

Procedures on Importation and Registration of a Car in Singapore

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Registration Requirements

Vehicle Registration

All vehicles in Singapore must be registered with the Land Transport Authority (LTA).

Importation of Brand New Vehicles

A vehicle will be classified as brand new at registration if:

- a) it is imported into Singapore directly from the vehicle manufacturer. The vehicle must arrive in Singapore within 3 months from the Certificate of Conformity (COC)/Completion Inspection Certificate (CIC) issue date or the date of manufacture certified by the vehicle manufacturer/authorised agent, whichever is later; or
- b) it has been registered as a new vehicle in a foreign country which adopts the higher or equivalent safety and exhaust emission standards as Singapore [i.e. countries within the European Community (EC)]. The vehicle must be deregistered within 14 days of its first registration in the foreign country for export to Singapore and must arrive in Singapore within 3 months of its deregistration in the foreign country.

Importation of Used Vehicles

Vehicles that do not meet the requirements for registration as brand new will be classified as used vehicles. Only vehicles that are less than 3 years old may be imported and registered for use in Singapore. A surcharge of \$10,000 is payable for registration of each imported used car in Singapore.

The age of a used vehicle is reckoned from the date of its first registration in a foreign country. For example, if your car was first registered on 16 September 2016, it would be deemed to be 3 years old on 15 September 2019. If it is not possible to ascertain the first registration date of the car, the age of your car will be reckoned from the first day of its year of manufacture.

Vehicular Emissions Scheme (VES)

The VES was introduced on 1 January 2018 to encourage consumers to shift to less pollutive car models. VES takes into consideration a vehicle's emissions of carbon dioxide (CO₂) and four other pollutants namely hydrocarbons (HC), carbon monoxide (CO), nitrogen oxides (NO_x) and particulate matter (PM).

Cars registered from 1 July 2018 to 31 December 2019 (both dates inclusive) are assessed based on their emissions of five pollutants of HC, CO, NO_x, PM and CO₂. The VES rebate or surcharge will be determined by the worst performing pollutant, i.e. pollutant with the highest emission value. If a car uses a Port Fuel Injection (PFI) engine, and it does not have a PM value, it will be automatically assigned the maximum VES surcharge band (i.e. C2 of \$20,000)¹. This is regardless of the car's emissions of the other 4 pollutants.

Cars that fall under bands A1 and A2 will qualify for rebates which are offset against the car's ARF payable. Cars that fall under bands C1 and C2 will incur a corresponding registration surcharge. The cars are also subject to a minimum ARF payable of \$5,000. The minimum ARF payable will ensure that cars will continue to enjoy a certain amount of Preferential Additional Registration Fee (PARF) benefit when they are deregistered early. This is in line with the existing policy objective of encouraging timely deregistration and keeping Singapore car fleet young.

To register an electric or plug-in hybrid car, an emission factor of 0.4g CO₂/Wh will be applied to its electricity energy consumption to rate its CO₂ emission.

Details of the VES bandings for cars are as follows:

Cars Registered from 1 January 2018 to 31 December 2019							
Band	CO ₂ (g/km)	HC (g/km)	CO (g/km)	NO _x (g/km)	PM* (mg/km)	Rebate	Surcharge
A1	A1 ≤90	A1 ≤0.020	A1 ≤0.150	A1 ≤0.007	A1 =0.0	\$20,000	
A2	90< A2 ≤125	0.020< A2 ≤0.036	0.150< A2 ≤0.190	0.007< A2 ≤0.013	0.0< A2 ≤0.3	\$10,000	
B	125< B ≤160	0.036< B ≤0.052	0.190< B ≤0.270	0.013< B ≤0.024	0.3< B ≤0.5	\$0	\$0
C1	160< C1 ≤185	0.052< C1 ≤0.075	0.270< C1 ≤0.350	0.024< C1 ≤0.030	0.5< C1 ≤2.0		\$10,000
C2	C2 >185	C2 >0.075	C2 >0.350	C2 >0.030	C2 >2.0		\$20,000

* Not applicable to cars registered from 1 January 2018 to 30 June 2018 (both dates inclusive).

¹ PFI taxis will be assigned the maximum VES surcharge band (i.e. C2 of \$30,000).

Technical Requirements

Compliance with Road Traffic Act and its Subsidiary Legislations

All cars to be registered in Singapore must comply with the Road Traffic (Motor Vehicles, Construction and Use) Rules, Road Traffic (Motor Vehicles, Lighting) Rules and Road Traffic (Motor Vehicles, Seat Belt) Rules.

