

10 Sin Ming Drive Singapore 575701

26 March 2020

Please see Distribution List  
All Motor Dealers  
All Electronic Service Agents

VRL/11/2020  
Our ref LTA/VR&L/V43.054.000  
Your ref  
DID Fax 65535329

Dear Sir / Madam

**New and Improved LTA Digital Services:**

- A) Enhanced Transfer of Vehicle Functions for Electronic Service Agents (ESAs) in LTALink**
- B) Conversion of Private Hire Car (PHC) to Normal Scheme upon Temporary Transfer Coupled with Deregistration**
- C) Upload of Disposal Documents for Multiple Vehicles under Temporary Transfer**

**A) Enhanced Transfer of Vehicle Functions for ESAs in LTALink**

With effect from **29 March 2020**, the “Transfer of Vehicle Ownership” functions will be enhanced. We will replace the existing “Transfer Vehicle” dropdown field under this function with “Apply to transfer” and “Confirm pending transfer”.

- “**Apply to transfer**” is for ESA (Seller) to initiate a vehicle transfer under its temporary ownership to the buyer;
- “**Confirm pending transfer**” is for ESA (Buyer) to accept a vehicle transfer to be under its temporary ownership.

Please refer to **Annex A** for screenshots of the “Transfer of Vehicle Ownership” functions.

**B) Waiver of Conversion Fee upon Temporary Transfer of PHC Coupled with Deregistration**

Since 21 January 2019, PHCs are being automatically converted to Normal scheme upon successful temporary transfer of the vehicle to ESAs.

Arising from ESAs’ feedback, we will enhance our system to waive the conversion fee of \$100 when the ESA accepts/confirms the vehicle transfer of a PHC under its temporary ownership, coupled with deregistration. With this enhancement, ESA will only need to pay the temporary transfer fee, which will be deducted via the ESA’s GIRO account. This will take effect from **29 March 2020**.

C) **Upload of Disposal Documents for Multiple Vehicles Under Temporary Transfer**

With effect from **29 March 2020**, ESAs will be able to upload via LTALink export documents for up to 5 vehicles in one transaction for non-PARF eligible vehicles or deregistered vehicles which are under their temporary ownership.

You may refer to **Annex B** for screenshots of this “Upload Disposal” function.

This is in addition to our digital service on [www.onemotoring.com.sg](http://www.onemotoring.com.sg) to allow Asset Owners and ESAs (for deregistered vehicles under ESAs’ permanent ownership) to select up to 5 vehicles listed in the same set of export documents to be uploaded in a single transaction. This was implemented in December 2019.

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

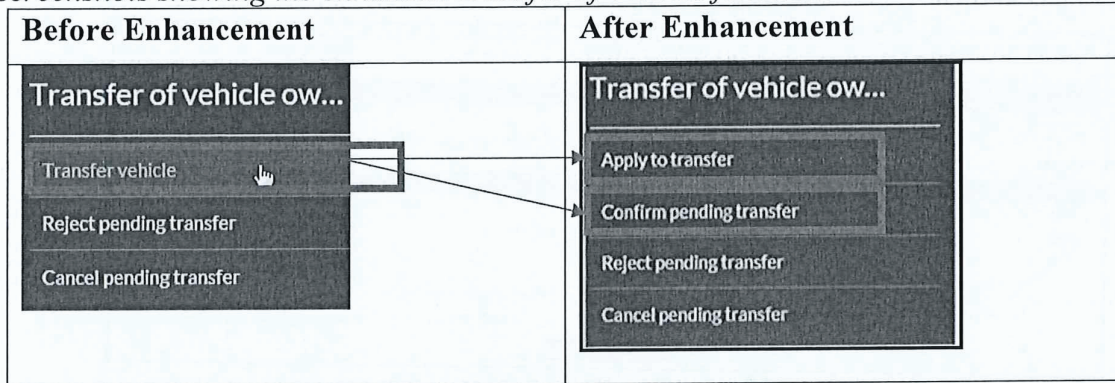
Yours sincerely



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

## Annex A

### Screenshots showing the enhanced Transfer of Vehicle functions



### Screenshot showing "Apply to Transfer" (for Seller)

**Apply Transfer Of Vehicle Ownership**

**Input Details**

Vehicle No. \*:   
\* Mandatory field

terms and conditions:

1.Definitions  
In these terms and conditions, the words "we", "us" and "our" refers to the Land Transport Authority, and the words "you" and "your" refers to the applicant.

