

User Guide

Submission of Information for Student Transportation Activities For School Buses at the OneMotoring Portal

TABLE OF CONTENTS

1. Getting Started.....	3
1.1 First-time Users	3
1.2 Accessing the OneMotoring Portal	3
1.3 Accessing Vehicle Hub	4
2. Submission Of Information for Student Transportation Activities	5
2.1 Yearly Notification to Submit Information for Student Transportation Activities.....	5
2.2 Submission of Information for Student Transportation Activities	6
2.3 Enter Student Transportation Activities Details	7
2.4 Enter Student Transport Details.....	12
2.5 Save Information Entered, Print and Obtain School Endorsement.....	13
2.6 Upload Supporting Documents.....	16
2.7 Declarations.....	17
2.8 Submit Application	18
3. Combining Multiple Images Into One Document.....	23
4. Request For Clarification.....	26
4.1 View Your e-Letter.....	27
4.2 Resubmit Information Required	28
5. Contact Information	30

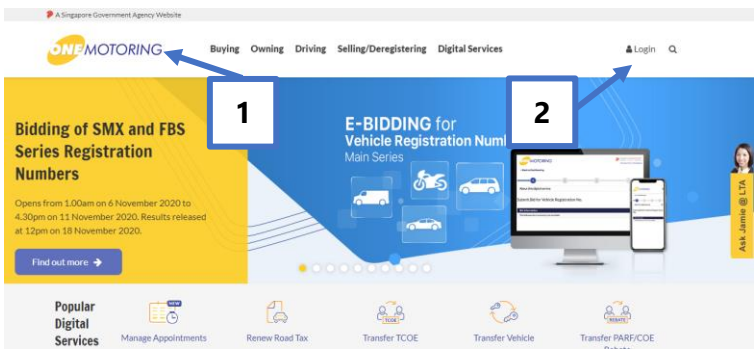
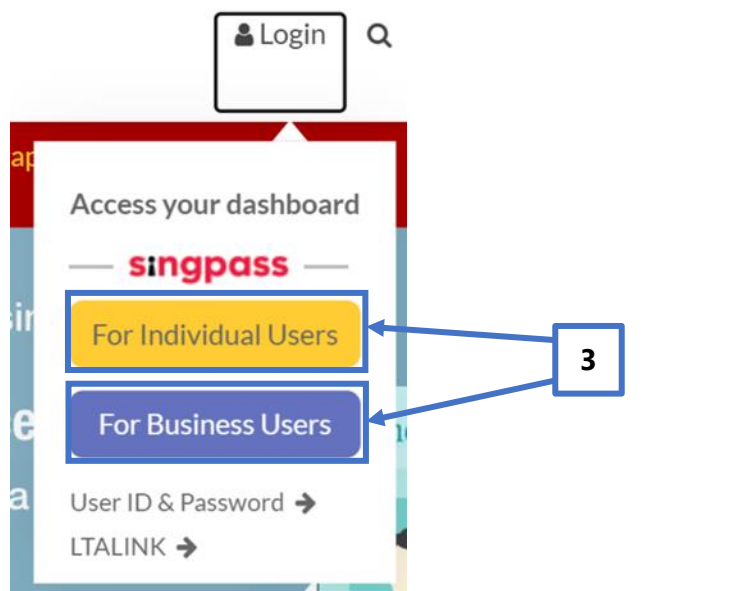
1. Getting Started

1.1 First-time Users

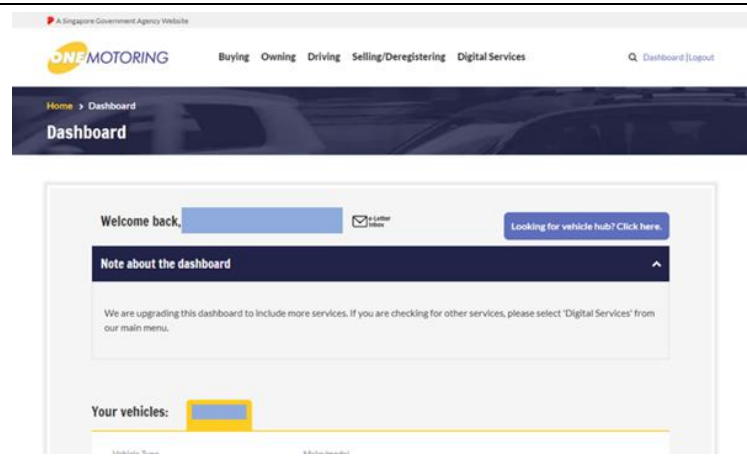
For buses that are registered under individual owners, you will need to log in with Singpass to use digital services for bus-related transactions on LTA's OneMotoring portal. To apply for a Singpass account or reset your Singpass password, visit www.singpass.gov.sg.

For buses that are registered under businesses, you will also need to log in with Singpass. In addition, you will need to be authorised in the Corppass portal by your administrator account, before you can transact on your business's behalf. To register for a Corppass Admin account, visit www.corppass.gov.sg.

1.2 Accessing the OneMotoring Portal

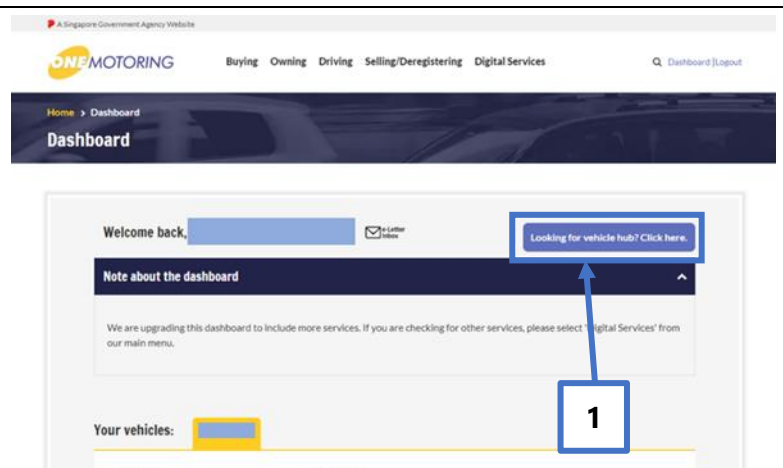
<p>Step 1: Visit onemotoring.lta.gov.sg</p> <p>Step 2: Click the login button on the top right-hand corner of the webpage.</p>	
<p>Step 3: For buses that are registered under individuals, login with your Singpass by clicking the 'For Individual Users' button.</p> <p>For buses that are registered under businesses, login with your Singpass by clicking the 'For Business Users' button.</p>	

Upon successful login, you will be brought to the Dashboard.



