

10 Sin Ming Drive Singapore 575701

20 January 2020

Please see Distribution List  
All Motor Dealers  
All Electronic Service Agents

VRL/03/2020  
Our ref LTA/VR&L/V43.054.000  
Your ref  
DID Fax 65535329

Dear Sir / Madam

**Improved LTA Digital Services for Vehicle Owners:**

- A) Apply Transfer of Vehicle Coupled with Retention of Vehicle Number**
- B) Confirm Transfer of Vehicle Coupled with Replacement of Vehicle Number**
- C) Confirm Transfer of Vehicle Coupled with Lay-up or Deregistration**

With effect from **19 January 2020**, we have enhanced our system to allow vehicle owners to carry out the above transactions after they have logged in to their OneMotoring account with their SingPass/CorpPass.

Do note though that owners of vehicles with sealed number plates (e.g. Off-peak Cars, Classic vehicles etc) cannot use the above digital services to retain/replace their vehicle numbers. Such vehicles must pass inspection on the sealed number plates before the owners can apply to retain/replace their vehicle numbers.

**A) Apply Transfer of Vehicle Coupled with Retention of Vehicle Number**

Vehicle owners may retain their vehicle number when applying to transfer their vehicle to a buyer. The retention fee of \$1,300 is payable by the current vehicle owner.

When the vehicle number is retained successfully, a new vehicle number will be assigned to the vehicle. The vehicle owner is to inform the new owner of the new vehicle number.

*Screenshot on Apply Transfer of Vehicle coupled with retention of Vehicle Number*

**Transfer Of Vehicle Ownership**

1 Enter Next Owner's Details (1/4) 2 Review details (2/4) 3 Enter OTP (3/4) 4 Select Payment Method (4/4)

Note: You may take about 10 minutes to complete this transaction.

About this digital service

**Vehicles You Own**

**Your Vehicle Details**

SG123K  
Road Tax expires on 31 Aug 2020  
Please arrange with the next owner for the fees and any outstanding road tax that the next owner has to pay.

**Your Contact Details**

Send SMS to Mobile No.  
91234567  
Note: Your mobile no. will be used to keep you updated on your Vehicle/TCDE/Rebates related transactions.

I want to retain vehicle number SG123K

**Enter next owner's details**

**Next Owner's Details**

Once the vehicle number has been retained, the transaction cannot be cancelled and any fee paid is non-refundable.

**B) Confirm Transfer of Vehicle Coupled with Replacement of Vehicle Number**

The buyer or next owner may confirm transfer of vehicle ownership and apply to replace the vehicle number with their bid/retained number in the same transaction. A replacement fee of \$321 (for bid number) or \$1,200 (for retained number, if \$100 retention fee was paid at the point of retention), will be collected from the buyer or next owner. The transfer fee of \$25 is also payable.

*Screenshots on Confirm Transfer of Vehicle Coupled with Number Replacement*

**Confirm Vehicle Transfer**

1 Confirm transfer (1/5) 2 Enter your details (2/5) 3 Review transfer and payment details (3/5) 4 Enter OTP (4/5) 5 Make payment (5/5)

**Vehicle Transfer Details**

Vehicle No.	Make/Model	Road Tax Expires

I wish to replace the current vehicle number.

**Replace Vehicle Number**

Current Vehicle No.: SG123K

Please select the vehicle number to replace with the current vehicle number

SU1K (Valid Until: 24 Oct 2020) SU2T (Valid Until: 04 Nov 2020)

Back Submit

Upon successful completion of the coupled transaction, the new owner is required to change the number plate of his vehicle to display the new number within 3 calendar days. Vehicle owners can change the number plates on their vehicles at any vehicle workshop.

Do note that once a vehicle number had been successfully replaced, the transaction cannot be cancelled and any fee paid is non-refundable.

### **C) Confirm Transfer of Vehicle Coupled with Lay-up or Deregistration**

The buyer or next owner may confirm transfer of vehicle ownership and apply to lay-up or deregister the vehicle in the same transaction. Please see the screenshots below.

*Screenshots on Confirm Transfer of Vehicle Coupled with Lay-up / Deregistration*

The first screenshot displays a progress bar for the 'Confirm Vehicle Transfer' process. The steps are: 1. Confirm transfer (1/5), 2. Enter your details (2/5), 3. Review transfer and payment details (3/5), 4. Enter CTP (4/5), and 5. Make payment (5/5). Below the progress bar, there is a section titled 'Vehicle Transfer Details' with fields for 'Vehicle No.', 'Make/Model', and 'Road Tax Expiry'.

The second screenshot shows a 'Select additional transactions' dialog box. The options are: 'I do not need to add any other transactions', 'Renew road tax', 'Lay up of vehicle' (selected), and 'Deregistration of vehicle'. A blue arrow points to the 'Lay up of vehicle' option.

#### **(i) Confirm Vehicle Transfer Coupled with Lay-up**

- **Non PARF-eligible vehicle** - buyer or next owner may confirm transfer of vehicle and lay-up the vehicle in the same transaction. The lay-up fee of \$17.12 (including GST) and transfer fee of \$25 is payable by the buyer or next owner.
- **PARF-eligible vehicle** – lay-up option is not available. This is to avoid PARF-eligible vehicles from being mistakenly laid-up as their PARF rebate (if any) will be forfeited upon successful lay-up of vehicle.

#### **(ii) Confirm Vehicle Transfer Coupled with Deregistration**

- **Non PARF-eligible vehicle** - buyer or next owner may confirm transfer of vehicle coupled with deregistration by uploading disposal documents in the same transaction. The transfer fee of \$25 is payable. The vehicle will only be deregistered successfully upon LTA's review and approval of the uploaded disposal documents. If the disposal documents are eventually rejected by LTA, the buyer or next owner will need to re-upload the disposal documents for LTA's review and approval.
- **PARF-eligible vehicle** – buyer or next owner can only deregister a vehicle that is more than 2 years old from its First Registration Date. The transfer fee of \$25 is payable.

