

Supporting Documents

This document lists the required supporting documents to be submitted when applying for a permit to import power-assisted bicycles (PABs) and motorised personal mobility devices (PMDs).

There are two processes which require submission of supporting documents (refer to LTA's website for processes and timelines):

- [Application for Permit via TradeNet \(for both compliant and non-compliant devices\)](#)
- [Application for In-Principle Approval \(for non-compliant devices only\)](#)

Application for Permit via TradeNet

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| For <u>all</u> PABs and motorised PMDs (both compliant and non-compliant) | <ol style="list-style-type: none">1. Manufacturer's sales receipt and invoice (which should indicate model and quantity)2. Packing list (for sea shipments)3. Ocean Bill of Lading (OBL) (for sea shipments) <u>or</u> Airway Bill (AWB) (for air shipments)4. Certificate of conformity with EN15194:2017 (for compliant PABs, or non-compliant PABs which comply with EN15194:2017) <u>or</u> UL2272 certificate of compliance from accredited certification body (for compliant motorised PMDs, or non-compliant motorised PMDs which are certified to the UL2272 standard)5. Vehicle specifications list, which should include the following:<ul style="list-style-type: none">• Model• Unladen weight• Width• Length• Maximum speed• Maximum continuous rated power of the motor (for PABs)• Maximum load (optional)• Voltage (optional)• Battery capacity (optional) |
| Additional documents for <u>non-compliant</u> PABs and motorised PMDs | <ol style="list-style-type: none">6. Photo(s) of device7. In-principle approval letter from LTA |

Note: LTA may also request for additional supporting documents on a case-by-case basis.

Application for In-Principle Approval (Non-Compliant Devices)

To import non-compliant devices, you are required to obtain **in-principle approval** from LTA via email before submitting the import permit application on TradeNet. When seeking in-principle approval from LTA, please provide further supporting documents, depending on the purpose of import, as described in the following table:

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| Purpose | <ul style="list-style-type: none"> • Research • Commercial use exclusively on private land or land with restricted public access • Government use exclusively on private land or land with restricted public access • Military / national security use | Re-export |
| List of Supporting Documents | <ul style="list-style-type: none"> • A letter which should minimally contain the following: <ul style="list-style-type: none"> ○ Purpose of use of the device(s) ○ Reason why compliant devices are not able to serve the purpose ○ Duration of use ○ Details of what will happen to the device(s) during and after the period of use. <p>Depending on the purpose, the letter should be from:</p> <ul style="list-style-type: none"> ○ For <u>research</u>: the research institute / company conducting the research ○ For <u>commercial use</u>: the registered business entity ○ For <u>government use</u>: the Ministry / Statutory Board ○ For <u>military / national security use</u>: the Ministry / Statutory Board | <ul style="list-style-type: none"> • Proof that the business only imports non-compliant devices to be re-exported for sale outside Singapore, e.g. business plans <ul style="list-style-type: none"> ○ Where applicable, companies may also submit past re-export invoices, or records that they are under Singapore Customs' Zero-GST Warehouse Scheme and/or IRAS' Major Exporter Scheme <p>Note 1: non-compliant devices imported for re-export may not be operated, charged, altered, repaired, or used in Singapore, except with LTA's approval. If you intend to do any of the above, please provide details to seek LTA's approval.</p> <p>Note 2: You will also be required to submit proof of re-export when the devices are re-exported.</p> |

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| | <ul style="list-style-type: none">• Vehicle specifications list, which should include the following:<ul style="list-style-type: none">○ Model○ Unladen weight○ Width○ Length○ Maximum speed○ Maximum continuous rated power of the motor (for PABs)○ Whether EN15194:2017-compliant (for PABs) / UL2272-certified (for PMDs)○ Maximum load (optional)○ Voltage (optional)○ Battery capacity (optional)<p><i>(Note: If you have yet to confirm the exact model, you may provide your intended specifications, and update them later on.)</i></p>• Location plans of where the device(s) will be stored / charged / worked on / used, which should include details on how the device(s) will be secured to prevent usage of the device(s) outside of the designated area(s).• A list of fire safety measures that will be put in place (for non-EN15194:2017-compliant PABs or non-UL2272-certified PMDs)• Certificate of conformity with EN15194:2017 (for EN15194:2017-compliant PABs) / UL2272 certificate of compliance from accredited certification body (for UL2272-certified PMDs). <i>(Note: if this is not yet available, it can be submitted later during the TradeNet permit application stage.)</i> |
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