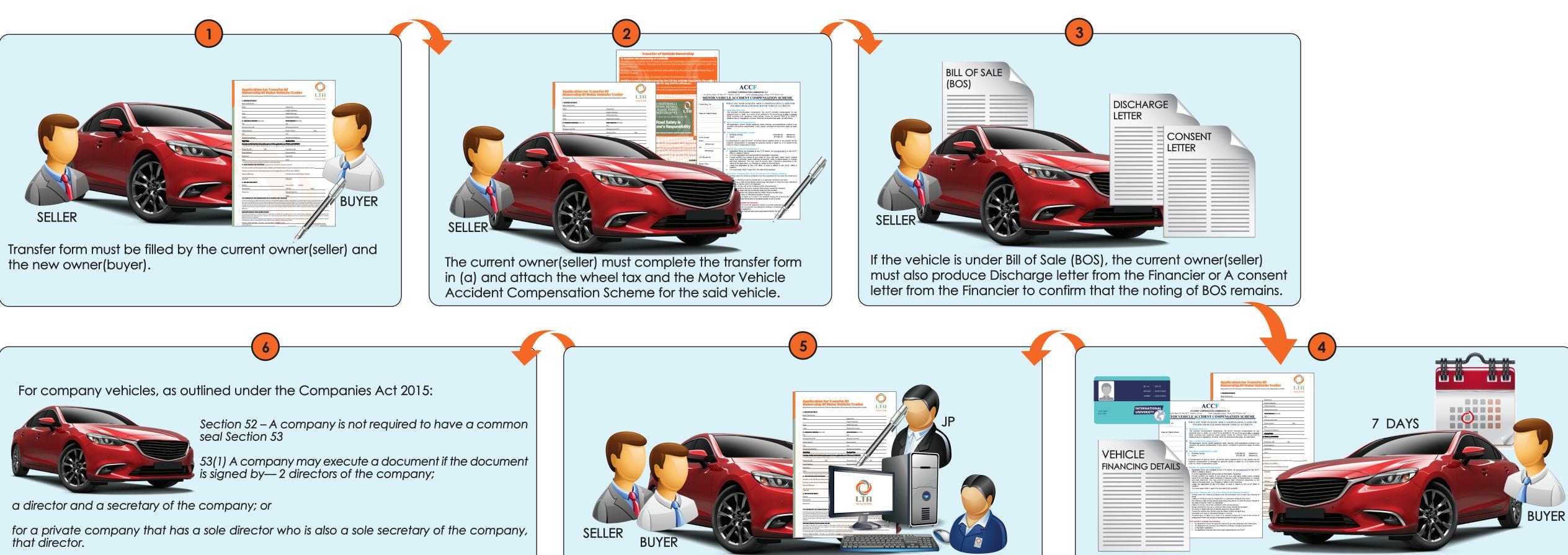


TRANSFER OF OWNERSHIP **OF MOTOR VEHICLE/TRAILER PROCESS**

GENERAL REQUIREMENTS AND CHECKLIST

A. GENERAL REQUIREMENTS



53(2) A company may execute a document as a deed if the document is expressed to be executed as a deed in accordance with this section.

For individuals - Signature for both seller and buyer should match with LTA soft record and the signature must be witnessed by a Commissioner of Oaths or a Justice of Peace.

