

## Procedures on Importation and Registration of a Goods Vehicle in Singapore

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## Registration Requirements

### Vehicle Registration

All vehicles in Singapore must be registered with the Land Transport Authority (LTA).

### Importation of Brand New Vehicles

A vehicle will be classified as brand new at registration if:

- a) it is imported into Singapore directly from the vehicle manufacturer. The vehicle must arrive in Singapore within 3 months from the Certificate of Conformity (COC)/Completion Inspection Certificate (CIC) issue date or the date of manufacture certified by the vehicle manufacturer/authorised agent, whichever is later; or
- b) it has been registered as a new vehicle in a foreign country which adopts the higher or equivalent safety, exhaust and noise emission standards as Singapore [i.e. countries within the European Community (EC)]. The vehicle must be deregistered within 14 days of its first registration in the foreign country for export to Singapore and must arrive in Singapore within 3 months of its deregistration in the foreign country.

### Importation of Used Vehicles

Vehicles that do not meet the requirements for registration as brand new will be classified as used vehicles. To be eligible for registration in Singapore, used vehicles must not be more than 3 years old at the point of registration.

The age of a used vehicle is reckoned from the date of its first registration in a foreign country. For example, if your goods vehicle was first registered on 16 September 2016, it would be deemed to be 3 years old on 15 September 2019. If it is not possible to ascertain the first registration date of the goods vehicle, the age of your goods vehicle will be reckoned from the first day of its year of manufacture.

All imported used goods vehicles must conform to the relevant prevailing exhaust emission and noise emission standards stipulated in the First or Second, and Fourth Schedule of the Environmental Protection and Management (Vehicular Emissions) Regulations in order to be approved for registration. For used goods vehicles that are tested in a recognised vehicle exhaust emission testing laboratory, they must be imported within 3 months from the date of the emission test certificate/report issued by the recognised vehicle exhaust emission testing laboratory.

### Light Goods Vehicles (LGVs)

All used LGVs will have to undergo an exhaust emission test at the local VICOM Emissions Test Laboratory (VETL) or at any recognised vehicle emission testing laboratory (see **Annex A**). This emissions test is to ascertain the LGV's regulated exhaust emissions<sup>1</sup>, carbon dioxide and fuel/electric energy consumption values at the point of registration. The regulated exhaust emissions and carbon dioxide values obtained from the emissions test will be used in the computation of the rebate or surcharge of the used LGV under the Commercial Vehicle Emissions Scheme (CVES).

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<sup>1</sup> Carbon Monoxide, Hydrocarbon, Nitrogen Oxides, Particulate Matter and Particulate Numbers.

### Heavy Goods Vehicles (HGVs)

Prior to import into Singapore, all used HGVs will have to undergo an exhaust emission test at any recognised vehicle emission testing laboratory (see **Annex A**) to ascertain the HGV's regulated exhaust emissions at the point of registration.

### **Classification of Goods Vehicles**

Goods vehicles, except for Goods-cum-Passengers Vehicles (GPVs), are classified according to their maximum laden weight (MLW):

- Light Goods Vehicles (LGVs) are vehicles with MLW not exceeding 3,500kg
- Heavy Goods Vehicles (HGVs) are vehicles with MLW from 3,501kg to 16,000kg
- Very Heavy Goods Vehicles (VHGVs) are vehicles with MLW exceeding 16,000kg

GPVs are vehicles which transport both goods and passengers. They can be manufactured as station wagon<sup>2</sup>, panel van<sup>3</sup> or twin-cabin goods vehicle<sup>4</sup>. Depending on their construction, they can be classified as either LGVs or HGVs.

### **Commercial Vehicle Emissions Scheme (CVES)**

The CVES was introduced on 1 April 2021 to encourage consumers to choose less pollutive commercial vehicle models that emit lower exhaust emissions and are cleaner overall, thus addressing climate change, improving ambient air quality and protecting public health.

CVES applies to registrations of all new and imported used light commercial vehicles with MLW not exceeding 3,500kg, such as LGVs, GPVs, and small buses. Such commercial vehicles registered from 1 April 2021 to 31 March 2025 (both dates inclusive) are classified into Bands A, B or C by their worst-performing pollutant i.e. carbon dioxide (CO<sub>2</sub>), carbon monoxide (CO), hydrocarbons (HC), nitrogen oxides (NO<sub>x</sub>) and particulate matter (PM).

To account for the CO<sub>2</sub> emissions produced by electricity generation from fossil fuels, an emission factor of 0.4g CO<sub>2</sub>/Wh will be applied to the electricity consumption of electric vehicles.

#### a) CVES bandings for CVES-eligible LGVs and GPVs registered from 1 April 2021 to 31 March 2023

For CVES-eligible LGVs and GPVs registered from 1 April 2021 to 31 March 2023, the incentive for Band A will be disbursed annually in equal payments to the prevailing registered vehicle owner over 3 years (i.e. \$10,000 a year). For Band B and Band C, the full incentive of \$10,000 for Band B will be disbursed and the full surcharge of \$10,000 for Band C will be imposed upon registration respectively.

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<sup>2</sup> Station wagon is a vehicle with folding seats and side doors and either a tailboard or doors opening at the rear, it is constructed or adapted for the carriage of goods as well as 7 passengers or more, excluding the driver.

<sup>3</sup> Panel van is a light goods vehicle having a body derived from a motor car with its sides panelled up and with a design similar to a station wagon (saloon model) or a jeep.

<sup>4</sup> Twin-cabin goods vehicle is a goods vehicle with MLW not exceeding 5,000kg constructed with an additional cabin or enclosed space for passengers or goods adjacent to or as an extension of the cabin for the driver and front seat passenger.

Details of the CVES bandings are as follows:

Light Commercial Vehicles Registered from 1 April 2021 to 31 March 2023							
Band	CO <sub>2</sub> (g/km)	HC (g/km)	CO (g/km)	NO <sub>x</sub> (g/km)	PM (mg/km)	Incentive	Surcharge
<b>A</b>	<b>A</b> ≤150	<b>A</b> =0.0	<b>A</b> =0.0	<b>A</b> =0.0	<b>A</b> =0.0	\$30,000	
<b>B</b>	150< <b>B</b> ≤280	0.0< <b>B</b> ≤0.039	0.0< <b>B</b> ≤0.27	0.0< <b>B</b> ≤0.008	0.0< <b>B</b> ≤0.9	\$10,000	
<b>C</b>	<b>C</b> >280	<b>C</b> >0.039	<b>C</b> >0.27	<b>C</b> >0.008	<b>C</b> >0.9		\$10,000

b) CVES bandings for CVES-eligible LGVs and GPVs registered from 1 April 2023 to 31 March 2025

For CVES-eligible LGVs and GPVs registered from 1 April 2023 to 31 March 2025, the full incentives for CVES Band A and CVES Band B will be disbursed (or the full surcharge for CVES Band C will be imposed) upon registration.

