

Date of Submission: _____

(Please submit the **original** completed form to LTA, Vehicle Registration & Licensing Service Operations Division, 10 Sin Ming Drive, Singapore 575701)

This form will take you approximately 10 minutes to complete.

APPLICANT'S RESPONSIBILITIES

The Applicant who applies for user account must be an existing employee of an approved Electronic Service Agent of LTALink. You are responsible for all accesses of the system under your account including the Netrust Token, ID & Passphrase. You should take all necessary precautions to prevent anyone from gaining knowledge of or use your account as it is the only means of authenticating your identity. The sharing of your user account is strictly prohibited. You must only use the Netrust Token, ID & Passphrase in accordance with the Terms & Conditions of Use and LTALink System Terms & Conditions for Application. Failure to do so may lead to revocation of system access privileges. For applications to create new accounts, please attach the **ORIGINAL** hardcopy of Netrust Distinguished Name issued by Netrust Pte. Ltd.

***** IT IS YOUR RESPONSIBILITY TO KEEP YOUR NETRUST TOKEN, ID & PASSPHRASE SECURE *****

PART 1 ELECTRONIC SERVICE AGENT (AUTHORISED PERSON) INFORMATION

AGENT ID : _____ COMPANY NAME : _____

COMPANY BRANCH PHYSICAL LOCATION ADDRESS : _____

PART 2 REQUESTED ACTION ON ACCOUNT (A/C)

CREATE NEW A/C [] UPDATE A/C [] SUSPEND A/C [] REACTIVATE A/C [] TERMINATE A/C []

EFFECTIVE DATE : _____ USER ID & NAME (for existing user) : _____ / _____

PURPOSE/REASON : _____

PART 3 APPLICANT'S PARTICULARS (underlined fields must be completed for requests to create new account, and update existing account)

<u>SALUTATION</u> : * Mr / Miss / Mrs / Mdm / Dr / Ms	<u>FULL NAME</u> (per NRIC) :
<u>NRIC NO. / PASSPORT NO.</u> :	<u>PLACE OF ISSUE</u> (for Non-Singaporeans) : FIN NO. (for Non-Singaporeans) :
<u>OFFICE NO.</u> :	<u>HANDPHONE/PAGER NO.</u> :
<u>FAX NO.</u> :	<u>EMAIL</u> :
<u>DESIGNATION</u> :	<u>SIGNATURE</u> :

* Please delete accordingly.

^ Underlined fields are mandatory for applications to create new accounts.

REQUESTED ACCESS (Please tick according to the LTA approved roles indicated on the LTALink Electronic Service Agent Application Form) :

Add Remove Registration of Vehicle

 Register New Vehicle

Transfer, Split & Encashment of PARF/COE Rebate

 Seller to Dealer Transfer

 Dealer to Buyer Transfer

 Seller to Buyer Transfer

Transfer of Vehicle Ownership

 Temporary Transfer (Seller to Dealer Transfer)

 Permanent Transfer (Dealer to Buyer Transfer)

Add Remove Transfer of TCOE

 Transfer of Temporary COE

 Split Own PARF/COE Rebate

 Split Third Party PARF/COE Rebate

 Encash Own PARF/COE Rebate

 Encash Third Party PARF/COE Rebate

 Dealer to Dealer Transfer

 Seller to Buyer Transfer

VITAS

 Type Approval Application

 Batch Approval Application

 Vehicle Recall

 Re-assignment of VAC

 Drawing Approval

 Vehicle Inspection - Inspectors

 Extension to Type Approval Application

 Registration Inspection Application

 Change of Vehicle Particulars

 Transfer of VAC

 Accessory Approval

Authorised Operators

 De-register Vehicle (Authorised Scrapyard)

 De-register Vehicle (Authorised EPZ Operator)

 Update Seal No. (Authorised Inspection Centre)

Authorised Road Tax Collection Centres

 Renew Road Tax (LTA Payment Methods)

 Cancel Road Tax (LTA Payment Methods)

 Renew Road Tax (your own Payment Methods)

 Cancel Road Tax (your own Payment Methods)

Authorised Day Licence Agents

 Issue Day Licence

 Sell Day Licence

 Exchange Day Licence

COUNTER COLLECTION ROLE (FOR ROAD TAX / DAY LICENCE AGENTS ONLY) : * CASHIER / SUPERVISOR / CHIEF CASHIER

**Please select ONE option only.*

SPECIAL ROLES REQUIRED :

Access to view entire company's records : * **YES / NO**
(Note : For Road Tax/Day Licence Agents, this role can only be assigned to Chief Cashiers.)

Access to maintain company's profile & settle : * **YES / NO**
outstanding transactions for company

PART 4 AUTHORIZATION BY DIRECTOR ** / MANAGER* OF ELECTRONIC SERVICE AGENT**

** With the exception of companies that have a single Director, the applicant under Part3 and authoriser under Part 4 cannot be the same personnel.

***The authoriser under Part 4 must be of a higher designation than the applicant under Part 3

NAME : _____ DESIGNATION : _____

SIGNATURE : _____

** Please delete accordingly.*

^ Underlined fields are mandatory for applications to create new accounts.

FOR LTA USE ONLY

PART 5 ENDORSEMENT BY LTA PROCESSING OFFICER

<p>CHECKED & ENDORSED BY</p> <p>NAME / DESIGNATION : _____</p> <p>SIGNATURE : _____</p> <p>DATE: _____</p>	<p>REQUEST STATUS : APPROVED / REJECTED / WITHDRAWN</p>
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PART 6 APPROVAL BY LTALink SYSTEM OWNER

<p>APPROVAL BY</p> <p>NAME / DESIGNATION : _____</p> <p>SIGNATURE : _____</p> <p>DATE: _____</p>	<p>REQUEST STATUS : APPROVED / REJECTED / WITHDRAWN</p>
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PART 7 ACTION BY USER ACCOUNT ADMINISTRATOR

<p>PROCESSED BY</p> <p>NAME / DESIGNATION : _____</p> <p>SIGNATURE : _____</p> <p>DATE: _____</p>	<p>REQUEST STATUS : PROCESSED / REJECTED / WITHDRAWN</p> <p>REMARKS (if any) :</p> <p>_____</p> <p>_____</p>
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PART 8 ACTION BY USER ACCOUNT ADMINISTRATOR SUPERVISOR

<p>PROCESSED BY</p> <p>NAME / DESIGNATION : _____</p> <p>SIGNATURE : _____</p> <p>DATE : _____</p>	<p>REQUEST STATUS : APPROVED / REJECTED / WITHDRAWN</p> <p>REMARKS (if any) :</p> <p>_____</p> <p>_____</p>
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