <input type="button" value="Please select..."/></p> <p>* Is the development under Government Land Sale site that incorporated mandatory minimum Green Mark standard of Goldplus or Platinum? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Is the development benefiting from any GM - GFA incentive schemes? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Payment Type : <input checked="" type="radio"/> Invoice <input type="radio"/> Credit Card</p> <b>For E-Invoice Info</b> <p>* Company Name : <input type="text"/></p> <p>* Tel No : <input type="text"/></p> <p>* Company Address : <input type="text"/></p> <p>* Contact Person : <input type="text"/></p> <p>* Email : <input type="text"/></p> <p>Billing Address : <input type="text"/></p>				

Previous

Preview & Submit

Save

Next

Please fill in the required information in the mandatory fields\*.

### Payment Type

You can indicate your choice of payment via cheque or credit card when you make your application.

Click 'INVOICE' if you wish to make cheque payment for Green Mark assessment fee.

The invoice along with the completed application form will be send to you via email once your application is accepted at later stage.

Click 'Credit Card' if you wish to pay electronically for Green Mark assessment fee.

You will be notified via email to login to the system to make the payment of Green Mark Assessment Fee. You can access to the project application status listing, click on to the specific project with the link "Payment". You will be directed to the eNet payment page to make your payment via credit card.



## BCA Green Mark Application for New Buildings

Project Info	Developer/Owner Info	Project Team Info	Key Contact Person	Attachments
<b>Project Team Info</b>				
* Architect :	<input type="text"/>			
* M & E Engineer :	<input type="text"/>			
Structural Engineer :	<input type="text"/>			
Contractor :	<input type="text"/>			
ESD Consultant :	<input type="text"/>			
Landscape Consultant / Contractor :	<input type="text"/>			
Quantity Surveyor :	<input type="text"/>			
Managing Agent / Maintenance Contractor :	<input type="text"/>			
Other Specialist Consultant / Contractor :	<input type="text"/>			

[Previous](#)

[Preview & Submit](#)

[Save](#)

[Next](#)

Please fill in the required information in the mandatory fields\*.

## BCA Green Mark Application for New Buildings

Project Info	Developer/Owner Info	Project Team Info	Key Contact Person	Attachments																																	
<p><b>Key Contact Person</b></p> <table><tr><td><u>Applicant</u></td><td><u>Architect</u></td></tr><tr><td>*Name : <input type="text"/></td><td>Name : <input type="text"/></td></tr><tr><td>*Company : <input type="text"/></td><td>Company : <input type="text"/></td></tr><tr><td>*Designation : <input type="text"/></td><td>Designation : <input type="text"/></td></tr><tr><td>*DID/HP No. : <input type="text"/></td><td>DID/HP No. : <input type="text"/></td></tr><tr><td>*Email : <input type="text"/></td><td>Email : <input type="text"/></td></tr></table> <p><u>Project Manager</u></p> <table><tr><td>Name : <input type="text"/></td></tr><tr><td>Company : <input type="text"/></td></tr><tr><td>Designation : <input type="text"/></td></tr><tr><td>DID/HP No. : <input type="text"/></td></tr><tr><td>Email : <input type="text"/></td></tr></table> <p><u>Contact Person for Assessment</u></p> <table><tr><td>*Name : <input type="text"/></td><td>*Name : <input type="text"/></td></tr><tr><td>*Company : <input type="text"/></td><td>*Company : <input type="text"/></td></tr><tr><td>*Designation : <input type="text"/></td><td>*Designation : <input type="text"/></td></tr><tr><td>*DID/HP No. : <input type="text"/></td><td>*DID/HP No. : <input type="text"/></td></tr><tr><td>*Email : <input type="text"/></td><td>*Email : <input type="text"/></td></tr></table> <p><b>Coordinator Details for Document Submission</b></p> <table><tr><td>*Name : <input type="text"/></td></tr><tr><td>*NRIC / FIN : <input type="text"/></td></tr><tr><td>*Company : <input type="text"/></td></tr><tr><td>*Address : <input type="text"/></td></tr><tr><td>*DID/ HP No : <input type="text"/></td></tr><tr><td>*Email : <input type="text"/></td></tr></table>					<u>Applicant</u>	<u>Architect</u>	*Name : <input type="text"/>	Name : <input type="text"/>	*Company : <input type="text"/>	Company : <input type="text"/>	*Designation : <input type="text"/>	Designation : <input type="text"/>	*DID/HP No. : <input type="text"/>	DID/HP No. : <input type="text"/>	*Email : <input type="text"/>	Email : <input type="text"/>	Name : <input type="text"/>	Company : <input type="text"/>	Designation : <input type="text"/>	DID/HP No. : <input type="text"/>	Email : <input type="text"/>	*Name : <input type="text"/>	*Name : <input type="text"/>	*Company : <input type="text"/>	*Company : <input type="text"/>	*Designation : <input type="text"/>	*Designation : <input type="text"/>	*DID/HP No. : <input type="text"/>	*DID/HP No. : <input type="text"/>	*Email : <input type="text"/>	*Email : <input type="text"/>	*Name : <input type="text"/>	*NRIC / FIN : <input type="text"/>	*Company : <input type="text"/>	*Address : <input type="text"/>	*DID/ HP No : <input type="text"/>	*Email : <input type="text"/>
<u>Applicant</u>	<u>Architect</u>																																				
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<a href="#">Previous</a>	<a href="#">Preview &amp; Submit</a>	<a href="#">Save</a>	<a href="#">Next</a>																																		

Please note that the coordinator who will be responsible to coordinate the document submissions will be given a separate account to access to the submission module later stage. Do inform the assessor if there is a change in coordinator.

## BCA Green Mark Application for New Buildings

Project Info	Developer/Owner Info	Project Team Info	Key Contact Person	Attachments
<p><b>Attachments</b></p> <p>* Summary of green features and highlights for the project <input type="button" value="Browse..."/></p> <p>Estimated annual savings <input type="button" value="Browse..."/></p> <p>Brochure <input type="button" value="Browse..."/></p> <p><b>Note :</b> 1. Use the "Browse..." button to select the file that you want to upload. Accepted file format are *.pdf only. 2. Please note that each file may be up to 10 MB in size. 3. You can select all the files and upload all the document same time by using the "Attach File" button.</p> <p><input type="button" value="Attach File"/></p>				
<input type="button" value="Previous"/>	<input type="button" value="Preview &amp; Submit"/>	<input type="button" value="Save"/>		

For uploading of attachments, please select the file via the “**Browse**” button and click on “**Attach File**” button. You may upload all selected files at the one time.

Please click on the “**Save**” button to save the data. Please note that the data can still be verified at this stage before your submission.

Please click “**Preview & Submit**” button to verify your data before submission.

## Declaration

I declare that all information furnished in this application are true and accurate. I understand that the authority reserves all rights to reject or disqualify the application if the submission is incomplete or if the applicant does not meet any of the Authority's registration requirements.

I understand that the Authority reserves the rights to request the applicant to produce the original copies of any documents for verification when required. I understand that the Authority reserves the rights to reject, cancel or disqualify the application or registration if any information furnished are found to be false or inaccurate.

I agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me in connection with, arising from or relating to this application, including but not limited to application particulars.

[Previous](#)

[Edit](#)

[Submit](#)

Tick on the checkboxes for declaration check. Then, click on “**Submit**” button to submit.

Upon submission, system will display the application reference no and acknowledgment email with application form will sent to applicant email for detail confirmation.

 [Message](#)  [Testing Commercial\\_ApplicationForm.pdf \(87 KB\)](#)

Dear Mr. Hieng Han Lee

Thank you for your interest in our BCA Green Mark Scheme.

This is to acknowledge receipt of your application for BCA Green Mark Scheme (New Buildings) on 20/06/2016.

We will contact you regarding the fee payment after your application has been accepted. Meanwhile, you may [login](#) to the system to track your application status at <http://10.201.4.49/GMOnline>.

Attached is a soft copy of the application form submitted online for your check. Based on the application details, the invoice for the fee payment will sent to :  
Han Lee  
V-IECH CONSTRUCTION PTE. LTD.  
22 BUKIT BATOK CRESCENT #09-75 WCEGA TOWER Singapore 658065

Please inform our administrator should there be a need to change the invoice billing address or application details [within three \(3\) working days](#) from the date of this email.

Their contacts are as follows :  
Ms Pearlyn Lee at Tel 6804 4722 / [pearlyn\\_lee@bca.gov.sg](mailto:pearlyn_lee@bca.gov.sg)  
Mr Charles at Tel 6804 4723 / [charles\\_ong@bca.gov.sg](mailto:charles_ong@bca.gov.sg)

Best Regards  
Green Mark Department  
Building and Construction Authority

If the officer need more information, the email notification with his comment will be sent to the applicant and his agent. Please note that the project application status will be stated as “RETURN” under your application status listing.

Dear Mr.Hieng Han Lee

We refer to your application dated 20/06/2016.

Ref No. : NB0001/7/2013

Project Name : Testing Commercial

Project Description : Testing commercial application Desc

We regret to inform you that your application is pending due to incomplete information as listed below :

- Please provide more details on summary of green features.

Please logon to <http://10.201.4.49/GMOnline> to furnish the information required so that we can process your application.

If you need further assistance, please call our administrative officer Mr. HanBCA at Tel 6325 5940 / [lee\\_hieng\\_han@bca.gov.sg](mailto:lee_hieng_han@bca.gov.sg)

Thank you.

Best Regards

Green Mark Department

Building and Construction Authority

You may access to the specific project with officer's comment from the project application status listing (note that the status will be stated as "RETURN") and made the changes necessary before re-submitting the application form for further processing.

Welcome, Mr. Hieng Han Lee

## My Application Listing

Project Name	Project Description	Application Type	Creation Date	Status	Submission No
JetStark	Owned by Stark family with 7th storey mixed development.	New Buildings	10 May 2016	<a href="#">DRAFT</a>	NB0001/5/2016 <a href="#">Delete</a>
School of Home	Test of Home	Existing Buildings	05 Apr 2016	REJECTED	EB0001/4/2016
Test AC Acc	Test AC Acc	New Buildings	05 Apr 2016	<a href="#">DRAFT</a>	NB0001/4/2016 <a href="#">Delete</a>
Testing Commercial	Testing commercial application Desc	New Buildings	27 Jun 2013	<a href="#">RETURN</a>	NB0001/7/2013

BCA Green Mark Online

Home

New Project Application

[Project Application Status](#)

GM Specialist Application

Certification Resources

Useful Links

Update Profile

Logout

Once the application is in order, email acceptance with invoice details and completed application form will be attached and send to applicant and his agent. The applicant is required to print and endorse on the application form and his appointment of coordinator for document submission in hardcopy together with his payment for the Green Mark Certification.

 Message  GM2004\_Testing Commercial\_ApplicationForm.pdf (87 KB)  GM2004\_Testing Commercial Invoice.pdf (78 KB)

Dear Mr. Hieng Han Lee

We are pleased to inform you that your application has been accepted.

Ref No. : NB00017/2013

Type of Building : Industrial

New / Existing : New Building

Project Name : Testing Commercial

Attached is the invoice for the fee payment and your application form.

Please proceed to make your cheque payment and submit the application form with the necessary endorsement within 30 days.

