

# **User Guide**

Application for In-principle Approval  
for Excursion/ Private Hire Bus To Be  
Used as Private Bus at the  
OneMotoring Portal

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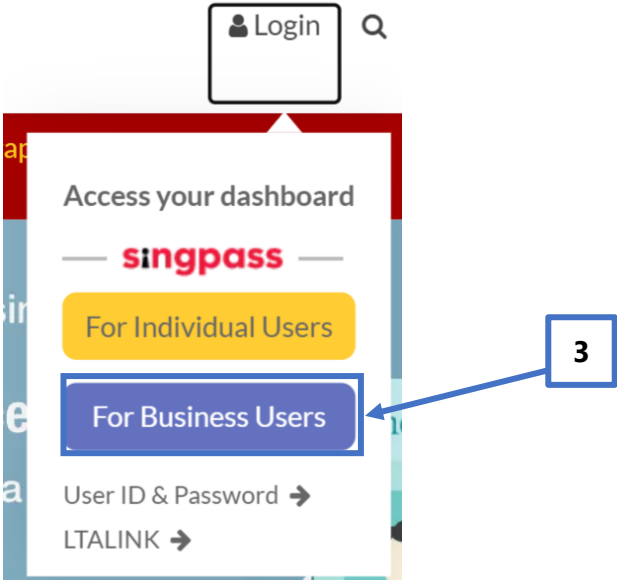
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# Getting Started

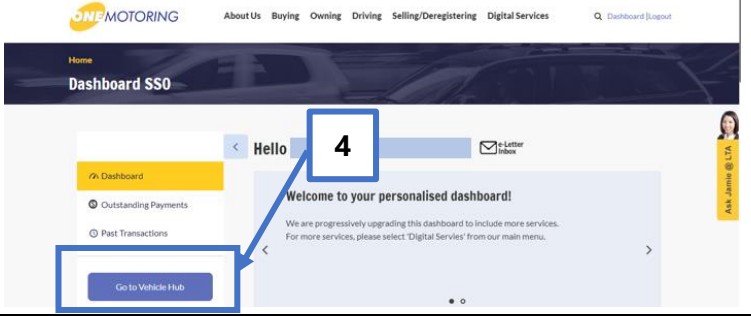
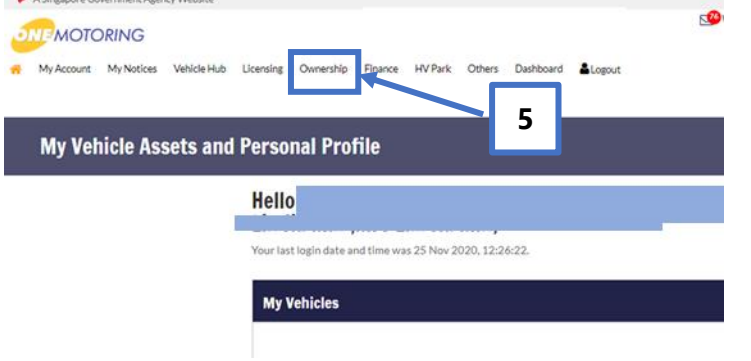
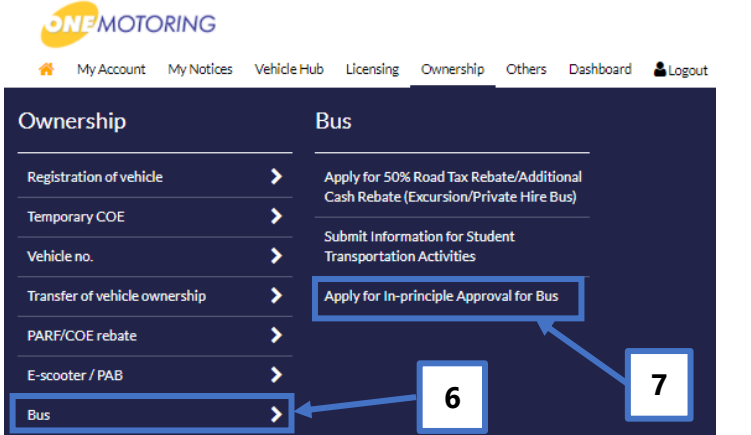
## 1.1 First-time Users

Note: Only businesses with leasing activities in their business profiles are eligible to apply for their Excursion/ Private Hire Bus(es) to be used as Private Bus(es). **For buses that are registered under businesses**, if your company does not have a Corppass account, please visit [www.corppass.gov.sg](http://www.corppass.gov.sg) to register for a Corppass Administrator account. The Administrator will create the Corppass accounts for the employees to transact on your business's behalf.

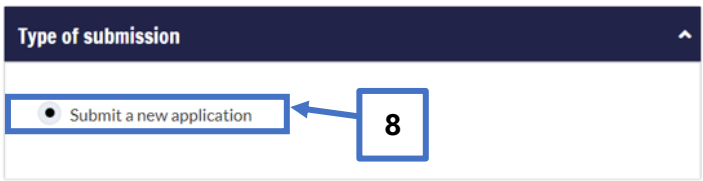
## 1.2 Accessing the OneMotoring Portal

|   |  |
|---|--|
| <p>Step 1: Visit <a href="http://onemotoring.lta.gov.sg">onemotoring.lta.gov.sg</a></p> <p>Step 2: Click the '<b>Login</b>' button on the top right-hand corner of the webpage.</p> |   |
| <p>Step 3: Login with your Singpass by clicking the '<b>For Business Users</b>' button.</p>   |  |


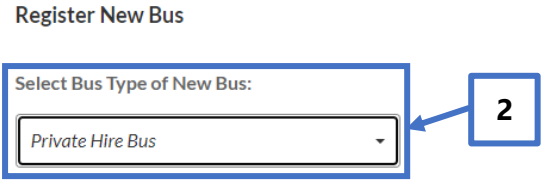
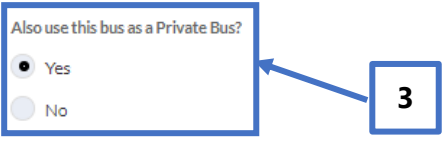
### 1.3 Apply for In-principle Approval To Use Excursion/ Private Hire Bus as Private Bus

