## 4. APPLICATION FOR ROAD SERVICE LICENCE (RSL) / PSVL, INCLUDING SHUTTLE BUSES

<table>
<thead>
<tr>
<th>Application for RSL</th>
<th>Policy</th>
<th>Documents to be produced</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional by existing Licence</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Transfer of licence (Individual/Company) | 5 steps processing (Administrative):  
1. Certified by OIC Licensing / Registration  
2. Validated by Transport Controller  
3. Recommended by DRTC  
4. Recommended by RTC  
5. Approval of RTC.  
More than 10 years’ operation and no change of director/shareholder.  
Renewal - to submit extraction of files upon renewal.  
Individual to individual not applicable. Next to kin applicable.  
Individual to company not applicable. Shareholder above 50% shares applicable.  
Company to individual not applicable. Only under bankruptcy applicable.  
Company to company not applicable. Only under bankruptcy applicable. |
|----------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| **Death of Licensee:** | **In case of death, death certificate and an affidavit from all heirs to be submitted.**  
Successor to submit a clean certificate of character.  
**Incapacity:** | **A Government Medical Certificate and a certificate from the Ministry of Social Security to be submitted (incapacity).**  
Representative of licensee to submit a clean certificate of character.  
**Bankruptcy:** | **In case of bankruptcy, a letter from CBRD to be submitted.**  
**i)** a scaled drawing indicating the location of residence and parking facility;  
**ii)** CEB or CWA or telephone bill confirming place of residence.  
**iii)** an application fee of Rs. 300 for which receipt needs to be produced, on demand. |
| | | Section 93 of RTA refers: In the event of death of licensee, incapacity, bankruptcy of liquidation of the business.  
Enquiry by inspectorate. |
| Variation of bus routes | 5 steps processing (Administrative):  
|                       | 1. Certified by OIC Licensing / Registration  
|                       | 2. Validated by Transport Controller  
|                       | 3. Recommended by DRTC  
|                       | 4. Approved by RTC | Enquiry by inspectorate. |
| Change of name        | **Company**: Same director/Shareholder  
|                       | More than 10 years as director.  
|                       | **BOP**: No variation of BOP before 10 years  
|                       | Mutual transfer to be considered on a case to case basis after enquiry. |