

APPLICATION TO CANCEL E-DAY LICENCE FOR OFF-PEAK / WEEKEND CAR

You may take 5 minutes to complete this form. You will need the following information to fill in the form:

1. Vehicle registration number;
2. Current e-Day Licence(s) Usage Date(s), if available (not applicable to undated e-Day Licence(s));
3. For vehicle registered under individual: Name of registered owner, NRIC (Singaporean / Singapore Permanent Resident (PR) or FIN (Foreigner) and contact number: or
4. For vehicle registered under non-individual: Name of Company, ACRA certificate number / Unique Entity Number (UEN) and contact number; and
5. Name, NRIC (Singaporean / Singapore PR) or FIN (Foreigner) and contact number of the person performing the transaction on behalf of the registered owner (i.e. Authorised Applicant).

IMPORTANT: Please read the INSTRUCTIONS AND NOTES overleaf before completing the application form.
Application with incorrect or incomplete information will not be accepted.

To Be Completed by Registered Vehicle Owner / Authorised Applicant

Vehicle Registration Number : _____

*I / We wish to apply to cancel the following _____ piece(s) of e-Day Licence(s) bought / issued for the above-mentioned vehicle.
(Max 5 pieces per application)

Please tick <input checked="" type="checkbox"/> the e-Day Licence(s) to be cancelled. (indicate the Usage Date(s) if you are applying to cancel dated e-Day Licence(s))		
(1) <input type="checkbox"/> Undated	<input type="checkbox"/> Dated: _____	(DDMMYYYY)
(2) <input type="checkbox"/> Undated	<input type="checkbox"/> Dated: _____	(DDMMYYYY)
(3) <input type="checkbox"/> Undated	<input type="checkbox"/> Dated: _____	(DDMMYYYY)
(4) <input type="checkbox"/> Undated	<input type="checkbox"/> Dated: _____	(DDMMYYYY)
(5) <input type="checkbox"/> Undated	<input type="checkbox"/> Dated: _____	(DDMMYYYY)

Declaration by *Registered Vehicle Owner / Authorised Applicant

*I / We declare that * I / we:

- a) have read and understood all the terms and conditions listed below and undertake to abide by them.
- b) *am / are the registered owner of the above-mentioned vehicle or *I / we *am / are *I am / we are duly authorised by the registered vehicle owner of the above-mentioned vehicle to submit this application.
- c) wish to apply to cancel the e-Day Licence for the Usage Date (if any) and vehicle registration number as stated above.
- d) understand that *I / we can cancel the e-Day Licence if it is still unused. If the e-Day Licence's Usage Date had been entered, *I / we must cancel the e-Day Licence before 0700 hours of this date (i.e. up to 0659 hours of the specified Usage Date). Otherwise, *I / we understand that the e-Day Licence will be considered used on the specified Usage Date and **cannot** be cancelled.
- e) understand that an **undated** e-Day Licence is **not** valid for use until its Usage Date has been entered by 2359 hours on the next day of the Usage Date.
- f) understand that it is a serious offence to use an Off-Peak Car / Weekend Car (OPC/WEC) on the roads during the restricted hours without a valid e-Day Licence in force for the vehicle.
- g) shall not hold Land Transport Authority (LTA) or its agents liable for any claims or disputes involving this application to cancel the Usage Date of the e-Day Licence as specified above.
- h) agree and undertake to indemnify and to hold LTA in all respects harmless against any losses, actions, demands, suits, charges, damages, proceedings, costs and expenses whatsoever arising from or in connection with this application to cancel the e-Day Licence(s) as specified above.
- i) have ensured that the particulars furnished in this application are true and correct to the best of *my / our knowledge.

Name of *Registered Vehicle Owner / Authorised Applicant : _____
(in Block Letters)

NRIC No.(Singaporean / Singapore PR) or FIN (Foreigner)
of *Registered Vehicle Owner / Authorised Applicant : _____

Contact No. of *Registered Vehicle Owner / Authorised Applicant: (Home / Office) _____ (Mobile) _____

Signature of *Registered Vehicle Owner / Authorised Applicant : _____ Date _____

* Delete where inapplicable

INSTRUCTIONS AND NOTES

1. Please complete the Application Form DL04 and submit it to :
 - a. any SingPost outlet; or
 - b. Automobile Association of Singapore (AAS) at 2 Kung Chong Road
2. When submitting your application, please check that you have the following:
 - a. The application form DL04, completed and signed.
 - b. The original NRIC (Singaporean / Singapore PR) or Employment / Immigration Pass Card bearing FIN issued by MOM / ICA (Foreigner) of the registered vehicle owner/authorised applicant.
3. A system-generated Acknowledgement Page will be issued to you once the application has been successfully processed. Please check the Acknowledgement Page to ensure that the vehicle registration number, Usage Date(s) if provided, and the total refund amount is/are correct before leaving the counter.
4. Once the application for cancellation of \$20 e-Day Licence(s) is successfully processed, the registered vehicle owner will receive a refund equivalent to the total value of the e-Day Licence(s) via cheque by post or credited to a valid GIRO refund bank account updated by the registered vehicle owner in the Vehicle Hub of the e-Services@One.Motoring within one month.
5. **Consent to the collection, use or disclosure of personal data:** We may share personally identifiable data that you have provided in this application with other Government agencies, so as to serve you in a most efficient and effective way. We will not share your personally identifiable data with other entities, except where such entities have been authorised to carry out specific Government services or in accordance with legislation under the purview of the Land Transport Authority to enable us to perform our functions or duties or to comply with any order of court or in compliance with any written law, or for the purposes of taking any action against any user for breach of the conditions of use of the Authority's electronic services.

Data provided by the Authority may be used for verification and record of your personal particulars, including comparing information from other sources, and using the information to communicate with you.