



Practice's Inquiry and Advisory – Document checklist –

Supporting Documents for the Various Categories of Practice's Inquiries

General Notes:

The Board would not be able to respond to inquiry that is too general in nature. As such, the inquirer is advised to provide as much details as possible. The following are the recommended supporting documents which are required to be submitted by the inquiry for the various categories and inquiries.

NO	CATEGORIES		TICK	Remarks
A	Stages Certification under Schedule G, H, I, J of the Housing Development Act 1966		✓	
	1	Form P- 01 duly filled		
	2	Supporting documents;		
	a	Details of Project, developer and Architect.		
	b	A copy of the SPA relating to the query.		
	c	Site photographs of the site condition and related documents such as drawings and stage certificate issued by the Architect if the query relates to a specific stage certification.		
	d	Others (please specify) _____		
B	Architect's Certification for the Issuance of Strata Titles			
	1	Form P- 01 duly filled		
	2	Supporting documents;		
	a	Details of Project, developer and Architect		
	b	Status of the project and related details		
	c	Others (please specify) _____		
C	Defective Work			
	1	Form P- 01 duly filled		
	2	Supporting documents;		
	a	Details of Project, developer (if applicable), and Architect.		
	b	Images of defective works		
	c	Others (please specify) _____		
D	Certificate of Compliance and Completion (Form F)/Partial Certificate of Compliance and Completion (Form F1)			
	1	Form P- 01 duly filled		
	2	Supporting documents;		
	a	Details of Project, developer (if applicable) and Architect		
	b	A copy of the Form F/Form F1 issued		
	c	Others (please specify) _____		



E	Letter of Release (LOR)			
	1	Form P- 01 duly filled		
	2	Supporting documents;		
	a	Details of Project, client and the original Architect		
	b	Status of the project		
	c	A copy of Letter of Termination of the original Architect		
	d	A copy of Letter of Appointment / Contract with the original Architect		
	e	Reason for seeking LOR including supporting documents and description of the chronology of Events. The following documents to be submitted (if applicable) to support the specific ground for application of LOR such as follow: -		
		<ul style="list-style-type: none"> • Evidence that the party who commissioned the original Architect has been declared insolvent by the court and placed under receivership • Evidence that the fees of the outstanding fees and disbursement of the original Architect have been settled in full • Evidence that the dispute of fees with the original Architect has been submitted for determination by mediation, arbitration or other means of dispute resolution • Evidence that the original Architect has commenced legal proceedings for the recovery of the fees or to contest the termination • has been A copy of affidavit of Writ of Summons / Legal Action/ Application to CIPAA/ Application to Arbitration/ Application for Mediation 		
	f	Others (please specify) _____		
	F	Others / General Inquiries		
1		Form P-01 duly filled		
2		Supporting documents		

*****Please provide appropriate evidence for Board's proper opinion.***