



## INSTRUCTIONS AND IMPORTANT NOTES

1. This form is only for applicants who are not eligible for Singpass and have to carry out the transaction at LTA Customer Service Centre. Please use our digital services at <https://onemotoring.lta.gov.sg> if you are eligible for Singpass. For information on your personal and corporate accounts, please visit [www.singpass.gov.sg](http://www.singpass.gov.sg) or [www.corppass.gov.sg](http://www.corppass.gov.sg) respectively.
2. The TCOE must be valid at point of transfer.
3. TCOEs in Categories A, B and D are non-transferable. TCOEs in Categories C and E are transferable only once if the TCOEs were bid under the name of an individual. If the Categories C and E TCOEs were bid under the name of non-individual, the TCOEs are not transferable.
4. If the vehicle is deregistered before its COE expires, the registered owner may be granted a rebate on the Quota Premium (QP) paid, pro-rated to the number of months and days remaining on the vehicle's COE. *For vehicles registered using "Open" Category (Cat E) COEs, the rebate will be based on the QP of the "Open" Category or its corresponding vehicle category from the same tender exercise, whichever is lower.*
5. For vehicles deregistered within 2 years of their registration for the purpose of export, the COE rebate will be capped at 80% of the QP paid on registration. *For vehicles registered using "Open" Category (Cat E) COEs, the rebate will also be capped at 80% of the QP of either the "Open" Category or its corresponding vehicle category from the same tender exercise, whichever is lower.*
6. The TCOE must be used for registration of a vehicle by its expiry date. Otherwise, the TCOE will be cancelled and the bid deposit forfeited.
7. A fee of \$15.00 is payable per transfer. An administrative fee of \$2.00 (inclusive of GST) for each revision is payable if there is a revision of the COE bid amount via the LTA Open Bidding Website.
8. **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.
9. For every transfer of TCOE, a SMS/notification letter will be issued by LTA to both the transferor and transferee to inform them of the successful transfer of the TCOE.
10. Authorised Agents submitting this form for coupled transactions must refer to the *Standard Operating Procedures for Transfer of Temporary Certificate of Entitlement (TCOE) by the Authorised Person (AP)* when filling up this form.
11. Please visit <https://onemotoring.lta.gov.sg> if you have any questions.