



## INSTRUCTIONS

1. To renew your COE at LTA or by post, please submit the following documents:
  - This form duly completed and signed; and
  - Payment

### Renewal Channels

2. - Internet via [www.onemotoring.com.sg](http://www.onemotoring.com.sg) (the service is available daily from 6am to midnight)

You will need to have a valid Internet Banking Account with Citibank, DBS/POSB, OCBC/FairPrice Plus or UOB. For successful deduction of the prevailing quota premium (PQP), please ensure there is adequate fund in your account and the payment amount is within the daily internet payment limit set by your bank.

- LTA, 10 Sin Ming Drive, Singapore 575701

• If the COE has not expired, you can pay the PQP by cheque, cash, cashier's order or NETs (**if the payment does not exceed the daily transaction limit set by your bank**). Cheque payment for the PQP should be made payable to "LAND TRANSPORT AUTHORITY" and crossed "A/C Payee Only". Please write your vehicle number(s) and contact number on the reverse side of your cheque. **Post-dated cheques will not be accepted for payment.** The COE will only be renewed when the cheque payment is cleared. If the cheque is dishonoured, the renewal application will be cancelled, and a \$20 (before GST) administrative fee will be charged.

• **If the COE has expired, only cash, cashier's order or NETs (if the payment does not exceed the daily transaction limit set by your bank) is acceptable**, and late payment fee(s) will apply.

**NB:** For COE renewed at LTA and over the internet, a notification will be sent to the registered owner to inform him of the renewal. Please call LTA at toll-free telephone number 1800-CALL LTA (1800-2255582) should you have any queries.

- By Post

The COE renewal application and payment must reach LAND TRANSPORT AUTHORITY (LTA), 10 Sin Ming Drive, Singapore 575701 **before** the end of the month in which the PQP is applicable. Proof of posting is not proof of receipt. **Please do not send cash payment by post.**

### Application to renew the COE

3. If an application for revalidation is made in the month of COE expiry or after the COE expiry date, PQP rate for the month of COE expiry shall be payable. Otherwise, the PQP payable shall be the rate applicable on the application date. For renewal by post, the application date shall be the date LTA received the application.
4. If the COE is renewed before its expiry date, any un-used portion of the COE would be forfeited.
5. A Weekend/Off-Peak Car will pay the PQP for the respective normal car category.
6. For vehicles with statutory age limit, i.e. goods vehicles & buses, the COE will be cancelled when the statutory age limit is reached.
7. The COE is valid for another 10 years upon renewal (except for 5-year COE renewal). PQP for a company car first registered before 1 April 1998 ('Q' plate) is twice that of the normal rate applicable for the month.
8. **If you do not wish to keep your vehicle beyond 5 years, you may renew the COE for 5 years by paying half the PQP (rounded to the next dollar). No further renewal is allowed and you must de-register the vehicle upon expiry of said COE.**
9. Late payment fee will be chargeable if the application is received within 1-month after the expiration of the COE. If the COE has expired for more than 1-month, it cannot be further renewed.

Type of Vehicle		Late Payment Fee
(a)	Motorcycle	\$50
(b)	Private motor car –	
	i) 1,000 cc and below	\$50
	ii) 1,001 cc to 1,600 cc	\$100
	iii) 1,601 cc to 2,000 cc	\$150
	iv) 2,001 cc to 3,000 cc	\$200
	v) more than 3,000 cc	\$250
(c)	Business service passenger vehicle, i.e. passenger vehicle registered in the name of the company	\$250
(d)	Goods vehicle and public service vehicle	\$250
(e)	Motor vehicle other than those described above	\$250

10. **It is an offence to use or keep your vehicle when its road tax and COE have expired.**
11. **If you do not wish to keep the vehicle but would like to retain its vehicle registration number, please submit both your applications for retention of number and to de-register a vehicle to LTA before the COE expiry date.**
12. **Consent to the collection, use or disclosure of personal data:** We may share personally identifiable data that you have provided in this application with other Government agencies, so as to serve you in a most efficient and effective way. We will not share your personally identifiable data with other entities, except where such entities have been authorised to carry out specific Government services or in accordance with legislation under the purview of the Land Transport Authority to enable us to perform our functions or duties or to comply with any order of court or in compliance with any written law, or for the purposes of taking any action against any user for breach of the conditions of use of the Authority's electronic services.

Data provided by the Authority may be used for verification and record of your personal particulars, including comparing information from other sources, and using the information to communicate with you.