

12 December 2014

ALL CORENET E-INFO SUBSCRIBERS

Dear Sir/Madam

### RELOCATION OF BCA AND CONSULTATION SESSION WITH BCA

1. BCA will be moving from MND Building at 5 Maxwell Road to a new location at **52 Jurong Gateway Road, #11-01, Singapore 608550**, with effect **from 22 December 2014**. Our mainline 1800-3425 222 remains unchanged.
2. The BCA Academy remains at Braddell Road.
3. We seek your understanding that **BCA will be closed on 19 December 2014 (from 12.30pm)** in preparation for the relocation.

#### BCA Service Centre

4. Should you wish to visit our Service Centre, please take note of the new location and operating hours with effect from 22 December 2014 as follows:

Address of AVA/BCA Service Centre

52 Jurong Gateway Road, #06-01, Singapore 608550

Operating Hours

Mon-Thu: 8.30am – 5.30pm

Fri: 8.30am – 5.00pm

Closed for lunch hour: 12.30pm – 1.30pm

*Last queue number will be issued 30 mins before closing time/lunch hour*

(Payment modes at our Service Centre include cashcard, NETS, credit card and cheques. Please note that our Service Centre does not accept cash payments.)

5. If you would like to meet with any BCA officers at our new office, you are advised to make prior appointments with the relevant departments or officers before coming down to our office. Visitors to our office floors will be required to register with the security at the ground floor of the building.

### Consultation sessions at BCA

6. Please also note the arrangements for the following consultations with BCA at our new office:

- a. Walk-in Consultations on Building Plan/ Temporary Occupation Permit (TOP)/ Certificate of Statutory Completion (CSC) matters  
Mon-Fri: 9.00am-12.00pm; 2.00pm-5.00pm  
Venue: BCA Service Centre
- b. Walk-in Consultations on Structural Plan matters  
Mon-Fri: 9.00am-12.00pm; 2.00pm-5.00pm  
Venue: BCA Service Centre
- c. Consultations on CD Shelter Plan matters  
Please make an appointment via e-booking system at our website:  
<https://www.bca.gov.sg/eHSCS>

7. Please feel free to contact us at 1800-3425 222 if you need further clarifications.

Yours faithfully,

LEONG EE LENG  
DIRECTOR  
CORPORATE COMMUNICATIONS DEPARTMENT  
BUILDING AND CONSTRUCTION AUTHORITY

(This is a computer generated letter. No signature is required.)