

Form A (Private Flats)

**To: Building and Construction Authority
5 Maxwell Road #02-00
Tower Block MND Complex
Singapore 069110**

Dear Sir

RETROFITTING OF CASEMENT WINDOWS AT

Address of flat _____

Postal Code _____

I have engaged an approved window contractor to **inspect and retrofit all casement windows** in my apartment. The particulars of the approved 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	
I have been engaged to inspect and retrofit all the casement windows in the above-mentioned apartment and certify that all the casement windows have been retrofitted in accordance with the standards and manner prescribed for the retrofitting of casement windows in the Building Control (Retrofitting of Casement Windows) Order 2004 .		
Signature of Trained Window Installer		Date of retrofitting work completed

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

Name of Flat Owner: _____

NRIC/FIN No: _____

Contact No: _____

Signature: _____

Date: _____

Note: This form must be fully completed by the flat owner and the trained window installer of approved window contractor. The form must be submitted by the flat owner to the Building and Construction Authority after completion of the retrofitting works.