

APPLICATION FOR REGISTRATION AND LICENSING OF AN OFF-PEAK CAR



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

- Vehicle registration number, registration date, year of manufacture, cargo clearance permit number, chassis number and make/model
- Name, address and birthdate (for individuals) of vehicle owner
- Identity number (ID) of vehicle owner and NRIC/Passport No. of the authorised person of the Company/Business/Limited Liability Partnership (LLP)/Limited Partnership (LP)/Club/Association/Organisation as follows:
 - NRIC (Singaporeans, Singapore PRs and Malaysians)
 - Passport No. and Place of Issue of Passport (Foreigners other than Malaysians)
 - ACRA No./UEN/LTA-issued ID, where applicable (Company/Business/LLP/LP/Club/Association/Organisation)
- Amount of excess PARF/COE rebate to be forfeited after registration (if any)
- Amount of excess COE deposit to be refunded after offsetting relevant registration fee and taxes

Please read instructions overleaf before completing the form

Vehicle Registration No. _____ (To be filled in after vehicle is registered, unless a retained or bid number is used for registration)	Cargo Clearance Permit No. _____
<div style="border: 1px dashed black; padding: 2px; display: inline-block;">IU Label (Optional)</div>	Chassis No. _____
	Make/Model _____
	Registration Date _____
	Year of Manufacture _____
Vehicle Owner's Particulars	
Name (As in NRIC/Passport/Co. Cert.)	Address
*@NRIC/Passport/ACRA No./ UEN/LTA-issued ID	
Place of Issue (Foreign passport for foreigners other than Malaysians)	
Birthdate (For Individuals)	

DECLARATION:

Registered Owner: *I / We hereby authorise _____ [Name of Electronic Service Agent/Motor Firm] as my agent to submit this application and furnish all relevant particulars or documents to the Land Transport Authority of Singapore (LTA) on *my / our behalf.

*I / We shall seal the number plates for the vehicle at an LTA-authorised inspection centre within 7 calendar days from registration of vehicle. The seals on the vehicle must be inspected at an authorised inspection centre on a yearly basis as a pre-requisite for road tax renewal. *I / We understand that *I / we must seek prior approval from LTA to break and reseal the licence plate seal(s) of the vehicle for any repair or other works on the vehicle.

*I / We hereby apply to LTA for a user account and/or user password to access LTA's e-Services@ONE.MOTORING and agree to be bound by such terms and conditions applicable to the use of such user account and user password as LTA may prescribe from time to time.

*I / We understand that the vehicle must be insured at all times against at least third-party risks before it can be used on the roads. *I / We certify that *my / our personal particulars supplied in this form are correct. *I / We believe the particulars of the vehicle as provided by the motor firm are also correct and *I / we agree to the registration of the said vehicle in *my / our name. *I / We have read and understood the instructions given below and overleaf and *I / we consent to the collection, use or disclosure of my personal data to a third party as per paragraph 9 given overleaf.

Please tick (✓) and complete the relevant section(s) below:

<input type="checkbox"/> PARF/COE Rebate Forfeiture (In cases where the PARF/COE rebate is more than the total upfront registration fees and taxes payable)	*I / We understand, if after offsetting the relevant fees and taxes payable to register *my / our above vehicle and there is excess of PARF/COE rebate of \$ _____, *I / we unconditionally consent to the forfeiture of the rebate(s) after having read the instruction as per paragraph 7 given overleaf.
<input type="checkbox"/> Refund excess COE deposit, if any, to: <input type="checkbox"/> Motor Firm <input type="checkbox"/> Registered Owner (If both boxes are not ticked, it is deemed that the refund is to be made to the Registered Owner)	*I / We understand that after offsetting the relevant fees and taxes payable to register *my / our above vehicle, there is a credit balance of \$ _____ arising from the excess COE deposit. *I / We hereby authorise LTA to refund this amount as indicated on the form by *me / us.

Electronic Service Agent/Motor Firm: We confirm that the particulars or documents furnished to LTA are true and correct. We are aware that furnishing any false or misleading particulars or documents to LTA is an offence under Section 129 of the Road Traffic Act. We will also comply with LTA's requirement for this form and all particulars or documents relating to the application(s) are to be submitted to LTA within 7 calendar days from the registration of vehicle.

