

User Guide

Application for In-principle Approval for Private Bus at the OneMotoring Portal

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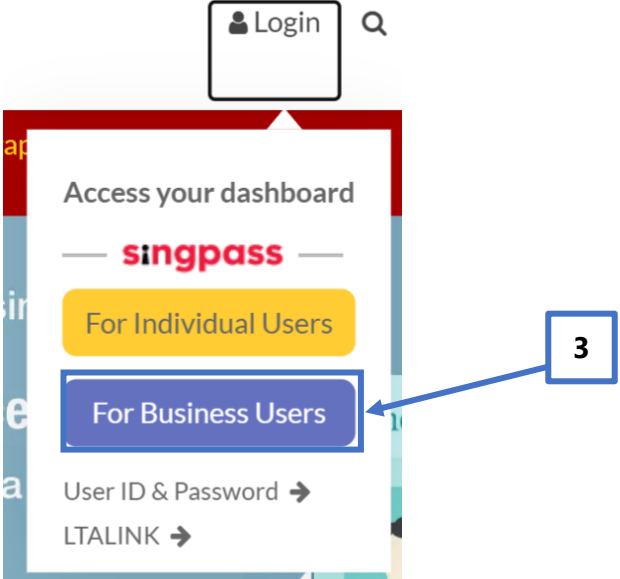
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Getting Started

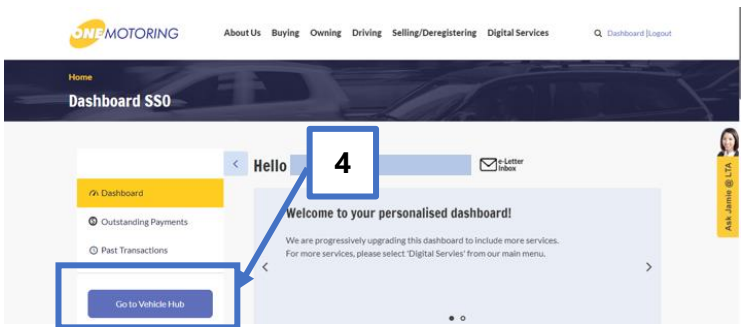
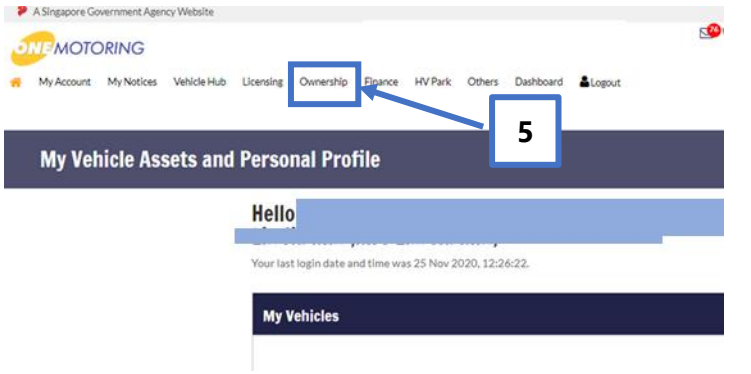
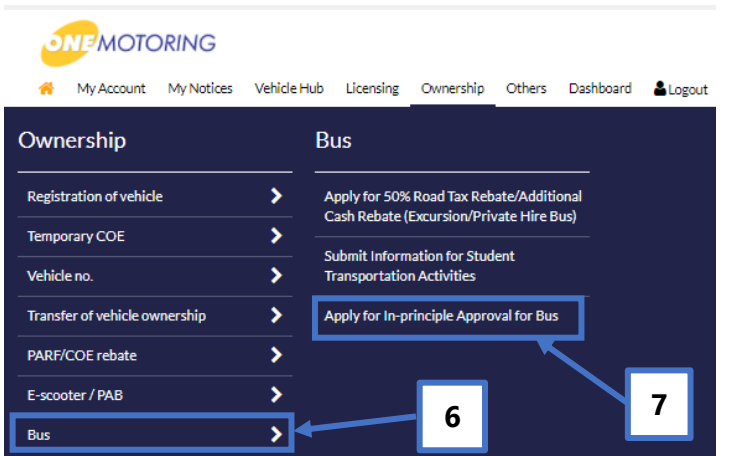
1.1 First-time Users

Note: Only businesses are eligible to register Private Buses. **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.

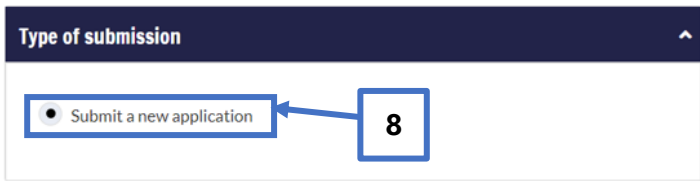
1.2 Accessing the OneMotoring Portal

<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>Step 3: Login with your Singpass by clicking the 'For Business Users' button.</p>	

