

## **ASSET OWNER**

### List of Identification Documents for Application to Reset User Password

(for Non-Singaporean / Non-Singapore Permanent Resident owners only)

**Important:** See Notes at bottom of Table 2 for further clarifications.

<b>Table 2: Types of Identification Documents</b>		
<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present at LTA</b>	<b>Other Representative at LTA</b>
	<u>(New Password to be keyed in by owner/authorised person on-the-spot over the counter)</u>	<u>[New Password (generated by system) to be mailed to owner's registered address]</u>
Individual (Malaysian / Other Foreign Nationals), including Professionals	1. Original NRIC or Passport of Owner  <u>OR</u> 2. 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	1. Original NRIC or Passport (if foreigner) of the person submitting the application for the Owner.
ACRA-registered Company / Foreign Company	1. Original ACRA Printout; 2. Authorisation from Board or a 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 NRIC or Passport (if foreigner) of the person submitting the application for the Owner.

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<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present at LTA</b>	<b>Other Representative at LTA</b>
	<u>(New Password to be keyed in by owner/authorised person on-the-spot over the counter)</u>	<u>[New Password (generated by system) to be mailed to owner's registered address]</u>
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 or a Power of Attorney (POA)/Original Letter of Authorisation 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; 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 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>1. Original NRIC or Passport (if foreigner) of the person submitting the application for the Owner.</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 or resolution passed by the society signed by the Secretary to appoint an authorised person to carry out the transaction and to sign the application form; and</li> <li>3. Certification by the Society that the minutes were made or resolution was passed in accordance with the Constitution of the society; and</li> <li>4. Original NRIC or Passport of</li> </ol>	<ol style="list-style-type: none"> <li>1. Original NRIC or Passport (if foreigner) of the person submitting the application for the Owner.</li> </ol>

<b>Table 2: Types of Identification Documents</b>		
<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present at LTA</b>	<b>Other Representative at LTA</b>
	<u>(New Password to be keyed in by owner/authorised person on-the-spot over the counter)</u>	<u>[New Password (generated by system) to be mailed to owner's registered address]</u>
	the authorised person.	
Government Agency / Statutory Board	<p><u>For Ministry</u></p> <ol style="list-style-type: none"> <li>1. Original NRIC or Passport of Assistant Director (AD) or above;</li> </ol> <p><u>OR</u></p> <ol style="list-style-type: none"> <li>2. Original Letter of Authorisation from AD or above to appoint Officer to carry out specified transaction(s); and</li> <li>3. Original NRIC or Passport of the Appointed Officer.</li> </ol> <p><u>For Statutory Board</u></p> <ol style="list-style-type: none"> <li>1. Original NRIC or Passport of Manager or above in Admin Services Dept;</li> </ol> <p><u>OR</u></p> <ol style="list-style-type: none"> <li>2. Original Letter of Authorisation from Manager or above in Admin Services Dept to appoint Officer to carry out specified transaction(s); and</li> <li>3. Original NRIC or Passport of Appointed Officer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Original NRIC or Passport (if foreigner) of the person submitting the application for the Owner.</li> </ol>

Notes:

- a. User Account Application Form (ie. **ES01: e-Services@ONE.MOTORING User Account User Account Application Form for Asset Owner**) must be duly completed by the owner of the user account.
- b. Identification documents of the owner are not required for requests for user password reset made via fax, mail or through LTA's Customer Service Line at 1800-CALL LTA (1800-2255 582) for valid user accounts.
- c. For application at LTA counter if owner is not present, or made via fax, mail or through LTA's Customer Service Line, the new password (generated by the system) will be issued by post to the owner directly.
- d. NRIC will apply to Singaporeans, Singapore PRs and Malaysians.
- e. Passport will apply to foreigners other than Malaysians.
- f. 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.
- g. 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.
- h. Power of Attorney (original & certified true copy by any Director/Partner/Sole Proprietor/ Company Secretary) must be signed by Directors and/or Company Secretary in accordance with the M&A/all Partners/Sole Proprietor and attested by a lawyer/notary public/consular officer from Singapore and should include the date (validity period), transaction type(s) Power of Attorney is expressly for, (where applicable), bear all the names & NRIC of all persons as stated in various scenarios.