Vehicle Safety Standards

LTA accepts motor cars that have complied with internationally recognised vehicle safety standards such as those adopted by the European Union (EU) countries, Japan and the USA. Appropriate documentation must be provided to show that the vehicle complies with any of the abovementioned vehicle safety standards for the following 52 items:

S/N	Items	S/N	Items
1	Anti-theft and immobiliser	27	Lateral protection
2	Audible warning	28	Masses and dimensions
3	Braking	29	Parking lamps
4	Couplings	30	Prevention of fire risks
5	Defrost/demist	31	Protective steering
6	Diesel Smoke	32	Rear registration plate lamps
7	Direction indicators	33	Rear registration plate space
8	Door latches and hinges	34	Rear visibility
9	Electromagnetic compatibility EMC	35	Registration plates
10	Emissions	36	Retro reflectors
11	End-outline, front position (side), rear-position (side), stop, side marker, daylight running lamps	37	Reversing lamps
12	Engine power	38	Safety glass
13	Exterior projections	39	Seat belt anchorages
14	Fog lamps (front)	40	Seat belts
15	Fog lamps (rear)	41	Seat strength
16	Forward vision	42	Side impact (side beams)
17	Front underrun protection	43	Sound level
18	Frontal impact	44	Speed limiters
19	Fuel consumption	45	Speedometer and reverse gear
20	Fuel tanks/rear protection device	46	Steering effort
21	Head restraints	47	Towing hooks
22	Headlamps (including bulbs)	48	Tyres
23	Heating systems	49	Vehicle and component marking (incl. VIN)
24	Identification of control	50	Vehicle using CNG/Electric/Hybrid etc.
25	Installation of lightings and light signalling devices	51	Wash/wipe
26	Interior fitting	52	Wheel guards

Exhaust Emission Standards

The National Environment Agency (NEA) requires all cars to be registered in Singapore to comply with the following exhaust emission standards:

Petrol-Driven must be:

Euro VI or JPN2009	For cars using Port Fuel Injection
Euro VI or JPN2009 + Euro VI PN limit	For cars using Gasoline Direct Injection equipped with NOx storage reduction catalyst
Euro VI or JPN2009 + JPN2009 PM limit + Euro VI PN limit or JPN2009 + Euro VI PM limit + Euro VI PN limit	For cars using Gasoline Direct Injection not equipped with NOx storage reduction catalyst

Diesel-Driven must be Euro VI or JPN2009 + Euro VI PN limit.

Evidence of your car's compliance with the exhaust emission standards must be submitted to the LTA. The following documents are accepted as evidence of compliance with the exhaust emission standards:

- a) COC issued by the vehicle manufacturer; or
- b) Letter of certification from the vehicle manufacturer that the car complies with the required exhaust emission standards; or
- c) Get your car tested and certified by any of LTA/NEA-recognised vehicle testing laboratories (see **Annex A**). The laboratories are required to issue a Certificate of Compliance and test report (see **Annex B**) for the car tested.

Evidence of compliance with the exhaust emission standards will be waived if it has been registered as a new car in a foreign country which adopts the same or higher exhaust emission standards as Singapore (at the time of its registration as a new car in Singapore).

Fuel Economy Labelling Scheme (FELS)

All cars are required to have CO₂ (in g/km) and fuel economy (in L/100km) data as tested according to the UN ECE Regulation 101. The following documents will be accepted as evidence of compliance with our requirements:

- a) COC issued by the vehicle manufacturer for vehicles type approved to the European standard;
- b) Vehicle test certificate from TUV Rheinland; or
- c) Full emissions test report with fuel economy data, issued by one of the laboratories listed in **Annex A**.

Maximum Power Output (MPO)

All cars are required to have the MPO data as measured in accordance with the UN ECE Regulation 85 or Japanese Industrial Standard D 1001. The following documents will be accepted as evidence of compliance with our requirements:

- a) COC issued by the vehicle manufacturer for vehicles type approved to the European standard; or
- b) Registration documents, catalogues, etc.

Registration Inspection

After the pre-requisite importation documents for your car have been submitted to LTA for verification and clearance, your car must pass inspection at any LTA-Authorised Inspection Centres (see **Annex C**) before it can be registered. For authorised motor dealers, once the make and model of a car has been approved, subsequent imported units of the same make and model need not be inspected if they are identical to the type-approved unit.

Right-hand Drive

Only right-hand drive cars are allowed to be registered for use in Singapore.

Safety Belt

All cars must be fitted with approved front and rear safety belts. The safety belt and its anchorage points must meet internationally recognised standards.

