

## NOTIFICATION ON CHANGE OF OWNER PARTICULARS

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

- Vehicle Registration number
- For vehicle registered in the name of an individual: Name of registered owner, NRIC [Singaporeans and Singapore Permanent Residents (PRs)] or FIN (Foreigners), OR
- For vehicle registered in the name of a non-individual: Name of Company, ACRA certificate number/ Unique Entity Number (UEN), Particulars [Name, NRIC or FIN] of the Director(s)/ Sole-proprietor/ Partner whose name is listed in the Accounting & Corporate Regulatory Authority (ACRA) printout, or a representative who is authorised in writing by the named Director(s)/ Partner to sign on this Form M19 on behalf of the company
- For change of name: New name of Registered Owner as indicated in NRIC or Employment/Immigration pass card
- For change of ID: New NRIC number (Singaporeans and Singapore PRs) or FIN (Foreigners) of Registered Owner
- For change of registered address (for Foreigners only): New mailing address

### IMPORTANT:

Please read the information / instructions overleaf before completing this form.

Vehicle Registration No.:         Name of Registered Owner: \_\_\_\_\_

#NRIC/Passport/FIN/  
ACRA No./ UEN: \_\_\_\_\_ Contact No.: \_\_\_\_\_

# NRIC No.: Singaporeans and Singapore PRs/ FIN or Passport No.: Foreigners

Please tick  the relevant box and fill in the new particulars.

### Change of: Documents to be submitted:

(A) Name  Copy of NRIC (both sides) or Employment / Immigration pass card issued by MOM & ICA (which bears the FIN) New Name: \_\_\_\_\_

(B) Passport No. to FIN  Copy of Passport (pages showing the passport number and particulars of passport holder) and Employment / Immigration pass card issued by MOM & ICA (which bears the FIN)  
Passport No.: \_\_\_\_\_ Place of issue (country): \_\_\_\_\_  
Update to FIN: \_\_\_\_\_

(C) NRIC No.  Copy of New NRIC (both sides) and Malaysian NRIC or Passport or Employment / Immigration pass card issued by MOM & ICA (which bears the FIN) New NRIC No. / FIN: \_\_\_\_\_  
Reason For Change:  Change in Citizenship  Change to Singapore PR  Update to FIN

(D) Address  Copy of FIN (for foreigners)  Cancel existing mailing address \_\_\_\_\_  
(Please list down all the vehicle registration numbers)  
 Update of Singapore Registered Address  
(For individuals, please see Note A(1) and A(2) at the back of this page. For ACRA-registered business firm, please see Note B(1) at the back of this page.)  Apply for alternate Mailing Address  
(For receiving **Reminder Letters & Road Tax Payment Notices** only. Please see Note A(4) or B(3) at the back of this page.)  
New Registered Address/ Mailing Address:  
**Block or House No**    **Floor**    **& Unit No**    **Street Name**  
\_\_\_\_\_ # \_\_\_\_\_ - \_\_\_\_\_ \_\_\_\_\_  
**Building Name (if any)** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

(E) Company Particulars  Copy of valid ACRA printout  
 Director Name (\*Dr / Mdm / Miss / Mr / Mrs / Ms): \_\_\_\_\_

(F) General  Birth Date: \_\_\_\_\_  Gender \*Male / Female  Telephone Number \_\_\_\_\_ (Home Tel No.)  
\_\_\_\_\_ (Mobile)  
 Please tick  the box if you wish to receive email notification  
E-mail address: \_\_\_\_\_ \_\_\_\_\_ (Office Tel No.)  
\_\_\_\_\_ (Fax No.)

### To the Registrar of vehicles:

\* I/ We declare that the particulars and document(s) furnished in this notification are true and correct to the best of my knowledge.

\* I/ We consent to the collection, use or disclosure of my personal data to a 3<sup>rd</sup> party as per paragraph C overleaf of this application form.

\_\_\_\_\_  
Name & \*NRIC No./FIN of Vehicle Owner or Authorised Representative  
(for Companies/ Business entities/ Club/ Association/ Organisation)

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Signature of Registered Owner/ Authorised Representative

\* Please delete accordingly.