If you need further assistance, please call our administrative officers.

Their contacts are as follows :

Ms Pearlyn Lee at Tel 6804 4722 / [pearlyn.lee@bca.gov.sg](mailto:pearlyn.lee@bca.gov.sg)

Mr Charles at Tel 6804 4723 / [charles.ong@bca.gov.sg](mailto:charles.ong@bca.gov.sg).

Thank you.

Best Regards

Green Mark Department

Building and Construction Authority

Once payment is cleared, the payment acknowledgement and assigned assessor info will be sent to applicant and project team for arrangement of pre-assessment.

Dear All

We refer to your Green Mark application for Testing Commercial (Proj Ref No : GM2004/7/2013).

We are pleased to inform you that we have received the payment for the assessment.

The project assessor, Mr. Lee Hieng Han will contact you to arrange for assessment.\*

If you have any queries, please contact the project assessor at 6325 5940 (or email: [lee\\_hieng\\_han@bca.gov.sg](mailto:lee_hieng_han@bca.gov.sg)).

\* During the course of assessment of the project, BCA and/or BCA's staff may render opinions to the Applicant. Despite this, the Applicant is advised that BCA's assessment of the project is conducted at the Applicant's own risk as set out at clause 4.5 of the terms and conditions for BCA Green Mark Scheme found at <http://bca.gov.sg/GreenMark/others/gmtc.pdf>. Notwithstanding any advice and/or opinion that may be rendered or given by BCA and/or BCA's staff in the course of assessment, the Applicant shall place no reliance on any opinion given by BCA and/or BCA's staff in the course of the assessment. The Applicant is further advised to conduct its own assessment and verification process that in ascertaining the applicability of any opinion rendered by BCA and/or BCA's staff.

Best Regards  
Green Mark Department  
Building and Construction Authority

## 7.0 Project Application Status

The application status can be checked by clicking on “**Project Application Status**” on the menu on the left.

Project Name	Project Description	Application Type	Creation Date	Status	Submission No
JetStark	Owned by Stark family with 7th storey mixed development.	New Buildings	10 May 2016	<a href="#">DRAFT</a>	NB0001/5/2016 <a href="#">Delete</a>
School of Home	Test of Home	Existing Buildings	05 Apr 2016	REJECTED	EB0001/4/2016
Test AC Acc	Test AC Acc	New Buildings	05 Apr 2016	<a href="#">DRAFT</a>	NB0001/4/2016 <a href="#">Delete</a>

To delete the draft application, click on “**Delete**” link to delete the application.

Status of your application can be as follows:

**Draft** -> If you have earlier saved your application details, it will stated as ‘DRAFT’. To continue data entry, click on the “Draft” link to go application form to complete the necessary.

**Return** -> If there are outstanding issues pertaining to your application, the officer will send you an email with his comment. The status will be stated as ‘RETURN’. To amend return application, click on “Return” link to go application form to revise the details or provide the necessary information before re-submission to BCA.

**Invoice** -> Cheque Payment for Green Mark Assessment Fee is not received or cleared yet

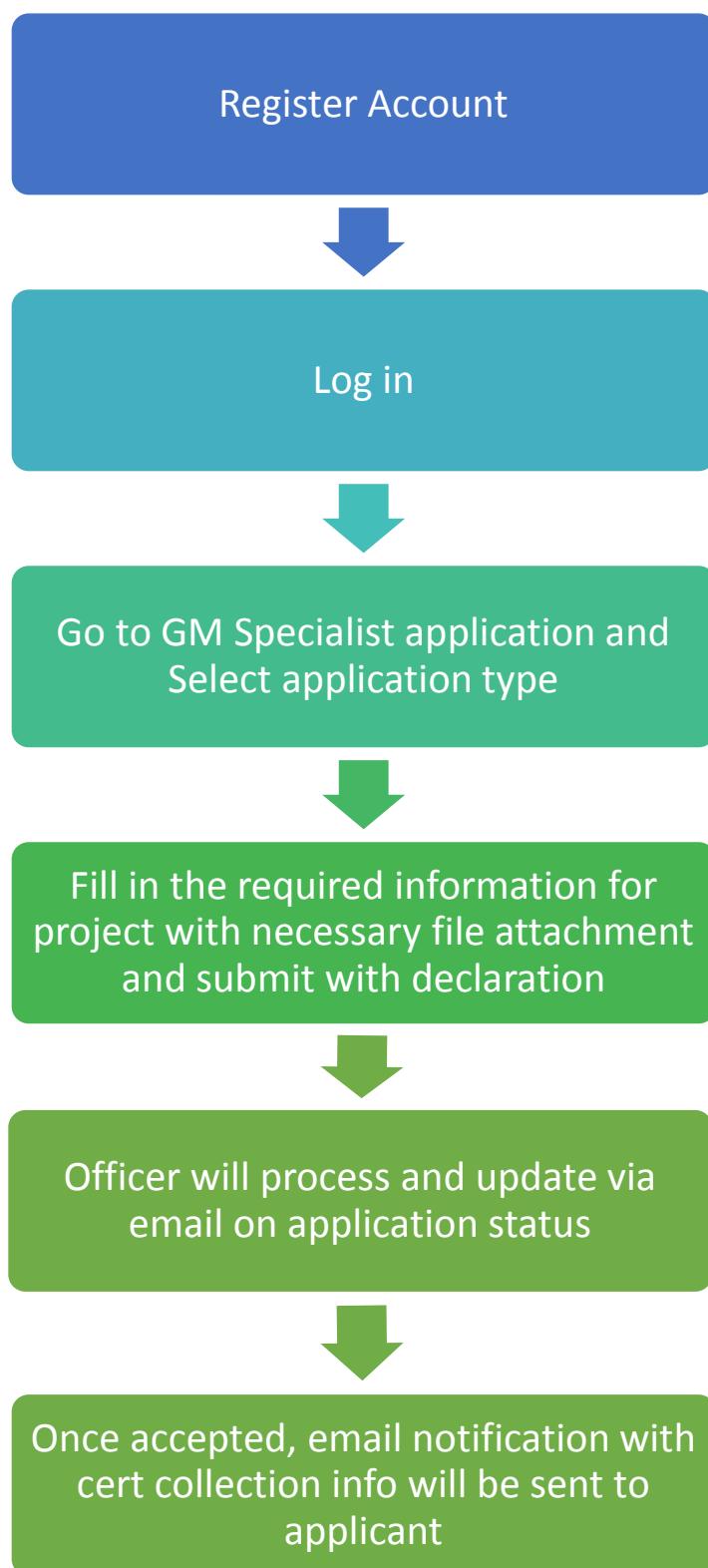
**Payment** -> Payment via Credit Card – eNet Page for Green Mark Assessment Fee is outstanding.

**Accepted** -> The application is accepted and payment is cleared.

**Rejected** -> The application for Green Mark Certification is not accepted.

**Withdrawn** -> The request for withdrawal from the applicant was received and processed.

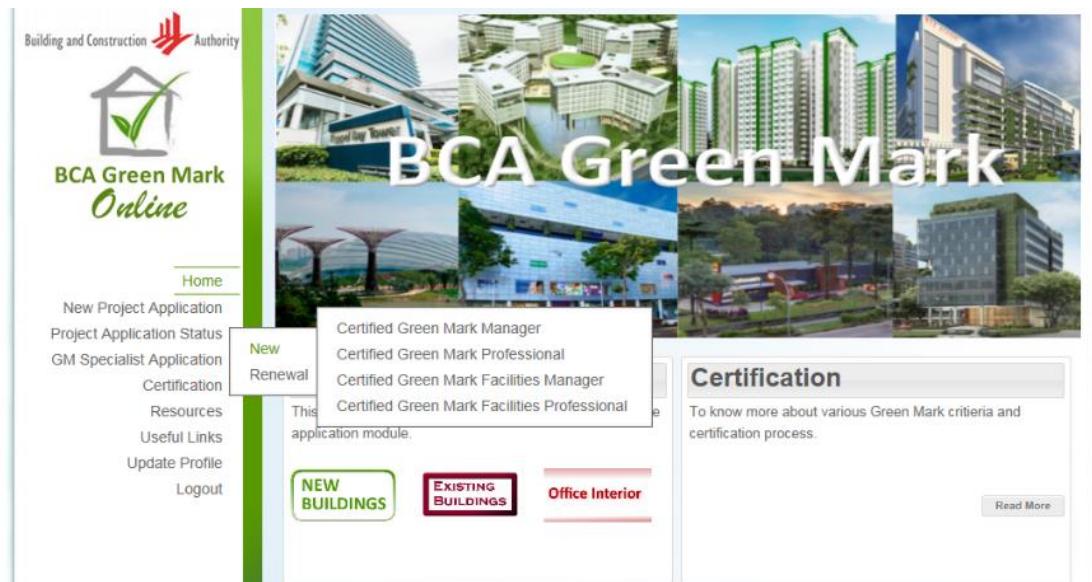
# Application for Green Mark Specialist



## 8.0 Application for Green Mark Specialist

### 8.1 For New Application

For green mark specialist application, please mouse over the “GM Specialist Application”. For new application, please mouse over the “New” and select the relevant green mark specialist application.



Building and Construction Authority



**BCA Green Mark Online**

Home  
New Project Application  
Project Application Status  
**GM Specialist Application**  
Certification Resources  
Useful Links  
Update Profile  
Logout

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Best viewed in IE 9.0 or above  
Site Last Update: 20 May 2016

## Online Submission of Certified Green Mark Manager Application

This e-Service allow registered users to submit their Certified Green Mark Manager application online.

### Important Notes:

- This form may take you about 20~30 minutes to complete. If you are unable to complete it at one go, you could save the draft and complete it subsequently prior to submission.

- Certification criteria for Certified Green Mark Manager.

Entry requirements	Applicants should possess a building engineering or a building-related degree which is recognised locally with at least 3 years of relevant local experience or 5 years for diploma holders.
Attended and passed the course	Certification Course for GMM (approx. 4½ days)
Completed Green Mark project assessment at point of application	ONE Green Mark Gold or above project (for new buildings) OR TWO Green Mark Gold or above projects (for new non-buildings e.g. office interior, supermarkets, parks, etc.)

- Validity of Green Mark Projects in support of application for Certified Green Mark Manager.

The Green Mark Projects Assessment should be completed (date of Green Mark Letter of Award) within 2 years from application date.

- Before proceeding to submit the application, registered users will have to gather the following information:

### For New Application

- Copies of academic qualifications and course certificates must be submitted with the application;
- Educational / Professional Qualifications Attained (i.e. Registered Architect, Professional Engineer, Green Mark Manager Course, Green Mark Professional Course, Green Mark Facilities Manager Course, Green Mark Facilities Professional Course);
- Detailed CV listing of company name, working experience, work scope and experience in engineering or building industry;
- Justification on involvement of Green Mark projects:
  - List the projects in which you have contributed significantly, and indicate the date of Green Mark Letter of Award, LOA (please note that only projects with LOA within 2 years from date of application will be considered).
  - Give details of your involvement in the respective Green Mark projects listed in item 4a.
  - Attach Letter of endorsement / testimonial from Developer / Building Owner on details of your involvement and role in the Green Mark projects. Letter of endorsement / testimonial should be on the Developer / Building Owner's company letterhead and clearly state how your contribution / efforts in the project team have led to the Green Mark Award for the project.

