

PROCEDURES ON IMPORTATION AND REGISTRATION OF A GOODS VEHICLE IN SINGAPORE

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REGISTRATION REQUIREMENTS

Vehicle Registration

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

Importation of Used Vehicles

Vehicles that do not meet the requirements of registration as brand new will be classified as used vehicles. Only vehicles that are less than 3 years of age may be imported and registered for use 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 goods vehicle 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 goods vehicle, the age of your goods vehicle will be reckoned from the first day of its year of manufacture.

Classification of Goods Vehicles

Goods vehicles are classified into light goods vehicle (LGV), heavy goods vehicle (HGV) and very heavy goods vehicle (VHGV) based on their maximum laden weight (MLW):

- LGVs are goods vehicles with MLW not exceeding 3.5 metric tonnes (3,500kg)
- HGVs are goods vehicles with MLW exceeding 3.5 metric tonnes (3,500kg) but not exceeding 16 metric tonnes (16,000kg)
- VHGVs are goods vehicles with MLW exceeding 16 metric tonnes (16,000kg)

TECHNICAL REQUIREMENTS

Compliance with Road Traffic Act and its Subsidiary Legislations

All imported goods vehicles 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.

Exhaust Emission Standards

The National Environment Agency (NEA) requires all goods vehicles 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 Port Fuel Injection
Euro VI or JPN2009 + Euro VI PN limit	For vehicles using Gasoline Direct Injection equipped 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 Gasoline Direct Injection not equipped 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 LGVs registered from 1 January 2018
Euro VI or PPNLT + Euro VI PM number	For HGVs & VHGVs 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).

Fuel Economy Labelling Scheme (FELS)

All LGVs 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) A Certificate of Conformity (COC) issued by the vehicle manufacturer for vehicles type approved to the European standard; or
- b) A full emissions test report with fuel economy data, issued by one of the laboratories listed in **Annex A**.

Registration Inspection

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

Right-hand Drive

Only right-hand drive goods vehicles are allowed to be registered for use in Singapore.

Safety Belt

All goods vehicles 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 goods vehicle.

Safety Glass

All safety glass fitted onto the goods vehicle 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.

Safety Regulations for Goods Vehicles Carrying Workers

Goods vehicles cannot be used for private passenger transport. However, an exception is allowed for owners and hirers of goods vehicles to use their vehicles to transport their workers to and from their lodgings and places of work, or between their places of work, subject to certain requirements.

Refer to more details at:

www.onemotoring.com.sg > Information & Guidelines > Maintain A Vehicle > Safety Regulation for Lorries Carrying Workers

Rear Underrun Bumpers and Sideguards

Vehicles 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. 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

High Intensity Discharge (HID) Headlamps

Vehicles fitted with HID headlamps must be equipped with an auto-levelling feature.

Speedometer

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

Speed Limiter

All goods vehicles 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.

STEP-BY-STEP GUIDE TO IMPORT AND REGISTER A GOODS VEHICLE IN SINGAPORE

Step 1

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

Step 2

Arrange for shipment of the goods vehicle 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. 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 goods vehicle by taking into account the purchase price, freight, insurance, handling and all other incidental charges to the sale and delivery of the goods vehicle in Singapore. GST is computed at 7% of the total Cost, Insurance & Freight (CIF). 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 goods vehicle); and
- f) Letter from vehicle manufacturer confirming the date of manufacture of the goods vehicle.

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 4

Prepare documents for verification and registration of the goods vehicle in Singapore.

Step 5

Decide whether you want to register the goods vehicle yourself or get a motor dealer to register the goods vehicle on your behalf. If the motor dealer is registering the goods vehicle 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.

To ensure sufficient time for registration of **imported used goods vehicle**, importer must submit the VITAS application at least 3 months before it reaches 3 years of age.

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 goods vehicle 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) Documents issued by the vehicle manufacturer 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”;
- c) Detailed technical specifications of the goods vehicle issued by the vehicle manufacturer;
- d) Original Manufacturer/Purchase Invoice to state make/model, engine number, chassis number, year of manufacture, engine capacity, unladen weight and MLW; or foreign vehicle registration documents (for used goods vehicle). A statutory declaration is necessary if original documents are not available;
- e) Bill of Lading; and
- f) 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 goods vehicle for an inspection at any LTA-authorized inspection centres where an inspection fee will be charged.

When the goods vehicle 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 goods vehicle.

Step 7

Secure a Certificate Of Entitlement (COE) and obtain motor insurance coverage for your goods vehicle. If you wish, you can bid for a goods vehicle 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. Goods vehicles are classified under Category C. 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:

Access Channels	Submit Bid	Enquire Bid	Revise Bid
DBS/POSB ATM Tel: 1800-111-1111	Yes		Yes
DBS/POSB Internet Banking (for Companies and Motor Dealers) Tel: 1800-222-2200	Yes	Yes	Yes
UOB Internet Banking (for Companies and Motor Dealers) Tel: 1800-226-6121	Yes	Yes	Yes
Maybank Internet Banking (for Companies and Motor Dealers) Tel: 1800-777-0022	Yes	Yes	Yes
LTA Open Bidding Website (https://ocoe.lta.gov.sg)		Yes	Yes

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 Singapore" via the Apple App Store or Google Play).