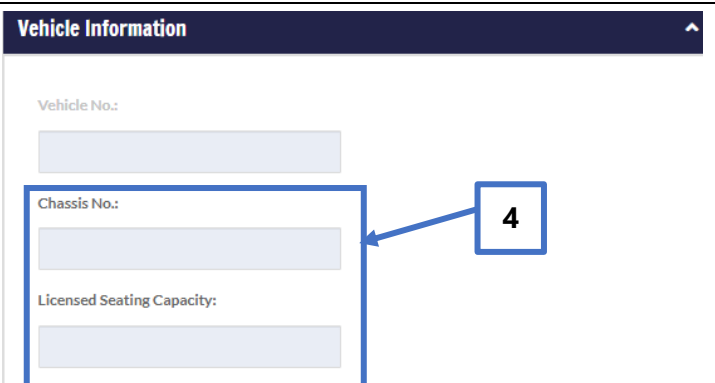
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| <p>Upon successful login, you will be brought to the Dashboard.</p> <p>Step 4: Click on '<b>Go to Vehicle Hub</b>'.</p>  |    |
| <p>Step 5: On the main page of Vehicle Hub, click on '<b>Ownership</b>'.</p>   |   |
| <p>Step 6: On the '<b>Ownership</b>' drop-down menu, click on '<b>Bus</b>'.</p> <p>Step 7: Under the '<b>Bus</b>' drop-down menu, click on '<b>Apply for In-principle Approval for Bus</b>'.</p> |  |

## 1.4 Select Type of Submission

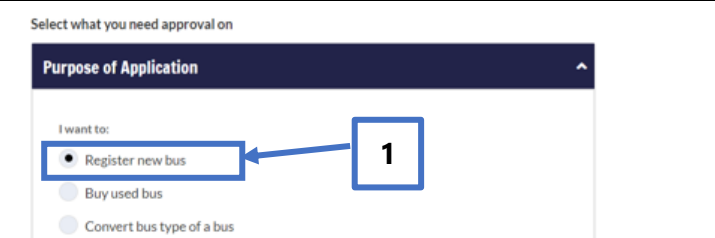
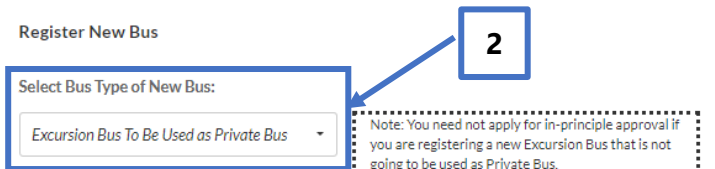
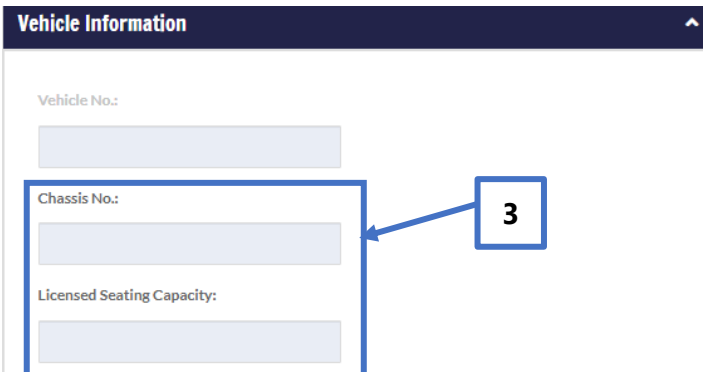
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| <p>Step 8: Click on <b>'Submit a new application'</b> if you wish to submit a new application.</p> <p>If you are doing a re-submission as requested by the LTA to provide missing information/ supporting document, please refer to Section 3.2.</p> |  |
|--|--|

### 1.4.1 Register New Private Hire Bus to be Used as Private Bus

|  |  |
|--|--|
| <p>Step 1: Select <b>'Register new bus'</b>.</p> |   |
| <p>Step 2: Select <b>'Private Hire Bus'</b>.</p> |  |
| <p>Step 3: Click <b>'Yes'</b>.</p>               |  |

|   |  |
|---|--|
| <p>Step 4: Enter Chassis No. and seating capacity of the new Private Hire Bus.</p> <p>Proceed to Section 1.5 and to continue with your application.</p> |  |
|---|--|

## 1.4.2 Register New Excursion Bus to be Used as Private Bus

|  |  |
|--|--|
| <p>Step 1: Select '<b>Register new bus</b>'.</p>   |   |
| <p>Step 2: Select '<b>Excursion Bus To Be Used as Private Bus</b>'.</p>  |  |
| <p>Step 3: Enter Chassis No. and seating capacity of the new Excursion Bus.</p> <p>Proceed to Section 1.5 and to continue with your application.</p> |  |

