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Tel: 1800 – CALL LTA (1800 – 2255 582) Fax: (65) 65535329

2 July 2016

Please see Distribution List

All Motor Dealers/Importers

All Electronic Service Agents

VRL/03/2016

Our ref . LTA/VR&L/V43.054.000

Your ref

DID 65535200 Fax 65535329

Dear Sir / Madam

Implementation of Foreign Identification Number (FIN) For Foreign Asset Owners In LTALink and COE Bidding

I refer to our circular of 13 June 2016 (reference: VSD/03/2016) at Annex A.

Bidding of COE, Registration and Transfer of Vehicles

We wish to remind you to use FIN, instead of passport and Malaysian NRIC numbers, for registration and transfer of vehicles in the name of a foreigner with immediate effect. Please select 'Foreign Identification Number' for 'Owner ID Type' and enter the owner's FIN under 'Owner ID' in the LTALink System. For COE bidding, please also bid using FIN through the DBS/POSB or Maybank COE Bidding facilities if the holder of the TCOE is a foreigner¹.

To verify the FIN and identity of the owner, please request your customers to produce the original Employment/Immigration Pass Cards issued by the Ministry of Manpower and the Immigration & Checkpoints Authority of Singapore. Please see samples of valid Pass Cards at Annex B.

Conversion of Malaysian and Foreign Passport Holder Identification Numbers of Existing Registered Owners to FIN in LTALink

LTA has converted the identification numbers of Malaysian and foreign passport holders in the LTALink to their FINs on 26 June 2016. With immediate effect, registered owners who are foreigners and have had their identification numbers successfully converted to FINs must transact (e.g. Temporary COE for vehicle registration, vehicle registration, transaction PIN application, vehicle transfer, road tax renewal, vehicle deregistration, encashment of rebate, etc.) using their FIN. Please select 'Foreign Identification Number' for 'Owner ID Type' and enter the

¹ UOB COE bidding facility is currently not ready to accept COE bids under FIN. We will inform you again once UOB system is ready to accept FIN.

owner's FIN under 'Owner ID'. Please also verify the FIN and identity of the owners by requesting your customers to produce their original Employment/Immigration Pass Cards as shown in Annex B.

If a FIN is not recognised by LTALink, please email the following documents to feedback@lta.gov.sg:

- Completed M19 form (Notification on Change of Owner Particulars);
- A copy of the Malaysian NRIC or Passport; and
- A copy of the Employment/Immigration Pass Card which shows the FIN.

The owner's particulars will generally be updated in about 3 working days. You may proceed with your transaction once the particulars are updated.

Transaction PIN (TPIN) Obtained Before 27 June 2016

TPINs obtained before 27 June 2016 based on the owner's Malaysian NRIC or Passport can still be used provided the TPINs are still valid. Please enter the owner's FIN instead of his/her Malaysian NRIC or Passport numbers when submitting the application (e.g. transfer vehicle, transfer PARF/COE rebate, etc.) with the TPIN via LTALink.

List of Identification Documents

We have updated the following documents to incorporate the FIN and Employment/Immigration Pass Card requirements:

- (i) Annex C – Types of identification documents required for transactions carried out at LTA
- (ii) Annex D – List of identification documents required for Transfer of Vehicle (Buyer Only)

You can also download the above documents from the ONE.MOTORING portal (www.onemotoring.com.sg).

For transactions involving individuals who are foreigners (i.e. non-Singaporeans/non-Singapore Permanent Residents), ESAs must verify the relevant supporting identification documents (i.e. Employment/Immigration Pass Cards bearing the FIN) and check that the application forms show the correct FIN before proceeding with the transactions. ESAs must also retain copies of the identification documents for 2 years for LTA's audits. For your reference and compliance, we attach at Annex E the updated list of documents ESAs must retain/submit after performing transactions via LTALink.

Land Transport  Authority

Please bring the contents of this circular to the attention of your members and staff accordingly. Please call our Customer Service hotline at 1800-CALL LTA (1800-2255 582) if you have any questions. Thank you.

Yours faithfully



Ng Lay Choo (Ms)
Deputy Director
VRL Service Operations Division
Vehicle Services Group