



**AIR-CONDITIONING UNIT INSTALLATION REPORT FOR HDB PROPERTIES**

(To be submitted by the trained air-conditioning unit installer. All trained air-conditioning unit installers are to be certified by the Building and Construction Authority)

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. Alternatively, the flat owners can email this installation report to the HDB Branch managing their flat.

Date : \_\_\_\_\_

To : \_\_\_\_\_ Branch

Dear Sir

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 flat in accordance with the Building Control Regulations.

\_\_\_\_\_  
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 Certificate No.	
Address of Company		NRIC/Work Permit No.* of Trained Air-conditioning unit Installer	

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 the Housing and Development Board as stipulated in Building Control Regulations.

*[Installation method and material shall comply with the prescribed details (Conditions/Guidelines/Approved Locations/Positions) as shown in the HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg) > Living in an HDB flats > Renovation > Guidelines > Air-conditioner Installation Works]*

\_\_\_\_\_  
Trained Air-conditioning Unit Installer's Signature

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Date

\* Delete accordingly

**Note:**

- 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.
- 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.
- Flat owners/tenants are advised to keep a copy of the installation report for their own record purposes.