Light Commercial Vehicles Registered from 1 April 2023 to 31 March 2025							
Band	CO <sub>2</sub> (g/km)	HC (g/km)	CO (g/km)	NO <sub>x</sub> (g/km)	PM (mg/km)	Incentive	Surcharge
<b>A</b>	<b>A</b> ≤123	<b>A</b> =0.0	<b>A</b> =0.0	<b>A</b> =0.0	<b>A</b> =0.0	\$15,000	
<b>B</b>	123< <b>B</b> ≤216	0.0< <b>B</b> ≤0.025	0.0< <b>B</b> ≤0.27	0.0< <b>B</b> ≤0.015	0.0< <b>B</b> ≤0.85	\$5,000	
<b>C</b>	<b>C</b> >216	<b>C</b> >0.025	<b>C</b> >0.27	<b>C</b> >0.015	<b>C</b> >0.85		\$15,000

Terms and conditions for receiving CVES incentive are available at <https://go.gov.sg/cves>.

## Technical Requirements

### Compliance with Road Traffic Act and its Subsidiary Legislations

All goods vehicles to be registered in Singapore must comply with the Road Traffic Act and its subsidiary legislations such as the Road Traffic (Motor Vehicles, Construction and Use) Rules, Road Traffic (Motor Vehicles, Lighting) Rules and Road Traffic (Motor Vehicles, Seat Belt) Rules.

### Exhaust and Noise Emission Standards

The National Environment Agency (NEA) requires all goods vehicles to be registered in Singapore to comply with the following exhaust emission standards:

Petrol-Driven must be:

Euro 6 (WLTP) or JPN2018 JPN2023	For vehicles using <b>Port Fuel Injection</b>
Euro 6 (WLTP) or JPN2018 + Euro 6 (WLTP) PN limit <sup>5</sup> JPN2023	For vehicles using <b>Gasoline Direct Injection</b>

Diesel-Driven must be:

Euro 6 (WLTP) or JPN2018 + Euro 6 (WLTP) PN limit JPN2023	For LGVs
Euro 6 or PPNLT + Euro 6 PM number or J-WHVC + PN limit of $6.0 \times 10^{11}$ #/kW PPNLT 2023 J-WHVC 2023	For HGVs and VHGVs

Noise emission of the goods vehicle must comply with the standards stipulated in the Fourth Schedule of the Environmental Protection and Management (Vehicular Emissions) Regulations.

Evidence of the goods vehicle's compliance with the exhaust and noise emission standards must be submitted to the LTA. Acceptance of these documents (e.g., exhaust emission and noise test report) are subject to due diligence checks. You should take this into consideration, especially when registering a new vehicle model for the first time. The following documents may be submitted as evidence of compliance with the prevailing emission standards:

<sup>5</sup> From 1 January 2022, NEA has tightened the particle number (PN) limit for gasoline direct injection petrol-driven vehicles from  $6 \times 10^{12}$  #/km to  $6 \times 10^{11}$  #/km. This measure applies to light commercial vehicles (i.e. LGVs, GPVs and small buses, all with MLW not exceeding 3,500kg) that are registered from 1 January 2022.

### For Brand New Goods Vehicles

- a) Compliance certificate issued by the vehicle manufacturer confirming conformance to the prevailing exhaust emission and noise emission standards; or
- b) Letter of certification and test report from the vehicle manufacturer that the goods vehicle complies with the prevailing exhaust emission and noise emission standards; or
- c) Compliance certificate and test report (see **Annex B or C**) issued by any of NEA/LTA-recognised vehicle testing laboratory (see **Annex A**) confirming conformance to the prevailing exhaust emission and noise emission standards.

Evidence of compliance with the exhaust and noise emission standards will be waived if it has been registered as a brand new goods vehicle in a foreign country which adopts the same or higher exhaust and noise emission standards as Singapore (at the time of its registration as a new goods vehicle in Singapore).

### For Used Light Goods Vehicles (LGVs)

All imported used LGVs need to be tested for exhaust emission by the local VICOM Emissions Test Laboratory (VETL) or emission testing laboratory (see Page 1 of **Annex A**) and a compliance certificate and test report (see **Annex B or C**) is to be issued by the laboratory that conducted the test for the goods vehicle. For used LGVs that are tested in a foreign recognised vehicle emission testing laboratory, they must be imported within 3 months from the date of the emission test certificate/report issued by the recognised vehicle exhaust testing laboratory.

### For Used Heavy Goods Vehicles (HGVs)

All imported used HGVs need to be tested for exhaust emission by any recognised vehicle emission testing laboratory (see page 2 of **Annex A**) and a compliance certificate and test report (see **Annex B or C**) is to be issued by the laboratory that conducted the test for the goods vehicle. They must be imported within 3 months from the date of the emission test certificate/report issued by the recognised foreign vehicle emission testing laboratory.

### **CO<sub>2</sub> Emissions and Fuel/Electric Energy Consumption Data for CVES**

As part of CVES, all commercial vehicles with MLW not exceeding 3,500kg, such as LGVs, GPVs and small buses, are required to have their CO<sub>2</sub> emissions (in g/km), fuel economy (in L/100km) or electric energy consumption (in kWh/100km) data (where applicable) as tested according to WLTP-Europe [Commission Regulation (EU) No. 2017/1151] or WLTP-Japan [TRIAS 08-002-02]. The regulated emissions and CO<sub>2</sub> values obtained from the emissions test will be used for the computation of the rebate or surcharge of the commercial vehicles under the CVES. The following documents may be submitted as evidence of compliance with our requirements:

- a) COC issued by the vehicle manufacturer for vehicles type-approved to the European standard;
- b) Vehicle test certificate from designated technical services such as TUV, IDIADA, DEKRA, VCA etc.; or
- c) Full emissions test report with CO<sub>2</sub> emissions and fuel/electric energy consumption data, issued by one of the recognised vehicle emission testing laboratories listed in **Annex A**.

### **Pre-Registration Inspection**

After the prerequisite importation documents for your goods vehicle has been submitted to LTA for verification and clearance, the goods vehicle must pass an inspection at any LTA-Authorised Inspection Centres (see **Annex D**) before it can be registered.

### **Right-hand Drive**

Only right-hand drive goods vehicles are allowed to be registered for use in Singapore.

### **Safety Belt**

All goods vehicles must be fitted with approved front and rear (for twin-cabin goods vehicles) safety belts. The safety belt and its anchorage points must meet internationally recognised standards (e.g. ECE standard, British standard).

### **Safety Glass**

All safety glass fitted onto the goods vehicle must meet one of the recognised international standards e.g. ECE, DOT, BS, JIS, etc. The safety glass must meet the following requirements:

- a) Not less than 70% light transmittance for front windscreen and front side window glasses;
- b) Not less than 25% light transmittance for rear windscreen and rear side window glasses; and
- c) The glass of the front windscreen fitted to a motor vehicle shall not be made of a material or be of a design such as to prevent, obstruct or interfere with transmission of signals between an in-vehicle unit (IU) installed in such vehicle and any Electronic Road Pricing (ERP) facility (see **Annex E**). Windscreens that contain metallic oxide coating or are designed with defroster are known to have caused such interference.

### **Safety Regulations for Goods Vehicles Carrying Workers**

Goods vehicles cannot be used for private passenger transport. However, an exception is allowed for owners and hirers of goods vehicles to use their vehicles to transport their workers to and from their lodgings and places of work, or between their places of work, subject to certain requirements.

Refer to <https://onemotoring.lta.gov.sg> for information on safety regulations for lorries carrying workers under “Driving”, “Commercial Vehicles”.

