

10 Sin Ming Drive Singapore 575701

21 June 2019

Please see Distribution List
All Motor Dealers
All Electronic Service Agents

VRL/12/2019
Our ref LTA/VR&L/V43.054.000
Your ref
DID Fax 65535329

Dear Sir / Madam

New and Improved LTA Digital Services:

- A) Enhanced Dealer-to-Dealer Temporary Transfer of Vehicle Ownership in LTALink**
- B) Temporary Transfer of Vehicle Coupled with Lay-up or Deregistration**
- C) Cancel Pending Deregistration Application of Vehicle (by Asset Owners)**
- D) Amend Details of Submitted Disposal Documents for Exported Vehicles**

A) Enhanced Dealer-to-Dealer Temporary Transfer of Vehicle Ownership in LTALink

With effect from **23 June 2019**, a Dealer-to-Dealer transfer of vehicle under temporary ownership will be a two-step process. With this enhancement, we will be able to allow temporary transfer coupled with lay-up or deregistration, which many Electronic Service Agents (ESAs) have been asking for. ESAs are also not required to submit Form M01 for such transactions.

The updated list of documents to be submitted to LTA and retained by ESAs for LTA's audit is attached at Annex A.

Example: To transfer a vehicle under temporary ownership to another dealer

Dealer A logs in via LTALink using Netrust token to initiate the vehicle transfer by selecting the "Dealer to Dealer (Apply Temporary Transfer)" function.

Dealer B has 5 calendar days to log in to his LTALink account to confirm the vehicle transfer via "Dealer to Dealer (Confirm Temporary Transfer)" function.

Screenshot showing “Dealer to Dealer (Confirm Temporary Transfer)”

Transfer Of Vehicle Ownership

Input Details

Transfer Type*: Dealer to Dealer (Confirm Temporary Transfer ▼)

Vehicle No.*:

Owner Details

Owner ID Type*:

Owner ID*:

* Mandatory field

B) Temporary Vehicle Transfer Coupled with Lay-up or Deregistration

Arising from ESAs’ feedback, we have enhanced our system to allow temporary transfer of vehicle coupled with lay-up or deregistration via LTALink with effect from **23 June 2019**. Please see the screenshot below.

Screenshot showing transfer of temporary vehicle coupled with lay-up

Transfer Of Vehicle Ownership

Input Details

Transfer Type*: Dealer to Dealer (Confirm Temporary Transfer ▼)

Vehicle No.*: SGA1234

Transfer To Be Coupled With: Deregistration Lay Up

Owner Details

Owner ID Type*: Company (e.g. 123456789K) ▼

Owner ID*: 123456789K

* Mandatory field

(i) Temporary Vehicle Transfer Coupled with Lay-up

The lay-up fee of \$17.12 (including GST) will be deducted via the ESA’s GIRO account once the transfer is confirmed by the ESA. **If a PARF-eligible vehicle is laid-up, the PARF rebate (if any) of the vehicle will be forfeited.**

(ii) Temporary Vehicle Transfer Coupled with Deregistration

- **PARF-eligible vehicle** - ESA can only deregister a vehicle that is more than 2 years old from its First Registration Date (FRD).
- **Non PARF-eligible vehicle** - ESA may couple the vehicle transfer with lay-up and subsequently deregister the vehicle when the disposal documents are obtained.

C) Cancel Pending Deregistration Application of Vehicle (by Asset Owners)

From **23 June 2019**, Asset Owners (AOs) may log in with their SingPass or CorpPass to www.onemotoring.com.sg > “Dashboard” > “My Notifications” and click “Cancel Deregistration” or under “Ownership” > “Deregistration” > “Cancel Deregistration Application” to cancel their pending deregistration application under the following scenarios:

- Vehicle is still under financing. HPLAS will be notified once the pending deregistration application is cancelled, as per current practice.
- Non PARF-eligible vehicle with uploaded disposal documents that is pending LTA’s approval
- Cancel appointed Submitter

Please note that successful deregistration applications (e.g. deregistered under ‘Apply PARF’, vehicles accepted by scrapyard/EPZ or vehicles with disposal documents that had been accepted by LTA) **cannot be cancelled**.