### 1.4.3 Buy Used Private Hire Bus to be Used as Private Bus

|   |  |
|---|--|
| <p>Step 1: Select <b>'Buy used bus'</b>.</p>  | <p>Select what you need approval on</p> <div style="border: 1px solid #333; padding: 5px;"> <p><b>Purpose of Application</b> ^</p> <p>I want to:</p> <p><input type="radio"/> Register new bus</p> <p><input checked="" type="radio"/> <b>Buy used bus</b> ← 1</p> <p><input type="radio"/> Convert bus type of a bus</p> </div>   |
| <p>Step 2: Select <b>'Private Hire Bus'</b>.</p> <p>Step 3: Select <b>'No'</b>.</p> <p>Step 4: Select <b>'Yes'</b>.</p>   | <p><b>Buy Used Bus</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Select Current Bus Type of Used Bus:</p> <p>Private Hire Bus ← 2</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Convert this bus to another bus type?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No ← 3</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Also use this as a Private Bus?</p> <p><input checked="" type="radio"/> Yes ← 4</p> <p><input type="radio"/> No</p> </div>  |
| <p>Step 5: Enter the bus registration number of the Private Hire Bus that you wish to buy and use as Private Bus.</p> <p>Step 6: Enter name and owner ID/ ACRA certificate number of the current registered owner of the Private Hire Bus.</p> <p>Proceed to Section 1.5 and to continue with your application.</p> | <div style="border: 1px solid #333; padding: 5px;"> <p><b>Vehicle Information</b> ^</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Vehicle No.:</p> <input type="text"/> ← 5         </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; flex: 1;"> <p>Name of Seller:</p> <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px; flex: 1;"> <p>Owner ID/ ACRA Certificate Number of Seller:</p> <input type="text"/> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Licensed Seating Capacity:</p> <input type="text"/> ← 6         </div> </div> <p><i>Note: licensed seating capacity will be auto-populated.</i></p> |

## 1.4.4 Use My Private Hire/ Excursion Bus as Private Bus

|   |  |
|---|--|
| <p>Step 1: Select <b>'Use an Excursion Bus or Private Hire Bus as a Private Bus'</b>.</p>   | <p>Select what you need approval on</p> <div><b>Purpose of Application</b> ^</div> <p>I want to:</p> <ul style="list-style-type: none"><li><input type="radio"/> Register new bus</li><li><input type="radio"/> Buy used bus</li><li><input type="radio"/> Convert bus type of a bus</li><li><input checked="" type="radio"/> Use an Excursion Bus or Private Hire Bus as a Private Bus</li><li><input type="radio"/> Change Excursion Bus or Private Hire Bus that is currently used as Private Bus</li><li><input type="radio"/> Cancel existing approval for Excursion Bus or Private Hire Bus that is used as Private Bus</li><li><input type="radio"/> Apply for Adult Workers' Contract (AWC) permit, to allow School Bus to ferry adult workers</li></ul> |
| <p>Step 2: The bus registration number of the Excursion Bus(es)/ Private Hire Bus(es) that you own will be displayed in the yellow button(s).</p> <p>Select the bus registration number of the Excursion Bus/ Private Hire Bus that will be used as Private Bus.</p> <p>Proceed to Section 1.5 and to continue with your application.</p> | <div><b>Vehicle Information</b> ^</div> <div><p>Vehicle No.:</p><div><div>PA1234A</div><div>PB1234B ✓</div><div>PC1234C</div><div>PD1234D</div></div></div>  |



## 1.4.5 Change Excursion/ Private Hire Bus That is Currently Used as Private Bus

|  |   |
|--|---|
| <p>Step 1: Select <b>'Change Excursion Bus or Private Hire Bus that is currently used as Private Bus'</b>.</p>   | <p>Select what you need approval on</p> <div><b>Purpose of Application</b></div> <p>I want to:</p> <ul style="list-style-type: none"><li><input type="radio"/> Register new bus</li><li><input type="radio"/> Buy used bus</li><li><input type="radio"/> Convert bus type of a bus</li><li><input type="radio"/> Use an Excursion Bus or Private Hire Bus as a Private Bus</li><li><input checked="" type="radio"/> <b>Change Excursion Bus or Private Hire Bus that is currently used as Private Bus</b></li><li><input type="radio"/> Cancel existing approval for Excursion Bus or Private Hire Bus that is used as Private Bus</li><li><input type="radio"/> Apply for Adult Workers' Contract (AWC) permit, to allow School Bus to ferry adult workers</li></ul> |
| <p>Step 2: Select bus registration number of your Excursion/ Private Hire Bus(es) that was/were approved to be used as Private Bus that you intend to replace.</p> <p>Step 3: Select the bus registration number of the replacement Excursion/ Private Hire Bus to be used as Private Bus.</p> <p>Step 4: Select current lease end date.</p> <p>Proceed to Section 1.8 Declarations and to continue with your application.</p> | <div><b>Vehicle Information</b></div> <div><u>Excursion/Private Hire Bus approved to be used as Private Bus</u><br/>Vehicle No.:<br/><div>PA1234A ✓ PB1234C PC1234D</div></div> <div><u>Replacement Excursion/Private Hire Bus to be used as Private Bus</u><br/>Vehicle No.:<br/><div>PA1234B ✓ PD1234A PZ1234A</div></div> <div>Lease end date:<br/>02 Dec 2022</div> <div>Licensed Seating Capacity:<br/>13</div>  |

## 1.4.6 Cancel Existing Approval for Excursion/ Private Hire Bus That is Used as Private Bus

|   |  |
|---|--|
| <p>Step 1: Select '<b>Cancel existing approval for Excursion or Private Hire Bus that is used as Private Bus</b>'.</p>  | <p>Select what you need approval on</p> <div> <div>Purpose of Application</div> <div> <p>I want to:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Register new bus</li> <li><input type="radio"/> Buy used bus</li> <li><input type="radio"/> Convert bus type of a bus</li> <li><input type="radio"/> Use an Excursion Bus or Private Hire Bus as a Private Bus</li> <li><input type="radio"/> Change Excursion Bus or Private Hire Bus that is currently used as Private Bus</li> <li><input checked="" type="radio"/> Cancel existing approval for Excursion Bus or Private Hire Bus that is used as Private Bus</li> <li><input type="radio"/> Apply for Adult Workers' Contract (AWC) permit, to allow School Bus to ferry adult workers</li> </ul> </div> </div> <p>1</p> |
| <p>Step 2: Select bus registration number of your current Excursion/ Private Hire Bus that was approved to be used as Private Bus that you intend to cancel the approval.</p> <p>Step 3: Select current lease end date.</p> | <div> <div>Vehicle Information</div> <div> <p><u>Excursion/Private Hire Bus approved to be used as Private Bus</u></p> <p>Vehicle No.:</p> <div> <div>PA1234A ✓</div> <div>PB1234C</div> <div>PC1234D</div> </div> </div> </div> <div> <div>Lease end date:</div> <div>02 Dec 2022</div> </div> <div> <div>Licensed Seating Capacity:</div> <div>13</div> </div> <p>2</p> <p>3</p> <p>Note: licensed seating capacity will be auto-populated.</p>  |
| <p>Step 4: Enter the new lease end date.</p> <p>Proceed to Section 1.8 Declarations and to continue with your application.</p>  | <div> <div>Bus Lessee Information</div> <div> <div> <div>ACRA Certificate Number of Lessee:</div> <div>123456789A</div> </div> <div> <div>Lessee Name:</div> <div>Test Name</div> </div> <div> <div>Email Address of Lessee:</div> <div>-</div> </div> <div> <div>Contact No. of Lessee:</div> <div>-</div> </div> </div> <div> <div>Lease period applied for (start date):</div> <div>30 Nov 2021</div> </div> <div> <div>Lease period applied for (end date):</div> <div>12042022</div> </div> <p>4</p> <p>Note: Current approved start date of lease period will be auto-populated.</p> </div>  |

