

VEHICLE PARKING CERTIFICATES (VPCs)
The Parking Places Act (Chapter 214)

This form may take 10 minutes to complete. You will need the following information to complete the form:

- a) School UEN Number
- b) HV Owner Name, ID if you are assigning VPCs

PART I: HEAVY VEHICLE PARK OPERATOR DETAILS

- 1) School Name (Operator): _____
- 2) School UEN Number : _____
- 3) Address of School: _____
 _____ Postal Code: _____
- 4) Office Tel No: _____ Fax No: _____
 Mobile No: _____ Email Address: _____
[For email correspondence]
 Contact Person: _____
- 5) Mailing Address: _____
 _____ Postal Code: _____

PART II: TERMINATE VPCs

¹D – Deregistration of vehicle, L – Lay-up of vehicle, T – Transfer of vehicle, C – Change of parking place, Co-Conversion of vehicle, Ch – Wrong Chassis No

Sn	Vehicle No. or VPC No.	Termination Reason (There is no refund for VPCs terminated) (D/L/T/C/Co/Ch) ¹

PART III: ASSIGN VPCs

²C – Conversion of vehicle; N – New Registration of vehicle; R – Road tax renewal; T – Transfer of vehicle

Sn	Vehicle No or Chassis No** (**applicable for new registration only)	Purpose (C/N/R/T) ²	HV Owner Name	HV Owner ID	VPC Start Date	VPC End Date

6) If the HV Owner is a **first time asset owner**, please provide the following details. Please submit the business profile from ACRA.

Sn	HV Owner Name	Registered Address	Contact No.	Email Address

PART IV: AUTHORISATION

I certify that the information given in this Application Form is correct.

Name of Authorised Person: _____ Designation: _____

Date: _____

Signature

School Stamp

NOTES TO APPLICANT

Please read the following instructions before completing the application form.

- i) The applicant shall be deemed to have read and understood the Parking Places (Licensing and Control of Private Parking Places for Heavy Vehicles) Rules.
- ii) Fill in **Part I and Part IV** and **any other Parts** as required according to your transactions.
- iii) Each VPC costs \$6. There is no GST for VPC fees.
- iv) Please submit the completed form to the LTA Vehicle Parking Counters at **10 Sin Ming Drive, VTL Building, Singapore 575701**. Applications with incomplete forms or documents will not be processed.
- v) For Enquiry: Call 1800-CALL_LTA (1800-2255-582)