

## **Procedures on Importation and Registration of a Motorcycle/Scooter in Singapore**

<b><u>Content</u></b>	<b><u>Page</u></b>
<b>Registration Requirements</b>	
– Vehicle Registration	2
– Importation of Used Vehicles	2
<b>Technical Requirements</b>	
– Compliance with Road Traffic Act and its Subsidiary Legislations	2
– Exhaust Emission Standards	2
– Registration Inspection	3
– Use of Unleaded Petrol	3
– Asbestos-free Brake and Clutch	3
– Automatic Headlamp Switch-on Device	3
– Speedometer	3
<b>Step-by-Step Guide to Import a Motorcycle/Scooter in Singapore</b>	4
<b>Step-by-Step Guide to Register a Motorcycle/Scooter in Singapore</b>	5
	<b><u>Annex</u></b>
<b>List of Land Transport Authority (LTA)/National Environment Agency (NEA)-Recognised Vehicle Exhaust Emission Testing Laboratories For Motorcycles/Scooters</b>	A
<b>Certificate of Compliance with Exhaust Emission Standards - Submission Format</b>	B
<b>List of LTA-Authorised Inspection Centres</b>	C
<b>Methods for Registration of Vehicles as Brand New</b>	D
<b>Registration Documents Checklist</b>	E

## Registration Requirements

### Vehicle Registration

All vehicles in Singapore must be registered with the Land Transport Authority (LTA).

### Importation of Used Vehicles

Vehicles that do not meet the requirements for registration as brand new will be classified as used vehicles. To be eligible for registration in Singapore, used vehicles must not be more than 3 years old at the point of registration.

The age of a used vehicle is reckoned from the date of its first registration in a foreign country. For example, if your motorcycle/scooter was first registered on 16 September 2016, it would be deemed to be 3 years old on 15 September 2019. If it is not possible to ascertain the first registration date of the motorcycle/scooter, the age of your motorcycle/scooter will be reckoned from the first day of its year of manufacture.

All imported used motorcycles/scooters will have to undergo an emission test at recognised foreign emission test laboratory (see **Annex A**). This emissions test is to ascertain the motorcycle/scooter's regulated emissions at the point of registration. The imported used motorcycle/scooter must conform to the relevant prevailing emission standards stipulated in the Third Schedule of the Environmental Protection and Management (Vehicular Emissions) Regulations in order to be approved for registration. For used motorcycles/scooters that are tested in a recognised foreign emission test laboratory, they must be imported within 3 months from the date of the emission test certificate/report issued by the recognised foreign emission test laboratory.

## Technical Requirements

### Compliance with Road Traffic Act and its Subsidiary Legislations

All motorcycles/scooters to be registered in Singapore must comply with the Road Traffic (Motor Vehicles, Construction and Use) Rules and Road Traffic (Motor Vehicles, Lighting) Rules.

### Exhaust Emission Standards

The National Environment Agency (NEA) requires all motorcycles/scooters to be registered in Singapore to comply with the following exhaust emission standards:

- a) Euro IV compliant for two-wheeled (with engine capacity more than 200cc) and three-wheeled registered from 1 January 2018; or
- b) Euro III compliant for two-wheeled (with engine capacity equal to or less than 200cc) registered by 31 December 2019; or
- c) Euro IV compliant for two-wheeled (with engine capacity equal to or less than 200cc) registered from 1 January 2020.

Certification for compliance with the exhaust emission standards issued by the vehicle manufacturer or LTA/NEA-recognised vehicle testing laboratories (see **Annex A**) must be produced. The motorcycle/scooter must be tested before it can be imported for registration in Singapore. The format for Certificate of Compliance and test report is attached at **Annex B**.

**Registration Inspection**

The motorcycle/scooter must pass inspection at any LTA-Authorised Inspection Centres (see **Annex C**) before it can be registered.

**Use of Unleaded Petrol**

All petrol motorcycles/scooters must be capable of running on unleaded petrol before they can be registered.

