

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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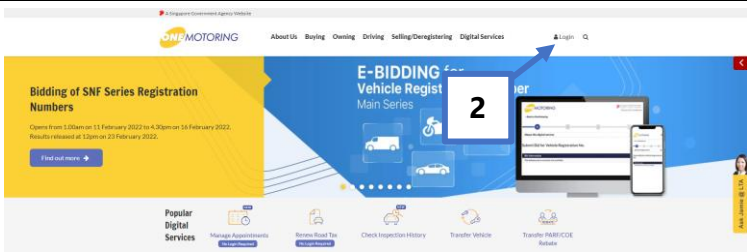
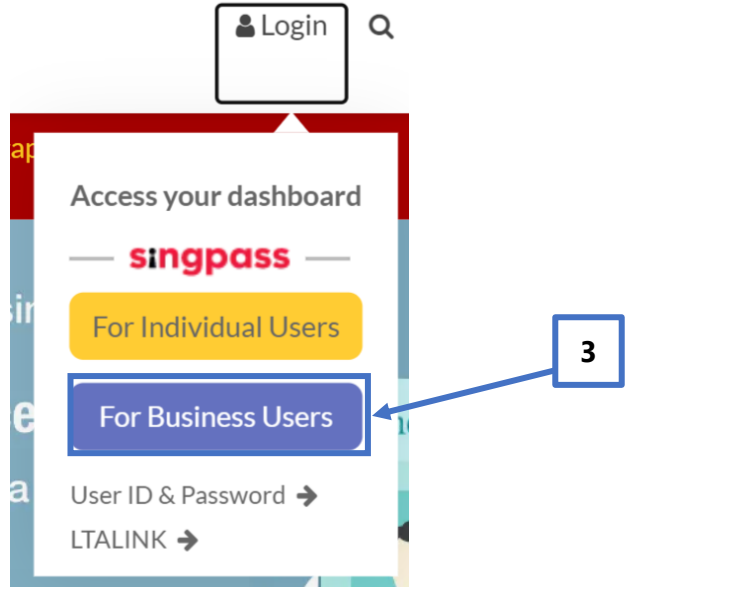
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Getting Started

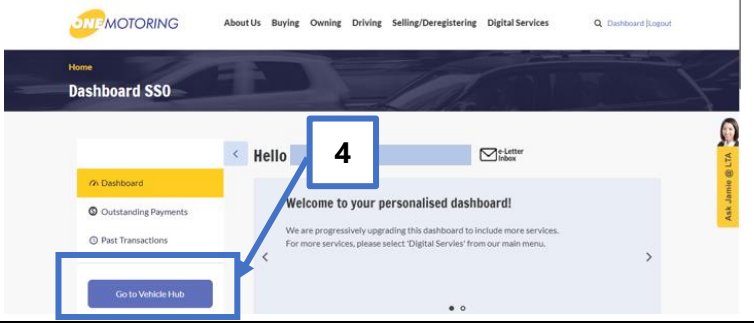
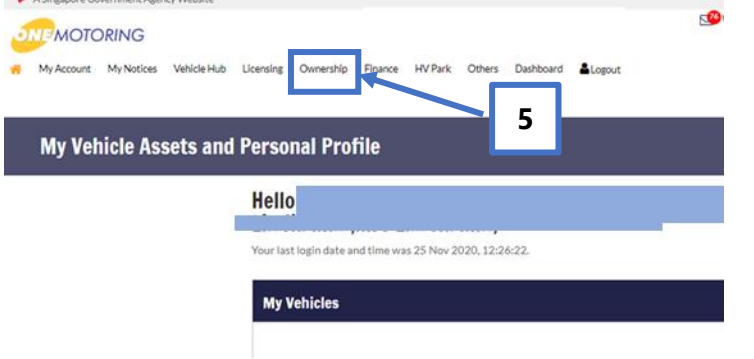
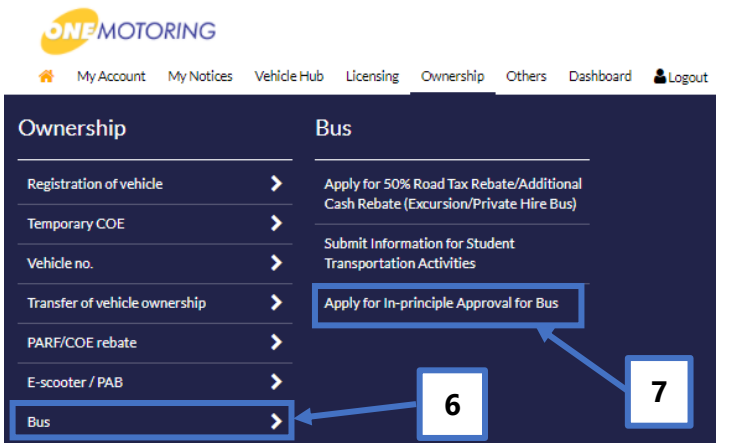
1.1 First-time Users

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 to register for a Corppass Administrator account. The Administrator will create the Corppass accounts for the employees to transact on your business's behalf.

