

## 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

For <b>all</b> PABs and motorised PMDs (both compliant and non-compliant)	<ol style="list-style-type: none"><li>1. Manufacturer's sales receipt and invoice (which should indicate model and quantity)</li><li>2. Packing list (for sea shipments)</li><li>3. Ocean Bill of Lading (OBL) (for sea shipments) <u>or</u> Airway Bill (AWB) (for air shipments)</li><li>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)</li><li>5. Vehicle specifications list, which should include the following:<ul style="list-style-type: none"><li>• Model</li><li>• Unladen weight</li><li>• Width</li><li>• Maximum speed</li><li>• Maximum continuous rated power of the motor (for PABs)</li><li>• Maximum load (optional)</li><li>• Voltage (optional)</li><li>• Battery capacity (optional)</li></ul></li></ol>
Additional documents for <b>non-compliant</b> PABs and motorised PMDs	<ol style="list-style-type: none"><li>6. Photo(s) of device</li><li>7. <a href="#">In-principle approval letter from LTA</a></li></ol>

*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:

<p><b>Purpose</b></p>	<ul style="list-style-type: none"> <li>• Research</li> <li>• Commercial use exclusively on private land or land with restricted public access</li> <li>• Government use exclusively on private land or land with restricted public access</li> <li>• Military / national security use</li> </ul>	<p>Re-export</p>
<p><b>List of Supporting Documents</b></p>	<ul style="list-style-type: none"> <li>• A letter which should minimally contain the following:             <ul style="list-style-type: none"> <li>○ Purpose of use of the device(s)</li> <li>○ Reason why compliant devices are not able to serve the purpose</li> <li>○ Duration of use</li> <li>○ Details of what will happen to the device(s) during and after the period of use.</li> </ul> </li> </ul> <p>Depending on the purpose, the letter should be from:</p> <ul style="list-style-type: none"> <li>○ For <u>research</u>: the research institute / company conducting the research</li> <li>○ For <u>commercial use</u>: the registered business entity</li> <li>○ For <u>government use</u>: the Ministry / Statutory Board</li> <li>○ For <u>military / national security use</u>: the Ministry / Statutory Board</li> </ul>	<ul style="list-style-type: none"> <li>• 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"> <li>○ 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</li> </ul> </li> </ul> <p>Note 1: non-compliant devices imported for re-export <b>may not be operated, charged, altered, repaired, or used in Singapore</b>, 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>

	<ul style="list-style-type: none"><li>• Vehicle specifications list, which should include the following:<ul style="list-style-type: none"><li>○ Model</li><li>○ Unladen weight</li><li>○ Width</li><li>○ Maximum speed</li><li>○ Maximum continuous rated power of the motor (for PABs)</li><li>○ Whether EN15194:2017-compliant (for PABs) / UL2272-certified (for PMDs)</li><li>○ Maximum load (optional)</li><li>○ Voltage (optional)</li><li>○ Battery capacity (optional)</li></ul><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></li><li>• 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).</li><li>• A list of fire safety measures that will be put in place (for non-EN15194:2017-compliant PABs or non-UL2272-certified PMDs)</li><li>• 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></li></ul>
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