## 1.5 Select Conveyance Activity

|   |   |
|---|---|
| <p>Step 1A: If you are <u>using the Excursion/ Private Hire Bus as Private Bus to ferry your Bus Lessee's employees</u>, select <b>'This Private Bus will be used for the conveyance of my Bus Lessee's employees'</b>.</p> <p>Step 1B: If you are <u>using the Excursion/ Private Hire Bus as Private Bus to ferry persons (non-employees) in connection with your Bus Lessee's business</u>, select <b>'This Private Bus will be used for the conveyance of persons (non-employees) in connection with my Bus Lessee's business'</b>.</p> | <div data-bbox="662 302 1364 582"> <p><b>Conveyance Activity</b></p> <p><input checked="" type="checkbox"/> This Private Bus will be used for the conveyance of my Bus Lessee's employees</p> <p><input type="checkbox"/> This Private Bus will be used for the conveyance of persons (non-employees) in connection with my Bus Lessee's business</p> <p><b>1A</b></p> </div> <div data-bbox="662 705 1364 1041"> <p><b>Conveyance Activity</b></p> <p><input type="checkbox"/> This Private Bus will be used for the conveyance of my Bus Lessee's employees</p> <p><input checked="" type="checkbox"/> This Private Bus will be used for the conveyance of persons (non-employees) in connection with my Bus Lessee's business</p> <p><b>1B</b></p> </div> <p><i>Note: You need to select at least one type of conveyance activity. Select both types, if applicable.</i></p> |
| <p>Step 2: Indicate who are the persons (non-employees) conveyed and their connection to your Bus Lessee's business (if applicable).<br/><i>E.g. The bus will be used to convey business clients of my bus lessee.</i></p> <p>Step 3: Enter the estimated number of trips per week that the bus will be used.</p>   | <div data-bbox="662 1288 1364 1747"> <div> <p>Who are the persons (non-employees) conveyed and their connection to your Bus Lessee's business:</p> <p><b>2</b></p> </div> <div> <p>Estimated number of trips per week that the bus will be utilised:</p> <p><b>3</b></p> </div> </div> <p>This field will only appear if you have selected 'This Private Bus will be used for the conveyance of persons (non-employees) in connection with my Bus Lessee's business'.</p>   |

|   |   |
|---|---|
| <p>Step 4: Enter the number of passengers to be ferried (maximum no. per trip).</p> | <div> <div>No. of passengers to be ferried (maximum no. per trip):</div> <div></div> </div> <p>Please ensure that no. of passengers ferried does not exceed the licensed seating capacity of the bus.</p> |
|---|---|

## 1.6 Bus Owner Information

|  |  |
|--|--|
| <p>Step 5: Enter any missing information, such as email address (if applicable).</p> | <div> <div>Bus Owner Information</div> <div> <div>ACRA Certificate Number :<br/>201311586H</div> <div>Owner ID Name:<br/>TEST COMPANY LONG NAME</div> <div>Contact No. (Mobile/Office):<br/>95329075</div> <div>Address Type:<br/>HDB / HUDC</div> <div>Blk/House No.:<br/>11</div> <div>Building Name:<br/>VERY LONG BUILDING NAME EXCEED 30 IN LENGTH</div> <div>Postal Code:<br/>018958</div> <div>Street Name:<br/>SIN MING CRESCENT</div> <div>Unit No.:<br/># 99 - 999</div> <div>Email Address :<br/></div> </div> </div> |
|--|--|

## 1.7 Bus Lessee Information

|   |   |
|---|---|
| <p>Step 6: Enter ACRA Certificate Number of Lessee, Lessee Name, Email Address of Lessee and Contact No. of Lessee.</p> | <div> <div>Bus Lessee Information</div> <div> <div>ACRA Certificate Number of Lessee:</div> <div>Lessee Name:</div> <div>Email Address of Lessee:</div> <div>Contact No. of Lessee:</div> </div> </div> |
| <p>Step 7: Enter start date of lease period.</p> <p>Step 8: Enter end date of lease period.</p>                         | <div> <div>Lease period applied for (start date):</div> <div>DDMMYYYY</div> <div>Lease period applied for (end date):</div> <div>DDMMYYYY</div> </div>  |

