



Retrofitting form - Form B1 (HDB Flats)

(This form must be submitted by the flat owner to the HDB Branch Office after completion of the retrofitting works.)

To: Head _____ **Branch Office**
Housing and Development Board

Dear Sir

RETROFITTING OF WINDOWS AT

Address of flat _____

Postal Code _____

I have engaged an approved window contractor to inspect and ***retrofit all casement windows / install safety features for all the sliding 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	
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/ install safety features for all sliding windows in the above-mentioned flat. I 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 / sliding windows have been installed with safety features to comply with Clause 9.2 of SS212:2007 or equivalent.</p>		
<p>_____ Signature of Approved Window Contractor</p>		
<p>_____ Signature of Trained Window Installer</p>		<p>_____ Date of retrofitting work completed</p>

I wish to inform you that all the ***casement / sliding** windows of my flat have been ***retrofitted in accordance with the Building Control (Retrofitting of Casement Windows) Order 2004 / installed with safety features to comply with Clause 9.2 of SS212:2007 or equivalent respectively** by the abovementioned approved window contractor/trained window installer.

Name of Flat Owner: _____ Signature: _____

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

***Delete where applicable**

Note:

- a. The person responsible for a casement window/ sliding window shall engage a BCA approved window contractor listed with HDB to carry out retrofitting of the casement window/ install safety features for the sliding window accordingly.
- b. Flat owners are advised to keep a copy of the retrofitting form for their own record purpose.