

APPLICATION FOR CONVERSION OF OFF-PEAK CAR (OPC) / WEEKEND CAR (WEC) / NORMAL CAR

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 onemotoring.lta.gov.sg if you are eligible for Singpass. For information on your personal and corporate accounts, please visit www.singpass.gov.sg and www.corppass.gov.sg respectively.

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

- Vehicle Registration Number
- Road Tax Expiry Date
- Particulars of Registered Vehicle Owner
- Particulars of Submitter
- Particulars of Director / Partner / Sole-Proprietor / Manager if the vehicle is registered in the name of a Company / Business / Limited Liability Partnership / Limited Partnership / Club / Association / Organisation

IMPORTANT: Please read the [Terms & Conditions](#) overleaf carefully before completing the form.

Vehicle Registration No.:

Road Tax Expiry Date:

(day)

(month)

(year)

SECTION A – PARTICULARS OF AND DECLARATION BY REGISTERED VEHICLE OWNER

** NRIC (Singaporeans and Singapore PRs) /

FIN (Foreigners) / ACRA Certificate No. /

UEN No. of Registered Owner

Name of Registered Owner: _____

(as in **NRIC / Employment/Immigration Pass Card / ACRA Certificate)

Conversion (please \surd):

- (1) Normal Car to OPC under the revised OPC scheme
 (2) WEC to OPC under the revised OPC scheme
 (3) OPC to OPC under the revised OPC scheme
 (4) OPC / OPC under the revised OPC scheme to Normal Car
 (5) WEC to Normal Car

(a) *I / We shall seal the vehicle number plates for the OPC at an LTA-authorized vehicle inspection centre within **3 calendar days** from the conversion date (applicable for conversion to OPC). Please refer to onemotoring.lta.gov.sg (Owning>Scheme Conversion>Converting A Normal Car To A ROPC or Converting A WEC/OPC/ROPC To A Normal Car>Change and seal vehicle registration number plate) for more information on the sealing of vehicle number plates.

(b) *I / We understand that once the vehicle is successfully converted as per options (2), (3) or (5) above, the vehicle cannot be converted back to its original scheme. As for option (4) above, the vehicle can only be converted back to the revised OPC scheme.

(c) *I / We understand that once the vehicle is successfully converted as per options (2) and (5) above, the entitlement to the 5 free supplementary licences a year upon road tax renewal shall no longer apply.

(d) *I / We understand that once the vehicle is successfully converted to an OPC under the revised OPC scheme, the 6-monthly OPC cash rebate (if applicable) will be granted to the registered owner as at the payout date.

(e) *I / We consent to the collection, use and disclosure of *my / our personal data to a 3rd party as per paragraph 9 overleaf of this application form.

(f) *I / We authorise the submitter named in Section B below to submit this application and transact on *my / our behalf (where applicable).

Contact No.

Signature of Registered Owner / Authorised Person

Date

For vehicle registered in the name of non-individuals (e.g. company /business, etc.)

Name of Authorised Person

(Director/Partner/Sole-proprietor/Manager): _____

SECTION B – PARTICULARS OF SUBMITTER

(To be completed if the registered owner is not present at time of application. Original[^] NRIC / Employment/Immigration Pass Card of submitter and registered owner must be produced)

Name of Submitter : _____ **NRIC / FIN No. : _____

Name of Company (if applicable) : _____ Contact No : _____

Signature : _____

* Delete where applicable

** NRIC No.: For Singaporeans and Singapore PRs

FIN: Foreigners with Employment/Immigration Pass Card issued by the MOM or ICA

[^]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.

TERMS & CONDITIONS

1. Prerequisites

The following requirements (if applicable) must be met before submission of the application for conversion:

- Vehicle inspection requirements,
- Motor insurance coverage requirements,
- Settlement of outstanding vehicle licence arrears and late renewal fees,
- Settlement of outstanding offences in relation to the vehicle, and
- Other requirements as may be notified by LTA in respect of this application.

2. Documents To Be Produced For Application Of Conversion Submitted at LTA

- Original periodic inspection certificate (if applicable)
- Original certificate for motor insurance+, covering the full licensing period (For conversion of a Normal Car to the revised OPC scheme, the motor insurance must be valid for 1 year from the date of conversion as a new road tax of 1 year will be issued upon conversion)
- Original^A NRIC (Singaporeans and Singapore PRs) or Employment/Immigration Pass Card[#] (Foreigners) for individual owner. If the owner is a company or business, please produce the original ACRA printout valid up to 14 days from the date of issue and the original^A NRIC (Singaporeans or Singapore PRs) or Employment/Immigration Pass Card[#] (Foreigners) of the authorised person from the company or business
- Original^A NRIC (Singaporeans or Singapore PRs) or Employment/Immigration Pass card[#] (Foreigners) of submitter if the registered owner is not present at the time of application

+Vehicle owners are reminded to liaise with their insurers on their motor insurance when converting their vehicles into a ROPC.

