

HEAVY VEHICLE PARK OPERATORS

List of Identification Documents for Application to Create / Update / Suspend / Terminate User Account

Important: See Notes at bottom of Table 3 for further clarifications.

Table 3: Types of Identification Documents	
Type of Operator	User (Named Officer/Office Bearer/Authorised Staff Member) in Person or via Fax / Post
ACRA-registered Company / Business	<ol style="list-style-type: none"> 1. ACRA / ROS Printout; and 2. Letter of Authorisation using the corporate letterhead and should state the user account application request, the Applicant's name and NRIC/Passport No., is addressed to LTA and signed by Named Officer.
MCST	<ol style="list-style-type: none"> 1. Minutes of last AGM, showing names of Office Bearers; and 2. Letter of Authorisation using the corporate letterhead and should state the user account application request, the Applicant's name and NRIC/Passport No., addressed to LTA and signed by the Office Bearer.
Individual / Professional	<ol style="list-style-type: none"> 1. Letter of Authorisation and should state the user account application request, the Applicant's name and NRIC/Passport No., addressed to LTA and signed by the Heavy Vehicle Park Licence Holder.
Ministry or Department of Ministry	<ol style="list-style-type: none"> 1. Letter of Authorisation using the corporate letterhead and should state the user account application request, the Applicant's name and NRIC/Passport No., addressed to LTA and signed by Assistant Director or equivalent.
Statutory Board	<ol style="list-style-type: none"> 1. Letter of Authorisation using the corporate letterhead and should state the user account application request, the Applicant's name and NRIC/Passport No., addressed to LTA and signed by Assistant Director or equivalent.

Notes:

- a. User Account Application Form (ie. **ES02: e-Services@ONE.MOTORING User Account Application Form for Heavy Vehicle Park Operator**) must be duly completed by the owner of the user account.
- b. No supporting documents are required for application to re-activate user account.
- c. NRIC will apply to Singaporeans, Singapore PRs and Malaysians.
- d. Passport will apply to foreigners other than Malaysians.
- e. 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.
- f. Letter of Authorisation in the original copy shall be addressed to LTA and include the date of letter, transaction requested for, and the NRICs and names of the user and authorised representative. It should be signed by:
 - i. ACRA-registered Company / Business : Named Officer
 - ii. MCST : Office Bearer
 - iii. Ministry or Department of Ministry : Assistant Director or above
 - iv. Statutory Board : Manager or above from the Administrative Service Department
 - v. For Additional HVPO user accounts (under individual/ACRA-registered Company/Business) : User (holder of user account)