- Please allow 6-8 weeks for our officers to process your application upon submission.

- Applicant will be notified via email on their application status.

**Next**

This screenshot shows the “Important Notes” which spells out the conditions to be fulfilled in order to meet the criteria requirement.

New Application for Certified Green Mark Manager DRAFT

Personal Particulars	Employment History	Green Mark Projects	Qualifications
----------------------	--------------------	---------------------	----------------

Full Name: Hieng Han Lee  
 Identification No: XXXXXXM  
 Gender:  Male  Female  
 Date of Birth: 09/09/1990  
 Race: e.g Chinese, Malay, Indis  
 \* Nationality:   
 \* Country of Birth:   
 \* Address in Singapore:   
 Email: lee\_hieng\_han@bca.gov.sg Contact No: 63255940

Photo:  Browse... Upload

Save Preview & Submit Next

Please fill in the required information in the mandatory fields \*. Click on “Save” button to save the information.

New Application for Certified Green Mark Professional

Personal Particulars	Employment History	Green Mark Projects	Qualifications
----------------------	--------------------	---------------------	----------------

Chronology of building-related work experience (from current to earliest)

Date From (MM/YY)	Date To (MM/YY)	Name of Company	Designation	Nature of Work
<input type="text"/> <input type="button" value="Insert"/> <input type="button" value="Cancel"/>				

Add New...  
 \* No of years of local building-related working experience = [e.g 5]  
 \* Please include your CV =     
 Note: A least 5 years of relevant local experience with building engineering / building-related degree and above.

Previous Save Preview & Submit Next

Fill in the building-related work experience in chronological order, starting from current to earliest. Click on “Add New...” button to insert the new record. Upon finish entry, click on “Insert” button to save the record into the system. To cancel the entry, click on “Cancel” button to cancel the record.

For attachment upload, please click on the “Browse...” button to select the file. Then, click on “Attach File” to upload into the system.

Building and Construction Authority



**BCA Green Mark Online**

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Certification  
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**New Application for Certified Green Mark Professional**

The Green Mark project(s) that I have contributed significantly and the respective Letter(s) of Award (LOA) and Letter(s) of Endorsement (LOE) from Building Owner / Developer indicating of my involvement is/are attached

Date of Letter of Award	Project Name	Award Rating	Developer/ Building Owner	Description of my significant and active involvement	LOA	LOE
04/05/2016	Han	Platinum	Charles	GW	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input style="float: right; margin-right: 10px;" type="button" value="Insert"/> <input style="float: right; margin-right: 10px;" type="button" value="Cancel"/>						

**Add New...**  
Note: The Green Mark Project Assessment should be completed **within 2 years** from this application. THREE GreenMark GoldPLUS or above for (new buildings)

**Previous** **Save** **Preview & Submit** **Next**

To add record for Green Mark Projects, please click on “**Add New...**” button to insert the new record.

Fill in the related information and click on the file with up arrow icon to select the LOA and then similar for LOE to select the file. Once done, click on “**Insert**” button to save & upload the attachment to the system.

Building and Construction Authority



**BCA Green Mark Online**

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**New Application for Certified Green Mark Manager** **DRAFT**

**Academic Qualification**

\* Highest Qualification:

\* Qualification Title :

\* Graduate Year :

\* University / Institution Name :

\* Academic Certificate

**Course Certificate**

\* Certificate No :  \* Certificate Date :

\* Course Certificate

**Refresher Training**

\* Refresher Cert No :  \* Refresher Date :

\* Refresher Certificate

**Others**

Qualified Person :    
SCEM :

Note :

1. For upload file, please click on Browser button and select the file(Accepted file format are \*.pdf only). Then, click on Attach File button to upload the file.
2. Please note that file size limit is up to 5 MB only.

**Previous** **Save** **Preview & Submit** **Next**

Please fill in the required information in the mandatory fields \* for Qualifications. Click on “**Save**” button to save the information. After all fields filled, click on “**Preview & Submit**” to preview the form before submission.

## Declaration

I declare that all information furnished in this application are true and accurate. I understand that the authority reserves all rights to reject or disqualify the application if the submission is incomplete or if the applicant does not meet any of the Authority's registration requirements.

I understand that the Authority reserves the rights to request the applicant to produce the original copies of any documents for verification when required. I understand that the Authority reserves the rights to reject, cancel or disqualify the application or registration if any information furnished are found to be false or inaccurate.

I agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me in connection with, arising from or relating to this application, including but not limited to application particulars.

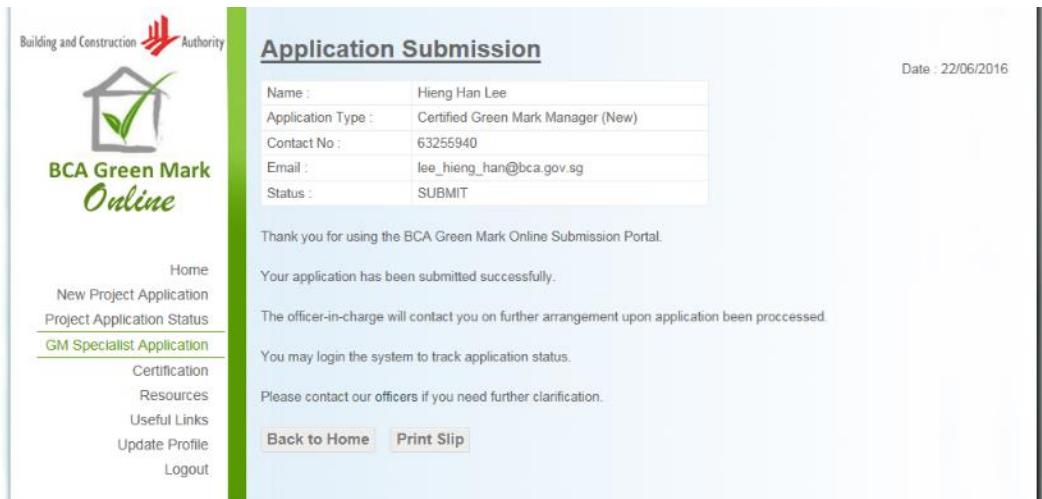
[Previous](#)

[Edit](#)

[Submit](#)

[Next](#)

After reviewing and confirm that all the information are correct and in order, tick on all the checkboxes under the declaration and click "**Submit**" button to submit the application form.



The screenshot shows the BCA Green Mark Online Submission Portal. The left sidebar contains the BCA Green Mark Online logo and a navigation menu with links: Home, New Project Application, Project Application Status, GM Specialist Application (which is underlined), Certification, Resources, Useful Links, Update Profile, and Logout. The main content area is titled "Application Submission". It displays a table with the following data:

Name :	Hieng Han Lee
Application Type :	Certified Green Mark Manager (New)
Contact No :	63255940
Email :	lee_hieng_han@bca.gov.sg
Status :	SUBMIT

Below the table, there is a message: "Thank you for using the BCA Green Mark Online Submission Portal. Your application has been submitted successfully. The officer-in-charge will contact you on further arrangement upon application been processed. You may login the system to track application status. Please contact our officers if you need further clarification." At the bottom of the content area are two buttons: "Back to Home" and "Print Slip".

Upon successful submission, an acknowledgement email notification will sent to applicant.

## 8.2 For Renewal Application

(Applicable for Certified Green Mark Professional and Facilities Professional)

For green mark specialist application, please mouse over the “*GM Specialist Application*”. For renewal case, from home page, please mouse over the “**Renewal**” and select the corresponding green mark specialist application for renewal.





## Online Submission of Certified Green Mark Professional renewal Application

This e-Service allow registered users to submit their Certified Green Mark Professional renewal application online.

### Important Notes:

- i. This form may take you about 20~30 minutes to complete. If you are unable to complete it at one go, you could save the draft and complete it subsequently prior to submission.

- ii. Certification criteria for Certified Green Mark Professional renewal.

Entry requirements	Applicants should possess a building engineering or a building-related degree which is recognised locally with at least 5 years of relevant local experience.
Attended and passed the course	Certification Course for GMP (approx. 25½ days) Refresher Training (approx. ½ day)
Completed Green Mark project assessment at point of application	TWO Green Mark Gold PLUS or above for new buildings projects or ONE Green Mark Gold PLUS or above new building project +30 hours of green-related training

- iii. Validity of Green Mark Projects in support of application for Certified Green Mark Professional renewal.

The Green Mark Projects Assessment should be completed (date of Green Mark Letter of Award) within 2 years from application date.

- iv. Before proceeding to submit the application, registered users will have to gather the following information:

### For Renewal Application

- 1. Justification on involvement Green Mark projects:

- a. List the projects in which you have contributed significantly, please indicate the date of the Green Mark Letter of Award, LOA (please note that only projects with LOA within 2 years from date of this application will be considered).
- b. Attach Letter of endorsement / testimonial from Developer / Building Owner on details of your involvement and role in the Green Mark projects. Letter of endorsement / testimonial should be on the Developer / Building Owner's company letterhead and clearly state how your contribution / efforts in the project team have led to the Green Mark Award for the projects.

- 2. A detailed list of at least 30 hours of training sessions and attendance certificate as documentary evidence

- v. Please allow 6-8 weeks for our officers to process your application upon submission.

- vi. Applicant will be notified via email on their application status.

[Next](#)

This screenshot shows the “Important Notes” which spells out the conditions to be fulfilled in order to meet the criteria requirement.

Building and Construction Authority

**BCA Green Mark Online**

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**Renewal Application for Certified Green Mark Professional**

**DRAFT**

Personal Particulars	Green Mark Projects	Training	Qualifications
Full Name : Hieng Han Lee Identification No : G809XXXXM Gender : <input checked="" type="radio"/> Male <input type="radio"/> Female Date of Birth : 03/09/1985 (dd/MM/yyyy) Race : Chinese * Nationality : * Country of Birth : * Address in Singapore :  Email : lee_hieng_han@bca.gov.sg Contact No : 63255940	* Photo :  <input type="button" value="Browse..."/> <input type="button" value="Upload"/>		
Current Employment * Company Name : * Designation : * Company Address :			
<input type="button" value="Save"/> <input type="button" value="Preview &amp; Submit"/> <input type="button" value="Next"/>			

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Best viewed in IE 9.0 or above  
Site Last Update: 20 May 2016

Please fill in the required information in the mandatory fields \*. Click on “Save” button to save the information.

Building and Construction Authority

**BCA Green Mark Online**

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**Renewal Application for Certified Green Mark Professional**

**DRAFT**

Personal Particulars	Green Mark Projects	Training	Qualifications			
The Green Mark project(s) that I have contributed significantly and the respective Letter(s) of Award (LOA) and Letter(s) of Endorsement (LOE) from Building Owner / Developer indicating of my involvement is/are attached						
Date of Letter of Award	Project Name	Award Rating	Developer/Building Owner	Description of my significant and active involvement	LOA	LOE
14/03/2016	M-Hotel	GoldPlus	TEMASEK POLYTECHNIC	Tee	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="button" value="Add New..."/> Note: The Green Mark Project Assessment should be completed <b>within 2 years</b> from this application. ONE Green Mark Gold or above project (for new buildings) or TWO Green Mark Gold or above projects (for new non-buildings e.g. office interior and parks)				<input type="button" value="Insert"/> <input type="button" value="Cancel"/>		
<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Preview &amp; Submit"/> <input type="button" value="Next"/>						

To add record for Green Mark Projects, please click on “Add New...” button to insert the new record.

