Doc. No.: PAM-FM-013

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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 BI accreditation.

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

3. The Applicant shall provide ALL listed documentation on the template to support their application. Partial/split submissions shall NOT be permitted.

4. In the event that list on the template is not sufficient for your project, provide supplementary page, clearly labelled and identified.

5. 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.

6. 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.

7. Where multiple page documents, for example a product catalogue containing different model is submitted, the Applicant shall be responsible to clearly identify and highlight the item(s) used in the project, and its technical data.

8. All Innovation (IV) submissions shall stipulate coverage, scope, quantitative environmental benefits, and references to be reviewed.

**Declaration:**

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

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

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| Signature: |  |  Date: |  |