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 S\$1 and the amount of bid must be in multiples of S\$1. Bid submitted cannot be withdrawn or revised downwards.

A fixed deposit of S\$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 every subsequent revision.

For more details, you may visit **Demonstration Kit & User Guide** at www.lta.gov.sg/content/ltaweb/en/ocoe.html

Points to note:

- Unless you are representing a company or organisation, each applicant is permitted only on bid in each tender exercise.
- COEs in Categories C and E are valid for 3 months. Hence, you must use the COE to register your goods vehicle within 3 months.
- COEs in Category C and E are transferable once only if the COE is bid under the name of an individual. Category C and E COEs bid in the name of company and business (including limited liability partnership, club, association, etc.) are not transferable.
- Category E Temporary COE (TCOE) can be used to register any vehicle type (Category E TCOE obtained from May 2017 bidding exercises onwards can no longer be used to register 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 Additional Registration Fee (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.

Step 8

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

- a) HGV 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 9

Once all information and documents are in order, the importer can make an appointment (by email: 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 under “Information & Guidelines” for the latest form;
- b) Notification of COE (issued by LTA as TCOE);
- 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 (MOM)/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) For LGVs or small buses with seating capacity of not more than 9 persons (excluding driver), proof of business includes the following:
 - i) For Company/Business/LLP/LP, the latest valid ACRA profile printout must indicate that the business' registration has not expired or been terminated/cancelled or in the case of a company, that it has not been wound up; or
 - ii) For Hawker/Farmer, the latest valid hawker's licence issued by NEA or a farm licence issued by Agri-Food and Veterinary Authority (AVA);
- e) Original Motor Insurance Cover Note or Certificate of Insurance;
- f) Notification of COE rebate (if any). Visit www.onemotoring.com.sg for more information;
- g) Notification of Retained/Bid Vehicle Registration Number (if any);
- h) Notice of Approval with VAC issued;
- i) Approval letter (if any) from the relevant authorities, if the vehicle is to be registered under any special schemes;
- j) Valid Inward Cargo Clearance Permit; and

- k) 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;
- c) ARF, which is calculated as follows:

Type of Goods Vehicle	ARF RATE	
LGV (MLW \leq 3.5 metric tonnes (mt))	5% of OMV	
HGV (3.5 mt < MLW \leq 16 mt)	5% of OMV	
VHGV (MLW > 16 mt)	5% of OMV	
Goods-cum-Passenger Vehicle (GPV)	<u>OMV</u>	<u>ARF Rate</u>
	First S\$20,000	100%
	Next S\$30,000 (i.e. from S\$20,001 to S\$50,000)	140%
	Above S\$50,000	180%

Example

The ARF payable for a GPV with an OMV of S\$75,000 will be calculated as follows:

Vehicle OMV (S\$75,000)	ARF Rate	ARF Payable
First S\$20,000	100%	100% x S\$20,000 = S\$20,000
Next S\$30,000	140%	140% x S\$30,000 = S\$42,000
Above S\$50,000	180%	180% x S\$25,000 = S\$45,000

Total ARF payable is S\$20,000 + S\$42,000 + S\$45,000 = **S\$107,000**;

- d) Road Tax
Refer to "Tax Structure for Goods Vehicle" at www.lta.gov.sg under "Roads & Motoring", "Costs of Owning a Vehicle" for the latest road tax rate.

Step 10

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

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

Annex A**LIST OF LTA/NEA-RECOGNISED VEHICLE EXHAUST EMISSION TESTING LABORATORIES FOR GOODS VEHICLES****For Light Goods Vehicles**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 Heavy Goods Vehicles

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 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 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

METHODS FOR REGISTRATION OF VEHICLES AS BRAND NEW**1) REGISTRATION AND DEREGISTRATION METHOD**

Registration and Deregistration Method for <u>Registered</u> Vehicles	
Requirements	<p>Vehicles imported via this method for registration as brand new in Singapore have to comply with the following:</p> <ul style="list-style-type: none"> i. 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; ii. The vehicle has to be deregistered (or have its registration cancelled) within <u>14 days</u> of its first registration in the foreign country; and iii. The vehicle must arrive in Singapore within <u>3 months</u> of its deregistration in the foreign country.
Documents	<ul style="list-style-type: none"> i. Original foreign registration and deregistration certificates issued by the country of export showing that the vehicle has been deregistered within <u>14 days</u> of its first registration in the foreign country (see item iv below); 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; iii. Shipping bills of lading and the Singapore Customs inward cargo clearance permits showing the vehicle's arrival in Singapore within <u>3 months</u> from its deregistration overseas; iv. Submission of other documents such as invoice, emission test report, etc; 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 vi. For vehicles registered and deregistered in Japan and the United Kingdom (UK), the acceptable registration and deregistration certificates are listed below.