Fill in the related information and click on the file with up arrow icon to select the LOA and then similar for LOE to select the file. Once done, click on “Insert” button to save & upload the attachment to the system.

Building and Construction Authority



**BCA Green Mark Online**

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Useful Links  
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**Renewal Application for Certified Green Mark Professional** DRAFT

Personal Particulars Green Mark Projects Training Qualifications

The sustainable / energy-related short courses, conference, workshops & seminars, professional awards or papers presented and published related to sustainable / energy engineering / management and / or conducted approved relevant courses attended and the certificate of attendance attached

Date Training / Event	Nos of hours	Title of course/ event and your involvement	Attachment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="Insert"/> <input type="button" value="Cancel"/>

Total Training Hours : 0

To add record for Training, please click on “**Add New...**” button to insert the new record. Fill in the fields and click on the file with up arrow icon to select the attendance evidence. Then, click on “**Insert**” button to add the record.

Building and Construction Authority



**BCA Green Mark Online**

Home  
New Project Application  
Project Application Status  
**GM Specialist Application**  
Certification  
Resources  
Useful Links  
Update Profile  
Logout

**Renewal Application for Certified Green Mark Professional** DRAFT

Personal Particulars Green Mark Projects Training Qualifications

**Academic Qualification**

\* Highest Qualification:

\* Qualification Title :

\* Graduate Year :

\* University / Institution Name :

**Course Certificate**

\* Certificate No :  \* Certificate Date :

\* Course Certificate

**Refresher Training**

\* Refresher Cert No :  \* Refresher Date :

\* Refresher Certificate

**Others**

Qualified Person :

SCEM :

Note :

1. For upload file, please click on Browser button and select the file (Accepted file format are \*.pdf only). Then, click on Attach File button to upload the file.
2. Please note that file size limit is up to 5 MB only.

Please fill in the required information in the mandatory fields \* for Qualifications. Click on “**Save**” button to save the information. After all fields filled, click on “**Preview & Submit**” button to preview the form before submission.

## Declaration

I declare that all information furnished in this application are true and accurate. I understand that the authority reserves all rights to reject or disqualify the application if the submission is incomplete or if the applicant does not meet any of the Authority's registration requirements.

I understand that the Authority reserves the rights to request the applicant to produce the original copies of any documents for verification when required. I understand that the Authority reserves the rights to reject, cancel or disqualify the application or registration if any information furnished are found to be false or inaccurate.

I agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me in connection with, arising from or relating to this application, including but not limited to application particulars.

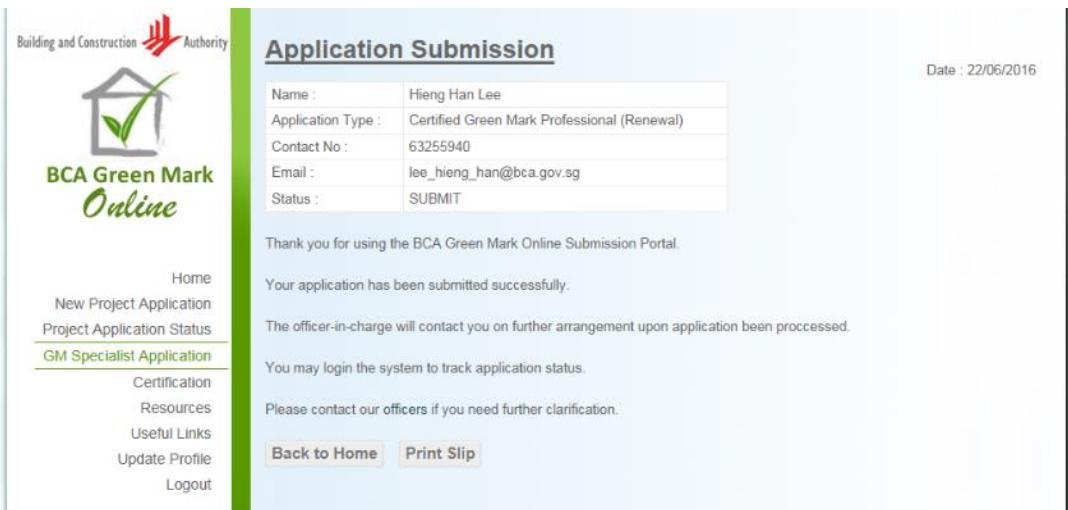
[Previous](#)

[Edit](#)

[Submit](#)

[Next](#)

After review all info is correct and in order, tick on all the checkboxes under the declaration and click “Submit” button to submit the application form.



The screenshot shows the BCA Green Mark Online Application Submission Portal. The left sidebar contains the BCA Green Mark Online logo and a navigation menu with links: Home, New Project Application, Project Application Status, GM Specialist Application (which is highlighted in green), Certification, Resources, Useful Links, Update Profile, and Logout. The main content area is titled "Application Submission". It displays a table with the following data:

Name :	Hieng Han Lee
Application Type :	Certified Green Mark Professional (Renewal)
Contact No :	63255940
Email :	lee_hieng_han@bca.gov.sg
Status :	SUBMIT

Below the table, there is a message: "Thank you for using the BCA Green Mark Online Submission Portal. Your application has been submitted successfully. The officer-in-charge will contact you on further arrangement upon application been processed. You may login the system to track application status. Please contact our officers if you need further clarification." At the bottom of the page are two buttons: "Back to Home" and "Print Slip".

Upon successful submission, an acknowledgement email notification will be sent to applicant.

# Submission of Documents for Green Mark Assessment

Once the project is assessed and ready for submission, an project account will be given to the coordinator for access and submission of documentary evidences



Import the score calculation using encrypted Green Mark score calculator worksheet, upload and submit the documentary evidences accordingly



Fill in data for all Appendices in the Info Template and submit



Assessor will return the documentary evidence and/or Info Template for the project coordinator if there is further input or clarification required.



Once the documents are in order, the project will be put up for management's consideration and approval.

## Green Mark Project Coordinator: Home Page

Once the project is assessed and ready for documentary submission, the assessor will issue the login credential for project coordinator to access to Green Mark Online.

The screenshot shows the BCA Green Mark Online Project Coordinator interface. On the left, a sidebar includes the BCA logo, a house icon with a green checkmark, and links for Project Info, Assessment, Update Profile, and Logout. The main content area is divided into sections:

- Project Info:** Reference No: GM2004/7/2013, Project Name: Testing Commercial, Project Description: Testing commercial application Desc, Target Rating: Goldplus, Green Mark Scheme: Non-Residential New Buildings (Version 4.1)
- List of Document Required:** A table with two rows:

Name	Status
Documentary Evidence	Submitted
Info Template	Submitted
- Additional Supporting Document (if any):** A section for attachments with five fields, all currently empty:

Attachment 1:	Verification Data.pdf	
Attachment 2:	Payment.pdf	
Attachment 3:	<input type="button" value="Browse..."/> No file selected.	
Attachment 4:	<input type="button" value="Browse..."/> No file selected.	
Attachment 5:	<input type="button" value="Browse..."/> No file selected.	
- Attach File:** A button to add more attachments.

At the bottom left, a footer notes: © Copyright 2013. All Rights Reserved, Terms of Use, Privacy Policy, Best viewed in IE 9.0 or above, Site Last Update: 20 May 2016.

The main page will display the project info and list of documents required for the document submission.

It also shows the status of the required document.

**Pending** -> Still in draft.

**Submitted** -> Documents submitted for assessor review.

**Returned** -> Documents returned by assessor to project coordinator for his further input and clarification.

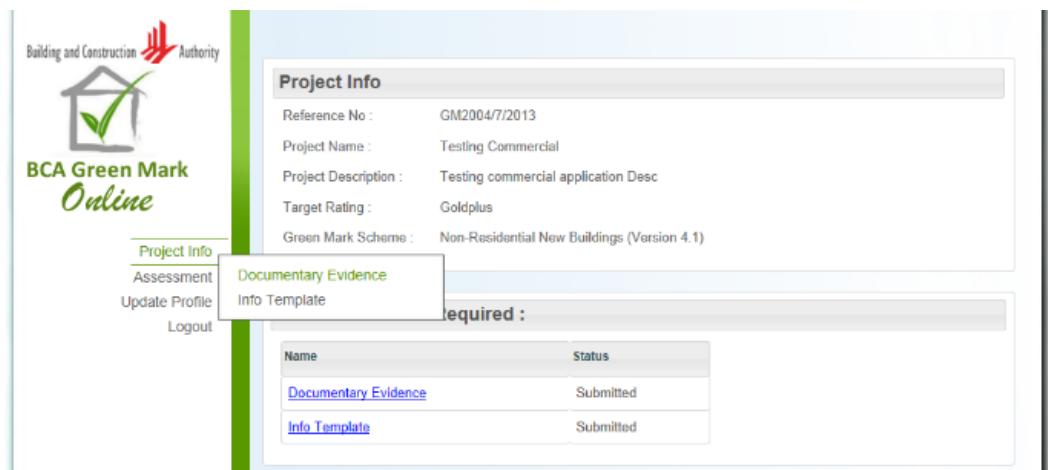
## 9.0 Documentary Evidence for Assessment

Before uploading the documentary evidences for submission, please first compute the Green Mark Score of your project using the Green Score Calculator. Here's the link to the Score Calculator:

For New Development: <https://www.bca.gov.sg/GreenMarkScoreCalculator/>

For Existing Building: <https://www.bca.gov.sg/GreenMarkEBCalculator/>

For uploading your project score worksheet and documentary evidence for submission, please mouse over the *Assessment -> Documentary Evidence* on the menu on the left or click on the “Document Evidence” link under List of Document Required.



Name	Status
<a href="#">Documentary Evidence</a>	Submitted
<a href="#">Info Template</a>	Submitted

Upload of the project score worksheet generated from Green Mark Score Calculator.

Please click on to the “Browse” button, to select encrypted data file of the score worksheet from Green Mark Score Calculator and click on the “Import” to upload the score to the system.

Click on “Save” button to save your data transferred from score worksheet to the system.