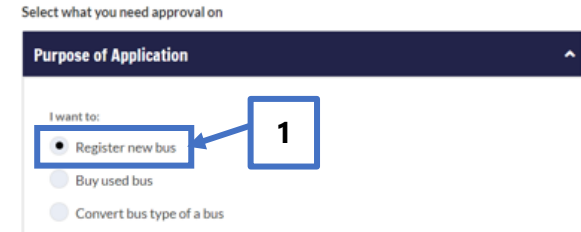
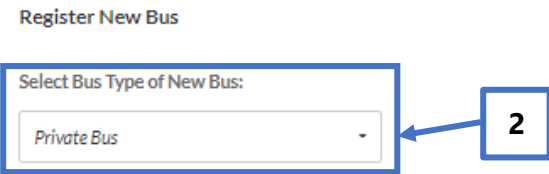

1.3 Apply for In-principle Approval for Private Bus


<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


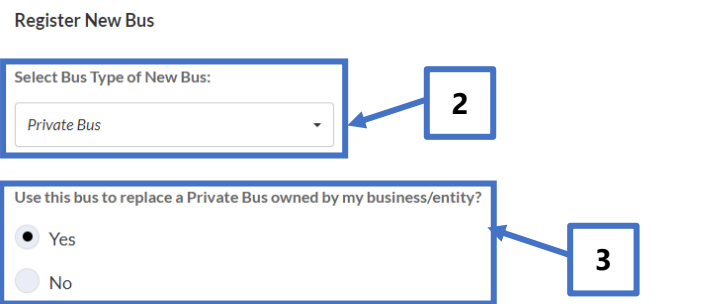
<p>Step 8: Click on 'Submit a new application' if you wish to submit a new application.</p> <p>If you are doing a re-submission as requested by the LTA to provide missing information/ supporting document, please refer to Section 3.2.</p>	
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1.4.1 Register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

<p>Step 1: Select 'Register new bus'.</p>	
<p>Step 2: Select 'Private Bus'.</p>	
<p>Step 3: Select 'No'.</p> <p>Step 4: Enter number of vehicle(s) to be registered.</p> <p>Proceed to Section 1.5 to Enter Conveyance Activity.</p>	

<p>Step 5: Enter Licensed Seating Capacity of new bus.</p> <p>Proceed to Section 1.6 to enter Bus Owner Information and to continue with your application.</p>	 <p>The screenshot shows the 'Vehicle Information' section of a form. It includes a 'Vehicle No.' field and a 'Licensed Seating Capacity' field. The 'Licensed Seating Capacity' field is highlighted with a blue box, and a blue arrow points to it from a box containing the number '5'.</p>
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1.4.2 Register New Private Bus to Replace my Private Bus

<p>Step 1: Select 'Register new bus'.</p>	 <p>The screenshot shows the 'Purpose of Application' section. Under 'I want to:', there are three radio button options: 'Register new bus', 'Buy used bus', and 'Convert bus type of a bus'. The 'Register new bus' option is selected and highlighted with a blue box, with a blue arrow pointing to it from a box containing the number '1'.</p>
<p>Step 2: Select 'Private Bus'.</p> <p>Step 3: Select 'Yes'.</p> <p>Proceed to Section 1.5 to Enter Conveyance Activity.</p>	 <p>The screenshot shows the 'Register New Bus' section. It includes a 'Select Bus Type of New Bus:' dropdown menu with 'Private Bus' selected, and a question 'Use this bus to replace a Private Bus owned by my business/entity?' with 'Yes' and 'No' radio button options. The dropdown menu is highlighted with a blue box and labeled with a blue '2' and an arrow. The 'Yes' radio button is highlighted with a blue box and labeled with a blue '3' and an arrow.</p>

Step 4: The bus registration number of the Private Bus(es) that you own will be displayed in the yellow button(s).

Select the bus registration number of the Private Bus that you wish to replace with the new Private Bus.

Step 5: Enter the seating capacity of the new Private Bus.

Proceed to Section 1.6 to enter Bus Owner Information and to continue with your application.

The screenshot shows a 'Vehicle Information' form. At the top is a dark blue header with the text 'Vehicle Information' and a small upward arrow. Below the header, there is a section titled 'My Private Bus to be replaced' with a link. Underneath is the label 'Vehicle No.:'. There are two yellow buttons: 'PA1234A' and 'PB1234B'. The 'PB1234B' button has a small checkmark icon. A blue box labeled '4' with an arrow points to the 'PB1234B' button. Below this is a section titled 'Licensed Seating Capacity:' followed by a light blue input field. A blue box labeled '5' with an arrow points to this input field.

1.4.3 Buy Used 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 Bus'.</p> <p>Step 3: Select 'No'.</p> <p>Step 4: Select 'No'.</p> <p>Proceed to Section 1.5 to Enter Conveyance Activity.</p>	<p>Buy Used Bus</p> <p>Select Current Bus Type of Used Bus:</p> <p>Private 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>Use this bus to replace a Private Bus owned by my business/entity?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No 4</p>
<p>Step 5: Enter the bus registration number of the Private Bus that you wish to buy.</p> <p>Step 6: Enter name and owner ID/ ACRA certificate number of the current registered owner of the Private Bus.</p> <p>Proceed to Section 1.6 to enter Bus Owner Information and to continue with your application.</p>	<p>Vehicle Information ^</p> <p><u>Private Bus to be sold to me</u></p> <p>Vehicle No.:</p> <p><input type="text"/> 5</p> <p>Name of Seller: <input type="text"/></p> <p>Owner ID/ ACRA Certificate Number of Seller: <input type="text"/></p> <p>Licensed Seating Capacity: <input type="text"/> 6</p> <p><i>Note: licensed seating capacity will be auto-populated.</i></p>