**Asbestos-free Brake and Clutch**

NEA requires all newly registered vehicles to have asbestos-free brake and clutch linings. This requirement is gazetted under the Poisons Act.

**Automatic Headlamp Switch-on Device**

All motorcycles and scooters must be equipped with an automatic headlamp switch-on device that is constructed to cause the headlamp of the motorcycle/scooter:

- a) To emit a dipped beam automatically when the engine of the motorcycle/scooter is started by turning the ignition switch; and
- b) To remain lit at all times while the engine is running.

**Speedometer**

All motorcycles/scooters must be able to permanently indicate/display vehicular speed in units of kilometres per hour (km/h).

## Step-by-Step Guide to Import a Motorcycle/Scooter in Singapore

### Step 1

Check if your motorcycle/scooter meets registration and technical requirements.

### Step 2

Ship the motorcycle/scooter to Singapore through a shipping agent.

### Step 3

Arrange with your shipping agent to obtain an **Inward Cargo Clearance Permit**. Your agent will have to submit an application to the Singapore Customs using the TradeNet® System. **Permit and processing fee, Excise Duty and Goods & Services Tax (GST)** will be payable to the Singapore Customs through inter-bank GIRO. For further information on the application for Inward Cargo Clearance Permit, please visit [www.customs.gov.sg](http://www.customs.gov.sg) or the contact Singapore Customs at:

**Singapore Customs**  
55 Newton Road  
#07-01 Revenue House  
Singapore 307987  
Tel: 6355 2000

The Singapore Customs determines the Customs Value [or commonly known as Open Market Value (OMV)] of the motorcycle/scooter by taking into account the purchase price, freight, insurance, handling and all other incidental charges to the sale and delivery of the motorcycle/scooter in Singapore. Excise duty will be levied at 12% of the OMV. GST is computed at 7% of the total Cost, Insurance & Freight (CIF) and Excise Duty. The following documents may be required to be submitted to the Singapore Customs for assessment purposes:

- a) Original Manufacturer/Purchase Invoice;
- b) Freight and Insurance Papers;
- c) Bills/receipts relating to other incidental charges;
- d) Documents relating to exhaust emission test, windscreen test, etc.;
- e) Original foreign vehicle registration documents (for used motorcycle/scooter); and
- f) Letter from vehicle manufacturer confirming the date of manufacture of the motorcycle/scooter.

All documents submitted **MUST** be in the English language. Notarised translations are acceptable. For further information on the determination of OMV for vehicles, please visit [www.customs.gov.sg](http://www.customs.gov.sg) or contact the Singapore Customs.

### Step 4

Prepare documents for verification and registration of the motorcycle/scooter in Singapore. Please refer to the Step-by-Step Guide to Register a Motorcycle/Scooter in Singapore below.

## Step-by-Step Guide to Register a Motorcycle/Scooter in Singapore

### Step 1

Decide whether you want to register the motorcycle/scooter yourself or through a motor dealer to register the motorcycle/scooter for you. If a motor dealer registers the motorcycle/scooter on your behalf, they will carry out all or most of the following steps for you.

### Step 2

You must submit an application for vehicle approval to LTA through the Vehicle Inspection and Type Approval System (VITAS). You need to pay an application fee of \$89.88.

To ensure sufficient time for registration of **imported used motorcycle/scooter**, you must submit the VITAS application at least 3 months before it reaches 3 years old.

Please refer to VITAS website (<https://vrl.lta.gov.sg/certlogin.html>) for more details on opening a user account and application procedures. If you do not have a registered account, you can submit your application to LTA, Vehicle Approval & Control Division, 10 Sin Ming Drive, Singapore 575701.

