

**APPLICATION TO BREAK AND RESEAL VEHICLE NUMBER PLATE**

You may take about 10 minutes to complete this form. You will need the following information to fill in the form:

- Vehicle registration number
- 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 R08 on behalf of the company
- Name, NRIC (Singaporeans / Singapore PR) or FIN (Foreigner) of the person performing the transaction on behalf of the registered owner (also known as submitter)
- Name, address, contact person and number of the workshop repairing the vehicle (where applicable)
- Description of repair or other works to be performed on the vehicle by the workshop (where applicable)

**IMPORTANT: Please read the NOTES overleaf before completing the application form. Application with incorrect or incomplete information will not be accepted.**

**Part 1: Vehicle Owner's Particulars**

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

\*NRIC / FIN / ACRA No. / UEN : \_\_\_\_\_

**Part 2 : Details and Reason for Breaking and Resealing of Number Plate(s)**

Vehicle Number : 

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Vehicle Scheme: \*Revised Off-Peak Car / Off-Peak Car / Weekend Car / Classic Vehicle / Pulau Ubin Vehicle / Revised Vintage Vehicle / Vintage (Restricted) Vehicle

Breaking of Seal(s): \*Front / Rear / Both Number Plate(s)

Estimated Date of Completion of Repair Work : \_\_\_\_\_ (DD/MM/YYYY)

**Reason : (Please tick (✓) the relevant box)**

<input type="checkbox"/> Vehicle involved in Accident	<input type="checkbox"/> Carry Out Repair Work on Vehicle	<input type="checkbox"/> Other Reason. Please specify: _____ _____
<b>Please furnish:</b> <ul style="list-style-type: none"> <li>Original# NRIC / ~FIN / ACRA No. / UEN and @valid ACRA printout of registered owner</li> <li>Original# NRIC / ~FIN of Submitter (if different from registered owner)</li> <li>Original Police Accident Report, Singapore Accident Statement or IDAC report</li> <li>Photographs of damaged vehicle, with views of the registration number plates</li> </ul>	<b>Please furnish:</b> <ul style="list-style-type: none"> <li>Original# NRIC / ~FIN / ACRA No. / UEN and @valid ACRA printout of registered owner</li> <li>Original# NRIC / ~FIN of Submitter (if different from registered owner)</li> <li>Photographs of damaged vehicle, with views of the registration number plates</li> <li>Brief description of the repair work (to be provided by workshop) (refer to the format in Part 3)</li> </ul>	<b>Please furnish:</b> <ul style="list-style-type: none"> <li>Original# NRIC / ~FIN / ACRA No. / UEN and @valid ACRA printout of registered owner</li> <li>Original# NRIC / ~FIN of Submitter (if different from registered owner)</li> <li>Seal Inspection Certificate (must be issued within 7 calendar days prior to this application)</li> <li>Brief description of the repair work (to be provided by workshop) (refer to the format in Part 3)</li> </ul>

Name of Workshop: \_\_\_\_\_

Address of Workshop: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Declaration by Registered Vehicle Owner**

1. \*I / We declare that the information given by \*me / us is true and correct. \*I am / We are aware that a false declaration is an offence punishable with imprisonment for a term of up to 12 months, or with fine of up to \$5,000, or with both.
2. \*I am / We are aware that any person, except a person authorised by the Registrar, who removes, breaks or tampers with a vehicle registration number plate seal shall be liable, upon conviction, to a jail term of up to 3 months, or with fine of up to \$1,000, for the first offence. Subsequent offences carry a jail term of up to 6 months, or with fine of up to \$2,000.
3. \*I / We consent to the collection, use or disclosure of \*my / our personal data to a third party as per stated overleaf.
4. \*I / We hereby authorise \_\_\_\_\_ (Name & NRIC / FIN) to submit this application on \*my / our behalf.

Signature of Registered Owner \_\_\_\_\_

Date \_\_\_\_\_

\*\*Name of Manager / Director : \_\_\_\_\_

Manager's / Director's NRIC No. / FIN: \_\_\_\_\_

\* Delete where inapplicable

@ ACRA printout is valid for 14 days from date of issue by ACRA

# Physical NRIC or long-term pass card or Digital Identity Card

^ For vehicle registered under non-individual

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

(Digital IC) launched via the Singpass app. Images or videos of the identity card/pass/Digital IC will not be accepted

**Part 3 : For Adhoc Jobs Other Than Accident Repair**

Brief description of work to be performed on vehicle (To be provided by workshop)

I declare that the vehicle bearing registration number \_\_\_\_\_ will be repaired by my workshop. The work to be performed on the vehicle will require the removal of the \*front / rear / both number plate seals. The repair work will commence on \_\_\_\_\_ (DD/MM/YYYY) and is expected to be completed by \_\_\_\_\_ (DD/MM/YYYY).

Clear description of the work to be performed on the vehicle and why it is necessary to remove the number plate seal(s) of the vehicle:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sketch – if applicable

\_\_\_\_\_

\_\_\_\_\_  
Name and Signature of  
Workshop Representative  
Designation:  
Contact Number:  
Address:

\_\_\_\_\_  
Date

\* Delete where inapplicable

**IMPORTANT NOTES**

1. The vehicle number plates of Revised Off-Peak Car / Off-Peak Car / Weekend Car / Classic Vehicle / Pulau Ubin Vehicle / Revised Vintage Vehicle / Vintage (Restricted) Vehicle must be sealed at an authorised inspection centre. Failure to do so is an offence under the Road Traffic Act.
2. Vehicle owners must seek prior approval from the Land Transport Authority (LTA) to break the number plate seal(s) and re-seal the number plate(s) of their vehicles.
3. Vehicle owners must ensure that the number plate(s) of their vehicles is/are re-sealed at any of the authorised inspection centres before the expiry of the approval granted by the LTA.
4. If more time is required for the repair work, the vehicle owner/authorised applicant must provide justifications and supporting documents from the repair workshop and apply to LTA for extension of the approval. The application for extension should also be done before the expiry of the approval granted by the LTA.
5. If no breaking of the seal is necessary or carried out after LTA's approval had been granted, the vehicle owner/authorised applicant must furnish a letter (before the expiry of approved period) to LTA to withdraw the approval.
6. **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.