

## ANNEX A

Types of Identification Documents required for following transactions carried out at LTA:

- a. Apply for and Reset Transaction PIN
- b. Transfer Vehicle, Rebate or Temporary Certificate of Entitlement (Applies only to the Registered Owner)
- c. De-register a Vehicle
- d. Divide Rebate Value

**Important:** See Notes at bottom of Table 1 for further clarifications.

<b>Table 1: Types of Identification Documents</b>		
<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present</b>	<b>If Owner/Authorised Person cannot be Present in Person</b>
Individual (Singaporean/ Singapore Permanent Resident / Malaysian / Other Foreign Nationals), including Professionals	1. Original NRIC or Passport of Owner.	1. Original NRIC or Passport of Owner; and  2. Original NRIC or Passport of a third party submitting the application for the Owner;  <u>OR</u>  3. In the absence of the original NRIC or Passport of the Owner, a Power of Attorney (POA) from the Owner, <u>and</u> the Original NRIC or Passport of the appointed attorney who must be present in person.
ACRA-registered Company	1. Original ACRA Printout;  2. Authorisation (resolution) from Board <u>OR</u> Power of Attorney (POA) from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and  3. Original NRIC or Passport of authorised person.	1. Original ACRA Printout;  2. Authorisation (resolution) from Board <u>OR</u> Power of Attorney (POA) from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form;  3. Original NRIC or Passport of the authorised person; and  4. Original NRIC or Passport of a third party submitting the application for authorised person.

<b>Table 1: Types of Identification Documents</b>		
<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present</b>	<b>If Owner/Authorised Person cannot be Present in Person</b>
Foreign Company	<ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. *Power of Attorney (POA) from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</li> <li>3. Original NRIC or Passport of authorised person.</li> </ol>	<ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. *Power of Attorney (POA) from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form;</li> <li>3. Original NRIC or Passport of the authorised person; and</li> <li>4. Original NRIC or Passport of a third party submitting the application for authorised person.</li> </ol>
<p><i>*The POA must be executed before and attested by a Notary Public or a Consular Officer of Singapore in the foreign country where it was incorporated.</i></p> <p><i>Please note that an <b>agent</b> of a foreign company registered in Singapore is not authorised to execute any document unless otherwise empowered by the POA.</i></p>		
ACRA-registered Business (Partnership) / Limited Liability Partnership (LLP) / Sole Proprietorship	<p><u>For Partnership</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. Original NRICs or Passports of all Partners of the Business <u>OR</u> a Power of Attorney (POA)/Original Letter of Authorisation (in letterhead) from all the Partners to appoint an authorised a person to carry out the transaction on the Business' behalf and to sign on the application form; and</li> <li>3. Original NRIC or Passport of authorised person.</li> </ol> <p><u>For LLP</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout; and</li> <li>2. Original NRIC or Passport of any Partner.</li> </ol>	<p><u>For Partnership</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. Original NRICs or Passports of all Partners of the Business <u>OR</u> a Power of Attorney (POA)/Original Letter of Authorisation (in letterhead) from all the Partners to appoint an authorised person to carry out the transaction on the Business' behalf and to sign on the application form;</li> <li>3. Original NRIC or Passport of authorised person; and</li> <li>4. Original NRIC or Passport of a third party submitting the application for authorised person.</li> </ol> <p><u>For LLP</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA printout;</li> <li>2. Original NRIC or Passport of any Partner; and</li> </ol>

