

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

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Registration Requirements

Vehicle Registration

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

Importation of Brand New Vehicles

A vehicle will be classified as brand new at registration if:

- a) it is imported into Singapore directly from the vehicle manufacturer. The vehicle must arrive in Singapore within 3 months from the Certificate of Conformity (COC)/Completion Inspection Certificate (CIC) issue date or the date of manufacture certified by the vehicle manufacturer/authorised agent, whichever is later; or
- b) it has been registered as a new vehicle in a foreign country which adopts the higher or equivalent safety, exhaust emission and noise emission standards as Singapore [i.e. countries within the European Community (EC)]. The vehicle must be deregistered within 14 days of its first registration in the foreign country for export to Singapore and must arrive in Singapore within 3 months of its deregistration in the foreign country.

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 motorcycle/scooter must conform to the relevant prevailing exhaust emission and noise emission standards stipulated in the Third and Fourth Schedule of the Environmental Protection and Management (Vehicular Emissions) Regulations in order to be approved for registration.

All imported used motorcycles/scooters will have to undergo an exhaust emission test at any recognised emission test laboratory (see **Annex A**). This emission test is to ascertain the motorcycle/scooter's regulated exhaust emissions at the point of 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 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 and Noise Emission Standards

The National Environment Agency (NEA) requires all motorcycles/scooters to be registered in Singapore to comply with Euro IV exhaust emission standard.

Certification for compliance with the exhaust emission standard issued by the vehicle manufacturer or LTA/NEA-recognised vehicle testing laboratories (see **Annex A**) must be produced. The format for Certificate of Compliance and test report is attached at **Annex B**.

Noise emission of the motorcycles/scooters must comply with the standards stipulated in the Fourth Schedule of the Environmental Protection and Management (Vehicular Emissions) Regulations.

Evidence of your motorcycle's/scooter's compliance with the exhaust emission and noise emission standards must be submitted to LTA. The following documents may be submitted as evidence of compliance with the exhaust emission and noise emission standards:

For Brand New Motorcycles/Scooters

- a) Compliance certificate issued by the vehicle manufacturer confirming conformance to the prevailing exhaust emission and noise emission standards; or
- b) Letter of certification from the vehicle manufacturer that the vehicle complies with the prevailing exhaust emission and noise emission standards; or
- c) Compliance certificate and test report (see **Annex B**) issued by any of LTA/NEA-recognised vehicle testing laboratories (see **Annex A**) confirming conformance to the prevailing exhaust emission and noise emission standards.

Evidence of compliance with the exhaust emission and noise emission standards will be waived if it has been registered as a motorcycle/scooter in a foreign country which adopts the same or higher exhaust emission and noise emission standards as Singapore (at the time of its registration as a new motorcycle/scooter in Singapore).

For Used Motorcycles/Scooters

Your motorcycle/scooter needs to be tested for exhaust emission and certified by any of LTA/NEA-recognised vehicle testing laboratories (see **Annex A**). The laboratories are required to issue a compliance certificate and test report (see **Annex B**) for the vehicle tested. 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.

The following documents may be submitted as evidence of compliance with the noise emission standard:

- a) Compliance certificate issued by the vehicle manufacturer confirming conformance to the prevailing noise emission standard; or
- b) Letter of certification from the vehicle manufacturer that the motorcycle/scooter complies with the prevailing noise emission standard; or
- c) Compliance certificate and test report (see **Annex B**) issued by any of LTA/NEA-recognised vehicle testing laboratories (see **Annex A**) confirming conformance to the prevailing noise emission standard.

Evidence of compliance with the noise emission standard will be waived if it has been registered in a foreign country which adopts the same or higher noise emission standard as Singapore (at the time of its registration in Singapore).

Acceptance of the above documents (e.g. exhaust emission and noise test report) are subject to due diligence checks. You should take this into consideration, especially when registering a new vehicle model for the first time.

Pre-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).

