

APPLICATION FOR INCREASE IN MAXIMUM ALLOWABLE FLEET SIZE

*Only entities which have been providing either: (1) dockless bicycle-sharing services under a Bicycle-Sharing Licence (Full Licence) granted by the Authority pursuant to the Parking Places Act (Cap. 214) prior to 22 July 2020, or (2) shared mobility services (using bicycles) under a Type 1 bicycle licence granted by the Authority pursuant to the Shared Mobility Enterprises (Control and Licensing Act) 2020 on or after 22 July 2020, may make an application to LTA to modify the conditions of the said licence to increase the Maximum Allowable Fleet Size.

Important Information for All Applicants

1. This is an application to LTA pursuant to section 15 of the Shared Mobility Enterprises (Control and Licensing) Act 2020 (the “**Act**”) to modify the conditions of the licence to provide in Singapore, a shared mobility service as defined in section 3 of the Act. Please note that in addition to any terms and conditions contained herein, shared mobility services are governed by the Act and the relevant regulations. Applicants shall ensure that they are able to comply with all terms and conditions stated herein and any relevant obligations under the Act and the relevant regulations, before submitting this Application Form.
2. Before completing this Application Form, please read through all of the information stated herein (which includes **Annex A-1** hereto) carefully. Do ensure that **all** information fields are completed where required, and any supporting documents required are provided together with your Application Form. If your Application Form is incomplete, your application may be excluded from further consideration. All references in this Application Form to “LTA” or the “Authority” shall mean the Land Transport Authority of Singapore. All references in this Application Form to “Licence” shall mean either: (1) the Full Bicycle-sharing licence granted by LTA any time before 22 July 2020 pursuant to section 8E(1)(a)(i) of the Parking Places Act (Cap. 214), or (2) the Type 1 bicycle licence granted by LTA any time on or after 22 July 2020 pursuant to the Act (as applicable), authorising the Applicant to provide a bicycle-sharing service using bicycles in Singapore subject to the terms and conditions of the Licence and the applicable Standards of Performance, and “Licence” shall accordingly have the meaning ascribed to it by section 2(1) of the Act. All references in this Application Form to “Applicant” shall mean the holder of a Licence, and shall accordingly have the meaning ascribed to the term “licensee” as defined in section 2(1) of the Act.
3. The completed and signed Application Form shall be submitted together with a **non-refundable** application fee of Singapore Dollars S\$750. Detailed payment instructions can be found on LTA’s website via the URL link: <http://www.lta.gov.sg> (Click on ‘Industry & Innovations’ > ‘Industry Matters’ > ‘Regulations & Licensing’ > ‘Active Mobility’ > ‘Bicycle Sharing Application’).

4. Please submit two (2) copies of the completed and signed Application Form and enclosed supporting documents to LTA in the following manner:

- i. One (1) PDF softcopy to DSO_licence_application@lta.gov.sg ; and
- ii. One (1) hardcopy by hand, or registered post. Please attention it to:

**3 Deputy Director, Active Mobility Group
Land Transport Authority of Singapore
1 Hampshire Road
Singapore 219428
Block 11, Level 4**

5. The completed Application Form, comprising both the softcopy and hardcopy of the Application Form and supporting documents, must be received by LTA before the application window closes on **26 August 2020 at 6 PM**. Any Application Form received after this date and time will not be considered by LTA.
6. The information provided in the completed Application Form will remain confidential and used solely for the purpose of evaluating the Applicant's application to modify the conditions of the Licence (mentioned in section 13(2)(b) of the Act), to increase the Maximum Allowable Fleet Size under the Licence. However, LTA may disclose the Maximum Allowable Fleet Size that the Applicant applied for in this Application Form and such other confidential information provided in this Application Form (including any personal data), if the disclosure is permitted and/or required by law.
7. This Application Form shall be completed and submitted only by the Applicant's Authorised Representative, who was authorised to submit the application for the grant of the Licence and to represent the Applicant in all matters relating to the said application and the Licence by way of a Director's Resolution or Power of Attorney that was submitted to LTA when the Applicant first applied for the grant of a Licence to provide a shared mobility service in Singapore.