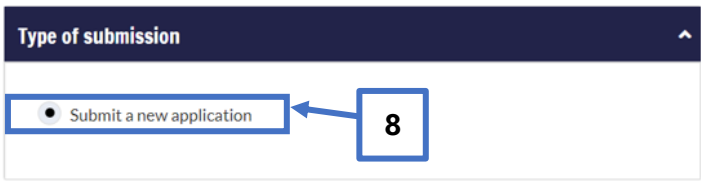
1.2 Accessing the OneMotoring Portal

<p>Step 1: Visit onemotoring.lta.gov.sg</p> <p>Step 2: Click the 'Login' button on the top right-hand corner of the webpage.</p>	 <p>The screenshot shows the OneMotoring portal homepage. At the top right, there is a 'Login' button with a magnifying glass icon. A red box with the number '2' highlights this button. The page features a blue header with the OneMotoring logo and navigation links. Below the header, there are several promotional banners and a row of service icons.</p>
<p>Step 3: Login with your Singpass by clicking the 'For Business Users' button.</p>	 <p>The screenshot shows the Singpass login options. At the top, there is a 'Login' button with a magnifying glass icon. Below it, there are two main options: 'For Individual Users' (yellow button) and 'For Business Users' (blue button). A red box with the number '3' highlights the 'For Business Users' button. Below these options, there are links for 'User ID & Password' and 'LTALINK'.</p>

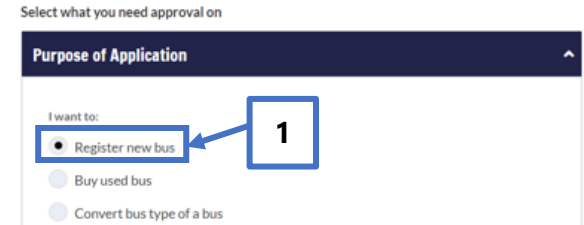
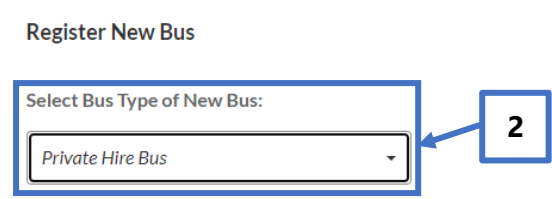

1.3 Apply for In-principle Approval To Use Excursion/ Private Hire Bus as Private Bus

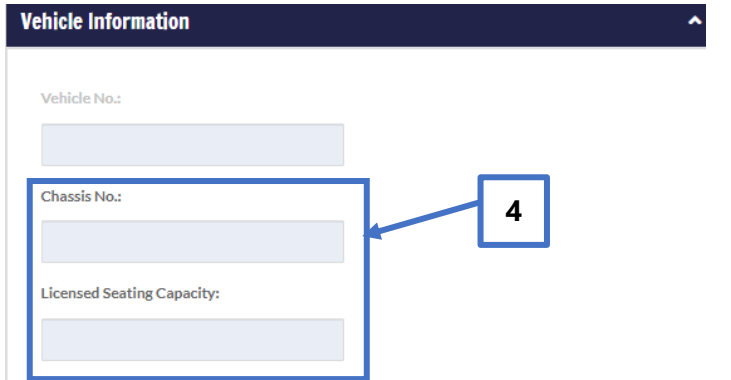
<p>Upon successful login, you will be brought to the Dashboard.</p> <p>Step 4: Click on 'Go to Vehicle Hub'.</p>	
<p>Step 5: On the main page of Vehicle Hub, click on 'Ownership'.</p>	
<p>Step 6: On the 'Ownership' drop-down menu, click on 'Bus'.</p> <p>Step 7: Under the 'Bus' drop-down menu, click on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

1.4 Select Type of Submission

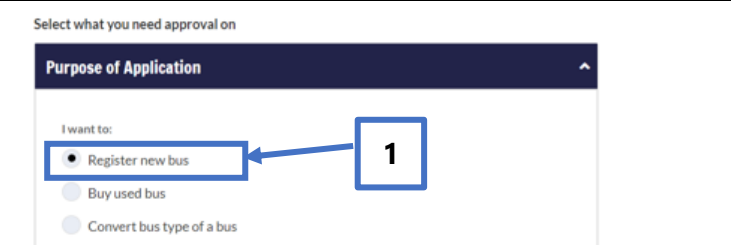

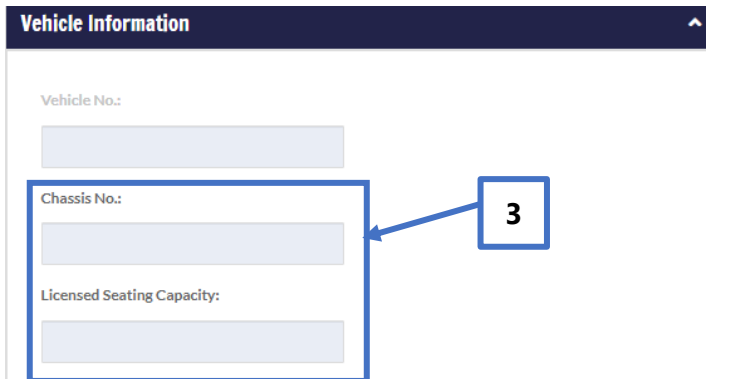
<p>Step 8: Click on 'Submit a new application' if you wish to submit a new application.</p> <p>If you are doing a re-submission as requested by the LTA to provide missing information/ supporting document, please refer to Section 3.2.</p>	 <p>The screenshot shows a form titled "Type of submission" with a dark blue header. Below the header, there is a single radio button option labeled "Submit a new application". This option is selected, indicated by a small black dot. A blue rectangular box highlights the text "Submit a new application", and a blue arrow points from a blue box containing the number "8" to this highlighted text.</p>
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1.4.1 Register New Private Hire Bus to be Used as Private Bus