Safety Glass

All safety glass fitted onto the car must meet one of the recognised international standards e.g. ECE, DOT, BS, JIS, etc. The safety glass must meet the following requirements:

- a) Not less than 70% light transmittance for front windscreen and front side window glasses;
- b) Not less than 25% light transmittance for rear windscreen and rear side window glasses; and
- c) The glass of the front windscreen fitted to a motor vehicle shall not be made of a material or be of a design such as to prevent, obstruct or interfere with transmission of signals between an in-vehicle (IU) unit installed in such vehicle and any Electronic Road Pricing (ERP) facility. Windscreens that contain metallic oxide coating or are designed with defroster are known to have caused such interference.

Modifications to Vehicle

You are advised to consult the vehicle manufacturer and seek approval from LTA before carrying out any modification to the vehicle. Such modifications must be approved by the vehicle manufacturer. In addition, the modification work has to be carried out by either the vehicle manufacturer or an agent authorised by the vehicle manufacturer. The vehicle manufacturer or the authorised agent must certify that the modification is done according to the procedures and requirements set out by the vehicle manufacturer.

Asbestos-free Brake and Clutch

NEA requires all newly registered vehicles to have asbestos-free brake and clutch linings. This requirement is gazetted under the Poisons Act.

Chlorofluorocarbon (CFC)-free Air-conditioners

NEA requires the air conditioners installed in all newly-registered vehicles to use CFC-free refrigerant.

Use of Hydrocarbon (HC) Refrigerants in Vehicle Air-conditioning Systems

The use of HC refrigerants in vehicle air conditioning systems is not allowed. Refer to the Singapore Civil Defence Force's circular for more details:

www.scdf.gov.sg/content/scdf_internet/en/building-professionals/publications_and_circulars.html

High Intensity Discharge (HID) Headlamps

Vehicles fitted with HID headlamps must be equipped with an auto-levelling feature.

Speedometer

All cars must be able to permanently indicate/display vehicular speed in units of kilometres per hour (km/h).

Step-by-Step Guide to Import a Car in Singapore

Step 1

Check if your car meets registration and technical requirements.

Step 2

Obtain the following from the vehicle manufacturer or authorised agent:

- a) Documents to prove that the car is new or has never been registered for use (e.g. manufacturer invoice, original V308 document issued by the Driver and Vehicle Licensing Agency (DVLA) in UK, etc.). If the car has been registered as brand new in a foreign country which adopts a higher or equivalent safety and exhaust emission standards as Singapore, deregistered within 14 days of its registration in the foreign country for export to Singapore, and arrived in Singapore within 3 months from its deregistration in a foreign country, please submit the original registration, deregistration and export documents from the foreign country for verification.

For more details on methods to register car as brand new, please refer to **Annex D**. For a used car, original foreign vehicle registration documents issued by the foreign authority are required. The engine and chassis numbers, inclusive of the prefix and suffix, engraved on the car must also be identical to those appearing on the vehicle registration documents;

- b) Documents to prove that the car complied with the exhaust emission standards and vehicle safety standards as specified in the previous sections;
- c) Documents issued by the vehicle manufacturer or vehicle test certificate from TUV Rheinland or an accredited testing laboratory as listed in **Annex A** to show CO₂ and fuel economy data tested in accordance with the UN ECE Regulation 101 as described under the section "Technical Requirements for Imported Cars"; and
- d) Technical specifications of the car issued by the vehicle manufacturer (e.g. technical catalogue, etc.).

Step 3

Ship the car to Singapore through a shipping agent.

Step 4

Arrange with your shipping agent to obtain an **Inward Cargo Clearance Permit**. Your agent will have to submit an application to the Singapore Customs using the TradeNet® System. **Permit and processing fee, Excise Duty and Goods & Services Tax (GST)** will be payable to the Singapore Customs through inter-bank GIRO. For further information on the application for Inward Cargo Clearance Permit, please visit www.customs.gov.sg or contact the Singapore Customs at:

Singapore Customs
55 Newton Road
#07-01 Revenue House
Singapore 307987
Tel: 6355 2000

The Singapore Customs determines the Customs Value [or commonly known as Open Market Value (OMV)] of the car by taking into account the purchase price, freight, insurance, handling and all other charges incidental to the sale and delivery of the car in Singapore. Excise duty will be levied at 20% of the OMV. GST is computed at 7% of the total Cost, Insurance & Freight (CIF) and Excise Duty. The following documents may be required to be submitted to the Singapore Customs for assessment purposes:

- a) Original Manufacturer/Purchase Invoice;
- b) Freight and Insurance Papers;
- c) Bills/receipts relating to other incidental charges;
- d) Documents relating to exhaust emission test, windscreen test, etc.;
- e) Original foreign vehicle registration documents (for used car); and
- f) Letter from vehicle manufacturer confirming the date of manufacture of the car.