1.3 Accessing Vehicle Hub

Step 1: Click on **'Looking for Vehicle Hub? Click here'.**



2. Submission Of Information for Student Transportation Activities

2.1 Yearly Notification to Submit Information for Student Transportation Activities

On 10 December of each year, you will receive a letter to submit the information for student transportation activities for the school bus(es) under your ownership by 31 January of the following year. You will receive this letter at 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

10 Dec 2020 Our ref: 1311201803N012004405

Dear Sir/Madam

You Need To Submit Information For Student Transportation Activities For: By 31 Jan 2021

We are writing to you as you are the owner of a school bus. To continue using your school bus to ferry school children for year 2021, please submit the following documents for vehicle by 31 Jan 2021:

- A copy of the school bus agreement with the school, or a written contract with the school containing the same information
- Completed Form A with the student name list, endorsed by the school as part of the school bus agreement or contract

The templates for the school bus agreement and Form A are enclosed. You can also download a softcopy of Form A at www.onemotoring.com.sg > Forms > Others.

To submit your documents, visit www.onemotoring.com.sg > Digital Services > Submit Information for Student Transportation Activities.

For diesel school bus owners, submit these documents and you will also qualify for the additional cash rebate.

If you have stopped using your vehicle to ferry school children, please update us at www.lta.gov.sg/feedback.

Visit www.onemotoring.com.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.

What You Need To Do:

- To continue using your bus as a school bus, please visit www.onemotoring.com.sg > Digital Services > Submit Information for Student Transportation Activities and submit the required documents by 31 Jan 2021.
- For diesel school bus owners, submit these documents to also qualify for the additional cash rebate.

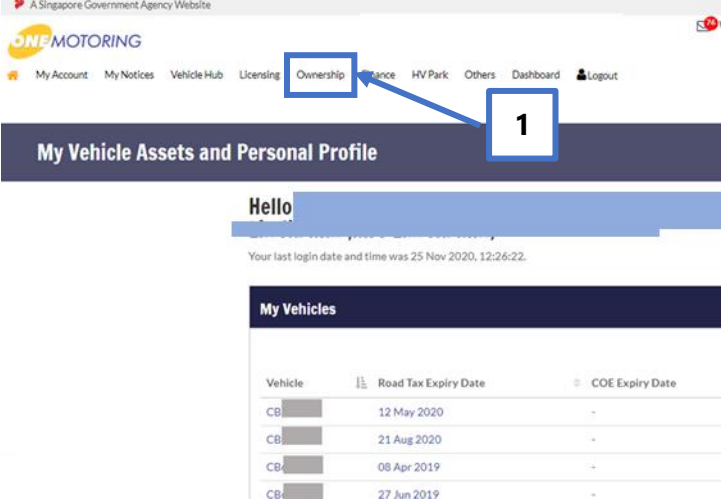
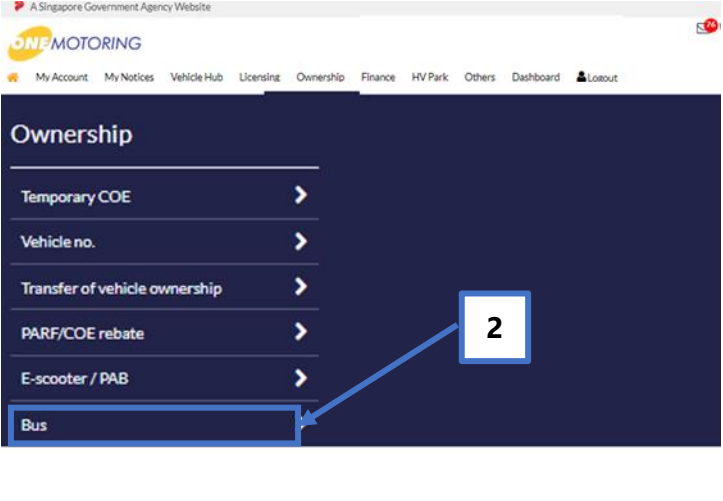
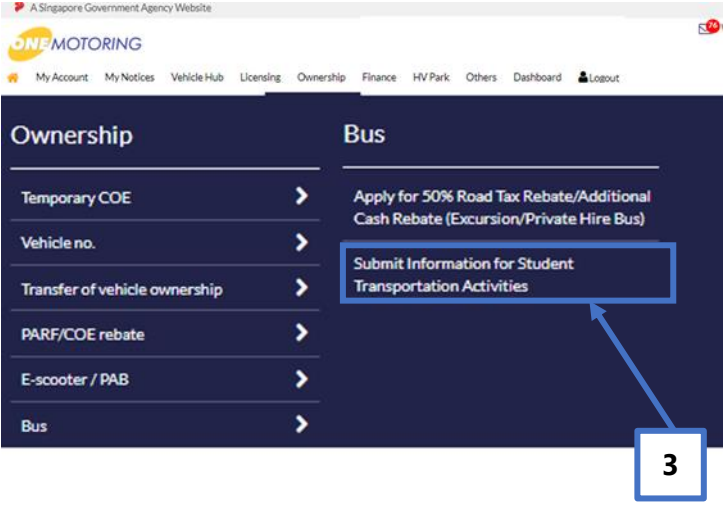
Yours sincerely

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

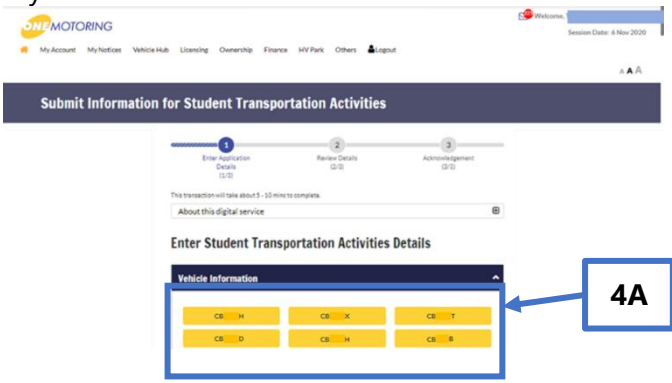
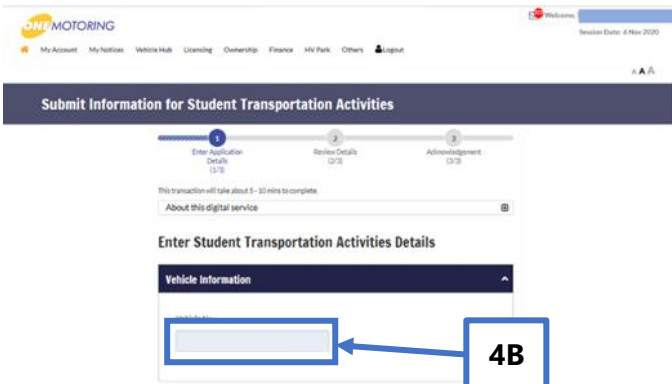
Road Safety Reminder: Please drive safely and look out for fellow road users, including cyclists. Let's keep everyone safe on our roads!

