



## INSTRUCTIONS & IMPORTANT NOTES

1. This form is only for applicants who are not eligible for SingPass/CorpPass and have to carry out the transaction at LTA Customer Service Centre. Please use our Digital Services at [www.onemotoring.gov.sg](http://www.onemotoring.gov.sg) if you are eligible for SingPass/CorpPass. For information on SingPass/CorpPass, please visit [www.singpass.gov.sg](http://www.singpass.gov.sg) or [www.corppass.gov.sg](http://www.corppass.gov.sg) respectively.
2. The TCOE must be valid at point of transfer.
3. TCOEs in Categories A, B and D are non-transferable. TCOEs in Categories C and E are transferable only once if the TCOEs were bid under the name of an individual. If the Categories C and E TCOEs were bid under the name of non-individual, the TCOEs are not transferable.
4. If the vehicle is de-registered 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 vehicle category from the same tender exercise, whichever is lower.*
5. For vehicles de-registered within 2 years of their registration for the purpose of export, the COE rebate will be capped at 80% of the QP paid on registration. *For vehicles registered using "Open" Category (Cat E) COEs, the rebate will also be capped at 80% of the QP of either the "Open" Category or its corresponding vehicle category from the same tender exercise, whichever is lower.*
6. The TCOE must be used for registration of a vehicle by its expiry date. Otherwise, the TCOE will be cancelled and the bid deposit forfeited.
7. A fee of \$15.00 is payable per transfer. An administrative fee of \$2.00 (inclusive of GST) for each revision is payable if there is a revision of the COE bid amount via the LTA Open Bidding Website.
8. **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.
9. For every transfer of TCOE, a SMS/notification letter will be issued by LTA to both the transferor and transferee to inform them of the successful transfer of the TCOE.
10. Authorised Agents submitting this form for coupled transactions must refer to the *Standard Operating Procedures for Transfer of Temporary Certificate of Entitlement (TCOE) by the Authorised Person (AP)* when filling up this form.
11. Please visit [www.onemotoring.com.sg](http://www.onemotoring.com.sg) if you have any questions.

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