



# TERMS & CONDITIONS

## 1. Channels for Application of Conversion

- (a) Conversion from OPC scheme to the revised OPC scheme:
- For OPCs that (a) have remained under OPC scheme since registration; OR (b) are not eligible for PARF rebates:
    - AXS stations
    - e-Services@ONEMOTORING (with or without login) at [www.onemotoring.sg](http://www.onemotoring.sg)
  - For OPCs on existing OPC scheme which are eligible for the one-time cash payment of accumulated additional PARF rebates at point of conversion:
    - e-Services@ONEMOTORING (with login) at [www.onemotoring.sg](http://www.onemotoring.sg)
    - LTA, 10 Sin Ming Drive, Singapore 575701
- (b) All other conversions:
- LTA, 10 Sin Ming Drive, Singapore 575701

## 2. Pre-requisites

The following requirements (if applicable) must be met before submission of the application for conversion:

- Vehicle inspection requirements,
- Motor insurance coverage requirements,
- Settlement of outstanding vehicle licence arrears and late renewal fees,
- Settlement of outstanding offences in relation to the vehicle, and
- Other requirements as may be notified by LTA in respect of this application.

## 3. Documents To Be Produced For Application Of Conversion Submitted at LTA

- Original periodic inspection certificate (if applicable)
- Original certificate for motor insurance, covering the full licensing period (For conversion of a Normal Car to the revised OPC scheme, the motor insurance must be valid for 1 year from the date of conversion as a new road tax of 1 year will be issued upon conversion)
- Original NRIC (Singaporeans and Singapore PRs) or Employment/Immigration Pass Card# (Foreigners) for individual owner. If the owner is a company or business, please produce the original ACRA printout valid up to 14 days from the date of issue and the original NRIC (Singaporeans or Singapore PRs) or Employment/Immigration Pass Card# (Foreigners) of the authorised person from the company or business
- Original NRIC (Singaporeans or Singapore PRs) or Employment/Immigration Pass card# (Foreigners) of submitter if the registered owner is not present at the time of application

# Employment/Immigration Pass Card issued by the Ministry of Manpower (MOM) or Immigration & Checkpoint Authority of Singapore (ICA) which bears the Foreign Identification Number (FIN)

## 4. Fees Payable at Conversion

- Applicable administrative fee
- Applicable road tax
- Applicable top-up fee for the upfront rebate (if the vehicle is converted from a registered OPC to a normal car)

## 5. OPC Cash Rebates

The Off-Peak Car (OPC) Cash Rebate is a rebate granted to vehicle owners who convert their normal cars to the revised OPC scheme. Vehicle owners will get a regular OPC cash rebate payout of up to \$1,100 at half-yearly intervals until the car reaches 10 years old. However, the car must remain under the revised OPC scheme for at least 6 months after the conversion, except in case of deregistration or if the OPC under the revised OPC scheme reaches the age of 10 years. No OPC cash rebate will be given for the period when the car is laid-up. The vehicle owner is not required to make an application to LTA for the OPC Cash Rebates.

The refund of the OPC Cash Rebates will be processed as follows:

- (a) If the vehicle owner does not have a valid GIRO refund bank account with LTA, a cheque made payable to the last registered owner will be sent to his/her registered address within 1 month, once the refund has been successfully processed by LTA.
- (b) If the vehicle owner has a valid GIRO refund bank account registered in the Vehicle Hub of the e-Services@ONEMOTORING, the refund will be credited into the bank account within 14 working days, once the refund has been successfully processed by LTA. To register for a refund bank account, the registered vehicle owner may login to his/her e-Services@ONEMOTORING account at [www.onemotoring.sg](http://www.onemotoring.sg) using SingPass (for Singaporeans or Singapore PRs), CorpPass (for ACRA-registered businesses and companies).

If the OPC has been reported stolen (through theft or criminal breach of trust) or seized by any authority under any written law, the registered vehicle owner must inform LTA (10 Sin Ming Drive, Singapore 575701, Attention: VRL Service Operations Division), in writing, within 7 days after the loss or seizure of the vehicle. Upon notification by LTA, the registered vehicle owner must refund to LTA any portion of the OPC Cash Rebate which he is not entitled to.

## 6. Change Of Vehicle Registration Number Plates

Upon successful conversion of the vehicle, the registered owner shall proceed to change the number plates to those of either normal or Off-Peak Car, whichever if applicable, within 3 calendar days from the conversion date. For OPCs, the number plates must have white letters/figures on red background. The front number plate must be mounted to a metal bracket and the bracket must in turn be welded onto the vehicle chassis or floorboard. The welding may be carried out by any workshop but must be inspected and approved by an LTA-authorized vehicle inspection centre. Failure to do so constitutes an offence under the Road Traffic Act.

## 7. Sealing / Breaking Of Vehicle Registration Number Plates

- (a) To seal the number plates for OPCs, the owner must send the vehicle to a LTA-authorized vehicle inspection centre (i.e. VICOM Ltd, STA Inspection Pte Ltd or JIC Inspection Services Pte Ltd). An inspection certificate will be issued to the owner after the number plates are sealed and inspected.
- (b) If the owner of OPC/WEC wishes to break their cars' number plate seals for repair or other works on their cars, they must first apply to LTA for approval. Any person not authorized by the Registrar of Vehicles and who breaks or tampers with a OPC/WEC number plate seal shall be liable, upon conviction, to a jail term of up to 3 months, or to a fine of up to \$1,000 for the first offence. Subsequent offences carry a jail term of up to 6 months, or a fine of up to \$2,000.

## 8. Electronic-Day (e-Day) Licence

It is a serious offence to use an OPC or a WEC on the roads during the restricted hours without a valid e-Day Licence. This includes the use of the OPC/WEC with an un-dated e-Day Licence where the owner/driver had failed to enter the usage date for the e-Day Licence by 2359 hours on the next day after the OPC/WEC was used. The driver or registered owner of the OPC/WEC who causes or permits the vehicle to be driven during the restricted hours without a valid e-Day Licence shall be guilty of an offence and shall on conviction be punished with a fine of not exceeding \$5,000, and in the case of second or subsequent conviction, a fine not exceeding \$10,000.

## 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 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.