<p>Step 1: Select 'Register new bus'.</p>	 <p>The screenshot shows a form titled "Purpose of Application" with a dark blue header. Below the header, there is a section titled "I want to:" with three radio button options: "Register new bus", "Buy used bus", and "Convert bus type of a bus". The "Register new bus" option is selected, indicated by a small black dot. A blue rectangular box highlights the text "Register new bus", and a blue arrow points from a blue box containing the number "1" to this highlighted text.</p>
<p>Step 2: Select 'Private Hire Bus'.</p>	 <p>The screenshot shows a form titled "Register New Bus". Below the title, there is a dropdown menu labeled "Select Bus Type of New Bus:". The dropdown menu is open, showing the option "Private Hire Bus" selected. A blue rectangular box highlights the dropdown menu, and a blue arrow points from a blue box containing the number "2" to this highlighted area.</p>
<p>Step 3: Click 'Yes'.</p>	 <p>The screenshot shows a form titled "Also use this bus as a Private Bus?". Below the title, there are two radio button options: "Yes" and "No". The "Yes" option is selected, indicated by a small black dot. A blue rectangular box highlights the "Yes" option, and a blue arrow points from a blue box containing the number "3" to this highlighted text.</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>	 <p>Vehicle Information</p> <p>Vehicle No.:</p> <p>Chassis No.:</p> <p>Licensed Seating Capacity:</p>
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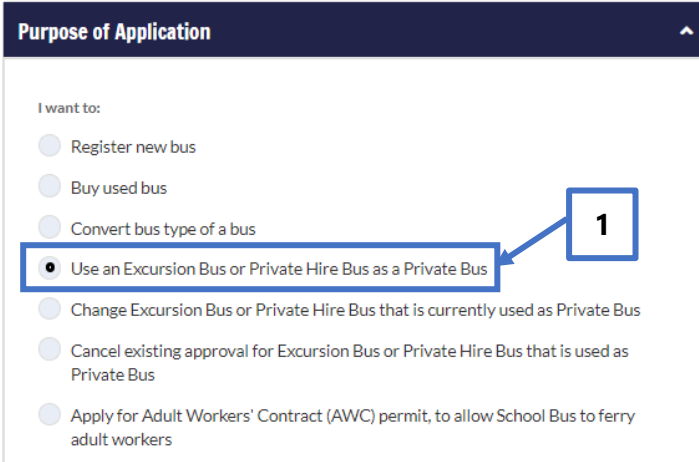
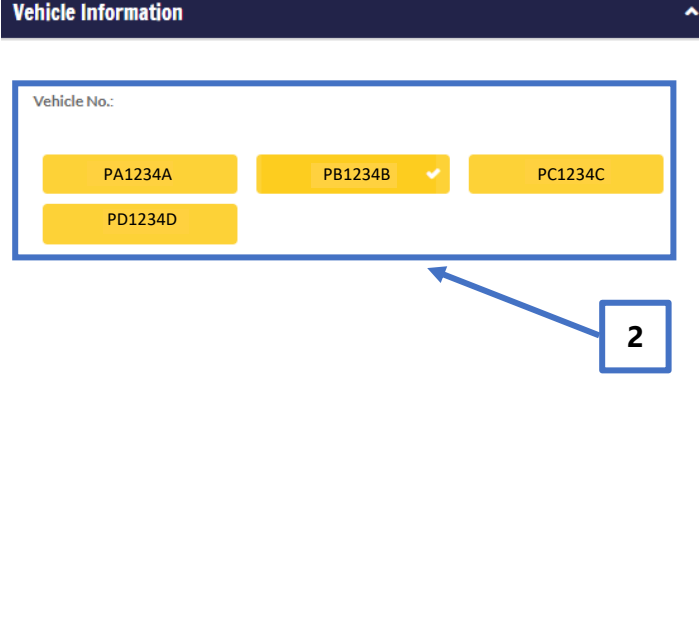
1.4.2 Register New Excursion Bus to be Used as Private Bus

<p>Step 1: Select 'Register new bus'.</p>	 <p>Select what you need approval on</p> <p>Purpose of Application</p> <p>I want to:</p> <p><input checked="" type="radio"/> Register new bus</p> <p><input type="radio"/> Buy used bus</p> <p><input type="radio"/> Convert bus type of a bus</p>
<p>Step 2: Select 'Excursion Bus To Be Used as Private Bus'.</p>	 <p>Register New Bus</p> <p>Select Bus Type of New Bus:</p> <p>Excursion Bus To Be Used as Private Bus</p> <p>Note: You need not apply for in-principle approval if you are registering a new Excursion Bus that is not going to be used as Private Bus.</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>	 <p>Vehicle Information</p> <p>Vehicle No.:</p> <p>Chassis No.:</p> <p>Licensed Seating Capacity:</p>

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

<p>Step 1: Select 'Buy used bus'.</p>	<p>Select what you need approval on</p> <p>Purpose of Application ^</p> <p>I want to:</p> <p><input type="radio"/> Register new bus</p> <p><input checked="" type="radio"/> Buy used bus ← 1</p> <p><input type="radio"/> Convert bus type of a bus</p>
<p>Step 2: Select 'Private Hire Bus'.</p> <p>Step 3: Select 'No'.</p> <p>Step 4: Select 'Yes'.</p>	<p>Buy Used Bus</p> <p>Select Current Bus Type of Used Bus:</p> <p>Private Hire Bus ← 2</p> <p>Convert this bus to another bus type?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No ← 3</p> <p>Also use this as a Private Bus?</p> <p><input checked="" type="radio"/> Yes ← 4</p> <p><input type="radio"/> No</p>
<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>	<p>Vehicle Information ^</p> <p>Vehicle No: ← 5</p> <p>Name of Seller: _____</p> <p>Owner ID/ ACRA Certificate Number of Seller: _____</p> <p>Licensed Seating Capacity: _____ ← 6</p> <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 'Use an Excursion Bus or Private Hire Bus as a Private Bus'.</p>	<p>Select what you need approval on</p> <p>Purpose of Application ^</p> <p>I want to:</p> <ul style="list-style-type: none"><input type="radio"/> Register new bus<input type="radio"/> Buy used bus<input type="radio"/> Convert bus type of a bus<input checked="" type="radio"/> Use an Excursion Bus or Private Hire Bus as a Private Bus<input type="radio"/> Change Excursion Bus or Private Hire Bus that is currently used as Private Bus<input type="radio"/> Cancel existing approval for Excursion Bus or Private Hire Bus that is used as Private Bus<input type="radio"/> Apply for Adult Workers' Contract (AWC) permit, to allow School Bus to ferry adult workers 
<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>	<p>Vehicle Information ^</p> <p>Vehicle No.:</p> <p>PA1234A PB1234B ✓ PC1234C</p> <p>PD1234D</p> 