### **Rear Underrun Bumpers and Sideguards**

Vehicles with MLW exceeding 3,500kg or trailers must be fitted with approved rear underrun bumper and sideguards before they are allowed to be registered. Rear underrun bumper and sideguards are protective devices fitted at the back and sides of these vehicles. In the event of a collision between a smaller vehicle and a heavy vehicle, they will cushion the impact of collision and minimise injuries to drivers and passengers in the smaller vehicle.

The underrun bumper and sideguards must comply with the requirements as specified in the EEC Directives 79/490/EEC and 89/297/EEC respectively, or such, other standards as may be approved by LTA. The design drawings of such devices are required to be endorsed by a local professional engineer or vehicle manufacturer who has carried out simulation by calculation or laboratory testing.



**Modifications to Vehicle**

You should consult the vehicle manufacturer and seek approval from LTA before carrying out any modification to the vehicle. Such modifications must be approved by the vehicle manufacturer. In addition, the modification work has to be carried out by either the vehicle manufacturer or an agent authorised by the vehicle manufacturer. The vehicle manufacturer or the authorised agent must certify that the modification is done according to the procedures and requirements set out by the vehicle manufacturer.

**Asbestos-free Brake and Clutch**

NEA requires all newly registered vehicles to have asbestos-free brake and clutch linings. This requirement is gazetted under the Poisons Act.

**Chlorofluorocarbon (CFC)-free Air-conditioners**

NEA requires the air-conditioners installed in all newly registered vehicles to use CFC-free refrigerant.

**Use of Hydrocarbon (HC) Refrigerants in Vehicle Air-conditioning Systems**

The use of HC refrigerants in vehicle air conditioning systems is not allowed. Refer to the Singapore Civil Defence Force's circular for more details:

<https://www.scdf.gov.sg/docs/default-source/scdf-library/scdf-circular-on-hydrocarbon-refrigerants-june-2015.pdf>

**Headlamps and Headlamp Levelling Devices**

Vehicles fitted with High Intensity Gas-Discharge (HID) or Light Emitting Diodes (LED) headlamps shall be installed in such a manner as to comply with internationally recognised standards such as the UN ECE Regulation No. 48, Japanese Safety Regulations Article 32, etc.

**Speedometer**

All good vehicles must be able to permanently indicate/display vehicular speed in units of kilometres per hour (km/h).

**Speed Limiter**

The Traffic Police requires all goods vehicles with MLW exceeding 12,000kg to be fitted with approved speed limiters with the set speed at 60km/h. The speed limiter must comply with European Standard 92/24/EEC or the British Standard BS AU 217: Part 1a: 1987.

### **Electric Vehicles and Electric Vehicle Charging Systems**

All electric vehicles (EVs) must comply with recognised international vehicle safety standards such as those adopted by the EU countries, Japan and the USA. To show proof that the EVs are tested in accordance to the UN ECE Regulation No. 100, you will be required to produce the relevant certifications on electrical safety for electric powertrain vehicles issued by an overseas designated technical service (e.g. TUV, IDIADA, DEKRA, VCA etc.).

A nationwide EV charging standard TR25:2022 (Technical Reference for Electric Vehicle Charging System) has been established for the EV charging system in Singapore. Singapore has adopted Type 2 AC and Combo-2 DC charging systems as the nationwide public charging standard for EVs. CHAdeMO charging systems are currently allowed as an optional<sup>6</sup> public charging standard. To ensure safe use of the public charging infrastructure, an EV must be equipped with:

- a) A matching Type 2 vehicle inlet (or AC charging only); or
- b) A Combo-2 vehicle inlet (for AC and DC charging); or
- c) A matching Type 2 vehicle inlet (for AC charging) and a CHAdeMO vehicle inlet (for DC charging).

All EV chargers must be type-approved and affixed with approval labels before they can be supplied, installed or certified as fit for charging EVs. For more information on the type approval of EV chargers, please refer to the following link:

<https://onemotoring.lta.gov.sg/content/onemotoring/home/owning/electric-vehicle-charging/ev-charger-type-approval.html>

Please refer to **Annex F** for more information that is required for the importation of EVs.

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<sup>6</sup> CHAdeMO is only allowed as an optional public charging standard and not as a national public charging standard. CHAdeMO chargers that comply with TR25:2022 can be imported and installed in Singapore, as long as they are provided alongside Type 2 AC and/or Combo 2 DC charging points.

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## Step-by-Step Guide to Import a Goods Vehicle in Singapore

### Step 1

Check if your goods vehicle meets registration and technical requirements.

### Step 2

Obtain the following from the vehicle manufacturer or authorised agent:

- a) Documents to prove that the goods vehicle is new or has never been registered for use (e.g. manufacturer invoice, original V308 document issued by the Driver and Vehicle Licensing Agency (DVLA) in UK, etc.). If the goods vehicle has been registered as brand new in a foreign country which adopts a higher or equivalent safety, exhaust emission and noise emission standards as Singapore, deregistered within 14 days of its registration in the foreign country for export to Singapore, and arrived in Singapore within 3 months from its deregistration in a foreign country, please submit the original registration, deregistration and export documents from the foreign country for verification.

For more details on methods to register goods vehicle as brand new, please refer to **Annex G**. For a used goods vehicle, original foreign vehicle registration documents issued by the foreign authority are required. The engine and chassis numbers, inclusive of the prefix and suffix, engraved on the goods vehicle must also be identical to those appearing on the vehicle registration documents;

- b) Documents to prove that the goods vehicle complied with the vehicle safety, exhaust emission and noise emission standards and vehicle safety standards as specified in the previous sections;
- c) Documents issued by the vehicle manufacturer or vehicle test certificate from designated technical services (e.g. TUV, DEKRA, VCA etc.) or any recognised vehicle emission testing laboratory as listed in **Annex A** to show CO<sub>2</sub> and fuel electric energy consumption data tested in accordance with the WLTP-Europe [Commission Regulation (EU) No. 2017/1151] or WLTP-Japan [TRIAS 08-002-02] as described under the section "Technical Requirements"; and
- d) Technical specifications of the goods vehicle issued by the vehicle manufacturer (e.g. technical catalogue, etc.).

### Step 3

Ship the goods vehicle to Singapore through a shipping agent.

**Step 4**

Arrange with your shipping agent to obtain an **Inward Cargo Clearance Permit**. Your agent will have to submit an application to the Singapore Customs using the TradeNet® System. **Permit and processing fee and Goods & Services Tax (GST)** will be payable to the Singapore Customs through inter-bank GIRO. For further information on the application for Inward Cargo Clearance Permit, please visit [www.customs.gov.sg](http://www.customs.gov.sg) or contact the Singapore Customs at:

**Singapore Customs**  
55 Newton Road  
#07-01 Revenue House  
Singapore 307987  
Tel: 6355 2000

The Singapore Customs determines the Customs Value [or commonly known as Open Market Value (OMV)] of the goods vehicle by taking into account the purchase price, freight, insurance, handling and all other incidental charges to the sale and delivery of the goods vehicle in Singapore. GST is computed at 9% of the total Cost, Insurance & Freight (CIF). The following documents may be required to be submitted to the Singapore Customs for assessment purposes:

- a) Original Manufacturer/Purchase Invoice;
- b) Freight and Insurance Papers;
- c) Bills/receipts relating to other incidental charges;
- d) Documents relating to exhaust and noise emission, windscreen test, etc.;
- e) Original foreign vehicle registration documents (for used goods vehicle); and
- f) Letter from vehicle manufacturer confirming the date of manufacture of the goods vehicle.

