# Procedures on Importation and Registration of a Car in Singapore

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**Step-by-Step Guide to Import a Car into Singapore**

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

**Annex**

- List of Land Transport Authority (LTA)/National Environment Agency (NEA)-Recognised Vehicle Exhaust Emission and Fuel Economy Testing Laboratories For Cars
- Certificate of Compliance with Exhaust Emission Standards - Submission Format
- List of LTA-Authorised Inspection Centres
- Methods for Registration of Vehicles as Brand New
- Registration Documents Checklist
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. To be eligible for registration in Singapore, used vehicles must not be more than 3 years old at the point of registration. 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.

All imported used cars will have to undergo an emission test at the VICOM Emission Test Laboratory (VETL) or recognised foreign emission test laboratory (see Annex A). This emissions test is to ascertain the car’s regulated emissions1, carbon dioxide and fuel economy values at the point of registration. The imported used car must conform to the relevant prevailing emission standards stipulated in the First or Second Schedule of the Environmental Protection and Management (Vehicular Emissions) Regulations in order to be approved for registration. The regulated emissions and carbon dioxide values obtained from the emissions test will be used for the computation of the rebate or surcharge of the used car under the Vehicular Emissions Scheme (VES). For used cars that are tested in a recognised foreign emission test laboratory, they must be imported within 3 months from the date of the emission test certificate/report issued by the recognised foreign emission test laboratory.

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1 Carbon Monoxide, Hydrocarbon, Nitrous Oxides, Particulate Matter and Particulate Numbers.
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 (NOₓ) and particulate matter (PM).

Cars registered from 1 July 2018 to 31 December 2020 (both dates inclusive) are assessed based on their emissions of five pollutants of HC, CO, NOₓ, 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)². 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.

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:

<table>
<thead>
<tr>
<th>Band</th>
<th>CO₂ (g/km)</th>
<th>HC (g/km)</th>
<th>CO (g/km)</th>
<th>NOₓ (g/km)</th>
<th>PM* (mg/km)</th>
<th>Rebate</th>
<th>Surcharge</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>A1 ≤90</td>
<td>A1 ≤0.020</td>
<td>A1 ≤0.150</td>
<td>A1 ≤0.007</td>
<td>A1 =0.0</td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>90&lt;A2 ≤125</td>
<td>0.020&lt;A2 ≤0.036</td>
<td>0.150&lt;A2 ≤0.190</td>
<td>0.007&lt;A2 ≤0.013</td>
<td>0.0&lt;A2 ≤0.3</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>125&lt;B ≤160</td>
<td>0.036&lt;B ≤0.052</td>
<td>0.190&lt;B ≤0.270</td>
<td>0.013&lt;B ≤0.024</td>
<td>0.3&lt;B ≤0.5</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>C1</td>
<td>160&lt;C1 ≤185</td>
<td>0.052&lt;C1 ≤0.075</td>
<td>0.270&lt;C1 ≤0.350</td>
<td>0.024&lt;C1 ≤0.030</td>
<td>0.5&lt;C1 ≤2.0</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>C2 &gt;185</td>
<td>C2 &gt;0.075</td>
<td>C2 &gt;0.350</td>
<td>C2 &gt;0.030</td>
<td>C2 &gt;2.0</td>
<td>$20,000</td>
<td></td>
</tr>
</tbody>
</table>

