

User Guide

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

Version 1.0

Last Updated 23 May 2022

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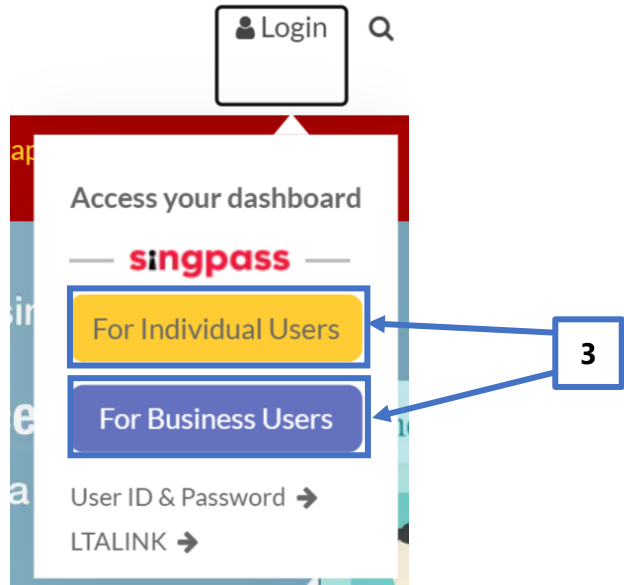
Getting Started

1.1 First-time Users

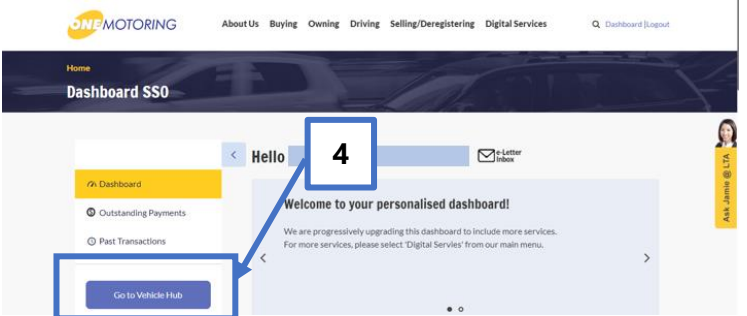
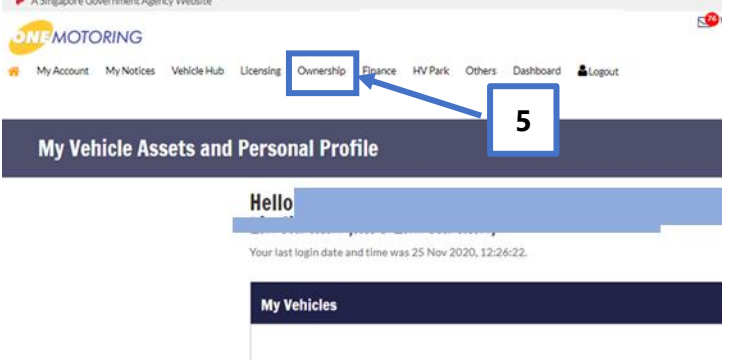
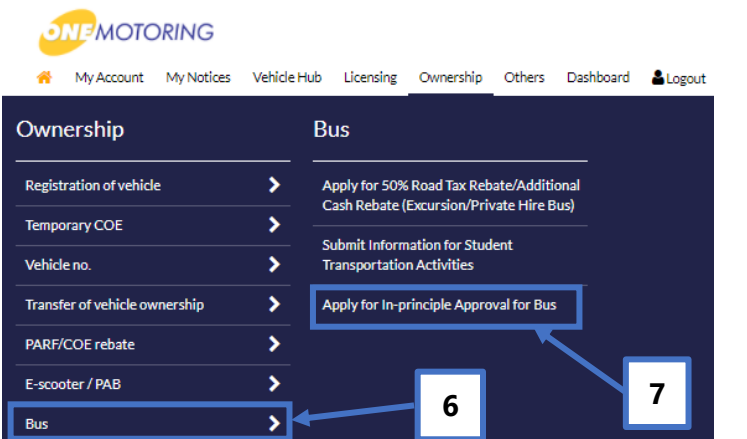
For buses that are registered under individuals, if you do not have a Singpass account or have forgotten your Singpass log-in details, visit www.singpass.gov.sg to apply for a new Singpass account or reset your Singpass password.

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.

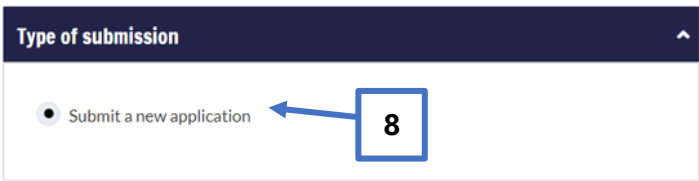
1.2 Accessing the OneMotoring Portal

<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: For buses that are registered under individuals, login with your Singpass by clicking the 'For Individual Users' button.</p> <p>For buses that are registered under businesses, login with your Singpass by clicking the 'For Business Users' button.</p>	

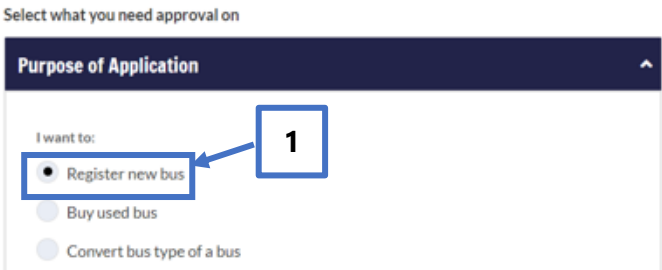
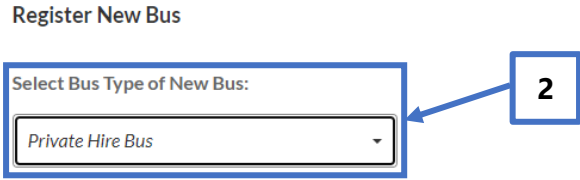
1.3 Apply for In-principle Approval for Private Hire Bus