Documents to be submitted for verification include:

- a) Documents to prove compliance with the exhaust emission standards such as:
  - Letter of certification from the vehicle manufacturer that the motorcycle/scooter complies with the required exhaust emission standards; or
  - Certificate of Compliance on exhaust emission standards with test report from LTA/NEA-recognised vehicle testing laboratory;
- b) Detailed technical specifications of the motorcycle/scooter issued by the vehicle manufacturer (e.g. technical catalogue, etc);
- c) Original Manufacturer/Purchase Invoice to state make/model, engine number, chassis number, year of manufacture, engine capacity, unladen weight and maximum laden weight; or foreign vehicle registration documents (for used motorcycle/scooter). A statutory declaration is necessary if original documents are not available;
- d) Bill of Lading; and
- e) Inward Cargo Clearance Permit.

All documents submitted **MUST** be in the English language. Notarised translations are acceptable.

Once in-principle approval has been given, you will be notified to send the motorcycle/scooter for inspection at any LTA-Authorised Inspection Centres where an inspection fee will be charged.

After your motorcycle/scooter has passed the inspection, an approval letter with a Vehicle Approval Code (VAC) will be issued to you. With this VAC, you may proceed to register the motorcycle/scooter.

**Step 3**

Secure a Certificate Of Entitlement (COE) and obtain motor insurance coverage for your motorcycle/scooter. If you wish, you can bid for a motorcycle/scooter registration number.

Under the Vehicle Quota System, any person who wishes to register a vehicle in Singapore must first obtain a COE in the appropriate vehicle category. Motorcycles/scooters are classified under Category D.

There are 2 COE Open Bidding exercises each month. The bidding exercises usually start on the first Monday and third Monday of the month at 12pm and last for 3 working days. The exercises will usually end on the Wednesday in the same week at 4pm.

You can submit your COE bid, enquire on the bid status and revise your reserve price through the following channels:

Access Channels	Submit Bid	Enquire Bid	Revise Bid
<b>DBS/POSB ATM</b> Tel: 1800-111-1111	Yes	-	Yes
<b>DBS/POSB Internet Banking</b> (for Companies and Motor Dealers) Tel: 1800-222-2200	Yes	Yes	Yes
<b>UOB Internet Banking</b> (for Companies and Motor Dealers) Tel: 1800-226-6121	Yes	Yes	Yes
<b>Maybank Internet Banking</b> (for Companies and Motor Dealers) Tel: 1800-777-0022	Yes	Yes	Yes
<b>LTA Open Bidding Website</b> ( <a href="https://ocoe.lta.gov.sg">https://ocoe.lta.gov.sg</a> )	-	Yes	Yes

You must have a bank account with the participating banks in order to bid. You can submit the bid by indicating your reserve price, i.e. the maximum amount you are willing to pay for your COE. The minimum reserve price is \$1 and the amount of bid must be in multiples of \$1. Bid submitted cannot be withdrawn or revised downwards.

A fixed deposit of \$200 will be deducted from your bank account upon submission of the bid application. There will be an administration fee charged for each bid application and for every subsequent revision.

**Points to note:**

- Unless you are representing a company or organisation, each applicant is permitted only one bid in each tender exercise.
- COEs in Category D are non-transferable. They are valid for 6 months. Hence, you must use the COE to register your motorcycle/scooter within 6 months.

- 
- COEs in Category E are transferable once only if the COE is bid under the name of an individual. Category E COEs bid in the name of company and business (including limited liability partnership, club, association, etc.) are not transferable. They are valid for 3 months. Hence, you must use the COE to register your motorcycle/scooter within 3 months. Category E Temporary COEs (TCOEs) obtained from May 2017 bidding exercises onwards can no longer be used to register motorcycle/scooter.
  - Category E TCOE obtained before May 2017 can be used to register any vehicle type. However, when the vehicle is subsequently deregistered, the COE Rebate granted to the last registered owner would be based on the Quota Premium (QP) of either Category E or its corresponding Category from the same tender exercise, whichever is lower.
  - Motorcycle/scooter registering using Category E TCOE obtained before May 2017 pays one-third of the QP of the Category E TCOE.
  - At the time of registration, a COE of 10 years will be issued to the vehicle.
  - At the time of registration, the difference between the QP and your COE bid deposit is payable. If your deposit is more than the QP, the difference will be used to offset the Additional Registration Fee (ARF) and Registration Fee payable to register your vehicle.
  - If you are not successful in your bid for a COE, the bid deposit will be automatically refunded to your bank account one working day after the announcement of the bidding results. You may try bidding again in the next COE tender exercise.

