

## **PROCEDURES ON IMPORTATION AND REGISTRATION OF AN ENGINEERING PLANT IN SINGAPORE**

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## **REGISTRATION REQUIREMENTS**

### **Vehicle Registration**

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

### **Certificate of Entitlement (COE)**

Engineering Plants (except concrete and cement mixer<sup>1</sup>) are exempted from the Vehicle Quota System, i.e. COE is not required for registration of these vehicles.

### **Additional Registration Fee (ARF)**

Engineering Plants (except concrete and cement mixer<sup>2</sup>) are exempted from payment of ARF.

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<sup>1</sup> Concrete and cement mixer are classified under Category C. Alternatively, you can secure a COE under the Open Category (i.e. Category E). Please check the current COE information at the ONE.MOTORING portal ([www.onemotoring.com.sg](http://www.onemotoring.com.sg)) or on the MyTransport.SG Mobile App (download the App "MyTransport Singapore" via the Apple App Store or Google Play).

<sup>2</sup> ARF for concrete and cement mixer is calculated at 5% of the Open Market Value (OMV) of the engineering plant.

## TECHNICAL REQUIREMENTS

### Compliance with Road Traffic Act and its Subsidiary Legislations

All imported engineering plants must comply with the Road Traffic (Motor Vehicles, Construction and Use) Rules and Road Traffic (Motor Vehicles, Lighting) Rules.

### Exhaust Emission Standards

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

Petrol-Driven (Registered from 1 September 2017) must be:

Euro VI or JPN2009	For vehicles using <b>Port Fuel Injection</b>
Euro VI or JPN2009 + Euro VI PN limit	For vehicles using <b>Gasoline Direct Injection equipped</b> 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 vehicles using <b>Gasoline Direct Injection not equipped</b> with NOx storage reduction catalyst

Diesel-Driven must be:

Euro V or JPN2009	For vehicles registered by 31 December 2017
Euro VI or JPN2009 + Euro VI PN limit	For vehicles with MLW not exceeding 3,500kg registered from 1 January 2018
Euro VI or PPNLT + Euro VI PM number	For vehicles with MLW exceeding 3,500kg registered from 1 January 2018

Certification for compliance with the exhaust emission standards issued by the vehicle manufacturer or LTA/NEA-recognised vehicle testing laboratories (see **Annex A**) must be produced. The vehicle must be tested before it can be imported for registration in Singapore. The format for Certificate of Compliance and test report is attached at **Annex B** (for petrol-driven vehicle) and **Annex C or D** (for diesel-driven vehicle).

### Registration Inspection

The engineering plant must pass an inspection at any LTA-authorized inspection centres before it can be registered.

### Right-hand Drive

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

**Safety Belt**

All engineering plants must be fitted with approved front and rear (for double cabin only) safety belts. The safety belt and its anchorage points must meet internationally recognised standards (e.g. ECE standard, British standard) and the labels must be mounted in the engineering plant, if applicable.

**Safety Glass**

All safety glass fitted onto the engineering plant 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 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.

**Rear Underrun Bumpers and Sideguards**

Engineering plants with MLW of more than 3,500kg or trailers must be fitted with approved rear underrun bumper and sideguards before they are allowed to be registered, if applicable. Rear underrun bumper and sideguards are protective devices fitted at the back and sides of these vehicles. In the event of a collision between a smaller vehicle and a heavy vehicle, they will cushion the impact of collision and minimise injuries to drivers and passengers in the smaller vehicle.

The underrun bumper and sideguards must comply with the requirements as specified in the EEC Directives 79/490/EEC and 89/297/EEC respectively, or such, other standards as may be approved by LTA. The design drawings of such devices are required to be endorsed by a local professional engineer or vehicle manufacturer who has carried out simulation by calculation or laboratory testing.

**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.

### **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](http://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-leveling feature.

### **Speedometer**

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

### **Speed Limiter**

All engineering plants with MLW of more than 12,000kg must be fitted with approved speed limiters with the set speed at 60km/h. The speed limiter must comply with European Standard 92/24/EEC or the British Standard BS AU 217: Part 1a: 1987.

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## STEP-BY-STEP GUIDE TO IMPORT AND REGISTER AN ENGINEERING PLANT IN SINGAPORE

### Step 1

Ensure that your engineering plant is able to comply with the general requirements and standards as specified in the previous section.

### Step 2

Arrange for shipment of the engineering plant to Singapore with a shipping agent.