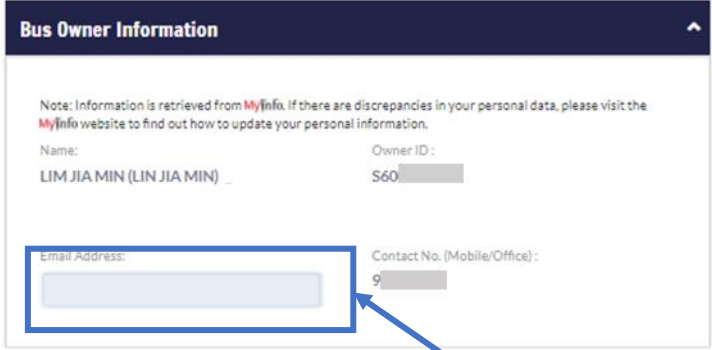

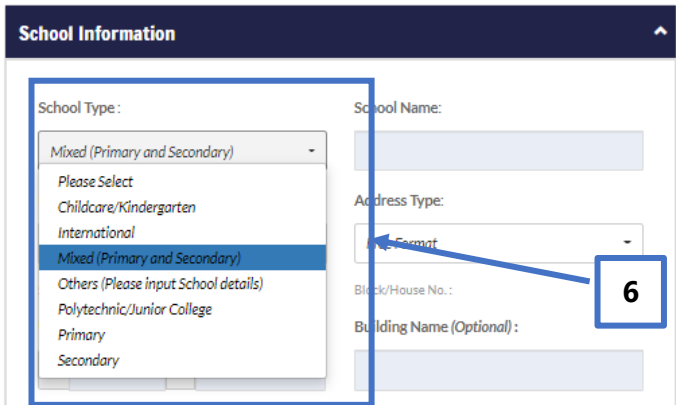
Please follow the steps listed below to submit the information for student transportation activities.

2.2 Submission of Information for Student Transportation Activities

<p>Step 1: On the main page of Vehicle Hub, click on 'Ownership'.</p>	 <p>A Singapore Government Agency Website</p> <p>ONE MOTORING</p> <p>My Account My Notices Vehicle Hub Licensing Ownership Finance HV Park Others Dashboard Logout</p> <p>My Vehicle Assets and Personal Profile</p> <p>Hello [Redacted]</p> <p>Your last login date and time was 25 Nov 2020, 12:26:22.</p> <p>My Vehicles</p> <table border="1"> <thead> <tr> <th>Vehicle</th> <th>Road Tax Expiry Date</th> <th>COE Expiry Date</th> </tr> </thead> <tbody> <tr> <td>CB[Redacted]</td> <td>12 May 2020</td> <td>-</td> </tr> <tr> <td>CB[Redacted]</td> <td>21 Aug 2020</td> <td>-</td> </tr> <tr> <td>CB[Redacted]</td> <td>08 Apr 2019</td> <td>-</td> </tr> <tr> <td>CB[Redacted]</td> <td>27 Jun 2019</td> <td>-</td> </tr> </tbody> </table>	Vehicle	Road Tax Expiry Date	COE Expiry Date	CB[Redacted]	12 May 2020	-	CB[Redacted]	21 Aug 2020	-	CB[Redacted]	08 Apr 2019	-	CB[Redacted]	27 Jun 2019	-
Vehicle	Road Tax Expiry Date	COE Expiry Date														
CB[Redacted]	12 May 2020	-														
CB[Redacted]	21 Aug 2020	-														
CB[Redacted]	08 Apr 2019	-														
CB[Redacted]	27 Jun 2019	-														
<p>Step 2: On the 'Ownership' drop-down menu, click on 'Bus'.</p>	 <p>A Singapore Government Agency Website</p> <p>ONE MOTORING</p> <p>My Account My Notices Vehicle Hub Licensing Ownership Finance HV Park Others Dashboard Logout</p> <p>Ownership</p> <ul style="list-style-type: none"> Temporary COE > Vehicle no. > Transfer of vehicle ownership > PARF/COE rebate > E-scooter / PAB > Bus 															
<p>Step 3: Under the 'Bus' drop-down menu, click on 'Submit Information for Student Transportation Activities'.</p>	 <p>A Singapore Government Agency Website</p> <p>ONE MOTORING</p> <p>My Account My Notices Vehicle Hub Licensing Ownership Finance HV Park Others Dashboard Logout</p> <div> <p>Ownership</p> <ul style="list-style-type: none"> Temporary COE > Vehicle no. > Transfer of vehicle ownership > PARF/COE rebate > E-scooter / PAB > Bus > </div> <div> <p>Bus</p> <ul style="list-style-type: none"> Apply for 50% Road Tax Rebate/Additional Cash Rebate (Excursion/Private Hire Bus) Submit Information for Student Transportation Activities </div>															

2.3 Enter Student Transportation Activities Details

<p>Step 4A: If you own less than 20 school buses, bus registration numbers will be displayed in the yellow buttons.</p> <p>Select the bus registration number that you wish to submit information for student transport activities.</p>	<p>A) If you own less than 20 school buses:</p> 
<p>Step 4B: If you own more than 20 school buses, input the bus registration number in the search box</p>	<p>B) If you own more than 20 school buses:</p> 

<p>Step 5: Check and update your contact details, if required.</p> <p><i>Tips: Bus owner details are retrieved from MyInfo. Please visit www.myinfo.gov.sg to update your information, if required.</i></p>	<p>A) For Individual user account:</p>  <p>B) For Business user account:</p> 
<p>Step 6: Select the type of school that you are providing student transport services to.</p>	

