

**BL-F-SPS-V01**

**APPLICATION FOR SINGAPORE PUBLIC SERVICE VEHICLE LICENCE FOR ASEAN MEMBER COUNTRY REGISTERED BUS TO OPERATE SCHEDULED SERVICE IN SINGAPORE**

This form may take you 20 minutes to complete. You will need the following document(s) for the application, where applicable:

1. Confirmation letter (in English) from Agensi Pengangkutan Awam Darat (“APAD”) indicating the bus registration number(s) and the route(s) approved. Please highlight the relevant bus(es) and route(s) in the letter, based on your application.
2. Route – Map of route from checkpoint to proposed stopping place in Singapore and vice versa, with markings showing the exact road names travelled by the buses in Singapore
3. Stopping place - Picture and localised map of proposed stopping place in Singapore
4. Latest consent letter from the landlord to the bus owner to use land / parking lots as the stopping place in Singapore (*To provide latest supporting letter from ticketing agent if the above letter is addressed to ticketing agent only*)
5. Copy of bus owner's Memorandum & Articles of Association

**Additional Documents for Intercity Express Bus Services**

6. Map of Malaysia - Route travelled from Malaysia to Singapore indicating the proposed stopping places in Malaysia
7. Latest letter from bus owner for appointment of ticketing agent in Singapore, and acceptance letter by ticketing agent in Singapore
8. Latest copy of the Business Profile Information from Accounting & Corporate Regulatory Authority (“ACRA”) of ticketing agent in Singapore

**For every route**

1. Singapore Public Service Vehicle (“PSV”) Licence application form – To submit a separate application form for each route

**For every new bus to be deployed**

1. Copy of Permit Kenderaan
2. Copy of vehicle registration log card - front & reverse sides
3. Certified true copy of fare table and operating schedule endorsed by APAD
4. Initial inspection certificates (Form 11A and VR1)

**Please note the following:**

1. Please submit the duly completed form with the supporting documents required for all buses to be deployed on the route to [BLS@lta.gov.sg](mailto:BLS@lta.gov.sg).
2. Once the application is approved, the LTA will issue the Singapore PSV Licence based on the operating details declared in this form. The licensee is required to comply with all the conditions attached to the licence(s).
3. Please ensure that the email and mailing addresses are correct, as the PSV Licence(s) will be emailed/mailed to the applicant upon approval of the application.

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**Section A - Type of Application (Please check the box(es) below where applicable).**

Application to renew existing licence(s)	<input type="radio"/>
Application to replace bus(es)	<input type="radio"/>
Application to amend existing operating details, e.g. add bus(es), add or change trip timing(s), change of stopping point(s) etc.	<input type="radio"/>
Application for a new route	<input type="radio"/>

**Section B - Particulars of Bus Owner**

Business Registration No.:	<input type="text"/>
Name of Malaysia Bus Owner:	<input type="text"/>
Registered Address of Business:	<input type="text"/>
Owner/ Director's Name	<input type="text"/>
Contact No.:	<input type="text"/>
Email Address:	<input type="text"/>

**Section C - Particulars of Authorised Ticketing Agent in Singapore**

Business Registration No.:	<input type="text"/>
Name of authorised company:	<input type="text"/>
Name of authorised representative:	<input type="text"/>
Registered Address of Business (as in Accounting & Corporate Regulatory Authority):	<input type="text"/>
Contact No.:	<input type="text"/>
Email Address:	<input type="text"/>

**Section D – Authorisation by Bus Owner (Please check the box below if applicable).**

I, the bus owner, authorise the above ticketing agent to submit this application on my behalf.

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**Section E - Details of Buses**

I wish to apply for a Singapore PSV Licence for each of the following buses to operate a scheduled bus service in Singapore:

	<b><u>Vehicle Registration No.</u></b>	<b><u>Standing Capacity</u></b>	<b><u>Seating Capacity</u></b>	<b><u>APAD Licence Expiry Date (As shown in Permit Kenderaan)</u></b>
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Please attach a separate sheet if the space provided in the application form is insufficient.