### Step 3

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 and Goods & Services Tax (GST)** will be payable to the Singapore Customs through inter-bank GIRO. GST is computed at 7% of the total Cost, Insurance & Freight (CIF). For further information on the application for Inward Cargo Clearance Permit, please visit [www.customs.gov.sg](http://www.customs.gov.sg) or contact the Singapore Customs at:

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

### Step 4

Prepare documents for verification and registration of the engineering plant in Singapore.

### Step 5

Decide whether you want to register the engineering plant yourself or get a motor dealer to register the engineering plant on your behalf. If the motor dealer is registering the engineering plant for you, he will carry out all or most of the following steps for you.

### Step 6

The importer would be required to submit an application for vehicle approval electronically through the Vehicle Inspection and Type Approval System (VITAS). Fees will be charged for VITAS applications and inspection.

Please refer to VITAS website (<https://vrl.lta.gov.sg/certlogin.html>) for more details on opening a user account and application procedures. Those without a registered account can still submit their application to LTA, Vehicle Approval & Control Division, 10 Sin Ming Drive, Singapore 575701.

Documents to be submitted for verification include:

- a) Documents to prove compliance with the exhaust emission standards such as:
  - Letter of certification from the vehicle manufacturer that the engineering plant 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;
- b) Detailed technical specifications of the engineering plant issued by the vehicle manufacturer;
- c) Original Manufacturer/Purchase Invoice to state make/model, engine number, chassis number, year of manufacture, engine capacity, unladen weight and maximum laden weight; or foreign vehicle registration documents (for used engineering plant). A statutory declaration is necessary if original documents are not available;
- d) Bill of Lading; and
- e) Valid Inward Cargo Clearance permit.

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

Once in-principle approval has been given, the importer will be notified to present the engineering plant for an inspection at any LTA-authorised inspection centres where an inspection fee will be charged.

When the engineering plant has passed its inspection, an approval letter with a Vehicle Approval Code (VAC) will be issued to the importer. With this VAC, the importer may proceed to register the engineering plant.

### **Step 7**

A Vehicle Parking Certificate (VPC) is required for any of the following vehicles:

- a) Heavy goods vehicle or concrete/cement mixer with MLW exceeding 5,000kg;
- b) Bus with a seating capacity of more than 15 persons, excluding the driver;
- c) Trailer, including container trailer, low loader and flat-bed trailer, with MLW exceeding 5,000kg; or
- d) Mobile crane or recovery vehicle with unladen weight exceeding 2,500kg.

**Step 8**

Once all information and documents are in order, the importer can make an appointment (by email: [feedback@lta.gov.sg](mailto:feedback@lta.gov.sg)) to submit the following documents to LTA, VRL Service Operations Division, 10 Sin Ming Drive, Singapore 575701 for processing:

- a) Duly completed Application for Registration and Licensing of a Motor Vehicle (Form R01). Refer to “Forms Download” at [www.onemotoring.com.sg](http://www.onemotoring.com.sg) under “Information & Guidelines” for the latest form;
- b) Notification of COE [issued by LTA as Temporary COE (TCOE)] (if applicable);
- c) Applicable original identification document of the vehicle owner:
  - i) For individual owner, NRIC [Singaporean/Singapore Permanent Resident (PR)] or Employment/Immigration Pass Card bearing Foreign Identification Number (FIN) issued by the Ministry of Manpower/Immigration & Checkpoints Authority of Singapore (ICA) (Foreigner); or
  - ii) For Company/Business/Limited Liability Partnership (LLP)/Limited Partnership (LP), a copy of the Accounting & Corporate Regulatory Authority (ACRA) profile printout of the Company/Business/LLP/LP, which is valid up to 14 days from the date of issue, and NRIC (Singaporean/Singapore PR) or Employment/Immigration Pass Card bearing FIN issued by the MOM/ICA (Foreigner) of the authorised person from the Company/Business/LLP/LP; or
  - iii) For Club/Association/Organisation, a copy of the Registry of Societies profile printout of the Club/Association/Organisation or other certificate issued by the relevant regulating authority and NRIC (Singaporean/Singapore PR) or Employment/Immigration Pass Card bearing FIN issued by the MOM/ICA (Foreigner) of the authorised person from the Club/Association/Organisation;
- d) Original Motor Insurance Cover Note or Certificate of Insurance;
- e) Notification of Retained/Bid Vehicle Registration Number (if any);
- f) Notice of Approval with VAC issued;
- g) Approval letter (if any) from the relevant authorities, if the vehicle is to be registered under any special schemes;
- h) Valid Inward Cargo Clearance Permit; and
- i) VPC (if any).



