

**APPLICATION TO LAY UP A VEHICLE /
CHANGE OF GARAGE ADDRESS FOR LAID-UP VEHICLE**



You may take about 5 minutes to complete this form. You will need the following information to fill in the form:

- Vehicle Registration Number / Chassis Number
- Start & End dates of Lay-up Period
- Company Stamp (if Registered Owner / Submitter is a company)
- Particulars of Registered Owner
- Garage Address

Important: Please refer to the back of this form for documents to be submitted, and the policy on the collection and usage of personal data.

Vehicle Registration Number:

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Vehicle Chassis Number: _____

Name of Vehicle Registered Owner: _____

Contact Number: _____

To the Registrar of Vehicles:

* I / We wish to lay up this vehicle and apply for exemption from payment of road tax for one year (or any shorter period that the Registrar may determine)

Start Date: _____

End Date: _____

(Please note that the lay up start date will commence the day after LTA's approval date)

Garage Address of Vehicle (please tick "✓" where applicable):

Vehicle will be garaged at:

Garage address of vehicle will be changed to:

Singapore Postal Code(_____)

* I / We declare that * I / we:

- Have read and understood all the terms and conditions listed below, and shall undertake to abide by them.
- Have ensured that the particulars furnished in this application and other supporting documents are true and correct to the best of * my / our knowledge.
- Have read and consent to the collection, use or disclosure of personal data as stated overleaf.
- Acknowledge that Land Transport Authority's (LTA) approval of this application does not confer any rights of occupation whatsoever of any facilities for the lay up of this vehicle.
- Acknowledge that it is * my / our sole responsibility to secure parking facilities for this vehicle during its lay up period, and failure to do so at any time during the lay up period may entitle LTA to cancel the lay up status of this vehicle. If the garage address is a private property or commercial building, the vehicle must be parked within the property premise and (if applicable) at the parking lot assigned to the vehicle.
- Agree and undertake to indemnify and to hold LTA in all respects harmless against any losses, actions, demands, suits, charges, damages, proceedings, costs and expenses whatsoever arising from or in connection with this lay up application.

Terms and Conditions Applicable to The Laid Up Vehicle:

- (a) The vehicle shall not be used or kept on a public road or a public place.
- (b) The vehicle will lose its eligibility for Preferential Additional Registration Fee (PARF) benefit (if the vehicle is a private car, private hire car, company car or taxi, where applicable), if any.
- (c) The vehicle will be granted COE rebate (where applicable) for the period when it is placed under lay up on the condition that the vehicle is de-registered on or before the current COE expiry date. The COE rebate arising from the lay up period will be forfeited if the COE is renewed.
- (d) If further extension is required, * I / we will re-apply before the current lay up period expires. Otherwise, road tax is payable immediately after the lay up expiry date. Late payment fee(s) will also be imposed if the road tax is not paid on time.
- (e) It is an offence if the vehicle is found not garaged at the reported garage address. It is also an offence for not seeking approval from the Registrar of Vehicles before moving the vehicle to another garage address during the lay up period. To seek approval for a change in garage address, please submit a duly completed M05 form to LTA.
- (f) The vehicle must be towed to any authorised vehicle inspection centre for inspection before it may be considered for re-licensing. The application for re-licensing of the vehicle after the vehicle inspection has been approved can be made at the Internet (www.onemotoring.com.sg), AXS station or authorised road tax collection centres.
- (g) The vehicle shall be de-registered if it has been laid up for 3 consecutive years and is not re-licensed before the current lay up period expires. Once a vehicle is de-registered, it will not be eligible for re-registration or re-licensing.
- (h) The Registrar of Vehicles may cancel a vehicle's lay up status if any of the terms and conditions or lay up rules has been breached. In addition, road tax is payable from the day the vehicle was laid up.

Signature of Submitter

Company's Stamp (if submitter is a company)

Signature of Registered Owner / Authorised Manager of the Company

Company's Stamp (if applicant is a company)

Name: _____

Name (for vehicle registered in company's name): _____

#NRIC/Passport No.: _____

#NRIC/Passport No.: _____

*Delete where inapplicable. #NRIC: Singaporeans, Singapore PRs and Malaysians / Passport No.: Foreigners other than Malaysians

Instructions

Please submit the following with your application form (duly completed):

- Original NRIC (Singaporeans, Singapore PRs and Malaysians) / Passport (Foreigners other than Malaysians) of the registered owner or authorised manager of the company.
- Original NRIC (Singaporeans, Singapore PRs and Malaysians) / Passport (Foreigners other than Malaysians) of the submitter.
- Authorisation document from the registered owner for this application (if applicable).
- Approval letter from premise owner / relevant authority permitting the vehicle to be garaged at their premises throughout the lay up period (if the vehicle is to be garaged within Singapore, and the premises is a private property).
- Letter from workshop confirming that the vehicle is to be garaged at their premises for repair purposes (if vehicle is to be garaged in Malaysia).
- Road tax disc (if applicable).
- Fee of S\$5.35 (with GST) for each application to lay up a vehicle. This fee is not refundable.

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.