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 Person[1].
(3) *Tick / delete as appropriate.

NOTES
(1) The User ID and Password will be issued to the named Authorised Person[1] 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 PERSON[1]

Name of Authorised Person[1]: (*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 Person[1] is nominated to represent the MCST for the E-filing of AGM information.

_____	_____	_____
Name of Council Member NRIC No.: _____	Signature	Date