

APPLICATION TO ASSIGN / RETAIN A  
VEHICLE REGISTRATION NUMBER



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

- Vehicle registration number to be retained, and the vehicle's engine and chassis numbers;
- Vehicle registration number, engine and chassis numbers of the new / existing vehicle to be assigned with the retained number (where applicable);
- For vehicle registered under individual: Name of registered owner, NRIC (Singaporean / Singapore Permanent Resident (PR)) or FIN (Foreigner);
- For vehicle registered under non-individual: Name of Company, ACRA certificate number/ Unique Entity Number (UEN), Particulars [Name, NRIC (Singaporean / Singapore PR) or FIN (Foreigner)] of the Director(s) / Sole-proprietor / Partner(s) whose name is listed in the ACRA printout, or a manager who is authorised in writing by the named Director(s) / Partner(s) to sign on this Form R03 on behalf of the company; and
- Name, NRIC (Singaporean / Singapore PR) or FIN (Foreigner) of the person performing the transaction on behalf of the registered owner (also known as submitter).

For retention of registration number of vehicle registered under the Revised Off-Peak Car / Off-Peak Car / Weekend Car / Revised Vintage Vehicle / Vintage (Restricted) Vehicle / Classic Vehicle Scheme, you must:

- Send your vehicle to any LTA-authorized inspection centre to confirm that the number plate seals are intact before applying to retain the vehicle registration number. The seal inspection result is valid for **7 calendar days** and the application to retain the vehicle registration number must be completed within these **7 calendar days**; and
- Change and reseal the new vehicle number plates at any LTA-authorized inspection centre within **3 calendar days** upon the successful retention of the vehicle registration number.

Name of Registered Owner: \_\_\_\_\_

\*NRIC / FIN^ / ACRA No. / UEN: \_\_\_\_\_

Vehicle Registration Number: 

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 Engine Number: \_\_\_\_\_  
Chassis Number: \_\_\_\_\_

Please tick (✓) the applicable box

<b>Option A</b> New vehicle to be registered in *my / our name <input type="checkbox"/>	*I / We, being the registered owner of the vehicle bearing the above details, wish to retain its registration number and pay the retention fee of \$1,300. The retained number will be used to register *my / our new vehicle bearing: engine number (if available): _____ chassis number (if available): _____ [For LTA Use: Number assigned after retention _____]  *I / We understand that the retained number is valid for use only up to its expiry date. \$1,200 will be refunded after the retained number is used to register a new vehicle in *my / our name. However, if the retained number is used to replace the registration number of another of *my / our existing vehicle, *I / we will pay an additional fee of \$1,200 (if \$100 retention fee is paid). There will be no refund of \$1,200.
<b>Option B</b> Existing vehicle registered in *my / our name <input type="checkbox"/>	*I / We, being the registered owner of the vehicle bearing the above details, wish to retain its registration number and will pay the retention fee of \$1,300. The retained number will be used to replace *my / our existing vehicle bearing registration number _____ and engine number: _____ chassis number: _____ [For LTA Use: Number assigned after retention _____]  *I / We understand that the retained number is valid for use only up to its expiry date. When the retained number is used to replace the registration number of *my / our existing vehicle, *I / we will pay an additional fee of \$1,200 (if \$100 retention fee is paid). There will be no refund of \$1,200. However, if the retained number is used for a new vehicle registration in *my / our name, *I / we understand that \$1,200 will be refunded. Attached is *my / our completed Form R06 – Application to Replace a Vehicle Registration Number.
<b>Done by ESA</b> New vehicle to be registered in *my / our name <input type="checkbox"/>	*I / We, being the registered owner of the vehicle bearing the above details, wish to retain its registration number and pay the retention fee of \$100. The retained number will be used within 14 days to register *my / our new vehicle bearing: engine number: _____ chassis number: _____ [For LTA / ESA Use: Number assigned after retention _____ Transaction date _____]  *I / We understand that the retained number is valid for use only up to its expiry date. In addition, if the retained number is not used within 14 days, *I / We will pay an additional fee of \$1,200.

- \*I / We understand that the vehicle registration number assigned/retained cannot be transferred or cancelled, and there will be no refund of any payment made. The Registrar of Vehicles reserves the right to reassign the vehicle registration number without notice.
- \*I / We will change and reseal (if applicable) the number plates on \*my / our existing vehicle from which the number was retained within **3 calendar days** upon the approval of the application to assign/retain the vehicle registration number (Please refer to the payment receipt for the new registration number assigned to the existing vehicle from which the registration number was retained). **Note:** It is an offence to keep or use the vehicle without displaying the correct registration number assigned to the vehicle, and/or fail to seal the vehicle number plates (if applicable) by the stipulated deadline. The penalty for first offence is a fine not more than \$1,000 or to imprisonment for a term not more than 3 months, and for subsequent offence, to a fine not more than \$2,000 or to imprisonment for a term not more than 6 months.
- \*I / We declare that the particulars furnished in this application and other supporting documents are true and correct to the best of \*my / our knowledge and belief. \*I am / We are aware that furnishing any false or misleading particulars or documents in this application is an offence.
- \*I / We consent to the collection, use or disclosure of my / our personal data to a third party as per stated overleaf.

Signature of Registered Owner: \_\_\_\_\_ Date: \_\_\_\_\_

@Name of Manager / Director: \_\_\_\_\_ @NRIC / FIN^ of Manager / Director: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_ NRIC / FIN^ of Submitter: \_\_\_\_\_

## **IMPORTANT NOTES**

### **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.