All documents submitted **MUST** be in the English language. Notarised translations are acceptable. For further information on the determination of OMV for vehicles, please visit www.customs.gov.sg or contact the Singapore Customs.

Step 5

Prepare documents for verification and registration of the car in Singapore. Please refer to the Step-by-Step Guide to Register a Car in Singapore below.

Step-by-Step Guide to Register a Car in Singapore

Step 1

Decide whether you want to register the car yourself or through a motor dealer to register the car for you. If a motor dealer registers the car on your behalf, they will carry out all or most of the following steps for you.

Step 2

You must submit an application for vehicle approval to LTA through the Vehicle Inspection and Type Approval System (VITAS). You need to pay an application fee of \$256.80.

To ensure sufficient time for registration of **imported used car**, you must submit the VITAS application at least 3 months before it reaches 3 years old.

Please refer to VITAS website (<https://vrl.lta.gov.sg/certlogin.html>) for more details on opening a user account and application procedures. If you do not have a registered account, you can submit your application to LTA, Vehicle Approval & Control Division, 10 Sin Ming Drive, Singapore 575701.

Documents to be submitted for verification include:

- Documents to prove compliance with the exhaust emission standards such as:
 - COC on exhaust emission standards; or
 - Letter of certification from the vehicle manufacturer that the car complies with the required exhaust emission standards; or
 - Certificate of Compliance on exhaust emission standards with test report from LTA/NEA-recognised vehicle testing laboratory;
- Documents issued by the vehicle manufacturer or vehicle test certificate from TUV Rheinland or an accredited testing laboratory as listed in **Annex A** to show CO₂ and fuel economy data as tested in accordance with the UN ECE Regulation 101 as described under the section “Technical Requirements”;
- Documents issued by the vehicle manufacturer to show the MPO as measured in accordance with the UN ECE Regulation 85 as described under the section “Technical Requirements”;
- Documents to prove that the car is new or has never been registered for use. For a used car, original foreign vehicle registration documents are required. For a car that has been registered as a new vehicle in a foreign country which adopts the same or higher safety and exhaust emission standards as Singapore, deregistered within 14 days of its registration in the foreign country for export to Singapore, and arrived in Singapore within 3 months from its deregistration in a foreign country, the original registration, deregistration and export documents from the foreign country must be submitted for verification;
- Detailed technical specifications of the car issued by the vehicle manufacturer (e.g. technical catalogue, etc);

- Original Manufacturer/Purchase Invoice;
- Bill of Lading; and
- Inward Cargo Clearance Permit.

All documents submitted **MUST** be in the English language. Notarised translations are acceptable.

Once in-principle approval has been given, you will be notified to send the car for inspection at any LTA-Authorised Inspection Centres where an inspection fee will be charged.

After your car has passed the inspection, an approval letter with a Vehicle Approval Code (VAC) will be issued to you. With this VAC, you may proceed to register the car.

Step 3

Secure a Certificate Of Entitlement (COE) and obtain motor insurance coverage for your car. If you wish, you can bid for a car registration number.

Under the Vehicle Quota System, any person who wishes to register a vehicle in Singapore must first obtain a COE in the appropriate vehicle category. Cars are classified under Category A or Category B:

COE Category	COE obtained on or after February 2014 First Bidding Exercise
A	Cars with engine capacity up to 1,600cc <u>and</u> MPO up to 97kW (130bhp)
B	Cars with engine capacity above 1,600cc <u>or</u> MPO above 97kW (130bhp)

Alternatively, you can secure a COE under the Open Category (i.e. Category E).

There are 2 COE bidding exercises each month. The bidding exercises usually start on the first Monday and third Monday of the month at 12pm and last for 3 working days. The exercises will usually end on the Wednesday in the same week at 4pm.

You can submit your COE bid, enquire on the bid status and revise your reserve price through the following channels:

Access Channels	Submit Bid	Enquire Bid	Revise Bid
DBS/POSB ATM Tel: 1800-111-1111	Yes		Yes
DBS/POSB Internet Banking (for Companies and Motor Dealers) Tel: 1800-222-2200	Yes	Yes	Yes
UOB Internet Banking (for Companies and Motor Dealers) Tel: 1800-226-6121	Yes	Yes	Yes
Maybank Internet Banking (for Companies and Motor Dealers) Tel: 1800-777-0022	Yes	Yes	Yes
LTA Open Bidding Website (https://ocoe.lta.gov.sg)		Yes	Yes

You can check the current COE information on the ONE.MOTORING website (www.onemotoring.com.sg) or on the MyTransport.SG Mobile App (download the App "MyTransport Singapore" via the Apple App Store or Google Play).