All documents submitted **MUST** be in the English language. Notarised translations are acceptable. For further information on the determination of OMV for vehicles, please visit [www.customs.gov.sg](http://www.customs.gov.sg) or contact the Singapore Customs.

**Step 5**

Prepare documents for verification and registration of the goods vehicle in Singapore. Please refer to the Step-by-Step Guide to Register a Goods Vehicle in Singapore below.

## Step-by-Step Guide to Register a Goods Vehicle in Singapore

### Step 1

Decide whether you want to register the goods vehicle yourself or through a motor dealer to register the goods vehicle for you. If a motor dealer registers the goods vehicle on your behalf, they will carry out all or most of the following steps for you.

### Step 2

You must submit an application for vehicle approval to LTA through the Vehicle Inspection and Type Approval System (VITAS). You need to pay an application fee of \$274.68.

To ensure sufficient time for registration of **imported used goods vehicle**, you must submit the VITAS application at least 3 months before it reaches 3 years old.

Please refer to VITAS website (<https://vrl.lta.gov.sg/certlogin.html>) for more details on opening a user account and application procedures. If you do not have a registered account, you can write in via our feedback portal ([https://www.lta.gov.sg/content/ltagov/en/contact\\_us.html](https://www.lta.gov.sg/content/ltagov/en/contact_us.html)).

Documents to be submitted for verification include:

- a) Documents to prove the goods vehicle's compliance with the prevailing exhaust and noise emission standards such as:
  - Compliance certificate on exhaust and noise emission standards issued by the vehicle manufacturer confirming conformance to the prevailing exhaust and noise emission standards; or
  - Letter of certification and test report from the vehicle manufacturer that the vehicle complies with the prevailing exhaust and noise emission standards; or
  - Compliance certificate and test report by any of the NEA/LTA-recognised vehicle testing laboratory confirming conformance to the prevailing exhaust and noise emission standards;
- b) Documents issued by the vehicle manufacturer or vehicle test certificate from designated technical services (e.g. TUV, DEKRA, VCA etc.) or an accredited testing laboratory as listed in **Annex A** to show CO<sub>2</sub> and fuel/electric energy consumption data as tested in accordance with the WLTP-Europe [Commission Regulation (EU) No. 2017/1151] or WLTP-Japan [TRIAS 08-002-02] as described under the section "Technical Requirements";
- c) Detailed technical specifications of the goods vehicle issued by the vehicle manufacturer (e.g. technical catalogue, etc);
- d) Original Manufacturer/Purchase Invoice to state make/model, engine number, chassis number, year of manufacture, engine capacity, unladen weight and MLW; or foreign vehicle registration documents (for used goods vehicle). A statutory declaration is necessary if original documents are not available;
- e) Bill of Lading; and
- f) Inward Cargo Clearance Permit.

All documents submitted **MUST** be in the English language. Notarised translations are acceptable.

Acceptance of the above documents (e.g., exhaust emission and noise test report) are subject to due diligence checks. You should take this into consideration, especially when registering a new vehicle model for the first time.

Once in-principle approval has been given, you will be notified to send the goods vehicle for inspection at any LTA-Authorised Inspection Centres where an inspection fee will be charged.

After your goods vehicle has passed the inspection, an approval letter with a Vehicle Approval Code (VAC) will be issued to you. With this VAC, you may proceed to register the goods vehicle.

### Step 3

Secure a Certificate Of Entitlement (COE) and obtain motor insurance coverage for your goods vehicle. If you wish, you can bid for a goods vehicle registration number.

Under the Vehicle Quota System, any person who wishes to register a vehicle in Singapore must first obtain a COE in the appropriate vehicle category. Goods vehicles are classified under Category C. Alternatively, you can secure a COE under the Open Category (i.e. Category E).

There are 2 COE bidding exercises each month. The bidding exercises usually start on the first Monday and third Monday of the month at 12pm and last for 3 working days. The exercises will usually end on the Wednesday in the same week at 4pm.

You can submit your COE bid, enquire on the bid status and revise your reserve price through the following channels:

Access Channels	Submit Bid	Enquire Bid	Revise Bid
<b>DBS/POSB ATM</b> Tel: 1800-111-1111	Yes		Yes
<b>DBS/POSB Internet Banking</b> (for Companies and Motor Dealers) Tel: 1800-222-2200	Yes	Yes	Yes
<b>UOB Internet Banking</b> (for Companies and Motor Dealers) Tel: 1800-226-6121	Yes	Yes	Yes
<b>Maybank Internet Banking</b> (for Companies and Motor Dealers) Tel: 1800-777-0022	Yes	Yes	Yes
<b>LTA Open Bidding Website</b> ( <a href="https://ocoe.lta.gov.sg">https://ocoe.lta.gov.sg</a> )		Yes	Yes

You must have a bank account with the participating banks in order to bid. You can submit the bid by indicating your reserve price, i.e. the maximum amount you are willing to pay for your

COE. The minimum reserve price is \$1 and the amount of bid must be in multiples of \$1. Bid submitted cannot be withdrawn or revised downwards.

A fixed deposit of \$10,000 will be deducted from your bank account upon submission of the bid application. There will be an administration fee charged for each bid application and every subsequent revision.

You can check the current COE information on the ONE.MOTORING website (<https://onemotoring.lta.gov.sg>) or on the MyTransport.SG Mobile App (download the App "MyTransport.SG" via the Apple App Store or Google Play).

**Points to note:**

- Unless you are representing a company or organisation, each applicant is permitted only one bid in each tender exercise.
- COEs in Categories C and E are valid for 3 months. Hence, you must use the COE to register your goods vehicle within 3 months.
- COEs in Category C and E are transferable once only if the COE is bid under the name of an individual. Category C and E COEs bid in the name of company and business (including limited liability partnership, club, association, etc.) are not transferable.
- Category E Temporary COE (TCOE) can be used to register any vehicle type (Category E TCOE obtained from May 2017 bidding exercises onwards can no longer be used to register motorcycle/scooter). However, when the vehicle is subsequently deregistered, the COE Rebate granted to the last registered owner would be based on the Quota Premium (QP) of either Category E or its corresponding Category from the same tender exercise, whichever is lower.
- At the time of registration, a COE of 10 years will be issued to the vehicle.
- At the time of registration, the difference between the QP and your COE bid deposit is payable. If your deposit is more than the QP, the difference will be used to offset the Additional Registration Fee (ARF) and Registration Fee payable to register your vehicle.
- If you are not successful in your bid for a COE, the bid deposit will be automatically refunded to your bank account one working day after the announcement of the bidding results. You may try bidding again in the next COE bidding exercise.

**Step 4**

A Vehicle Parking Certificate (VPC) is required for any of the following vehicles:

- a) HGV or concrete/cement mixer with MLW exceeding 5,000kg;
- b) Bus with a seating capacity exceeding 15 persons, excluding driver;
- c) Trailer, container trailer, low loader or flat-bed trailer, with MLW exceeding 5,000kg; or
- d) Mobile crane or recovery vehicle with unladen weight exceeding 2,500kg.