<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 have previously saved an application as draft but have not submitted it, refer to Section 1.10 Steps 1 and 2 to access the draft 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 dark blue header bar with the text 'Type of submission' and an upward arrow. Below the header, there is a single radio button option labeled 'Submit a new application'. A blue box with the number '8' and an arrow points to this option.</p>
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1.4.1 Register New Private Hire Bus

<p>Step 1: Select 'Register new bus'.</p>	 <p>The screenshot shows a dark blue header bar with the text 'Purpose of Application' and an upward arrow. 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'. A blue box with the number '1' and an arrow points to the 'Register new bus' option.</p>
<p>Step 2: Select 'Private Hire Bus'.</p>	 <p>The screenshot shows a section 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 'Private Hire Bus' as the selected option. A blue box with the number '2' and an arrow points to the dropdown menu.</p>

<p>Step 3: Enter number of vehicle(s) to be registered.</p> <p>Proceed to Section 1.5 to enter conveyance activity and to continue with your application.</p>	<p>Also use this bus as a Private Bus?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>No. of Vehicle(s) to be registered:</p> <div style="border: 1px solid #ccc; height: 20px; width: 150px;"></div> <div style="position: absolute; left: 680px; top: 155px; border: 1px solid #007bff; padding: 2px 5px; font-weight: bold;">3</div> <div style="position: absolute; left: 610px; top: 170px; width: 10px; height: 10px; background: #007bff; transform: rotate(45deg);"></div>
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1.4.2 Buy Used Private Hire Bus

<p>Step 1: Select 'Buy used bus'.</p>	<div style="background-color: #2c3e50; color: white; padding: 5px;">Purpose of Application ^</div> <p>I want to:</p> <p><input type="radio"/> Register new bus</p> <div style="border: 1px solid #007bff; padding: 2px; display: inline-block;"> <input checked="" type="radio"/> Buy used bus </div> <div style="position: absolute; left: 585px; top: 355px; border: 1px solid #007bff; padding: 2px 5px; font-weight: bold;">1</div> <div style="position: absolute; left: 535px; top: 375px; width: 10px; height: 10px; background: #007bff; transform: rotate(45deg);"></div> <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>Buy Used Bus</p> <p>Select Current Bus Type of Used Bus:</p> <div style="border: 1px solid #ccc; padding: 2px;"> Private Hire Bus </div> <div style="position: absolute; left: 665px; top: 455px; border: 1px solid #007bff; padding: 2px 5px; font-weight: bold;">2</div> <div style="position: absolute; left: 615px; top: 475px; width: 10px; height: 10px; background: #007bff; transform: rotate(45deg);"></div> <p>Convert this bus to another bus type?</p> <p><input type="radio"/> Yes</p> <div style="border: 1px solid #007bff; padding: 2px; display: inline-block;"> <input checked="" type="radio"/> No </div> <div style="position: absolute; left: 665px; top: 515px; border: 1px solid #007bff; padding: 2px 5px; font-weight: bold;">3</div> <div style="position: absolute; left: 615px; top: 535px; width: 10px; height: 10px; background: #007bff; transform: rotate(45deg);"></div> <p>Also use this as a Private Bus?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>

<p>Step 4: Enter the bus registration number of the Private Hire 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 Hire Bus.</p> <p>Proceed to Section 1.5 to select conveyance activity and to continue with your application.</p>	
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1.4.3 Convert my Bus to Private Hire Bus

<p>Step 1: Select 'Convert bus type of a bus'.</p>	
<p>Step 2: Select 'Excursion Bus' or 'Private Bus' or 'School Bus' that you wish to convert to a Private Hire Bus.</p> <p>Step 3: Select 'Private Hire Bus'.</p>	

<p>Step 4: The bus registration number of the Excursion Bus(es)/ Private 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 Bus/ School Bus that you wish to convert to a Private Hire Bus.</p> <p>Proceed to Section 1.5 to select conveyance activity and to continue with your application.</p>	<div style="background-color: #2c3e50; color: white; padding: 5px; border: 1px solid #2c3e50;">Vehicle Information ^</div> <div style="border: 1px solid #2c3e50; padding: 10px; margin-top: 10px;"> <p>My existing bus to be converted into Private Hire Bus</p> <p>Vehicle No.:</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: #f1c40f; padding: 5px 10px; border: 1px solid #f1c40f;">PA1234A</div> <div style="background-color: #f1c40f; padding: 5px 10px; border: 1px solid #f1c40f;">PB1234C ✓</div> <div style="background-color: #f1c40f; padding: 5px 10px; border: 1px solid #f1c40f;">PC1234D</div> </div> </div> <div style="position: relative; margin-top: 20px;"> <div style="border: 2px solid #2c3e50; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; font-weight: bold; font-size: 20px; color: #2c3e50;">4</div> <div style="position: absolute; top: -20px; left: 50%; transform: translateX(-50%);"> </div> </div>
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1.4.4 Buy Used Bus and Convert to Private Hire Bus

