

**APPLICATION FOR REGISTRATION  
AND LICENSING OF A MOTOR VEHICLE**



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

- Vehicle registration number, registration date, cargo clearance permit number, chassis number, make/model and year of manufacture;
- For vehicle to be registered in the name of an individual: Name of registered owner, address and NRIC (Singaporean / Singapore Permanent Resident (PR)) or FIN (Foreigner);
- For vehicle to be registered in the name of a non-individual: Name of Company, ACRA certificate number / Unique Entity Number (UEN), Particulars [Name, NRIC (Singaporean / Singapore PR) or FIN (Foreigner)] of the Director(s) / Sole Proprietor / Partner(s) whose name is listed in the ACRA printout, or a manager who is authorised in writing by the named Director(s) / Partner(s) to sign on this Form R01 on behalf of the company;
- Name, NRIC (Singaporean / Singapore PR) or FIN (Foreigner) of the person performing the transaction on behalf of the registered owner (also known as submitter); and
- Amount of excess PARF/COE rebate to be forfeited after registration (if any) and/or amount of excess COE deposit to be refunded after offsetting relevant registration fee and taxes.

Please read instructions overleaf before completing the form

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| Vehicle Registration No.:<br><br><i>(Filled in after vehicle is registered, unless a bid/retained number is used for registration)</i> | Registration Date:<br><br><div style="border: 1px dashed black; padding: 5px; text-align: center;">IU Label<br/>(Optional)</div> | Cargo Clearance Permit No.: _____<br>Chassis No.: _____<br>Make / Model: _____<br>Year of Manufacture: _____ |
| <b>Registered Vehicle Owner's Particulars</b>  |  |  |
| Name (As in NRIC / FIN / ACRA / UEN):  | Address:   |  |
| *NRIC No. / FIN / ACRA No. / UEN:  |  |  |
| Date of Birth (For individual):  |  |  |

**DECLARATION:**

**By Registered Owner / Authorised Representative (i.e. Individual / Electronic Service Agent (ESA) / Motor Firm):** \*I/We are aware that LTA will use the Open Market Value (OMV) declared to and/or reassessed by Singapore Customs (SC) for computation of the vehicle tax [i.e. Additional Registration Fee (ARF)], and that the declaration of OMV to SC is also our declaration to LTA for taxation purposes. \*I/We will immediately inform LTA of any change in the OMV should the actual value differ from the declaration to SC. \*I/We undertake to pay the difference in the ARF should the OMV be higher upon reassessment by the SC. \*I/We confirm that the information furnished to LTA is true and correct and are aware that furnishing any false or misleading particulars, information or documents to LTA is an offence under Section 129 of the Road Traffic Act.

**By Registered Owner:** \*I/We hereby authorise \_\_\_\_\_ [Name of \*Individual / ESA / Motor Firm] as my agent (if applicable) to submit this application and furnish all relevant particulars or documents to LTA on \*my/our behalf.

\*I/We hereby agree to be bound by such terms and conditions applicable to the use of user account and user password to access LTA's digital services as LTA may prescribe from time to time.

\*I/We understand that the vehicle must be insured at all times against at least third-party risks before it can be used on the roads. \*I/We believe the particulars of the vehicle as provided by the Authorised Representative furnished above are correct and \*I/we agree to the registration of the said vehicle in \*my/our name. \*I/We have read and understood the instructions given below and overleaf and \*I/we consent to the collection, use or disclosure of my personal data to a third party as per paragraph 9 given overleaf.

Tick (✓) and complete the relevant section(s) below:

|   |  |
|---|--|
| <input type="checkbox"/> <b>*Classic Vehicle / Pulau Ubin Vehicle / Revised Vintage Vehicle</b>   | *I/We shall seal the number plates for the vehicle at an LTA-authorized inspection centre within <b>7 calendar days</b> from registration of vehicle.<br>*I/We understand that *I/we must seek <b>prior</b> approval from LTA to break and reseal the licence plate seal(s) of the vehicle for any repair or other works on the vehicle. |
| <input type="checkbox"/> <b>Vintage (Normal) Motorcycle/Scooter</b>   | *I/We understand that motorcycle/scooter registered under the Vintage (Normal) Vehicle Scheme has a lifespan till <b>30 June 2028</b> .  |
| <input type="checkbox"/> <b>Light Goods Vehicle / Bus with 9 passengers or less (excluding driver)</b>  | *I/We hereby undertake to display the Registered Owner's name, business address, *ACRA/UEN/Hawker Licence/Farm Licence number, passenger capacity (if applicable) on both sides of the vehicle within <b>7 calendar days</b> from registration of vehicle.   |
| <input type="checkbox"/> <b>PARF / COE Rebate Forfeiture</b><br>(in cases where PARF/COE rebates is more than the total upfront registration fees and taxes payable)  | *I/We understand, if after offsetting the relevant fees and taxes payable to register *my/our vehicle and there is excess of PARF/COE rebate of \$_____, *I/we unconditionally consent to the forfeiture of the rebate(s) after having read the instruction as per paragraph 7 given overleaf.   |
| <b>Refund excess COE deposit, if any, to:</b><br><input type="checkbox"/> <b>Motor Firm</b><br><input type="checkbox"/> <b>Registered Owner</b><br>(if both boxes are not ticked, it is deemed that the refund is to be made to the Registered Owner) | *I/We understand that after offsetting the relevant fees and taxes payable to register *my/our vehicle, there is a credit balance of \$_____ arising from the excess COE deposit. *I/We hereby authorise LTA to refund this amount as indicated on the form by *me/us.   |

**By Authorised Representative:** We will comply with LTA's requirements for this application and all particulars or documents relating to the application(s) are to be submitted to LTA within **7 working days** from the registration of vehicle.