**Step 5**

Once all information and documents are in order, you can make an appointment via our Digital Services (<https://www.lta-eappointment.sg>, select Registration > Register Vehicles (Self-Import)) to submit the following documents to LTA, Vehicle Quota & Registration Division, 10 Sin Ming Drive, Singapore 575701 for registration:

- a) Application for Registration and Licensing of a Motor Vehicle (Form R01). Refer to “Forms” at <https://onemotoring.lta.gov.sg> for the latest form;
- b) Identification documents of the vehicle owner:
  - For individual owners
    - Original<sup>7</sup> NRIC [for Singaporeans and Permanent Residents (PRs)] or Employment/Immigration pass card<sup>8</sup> (for foreigners).
  - For companies
    - Printout of the business profile of the company from the Accounting & Corporate Regulatory Authority (ACRA). This printout is valid up to 14 days from the date of issue;
    - Original<sup>7</sup> NRIC (for Singaporeans and PRs) or Employment/Immigration pass card<sup>8</sup> (for foreigners) of the authorised person from the company; and
    - Original authorisation letter, signed by at least a Manager or above, if the authorised person of the company is not listed in the ACRA printout.
  - For organisations
    - A copy of certificate issued by the Registry of Societies or relevant regulating authority; and
    - Original<sup>7</sup> NRIC (for Singaporeans and PRs) or Employment/Immigration pass card<sup>8</sup> (for foreigners) of the authorised person from the organisation.
- c) Valid hawkler licence issued by NEA or farm/food retail licence issued by the Singapore Food Agency (SFA), if registering a LGV or bus with 9 seating capacity (excluding driver) under an individual;
- d) Approval letter with VAC;
- e) Temporary COE (TCOE);
- f) Valid Motor Insurance Cover;
- g) Notice of Retained/Bid Vehicle Registration Number (if any);
- h) Notice of COE rebate (if any);
- i) Approval letter from the relevant authorities, if the goods vehicle is to be registered under a special scheme (if any);
- j) VPC (if any); and

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<sup>7</sup> Physical NRIC or long-term pass card or Digital Identity Card (Digital IC) launched via the Singpass app. Images or videos of the identity card/pass/Digital IC will not be accepted.

<sup>8</sup> Employment/Immigration pass card issued by the Ministry of Manpower (MOM) or Immigration & Checkpoints Authority of Singapore (ICA) bearing the Foreign Identification Number (FIN).



k) Inward Cargo Clearance Permit.

Total fees payable by NETS or SGQR PayNow:

- a) Processing Fee of \$28.34 per application (if registration is done at LTA's office);
- b) Registration Fee of \$350;
- c) Additional Registration Fee (ARF), which is calculated as follows:

Type of Goods Vehicle	ARF RATE	
LGV (MLW $\leq$ 3,500kg)	5% of OMV	
HGV (3,500kg < MLW $\leq$ 16,000kg)	5% of OMV	
VHGV (MLW > 16,000kg)	5% of OMV	
GPV	<u>OMV</u>	<u>ARF Rate</u>
(For GPVs registered with COEs obtained before the second COE bidding exercise in February 2023)	First \$20,000	100%
	Next \$30,000 (i.e. \$20,001 to \$50,000)	140%
	Next \$30,000 (i.e. \$50,001 to \$80,000)	180%
	Above \$80,000	220%
	(i.e. \$80,001 and above)	
GPV	<u>OMV</u>	<u>ARF Rate</u>
(For GPVs registered with COEs obtained from the second COE bidding exercise in February 2023 onwards)	First \$20,000	100%
	Next \$20,000 (i.e. \$20,001 to \$40,000)	140%
	Next \$20,000 (i.e. \$40,001 to \$60,000)	190%
	Next \$20,000 (i.e. \$60,001 to \$80,000)	250%
	Above \$80,000 (i.e. \$80,001 and above)	320%

Example of a GPV registered with COE obtained before the second COE bidding exercise in February 2023

The ARF payable for a GPV with an OMV of \$100,000 will be calculated as follows:

Vehicle OMV (\$100,000)	ARF Rate	ARF Payable
First \$20,000	100%	100% x \$20,000 = <b>\$20,000</b>
Next \$30,000	140%	140% x \$30,000 = <b>\$42,000</b>
Next \$30,000	180%	180% x \$30,000 = <b>\$54,000</b>
Above \$80,000	220%	220% x \$20,000 = <b>\$44,000</b>

Total ARF payable is (\$20,000 + \$42,000 + \$54,000 + \$44,000) = **\$160,000**

Example of a GPV registered with COE obtained from the second COE bidding exercise in February 2023 onwards

The ARF payable for a GPV with an OMV of \$100,000 will be calculated as follows:

Vehicle OMV (\$100,000)	ARF Rate	ARF Payable
First \$20,000	100%	100% x \$20,000 = <b>\$20,000</b>
Next \$20,000	140%	140% x \$20,000 = <b>\$28,000</b>
Next \$20,000	190%	190% x \$20,000 = <b>\$38,000</b>
Next \$20,000	250%	250% x \$20,000 = <b>\$50,000</b>
Above \$80,000	320%	320% x \$20,000 = <b>\$64,000</b>

Total ARF payable is (\$20,000 + \$28,000 + \$38,000 + \$50,000 + \$64,000) = **\$200,000**;

- d) Road Tax  
Refer to <https://onemotoring.lta.gov.sg> for the latest road tax rate under “Buying”, “Upfront Vehicle Costs”, “Vehicle Tax Structure”; and
- e) CVES incentive or rebate (if applicable).  
Refer to page 4 of this document.

### Step 6

Collect the following from LTA, Vehicle Quota & Registration Division, 10 Sin Ming Drive, Singapore 575701 upon registration of the goods vehicle:

- a) Notification of registration; and
- b) Receipt.

### Step 7

Upon successful registration, a vehicle registration number will be assigned to the goods vehicle, unless a retained or bid vehicle registration number is used. You have to affix the vehicle registration number plates on your goods vehicle within 3 days of registration.

### Step 8

If your vehicle is a LGV, display the following information on both sides of the LGV within 7 days of registration:

- a) Name of registered vehicle owner;
- b) Company or business registered address;
- c) Company or business registration number or hawker/farm/food retail licence number; and
- d) Passenger capacity of the vehicle.

**List of NEA/LTA-Recognised Vehicle Exhaust Emission, Noise Emission and Fuel/Electric Energy Consumption Testing Laboratories for Goods Vehicles****For Light Goods Vehicles:**Singapore

VICOM Emission Test Laboratory  
**[Only for exhaust emission test]**  
511 Bukit Batok Street 23, Singapore 659545

Japan

The following Japanese Emission Test Laboratories are recognised to perform WLTP-Japan under JPN2018 emission standard. Test reports for CO<sub>2</sub> and fuel consumption measurements have to be obtained from tests conducted in accordance with Regulation (EU) 2017/1151 or WLTP-Japan [TRIAS 08-002-02].