D) Amend Details of Submitted Disposal Documents for Exported Vehicles

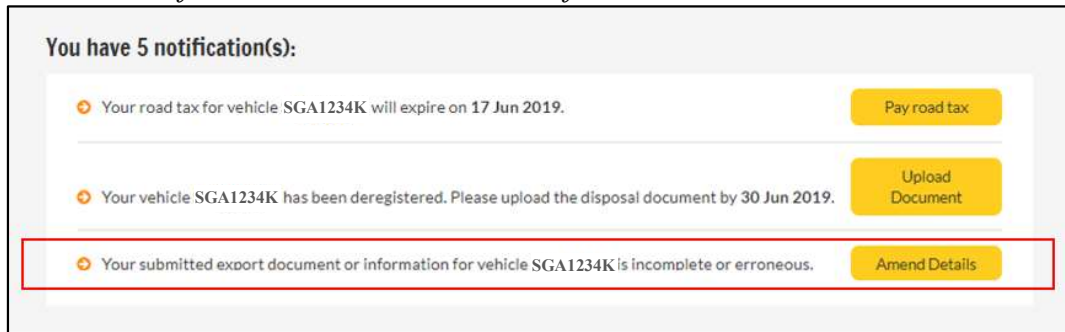
Since 28 November 2018, AOs or ESAs are required to submit disposal documents for exported vehicles online via www.onemotoring.com.sg or LTALink respectively. LTA may reject uploaded documents that are incomplete/incorrect. In such cases, LTA would contact the AO/ESA via telephone on the rejection reason(s). The AO/ESA would have to resubmit the correct disposal documents.

To improve the process, LTA has enhanced the system to allow AOs/ESAs to amend details which had been entered erroneously in their submissions with effect from **23 June 2019**. AOs/ESAs will be notified via SMS/email when their submitted disposal documents are returned for amendments in OneMotoring/LTALink respectively. AO/ESAs will log in to OneMotoring/LTALink to amend the fields requiring attention and submit online the correct export details within 3 calendar days, failing which, the submission will be automatically rejected. The AO/ESA will then need to resubmit the disposal documents and declare export details via OneMotoring/LTALink.

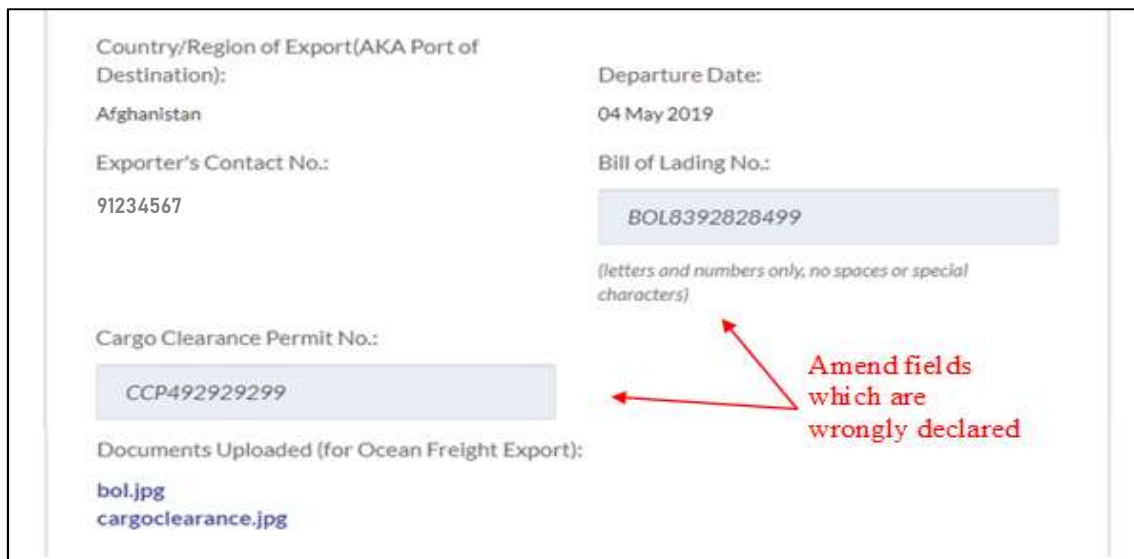
- For AOs – Log in with SingPass/CorpPass at www.onemotoring.com.sg > “Dashboard” > select “Amend Details” at “Notifications” .
- For ESAs – Log in with Netrust token at LTALink > “Ownership” > “Deregistration” > “Apply to deregister vehicle” (for registered vehicles) or “Upload disposal documents” (for deregistered vehicles).