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

² 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:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Items</th>
<th>S/N</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anti-theft and immobiliser</td>
<td>27</td>
<td>Lateral protection</td>
</tr>
<tr>
<td>2</td>
<td>Audible warning</td>
<td>28</td>
<td>Masses and dimensions</td>
</tr>
<tr>
<td>3</td>
<td>Braking</td>
<td>29</td>
<td>Parking lamps</td>
</tr>
<tr>
<td>4</td>
<td>Couplings</td>
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<td>Prevention of fire risks</td>
</tr>
<tr>
<td>5</td>
<td>Defrost/demist</td>
<td>31</td>
<td>Protective steering</td>
</tr>
<tr>
<td>6</td>
<td>Diesel Smoke</td>
<td>32</td>
<td>Rear registration plate lamps</td>
</tr>
<tr>
<td>7</td>
<td>Direction indicators</td>
<td>33</td>
<td>Rear registration plate space</td>
</tr>
<tr>
<td>8</td>
<td>Door latches and hinges</td>
<td>34</td>
<td>Rear visibility</td>
</tr>
<tr>
<td>9</td>
<td>Electromagnetic compatibility EMC</td>
<td>35</td>
<td>Registration plates</td>
</tr>
<tr>
<td>10</td>
<td>Emissions</td>
<td>36</td>
<td>Retro reflectors</td>
</tr>
<tr>
<td>11</td>
<td>End-outline, front position (side), rear-position (side), stop, side marker, daylight running lamps</td>
<td>37</td>
<td>Reversing lamps</td>
</tr>
<tr>
<td>12</td>
<td>Engine power</td>
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<td>Safety glass</td>
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<td>13</td>
<td>Exterior projections</td>
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<td>Seat belt anchorages</td>
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<td>Fog lamps (front)</td>
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<td>Seat belts</td>
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<td>Seat strength</td>
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<td>16</td>
<td>Forward vision</td>
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<td>Side impact (side beams)</td>
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<td>Front underrun protection</td>
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<td>18</td>
<td>Frontal impact</td>
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<td>Speed limiters</td>
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<td>19</td>
<td>Fuel consumption</td>
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<td>Speedometer and reverse gear</td>
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<td>20</td>
<td>Fuel tanks/rear protection device</td>
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<td>Steering effort</td>
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<td>21</td>
<td>Head restraints</td>
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<td>Headlamps (including bulbs)</td>
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<td>Tyres</td>
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<td>23</td>
<td>Heating systems</td>
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<td>Vehicle and component marking (incl. VIN)</td>
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<td>Identification of control</td>
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<td>Vehicle using CNG/Electric/Hybrid etc.</td>
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<td>Installation of lightings and light signalling devices</td>
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<td>Wash/wipe</td>
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<td>Interior fitting</td>
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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:

<table>
<thead>
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<th>Euro VI or JPN2009</th>
<th>For cars using Port Fuel Injection</th>
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<tr>
<td>Euro VI or JPN2009 + Euro VI PN limit</td>
<td>For cars using Gasoline Direct Injection equipped with NOx storage reduction catalyst</td>
</tr>
<tr>
<td>Euro VI or JPN2009 + JPN2009 PM limit + Euro VI PN limit or JPN2009 + Euro VI PM limit + Euro VI PN limit</td>
<td>For cars using Gasoline Direct Injection not equipped with NOx storage reduction catalyst</td>
</tr>
</tbody>
</table>

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

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:

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

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:

<table>
<thead>
<tr>
<th>Access Channels</th>
<th>Submit Bid</th>
<th>Enquire Bid</th>
<th>Revise Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBS/POSB ATM</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Tel: 1800-111-1111</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DBS/POSB Internet Banking (for Companies and Motor Dealers)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tel: 1800-222-2200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UOB Internet Banking (for Companies and Motor Dealers)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tel: 1800-226-6121</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maybank Internet Banking (for Companies and Motor Dealers)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tel: 1800-777-0022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTA Open Bidding Website (<a href="https://ocoelta.gov.sg">https://ocoelta.gov.sg</a>)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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.

**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.

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.SG” via the Apple App Store or Google Play).
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:

<table>
<thead>
<tr>
<th>Vehicle OMV</th>
<th>ARF Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $20,000</td>
<td>100%</td>
</tr>
<tr>
<td>Next $30,000 (i.e. $20,001 to $50,000)</td>
<td>140%</td>
</tr>
<tr>
<td>Above $50,000</td>
<td>180%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Vehicle OMV ($75,000)</th>
<th>ARF Rate</th>
<th>ARF Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $20,000</td>
<td>100%</td>
<td>100% x $20,000 = $20,000</td>
</tr>
<tr>
<td>Next $30,000</td>
<td>140%</td>
<td>140% x $30,000 = $42,000</td>
</tr>
<tr>
<td>Above $50,000</td>
<td>180%</td>
<td>180% x $25,000 = $45,000</td>
</tr>
</tbody>
</table>

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

d) Road Tax

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
Page 1 of 2

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

Singapore

VICOM Emission Test Laboratory
511 Bukit Batok Street 23, Singapore 659545

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 laboratories 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

China

Tianjin Automotive Test Centre

1. Boxing Road, Beijing Economic and Technological Development Zone, Beijing, China

2. Room 526, Main Building, No. 68, Xianfeng East Road, Dongli District, Tianjin,
   China/300300

3. No. 58, Gangpu Road, Meishan Free Trade Port Zone, Ningbo, Zhejiang, China/315832

4. Yancheng Automotive Proving Ground, Dafeng Economic Development Zone, Dafeng
   District, Yancheng, Jiangsu, China/224100