Step 7A: Enter **School Name**

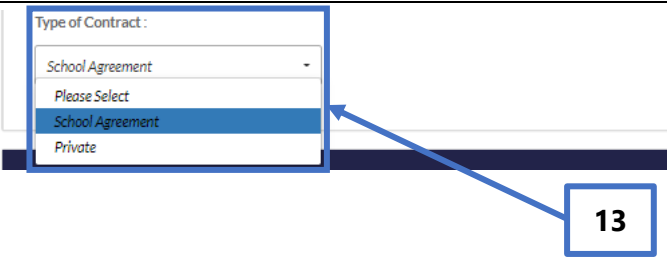
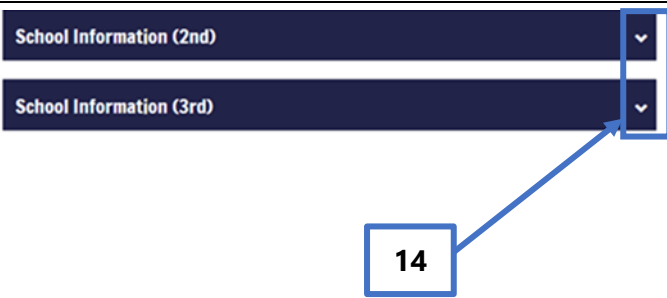
*Tip: If you are ferrying students from a **Primary, Secondary, or Mixed (Primary and Secondary)** school, the school name can be filled with a quick search bar by typing the first few letters of the school name and selecting from the auto-populated list.*

The school's address will be auto-populated once the school name is filled.

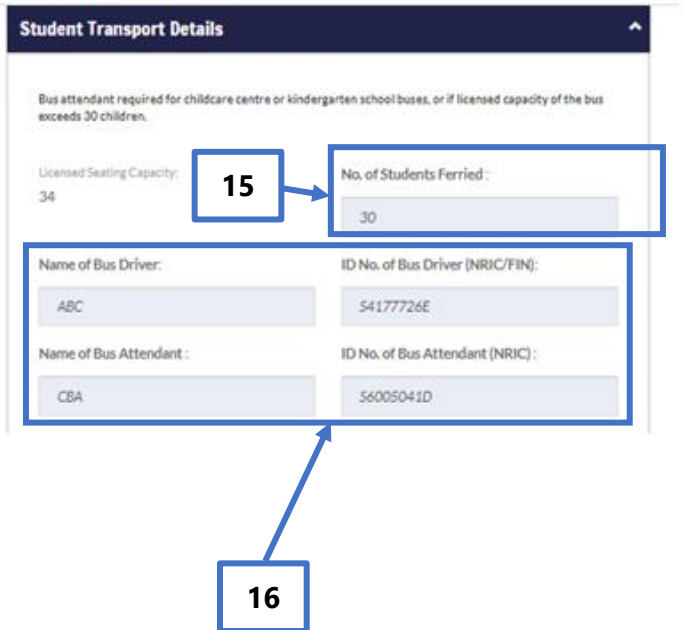
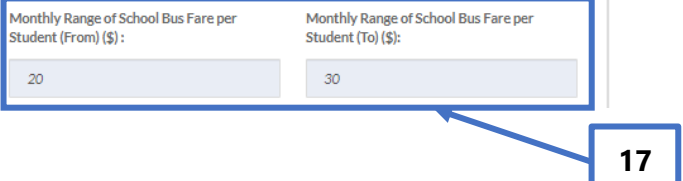
If the school that you serve is not listed, please enter the school name manually.

Step 7B: If you are **not** ferrying students from a **Primary, Secondary, or Mixed (Primary and Secondary)** school (e.g. international schools, religious schools, or kindergarten/childcare), please enter **School Name** and **Postal Code**. System will auto-populate the school address based on **postal code** entered.

<p>Step 8: Please retain "Free Format" under Address Type.</p> <p>Please enter unit no. if applicable.</p>	
<p><u>Home to School Trip Information</u></p> <p>Step 9: Enter pick-up time of first student (from student's home).</p> <p>Step 10: Enter set-down time at school.</p> <p><i>Tips: Please enter pick-up/set-down times in HHMMSS format.</i></p>	
<p><u>School to Home Trip Information</u></p> <p>Step 11: Enter pick-up time from school.</p> <p>Step 12: Enter set-down time of last student (at student's home).</p> <p><i>Tips: Please enter pick-up/set-down times in HHMMSS format.</i></p>	

<p>Step 13: Select type of student transport contract.</p> <p>Select 'School Agreement' if you have entered into a contract with the school.</p> <p>Select 'Private' if you have entered into a contract directly with the students' parent(s).</p>	
<p>Step 14: If you serve more than one school, please click on the arrow(s) and follow Steps 6 to 13 (provided above) to fill in the relevant information for the subsequent schools that you serve.</p> <p>You may enter school and trip information for up to three schools. If you serve more than three schools with the same bus, please attach the completed Form A-1/A-2 for the fourth school onwards according to Steps 20 to 21 below.</p>	

2.4 Enter Student Transport Details

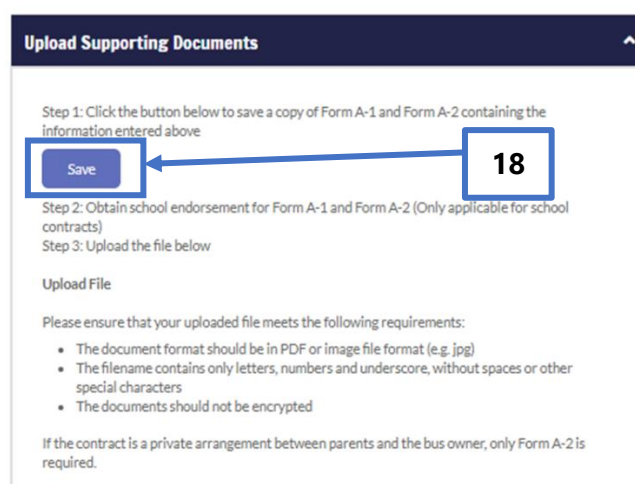
<p>Step 15: Enter the number of students that you are ferrying for the forward or return trip, whichever is higher.</p> <p>Step 16: Enter bus driver and bus attendant names and ID numbers.</p> <p>A bus attendant is required if:</p> <ul style="list-style-type: none"> You are ferrying students from a childcare centre or kindergarten; or The licensed seating capacity of your bus exceeds 30. <p><i>Tips: Number of passengers (i.e. students ferried and the bus attendant) cannot exceed the licensed seating capacity of your bus.</i></p>	 <p>Student Transport Details</p> <p>Bus attendant required for childcare centre or kindergarten school buses, or if licensed capacity of the bus exceeds 30 children.</p> <p>Licensed Seating Capacity: 34</p> <p>No. of Students Ferried: 30</p> <p>Name of Bus Driver: ABC ID No. of Bus Driver (NRIC/FIN): 54177726E</p> <p>Name of Bus Attendant: CBA ID No. of Bus Attendant (NRIC): 56005041D</p>
<p>Step 17: Enter minimum and maximum monthly school bus fares (per student).</p>	 <p>Monthly Range of School Bus Fare per Student (From) (\$): 20</p> <p>Monthly Range of School Bus Fare per Student (To) (\$): 30</p>

2.5 Save Information Entered, Print and Obtain School Endorsement

Step 18: 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.

