



**APPLICATION TO REQUEST / RESET / VOID  
TRANSACTION PIN**



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

- Vehicle registration number, TCOE number, PARF/COE Rebate Number
- Name, NRIC (Singaporeans, Singapore PRs and Malaysians) or Passport number (Foreigners other than Malaysians) of the registered owner, OR
- NRIC/Passport No. of the authorised person of the Company/Business/Limited Liability Partnership (LLP)/Limited Partnership (LP)/Club/Association/Organisation as follows:
  - NRIC (Singaporeans, Singapore PRs and Malaysians)
  - Passport No. (Foreigners other than Malaysians)
  - ACRA No./UEN/LTA-issued ID, where applicable (Company/Business/LLP/ LP/Club/Association/Organisation)
- Name, NRIC (Singaporeans, Singapore PRs and Malaysians) or Passport number (Foreigners other than Malaysians) of the submitter

**Note**

**Supporting Documents:**

- Please bring along all the related identification documents stated in [www.onemotoring.com.sg](http://www.onemotoring.com.sg)  
At Homepage > Information & Guidelines > Transaction Pin & User Account

**INSTRUCTIONS**

1) Please complete **PART 1, 2 and 3** of the application form to avoid delays in processing. Incomplete forms will be rejected and request will not be processed.

**PART 1 REQUESTED ACTION**

- Request for Transaction PIN       Reset Transaction PIN       Void Transaction PIN

**PART 2 REGISTERED OWNER PARTICULARS**

Name (Person/Sole Proprietor/Company/etc) :

Type of Owner ID (Please select one)

- Individual :**       1. Singapore NRIC (e.g. S1234567D)       2. Malaysia NRIC (e.g. 123456789012)       3. Foreign Passport (e.g. 123456789)  
**\*NRIC / Passport No. :**      Place of Issue (for Foreign Passport) :

- Non-Individual :**       4. ACRA No. e.g. 12345678M       5. Unique Entity Number e.g. T09FC4567X  
(for Business or Company)      (for Foreign Company, Limited Liability Partnership, Limited Partnership, Professional, Statutory Board, Ministry & Government Department or Non-ACRA Registered Organisations)

ACRA / Unique Entity No. / C cert:      Name of Officer authorised to act on behalf of the registered owner:      NRIC/Passport No.:      Designation :

Type of Asset\* (Please tick one)       Vehicle       TCOE       PARF Rebate       COE Rebate

Asset No. : \_\_\_\_\_

COE No. - Applicable if owner is not present : \_\_\_\_\_ Right Thumbprint - Applicable for Singapore NRIC holder only : \_\_\_\_\_  
(if Type of Asset is Vehicle)      (required if COE No. is not provided)

\* Vehicle PIN is used for transfer or de-registration of vehicle, TCOE PIN is for transfer of TCOE, PARF/COE Rebate PIN is for transfer of PARF and/or COE Rebate(s) or division of rebate

**PART 3 REGISTERED OWNER'S AUTHORISATION & AGREEMENT**

\*I / We declare that \*I / we have read and understood the conditions stated on this application form, and shall undertake to abide by them.  
\*I / We declare and represent that \*I / we \*am / are the \*registered owner / an Officer authorized to act on behalf of the registered owner (non-individuals only) of the vehicle registration no. / TCOE / COE / PARF rebate stated in Part 2 above.  
\*I / We hereby authorise \_\_\_\_\_ (name of "Authorised Person"), NRIC No \_\_\_\_\_ of \_\_\_\_\_ (address) to submit this application and to obtain / reset / void the Transaction PIN on \*my / our behalf. \*I / We attach herewith \*my / our original \*NRIC / passport for the purpose of this application and agree that:  
i. \*I / We understand and acknowledge that in authorizing the "Authorised Person" to obtain \*my / our Transaction PIN on \*my / our behalf, \*my / our Transaction PIN will be disclosed to the "Authorised Person". \*I / We will not hold Land Transport Authority (LTA) responsible for any use or misuse of the Transaction PIN by the "Authorised Person" or any other person;  
ii. LTA shall not be responsible or liable for any damages, losses or expenses including direct, indirect, special, punitive, economic or consequential losses and damages, howsoever arising from or in connection with the use of \*my / our Transaction PIN, whether or not \*I / we have authorised such use and;  
iii. \*I / We shall at all times indemnify and hold harmless LTA and its officers, employees and agents ("indemnified persons") from and against any and all claims, liabilities expenses, costs, losses or damage of whatever nature (including legal costs on a full indemnity basis) brought against, suffered or incurred by the indemnified persons howsoever arising out of or in connection with this application or the use of \*my / our Transaction PIN by any person.

\_\_\_\_\_  
Registered Owner / Authorised Officer's Signature\*      Company's Stamp (if applicable)      Date

"Authorised Person" [if Registered Owner / Officer Authorised to Act on Behalf of Registered Owner (non-individuals only) is not present] :

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

NRIC/Passport No : \_\_\_\_\_ Date : \_\_\_\_\_ Company Stamp (if applicable) : \_\_\_\_\_

**Terms & Conditions for Application and Use of Transaction PIN**

This application is subjected but not limited to the following conditions:

1. These Terms and Conditions are supplemental to and are to be read together with the Conditions of Use found at the footer of the e-Services@ONE.MOTORING website accessed via <http://www.onemotoring.com.sg>.
2. All capitalised terms used and which are not defined in these Terms & Conditions shall have the same meaning as ascribed to them under the Conditions of Use.
3. You are applying for a Transaction PIN with the intention to change the registered ownership of your vehicle / temporary Certificate of Entitlement ("COE") / Preferential Additional Registration Fee ("PARF") or COE rebate.
4. You shall act in good faith, exercise reasonable care and diligence in keeping your Transaction PIN confidential. At no time and under no circumstances shall you disclose your Transaction PIN to any other person.
5. You shall be fully responsible in the event of any accidental or unauthorised disclosure of your Transaction PIN to any other person and shall bear the risks of your Transaction PIN being used by unauthorised persons or for unauthorised purposes.
6. Upon notice or suspicion of the Transaction PIN being disclosed to any unauthorised person or any unauthorised use being made, you shall notify us as soon as possible in person or by telephone at 1800 Call-LTA (1800-2255 582) or such telephone number(s) as we may from time to time prescribe (we may request that you confirm in writing any details you may give) to void your Transaction PIN and you shall remain responsible for any use by unauthorised persons or for any unauthorised purposes until we deactivate your Transaction PIN.
7. If you decide not to use your Transaction PIN, you shall also notify us of your decision as soon as possible in person or by telephone at 1800 Call-LTA (1800-2255 582) or such telephone number(s) as we may from time to time prescribe so that we may deactivate your Transaction PIN.
8. Without prejudice to the Conditions of Use, the Land Transport Authority shall not be responsible or liable for any damages, losses or expenses including direct, indirect, special, punitive, economic or consequential losses and damages, howsoever arising from or in connection with the use of your Transaction PIN, whether or not you have authorised such use.
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 authorized 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.

**PART 4 FOR LTA USE ONLY**

**PROCESSED BY**

Name / Designation : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Action : Generate PIN / Reset PIN / Void PIN / Rejected / Withdrawn