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To:

BUILDING AND CONSTRUCTION AUTHORITY
ENFORCEMENT & STRUCTURAL INSPECTION DEPARTMENT
52 JURONG GATEWAY ROAD
#10-01
SINGAPORE 608550

LEGAL REQUIREMENT FOR THE INSTALLATION OF AIR-CONDITIONING UNITS

Congratulations on your purchase of a new air-conditioning unit. Before you install this new equipment, please comply with the following legal requirement. This legal requirement applies if you intend to install this unit on the exterior of the building and the unit, or part of it, projects over a public area below.

Legal Requirement

You are required to engage a trained worker to install your unit. Your dealer may be able to recommend a trained worker to you. You may refer to BCA's website at www.bca.gov.sg to verify the trained worker engaged. After your trained worker has installed this unit, he needs to provide BCA with the complete installation details by mailing this Report to the address above.

HDB Flats or Buildings

If you are installing this unit in a HDB flat or building, please use the Installation Report for HDB Properties (Form AC-02), which can also be obtained from HDB's website at www.hdb.gov.sg.

INSTALLATION REPORT FOR AIR-CONDITIONING (AC) UNIT

(To be submitted by the trained air-conditioning unit installer. All trained air-conditioning unit installer are to be certified by Building and Construction Authority.)

This card must be completed and sent to the BUILDING AND CONSTRUCTION AUTHORITY (BCA) within 14 days after the air-conditioning unit has been installed by a trained air-conditioning unit installer.

Dear sir,

| | | |
|---|-------------|------|
| I wish to inform you that I have engaged a trained air-conditioning unit installer to carry out the installation works relating to the air-conditioning units in my premises in accordance with the Building Control Regulations. | | |
| Owner's Signature | Contact No. | Date |

| | | | |
|---|--|--------------|------|
| Address Where This Unit Is Installed | | | |
| | | | |
| Singapore Postal Code | | | |
| | | | |
| Name of Owner of Air-conditioning Unit | | | |
| NRIC/Passport No. of Owner | | | |
| Brand of Air-conditioning Unit Installed | | Model Number | |
| Type of Air-conditioning unit (Example. Window, split unit etc) | | | |
| Name of Company | | | |
| Address of Company | | | |
| Name of Trained Air-conditioning Unit Installer | | | |
| NRIC/Work Permit No.* of the Trained Air-conditioning Unit Installer | | | |
| Trained Air-conditioning Unit Installer's Certificate Number | | | |
| Residential address of Trained Air-Conditioning Unit Installer | | | |
| I have been engaged to carry out the installation works relating to air-conditioning units and I have installed the structural supporting system for the air-conditioning units in compliance with the specifications set out in Part I, II, III or IV of the Seventh Schedule, and other requirements in the Building Control Regulations. | | | |
| Trained Air-conditioning Unit Installer's Signature | | | Date |

* Delete accordingly

Note:

- a. Under the Building Control Regulations, any person who desires to install an air-conditioning unit on the exterior of any building or which projects outwards from any building shall engage a trained air-conditioning unit installer to carry out the installation works relating to the air-conditioning unit.
- b. Under the Building Control Regulations, a penalty will be imposed on flat owners who fail to engage a BCA trained air-conditioning unit installer to install the ACU and/or inform the authorities of the completed works.
- c. Flat owners are advised to keep a copy of the installation report for their own record purposes.