## 1.8 Declarations

|  |   |
|--|---|
| <p>Step 1: Check the declaration boxes.</p> <p>Step 2: Click '<b>terms and conditions</b>' to view the terms and conditions for submission of the application.</p> <p>Step 3: Check the box if you are agreeable to the terms and conditions.</p> <p>Step 4: Click the '<b>Next</b>' button to proceed to next page.</p> | <p>The screenshot shows a form with four numbered steps indicated by blue boxes and arrows:</p> <ul style="list-style-type: none"><li><b>Step 1:</b> Points to the first three declaration checkboxes, which are grouped by a blue box.</li><li><b>Step 2:</b> Points to the 'terms and conditions' link in the fourth declaration checkbox.</li><li><b>Step 3:</b> Points to the fourth declaration checkbox, which is also highlighted by a blue box.</li><li><b>Step 4:</b> Points to the 'Next' button at the bottom right of the form.</li></ul> <p>The form contains the following text:</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> I declare to the best of my knowledge that the information provided in this form are true and correct.</li><li><input checked="" type="checkbox"/> I declare that any charges made, if any, for the conveyance of the abovementioned persons for use of the Excursion/Private Hire Bus as Private Bus shall not result in profit.</li><li><input checked="" type="checkbox"/> I declare that this Excursion/Private Hire Bus used as Private Bus will not be used to ply for hire on any road.</li><li><input checked="" type="checkbox"/> I have read and I agree to the <a href="#">terms and conditions</a>.</li></ul> <p>At the bottom right, there is a blue button labeled 'Next →'.</p> |
|--|---|

## 1.9 Upload Supporting Documents

Step 1: Upload the lease agreement and cover letter from lessee.

Step 2: Upload the other supporting documents, if applicable. Otherwise, click the 'Not Applicable' checkbox(es).

Step 3: Click Next to proceed.

Please refer to Section 2 of this user guide if you need to upload multiple images within your supporting document(s).

### Supporting Documents

Upload File

Please ensure that your uploaded file meets the following requirements:

- The document format should be in PDF or image file format (e.g. jpg)
- The filename contains only letters, numbers and underscore, without spaces or other special characters
- The documents should not be encrypted

1. Lease agreement :

Max file size 5 MB

2. Cover letter from Lessee :

Max file size 5 MB

3. Seller's letter of consent (if applicable) (Optional) :

☐ Not Applicable

Max file size 5 MB

4. Latest CPF Form 90 within 2 months of application (if applicable) of Lessee (Optional) :

☐ Not Applicable

Max file size 5 MB

5. Foreign Worker Levy Billing for same month as submitted CPF Form 90 (if applicable) of Lessee (Optional) :

☐ Not Applicable

Max file size 5 MB

6. Other supporting documents (Optional) :

☐ Not Applicable

Max file size 5 MB

## 1.10 Review and Submit Application

|   |  |
|---|--|
| <p>Step 4: Scroll down and verify that all details entered are correct.</p> <p>Step 5: At end of page, click the <b>'Previous'</b> button to return to the previous page, if you need to modify the information entered. <b>Please do not click the 'Back' button on your browser.</b></p> <p>Step 5: Click the <b>'Confirm'</b> button to submit the application.</p>  |  |
| <p>Step 7: You have successfully submitted your application. Click the <b>'Save as PDF'</b> button to save a copy of your application in PDF format. Click the <b>'Print'</b> button to print a hardcopy of your application.</p> <p>Step 8: Click the <b>'OK'</b> button to return to the main page for Application for In-principle Approval for Excursion/ Private Hire Bus To be Used as Private Bus.</p> |  |

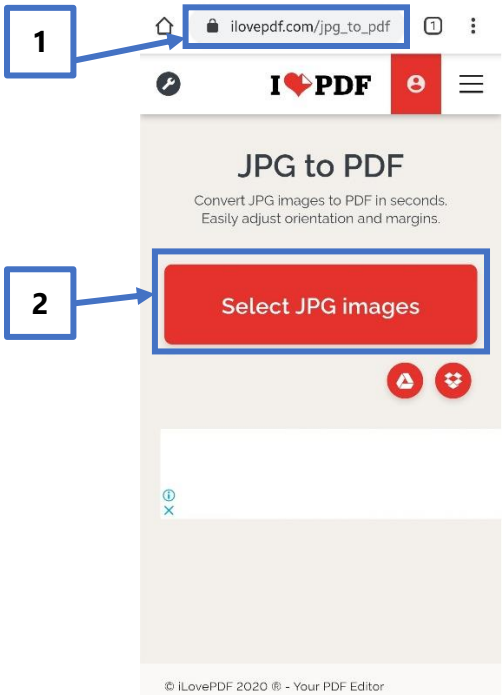
## 2. Combining Multiple Images Into One Document

If your supporting documents consist of multiple images (e.g. photos from your phone camera), you will need to combine the images into a single document for upload.

There are free online tools available for this purpose. You can access these online tools through any web browser on your mobile device or computer. Some examples of such online tools are as follows:

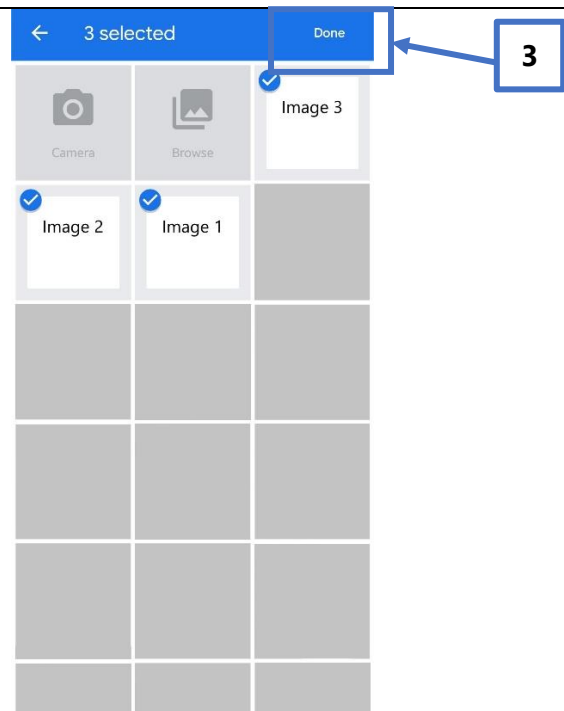
1. [www.ilovepdf.com/jpg\\_to\\_pdf](http://www.ilovepdf.com/jpg_to_pdf)
2. [www.convert-jpg-to-pdf.net](http://www.convert-jpg-to-pdf.net)
3. [www.jpg2pdf.com](http://www.jpg2pdf.com)