Registration and Deregistration Method for <u>Registered</u> Vehicles		
	<p>For vehicles to be imported from countries other than Japan and the UK under this method, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment <u>before</u> 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.</p>	
	UK	Japan
	<ul style="list-style-type: none"> i. Original copy of Registration Certificate (V5C) issued by the Driver and Vehicle Licensing Authority (DVLA); and ii. Original copy of the Notification of Permanent Export (V5C/4) issued by DVLA (or certified true copy by DVLA or a notary public), where its date of intended export must be within <u>14 days</u> of the vehicle's registration and endorsement from DVLA is within <u>10 days</u> from the date of intended export. 	<ul style="list-style-type: none"> i. The original registration certificate issued by the Japan Ministry of Transport; and ii. The original deregistration certificate issued by the Japan Ministry of Transport where the vehicle's registration cancellation is within <u>14 days</u> of its registration date.

2) CERTIFICATE OF CONFORMITY (COC) METHOD

COC Method for <u>Unregistered</u> Vehicles		
Requirements	<p>i. Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within <u>3 months</u> from the:</p> <p>a. COC issue date or the date of manufacture certified by the vehicle manufacturer/authorised agent, whichever is later; or</p> <p>b. Issuance of V308 document.</p> <p>ii. 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.</p>	
Documents	V308 Document from DVLA or Certification from Kraftfahrt-Bundesamt (KBA)	Vehicle newness certification from vehicle manufacturers or their authorised agents
	<p>i. Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC) with the following documents:</p> <p><u>Vehicles manufactured in UK</u></p> <p>a. Original V308 document issued by DVLA in UK where the vehicle must arrive in Singapore within <u>3 months</u> from its issue date; or</p> <p><u>Vehicles manufactured in Germany</u></p> <p>b. Original certification issued by KBA, the German vehicle licensing authority, and the Certificate of Origin issued by the German Chamber of Commerce, where:</p>	<p>i. Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC);</p> <p>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:</p> <ul style="list-style-type: none"> ▪ Make/Model ▪ Engine number ▪ Chassis number ▪ Date of manufacture ▪ Country of manufacture

COC Method for <u>Unregistered</u> Vehicles	
	<ul style="list-style-type: none"> ▪ the Certificate of Origin shows that the vehicle is manufactured in Germany; ▪ the vehicle is exported from Germany within the <u>1-month</u> validity period of the KBA certification; ▪ the vehicle must arrive in Singapore within <u>3 months</u> from the COC issue date; and ▪ the vehicle undergoes an inspection certification by an LTA-authorized inspection centre to certify that the vehicle is new to the best of its professional knowledge. <p>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;</p> <p>iii. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and</p> <p>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.</p>
	<p>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.</p> <p>Example of such documents are:</p> <ul style="list-style-type: none"> ▪ Vehicle manufacturer sales booklet; or ▪ 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. <p>iv. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and</p> <p>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.</p>

3) COMPLETION INSPECTION CERTIFICATE (CIC) METHOD

CIC Method for <u>Unregistered</u> Vehicles	
Requirements	<p>i. Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within <u>3 months</u> from the CIC issue date.</p> <p>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 <u>before</u> 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.</p>
Documents	<p>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;</p> <p>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:</p> <ul style="list-style-type: none"> ▪ Make/model ▪ Engine number ▪ Chassis number ▪ Date of manufacture ▪ Date of vehicle leaving its showroom/warehouse <p>iii. Documents to confirm the supplier of the vehicles is the authorised agent of the vehicle manufacturer:</p> <ul style="list-style-type: none"> ▪ 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 <u>Unregistered</u> Vehicles	
	<p>iv. An approved independent third party assessor's physical inspection and documentation verification with issuance of an Inspection Certificate that include the following certifications:</p> <ul style="list-style-type: none">▪ 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 road worthy. <p>v. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and</p> <p>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.</p>

Annex F

REGISTRATION DOCUMENTS CHECKLIST

- Check against this list to ensure that you have all the necessary documents to register your goods vehicle.**
- Letter of certification from the vehicle manufacturer that the goods vehicle 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 to show the LGV's CO₂ and fuel economy data as tested in accordance with the UN ECE Regulation 101
- Original Manufacturer/Purchase Invoice or foreign vehicle registration documents (for used goods vehicle)
- Bill of Lading
- Duly completed Application for Registration and Licensing of a Motor Vehicle (Form R01)
- Notification of COE (issued by LTA as TCOE)
- 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)
- Proof of business (if any)
- Original Motor Insurance Cover Note or Certificate of Insurance
- Notification of COE rebate (if any)
- 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
- Vehicle Parking Certificate (if any)
- Cashier's Order, Cash or NETS payable to LTA

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

Printing date: 20 December 2017

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.