1.4.4 Buy Used Private Bus to Replace my Private Bus

<p>Step 1: Select 'Buy used bus'.</p>	<div>Purpose of Application ^</div> <p>I want to:</p> <ul style="list-style-type: none"><input type="radio"/> Register new bus<input checked="" type="radio"/> Buy used bus 1<input type="radio"/> Convert bus type of a bus
<p>Step 2: Select 'Private Bus'.</p> <p>Step 3: Select 'No'.</p> <p>Step 4: Select 'Yes'.</p> <p>Proceed to Section 1.5 to Enter Conveyance Activity.</p>	<div>Buy Used Bus</div> <div>2</div> <div>Select Current Bus Type of Used Bus: <div>Private Bus</div></div> <div>3</div> <div>Convert this bus to another bus type? <input type="radio"/> Yes <input checked="" type="radio"/> No</div> <div>4</div> <div>Use this bus to replace a Private Bus owned by my business/entity? <input checked="" type="radio"/> Yes <input type="radio"/> No</div>

Step 5: The bus registration number of the Private Bus(es) that you own will be displayed in the yellow button(s).

Select the bus registration number of your Private Bus that you wish to replace with the newly-brought used Private Bus.

Step 6: Enter the bus registration number of the Private Bus that you wish to buy to replace your Private Bus.

Step 7: Enter name and owner ID/ ACRA certificate number of the current registered owner of the Private Bus.

Proceed to Section 1.6 to enter Bus Owner Information and to continue with your application.

The screenshot shows the 'Vehicle Information' section of a web form. It contains three main sections: 'My Private Bus to be replaced', 'Other Private Bus to be sold to me to replace my Private Bus', and a section for seller information. Callout 5 points to the 'Vehicle No.' field in the first section, which shows three yellow buttons: 'PA1234A' (selected with a checkmark), 'PB1234B', and 'PC1234C'. Callout 6 points to the 'Vehicle No.' field in the second section, which is an empty text box. Callout 7 points to the 'Licensed Seating Capacity' field, which is also an empty text box. The seller information section includes fields for 'Name of Seller', 'Owner ID/ ACRA Certificate Number of Seller', and 'Licensed Seating Capacity'.

Vehicle Information

My Private Bus to be replaced

Vehicle No:

PA1234A ✓ PB1234B PC1234C

Other Private Bus to be sold to me to replace my Private Bus

Vehicle No:

Name of Seller: Owner ID/ ACRA Certificate Number of Seller:

Licensed Seating Capacity:

Note: licensed seating capacity will be auto-populated.

1.4.5 Convert my Bus to Private Bus

<p>Step 1: Select 'Convert bus type of a bus'.</p>	<p>Select what you need approval on</p> <div> <div>Purpose of Application</div> <div> <p>I want to:</p> <p><input type="radio"/> Register new bus</p> <p><input type="radio"/> Buy used bus</p> <p><input checked="" type="radio"/> Convert bus type of a bus</p> </div> </div> <p>1</p>
<p>Step 2: Select 'Excursion Bus' or 'Private Hire Bus' or 'School Bus' that you wish to convert to a Private Bus.</p> <p>Step 3: Select 'Private Bus'.</p> <p>Proceed to Section 1.5 to Enter Conveyance Activity.</p>	<p>Convert Bus Type</p> <div> <div> <p>Select Current Bus Type of Bus that You Wish to Convert:</p> <div> <p>Please Select</p> <p>Please Select</p> <p>Excursion Bus</p> <p>Private Bus</p> <p>Private Hire Bus</p> <p>School Bus</p> </div> </div> <p>2</p> <div> <p>Select New Bus Type:</p> <p>Private Bus</p> </div> <p>3</p> </div>
<p>Step 4: The bus registration number of the Excursion Bus(es)/ Private Hire Bus(es)/ School 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/ School Bus that you wish to convert to a Private Bus.</p> <p>Proceed to Section 1.6 to enter Bus Owner Information and to continue with your application.</p>	<p>Vehicle Information</p> <div> <div> <p>My vehicle to be converted to Private Bus</p> <p>Vehicle No.:</p> <div> <p>PA1234A</p> <p>PB1234C</p> <p>PC1234D</p> </div> </div> <p>4</p> <p>Licensed Seating Capacity:</p> <p>Note: licensed seating capacity will be auto-populated.</p> </div>

1.4.6 Buy Used Bus and Convert to Private Bus

<p>Step 1: Select 'Buy used bus'.</p>	<div>Purpose of Application</div> <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 'Excursion Bus' or 'Private Hire Bus' or 'School Bus' that you wish to buy and convert to Private Bus.</p> <p>Step 3: Select 'Yes'.</p> <p>Step 4: Select 'Private Bus'.</p> <p>Step 5: Select 'No'.</p> <p>Proceed to Section 1.5 to Enter Conveyance Activity.</p>	<div>Buy Used Bus</div> <p>Select Current Bus Type of Used Bus:</p> <div><div>Please Select</div><div><div>Please Select</div><div>Excursion Bus</div><div>Private Bus</div><div>Private Hire Bus</div><div>School Bus</div></div></div> <p>2</p> <p>Buy Used Bus</p> <p>Select Current Bus Type of Used Bus:</p> <div><div>Private Hire Bus</div></div> <p>Convert this bus to another bus type?</p> <p><input checked="" type="radio"/> Yes 3</p> <p><input type="radio"/> No</p> <p>Select the bus type to convert to:</p> <div><div>Private Bus</div></div> <p>4</p> <p>Use this bus to replace a Private Bus owned by my business/entity?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No 5</p>

