

# NATIONAL LAND TRANSPORT AUTHORITY

## POLICY

### 1. APPLICATION FOR PSV (CONTRACT CARS) LICENCES

Contract Car (PSVL)	Policy	Documents to be produced	Remarks
<p style="text-align: center;"><b><u>Additional Contract Car Application</u></b></p> <p style="text-align: center;">Submit Application Form</p>	<p><b>Opened whole year – both Individual and Company Applications (Administrative):</b> 4 steps processing:</p> <ol style="list-style-type: none"> <li>1. Certified by OIC Licensing / Registration</li> <li>2. Validated by Transport Controller</li> <li>3. Recommended by DRTC</li> <li>4. Approved by RTC</li> </ol> <p><b>Individual – Lifetime total 50 (inclusive contract bus)</b> Maximum of 10 each year over 5 years.</p> <p><b>Company – Lifetime total 150 (inclusive contract bus)</b> Maximum of 30 each year over 5 years.</p>	<ol style="list-style-type: none"> <li>i) Birth Certificate and National Identity Card of applicant and Recent clean Certificate of Character (Original &amp; Copies)</li> <li>ii) Certificate of Incorporation, Deed of Company and Business Registration Card in case application is made in the name of a company. (Originals and Copies)</li> <li>iii) A recommendation letter from Hotel or Tour Operator or Travel Agency or Insurance Company (Accredited Agent to be set aside) and list of clients for the past three months to support the application. (Any of the hirer should be registered in Mauritius.)</li> <li>iv) A feasibility report – (Budgeted Income &amp; Expenditure)</li> <li>v) <b>A sworn surveyor report on the parking space, with dimensions, positioning of vehicle slots.</b></li> <li>vi) Evidence of Financial Means of at least 20% of the market value of the car and should produce bank statement or documentary evidence of leasing facilities showing the amount at the time of application.</li> </ol>	<p>Applicant, including representing a Company, shall not be a public officer working in any Government or Parastatal Department.</p> <p><b>Cars above 2000 cc to be chauffeur driven, no more applicable.</b></p> <p>Post monitoring by NLTA. If not compliant with documentary submission, Public Service Vehicle Licence may be suspended up to remedial action taken.</p>

<p><b><u>New Contract Car Application</u></b></p>	<p>First time applications – 3 PSVLs only PSVLs to be implemented within 6 months from date of NLTA letter</p> <p><b>Individual Applications (Licencing Board):</b> Mandatory: Recent clean Certificate of Character and Proof of residence.</p> <p><b>Company Applications (Licencing Board)</b></p>	<p><b><u>Documents to be produced by applicant for new:</u></b></p> <p>i) Birth Certificate and National Identity Card of applicant, Recent clean Certificate of Character and BRN if applicable (Original &amp; Copies)</p> <p>ii) Certificate of Incorporation, Deed of Company and Business Registration Card in case application is made in the name of a company. (Originals and Copies)</p> <p>iii) A recommendation letter from Hotel or Tour Operator or Travel Agency or Insurance Company and list of clients for the past three months to support the application.</p> <p>iv) A feasibility report – (Budgeted Income &amp; Expenditure)</p> <p>v) <b>A sworn surveyor report on the parking space, with dimensions, positioning of vehicle slots.</b></p> <p>vi) Evidence of Financial Means of at least 20% of the market value of the car and should produce bank statement or documentary evidence of leasing facilities showing the amount at the time of application.</p>	<p>Applicant, including representing a Company, shall not be a public officer working in any Government or Parastatal Department.</p> <p>Enquiry by Inspectorate.</p>
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<p style="text-align: center;"><b><u>Delays</u></b></p> <p>Except Taxi and Road Service Licence</p>	<p><b>Applications (Administrative):</b> 4 steps processing:</p> <ol style="list-style-type: none"> <li>1. Certified by OIC Licensing / Registration</li> <li>2. Validated by Transport Controller</li> <li>3. Recommended by DRTC</li> <li>4. Approved by RTC</li> </ol> <p><b>New Applications:</b> After 6 months' implementation period, a maximum of one-year delay will may be granted as from date of approval letter, on a case to case basis. Licence lapses after delay. Fresh application to be made thereafter.</p> <p><b>Additional PSVLs:</b> Same as new applications.</p>	<p>Original of any orders made from a Motor Vehicle Dealer Proof of justified reasons why requested delay In case of existing Licensing for replacement of cars, proof of justified reasons to be submitted</p>	<p>Post monitoring by NLTA.</p> <p>For Taxi and Road Service Licence, delays will be considered on merits and justified reasons on a case to case basis.</p>
<p><b><u>Transfer of Licences</u></b></p>	<p><b>Applications (Administrative):</b> 4 steps processing:</p> <ol style="list-style-type: none"> <li>1. Certified by OIC Licensing / Registration</li> <li>2. Validated by Transport Controller</li> <li>3. Recommended by DRTC</li> <li>4. Approved by RTC</li> </ol>	<p><b>Death of Licensee:</b> In case of death, death certificate and an affidavit from all heirs to be submitted.</p> <p><b>Incapacity:</b> A Government Medical Certificate and a certificate from the Ministry of Social Security to be submitted (incapacity).</p> <p><b>Bankruptcy:</b> In case of bankruptcy, a letter from Corporate and Business Registration Department (CBRD) to be submitted.</p>	<p>Section 93 of RTA refers: In the event of death of licensee, incapacity, bankruptcy of liquidation of the business.</p> <p>Enquiry by Inspectorate.</p>

