

## APPLICATION FOR A GENERAL LICENCE (GL)

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

- GL Number (for replacement / renewal)
- Name, ACRA certificate number / Unique Entity Number (UEN), address and Phone / Fax number of the Company
- Name and NRIC (for Singaporean and Permanent Resident (PR)) or FIN (for Foreigner) of the Director / Sole Proprietor / Partner whose name is listed in the ACRA printout
- Nature of business, number and location of workshop / showroom / factory, number of vehicles handled per month, number of staff
- Number of GL requesting, existing number of GL and purpose of using GL

### Type of Application

New Application       Replacement / GL No. \_\_\_\_\_       Renewal / GL No. \_\_\_\_\_

### Type of GL and Fee Payable / Period

For use on motorcycles:       \$60 per six months       \$120 per year  
For use on other vehicles:       \$800 per six months       \$1,600 per year

### Applicant / Licensee's Particulars

Name of Company: \_\_\_\_\_

ACRA No. / UEN: \_\_\_\_\_

Nature of Business: \* Manufacturer / Dealer / Repair

Registered Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Director's Name: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Contact Person / Designation: \_\_\_\_\_ Tel No.: \_\_\_\_\_

No. & location of Workshop / Showroom / Factory: \_\_\_\_\_

Average no. of vehicles handled per month: \_\_\_\_\_ No. of Staff: \_\_\_\_\_

No. of GL Applying For: \_\_\_\_\_ Existing no. of GL (if any): \_\_\_\_\_

Purpose of using GL: \_\_\_\_\_

**\*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 \*I / we have read and understood the terms and conditions for the use of GL and agree to abide by them. \*I / We consent to the collection, use or disclosure of my / our personal data to a third party as per stated overleaf.**

\_\_\_\_\_  
Signature of \*Applicant / Authorised Person of the Applicant and Date

Name of Authorised Person of the Company: \_\_\_\_\_

Designation of Authorised Person: \_\_\_\_\_

\*NRIC / FIN: \_\_\_\_\_

\* Delete where inapplicable

## INSTRUCTIONS AND NOTES

### Documents to be submitted:

- Printout of the business profile of the company from the Accounting & Corporate Regulatory Authority (ACRA). This printout is valid up to 14 days from the date of issue.
- Original# NRIC (for Singaporean and PR) or Employment/Immigration pass card^ (for Foreigner) of the authorised person from the company.
- Original authorisation letter, signed by at least a Manager or above, if the authorised person of the company 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).

**Modes of Payment:** For applications made at LTA, only NETS and SGQR PayNow are accepted.

**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.

This information is current at the time of printing (December 2021)  
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