Category Item	Document Required	Max Points	Points Scored
NRB 1-1 Thermal Performance of Building Envelope - ETV	ETTV calculation, U value calculation, SC value calculation, roof/ceiling, elevation drawings, please spec. R6/ U value calculation  <input type="button" value="Browse..."/> No file selected <input type="button" value="Upload"/>	12	12

## Upload of documentary evidences

*Note: Max 5 files ~ 20 MB per upload. Each category items can store up to 70 MB.*

Energy Efficiency	Water Efficiency	Environmental Protection	Indoor Environmental Quality	Other Green Features	Summary																		
<table border="1"> <thead> <tr> <th>Category Items</th> <th>Document Required</th> <th>Max Points</th> <th>Points Scored</th> </tr> </thead> <tbody> <tr> <td>NRB 1-1 Thermal Performance of Building Envelope - ETTV</td> <td>ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation.</td> <td>12</td> <td><input type="text" value="12"/></td> </tr> <tr> <td colspan="4"> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>             To enable file downloads when using the  Green Mark Portal.doc         </td> </tr> <tr> <td colspan="6">           Remarks :            NRB 1-1         </td> </tr> </tbody> </table>						Category Items	Document Required	Max Points	Points Scored	NRB 1-1 Thermal Performance of Building Envelope - ETTV	ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation.	12	<input type="text" value="12"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/> To enable file downloads when using the  Green Mark Portal.doc				Remarks : NRB 1-1					
Category Items	Document Required	Max Points	Points Scored																				
NRB 1-1 Thermal Performance of Building Envelope - ETTV	ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation.	12	<input type="text" value="12"/>																				
<input type="button" value="Browse..."/> <input type="button" value="Upload"/> To enable file downloads when using the  Green Mark Portal.doc																							
Remarks : NRB 1-1																							

Go to the relevant criteria section, click on to the “**Browse**” button, to select the relevant documentary evidences followed by the “**Upload**” button to upload your documents to the system.

Click on “**Save**” button to save all documentary evidences uploaded.

NRB 1-11 Renewable Energy	Necessary calculation on the % saving over the total building energy consumption and catalogue.	20	<input type="text" value="0"/>
<input type="button" value="Browse..."/> <input type="button" value="Upload"/>			
Remarks : NRB 1-11			
Comment from Assessor: AS NRB 1-11			
Total Score for Energy :			45
<input type="button" value="Save"/> <input type="button" value="Submit"/>			

The summary tab will show the computed points of each section.

Note: Max 5 files ~ 20 MB per upload. Each category items can store up to 70 MB.

Energy Efficiency	Water Efficiency	Environmental Protection	Indoor Environmental Quality	Other Green Features	Summary
<b>Category Items</b>					
<b>(I) Energy Related Requirements</b>					
<b>Part 1: Energy Efficiency</b>					
NRB 1-1 Thermal Performance of Building Envelope – ETTV			12	12	
NRB 1-2 Air Conditioning System			42	26	
Sub-Total (A) - For NRB 1-1 to 1-2:			42	38	
Prorate Sub-Total(A):				25.33	
NRB 1-3 Building Envelope - Design/Thermal Parameters			35	14	
NRB 1-4 Natural Ventilation / Mechanical Ventilation			20	0	
Sub-Total (B) - For NRB 1-3 to 1-4:			55	14	
Prorate Sub-Total (B):				4.67	
NRB 1-5 Daylighting			6	0.5	
NRB 1-6 Artificial Lighting			12	5	
NRB 1-7 Ventilation in Carparks			4	2	
NRB 1-8 Ventilation in Common Areas			5	1	
NRB 1-9 Lifts and Escalators			2	2	
NRB 1-10 Energy Efficient Practices & Features			12	4.5	

Once the documentary evidences are uploaded and in order, please click on “**Submit**” button to submit these documents to the Assessor for review.

If the assessor require more info or clarification, email notification with assessor’s comment will be sent to the project coordinator on any outstanding issues.

The status of Documentary Evidence will be stated “*Returned*” under the project info menu. To view assessor’s comment or to resubmit, click on the “*Documentary Evidence*” link.

Project Info	
Reference No :	GM2004/7/2013
Project Name :	Testing Commercial
Project Description :	Testing commercial application Desc
Target Rating :	Goldplus
Green Mark Scheme :	Non-Residential New Buildings (Version 4.1)

List of Document Required :	
Name	Status
<a href="#">Documentary Evidence</a>	Returned
<a href="#">Info Template</a>	Submitted

Noted that the comment from assessor will be shown under the Remarks section. Only those criteria section with assessor comment will be unlocked for updating.

You may delete the earlier attachment if they are no longer relevant by click on the “X” icon.

To upload the revised documents or attachment go to click on to the “**Browse**” button, to select the relevant documentary evidences followed by the “**Upload**” button to upload your documents to the relevant criteria section.

Click on “**Save**” button to save all documentary evidences uploaded.

### GM Score and Submission Of Documentary Evidences

Note: Max 5 files ~ 20 MB per upload. Each category items can store up to 70 MB.

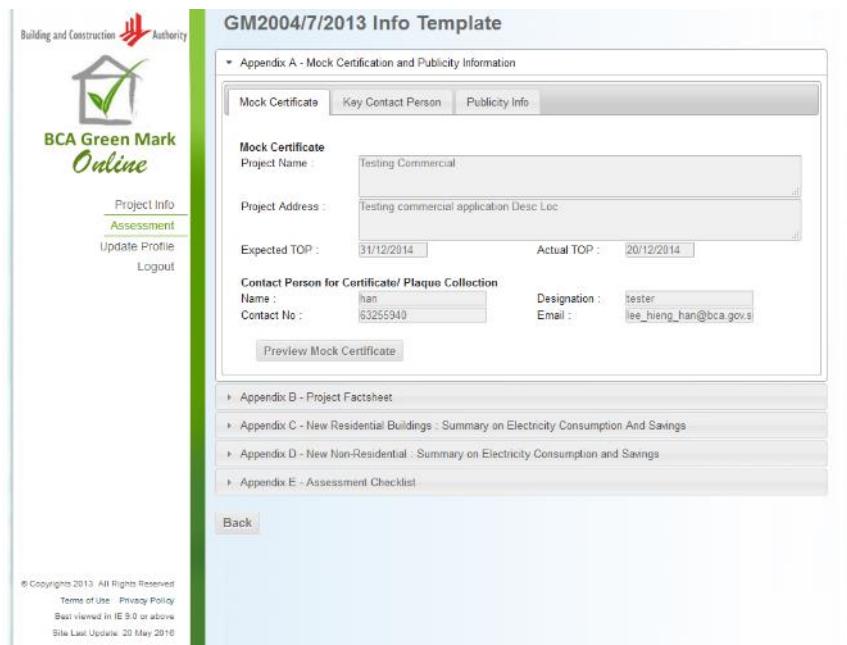
Energy Efficiency	Water Efficiency	Environmental Protection	Indoor Environmental Quality	Other Green Features	Summary																			
<table border="1"><thead><tr><th>Category Items</th><th>Document Required</th><th>Max Points</th><th>Points Scored</th></tr></thead><tbody><tr><td>NRB 1-1 Thermal Performance of Building Envelope - ETTV</td><td>ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation.  <input type="button" value="Browse..."/> <input type="button" value="Upload"/>  To enable file downloads when using the Green Mark Portal.doc <span style="color: red;">X</span></td><td>12</td><td><input type="text" value="12"/></td></tr><tr><td>Remarks :</td><td>NRB 1-1</td><td colspan="3"><span style="float: right;">▲ ▼</span></td></tr><tr><td>Comment from Assessor:</td><td>AS NRB 1-1</td><td colspan="3"></td></tr></tbody></table>						Category Items	Document Required	Max Points	Points Scored	NRB 1-1 Thermal Performance of Building Envelope - ETTV	ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation.  <input type="button" value="Browse..."/> <input type="button" value="Upload"/>  To enable file downloads when using the Green Mark Portal.doc <span style="color: red;">X</span>	12	<input type="text" value="12"/>	Remarks :	NRB 1-1	<span style="float: right;">▲ ▼</span>			Comment from Assessor:	AS NRB 1-1				
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Comment from Assessor:	AS NRB 1-1																							
<table border="1"><tbody><tr><td>NRB 1-11 Renewable Energy</td><td>Necessary calculation on the % saving over the total building energy consumption and catalogue.  <input type="button" value="Browse..."/> <input type="button" value="Upload"/></td><td>20</td><td><input type="text" value="0"/></td></tr><tr><td>Remarks :</td><td>NRB 1-11</td><td colspan="3"><span style="float: right;">▲ ▼</span></td></tr><tr><td>Comment from Assessor:</td><td>AS NRB 1-11</td><td colspan="3"></td></tr><tr><td colspan="4">Total Score for Energy :</td><td>45</td></tr></tbody></table>						NRB 1-11 Renewable Energy	Necessary calculation on the % saving over the total building energy consumption and catalogue.  <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	20	<input type="text" value="0"/>	Remarks :	NRB 1-11	<span style="float: right;">▲ ▼</span>			Comment from Assessor:	AS NRB 1-11				Total Score for Energy :				45
NRB 1-11 Renewable Energy	Necessary calculation on the % saving over the total building energy consumption and catalogue.  <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	20	<input type="text" value="0"/>																					
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Comment from Assessor:	AS NRB 1-11																							
Total Score for Energy :				45																				
<input type="button" value="Save"/> <input type="button" value="Submit"/>																								

To save any changes to the form, click on “**Save**” button.

Once all comments from assessor have been addressed, click on “**Submit**” button to submit for assessor’s review.

## 10.0 Green Mark Information Template

For building and publication info, please mouse over the **Assessment -> Info Template** on the menu on the left or click on the “*Info Template*” link under List of Document Required.



Building and Construction Authority

BCA Green Mark Online

Project Info

Assessment

Update Profile

Logout

GM2004/7/2013 Info Template

Appendix A - Mock Certification and Publicity Information

Mock Certificate

Project Name : Testing Commercial

Project Address : Testing commercial application Desc Loc

Expected TOP : 31/12/2014      Actual TOP : 20/12/2014

Contact Person for Certificate / Plaque Collection

Name : han      Contact No : 63255940      Designation : tester      Email : lee\_heng\_han@bca.gov.sg

Preview Mock Certificate

Appendix B - Project Factsheet

Appendix C - New Residential Buildings : Summary on Electricity Consumption And Savings

Appendix D - New Non-Residential : Summary on Electricity Consumption and Savings

Appendix E - Assessment Checklist

Back

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Best viewed in IE 9.0 or above  
Site Last Update: 20 May 2016

Some common data from the Green Mark Application page will be auto populated into the info template.

Proceed to fill the the data entry. Click on the “**Update**” button to save the information into the system.

Under Appendix A, Mock Certificate section, clicking on the “**Preview Mock Certificate**” button, the system will show the mock certificate as shown below:



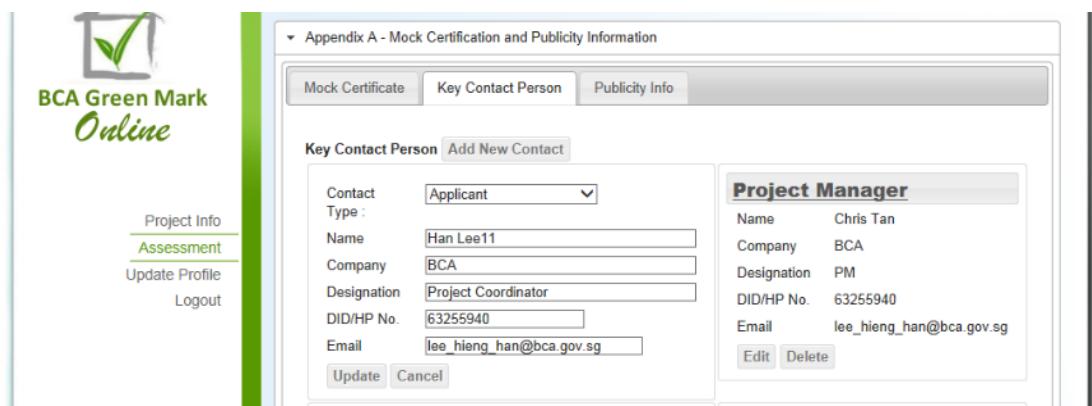
Under Appendix A, Key Contact Person section, the contact info from the Application page will be auto populated here as well.

