



Retrofitting Form - Form B1 (HDB Flats)

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

To: General Manager ,() Branch
Housing & Development Board

Dear Sir

RETROFITTING OF WINDOWS AT

BLOCK _____ STREET NAME _____ UNIT NO. #____-_____ POSTAL CODE _____

I have engaged an approved window contractor to inspect and repair all 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:	HDB Registration No.	
	ACRA Registration No.	
Name of Trained Window Installer:	NRIC/FIN No.	
	Certificate No.	
<p>Note: Please tick either box or both boxes as appropriate</p> <p><input type="checkbox"/> I have been engaged to inspect and retrofit all the casement 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 and Building Control (Retrofitting of Casement Windows) (Amendment) Order 2007.</p> <p><input type="checkbox"/> I have been engaged to inspect and install safety features for all sliding windows in the above-mentioned flat. I certify that all the 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>I hereby confirm that the above is correct</p>		
<p>_____ Signature of Trained Window Installer</p>		<p>_____ Date of Windows Work Completed</p>

Name of Flat Owner: _____

Signature: _____

NRIC/FIN No: _____

Contact No: _____

Date: _____

- Note:
- Under Building Control (Retrofitting of Casement Windows) Order 2004 and Building Control (Retrofitting of Casement Windows) (Amendment) Order 2007, the person responsible for a casement window shall engage an approved window contractor to carry out retrofitting of that casement window.
 - Flat owners are required to engage an approved window contractor listed with HDB for these works.
 - Flat owners are advised to keep a copy of the retrofitting form for their own record purposes.