

GUIDE TO FILLING UP FORMS G1 TO G21

| 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Civil or Geotechnical) | | 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in Licensed Land Surveyor's name 2) Fill in Surveyor Board's registration no. 3) Sign and date | <ol style="list-style-type: none"> 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 The PSP shall sign off the form as 'Not Applicable' where only engineering setting out is required. |
| 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 | <ol style="list-style-type: none"> 1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Civil or Geotechnical) | | If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration |

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| | | | (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company | | | |
| 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 PEPC (Civil or Structural) | | 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 License 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 PEPC (Mechanical or Civil) | | 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 Plumber 2) Insert Plumber's registration no. and LA / Authority's name & attach copy of License 3) Plumber to sign and date 4) Attach copy of CIDB | 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 PEPC (Mechanical or Civil) | | If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration |

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| | | | registration of Company | | | |
| 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in SP's name. 2) Fill in BEM registration no. 3) Sign and date. 4) SP must be a PEPC (Electrical) 5) For installation of 60 amperes and below, where SP is not appointed, PSP to insert on SP signature space "Not Applicable – Installation ≤ 60 Amps", and attach copy of Suruhanjaya Tenaga Form G & H signed by the same competent person as in Item 1 (a). | | 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 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 PEPC (Civil) 5) Attach Letter of Clearance from Bomba (except for residential buildings not exceeding 18 | | If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration |

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| | | | | meters height) | | |
| 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 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 |
| 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC Mechanical) | | If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration |

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| 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Mechanical or Electrical) 5) Attach list of PMA nos. or DOSH Invoice (with PMA nos. listed therein) | | 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. | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 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 PEPC (Civil) | | Strike out Item *2 |

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| 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 | <ol style="list-style-type: none"> 1) Insert name (individual) of Licensed Plumber 2) Insert Plumber's registration no. and Water Authority's name & attach copy of License 3) Plumber to sign and date 4) Attach copy of CIDB registration of Company | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Civil) 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 | <ol style="list-style-type: none"> 1) Insert name (individual) of Licensed Plumber 2) Insert Plumber's registration no. and Authority's name & attach copy of License 3) Plumber to sign and date 4) Attach copy of CIDB registration of Company | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Civil) | | 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 | <ol style="list-style-type: none"> 1) Insert name (individual) of Licensed Plumber 2) Insert Plumber's registration no. and Authority's name & attach copy of License 3) Plumber to sign and date 4) Attach copy of CIDB registration of Company | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Civil) 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 |

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| 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Electrical) 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Civil) 5) Attach Letter of Confirmation of Completion from LA / JKR. The confirmation letter is deemed to be given if the SP has not received confirmation (response) from 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 |

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| G-18 Street 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Electrical) | | If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration |
| 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Civil) | | 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 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a PEPC (Electrical) | | If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration |

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|---------------------------|--|---|---|--|------------|---|
| 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; or PEPC (Civil) registration no. where PEPC is permitted by LA to submit such plan 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). Note that PSP shall keep the certified Forms G1-G3 for subsequent issuance of Form F/F1.
- 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.
- 4) BEM's registration number means PEPC No.
- 5) SP should progressively arrange for the respective Form G to be signed off by all the relevant parties upon the completion of the respective works.
- 6) PEPC signing as PSP or SP must practise through an ECP.

Legend

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

Revised 7th July 2021