

**APPLICATION GUIDELINES
FOR PROVISION OF THIRD PARTY TAXI PROVIDERS**

Instructions for application as a third party taxi booking service provider

1. Pursuant to the Third-Party Taxi Booking Service Providers Act 2015, an application to be a registered provider must be made to the Authority with reference to the act. Please fill in the attached form and submit the supporting documents as follows:

Attn: Deputy Director, Taxi & Vocational License Services
Land Transport Authority of Singapore
10 Sin Ming Drive
Singapore 575701

Dear Sir / Madam,

I, (state name and NRIC Number / Passport Number of authorised representative), have been authorised by (state name of business entity and entity number) by way of a Directors' Resolution / Power of Attorney* dated (state date of Directors' Resolution or Power of Attorney) to make this application for (state name of business entity and entity number) to be registered as a third party taxi booking service provider in Singapore to provide the following service/s:

- a) (state name of service / application)
- b) (state name of service / application) etc

The detail of my application is enclosed in accordance with the requirements specified in Annex A.

Yours sincerely,

(Signature)
(name of authorised representative)
(contact number and email address)

*please cancel as appropriate

Application documents and fees

The following must be enclosed together with the application and will be evaluated by the Authority:

Application fee

- 1) A non refundable application fee of \$400, based on a cheque or cashier order attention to the Land Transport Authority

Details and management of business

- 2) Business profile of the business entity
- 3) Organisation chart of the business entity
- 4) Names of key officers in the business entity, their background and the areas they will be overseeing for the business entity

Business plan and financial viability to provide safe, reliable and efficient service

- 5) Business plan and financial viability for each of the service / application in the coming three years
- 6) Financial projections for each of the service / application in the coming three years
- 7) A detailed description of how each of the service / application works, the information required from the passenger for the registration / use and the fields required to be completed / information to be furnished before a booking request is despatched to its taxi drivers
- 8) Audited financial statements since the business entity started operations in Singapore
- 9) How the applicant intends to meet the conditions.

Others

- 10) Certified true copy of the Directors' Resolution / Power of Attorney*
- 11) Certified true copy of the Memorandum and Articles of Association