To add a new contact, click on **Add New Contact** button. Select the type of contact and fill in the contact person info.

Contact Type	Consultant / Contractor
Name	<input type="text"/>
Company	<input type="text"/>
Designation	<input type="text"/>
DID/HP No.	<input type="text"/>
Email	<input type="text"/>
<b>Add</b>	

After fill up the contact info, click on **“Add”** button to save record to the system.

To edit the current contact info, click on the “**Edit**” button on the contact info.



BCA Green Mark Online

Project Info Assessment Update Profile Logout

Mock Certificate Key Contact Person Publicity Info

Key Contact Person Add New Contact

Contact Type :	Applicant
Name	Han Lee11
Company	BCA
Designation	Project Coordinator
DID/HP No.	63255940
Email	lee_hieng_han@bca.gov.sg

**Project Manager**

Name	Chris Tan
Company	BCA
Designation	PM
DID/HP No.	63255940
Email	lee_hieng_han@bca.gov.sg

Edit Delete

After any amendments, click on the “**Update**” button to save into the system.

To delete the contact info, click on “**Delete**” button on the contact info.



BCA Green Mark Online

Project Info Assessment Update Profile Logout

Mock Certificate Key Contact Person Publicity Info

Key Contact Person Add New Contact

<b>Applicant</b>	
Name	Han Lee11
Company	BCA
Designation	Project Coordinator
DID/HP No.	63255940
Email	lee_hieng_han@bca.gov.sg

Message from webpage

This will delete the contact. Confirm?

OK Cancel

A message will prompt you for confirmation.

Click on the “**OK**” button to confirm the deletion of the contact info.

For the **Publicity Info**,

Click on “**Browse...**” button to select the project image which must be **1000x1000** and in **jpeg** format. Then, click “**Upload**” button to upload the image to system.

Project team info will be auto populated from the application data. Fill in the other info as required.

BCA Green Mark Online

Project Info Assessment Update Profile Logout

Appendix A - Mock Certification and Publicity Information

Mock Certificate Key Contact Person Publicity Info

Publicity Info (\* all information will be released to public)

Picture of the Project

Client/ Developer: Han Architect Pte Ltd

Project Manager: Han Construction

Architect: Leehan Structural

M&E Engineer: QSM Survey

Structural Engineer: Han Construction

Quantity Surveyor: Han Construction

Main Contractor: M&G Chong Construction

No of Joint Venture Companies(if applicable): 0

Project Description: Testing commercial application Desc

Estimated Energy Savings (KWh/yr): 0 Estimated Water Savings (m³/yr): 0

RETV/ETTV (W/m²): 0

Postal Code for the development: 657887 District Code of the development: 0

List of other prominent green features

S/No	Green Features	Edit	Delete
1	11	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	22	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Add New Item

Properties of this development (for search function)(Please tick if applicable)

Daylighting  Use of Energy Efficient Features

Efficient Air-Con System  Use of Environment Friendly Products

Extensive Greenery  Use of Motion Sensors

Good Building Orientation  Use of Non-portable or Recycled water

Good Ventilation  Use of Pneumatic Waste Collection

Recycling  Use of Water Efficient Fittings

Reduce Heat Gain to Buildings  Use/Recycling of Horticulture Waste

Renewable Energy

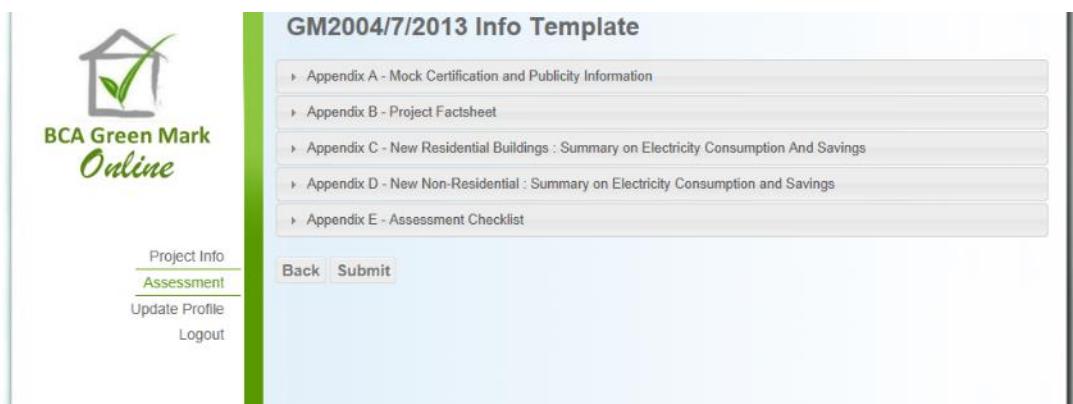
Detail project write up and illustration on green features  
Complementary for Green Mark Gold/Plat and Platinum.  
For Certified and Gold project, please include at least half a page description.

Endorsed mock cert and publicity Info  
Please print out the mock certificate and publicity info for applicant endorsement.

Click on “**Print Mock Cert and Publicity Info**” button will print the mock certificate and publicity info for applicant’s endorsement. Please scan and upload the mock cert and publicity info endorsed by the applicant to the system.

Click on “**Update**” button to save the data to system.

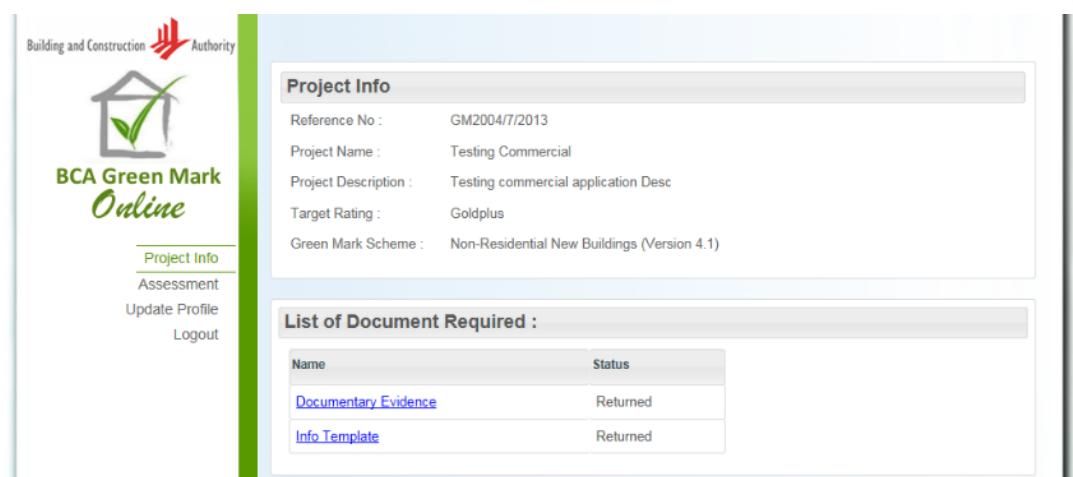
Fill in the other related data in Info template as required.



Once the info required are filled up, click on “**Submit**” button for submit to the assessor’s review.

If the assessor require more info, email notification with assessor’s comment will be sent to the project coordinator on any outstanding issues.

The status of Info Template will be stated as “*Returned*”. To view assessor’s comment, please click on the Info Template link.



The comment from assessor will be displayed below the section. Only those section with assessor comment will be unlocked for updating. Please revise information as required.



**BCA Green Mark Online**

Project Info  
Assessment

Update Profile  
Logout

**GM2004/7/2013 Info Template**

▼ Appendix A - Mock Certification and Publicity Information

**Mock Certificate**

Project Name :	Testing Commercial		
Project Address :	Testing commercial application Desc Loc		
Expected TOP :	31/12/2014	Actual TOP :	20/12/2014

**Contact Person for Certificate/ Plaque Collection**

Name :	han	Designation :	tester
Contact No :	63255940	Email :	lee_hieng_han@bca.gov

**Comment from Assessor:**  
Incomplete Info for: Contact Person of collection. Image not clear enough.

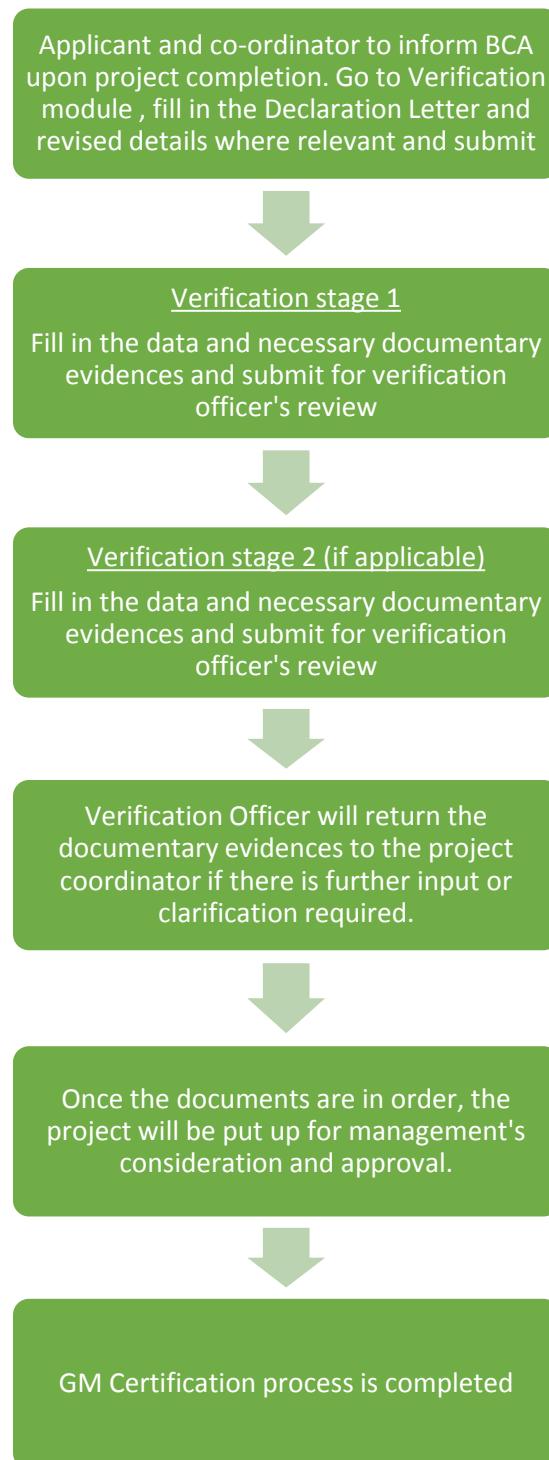
▶ Appendix B - Project Factsheet  
▶ Appendix C - New Residential Buildings : Summary on Electricity Consumption And Savings  
▶ Appendix D - New Non-Residential : Summary on Electricity Consumption and Savings  
▶ Appendix E - Assessment Checklist

Back Submit

To save any changes to the form, click on “**Update**” button.