Tips: Clicking the "Save" button in Step 18 will generate one copy of Form A-1 and Form A-2 for each school that you serve, e.g. if you are serving three schools, you will see three copies of Form A-1 and Form A-2, one copy for each school.

Note: If you have previously input information up to Step 17 and have already obtained school endorsement on hardcopies of your School Agreement, Form A-1 and A-2, please skip Steps 18 and 19, and proceed to Step 20 for steps on uploading your supporting documents.



Upload Supporting Documents

Step 1: Click the button below to save a copy of Form A-1 and Form A-2 containing the information entered above

Save

Step 2: Obtain school endorsement for Form A-1 and Form A-2 (Only applicable for school contracts)

Step 3: Upload the file below

Upload File

Please ensure that your uploaded file meets the following requirements:

- The document format should be in PDF or image file format (e.g. jpg)
- The filename contains only letters, numbers and underscore, without spaces or other special characters
- The documents should not be encrypted

If the contract is a private arrangement between parents and the bus owner, only Form A-2 is required.

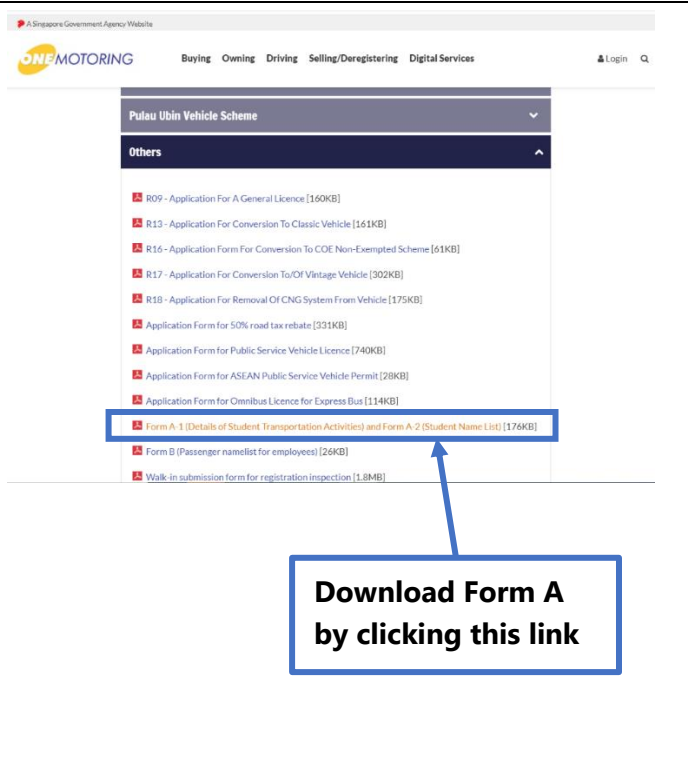
Step 19B: If your bus serves

more than three schools,

please manually fill in information for the fourth school onwards in a separate Form(s) A-1 and A-2 for endorsement by the school(s). The softcopy Forms A-1 and A-2 are available at

onemotoring.lta.gov.sg >

Forms > Others > Form A-1 (Details of Student Transportation Activities) and Form A-2 (Student Name List).



The screenshot shows the ONE MOTORING website interface. The 'Others' dropdown menu is expanded, displaying a list of various application forms. The link for 'Form A-1 (Details of Student Transportation Activities) and Form A-2 (Student Name List)' is highlighted with a blue box. A blue arrow points from this box to a separate box containing the text 'Download Form A by clicking this link'.

Please ensure that your supporting documents (i.e. School Agreement, Form A-1 and A-2) contain the following details on every page:

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

2.6 Upload Supporting Documents

Once you have obtained the school endorsement on the respective copies of Form A-1 and A-2, please upload the supporting documents by re-accessing the digital service, based on steps provided in Sections 1.2, 1.3 and 2.2 of this User Guide.

Retrieve saved information under your current application by selecting/entering the relevant bus registration number according to Step 4 in Section 2.3 of this User Guide. 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 20: Scan or take a photo of duly completed forms with endorsement by the school, and save these copies in 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 3 of this user guide if you need to upload multiple images within your supporting document(s).</p>	<div><div>Upload Supporting Documents</div><div><div>Step 1: Click the button below to save a copy of Form A-1 and Form A-2 containing the information entered above</div><div>Save</div><div>Step 2: Obtain school endorsement for Form A-1 and Form A-2 (Only applicable for school contracts)</div><div>Step 3: Upload the file below</div><div>Upload File</div><div>Please ensure that your uploaded file meets the following requirements:</div><div><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 charactersThe documents should not be encrypted</div><div>If the contract is a private arrangement between parents and the bus owner, only Form A-2 is required.</div></div></div>
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<p>Step 21: Click the 'Upload' button under respective documents to attach the scanned copies or images of the documents.</p>	<p>If the contract is a private arrangement between parents and the bus owner, only Form A-2 is required.</p> <p>1. Form A-1: Details of Student Transportation Activities (endorsed by the school) (Only applicable for school contracts) :</p> <p><input type="checkbox"/> Not Applicable</p> <p>Upload Max file size 5 MB</p> <p>2. Form A-2: Student Name List. 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 :</p> <p>Upload Max file size 5 MB</p> <p>3. School Agreement (indicating that the bus is conveying its students and the contract period) (Only applicable for school contracts) :</p> <p><input type="checkbox"/> Not Applicable</p> <p>Upload Max file size 5 MB</p> <p style="text-align: right;">21</p>
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2.7 Declarations

<p>Step 22: Check the box to declare that the details that you have provided are true and correct.</p>	<p><input checked="" type="checkbox"/> I declare that all details provided are true and correct.</p> <p><input type="checkbox"/> I have read and I agree to the terms and conditions.</p> <p style="text-align: right;">22</p> <p style="text-align: right;">Next →</p>
<p>Step 23: Click 'terms and conditions' to view the terms and conditions for submission of information.</p>	<p><input checked="" type="checkbox"/> I declare that all details provided are true and correct.</p> <p><input type="checkbox"/> I have read and I agree to the terms and conditions.</p> <p style="text-align: right;">23</p> <p style="text-align: right;">Next →</p>
<p>Step 24: Check the box if you are agreeable to the terms and conditions.</p>	<p><input checked="" type="checkbox"/> I declare that all details provided are true and correct.</p> <p><input checked="" type="checkbox"/> I have read and I agree to the terms and conditions.</p> <p style="text-align: right;">24</p> <p style="text-align: right;">Next →</p>
<p>Step 25: Click the 'Next' button to proceed to next page.</p>	<p><input checked="" type="checkbox"/> I declare that all details provided are true and correct.</p> <p><input checked="" type="checkbox"/> I have read and I agree to the terms and conditions.</p> <p style="text-align: right;">25</p> <p style="text-align: right;">Next →</p>

2.8 Submit Application

Step 26: Please verify if all details entered are correct.