<p>Step 1: Select 'Buy used bus'.</p>	<div style="background-color: #2c3e50; color: white; padding: 5px; border: 1px solid #2c3e50;">Purpose of Application ^</div> <div style="border: 1px solid #2c3e50; padding: 10px; margin-top: 10px;"> <p>I want to:</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <input type="radio"/> Register new bus </div> <div style="display: flex; align-items: center;"> <input checked="" type="radio"/> Buy used bus </div> <div style="display: flex; align-items: center;"> <input type="radio"/> Convert bus type of a bus </div> </div> </div> <div style="position: relative; margin-top: 20px;"> <div style="border: 2px solid #2c3e50; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; font-weight: bold; font-size: 20px; color: #2c3e50;">1</div> <div style="position: absolute; top: -20px; left: 50%; transform: translateX(-50%);"> </div> </div>
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<p>Step 2: Select 'Excursion Bus' or 'Private Bus' or 'School Bus' that you wish to buy and convert to a Private Hire Bus.</p> <p>Step 3: Select 'Yes'.</p> <p>Step 4: Select 'Private Hire Bus'.</p>	<div> <div>Buy Used Bus</div> <div> <div> <div>Select Current Bus Type of Used Bus:</div> <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> </div> <div> <div>Convert this bus to another bus type?</div> <div> <div><input checked="" type="radio"/> Yes</div> <div><input type="radio"/> No</div> </div> </div> <div> <div>Select the bus type to convert to:</div> <div> <div>Private Hire Bus</div> </div> </div> </div> </div>
<p>Step 5: Enter the bus registration number of the Excursion Bus/ Private Bus/ School Bus that you wish to buy and convert to a Private Hire Bus.</p> <p>Step 6: Enter name and owner ID/ ACRA certificate number of the current registered owner of the Excursion Bus/ Private Bus/ School Bus.</p> <p>Proceed to Section 1.5 to select conveyance activity and to continue with your application.</p>	<div> <div>Vehicle Information</div> <div> <div> <div>Bus to be sold to me and converted into Private Hire Bus</div> <div>Vehicle No.:</div> <div></div> </div> <div> <div>Name of Seller:</div> <div>Owner ID/ ACRA Certificate Number of Seller:</div> <div></div> <div></div> </div> </div> </div>

1.5 Select Conveyance Activity

Step 1A: If you are using the Private Hire Bus to ferry adult workers, **select 'Workers conveyance'**, and proceed to Section 1.6 for steps on enter Workers' Transport Information.

Step 1B: If you are using the Private Hire Bus to ferry students, **select 'Students conveyance'**, and proceed to Section 1.7 for steps on enter School Information.

Note: You have to select at least one type of conveyance. Select both types if you are using the Private Hire Bus to ferry both adult workers and students.




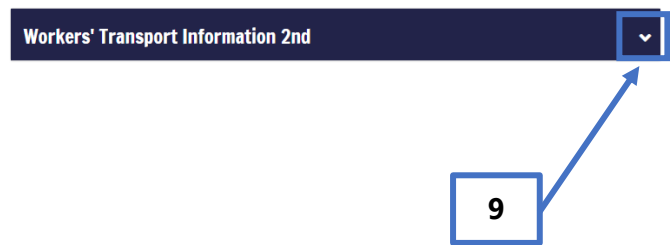
The screenshot shows a form titled "Conveyance Activity" with a dark blue header. Below the header, there are two checkboxes: "Workers conveyance" (checked) and "Students conveyance" (unchecked). A blue arrow points from a box labeled "1A" to the "Workers conveyance" checkbox.



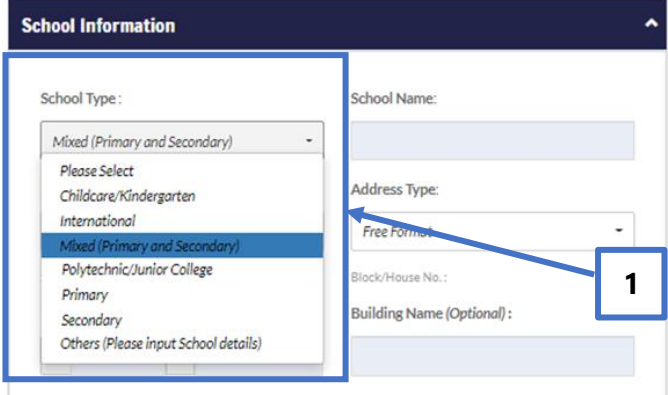
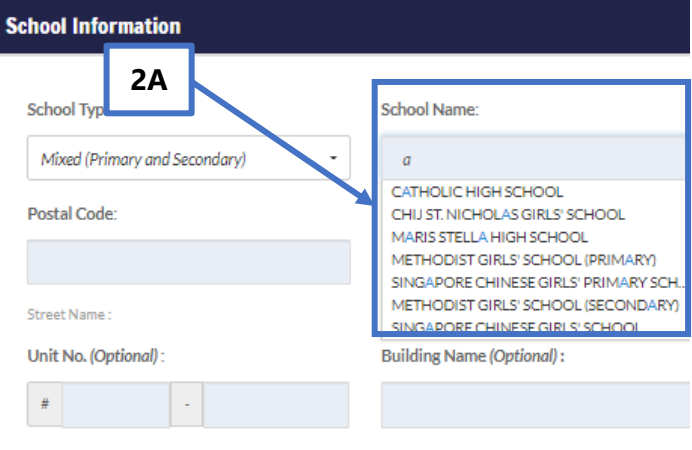
The screenshot shows a form titled "Conveyance Activity" with a dark blue header. Below the header, there are two checkboxes: "Workers conveyance" (unchecked) and "Students conveyance" (checked). A blue arrow points from a box labeled "1B" to the "Students conveyance" checkbox.