You must have a bank account with the participating banks in order to bid. You can submit the bid by indicating your reserve price, i.e. the maximum amount you are willing to pay for your COE. The minimum reserve price is \$1 and the amount of bid must be in multiples of \$1. Bid submitted cannot be withdrawn or revised downwards.

A fixed deposit of \$10,000 will be deducted from your bank account upon submission of the bid application. There will be an administration fee charged for each bid application and for every subsequent revision.

For more details, you may visit **Demonstration Kit & User Guide** at: www.lta.gov.sg/content/ltaweb/en/ocoe.html

Points to note:

- Unless you are representing a company or organisation, each applicant is permitted only one bid in each bidding exercise.
- COEs in Categories A and B are non-transferable. They are valid for 6 months. Hence, you must use the COE to register your car within 6 months.
- COEs in Category E are transferable once only if the COE is bid under the name of an individual. Category E COEs bid in the name of company and business (including limited liability partnership, club, association, etc.) are not transferable. They are valid for 3 months. Hence, you must use the COE to register your car within 3 months.
- Category E Temporary COE (TCOE) can be used to register any vehicle type other than motorcycle/scooter). However, when the vehicle is subsequently deregistered, the COE Rebate granted to the last registered owner would be based on the Quota Premium (QP) of either Category E or its corresponding Category from the same tender exercise, whichever is lower.
- At the time of registration, a COE of 10 years will be issued to the vehicle.
- At the time of registration, the difference between the QP and your COE bid deposit is payable. If your deposit is more than the QP, the difference will be used to offset the ARF and Registration Fee payable to register your vehicle.
- If you are not successful in your bid for a COE, the bid deposit will be automatically refunded to your bank account one working day after the announcement of the bidding results. You may try bidding again in the next COE bidding exercise.

Step 4

Once all information and documents are in order, you can make an appointment (by email: feedback@lta.gov.sg) to submit the following documents to LTA, Vehicle Quota & Registration Division, 10 Sin Ming Drive, Singapore 575701 for registration:

- a) Application for Registration and Licensing of a Motor Vehicle (Form R01)/Off-Peak Car (Form R01A). Refer to “Forms” at www.onemotoring.com.sg for the latest form;
- b) Identification documents of the vehicle owner:
 - For individual owners
 - Original NRIC [for Singaporeans and Permanent Residents (PRs)] or Employment/Immigration pass card issued by the Ministry of Manpower (MOM)/Immigration & Checkpoints Authority of Singapore (ICA) (for foreigners).
 - For companies
 - Printout of the business profile of the company from the Accounting & Corporate Regulatory Authority (ACRA). This printout is valid up to 14 days from the date of issue;
 - Original NRIC (for Singaporeans and PRs) or Employment/Immigration pass card issued by MOM/ICA (for foreigners) of the authorised person from the company; and
 - Original authorisation letter, signed by at least a Manager or above, if the authorised person of the company is not listed in the ACRA printout.
 - For organisations
 - A copy of certificate issued by the Registry of Societies or relevant regulating authority; and
 - Original NRIC (for Singaporeans and PRs) or Employment/Immigration pass card issued by MOM/ICA (for foreigners) of the authorised person from the organisation.
- c) Approval letter with VAC;
- d) Temporary COE (TCOE);
- e) Valid Motor Insurance Cover;
- f) Notice of Retained/Bid Vehicle Registration Number (if any);
- g) Notice of PARF/COE rebates (if any);
- h) Approval letter from the relevant authorities, if the car is to be registered under a special scheme (if any); and
- i) Inward Cargo Clearance Permit.

Total fees payable via Cashier's Order, Cash or NETS:

- a) Processing Fee of \$25 (before GST) per application (if registration is done at LTA's office);
- b) Registration Fee of \$220;
- c) ARF, which is calculated as follows:

Vehicle OMV	ARF Rate
First \$20,000	100%
Next \$30,000 (i.e. \$20,001 to \$50,000)	140%
Above \$50,000	180%

Example

The ARF payable for a car with an OMV of \$75,000 will be calculated as follows:

Vehicle OMV (\$75,000)	ARF Rate	ARF Payable
First \$20,000	100%	100% x \$20,000 = \$20,000
Next \$30,000	140%	140% x \$30,000 = \$42,000
Above \$50,000	180%	180% x \$25,000 = \$45,000

Total ARF payable is (\$20,000 + \$42,000 + \$45,000) = **\$107,000**;

- d) Road Tax
Refer to www.onemotoring.com.sg for the latest road tax rate under "Buying", "Upfront Vehicle Costs", "Vehicle Tax Structure";
- e) Special Tax
For a diesel car, a special tax is payable in addition to the road tax. Refer to www.onemotoring.com.sg for the latest special tax rate under "Buying", "Upfront Vehicle Costs", "Vehicle Tax Structure";
- f) Used car surcharge of \$10,000 (if applicable); and
- g) VES surcharge or rebate (if applicable).
Refer to page 3 of this document.

