

10 Sin Ming Drive Singapore 575701
Tel: 1800 – CALL LTA (1800 – 2255 582) Fax: (65) 65535329

4 May 2016

Please see Distribution List

Our ref VRL/02/2016
LTA/VR&L/V43.054.000

All Motor Vehicle Dealers

Your ref
DID 6553 5200 Fax 6553 5329

All Electronic Service Agents (ESAs)

Dear Sir/ Madam

Bulk Submission of Vehicle Deregistration/ Disposal Documents at LTA Customer Service Centre

1. We wish to inform all ESAs and motor vehicle dealers on the following changes for bulk submission of vehicle deregistration applications and disposal documents at LTA that will take effect from **Monday, 9 May 2016**.

Transactions for Bulk Submission

2. From 9 May 2016, we will also accept deregistration applications for Preferential Additional Registration Fee (PARF)-eligible vehicles via bulk submission. The revised list of transactions and documents required for bulk submission is at Annex A.

3. We encourage you to submit your transactions via bulk submission if there are 3 or more vehicles to be processed.

Bulk Submission/Collection Times

4. The submission and collection times for bulk submission of vehicle deregistration and disposal documents are:

	Submission Time	Collection Time¹
Weekdays	Before 12 noon	After 8am of 2nd working day
	After 12 noon	After 12 noon of 2nd working day
Saturdays	No submission/ collection	

¹ Example: Documents submitted:

- (a) before 12 noon on Monday, collection time will be after 8am on Wednesday;
- (b) before 12 noon on Friday, collection time will be after 8am of next Tuesday;
- (c) after 12 noon on Monday, collection time will be after 12 noon of Wednesday; and
- (d) after 12 noon on Friday, collection time will be after 12 noon of next Tuesday.

5. For applications that cannot be processed, we will notify the contact person provided on the acknowledgement slip. You may contact our officers on tel: 6553 5403 / 5175/ 5214 if you have questions on your bulk submissions.

6. Please bring the contents of this letter to the attention of your members and staff. You may contact the following officers if you have any questions:

- | | | |
|----|-----------------|----------------|
| a) | Ms Kartini Mohd | Tel: 6553 5351 |
| b) | Mr Andy Wu | Tel: 6553 5292 |
| c) | Ms Eunice Ang | Tel: 6553 5203 |
| d) | Mr Kash Loh | Tel: 6553 5208 |

7. Thank you.

Yours sincerely



Ng Lay Choo
Deputy Director, VRL Service Operations
Vehicle Services Group

Bulk Submission for Deregistration Applications For PARF-eligible Vehicles and Vehicle Disposal Documents

Type of bulk submission	Documents to be submitted
<u>Deregistration</u> of PARF-eligible vehicles including taxis	a) Original identification documents of last registered vehicle owner for each vehicle (Refer to Annex B); b) Original identification documents of submitter (Refer to Annex B); c) Duly completed acknowledgement slip for bulk submission (Refer to Annex C); and d) Duly completed application form D01 for each vehicle.
Submission of disposal documents for deregistered PARF-eligible vehicles including taxis	a) Original identification documents of submitter (Refer to Annex B); b) Duly completed acknowledgement slip for bulk submission (Refer to Annex C); and c) Valid disposal documents ¹ .
Submission of disposal documents for non-PARF eligible vehicles and auto-deregistered ² vehicles	a) Original identification documents of last registered vehicle owner for each vehicle (Refer to Annex B); b) Original identification documents of submitter (Refer to Annex B); c) Duly completed acknowledgement slip for bulk submission (Refer to Annex C); d) Duly completed application form D01 for each vehicle; and e) Valid disposal documents ¹ .

¹ For scrapped vehicles referred by Investigation Officer: Manual scrap certificate from LTA authorised scrapyards.