1. Japan Automobile Transport Technology Association  
3-2-5 Yotsuya, Shinjuku-ku, Tokyo, Japan
2. Japan Vehicle Inspection Association  
Toyoshima 7-26-28, Kita-Ku, Tokyo, Japan
3. Japan Automobile Research Institute  
Shibadaimon 1-1-30, Minato-ku, Tokyo, Japan
4. Tokyo Metropolitan Research Institute for Environmental Protection  
**[Only for exhaust emission test]**  
Shinsuna 1-7-5, Koto-ku, Tokyo, Japan
5. JQR Co., Ltd  
**[Only for noise emission test]**  
Imajukunishi-cho 398, Asahi-ku, Yokohama city, Kanagawa

China

Tianjin Automotive Test Centre  
Room 526, Main Building, No. 68, Xianfeng East Road, Dongli District, Tianjin, China/300300

Hong Kong

Hong Kong Exhaust Emissions Laboratory Ltd  
No. 140-A, Kat Hing Wai, Kam Tin, Yuen Long, New Territories, Hong Kong

**For Heavy Goods Vehicles:**United Kingdom

Vehicle Certification Agency (VCA)  
VCA Bristol  
1, The Eastgate Office Centre, Eastgate Road, Bristol  
BS5 6XX, United Kingdom

Japan

Japan Automobile Research Institute (JARI)  
Shibadaimon 1-1-30, Minato-ku, Tokyo, Japan

JARI is also accepted to perform the Japan World Harmonised Vehicle Cycle (J-WHVC) tests for goods vehicle with MLW exceeding 3,500kg.

**For Light and Heavy Goods Vehicles:**India

The Automotive Research Association of India (ARAI)  
Survey No. 102, Vetal Hill, Off Paud Road, Kothrud,  
Pune, Maharashtra, India

France

Laboratoire De L'union Technique De L' Automobile  
Du Motorcycle Et Du Cycle Autodrome De  
91 Linas Monthlery, France

Germany

1. TÜV Süd Auto Service GmbH  
Krailenshaldenstraße 30; 70469 Stuttgart
2. TÜV NORD Mobilität GmbH & Co. KG IFM – Institut für Fahrzeugtechnik und Mobilität  
Adlerstraße 7; 45307 Essen

United Kingdom

1. Millbrook Proving Ground Ltd  
Millbrook, Near Ampthill, Bedford MK45 2JQ, England
2. Horiba Mira Ltd  
Watling Street, Nuneaton, Warwickshire CV10 0TU

Netherlands

RDW Centre for Vehicle Technology and Information  
Zoetermeer Head-Office  
Europaweg 205  
PO Box 777  
2700 AT Zoetermeer, The Netherlands

**Annex B**  
Page 1 of 2

The Registrar of Vehicles  
Republic of Singapore

**Certificate of Compliance**  
For Light Goods Vehicle (MLW not exceeding 3,500kg)

For the purposes of rule 35/36/37\* of the Road Traffic (Motor Vehicles, Construction and Use) Rules, the following certificate is submitted:

1. \_\_\_\_\_ was tested by the  
(vehicle make/model)

\_\_\_\_\_  
(name and address of testing laboratory)

to ensure it complies with \_\_\_\_\_ and the following were  
(exhaust and noise emission standard)

the results of the test:

Model : \_\_\_\_\_  
Weight : \_\_\_\_\_  
Engine No. : \_\_\_\_\_  
Chassis No. : \_\_\_\_\_  
Engine Capacity : \_\_\_\_\_

**Test Type I [For Petrol – Positive ignition (PI)]\***

Pollutants	CO mg/km	THC mg/km	NHMC mg/km	NOx mg/km	PM mg/km	PN #/km
Measured Values						
DF -Mult/Add*						
Final Values						
Limit Values						

Or

**Test Type I [For Diesel – Compression ignition (CI)]\***

Pollutions	CO mg/km	NOx mg/km	HC + NOx mg/km	PM mg/km	PN #/km
Measured Values					
DF -Mult/Add*					
Final Values					
Limit Values					

**Annex B**  
Page 2 of 2**Sound Level Test Results:**

Measured according to: &lt;&lt;State Regulations/Directives&gt;&gt;

Stationary: \_\_\_\_\_ dB(A) at engine speed: \_\_ min<sup>-1</sup>Drive-by/ L<sub>urban</sub>: \_\_\_\_\_ dB(A)

2. The particulars set out in paragraph 1 are true and correct.

Based on the said particulars, the \*manufacturer / testing laboratory hereby declares that \_\_\_\_\_ complies with the above mentioned  
(vehicle make/model)  
exhaust and noise emission standard.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

For and on behalf of the  
Manufacturer:(1) \_\_\_\_\_  
(Signature of Chief Executive of Company)\_\_\_\_\_  
(Name)(2) \_\_\_\_\_  
(Signature of Engineer)\_\_\_\_\_  
(Name)\_\_\_\_\_  
(Qualifications)





**Sound Level Test Results:**

Measured according to: <<State Regulations/Directives>>

Stationary: \_\_\_\_\_ dB(A) at engine speed: \_\_\_\_\_ min<sup>-1</sup>

Drive-by/ L<sub>urban</sub>: \_\_\_\_\_ dB(A)

2. The particulars set out in paragraph 1 are true and correct.

Based on the said particulars, the \*manufacturer / testing laboratory hereby declares that \_\_\_\_\_ complies with the above mentioned exhaust and noise emission standard.

(vehicle make/model)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

For and on behalf of the  
Manufacturer:

(1) \_\_\_\_\_  
(Signature of Chief Executive of Company)

\_\_\_\_\_  
(Name)

(2) \_\_\_\_\_  
(Signature of Engineer)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Qualifications)

\* Delete where not applicable

**Annex D****List of LTA-Authorised Inspection Centres**

JIC Inspection Services Pte Ltd (Ang Mo Kio)  
21 Ang Mo Kio Street 63  
Singapore 569118  
Tel: 6484 7370

VICOM Inspection Centre Ltd (Bukit Batok)  
511 Bukit Batok Street 23  
Singapore 659545  
Tel: 6567 7111

VICOM Inspection Centre Ltd (Changi)  
20 Changi North Crescent  
Singapore 499613  
Tel: 6545 4808  
VICOM Inspection Centre Ltd (Kaki Bukit)  
23 Kaki Bukit Avenue 4  
Singapore 415933  
Tel: 6749 5422

VICOM Inspection Centre Ltd (Yishun)  
501 Yishun Industrial Park A  
Singapore 768732  
Tel: 6755 9028

**List of LTA-Authorised Inspection Centres with Weighing Services**

JIC Inspection Services Pte Ltd (Pioneer)  
53 Pioneer Road  
Singapore 628505  
Tel: 6863 9639

STA Inspection Pte Ltd (Boon Lay)  
249 Jalan Boon Lay  
Singapore 619523  
Tel: 6261 6178

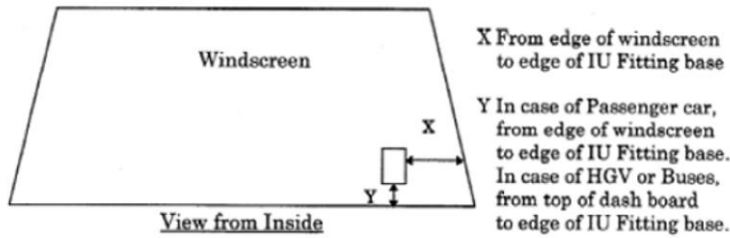
STA Inspection Pte Ltd (Sin Ming)  
302 Sin Ming Road  
Singapore 575627  
Tel: 6452 1398