Please see screenshots overleaf.

Screenshot of AO's Dashboard with notification to "Amend Details"



Screenshot showing errors on the Bill of Lading No and Cargo Clearance Permit No to be amended



Please note that if the disposal documents submitted are not clear or incorrect, the submission will not be returned for amendment but will be rejected. AO/ESA will then have to resubmit the disposal documents online.

For more information, please refer to Annex B – Frequently Asked Questions for ESAs.

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

Yours sincerely

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

List of documents to be submitted to LTA and to be retained for LTA's audit (with effect from 23 June 2019)

S/N	Type of Transaction	Documents to be <u>retained</u> and made available for LTA's audit. (Duplicate copy unless otherwise stated. Retention period: 2 years)	Documents to be <u>submitted</u> to LTA (Duly completed forms & documents to be submitted within 7 working days of transaction)
1	Registration of Vehicles	<ul style="list-style-type: none"> • Identity Documents¹ (e.g. NRIC or Employment/Immigration Pass Card which shows Foreign Identification Number (FIN)) of the registered owner (for individual) <p>or</p> <p>Valid ACRA printout² or ROS Certificate printout of registered owner and identity documents (e.g. NRIC or Employment/Immigration Pass Card which shows FIN) of the authorised person³ (for company/ business/ LLP/ Society). Authorisation letter, signed by at least a Manager or above, is required if the authorised person is not listed in the ACRA printout (for company/ business/LLP).</p> <ul style="list-style-type: none"> • Proof of business e.g. Hawker Licence⁴ (for Light Goods Vehicle registered in an individual's name only) 	<ul style="list-style-type: none"> • R01 or R01A – “Application for Registration & Licensing of Vehicle” form • Customs Clearance Permit for the vehicle • R03 – “Retention of Vehicle Registration Number” form (if number retention is done) • AP02 – Submission Form (separately for R01/R01A forms and R03 forms) • Transaction History • Monthly Price List of Vehicles (for parallel importers only)

S/N	Type of Transaction	Documents to be <u>retained</u> and made available for LTA's audit. (Duplicate copy unless otherwise stated. Retention period: 2 years)	Documents to be <u>submitted</u> to LTA (Duly completed forms & documents to be submitted within 7 working days of transaction)
2	<p>Transfer of TCOE (ESA transfers TCOE from Seller to Buyer)</p> <p><u>Coupled with</u> Registration of vehicle</p>	<ul style="list-style-type: none"> • Copy of Identity Documents¹ (e.g. NRIC or Employment/Immigration Pass Card which shows Foreign Identification Number (FIN)) of the registered owner (for individual) <p>or</p> <p>Valid ACRA printout² or ROS Certificate printout of registered owner and copy of identity documents (e.g. NRIC or Employment/Immigration Pass Card which shows FIN) of the authorised person³ (for company/ business/ LLP/ Society). Authorisation letter, signed by at least a Manager or above, is required if the authorised person is not listed in the ACRA printout (for company/ business/ LLP).</p> <ul style="list-style-type: none"> • Proof of business e.g. Hawker Licence⁴ (for Light Goods Vehicle registered in an individual's name only) 	<ul style="list-style-type: none"> • Q01 – “Application for Transfer of Temporary Certificate of Entitlement (TCOE) form • AP06 – Submission Form • R01 or R01A – “Application for Registration and Licensing of a Motor Vehicle” or “Application for Registration and Licensing of an Off-Peak Car” form • Customs Clearance Permit for the vehicle • R03 – “Retention of Vehicle Registration Number” form (if number retention is done) • AP02 – Submission Form (separately for R01/R01A forms and R03 forms) • Transaction History • Monthly Price List of Vehicles (for parallel importers only)

