

AIR-CONDITIONING UNIT INSTALLATION REPORT FOR HDB PROPERTIES

(To be submitted by the trained air-conditioning unit installer)

This installation report must be completed and sent to the HDB Branch managing the flat within 14 days after the air-conditioning unit has been installed by a trained air-conditioning unit installer.

Date : _____

To : [Commissioner of Building Control](#)

Dear Sir

<p>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 unit in my apartment in accordance with the Building Control Regulations.</p> <p><i>I submit all information and data in the Air-conditioning Unit Installation Report for HDB Properties to the Commissioner of Building Control, and I consent for the Commissioner of Building Control to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.</i></p>		
_____ Flat Owner's/Tenant's Signature	_____ Contact No.	_____ Date

Date of Air-conditioning unit Installed:			
Block		Street/Road Name	
Unit	# -	Postal Code	
Name of Flat Owner/Tenant		NRIC No.	
Brand & Model Number of Air-conditioning unit		Type of Air-conditioning unit (Eg. Window, split unit etc)	
Location of Air-conditioning unit Installed		Installation Method	
Name of Company		Name of the Trained Air-conditioning Unit Installer and Cert No.	
Address of Company		NRIC/Work Permit No.* of Trained Air-conditioning unit Installer	
Residence address of Trained Air-conditioning Unit Installer			
<p>I have been engaged to carry out the installation works relating to an air-conditioning unit and have installed a structural supporting system for the air-conditioning unit that complies with the specification approved by Housing and Development Board as stipulated in Building Control Regulations.</p> <p><i>[Installation method and material shall comply with the prescribed details (Conditions/Guidelines/Approved Locations/Positions) as shown in HDB InfoWEB at www.hdb.gov.sg >Home Owners >Renovating Your Home >HDB Renovation Guidelines > Air-conditioners Installation Works]</i></p> <p><i>I submit all information and data in the Air-conditioning Unit Installation Report for HDB Properties to the Commissioner of Building Control, and I consent for the Commissioner of Building Control to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.</i></p>			
_____ Trained Air-conditioning Unit Installer's Signature	_____ Contact No.	_____ 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. *HDB flat owners/tenants are required to inform HDB of the installation upon completion of the works. Under the Building Control Regulations, a penalty will be imposed on flat owners/tenants who fail to engage a trained air-conditioning unit installer to install the ACU and/or inform the authorities of the completed works.*
- c. *Flat owners/tenants are advised to keep a copy of the installation report for their own record purposes.*
- d. *All Trained air-conditioning unit installer are to be qualified by Building and Construction Authority.*