You can check the current COE information on the ONE.MOTORING website (<https://onemotoring.lta.gov.sg>) or on the MyTransport.SG Mobile App (download the App "MyTransport.SG" via the Apple App Store or Google Play).

**Step 4**

Once all information and documents are in order, you can make an appointment (by email: [feedback@lta.gov.sg](mailto:feedback@lta.gov.sg)) to submit the following documents to LTA, Vehicle Quota & Registration Division, 10 Sin Ming Drive, Singapore 575701 for registration:

- a) Application for Registration and Licensing of a Motor Vehicle (Form R01). Refer to “Forms” at <https://onemotoring.lta.gov.sg> for the latest form;
- b) Identification documents of the vehicle owner:
  - For individual owners
    - Original NRIC [for Singaporeans and Permanent Residents (PRs)] or Employment/Immigration pass card issued by the Ministry of Manpower (MOM)/Immigration & Checkpoints Authority of Singapore (ICA) (for foreigners).
  - For companies
    - Printout of the business profile of the company from the Accounting & Corporate Regulatory Authority (ACRA). This printout is valid up to 14 days from the date of issue;
    - Original NRIC (for Singaporeans and PRs) or Employment/Immigration pass card issued by MOM/ICA (for foreigners) of the authorised person from the company; and
    - Original authorisation letter, signed by at least a Manager or above, if the authorised person of the company is not listed in the ACRA printout.
  - For organisations
    - A copy of certificate issued by the Registry of Societies or relevant regulating authority; and
    - Original NRIC (for Singaporeans and PRs) or Employment/Immigration pass card issued by MOM/ICA (for foreigners) of the authorised person from the organisation.
- c) Approval letter with VAC;
- d) Temporary COE (TCOE);
- e) Valid Motor Insurance Cover;
- f) Notice of Retained/Bid Vehicle Registration Number (if any);
- g) Notice of COE rebate (if any);
- h) Approval letter from the relevant authorities, if the motorcycle/scooter is to be registered under a special scheme (if any); and
- i) Inward Cargo Clearance Permit.



Total fees payable via Cashier's Order, Cash or NETS:

- a) Processing Fee of \$25 (before GST) per application (if registration is done at LTA's office);
- b) Registration Fee of \$220;
- c) ARF, which is calculated as follows:

Vehicle OMV	ARF Rate
First \$5,000	15%
Next \$5,000 (i.e. \$5,001 to \$10,000)	50%
Above \$10,000	100%

#### Example

The ARF payable for a motorcycle/scooter with an OMV of \$12,000 will be calculated as follows:

Vehicle OMV (\$12,000)	ARF Rate	ARF Payable
First \$5,000	15%	15% x \$5,000 = <b>\$750</b>
Next \$5,000	50%	50% x \$5,000 = <b>\$2,500</b>
Above \$10,000	100%	100% x \$2,000 = <b>\$2,000</b>

Total ARF payable is (\$750 + \$2,500 + \$2,000) = **\$5,250**; and

- d) Road Tax  
Refer to <https://onemotoring.lta.gov.sg> for the latest road tax rate under "Buying", "Upfront Vehicle Costs", "Vehicle Tax Structure".

#### **Step 5**

Collect the following from LTA, Vehicle Quota & Registration Division, 10 Sin Ming Drive, Singapore 575701 upon registration of the motorcycle/scooter:

- a) Notification of registration; and
- b) Receipt.

#### **Step 6**

Upon successful registration, a vehicle registration number will be assigned to the motorcycle/scooter, unless a retained or bid vehicle registration number is used. You have to affix the vehicle registration number plates on your motorcycle/scooter within 3 days of registration.