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

- a) Processing charge of S\$25 (before GST) per application (if registration is done at LTA's office);
- b) Registration Fee of S\$220; and
- c) Road Tax
  - i) For concrete and cement mixer, mobile crane and concrete pump, please refer to "Tax Structure for Goods Vehicle" at [www.lta.gov.sg](http://www.lta.gov.sg) under "Roads & Motoring", "Costs of Owning a Vehicle" for the latest road tax rate; and
  - ii) For others, road tax payment is exempted.

**Step 9**

Collect the following from LTA, VRL Service Operations Division, 10 Sin Ming Drive, Singapore 575701 upon registration of the engineering plant:

- a) Registration Notification Letter; and
- b) Official Receipt.

**Annex A****LIST OF LTA/NEA-RECOGNISED VEHICLE EXHAUST EMISSION TESTING LABORATORIES FOR ENGINEERING PLANTS****For Engineering Plants/Light Goods Vehicle with MLW of 3,500kg or less**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

Overseas

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

**For Engineering Plants/Heavy Goods Vehicle with MLW more than 3,500kg**

1. Laboratoire De L'union Technique De L' Automobile  
Du Motorcycle Et Du Cycle Autodrome De  
91 Linas Monthlery  
France
2. Rheinisch – Westfälischer Technischer  
Überwachungs - Verein e.v.  
Adlerstrasse 7  
4300 Essen 13 (Kray - Leithe)  
West Germany
3. Vehicle Certification Agency (VCA)  
VCA Bristol  
1 The Eastgate Office Centre  
Eastgate Road, Bristol  
BS5 6XX, United Kingdom
4. RDW Centre for Vehicle Technology and Information  
Zoetermeer Head-Office  
Europaweg 205  
PO Box 777  
2700 AT Zoetermeer  
The Netherlands



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**  
Page 1 of 2

The Registrar of Vehicles  
Republic of Singapore

**CERTIFICATE OF COMPLIANCE**

For Engineering Plant/Light Goods Vehicle (MLW of 3,500kg or less)

For the purposes of rule 37 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 : \_\_\_\_\_

**(A) Test Type I (Verifying the average tailpipe emissions after a cold start)**

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

**Test Type V (Durability of anti-pollution control devices)**

\_\_\_\_\_  
\_\_\_\_\_

**(B) On Board Diagnostic (OBD) Test**

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

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 D**

The Registrar of Vehicles  
Republic of Singapore

**CERTIFICATE OF COMPLIANCE**

For Engineering Plant/Heavy Goods Vehicle (MLW of more than 3,500kg)

For the purpose of rule 37 of the Road Traffic (Motor Vehicles, Construction and Use) Rules, the following certificate is submitted:

1. Chassis No: \_\_\_\_\_ Engine No: \_\_\_\_\_  
Engine Type: \_\_\_\_\_ Engine Capacity: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_

was tested by the \_\_\_\_\_  
(Name and address of testing laboratory)  
to ensure it complies with \_\_\_\_\_  
(exhaust emission standard)

This certificate is also applicable to the following models which are fitted with the same engine type:

\_\_\_\_\_

The following were the results of the test:

**(A) European Steady State Cycle (ESC) and European Load Response Test (ELR) tests**

	NOx (g/Kwh)	CO (g/Kwh)	HC (g/Kwh)	PT (g/kwh)
Test Result				
Limit Value				

**(B) European Transient Cycle (ETC) tests**

	NOx (g/Kwh)	CO (g/Kwh)	HC (g/Kwh)	PT (g/kwh)
Test Result				
Limit Value				

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 exhaust emission standard.

(vehicle make/model)

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

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**Annex E**

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**REGISTRATION DOCUMENTS CHECKLIST**

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- Check against this list to ensure that you have all the necessary documents to register your engineering plant.**
- Letter of certification from the vehicle manufacturer that the engineering plant 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
- Original Manufacturer/Purchase Invoice or foreign vehicle registration documents (for used engineering plant)
- Bill of Lading
- Duly completed Application for Registration and Licensing of a Motor Vehicle (Form R01)
- Notification of COE (issued by LTA as TCOE) (if applicable)
- Original identification document of vehicle owner (e.g. NRIC for Singaporean/ Singapore PR or Employment/Immigration Pass Card bearing FIN issued by the MOM/ICA for Foreigner)
- Original Motor Insurance Cover Note or Certificate of Insurance
- Notification of Retained/Bid Vehicle Registration Number (if any)
- Notice of Approval with VAC issued
- Approval letter (if any) from the relevant authorities, if the vehicle is to be registered under any special scheme
- Valid Inward Cargo Clearance Permit
- VPC (if any)
- Cashier's Order, Cash or NETS payable to LTA

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**If you need assistance, please call LTA's Customer Service hotline at  
Tel: 1800-CALL LTA (1800-2255 582)**

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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.