

GUIDE TO FILLING UP FORMS F & F1

| 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