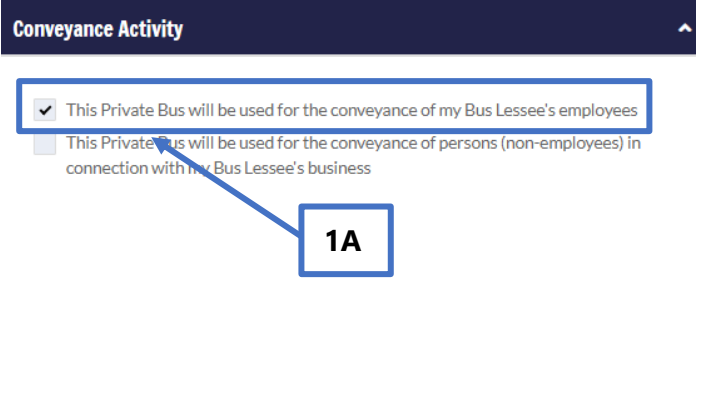
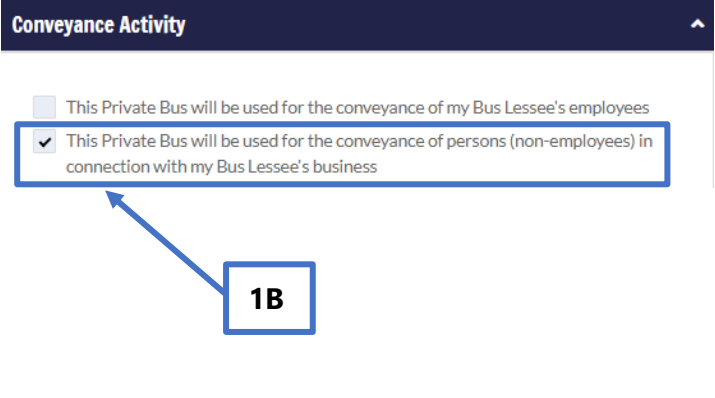
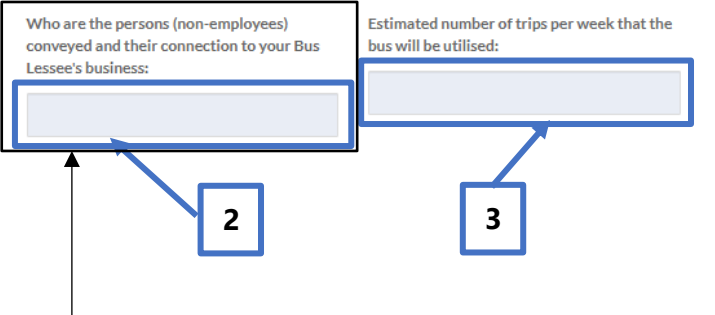
1.4.5 Change Excursion/ Private Hire Bus That is Currently Used as Private Bus

<p>Step 1: Select 'Change Excursion Bus or Private Hire Bus that is currently used as Private Bus'.</p>	<p>Select what you need approval on</p> <div style="border: 1px solid #2c3e50; padding: 5px;"> <p>Purpose of Application</p> <p>I want to:</p> <ul style="list-style-type: none"> <input type="radio"/> Register new bus <input type="radio"/> Buy used bus <input type="radio"/> Convert bus type of a bus <input type="radio"/> Use an Excursion Bus or Private Hire Bus as a Private Bus <input checked="" type="radio"/> Change Excursion Bus or Private Hire Bus that is currently used as Private Bus <input type="radio"/> Cancel existing approval for Excursion Bus or Private Hire Bus that is used as Private Bus <input type="radio"/> Apply for Adult Workers' Contract (AWC) permit, to allow School Bus to ferry adult workers </div>
<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 style="border: 1px solid #2c3e50; padding: 5px;"> <p>Vehicle Information</p> <p><u>Excursion/Private Hire Bus approved to be used as Private Bus</u></p> <p>Vehicle No.:</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #2c3e50; padding: 2px;">PA1234A ✓</div> <div style="border: 1px solid #2c3e50; padding: 2px;">PB1234C</div> <div style="border: 1px solid #2c3e50; padding: 2px;">PC1234D</div> </div> <p><u>Replacement Excursion/Private Hire Bus to be used as Private Bus</u></p> <p>Vehicle No.:</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #2c3e50; padding: 2px;">PA1234B ✓</div> <div style="border: 1px solid #2c3e50; padding: 2px;">PD1234A</div> <div style="border: 1px solid #2c3e50; padding: 2px;">PZ1234A</div> </div> <p>Lease end date: <input type="text" value="02 Dec 2022"/></p> <p>Licensed Seating Capacity: 13</p> </div>