<p>Step 6: Enter the bus registration number of the Excursion Bus/ Private Hire Bus/ School Bus that you wish to buy and convert to a Private Bus.</p> <p>Step 7: Enter name and owner ID/ ACRA certificate number of the current registered owner of the Excursion Bus/ Private Hire Bus/ School Bus.</p> <p>Proceed to Section 1.6 to enter Bus Owner Information and to continue with your application.</p>	<div style="background-color: #2c3e50; color: white; padding: 5px; border-radius: 5px; margin-bottom: 10px;">Vehicle Information ^</div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="color: #007bff; font-size: 0.9em;">Other existing bus to be sold to me and converted to Private Bus</p> <p>Vehicle No.: <input style="width: 150px;" type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Name of Seller: <input style="width: 100%;" type="text"/></p> </div> <div style="width: 45%;"> <p>Owner ID/ ACRA Certificate Number of Seller: <input style="width: 100%;" type="text"/></p> </div> </div> <p>Licensed Seating Capacity: <input style="width: 150px;" type="text"/></p> </div> <p><i>Note: licensed seating capacity will be auto-populated.</i></p>
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1.4.7 Buy Used Bus and Convert to Private Bus to Replace my Private Bus

<p>Step 1: Select 'Buy used bus'.</p>	<div style="background-color: #2c3e50; color: white; padding: 5px; border-radius: 5px; margin-bottom: 10px;">Purpose of Application ^</div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>I want to:</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div><input type="radio"/> Register new bus</div> <div style="border: 2px solid #007bff; padding: 2px;"><input checked="" type="radio"/> Buy used bus</div> <div><input type="radio"/> Convert bus type of a bus</div> </div> </div>
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Step 2: Select '**Excursion Bus**' or '**Private Hire Bus**' or '**School Bus**' that you wish to buy and convert to a Private Bus to replace your Private Bus.

Step 3: Select '**Yes**'.

Step 4: Select '**Private Bus**'.

Step 5: **Select 'Yes'**.

Proceed to Section 1.5 to Enter Conveyance Activity.

Buy Used Bus

Select Current Bus Type of Used Bus:

Please Select

- Please Select
- Excursion Bus
- Private Bus
- Private Hire Bus
- School Bus

2

Convert this bus to another bus type?

☒ Yes
☐ No

3

Select the bus type to convert to:

Private Bus

4

Use this bus to replace a Private Bus owned by my business/entity?

☒ Yes
☐ No

5

Step 6: The bus registration number of the Private Bus(es) that you own will be displayed in the yellow button(s).

Select the bus registration number of the Private Bus that you wish to replace with the converted Private Bus.

Step 7: Enter the bus registration number of the Excursion Bus/ Private Hire Bus/ School Bus that you wish to buy and convert to a Private Bus to replace your Private Bus.

Step 8: Enter name and owner ID/ ACRA certificate number of the current registered owner of the Excursion Bus/ Private Hire Bus/ School Bus.

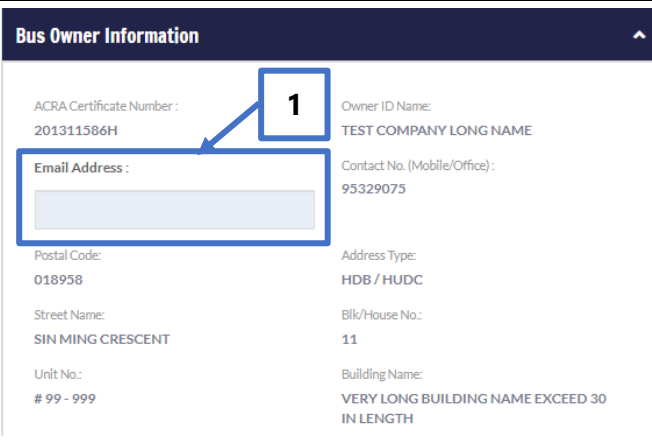
Proceed to Section 1.6 to enter Bus Owner Information and to continue with your application.

The screenshot shows the 'Vehicle Information' section of a web form. It contains three main input areas: 1. A section titled 'My Private Bus to be replaced' with a 'Vehicle No.' label and three yellow buttons labeled 'PA1234A', 'PB1234B', and 'PC1234C'. A blue box labeled '6' points to these buttons. 2. A section titled 'Other existing bus to be sold to me and converted to replace my Private Bus' with a 'Vehicle No.' label and a text input field. A blue box labeled '7' points to this field. 3. A section for seller information with labels 'Name of Seller:' and 'Owner ID/ ACRA Certificate Number of Seller:', each followed by a text input field. Below these is a 'Licensed Seating Capacity:' label and a text input field. A blue box labeled '8' points to this field. A note at the bottom states: 'Note: licensed seating capacity will be auto-populated.'

