

# GREEN MARK FOR HEALTHIER WORKPLACES APPLICATION FORM



This application form is to be submitted, together with the project information sheets (2 sheets) duly completed and all required documents listed in the checklist to:

Director (Green Mark)  
BCA International Pte Ltd  
52 Jurong Gateway Road  
#11-01, Singapore 608550

We, \_\_\_\_\_ (name of firm)

(the "Company") would like to engage BCA International Pte Ltd (BCAI), to assess the project:

\_\_\_\_\_  
\_\_\_\_\_

and to thereafter procure the issuance of a BCA Green Mark Certificate by the Building and Construction Authority in relation to the said building / project, all in accordance with the Terms and Conditions set out in <http://www.bcai.com.sg/green.htm>.

We have read and understood, and agree to the said Terms and Conditions. We understand that BCAI will inform us of the fees payable by way of a letter of offer. In the event that we accept BCAI's offer, we will make payment to BCAI in accordance with the letter of offer and the Terms and Conditions. We further understand and accept that BCAI shall be entitled to reject any application without assigning any reason thereto.

In assessing any application, BCAI is entitled to request for any information or document BCAI feels, has an impact on the application. If we refuse to forward the said information or document requested by BCAI, we agree that BCAI is entitled to reject our application.

We hereby give my consent to BCAI to obtain and verify information from or with any source (including third parties) as may be deemed appropriate by BCAI for the purposes of assessing the Company's application.

I declare that all the information given by me in this application and any additional documents attached hereto are true to the best of my personal knowledge as an authorised officer of the Company and that I have not wilfully suppressed any material fact. The Company accepts that if any of the information given by me in this application is in any way false or incorrect, the application may be rejected, any offer made pursuant to the application by BCAI or any contract formed pursuant to the application may be terminated without BCAI being liable to us for any damages whatsoever.

\_\_\_\_\_  
Name & Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation of Applicant

\_\_\_\_\_  
Company's Stamp

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BCA International Pte Ltd

Applicant's Company Address	
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## Invoicing Details:

Company Name	
Contact Person	
Contact Person Email	
Billing Address	

## For Official Use Only:

Registration No.	
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BCA International Pte Ltd

## PROJECT INFORMATION (Sheet 1)

Description of Project:			
Project Name: (Short)		New / Existing Office (please delete one)	
Tenant/ Owner:		Singapore-based Company^ Yes / No (please delete one)	
A Subsidiary of A Major Organisation, if applicable:			
Is the project built on reclaimed land?	Yes / No (please delete one)		
ID Consultant:			
M&E Consultant:			
Renovation Contractor:			
Managing agent/ Maintenance Contractor:			
ESD Consultant:			
Other Specialist(s):			
<u>Project Address</u>			
Block/ Unit Number:		Name of City:	
Building/ Street Name:		Name of Province/ State:	
Postal Code:		Country:	
Expected Renovation Start Date:		Expected Renovation Completion Date:	
Total Leased Area (m <sup>2</sup> ):		Total GFA (m <sup>2</sup> ):	
Number of storeys:		Target Rating:	
Preferred date of Assessment:			

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BCA International Pte Ltd

## PROJECT INFORMATION (Sheet 2)

Key Contact Persons	Name	Company	Designation	HP No.	Email
Applicant					
Contact Person for Assessment*					
Contact Person for Assessment*					
Coordinator for Document Submission					

^ Singapore-based companies refer to local and international companies that have a base in Singapore that is registered with the Accounting & Corporate Regulatory Authority (ACRA) as well as companies of such local and international companies registered with ACRA that are based overseas

\* Please furnish the contacts of Building Owner and at least two (2) other contacts for assessment.

### CHECKLIST OF DOCUMENTS TO BE ENCLOSED WITH APPLICATION

1.  Office Brochure (if available e.g. brochure on office operation, layout, etc)
2.  Scoresheet