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**Section F - Details of Operating Route**

I hereby confirm and assure that the bus(es) will operate along the route and only stop to pick up and set down passengers at the stopping place(s) as stated below:

<b>Operating Route</b> (To indicate roads travelled within Singapore)	<u>From Singapore to Malaysia</u> (Departure)		<u>From Malaysia to Singapore</u> (Arrival)	
<b>Singapore Stopping Place</b>				
<b>ASEAN Member Country State(s) and Stopping Place(s)</b>				
<b>Days of Operation</b> (e.g.: Mon -Fri/ daily)				
<b>Scheduled Operating Trip Timings</b>	<u>(Departure)</u>		<u>(Arrival)</u>	
	AM:		AM:	
	PM:		PM:	
<b>Operating Hours</b> (Only applicable for Cross-Border Bus Services)				
<b>Headway</b> (Only applicable for Cross-Border Bus Services)	AM Peak:		AM Peak:	
	AM Off-peak:		AM Off-peak:	
	PM Peak:		PM Peak:	
	PM Off-peak:		PM Off-peak:	

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<b>Fares</b>	<u>(Departure)</u>		<u>(Arrival)</u>	
	<u>Adult Fare</u> <u>(S\$)</u>	<u>Child Fare</u> <u>(S\$)</u>	<u>Adult Fare</u> <u>(RM\$)</u>	<u>Child Fare</u> <u>(RM\$)</u>
<p>Please provide the cash and cashless payment fares for <u>both</u> the departure trip (in S\$) and the return trip (in RM\$). If alternative currency is acceptable, please include accordingly.</p> <p>Please indicate FOC if child fare is free.</p>				

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**Section G - Declaration**

I declare that the above information furnished by me is true to the best of my knowledge and belief and I have not wilfully suppressed any materials facts. I understand that a false declaration constitutes an offence under Section 129(1)(a) of the Road Traffic Act and will render me liable to disqualification, suspension or revocation (if a licence has been issued) and/or legal proceedings. I will also abide by the conditions as specified in the application form.

**Conditions of Licence**

1. The licence issued will continue in force until the end of the licence period stipulated, unless suspended or revoked under the provision of the Road Traffic Act or Road Traffic (Public Service Vehicles) Rules.
2. The licence shall be deemed as invalid if the ASEAN PSV Permit issued to the bus is suspended or revoked.
3. The licence issued shall be carried in the bus at all times and shall be produced on demand by the Registrar of Vehicles or an authorised officer.
4. The maximum number of passengers that may be conveyed by the bus shall not exceed the number stipulated in the licence issued.
5. The bus shall not be used on any route except the route stipulated in the licence issued.
6. The bus shall not pick up or set down passengers at any place along the stipulated route except at stopping places stipulated in the licence issued.
7. The licensee shall seek the Registrar of Vehicles' prior approval if he/she intends to use the bus to operate any service different from that stated in the application form.
8. The licensee shall inform the Registrar of Vehicles before the withdrawal of Intercity Express Bus Service(s).
9. The licensee shall submit information upon the request of the Registrar of Vehicles within one week or such other longer period as may be determined by the Registrar of Vehicles. This includes ridership, operating statistics, revenue and cost information etc.
10. The licensee shall investigate and respond to passenger feedback/complaint on bus services promptly or, if this is not possible, within the timeframe stipulated by the Registrar of Vehicles.
11. The licence is non-transferable.

**IF THE BUS OR LICENSEE CONTRAVENES ANY OF THE CONDITIONS OR PROVISIONS IN THE ROAD TRAFFIC ACT, ROAD TRAFFIC (PUBLIC SERVICE VEHICLES) RULES OR OTHER GOVERNING LAW, THE DRIVER/OWNER MAY BE LIABLE TO FINE, IMPRISONMENT OR BOTH AND/OR SUSPENSION OR REVOCATION OF THE LICENCE.**

**REGISTRAR OF VEHICLES, SINGAPORE**

\_\_\_\_\_  
Bus Owner's Signature

\_\_\_\_\_  
Bus Owner's Company Stamp

\_\_\_\_\_  
Date of Application