

APPLICATION FOR REFUND OF \$20 PAPER DAY LICENCE FOR OFF-PEAK/WEEKEND CAR

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

1. The vehicle registration number and the serial number(s) of the paper day licence(s);
2. The name and NRIC number (Singaporeans, Singapore PRs and Malaysians) or Passport number (Foreigners other than Malaysians) or Company Registration number and contact number of the registered vehicle owner/authorised applicant and payee; and
3. The address of the payee.

IMPORTANT: Please read the INSTRUCTIONS AND NOTES overleaf before completing the application form. Application with incorrect or incomplete information will not be accepted.

Part 1: \$20 Paper Day Licence(s) for Off-Peak/Weekend Car (OPC/WEC) to be Refunded

Vehicle Registration Number : _____	Number of Paper Day Licence(s) to be Refunded: _____	Piece(s)
Day Licence Serial Number(s):		
(1) _____	(6) _____	(11) _____ (16) _____
(2) _____	(7) _____	(12) _____ (17) _____
(3) _____	(8) _____	(13) _____ (18) _____
(4) _____	(9) _____	(14) _____ (19) _____
(5) _____	(10) _____	(15) _____ (20) _____

Part 2: Details of Payee

Please refund the \$20 paper day licence(s) to the person below:

- 1) Payee's Name (in Block Letters): _____
- 2) Payee's NRIC No.(Singaporeans, Singapore PRs & Malaysians)/Passport No.(Foreigners other than Malaysians)/Company Registration No. (optional): _____
- 3) Payee's Address:
(For cheque refund, the cheque will be posted to this address) _____
- 4) Payee's Contact Number(s): (H) _____ (Mobile) _____ (O) _____

Declaration by *Registered Vehicle Owner / Authorised Applicant

*I / We declare that *I / we:

- a) have read and understood all the terms and conditions listed below and undertake to abide by them.
- b) wish to apply for a refund for the enclosed valid and unused paper day licence(s) for OPC/WEC with the details stated above.
- c) have bought these paper day licence(s) or *am / are the *registered vehicle owner / authorised by the registered vehicle owner of the OPC/WEC for which the paper day licence(s) were sold to.
- d) agree and undertake to indemnify and to hold Land Transport Authority ("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 refund application.
- e) have ensured that the particulars furnished in this application are true and correct to the best of my knowledge.

Name of *Registered Vehicle Owner / Authorised Applicant: _____ (in Block Letters)
NRIC No.(Singaporeans, Singapore PRs & Malaysians) /
Passport No.(Foreigners other than Malaysians)
of *Registered Vehicle Owner / Authorised Applicant: _____

Contact No. of *Registered Vehicle Owner / Authorised Applicant: (H) _____ (Mobile) _____ (O) _____

Signature of *Registered Vehicle Owner / Authorised Applicant: _____ Date: _____

Part 3: To be completed by LTA or SingPost Staff only

Acknowledgement Slip of \$20 Paper Day Licence(s) of OPC/WEC for Refund (Please Retain for Your Record)

Number of \$20 Paper Day Licence(s) Received: _____ **piece(s).**

Day Licence Serial Number(s) :

(1) _____	(6) _____	(11) _____	(16) _____
(2) _____	(7) _____	(12) _____	(17) _____
(3) _____	(8) _____	(13) _____	(18) _____
(4) _____	(9) _____	(14) _____	(19) _____
(5) _____	(10) _____	(15) _____	(20) _____

Name & Signature of LTA/SingPost Staff: _____ Company Stamp: _____ Date: _____

* Delete where inapplicable

INSTRUCTIONS AND NOTES

1. Please complete the Application Form DL01 and submit it to :
 - a. any SingPost outlet; or
 - b. Land Transport Authority, 10 Sin Ming Drive, Singapore 575701, Level 1, during our office hours from 8am to 4.30pm (Mondays to Fridays) and 8am to 12 noon (Saturdays).
2. When submitting your application, please check that you have the following:
 - a. The application form DL01, duly completed and signed.
 - b. The original NRIC (Singaporeans, Singapore PRs and Malaysians) or Passport (Foreigners other than Malaysians) of the registered vehicle owner/authorised applicant.
 - c. The valid and unused \$20 paper day licence(s) to be returned for refund. These \$20 paper day licences must NOT be torn, tampered, defaced or in any manner invalidated.
3. An Acknowledgement Slip will be issued to you once the application has been successfully processed. Please check to ensure that the quantity and the serial number(s) of the \$20 paper day licence(s) returned for refund are clearly written on the Acknowledgement Slip before leaving the counter.
4. Once the application for refund is successfully processed by the LTA, the payee will receive a refund equivalent to the total value of the paper day licence(s) via cheque by post or credited to the payee's bank account (if he/she is an existing asset owner and has a valid GIRO refund bank account in the Vehicle Hub of the e-Services@One.Motoring) within one month.
5. **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.