For exported vehicles, export documents:

- (i) Duly endorsed Cargo Clearance Permit (CCP)*; and
- (ii) Duly endorsed non-negotiable copy of Bill of Lading (BL) that is issued by a shipping line, shipping company or freight agent containing the following details; or
 - Exporter/ Importer details;
 - Vessel / Voyage number;
 - Port of discharge/ destination;
 - Container/ seal number (for vehicles stored in container);
 - Engine and chassis numbers of vehicle being exported; and
 - Date vehicle is shipped on board the vessel.
- (iii) Malaysian Customs' Import Declaration Form (for **export via Land checkpoints**).

**Please ensure that the physical engine and chassis numbers of the vehicle is verified by the ICA checkpoint officer and obtain an endorsement on the CCP from the ICA checkpoint officer. No endorsement will be required if the CCP is declared as 'containerised'.*

² For example, vehicles that were deregistered due to Certificate Of Entitlement expiry, 1-year non-payment of road tax, 3 consecutive years of lay-up or vehicle lifespan expiry.

Types of Identification Documents		
Type of Current Registered Owner	Owner/Authorised Person Present	If Owner/Authorised Person cannot be Present in Person
Individual (Singaporean/ Singapore Permanent Resident/ Malaysian/ Other Foreign Nationals), including Professionals	1. Original NRIC or Passport of Owner.	1. Original NRIC or Passport of Owner; and 2. Original NRIC or Passport of a third party submitting the application for the Owner. <u>OR</u> 3. In the absence of the original NRIC or Passport of the Owner, a Power of Attorney (POA) from the Owner, <u>and</u> the Original NRIC or Passport of the appointed attorney who must be present in person.
ACRA-registered Company	1. Original ACRA Printout; 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 <u>For Companies NOT Listed on the Singapore Exchange</u> Authorisation (resolution) from Board or Power of Attorney (POA) from Board	1. Original ACRA Printout; 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 <u>For Companies NOT Listed on the Singapore Exchange</u> Authorisation (resolution) from Board or Power of Attorney (POA) from Board

	<p>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 Passport of authorised person.</p>	<p>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 Passport of authorised person.</p> <p>4. Original NRIC or Passport 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 Passport 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 Passport of authorised person; and</p> <p>4. Original NRIC or Passport of a third party submitting the application for authorised person.</p>
<p>*The POA must be executed before and attested by a Notary Public or a Consular Officer of Singapore in the foreign country where it was incorporated.</p> <p>Please note that an <u>agent</u> of a foreign company registered in Singapore is not authorised to execute any document unless otherwise empowered by the POA.</p>		

