



### APPLICATION TO BREAK AND RESEAL LICENCE PLATE SEAL



You may take about 10 minutes to complete this form. You will need the following information to fill in the form:

- Vehicle registration number
- Vehicle owner's name and NRIC (Singaporeans and Malaysians) or passport number (Foreigners other than Malaysians). For company or business, the company or business certificate number, name & NRIC (Singaporeans and Malaysians) / passport number (Foreigners other than Malaysians) of the authorised person from the company or business
- Name, address, contact person and number of the workshop performing the repair to the vehicle (where applicable)
- Description of repair or other works to be performed on the vehicle by the workshop (where applicable)

To: Registrar of Vehicles  
Land Transport Authority  
10 Sin Ming Drive  
Singapore 575701

Dear Sir / Madam

\*I/We would like to seek your approval to remove the \*front / rear / both licence plate seal(s) of \*my / our Off-Peak Car/Weekend Car (OPC/WEC) bearing registration number \_\_\_\_\_.

#### Part I Reason for application and documents to be submitted

(Please tick (✓) the relevant box)

<input type="checkbox"/> Vehicle involved in Accident	<input type="checkbox"/> Carry Out Repair Work on Vehicle	<input type="checkbox"/> Any Other Reason. Please specify: _____ _____
<ul style="list-style-type: none"><li>• Original ©NRIC / Passport / ACRA Instant Print-Out of registered owner</li><li>• Original ©NRIC / Passport of Submitter (if different from registered owner)</li><li>• Original Police Accident Report; Singapore Accident Statement or IDAC report</li><li>• Photographs of damaged vehicle, with views of the registration number plates</li></ul>	<ul style="list-style-type: none"><li>• Original ©NRIC / Passport / ACRA Instant Print-Out of registered owner</li><li>• Original ©NRIC/Passport of Submitter (if different from registered owner)</li><li>• Photographs of damaged vehicle, with views of the registration number plates</li><li>• Brief description of the repair work (to be provided by workshop) (refer to the format in Appendix I)</li></ul>	<ul style="list-style-type: none"><li>• Original ©NRIC / Passport / ACRA Instant Print-Out of registered owner</li><li>• Original ©NRIC / Passport of Submitter (if different from registered owner)</li><li>• Seal Inspection Certificate (must be issued within 1 week prior to this application)</li><li>• Brief description of the repair work (to be provided by workshop) (refer to the format in Appendix I)</li></ul>

#### Part II Details of Workshop

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

#### Part III Estimated Date of Completion of Repair Work

The repair work is estimated to be completed by \_\_\_\_\_ (DD/MM/YYYY).

#### Part IV Authorisation By Registered Owner (To be filled in if applicable)

I/We\* hereby authorise \_\_\_\_\_ (Name / ©NRIC / ©Passport) to submit this application on my/our\* behalf.

#### Part V Declaration

- (a) I/We\* declare that the information given by me/us\* is true and correct. I/We\* am/are\* aware that a false declaration is an offence punishable with imprisonment for a term which may extend to 12 months, or with fine which may extend to \$5,000, or with both;
- (b) I/We\* am/are\* aware that any person, except a person authorised by the Registrar, who removes, breaks or tampers with an OPC/WEC seal shall be liable, upon conviction, to a jail term of up to 3 months, or with fine of up to \$1,000, for the first offence. Subsequent offences carry a jail term of up to 6 months, or with fine of up to \$2,000.

Name & Signature of Registered Owner /  
Authorised Director/Manager \*\*

Company's Stamp  
(if applicable\*\*)

Date

©NRIC / Passport\* No.:

Contact Number:

\* Delete where inapplicable \*\* For vehicle registered in the name of a company ©NRIC: Singaporeans and Malaysians  
Passport No.: Foreigners other than Malaysians

10 Sin Ming Drive Singapore 575701  
Tel: 1800 – CALL LTA (1800 – 2255 582) Fax: (65) 65535329

Appendix I

**FOR ADHOC JOBS OTHER THAN ACCIDENT REPAIR**

Brief description of work to be performed on vehicle (To be provided by workshop)

I declare that the vehicle bearing registration number \_\_\_\_\_ will be repaired by my workshop. The work to be performed on the vehicle will require the removal of the front / rear / both\* licence plate seals. The repair work will commence on \_\_\_\_\_ (DD/MM/YYYY) and is expected to be completed by \_\_\_\_\_ (DD/MM/YYYY).

Please describe clearly the work to be performed on the vehicle and why it is necessary to remove the licence plate seal(s) of the vehicle:

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Sketch – if applicable

\_\_\_\_\_  
Name and Signature  
of Workshop Representative  
Designation:  
Contact Number:  
Address:

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Date

\* Delete where inapplicable