1.6 Enter Workers' Transport Information (If Applicable)

<p>Step 1: Enter Workers' Organisation Name and Postal Code. System will auto-populate the address based on postal code entered.</p> <p>Step 2: Select "Free Format" under Address Type.</p> <p>Step 3: Enter unit no. and building no., if applicable.</p>	
<p><u>Home to Work Trip Information</u></p> <p>Step 4: Enter pick-up time of first worker (from worker's home).</p> <p>Step 5: Enter set-down time at workers' organisation.</p> <p><u>Work to Home Trip Information</u></p> <p>Step 6: Enter pick-up time from workers' organisation.</p> <p>Step 7: Enter set-down time of last worker (at worker's home).</p> <p><i>Tip: Please enter pick-up/set-down times in HHMMSS format.</i></p>	

<p>Step 8: Select type of worker transportation contract.</p> <p>Select 'Company Agreement' if you have entered into a contract with the workers' organisation.</p> <p>Select 'Private' if you have entered into a contract directly with the workers.</p>	
<p>Step 9: If you serve more than one workers' organisation with the same bus, click on the arrow and follow Steps 1 to 8 (provided above) to fill in the relevant information for the subsequent workers' organisation that you serve.</p> <p>You may enter information for up to two workers' organisations.</p> <p>Proceed to Section 1.7 to enter school information, if you are also using the bus to ferry school children. Otherwise, proceed to Section 1.8 to enter transport details.</p>	

1.7 Enter School Information (If Applicable)

<p>Step 1: Select the type of school that you are providing student transportation services to.</p>	
<p>Step 2A: Enter School Name</p> <p><i>Tip: If you are ferrying students from a Primary, Secondary, or Mixed (Primary and Secondary) school, the school name can be filled with a quick search bar by typing the first few letters of the school name and selecting from the auto-populated list. The school's address will be auto-populated once the school name is filled.</i></p> <p><i>If the school that you serve is not listed, please enter the school name and postal code manually. System will auto-populate school address based on postal code.</i></p>	

Step 2B: If you are **not** ferrying students from a **Primary, Secondary, or Mixed (Primary and Secondary)** school (e.g. international school, religious school, or kindergarten/childcare), enter **School Name** and **Postal Code**. System will auto-populate the school address based on **postal code** entered.

School Information

School Type :
Childcare/Kindergarten

School Name :
ABC Childcare

Postal Code :

Address Type :
Free Format

Street Name :

Block/House No. :

Unit No. (Optional) :
#

Building Name (Optional) :

Step 3: Select "Free Format" under **Address Type**.

Enter unit no. and building no. if applicable.

School Information

School Type :
Mixed (Primary and Secondary)

School Name :
MARIS STELLA HIGH SCHOOL

Postal Code :
368051

Address Type :
Free Format

Street Name :
MOUNT VERNON ROAD

Block/House No. :
25

Unit No. (Optional) :
#

Building Name (Optional) :

Home to School Trip Information

Step 4: Enter pick-up time of first student (from student's home).

Step 5: Enter set-down time at school.

School to Home Trip Information

Step 6: Enter pick-up time from school.

Step 7: Enter set-down time of last student (at student's home).

Tip: Please enter pick-up/set-down times in HHMMSS format.

Step 8: Select type of student transportation contract.

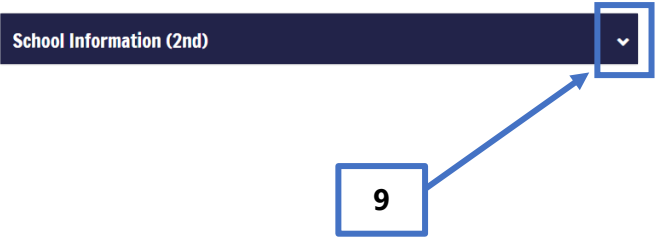
Select '**School Agreement**' if you have entered into a contract with the school.

Select '**Private**' if you have entered into a contract directly with the students' parent(s).

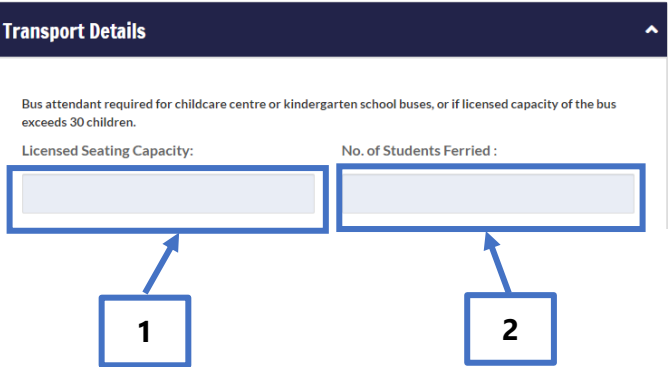
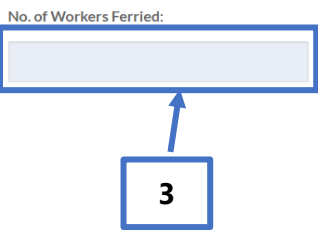
The screenshot shows the 'Home to School Trip' section of a form. It contains four time input fields arranged in a 2x2 grid. The top-left field is labeled 'First Pick-up Time from Home:' and contains '07:00:00'. The top-right field is labeled 'Set-Down Time at School:' and contains '08:00:00'. The bottom-left field is labeled 'Pick-up Time from School:' and contains '14:00:00'. The bottom-right field is labeled 'Last Set-Down Time at Home:' and contains '15:00:00'. A blue box with the number '4' and an arrow points to the 'Pick-up Time from School:' field. Another blue box with the number '5' and an arrow points to the 'Last Set-Down Time at Home:' field.


The screenshot shows the 'School to Home Trip' section of a form. It contains four time input fields arranged in a 2x2 grid. The top-left field is labeled 'First Pick-up Time from Home:' and contains '07:00:00'. The top-right field is labeled 'Set-Down Time at School:' and contains '08:00:00'. The bottom-left field is labeled 'Pick-up Time from School:' and contains '14:00:00'. The bottom-right field is labeled 'Last Set-Down Time at Home:' and contains '15:00:00'. A blue box with the number '6' and an arrow points to the 'Pick-up Time from School:' field. Another blue box with the number '7' and an arrow points to the 'Last Set-Down Time at Home:' field.

