

e-Services@ONE.MOTORING
Asset Owner User Account Application Form



You may take about 5 minutes to complete this form. You will need the following information to fill in the form:

- Name of Requestor
- NRIC (Singaporeans, Singapore PRs and Malaysians) or Passport number (Foreigners other than Malaysians) of the registered owner, OR
- NRIC/Passport No. of the authorised person of the Company/Business/Limited Liability Partnership (LLP)/Limited Partnership (LP)/Club/Association/Organisation as follows:
 - NRIC (Singaporeans, Singapore PRs and Malaysians)
 - Passport No. (Foreigners other than Malaysians)
 - ACRA No./UEN/LTA-issued ID, where applicable (Company/Business/LLP/LP/Club/Association/Organisation)

Note

Supporting Documents:

- For activation of your user account or reset of your password instantly, please bring along all the related identification documents stated in www.onemotoring.com.sg At Homepage > Information & Guidelines > Transaction Pin & User Account

INSTRUCTIONS

- 1) Please complete PART 1, 2 and 3 of the application form to avoid delays in processing. Please delete accordingly for information appended with *.
- 2) All underlined fields, if applicable, are mandatory. Incomplete forms will be rejected and request will not be processed.
- 3) Duly completed and signed forms and identification documents should be submitted to Vehicle Registration & Licensing Division, 10 Sin Ming Drive, Singapore 575701 via fax or mail or in person.
- 4) The new password, if any, can only be issued instantly if the requestor is present at the above-mentioned address. Otherwise, it will be posted to the designated registered address.
- 5) Issuance of password is not applicable to Singapore NRIC holders.

PART 1 REQUESTED ACTION

- Activate user account and issue a new password instantly (in person) [For first-time Malaysian / Foreign Passport / Company / Business / UEN / C- Certificate holders]
- Issue a new password INSTANTLY (in person) / BY POST*
- Re-activate a disabled account due to maximum login retries without re-issuance of password
- Re-activate a disabled account due to maximum login retries and issue a new password INSTANTLY (in person) / BY POST *
- Disable/suspend the account; access is not needed until further notice

PART 2 REGISTERED OWNER PARTICULARS

Name of Registered Owner:

Individual : 1. Singapore NRIC (e.g. S1234567D) 2. Malaysia NRIC (e.g. 123456789012) 3. Foreign Passport (e.g. 123456789)
*NRIC / Passport / ACRA / C Cert No. : Place of Issue (for Foreign Passport) :

Non-Individual : 4. ACRA No. e.g. 12345678M (for Business or Company) 5. Unique Entity Number e.g. T09FC4567X (for Foreign Company, Limited Liability Partnership, Limited Partnership, Professional, Statutory Board, Ministry & Government Department or Non-ACRA Registered Organisations) 6. C-Certificate holders e.g. C1234567A

Name of Authorised Personnel :

NRIC/Passport No.:

Designation :

Place of Issue (for Foreign Passport) :

* Registered Address :

PART 3 AUTHORISATION & AGREEMENT

*I / We declare that *I / We have read and understood the conditions stated on this application form, and shall undertake to abide by them.

Registered Owner / Authorised Personnel's Signature*

Company's Stamp (if applicable)

Date

Terms & Conditions

This application is subjected but not limited to the following conditions:

1. These Terms and Conditions are supplemental to and are to be read together with the Conditions of Use found at the footer of the e-Services@ONE.MOTORING website accessed via <http://www.onemotoring.com.sg>.
2. You shall act in good faith, exercise reasonable care and diligence in keeping your password confidential. At no time and under no circumstances shall you disclose your password to another person.
3. You shall be fully responsible in the event of any accidental or unauthorised disclosure of your password to another person and shall bear the risks of your password being used by unauthorised persons or for unauthorised purposes.
4. Upon notice or suspicion of your password being disclosed to any unauthorised person or any unauthorised use being made, you shall notify us as soon as possible in person or by fax or by telephone at 1800 Call-LTA (1800-2255 582) or such telephone number(s) as we may from time to time prescribe (we may request that you confirm in writing any details you may give) to reset your password and you shall remain responsible for any use by unauthorised persons or for any unauthorised purposes until we reset your password or suspend your account.
5. Without prejudice to the Conditions of Use, the Land Transport Authority shall not be responsible or liable for any damages, losses or expenses including direct, indirect, special, punitive, economic or consequential losses and damages, howsoever arising from or in connection with the use of your password, whether or not you have authorised such use.
6. Consent to the collection, use or disclosure of personal data: We may share personally identifiable data that you have provided in this application with other Government agencies, so as to serve you in a most efficient and effective way. We will not share your personally identifiable data with other entities, except where such entities have been authorised to carry out specific Government services or in accordance with legislation under the purview of the Land Transport Authority to enable us to perform our functions or duties or to comply with any order of court or in compliance with any written law, or for the purposes of taking any action against any user for breach of the conditions of use of the Authority's electronic services.
Data provided by the Authority may be used for verification and record of your personal particulars, including comparing information from other sources, and using the information to communicate with you.

PART 4 FOR INTERNAL USE ONLY

Processed by Processing Officer

Name / Designation	Signature	Date
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Remarks : _____

Processed By User Account Administrator

Name / Designation	Signature	Date
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Action : **Processed (Suspend / Terminate *) /
Re-activate Account (With / Without * new password) /
Issue New Password / Rejected / Withdrawn**

Remarks : _____

Processed By User Account Administrator Supervisor (For Suspension / Re-activation of Account)

Name / Designation	Signature	Date
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Action : **Approved / Rejected**

Remarks : _____