Once all comments from assessor have been addressed, click on “**Submit**” to resubmit for assessor’s review.

# Submission of Documents for Green Mark Site Verification for Building Projects



## 11.0 Declaration Letter

Once project is completed, the applicant and project coordinator can prepare the declaration letter and submit to BCA via GM online.

Login to the system and mouse over the **Verification -> Declaration**.

There are three section here: the variation list for features, list of additional features and contact person for site verification.

To add item to list, click on “**Add New Item**” button to add new item.

## Site Verification - Declaration Letter

Table 1 : Variation List of Features

S/No	Item Description	Description of Variation(s)		
1	a123456789012345678901234567890 1234567890123456789012345678901	a112345678901234567890123456789 0123456789012345678901234567890	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	b1	b1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	c1	c1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	d1	d1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5	test1	test1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
6	Item 6	Item 6	<input type="button" value="Insert"/>	<input type="button" value="Cancel"/>

Click on **Insert** button to add the item to the list or **cancel** button to cancel the insertion.

To edit the item, click on “**Edit**” button beside the record.

## Site Verification - Declaration Letter

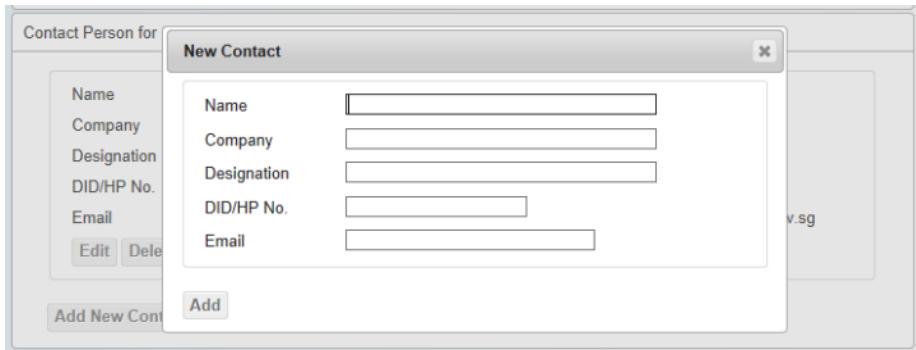
Table 1 : Variation List of Features

S/No	Item Description	Description of Variation(s)		
1	a1234567890	a11234567890	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
2	b1	b1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	c1	c1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	d1	d1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5	test1	test1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
6	Item 6	Item 6	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Click on “**Update**” button to update the info or “**Cancel**” button to cancel the update.

To delete the item, click on “**Delete**” button beside the record. Click “**OK**” for confirmation for item deletion.

To add new contact for site verification contact person, click on “**Add New Contact**” button.



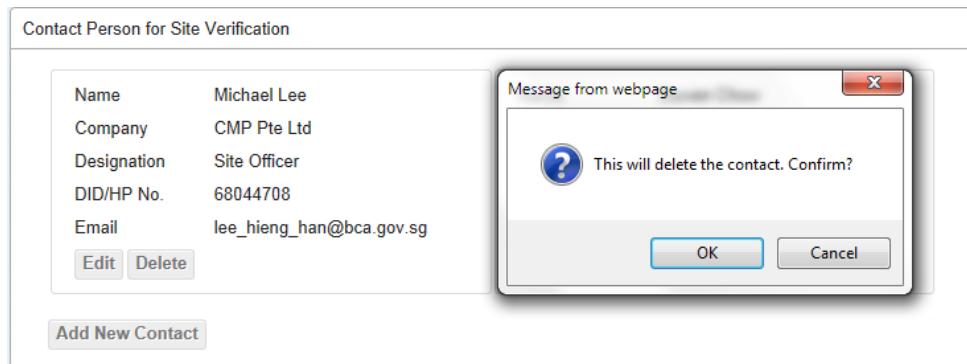
Fill in the contact info, click on “**Add**” button to add to the list. To cancel, click on the “**X**” button on the top right corner of the dialog box.

To edit the contact info, click on “**Edit**” button on contact info.



Click on “**Update**” button to save the info or “**Cancel**” button to cancel the update.

To delete click on “**Delete**” button on the contact info. Click “**OK**” for the confirmation of deletion.



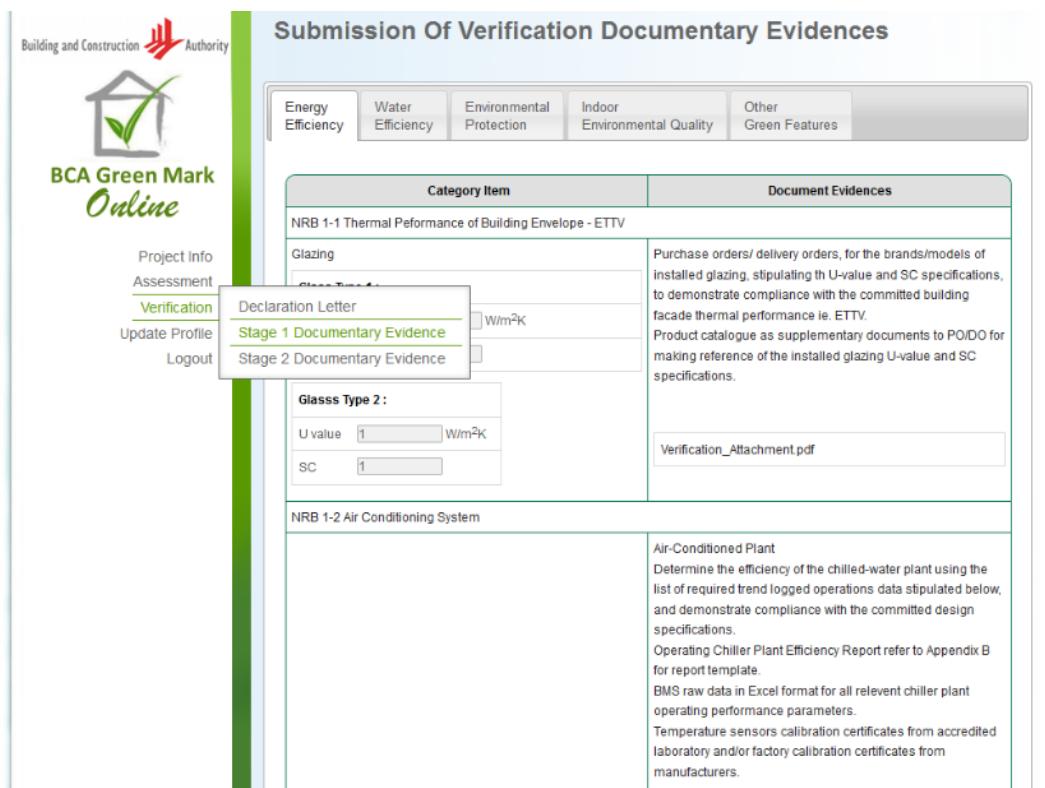
Click on “**Print Declaration Letter**” to preview and print the letter, please sign the copy and pass to verification officer during site visit.

Then, click on “**Submit**” button to submit to the details to Verification Officer.

If there is a change of project coordinator, the applicant is required to furnish his letter of appointment of the new project coordinator together with the declaration letter.

## 12.0 Documentary Evidences for Stage 1 Verification

For Stage 1 verification documentation submission, please mouse over the **Verification** -> click on **Stage 1 Documentary Evidence** menu item.



Category Item	Document Evidences
NRB 1-1 Thermal Performance of Building Envelope - ETTV	
Glazing	Purchase orders/ delivery orders, for the brands/models of installed glazing, stipulating th U-value and SC specifications, to demonstrate compliance with the committed building facade thermal performance ie. ETTV. Product catalogue as supplementary documents to PO/DO for making reference of the installed glazing U-value and SC specifications.
Declaration Letter	
Stage 1 Documentary Evidence	
Stage 2 Documentary Evidence	
Glass Type 2 :	
U value <input type="text" value="1"/> W/m <sup>2</sup> K	
SC <input type="text" value="1"/>	
NRB 1-2 Air Conditioning System	Air-Conditioned Plant Determine the efficiency of the chilled-water plant using the list of required trend logged operations data stipulated below, and demonstrate compliance with the committed design specifications. Operating Chiller Plant Efficiency Report refer to Appendix B for report template. BMS raw data in Excel format for all relevant chiller plant operating performance parameters. Temperature sensors calibration certificates from accredited laboratory and/or factory calibration certificates from manufacturers.
	Verification_Attachment.pdf

Fill in the verification data and click on “Browse” button to upload the document evidence.



**BCA Green Mark**  
**Online**

[Project Info](#)  
[Assessment](#)  
**Verification**  
[Update Profile](#)  
[Logout](#)

### Submission Of Verification Documentary Evidences

Energy Efficiency	Water Efficiency	Environmental Protection	Indoor Environmental Quality	Other Green Features																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; background-color: #cccccc;">Category Item</th> <th style="text-align: center; background-color: #cccccc;">Document Evidences</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center; padding: 5px;">NRB 1-1 Thermal Performance of Building Envelope - ETTV</td> </tr> <tr> <td colspan="2"> <b>Glazing</b>  <b>Glass Type 1 :</b>            U value <input type="text" value="1"/> W/m<sup>2</sup>K            SC <input type="text" value="1"/>    <b>Glass Type 2 :</b>            U value <input type="text" value="1"/> W/m<sup>2</sup>K            SC <input type="text" value="1"/> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <a href="#">Verification_Attachment.pdf</a> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 10px;">NRB 1-10 Energy Efficient Practices &amp; Features</td> </tr> <tr> <td colspan="2">           Determine the functionality, performance and savings of energy efficient systems using trend logged operations data and demonstrate compliance with the committed design specifications.         </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <a href="#">Verification_Attachment.pdf</a> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 10px;">NRB 1-10(c) List of Products</td> </tr> <tr> <td style="text-align: center; padding: 5px;">           S/No            1         </td> <td style="text-align: center; padding: 5px;">           Description of energy efficient products            Use 1 Equipment         </td> <td style="text-align: center; padding: 5px;">           Product Catalogs / Brochures   </td> <td style="text-align: center; padding: 5px;">           Purchase / Delivery Orders   </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 10px;">NRB 1-11 Renewable Energy</td> </tr> <tr> <td colspan="2">           Power generation capacity of renewable energy source(s)  <input type="text" value="1"/> kWp         </td> <td colspan="2">           Determine the performance of the renewable energy generation system(s) by using trend logged data of energy generated and demonstrate compliance to the committed design specifications.         </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <a href="#">Verification_Attachment.pdf</a> </td> </tr> </tbody> </table>					Category Item	Document Evidences	NRB 1-1 Thermal Performance of Building Envelope - ETTV		<b>Glazing</b> <b>Glass Type 1 :</b> U value <input type="text" value="1"/> W/m <sup>2</sup> K SC <input type="text" value="1"/>  <b>Glass Type 2 :</b> U value <input type="text" value="1"/> W/m <sup>2</sup> K SC <input type="text" value="1"/>		<a href="#">Verification_Attachment.pdf</a>		NRB 1-10 Energy Efficient Practices & Features		Determine the functionality, performance and savings of energy efficient systems using trend logged operations data and demonstrate compliance with the committed design specifications.		<a href="#">Verification_Attachment.pdf</a>		NRB 1-10(c) List of Products		S/No 1	Description of energy efficient products Use 1 Equipment	Product Catalogs / Brochures 	Purchase / Delivery Orders 	NRB 1-11 Renewable Energy		Power generation capacity of renewable energy source(s) <input type="text" value="1"/> kWp		Determine the performance of the renewable energy generation system(s) by using trend logged data of energy generated and demonstrate compliance to the committed design specifications.		<a href="#">Verification_Attachment.pdf</a>	
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 Best viewed in IE 9.0 or above  
 Site Last Update: 20 May 2016

Click on “**Save**” button to save to system and “**Submit**” button to submit to verification officer for review.

