

U02

**VRLS USER ACCOUNT APPLICATION FORM
FOR GOVERNMENT AGENCY USER**

You may take about 10 minutes to complete this form. You will need the following information to fill in the form:

- Name of Requestor
 - NRIC (Singaporeans and Singapore Permanent Residents) of Requestor
- Supporting Documents:
- For new accounts, an Authorisation Letter from the Agency (original copy), signed by Head of Department or equivalent, authorising the Requestor's application.

INSTRUCTIONS

- 1) Please complete **PART 1, 2 and 3** of the application form to avoid delays in processing. Please delete accordingly for information appended with *.
- 2) All underlined fields, if applicable, are mandatory. Incomplete forms will be rejected and request will not be processed. LTA reserves the right to amend the access requested for in **PART 2** according to the Authority's policies.
- 3) Duly completed and signed forms should be submitted to Vehicle Registration & Licensing Division, 10 Sin Ming Drive, Singapore 575701 via fax or mail or in person.
- 4) Applications for new and re-activation of user accounts must be mailed or submitted in person together with the authorisation letter.
- 5) The new password, if any, can only be issued instantly if the requestor is present at LTA, 10 Sin Ming Drive. Otherwise, the new password will be posted to the designated registered address.

PART 1 REQUESTED ACTION

- Create a new account according to the particulars stated in **PART 2**
- Update particulars / access rights for an existing account according to the particulars stated in **PART 2**
- Suspend an existing account temporarily, access is not needed until further notice
- Terminate an existing account permanently, access is no longer needed
- Re-activate a disabled account, a new password is not required
- Re-activate a disabled account and issue a new password INSTANTLY (in person) / BY POST *
- Issue a new password INSTANTLY (in person) / BY POST * and re-activate the account if it has been disabled due to maximum login retries

Date to take effect :

User ID (for existing user) : G _____

Purpose / Reason :

PART 2 USER'S PARTICULARS - FOR CREATION / UPDATE OF ACCOUNT

Salutation : Mr / Miss / Mrs / Mdm / Dr / Ms*

Full Name (per NRIC) :

Singapore NRIC No. :

Agency Name :

Office No. :

Handphone / Pager No. :

Fax No. :

Email :

REQUESTED ACCESS

Add Remove

Enquire Full Vehicle & Owner Information (Search By Vehicle/Chassis/IU Label No.)

For LTA's Use

Enquire Full Vehicle & Owner Information (Search By Owner ID)

Remarks :

PART 3 AUTHORISATION & AGREEMENT

I declare that I have read and understood the conditions stated on this application form, and shall undertake to abide by them.

Name & Designation of User

Signature

Date

Terms & Conditions

This application is subjected but not limited to the following conditions:

1. These Terms and Conditions are supplemental to and are to be read together with the Conditions of Use found at the footer of the VRLS (or known as e-Services@ONE.MOTORING website) accessed via <https://vrl-i-link.lta.gov.sg>.
2. You shall only use the retrieved information for enforcement or investigation purposes as required by your Agency and not for personal gain or profit or any other purposes.
3. You shall act in good faith, exercise reasonable care and diligence in keeping your password confidential. At no time and under no circumstances shall you disclose your password to another person.
4. You shall be fully responsible in the event of any accidental or unauthorised disclosure of your password to any other person and shall bear the risks of your password being used by unauthorised persons or for unauthorised purposes.
5. You shall undertake the retrieved information should not be released to any third parties without LTA's permission.

Approved by Requestor's Head of Department or equivalent

Name & Designation

Signature

Date

**Please delete accordingly.*

PART 4 FOR LTA USE ONLY

Processed by Processing Officer

Name / Designation

Signature

Date

Remarks : _____

Approved by System Owner (For Creation / Update of User Account only)

Name / Designation

Signature

Date

Processed By User Account Administrator

Name / Designation

Signature

Date

Action : **Processed (Create / Update / Suspend / Terminate *) / Re-activate Account (With / Without * new password) / Issue New Password / Rejected / Withdrawn**

Remarks : _____

Processed By User Account Administrator Supervisor (For Creation / Update / Suspension / Re-activation / Termination of Account)

Name / Designation

Signature

Date

Action : **Approved / Rejected**

Remarks : _____