Hong Kong

Hong Kong Exhaust Emissions Laboratory Ltd
No. 140-A, Kat Hing Wai, Kam Tin, Yuen Long, New Territories, Hong Kong
India

The Automotive Research Association of India (ARAI)
Survey No. 102, Vetal Hill, Off Paud Road, Kothrud,
Pune, Maharashtra, India

France

Laboratoire De L'union Technique De L' Automobile
Du Motorcycle Et Du Cycle Autodrome De
91 Linas Monthlery, France

Germany

TÜV NORD Mobilität GmbH & Co. KG IFM – Institut für Fahrzeugtechnik und Mobilität
Adlerstraße 7; 45307 Essen

United Kingdom

1. Millbrook Proving Ground Ltd
   Millbrook, Near Ampthill, Bedford MK45 2JQ, England

2. Horiba Mira Ltd
   Watling Street, Nuneaton, Warwickshire CV10 0TU
Certificate of Compliance

For the purposes of rule 35 of the Road Traffic (Motor Vehicles, Construction and Use) Rules, the following certificate is submitted:

1. _______________________________ was tested by the (vehicle make/model)

__________________________________________________________________________ (name and address of testing laboratory)

to ensure it complies with ________________________________ and the following were 

(exhaust emission standard)

the results of the test:

Model : ________________________________
Weight : ________________________________
Engine No. : ________________________________
Chassis No. : ________________________________
Engine Capacity : ________________________________

Test Type I

Pollutions Tests  CO g/km  HC g/km  NOx g/km  HC + NOx g/km  CO2 g/km
1st test
2nd test
3rd test
Average
Limit for Inertia

Test Type II
Idling speed specified by manufacturer: ___________ rpm

Idling speed limits: ___________ rpm

RPM CO %

CO: ___________ Vol. % at ___________ Idle rpm

Test Type III

Vehicle Speed Power Applied to driven Wheel Pressure in crankcase Weighing factor Q’ n Cn Q’ n HC Pn
Km/h Kw /mm H2 O 1/min g/min 1/min Ppm g/min
Idling
50±2
50±2
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 Registered Vehicles

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Vehicles imported via this method for registration as brand new in Singapore have to comply with the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>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;</td>
</tr>
<tr>
<td>ii.</td>
<td>The vehicle has to be deregistered (or have its registration cancelled) within 14 days of its first registration in the foreign country; and</td>
</tr>
<tr>
<td>iii.</td>
<td>The vehicle must arrive in Singapore within 3 months of its deregistration in the foreign country.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documents</th>
<th>i. Original foreign registration and deregistration certificates issued by the country of export showing that the vehicle has been deregistered within 14 days of its first registration in the foreign country (see item iv below);</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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;</td>
</tr>
<tr>
<td></td>
<td>iii. Shipping bills of lading and the Singapore Customs inward cargo clearance permits showing the vehicle’s arrival in Singapore within 3 months from its deregistration overseas;</td>
</tr>
<tr>
<td></td>
<td>iv. Submission of other documents such as invoice, emission test report, etc;</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>vi. For vehicles registered and deregistered in Japan and the United Kingdom (UK), the acceptable registration and deregistration certificates are listed below.</td>
</tr>
</tbody>
</table>
### Registration and Deregistration Method for Registered Vehicles

