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

## Established Policy for Road Service Licence (RSL)

Note: Any applicant of a Road Service Licence (RSL), new or on transfer, shall not be holder of any Public Service (Taxi) Licence.

<table>
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<th>Application for RSL</th>
<th>Policy</th>
<th>Documents to be produced</th>
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<td>New and outstanding applications (Individual/Company)</td>
<td><strong>Redeployment:</strong>&lt;br&gt;New Section 77D of RTA as amended to apply –&lt;br&gt;5 steps processing (Administrative):&lt;br&gt;1. Certified by OIC Licensing / Registration&lt;br&gt;2. Validated by Transport Controller&lt;br&gt;3. Recommended by DRTC&lt;br&gt;4. Recommended by RTC&lt;br&gt;5. Approval of Minister.</td>
<td></td>
<td>Publication.&lt;br&gt;Enquiry by inspectorate for new applications.</td>
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<tr>
<td>Additional by existing Licence</td>
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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. |