

SUBMIT PAYMENT CLAIMS FOR HDB PROJECTS



SUBMIT PAYMENT CLAIMS FOR HDB PROJECTS (HDPP)

Note: This application form **MUST BE COMPLETED IN FULL AND SIGNED** before submission to the HDB, Procurement & Contracts Group.

Procurement & Contracts Group
Housing & Development Board
HDB Hub
480 Lorong 6 Toa Payoh
Singapore 310480

Attn: PCM, Ms Khew May Yen (Tel: 64902059 Email: KHEW_May_Yen@hdb.gov.sg)
SCM, Alexander Loo (Tel: 64902155 Email: Alexander_CE_LOO@hdb.gov.sg)

PARTICULARS OF APPLICANT

Name (as in NRIC)	
E-mail Address	
Office Contact No.	
Mobile Phone No.	
Designation	
Company	
Unique Entity No. (UEN)	
GST Registration No. (if applicable)	

PARTICULARS OF CONTRACT

Name of HDB Contracts Manager	
Contract Number	
Contract Title	

SUBMIT PAYMENT CLAIMS FOR HDB PROJECTS

PARTICULARS OF AUTHORISED USER(S) FOR CONSULTANCY CLAIMS MODULE

Name ¹ (as in NRIC)	Designation	NRIC No. ²	E-mail Address	Contact Number	Existing User of HDPP? (Y/N)

PARTICULARS OF AUTHORISED USER(S) FOR PROGRESS PAYMENT, VARIATION ORDERS AND FINAL ACCOUNT MODULES

Name ¹ (as in NRIC)	Designation	NRIC No. ²	E-mail Address	Contact Number	Existing User of HDPP? (Y/N)

IMPORTANT NOTES

- ¹ It is compulsory for the Proposed Arch/CE QP, Lead Consultant vested with SO Rep role and Proposed QS to apply for access.
- ² The full NRIC number of the authorised user is required to identify and verify the identity of consultant(s) accessing HDPP.

I have read and understood the terms and conditions in **Annex A** on the use of the ID assigned to access the HDB Development Projects Portal. I hereby agree to comply with **All** the terms and conditions specified in **Annex A**.

Signature of Applicant

Date Signed

TERMS AND CONDITIONS ON USE OF USER ID

1. The user ID assigned in HDPP, based on the user's NRIC number, is **personal** to the USER. The USER is **fully** responsible and **solely** accountable for the use of this user ID.
2. The USER **must not** share or reveal his/her user ID to anyone.
3. The user ID assigned shall be used solely for the purpose it is allocated. The USER therefore **must not** attempt to access resources which he/she is not authorised to do so.
4. The USER **must** explain or provide information for any security violation caused under his/her user ID to the HDB if required.
5. The APPLICANT shall act as the contact person for the company in all matters concerning HDPP.
6. The APPLICANT is accountable for the correctness and accuracy of the information provided in this application form. If the APPLICANT needs to access HDPP as an authorised user, he/she must provide his/her own particulars under "PARTICULARS OF AUTHORISED USER(S)".
7. The APPLICANT shall submit separate application form for each contract or project.
8. For security reasons, please inform HDB immediately if the authorised users have subsequently left the company or there are any other changes in the details of the authorised users.

IMPORTANT NOTE

Confidentially of information

By applying for access to HDPP, the Requestor acknowledges that all official information acquired in the use of the HDPP is strictly confidential. Such information shall not be published or communicated by the Requestor to any unauthorised person in any form at any time without the approval of the HDB Contracts Manager.

For more details on our Terms of Use, please to our official HDB website.