Doc. No.: PAM-FM-033

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| **Project Name** | **:** |  |
| **BEAM Plus Project No.** | **:** |  |

The Applicant is reminded to prepare the submission with attention to the following:

1. The Applicant shall complete the credit summary in separate excel file with all required project information, and this submission summary sheet shall be signed by a BEAM Professional with EB accreditation.

2. The Applicant shall submit one template for every prerequisite and individual credit. Submissions without prerequisites will not be assessed.

3. In the event that the checklist on the credit submission template is not sufficient for your project, please provide supplementary page with clear label and identification.

4. Submission materials for each template may comprise tables, report(s), drawing(s), calculation(s), catalogue data, commissioning records, record photographs, etc. The document should be signed and dated by the relevant authority (if applicable). For example, all submission under Commissioning shall be dated and signed by the project ICxA.

5. The Applicant shall clearly identify different types of material provided in the submissions, for example summary table, drawings and photograph. And all submittals shall be consistent and cross-referenced.

6. Where multiple page documents, for example simulation report containing specific data is submitted, the Applicant shall be responsible to clearly identify and highlight the item(s) used in the project, and its technical data.

7. All Innovations and Additions (IA) submissions shall stipulate coverage, scope, quantitative environmental benefits, and references to be reviewed.

**Declaration:**

I, the undersigned, declare the EB submission of the captioned project, including all supporting documentation, is true, and complies fully and irrevocably, with requirements of BEAM Plus Existing Buildings Manual.

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| BEAM Pro Name: |  |  BEAM Pro Number:  |  |

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| --- | --- | --- | --- |
| Signature: |  |  Date: |  |