

10 Sin Ming Drive Singapore 575701  
www.onemotoring.com.sg

12 December 2019

Our ref VRL/23/2019

Please see Distribution List  
All Motor Dealers  
All Electronic Service Agents

Your ref  
DID 65535203 Fax 65535329

Dear Sir/Madam

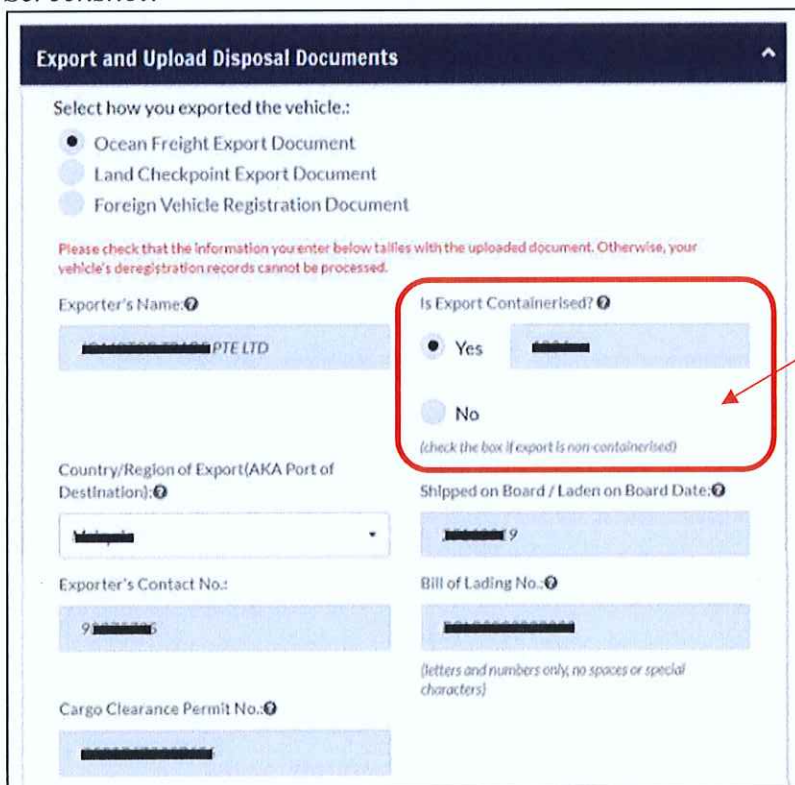
**Enhancements to LTA Digital Services for Deregistered Vehicles**

- A) Declaration for “non-containerised” exports**
- B) Upload of disposal documents for multiple vehicles**

A) Declaration for non-containerised exports

With effect from 15 December 2019, Asset Owners (AOs) and Electronic Service Agents (ESAs) will need to indicate whether the export is “containerised” or “non-containerised” when submitting export documents to LTA online. If the export is “containerised”, the AO/ESA will need to declare the container number as stated in the export documents. Please refer to screenshot below for illustration.

*Screenshot:*



**Export and Upload Disposal Documents**

Select how you exported the vehicle.:

- Ocean Freight Export Document
- Land Checkpoint Export Document
- Foreign Vehicle Registration Document

Please check that the information you enter below tallies with the uploaded document. Otherwise, your vehicle's deregistration records cannot be processed.

Exporter's Name: [Redacted] PTE LTD

Is Export Containerised?  Yes [Redacted]  No  
(check the box if export is non-containerised)

Country/Region of Export (AKA Port of Destination): [Redacted]

Shipped on Board / Laden on Board Date: [Redacted] 9

Exporter's Contact No.: [Redacted]

Bill of Lading No.: [Redacted]  
(letters and numbers only, no spaces or special characters)

Cargo Clearance Permit No.: [Redacted]

If export is containerised, select “Yes” and enter container number.

If export is non-containerised, select “No”.

B) Upload of disposal documents for multiple vehicles

Arising from feedback, we have enhanced our system to allow AOs to select up to 5 vehicles (listed in the same set of export documents) to be uploaded in a single transaction. This enhancement will take effect from **15 December 2019**, and will **only apply to Asset Owners** (i.e. vehicles under permanent ownership).

Please refer to **Annex** below for illustration.

LTA will roll out similar enhancement for ESAs (i.e. vehicles under temporary ownership) in the coming months.

Please bring the contents of this circular to the attention of your members and staff accordingly.

Thank you.

Yours faithfully



for Candice Yeo (Ms)  
Deputy Director  
Vehicle Licensing Division  
Vehicle Services Group

## ANNEX

Step 1: Visit [www.onemotoring.com.sg](http://www.onemotoring.com.sg) > Go to “Digital Services” > Click on “Upload disposal documents” and log in using your SingPass/CorpPass

Step 2: Select up to 5 Vehicles

**For AOs with 20 or less vehicles**

Select Vehicle to Upload Disposal Documents

You may select up to 5 vehicles, if they share the same set of disposal documents.