Electric Vehicles and Electric Vehicle Charging Systems

All electric vehicles (EVs) must comply with recognised international vehicle safety standards such as those adopted by the EU countries, Japan and the USA. To show proof that the EVs are tested in accordance with the UN Regulation No. 136 or EU Regulation 168/2013, you will be required to produce the relevant certifications on electrical safety for electric powertrain vehicles issued by an overseas designated technical service (e.g. TUV, IDIADA, DEKRA, VCA etc.).

A nationwide EV charging standard TR25:2022 (Technical Reference for Electric Vehicle Charging System) has been established for the EV charging system in Singapore. Singapore has adopted Type 2 AC and Combo-2 DC charging systems as the nationwide public charging standard for EVs. To ensure safe use of the public charging infrastructure, an EV must be equipped with:

- a) A matching Type 2 vehicle inlet (or AC charging only); or
- b) A Combo-2 vehicle inlet (for AC and DC charging).

All EV chargers must be type-approved and affixed with approval labels before they can be supplied, installed or certified as fit for charging EVs. For more information on the type approval of EV chargers, please refer to the following link:

<https://onemotoring.lta.gov.sg/content/onemotoring/home/owning/electric-vehicle-charging/ev-charger-type-approval.html>

Please refer to **Annex D** for more information that is required for the importation of EVs.

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

Obtain the following from the vehicle manufacturer or authorised agent:

- a) Documents to prove that the motorcycle/scooter is new or has never been registered for use (e.g. manufacturer invoice, original V308 document issued by the Driver and Vehicle Licensing Agency (DVLA) in UK, etc.). If the motorcycle/scooter has been registered as brand new in a foreign country which adopts a higher or equivalent safety, exhaust emission and noise emission standards as Singapore, deregistered within 14 days of its registration in the foreign country for export to Singapore, and arrived in Singapore within 3 months from its deregistration in a foreign country, please submit the original registration, deregistration and export documents from the foreign country for verification.

For more details on methods to register motorcycle/scooter as brand new, please refer to **Annex E**. For a used motorcycle/scooter, original foreign vehicle registration documents issued by the foreign authority are required. The engine and chassis numbers, inclusive of the prefix and suffix, engraved on the motorcycle/scooter must also be identical to those appearing on the vehicle registration documents;

- b) Documents to prove that the motorcycle/scooter complied with the vehicle safety, exhaust emission and noise emission standards as specified in the previous sections; and
- c) Technical specifications of the motorcycle/scooter issued by the vehicle manufacturer (e.g. technical catalogue, etc.).

Step 3

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

Step 4

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 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 9% 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 and noise emission, 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 or contact the Singapore Customs.

Step 5

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 in the following page.

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 \$109.

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 make an appointment via our Digital Services (<https://www.lta-eappointment.sg>, select Vehicle Approval > Apply for Vehicle Approval Code) to 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 and noise emission standards such as:
 - Letter of certification from the vehicle manufacturer that the motorcycle/scooter complies with the required exhaust and noise emission standards; or
 - Certificate of Compliance on exhaust and noise 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.

Acceptance of the above documents (e.g. exhaust emission and noise test report) are subject to due diligence checks. You should take this into consideration, especially when registering a new vehicle model for the first time.

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
DBS/POSB ATM Tel: 1800-111-1111	Yes	-	Yes
DBS/POSB Internet Banking (for Companies and Motor Dealers) Tel: 1800-222-2200	Yes	Yes	Yes
UOB Internet Banking (for Companies and Motor Dealers) Tel: 1800-226-6121	Yes	Yes	Yes
Maybank Internet Banking (for Companies and Motor Dealers) Tel: 1800-777-0022	Yes	Yes	Yes
LTA Open Bidding Website (https://ocoe.lta.gov.sg)	-	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 \$1,500 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 1 month. Hence, you must use the COE to register your motorcycle/scooter within 1 month.
- 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 via our Digital Services (<https://www.lta-eappointment.sg>, select Registration > Register Vehicles (Self-Import)) 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
 - Original¹ NRIC [for Singaporeans and Permanent Residents (PRs)] or Employment/Immigration pass card² (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;
 - Original¹ NRIC (for Singaporeans and PRs) or Employment/Immigration pass card² (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
 - Original¹ NRIC (for Singaporeans and PRs) or Employment/Immigration pass card² (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.

