

PROCEDURES ON IMPORTATION AND REGISTRATION OF A MOTORCYCLE OR SCOOTER IN SINGAPORE

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SINGAPORE CUSTOMS REQUIREMENTS

- 1 Import Procedures
All motor cycles or scooters imported into Singapore for local use, the importer is required to apply for a Joint Inward and Payment declaration to cover the imports and payments of Customs duty and GST via TradeNet System. Customs duty on a motor cycle or scooter is levied at 12% of the Open Market Value (OMV). In addition, a 7% GST (with effect from 1 July 2007) is levied at time of import. The 7% GST is computed basing on OMV plus custom duty payable.

- 2 Assessment of Open Market Value
The OMV is assessed by Customs based on the price actually paid or payable for goods when sold for export to the country of importation, these includes purchase price, freight, insurance, handling and incidental charges. Incidental charges refers to the inspection and documentation fee, internal taxes, cost of accessories, commission, etc., which have been paid on the said vehicle. For the purpose of duty assessment, the following documents are required to be submitted to Appraisement Section, Singapore Customs, 55 Newton Road, #07-01, Revenue House, Singapore 307987:
 - a) Original purchase invoice;
 - b) Freight and insurance papers;
 - c) Bills/receipts relating to other incidental charges;
 - d) Documents relating to exhaust emission test, windscreen test, etc.;
 - e) Vehicle's registration document (for used vehicle); and
 - f) A manufacturer's letter confirming the date of manufacture of the vehicle/Completion Inspection Certificate/Registration and De-registration Certificate.

- 3 Enquiries
For further information of Import Customs requirements, please contact the Singapore Customs Call Centre at Telephone No: 6355 2000.

LAND TRANSPORT AUTHORITY (LTA) REQUIREMENTS

- 4 Certificate of Entitlement
Under the Vehicle Quota System which was implemented with effect from 1 May 1990, any person who wishes to register a vehicle must first obtain a Certificate of Entitlement in the appropriate vehicle category. Motorcycles or scooters are classified under Category D.

There are 2 COE Open Bidding exercises in a month. The bidding exercises usually start on the first Monday and third Monday of the month at 12pm and lasts for 3 working days. The exercises will usually end on the Wednesday in the same week at 4pm.

You can submit your COE bid, enquire on the bid status and revise your reserve price through the following channels:

Access Channels	Submit Bid	Revise	Enquire Bid
DBS ATM	Yes	Yes	-
Citibank Internet Banking (http://www.citibank.com.sg)	Yes	Yes	Yes
UOB Internet Banking (for Non-Individuals) (http://www.uobgroup.com)	Yes	Yes	Yes
OCBC Phone Banking Tel: 1800-363 3333	Yes	Yes	Yes
LTA Open Bidding Phone Tel: 6362 1465	-	Yes	Yes
LTA Open Bidding Website (https://ocoe.lta.gov.sg)	-	Yes	Yes

You can check the current COE information on the One.motoring website (<http://www.onemotoring.com.sg>) and Teletext (Channel News Asia pages, 521-523).

You must have a bank account with these participating banks in order to bid. You can submit the bid by indicating your reserve price, the maximum amount you are willing to pay for your COE. The minimum reserve price is S\$1 and the amount of bid must be in multiples of S\$1. Bid submitted cannot be withdrawn or revised downwards.

A fixed deposit of S\$200 will be deducted from your bank account upon submission of the bid application. There will be an administration fee charged for each bid application and every subsequent revision.

For more details, you may visit **Demonstration Kit & User Guide** at <http://www.lta.gov.sg/content/lta/en/ocoe.html>

Points to note:

- Unless you are representing a company or organisation, each applicant is permitted only on bid in each tender exercise.
- COEs in Categories D are non-transferable, and one must register the motorcycles within 6 months for these categories.
- Companies are not allowed to transfer their temporary COE. A COE of 10 years will be issued except for taxis.
- At the time of registration, the difference between the QP and your deposit is payable. If your deposit is more than the QP, the difference will be used to offset ARF and RF involved in registering your vehicle.
- Motorcycles pay one-third of the QP in the "Open" Category.
- If you are not successful, the bid deposit will be automatically refunded to your bank account, one working day after the announcement of the bidding results. You may try bidding again in the next tender exercise.
- For foreigners with successfully bid COE, the place of issue of the passport used to submit the COE bid must be updated with LTA before the COE can be used to register a vehicle.