VICOM Inspection Centre Ltd (Sin Ming)  
385 Sin Ming Drive  
Singapore 575718  
Tel: 6458 4555

**Annex E**

**Standard In-Vehicle Unit (IU) Fitting Position Requirements**

The following figure illustrates the standard IU fitting positions for the various vehicle types:



Vehicle Type	X[cm]	Y[cm]
Passenger Car & Light Goods Vehicle	15	15cm
Heavy Goods Vehicle	20	15cm
Single Decker Bus	20	15cm
Double Decker Bus	20	15cm
Trailer Truck	20	15cm
Taxi	Center	15cm

- The area of the glass windscreen which the IU is mounted on (□ in diagram), must not be of a material or content that affects the communications (radio frequency) between the IU and the ERP facility or equipment.
- The □ surface area must be at least 78mm x 121mm in the vertical orientation.
- For any request for the □ surface area to be at the bottom centre of the windscreen, this would warrant testing at a designated ERP test facility in Singapore (such testing is required to demonstrate that there is no communications failure from fitting the IU at that position).

**Information required for Electric Vehicles (EVs)**

- a) Establishment and background of the vehicle manufacturer;
- b) The EV production volume per year, number of EVs exported and countries exported to;
- c) Appropriate document issued by an approving authority to show the international recognition of the vehicle manufacturer [e.g. World Manufacturer Identifier (WMI) code allotted by Society of Automotive Engineers (SAE)];
- d) Appropriate document issued by the certifying authorities in the approving country and other countries, if available, to show the acceptance of the vehicle;
- e) A list of EV components and the relevant standards which the EV components had complied with (to be provided by the vehicle manufacturer) together with compliant test reports;
- f) Certification and test reports issued by an overseas designated technical service (e.g. TUV, IDIADA, DEKRA, VCA etc.) showing that EVs comply with the requirements in UN ECE Regulation No. 100 – for the electric power train of EVs;
- g) LTA approval label of type-approved EV Chargers, as proof that the EV charging system had been verified to comply with TR25 – Technical Reference for EV charging system and type-approved by LTA. For more information, please refer to the following website:

<https://onemotoring.lta.gov.sg/content/onemotoring/home/owning/electric-vehicle-charging/ev-charger-type-approval.html>

Copy of the Technical Reference is available at Toppan Leefung Pte Ltd:

**Toppan Leefung Pte Ltd**

1 Kim Seng Promenade #18-01

Great World City East Tower

Singapore 237994

Phone | Fax : (65) 6826 9691 | (65) 6820 3341

Website: <https://www.singaporestandardseshop.sg/>

Email: [singaporestandardseshop@toppanleefung.com](mailto:singaporestandardseshop@toppanleefung.com)

- h) The type of tests which the vehicle had undergone;
- i) The safety features (both mechanical and electrical) of the vehicle, e.g. electrical isolation to prevent electrical shock hazard;
- j) List of vehicle manufacturer facilities and equipment (with photographs);

**Annex F**  
Page 2 of 2

- k) The safety features (both mechanical and electrical) of the vehicle, e.g. electrical isolation to prevent electrical shock hazard;
- l) List of vehicle manufacturer facilities and equipment (with photographs);
- m) A copy of the facility appraisal certificate issued by the certifying authority who conducts routine checks on vehicle manufacturer's facilities and equipment; and
- n) Detailed technical specifications of the vehicles which are to be imported into Singapore.

**Note:**

- i) For new agency, documentary proof from vehicle manufacturer has to be produced showing the authorisation of the company as the sole agent of the vehicle in Singapore.
- ii) All the above information should be provided by the vehicle manufacturer.

## Methods for Registration of Vehicles as Brand New

### 1) Registration and Deregistration Method

<b>Registration and Deregistration Method for <u>Registered</u> Vehicles</b>	
Requirements	<p>Vehicles imported via this method for registration as brand new in Singapore have to comply with the following:</p> <ul style="list-style-type: none"> <li>a) The vehicle must be first registered as a new vehicle in a foreign country which adopts the higher or equivalent safety, exhaust and noise emission standards as Singapore;</li> <li>b) The vehicle has to be deregistered (or have its registration cancelled) within <u>14 days</u> of its first registration in the foreign country; and</li> <li>c) The vehicle must arrive in Singapore within <u>3 months</u> of its deregistration in the foreign country.</li> </ul>
Documents	<ul style="list-style-type: none"> <li>a) Original foreign registration and deregistration certificates issued by the country of export showing that the vehicle has been deregistered within <u>14 days</u> of its first registration in the foreign country (see item iv below);</li> <li>b) If the original registration or deregistration documents are retained by the authority of that country, then a certified true copy of the document by the respective motor vehicle licensing authority of that country or a notary public should be provided;</li> <li>c) Shipping bills of lading and the Singapore Customs inward cargo clearance permits showing the vehicle's arrival in Singapore within <u>3 months</u> from its deregistration overseas;</li> <li>d) Submission of other documents such as invoice, exhaust and noise emission test report, etc;</li> <li>e) For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted; and</li> <li>f) For vehicles registered and deregistered in Japan and the United Kingdom (UK), the acceptable registration and deregistration certificates are listed below.</li> </ul>

<b>Registration and Deregistration Method for <u>Registered</u> Vehicles</b>		
	<p>For vehicles to be imported from countries other than Japan and the UK under this method, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment <u>before</u> purchasing/importing the vehicles. This would help to ensure that all documents are in order and, hence, there would be no delay at the point of registration.</p>	
	UK	Japan
	<p>a) Original copy of Registration Certificate (V5C) issued by the Driver and Vehicle Licensing Authority (DVLA); and</p> <p>b) Original copy of the Notification of Permanent Export (V5C/4) issued by DVLA (or certified true copy by DVLA or a notary public), where its date of intended export must be within <u>14 days</u> of the vehicle's registration and endorsement from DVLA is within <u>10 days</u> from the date of intended export.</p>	<p>a) The original registration certificate issued by the Japan Ministry of Transport; and</p> <p>b) The original deregistration certificate issued by the Japan Ministry of Transport where the vehicle's registration cancellation is within <u>14 days</u> of its registration date.</p>

