

Types of Identification Documents required for following transactions carried out at LTA:

- a. Apply for and Reset Transaction PIN
- b. Transfer Vehicle, Rebate or Temporary Certificate of Entitlement (Applies only to the Registered Owner)
- c. De-register a Vehicle
- d. Divide Rebate Value

**Important:** See Notes at bottom of Table 1 for further clarifications.

<b>Table 1: Types of Identification Documents</b>		
<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present</b>	<b>If Owner/Authorised Person cannot be Present in Person</b>
Individual (Singaporean/ Singapore Permanent Resident), including Professional	1. Original NRIC of the Owner.	1. Original NRIC of the Owner; and  2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for the Owner.  <u>OR</u>  3. In the absence of the original NRIC of the Owner, a Power of Attorney (POA) from the Owner, <u>and</u> the original NRIC or Employment/Immigration Pass Card of the appointed attorney who must be present in person.
Individual (Foreign National), including Professional	1. Original Employment/Immigration Pass Card of the Owner.	1. Original Employment/Immigration Pass Card of the Owner; and  2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for the Owner.  <u>OR</u>  3. In the absence of the original Employment/Immigration Pass Card of the Owner, a Power of Attorney (POA) from the Owner, <u>and</u> the original NRIC or Employment/Immigration Pass Card of the appointed attorney who must be present in person.

<b>Table 1: Types of Identification Documents</b>		
<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present</b>	<b>If Owner/Authorised Person cannot be Present in Person</b>
ACRA-registered Company	<p>1. Original ACRA Printout;</p> <p>2. <u>For Companies Listed on the Singapore Exchange</u> Letter of Authorisation signed by the President / Chief Executive Officer (CEO) / Managing Director (MD) to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</p> <p><u>For Companies NOT Listed on the Singapore Exchange</u> Authorisation (resolution) from Board or Power of Attorney (POA) from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</p> <p>3. Original NRIC or Employment/Immigration Pass Card of authorised person.</p>	<p>1. Original ACRA Printout;</p> <p>2. <u>For Companies Listed on the Singapore Exchange</u> Letter of Authorisation signed by the President / Chief Executive Officer (CEO) / Managing Director (MD) to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</p> <p><u>For Companies NOT Listed on the Singapore Exchange</u> Authorisation (resolution) from Board or Power of Attorney (POA) from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</p> <p>3. Original NRIC or Employment/Immigration Pass Card of authorised person.</p> <p>4. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for authorised person.</p>
Foreign Company	<p>1. Original ACRA Printout;</p> <p>2. *Power of Attorney (POA) from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form; and</p> <p>3. Original NRIC or Employment/Immigration Pass Card of authorised person.</p>	<p>1. Original ACRA Printout;</p> <p>2. *Power of Attorney (POA) from Board to appoint an authorised person to carry out transaction on company's behalf and to sign on the application form;</p> <p>3. Original NRIC or Employment/Immigration Pass Card of authorised person; and</p> <p>4. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for authorised person.</p>

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Type of Current Registered Owner	Owner/Authorised Person Present	If Owner/Authorised Person cannot be Present in Person
	<p><i>*The POA must be executed before and attested by a Notary Public and a Consular Officer of Singapore in the foreign country where it was incorporated.</i></p> <p><i>An <b>agent</b> of a foreign company registered in Singapore is not authorised to execute any document unless otherwise empowered by the POA.</i></p>	
ACRA-registered Business (Partnership / Limited Liability Partnership (LLP) / Sole Proprietorship)	<p><u>For Partnership</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. Original NRICs or Employment/Immigration Pass Cards of all Partners of the Business <u>OR</u> a Power of Attorney (POA)/ Original Letter of Authorisation (in letterhead) from all the Partners to appoint an authorised a person to carry out the transaction on the Business' behalf and to sign on the application form; and</li> <li>3. Original NRIC or Employment/Immigration Pass Card of authorised person.</li> </ol> <p><u>For LLP</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout; and</li> <li>2. Original NRIC or Employment/Immigration Pass Card of any Partner.</li> </ol>	<p><u>For Partnership</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. Original NRICs or Employment/Immigration Pass Cards of all Partners of the Business <u>OR</u> a Power of Attorney (POA)/ Original Letter of Authorisation (in letterhead) from all the Partners to appoint an authorised a person to carry out the transaction on the Business' behalf and to sign on the application form;</li> <li>3. Original NRIC or Employment/Immigration Pass Card of authorised person; and</li> <li>4. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for authorised person.</li> </ol> <p><u>For LLP</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA printout;</li> <li>2. Original NRIC or Employment/Immigration Pass Card of any Partner; and</li> <li>3. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for the Partner.</li> </ol>