¹ Physical NRIC or long-term pass card or Digital Identity Card (Digital IC) launched via the Singpass app. Images or videos of the identity card/pass/Digital IC will not be accepted.

² Employment/Immigration pass card issued by the Ministry of Manpower (MOM) or Immigration & Checkpoint Authority of Singapore (ICA) bearing the Foreign Identification Number (FIN).

Total fees payable by NETS or SGQR PayNow:

- a) Processing Fee of \$28.34 per application (if registration is done at LTA's office);
- b) Registration Fee of \$350;
- 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 (i.e. \$10,001 and above)	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 = \$750
Next \$5,000	50%	50% x \$5,000 = \$2,500
Above \$10,000	100%	100% x \$2,000 = \$2,000

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.

Annex A
Page 1 of 2**List of LTA/NEA-Recognised Vehicle Exhaust and Noise Emission Testing Laboratories for Motorcycles/Scooters**Singapore

VICOM Emission Test Laboratory
[Only for exhaust emission test]
511 Bukit Batok Street 23, Singapore 659545

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, Vetar Hill, Off Paud Road, Kothrud,
Pune, Maharashtra, India

Taiwan

1. Automotive Research & Testing Center (ARTC)
No. 6, Lugong S. 7th 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)

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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
Page 1 of 2The 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 and noise 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			

Sound Level Test Results:

Measured according to: <<State Regulations/Directives>>

Stationary: _____ dB(A) at engine speed: _____ min⁻¹

Drive-by / L_{urban}: _____ dB(A)

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 and noise emission standard.

Date this _____ day of _____ 20_____.

For and on behalf of the
Manufacturer

(1) _____
(Signature of Chief Executive of company)

(Name)

Annex B
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(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

Annex D**Information required for Electric Vehicles (EVs)**

- a) Establishment and background of the vehicle manufacturer;
- b) The EV production volume per year, number of EVs exported and countries exported to;
- c) Appropriate document issued by an approving authority to show the international recognition of the vehicle manufacturer [e.g. World Manufacturer Identifier (WMI) code allotted by Society of Automotive Engineers (SAE)];
- d) Appropriate document issued by the certifying authorities in the approving country and other countries, if available, to show the acceptance of the vehicle;
- e) A list of EV components and the relevant standards which the EV components had complied with (to be provided by the vehicle manufacturer) together with compliant test reports;
- f) Certification and test reports issued by an overseas accredited testing laboratory (e.g. TUV, IDIADA, DEKRA) showing that EVs comply with the requirements in:
 - i. UN Regulation 136 – standard on electric vehicle,
 - ii. EU Regulation 168/2013, or
 - iii. EU Regulation 168/2013 as supplemented by EU Regulation 3/2014 as amended by EU Regulation 2016/1824
- g) LTA approval label of type-approved EV Chargers, as proof that the EV charging system had been verified to comply with TR25 – Technical Reference for EV charging system and type-approved by LTA. For more information, please refer to the following website:
<https://onemotoring.lta.gov.sg/content/onemotoring/home/owning/electric-vehicle-charging/ev-charger-type-approval.html>

Copy of the Technical Reference is available at:
Toppan Leefung Pte Ltd
1 Kim Seng Promenade
#18-01 Great World City East Tower
Singapore 237994
Phone / Fax: (65) 6826 9691 / (65) 6820 3341
Website: <https://www.singaporestandardseshop.sg/>
Email: singaporestandardseshop@toppanleefung.com
- h) The type of tests which the vehicle had undergone;
- i) The safety features (both mechanical and electrical) of the vehicle, e.g. electrical isolation to prevent electrical shock hazard;
- j) List of vehicle manufacturer facilities and equipment (with photographs);
- k) A copy of the facility appraisal certificate issued by the certifying authority who conducts routine checks on vehicle manufacturer's facilities and equipment; and
- l) Detailed technical specifications of the vehicles which are to be imported into Singapore.

