

APPOINTMENT LETTER

**To: Building Quality Department
Housing & Development Board**

PURCHASE OF AS-BUILT STRUCTURAL DRAWINGS

Blk _____ # _____ - _____

Singapore ()

I _____ hereby appoint the Qualified Person (QP),

Mr / Ms* _____ Professional No. _____

to purchase the as-built structural drawings on my behalf for the endorsement / lodgement of addition and alteration works in the above premises.

A photocopy of the tenancy agreement/lease agreement showing the RT/Lessee's name and address of the premises is attached for your reference.

Signature of Registered Tenant/Lessee

Company Stamp

Date

Note: The appointed QP may in writing authorise his representative to purchase the drawings on his behalf.

- To delete whichever not applicable.