## DOCUMENTS TO BE SUBMITTED

(Submit via LTA Feedback Form at [www.lta.gov.sg/feedback](http://www.lta.gov.sg/feedback))

### A. For individual:

- Duly completed Form M19 - Notification on Change of Owner Particulars
- A copy of NRIC [for Singaporeans and Singapore Permanent Residents (PRs)] or a copy of Employment/ Immigration pass card# (for Foreigners) reflecting the identification number (ID) of the registered owner in LTA records. For foreigners using passport or Malaysian NRIC as ID in LTA records, a copy of the passport or Malaysian NRIC.
- For those without a copy of the passport reflecting the ID of the registered owner in LTA records, please provide any other supporting documents which states your name, previous passport number, date of birth, etc. or a letter from your employer confirming that you were previously holding the passport reflecting the ID of the registered owner in LTA records.
- For change of name, a copy of NRIC (front and back) or Employment/ Immigration pass card#.

# Employment / Immigration pass card issued by Ministry of Manpower and Immigration & Checkpoints Authority of Singapore (which bears the FIN).

### Please Note:

1. For Singaporeans or Singapore Permanent Residents (PRs), you should report a change of address using your Singpass via the e-Service on Immigration & Checkpoints Authority (ICA) website at <https://go.gov.sg/ic-address>. Any change of address reported to ICA will be transmitted to LTA on the next working day. It is not necessary to inform LTA separately. If you encounter any problem with ICA's e-Service, please email them at [ICA\\_IC\\_Unit@ica.gov.sg](mailto:ICA_IC_Unit@ica.gov.sg). For more information on the change of residential address on the identity card, you may refer to ICA's website at [https://www.ica.gov.sg/documents/ic/update\\_residential\\_address](https://www.ica.gov.sg/documents/ic/update_residential_address).
2. For passholders, you should login to <https://onemotoring.lta.gov.sg> using your Singpass and click on "Retrieve MyInfo" button and click Submit to transmit your information with MyInfo to your LTA account. For foreigners who are not eligible for Singpass, you may send LTA this completed form to update your change in address or particulars.
3. All vehicle owners are required to furnish LTA with a local registered address to receive LTA correspondences. For Singaporean/PR, the address declared in your NRIC will be the correspondence address. For Singaporean/PR who have updated their NRIC address to a foreign address, please complete this application form and submit it to LTA with documentary evidence (i.e. employer letter, employment notification, overseas attachment notification, etc.), a letter of consent from the property owner who will be receiving LTA correspondence on your behalf in Singapore and a copy of the NRIC of the property owner.
4. Summonses will be sent in hardcopy to your Singapore-registered address as per LTA's records even if you have provided a mailing address to LTA for receiving non-statutory reminders.
5. For foreigners who have obtained Singapore PR status or Citizenship, a copy of your previous passport/Malaysian NRIC/Employment or Immigration pass card reflecting the ID of the registered owner in LTA records and the latest NRIC must be produced.
6. To update your Refund Bank Account, you will need to login to <https://onemotoring.lta.gov.sg> using your Singpass > Update Owner Particulars.

### B. For ACRA-registered business firm:

- Duly completed Form M19- Notification on Change of Owner Particulars and signed by a Director / Sole-Proprietor / Partner whose name is listed in the Accounting and Corporate Regulatory Authority (ACRA) printout or a representative who is authorised, in writing, by the named Director / Partner to sign this Form M19.
- Authorisation letter from Director / Partner to authorise a representative to sign on Form M19.

### Please Note:

1. For businesses or companies, any change in the registered address or company name must be reported to ACRA. The information will be transmitted to the LTA by the next working day. Any changes made to the company certificate number/ UEN would require a transfer of registration of the vehicle, PARF/COE rebates, etc. to the new certificate number/ UEN.
2. Registered owners who are companies/businesses may access <https://onemotoring.lta.gov.sg> using Singpass to update their details online.
3. Summonses will be sent in hardcopy to your ACRA-registered address even if you have provided a mailing address to LTA for receiving non-statutory reminders.

### C. Consent to the 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.