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

<p>Step 1: Select 'Cancel existing approval for Excursion or Private Hire Bus that is used as Private Bus'.</p>	<p>Select what you need approval on</p> <div style="border: 1px solid #2c3e50; padding: 5px;"> <p>Purpose of Application ^</p> <p>I want to:</p> <ul style="list-style-type: none"> <input type="radio"/> Register new bus <input type="radio"/> Buy used bus <input type="radio"/> Convert bus type of a bus <input type="radio"/> Use an Excursion Bus or Private Hire Bus as a Private Bus <input type="radio"/> Change Excursion Bus or Private Hire Bus that is currently used as Private Bus <input checked="" type="radio"/> Cancel existing approval for Excursion Bus or Private Hire Bus that is used as Private Bus <input type="radio"/> Apply for Adult Workers' Contract (AWC) permit, to allow School Bus to ferry adult workers </div>				
<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 style="border: 1px solid #2c3e50; padding: 5px;"> <p>Vehicle Information ^</p> <p>Excursion/Private Hire Bus approved to be used as Private Bus</p> <p>Vehicle No.:</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #2c3e50; padding: 2px;">PA1234A ✓</div> <div style="border: 1px solid #2c3e50; padding: 2px;">PB1234C</div> <div style="border: 1px solid #2c3e50; padding: 2px;">PC1234D</div> </div> <p>Lease end date: <input type="text" value="02 Dec 2022"/></p> <p>Licensed Seating Capacity: 13</p> </div> <p style="text-align: right;"><i>Note: licensed seating capacity will be auto-populated.</i></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 style="border: 1px solid #2c3e50; padding: 5px;"> <p>Bus Lessee Information ^</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">ACRA Certificate Number of Lessee : 123456789A</td> <td style="width: 50%;">Lessee Name: Test Name</td> </tr> <tr> <td>Email Address of Lessee: -</td> <td>Contact No. of Lessee: -</td> </tr> </table> <p>Lease period applied for (start date): 30 Nov 2021</p> <p>Lease period applied for (end date): <input type="text" value="12042022"/></p> </div> <p style="text-align: right;"><i>Note: Current approved start date of lease period will be auto-populated.</i></p>	ACRA Certificate Number of Lessee : 123456789A	Lessee Name: Test Name	Email Address of Lessee: -	Contact No. of Lessee: -
ACRA Certificate Number of Lessee : 123456789A	Lessee Name: Test Name				
Email Address of Lessee: -	Contact No. of Lessee: -				

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 'This Private Bus will be used for the conveyance of my Bus Lessee's employees'.</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 'This Private Bus will be used for the conveyance of persons (non-employees) in connection with my Bus Lessee's business'.</p>	  <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). <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>	 <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 data-bbox="667 210 1034 340"> <p>No. of passengers to be ferried (maximum no. per trip):</p> <input type="text"/> </div> <div data-bbox="1134 219 1198 293"> <p>4</p> </div> <p>Please ensure that no. of passengers ferried does not exceed the licensed seating capacity of the bus.</p>
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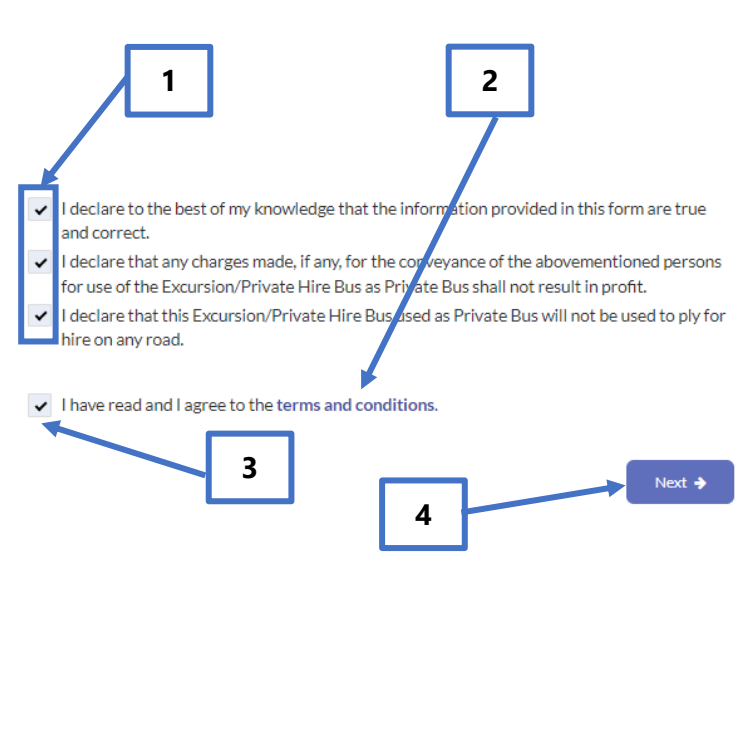
1.6 Bus Owner Information

<p>Step 5: Enter any missing information, such as email address (if applicable).</p>	<div data-bbox="667 593 1315 999"> <p>Bus Owner Information</p> <p>ACRA Certificate Number : 201311586H</p> <p>Owner ID Name: TEST COMPANY LONG NAME</p> <p>Contact No. (Mobile/Office): 95329075</p> <p>Address Type: HDB / HUDC</p> <p>Blk/House No.: 11</p> <p>Building Name: VERY LONG BUILDING NAME EXCEED 30 IN LENGTH</p> <p>Postal Code: 018958</p> <p>Street Name: SIN MING CRESCENT</p> <p>Unit No.: # 99 - 999</p> <p>Email Address : <input type="text"/></p> </div> <div data-bbox="951 618 1015 692"> <p>5</p> </div>
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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 data-bbox="667 1207 1315 1469"> <p>Bus Lessee Information</p> <p>ACRA Certificate Number of Lessee: <input type="text"/></p> <p>Lessee Name: <input type="text"/></p> <p>Email Address of Lessee: <input type="text"/></p> <p>Contact No. of Lessee: <input type="text"/></p> </div> <div data-bbox="1254 1485 1318 1559"> <p>6</p> </div>
<p>Step 7: Enter start date of lease period.</p> <p>Step 8: Enter end date of lease period.</p>	<div data-bbox="667 1581 1002 1688"> <p>Lease period applied for (start date):</p> <input type="text"/> <p>DDMMYYYY</p> </div> <div data-bbox="1018 1581 1347 1688"> <p>Lease period applied for (end date):</p> <input type="text"/> <p>DDMMYYYY</p> </div> <div data-bbox="815 1704 879 1778"> <p>7</p> </div> <div data-bbox="1129 1704 1193 1778"> <p>8</p> </div>

