

INSTRUCTIONS & IMPORTANT NOTES

1. Please complete the application form and submit it together with the following documents:
 - (a) Original NRIC (Singaporeans, Singapore PRs and Malaysians) / Passport number (Foreigners other than Malaysians) of both the transferor and transferee. If the TCOE is to be transferred to a Company/Business/LLP, please produce a copy of the Company/Business/LLP profile printout from Accounting & Corporate Regulatory Authority (ACRA) valid up to 14 days from date of issue by ACRA, for Club/Association/Organisation, a copy of the Registry of Societies (ROS) Certificate printout or other certification issued by the relevant regulating authority; and
 - (b) Original NRIC (Singaporeans, Singapore PRs and Malaysians) / Passport (Foreigners other than Malaysians) of the Director/Manager/Sole-proprietor/Partner whose name is listed in the ACRA printout, ROS Certificate printout or other certification issued by the relevant regulating authority; or Original NRIC (Singaporeans, Singapore PRs and Malaysians) / Passport (Foreigners other than Malaysians) of its manager who is authorised, in writing, by the Director/Sole-proprietor/Partner whose name is listed in ACRA printout, ROS Certificate printout or other certification issued by the relevant regulating authority.
2. The TCOE must be valid at point of transfer.
3. TCOEs in Categories A, B and D are non-transferable, while TCOEs in Categories C and E are transferable only once if the TCOEs were bid under the name of an individual. If the Categories C and E TCOEs were bid under Company, Business, Limited Liability Partnership (LLP), Club, Association or Organisation, the TCOEs are not transferable.
4. If the vehicle is de-registered before its COE expires, the registered owner may be granted a rebate on the Quota Premium (QP), which he has paid, pro-rated to the number of months and days remaining on the vehicle's COE. *For vehicles registered using "Open" Category (Cat E) COEs, the rebate will be based on the QP of the "Open" Category or its corresponding vehicle category from the same tender exercise, whichever is lower.*
5. For vehicles de-registered within 2 years of their registration for the purpose of export, the COE rebate will be capped at 80% of the QP paid on registration. *For vehicles registered using "Open" Category (Cat E) COEs, the rebate will also be capped at 80% of the QP of either the "Open" Category or its corresponding vehicle category from the same tender exercise, whichever is lower.*
6. The TCOE must be used for registration of a vehicle by its expiry date. Otherwise, the TCOE will be cancelled and the bid deposit forfeited.
7. A fee of \$10.00 is payable per transfer.
8. **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.

NB: - For every transfer of TCOE, a notification letter will be issued by LTA to both the transferor and transferee to inform them of the successful transfer of the TCOE.

Please call LTA at toll-free telephone no. 1800 – CALL LTA (1800 2255 582) should you have any queries.