Below is an example of how you can use one of these online tools ([www.ilovepdf.com/jpg\\_to\\_pdf](http://www.ilovepdf.com/jpg_to_pdf)). The steps listed are generally applicable to the other online tools listed above as well.

|  |  |
|--|--|
| <p>Step 1: Visit <a href="http://www.ilovepdf.com/jpg_to_pdf">www.ilovepdf.com/jpg_to_pdf</a> on your mobile device or computer.</p> <p>Step 2: Click "Select JPG images".</p> |  <p>The screenshot shows a mobile browser interface for the 'I Love PDF' website. The address bar at the top shows the URL 'ilovepdf.com/jpg_to_pdf' and is highlighted with a blue box and the number '1'. Below the address bar, the website header features the 'I Love PDF' logo. The main content area is titled 'JPG to PDF' and includes the text 'Convert JPG images to PDF in seconds. Easily adjust orientation and margins.' A large red button labeled 'Select JPG images' is highlighted with a blue box and the number '2'. Below this button are two circular icons: one with a cloud and an up arrow, and another with a heart. At the bottom of the page, there is a footer that reads '© I LovePDF 2020 - Your PDF Editor'.</p> |
|--|--|

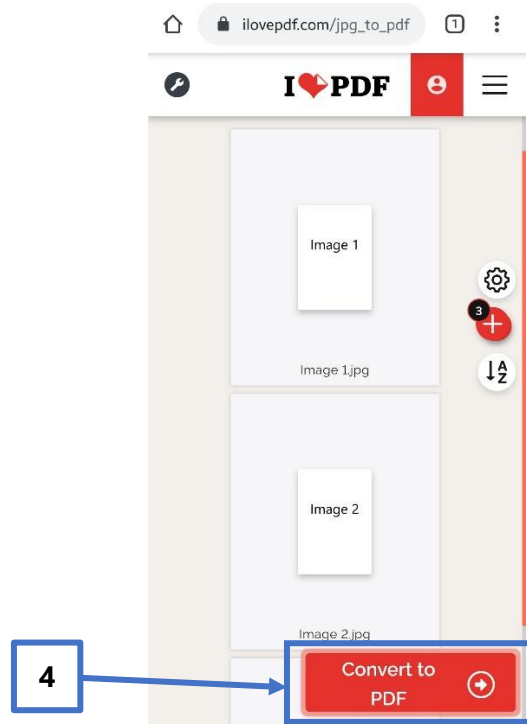


Step 3: Select the images to combine and click "Done".



Step 4: Click "Convert to PDF" to merge the images.

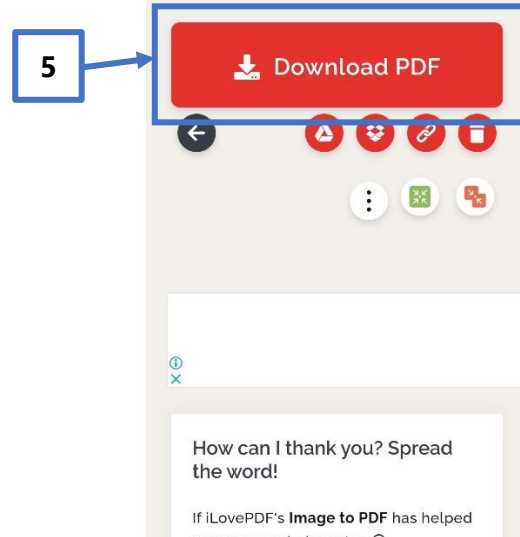
*Tip: To rearrange the order of images, hold down an image and drag it to its correct position.*



Step 5: Click "Download PDF".


A PDF file with the combined images will be saved to your mobile device or computer.

You may then proceed to upload the PDF file according to Section 1.8.



### 3. Request For Clarification

You will receive a letter from LTA if we need further information on your application. You will receive this letter in your OneMotoring e-letter Inbox with a Short Message Service ("SMS") notification to alert you on the e-letter or by post if you have opted for hardcopy letters. Please see sample of the letter below.



10 Sin Ming Drive Singapore 575701  
www.lta.gov.sg

11 Feb 2022 Our ref 1102222009N007171144

Dear Sir/Madam

**Your Application to Use An Excursion/A Private Hire Bus [REDACTED] As A Private Bus Is Incomplete**

We received your application to Use An Excursion/A Private Hire Bus [REDACTED] As A Private Bus.

However, your application is incomplete due to the following reason(s):

- Reason 1
- Reason 2

Please visit [onemotoring.lta.gov.sg](http://onemotoring.lta.gov.sg) > Digital Services > Apply for In-Principle Approval for Bus and submit the missing information by 18 Feb 2022.

Visit [onemotoring.lta.gov.sg](http://onemotoring.lta.gov.sg) for more information and to access a wide range of vehicle-related services. If you need a Singpass or Corppass account, visit [www.singpass.gov.sg](http://www.singpass.gov.sg) or [www.corppass.gov.sg](http://www.corppass.gov.sg).

Yours sincerely

Assistant Registrar of Vehicles  
Bus Licensing Division  
Land Transport Authority  
[This is a computer-generated letter, no signature is required.]

**What You Need To Do:**

- Visit [onemotoring.lta.gov.sg](http://onemotoring.lta.gov.sg) > Digital Services > Apply for In-Principle Approval for Bus
- Retrieve your earlier application and submit the missing information by 18 Feb 2022

**Items required from the bus owner**

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### 3.1 View Your e-Letter

Step 1: Click the 'mailbox' icon to access your e-letter Inbox through the Vehicle Hub portal.

Alternatively, refer to Steps 2 and 3 below.

Step 2: Click on 'My Account'.

Step 3: On the 'My Account' drop-down menu, click on 'e-Letters'.