**List of LTA/NEA-Recognised Vehicle Exhaust Emission Testing Laboratories for Motorcycles/Scooters**Japan

1. Japan Automobile Transport Technology Association  
3-2-5 Yotsuya, Shinjuku-ku, Tokyo, Japan
2. Japan Vehicle Inspection Association  
Toyoshima 7-26-28, Kita-Ku, Tokyo, Japan
3. Japan Automobile Research Institute  
Shibadaimon 1-1-30, Minato-ku, Tokyo, Japan

China

Tianjin Motorcycle Quality Supervision and Testing Institute  
Tianjin University, No. 92, Weijin Road,  
Nankai District, Tianjin, China

Hong Kong

Hong Kong Exhaust Emissions Laboratory Ltd  
No. 140-A, Kat Hing Wai, Kam Tin, Yuen Long, New Territories, Hong Kong

India

The Automotive Research Association of India (ARAI)  
Survey No. 102, Vetal Hill, Off Paud Road, Kothrud,  
Pune, Maharashtra, India

Taiwan

1. Automotive Research & Testing Center (ARTC)  
No. 6, Lugong S. 7<sup>th</sup> Road, Lukang Township, Changhua County 505, Taiwan (R.O.C.)
2. Industrial Technology Research Institute (ITRI), Vehicle Testing Laboratories,  
Mechanical and Mechatronics Systems Research Laboratories  
Building 58, 195, Sec. 4, Chung Hsing Road, Chutung, Hsichu, Taiwan (R.O.C)

France

Laboratoire De L'union Technique De L' Automobile  
Du Motorcycle Et Du Cycle Autodrome De  
91 Linas Monthlery, France

Germany

TÜV NORD Mobilität GmbH & Co. KG IFM – Institut für Fahrzeugtechnik und Mobilität  
Adlerstraße 7; 45307 Essen

United Kingdom

Horiba Mira Ltd  
Watling Street, Nuneaton, Warwickshire CV10 0TU

**Annex B**

The Registrar of Vehicles  
 Republic of Singapore

**Certificate of Compliance**

For the purpose of rule 40 of the Road Traffic (Motor Vehicles, Construction and Use) Rules, the following certificate is submitted:

1. \_\_\_\_\_ was tested by the  
 \_\_\_\_\_  
 \_\_\_\_\_ (vehicle make/model)  
 \_\_\_\_\_  
 \_\_\_\_\_ (name and address of testing laboratory)  
 to ensure it complies with \_\_\_\_\_ and the following were  
 \_\_\_\_\_ (exhaust emission standard)  
 the results of the test:

Model : \_\_\_\_\_  
 Inertia Weight : \_\_\_\_\_  
 Engine No. : \_\_\_\_\_  
 Chassis No. : \_\_\_\_\_  
 Engine Capacity : \_\_\_\_\_  
 Combustion Cycle : 2 stroke / 4 stroke limits\*

Pollutants Tests	CO g/km	HC g/km	NOx g/km
1st Test			
2nd Test			
3rd Test			
Test result			
Limit value			

2. The particulars set out in paragraph 1 are true and correct.  
 Based on the said particulars, the \*manufacturer / testing laboratory hereby declares that  
 \_\_\_\_\_ complies with the above mentioned  
 \_\_\_\_\_ (vehicle make/model)  
 exhaust emission standard.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

For and on behalf of the Manufacturer (1) \_\_\_\_\_  
 (Signature of Chief Executive of company)

\_\_\_\_\_  
 (Name)

(2) \_\_\_\_\_  
 (Signature of Engineer)

\_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Qualifications)

\* Delete where not applicable

**Annex C****List of LTA-Authorised Inspection Centres**

JIC Inspection Services Pte Ltd (Ang Mo Kio)  
21 Ang Mo Kio Street 63  
Singapore 569118  
Tel: 6484 7370

JIC Inspection Services Pte Ltd (Pioneer)  
53 Pioneer Road  
Singapore 628505  
Tel: 6863 9639

STA Inspection Pte Ltd (Boon Lay)  
249 Jalan Boon Lay  
Singapore 619523  
Tel: 6261 6178

