

Types of Identification Documents required to carry out the following transactions at LTA Counters (Only applicable to owners who are not eligible for SingPass / CorpPass):

- a. Transfer of Vehicle Registration
- b. Transfer of PARF/COE rebates

Important: Please read the NOTES below for more details

Table 1: Types of Identification Documents for CURRENT OWNER		
Type of Current Registered Owner	Current Owner Present at LTA	Current Owner cannot be Present in Person at LTA
Individual (Foreign National without FIN)	1. Original Passport of Current Owner <u>or</u> Letter from Immigration & Checkpoints Authority of Singapore/ Ministry of Manpower on the return of Employment/Immigration Pass Card or NRIC, and Original Passport.	1. Original Passport of Current Owner <u>or</u> Letter from Immigration & Checkpoints Authority of Singapore/ Ministry of Manpower on the return of Employment/Immigration Pass Card or NRIC, and Original Passport; and 2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application. <u>OR</u> 1. In the absence of the original Passport of the Current Owner, a Power of Attorney from the Current Owner, <u>and</u> the original NRIC or Employment/Immigration Pass Card of the appointed attorney who must be present in person.

Table 2: Types of Identification Documents for NEXT OWNER		
Type of Next Registered Owner	Next Owner/ Authorised Person Present at LTA	Next Owner/ Authorised Person cannot be Present in Person at LTA
Individual (Singaporean/ Singapore Permanent Resident)	1. Original NRIC of Next Owner.	1. Original NRIC of Next Owner; and 2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application. <u>OR</u>

Table 2: Types of Identification Documents for NEXT OWNER		
Type of Next Registered Owner	Next Owner/ Authorised Person Present at LTA	Next Owner/ Authorised Person cannot be Present in Person at LTA
		1. In the absence of the original NRIC of the Next Owner, a Power of Attorney from the Next Owner, <u>and</u> the original NRIC or Employment/Immigration Pass Card of the appointed attorney who must be present in person.
Individual (Foreign National)	1. Original Employment/ Immigration Pass Card of Next Owner	1. Original Employment/ Immigration Pass Card of Next Owner; and 2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application. <u>OR</u> 1. In the absence of the original Employment/ Immigration Pass Card of the Next Owner, a Power of Attorney from the Next Owner, <u>and</u> the original NRIC or Employment/ Immigration Pass Card of the appointed attorney who must be present in person.
ACRA-registered Company / Foreign Company / Business / Limited Liability Partnership (LLP) / Sole-Proprietorship	1. Original ACRA Printout; 2. Original NRIC or Employment/Immigration Pass Card of a Company Director / Sole-Proprietor / Partner whose name is shown on the ACRA Printout, or a Manager who is authorised, in writing by a Director / Sole-Proprietor / Partner to sign on the "Application Form for Transfer of a Vehicle/PARF/COE Rebates" on behalf of the company/business and the name of the Director / Sole-Proprietor / Partner must be shown on the ACRA Printout	1. Original ACRA Printout; 2. Original NRIC or Employment/Immigration Pass Card of a Company Director / Sole-Proprietor / Partner whose name is shown on the ACRA Printout, or a Manager who is authorised, in writing by a Director / Sole-Proprietor / Partner to sign on the "Application Form for Transfer of a Vehicle/PARF/COE Rebates" on behalf of the company/business and the name of the Director / Sole-Proprietor / Partner must be shown on the ACRA Printout

Table 2: Types of Identification Documents for NEXT OWNER		
Type of Next Registered Owner	Next Owner/ Authorised Person Present at LTA	Next Owner/ Authorised Person cannot be Present in Person at LTA
		3. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.
ROS-Registered Club/Association/Organisation	<ol style="list-style-type: none"> 1. Original ROS Certificate Printout; and 2. Certified extract of the AGM minutes or resolution signed by the Secretary to appoint a person to carry out the transaction and to sign the application form; and 3. Original NRIC or Employment/Immigration Pass Card of authorised person. 	<ol style="list-style-type: none"> 1. Original ROS Certificate Printout; and 2. Certified extract of the AGM minutes or resolution signed by the Secretary to appoint a person to carry out the transaction and to sign the application form; and 3. Original NRIC or Employment/Immigration Pass Card of authorised person. 4. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.
Government Agency/ Statutory Board	<u>For Ministry</u> <ol style="list-style-type: none"> 1. Original NRIC or Employment/Immigration Pass Card of officer authorised by the Permanent Secretary with a letter of authorisation signed by an officer for Permanent Secretary. 	<u>For Ministry</u> <ol style="list-style-type: none"> 1. Original NRIC or Employment/Immigration Pass Card of officer authorised by the Permanent Secretary with a letter of authorisation signed by an officer for Permanent Secretary; and 2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.

Table 2: Types of Identification Documents for NEXT OWNER		
Type of Next Registered Owner	Next Owner/ Authorised Person Present at LTA	Next Owner/ Authorised Person cannot be Present in Person at LTA
	<p><u>For Statutory Board</u> 1. Original NRIC or Employment/Immigration Pass Card of Deputy Director or above in Admin Services Dept;</p> <p><u>OR</u></p> <p>1. Original Letter of Authorisation from Deputy Director or above in Admin Services Dept to appoint Officer to carry out specified transaction(s); and</p> <p>2. Original NRIC or Employment/Immigration Pass Card of Appointed Officer.</p>	<p><u>For Statutory Board</u> 1. Original NRIC or Employment/Immigration Pass Card of Deputy Director or above in Admin Services Dept; and</p> <p>2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.</p> <p><u>OR</u></p> <p>1. Original Letter of Authorisation from Deputy Director or above in Admin Services Dept to appoint Officer to carry out specified transaction(s); and</p> <p>2. Original NRIC or Employment/Immigration Pass Card of Appointed Officer; and</p> <p>3. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.</p>

Notes:

- a. NRIC applies to Singaporean and Singapore Permanent Resident.
- b. Employment/Immigration Pass Card issued by the Ministry of Manpower and Immigration & Checkpoints Authority of Singapore (which bears the Foreign Identification Number) applies to foreigner.
- c. The Original Company Profile Information printout from the Accounting & Corporate Regulatory Authority (ACRA) is valid up to 14 days from the date of issue by ACRA.
- d. A Power of Attorney (original & certified true copy by any Director/ Partner/ Sole Proprietor/ Company Secretary) must be signed, sealed and delivered by Directors and/or Company Secretary in accordance with the M&A /all Partners / Sole Proprietor/ Asset Owner and duly stamped. The POA should be executed before and authenticated by a notary public or any court, Judge, Magistrate or consular officer of Singapore and should include the date (validity period) and transaction type(s) the POA is expressly for, and bear all the names & NRIC numbers/FINs of all persons as stated in the various scenarios.

- e. If a third party is submitting the application for the owner (whether individual, company, business, etc), the original NRIC or Employment/Immigration Pass Card of the third party must also be produced for verification.
- f. The requirements set out in this annex are provided to give a better understanding to obligations and requirements on the applicant's part and are not meant to be any representation by LTA of its policies and guidelines in arriving at a decision. Applicants are advised to read LTA's Policies & Schemes, Terms of Use and Privacy Statements to obtain a better understanding of LTA's policies and guidelines.