

INSTRUCTIONS AND IMPORTANT NOTES

1. Documents To Be Produced For Application Of Conversion Submitted at LTA
 - Original NRIC (Singaporeans, Singapore Permanent Residents (PRs) and Malaysians) or passport (Foreigners other than Malaysians) for individual owner. If owner is a company or business, please produce the original ACRA printout valid up to 14 days from the date of issue and the original NRIC (Singaporeans, Singapore PRs and Malaysians) or passport (Foreigners other than Malaysians) of the authorised person from the company or business
 - Original NRIC (Singaporeans, Singapore PRs and Malaysians) or passport (Foreigners other than Malaysians) of submitter if the registered vehicle owner is not present at the time of application
2. Fees Payable
 - Administrative fee of \$20 (before GST)
 - Green Vehicle Rebate top-up fee (if applicable)
3. Additional Notes
 - Upon successful amendment of the vehicle specifications, vehicle owner must remove the CNG system and pass a vehicle inspection within 10 calendar days.
 - Vehicle owner / CNG System supplier/installer will need to submit the following information through LTA's Vehicle Inspection and Type Approval System (VITAS) under the "Change of Vehicle Particulars Inspection (with VE Approval)" electronically with a processing fee of \$53.50 (inclusive of GST):
 - i. a completed Change of Vehicle Particular (CVP) application form by the registered vehicle owner to remove the CNG system. The form can be downloaded from our VITAS website at <https://vitas.lta.gov.sg> (Downloads > Change of Vehicle Particulars (CVP) Application Form);
 - ii. certification from the CNG system supplier that the CNG system has been removed according to the product manufacturer's recommendation with sound engineering practice and does not adversely affect the safe operation and/or exhaust emissions characteristics of the vehicle and affected parts on the vehicle (e.g. intake manifold, drilled boot space, etc) are restored to its original condition;
 - iii. certification from the CNG system supplier that the used CNG system has been properly disposed of;
 - iv. invoice for the works; and
 - v. the notification letter issued by LTA on the successful amendment of the vehicle specifications.
 - Upon receiving the VITAS approval, send the the vehicle for inspection at any of the LTA-authorised vehicle inspection centres (AIC). AIC will issue an acknowledgement letter when the vehicle passes the inspection. Please note that an inspection fee will be payable to the AIC.

4. 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.