Step 27: Click the '**Back**' 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 28: Click the '**Confirm**' button to submit the information.

1 Enter Application Details (1/3) 2 Review Details (2/3) 3 Acknowledgement (3/3)

Review Details

Vehicle Information

Vehicle No.:

Bus Owner Information

Name: TEST COMPANY LONG NAME

Email Address: TEST@GMAIL.COM

ACRA Certificate Number:

Contact No. (Mobile/Office):

26

School Information

School Type:
Mixed (Primary and Secondary)

Postal Code:
368051

Street Name:
MOUNT VERNON ROAD

Unit No.:
-

First Pick-up Time from Home:
09:00:00

Pick-up Time from School:
-

Type of Contract:
School Agreement

School Name:
MARIS STELLA HIGH SCHOOL

Address Type:
Free Format

Block/House No.:
25

Building Name:
-

Set-Down Time at School:
10:00:00

Last Set-Down Time at Home:
-

School Information (2nd)

School Type:
Primary

Postal Code:
569785

Street Name:
ANG MO KIO AVE 9

Unit No.:
-

First Pick-up Time from Home:
-

Pick-up Time from School:
13:00:00

Type of Contract:
School Agreement

School Name:
ANDERSON PRIMARY SCHOOL

Address Type:
Free Format

Block/House No.:
19

Building Name:
-

Set-Down Time at School:
-

Last Set-Down Time at Home:
14:00:00

School Information (3rd)

Student Transport Details

Licensed Seating Capacity:
10

No. of Students Ferried:
7

Name of Bus Driver:
TAN AH KOW

ID No. of Bus Driver (NRIC/FIN):
S6005041D

Name of Bus Attendant:
-

ID No. of Bus Attendant (NRIC):
-

Monthly Range of School Bus Fare per Student (From) (\$):
200

Monthly Range of School Bus Fare per Student (To) (\$):
500

Supporting Documents

1. Form A-1: Details of Student Transportation Activities (endorsed by the school):
form.pdf

2. Form A-2: Student Name List. 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:
form.pdf

3. School Agreement (indicating that the bus is conveying its students and the contract period):
form.pdf

Back

27

28

Confirm →

26

Step 29: You have successfully submitted the information for student transportation activities for your bus. Click the **'Save as PDF'** button to save a copy of your submission in PDF format. Click the **'Print'** button to print a hardcopy of your submission.

Step 30: Click the **'OK'** button to return to the main page for Submission of Information for Student Transportation Activities.

1

2

3

Enter Application Details
(1/3)
Review Details
(2/3)
Acknowledgement
(3/3)

Thank you!

You have successfully submitted your student transportation activities information for vehicle to LTA. The details are below.

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

Your submission reference ID is 20201106182230905275.

Vehicle Information

Vehicle No.:

Bus Owner Information

Name:	ACRA Certificate Number:
TEST COMPANY LONG NAME	<input type="text"/>
Email Address:	Contact No. (Mobile/Office):
TEST@GMAIL.COM	<input type="text"/>

School Information

School Type:	School Name:
Mixed (Primary and Secondary)	MARIS STELLA HIGH SCHOOL
Postal Code:	Address Type:
368051	Free Format
Street Name:	Block/House No.:
MOUNT VERNON ROAD	25
Unit No.:	Building Name:
-	-
First Pick-up Time from Home:	Set-Down Time at School:
09:00:00	10:00:00
Pick-up Time from School:	Last Set-Down Time at Home:
-	-
Type of Contract:	
School Agreement	

School Information (2nd)

School Type :
Primary

Postal Code :
569785

Street Name :
ANG MO KIO AVE 9

Unit No. :
-

First Pick-up Time from Home:
-

Pick-up Time from School:
13:00:00

Type of Contract:
School Agreement

School Name:
ANDERSON PRIMARY SCHOOL

Address Type :
Free Format

Block/House No. :
19

Building Name :
-

Set-Down Time at School:
-

Last Set-Down Time at Home:
14:00:00

School Information (3rd)

Vehicle Information

Vehicle No.:

Bus Owner Information

Name:
TEST COMPANY LONG NAME

Email Address:
TEST@GMAIL.COM

ACRA Certificate Number :
-

Contact No. (Mobile/Office) :
-

School Information

School Type :
Mixed (Primary and Secondary)

Postal Code :
368031

Street Name :
MOUNT VERNON ROAD

Unit No. :
-

First Pick-up Time from Home:
09:00:00

Pick-up Time from School:
-

Type of Contract:
School Agreement

School Name:
MARIS STELLA HIGH SCHOOL

Address Type :
Free Format

Block/House No. :
25

Building Name :
-

Set-Down Time at School:
10:00:00

Last Set-Down Time at Home:
-

Save as PDF

Print

29

30

OK →

22

3. 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.