STA Inspection Pte Ltd (Sin Ming)  
302 Sin Ming Road  
Singapore 575627  
Tel: 6452 1398

VICOM Inspection Centre Ltd (Bukit Batok)  
511 Bukit Batok Street 23  
Singapore 659545  
Tel: 6567 7111

VICOM Inspection Centre Ltd (Changi)  
20 Changi North Crescent  
Singapore 499613  
Tel: 6545 4808

VICOM Inspection Centre Ltd (Kaki Bukit)  
23 Kaki Bukit Avenue 4  
Singapore 415933  
Tel: 6749 5422

VICOM Inspection Centre Ltd (Sin Ming)  
385 Sin Ming Drive  
Singapore 575718  
Tel: 6458 4555

VICOM Inspection Centre Ltd (Yishun)  
501 Yishun Industrial Park A  
Singapore 768732  
Tel: 6755 9028

## Methods for Registration of Vehicles as Brand New

### 1) Registration and Deregistration Method

Registration and Deregistration Method for <u>Registered</u> Vehicles	
Requirements	<p>Vehicles imported via this method for registration as brand new in Singapore have to comply with the following:</p> <ol style="list-style-type: none"> <li>i. The vehicle must be first registered as a new vehicle in a foreign country which adopts the higher or equivalent safety and exhaust emission standards as Singapore;</li> <li>ii. The vehicle has to be deregistered (or have its registration cancelled) within <u>14 days</u> of its first registration in the foreign country; and</li> <li>iii. The vehicle must arrive in Singapore within <u>3 months</u> of its deregistration in the foreign country.</li> </ol>
Documents	<ol style="list-style-type: none"> <li>i. Original foreign registration and deregistration certificates issued by the country of export showing that the vehicle has been deregistered within <u>14 days</u> of its first registration in the foreign country (see item iv below);</li> <li>ii. If the original registration or deregistration documents are retained by the authority of that country, then a certified true copy of the document by the respective motor vehicle licensing authority of that country or a notary public should be provided;</li> <li>iii. Shipping bills of lading and the Singapore Customs inward cargo clearance permits showing the vehicle's arrival in Singapore within <u>3 months</u> from its deregistration overseas;</li> <li>iv. Submission of other documents such as invoice, emission test report, etc;</li> <li>v. For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted; and</li> <li>vi. For vehicles registered and deregistered in Japan and the United Kingdom (UK), the acceptable registration and deregistration certificates are listed below.</li> </ol>

<b>Registration and Deregistration Method for <u>Registered</u> Vehicles</b>					
	<p>For vehicles to be imported from countries other than Japan and the UK under this method, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment <u>before</u> purchasing/importing the vehicles. This would help to ensure that all documents are in order and, hence, there would be no delay at the point of registration.</p>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">UK</th> <th style="width: 50%; text-align: center;">Japan</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>i. Original copy of Registration Certificate (V5C) issued by the Driver and Vehicle Licensing Authority (DVLA); and</li> <li>ii. Original copy of the Notification of Permanent Export (V5C/4) issued by DVLA (or certified true copy by DVLA or a notary public), where its date of intended export must be within <u>14 days</u> of the vehicle's registration and endorsement from DVLA is within <u>10 days</u> from the date of intended export.</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>i. The original registration certificate issued by the Japan Ministry of Transport; and</li> <li>ii. The original deregistration certificate issued by the Japan Ministry of Transport where the vehicle's registration cancellation is within <u>14 days</u> of its registration date.</li> </ul> </td> </tr> </tbody> </table>	UK	Japan	<ul style="list-style-type: none"> <li>i. Original copy of Registration Certificate (V5C) issued by the Driver and Vehicle Licensing Authority (DVLA); and</li> <li>ii. Original copy of the Notification of Permanent Export (V5C/4) issued by DVLA (or certified true copy by DVLA or a notary public), where its date of intended export must be within <u>14 days</u> of the vehicle's registration and endorsement from DVLA is within <u>10 days</u> from the date of intended export.</li> </ul>	<ul style="list-style-type: none"> <li>i. The original registration certificate issued by the Japan Ministry of Transport; and</li> <li>ii. The original deregistration certificate issued by the Japan Ministry of Transport where the vehicle's registration cancellation is within <u>14 days</u> of its registration date.</li> </ul>
UK	Japan				
<ul style="list-style-type: none"> <li>i. Original copy of Registration Certificate (V5C) issued by the Driver and Vehicle Licensing Authority (DVLA); and</li> <li>ii. Original copy of the Notification of Permanent Export (V5C/4) issued by DVLA (or certified true copy by DVLA or a notary public), where its date of intended export must be within <u>14 days</u> of the vehicle's registration and endorsement from DVLA is within <u>10 days</u> from the date of intended export.</li> </ul>	<ul style="list-style-type: none"> <li>i. The original registration certificate issued by the Japan Ministry of Transport; and</li> <li>ii. The original deregistration certificate issued by the Japan Ministry of Transport where the vehicle's registration cancellation is within <u>14 days</u> of its registration date.</li> </ul>				