Note:

- i) For new agency, documentary proof from vehicle manufacturer has to be produced showing the authorisation of the company as the sole agent of the vehicle in Singapore.
- ii) All the above information should be provided by the vehicle manufacturer.

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"> The vehicle must be first registered as a new vehicle in a foreign country which adopts the higher or equivalent safety, exhaust emission and noise emission standards as Singapore; 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 The vehicle must arrive in Singapore within <u>3 months</u> of its deregistration in the foreign country.
Documents	<ol style="list-style-type: none"> 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); 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; 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; Submission of other documents such as invoice, exhaust emission and noise emission test report, etc; 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 For vehicles registered and deregistered in Japan and the United Kingdom (UK), the acceptable registration and deregistration certificates are listed below.

Registration and Deregistration Method for <u>Registered</u> Vehicles		
	<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>	
	UK	Japan
	<ul style="list-style-type: none"> i. Original copy of Registration Certificate (V5C) issued by the Driver and Vehicle Licensing Authority (DVLA); and 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. 	<ul style="list-style-type: none"> i. The original registration certificate issued by the Japan Ministry of Transport; and 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.

2) Certificate of Conformity (COC) Method

COC Method for <u>Unregistered</u> Vehicles		
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>a. COC issue date or the date of manufacture certified by the vehicle manufacturer/authorised agent, whichever is later; or</p> <p>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 before 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><u>Vehicles manufactured in UK</u></p> <p>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><u>Vehicles manufactured in Germany</u></p> <p>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"> ▪ Make/Model ▪ Engine number ▪ Chassis number ▪ Date of manufacture ▪ Country of manufacture

COC Method for <u>Unregistered Vehicles</u>	
	<ul style="list-style-type: none"> ▪ the Certificate of Origin shows that the vehicle is manufactured in Germany; ▪ the vehicle is exported from Germany within the <u>1-month</u> validity period of the KBA certification; ▪ the vehicle must arrive in Singapore within <u>3 months</u> from the COC issue date; and ▪ 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. <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"> ▪ Vehicle manufacturer sales booklet; or ▪ 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. <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

CIC Method for <u>Unregistered</u> Vehicles	
Requirements	<ul style="list-style-type: none"> 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. 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.
Documents	<ul style="list-style-type: none"> 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; 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: <ul style="list-style-type: none"> ▪ Make/model ▪ Engine number ▪ Chassis number ▪ Date of manufacture ▪ Date of vehicle leaving its showroom/warehouse iii. Documents to confirm the supplier of the vehicles is the authorised agent of the vehicle manufacturer: <ul style="list-style-type: none"> ▪ Original letter from the Japanese authorised agent with equivalent English translation declaring that it is an authorised agent of the vehicle manufacturer; and ▪ 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 & Industry.

CIC Method for <u>Unregistered</u> Vehicles	
	<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">▪ 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;▪ The original CIC document issued by the authorised agent as being authentic;▪ The corresponding English translation to be true and correct; and▪ The vehicle is deemed to be roadworthy. <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 F

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 and noise emission standards; or
Certificate of Compliance on exhaust and noise 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)
 - ☐ Original³ 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
 - ☐ Payment of applicable fees by NETS or SGQR PayNow only
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Printing date: 6 March 2024

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.

³ Physical NRIC or long-term pass card or Digital Identity Card (Digital IC) launched via the Singpass app. Images or videos of the identity card/pass/Digital IC will not be accepted.