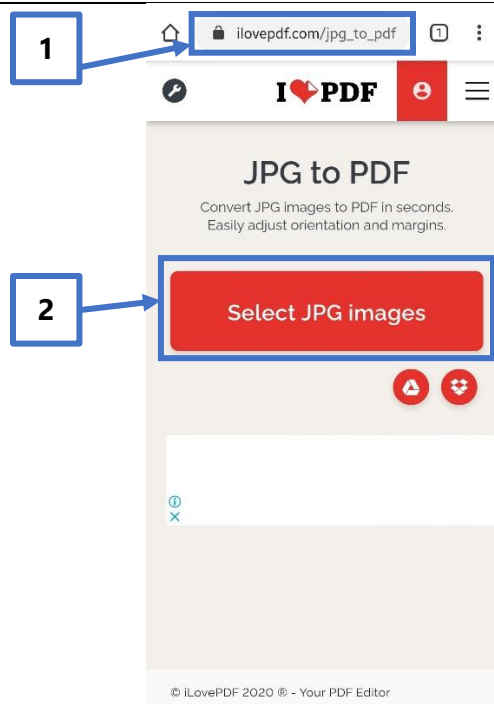
There are free online tools available for this purpose. You can access these online tools through any web browser on your mobile device or computer. Some examples of such online tools are as follows:

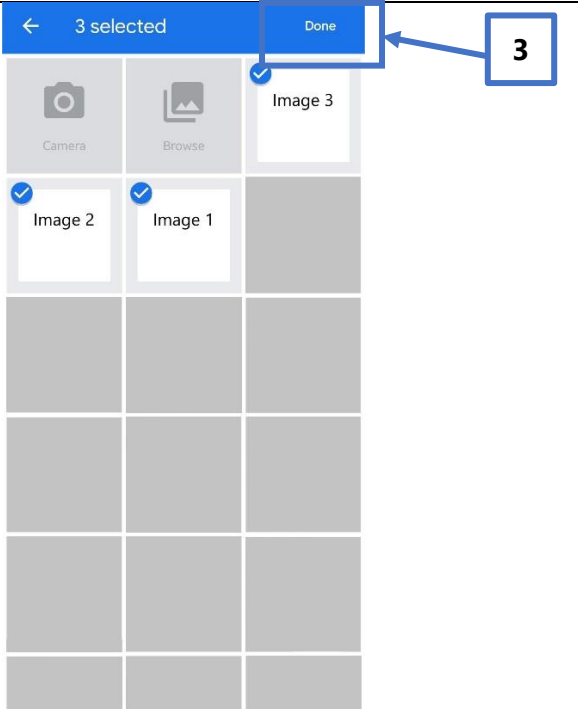
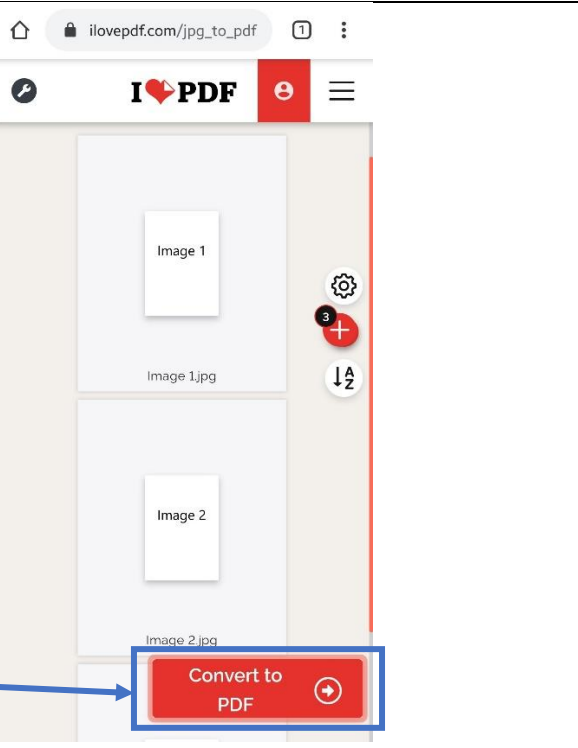
1. www.ilovepdf.com/jpg_to_pdf
2. www.convert-jpg-to-pdf.net
3. www.jpg2pdf.com

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.

Step 1: Visit
www.ilovepdf.com/jpg_to_pdf
on your mobile device or
computer.

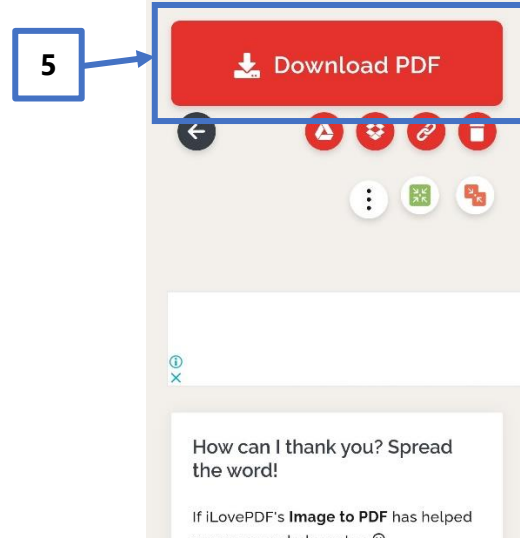
Step 2: Click "Select JPG
images".



<p>Step 3: Select the images to combine and click "Done".</p>	
<p>Step 4: Click "Convert to PDF" to merge the images.</p> <p><i>Tips: To rearrange the order of images, hold down an image and drag it to its correct position.</i></p>	


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 Step 20 as presented above.



4. Request For Clarification

You will receive a letter from LTA if we need further information on your submission. You will receive this letter at 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 letter below.



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

19 Nov 2020 Our ref 1911201803N008000020

Dear Sir/Madam

Your Information On Student Transportation Activities For [REDACTED] Is Incomplete

We received your documents on student transportation activities for vehicle [REDACTED] for the year 2021.

However, your submission is incomplete due to:

- Resubmit missing information

What You Need To Do:

- Visit www.onemotoring.com.sg > Digital Services > Submit Information for Student Transportation Activities
- Retrieve your earlier submission, and submit the missing information by 26 Nov 2020.

Please visit www.onemotoring.com.sg > Digital Services > Submit Information for Student Transportation Activities to retrieve your earlier submission, and submit the missing information by 26 Nov 2020.

