

APPLICATION TO RENEW A CERTIFICATE OF ENTITLEMENT (COE)



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

- Vehicle registration number
- For vehicle registered under individual: Name of registered owner, NRIC (Singaporean/ Singapore Permanent Resident (PR)) or FIN (Foreigner)
- For vehicle registered under non-individual: Name of Company, ACRA certificate number / Unique Entity Number (UEN), Company Stamp, Particulars [Name, NRIC (Singaporean / Singapore PR) or FIN (Foreigner)] of Director / Sole Proprietor / Partner 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 Q02 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)
- The current COE number and its expiry date, COE rebate(s) to be used, vehicle category and its Prevailing Quota Premium

IMPORTANT: Please read the INSTRUCTIONS overleaf before completing the application form. Application with incorrect or incomplete information will not be accepted.

Part 1: Vehicle Owner's Particulars

Name of Registered Owner: _____
*NRIC / ~FIN / ACRA No. / UEN: _____

Part 2: Vehicle Details

Vehicle Registration Number: [] [] [] - [] [] [] [] - []
Current COE No.: []
(if applicable)
Expiry Date of Current COE: [] [] [] [] [] [] [] [] [] []
(DDMMYYYY)
Vehicle Category*: Category A Category B Category C Category D
(Please tick ✓)

COE Rebate No. (if applicable):
1. []
2. []
3. []
4. []
5. []
Total COE Rebate Amount (if applicable): \$ _____

COE Renewal Period
Prevailing Quota Premium (PQP) payable: _____
(PQP Month)
 10 years: \$ _____
 5 years: \$ _____
(Half the PQP rounded to the next dollar)

Payment Method
*Cash / NETS / Cashier's Order / Cheque
*Cashier's Order / Cheque No.: _____
Bank: _____
If you wish to carry out other vehicle-related transactions after this application, you are advised to pay the PQP by cash, cashier's order or NETS

Declaration by Vehicle Owner

1. *I/We declare that the particulars given in this application are correct.
2. **For Categories A, B and D vehicles**
*I/We undertake that if *I/we choose to renew the COE of this vehicle for 5 years, *I/we shall de-register the vehicle upon the expiry of the 5-year COE as further renewal of the COE or re-registration of the vehicle (e.g. into the Restricted Usage (RU) Scheme) is not allowed. However, if the 5-year COE start date commences when the vehicle is more than 30 years old, *I/we may apply to re-register it as a Classic Vehicle when it reaches 35 years old and before the COE expires. In addition, *I/we understand that if the 5-year COE start date commences when the vehicle is more than 35 years old, *I/we will have to pay an additional levy when re-registering the vehicle as a Classic Vehicle. Otherwise, the vehicle shall be de-registered upon the expiry of the 5-year COE.
3. **For Category C vehicles**
*I/We undertake that if *I/we choose to renew the COE of this vehicle for 5 years, *I/we can only renew the COE for 5-year periods in future, subject to the vehicle's statutory age limit (if applicable).
4. *I/We understand that if *I/we choose to renew the COE of this vehicle prior to the month of expiry of the current COE, the balance of the current COE will be forfeited and the renewed COE will commence from the 1st of the following month from PQP month.
5. *I/We understand that the COE rebate arising from the lay up period will be forfeited if the COE is renewed.
6. *I/We consent to the collection, use or disclosure of my personal data to a third party as per paragraph 19 on the overleaf of this application form.
7. *I/We hereby authorise _____ (name of authorised person), *NRIC No./~FIN _____ to submit this application on my behalf.

Signature of Registered Owner and @Company's Stamp (if applicable) _____ Date _____
@Name of Manager / Director: _____ @*NRIC No./ ~FIN: _____

* Delete where inapplicable ^ For vehicle registered under non-individual # PQP for a company car first registered before 1 April 1998 is twice that of the normal rate applicable for the month
^ Please see paragraphs 6 and 7 on the overleaf of this application form ~FIN from Employment / Immigration Pass Card issued by MOM / ICA
VRLSO-F-Q02-V13 (10PT091)
The information is current at time of printing (Aug 2016)

INSTRUCTIONS

- To renew your COE at Land Transport Authority (LTA) or by post, please submit this duly completed and signed form together with payment.

Renewal Channels

- Internet via www.onemotoring.com.sg (the service is available daily from 6am to midnight)
 - You will need to have a valid Internet Banking Account with Citibank, DBS/POSB, OCBC/Plus!, Standard Chartered Bank or UOB. Please ensure that there are adequate funds in your account and the payment amount is within the daily internet payment limit set by your bank.
 - Customer Service Centre, 10 Sin Ming Drive, Singapore 575701
 - If the COE has not expired, you can pay the PQP by cheque, cash or cashier's order. If the payment does not exceed the daily transaction limit set by your bank, you may pay the PQP by Diners Club Card or NETS. Cheque payment for the PQP should be made payable to "LAND TRANSPORT AUTHORITY" and crossed "A/C Payee Only". Please write your vehicle number(s) and contact number on the reverse side of your cheque. **Post-dated cheques will not be accepted for payment.** The COE will only be renewed when the cheque payment is cleared. If the cheque is dishonoured, the renewal application will be cancelled, and a \$20 (before GST) administrative fee will be charged.
 - **If the COE has expired, only cash, cashier's order or NETS (if the payment does not exceed the daily transaction limit set by your bank) is acceptable.** Late payment fee(s) will apply.

