

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

Application for RSL	Policy	Documents to be produced	Remarks
<p>New and outstanding applications (Individual/Company)</p> <p>Additional by existing Licence</p>	<p><u>Redeployment:</u></p> <p>New Section 77D of RTA as amended to apply –</p> <p>5 steps processing (Administrative):</p> <ol style="list-style-type: none"> 1. Certified by OIC Licensing / Registration 2. Validated by Transport Controller 3. Recommended by DRTC 4. Recommended by RTC 5. Approval of Minister. 		<p>Publication.</p> <p>Enquiry by inspectorate for new applications.</p>

<p>Transfer of licence (Individual/Company)</p>	<p>5 steps processing (Administrative):</p> <ol style="list-style-type: none"> 1. Certified by OIC Licensing / Registration 2. Validated by Transport Controller 3. Recommended by DRTC 4. Recommended by RTC 5. Approval of RTC. <p>More than 10 years' operation and no change of director/shareholder.</p> <p>Renewal - to submit extraction of files upon renewal.</p> <p>Individual to individual not applicable. Next to kin applicable.</p> <p>Individual to company not applicable. Shareholder above 50% shares applicable.</p> <p>Company to individual not applicable. Only under bankruptcy applicable.</p> <p>Company to company not applicable. Only under bankruptcy applicable</p>	<p>Death of Licensee:</p> <p>In case of death, death certificate and an affidavit from all heirs to be submitted.</p> <p>Successor to submit a clean certificate of character.</p> <p>Incapacity:</p> <p>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.</p> <p>Bankruptcy:</p> <p>In case of bankruptcy, a letter from CBRD to be submitted.</p> <ol style="list-style-type: none"> 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. 	<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>
--	---	--	--

<p><u>Variation of bus routes</u></p>	<p>5 steps processing (Administrative):</p> <ol style="list-style-type: none"> 1. Certified by OIC Licensing / Registration 2. Validated by Transport Controller 3. Recommended by DRTC 4. Approved by RTC 		<p>Enquiry by inspectorate.</p>
<p><u>Change of name</u></p>	<p>Company: Same director/Shareholder More than 10 years as director.</p> <p>BOP: No variation of BOP before 10 years</p> <p>Mutual transfer to be considered on a case to case basis after enquiry.</p>		