Registered Owner's Name+ and
*@NRIC/Passport No.

Signature of Registered Owner+ (Affix
Company Stamp, if applicable) and Date

Electronic Service Agent/Motor Firm's
Company Stamp and Authorised
Person's Name and Signature

* Delete where inapplicable

+ If the Registered Owner is a Company/Business/LLP/LP/Club/Association/Organisation, the name, @NRIC/Passport No. and signatory of the authorised person from the Company/Business/LLP/LP/Club/Association/Organisation is needed

@ NRIC: For Singaporeans, Singapore PRs and Malaysians/Passport No.: For foreigners other than Malaysians/Others: For Hawker/Farm Licence No.

INSTRUCTIONS

1. **Submission:** This form must be completed neatly in block letters, and the original submitted to LTA within 7 calendar days from the registration of vehicle.
2. **Identification:**
 - a. For individual owner, please produce owner's original NRIC (Singaporean, Singapore PRs and Malaysians) or Passport (Foreigners other than Malaysians only). For registration of a Light Goods Vehicle in an individual's name, please produce the original valid hawkler's licence issued by the National Environment Agency (NEA) or the original valid farm licence issued by Agri-Food and Veterinary Authority (AVA).
 - b. If the owner is a Company/Business/LLP/LP, please produce a copy of the Company/Business/LLP/LP 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 is required; and original NRIC (Singaporeans, Singapore PRs and Malaysians)/Passport (Foreigners other than Malaysians) of the authorised person from the Company/Business/LLP/LP/Club/Association/Organisation.

Note: Authorisation letter, signed by at least a Manager or above, is required if the authorised person is not listed in the ACRA printout (for Company/Business/LLP/LP).
3. **Mode of Payment:** For applications made at LTA, only cash, NETS or cashier's order will be accepted.
4. **Use of Retained/Bid Number for Registration:** The applicant may use a retained or bid vehicle number to register the new vehicle. The vehicle number must be retained or bid in the applicant's name before registration. It must still be valid for use at the point of registration. The applicant must inform the Electronic Service Agent/Motor Firm who is registering the vehicle on his behalf of his intention to use a retained/bid vehicle number for the new vehicle. Otherwise, the system will randomly assign a vehicle registration number for the new vehicle. LTA will allow the change of the system generated number with a retained or bid number subject to the payment of the prescribed fee.
5. **Change of Number:** If a retained/bid number is not used for registration, the system will randomly assign a vehicle registration number for the vehicle. If the registered owner wishes to change the system generated number, he can still bid for a registration number of his choice (minimum bid amount is \$1,000). A fee of \$300 (before GST) is payable to replace the system generated number with a bid number. To replace the system generated with a retained number, the full retention fee payable is \$1,300 (i.e. registered owner would need to pay an additional \$1,200 if vehicle number was retained at \$100).
6. **Vehicles registered using Open Category (Cat E) COE:** 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 category from the same tender exercise, whichever is lower.*
7. **Use of PARF/COE Rebate:** The applicant may use PARF/COE rebate(s) (if applicable) to offset the various upfront vehicle taxes and fees (excluding road tax and radio licence fee) when he registers a new vehicle. Any excess rebate amount that is not used will be forfeited. Alternatively, the applicant can apply to LTA to divide the value of the PARF/COE rebate(s) into smaller values. A fee of \$10 (before GST) is payable for each rebate generated. You may apply to encash the PARF and/or COE rebate(s) if you are the rebate holder.
8. **Vehicles registered with COE bid deposit more than COE QP:** At the time of registration of the vehicle, the difference between the COE QP and the bid deposit is payable. If the bid deposit is more than the QP, the difference will be used to offset the taxes and fees payable at registration.
9. **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 registration of vehicle, a notification letter will be issued by LTA to the Registered Owners to inform them of the successful registration. For vehicles registered by the Electronic Services Agents/Motor Firms, the road tax disc will be sent by post together with the notification letter. Registered Owners can call LTA at toll-free telephone number 1800-CALL-LTA (1800-2255-582) if they fail to receive the notification letter within 1 week after registration or have any queries.