Registered Owner's Name<sup>+</sup> and  
\*NRIC / FIN

Signature of Registered Owner<sup>+</sup> and  
Date

Name, \*NRIC / FIN and Signature of Authorised Representative  
[i.e. Individual / ESA / Motor Firm]

\* Delete where inapplicable

+ If Registered Owner is non-individual, the name, NRIC/FIN and signatory of the authorised person from the Registered Owner is needed.

## INSTRUCTIONS

1. **Submission:** This form must be completed neatly in block letters, and the original submitted to LTA within 7 working days from the registration of vehicle.
  2. **Identification:**
    - a. For individual owner, please produce owner's original NRIC (Singaporean / Singapore PR) or Employment / Immigration Work Pass Card bearing Foreign Identification Number (FIN) issued by the Ministry of Manpower (MOM) / Immigration & Checkpoint Authority of Singapore (ICA) (Foreigner). For registration of a Light Goods Vehicle in an individual's name, please also produce the original valid hawkers licence issued by the National Environment Agency (NEA) or the original valid farm licence issued by Agri-Food and Veterinary Authority (AVA).
    - b. For non-individual owner, please produce a copy of the profile printout from Accounting & Corporate Regulatory Authority (ACRA) or Registry of Societies (ROS); and original NRIC (Singaporean / Singapore PR) or Employment / Immigration Work Pass Card bearing FIN issued by MOM / ICA (Foreigner) of the authorised person from the owner. ACRA printout is valid up to 14 days from date of issue by ACRA.

Note: Authorisation letter, signed by at least a Manager or above, is required if the authorised person is not listed in the ACRA printout (for non-individual owner).
  3. **Mode of Payment:** For applications made at LTA, only cash, NETS or cashier's order will be accepted.
  4. **Use of Retained/Bid Number for Registration:** The applicant may use a retained or bid vehicle number to register the new vehicle. The vehicle number must be retained or bid in the applicant's name before registration. It must still be valid for use at the point of registration. The applicant must inform the Electronic Service Agent / Motor Firm / Authorised Person who is registering the vehicle on his behalf of his intention to use a retained/bid vehicle number for the new vehicle. Otherwise, the system will randomly assign a vehicle registration number for the new vehicle. LTA will allow the change of the system generated number with a retained or bid number subject to the payment of the prescribed fee.
  5. **Change of Number:** If a retained/bid number is not used for registration, the system will randomly assign a vehicle registration number for the vehicle. If the registered owner wishes to change the system generated number, he can still bid for a registration number of his choice (minimum bid amount is \$1,000). A fee of \$300 (before GST) is payable to replace the system generated number with a bid number. To replace the system generated number with a retained number, the retention fee payable is \$1,300 (i.e. registered owner will need to pay an additional \$1,200 if vehicle number was retained at \$100).
  6. **Vehicles registered using Open Category (Cat E) COE:** If the vehicle is deregistered before its COE expires, the registered owner may be granted a rebate on the Quota Premium (QP) paid, pro-rated to the number of months and days remaining on the vehicle's COE. *For vehicles registered using "Open" Category (Cat E) COEs, the rebate will be based on the QP of the "Open" Category or its corresponding category from the same tender exercise, whichever is lower.*
  7. **Use of PARF/COE Rebate:** The applicant may use PARF/COE rebate(s) (if applicable) to offset the various upfront vehicle taxes and fees (except road tax) when he registers a new vehicle. Any excess rebate amount not used will be forfeited. Alternatively, the applicant can apply to LTA to divide the value of the PARF/COE rebate(s) into smaller values. A fee of \$15 (before GST) is payable for each rebate generated. You may apply to encash the PARF and/or COE rebate(s) if you are the rebate holder.
  8. **Vehicles registered with COE bid deposit more than COE QP:** At the time of registration of the vehicle, the difference between the COE QP and the bid deposit is payable. If the bid deposit is more than the QP, the difference will be used to offset the taxes and fees payable at registration.
  9. **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 LTA 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.
- NB:** For every registration of vehicle, LTA will send a notification letter to inform the Registered Owner of the successful registration. Registered Owners can also view details of the registered vehicle by logging in to [www.onemotoring.com.sg](http://www.onemotoring.com.sg) with their SingPass/CorpPass. Registered Owners may contact LTA via the LTA online feedback form at [www.lta.gov.sg/feedback](http://www.lta.gov.sg/feedback) if they fail to receive the notification letter within 5 working days after registration or if they have any queries.