

10 Sin Ming Drive Singapore 575701

5 January 2024

Our ref VRL/01/2024  
LTA/VR&L/V43.054.000

All Motor Dealers / Importers  
All Electronic Service Agents

Dear Sir / Madam

**Procedures for General Licence (GL) Applications and Renewals**

We are pleased to inform that you can submit your application for a new General Licence (commonly known as “Trade Plates”) or renew your existing GLs using the contact form available on LTA’s OneMotoring web portal.

The link for the submission and the step-by-step guides are provided in the enclosed **Annex A**.

We hope you will find this mode of submission useful as we continue to enhance and streamline our processes to offer greater convenience to the motor industry.

Yours faithfully



Neu Siew Lay (Ms)  
Deputy Director  
Vehicle Quota and Registration Division  
Vehicle Services Group

**Annex A**

**A. Application for New General Licence**

<b>Step</b>	<b>Details</b>
<b>1.</b>	<p><b>Download and complete the R09 Application Form:</b></p> <p><a href="https://onemotoring.lta.gov.sg/content/onemotoring/home/topwebsite/forms.html">https://onemotoring.lta.gov.sg/content/onemotoring/home/topwebsite/forms.html</a>.</p> <p>Select ‘Others’ and then ‘R09 – Application for A General Licence’. Ensure that the form is <u>completed in full and signed</u>.</p>
<b>2.</b>	<p><b>Prepare the following supporting documents:</b></p> <ul style="list-style-type: none"> <li>• Formal letter explaining the <u>purpose</u> for the General Licence (GL) application, including: <ul style="list-style-type: none"> <li>(a) Type(s), make(s) and model(s) of vehicle(s) that your business deals with.</li> <li>(b) Frequency of use of the GL.</li> </ul> </li> <li>• Business Profile printout issued by the Accounting and Corporate Regulatory Authority (ACRA). Please ensure the ACRA printout is dated no later than 14 days from the date of submission to LTA.</li> <li>• Statistics on the number of vehicles handled by your business in the past 6 months (in MS Excel format).</li> <li>• Copies of sales/repair invoices for the past 1 month to show proof of services provided.</li> </ul> <p>LTA may request additional documents not listed above, if necessary to process the application.</p>
<b>3.</b>	<p><b>Submit the R09 form and all documents above to LTA via our contact form (at least 2 weeks prior to intended usage start date):</b></p> <p><a href="http://www.lta.gov.sg/content/ltagov/en/contact_us.html/#contact_form">www.lta.gov.sg/content/ltagov/en/contact_us.html/#contact_form</a>.</p> <p>Please select the category “Vehicle Matters” and sub-category “Registration, Vehicle Registration Numbers” respectively.</p>

**4. Submit Certificate of Insurance and payment for the GL fee**

- When your GL application is approved, you will be notified by LTA and issued with an approval letter indicating the GL number assigned to your business.
- Approach your insurer to obtain a valid Certificate of Insurance for your assigned GL number.
- Submit payment for the GL fee via PayNow as follows:
  - (a) Select and enter the UEN 'T08GB0027D01A' for Entity Name of 'LTA/AG'.
  - (b) Enter the amount.
  - (c) In the "UEN/Bill Reference No." field, enter the phrase '**New GL – [GL No.]**' to identify the payor (see illustration below). Please ensure this field is entered correctly, or there may be delays in tracing the payment and processing your GL application.

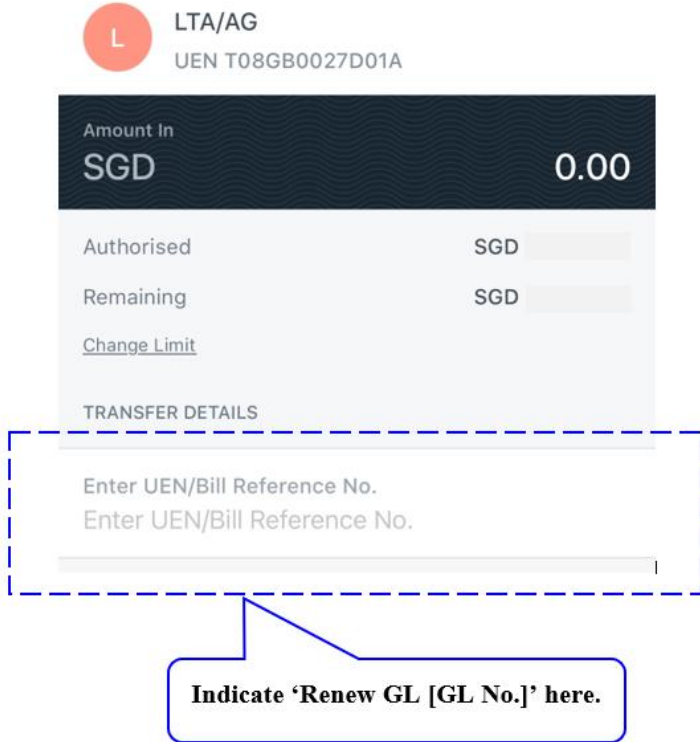
Illustration for UEN/Bill Reference No.