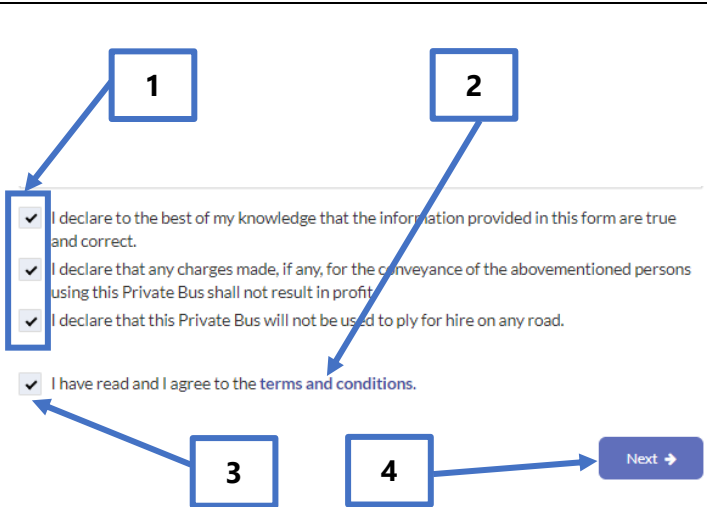
1.5 Select Conveyance Activity

<p>Step 1A: If you are <u>using the Private Bus to ferry your employees</u>, select 'This Private Bus will be used for the conveyance of my employees'.</p> <p>Step 1B: If you are <u>using the Private Bus to ferry persons (non-employees) in connection with your business</u>, select 'This Private Bus will be used for the conveyance of persons (non-employees) in connection with my business'.</p>	<div data-bbox="662 302 1380 593"> <p>Conveyance Activity</p> <p><input checked="" type="checkbox"/> This Private Bus will be used for the conveyance of my employees</p> <p><input type="checkbox"/> This Private Bus will be used for the conveyance of persons (non-employees) in connection with my business</p> <p>1A</p> </div> <div data-bbox="662 649 1380 985"> <p>Conveyance Activity</p> <p><input type="checkbox"/> This Private Bus will be used for the conveyance of my employees</p> <p><input checked="" type="checkbox"/> This Private Bus will be used for the conveyance of persons (non-employees) in connection with my business</p> <p>1B</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 business (if applicable). <i>E.g. To ferry my business clients.</i></p> <p>Step 3: Enter the estimated number of trips per week that the bus will be used.</p>	<div data-bbox="662 1108 1380 1377"> <p>Who are the persons (non-employees) conveyed and their connection to your business :</p> <p>Estimated number of trips per week that the bus will be utilised:</p> <p>2</p> <p>3</p> </div> <div data-bbox="662 1400 1380 1545"> <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 business' in Section 1.5</p> </div>
<p>Step 4: Enter the number of passengers to be ferried (maximum no. per trip).</p>	<div data-bbox="662 1646 1165 1825"> <p>No. of passengers to be ferried (maximum no. per trip):</p> <p>4</p> <p>Please ensure that no. of passengers ferried does not exceed the licensed seating capacity of the bus.</p> </div>

1.6 Bus Owner Information

<p>Step 1: Enter any missing information, such as email address (if applicable).</p>	

1.7 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>	
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1.8 Upload Supporting Documents

Step 1: Upload the supporting documents, if applicable. Otherwise, click the 'Not Applicable' checkbox(es).

Step 2: 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 the 'Supporting Documents' section of a web form. It has a dark blue header with the title 'Supporting Documents' and an upward arrow. Below the header, the section is titled 'Upload File'. A note states: 'Please ensure that your uploaded file meets the following requirements:' followed by a bulleted list: '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', and 'The documents should not be encrypted'.

There are four numbered requirements, each with a 'Not Applicable' checkbox and an 'Upload' button (with a 'Max file size 5 MB' note):

1. Seller's letter of consent (if applicable) (Optional) :
2. Latest CPF Form 90 within 2 months of application (if applicable) (Optional) :
3. Foreign Worker Levy Billing for same month as submitted CPF Form 90 (if applicable) (Optional) :
4. Other supporting documents (Optional) :

A blue bracket on the right side of the form groups these four items, with a box containing the number '1' next to it.

At the bottom of the form, there is a 'Previous' button on the left and a 'Next' button with a right arrow on the right. A blue box with the number '2' is placed over the 'Next' button, with an arrow pointing from it to the 'Next' button.

1.9 Review and Submit Application

Step 3: Scroll down and verify that all details entered are correct.

Step 4: 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.**

Step 5: Click the **'Confirm'** button to submit the application.

The screenshot shows the 'Apply for In-principle Approval for Bus' form at the confirmation stage. At the top, a progress bar indicates four steps: 1. Enter Application Details (1/4), 2. Upload Supporting Documents (2/4), 3. Review Details (3/4) - which is the current step and highlighted in blue, and 4. Acknowledgement (4/4). Below the progress bar, the title 'Apply for In-principle Approval for Bus (Confirmation)' is displayed. There are two dropdown menus: 'Type of submission' with options 'Type of submission' and 'New Submission', and 'Purpose of Application'. Below these is a section titled 'Supporting Documents' which lists six items with their status: 1. Seller's letter of consent (if applicable): Not Applicable; 2. Certification Letter from Company/Organisation (on agreement to convey its employees) (Mandatory for Workers Conveyance): Not Applicable; 3. Form B: Worker Namelist. For company agreement, every page of this form must be endorsed by the workers' organisation. For private arrangements between workers and the bus owner, workers' contact numbers must be shown. (Mandatory for Workers Conveyance): Not Applicable; 4. Form A-1: Details of Student Transportation Activities (endorsed by the school) (Mandatory for Student Conveyance with school contracts): Not Applicable; 5. Form A-2: Student Namelist. For school agreement, every page of this form must be endorsed by the school. For private arrangements between parents and the bus owner, parents' contact numbers must be shown. (Mandatory for Student Conveyance): New_pdf_doc2.pdf; 6. School Agreement (indicating that the bus is conveying its students and the contract period) (Mandatory for Student Conveyance with school contracts): Not Applicable. At the bottom, there are two buttons: 'Previous' on the left and 'Confirm' on the right. Blue boxes with numbers 3, 4, and 5 are overlaid on the image, with arrows pointing to the 'Confirm' button, the 'Previous' button, and the 'Confirm' button respectively.

