

**ES02**

**Digital Services @ OneMotoring  
Heavy Vehicle Park Operator User Account Application Form**

You may take about 5 minutes to complete this form. You will need the following information to fill in the form:

- Name of Requestor
- NRIC No. (Singaporeans and Singapore Permanent Residents) / FIN No. (Foreign nationals) / UEN where applicable

**Supporting Documents:**

- For new or update of account, an Authorisation Letter from the Agency (original copy), signed by the Director or equivalent, authorising the Requestor to make the application.

**INSTRUCTIONS**

- Please complete **PART 1, 2 and 3** of the application form to avoid delays in processing. Please delete accordingly for information appended with \*.
- All underlined fields, if applicable, are mandatory. Incomplete forms will be rejected and request will not be processed.  
For create / update of user account, please mail the duly completed and signed form including the Authorisation Letter to VRL Project Development Division, 10 Sin Ming Drive, Singapore 575701.
- For other requested actions in **Part 1**, please submit the duly completed and signed form via [www.lta.gov.sg/feedback](http://www.lta.gov.sg/feedback).

**PART 1 REQUESTED ACTION**

- Create a new account according to the particulars stated in **PART 2**
- Update particulars / access rights for an existing account according to the particulars stated in **PART 2**
- Suspend an existing account temporarily, access is not needed until further notice
- Terminate an existing account permanently, access is no longer needed
- Re-activate a disabled account, a new password is not required
- Re-activate a disabled account and issue a new password INSTANTLY (in person) / BY POST \*
- Issue a new password INSTANTLY (in person) / BY POST \* and re-activate the account if it has been disabled due to maximum login retries on password

Date to take effect :

User ID (for existing user) : HV \_\_\_\_\_

Purpose / Reason :

**PART 2 REQUESTOR'S PARTICULARS**

Type of Account : **Main Operator / Park Level Operator \*** Heavy Vehicle Park No. : **Public / Private \***

Salutation : **Mr / Miss / Mrs / Mdm / Dr / Ms\***

Name :

NRIC No. / FIN No. / UEN \* :

Mailing Address of Heavy Vehicle Park Operator :

Postal Code :

Office No. :

Handphone No. :

Fax No. :

Email address :

**PART 3 AUTHORISATION & AGREEMENT**

I declare that I have read and understood the conditions stated on this application form, and shall undertake to abide by them.

\_\_\_\_\_  
Name, Designation and Company of Requestor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Terms & Conditions**

This application is subjected but not limited to the following conditions:

- These Terms and Conditions are supplemental to and are to be read together with the Conditions of Use found at the footer of the Digital Services @ OneMotoring website accessed via <https://onemotoring.lta.gov.sg>.
- You shall act in good faith, exercise reasonable care and diligence in keeping your password confidential. At no time and under no circumstances shall you disclose your password to another person.
- You shall be fully responsible in the event of any accidental or unauthorised disclosure of your password to any other person and shall bear the risks of your password being used by unauthorised persons or for unauthorised purposes.
- Upon notice or suspicion of your password being disclosed to any unauthorised person or any unauthorised use being made, you shall notify us as soon as possible in person or by telephone at 1800 Call-LTA (1800-2255 582) or such telephone number(s) as we may from time to time prescribe (we may request that you confirm in writing any details you may give) to reset your password and you shall remain responsible for any use by unauthorised persons or for any unauthorised purposes until we reset your password or suspend your account.
- Without prejudice to the Conditions of Use, the Land Transport Authority shall not be responsible or liable for any damages, losses or expenses including direct, indirect, special, punitive, economic or consequential losses and damages, howsoever arising from or in connection with the use of your password, whether or not you have authorised such use.
- Consent to the collection, use or disclosure of personal data : We may share personally identifiable data that you have provided in this application with other Government agencies, so as to serve you in a most efficient and effective way. We will not share your personally identifiable data with other entities, except where such entities have been authorised to carry out specific Government services or in accordance with legislation under the purview of the Land Transport Authority to enable us to perform our functions or duties or to comply with any order of court or in compliance with any written law, or for the purposes of taking any action against any user for breach of the conditions of use of the Authority's electronic services.  
Data provided by the Authority may be used for verification and record of your personal particulars, including comparing information from other sources, and using the information to communicate with you.

**Approval by Heavy Vehicle Park Licence Holder**

Heavy Vehicle Park Licence Holder (Please select one)

- INDIVIDUAL :**     1. SINGAPORE NRIC (e.g. S1234567D)                       2. Foreign Identification Number (e.g. F/G1234567N)
- NON-INDIVIDUAL :**     3. BUSINESS (e.g. 12345678M)                       4. COMPANY (e.g. 123456789K)                       5. FOREIGN COMPANY – UEN (e.g. T08FC1234A)
6. LIMITED LIABILITY PARTNERSHIP – UEN (e.g. T08LL1234A)                       7. PROFESSIONAL - UEN (e.g. T08PQ1234A)
8. STATUTORY BOARD – UEN (e.g. T08GB1234A)                       9. MINISTRY & GOVERNMENT DEPARTMENT - UEN (e.g. T08GA1234A)
10. NON-ACRA REGISTERED ORGANISATIONS - UEN (e.g. T08PQ1234A)

\*NRIC No. / FIN No. / UEN. :

Name &amp; Designation – Please select one:

- Named Officer for ACRA-registered company/business
- Office Bearer for MCST
- Assistant Director (or higher) for Ministry / Dept of Ministry
- Manager (or higher) for Statutory Board

Signature &amp; Company

Date

**PART 4 FOR LTA'S USE ONLY****Processed by Processing Officer :** In order / Not in order \*

Name / Designation

Signature

Date

**Approval by System Owner (For Creation or Update of User Account) :** Approved / Rejected \*

Name / Designation

Signature

Date

**Processed By User Account Administrator**

Name / Designation

Signature

Date

**Action :** Processed (Create / Update / Suspend / Terminate \*) / Re-activate Account (With / Without \* new password) / Issue New Password / Rejected / Withdrawn

**Remarks :** \_\_\_\_\_**Processed By User Account Administrator Supervisor (Creation / Update / Suspension / Re-activation / Termination of Account)**

Name / Designation

Signature

Date

**Action :** Approved / Rejected**Remarks :** \_\_\_\_\_