

Form B (HDB Flats)

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

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 flat. 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	
	HDB Registration No	
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 flat 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 flat 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: _____ Signature: _____

NRIC/FIN No: _____ Contact No: _____ 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 HDB Branch Office after completion of the retrofitting works.