

2. APPLICATION FOR PSV (CONTRACT BUS) LICENCES

Contract Bus (PSVL)	Policy	Documents to be produced (as applicable)	Remarks
<p><u>New and Additional Application Categories:</u></p> <ol style="list-style-type: none"> 1. <u>Tourist</u> 2. <u>Employee</u> 3. <u>School</u> 4. <u>Shuttle buses (7 - 32 seaters)</u> 	<p>Individual – Lifetime total 50 (inclusive contract cars) Maximum of 10 each year over 5 years.</p> <p>Company – Lifetime total 150 (inclusive contract cars) Maximum of 30 each year over 5 years.</p> <p><u>New Individual / Company Applications (Open) (Licencing Board):</u> Mandatory to consider: Recent clean Certificate of Character, Criminal Record, Proof of residence and Driving Licence of applicant.</p> <p><u>Additional Individual / Company Applications (Open) (Administrative):</u></p> <p>4 steps processing:</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 	<ol style="list-style-type: none"> 1. Birth Certificate, Driving Licence and Identity Card of applicant and Certificate of Character (Original & Copies) 2. Certificate of Incorporation, Deed of Company and Business Registration Card in case application is made in the name of a company. (Originals and Copies) 3. 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. 4. A feasibility report – (Budgeted Income & Expenditure) 5. A sworn surveyor report on the parking space, with dimensions and vehicle slots. 6. 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>Applicant, including representing a Company, shall not be a public officer working in any Government or Parastatal Department.</p> <p>Post monitoring by NLTA for additional contract bus licence.</p> <p>Enquiry by Inspectorate for new applications.</p>

<p style="text-align: center;"><u>Delays</u></p>	<p>Applications (Administrative): 4 steps processing:</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>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 style="text-align: center;"><u>Transfer of Licence</u></p>	<p>Applications (Administrative): 4 steps processing:</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>Company:</p> <ol style="list-style-type: none"> 1. Company to another company not applicable (except in case of bankruptcy). 2. Company to individual not applicable (except in case of bankruptcy). 	<p>Death of Licensee: In case of death, death certificate and an affidavit from all heirs to be submitted.</p> <p>Incapacity: A Government Medical Certificate and a certificate from the Ministry of Social Security to be submitted (incapacity).</p> <p>Bankruptcy: In case of bankruptcy, a letter from 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 section.</p>

	<p>3. Individual to company with individual sole director/shareholder applicable on a case to case basis – applicable 10 years after operational implementation.</p> <p>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.</p> <p>Individual: Section 93 of RTA applicable:</p> <p>In the event of death of licensee, incapacity, bankruptcy of liquidation of the business. Outside these provisos, license shall lapse.</p> <p>1. Transfer ONLY applicable to next to kin – applicable 3 years after operational implementation on a case to case basis.</p> <p>2. Individual to individual not applicable.</p> <p>3. Individual to any other person who is not a next kin, not applicable.</p> <p>No variations between Categories of Contract Bus.</p>		
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<p><u>Withdrawal of Recommendation from HIRER</u></p> <p><u>New / transfer</u></p>	<p>Applications (Administrative):</p> <p>4 steps processing:</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 5. <p><u>Hirer for Contract Bus:</u></p> <p>(a) <u>School:</u> List of children from any Educational Institution</p> <p>(b) <u>Employees:</u> Letter of Recommendation from any Registered Company in Mauritius</p> <p>(c) <u>Tourists:</u> Letter of Recommendation from any Registered Hotel, Tour Operator, Travel Agency in Mauritius. Considered on a case to case basis</p> <p>Replacement of a Hirer to an on-going implemented licence shall be considered on a case to case basis.</p>	<p>Hirer's BRN card to be produced and a copy submitted.</p> <p>If Tour Operator, original Tourism Authority Licence to be produced and a copy submitted.</p> <p>Proof of address of Hirer to be submitted.</p> <p>Contract agreement between Hirer and Licensee to be submitted.</p> <p>Hirer shall be the head of the enterprise. Representatives shall not be accepted.</p> <p>All above requirements shall be applicable to the replaced Hirer.</p>	<p>Enquiry by Inspectorate.</p>
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<p><u>Access to Airport</u></p>	<p>Applicable to: Employers of Organization based on premises of airport (AML, ATOL). Tourists on package to a Contract (Tourist) Bus.</p>	<p>Contract Agreement between Organization and Licensee. For Tourist package, to produce list of tourist being conveyed, on demand.</p>	<p>Enquiry by Inspectorate</p>
<p><u>Variation / Change of Name / Base of Operation</u></p>	<p>Individual / Company: 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>Individual / Company: Last 5 years' returns to be submitted. Company: A fresh company's details from the Registrar of Companies to be submitted.</p>	<p>Enquiry by Inspectorate</p>
<p><u>Renewal of Public Service Vehicle (Contract Bus) Licences</u></p>	<p>Every 3 years but with same Licensee except if transferred under Section 93 of RTA. For individual if certificate of character is not clean, file to be sent for enquiry then to disciplinary committee. License to be suspended.</p>	<ol style="list-style-type: none"> 1. Registration Books 2. Insurance Certificate 3. Certificate of Fitness 4. BRN (for company) 5. Original Identity Card (for Individual) 6. Recent clean Certificate of Character. 7. Recent extract of files from Corporate and Business Registration Department (CBRD) 	<p>Any other document as may be required by the NLTA</p>