



Inclusive society, Enabled lives.

**CAR PARK LABEL APPLICATION  
(CLASS 2) FOR VOLUNTARY  
WELFARE ORGANISATION(VWO)**

**BEFORE YOU FILL IN THIS FORM, PLEASE TAKE NOTE:**

- The Class 2 VWO Label allows Voluntary Welfare Organisations (VWOs) with vehicles that regularly ferry passengers with physical disabilities to park temporarily at the accessible lots.
- The instructions for completing and submitting the application form are provided on the next page.  
Note: Supporting documents are required for each vehicle listed.
- SG Enable may reject any application that is incomplete or is not supported by the required documents specified.

CONTACT US:

Infoline: 1800 8585 885

Website: [www.sgenable.sg](http://www.sgenable.sg)

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## TERMS AND CONDITIONS

<b>1 GENERAL</b>	
1.1	The label is non-transferable and can only be used by the VWO registered vehicle.
1.2	The arrival time must be indicated on the time disc before the label is displayed prominently on the dashboard of the registered vehicle.
1.3	The label is only issued to Singapore registered vehicles.
1.4	Only <b>one</b> label will be issued to each VWO registered vehicle.
1.5	Upon expiry, labels are deemed invalid and should not be used. Please dispose of the label properly.
1.6	All prevailing parking charges shall apply.
1.7	The use of the accessible parking lot is on availability basis.
1.8	The use of accessible parking lots is subjected to the prevailing legislation, rules and regulations governing the use of car parks or any requirements by the car park operators and any other amendments which may be introduced from time to time.
<b>2 CLASS 2 VWO CAR PARK LABEL HOLDER</b>	
2.1	The Class 2 VWO label is issued to VWOs providing regular transport to passengers with physical disabilities.
2.2	The appointed driver of each VWO registered vehicle must possess a valid Singapore driving licence.
2.3	<b>The VWO registered vehicle is permitted to park temporarily at the accessible lot for up to 60 minutes</b> for the purpose of assisting the passenger with physical disabilities to embark or disembark safely from the vehicle. Thereafter, the vehicle must be moved to a standard parking lot.
2.4	Drivers of the VWO registered vehicles are not allowed to park at the accessible lots when the vehicles are not being used to ferry passengers with physical disabilities.
<b>3 OTHER USEFUL INFORMATION</b>	
3.1	To report suspected misuse of the accessible lots, please call <ul style="list-style-type: none"><li>Enforcement hotline - Land Transport Authority (LTA), Housing &amp; Development Board (HDB) and Urban Redevelopment Authority (URA) @ 1800 338 6622, or</li><li>Respective car park operators</li></ul>

## **SUPPORTING DOCUMENTS**

The **Application Form** has to be signed by the Head of Organisation and submitted with the following documents:

- Clear **photocopy of the VWO Unique Entity Number (UEN)**
- Clear photocopy of the **Vehicle Registration Details**

## **PROCESSING TIME**

Upon receipt of the completed application form and all required supporting documents, SG Enable requires up to 15 working days to process the application.

## **SEND APPLICATION TO**

Mailing Address: SG Enable  
20 Lengkok Bahru, #01-01,  
Singapore 159053  
Attn: Car Park Label Scheme

Email : [carparklabels@sgenable.sg](mailto:carparklabels@sgenable.sg)

All forms can be obtained from [www.sgenable.sg](http://www.sgenable.sg).

Please tick  where applicable  
\*Please circle which applies

### A. APPLICATION TYPE (PLEASE SELECT ONLY ONE)

<input type="radio"/> New Application	<input type="radio"/> Label Renewal	<input type="radio"/> Change of Vehicle Details
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### B. VOLUNTARY WELFARE ORGANISATION'S (VWO) PARTICULARS

Name of Organisation:										
Unique Entity Number (UEN):										
Address:										
Postal Code:	S									
Unit No.:	#									
#0-0 if there is no unit no.										
Name of Contact Staff:										
Designation:										
Contact No.:										
Fax No.:										
Email:										

### C. VEHICLE INFORMATION

Vehicle Number 1:						IU Number 1:					
Vehicle Number 2:						IU Number 2:					
Vehicle Number 3:						IU Number 3:					
Vehicle Number 4:						IU Number 4:					
Vehicle Number 5:						IU Number 5:					
Vehicle Number 6:						IU Number 6:					
Vehicle Number 7:						IU Number 7:					
Vehicle Number 8:						IU Number 8:					
Vehicle Number 9:						IU Number 9:					
Vehicle Number 10:						IU Number 10:					
Vehicle Number 11:						IU Number 11:					
Vehicle Number 12:						IU Number 12:					

Note: A copy of the vehicle registration details(s) from LTA must be submitted together with this application form.

Please tick  where applicable

\*Please circle which applies

## D. DECLARATION AND CONSENT

By using the services offered by SG Enable and by providing or making available ours or our clients' personal information and such other information about us or our clients to SG Enable and/or MSF and continuing to do all of the above, we represent and warrant that:

- The information given in this application is true and correct to the best of our knowledge and those of each of our individual clients and contains all relevant information and matters that ought to be disclosed by us to SG Enable whether for ourselves or for our clients.
- We and each of our clients have read and understood all of the provisions herein and we hereby represent that we have been duly authorised by and have the requisite authority to make the application, execute such documents and do all necessary acts including the disclosure of such personal information, on our clients' or our organisation's behalf and that each of our clients has given their consent for SG Enable and/or MSF to use their personal data including but not limited to names, NRICs, contact numbers, mailing and email addresses as well as other information for the purposes of the programme run by SG Enable as well as any applicable supplementary programmes at SG Enable's discretion and the purposes that are set out in SG Enable's Privacy Policy which can be found on its website at <https://www.sgenable.sg> as well as MSF's Privacy Statement which can be found on its website at <http://www.msf.gov.sg> and each of them shall provide their consent in favour of SGE Enable and/or MSF in relation to the above.
- We and each of our clients are aware that SG Enable has the complete and sole discretion in considering our or our clients' eligibility for the programme in question and SG Enable may without providing any reasons or explanations, revoke its approval of any application by us at any time without prior notice and such decisions and acts or omissions of SG Enable shall be conclusive, final and binding on us or our clients including such right on the part of SG Enable to recover in full any subsidy disbursed to us arising from this application if we or any of our clients have provided inaccurate information, or withheld any relevant information required for this application.
- We and each of our clients understand that SG Enable and/or MSF will take all reasonable measures to protect our and our clients' information from unauthorised access or against loss, misuse or alteration by third parties.
- We agree that in no event will SG Enable and/or MSF be liable to us or our clients for any losses or damages, loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with our application.
- We and each of our clients have been advised that we may withdraw our consent to SG Enable and/or MSF in respect of the use of our personal data by providing such reasonable notice to SG Enable and/or MSF as well as to direct any queries we may have, including any request to delete data which have been obtained from them or from third parties or to opt out of any messages, emails, newsletters or other marketing or promotional materials to us or our clients, to the designated person, email or contact persons as indicated in SG Enable's Privacy Policy or MSF's Privacy Statement.
- Being the person disclosing the information and making the application for the purposes as set out above or being duly authorised by such persons disclosing the information and making the application for the purposes as set out above, hereby agree to the above.

\_\_\_\_\_  
Head of Organisation  
Name and Signature

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
Email