## 2) Certificate of Conformity (COC) Method

<b>COC Method for <u>Unregistered</u> Vehicles</b>		
Requirements	<p>i. Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within <u>3 months</u> from the:</p> <p style="margin-left: 40px;">a. COC issue date or the date of manufacture certified by the vehicle manufacturer/authorised agent, whichever is later; or</p> <p style="margin-left: 40px;">b. Issuance of V308 document.</p> <p>ii. This method is applicable to vehicles manufactured in the European Community (EC). For vehicles manufactured and imported from other countries, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment <b>before</b> purchasing/importing the vehicles. This would help to ensure that all documents are in order and, hence, there would be no delay at the point of registration.</p>	
Documents	V308 Document from DVLA or Certification from Kraftfahrt-Bundesamt (KBA)	Vehicle newness certification from vehicle manufacturers or their authorised agents
	<p>i. Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC) with the following documents:</p> <p style="margin-left: 40px;"><u>Vehicles manufactured in UK</u></p> <p style="margin-left: 40px;">a. Original V308 document issued by DVLA in UK where the vehicle must arrive in Singapore within <u>3 months</u> from its issue date; or</p> <p style="margin-left: 40px;"><u>Vehicles manufactured in Germany</u></p> <p style="margin-left: 40px;">b. Original certification issued by KBA, the German vehicle licensing authority, and the Certificate of Origin issued by the German Chamber of Commerce, where:</p>	<p>i. Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC);</p> <p>ii. Original letter from the vehicle manufacturer or its authorised agent certifying that the vehicle is sold as brand new and has not been registered prior to its export. The letter should include the following vehicle details:</p> <ul style="list-style-type: none"> <li>▪ Make/Model</li> <li>▪ Engine number</li> <li>▪ Chassis number</li> <li>▪ Date of manufacture</li> <li>▪ Country of manufacture</li> </ul>



<b>COC Method for <u>Unregistered</u> Vehicles</b>	
<ul style="list-style-type: none"> <li>▪ the Certificate of Origin shows that the vehicle is manufactured in Germany;</li> <li>▪ the vehicle is exported from Germany within the <u>1-month</u> validity period of the KBA certification;</li> <li>▪ the vehicle must arrive in Singapore within <u>3 months</u> from the COC issue date; and</li> <li>▪ the vehicle undergoes an inspection certification by any LTA-Authorised Inspection Centres to certify that the vehicle is new to the best of its professional knowledge.</li> </ul> <p>ii. If the original documents are retained by the authority of that country, then a certified true copy of the document by the respective motor vehicle licensing authority of that country or a notary public should be provided;</p> <p>iii. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and</p> <p>iv. For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted.</p>	<p>iii. If the certification letter is provided by an authorised agent, documents must be furnished to confirm that the vehicle dealer is an authorised agent of the vehicle manufacturer.</p> <p>Example of such documents are:</p> <ul style="list-style-type: none"> <li>▪ Vehicle manufacturer sales booklet; or</li> <li>▪ Letter from the vehicle manufacturer or local distributor or any such documents as may be approved by the LTA confirming the dealer as an agent authorised to sell the particular brand of vehicles in the country.</li> </ul> <p>iv. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and</p> <p>v. For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted.</p>