- 5 Technical Requirements
All motorcycles or scooters must meet the Road Traffic (Motor Vehicles, Construction & Use) Rules and the Road Traffic (Motor Vehicles, Lighting) Rules before they can be registered for use in Singapore.
- 6 Use of Unleaded Petrol
All petrol motorcycles or scooters must be capable of running on unleaded petrol before they can be registered.
- 7 Compliance with Exhaust Emission Standards
With effect from 1 Jul 2003, National Environment Agency (NEA) requires all motorcycles or scooters to be registered in Singapore to comply with the exhaust emission standard as specified in the EC Directive 97/24/EC. A certificate of compliance with the emission standard issued by the vehicle manufacturer or LTA/NEA recognised vehicle test laboratories (see Annex A) must be produced, a sample of which is attached at Annex B. For vehicles imported by self-importers every unit is required to be tested. Test report of its type-approved model is not acceptable.
- 8 Speedometer
All motorcycles or scooters must be able to permanently indicate/display vehicular speed in units of kilometres per hour (kmh).
- IMPORTANT
- 9 Age Limit For Used Vehicles
With effect from 1 September 92, used vehicles which are more than 3 years old are not allowed to be registered for use in Singapore. The age of a vehicle is reckoned from the date of its first registration in a foreign country and if it is not possible to ascertain such date, then from the first day of its year of manufacture. For example if a vehicle was first registered on 16 September 2002, it would be deemed to be 3 years old on 15 September 2005.
- 10 Asbestos-free brake and clutch lining
The National Environment Agency (NEA) requires all newly registered vehicles to have asbestos-free brake and clutch linings. The requirement is gazetted under the Poisons Act by NEA.
- 11 Automatic headlamp switch-on device
Every motorcycle or scooter first registered in Singapore on or after 1 November 1997 must be equipped with an automatic headlamp switch-on device that is constructed to cause the headlamp of the motorcycle or scooter:-
a) to emit a dipped beam automatically when the engine of the motorcycle or scooter is started by turning the ignition switch; and
b) to remain lit at all times while the engine is running.
- 12 Documents required for Vehicle Approval
The importer would be required to submit an application for vehicle approval electronically through the Vehicle Inspection and Type Approval System (VITAS). Fees will be charged for VITAS applications and inspection. Please refer to our VITAS website at <https://vitas.lta.gov.sg> for more details on opening an user account and application procedures. Those without a registered account can still submit their application at LTA Vehicle Engineering Department's service counter (10 Sin Ming Drive, Singapore 575701). Documents to be submitted for verification include:
a) A letter of certification from vehicle manufacturer that the motorcycle complies with EC Directive 97/24/EC emission standard; or Certificate of compliance with EC Directive 97/24/EC emission standards from a LTA/NEA recognised vehicle test laboratory.

- b) Manufacturer invoice or vehicle registration documents (if the motorcycle had been registered in a foreign country before).
- c) Detailed technical specifications of the motorcycle issued by the manufacturer.
- d) Cargo Clearance permit.
- e) Bill of Lading.

Once in-principle approval has been given, LTA will notify the importer to present motorcycle for an inspection at any of the LTA authorised vehicle inspection centres where an inspection fee will be charged.

After final approval has been granted, a Vehicle Approval Code (VAC) will be issued. With this VAC, the importer may proceed to register the motorcycle

13 Fees Payable

In addition to the import duty which is payable to the Singapore Customs, the following fees are payable to LTA via Cashier's Order, cash or NETS for the registration of a motor cycle or scooter:-

- a) Processing Fee
Processing charge of \$25 (before GST) per application (if registration is transacted at LTA counter);
- b) Registration Fee
The registration fee payable is S\$140;
- c) Additional Registration Fee
An Additional Registration Fee computed at 15% of the Open Market Value (OMV) of the motor cycle or scooter is payable upon registration whether new or secondhand (used);
- d) Vehicle Licence (Road Tax)
The 6-month road tax rate for motor cycles or scooters are as follows:-

Engine Capacity (EC) in cc	6-Monthly Road Tax Formula (From 1 September 2007 to 30 June 2008)	6-Monthly Road Tax Formula (From 1 July 2008)
EC ≤ 200	\$40 x 0.92	\$40 x 0.782
200 < EC ≤ 1000	[\$40 + 0.15 (EC – 200) x 0.92	[\$40 + 0.15 (EC-200)] x 0.782
EC > 1,000	[\$160 + 0.3 (EC – 1,000)] x 0.92	[\$160 + 0.3 (EC-1,000)] x 0.782

14 Insurance

A minimum of Third Party Insurance Coverage issued by a Singapore insurance company must be obtained before the motor cycle or scooter can be registered and used on the roads.

15 Documents Required for Registration

Once all information and documents are in order, the importer can submit the following documents to the Quota & Registration Section, 10 Sin Ming Drive, Singapore 575701 for processing :-

- a) Duly completed Application for Registration and Licensing of a Motor Vehicle (Form R01);
- b) Notification for successfully bid COE (issued by LTA as Temporary Certificate Of Entitlement);
- c) Applicable identification document of the Vehicle Owner as follows:
 - 1) Original NRIC (for Singaporeans & Malaysians) or Original passport (for foreigners);

- 2) Original copy of the Company or Business profile from Accounting & Corporate Regulatory Authority (ACRA) that is valid up to 14 days from the date of issue by ACRA and the original NRIC (Singaporean and Malaysian) or passport (for foreigners) of the authorised person from the company/business.
- d) Original insurance cover note or certificate of insurance;
- e) Notification of COE rebate (if any);
- f) Notification letter for Successfully Bid / Retained Vehicle Registration Number (if any);
- g) Notice of Approval with Vehicle Approval Code (VAC);
- h) Approval letter (if any) from the relevant authorities, if the vehicle is to be registered under any special schemes;
- i) Sales Agreement between motor dealer and prospective vehicle owner (if applicable);
- j) Valid inward cargo clearance permit; and
- k) Original manufacturer's invoice.

