

10 Sin Ming Drive Singapore 575701

Tel: 1800 – CALL LTA (1800 – 2255 582)

Fax: (65) 65535329

29 May 2023

All Motor Dealers / Importers

Our ref VRL/08/2023

LTA/VQR/V43.054.000

All Electronic Service Agents

Your ref

DID

Fax 65535329

Dear Sir/Madam

**Validity Period for Accounting and Corporate Regulatory Authority (ACRA)
Printout**

1. Electronic Service Agents (ESAs) are reminded to retain and produce ACRA printouts which are valid at the point of transaction for LTA's ESA audit. The ACRA validity periods are as follows:

Vehicles registered under ESAs or Public Transport Operators	3 months from the date of issuance
Vehicles registered under other corporate entities	14 days from the date of issuance

2. As proof of your ESA status, ESAs can present the ESA profile page of your company in the LTALink system. To access and print the ESA profile page, please log in to the LTALink system and navigate to 'Finance' > 'Update AA Particulars'. A sample is attached in the Annex for your reference.

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

Yours faithfully



Cheryl Tan (Ms)

Deputy Director

Vehicle Quota & Registration Division

Vehicle Services Group

Distribution List

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SAMPLE

LTA Link... Welcome, Mary Heng Session Date: 12 May 2023
Counter Balance: \$100,000.00

- 🏠 Vehicle Hub
- Licensing
- Ownership
- Finance
- Report/Data
- ESA info
- 👤 Logout

List Authorised Agent

<u>Agent ID & Name</u>	<u>Agent Type Code & Description</u>	<u>Effective Start Date</u>	<u>Effective End Date</u>
<input checked="" type="radio"/> AAABC001 – ABC COMPANY & TRADING PTE LTD	ADEAL – Authorised Dealer	29 Nov 2004	31 Dec 9999