



## APPLICATION TO LAY-UP A VEHICLE / CHANGE OF GARAGE ADDRESS FOR LAID-UP VEHICLE

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

- Vehicle Registration Number / Chassis Number
- Start & End dates of Lay-Up Period
- Particulars of Registered Owner
- Garage Address

**Important:** Please refer to the back of this form for documents to be submitted, and the policy on the collection and usage of personal data.

Vehicle Registration Number:

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Vehicle Chassis Number: \_\_\_\_\_

Name of Vehicle Registered Owner: \_\_\_\_\_

Contact Number: \_\_\_\_\_

To the Registrar of Vehicles:

\* I / We wish to lay-up this vehicle and apply for exemption from payment of road tax for one year (or any shorter period that the Registrar may determine)

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

(Please note that the lay-up start date will commence the day after LTA's approval date)

Garage Address of Vehicle (please tick "√" where applicable):

Vehicle will be garaged at:

Garage address of vehicle will be changed to:

\_\_\_\_\_  
Singapore Postal Code( \_\_\_\_\_ )

\* I / We declare that \* I / we:

- Have read and understood all the terms and conditions listed below, and shall undertake to abide by them.
- Have ensured that the particulars furnished in this application and other supporting documents are true and correct to the best of \* my / our knowledge.
- Have read and consent to the collection, use or disclosure of personal data as stated overleaf.
- Acknowledge that Land Transport Authority's (LTA) approval of this application does not confer any rights of occupation whatsoever of any facilities for the lay-up of this vehicle.
- Acknowledge that it is \* my / our sole responsibility to secure parking facilities for this vehicle during its lay-up period, and failure to do so at any time during the lay-up period may entitle LTA to cancel the lay-up status of this vehicle. If the garage address is a private property or commercial building, the vehicle must be parked within the property premises and (if applicable) at the parking lot assigned to the vehicle.
- Agree and undertake to indemnify and to hold LTA in all respects harmless against any losses, actions, demands, suits, charges, damages, proceedings, costs and expenses whatsoever arising from or in connection with this lay-up application.

### Terms and Conditions Applicable to The Laid-Up Vehicle:

- (a) The vehicle shall not be used or kept on a public road or a public place.
- (b) The vehicle will lose its eligibility for Preferential Additional Registration Fee (PARF) benefit (if the vehicle is a private car, private hire car, company car or taxi, where applicable), if any.
- (c) The vehicle will be granted COE rebate (where applicable) for the period when it is placed under lay-up on the condition that the vehicle is de-registered on or before the current COE expiry date. The COE rebate arising from the lay-up period will be forfeited if the COE is renewed.
- (d) If further extension is required, \* I / we will re-apply before the current lay-up period expires. Otherwise, road tax is payable immediately after the lay-up expiry date. Late payment fee(s) will also be imposed if the road tax is not paid on time.
- (e) It is an offence if the vehicle is found not garaged at the reported garage address. It is also an offence for not seeking approval from the Registrar of Vehicles before moving the vehicle to another garage address during the lay-up period. To seek approval for a change in garage address, please submit a duly completed M05 form to LTA.
- (f) The vehicle must be towed to any authorised vehicle inspection centre for inspection before it may be considered for re-licensing. The application for re-licensing of the vehicle after the vehicle inspection has been approved can be made at the Internet (onemotoring.lta.gov.sg), AXS station, AXS m-Station (mobile), AXS e-Station (internet), SAM Kiosks, SAM Mobile, SAM Web or Road Tax Collection Centres.
- (g) The vehicle shall be de-registered if it has been laid-up for 3 consecutive years and is not re-licensed before the current lay-up period expires. Once a vehicle is de-registered, it will not be eligible for re-registration or re-licensing.
- (h) The Registrar of Vehicles may cancel a vehicle's lay-up status if any of the terms and conditions or lay-up rules has been breached. In addition, road tax is payable from the day the vehicle was laid-up.

Signature of Submitter

Signature of Registered Owner / Authorised Manager of the Company

Name: \_\_\_\_\_

Name (for vehicle registered in company's name): \_\_\_\_\_

#NRIC/FIN No.: \_\_\_\_\_

#NRIC/FIN No.: \_\_\_\_\_

\*Delete where inapplicable. #NRIC: Singaporeans, Singapore PRs / FIN No.: Foreigners

## Instructions

Please submit the following with your application form (duly completed):

- Fee of S\$17.12 (inclusive of GST) for each application to lay-up a vehicle. This fee is not refundable
- Original\* NRIC (Singaporeans and Singapore PRs) or Employment / Immigration pass card issued by MOM or ICA (Foreigners) of the registered owner or authorised manager of the company
- Original\* NRIC (Singaporeans and Singapore PRs) or Employment / Immigration pass card issued by MOM or ICA (Foreigners) of the submitter
- Authorisation document from the registered owner for this application (if applicable)

If the vehicle is to be garaged within Singapore, and the premises is a private property not belonging to the vehicle owner or submitter

- Approval letter from premises owner / relevant authority permitting the vehicle to be garaged at their premises throughout the lay-up period
- Original\*/photocopy NRIC of the premises owner, or original/photocopy Tenancy Agreement

If vehicle is to be garaged in Malaysia

- Letter from workshop confirming that the vehicle is to be garaged at their premises for repair purposes

Note:

\* 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.

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.