

EXTERNAL AGENCY INFORMATION USER

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

Important: See Notes at bottom of Table 5 for further clarifications.

Table 5: Types of Identification Documents	
Type of User	User (Named Officer/Office Bearer/Authorised Staff Member) in Person or via Fax / Post
ACRA-registered Company / Business / Partnership	1. ACRA 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., addressed to LTA and signed by Director or equivalent.
Public Agency (e.g. Town Councils)	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. **ES03: e-Services@ONE.MOTORING User Account Application Form for External Agency User**) 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.