**5. Collection of GL plates**

Upon receipt of payment, LTA will contact you to arrange an appointment for the collection of your GL plates and validated GL sticker from the LTA Customer Service Centre. **Please bring along your valid Certificate of Insurance for this appointment.**

**B. Renewal of Existing General Licence**

Step	Details
<p><b>1.</b></p>	<p><b>Payment of GL renewal fee</b></p> <ul style="list-style-type: none"> <li>Submit payment for the GL fee via PayNow as follows:           <ul style="list-style-type: none"> <li>(d) Select and enter the UEN ‘T08GB0027D01A’ for Entity Name of ‘LTA/AG’.</li> <li>(e) Enter the amount.</li> <li>(f) In the “UEN/Bill Reference No.” field, enter the phrase "<b><u>Renew GL – [GL No.]</u></b>" to identify the payor (see illustration below). Please ensure this field is entered correctly, or there may be delays in tracing the payment and processing your GL renewal.</li> </ul> </li> </ul> <p><u>Illustration for UEN/Bill Reference No.</u></p>  <p>The illustration shows a mobile payment screen for LTA/AG with UEN T08GB0027D01A. The amount in SGD is 0.00. Below this, there are fields for 'Authorised' and 'Remaining' in SGD. A 'TRANSFER DETAILS' section contains a field for 'Enter UEN/Bill Reference No.' which is highlighted with a dashed blue box. A callout box points to this field with the text 'Indicate 'Renew GL [GL No.]' here.'</p>
<p><b>2.</b></p>	<p><b>Download and complete the R09 Application Form:</b></p> <p><a href="https://onemotoring.lta.gov.sg/content/onemotoring/home/topwebsite/forms.html">https://onemotoring.lta.gov.sg/content/onemotoring/home/topwebsite/forms.html</a>.</p> <p>Select ‘Others’ and then ‘R09 – Application for A General Licence’. Ensure that the form is <u>completed in full and signed</u>.</p>

<b>3.</b>	<p><b>Prepare the following supporting documents:</b></p> <ul style="list-style-type: none"> <li>• Valid Certificate of Insurance for the GL - covering the full licence period (6 or 12 months).</li> <li>• Proof of payment for the GL fee – a screenshot of the PayNow transaction completion page.</li> <li>• Business Profile printout issued by the Accounting and Corporate Regulatory Authority (ACRA). Please ensure the ACRA printout is dated no later than 14 days from the date of submission to LTA.</li> </ul> <p>LTA may request additional documents not listed above, if necessary to process the application.</p>
<b>4.</b>	<p><b>Submit the R09 form and all documents above to LTA via our contact form (at least 2 weeks prior to intended usage start date):</b></p> <p><u><a href="http://www.lta.gov.sg/content/ltagov/en/contact_us.html/#contact_form">www.lta.gov.sg/content/ltagov/en/contact_us.html/#contact_form</a></u>.</p> <ul style="list-style-type: none"> <li>• Please select the category “Vehicle Matters” and sub-category “Registration, Vehicle Registration Numbers” respectively.</li> </ul>
<b>5.</b>	<p><b>Approval and issue of new validated GL sticker</b></p> <ul style="list-style-type: none"> <li>• Once the GL renewal application is approved, an acknowledgement letter and a validated GL sticker will be mailed to you.</li> <li>• If the GL renewal application is not approved, the GL fee paid will be refunded to you via bank transfer (per your banking details in LTA records).</li> </ul>

**C. Replacement of Lost/Damaged General Licences**

To request for replacement of your General Licence, please submit your request through our contact form:

[www.lta.gov.sg/content/ltagov/en/contact\\_us.html/#contact\\_form](http://www.lta.gov.sg/content/ltagov/en/contact_us.html/#contact_form).

Please select ‘Category (Vehicle Matters)’ and ‘Sub-Category (Registration, Vehicle Registration Numbers)’ respectively. LTA will contact you to advise on the documents and payment to be submitted.

**Distribution List**

1. President  
Motor Traders Association of Singapore  
(Email: admin@mta.org.sg)
  
2. President  
Automobile Importer & Exporter Association, Singapore  
(Email: lynnyeo@aiea.org.sg)  
(Email: tchoon22@pacific.net.sg)
  
3. President  
Singapore Vehicle Traders Association  
(Email: eugene@svta.com.sg)
  
4. President  
Singapore Motor Cycle Trade Association  
(Email: mail@smcta.org.sg)