

INSTRUCTIONS & IMPORTANT NOTES

- 1) Within 7 days of a sale or change in possession of a vehicle, the current registered owner or the person/company taking possession of the vehicle must effect a transfer of vehicle. Failing to do so is an offence under the Road Traffic Act.
 - 2) The current registered owner will be held responsible for all matters related to the vehicle until the transfer is effected and the vehicle is registered under the next owner's name. For vehicle pending transfer, the current registered owner will:
 - a) be liable for payment of road tax and other attendant fees; and
 - b) receive summonses for traffic and parking offences committed by the user of the vehicle, etc.
 - 3) When submitting your application, please check that you have the following or visit onemotoring.lta.gov.sg for the complete list of documents to be submitted:
 - a) Identification documents
 - For Individuals
 - Original NRICs* (Singaporeans and Singapore PRs) / Employment/Immigration Pass Card** (Foreigners) of the current and next registered owner.
 - For Light Goods Vehicles (LGVs) or small buses with seating capacity of not more than 9 persons (excluding the driver) transferred to an individual, an original valid hawkers licence issued by the National Environment Agency (NEA), or an original valid farm licence issued by the Agri-Food & Veterinary Authority of Singapore (AVA)
 - For Companies/ Businesses/ ROS-Registered Club/ Association/ Organisation/ Government Agency/ Statutory Board
 - Companies/ Businesses
 - Accounting and Corporate Regulatory Authority (ACRA) printout / UEN printout valid up to 14 days from the date of issue (for company / business).
 - Resolution from the Board (for company) or authorisation from all Partners (for business) authorising a person to carry out the transaction on behalf of the company/business and to sign on the application form. The original NRIC* (Singaporeans and Singapore PRs) / Employment/Immigration Pass Card** (Foreigners) of the authorised person must also be produced.
 - Limited Liability Partnership (LLP)/ Sole Proprietorship
 - Accounting and Corporate Regulatory Authority (ACRA) printout / UEN printout valid up to 14 days from the date of issue (for company / business).
 - Original NRICs* (Singaporeans and Singapore PRs) / Employment/Immigration Pass Card** (Foreigners) of any Partner (for LLP)/ Sole Proprietorship (Sole Proprietor).
 - * 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.
 - ** Employment/Immigration Pass Card issued by the Ministry of Manpower (MOM) or Immigration & Checkpoint Authority of Singapore (ICA) which bears the Foreign Identification Number (FIN).
 - b) Original Motor Insurance Certificate in the next owner's name which is valid as of the date of transfer and covering the full period of valid road tax.
 - c) Transfer fees (Payment can be made by NETS, Diners Club Card, Cheque or Cashier's Order only). Cheques should be crossed "A/C Payee only" and made payable to "LTA".
 - d) Original Inspection Certificate (if the road tax has expired and a vehicle inspection is required); and
 - e) Original Vehicle Parking Certificate (VPC) in the next owner's name and covering the full period of valid road tax.
 - Heavy Goods Vehicles > 5000 kg in MLW
 - Mobile Crane & Recovery Vehicle > 2500 kg in ULW
 - Buses with Seating Capacity > 15 passengers
- 4) The next registered owner is advised to check the engine & chassis numbers of the vehicle and other particulars to ensure that they tally with LTA's system records. The registered owner is also responsible to ensure that the road tax and insurance of the vehicle remain valid at all times.
- 5) For Categories A, B and D vehicles

If the Certificate of Entitlement (COE) for the vehicle was previously renewed for 5 years, the vehicle must be de-registered upon the expiry of the 5-year COE. No further renewal of COE will be allowed.

For Category C vehicles
If the Certificate of Entitlement (COE) for the vehicle was previously renewed for 5 years, all future COE renewals for the vehicle can only be for a 5-year period, subject to the vehicle's statutory lifespan (if applicable).
- 6) The statutory age limit for goods vehicle and buses (excluding omnibuses) is 20 years. The vehicle must be de-registered upon reaching the statutory age limit. For motorcycles [exclude motorcycles under the Classic, Vintage (Restricted) or Revised Vintage Vehicle Schemes] registered before 1 July 2003, the motorcycles must be deregistered by 30 June 2028.
- 7) If the current registered owner wishes to retain the vehicle registration number of the vehicle, he/she must retain the vehicle registration number before the transfer of his/her vehicle is effected.
- 8) The next registered owner of a Light Goods Vehicles (generally vehicles bearing index series starting with 'G') and small buses with 9 passengers or less (excluding driver) must display the registered owner's name, business address, business/company registration number, passenger capacity and any other additional information as the Registrar may require on both sides of the vehicle within 7 calendar days from the vehicle's registration in his/his company's name.
- 9) **Consent for collection, use and disclosure of personal data**

You consent to us collecting from/and or disclosing to any other Government agency or public authority, and/or using, your personally identifiable data, including those that you have provided in this application, so as to serve you in an efficient and effective way.

In addition, you consent to us collecting from and/or disclosing to any person (whether a natural person or a body corporate), and/or using, your personally identifiable data (i) where such person has been authorised to carry out any specific service on behalf of the Government or a public authority; (ii) in accordance with legislation under our purview to enable us to perform our functions or duties; (iii) to comply with any order of court; (iv) to comply with any written law; (v) to enable a Town Council to enforce, investigate and/or prosecute an offence under its purview; (vi) for the purpose of any legal proceeding involving any motor vehicle, power-assisted bicycle and/or personal mobility device registered with us; or (vii) for the purpose of taking any action against any person for the breach of any of our terms and conditions.

Data provided to us may be used for verification and record of your personal particulars, including comparing with information from other sources, and may be used to communicate with you.
- 10) For every transfer of vehicle, a notification letter will be issued by LTA to both the current and next registered owners to inform them of the successful transfer of vehicle.