1.8 Declarations

<p>Step 1: Check the declaration boxes.</p> <p>Step 2: Click 'terms and conditions' 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 'Next' button to proceed to next page.</p>	 <p>The screenshot shows a form with four numbered steps and a 'Next' button. Step 1 points to a checkbox with a checkmark. Step 2 points to a link labeled 'terms and conditions'. Step 3 points to another checkbox with a checkmark. Step 4 points to the 'Next' button.</p> <p><input checked="" type="checkbox"/> I declare to the best of my knowledge that the information provided in this form are true and correct.</p> <p><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.</p> <p><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.</p> <p><input checked="" type="checkbox"/> I have read and I agree to the terms and conditions.</p> <p>Next →</p>
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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).

The screenshot shows a web interface titled "Supporting Documents" with a dark blue header. Below the header, there is a section "Upload File" with a list of requirements: document format (PDF or image), filename restrictions, and no encryption. The main area contains six numbered steps, each with an "Upload" button and a "Max file size 5 MB" label. Step 1 includes "1. Lease agreement:" and "2. Cover letter from Lessee:". Step 2 includes "3. Seller's letter of consent (if applicable) (Optional):" with a "Not Applicable" checkbox. Step 3 includes "4. Latest CPF Form 90 within 2 months of application (if applicable) of Lessee (Optional):" with a "Not Applicable" checkbox. Step 4 includes "5. Foreign Worker Levy Billing for same month as submitted CPF Form 90 (if applicable) of Lessee (Optional):" with a "Not Applicable" checkbox. Step 5 includes "6. Other supporting documents (Optional):" with a "Not Applicable" checkbox. At the bottom, there are "Previous" and "Next" buttons. Blue callout boxes with numbers 1, 2, and 3 are overlaid on the interface. Callout 1 points to the first two "Upload" buttons. Callout 2 points to the "Not Applicable" checkboxes for steps 3, 4, and 5. Callout 3 points to the "Next" button.

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 'Previous' button to return to the previous page, if you need to modify the information entered. Please do not click the 'Back' button on your browser.</p> <p>Step 5: Click the 'Confirm' button to submit the application.</p>	
<p>Step 7: You have successfully submitted your application. Click the 'Save as PDF' button to save a copy of your application in PDF format. Click the 'Print' button to print a hardcopy of your application.</p> <p>Step 8: Click the 'OK' 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>	

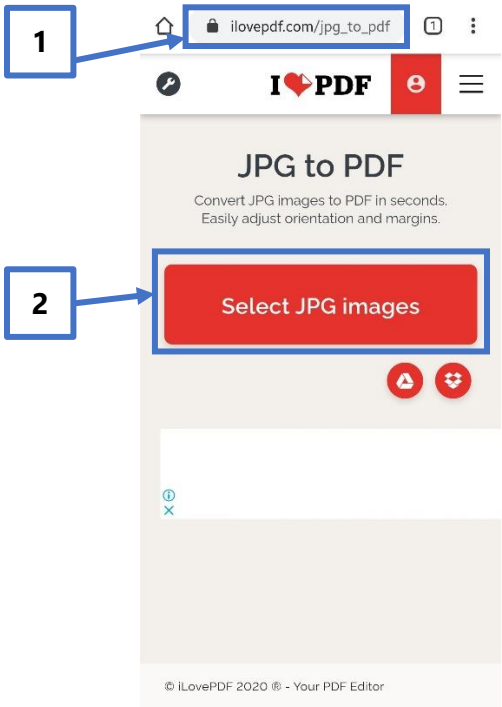
2. Combining Multiple Images Into One Document

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.

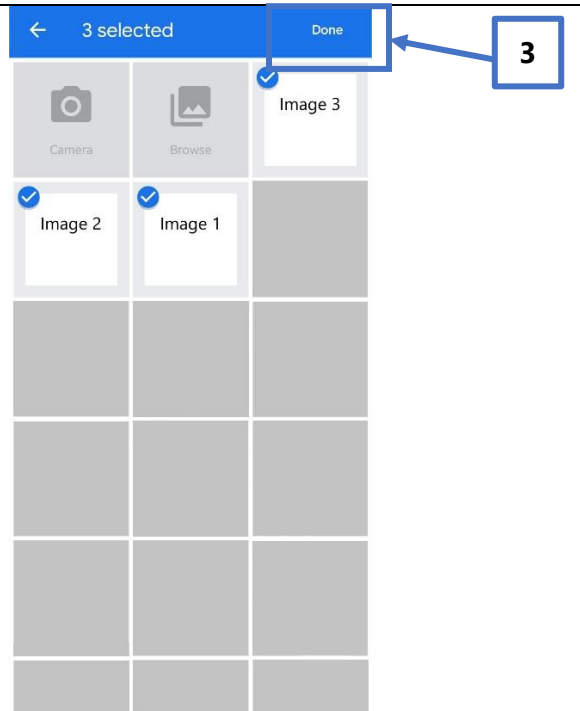
There are free online tools available for this purpose. You can access these online tools through any web browser on your mobile device or computer. Some examples of such online tools are as follows:

1. www.ilovepdf.com/jpg_to_pdf
2. www.convert-jpg-to-pdf.net
3. www.jpg2pdf.com

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

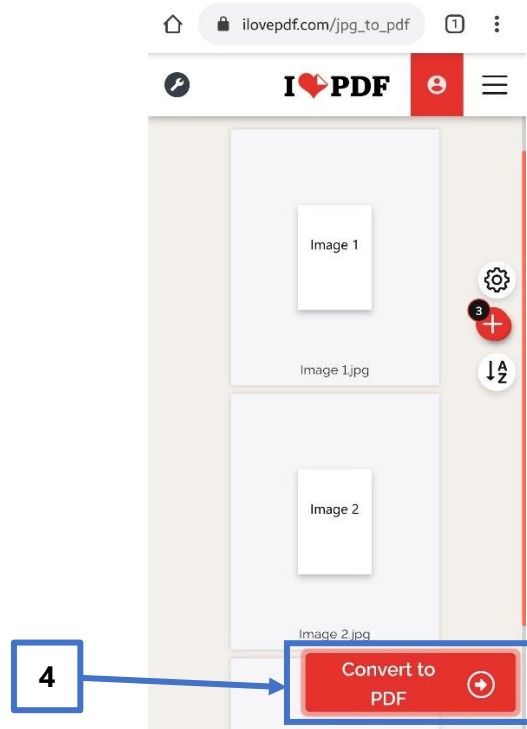
<p>Step 1: Visit www.ilovepdf.com/jpg_to_pdf on your mobile device or computer.</p> <p>Step 2: Click "Select JPG images".</p>	 <p>The screenshot shows a mobile browser interface for the iLovePDF website. The address bar at the top contains the URL 'ilovepdf.com/jpg_to_pdf', which is highlighted by a blue box with the number '1' and an arrow pointing to it. Below the address bar is the iLovePDF logo and a navigation menu. The main content area features a large red button labeled 'Select JPG images', which is highlighted by a blue box with the number '2' and an arrow pointing to it. Below the button are two circular icons: one with a red background and a white arrow pointing up, and another with a red background and a white arrow pointing down. At the bottom of the page, there is a copyright notice: '© iLovePDF 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.

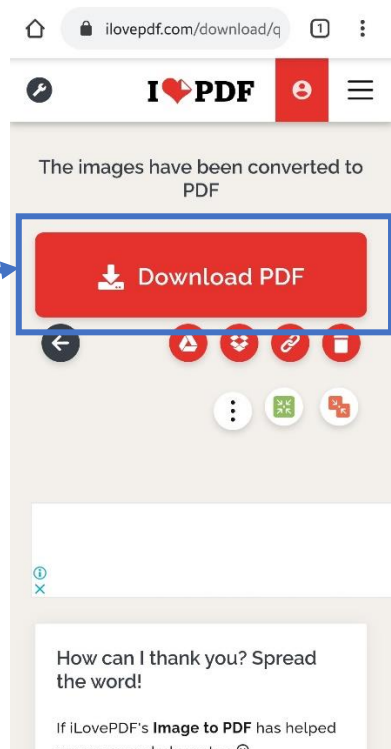


Step 5: Click "Download PDF".

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.

5



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

What You Need To Do:

- Visit 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

Please visit onemotoring.lta.gov.sg > Digital Services > Apply for In-Principle Approval for Bus and submit the missing information by 18 Feb 2022.

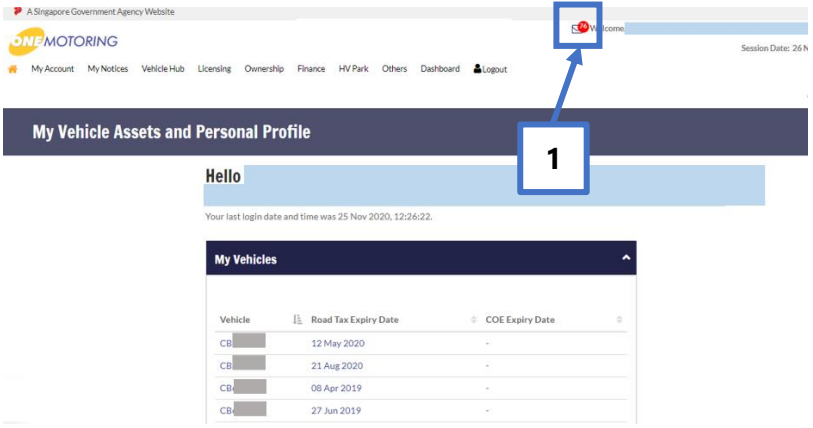

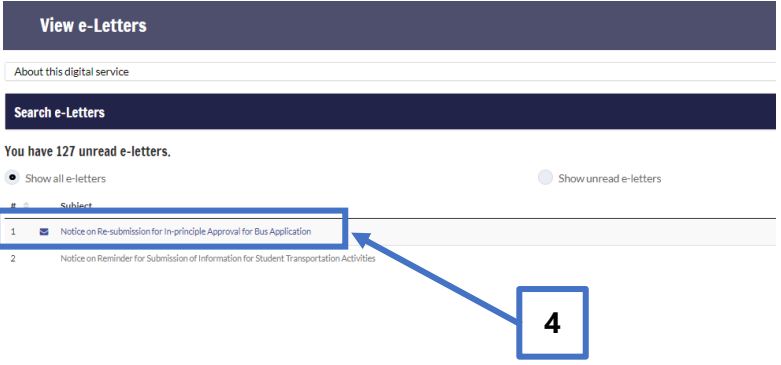
Visit onemotoring.lta.gov.sg for more information and to access a wide range of vehicle-related services. If you need a Singpass or Corppass account, visit www.singpass.gov.sg or www.corppass.gov.sg.