The screenshot shows a dropdown menu titled 'Type of Contract:'. The menu is open, displaying four options: 'School Agreement', 'Please Select', 'School Agreement', and 'Private'. The second 'School Agreement' option is highlighted with a blue background. A blue box with the number '8' and an arrow points to this highlighted option.

<p>Step 9: If you serve more than one school with the same bus, click on the arrow and follow Steps 1 to 8 (provided above) to fill in the relevant information for the subsequent school that you serve.</p> <p>You may enter school information for up to two schools.</p> <p>Proceed to Section 1.8 to enter transport details.</p>	
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1.8 Enter Transport Details

<p>Step 1: Enter the Licensed Seating Capacity (applicable only if you are registering a new Private Hire Bus).</p> <p>Step 2: Enter the number of students that you are ferrying for the forward or return trip, whichever is higher (applicable if you selected 'Students conveyance' under conveyance activity).</p>	
<p>Step 3: Enter the number of workers that you are ferrying for the forward or return trip, whichever is higher (applicable if you selected 'Workers' under conveyance activity).</p>	

conveyance' under conveyance activity).	
<p>Step 4: Enter bus driver and bus attendant names and ID numbers.</p> <p>A bus attendant is required if:</p> <ul style="list-style-type: none"> • You are ferrying students from a childcare centre or kindergarten; or • The licensed seating capacity of your bus exceeds 30. <p><i>Tip: Number of passengers (i.e. students ferried and the bus attendant or workers ferried) cannot exceed the licensed seating capacity of your bus.</i></p>	 <p>4</p>

1.9 Save Information Entered, Print and Obtain School Endorsement

*Note: (Applicable if you have selected students conveyance)
If you have previously input information and have already obtained school endorsement on hardcopies of your Form A-1 and A-2, please skip Steps 1 and 2 and proceed to Section 1.10 for steps on uploading your supporting documents.*

Step 1: Click "**Save**" button to generate and view the pre-filled Forms A-1 and A-2 based on the information that you have entered earlier.

Tip: Clicking the "Save" button in Step 1 will generate one copy of Form A-1 and Form A-2 for each school that you serve, e.g. if you are serving two schools, you will see two copies of Form A-1 and Form A-2, one copy for each school. Your application will also be saved as a draft application.

Fill in the student name list in Form(s) A-2 accordingly.

If you have entered into a contract with the school you serve, please obtain the school's endorsement on both Forms A-1 and A-2.

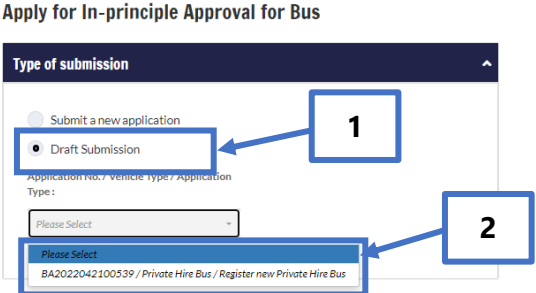
If you have entered into a contract directly with the students' parents, please obtain the school's endorsement on Form A-2 only.

[illegible]

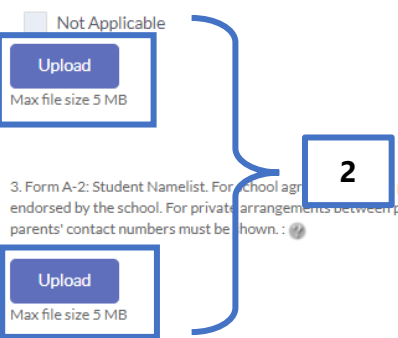
1.10 Upload Supporting Documents

Once you have obtained the school endorsement on the respective copies of Form A-1 and A-2 (applicable if you have selected Students Conveyance), please upload the supporting documents by re-accessing the digital service, based on steps provided in Sections 1.2 to 1.3 of this User Guide.

Retrieve saved information under your draft application by selecting the relevant application according to the steps below.

<p>Step 1: Select type of submission as 'Draft submission'.</p> <p>Step 2: Select your draft submission.</p>	 <p>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 "Draft Submission". A blue box labeled "1" highlights the "Draft Submission" option. Below this, there is a section for "Application No. / Vehicle type / Application Type:". A dropdown menu is shown with "Please Select" as the current selection. A second blue box labeled "2" highlights a specific application entry in the list: "BA2022042100539 / Private Hire Bus / Register new Private Hire Bus".</p>
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You may amend the saved information under your current application, if required. Otherwise, proceed to scroll down to the "Upload Supporting Documents" section of the digital service to continue your application according to the steps below.

<p>Step 1: (Applicable if you have selected Students Conveyance)</p> <p>Scan or take a photo of duly completed forms with endorsement by the school, and save these copies in single PDF or image file format. Please ensure that your vehicle number and school name are included in the filename (e.g. PB1234Z_Ang Mo Kio Secondary School_Form A-1.pdf or PB1234Z_Ang Mo Kio Secondary School_Form A-1.jpg).</p> <p>Please refer to Section 2 of this user guide if you need to upload multiple images within your supporting document(s).</p>	<div data-bbox="718 201 1356 683"> <h3>Upload Supporting Documents</h3> <p>Step 1: Click the button below to save a copy of Form A-1 and Form A-2 containing the information entered above</p> <p>Save</p> <p>Step 2: Obtain school endorsement for Form A-1 and Form A-2 (Only applicable for school contracts)</p> <p>Step 3: Upload the file below</p> <p>Upload File</p> <p>Please ensure that your uploaded file meets the following requirements:</p> <ul style="list-style-type: none"> 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 <p>If the contract is a private arrangement between parents and the bus owner, only Form A-2 is required.</p> </div>
<p>Step 2: Click the 'Upload' button under respective documents to attach the scanned copies or images of the Form A-1(s) and Form A-2(s), if applicable.</p> <p>Click the 'Not Applicable' checkbox under Form A-1, if you have entered into a contract directly with the students' parent(s).</p>	<div data-bbox="718 1288 1356 1691"> <p>2. Form A-1: Details of Student Transportation Activities (endorsed by the school) (Only applicable for school contracts) (Optional) : ?</p> <p><input type="checkbox"/> Not Applicable</p> <p>Upload Max file size 5 MB</p> <p>3. Form A-2: Student Namelist. For school agreements, all pages of this form must be endorsed by the school. For private arrangements between parents and the bus owner, parents' contact numbers must be shown. : ?</p> <p>Upload Max file size 5 MB</p> </div> 