The screenshot shows the Singapore Government Agency Website (ONE MOTORING) with the following steps highlighted:

- Click the 'mailbox' icon in the top right corner of the header.
- Click on 'My Account' in the navigation menu.
- Click on 'e-Letters' in the 'My Account' drop-down menu.
- Click on the e-letter titled 'Notice on Re-submission for In-principle Approval for Bus Application' in the 'View e-Letters' section.

The 'My Vehicles' table is also visible:

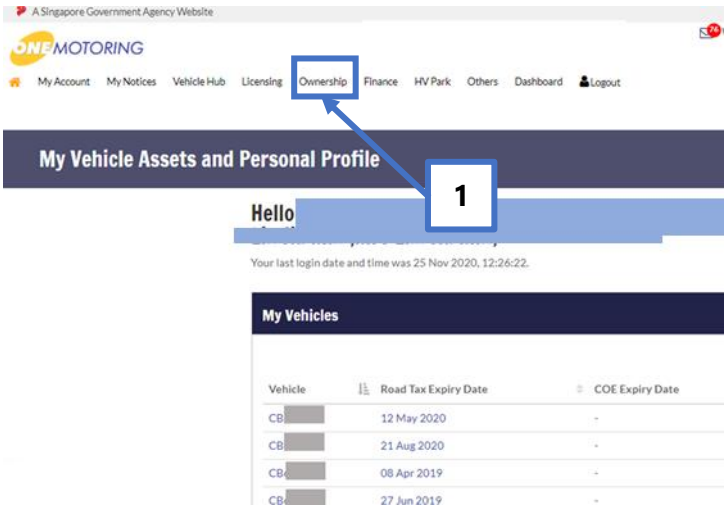
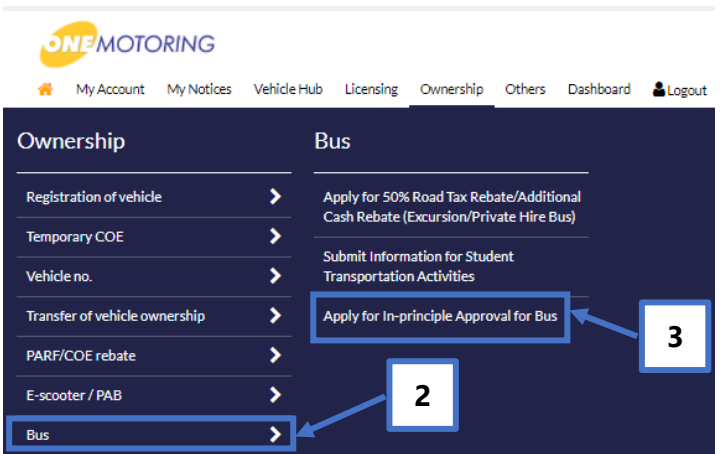
| Vehicle | Road Tax Expiry Date | COE Expiry Date |
|---------|----------------------|-----------------|
| CB      | 12 May 2020          | -               |
| CB      | 21 Aug 2020          | -               |
| CB      | 08 Apr 2019          | -               |
| CB      | 27 Jun 2019          | -               |

The 'View e-Letters' section shows 127 unread e-letters. The selected e-letter is 'Notice on Re-submission for In-principle Approval for Bus Application'.

Step 4: Click the e-letter titled 'Notice on Re-submission for In-principle Approval for Bus Application' to view the details of the information required for your vehicle.

The selected e-letter will pop-up in a new window.

## 3.2 Re-submit Information Required

| <p>Step 1: On the main page of Vehicle Hub, click <b>'Ownership'</b>.</p>  |  <table border="1" data-bbox="831 685 1305 815"><thead><tr><th>Vehicle</th><th>Road Tax Expiry Date</th><th>COE Expiry Date</th></tr></thead><tbody><tr><td>CB</td><td>12 May 2020</td><td>-</td></tr><tr><td>CB</td><td>21 Aug 2020</td><td>-</td></tr><tr><td>CB</td><td>08 Apr 2019</td><td>-</td></tr><tr><td>CB</td><td>27 Jun 2019</td><td>-</td></tr></tbody></table>   | Vehicle         | Road Tax Expiry Date | COE Expiry Date           | CB  | 12 May 2020     | -  | CB            | 21 Aug 2020                             | -                               | CB | 08 Apr 2019       | - | CB                | 27 Jun 2019 | -     |  |
|--|--|-----------------|----------------------|---------------------------|---|-----------------|--|---------------|---|---------------------------------|----|-------------------|---|-------------------|-------------|-------|--|
| Vehicle  | Road Tax Expiry Date   | COE Expiry Date |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| CB   | 12 May 2020  | -               |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| CB   | 21 Aug 2020  | -               |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| CB   | 08 Apr 2019  | -               |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| CB   | 27 Jun 2019  | -               |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| <p>Step 2: On the <b>'Ownership'</b> drop-down menu, click <b>'Bus'</b>.</p> <p>Step 3: Under the <b>'Bus'</b> drop-down menu, click <b>'Apply for In-principle Approval for Bus'</b>.</p> |  <table border="1" data-bbox="576 931 1305 1276"><thead><tr><th>Ownership</th><th>Bus</th></tr></thead><tbody><tr><td>Registration of vehicle &gt;</td><td>Apply for 50% Road Tax Rebate/Additional Cash Rebate (Excursion/Private Hire Bus)</td></tr><tr><td>Temporary COE &gt;</td><td>Submit Information for Student Transportation Activities</td></tr><tr><td>Vehicle no. &gt;</td><td>Apply for In-principle Approval for Bus</td></tr><tr><td>Transfer of vehicle ownership &gt;</td><td></td></tr><tr><td>PARF/COE rebate &gt;</td><td></td></tr><tr><td>E-scooter / PAB &gt;</td><td></td></tr><tr><td>Bus &gt;</td><td></td></tr></tbody></table> | Ownership       | Bus                  | Registration of vehicle > | Apply for 50% Road Tax Rebate/Additional Cash Rebate (Excursion/Private Hire Bus) | Temporary COE > | Submit Information for Student Transportation Activities | Vehicle no. > | Apply for In-principle Approval for Bus | Transfer of vehicle ownership > |    | PARF/COE rebate > |   | E-scooter / PAB > |             | Bus > |  |
| Ownership  | Bus  |                 |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| Registration of vehicle >  | Apply for 50% Road Tax Rebate/Additional Cash Rebate (Excursion/Private Hire Bus)  |                 |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| Temporary COE >  | Submit Information for Student Transportation Activities   |                 |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| Vehicle no. >  | Apply for In-principle Approval for Bus  |                 |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| Transfer of vehicle ownership >  |  |                 |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| PARF/COE rebate >  |  |                 |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| E-scooter / PAB >  |  |                 |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |
| Bus >  |  |                 |                      |                           |   |                 |  |               |   |                                 |    |                   |   |                   |             |       |  |

Step 4: Select 'Re-submit an application'.