Step 5

Collect the following from LTA, Vehicle Quota & Registration Division, 10 Sin Ming Drive, Singapore 575701 upon registration of the car:

- a) Notification of registration; and
- b) Receipt.

Step 6

Upon successful registration, a vehicle registration number will be assigned to the car, unless a retained or bid vehicle registration number is used. You have to affix the vehicle registration number plates on your car within 3 days of registration.

Annex A**List of LTA/NEA-Recognised Vehicle Exhaust Emission and Fuel Economy Testing Laboratories for Cars**Singapore

1. Vicom Emission Test Laboratory
511 Bukit Batok Street 23
Singapore 659545
Tel: (65) 6567 0282
Fax: (65) 6560 2649
Email: customerservice@vicom.com.sg
Website: www.vetl.com.sg

Japan

The following Japanese Emission Test Laboratories are ONLY accepted to perform the JC08 test cycle under the JPN2009 emission standard. Test reports issued by these test labs for CO₂ and fuel consumption measurements would not be recognized as these have to be obtained from tests conducted in accordance with UNECE Regulation 101.

1. Japan Automobile Transport Technology Association
3-2-5 Yotsuya, Shinjuku-ku, Tokyo Japan
2. Japan Vehicle Inspection Association
Toyoshima 7-26-28, Kita-Ku, Tokyo, Japan
3. Japan Automobile Research Institute
Shibadaimon 1-1-30, Minato-ku, Tokyo, Japan
4. Tokyo Metropolitan Research Institute for Environmental Protection
Shinsuna 1-7-5, Koto-ku, Tokyo, Japan

Others

1. Laboratoire De L'union Technique De L' Automobile
Du Motorcycle Et Du Cycle Autodrome De
91 Linas Monthlery
France
2. Millbrook Proving Ground Ltd
Millbrook, Near Ampthill
Bedford MK45 2JQ
England
3. Tianjin Automotive Test Centre
A: Boxing Road, Beijing Economic and Technological Development Zone
Beijing, China
B: Tianshanlukou, Chenglinzhuangdao
Tianjin, China

Test Type IV Evaporative (Optional)

Test Type V Endurance / Durability

2. The particulars set out in paragraph 1 are true and correct.
Based on the said particulars, the *manufacturer / testing laboratory hereby declares that _____ complies with the above mentioned _____ (vehicle make/model) exhaust emission standard.

Dated this _____ day of _____ 20_____.

For and on behalf of the
Manufacturer:

(1) _____
(Signature of Chief Executive of Company)

(Name)

(2) _____
(Signature of Engineer)

(Name)

(Qualifications)

* Delete where not applicable

Annex C**List of LTA-Authorised Inspection Centres**

JIC Inspection Services Pte Ltd (Ang Mo Kio)
21 Ang Mo Kio Street 63
Singapore 569118
Tel: 6484 7370

JIC Inspection Services Pte Ltd (Pioneer)
53 Pioneer Road
Singapore 628505
Tel: 6863 9639

STA Inspection Pte Ltd (Boon Lay)
249 Jalan Boon Lay
Singapore 619523
Tel: 6261 6178

STA Inspection Pte Ltd (Sin Ming)
302 Sin Ming Road
Singapore 575627
Tel: 6452 1398

VICOM Inspection Centre Ltd (Bukit Batok)
511 Bukit Batok Street 23
Singapore 659545
Tel: 6567 7111

VICOM Inspection Centre Ltd (Changi)
20 Changi North Crescent
Singapore 499613
Tel: 6545 4808

VICOM Inspection Centre Ltd (Kaki Bukit)
23 Kaki Bukit Avenue 4
Singapore 415933
Tel: 6749 5422

VICOM Inspection Centre Ltd (Sin Ming)
385 Sin Ming Drive
Singapore 575718
Tel: 6458 4555

VICOM Inspection Centre Ltd (Yishun)
501 Yishun Industrial Park A
Singapore 768732
Tel: 6755 9028

Methods for Registration of Vehicles as Brand New**1) Registration and Deregistration Method**