If the verification officer require more info, the form will be returned with comment(s) and email notification will sent to project coordinator.

Energy Efficiency	Water Efficiency	Environmental Protection	Indoor Environmental Quality	Other Green Features																						
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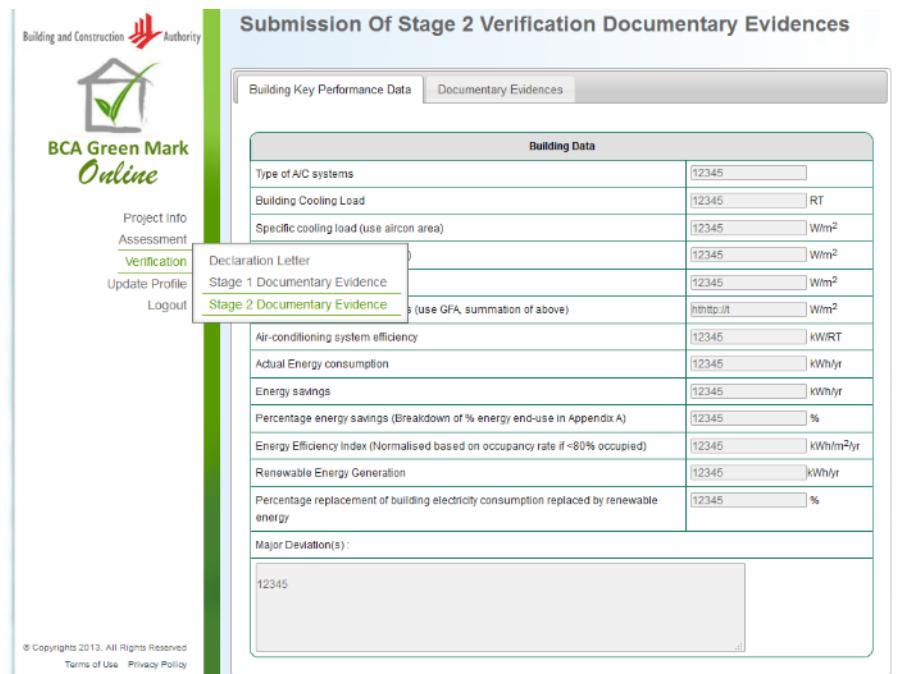
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Note: Once the Stage 1 verification is completed, the verification officer will put up his recommendation for management consideration and approval. A letter of clearance will be issued to the applicant and project co-ordinator if there is no other outstanding issues.

For higher GM rated non-residential projects like Gold<sup>Plus</sup> and Platinum, there will be a Stage 2 verification required.

## 13.0 Documentary Evidence for Stage 2 Verification

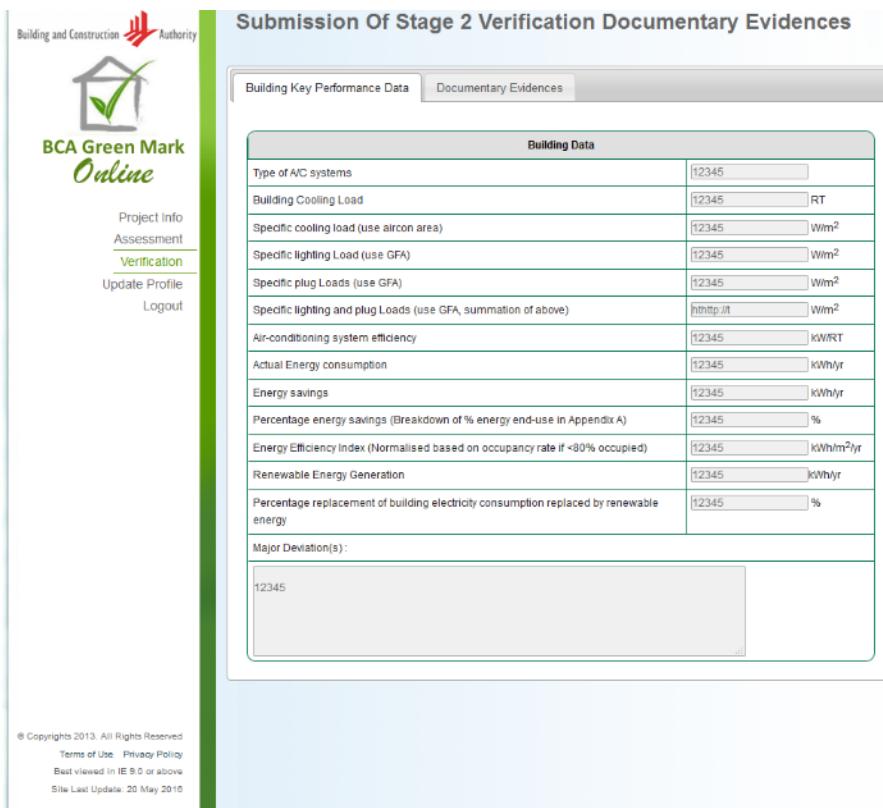
For Stage 2 verification documentation submission, please mouse over the **Verification** -> **click on Stage 2 Documentary Evidence** on the menu on the left.



Submission Of Stage 2 Verification Documentary Evidences

Building Data	
Type of A/C systems	12345
Building Cooling Load	12345 RT
Specific cooling load (use aircon area)	12345 W/m <sup>2</sup>
Declaration Letter	12345
Stage 1 Documentary Evidence	12345
Stage 2 Documentary Evidence (use GFA, summation of above)	http://t W/m <sup>2</sup>
Air-conditioning system efficiency	12345 kW/RT
Actual Energy consumption	12345 kWh/yr
Energy savings	12345 kWh/yr
Percentage energy savings (Breakdown of % energy end-use in Appendix A)	12345 %
Energy Efficiency Index (Normalised based on occupancy rate if <80% occupied)	12345 kWh/m <sup>2</sup> /yr
Renewable Energy Generation	12345 kWh/yr
Percentage replacement of building electricity consumption replaced by renewable energy	12345 %
Major Deviation(s):	12345

Fill in the verification data and click on “Browse” button to upload the document evidence.



Submission Of Stage 2 Verification Documentary Evidences

Building Data	
Type of A/C systems	12345
Building Cooling Load	12345 RT
Specific cooling load (use aircon area)	12345 W/m <sup>2</sup>
Specific lighting Load (use GFA)	12345 W/m <sup>2</sup>
Specific plug Loads (use GFA)	12345 W/m <sup>2</sup>
Specific lighting and plug Loads (use GFA, summation of above)	http://t W/m <sup>2</sup>
Air-conditioning system efficiency	12345 kW/RT
Actual Energy consumption	12345 kWh/yr
Energy savings	12345 kWh/yr
Percentage energy savings (Breakdown of % energy end-use in Appendix A)	12345 %
Energy Efficiency Index (Normalised based on occupancy rate if <80% occupied)	12345 kWh/m <sup>2</sup> /yr
Renewable Energy Generation	12345 kWh/yr
Percentage replacement of building electricity consumption replaced by renewable energy	12345 %
Major Deviation(s):	12345



Project Info  
Assessment  
Verification  
Update Profile  
Logout

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Best viewed in IE 9.0 or above  
Site Last Update: 20 May 2015

## Submission Of Stage 2 Verification Documentary Evidences

Building Key Performance Data Documentary Evidences

Note: Only one file with format of .pdf, .doc, .xlsx or .pptx is allowed. Max Size is 10 MB

Item	Content	Document Evidences
1	EM Form 2: Submission Form for Energy Modeling for Green Mark Scheme (Validation After Project Completion) - Appendix D	<input type="button" value="Browse"/>
2	Electricity bills (landlord and/or tenant bills if applicable)	<input type="button" value="Browse"/>
3	Operating System Efficiency Report – Appendix B	<input type="button" value="Browse"/>
4	As-built Electrical Single-line Schematics drawings	<input type="button" value="Browse"/>
5	Description of deviations of the building operations to the Proposed Energy Model which was submitted for Green Mark Certification e.g. monthly building occupancy rate, receptacle loads, data centre addition etc.	<input type="button" value="Browse"/>
6	BMS data log for the individual energy end use as in FORM EM – 2.2: Summary of Actual Consumption of Energy Use, kWh raw data in softcopy Microsoft Excel file format and categorized according to the meters as-built schematics design.	<input type="button" value="Browse"/>
7	Temporary logging of energy end use as in FORM EM – 2.2: Summary of Actual Consumption of Energy Use, kWh raw data in softcopy Microsoft Excel file format.	<input type="button" value="Browse"/>
8	Data Centre Monthly Energy Consumption - kWh raw data in softcopy (if applicable).	<input type="button" value="Browse"/>
9	BMS Hourly and Monthly data log for renewable energy generation	<input type="button" value="Browse"/>
10	For Actual Building Operations, state: i. Operation hours for the spaces using the cooling load profiles ii. Operation of chiller plant - Operating hours - Installed capacity - Duty and standby - Latest 1 week building cooling load - Latest 1 week chiller plant efficiency profile iii. Operation hours of other air-con systems e.g. unitary system for after office hours cooling demand - Spaces with after office hours demand iv. Human load schedules v. Lighting schedules	<input type="button" value="Browse"/>
11	EEI Calculation	<input type="button" value="Browse"/>
12	For Reference Energy Model, state: i. Operation hours for the spaces (Must be similar to actual operation) ii. Operation of chiller plant - Capacity and configuration in simulation - Simulated 1 week building cooling load - Simulated 1 week chiller plant efficiency profile iii. Operation hours of other air-con systems e.g. unitary system for after office hours cooling demand (Must be similar to actual operation) - Spaces with after office hours demand iv. Human load schedules (Must be similar to actual operation) v. Simulation file in softcopy	<input type="button" value="Browse"/>
13	For GMIS projects, Form GMIS-1: Submission Form for energy Modeling for Green Mark Incentive Scheme (Finalisation of Building Design)	<input type="button" value="Browse"/>

Click on “Save” button to save to system and “Submit” button to submit to verification officer for review.

If the verification officer require more info, the form will be returned with comment(s) and email notification will sent to project coordinator for his input and clarification.

Building Key Performance Data		Documentary Evidences
Item	Content	Document Evidences
1	EM Form 2: Submission Form for Energy Modeling for Green Mark Scheme (Validation After Project Completion) - Appendix D	
Comment from Verification Officer: S2V1		
2	Electricity bills (landlord and/or tenant bills if applicable)	
Comment from Verification Officer: S2V2		
3	Operating System Efficiency Report – Appendix B	
Comment from Verification Officer: S2V3		

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