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**No. S 121**

ROAD TRAFFIC ACT  
(CHAPTER 276)

ROAD TRAFFIC (ELECTRONIC SERVICE) RULES 2006

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In exercise of the powers conferred by section 34(2) of the Road Traffic Act, the Minister for Transport hereby makes the following Rules:

PART I  
PRELIMINARY

**Citation and commencement**

1. These Rules may be cited as the Road Traffic (Electronic Service) Rules 2006 and shall come into operation on 27th February 2006.

**Definitions**

2. In these Rules, “account with the electronic service”, “authentication code”, “electronic record”, “electronic service” and “electronic service agent” have the meanings given to those expressions in section 33B(13) of the Act.

PART II  
ELECTRONIC SERVICE AGENTS

**Factors to consider for registration**

3. The Authority shall have regard to the following matters in determining whether to register a person as an electronic service agent:

- (a) his character and fitness to be an electronic service agent;

- (b) whether he is carrying on any business which involves filing or submitting on behalf of others any document referred to in rule 8;
- (c) his financial standing;
- (d) any prior relevant experience which he has in filing with or submitting to the Registrar on behalf of others any document referred to in rule 8;
- (e) his ability to provide a reliable and efficient service as an electronic service agent;
- (f) any other matters which the Registrar considers relevant.

### **Cancellation or suspension of registration**

4.—(1) The Authority may cancel, or suspend for such period as it may determine, the registration of an electronic service agent if —

- (a) he fails to use the electronic service for a continuous period of 90 days (including Sundays and public holidays);
- (b) the Authority is satisfied that he had contravened any provision of Part I of the Act or any rules made thereunder (including any provision of these Rules), or any condition of his registration;
- (c) the Authority is satisfied that he had knowingly furnished false or misleading information in his application for registration, or in any document filed with or submitted to the Authority through the electronic service; or
- (d) he is no longer carrying on a business referred to in rule 3(b).

(2) The Authority shall notify an electronic service agent of any suspension or cancellation referred to in paragraph (1) together with the reason for it.

### **Application for suspension or cancellation of registration**

5.—(1) An electronic service agent may apply to the Authority, in such manner as the Authority may specify, for the suspension or cancellation of his registration.

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(2) The Authority may grant the application subject to such conditions as it deems necessary.

### **Change of particulars**

6. An electronic service agent shall, in the manner specified by the Authority —

- (a) inform the Authority of any change in any particulars furnished in his application for registration as an electronic service agent; and
- (b) inform the Registrar of any revocation of his authority to act as an agent for another person for any matter.

### **Inspection of records and accounts**

7.—(1) The Authority or a person authorised in writing by the Authority may at any time require an electronic service agent to make available for the Authority or person's inspection any record or account which the electronic service agent is required to keep as a condition of his registration.

(2) The electronic service agent shall render such reasonable assistance as the Authority or person may require for the inspection.

## **PART III**

### **ELECTRONIC SERVICE**

#### **Documents which may be filed or served through electronic service**

8. The documents set out in the Schedule may be filed with or submitted to the Registrar through the electronic service.

#### **Hard copy of document to be given to Registrar**

9.—(1) Unless otherwise specified in such circular as may be issued by the Authority under rule 14, a hard copy of any document that has been filed with or submitted to the Registrar through the electronic service has to be filed with the Registrar not later than 7 days after

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such filing or submission or such longer period as the Registrar may allow in any particular case.

*[S 428/2008 wef 01/09/2008]*

*[S 364/2012 wef 01/08/2012]*

(2) Paragraph (1) does not apply to the following:

- (a) an application under rule 35(2) of the Road Traffic (Motor Vehicles, Registration and Licensing) Rules (R 5);
- (b) an application under rule 4(1) of the Road Traffic (Registration of Power-Assisted Bicycles) Rules 2017 (G.N. No. S 451/2017), only if it is submitted by the applicant using an electronic service provided by the Authority at the Internet website at [www.onemotoring.com.sg](http://www.onemotoring.com.sg) known as the online self-service facility;
- (c) an application under rule 5(1) or (2), 6(1) or 9(1) of the Road Traffic (Registration of Power-Assisted Bicycles) Rules 2017;
- (d) a notice of error or omission, notice of change in particulars or request to withdraw an application under rule 7(1) of the Road Traffic (Registration of Power-Assisted Bicycles) Rules 2017.