**3) Completion Inspection Certificate (CIC) Method**

<b>CIC Method for <u>Unregistered</u> Vehicles</b>	
Requirements	<p>i. Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within <u>3 months</u> from the CIC issue date.</p> <p>ii. This method is applicable to Japanese manufactured vehicles imported from Japan. For vehicles manufactured and imported from other countries, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment <u>before</u> purchasing/importing the vehicles. This would help to ensure that all documents are in order and, hence, there would be no delay at the point of registration.</p>
Documents	<p>i. Original CIC (Certificate of Transfer/Completion Inspection Certificate) issued by the authorised agent with equivalent English translation - for Japanese manufactured vehicles imported from Japan;</p> <p>ii. Original letter from the vehicle manufacturer or its authorised agent with equivalent English translation (where applicable) certifying that the vehicle is sold as brand new and unregistered prior to its export. The letter should capture the following vehicle details:</p> <ul style="list-style-type: none"> <li>▪ Make/model</li> <li>▪ Engine number</li> <li>▪ Chassis number</li> <li>▪ Date of manufacture</li> <li>▪ Date of vehicle leaving its showroom/warehouse</li> </ul> <p>iii. Documents to confirm the supplier of the vehicles is the authorised agent of the vehicle manufacturer:</p> <ul style="list-style-type: none"> <li>▪ Original letter from the Japanese authorised agent with equivalent English translation declaring that it is an authorised agent of the vehicle manufacturer; and</li> <li>▪ Original letter from the local importer's supplier (the one taking over the vehicle from the authorised agent) to certify that the said agent is an authorised agent of the said vehicle manufacturer and the contents as conveyed in the authorised agent's letter and translation are true and accurate. This covering letter must be endorsed by the Japan Chamber of Commerce &amp; Industry.</li> </ul>

<b>CIC Method for <u>Unregistered</u> Vehicles</b>	
	<p>iv. An approved independent third-party assessor's physical inspection and documentation verification with issuance of an Inspection Certificate that include the following certifications:</p> <ul style="list-style-type: none"><li>▪ The inspected vehicle is deemed to be NEW (i.e. has not been previously registered in Japan) and was manufactured to Japanese Safety Standard for domestic use in Japan;</li><li>▪ The original CIC document issued by the authorised agent as being authentic;</li><li>▪ The corresponding English translation to be true and correct; and</li><li>▪ The vehicle is deemed to be roadworthy.</li></ul> <p>v. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and</p> <p>vi. For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted.</p>

---

**Annex E**

---

**Registration Documents Checklist**

---

- Check against this list to ensure that you have all the necessary documents to register your motorcycle/scooter.**
  - Letter of certification from the vehicle manufacturer that the motorcycle/scooter complies with the required exhaust emission standards; or  
Certificate of Compliance on exhaust emission standards with test report from LTA/NEA-recognised vehicle testing laboratory
  - Original Manufacturer/Purchase Invoice or foreign vehicle registration documents (for used motorcycle/scooter)
  - Bill of Lading
  - Application for Registration and Licensing of a Motor Vehicle (Form R01)
  - Original identification document of vehicle owner (e.g. NRIC for Singaporean and PR or Employment/Immigration pass card for foreigner)
  - Approval letter with VAC
  - Temporary COE (TCOE)
  - Valid Motor Insurance Cover
  - Notice of Retained/Bid Vehicle Registration Number (if any)
  - Notice of COE rebate (if any)
  - Approval letter from the relevant authorities, if the motorcycle/scooter is to be registered under a special scheme (if any)
  - Inward Cargo Clearance Permit
  - Cashier's Order, Cash or NETS payable to LTA
- 

Printing date: January 2021

The information contained in this handout is current at the time of printing.  
It is subject to change as may be required by the LTA or other relevant authorities.