## 2) Certificate of Conformity (COC) Methods

<b>COC Method for <u>Unregistered</u> Vehicles</b>		
Requirements	<p>a) Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within <u>3 months</u> from the:</p> <ul style="list-style-type: none"> <li>i. COC issue date or the date of manufacture certified by the vehicle manufacturer/authorised agent, whichever is later; or</li> <li>ii. Issuance of V308 document.</li> </ul> <p>b) This method is applicable to vehicles manufactured in the European Community (EC). For vehicles manufactured and imported from other countries, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment <b>before</b> purchasing/importing the vehicles. This would help to ensure that all documents are in order and, hence, there would be no delay at the point of registration.</p>	
Documents	V308 Document from DVLA or Certification from Kraftfahrt-Bundesamt (KBA)	Vehicle newness certification from vehicle manufacturers or their authorised agents
	<p>a) Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC) with the following documents:</p> <p><u>Vehicles manufactured in UK</u></p> <ul style="list-style-type: none"> <li>i) Original V308 document issued by DVLA in UK where the vehicle must arrive in Singapore within <u>3 months</u> from its issue date; or</li> </ul> <p><u>Vehicles manufactured in Germany</u></p> <ul style="list-style-type: none"> <li>i) Original certification issued by KBA, the German vehicle licensing authority, and the Certificate of Origin issued by the German Chamber of Commerce, where:</li> </ul>	<p>a) Original COC issued by the vehicle manufacturer (for vehicles manufactured in the EC);</p> <p>b) Original letter from the vehicle manufacturer or its authorised agent certifying that the vehicle is sold as brand new and has not been registered prior to its export. The letter should include the following vehicle details:</p> <ul style="list-style-type: none"> <li>▪ Make/Model</li> <li>▪ Engine number</li> <li>▪ Chassis number</li> <li>▪ Date of manufacture</li> <li>▪ Country of manufacture</li> </ul>



<b>COC Method for <u>Unregistered</u> Vehicles</b>	
<p>ii) the Certificate of Origin shows that the vehicle is manufactured in Germany;</p> <p>iii) the vehicle is exported from Germany within the <u>1-month</u> validity period of the KBA certification;</p> <p>iv) the vehicle must arrive in Singapore within <u>3 months</u> from the COC issue date; and</p> <p>v) the vehicle undergoes an inspection certification by any LTA-Authorised Inspection Centres to certify that the vehicle is new to the best of its professional knowledge.</p> <p>b) If the original documents are retained by the authority of that country, then a certified true copy of the document by the respective motor vehicle licensing authority of that country or a notary public should be provided;</p> <p>c) Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, exhaust and noise emission test report, etc.; and</p> <p>d) For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted.</p>	<p>iii. If the certification letter is provided by an authorised agent, documents must be furnished to confirm that the vehicle dealer is an authorised agent of the vehicle manufacturer.</p> <p>Example of such documents are:</p> <ul style="list-style-type: none"> <li>▪ Vehicle manufacturer sales booklet; or</li> <li>▪ Letter from the vehicle manufacturer or local distributor or any such documents as may be approved by the LTA confirming the dealer as an agent authorised to sell the particular brand of vehicles in the country.</li> </ul> <p>iv. Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, emission test report, etc.; and</p> <p>v. For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted.</p>

### 3) Completion Inspection Certificate (CIC) Method

<b>CIC Method for <u>Unregistered</u> Vehicles</b>	
Requirements	<p>a) Vehicles imported via this method shall not have been registered prior to their export, and they must arrive in Singapore within <u>3 months</u> from the CIC issue date.</p> <p>b) This method is applicable to Japanese manufactured vehicles imported from Japan. For vehicles manufactured and imported from other countries, importers should submit the documents (which are to be used for registration to support brand-newness certification) for LTA's assessment <u>before</u> purchasing/importing the vehicles. This would help to ensure that all documents are in order and, hence, there would be no delay at the point of registration.</p>
Documents	<p>a) Original CIC (Certificate of Transfer/Completion Inspection Certificate) issued by the authorised agent with equivalent English translation - for Japanese manufactured vehicles imported from Japan;</p> <p>b) Original letter from the vehicle manufacturer or its authorised agent with equivalent English translation (where applicable) certifying that the vehicle is sold as brand new and unregistered prior to its export. The letter should capture the following vehicle details:</p> <ul style="list-style-type: none"> <li>▪ Make/model</li> <li>▪ Engine number</li> <li>▪ Chassis number</li> <li>▪ Date of manufacture</li> <li>▪ Date of vehicle leaving its showroom/warehouse</li> </ul> <p>c) Documents to confirm the supplier of the vehicles is the authorised agent of the vehicle manufacturer:</p> <ul style="list-style-type: none"> <li>▪ Original letter from the Japanese authorised agent with equivalent English translation declaring that it is an authorised agent of the vehicle manufacturer; and</li> <li>▪ Original letter from the local importer's supplier (the one taking over the vehicle from the authorised agent) to certify that the said agent is an authorised agent of the said vehicle manufacturer and the contents as conveyed in the authorised agent's letter and translation are true and accurate. This covering letter must be endorsed by the Japan Chamber of Commerce &amp; Industry.</li> </ul>

<b>CIC Method for <u>Unregistered</u> Vehicles</b>	
	<p>d) An approved independent third-party assessor's physical inspection and documentation verification with issuance of an Inspection Certificate that include the following certifications:</p> <ul style="list-style-type: none"><li>▪ The inspected vehicle is deemed to be NEW (i.e. has not been previously registered in Japan) and was manufactured to Japanese Safety Standard for domestic use in Japan;</li><li>▪ The original CIC document issued by the authorised agent as being authentic;</li><li>▪ The corresponding English translation to be true and correct; and</li><li>▪ The vehicle is deemed to be road worthy.</li></ul> <p>e) Submission of other documents such as invoice, bill of lading, Singapore Customs inward cargo clearance permit, exhaust and noise emission test report, etc.; and</p> <p>f) For documents that are not presented in English, English translation from a qualified translator (e.g. the country's Embassy, Chamber of Commerce, etc.) must be submitted.</p>

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**Annex H**

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**Registration Documents Checklist**

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- Check against this list to ensure that you have all the necessary documents to register your goods vehicle.**
- Compliance certificate on exhaust and noise emission standards issued by the vehicle manufacturer confirming conformance to the prevailing exhaust emission standards; or
- Letter of certification from the vehicle manufacturer that the goods vehicle complies with the prevailing exhaust and noise emission standards; or  
Compliance certificate and test report issue by any of the NEA/LTA-recognised vehicle testing laboratory confirming to the prevailing exhaust and noise emission standards
- Documents showing that the LGV's CO<sub>2</sub> and fuel/electric energy consumption data was tested in accordance with the WLTP-Europe [Commission Regulation (EU) No. 2017/1151] or WLTP-Japan [TRIAS 08-002-02]
- [For electric vehicles only] Documents required in **Annex F**
- Original Manufacturer/Purchase Invoice or foreign vehicle registration documents (for used goods vehicle)
- Bill of Lading
- Application for Registration and Licensing of a Motor Vehicle (Form R01)
- Original<sup>9</sup> identification document of vehicle owner (e.g. NRIC for Singaporean and PR or Employment/Immigration pass card for foreigner)
- Proof of business (if any)
- Approval letter with VAC
- Temporary COE (TCOE)
- Valid Motor Insurance Cover
- Notice of Retained/Bid Vehicle Registration Number (if any)
- Notice of COE rebate (if any)
- Approval letter from the relevant authorities, if the goods vehicle is to be registered under a special scheme (if any)
- VPC (if any)

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<sup>9</sup> Physical NRIC or long-term pass card or Digital Identity Card (Digital IC) launched via the Singpass app. Images or videos of the identity card/pass/Digital IC will not be accepted.

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**Registration Documents Checklist**

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- Inward Cargo Clearance Permit
  - Payment of applicable fees by NETS or SGQR PayNow only
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The information contained in this handout is current at the time of printing.  
It is subject to change as may be required by the LTA or other relevant authorities.