<p>Step 3: Upload the other supporting documents, if applicable. Otherwise, click the 'Not Applicable' checkbox(es).</p>	<div> 1. Seller's letter of consent (if applicable) (Optional) : <input type="checkbox"/> Not Applicable <input type="button" value="Upload"/> Max file size 5 MB </div> <div> 5. Certification Letter from Company (only applicable for School Bus with Adult Workers' Contract) (Optional) : <input type="checkbox"/> Not Applicable <input type="button" value="Upload"/> Max file size 5 MB </div> <div> 6. 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 (Optional) : <input type="checkbox"/> Not Applicable <input type="button" value="Upload"/> Max file size 5 MB </div> <div style="position: relative; height: 150px;"> <div style="position: absolute; right: 20px; top: 50%; transform: translateY(-50%); border: 2px solid blue; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; font-weight: bold; font-size: 24px; color: blue;">3</div> </div>
--	---

Please ensure that your supporting documents (if applicable) contain the following details:

For Form A-1 and Form A-2:

- School stamp;
- Signature of school personnel;
- School endorsement date; and
- School endorsement on amendments made.

For certification letter from company:

- Vehicle number (if applicable) and contract period on company letterhead, signed and dated within past 2 months.

For worker namelist:

- Signature of company personnel;
- Company endorsement date; and
- Company endorsement on amendments made.

1.11 Declarations

<p>Step 1: Check the box to declare that the information you have provided are true and correct.</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>1</p> <p>2</p> <p>3</p> <p>4</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 have read and I agree to the terms and conditions.</p> <p>Next →</p>
---	---

1.12 Review and Submit Application

Step 1: Please scroll down and verify that all details entered are correct.

Step 2: 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 3: Click the **'Confirm'** button to submit the application.

Apply for In-principle Approval for Bus

1. Enter Application Details (1/4) 2. Upload Supporting Documents (2/4) 3. Review Details (3/4) 4. Acknowledgement (4/4)

Apply for In-principle Approval for Bus (Confirmation)

Type of submission
New Submission

Purpose of Application

Supporting Documents

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

Previous Confirm

Step 4: 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 5: Click the **'OK'** button to return to the main page for Application for In-principle Approval for Private Hire Bus.

1. Enter Application Details (1/4) 2. Upload Supporting Documents (2/4) 3. Review Details (3/4) 4. Acknowledgement (4/4)

Thank You!

If there is any further information or clarification required, we will get in touch with you again.

Your submission reference ID is BA2022030100459.

Type of submission
New Submission

Supporting Documents

form.pdf
form.pdf
form.pdf

Save as PDF Print OK

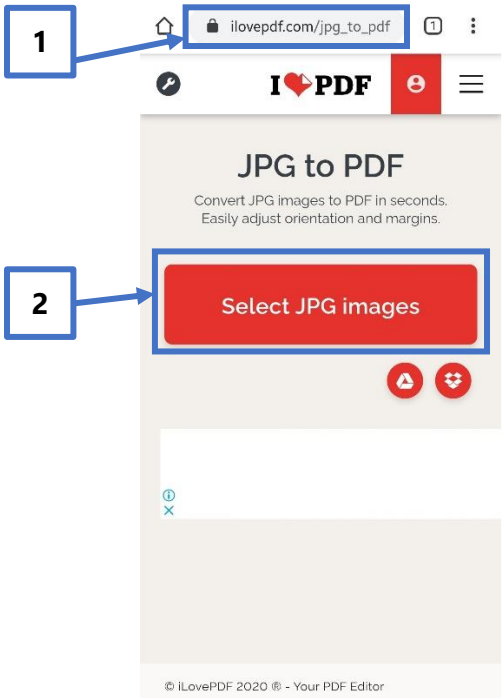
2. Combining Multiple Images Into One Document

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.

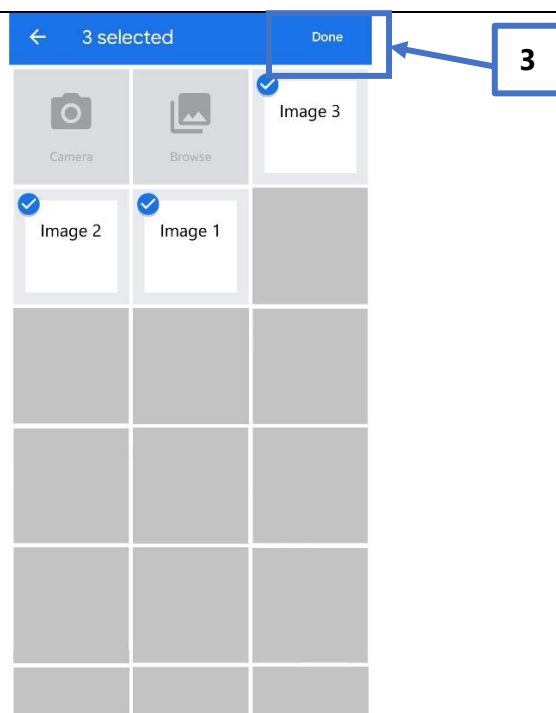
There are free online tools available for this purpose. You can access these online tools through any web browser on your mobile device or computer. Some examples of such online tools are as follows:

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.