APPLICATION FORM TO INCREASE MAXIMUM ALLOWABLE FLEET SIZE

Section A – Applicant’s Information

Entity’s Name:	
Type of Entity (sole proprietor, corporation, partnership, limited liability partnership or unincorporated association):	
Unique Entity Number (UEN):	
Registered Local Business Address:	
Contact No:	

Authorised Representative’s Information

Name of Authorised Representative ¹ (as in NRIC or Passport):	
NRIC / Passport No / FIN:	
Designation:	
Residential Address:	
Contact No. (Office/Mobile):	
Email Address:	

Section B – Proposal for Maximum Allowable Fleet Size

Proposed new Maximum Allowable Fleet Size (No. of Bicycles)	
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¹ “This Authorised Representative” shall also be the Applicant’s representative for the purposes of the Act, and shall accordingly have the meaning ascribed to “representative” under section 2(1) of the Act.

Reasons for increase in Maximum Allowable Fleet Size:

Section C – Application Documents

(Please ensure that all information and supporting documents for this section are attached and clearly labelled in accordance with the requirements herein)

Part I - Details and Management of Business

1. Business profile of the Applicant (to be completed only if there is a change to any of the following information from what the Applicant had provided at the Applicant's last application for, or last application to renew the Licence)²

[Where the Applicant is a Corporation]

- a) Name of Applicant;
- b) Type of Entity (i.e. sole proprietorship, corporation, partnership, limited liability partnership or unincorporated association;
- c) Place and Date of Incorporation;
- d) Address, contact number and other relevant particulars of Incorporation;
- e) Substantial shareholders and their shareholding;
- f) Details of Officer(s)³ (to provide details in the table below);
- g) Principal business (to provide details in the table below);

Officer(s):

S/N	Name	Involvement in Applicant

Principal Business:

S/N	Activities	Description

- h) All corporation(s) in which the Applicant has a substantial shareholding, and the holding company of the Applicant, if applicable;
- i) Whether the Applicant has issued shares which are listed on a securities exchange established in or outside Singapore?
☐ Yes / ☐ No

[Where the Applicant is not a Corporation (i.e. sole proprietor, partnership, limited liability partnership or unincorporated association)]

- a) Name of Applicant;
- b) Type of Entity (i.e. sole proprietorship, corporation, partnership, limited liability partnership or unincorporated association;
- c) Place of formation and other relevant particulars of formation;
- d) Details of Officer(s)³ (to provide details in the table below);

² Pursuant to regulation 8 of the Shared Mobility Enterprises (Control and Licensing) Regulations 2020. Please provide documents and other evidence of the information stated in paragraph 1 of Part I – Details and Management of Business above, where applicable.

³ "Officer" has the meaning ascribed to it by section 2(1) of the Act.

e) Principal business (to provide details in the table below);

Officer(s):

S/N	Name	Involvement in Applicant

Principal Business:

S/N	Activities	Description

2. The Applicant's latest organisation chart (accurate as of the date of submission of this Application Form) stating the owner(s) of the company, the key personnel of the management team and the areas they will be overseeing for the Applicant, including but not limited to the areas they will be overseeing for this application to increase the Maximum Allowable Fleet Size.

Part II – Implementation plan to handle increased maximum allowable fleet size

(The plans below are based on the assumption that the Applicant is granted the increased maximum allowable fleet size that the Applicant applied for. You may also provide screenshots/workflows or documents in any other medium as supporting documents, to illustrate the information requested)

1. A detailed plan describing the additional resources the Applicant intends to deploy to redistribute the additional bicycles to minimise indiscriminate parking (E.g. manpower, warehouses, vehicles etc.). Please include details on how the relevant resources can be secured in tandem with the increase in the number of bicycles deployed.
2. A detailed fleet deployment plan and schedule if the Applicant is awarded the fleet size applied for, including the timeline for manufacturing, shipment and subsequent deployment of the additional bicycles, areas for deployment, and deployment phases.
3. The Applicant's target utilisation rate per bicycle per day, the Applicant's utilisation rate as of the date of submission of this Application Form and the plan describing the resources and processes the Applicant intends to deploy and implement to achieve the target utilisation rate.
4. An exit plan detailing the timelines and resources for the removal and/or disposal of bicycles, refunds of any pre-payments, and/or subscription plans by users, secure disposal of personal data collected from consumers as well as resolution of customer claims and complaints in the event that the Licence is surrendered, or if the Licence has been cancelled.