^APhysical 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) which bears the Foreign Identification Number (FIN)

3. Fees Payable at Conversion (By NETS, Diners Club, Cheque or Cashier's Order only)

- Applicable administrative fee
- Applicable road tax
 - i. Conversion to ROPC – 1-year road tax under the ROPC scheme from the date of conversion
 - ii. Conversion to normal car – Road tax under the normal scheme from the date of conversion
- Applicable top-up fee for the upfront rebate (if the vehicle is converted from a registered OPC to a normal car)

4. OPC Cash Rebates

The Off-Peak Car (OPC) Cash Rebate is a rebate granted to vehicle owners who convert their normal cars to the revised OPC scheme. Vehicle owners will get a regular OPC cash rebate payout of up to \$1,100 at half-yearly intervals until the car reaches 10 years old. However, the car must remain under the revised OPC scheme for at least 6 months after the conversion, except in case of deregistration or if the OPC under the revised OPC scheme reaches the age of 10 years. No OPC cash rebate will be given for the period when the car is laid-up. The vehicle owner is not required to make an application to LTA for the OPC Cash Rebates.

The refund of the OPC Cash Rebates will be processed as follows:

- (a) If the vehicle owner does not have a valid GIRO refund bank account with LTA, a cheque made payable to the last registered owner will be sent to his/her registered address within 1 month, once the refund has been successfully processed by LTA.
- (b) If the vehicle owner has provided a valid refund bank account to receive rebates through GIRO, the rebates will be credited into the bank account within 14 working days, once the refund has been successfully processed by LTA. To register for a refund bank account, the registered vehicle owner may log in to onemotoring.lta.gov.sg using Singpass (for Singaporeans, Singapore PRs, ACRA-registered businesses and companies).

If the OPC has been reported stolen (through theft or criminal breach of trust) or seized by any authority under any written law, the registered vehicle owner must refund to LTA any portion of the OPC Cash Rebate which he is not entitled to.

5. Change Of Vehicle Registration Number Plates

Upon successful conversion of the vehicle, the registered owner shall proceed to change the number plates to those of either normal or Off-Peak Car, whichever if applicable, within 3 calendar days from the conversion date. For OPCs, the number plates must have white letters/figures on red background. The front number plate must be mounted to a metal bracket and the bracket must in turn be welded onto the vehicle chassis or floorboard. The welding may be carried out by any workshop but must be inspected and approved by an LTA-authorized vehicle inspection centre. Failure to do so constitutes an offence under the Road Traffic Act.

6. Sealing / Breaking Of Vehicle Registration Number Plates

- (a) To seal the number plates for OPCs, the owner must send the vehicle to an LTA-authorized vehicle inspection centre (i.e. VICOM Ltd, STA Inspection Pte Ltd or JIC Inspection Services Pte Ltd). An inspection certificate will be issued to the owner after the number plates are sealed and inspected.
- (b) If the owner of OPC/WEC wishes to break their cars' number plate seals for repair or other works on their cars, they must first apply to LTA for approval. Any person not authorized by the Registrar of Vehicles and who breaks or tampers with a OPC/WEC number plate seal shall be liable, upon conviction, to a jail term of up to 3 months, or to a fine of up to \$1,000 for the first offence. Subsequent offences carry a jail term of up to 6 months, or a fine of up to \$2,000.

7. Electronic-Day (e-Day) Licence

It is a serious offence to use an OPC or a WEC on the roads during the restricted hours without a valid e-Day Licence. This includes the use of the OPC/WEC with an un-dated e-Day Licence where the owner/driver had failed to enter the usage date for the e-Day Licence by 2359 hours on the next day after the OPC/WEC was used. The driver or registered owner of the OPC/WEC who causes or permits the vehicle to be driven during the restricted hours without a valid e-Day Licence shall be guilty of an offence and shall on conviction be punished with a fine of not exceeding \$5,000, and in the case of second or subsequent conviction, a fine not exceeding \$10,000.

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.