

10 Sin Ming Drive Singapore 575701

18 September 2020

All Electronic Service Agents

VRL/38/2020  
Our ref LTA/VR&L/V43.054.000  
Your ref  
DID Fax 65535329

Dear Sir / Madam

### **Update of Class/Body Codes for Vehicles Upon Temporary Transfer to ESAs**

With effect from 28 June 2020, we have enhanced our system to automatically update the class/body codes of Passenger (Private) vehicles to Passenger (Company) vehicles upon temporary transfer to Electronic Service Agents (ESAs).

The enhancement was made in response to ESAs' feedback that they were unable to convert Off-Peak Cars (OPCs) that were previously owned by individual owners to the Normal Scheme online. With this enhancement, ESAs may now proceed with the online conversion (i.e. from OPC to Normal Scheme) before selling the vehicle to a new buyer without issue.

The late road tax/COE renewal fees payable for cars under the Temporary Transfer Vehicle Scheme are based on the rates for business service passenger vehicles (i.e. company cars), which are applicable to ESAs as business entities. Please renew your vehicles' road tax and COEs promptly before their expiry to avoid incurring late fees.

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