Step 6: 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.

Step 7: Click the **'OK'** button to return to the main page for Application for In-principle Approval for Private Bus.

The screenshot shows the 'Thank You!' page. At the top, a progress bar indicates four steps: 1. Enter Application Details (1/4), 2. Upload Supporting Documents (2/4), 3. Review Details (3/4), and 4. Acknowledgement (4/4) - which is the current step and highlighted in blue. Below the progress bar, the text 'Thank You!' is displayed. A message states: 'If there is any further information or clarification required, we will get in touch with you again.' Below this, the submission reference ID is shown: 'Your submission reference ID is BA2022030100459.' There are two dropdown menus: 'Type of submission' with options 'Type of submission' and 'New Submission', and 'Supporting Documents' which lists three items: form.pdf, form.pdf, and form.pdf. At the bottom, there are three buttons: 'Save as PDF', 'Print', and 'OK'. Blue boxes with numbers 6, 7, and 8 are overlaid on the image, with arrows pointing to the 'Save as PDF' button, the 'Print' button, and the 'OK' button respectively.

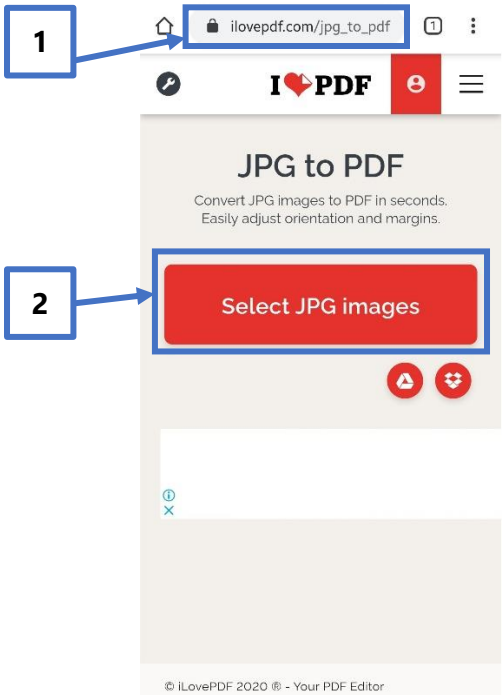
2. Combining Multiple Images Into One Document

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.

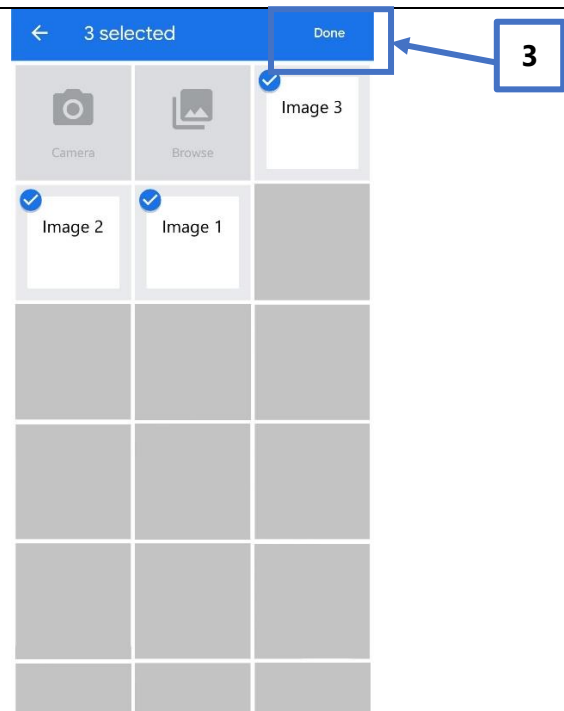
There are free online tools available for this purpose. You can access these online tools through any web browser on your mobile device or computer. Some examples of such online tools are as follows:

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.