For more information, please refer to the list of Frequently Asked Questions in **Annex A**.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Candice Yeo', with a stylized flourish at the end.

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

**Frequently Asked Questions on AskJamie @ LTA**

**A) Apply Transfer of Vehicle Coupled with Retention of Vehicle Number**

- 1. If I have applied for transfer of vehicle coupled with number retention, who will pay the fee for number retention?**

As you, the current owner and seller, have selected to retain the vehicle number when applying to transfer your vehicle to a buyer, you will have to pay the fee for number retention.

- 2. If I have applied for transfer of vehicle coupled with number retention and the buyer has rejected the transfer, will the retained vehicle number go back to the vehicle?**

Once the vehicle number has been retained successfully and a new number has been assigned to the vehicle, the retention will not be cancelled even if the vehicle transfer is unsuccessful / cancelled / rejected.

- 3. If I have applied for transfer of vehicle coupled with number retention, can I use the retained number immediately or do I have to wait for the transaction for transfer of vehicle to be completed?**

Once the vehicle number has been successfully retained, you may use the retained vehicle number immediately.

- 4. I have applied for transfer of vehicle coupled with number retention. The retention was successful and a new number has been assigned to my vehicle. Who should change the number plate on vehicle and when must it be done?**

Upon successful number retention, the new vehicle number should be displayed on the vehicle within 3 calendar days. As there is a transfer of vehicle ownership, the seller and buyer may wish to discuss who should change the number plate prior to the transfer.

**5. Can owners of vehicles with sealed number plates (e.g. off-peak cars, Classic Vehicles, etc.) perform vehicle transfer coupled with number retention/replacement?**

Owners of vehicles with sealed number plates (e.g. off-peak cars, Classic Vehicles, etc.) cannot perform vehicle transfer coupled with number retention/replacement. For vehicles registered under the Revised Off-Peak / Off-Peak / Weekend / Classic / Vintage (Restricted) / Revised Vintage schemes, the owner must first send his vehicle to an LTA-Authorised Inspection Centre (AIC) to check that the number plate seals are intact before he can apply to retain the vehicle registration number. Once the owner has passed the inspection, he has 7 calendar days to apply to retain the vehicle registration number under his name. After the vehicle registration number has been retained, the owner has to affix the new number plate and pass the seal inspection before he can transfer the vehicle to the next owner.

**B) Confirm Transfer of Vehicle Coupled with Replacement of Vehicle Number**

**1. If I, the buyer or next owner, confirm the vehicle transfer coupled with replacement of vehicle number, who will pay the vehicle transfer fee and vehicle number replacement fee (if any)?**

The vehicle transfer fee and vehicle number replacement fee will be collected from the buyer when he/she confirms the coupled transaction online. As such, the seller and buyer may wish to discuss and factor in the payment of the transfer fee in the sales and purchase agreement prior to the transfer.

**2. If I, the buyer or next owner, have confirmed the vehicle transfer coupled with replacement of vehicle number, can I cancel the replacement of vehicle number that I have done?**

Once the replacement of vehicle number is completed successfully, the transaction cannot be cancelled and any fee paid is non-refundable.

**C) Confirm Transfer of Vehicle Coupled with Lay-up or Deregistration**

**1. If I, as the buyer or next owner, have confirmed the vehicle transfer coupled with lay-up, can I re-licence or renew road tax immediately?**

If the prerequisites (insurance and/or inspection, where applicable) are met, you may renew your road tax online. Please note that the lay-up application fee paid will not be refunded.

2. **If I, as the buyer or next owner, have confirmed the vehicle transfer coupled with lay-up, can I cancel the lay-up transaction?**

You can cancel the lay-up application for your vehicle before the start of the lay-up period at a fee of \$32.10. Cancellation of lay-up is not allowed once the lay-up period has started. To re-license your laid-up vehicle for use again, check that your vehicle meets the prerequisites (insurance and/or inspection, where applicable). You can then renew your road tax online. Please note that the lay-up application fee paid will not be refunded.

3. **If I, as the buyer or next owner, have confirmed the vehicle transfer coupled with lay-up, when will my lay-up period commence?**

The lay-up period will commence the next calendar day.

4. **If I, as the buyer or next owner, have confirmed the vehicle transfer coupled with deregistration successfully, can I still cancel the deregistration subsequently? Will cancellation of deregistration affect the vehicle transfer transaction?**

**For PARF-eligible vehicles:** The vehicle will be deregistered once the coupled transaction is successful.

**For Non PARF-eligible vehicles:** You may cancel the deregistration transaction using the “Cancel Deregistration Application” function if disposal documents have not yet been approved by LTA. The vehicle transfer transaction will not be affected. You should re-apply to deregister the vehicle as soon as possible. The vehicle’s deregistration date will be based on the eventual successful submission of satisfactory proof of disposal. If you do not re-apply to deregister the vehicle within the same day, please ensure that you have valid road tax and insurance. Otherwise, you need to lay-up the vehicle.

5. **Can I, as the buyer or next owner, confirm the vehicle transfer coupled with deregistration if I wish to send the vehicle to an LTA-authorised scrapyard or Export Processing Zone (EPZ)?**

**For PARF-eligible vehicles:** You may proceed with the coupled transaction. Thereafter, please tow or transport the vehicle to an LTA-authorised scrapyard/EPZ.

**For Non PARF-eligible vehicles:** No. You have to confirm the vehicle transfer before appointing a submitter online using the “Deregister vehicle” function to deregister the vehicle at the scrapyard/EPZ.