

10 Sin Ming Drive Singapore 575701

27 March 2020

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All LTA-authorized Export Processing Zone
operators

VRL/12/2020
Our ref LTA/VR&L/V43.054.000
Your ref
DID Fax 65535329

Dear Sir / Madam

Enhanced “Upload Disposal” Function in LTALink to Allow Upload of Disposal Documents for Multiple Vehicles

With effect from **29 March 2020**, Electronic Service Agents (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 A** for screenshots on the enhanced “Upload Disposal” function.

This is in addition to our digital service on www.onemotoring.com.sg to allow Asset Owners and ESAs (for deregistered vehicles under ESA’s 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 introduced in December 2019,

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

Thank you.

Yours sincerely



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

Annex A

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
S- P	- Y1	W- - - - - 33	Deregistered	07 Jan 2019

Added vehicles will appear here

Terms and Conditions:

Default: 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
S- P	AUDI /R8 5.2 FSI QUATTRO R TRONIC	B- - - - - 1	W- - - - - 3	26 Sep 2009
S- G	HONDA /FREED 1.5G A	L- - - - - 7	C- - - - - 6	16 Oct 2009
S- K	ROLLS ROYCE /PHANTOM	6- - - - - 1	S- - - - - 4	16 Jul 2005
S- -	PORSCHE /MACAN TURBO 3.6 A/T ABS D/AIRBAG AWD	C- - - - - 0	W- - - - - 8	07 Jul 2014
S- -	VOLKSWAGEN /BEETLE DUNE 1.4 TSI	C- - - - - -	W- - - - - 2	26 Dec 2018

Step 3: Complete details and upload export documents accordingly. Please ensure that the documents uploaded contain the selected vehicles and that the information provided is accurate.

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

File you have chosen

Bill of Lading (BL)*: [Billoflading2.jpg\(9 KB\)](#) 100%

[Upload Files](#) [Delete Files](#)

Max file size 5 MB

File you have chosen

Cargo Clearance Permit (CCP)*: [CCP.jpg\(210 KB\)](#) 100%

[Upload Files](#) [Delete Files](#)

Max file size 5 MB

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.

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Distribution List

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