Step 5: Retrieve your application requiring resubmission by selecting your application number.

*Tip: Previously submitted information will be auto-populated if resubmission is performed **within 7 calendar days from the date of the e-letter.***

### Apply for In-principle Approval for Bus

Type of submission

☐ Submit a new application

☒ Re-submit an application

Application No. / Vehicle Type / Application Type / Resubmit By :

Please Select

Please Select

BA2022032900517 / Private Bus / Use existing Excursion/Private Hire Bus as Private Bus / 03 May 2022

Please re-submit the information indicated in the letter within 7 calendar days from the date of the letter. You may refer to Sections 1.3 to 1.10 of this User Guide to retrieve the steps which are relevant to the information you are re-submitting.

## 4. Post-application Approval/Rejection

### 4.1 In-principle Approval Letter

When your application has received in-principle approval, you will receive the letter titled "**Notice on In-principle Approval for Bus Application**" in your OneMotoring e-letter Inbox with an SMS notification to alert you on the e-letter or by post if you have opted for hardcopy letters. Please see sample of the letter below:

Land Transport Authority

10 Sin Ming Drive Singapore 575701  
www.lta.gov.sg

10 May 2022

Our ref 1005222009N009175422

Dear Sir/Madam

**You Have In-principle Approval to Use An Excursion/A Private Hire Bus As A Private Bus**

LTA has given you in-principle approval to use your excursion/private hire bus, [REDACTED], as a private bus. The bus will be leased to [REDACTED] ("the Lessee") for use as a private bus to convey the employees of the Lessee or persons in connection with the Lessee's business during the lease agreement period from 11 May 2022 - 30 Jun 2022.

**What You Need To Do:**

- Take note of the reminders on the usage of the excursion/private hire bus as a private bus

We wish to remind you of the following:

- The excursion/private hire bus when used as a private bus by the Lessee should be for the conveyance of employees of the Lessee or persons in connection with the Lessee's business. Any charges made for the conveyance of such persons shall not result in profits or gain
- The excursion/private hire bus when used as a private bus by the Lessee is not allowed to ply for hire or reward on any road
- You must inform LTA if the lease agreement is terminated
- The excursion/private hire bus must always have valid road tax and insurance coverage

**Conditions for your application for Excursion/ Private Hire Bus to be used as Private Bus**

Please note that when the excursion/private hire bus is used as a private bus, the driver is not required to possess a valid Bus Driver's Vocational Licence issued by the LTA.

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You are required to apply to the LTA for prior approval if you intend to use the bus for other purposes.

Visit [onemotoring.lta.gov.sg](http://onemotoring.lta.gov.sg) for more information and to access a wide range of vehicle-related services. If you need a Singpass or Corppass account, visit [www.singpass.gov.sg](http://www.singpass.gov.sg) or [www.corppass.gov.sg](http://www.corppass.gov.sg).

Yours sincerely

Assistant Registrar of Vehicles  
Bus Licensing Division  
Land Transport Authority  
[This is a computer-generated letter, no signature is required.]

Road Safety Reminder: Please drive safely and look out for fellow road users, including cyclists. Digital enforcement cameras are deployed island-wide to deter and detect traffic offences. A safer commute starts with you. Join the Community Watch Scheme at <https://go.gov.sg/spf-cws>. Let's keep everyone safe on our roads!


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You need to meet all the required conditions listed in this in-principle approval e-letter and may proceed with the transaction(s).



## 4.2 Rejection letter

You will receive the letter titled "**Notice on Unsuccessful Application for In-principle Approval For Bus Application**" at your OneMotoring e-letter Inbox with an SMS notification to alert you on the e-letter or by post if you have opted for hardcopy letters, if your application is rejected. Please see sample of the letter below.



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10 Sin Ming Drive Singapore 575701  
www.lta.gov.sg

11 Feb 2022

Our ref 1102222009N006090459

Dear Sir/Madam

**Your Application to Register A Private Hire Bus To Use As a Private Bus Is Unsuccessful**

We wish to inform you that your application to Register A Private Hire Bus To Use As a Private Bus is unsuccessful because:

- Reason 1
- Reason 2

←

**Reasons for rejection**

If you wish to re-apply, please ensure that you have all the required information and supporting documents before you submit a new application.

Visit [onemotoring.lta.gov.sg](https://onemotoring.lta.gov.sg) for more information and to access a wide range of vehicle-related services. If you need a Singpass or Corppass account, visit [www.singpass.gov.sg](https://www.singpass.gov.sg) or [www.corppass.gov.sg](https://www.corppass.gov.sg).

Yours sincerely

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Bus Licensing Division  
Land Transport Authority  
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Road Safety Reminder: Please drive safely and look out for fellow road users, including cyclists. Digital enforcement cameras are deployed island-wide to deter and detect traffic offences. A safer commute starts with you. Join the Community Watch Scheme at <https://go.gov.sg/spf-cws>. Let's keep everyone safe on our roads!

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## 5. Contact Information

For enquiries on the application process, you may write to LTA at [www.lta.gov.sg/feedback](http://www.lta.gov.sg/feedback).