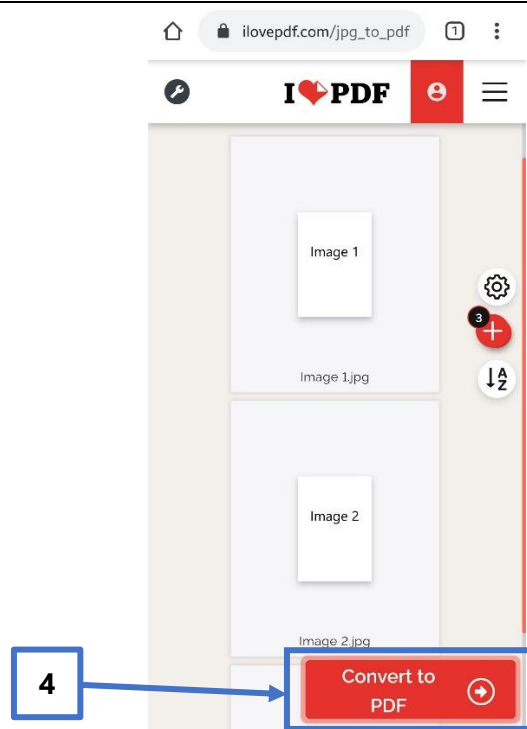
<p>Step 1: Visit www.ilovepdf.com/jpg_to_pdf on your mobile device or computer.</p> <p>Step 2: Click "Select JPG images".</p>	 <p>The screenshot shows a mobile browser interface for the iLovePDF website. At the top, the address bar displays 'ilovepdf.com/jpg_to_pdf' with a blue box labeled '1' pointing to it. Below the address bar is the iLovePDF logo and navigation icons. The main heading is 'JPG to PDF' with a subtext: 'Convert JPG images to PDF in seconds. Easily adjust orientation and margins.' A prominent red button labeled 'Select JPG images' is highlighted with a blue box labeled '2'. Below the button are two circular icons for file selection. At the bottom, 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.

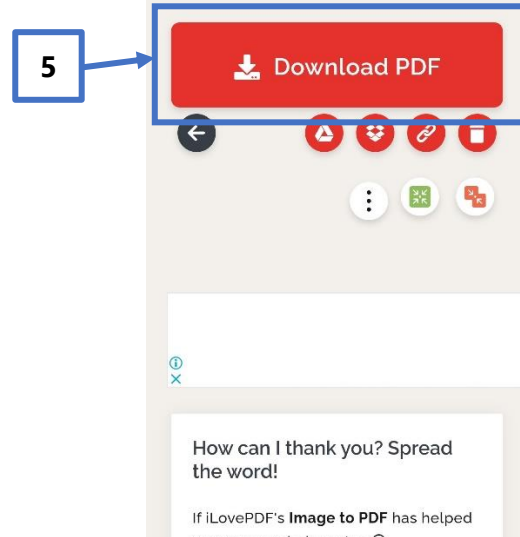
Tip: To rearrange the order of images, hold down an image and drag it to its correct position.



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 1.10.



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.

Land Transport Authority

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

21 Feb 2022

Our ref 2102222009N007161957

Dear Sir/Madam

Your Application to Buy Private Hire Bus

Is Incomplete

We received your application to Buy Private Hire Bus [REDACTED].

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

- Reason 1

- Reason 2

Please visit onemotoring.lta.gov.sg > Digital Services > Apply for In-Principle Approval for Bus and submit the missing information by 28 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.]

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 28 Feb 2022

Items required from the bus owner

Page 1

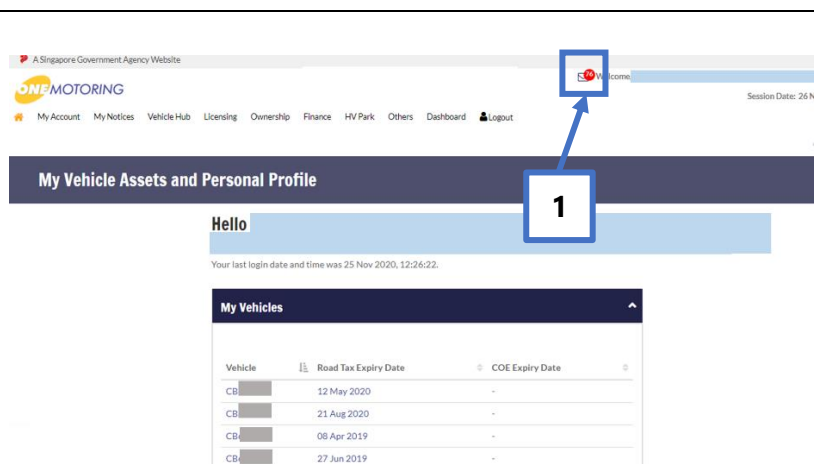
3.1 View Your e-Letter

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

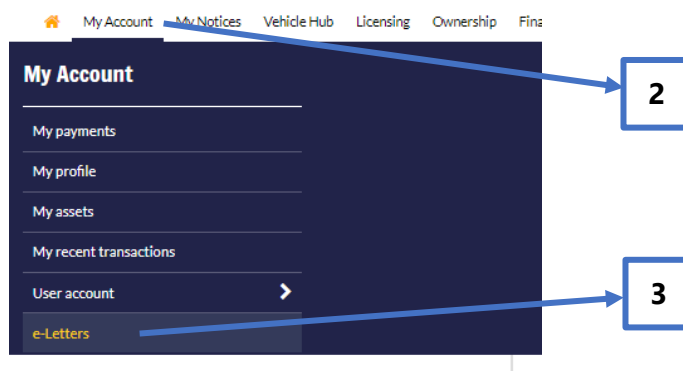
Alternatively, refer to Steps 2 and 3 below.