Yours sincerely

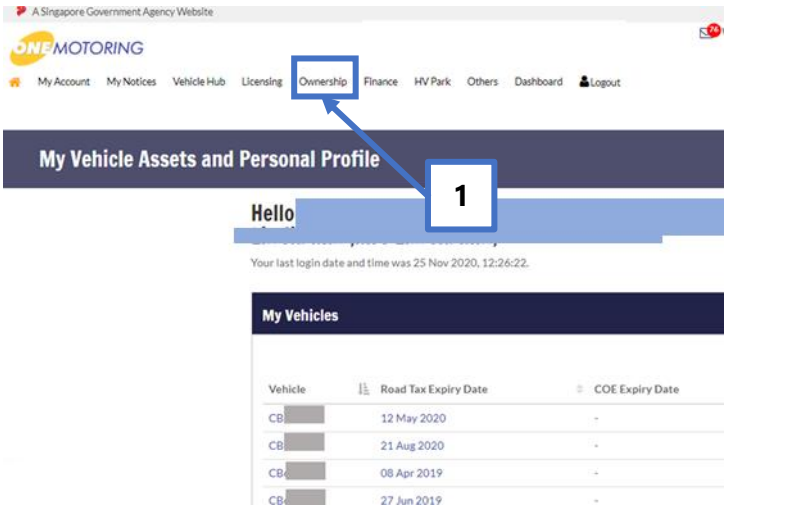
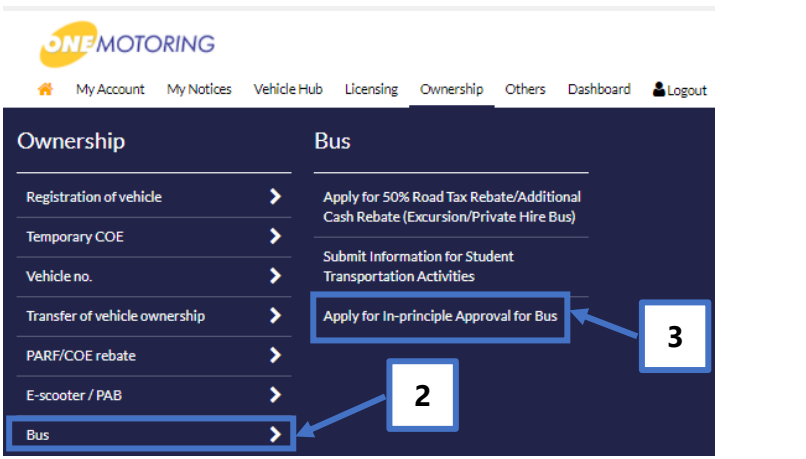
Assistant Registrar of Vehicles
Bus Licensing Division
Land Transport Authority
[This is a computer-generated letter, no signature is required.]

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3.1 View Your e-Letter

<p>Step 1: Click the 'mailbox' icon to access your e-letter Inbox through the Vehicle Hub portal.</p> <p>Alternatively, refer to Steps 2 and 3 below.</p> <p>Step 2: Click on 'My Account'.</p> <p>Step 3: On the 'My Account' drop-down menu, click on 'e-Letters'.</p>	 <p style="text-align: center;">OR</p> 
<p>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.</p> <p>The selected e-letter will pop-up in a new window.</p>	

3.2 Re-submit Information Required

<p>Step 1: On the main page of Vehicle Hub, click 'Ownership'.</p>	 <p>A screenshot of the ONE MOTORING website. The navigation bar includes 'My Account', 'My Notices', 'Vehicle Hub', 'Licensing', 'Ownership', 'Finance', 'HV Park', 'Others', 'Dashboard', and 'Logout'. The 'Ownership' menu item is highlighted with a blue box. A blue arrow points from a box labeled '1' to the 'Ownership' menu item. Below the navigation bar, the page title is 'My Vehicle Assets and Personal Profile'. A greeting 'Hello' is followed by a blurred name. Below that, it says 'Your last login date and time was 25 Nov 2020, 12:26:22.' A section titled 'My Vehicles' contains a table with columns 'Vehicle', 'Road Tax Expiry Date', and 'COE Expiry Date'. The table lists four vehicles with their respective expiry dates.</p>
<p>Step 2: On the 'Ownership' drop-down menu, click 'Bus'.</p> <p>Step 3: Under the 'Bus' drop-down menu, click 'Apply for In-principle Approval for Bus'.</p>	 <p>A screenshot of the ONE MOTORING website showing the 'Ownership' drop-down menu. The menu items are: 'Registration of vehicle', 'Temporary COE', 'Vehicle no.', 'Transfer of vehicle ownership', 'PARF/COE rebate', 'E-scooter / PAB', and 'Bus'. The 'Bus' item is highlighted with a blue box labeled '2'. A sub-menu is visible under 'Bus', with the item 'Apply for In-principle Approval for Bus' highlighted with a blue box labeled '3'. Other items in the sub-menu include 'Apply for 50% Road Tax Rebate/Additional Cash Rebate (Excursion/Private Hire Bus)' and 'Submit Information for Student Transportation Activities'.</p>

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:



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, _____, as a private bus. The bus will be leased to _____ ("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 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 or 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!

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.



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 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 or 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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5. Contact Information

For enquiries on the application process, you may write to LTA at www.lta.gov.sg/feedback.