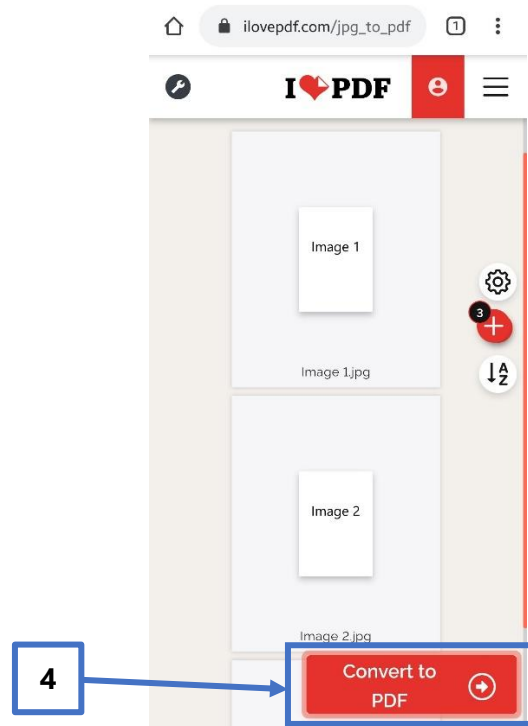
<p>Step 1: Visit www.ilovepdf.com/jpg_to_pdf on your mobile device or computer.</p> <p>Step 2: Click "Select JPG images".</p>	 <p>The screenshot shows a mobile browser interface for the 'I Love PDF' website. At the top, the address bar shows 'ilovepdf.com/jpg_to_pdf' with a blue box and the number '1' pointing to it. Below the address bar is the 'I Love PDF' logo. The main heading is 'JPG to PDF' with the subtext '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' pointing to it. Below the button are two red circular icons with white symbols. At the bottom, there is a copyright notice: '© 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.

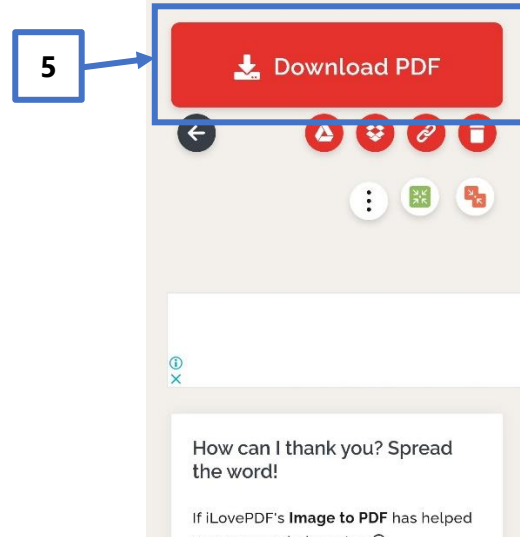
Tip: To rearrange the order of images, hold down an image and drag it to its correct position.



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

28 Feb 2022

Our ref 2802222009N007170010

Dear Sir/Madam

Your Application to Register a New Private Bus Is Incomplete

We received your application to Register a New 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 07 Mar 2022

Please visit onemotoring.lta.gov.sg > Digital Services > Apply for In-Principle Approval for Bus and submit the missing information by 07 Mar 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.

Items required from the bus owner

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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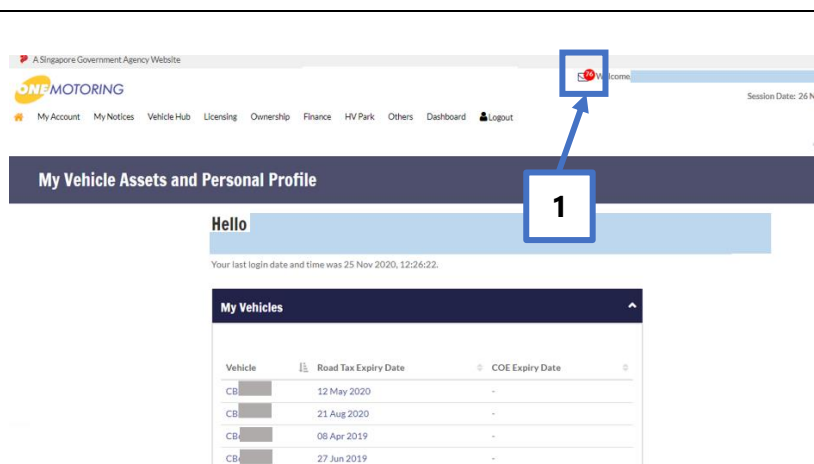
3.1 View Your e-Letter

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'.

