

**APPLICATION FOR REGISTRATION
AND LICENSING OF AN OFF-PEAK CAR**



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

- Vehicle registration number, registration date, cargo clearance permit number, chassis number, make/model and year of manufacture
- For vehicle to be registered in the name of an individual: Name of registered owner, address and NRIC (for Singaporean and Permanent Resident (PR)) or FIN (for Foreigner)
- For vehicle to be registered in the name of a non-individual: Name of Company, ACRA certificate number/Unique Entity Number (UEN), Particulars [Name, NRIC (for Singaporean and PR) or FIN (for Foreigner)] of the Director(s) / Sole Proprietor / Partner(s) whose name is listed in the ACRA printout, or a manager who is authorised in writing by the named Director(s)/Partner(s) to sign on this Form R01A on behalf of the company
- Name, NRIC (for Singaporean and PR) or FIN (for Foreigner) of the person performing the transaction on behalf of the registered owner (also known as submitter)
- Amount of excess PARF/COE rebate to be forfeited after registration (if any) and/or amount of excess COE deposit to be refunded after offsetting relevant registration fee and taxes

Please read instructions overleaf before completing the form

Vehicle Registration No.: (Filled in after vehicle is registered, unless a bid/retained number is used for registration)	Registration Date: <div>IU Label (Optional)</div>	Cargo Clearance Permit No.: _____ Chassis No.: _____ Make / Model: _____ Year of Manufacture: _____
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Registered Vehicle Owner's Particulars

Name (As in NRIC / FIN / ACRA / UEN):	Registered Address:
*NRIC No. / FIN / ACRA No. / UEN:	
Date of Birth (For individual):	

DECLARATION:

By Registered Owner / Authorised Representative (i.e. Individual / Electronic Service Agent (ESA) / Motor Firm): *I/We are aware that LTA will use the Open Market Value (OMV) declared to and/or reassessed by Singapore Customs (SC) for computation of the vehicle tax [i.e. Additional Registration Fee (ARF)], and that the declaration of OMV to SC is also our declaration to LTA for taxation purposes. *I/We will immediately inform LTA of any change in the OMV should the actual value differ from the declaration to SC. *I/We undertake to pay the difference in the ARF should the OMV be higher upon reassessment by the SC. *I/We confirm that the information furnished to LTA is true and correct and are aware that furnishing any false or misleading particulars, information or documents to LTA is an offence under Section 129 of the Road Traffic Act.

By Registered Owner: *I/We hereby authorise _____ [Name of *Individual / ESA / Motor Firm] as my agent (if applicable) to submit this application and furnish all relevant particulars or documents to LTA on *my/our behalf.

*I/We shall seal the number plates for the vehicle at an LTA-authorised inspection centre within **7 calendar days** from registration of vehicle. The seals on the vehicle must be inspected at an LTA-authorised inspection centre on a yearly basis as a pre-requisite for road tax renewal. *I/We understand that *I/we must seek **prior** approval from LTA to break and reseal the licence plate seal(s) of the vehicle for any repair or other works on the vehicle.

*I/We hereby agree to be bound by such terms and conditions applicable to the use of user account and user password to access LTA's digital services as LTA may prescribe from time to time.

*I/We understand that the vehicle must be insured at all times against at least third-party risks before it can be used on the roads. *I/We believe the particulars of the vehicle as provided by the Authorised Representative furnished above are correct and *I/we agree to the registration of the said vehicle in *my/our name. *I/We have read and understood the instructions given below and overleaf and *I/we consent to the collection, use or disclosure of my personal data to a third party as per paragraph 9 given overleaf.

Tick (✓) and complete the relevant section(s) below:

<input type="checkbox"/> PARF / COE Rebate Forfeiture (in cases where PARF/COE rebates is more than the total upfront registration fees and taxes payable)	*I/We understand, if after offsetting the relevant fees and taxes payable to register *my/our vehicle and there is excess of PARF/COE rebate of \$ _____, *I/we unconditionally consent to the forfeiture of the rebate(s) after having read the instruction as per paragraph 7 given overleaf.
Refund excess COE deposit, if any, to: <input type="checkbox"/> Motor Firm <input type="checkbox"/> Registered Owner (if both boxes are not ticked, it is deemed that the refund is to be made to the Registered Owner)	*I/We understand that after offsetting the relevant fees and taxes payable to register *my/our vehicle, there is a credit balance of \$ _____ arising from the excess COE deposit. *I/We hereby authorise LTA to refund this amount as indicated on the form by *me/us.