*[S 452/2017 wef 14/08/2017]*

### **Authorisation of electronic service agent and revocation of his authority**

10.—(1) For the purposes of section 33B(4) of the Act —

- (a) the authorisation by a person of an electronic service agent to be his agent for any matter other than an application referred to in sub-paragraph (b) shall be made by him in the appropriate part of the copy of the form required to be filed with the Registrar under rule 9(1); and
- (b) the authorisation by a person of an electronic service agent to be his agent for an application under rule 35(2) of the Road Traffic (Motor Vehicles, Registration and Licensing) Rules may be done in any manner permitted by law.

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(2) For the purposes of section 33B(5) of the Act and unless the Registrar otherwise permits in any particular case, the revocation by a person of his authorisation of an electronic service agent to be his agent for any matter shall be made in writing under his hand and delivered by him personally to the office of the Registrar.

### **Manner of payment of fee, etc.**

**11.** Any fee, tax, levy, deposit or other charge payable in respect of any document filed with or submitted to the Registrar through the electronic service shall be paid by means of cash, cheque, cashier's order or its equivalent, money or postal order, virtual account, inter-bank GIRO, direct debit from or credit to a bank account, telegraphic transfer, Inter-Business Unit Journal Voucher, or such credit card, debit card, automated teller machine (ATM) card or stored value card as the Registrar may approve.

*[S 364/2012 wef 01/08/2012]*

### **Cancellation or suspension of account or authentication code**

**12.—(1)** The Authority may cancel, or suspend for such period as it may determine, any account with the electronic service or any authentication code, if —

- (a) the Authority is satisfied that the holder of the account or authentication code had contravened any provision of Part I of the Act or any rules made thereunder (including any provision of these Rules), or any condition subject to which the account or authentication code was assigned to him;
- (b) the Authority is satisfied that he had knowingly furnished false or misleading information in his application for the account or authentication code, or in any document filed with or submitted to the Authority through the electronic service;
- (c) in a case where the authentication code was assigned to a person for a particular matter and he had authorised an electronic service agent to act for him for that matter, the Authority is satisfied that such authorisation had been revoked;

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- (d) in a case where the account or authentication code was assigned to an electronic service agent —
- (i) the electronic service agent is no longer carrying on a business referred to in rule 3(b); or
  - (ii) the electronic service agent had been wound up or otherwise dissolved, or a receiver, receiver and manager or judicial manager had been appointed in respect of his property, or (if he is an individual) he is an undischarged bankrupt; or
- (e) the Authority is satisfied that the account or authentication code is no longer needed.

(2) The Authority shall notify the holder of the account or authentication code of any suspension or cancellation referred to in paragraph (1) together with the reason for it.

### **Application for suspension or cancellation of account or authentication code**

**13.**—(1) The holder of an account with the electronic service or authentication code may apply to the Authority, in such manner as the Authority may specify, for the suspension or cancellation of the account or authentication code, and (if applicable) the re-assignment of a new authentication code.

(2) The Authority may grant the application subject to such conditions as it deems necessary.

## PART IV

### MISCELLANEOUS

#### **Circulars**

**14.** The Authority may issue circulars whether in a physical or electronic form which provides for —

- (a) the manner of application for registration as an electronic service agent, or for an account with the electronic service or an authentication code;

- (b) the manner of assignment of such account or code;
- (c) the manner in which documents are to be filed, submitted or retrieved through the electronic service; and
- (d) any other matter relating to the use of the electronic service.

### Service bureaux

15.—(1) The Authority may permit any person to establish or operate one or more service bureaux to assist in the filing or submission of documents through the electronic service.

(2) Any person who establishes or operates a service bureau shall not be considered an agent of the Authority.