Step 2: Click on 'My Account'.

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

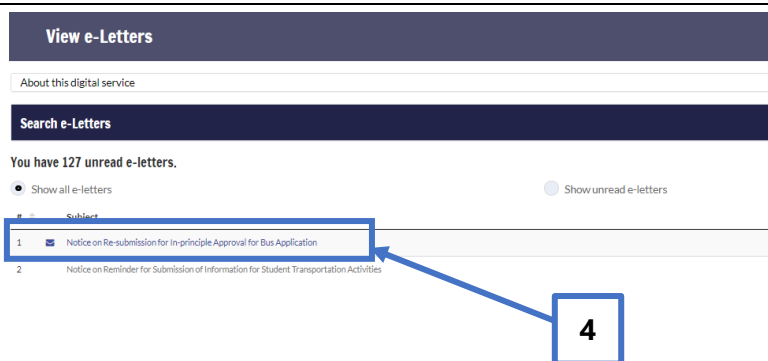


OR

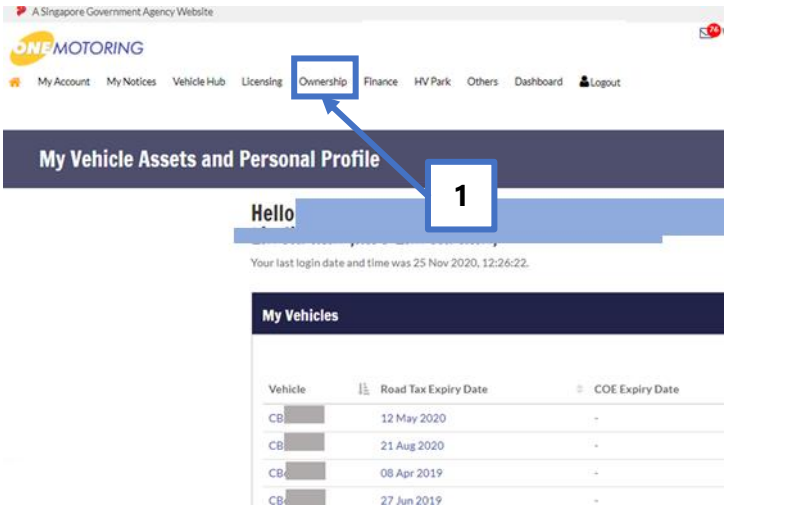
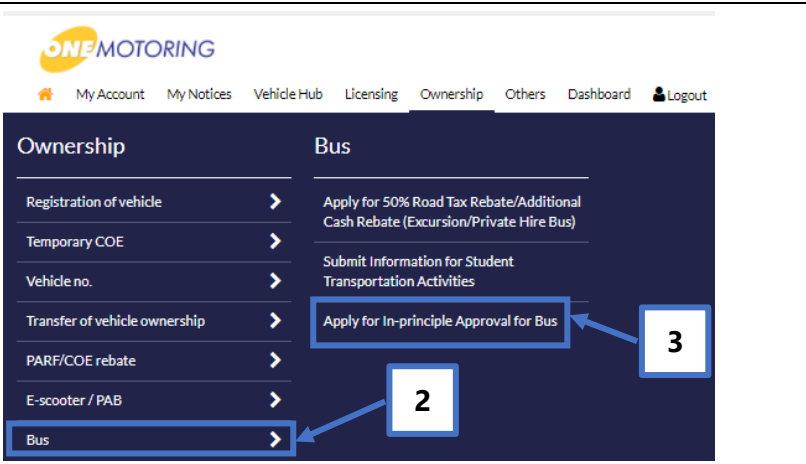


Step 4: Click the e-letter titled 'Notice on Re-submission for In-principle Approval for Bus Application' to view the details of the information required for your vehicle.

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>	
<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>	

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


BA2021101300200 / Private Hire Bus / Buy existing bus and convert to Private Hire Bus / 20 Oct 2021

Please resubmit the information indicated in the letter within 7 calendar days from the date of the letter. You may refer to Sections 1.3 to 1.12 of this User Guide to retrieve the steps which are relevant to the information you are resubmitting.

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

11 May 2022

Our ref 1105222009N005151311

Dear Sir/Madam

You Have In-principle Approval to Register A New Private Hire Bus

LTA has given you in-principle approval to register a new Private Hire 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 11 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 Hire 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 11 Aug 2022

Page 1

We wish to remind you of the following:

- The driver of a private hire bus must have a valid Bus Driver's Vocational Licence
- A bus attendant holding a valid Bus Attendant's Vocational Licence is required for buses used to ferry children from childcare centres or kindergartens, or if the licensed capacity of the bus exceeds 30 children
- A private hire bus that is hired under a contract, express or implied, for the use of the bus as a whole is not allowed to ply for road hire
- Your private hire bus must always have valid road tax and insurance coverage

If you intend to use the bus for other purposes e.g. as a Private Bus, please apply for approval at onemotoring.lta.gov.sg > Digital Services > Apply for In-Principle Approval for Bus.

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 Hire Bus**

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

17 Feb 2022

Our ref 1702222009N006133359

Dear Sir/Madam

Your Application to Buy Private Hire Bus Is Unsuccessful

We wish to inform you that your application to Buy Private Hire 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!

Page 1

5. Contact Information

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