

GUIDE TO FILLING UP FORMS F & F1

(Version 1 - May 2008)

Form	Date	Address To *	Details of Building	1. PSP	2. Local Authority	Forms G-1 to G-21
F	Insert date of CCC	1) Insert name of Developer if it is for development other than individually built building 2) Insert name of owner for an individually built building	1) Insert Address of Building - Lot No/Nos, Section, and Road 2) Insert description of project as per Building Plan Approval adjacent or below or in place of item 1) 3) Insert BP Approval Ref and Date 4) PSP to sign off	1) Insert full name of PSP 2) Insert Name of ACP/ECP and address 3) Insert BAM/BEM Registration no. of PSP	Insert Name of Local Authority	Attach Forms G-1 to G-21 together with other required enclosures before forwarding to Local Authority and BAM/BEM
F1	Insert date of CCC	1) Insert name of Developer if it is for development other than individually built building 2) Insert name of owner for an individually built building	1) Insert Address of Building - Lot No/Nos, Section, and Road 2) Insert description of project as per Building Plan Approval adjacent or below or in place of item 1) 3) Insert BP Approval Ref and Date 4) PSP to sign off	1) Insert full name of PSP 2) Insert Name of ACP/ECP and address 3) Insert BAM/BEM Registration no. of PSP	Insert Name of Local Authority	Attach Forms G-1 to G-21 together with other required enclosures before forwarding to Local Authority and BAM/BEM

Notes:

- 1) PSP shall notify the local authority through OSC (in writing or using prescribed form) after Forms G1-G3 are certified (i.e. after completion of Earthwork, Setting Out and Foundations)
- 2) Form F/F1 and Form G-1 to G-21 shall be forwarded to the Local Authority and BAM/BEM within 14 days of the issuance of Form F/F1

GUIDE TO FILLING UP FORMS G-1 TO G-21

(Version 1 - May 2008)

FORM	Project Title	Item *1	Item *1 (a)	Item *1 (b)	Item *1(c)	Item *2
G-1 Earthwork	Insert description of project as per BP approval	If this item is applicable, insert LA's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Civil Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-2 Setting Out	Insert description of project as per BP approval	If this item is applicable, insert LA's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in Licensed Land Surveyor's name 2) Fill in Surveyor Board's registration no. 3) Sign and date	1) Fill in PSP's name 2) Fill in BAM/BEM registration no. 3) Sign and date	If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-3 Foundation	Insert description of project as per BP approval	If this item is applicable, insert SP's Deposited Plans Ref No. to LA. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Civil Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration

FORM	Project Title	Item *1	Item *1 (a)	Item *1 (b)	Item *1(c)	Item *2
G-4 Structure	Insert description of project as per BP approval	Insert SP's Deposited Plans Ref No. to LA	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Civil Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-5 Internal Water Plumbing	Insert description of project as per BP approval	If this item is applicable, insert Water Authority's Approval Ref No. or SP's Deposited Plans Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of Licensed Plumber 2) Insert Plumber's registration no. and LA / Water Authority's name & attach copy of Licence 3) Plumber to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BAM/BEM registration no. 3) Sign and date 4) If an Engineer, SP must be a Mechanical or Civil Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-6 Internal Sanitary Plumbing	Insert description of project as per BP approval	If this item is applicable, insert LA's Approval Ref No. or SP's Deposited Plans Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of Licensed Plumber 2) Insert Plumber's registration no. and LA / Authority's name & attach copy of Licence 3) Plumber to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BAM/BEM registration no. 3) Sign and date 4) If an Engineer, SP must be a Mechanical or Civil Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration

FORM	Project Title	Item *1	Item *1 (a)	Item *1 (b)	Item *1(c)	Item *2
G-7 Internal Electrical	Insert description of project as per BP approval	If this item is applicable, proceed to insert other details. If not applicable, strike out item*1	1) Insert name (individual) of Competent Person 2) Insert Competent Person's registration no. with Energy Commission & attach copy of Competency Certificate 3) Competent Person to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name. 2) Fill in BEM registration no. 3) Sign and date. 4) SP must be an Electrical Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-8 Passive Fire	Insert description of project as per BP approval	If this item is applicable, insert Bomba's Approval Ref No. or PSP's Deposited Plans Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in PSP's name 2) Fill in BAM/BEM registration no. 3) Sign and date 4) If an engineer, PSP must be a Civil Engineer 5) Attach Letter of Clearance from Bomba (except for residential buildings not exceeding 18 meters height)		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-9 Active Fire	Insert description of project as per BP approval	If this item is applicable, insert Bomba's Approval Ref No. or PSP's Deposited Plans Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Trade Contractor's company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Mechanical Engineer 5) Attach Letter of Clearance from Bomba (except for residential buildings not exceeding 18 meters height)		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration

FORM	Project Title	Item *1	Item *1 (a)	Item *1 (b)	Item *1(c)	Item *2
G-10 Mechanical Ventilation	Insert description of project as per BP approval	If this item is applicable, proceed to insert other details. If not applicable, strike out item*1	1) Insert name (individual) of proprietor / partner / director of Trade Contractor's company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Mechanical Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-11 Lifts / Escalators	Insert description of project as per BP approval	If this item is applicable, proceed to insert other details. If not applicable, strike out item*1	1) Insert name (individual) of Competent Person 2) Insert Competent Person's DOSH approval letter ref. no. & attach copy of DOSH's letter 3) Competent Person to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Mechanical or Electrical Engineer 5) Attach list of PMA nos. or Certification from Competent Person		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-12 Building	Insert description of project as per BP approval	Insert LA's Approval Ref No.	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in PSP's name 2) Fill in BAM/BEM registration no. 3) Sign and date 4) If an engineer, PSP must be a Civil Engineer		Strike out Item *2

FORM	Project Title	Item *1	Item *1 (a)	Item *1 (b)	Item *1(c)	Item *2
G-13 External Water Supply	Insert description of project as per BP approval	If this item is applicable, insert LA's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of Licensed Plumber 2) Insert Plumber's registration no. and Water Authority's name & attach copy of Licence 3) Plumber to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Civil Engineer 5) Attach Letter of Confirmation from Water Authority that water supply is ready for connection		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-14 Sewerage Reticulation	Insert description of project as per BP approval	If this item is applicable, insert IWK/SPAN's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of Licensed Plumber 2) Insert Plumber's registration no. and Authority's name & attach copy of Licence 3) Plumber to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Civil Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-15 Sewage Treatment Plant	Insert description of project as per BP approval	If this item is applicable, insert IWK/SPAN's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of Licensed Plumber 2) Insert Plumber's registration no. and Authority's name & attach copy of Licence 3) Plumber to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Civil Engineer 5) Attach Letter of Clearance from the Department of Sewerage Services / Indah Water Consortium		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration

FORM	Project Title	Item *1	Item *1 (a)	Item *1 (b)	Item *1(c)	Item *2
G-16 External Electrical	Insert description of project as per BP approval	If this item is applicable, insert TNB's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of Competent Person 2) Insert Competent Person's registration no. with Energy Commission & attach copy of Competency Certificate 3) Competent Person to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be an Electrical Engineer 5) Attach Letter of Confirmation from TNB that electrical power supply is ready for connection		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-17 Road & Drain	Insert description of project as per BP approval	If this item is applicable, insert LA/JKR's Approval Ref No. or SP's Deposited Plans Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Civil Engineer 5) Attach Letter of Confirmation of Completion from LA / JKR, which is deemed to be given if not given by LA / JKR within 14 days of application		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-18 Steet Lighting	Insert description of project as per BP approval	If this item is applicable, insert LA/JKR's Approval Ref No. or SP's Deposited Plans Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of Competent Person 2) Insert Competent Person's registration no. with Energy Commission & attach copy of Competency Certificate 3) Competent Person to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be an Electrical Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration

FORM	Project Title	Item *1	Item *1 (a)	Item *1 (b)	Item *1(c)	Item *2
G-19 External Main Drain	Insert description of project as per BP approval	If this item is applicable, insert LA's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Civil Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-20 Telecommunication	Insert description of project as per BP approval	If this item is applicable, insert Approval Ref No. or SP's Deposited Plans Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Trade Contractor's company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be an Electrical Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration
G-21 Landscape	Insert description of project as per BP approval	If this item is applicable, insert LA's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Trade Contractor's company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BAM/Landscape Architect registration no. 3) Sign and date		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration

Notes:

- 1) PSP shall notify the local authority through OSC (in writing or using prescribed form) after Forms G1-G3 are certified (i.e. after completion of Earthwork, Setting Out and Foundations)
- 2) Form F/F1 and Form G-1 to G-21 shall be forwarded to the Local Authority and BAM/BEM within 14 days of the issuance of Form F/F1
- 3) If Contractor or Trade Contractor is the same in multiple Forms, then attach only one (1) set of the required document/s.

Legend: BP = Building Plan; LA = Local Authority; NRIC = National Registration Identity Card; SP = Submitting Person; PSP = Principal Submitting Person; ACP = Architectural Consultancy Practice; ECP = Engineering Consultancy Practice; PMA = Perakuan Mesin Angkat

compiled by ctl (May 2008)