By Authorised Representative: We will comply with LTA's requirements for this application and all particulars or documents relating to the application(s) are to be submitted to LTA within **7 working days** from the registration of vehicle.

Registered Owner's Name* and
*NRIC / FIN

Signature of Registered Owner* and
Date

Name, *NRIC / FIN and Signature of Authorised Representative
[i.e. Individual / ESA / Motor Firm]

* Delete where inapplicable

+ If Registered Owner is non-individual, the name, NRIC/FIN and signatory of the authorised person from the Registered Owner is needed.

INSTRUCTIONS AND NOTES

1. **Submission:** This form must be completed neatly in block letters, and the original submitted to LTA within 7 working days from the registration of vehicle.
2. **Identification Documents:**
 - a. **For individual owner:** Original[#] NRIC (for Singaporean and PR) or Employment/Immigration pass card[^] (for Foreigner).
 - b. **For non-individual owner:** Printout of the business profile of the company from the Accounting & Corporate Regulatory Authority (ACRA) or a copy of certificate issued by the Registry of Societies (ROS) or relevant regulating authority; and original[#] NRIC (for Singaporean and PR) or Employment/Immigration pass card[^] (for Foreigner) of the authorised person from the owner. ACRA printout is valid up to 14 days from the date of issue.

Note: Original authorisation letter, signed by at least a Manager or above, is required if the authorised person is not listed in the ACRA printout.

[#] 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) bearing the Foreign Identification Number (FIN).

3. **Modes of Payment:** For applications made at LTA, only NETS and SGQR PayNow are accepted.
4. **Use of Retained/Bid Number for Registration:** The applicant may use a retained or bid vehicle number to register the new vehicle. The vehicle number must be retained or bid in the applicant's name before registration. It must still be valid for use at the point of registration. The applicant must inform the Electronic Service Agent/Motor Firm/Authorised Person who is registering the vehicle on his behalf of his intention to use a retained/bid vehicle number for the new vehicle. Otherwise, the system will randomly assign a vehicle registration number for the new vehicle. LTA will allow the change of the system generated number with a retained or bid number subject to the payment of the prescribed fee.
5. **Change of Number:** If a retained/bid number is not used for registration, the system will randomly assign a vehicle registration number for the vehicle. If the registered owner wishes to change the system generated number, he can still bid for a registration number of his choice (minimum bid amount is \$1,000). A fee of \$327 (inclusive of GST) is payable to replace the system generated number with a bid number. To replace the system generated number with a retained number, the retention fee payable is \$1,300 (i.e. registered owner will need to pay an additional \$1,200 if vehicle number was retained at \$100).
6. **Vehicles registered using Open Category (Cat E) COE:** If the vehicle is de-registered 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 category from the same tender exercise, whichever is lower.*
7. **Use of PARF/COE Rebate:** The applicant may use PARF/COE rebate(s) (if applicable) to offset the various upfront vehicle taxes and fees (except road tax) when he registers a new vehicle. Any excess rebate amount not used will be forfeited. Alternatively, the applicant can apply to LTA to divide the value of the PARF/COE rebate(s) into smaller values. A fee of \$ 21.80 (inclusive of GST) is payable for each rebate generated. You may apply to encash the PARF and/or COE rebate(s) if you are the rebate holder.
8. **Vehicles registered with COE bid deposit more than COE QP:** At the time of registration of the vehicle, the difference between the COE QP and the bid deposit is payable. If the bid deposit is more than the QP, the difference will be used to offset the taxes and fees payable at registration.
9. **Consent for collection, use or 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.

NB: For every registration of vehicle, LTA will send a notification letter to inform the Registered Owner of the successful registration. Registered Owners can also view details of the registered vehicle by logging in to <https://onemotoring.lta.gov.sg> with their Singpass. Registered Owners may contact LTA via the LTA online feedback form at www.lta.gov.sg/feedback if they fail to receive the notification letter within 5 working days after registration or if they have any queries.