## THE SCHEDULE

Rule 8

### DOCUMENTS WHICH MAY BE FILED WITH OR SUBMITTED TO REGISTRAR THROUGH ELECTRONIC SERVICE

#### PART I

#### ROAD TRAFFIC (MOTOR VEHICLES, REGISTRATION AND LICENSING) RULES (R 5)

<i>Serial No.</i>	<i>Description</i>	<i>Applicable rule of R 5</i>
1	Application for registration of motor vehicle	3(1)
2	Application for registration of motor vehicle as PU-registered vehicle	3B(1)
3	Application for batch type-approval, type-approval or modified type-approval	3D(3)
4	Application for rebate on registration fee, additional registration fee, additional quota premium or additional levy	8(1) and (2)
5	Application for transfer of rebate	8(6)
6	Application for division of rebate granted under rule 8(4) into smaller portions	8(10)



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 THE SCHEDULE — *continued*

<i>Serial No.</i>	<i>Description</i>	<i>Applicable rule of R 5</i>
7	Application for collective use of 2 or more rebates granted under rule 8(4)	8(11)
8	Application to be paid a sum of cash in lieu of rebate	8A
9	Application for rebate for off-peak car	9(1)
10	Application for rebate for electric car, petrol-electric car, new electric taxi or new petrol-electric taxi	9A(1)
11	Application for rebate for electric vehicle or petrol-electric vehicle	9AA(1)
12	Application for rebate for environmentally friendly motor vehicle	9B(1)
13	Application to have the CNG system recorded in the register of vehicles removed from that vehicle	9B(8)
14	Notification of change of registration particulars	12A(1)
15	Provision of information to verify registration particulars	12A(2)
16	Provision of information on minor modification of vehicle	12B(1)
17	Application for approval of major modification of vehicle	12B(2)
18	Application for copy or extract of entry of register	13(1)
19	Application for cancellation of assigned index mark	15(1)
20	Application for particular index mark or registration number	16(1)
21	Application for extension of time to begin use of allotted index mark or registration number	16(9)
22	Request for assignment or transfer of allotted index mark or registration number	16(13)
23	Request for cancellation of allotted index mark or registration number or for refund of deposit	16(15)
24	Application to assign index mark and registration number	16A(1)

THE SCHEDULE — *continued*

<i>Serial No.</i>	<i>Description</i>	<i>Applicable rule of R 5</i>
25	Application for assignment of identification mark	22(1)
26	Application for extension of time to begin use of identification mark	22(6)
27	Application for cancellation of identification mark and refund of fee	22(9)
28	Application for transfer of registration of vehicle	25(1)
29	Application for temporary transfer of registration of vehicle, or extension of such registration	25(4) and (5)
30	Application for transfer of registration of vehicle	25(6)
31	Application for temporary transfer of registration of vehicle to firm or company or insurer, or extension of such registration	26(1) and (2)
32	Application for transfer of registration of vehicle	29(1) and (2)
33	Application for registration of motor car as off-peak car	32(1)
34	Application for re-registration of private motor car as off-peak car	33(1)
35	Application for re-registration of off-peak car as private motor car	33(5)
36	Application for re-registration of conventional car as electric car, petrol-electric car or diesel-electric car	33B(1)
37	Application for re-registration of petrol-electric car or diesel-electric car as electric car	33C(1)
38	Application for re-registration of business service passenger vehicle as private hire car or tuition car	33D(1)
39	Application for re-registration of private hire car or tuition car as business service passenger vehicle	33D(3)
40	Application for re-registration of private motor car, business service passenger vehicle or off-peak car as new scheme off-peak car	33E(1)

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 THE SCHEDULE — *continued*

<i>Serial No.</i>	<i>Description</i>	<i>Applicable rule of R 5</i>
41	Application for re-registration of off-peak car as private motor car or business service passenger vehicle	33F(1)
42	Notification that vehicle is destroyed or exported, or ceased to be kept or used	34(2)
43	Application to keep de-registered vehicle in designated area	34A(2)
44	Application to keep de-registered vehicle in alternative area	34A(3A)
45	Application for or notification of, as the case may be, extension of period for keeping de-registered vehicle in designated area or alternative area	34A(3B)
46	Application to further extend period for keeping de-registered vehicle in designated area or alternative area	34A(3D)
47	Application to move vehicle out of designated area or alternative area, or to move vehicle into designated area or alternative area after it has been moved out of one	34A(4) and (5)
48	Application to keep de-registered vehicle in approved private area or compound	34B(1)
49	Application for licence	35(1)
50	Application for duplicate licence	51(1)
51	Application for exemption from tax	52(1)
52	Application for non-user	53(1)
53	Notice to move vehicle put on non-user	53(3)
54	Application for exemption from licence fee	53(7)
55	Application for supplementary licence	55(1), 55A(2) and 55B(1) and (3)
56	Application for refund of fee for supplementary licence	55(8)