### Screenshot showing "Confirm pending transfer" (for Buyer)

**Confirm Transfer Of Vehicle Ownership**

**Input Details**

Vehicle No. \*:   
Transfer To Be Coupled With:  Deregistration  Lay-up

**Owner Details**

Owner ID Type \*:   
Owner ID \*:   
\* Mandatory field

terms and conditions:

1.Definitions  
In these terms and conditions, the words "we", "us" and "our" refers to the Land Transport Authority, and the words "you" and "your" refers to the applicant.



## Annex B

### Screenshots of the enhanced "Upload Disposal" function.

#### Step 1: Select up to 5 Vehicles

If you have exported your vehicle, you may need to upload the foreign re-registration documents or export documents such as the Singapore Customs Cargo Clearance Permit, Bill of Lading or Malaysian Customs' Inward Declaration Form.

**Upload disposal document**

**Input Details**

You may select up to 5 vehicles. If they share the same set of disposal documents. Selection of multiple vehicles is not allowed for amendments to earlier submissions.

Vehicle No\*:   **Enter vehicle number and click "Add"**

**Selected Vehicle(s)**

Vehicle number	Engine Number	Chassis Number	Status	Deregistered Date
<input type="text"/>	<input type="text"/>	WV <input type="text"/>	Deregistered	07 Jan 2019

**Added vehicles will appear here**

**Definitions**

1. In these terms and conditions, the words "we," "us" and "our" refers to the Land Transport Authority, and the words "you" and "your" refers to the applicant.

**Click the "X" to remove this vehicle**

#### Step 2: Check details of selected vehicles

**Upload disposal document (Submit)**

**Vehicle Details**

Vehicle number	Make/Model	Engine Number	Chassis Number	First Registration Date
<input type="text"/> P	AUDI /R8 5.2 FSI QUATTRO R TRONIC	B <input type="text"/> 1	WV <input type="text"/> 3	26 Sep 2009
<input type="text"/> G	HONDA /FREED 1.5G A	L <input type="text"/> 7	C <input type="text"/> 6	16 Oct 2009
<input type="text"/> X	ROLLS ROYCE /PHANTOM	6 <input type="text"/> 4	S <input type="text"/> 4	16 Jul 2005
<input type="text"/>	PORSCHE /MACAN TURBO 3.6 A/T ABS D/AIRBAG AWD	<input type="text"/>	W <input type="text"/> 8	07 Jul 2014
<input type="text"/>	VOLKSWAGEN /BEETLE DUNE 1.4 TSI	<input type="text"/>	W <input type="text"/> 2	26 Dec 2018

Step 3: Complete details and upload export documents accordingly. Please check that the data you have entered tally with the information on the uploaded documents of the selected vehicles.

**Deregistration Type**

Select how you exported the vehicle:  Ocean Freight Export Document  Land Checkpoint Export Document  Foreign Vehicle Registration Document

**Export and Upload Disposal Documents**

Please check that the information you enter below tallies with the uploaded document. Otherwise, your vehicle's disposal records cannot be processed, and it is an offence if you do not dispose your vehicle in time.

Exporter's Name\*:

Is Export Containerised? \*  Yes  No (select this 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\*:

**Documents Uploaded (for Ocean Freight Export)**

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

Document	File name	Size	Progress
Bill of Lading (BL)*:	Bill of Lading 2.jpg (9 KB)	9 KB	100%
Cargo Clearance Permit (CCP)*:	CCP.jpg (210 KB)	210 KB	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.

do not use your browser's Back or Forward buttons as this may result in information loss

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