NB: For COE renewed at LTA and over the internet, a notification will be sent to the registered owner to inform him of the renewal. For queries, please call 1800-CALL LTA (1800-2255 582).

- By Post

The COE renewal application and payment must reach LTA, Customer Service Centre, 10 Sin Ming Drive, Singapore 575701 before the end of the month in which the PQP is applicable. Proof of postage is not proof of receipt. **Please do not send cash payment by post.**

Application to Renew the COE

- If an application is made in the month of COE expiry or after the COE expiry date, PQP rate for the month of COE expiry shall be payable. Otherwise, the PQP payable shall be the rate applicable on the application date. For renewal by post, the application date shall be the date when LTA received the application.
- If the COE is renewed before its expiry date, any un-used portion of the COE will be forfeited.
- The vehicle will be granted COE rebate (where applicable) for the period when it is placed under lay up on the condition that the vehicle is de-registered on or before the current COE expiry date. The COE rebate arising from the lay up period will be forfeited if the COE is renewed.
- The PQP payable will be based on the following categories:

Category	Vehicles registered/converted using TCOEs obtained <u>before</u> Feb 2014	Vehicles registered/converted using TCOEs obtained <u>from</u> Feb 2014
A	Car (1,600cc and below)	Car (up to 1,600cc <u>and</u> Maximum Power Output up to 97kW (130bhp))
B	Car (1,601cc and above)	Car (above 1,600cc <u>or</u> Maximum Power Output above 97kW (130bhp))
C	Goods Vehicle and Bus	Goods Vehicle and Bus
D	Motorcycle	Motorcycle

- The PQP payable for Classic or Revised Vintage cars will be based on the following categories:

Category	Classic or Revised Vintage cars registered <u>before</u> 1 Mar 2014	Classic or Revised Vintage cars registered <u>on or after</u> 1 Mar 2014
A	Car (1,600cc and below)	Car (up to 1,600cc <u>and</u> Maximum Power Output up to 97kW (130bhp))
B	Car (1,601cc and above)	Car (above 1,600cc <u>or</u> Maximum Power Output above 97kW (130bhp))

- A Weekend/Off-Peak Car (OPC)/Revised OPC will pay the PQP for the respective normal car category.
- The PQP for company cars first registered before 1 Apr 1998 will be twice that of the normal rate applicable for the month.
- For vehicles with a statutory age limit (i.e. goods vehicles & buses), the COE will be cancelled when the vehicle reaches the statutory age limit. The last registered owner will be granted a COE rebate based on the PQP paid, pro-rated to the number of months and days remaining on the vehicle's COE.
- The COE is valid for another 10 years upon renewal (except for 5-year COE renewal).
- If your vehicle is more than 10 years old, you will no longer be eligible for Preferential Additional Registration Fee (PARF) rebates.
- A road tax surcharge will be levied on vehicles above 10 years old. The surcharges increases at a rate of 10% per annum of the basic road tax amount payable, up to a maximum of 50% per annum.
- For Categories A, B and D vehicles**
If you do not wish to keep your vehicle beyond 5 years, you may renew the COE for 5 years by paying half the PQP (rounded to the next dollar). No further renewal is allowed and you must de-register the vehicle upon expiry of the 5-year COE unless the vehicle is eligible for re-registration to the Classic Vehicle Scheme. However, the re-registration to the Classic Vehicle Scheme must be done before the expiry of the 5-year COE. Levies and relevant fees/taxes are applicable for such re-registration.
- For Category C vehicles**
You may renew the COE for 5 years by paying half the PQP (rounded to the next dollar). However, future COE renewals can only be for 5-year periods, subject to the vehicle's statutory age limit (if applicable).
- Late payment fee will be chargeable if the application is received within 1 month after the expiration of the COE. No further renewal will be allowed if the COE has expired for more than 1 month.

Type of Vehicle		Late Payment Fee
(a)	Motorcycle	\$50
(b)	Private motor car –	
	i) 1,000 cc and below	\$50
	ii) 1,001 cc to 1,600 cc	\$100
	iii) 1,601 cc to 2,000 cc	\$150
	iv) 2,001 cc to 3,000 cc	\$200
	v) more than 3,000 cc	\$250
(c)	Business service passenger vehicle, i.e. passenger vehicle registered in the name of the company	\$250
(d)	Goods vehicle and public service vehicle	\$250
(e)	Motor vehicle other than those described above	\$250

- It is an offence to use or keep your vehicle when its road tax and COE have expired.**

If you do not wish to keep the vehicle but would like to retain its vehicle registration number, please submit both your applications for number retention and vehicle de-registration to LTA before the COE expiry date.
- 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.