Note:

Retention of documents in digital copies

ESAs may choose to store documents or their business records in an image system. However, the ESAs should have their imaging process approved in accordance with the Evidence (Computer Output) Regulation 1996 by a certifying authority. If an ESA should decide not to obtain approval under Evidence Act (Chapter 97), the ESA may still store his business records in an image system provided that this is being carried out in accordance with the criteria set out in the First Schedule of the Evidence (Computer Output) Regulation 1996. Otherwise, in the event of a legal proceeding, the images produced from this system may not be admissible in court as evidence.

Footnotes (for all transactions, where applicable):

¹For individuals who are foreigners, if the transaction is performed using their Malaysian NRICs/Passports, please retain a copy of the Malaysian NRICs/Passports.

² ACRA printout must be valid at the point of transaction. For ESAs and Public Transport Operators, the printout is valid for 3 months from the date of issuance. For other companies / businesses, the printout is valid for 14 days from the date of issuance.

³ Authorised person should be listed in the ACRA printout. Otherwise, an Authorisation Letter is required. The person signing the Authorisation Letter must be listed in the ACRA printout.

⁴ Hawker Licence (where applicable) must be valid at the point of transaction.

Legends:

ACRA: Accounting & Corporate Regulatory Authority

ROS: Registry of Society

LLP: Limited Liability Partnerships

Frequently Asked Questions for Electronic Service Agents (ESAs)

- A) **Enhanced Dealer-to-Dealer Temporary Transfer of Vehicle Ownership in LTALink**
- B) **Temporary Transfer of Vehicle Coupled with Lay-up or Deregistration**
- C) **Cancel Pending Deregistration Application of Vehicle (by Asset Owners)**
- D) **Amend Details of Submitted Disposal Documents for Exported Vehicles**

A) **Enhanced Dealer-to-Dealer Temporary Transfer of Vehicle Ownership in LTALink**

1. **How many days does an ESA (as buyer) have to confirm vehicle transfer transaction?**

ESA (buyer) has the next 5 calendar days from the date seller initiates vehicle transfer transaction to confirm the vehicle transfer. For vehicles nearing auto deregistration date or maximum temporary ownership expiry date, the confirm transfer expiry date is capped at the earlier date. ESA (buyer) is advised to check the notifications on the expiry date to confirm the vehicle transfer transaction.

For example: Seller initiates vehicle transfer on 1 Feb 2019 and ESA (buyer) has up to 6 Feb 2019 to confirm vehicle transfer. However, if the vehicle's auto deregistration date is 3 Feb 2019, ESA (buyer) must confirm transfer by 3 Feb 2019, instead of 6 Feb 2019.

2. **Can an ESA initiate transfer of vehicle under his temporary ownership to another ESA, if the vehicle is still under financing?**

No. To initiate transfer of vehicles that are under temporary ownership, such vehicles must not be under financing.

3. **How does an ESA (seller) initiate a vehicle transfer and how does another ESA (buyer) confirm vehicle transfer through LTALink?**

ESA (seller) will log in via LTALink with his Netrust token and initiate the vehicle transfer online using “**Dealer to Dealer (Apply Temporary Transfer)**”. Similarly, ESA (buyer) will log in via LTALink with his Netrust token and accepts the vehicle transfer online via “**Dealer to Dealer (Confirm Temporary Transfer)**”.

4. As an ESA, I have sold my vehicle to an individual buyer. How do I effect the transfer to this individual buyer?

ESA (seller) will log in via LTALink using his Netrust token and initiate the vehicle transfer online via “**Dealer to Buyer (Apply Permanent Transfer)**” if the buyer is an individual/direct buyer. To accept the vehicle under permanent ownership, the buyer will log in with his/her SingPass (for individual asset owner) or CorpPass (for corporate asset owner) to confirm the vehicle transfer within 5 days from date ESA (seller) initiates the transfer.

