

**Types of Identification Documents Required to Deregister a Vehicle at LTA Counters (Only applicable to vehicles that are Lost through Theft or Criminal Breach of Trust):**

**Important:** Please read the NOTES below for more details

<b>Types of Identification Documents for CURRENT OWNER</b>		
<b>Type of Current Registered Owner</b>	<b>Current Owner Present at LTA</b>	<b>Current Owner cannot be Present in Person at LTA</b>
<b>Individual</b> (Singaporean/ Singapore Permanent Resident)	1. Original NRIC.	1. Original NRIC; and  2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.  <u>OR</u>  In the absence of the original NRIC of the Owner, a Power of Attorney from the Owner, <u>and</u> the original NRIC or Employment/Immigration Pass Card of the appointed attorney who must be present in person.
<b>Individual</b> (Foreign National without FIN)	1. Original Passport and Letter from Immigration & Checkpoints Authority of Singapore/ Ministry of Manpower on the return of Employment/Immigration Pass Card or NRIC.	1. Original Passport and Letter from Immigration & Checkpoints Authority of Singapore/ Ministry of Manpower on the return of Employment/Immigration Pass Card or NRIC; and  2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.  <u>OR</u>  3. In the absence of the original identification documents 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.
<b>Individual</b> (Foreign National with FIN)	1. Original Employment/Immigration Pass Card.	1. Original Employment/Immigration Pass Card; and

		<p>2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.</p> <p><u>OR</u></p> <p>3. In the absence of the original Employment/ Immigration Pass Card 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.</p>
<p><b>ACRA-registered Company</b></p>	<p>1. Original ACRA Printout; and</p> <p>2. <u>For Companies Listed on the Singapore Exchange</u> Letter of Authorisation signed by the President / Chief Executive Officer / Managing Director to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</p> <p><u>For Companies NOT Listed on the Singapore Exchange</u> Authorisation (resolution) from Board or Power of Attorney from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</p> <p>3. Original NRIC or Employment/Immigration Pass Card of authorised person.</p>	<p>1. Original ACRA Printout;</p> <p>2. <u>For Companies Listed on the Singapore Exchange</u> Letter of Authorisation signed by the President / Chief Executive Officer / Managing Director to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</p> <p><u>For Companies NOT Listed on the Singapore Exchange</u> Authorisation (resolution) from Board or Power of Attorney from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</p> <p>3. Original NRIC or Employment/Immigration Pass Card of authorised person; and</p> <p>4. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for authorised person.</p>

<p><b>Foreign Company</b> (Registered with ACRA)</p>	<ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. *Power of Attorney (POA) from Board to appoint an attorney to carry out transaction on company's behalf and to sign on the application form; and</li> <li>3. Original NRIC or Employment/Immigration Pass Card of appointed attorney.</li> </ol>	<ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. *Power of Attorney (POA) from Board to appoint an attorney to carry out transaction on company's behalf and to sign on the application form; and</li> <li>3. Original NRIC or Employment/Immigration Pass Card of appointed attorney; and</li> <li>4. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for appointed attorney.</li> </ol>
<p><i>*The POA must be executed before and attested by a Notary Public and a Consular Officer of Singapore in the foreign country where it was incorporated.</i></p> <p><i>An <b>agent</b> of a foreign company registered in Singapore is not authorised to execute any document unless otherwise empowered by the POA.</i></p>		
<p><b>ACRA-registered Business</b> (Partnership / Limited Liability Partnership (LLP) / Sole Proprietorship)</p>	<p><u>For Partnership</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. Original NRICs or Employment/Immigration Pass Cards of all Partners of the Business <u>OR</u> a Power of Attorney (POA)/ Original Letter of Authorisation (in letterhead) from all the Partners to appoint an authorised person to carry out the transaction on the Business's behalf and to sign on the application form; and</li> <li>3. Original NRIC or Employment/Immigration Pass Card of authorised person.</li> </ol>	<p><u>For Partnership</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. Original NRICs or Employment/Immigration Pass Cards of all Partners of the Business <u>OR</u> a Power of Attorney (POA)/ Original Letter of Authorisation (in letterhead) from all the Partners to appoint an authorised person to carry out the transaction on the Business's behalf and to sign on the application form;</li> <li>3. Original NRIC or Employment/Immigration Pass Card of authorised person; and</li> <li>4. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for authorised person.</li> </ol>

	<u>For LLP</u> 1. Original ACRA Printout; and  2. Original NRIC or Employment/Immigration Pass Card of any Partner.	<u>For LLP</u> 1. Original ACRA Printout; and  2. Original NRIC or Employment/Immigration Pass Card of any Partner; and  3. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for the Partner.
	<u>For Sole Proprietor</u> 1. Original ACRA Printout; and  2. Original NRIC or Employment/Immigration Pass Card of Sole proprietor.	<u>For Sole Proprietor</u> 1. Original ACRA Printout;  2. Original NRIC or Employment/Immigration Pass Card of Sole proprietor OR Power of Attorney (POA); and  3. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for the Sole Proprietor.
<b>ROS-Registered Club/Association/Organisation</b>	1. Original ROS Certificate Printout;  2. Certified extract of the AGM minutes OR resolution signed by the Secretary OR letter of authorisation signed by the Chairman 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.	1. Original ROS Certificate Printout; and  2. Certified extract of the AGM minutes OR resolution signed by the Secretary OR letter of authorisation signed by the Chairman 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; and  4. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.
<b>Government Agency/ Statutory Board</b>	<u>For Ministry</u> 1. Original NRIC or Employment/Immigration Pass Card of officer authorised by the Deputy Director or above with a letter of authorisation.	<u>For Ministry</u> 1. Original NRIC or Employment/Immigration Pass Card of officer authorised by the Deputy Director or above with a letter of authorisation; and

		2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application.
	<p><u>For Statutory Board</u></p> <p>1. Original NRIC or Employment/Immigration Pass Card of Deputy Director or above.</p> <p><u>OR</u></p> <p>1. Original Letter of Authorisation from Deputy Director or above 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></p> <p>1. Original NRIC or Employment/Immigration Pass Card of Deputy Director or above; 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 to appoint Officer to carry out specified transaction(s);</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. Authorisation from a company's Board must be signed by the relevant Officers in accordance with its Memorandum & Articles. It should include the date (validity period) and transaction type(s) the resolution is expressly for, be passed at a Board Meeting, and bear all Named Officers' names and NRIC numbers/FINs.
- e. 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. 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 and NRIC numbers/FINs of all persons as stated in the various scenarios.

- f. 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.
- g. 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.