

GOVERNMENT AGENCY INFORMATION USER

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

Important: See Notes at bottom of Table 7 for further clarifications.

Table 7: Types of Identification Documents	
Type of User	User (Named Officer/Office Bearer/Authorised Staff Member) in Person or via Fax / Post
Ministry or Department of Ministry	1. Letter of Authorisation using the Ministry's or Department of Ministry's corporate letterhead should state the user account application request, the Applicant's name and NRIC/Passport No., is addressed to LTA and signed by Assistant Director or above.
Statutory Board	1. Letter of Authorisation using the Statutory Board's 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 Manager or above in an Administrative Service Department.

Notes:

- a. User Account Application Form (ie. **U02: VRLS User Access Application Form for Government Agency users**) must be duly completed by the owner of the user account.
- b. No supporting documents are required for application to re-activate user account.