Registration and Deregistration Method for <u>Registered</u> Vehicles	
Requirements	<p>Vehicles imported via this method for registration as brand new in Singapore have to comply with the following:</p> <ol style="list-style-type: none"> i. The vehicle must be first registered as a new vehicle in a foreign country which adopts the higher or equivalent safety and exhaust emission standards as Singapore; ii. The vehicle has to be deregistered (or have its registration cancelled) within <u>14 days</u> of its first registration in the foreign country; and iii. The vehicle must arrive in Singapore within <u>3 months</u> of its deregistration in the foreign country.
Documents	<ol style="list-style-type: none"> i. Original foreign registration and deregistration certificates issued by the country of export showing that the vehicle has been deregistered within <u>14 days</u> of its first registration in the foreign country (see item iv below); ii. If the original registration or deregistration documents are retained by the authority of that country, then a certified true copy of the document by the respective motor vehicle licensing authority of that country or a notary public should be provided; iii. Shipping bills of lading and the Singapore Customs inward cargo clearance permits showing the vehicle's arrival in Singapore within <u>3 months</u> from its deregistration overseas; iv. Submission of other documents such as invoice, emission test report, etc; v. For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted; and vi. For vehicles registered and deregistered in Japan and the United Kingdom (UK), the acceptable registration and deregistration certificates are listed below.

Registration and Deregistration Method for <u>Registered</u> Vehicles	
<p>For vehicles to be imported from countries other than Japan and the UK under this method, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment <u>before</u> purchasing/importing the vehicles. This would help to ensure that all documents are in order and, hence, there would be no delay at the point of registration.</p>	
UK	Japan
<ul style="list-style-type: none"> i. Original copy of Registration Certificate (V5C) issued by the Driver and Vehicle Licensing Authority (DVLA); and ii. Original copy of the Notification of Permanent Export (V5C/4) issued by DVLA (or certified true copy by DVLA or a notary public), where its date of intended export must be within <u>14 days</u> of the vehicle's registration and endorsement from DVLA is within <u>10 days</u> from the date of intended export. 	<ul style="list-style-type: none"> i. The original registration certificate issued by the Japan Ministry of Transport; and ii. The original deregistration certificate issued by the Japan Ministry of Transport where the vehicle's registration cancellation is within <u>14 days</u> of its registration date.

2) Certificate of Conformity (COC) Method

COC Method for <u>Unregistered</u> Vehicles		
Requirements	<p>i. Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within <u>3 months</u> from the:</p> <p>a. COC issue date or the date of manufacture certified by the vehicle manufacturer/authorised agent, whichever is later; or</p> <p>b. Issuance of V308 document.</p> <p>ii. This method is applicable to vehicles manufactured in the European Community (EC). For vehicles manufactured and imported from other countries, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment before purchasing/importing the vehicles. This would help to ensure that all documents are in order and, hence, there would be no delay at the point of registration.</p>	
Documents	V308 Document from DVLA or Certification from Kraftfahrt-Bundesamt (KBA)	Vehicle newness certification from vehicle manufacturers or their authorised agents
	<p>i. Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC) with the following documents:</p> <p><u>Vehicles manufactured in UK</u></p> <p>a. Original V308 document issued by DVLA in UK where the vehicle must arrive in Singapore within <u>3 months</u> from its issue date; or</p> <p><u>Vehicles manufactured in Germany</u></p> <p>b. Original certification issued by KBA, the German vehicle licensing authority, and the Certificate of Origin issued by the German Chamber of Commerce, where:</p>	<p>i. Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC);</p> <p>ii. Original letter from the vehicle manufacturer or its authorised agent certifying that the vehicle is sold as brand new and has not been registered prior to its export. The letter should include the following vehicle details:</p> <ul style="list-style-type: none"> ▪ Make/Model ▪ Engine number ▪ Chassis number ▪ Date of manufacture ▪ Country of manufacture

COC Method for <u>Unregistered</u> Vehicles	
<ul style="list-style-type: none"> ▪ the Certificate of Origin shows that the vehicle is manufactured in Germany; ▪ the vehicle is exported from Germany within the <u>1-month</u> validity period of the KBA certification; ▪ the vehicle must arrive in Singapore within <u>3 months</u> from the COC issue date; and ▪ the vehicle undergoes an inspection certification by any LTA-Authorised Inspection Centres to certify that the vehicle is new to the best of its professional knowledge. <p>ii. If the original documents are retained by the authority of that country, then a certified true copy of the document by the respective motor vehicle licensing authority of that country or a notary public should be provided;</p> <p>iii. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and</p> <p>iv. For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted.</p>	<p>iii. If the certification letter is provided by an authorised agent, documents must be furnished to confirm that the vehicle dealer is an authorised agent of the vehicle manufacturer.</p> <p>Example of such documents are:</p> <ul style="list-style-type: none"> ▪ Vehicle manufacturer sales booklet; or ▪ Letter from the vehicle manufacturer or local distributor or any such documents as may be approved by the LTA confirming the dealer as an agent authorised to sell the particular brand of vehicles in the country. <p>iv. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and</p> <p>v. For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted.</p>

