

**FORM C - Retrofitting Declaration Form for Non-Residential Building**

To: **Building and Construction Authority**  
**52 Jurong Gateway Road**  
**#10-01**  
**Singapore 608550**

Fax: 6334 4031 (BCA)  
 Email: bca\_windows@bca.gov.sg

Dear Sir

**RETROFITTING OF CASEMENT WINDOWS AT**

**Address of building / unit \*** \_\_\_\_\_  
 \_\_\_\_\_

**Postal Code** \_\_\_\_\_

DETAILS OF APPROVED WINDOW CONTRACTOR		
<b>Name &amp; Address of Approved Window Contractor:</b>	<b>Office Tel</b>	
	<b>Facsimile</b>	
<b>Company Stamp:</b>	<b>ACRA Registration No</b>	
	<b>Name of Trained Window Installer:</b>	<b>NRIC/FIN No</b>
	<b>Certificate No</b>	
<p>I have been engaged and instructed to <b>inspect and retrofit all the casement windows</b> in the above-mentioned building / unit * and certify that <b>all the casement windows</b> variable geometry stays have been <b>retrofitted</b> with stainless steel rivets of type 304 complying with BS EN 10088 or its equivalent.</p>		
<p>_____  <b>Signature of Approved Window Contractor</b></p>		
<p>_____  <b>Signature of Trained Window Installer</b></p>		<p>_____  <b>Date of Completion of retrofitting work</b></p>

**Name of Building / Unit Owner \*:** \_\_\_\_\_

**ACRA / NRIC / FIN No \*:** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Note: \* Please delete accordingly.