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<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present</b>	<b>If Owner/Authorised Person cannot be Present in Person</b>
	<p><u>For Sole Proprietor</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout; and</li> <li>2. Original NRIC or Employment/Immigration Pass Card of Sole proprietor.</li> </ol>	<p><u>For Sole Proprietor</u></p> <ol style="list-style-type: none"> <li>1. Original ACRA Printout;</li> <li>2. Original NRIC or Employment/Immigration Pass Card of Sole proprietor or Power of Attorney (POA); and</li> <li>3. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for the Sole Proprietor.</li> </ol>
ROS-Registered Club / Association / Organisation	<ol style="list-style-type: none"> <li>1. Original ROS Certificate Printout;</li> <li>2. Original ROS Annual Return for the current calendar year;</li> <li>3. Certified extract of the AGM minutes <u>OR</u> resolution signed by the Secretary to appoint a person to carry out the transaction and to sign the application form;</li> <li>4. A certification by the society that the minutes were made <u>OR</u> resolution was passed in accordance with the Constitution of the society; and</li> <li>5. Original NRIC or Employment/Immigration Pass Card of authorised person.</li> </ol>	<ol style="list-style-type: none"> <li>1. Original ROS Certificate Printout;</li> <li>2. Original ROS Annual Return for the current calendar year;</li> <li>3. Certified extract of the AGM minutes <u>OR</u> resolution signed by the Secretary to appoint a person to carry out the transaction and to sign the application form;</li> <li>4. A certification by the society that the minutes were made <u>OR</u> resolution was passed in accordance with the Constitution of the society; and</li> <li>5. Original NRIC or Employment/Immigration Pass Card of authorised person; and</li> <li>6. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for the Named Office Bearer.</li> </ol>

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<b>Type of Current Registered Owner</b>	<b>Owner/Authorised Person Present</b>	<b>If Owner/Authorised Person cannot be Present in Person</b>
Government Agency / Statutory Board	<p><u>For Ministry</u></p> <p>1. Original NRIC or Employment/Immigration Pass Card of officer authorised by the Permanent Secretary with a letter of authorisation signed by an officer for Permanent Secretary.</p> <p><u>For Statutory Board</u></p> <p>1. Original NRIC or Employment/Immigration Pass Card of Manager or above in Admin Services Dept;</p> <p><u>OR</u></p> <p>2. Original Letter of Authorisation from Manager or above in Admin Services Dept to appoint Officer to carry out specified transaction(s); and</p> <p>3. Original NRIC or Employment/Immigration Pass Card of Appointed Officer.</p>	<p><u>For Ministry</u></p> <p>1. Original NRIC or Employment/Immigration Pass Card of officer authorised by the Permanent Secretary with a letter of authorisation signed by an officer for Permanent Secretary; and</p> <p>2. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for the Appointed Officer.</p> <p><u>For Statutory Board</u></p> <p>1. Original NRIC or Employment/Immigration Pass Card of Manager or above in Admin Services Dept;</p> <p><u>OR</u></p> <p>2. Original Letter of Authorisation from Manager or above in Admin Services Dept to appoint Officer to carry out specified transaction(s); and</p> <p>3. Original NRIC or Employment/Immigration Pass Card of Appointed Officer;</p> <p><u>AND</u></p> <p>4. Original NRIC or Employment/Immigration Pass Card of a third party submitting the application for the Appointed Officer.</p>

**Notes:**

- a. NRIC applies to Singaporean and Singapore Permanent Resident.
- b. Employment/Immigration Pass Card issued by the Ministry of Manpower and Immigration & Checkpoint Authority of Singapore (which bears the Foreign Identification Number) applies to foreigner.

- c. The Original Company Profile Information printout from the Accounting & Corporate Regulatory Authority (ACRA) is valid up to 14 days from the date of issue by ACRA.
- d. Authorisation from a company's Board must be signed by the relevant Officers in accordance with the Memorandum & Article of company and should include the date (validity period), transaction type(s) resolution is expressly for, be passed at Board Meeting, bear all Named Officers' names and NRIC numbers/FINs.
- e. The Power of Attorney (POA), (original & certified true copy by any Director/ Partner/ Sole Proprietor/ Company Secretary) must be signed, sealed and delivered by Directors and/or Company Secretary in accordance with the M&A/all Partners/ Sole Proprietor/ Asset Owner and duly stamped. The POA should be executed before and authenticated by a notary public or any court, Judge, Magistrate or consular officer of Singapore and should include the date (validity period), transaction type(s). The POA is expressly for, and bear all the names & NRIC numbers/FINs of all persons as stated in the various scenarios.
- f. The requirements set out in this annex are provided to give a better understanding to obligations and requirements on the applicant's part and are not meant to be any representation by LTA of its policies and guidelines in arriving at a decision. Applicants are advised to read LTA's Policies & Schemes, Terms of Use and Privacy Statements to obtain a better understanding of LTA's policies and guidelines.