

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

21 November 2016

Please see Distribution List

Our ref VRL/08/2016  
LTA/VR&L/V43.054.000

All Motor Vehicle Dealers

Your ref  
DID 6553 5200 Fax 6553 5329

All Electronic Service Agents (ESAs)

All Export Processing Zone Operators

Dear Sir / Madam

**Submission of vehicle deregistration forms and disposal documents at LTA  
Customer Service Centre, Counter 22**

We wish to inform all ESAs and motor vehicle dealers on the following changes for bulk submission of vehicle deregistration forms and disposal documents at LTA that will take effect from **Monday, 5 December 2016**.

**A. Indicate submitter's information on vehicle disposal documents**

To facilitate tracking of bulk disposal documents submitted, please indicate the following information on every set of disposal document submitted at our Counter 22:

- (a) Submitter's name,
- (b) Submitter's NRIC number / FIN; and
- (c) Submitter's contact number.

The information can be indicated on the first page (bottom right corner) of the Cargo Clearance Permit as shown in Annex A.

**B. Submit D01 Deregistration Forms at Counter 22**

We will accept submission of AP03 and D01 forms for vehicles deregistered by ESAs through the LTALink system at Counter 22. Form submission for coupled transfer and deregistration transactions will remain at Counter 9. Please refer to the table overleaf for more information.

<b>Type of transaction carried out by ESAs using LTA Link System</b>	<b>Documents to be submitted</b>	<b>Counter for submission</b>
Vehicle deregistration	Completed Form AP03 Completed Form D01 Transaction History	<i>Counter 22</i>
Vehicle transfer coupled with deregistration	Completed Form M01 Completed Form AP03 Completed Form D01 Transaction History	Counter 9 (no change)

ESAs are reminded to submit the necessary documents within 7 working days of the transaction.

Please bring the contents of this circular to the attention of your members and staff. You may contact our Customer Service Officers on 1800-CALL LTA (1800-2255 582) if you have any questions.

Yours sincerely



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

**Annex A – Sample of Cargo Clearance Permit with submitter’s information**

Vehicle number  
(as per current practice)



SJZ1234K



PERMIT NO. : OD5M123400N

CARGO CLEARANCE PERMIT PG : 1 OF 2

MESSAGE TYPE : OUT (WITH OR WITHOUT CERTIFICATE OF ORIGIN) PERMIT  
DECLARATION TYPE : DIRECT (INCLUDING STORAGE IN FTZ)

IMPORTER: VALIDITY PERIOD : 26/10/2016 - 28/10/2016

EXPORTER:	TOTAL GROSS WT/UNIT :	10.000/TNE
XXX LOGISTICS PTE.LTD.	TOTAL OUTER PACK/UNIT:	1/UNT
201517286K	TOT EXCISE DUT PAYABLE : S\$	0.00
	TOT CUSTOMS DUT PAYABLE: S\$	0.00
	TOT OTHER TAX PAYABLE : S\$	0.00
HANDLING AGENT:	TOTAL GST AMT : S\$	0.00
	TOTAL AMOUNT PAYABLE : S\$	0.00

CARGO PACKING TYPE: CONTAINERIZED  
IN TRANSPORT IDENTIFIER:

PORT OF LOADING/NEXT PORT OF CALL: CONVEYANCE REFERENCE NO:  
OBL/MAWB NO:

PORT OF DISCHARGE/FINAL PORT OF CALL: ARRIVAL DATE :  
GABORONE

COUNTRY OF FINAL DESTINATION: INWARD CARRIER AGENT:  
BOTSWANA

OU TRANSPORT IDENTIFIER:  
MSC IVANA

CONVEYANCE REFERENCE NO: FY123A  
OBL/MAWB/UCR NO:  
ABCDE0941709168

OUTWARD CARRIER AGENT: DEPARTURE DATE : 26/10/2016  
ZZZ SHIPPING COMPANY PTE LTD

CERTIFICATE NO:

PLACE OF RELEASE:  
OTHERS  
O  
LICENCE NO:

PLACE OF RECEIPT:  
KEPPEL FTZ  
KZ  
CUSTOMS PROCEDURE CODE (CPC):

\*new\*  
Submitter’s information required



Submitter name : John Tan  
Submitter NRIC : S1234567J  
Contact no. : 90001234

UNIQUE REF : 201609548G 20161026 0123

**Distribution list**

1. President  
Automobile Importer & Exporter Association, Singapore  
(Fax: 6746 1555)
2. President  
Motor Traders Association of Singapore  
(Fax: 6472 4930)
3. President  
Singapore Motor Cycle Trade Association  
(Fax: 6297 1313)
4. President  
Singapore Vehicle Traders Association  
(Fax: 6747 1010)
5. Export Processing Zone Operators
  - Boeki Auto & Marine Pte Ltd (Fax: 6458 7592)
  - Cogent Automotive Logistics Pte Ltd (Fax: 6261 5730)
6. Scrapyard Operators
  - Hup Lee Leong Hardware Pte Ltd (Fax: 6280 5328)
  - Kheng Keng Auto Pte Ltd (Fax: 6362 1968)
  - Sky Metal Pte Ltd (Fax: 6862 4533)