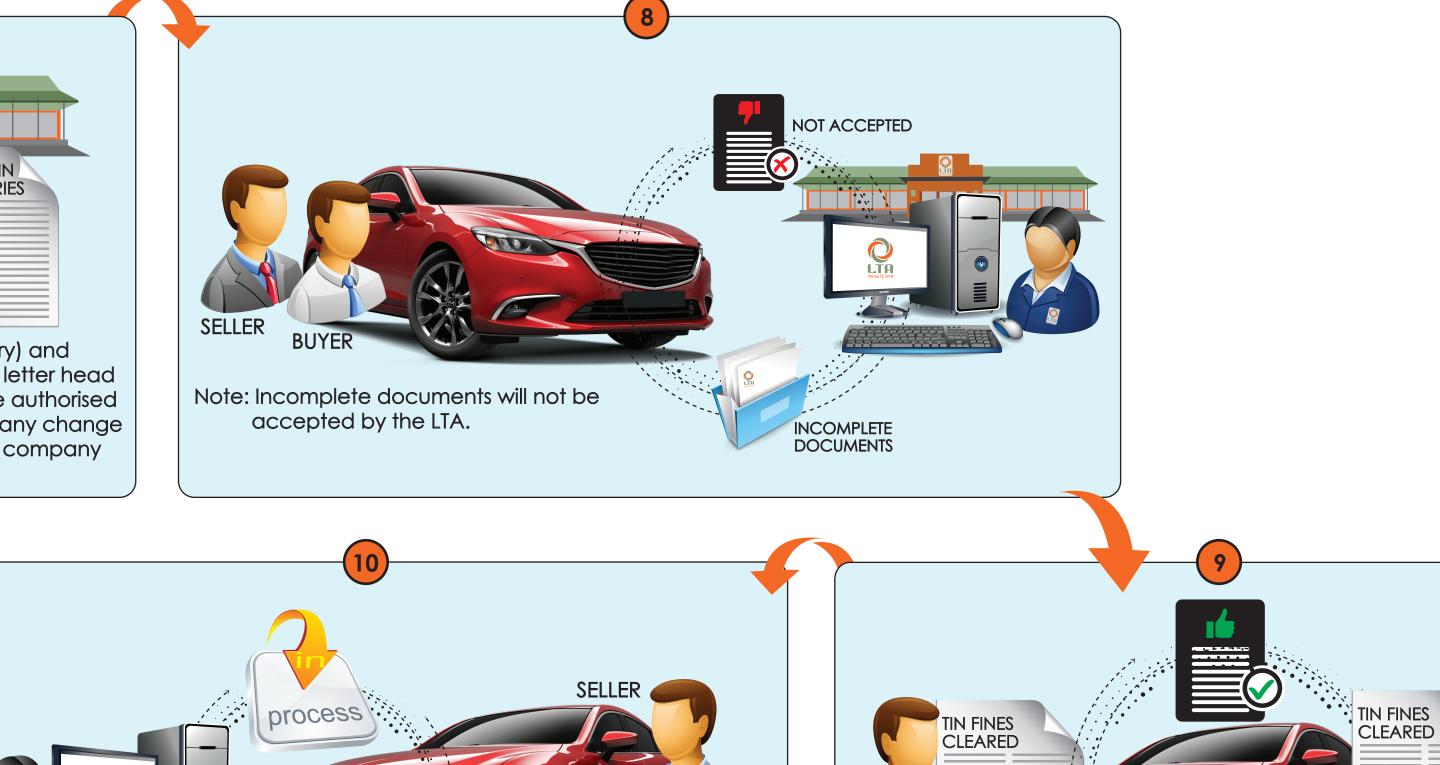
The new owner(buyer) must complete the transfer form in (a) and attach the Motor Vehicle Accident Compensation Scheme for the said vehicle and the vehicle financing details (if any) together with a valid ID and submit the form to the LTA within 7 days from acquiring the vehicle.



For company vehicles, the transfer form may be stamped (this is desirable but not mandatory) and Authorised signatories to sign the transfer form with a confirmation letter using the company letter head attached to the transfer form confirming the vehicle to be transferred to the buyer. Note the authorised signatories must match the signature that was initially submitted to the LTA. Should there be any change in the authorised signatories, this must be advised to the LTA within 7 days from the date the company changed their signatory.

SELLER

BUYER



SELLER

process .

RELEVANI

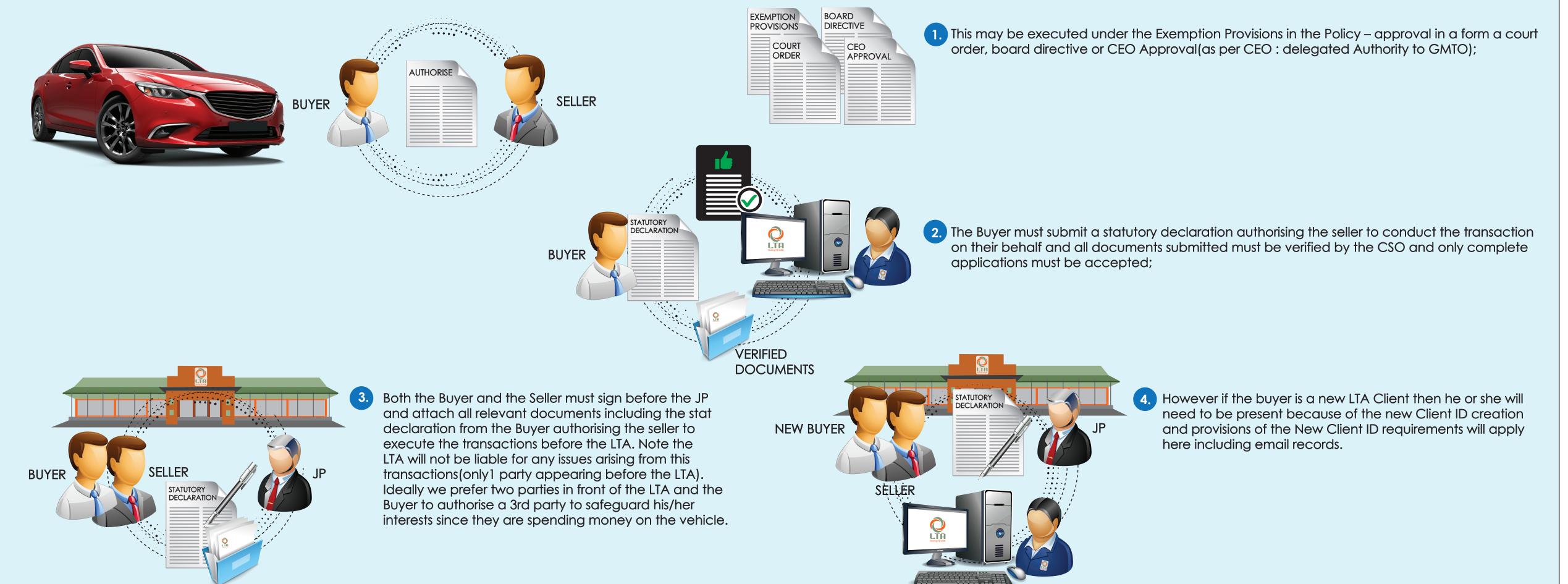
Note – Until the transfer is processed by the LTA the vehicle remains in the seller's name and he/she may be liable for any traffic offences.

