

APPLICATION TO ASSIGN / RETAIN A
VEHICLE REGISTRATION NUMBER



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

- Vehicle registration number to be retained, and the vehicle's engine and chassis numbers;
- Vehicle registration number, engine and chassis numbers of the new / existing vehicle to be assigned with the retained number (where applicable);
- For vehicle registered under individual: Name of registered owner, NRIC (Singaporean / Singapore Permanent Resident (PR)) or FIN (Foreigner);
- For vehicle registered under non-individual: Name of Company, ACRA certificate number/ Unique Entity Number (UEN), Particulars [Name, NRIC (Singaporean / Singapore PR) or FIN (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 R03 on behalf of the company ; and
- Name, NRIC (Singaporean / Singapore PR) or FIN (Foreigner) of the person performing the transaction on behalf of the registered owner (also known as submitter).

For retention of registration number of vehicle registered under the Revised Off-Peak Car / Off-Peak Car / Weekend Car / Revised Vintage Vehicle / Vintage (Restricted) Vehicle / Classic Vehicle Scheme, you must:

- Send your vehicle to any LTA-authorized inspection centre to confirm that the number plate seals are intact before applying to retain the vehicle registration number. The seal inspection result is valid for **7 calendar days** and the application to retain the vehicle registration number must be completed within these **7 calendar days**; and
- Change and reseal the new vehicle number plates at any LTA-authorized inspection centre within **3 calendar days** upon the successful retention of the vehicle registration number.

Name of Registered Owner: _____

*NRIC / FIN^ / ACRA No./ UEN: _____

Vehicle Registration Number:

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 Engine Number: _____
Chassis Number: _____

Please tick (✓) the applicable box

Option A New vehicle to be registered in *my / our name <input type="checkbox"/>	*I / We, being the registered owner of the vehicle bearing the above details, wish to retain its registration number and pay the retention fee of \$1,300. The retained number will be used to register *my / our new vehicle bearing: engine number (if available): _____ chassis number (if available): _____ [For LTA Use: Number assigned after retention _____]
Option B Existing vehicle registered in *my / our name <input type="checkbox"/>	*I / We, being the registered owner of the vehicle bearing the above details, wish to retain its registration number and will pay the retention fee of \$1,300. The retained number will be used to replace *my / our existing vehicle bearing registration number _____ and engine number: _____ chassis number: _____ [For LTA Use: Number assigned after retention _____]
Done by ESA New vehicle to be registered in *my / our name <input type="checkbox"/>	*I / We, being the registered owner of the vehicle bearing the above details, wish to retain its registration number and pay the retention fee of \$100. The retained number will be used within 14 days to register *my / our new vehicle bearing: engine number: _____ chassis number: _____ [For LTA / ESA Use: Number assigned after retention _____ Transaction date _____]

- *I / We understand that the vehicle registration number assigned/retained cannot be transferred or cancelled, and there will be no refund of any payment made. The Registrar of Vehicles reserves the right to reassign the vehicle registration number without notice.
- *I / We will change and reseal (if applicable) the number plates on *my / our existing vehicle from which the number was retained within **3 calendar days** upon the approval of the application to assign/retain the vehicle registration number (Please refer to the payment receipt for the new registration number assigned to the existing vehicle from which the registration number was retained). **Note:** It is an offence to keep or use the vehicle without displaying the correct registration number assigned to the vehicle, and/or fail to seal the vehicle number plates (if applicable) by the stipulated deadline. The penalty for first offence is a fine not more than \$1,000 or to imprisonment for a term not more than 3 months, and for subsequent offence, to a fine not more than \$2,000 or to imprisonment for a term not more than 6 months.
- *I / We declare that the particulars furnished in this application and other supporting documents are true and correct to the best of *my / our knowledge and belief. *I am / We are aware that furnishing any false or misleading particulars or documents in this application is an offence.
- *I / We consent to the collection, use or disclosure of my / our personal data to a third party as per stated overleaf.

Signature of Registered Owner: _____ Date: _____

@Name of Manager / Director: _____ @NRIC / FIN^ of Manager / Director: _____

Name of Submitter: _____ NRIC / FIN^ of Submitter: _____

* Delete where inapplicable

@ For vehicle registered under non-individual

^ FIN from Employment / Immigration Pass Card issued by MOM / ICA

IMPORTANT NOTES

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.

This information is current at the time of printing (October 2019)
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