Collect the following from the Quota & Registration Section, LTA, 10 Sin Ming Drive, Singapore 575701 upon registration of vehicle:

- a) Registration notification letter;
- b) Validated Road Tax Disc; and
- c) Official receipt.

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The information contained in this handout is current at the time of printing. It is subject to change as may be required by the LTA or other relevant authorities.

**LIST OF LTA/NEA RECOGNISED VEHICLE EXHAUST EMISSION TESTING LABORATORIES
(FOR MOTORCYCLES AND SCOOTERS)**

(A) Local

- 1 Vicom Emission Test Laboratory
511 Bukit Batok Street 23
Singapore 659545

(B) Overseas

- 1 California Environmental Engineering
Environment Testing Laboratory
3231 S. Standard Avenue
Santa Ana, CA 92705
United States
- 2 Japan Vehicle Inspection Association
7-26-28 Toshima
Kita-ku
Tokyo, Japan
- 3 Laboratoire De L'union Technique De L' Automobile
Du Motorcycle Et Du Cycle Autodrome De
Linas Monthlery
91 - Linas Monthlery
France
- 4 Northern California Diagnostic Laboratories, Inc
2748 Jefferson Street
Napa California 94558-4936
USA
- 5 Rheinisch - Westfälischer Technischer
Überwachungs - Verein e.v.
Adlerstrasse 7
4300 Essen 13 (Kray - Leithe)
West Germany
- 6 Ricardo Consulting Engineers Ltd
Bridge Works, Shoreham-By-Sea
West Sussex, BN43 5FG
England
- 7 Technische Universität Berlin
Frankfurter Str. 5-7
100 Berlin 10
West Germany
- 8 TÜV Automotive GmbH
Unternehmensgruppe TÜV Süddeutschland
Otto-Lilienthal-Straße 16
71034 Böblingen
West Germany

- 9 TUV Hannover
Technischer Überwachung Verein
Hannover/Sachsen Anhalt ev.
Postfach 810551
300 Hannover 81
West Germany
- 10 ETC HK Ltd
G/F, 92 Sung Wong Toi Road,
Tokwawan, Kowloon,
Hong Kong
- 11 Hong Kong Exhaust Emission Laboratory Ltd
Unit 33, G/F., Blk D, Tsing Yi Ind Centre Phase II
1-33 Cheung Tat Rd.,
Tsing Yi, Hong Kong

Last updated on Nov 2009

The Registrar of Vehicles
Republic of Singapore

CERTIFICATE OF COMPLIANCE

For the purpose of rule 40 of the Road Traffic (Motor Vehicles, Construction and Use) Rules, the following certificate is submitted:

1. _____ (Vehicle make/model),
was tested by the _____
(Name and address of testing laboratory)

to ensure it complies with the standard for exhaust emission specified in the EC Directive 97/24/EC.

The following were the results of the test:

Model : _____
Inertia Weight : _____
Engine No : _____
Chassis No: _____
Engine Capacity: _____
Combustion Cycle: 2 stroke / 4 stroke limits*

Pollutants Tests	CO g/km	HC g/km	Nox g/km
1st Test			
2nd Test			
3rd Test			
Test result			
Limit value			

2 The particulars set out in paragraphs 1 are true and correct. Based on the said particulars, the *manufacturer/ test laboratory hereby declares that

_____ complies with
(Vehicle make and model)

the standard for exhaust emission specified in the EC Directive 97/24/EC Chapter 5.

Date this _____ day of _____ 20____.

For and on behalf of the (1)
Manufacturer

(Signature of Chief Executive of company)

(Name)

(2)

(Signature of Engineer)

(Name)

(Qualifications)

Note: * Delete where not applicable

REGISTRATION DOCUMENTS CHECKLIST

Check against this list to ensure that you have all the necessary documents to register your motorcycle or scooter.

- Duly completed Application for Registration And Licensing Of A Motor Vehicle (Form R01)
- Cargo Clearance Permit
- Customs duty payment receipt or customs duty exemption certificate
- Original Manufacturer's or factory invoice: or
Vehicle registration documents (if the vehicle had been registered in a foreign country before).
- Original Insurance Cover Note or Certificate of Insurance
- Successful Bidding letter for vehicle number (if any)
- NRIC for Singapore Citizens and Malaysians or Passport for Foreigners or Company/Business
Certificate (if vehicle is to be registered in name of a company)
- Notice of Approval with Vehicle Approval Code (VAC) issued
- Cashier's Order , NETS or Cash payable to Land Transport Authority

If you need assistance, please call the LTA's Customer Service Line at Tel : 1800-CALL LTA or 1800-2255 582