

**APPLICATION FOR CONVERSION OF PAPER DAY LICENCE TO E-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 registered vehicle owner's name, NRIC number (Singaporeans, Singapore PRs and Malaysians) or Passport number (Foreigners other than Malaysians) or Company Registration number and contact number; and
3. If the registered vehicle owner is not present, the authorised applicant's name, NRIC number (Singaporeans, Singapore PRs and Malaysians) or Passport number (Foreigners other than Malaysians) and contact number.

**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: To Be Completed by Registered Vehicle Owner / Authorised Applicant**

Vehicle Registration Number : \_\_\_\_\_ Registered Vehicle Owner's ID: \_\_\_\_\_

\* I / We wish to apply for conversion of the enclosed valid paper day licence(s) to e-Day Licence(s) for use on the above-mentioned vehicle. The details of day licence(s) \*is / are stated below:

* \$20 Paper Day Licence / Free Paper Day Licence (for Weekend Car only) Serial Number(s)	e-Day Licence Usage Date(s) (if available)
(1) _____	(1) _____ (DDMMYYYY)
(2) _____	(2) _____ (DDMMYYYY)
(3) _____	(3) _____ (DDMMYYYY)
(4) _____	(4) _____ (DDMMYYYY)
(5) _____	(5) _____ (DDMMYYYY)

**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) \*am / are the registered owner of the above-mentioned vehicle or \*I am / we are duly authorised by the registered owner of the above-mentioned vehicle to submit this application.
- c) wish to apply to convert the enclosed paper day licence(s) into e-Day Licence(s) for use on the above-mentioned vehicle.
- d) understand that the Off-Peak Car/Weekend Car (OPC/WEC) **cannot** be used during the restricted hours with the converted e-Day Licence(s) (i.e. converted from the paper day licence(s)) until the intended usage date(s) is/are entered for the converted e-Day Licence(s).
- e) understand that \*I / we can cancel the e-Day Licence if it is still unused. If the e-Day Licence's usage date had been entered, \*I / we must cancel the e-Day Licence before 0700 hours of this date (i.e. up to 0659 hours of the specified usage date). Otherwise, \*I / we understand that the e-Day Licence will be considered used on the specified usage date and **cannot** be cancelled.
- f) understand that an **undated** e-Day Licence is **not** valid for use until its usage date has been entered by 2359 hours on the next day of the usage date.
- g) shall not hold Land Transport Authority ("LTA") or its agents liable for any claims or disputes involving the conversion of the paper day licence(s) to e-Day Licence(s).
- h) 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 conversion application.
- i) have ensured that the particulars furnished in this application are true and correct to the best of \*my / our 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 2: To be completed by LTA or SingPost Staff only**

**Acknowledgement Slip of Paper Day Licence(s) of OPC/WEC to be Converted to e-Day Licence(s) (Please Retain for Your Record)**

Number of Paper Day Licence(s) Received: \_\_\_\_\_ piece(s) Vehicle Registration Number: \_\_\_\_\_

Paper Day Licence Serial Number(s):

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_

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

Delete where inapplicable

## INSTRUCTIONS AND NOTES

1. Please complete the Application Form DL02 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 DL02, 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) for OPC/WEC and/or Free WEC paper day licence(s) for WEC to be returned for conversion to e-Day Licence(s). These paper day licences must NOT be torn, tampered, defaced or in any manner invalidated.
3. Please note that Free WEC paper day licence(s) for WEC cannot be converted to e-Day Licence for use on OPC.
4. An Acknowledgement Slip will be issued to you once the application has been successfully processed. Please check to ensure that the vehicle registration number as well as the quantity and serial number(s) of the paper day licence(s) returned for conversion are clearly written on the Acknowledgement Slip before leaving the counter.
5. A system-generated Acknowledgement Page will be issued to you once the application has been successfully updated into the LTA's System. Please check the Acknowledgement Page to ensure that the vehicle registration number, registered vehicle owner's ID and the usage date(s) of the e-Day Licence(s), if provided, is/are correct
6. **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.