Section D - Submission of Other Documents

(Please ensure that the following list of documents are submitted together with the completed and signed Application Form)

1. A **non-refundable** application fee of Singapore Dollars S\$750.

[The documents referred to in paragraphs 2 and 3 are required to be submitted only if there are any changes thereto since the grant of the Licence]

2. Copy of the Applicant's Certificate of Incorporation or Registration issued by the Accounting and Corporate Regulatory

Authority (ACRA), where applicable. Applicants not registered with ACRA but with other certification bodies shall provide the relevant registration certificate and/or such other evidence relating to the formation/registration of the Applicant as LTA may require/allow in writing.

3. Copy of the relevant ownership documents, including documents lodged with/issued by ACRA (or equivalent authority in relevant jurisdiction) showing the details of ownership of the Applicant (for example, shareholder structure, names and addresses of shareholders and the composition of board of directors). This includes a copy of a recent ACRA business profile search record of the Applicant that was generated not earlier than one (1) month prior to the date of submission of this Application Form.
4. The Applicant's audited financial statements (with signed auditors' report and notes to the financial statements) for the latest three (3) financial years. If the Applicant's audited financial statements for the latest financial year are not available at the time of submission of this Application Form, the Applicant shall provide the unaudited financial statements with notes to the financial statements (including Statement of Financial Position, Statement of Income, Statement of Changes in Equity and Statement of Cash Flows) and advise on the date of availability of the audited financial statements, which are to be provided to LTA as soon as they become available. Consolidated financial statements shall be provided to LTA if available.
5. If the Applicant's latest financial year end is before 31 December 2020, the Applicant shall provide the unaudited financial statements with notes to the financial statements (including Statement of Financial Position, Statement of Income, Statement of Changes in Equity and Statement of Cash Flows) for the period from the beginning of the current financial year to 31 December 2020. Consolidated financial statements shall be provided to LTA if available.
6. Applicant shall provide its latest Statement of Financial Position, which should indicate whether the Applicant has a positive net worth or otherwise. Positive net worth is defined as the total value of assets in excess of the total value of liabilities.

Section E – Declaration

As the Applicant's Authorised Representative, I am authorised to make the following declarations on the Applicant's behalf.

By signing on this Application Form, I [Insert name and NRIC/ FIN], on behalf of the Applicant:

1. declare and confirm that the information provided in this Application Form (including **Annex A-1** hereto) and any supporting documents submitted to LTA, are true, accurate and complete to the best of my and the Applicant's knowledge and belief;
2. understand and acknowledge that LTA may request for further information and documents in connection with this Application Form (including **Annex A-1** hereto), and declare that any such further information and documents subsequently provided shall, to the best of my and the Applicant's knowledge, be true, accurate and complete;
3. undertake to promptly update LTA and seek LTA's written approval, should there be any change in circumstances or new developments affecting the accuracy of the information provided in this Application Form (including **Annex A-1** hereto) and any supporting documents submitted to LTA;
4. declare that that I have read through all of the information stated in this Application Form (including **Annex A-1** hereto), and that the Applicant that I represent has the ability to comply with all of the following:
 - (a) The requirements set out in this Application Form and **Annex A-1** hereto;
 - (b) The statutory requirements in relation to shared mobility services under the Act and the relevant regulations; and
 - (c) All of the terms and conditions of Licence (including any modification thereto which the Applicant applied for and which were granted by LTA), and all Standards of Performance applicable to the Applicant, and agree to comply

with all of the aforesaid;

5. declare that the Applicant that I represent and its owners/shareholders/directors have no involvement in any fraudulent activities whatsoever;
6. declare that all of the additional bicycles that will be used for the Applicant's shared mobility service and which form the subject of this application comply with all applicable laws; and
7. understand and acknowledge that it is an offence under section 15(7) of the Shared Mobility Enterprises (Control and Licensing) Act for me and/or the Applicant to provide, or cause or permit to be provided any document or information in connection with this application which is false in a material particular, and me and/ or the Applicant know or ought reasonably to know that, or is reckless as to whether, such document or information so provided is false or misleading in a material particular.