<p>ACRA-registered Business (Partnership) / Limited Liability Partnership (LLP) / Sole Proprietorship</p>	<p><u>For Partnership</u></p> <ol style="list-style-type: none"> 1. Original ACRA Printout; 2. Original NRICs or Passports 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 person to carry out the transaction on the Business' behalf and to sign on the application form; and 3. Original NRIC or Passport of authorised person. <p><u>For LLP</u></p> <ol style="list-style-type: none"> 1. Original ACRA Printout; and 2. Original NRIC or Passport of any Partner. <p><u>For Sole Proprietor</u></p> <ol style="list-style-type: none"> 1. Original ACRA Printout; and 2. Original NRIC or Passport of Sole proprietor. 	<p><u>For Partnership</u></p> <ol style="list-style-type: none"> 1. Original ACRA Printout; 2. Original NRICs or Passports of all Partners of the Business <u>OR</u> a Power of Attorney 3. (POA)/Original Letter of Authorisation (in letterhead) from all the Partners to appoint an authorised person to carry out the transaction on the Business' behalf and to sign on the application form; 4. Original NRIC or Passport of authorised person; and 5. Original NRIC or Passport of a third party submitting the application for authorised person. <p><u>For LLP</u></p> <ol style="list-style-type: none"> 1. Original ACRA printout; 2. Original NRIC or Passport of any Partner; and 3. Original NRIC or Passport of a third party submitting the application for the Partner. <p><u>For Sole Proprietor</u></p> <ol style="list-style-type: none"> 1. Original ACRA Printout; 2. Original NRIC or Passport of Sole proprietor or POA; and 3. Original NRIC or Passport of a third party submitting the application for the Sole Proprietor.
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<p>ROS-Registered Club / Association / Organisation</p>	<ol style="list-style-type: none"> 1. Original ROS Certificate Printout; 2. Original ROS Annual Return for the current calendar year; 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; 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 5. Original NRIC or Passport of authorised person. 	<ol style="list-style-type: none"> 1. Original ROS Certificate Printout; 2. Original ROS Annual Return for the current calendar year; 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; 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; 5. Original NRIC or Passport of authorised person; and 6. Original NRIC or Passport of a third party submitting the application for the Named Office Bearer.
<p>Government Agency / Statutory Board</p>	<p style="text-align: center;"><u>For Ministry</u></p> <ol style="list-style-type: none"> 1. Original NRIC or Passport of officer authorised by the Permanent Secretary with a letter of authorisation signed by an officer for Permanent Secretary. <p style="text-align: center;"><u>For Statutory Board</u></p> <ol style="list-style-type: none"> 1. Original NRIC or Passport of Manager or above in Admin Services Dept; <p style="text-align: center;"><u>OR</u></p>	<p style="text-align: center;"><u>For Ministry</u></p> <ol style="list-style-type: none"> 1. Original NRIC or Passport of officer authorised by the Permanent Secretary with a letter of authorisation signed by an officer for Permanent Secretary; and 2. Original NRIC or Passport of a third party submitting the application for the Appointed Officer. <p style="text-align: center;"><u>For Statutory Board</u></p> <ol style="list-style-type: none"> 1. Original NRIC or Passport of Manager or above in Admin Services Dept; <p style="text-align: center;"><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 Passport of Appointed Officer.</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 Passport of Appointed Officer;</p> <p><u>AND</u></p> <p>4. Original NRIC or Passport of a third party submitting the application for the Appointed Officer.</p>
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Notes:

- a. NRIC will apply to Singaporeans, Singapore Permanent Residents and Malaysians.
- b. Passport will apply to foreigners other than Malaysians.
- c. The Original Company Profile Information printout from the Accounting & Corporate Regulatory Authority (ACRA) must be 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/Passport numbers.
- 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 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.

Bulk Number:

**ACKNOWLEDGEMENT SLIP FOR BULK SUBMISSION OF
VEHICLE EXPORT DOCUMENTS AND/OR APPLICATIONS FOR DEREGISTRATION OF
PARF-ELIGIBLE VEHICLES**

NAME OF REGISTERED OWNER: _____

Section I – Vehicle Details			
<small># For vehicles stored in EPZ, the disposal documents will be submitted to LTA by the EPZ operator.</small>			
S/N	Vehicle Registration No. (to be completed by submitter)	Rejected (to be ticked by LTA)	LTA's Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Name & NRIC of Submitter			
Submitter's Contact No.			
Submitter's Email Address, if any			
Date of Submission			
Please note the processing schedule	Submission period	Submission Time	Collection Time*
	Weekday	Before 12 noon	After 8am of 2 nd working day
		After 12 noon	After 12 noon of 2 nd working day
Saturdays	No submission / collection		
*Example: Documents submitted (a) before 12 noon on Monday, collection time will be after 8am on Wednesday; (b) before 12 noon on Friday, collection time will be after 8am of next Tuesday; (c) after 12 noon on Monday, collection time will be after 12 noon of Wednesday; (d) after 12 noon on Friday, collection time will be after 12 noon of next Tuesday.			
Section II –For LTA's Use Only			
No. of Rejected Submissions (if any)			
Date of Processing / Remarks (Date Stamp of LTA Officer)			
Section III – Acknowledgement of collection by submitter			
Name			
Signature			
Date of Acknowledgement			