<b>Table 1: Types of Identification Documents</b>		
<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present</b>	<b>If Owner/Authorised Person cannot be Present in Person</b>
	<p><u>For Sole Proprietor</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout; and</li> <li>2. Original NRIC or Passport of Sole proprietor.</li> </ol>	<ol style="list-style-type: none"> <li>3. Original NRIC or Passport of a third party submitting the application for the Partner.</li> </ol> <p><u>For Sole Proprietor</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. Original NRIC or Passport of Sole proprietor or POA; and</li> <li>3. Original NRIC or Passport of a third party submitting the application for the Sole Proprietor.</li> </ol>
ROS-Registered Club / Association / Organisation	<ol style="list-style-type: none"> <li>1. Original ROS Certificate Printout;</li> <li>2. Certified extract of the AGM minutes <u>OR</u> resolution signed by the Secretary to appoint a person to carry out the transaction and to sign the application form;</li> <li>3. A certification by the society that the minutes were made <u>OR</u> resolution was passed in accordance with the Constitution of the society; and</li> <li>4. Original NRIC or Passport of authorised person.</li> </ol>	<ol style="list-style-type: none"> <li>1. Original ROS Certificate Printout;</li> <li>2. Certified extract of the AGM minutes <u>OR</u> resolution signed by the Secretary to appoint a person to carry out the transaction and to sign the application form;</li> <li>3. A certification by the society that the minutes were made <u>OR</u> resolution was passed in accordance with the Constitution of the society;</li> <li>4. Original NRIC or Passport of authorised person; and</li> <li>5. Original NRIC or Passport of a third party submitting the application for the Named Office Bearer.</li> </ol>
Government Agency / Statutory Board	<p><u>For Ministry</u></p> <ol style="list-style-type: none"> <li>1. Original NRIC or Passport of officer authorised by the Permanent Secretary with a letter of authorisation signed by an officer for Permanent Secretary.</li> </ol>	<p><u>For Ministry</u></p> <ol style="list-style-type: none"> <li>1. Original NRIC or Passport of officer authorised by the Permanent Secretary with a letter of authorisation signed by an officer for Permanent Secretary; and</li> <li>2. Original NRIC or Passport of a third party submitting the application for the Appointed Officer.</li> </ol>

<b>Table 1: Types of Identification Documents</b>		
<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present</b>	<b>If Owner/Authorised Person cannot be Present in Person</b>
	<u>For Statutory Board</u> 1. Original NRIC or Passport of Manager or above in Admin Services Dept;  <u>OR</u> 2. Original Letter of Authorisation from Manager or above in Admin Services Dept to appoint Officer to carry out specified transaction(s); and  3. Original NRIC or Passport of Appointed Officer.	<u>For Statutory Board</u> 1. Original NRIC or Passport of Manager or above in Admin Services Dept;  <u>OR</u> 2. Original Letter of Authorisation from Manager or above in Admin Services Dept to appoint Officer to carry out specified transaction(s); and  3. Original NRIC or Passport of Appointed Officer;  <u>AND</u> 4. Original NRIC or Passport of a third party submitting the application for the Appointed Officer.

**Notes:**

- a. NRIC will apply to Singaporeans, Singapore Permanent Residents and Malaysians.
- b. Passport will apply to foreigners other than Malaysians.
- c. The Original Company Profile Information printout from the Accounting & Corporate Regulatory Authority (ACRA) must be valid up to 14 days from the date of issue by ACRA.
- d. Authorisation from a company's Board must be signed by the relevant Officers in accordance with the Memorandum & Article of company and should include the date (validity period), transaction type(s) resolution is expressly for, be passed at Board Meeting, bear all Named Officers' names and NRIC/Passport numbers.
- e. The Power of Attorney (POA), (original & certified true copy by any Director/Partner/Sole Proprietor/Company Secretary) must be signed, sealed and delivered by Directors and/or Company Secretary in accordance with the M&A/all Partners/Sole Proprietor/Asset Owner and duly stamped. The POA should be executed before and authenticated by a notary public or any court, Judge, Magistrate or consular officer of Singapore and should include the date (validity period), transaction type(s). The POA is expressly for, and bear all the names & NRIC of all persons as stated in the various scenarios.
- f. The requirements set out in this annex are provided to give a better understanding to obligations and requirements on the applicant's part and are not meant to be any representation by LTA of its policies and guidelines in arriving at a decision. Applicants are advised to read LTA's Policies & Schemes, Terms of Use and Privacy Statements to obtain a better understanding of LTA's policies and guidelines.