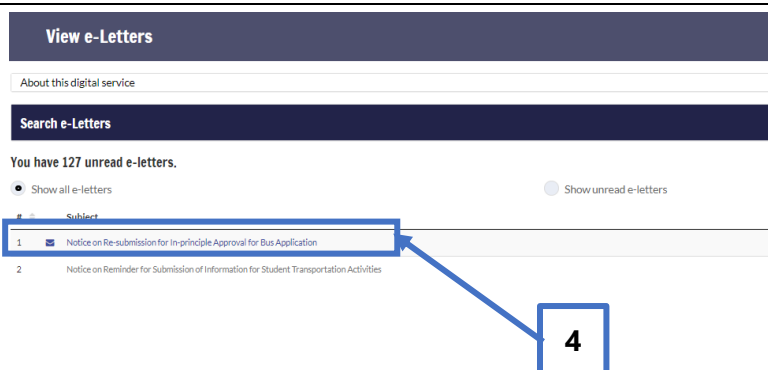


OR

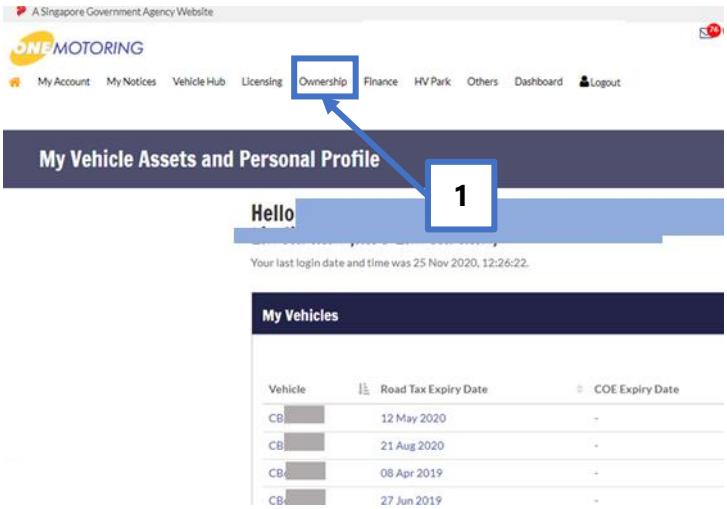
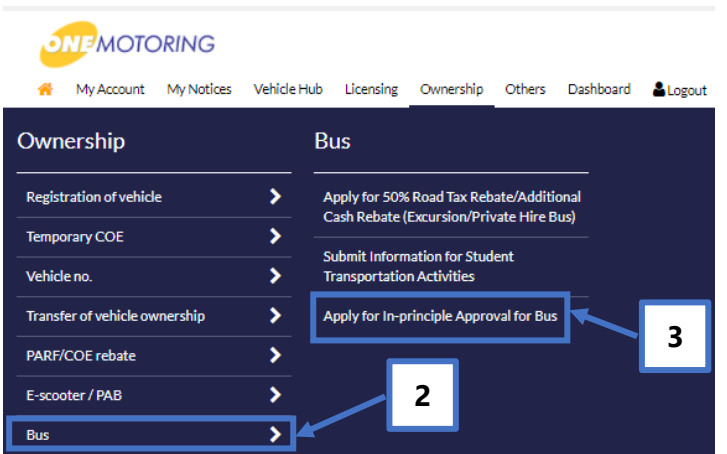


Step 4: Click the e-letter titled 'Notice on Re-submission for In-principle Approval for Bus Application' to view the details of the information required for your vehicle.

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 'Ownership'.</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 '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>	 <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 ></td><td>Apply for 50% Road Tax Rebate/Additional Cash Rebate (Excursion/Private Hire Bus)</td></tr><tr><td>Temporary COE ></td><td>Submit Information for Student Transportation Activities</td></tr><tr><td>Vehicle no. ></td><td>Apply for In-principle Approval for Bus</td></tr><tr><td>Transfer of vehicle ownership ></td><td></td></tr><tr><td>PARF/COE rebate ></td><td></td></tr><tr><td>E-scooter / PAB ></td><td></td></tr><tr><td>Bus ></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

The screenshot shows a web form titled "Apply for In-principle Approval for Bus". Under the heading "Type of submission", there are two radio button options: "Submit a new application" and "Re-submit an application". The "Re-submit an application" option is selected and highlighted with a blue box, with a blue arrow pointing to it from a box labeled "4". Below these options is a dropdown menu labeled "Please Select". This menu is also highlighted with a blue box, with a blue arrow pointing to it from a box labeled "5". The dropdown menu is open, showing a single entry: "BA2022022800454 / Private Bus / Register new Private Bus / 07 Mar 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 1.9 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 1005222009N005124833

Dear Sir/Madam

You Have In-principle Approval to Register a New Private Bus

LTA has given you in-principle approval to register a new Private Bus.

There are several requirements to meet before your new bus can be registered.

Vehicle Inspection

Your bus needs to pass an inspection at an LTA-appointed inspection centre (go.gov.sg/inspectioncentres).

Vehicle Parking Certificate

You will also need to obtain a valid Vehicle Parking Certificate (VPC) for your new bus, if its seating capacity exceeds 15 passengers. You can apply for or renew your VPC through the following:

- URA: visit ura.gov.sg > Car Parks > Vehicle Parking Certificate.
- HDB: visit hdb.gov.sg > e-Services > Renewal of Vehicle Parking Certificate (VPC).
- Any private vehicle park operator. To view which operators have available VPCs, visit onemotoring.lta.gov.sg > Digital Services > Enquire Private Vehicle Parking Certificate (VPC) Availability.

After you have met the above requirements, please register your new bus via your motor dealer by 10 Aug 2022.

You can also register it on your own by following the steps at onemotoring.lta.gov.sg > Buying > Vehicle Types and Registration > Commercial Vehicle > Bus > Register a Private Bus.

What You Need To Do:

- Send your new bus for inspection
- Obtain a Vehicle Parking Certificate for your new bus, if its seating capacity exceeds 15 passengers
- After meeting the requirements, register your new bus by 10 Aug 2022
- Take note of the reminders on the usage of the private bus

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We wish to remind you of the following:

- A private bus can only be used to ferry employees or persons in connection with the business of the bus owner. Any charges made for the conveyance of such persons shall not result in profits or gain
- A private bus is not allowed to ply for hire or reward on any road
- The private bus must always have valid road tax and insurance coverage

Please note that the driver of a private bus is not required to possess a valid Bus Driver's Vocational Licence issued by the LTA.

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!


**Conditions for
your application
for Private Bus**

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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.



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

08 Feb 2022

Our ref 0802222009N006164930

Dear Sir/Madam

Your Application to Convert [REDACTED] to A Private Bus Is Unsuccessful

We wish to inform you that your application to Convert [REDACTED] to 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
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5. Contact Information

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