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

Items required from the bus owner

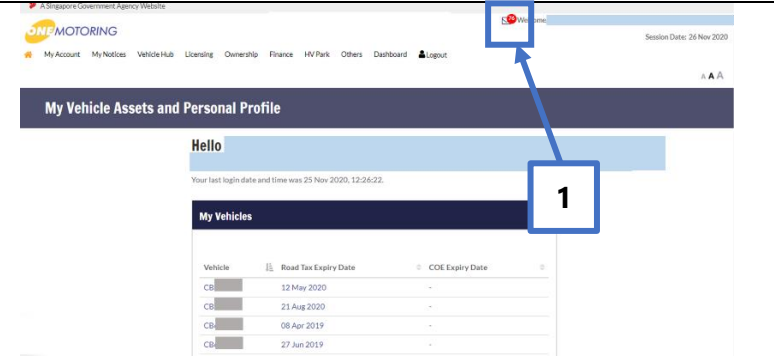
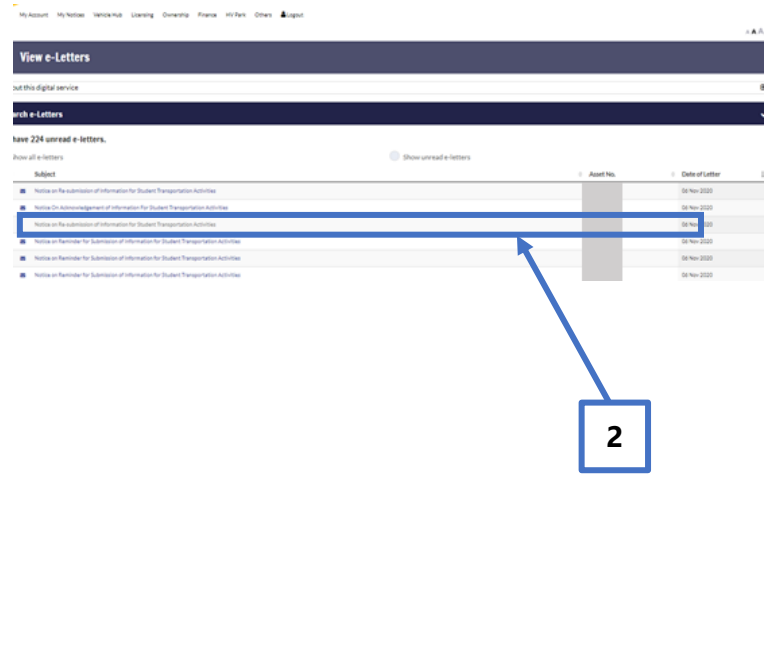
Yours sincerely

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

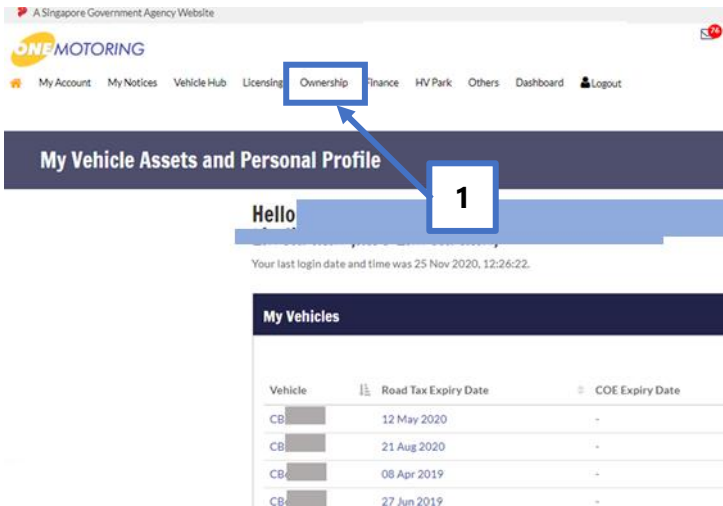
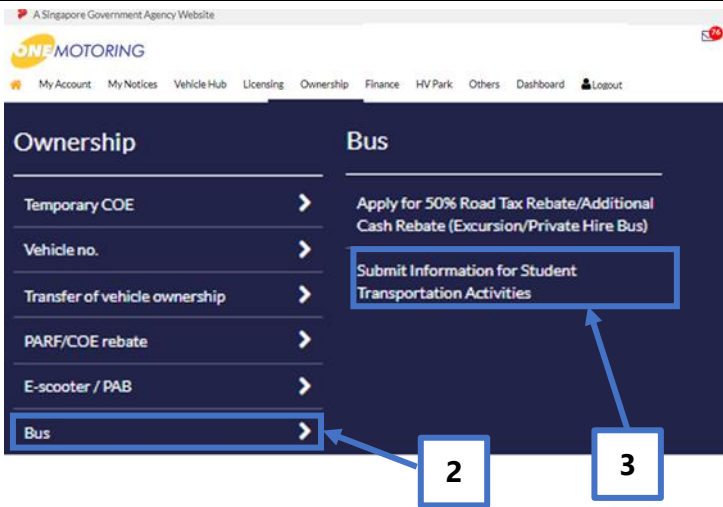
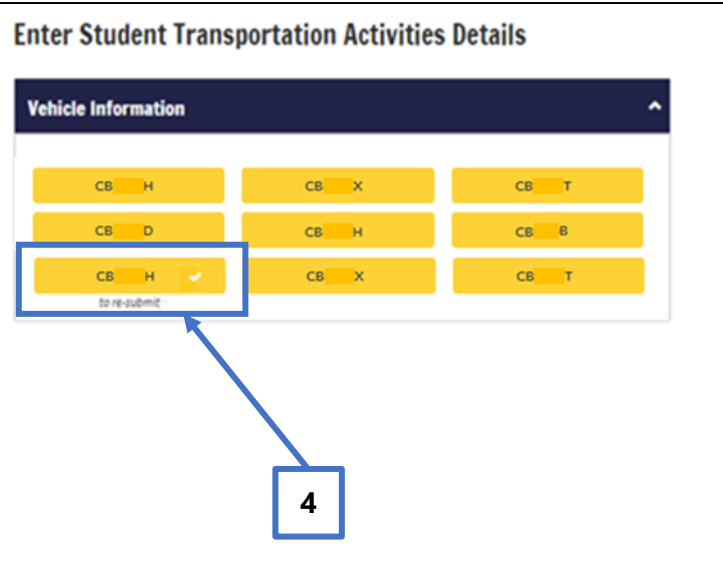
Road Safety Reminder: Please drive safely and look out for fellow road users, including cyclists. Let's keep everyone safe on our roads!

Page 1

4.1 View Your e-Letter

<p>Step 1: Click the 'mailbox' icon (shown here) to access your e-letter Inbox through the Vehicle Hub portal.</p>	
<p>Step 2: Click the e-letter titled 'Notice of Re-submission of Information for Student Transportation Activities' to view the details of the information required for your vehicle.</p> <p>The selected e-letter will pop-up in a new window.</p>	

4.2 Resubmit 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 'Submit Information for Student Transportation Activities'.</p>	
<p>Step 4: Retrieve your submission requiring resubmission by selecting the Vehicle Number indicated in the e-letter (Request for Clarification).</p> <p><i>Tip: Previously submitted information will be auto-populated if resubmission is performed within 7 calendar days from the date of the e-letter.</i></p>	

Please resubmit the information indicated in the letter within 7 calendar days from the date of the letter. You may refer to Sections 2.3 to 2.7 of this User Guide to retrieve the steps which are relevant to the information you are resubmitting

5. Contact Information

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