THE SCHEDULE — *continued*

<i>Serial No.</i>	<i>Description</i>	<i>Applicable rule of R 5</i>
57	Application to amend particulars of supplementary licence	55(10)
58	Application for general licence	58
59	Application for special purpose licence	64A(1)
60	Application for refund of licence fee or general licence fee	65(1)
61	Notice of error or incomplete particular, or request for withdrawal of application	68
62	Application for registration or re-registration of motor vehicle as classic vehicle	69(1)
63	Application for registration of motor vehicle as normal vintage vehicle or revised use vintage vehicle	70(1)
64	Application for re-registration of normal vintage vehicle to allow for transfer	71(1)
65	Application for re-registration of restricted vintage vehicle as normal vintage vehicle	72(1)
66	Application for re-registration of normal vintage vehicle or restricted vintage vehicle as revised use vintage vehicle	73(1)
67	Application for re-registration of revised use vintage vehicle as normal vintage vehicle	74(1)

## PART II

ROAD TRAFFIC  
(MOTOR VEHICLES, QUOTA SYSTEM)  
RULES (R 31)

<i>Serial No.</i>	<i>Description</i>	<i>Applicable rule of R 31</i>
1	Application for grace period to register vehicle	18(1)
2	Application for cancellation of certificate of entitlement and refund of deposit	18(3)

THE SCHEDULE — *continued*

<i>Serial No.</i>	<i>Description</i>	<i>Applicable rule of R 31</i>
3	Application for transfer of certificate of entitlement	19
4	Application for use of residual value of certificate of entitlement	20(3) and 24A(4)
5	Application for transfer of residual value of certificate of entitlement	20(5) and 24A(6)
6	Application for division of residual value of certificate of entitlement into smaller portions	20(7) and 24A(9)
7	Application for collective use of residual values of 2 or more certificates of entitlement	20(8) and 24A(10)
8	Application for renewal of certificate of entitlement	24(1)
9	Application for restoration of certificate of entitlement	24(6)
10	Application for issue or renewal of certificate of entitlement for classic vehicle	24A(1)
11	Application for notice of residual value of certificate of entitlement	24A(3)
12	Application to extend validity period of certificate of entitlement for taxi	24B(1)
13	Application for issue or renewal of certificate of entitlement for normal vintage vehicle, restricted vintage vehicle or revised use vintage vehicle	24C(1)
14	Application to be paid a sum of cash in lieu of rebate or setting off of residual value	25
15	Notice of error or incomplete particular, or request for withdrawal of application	29(1).

[S 364/2012 wef 01/08/2012]

THE SCHEDULE — *continued*

## PART III

ROAD TRAFFIC  
(REGISTRATION OF POWER-ASSISTED BICYCLES)  
RULES 2017 (G.N. NO. S 451/2017)

<i>Serial No.</i>	<i>Description</i>	<i>Applicable rule of G.N. No. S 451/2017</i>
1	Application to register power-assisted bicycle	4(1)
2	Application to transfer registration of power-assisted bicycle	5(1) and (2)
3	Application to cancel registration of power-assisted bicycle	6(1)
4	Notice of error or omission, notice of change in particulars or request to withdraw application	7(1)
5	Application to search register	9(1)

*[S 452/2017 wef 14/08/2017]*

Made this 23rd day of February 2006.

CHOI SHING KWOK  
*Permanent Secretary,  
Ministry of Transport,  
Singapore.*

[LTA/RTA/SL/RV/L17.007.000; AG/LEG/SL/276/2005/34 Vol. 1]

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