Signature of Authorised Representative

Company Stamp

Name: _____

NRIC/Passport No/FIN: _____

Date: _____

Applications for Increase in Maximum Allowable Fleet Size

Only entities which are currently providing (1) dockless bicycle-sharing services under a Bicycle-Sharing Licence (Full Licence) granted by the Authority under the Parking Places Act (Cap. 214), or (2) shared mobility services (using bicycles) under a Type 1 bicycle licence granted by the Authority pursuant to the Act (as applicable) (each of the aforementioned licences, as applicable, are hereinafter referred to as the “**Licence**”), may make an application to the Authority to modify the conditions of the Licence to increase the Maximum Allowable Fleet Size. The Licence period will remain unchanged from the period set out in the original Licence granted.

Prior to modification of the Licence conditions being granted to increase the maximum allowable fleet size under the Licence, the Applicant shall still be required to meet all the Licence conditions and Standards of Performance applicable to the Applicant, including the prevailing Maximum Allowance Fleet Size.

IMPORTANT

Please note that the application will be rejected if the Applicant does not meet the following critical criteria:

- a) In respect of the Applicant’s current Licence, the Applicant has failed to deploy an average daily minimum of 1000 bicycles in the 30 calendar days preceding 22 July 2020⁴.

Please also note that the Authority will put on hold on any evaluation pertaining to any application for the modification of the Licence conditions (in particular, to increase the maximum allowable fleet size) if the Applicant is currently under investigations or have any pending court proceedings in relation to any suspected contravention of any provision under the Shared Mobility Enterprises (Control and Licensing) Act and the relevant regulations. If any such contraventions take place during LTA’s evaluation process, LTA shall put on hold the application until the conclusion of investigations and/or court proceedings.

Notes to Applicant

1. If any information provided by you is of a confidential or commercially sensitive nature, you are required to identify such information in a separate document by clearly marking the relevant sections which are considered confidential or commercially sensitive, and provide reasons why the information is considered to be so.
2. LTA reserves the right to review and/or modify the Conditions of the Licence and/or the Standards of Performance applicable to the Applicant as and when it deems appropriate.
3. Shared mobility services are governed by the Shared Mobility Enterprises (Control and Licensing) Act and the relevant regulations made thereunder. You shall ensure that you

⁴ Average daily deployment is equivalent to the sum of all hireable bicycles deployed each day in the 30 calendar days preceding 22 July 2020 (exclusive of 22 July 2020) divided by 30.

are able to comply with all the requirements stated herein and any relevant obligations under the Act and the relevant regulations, before submitting this Application Form.

4. In assessing your application, the Authority will consider, amongst other factors, your ability to manage the bicycle-sharing fleet, your track record in fulfilling Licence conditions related to minimising indiscriminate parking, ability to fulfil other Licence conditions/ Standards of Performance such as implementation of QR-code geofencing technology and end-of-hire procedure, and ability to attain good bicycle utilisation rate.
5. Upon the Authority's approval of the increase in the Maximum Allowable Fleet Size, you shall pay a Licence fee calculated at the rate of Singapore Dollars S\$15 per bicycle (based on the additional number of bicycles allowed to be used in the shared mobility service) for each year of remaining licence validity. The aforementioned Licence fee for the additional bicycles is required to be paid upfront and in full before the bicycles can be deployed for hire in or at public places.
6. In addition, you shall furnish to the Authority a **security deposit of Singapore Dollars S\$30 for each additional bicycle** used in the shared mobility service. This security deposit shall be provided to LTA in the manner stipulated in the in-principal approval letter that will be sent to the Applicant at a later date, if the application is successful, and the security deposit shall remain valid throughout the term of the Licence. No interest shall be payable by LTA on the security deposit so provided. The aforementioned security deposit in respect of the additional number of bicycles shall be paid upfront and in full before the bicycles can be deployed for hire in or at public places.
7. All Licence conditions and Standards of Performance, such as requirements for data submission, affixing unique identification codes and installation of working trackers, compliance with the prescribed end-of-trip process etc., shall apply to all of the additional bicycles deployed for the shared mobility service.