TRAFFIC OFFENCE

All fines must be cleared for both parties – this applies to the said vehicle and the Client ID.

BUYER

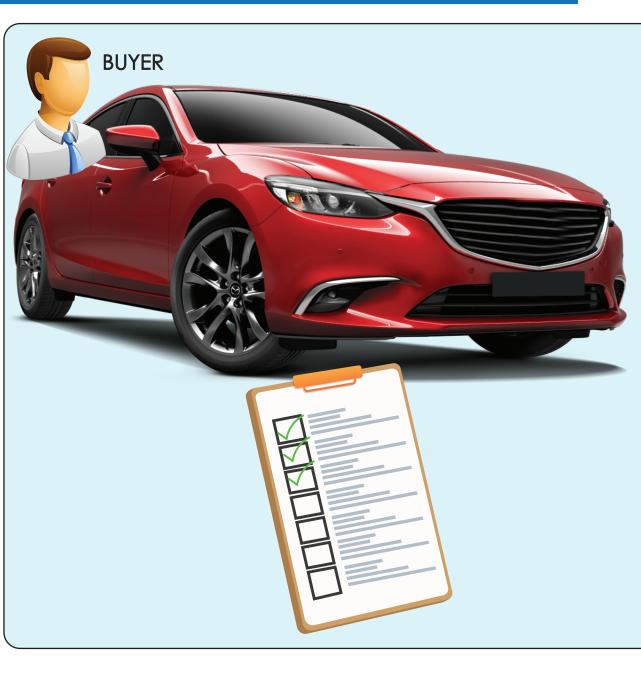
If you come across a situation whereby the Buyer would like to authorise the Seller (Registered Owner) to conduct the transactions on behalf of the 2 parties the conditions are as follows:



Note : Team if you receive any new scenarios that are not covered in the Policy do seek further guidance from your Team Leader / Branch Manager / Management before advising the client.

B. CHECKLIST FOR THE BUYER

C. CHECKLIST FOR THE SELLER



- 1. Are you buying a safe vehicle?
- 2. Are there any outstanding fines on this vehicle?
- 3. Is the vehicle fuel efficient? Does it have low emissions?
- 4. Confirm that you are buying the vehicle from the registered owner of the vehicle.
- 5. Does the vehicle have any known safety issues?
- Was the vehicle involved in any accident?
- Is the vehicle a statutory or a written off vehicle?
- 8. Does the vehicle have a unique Number Plate(NP) or a normal NP?
- 9. Was the vehicle modified? Check the Engine number/-Chassis number in case of stolen vehicle parts.
- 10. Does the vehicle have any additional accessories? Do you need to apply for exemption for these additional accessories?
- 11. Is the vehicle stolen?
- 12. Is the vehicle Certificate of Road Worthiness(CORW) or
- the vehicle Certificate of Fitness(COF) valid?
- 13. Is the vehicle Right Hand Drive or Left Hand Drive?
- 14. Do the Road User Levy(RUL) apply to the vehicle?
- 15. Does the vehicle identification number(VIN), engine number and number plate match the LTA official records?
- 16. Is the vehicle under a Bill of Sale?



- 1. Is the vehicle under Self Import or not?
- 2. Will I be able to transfer this vehicle if it is under Self Import?
- 3. Is the vehicle Left Hand Drive or not?
- 4. Will I be able to transfer this vehicle if it is a Left Hand Drive vehicle?
- 5. Are all outstanding fines for the vehicle cleared?
- 6. If the vehicle is under Bill of Sale (BOS), the current owner(seller) must also produce Discharge letter from the Financier or A consent letter from the Financier to confirm that the noting of BOS remains.
- 7. Is the vehicle Certificate of Road Worthiness(CORW) or the vehicle Certificate of Fitness(COF) valid?