

NOMINATION FOR E-FILING OF AGM INFORMATION

Please use **ONLY CAPITAL LETTERS** to fill in this form.
This form may take you 5 – 10 minutes to complete

To:
Commissioner of Buildings
Building Plan and Management Division
Building and Construction Authority
52 Jurong Gateway Road
#11-01
Singapore 608550
Fax : 63344031
Email: bca_enquiry@bca.gov.sg
Website: <http://www.bca.gov.sg/>

INSTRUCTIONS

- (1) The form is to be **endorsed only** by an elected **Council Member**.
- (2) The Council may authorize any of its members / managing agent as the Authorised Person¹.
- (3) *Tick / delete as appropriate.

NOTES

- (1) The User ID and Password will be issued to the named Authorised Person¹ directly at the given mailing address.
- (2) User ID and Password will be issued at **intervals of about 1 week**.

(III) *Tick accordingly

This form is to be filled in **BLACK INK** only.

(I) MCST PLAN NO.: _____

(II) TYPE OF APPLICATION*:

☐ New Application

☐ Reapplication

- Reason for Reapplication*

☐ Loss of User ID and password

☐ Change of Authorised Person

☐ Others: _____

(III) PARTICULARS OF AUTHORISED PERSON¹

Name of Authorised Person¹:
(*Council Member / Managing Agent)

Designation:

NRIC No.:

Mailing Address:

Contact No.:

Fax :

Email:

(IV) DECLARATION BY THE COUNCIL

I confirm that the above-named Authorised Person¹ is nominated to represent the MCST for the E-filing of AGM information.

Name of Council Member
NRIC No.: _____

Signature

Date

