

**ES04**

**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 of registered owner, OR
- Name, NRIC (Singaporeans, Singapore PRs and Malaysians) or Passport number (Foreigners other than Malaysians) of a Director/Sole-proprietor/Partner whose name is listed in the Accounting & Corporate Regulatory Authority (ACRA) printout, or a manager who is authorised, in writing, by the named Director/Sole-proprietor/Partner to sign on this Form ES04 on behalf of the company
- Name, NRIC (Singaporeans, Singapore PRs and Malaysians) or Passport number (Foreigners other than Malaysians) of the submitter

**Supporting Documents:**

- Please bring along all the related identification documents stated in ONE.MOTORING website (<http://www.onemotoring.com.sg>).

**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) :

Contact No :

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. BUSINESS (e.g. 12345678M)  5. COMPANY (e.g. 123456789K)  6. FOREIGN COMPANY (e.g. F 12345A)  
 7. LIMITED LIABILITY PARTNERSHIP (e.g. LL1234567A)  8. PROFESSIONAL - C CERT HOLDER (e.g. C123456C)  
 9. STATUTORY BOARD - C CERT HOLDER (e.g. C123456C)  10. MINISTRY & GOVERNMENT DEPARTMENT - V CERT HOLDER (e.g. V123456A)  
 11. NON-ACRA REGISTERED ORGANISATIONS - C CERT HOLDER (e.g. C123456C)

ACRA / C Cert / V Cert No.:

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. (if Type of Asset is Vehicle) : \_\_\_\_\_ Thumbprint (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 / 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 the Land Transport Authority responsible for any use or misuse of the Transaction PIN by the "Authorised Person" or any other person;
- 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 \*my / our Transaction PIN, whether or not \*I / we have authorised such use and;
- \*I / We shall at all times indemnify and hold harmless the Land Transport Authority 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-dividuals 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. If you submit any data to Land Transport Authority, including personally identifiable data, you agree, represent and warrant that the data which you submit to the Authority does not contain any proprietary or confidential information and that the Authority may freely use and disclose any such data to other Government agencies or other parties at the Authority's sole discretion. You grant to the Authority, in relation to the above, a perpetual, worldwide, irrevocable, non-exclusive, sub-licensable and royalty-free licence to reproduce, publish, perform, broadcast, communicate, adapt and use the data in all media now known or hereafter developed.

### **PART 4 FOR LTA USE ONLY**

#### **PROCESSED BY**

NAME / DESIGNATION : \_\_\_\_\_ SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

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

*\* Please delete accordingly.*