<table>
<thead>
<tr>
<th></th>
<th>UK</th>
<th>Japan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For vehicles to be imported from countries other than Japan and the</td>
<td>For vehicles to be imported from countries other than Japan and the</td>
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<td></td>
<td>UK under this method, importers should submit the documents</td>
<td>UK under this method, importers should submit the documents</td>
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<td>(which are to be used for registration to support brand-newness</td>
<td>(which are to be used for registration to support brand-newness</td>
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<td></td>
<td>certification) for LTA’s assessment before purchasing/importing the</td>
<td>certification) for LTA’s assessment before purchasing/importing the</td>
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<tr>
<td></td>
<td>vehicles. This would help to ensure that all documents are in order</td>
<td>vehicles. This would help to ensure that all documents are in order</td>
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<tr>
<td></td>
<td>and, hence, there would be no delay at the point of registration.</td>
<td>and, hence, there would be no delay at the point of registration.</td>
</tr>
<tr>
<td>i.</td>
<td>Original copy of Registration Certificate (V5C) issued by the</td>
<td>i. The original registration</td>
</tr>
<tr>
<td></td>
<td>Driver and Vehicle Licensing Authority (DVLA); and</td>
<td>certificate issued by the Japan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ministry of Transport; and</td>
</tr>
<tr>
<td></td>
<td>i. Original copy of Registration Certificate (V5C) issued by the</td>
<td>ii. The original deregistration</td>
</tr>
<tr>
<td></td>
<td>Driver and Vehicle Licensing Authority (DVLA); and</td>
<td>certificate issued by the Japan</td>
</tr>
<tr>
<td></td>
<td>Original copy of the Notification of Permanent Export (V5C/4)</td>
<td>Ministry of Transport where the vehicle’s registration</td>
</tr>
<tr>
<td></td>
<td>issued by DVLA (or certified true copy by DVLA or a notary public),</td>
<td>cancellation is within 14 days of its registration date.</td>
</tr>
<tr>
<td></td>
<td>where its date of intended export must be within 14 days of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>vehicle’s registration and endorsement from DVLA is within 10 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>from the date of intended export.</td>
<td></td>
</tr>
</tbody>
</table>
2) **Certificate of Conformity (COC) Method**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>COC Method for Unregistered Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within 3 months from the:</td>
</tr>
<tr>
<td></td>
<td>a. COC issue date or the date of manufacture certified by the vehicle manufacturer/authorised agent, whichever is later; or</td>
</tr>
<tr>
<td></td>
<td>b. Issuance of V308 document.</td>
</tr>
<tr>
<td>ii.</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documents</th>
<th>Vehicle newness certification from vehicle manufacturers or their authorised agents</th>
</tr>
</thead>
<tbody>
<tr>
<td>V308 Document from DVLA or Certification from Kraftfahrt-Bundesamt (KBA)</td>
<td></td>
</tr>
<tr>
<td>i. Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC) with the following documents:</td>
<td></td>
</tr>
<tr>
<td>Vehicles manufactured in UK</td>
<td>i. Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC);</td>
</tr>
<tr>
<td>a. Original V308 document issued by DVLA in UK where the vehicle must arrive in Singapore within 3 months from its issue date; or</td>
<td></td>
</tr>
<tr>
<td>Vehicles manufactured in Germany</td>
<td>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:</td>
</tr>
<tr>
<td>b. Original certification issued by KBA, the German vehicle licensing authority, and the Certificate of Origin issued by the German Chamber of Commerce, where:</td>
<td>▪ Make/Model</td>
</tr>
<tr>
<td></td>
<td>▪ Engine number</td>
</tr>
<tr>
<td></td>
<td>▪ Chassis number</td>
</tr>
<tr>
<td></td>
<td>▪ Date of manufacture</td>
</tr>
<tr>
<td></td>
<td>▪ Country of manufacture</td>
</tr>
</tbody>
</table>
### COC Method for Unregistered Vehicles

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ the Certificate of Origin shows that the vehicle is manufactured in Germany;</td>
<td>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.</td>
</tr>
<tr>
<td>▪ the vehicle is exported from Germany within the 1-month validity period of the KBA certification;</td>
<td>Example of such documents are:</td>
</tr>
<tr>
<td>▪ the vehicle must arrive in Singapore within 3 months from the COC issue date; and</td>
<td>▪ Vehicle manufacturer sales booklet; or</td>
</tr>
<tr>
<td>▪ 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.</td>
<td>▪ 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.</td>
</tr>
</tbody>
</table>

- 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;

- iii. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and

- 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.
3) **Completion Inspection Certificate (CIC) Method**

| Requirements | i. Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within 3 months from the CIC issue date.  

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 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. |

| Documents | 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;  

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:  

  - Make/model  
  - Engine number  
  - Chassis number  
  - Date of manufacture  
  - Date of vehicle leaving its showroom/warehouse  

iii. Documents to confirm the supplier of the vehicles is the authorised agent of the vehicle manufacturer:  

  - 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

iv. An approved independent third-party assessor’s physical inspection and documentation verification with issuance of an Inspection Certificate that include the following certifications:

- 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.; and

vi. 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.
## 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

Printing date: 5 June 2020

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.