3) Completion Inspection Certificate (CIC) Method

CIC Method for <u>Unregistered</u> Vehicles	
Requirements	<p>i. Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within <u>3 months</u> from the CIC issue date.</p> <p>ii. This method is applicable to Japanese manufactured vehicles imported from Japan. For vehicles manufactured and imported from other countries, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment <u>before</u> purchasing/importing the vehicles. This would help to ensure that all documents are in order and, hence, there would be no delay at the point of registration.</p>
Documents	<p>i. Original CIC (Certificate of Transfer/Completion Inspection Certificate) issued by the authorised agent with equivalent English translation - for Japanese manufactured vehicles imported from Japan;</p> <p>ii. Original letter from the vehicle manufacturer or its authorised agent with equivalent English translation (where applicable) certifying that the vehicle is sold as brand new and unregistered prior to its export. The letter should capture the following vehicle details:</p> <ul style="list-style-type: none"> ▪ Make/model ▪ Engine number ▪ Chassis number ▪ Date of manufacture ▪ Date of vehicle leaving its showroom/warehouse <p>iii. Documents to confirm the supplier of the vehicles is the authorised agent of the vehicle manufacturer:</p> <ul style="list-style-type: none"> ▪ Original letter from the Japanese authorised agent with equivalent English translation declaring that it is an authorised agent of the vehicle manufacturer; and ▪ Original letter from the local importer's supplier (the one taking over the vehicle from the authorised agent) to certify that the said agent is an authorised agent of the said vehicle manufacturer and the contents as conveyed in the authorised agent's letter and translation are true and accurate. This covering letter must be endorsed by the Japan Chamber of Commerce & Industry.

CIC Method for Unregistered Vehicles

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| | <ul style="list-style-type: none">iv. An approved independent third party assessor's physical inspection and documentation verification with issuance of an Inspection Certificate that include the following certifications:<ul style="list-style-type: none">▪ The inspected vehicle is deemed to be NEW (i.e. has not been previously registered in Japan) and was manufactured to Japanese Safety Standard for domestic use in Japan;▪ The original CIC document issued by the authorised agent as being authentic;▪ The corresponding English translation to be true and correct; and▪ The vehicle is deemed to be roadworthy.v. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; andvi. For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted. |
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Registration Documents Checklist

- Check against this list to ensure that you have all the necessary documents to register your car.**
- Documents to prove that the car complied with the vehicle safety standards
- COC on exhaust emission standards issued by the vehicle manufacturer; or
Letter of certification from the vehicle manufacturer that the car complies with the required exhaust emission standards; or
Certificate of Compliance on exhaust emission standards with test report from LTA/NEA-recognised vehicle testing laboratory
- Documents showing that the car's CO₂ and fuel economy data was tested in accordance with the UN ECE Regulation 101
- Documents to show the car's MPO data as measured in accordance with the UN ECE Regulation 85
- Documents to prove that the car is new or has never been registered for use (for new car) or foreign vehicle registration documents (for used car)
- Original registration, deregistration and export documents from the foreign country if the car has been registered as a new vehicle in a foreign country which adopts a higher or equivalent safety and exhaust emission standards as Singapore; deregistered within 14 days of its registration in the foreign country for export to Singapore and arrived in Singapore within 3 months from its deregistration in a foreign country
- Technical specifications of the car if it is a new make or model previously not imported into Singapore
- Original Manufacturer/Purchase Invoice
- Bill of Lading
- Application for Registration and Licensing of a Motor Vehicle (Form R01)/Off-Peak Car (Form R01A)
- Original identification document of vehicle owner (e.g. NRIC for Singaporean and PR or Employment/Immigration pass card for foreigner)
- Approval letter with VAC
- Temporary COE (TCOE)
- Valid Motor Insurance Cover

Registration Documents Checklist

- Notice of Retained/Bid Vehicle Registration Number (if any)
 - Notice of PARF/COE rebates (if any)
 - Approval letter from the relevant authorities, if the car is to be registered under a special scheme (if any)
 - Inward Cargo Clearance Permit
 - Cashier's Order, Cash or NETS payable to LTA
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The information contained in this handout is current at the time of printing.
It is subject to change as may be required by the LTA or other relevant authorities.