5. If the ESA(seller) has initiated transfer via “Dealer to Dealer (Apply Temporary Transfer)”, can the ESA (buyer) confirm the transfer via CorpPass?

No, if the vehicle transfer was initiated via “Dealer to Dealer (Apply Temporary Transfer)”, the ESA (buyer) has to confirm vehicle transfer using Netrust token via LTALink instead of CorpPass.

6. For vehicle transfer under temporary ownership, who will be paying the temporary transfer fee?

The temporary transfer fee of \$25 will be collected when the ESA (buyer) confirms the transfer of the vehicle ownership via “Dealer to Dealer (Confirm Temporary Transfer)” through the ESA (buyer)’s GIRO account.

7. Why does ESA (buyer) need to pay for the transfer fee?

The transfer fee is collected when the vehicle transfer is confirmed online by the ESA (buyer). Both ESAs may wish to discuss and factor in the payment of the transfer fee in the sales and purchase agreement.

Bi) Temporary Transfer of Vehicle Coupled with Lay-up or Deregistration

1. Can an ESA (buyer) confirm temporary transfer coupled with lay-up initiated by a direct seller or an ESA (seller)?

Yes, the coupled lay-up option is available to ESA at the “Dealer to Dealer (Confirm Temporary Transfer)” or “Seller to Dealer (Confirm Temporary Transfer)” functions.

2. Can any vehicle be temporary transferred coupled with lay-up?

If the vehicle is eligible for temporary transfer, the transaction can be coupled with lay-up as long as the vehicle has not been continuously laid-up for 3 years. Do note that if a PARF-eligible vehicle is laid-up, the PARF rebate (if any) of the vehicle will be forfeited.

3. If the vehicle has been continuously laid-up for more than 2 years (e.g. 2.5 years), what happens when an ESA (buyer) confirms temporary transfer of vehicle coupled with lay-up?

When an ESA (buyer) confirms the temporary transfer of vehicle coupled with lay-up, system will only allow the vehicle to be further laid-up until the end of the 3rd year (e.g. if a vehicle has been laid-up continuously for 2.5 years, it can only be laid up for another 6 months). The ESA (buyer) should then renew the road tax of the vehicle before the end of the 3rd year.

4. What happens to the road tax when a vehicle is transferred coupled with lay-up?

Any remaining road tax of the vehicle will be refunded to the ESA (buyer).

Bii) Temporary Transfer Coupled with Deregistration

1. Can an ESA (buyer) confirm vehicle transfer coupled with deregistration:

For non-PARF eligible vehicles

No. For non-PARF eligible vehicles, ESA (buyer) has to first confirm the vehicle transfer via LTALink. Subsequently, ESA (buyer) can either:

- a) appoint a submitter to deregister the vehicle under the ESA (buyer)'s temporary ownership at an LTA-authorized scrapyard/EPZ on the ESA's behalf; or
- b) apply to deregister vehicle with submission of valid export documents via LTALink account.

For PARF-eligible vehicles

Yes. For PARF-eligible vehicle, an ESA (buyer) can confirm vehicle transfer coupled with deregistration. The vehicle is immediately deregistered. ESA (buyer) will have to upload disposal document within one month from the deregistration date.

- 2. How can an ESA (buyer) cancel the deregistration if he has successfully completed the vehicle transfer coupled with deregistration (e.g. wrongly selected deregistration instead of lay-up)?**

Please write in to the Vehicle Licensing Division – Deregistration team to appeal to restore the deregistration within 7 days after the vehicle transfer coupled with deregistration was successfully effected. If approved, an admin fee of \$32.10 (include GST) will be payable to restore the vehicle transfer transaction.

C) Cancel Pending Deregistration Application of Vehicle (by Asset Owners)

- 1. I, as an Asset Owner (AO), had applied to deregister my vehicle which is under financing. Can I cancel the application?**

Yes. To cancel the application to deregister your vehicle, please log in with your SingPass/ CorpPass at www.onemotoring.com.sg > “Dashboard” > “My Notifications” and click “Cancel Deregistration” or under “Ownership” > “Deregistration” > “Cancel Deregistration Application”. Upon successful cancellation, your financing company will be notified.