SGC [REDACTED] H deregistered on 15 May 2019	SGG [REDACTED] S deregistered on 16 May 2019	SGY [REDACTED] G deregistered on 16 May 2019
S [REDACTED] I deregistered on 14 May 2019	SGX [REDACTED] J deregistered on 09 Apr 2019	SGX [REDACTED] B deregistered on 20 Apr 2019
SGZ [REDACTED] U deregistered on 12 Apr 2019	SJE [REDACTED] A ✓ deregistered on 01 Oct 2019	SJE [REDACTED] I ✓ deregistered on 01 Oct 2019
SJC [REDACTED] M ✓ deregistered on 01 Oct 2019	SJ [REDACTED] P deregistered on 18 Sep 2019	SJV [REDACTED] T deregistered on 12 Apr 2019
SKW [REDACTED] K deregistered on 09 Jul 2019	SLR [REDACTED] B ✓ deregistered on 01 Oct 2019	SLR [REDACTED] U ✓ deregistered on 01 Oct 2019
SMJ [REDACTED] D deregistered on 04 Apr 2019	SMJ [REDACTED] J deregistered on 01 Aug 2019	

Click to select vehicles.  
✓ will appear for selected vehicles.

**For AOs with more than 20 vehicles**

Select Vehicle to Upload Disposal Documents

You may select up to 5 vehicles, if they share the same set of disposal documents.

Enter the vehicle number below:  
e.g. SFV1234J

OR

Selected Vehicle No.

FB [REDACTED] Z	SJT [REDACTED] Y	SJV [REDACTED] Z
SKW [REDACTED] B	SMJ [REDACTED] B	

Enter vehicle number and click “Add”

Click “x” to remove from selection

Step 3: Check details of selected vehicles

Upload Disposal Document					
Vehicle Details					
Vehicle number	Make/Model	Engine Number	Chassis Number	First Registration Date	
FB [REDACTED] Z	K.T.M./RC200	05 [REDACTED] 19	VB [REDACTED] 4	02 Mar 2015	
SJT [REDACTED] Y	TOYOTA /CAMRY 2.4GLA	2A [REDACTED] 25	6T1 [REDACTED] 7	16 Oct 2009	
SJV [REDACTED] Z	VOLKSWAGEN /SCIROCCO 2.0LAT TSI 1379W3	CA [REDACTED] 17	WV [REDACTED] 976	16 Oct 2009	
SKW [REDACTED] B	VOLKSWAGEN /GOLF A7 1.4 TSI AT 5G13GZ SR HID	CX [REDACTED] 2	WV [REDACTED] 7871	28 Oct 2015	
SMJ [REDACTED] B	VOLKSWAGEN /GOLF A7 1.2 TSI AT 5G12DZ	CJ [REDACTED] 15	WV [REDACTED] 3642	27 Jan 2015	

Step 4: Complete details and upload export documents accordingly. Please ensure that the documents uploaded contain the selected vehicles and that the information provided is accurate.

### Export and Upload Disposal Documents

Select how you exported the vehicle.:

Ocean Freight Export Document  
 Land Checkpoint Export Document  
 Foreign Vehicle Registration Document

Please check that the information you enter below tallies with the uploaded document. Otherwise, your vehicle's deregistration records cannot be processed.

Exporter's Name:  Is Export Containerised?  Yes  No  
(check the box if export is non-containerised)

Country/Region of Export (AKA Port of Destination):  Shipped on Board / Laden on Board Date:

Exporter's Contact No.:  Bill of Lading No.:   
(letters and numbers only, no spaces or special characters)

Cargo Clearance Permit No.:

Please ensure that your uploaded file meets the following requirements:

- The document format should be in PDF or image file format (e.g. jpg)
- The filename contains only letters, numbers and underscore, without other special characters
- The filename should have at most 33 characters

Bill of Lading (BL):

Max file size 5 MB

test.JPG 100%

Cargo Clearance Permit (CCP):

Max file size 5 MB

test.JPG 100%

I declare that all information I have given in this application is true, complete and correct. This includes the information contained in any document that I have submitted.

I acknowledge that making a false or misleading declaration is an offence and the penalty includes a fine and/or imprisonment.

### **Distribution List**

1. President  
Motor Traders Association of Singapore  
(Fax: 6909 3020)
  
2. President  
Automobile Importer & Exporter Association, Singapore  
(Fax: 6746 1555)
  
3. President  
Singapore Vehicle Traders Association  
(Fax: 6747 1010)
  
4. President  
Singapore Motor Cycle Trade Association  
(Fax: 6297 1313)
  
5. President  
Automobile Association of Singapore  
(Fax: 6733 5094)
  
6. Chairman  
Hire Purchase, Finance and Leasing Association of Singapore  
(Fax: 6733 6116)