**Company:**

1. Company to another company not applicable (except in case of bankruptcy).
2. Company to individual not applicable (except in case of bankruptcy).
3. Individual to company with individual sole director/ shareholder applicable on a case to case basis – applicable 10 years after operational implementation.
4. Individual to company with individual being Director with more than 50% shares. Transfer from Director to any shareholder to be after 10 years' operation.

**Individual:**

Section 93 of RTA applicable:

In the event of death of licensee, incapacity, bankruptcy of liquidation of the business. Outside these provisos, license shall lapse.

	<ol style="list-style-type: none"> <li>1. Transfer ONLY applicable to next to kin – applicable 3 years after operational implementation on a case to case basis.</li> <li>2. Individual to individual not applicable.</li> <li>3. Individual to any other person who is not a next kin, not applicable.</li> </ol>		
<p><b><u>Recommendation from HIRER</u></b> (all new applications / transfer)</p>	<p><b>Applications (Administrative):</b> 4 steps processing:</p> <ol style="list-style-type: none"> <li>1. Certified by OIC Licensing / Registration</li> <li>2. Validated by Transport Controller</li> <li>3. Recommended by DRTC</li> <li>4. Approved by RTC</li> </ol> <p>Hirer should be</p> <ol style="list-style-type: none"> <li>1. Hotel,</li> <li>2. Tour Operator,</li> <li>3. Insurance Company and</li> <li>4. Travel Agency</li> </ol> <p>Replacement of a Hirer shall be considered subject the hirer qualifies as above.</p>	<p>Hirer’s BRN card to be produced and a copy submitted. If Tour Operator, original Tourism Authority Licence to be produced and a copy submitted. Proof of address of Hirer to be submitted. Contract agreement between Hirer and Licensee to be submitted. Hirer shall be the head of the enterprise. Representatives / Accredited agents (for Insurance Company) shall not be accepted. All above requirements shall be applicable to the replacing Hirer.</p>	<p>Enquiry by Inspectorate.</p>

<p><b><u>Change of Name</u></b> <b><u>/ Base of</u></b> <b><u>Operation</u></b> <b><u>Contract Car /</u></b> <b><u>Contract Bus</u></b></p>	<p><b>Individual/Company:</b> Variation / Change of either Name or Base of Operation only after 10 years' unbroken operation with same direction / Shareholder(s) maintained. No Variation / Change of Base of Operation to be entertained before 10 years.</p>	<p><b>Company:</b> A fresh company's details from the Registrar of Companies to be submitted. A recent extract of files from Corporate and Business Registration Department (CBRD).</p>	<p><b><u>Section 81A of RTA</u></b> Enquiry by Inspectorate.</p>
<p><b><u>Renewal of</u></b> <b><u>Public Service</u></b> <b><u>Vehicle</u></b> <b><u>(Contract Car)</u></b> <b><u>Licences</u></b></p>	<p>Every 3 years but with same Licensee except if transferred under Section 93 of RTA. 3 Contract cars to be implemented at a time. For individual if certificate of character is not clean, file to be sent to enquiry then to disciplinary committee.</p>	<ol style="list-style-type: none"> <li>1. Registration Books</li> <li>2. Insurance Certificate</li> <li>3. Certificate of fitness</li> <li>4. BRN (for company)</li> <li>5. Original Identity Card (for Individual)</li> <li>6. Recent Certificate of Character.</li> <li>7. Recent extract of files from Corporate and Business Registration Department (CBRD).</li> </ol>	

<p><b><u>Reinstatement</u></b></p>	<p>Not applicable. If lapsed, fresh application to be made.</p>		
<p><b><u>Existing Licence (Accident Vehicles/Under repairs)</u></b></p>	<p>Allow renewal of MVL for other vehicles subset to a PSVL only in case of repairs, accidented, or replacement. Replacement subject to proof of order from a Dealer.</p> <p>Delay to replace will be granted for one year. (After one year - licensing board).</p> <p>No request for additional contract car to be entertained.</p>		