- 2. Can I cancel my deregistration application or re-upload the disposal documents as I realised that I had uploaded the wrong disposal documents?**

Yes. To cancel the application to deregister, please log in with your SingPass/ CorpPass at www.onemotoring.com.sg > “Dashboard” > “My Notifications” and click “Cancel Deregistration” or under “Ownership” > “Deregistration” > “Cancel Deregistration Application”. Upon successful cancellation, your financing company will be notified.

- 3. Under what circumstances can I cancel my deregistration application?**

- For pending deregistration application where Vehicle is still under financing.
- Non PARF-eligible vehicle with uploaded disposal documents that is pending LTA’s approval
- Cancel appointed Submitter

- 4. I have deregistered my PARF-eligible vehicle under permanent ownership by mistake. Can I cancel my deregistration application using the new function?**

No. Please submit an appeal to LTA Vehicle Licensing Division, Deregistration team. A fee of \$32.10 will be payable for restoration of each vehicle record, if approved.

- 5. I have deregistered my vehicle which is under temporary ownership. Can I cancel my deregistration application to effect a permanent transfer to my ownership?**

No. The cancellation function is only available for pending deregistration applications under permanent ownership. Vehicles which have been successfully deregistered cannot be cancelled.

- 6. Is this function available in LTALink?**

No. This function is only available to Asset Owners (AOs) using SingPass/CorpPass.

- 7. I have appointed a Submitter for a vehicle under my permanent ownership. How do I remove this Submitter and appoint another Submitter instead?**

You may use the “Amend Submitter Details” function if you wish to appoint another Submitter.

D) Amend Details of Submitted Disposal Documents for Exported Vehicles

- 1. LTA has returned my uploaded export documents for my vehicle under temporary ownership. How do I amend the details?**

For vehicles under temporary ownership, you may log in using LTALink > “Ownership” > “Deregistration” > “Apply to deregister vehicle” (for registered vehicles) or “Upload disposal documents” (for deregistered vehicles) to amend the details.

- 2. LTA has returned the submission of my export documents for my vehicle under permanent ownership. How do I amend the details?**

For AOs: To amend the details, please log in with your SingPass/CorpPass at www.onemotoring.com.sg > “Dashboard” > “My Notifications” > “Amend details”.

- 3. For returned submission under temporary ownership, can I use CorpPass to amend the details?**

No. For vehicles under temporary ownership, please use LTALink for your transactions.

- 4. LTA returned my submission of export documents on Wednesday. When is the earliest or latest I need to amend the submission?**

Please log in to www.onemotoring.com.sg to amend and submit your returns online immediately, or within 3 calendar days, (i.e. by 2359h on Friday).

- 5. I submitted the export documents for my vehicle on Monday. LTA had returned the submission and I have since amended and resubmitted the details on Wednesday. How will my COE rebate be calculated?**

If the amendment is accepted, COE rebate will be calculated based on the date of initial submission (i.e. Monday).

- 6. Can I get an extension on the deadline to amend the details?**

You need to amend the returned submission within 3 calendar days. For example, if returned submission by LTA was on 2 February 2019, the last day to return the amendments to LTA must be by 4 February 2019 (before 2359 hours). The amendment deadline cannot be extended.

- 7. I had submitted my disposal documents on the last day of the 1-month disposal period and LTA returned my submission 1 day later. Will I receive a Notice To Attend Court (NTAC) for late submission?**

If your amendment is accepted, the initial date of submission will be taken as the submission date. For such a scenario, you will not receive the NTAC.

- 8. What if I make a typo mistake on the amendment? Will LTA return the submission for amendment again?**

No. LTA will only return the submission for amendment once. If the amendment is incorrect, the submission will be rejected and you will need to re-submit your disposal documents.

- 9. If I have uploaded the wrong documents, will LTA return the submission to me?**

No. If the documents uploaded are wrong or unclear, the submission will not be returned for amendment but will be rejected instantly.