



## DOCUMENTS TO BE SUBMITTED

(Submit via LTA Feedback Form at [www.lta.gov.sg/feedback](http://www.lta.gov.sg/feedback) or Fax to 65535329)

### A. For individual:

- Duly completed Form M19 - Notification on Change of Owner Particulars
- A copy of NRIC [for Singaporeans and Singapore Permanent Residents (PRs)] or a copy of Employment/ Immigration pass card<sup>#</sup> (for Foreigners) reflecting the identification number (ID) of the registered owner in LTA records. For foreigners using passport or Malaysian NRIC as ID in LTA records, a copy of the passport or Malaysian NRIC.
- For those without a copy of the passport reflecting the ID of the registered owner in LTA records, please provide any other supporting documents which states your name, previous passport number, date of birth, etc. or a letter from your employer confirming that you were previously holding the passport reflecting the ID of the registered owner in LTA records.
- For change of name, a copy of NRIC (front and back) or Employment/ Immigration pass card<sup>#</sup>.

<sup>#</sup> Employment / Immigration pass card issued by Ministry of Manpower and Immigration & Checkpoints Authority of Singapore (which bears the FIN).

### **Please Note:**

1. For Singaporeans or Singapore Permanent Residents (PRs), you should report a change of address at the Immigration & Checkpoints Authority (ICA), 10 Kallang Road, #03-00, Singapore 208718 or at any Police Station, Neighbourhood Police Post (NPP) or Neighbourhood Police Centres. A sticker bearing the new address will be issued and affixed on the NRIC. Any change of address reported at ICA / NPP or Police Division HQ will be transmitted to LTA the next working day.
2. All vehicle owners are required to furnish LTA with a local registered address to receive LTA correspondences. For Singaporean/PR, the address declared in your NRIC will be the correspondence address. For Singaporean/PR who have updated their NRIC address to a foreign address, please complete this application form and submit it to LTA with documentary evidence (i.e. employer letter, employment notification, overseas attachment notification, etc.), a letter of consent from the property owner who will be receiving LTA correspondence on your behalf in Singapore and a copy of the NRIC of the property owner.
3. For foreigners who have obtained Singapore PR status or Citizenship, a copy of your previous passport/Malaysian NRIC/Employment or Immigration pass card reflecting the ID of the registered owner in LTA records and the latest NRIC must be produced.
4. For vehicle owners with MyInfo account, you may log in to [www.onemotoring.com.sg](http://www.onemotoring.com.sg) using your SingPass and click on "Retrieve MyInfo" button to transmit your information with MyInfo to your LTA account. However, to update your Refund Bank Account, you will need to update it via [www.onemotoring.com.sg](http://www.onemotoring.com.sg).

### B. For ACRA-registered business firm:

- Duly completed Form M19- Notification on Change of Owner Particulars and signed by a Director / Sole-Proprietor / Partner whose name is listed in the Accounting and Corporate Regulatory Authority (ACRA) printout or a representative who is authorised, in writing, by the named Director / Partner to sign this Form M19.
- Authorisation letter from Director / Partner to authorise a representative to sign on Form M19.

### **Please Note:**

1. For businesses or companies, any change in the registered address or company name must be reported to ACRA. The information will be transmitted to the LTA by the next working day. Any changes made to the company certificate number/ UEN would require a transfer of registration of the vehicle, PARF/COE rebates, etc. to the new certificate number/ UEN.
2. Registered owners who are companies/businesses may access [www.onemotoring.com.sg](http://www.onemotoring.com.sg) using CorpPass to update their details online.

### C. 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.