

**APPLICATION GUIDELINES FOR  
PROVISION OF IN-VEHICLE RECORDING DEVICES  
INSTALLATION AND DATA CONTROL SERVICES**

Instructions for application as an in-vehicle recording device's installation centre and/or data controller

1. 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 provide in-vehicle recording device installation and/or data control services\*.

The business entities providing the respective services are as follows:

Installation Centre(s)

a) (state name of business entity and entity number)\*

Data Controller(s)

a) (state name of business entity and entity number)\*

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

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:

Details and management of business

- 1) Business profile of the business entity
- 2) Organisation chart of the business entity
- 3) 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

- 4) Documentary proof of financial strength for the last three financial years (e.g. audited financial statements or certified profit and loss statement)
- 5) Business plan (e.g. installation location, work process, service charges, major projects done previously)
- 6) Detailed proposal on how the applicant intends to meet the requirements in Annex B and C. Do note that the requirements are not exhaustive and the detailed requirements will be indicated in the service agreement.

Others

- 7) Certified true copy of the Directors' Resolution / Power of Attorney\*
- 8) Certified true copy of the Memorandum and Articles of Association

Relevant fees

- 9) The Authority may levy a service fee in the service agreement to recover the Authority's administrative costs.

**Requirements for Authorised Installation Centres**

1. The installation centre shall demonstrate that it has the facility, manpower and expertise to carry out the installation of in-vehicle recording devices in public service vehicles.
2. The installation centre shall keep detailed records of every vehicle installed with in-vehicle recording devices and provide such records to LTA as and when required by LTA.
3. The installation centre shall demonstrate that:
  - a. The in-vehicle recording device will be installed in accordance to the manufacturer's specifications and in accordance with the further guidelines stated below as well as any additional guidelines to which the LTA may from time to time determine to ensure that the in-vehicle recording device is installed safely.
  - b. The in-vehicle recording device will be protected in such a manner that prevents unauthorised access to data storage facilities or devices and downloading of any data contained in such facilities or devices in that in-vehicle recording device (e.g. locking the memory card slot, blocking the micro universal serial bus port, disabling of IFRD, wireless radio, Bluetooth or internet functions).
  - c. The in-vehicle recording device will be securely installed in a fixed position and that the device cannot be rotated in order to prevent the capturing of visual records of the passenger(s) within the vehicle.
  - d. The in-vehicle recording device will only record visual records, and that the in-vehicle recording device will either have its audio recording function removed or disabled so as to ensure that passengers' conversations are not recorded.
  - e. If the in-vehicle recording device has its audio recording function disabled, what measures are in place to prevent re-activation of the audio recording function of that device (whether intentional or otherwise).

- f. The in-vehicle recording device's footage will only be retained for a maximum of seven days (i.e. must be deleted after a maximum of 7 days) in order to reduce the risk of being misused.
  
- g. All visual records created by the in-vehicle recording device will clearly indicate a date and time stamp, as well as vehicle's licence plate number to facilitate investigations in the event of misuse of the visual records (e.g. watermarking the visual records or digitally embedding).

**Requirements for Independent Data Controller**

1. The data controller shall demonstrate that it has the facility, equipment, manpower and expertise to manage the data stored within in-vehicle recording devices in public service vehicles.
2. The data controller shall demonstrate the capabilities to safeguard the data properly.
3. The data controller shall demonstrate that only authorised personnel can access the data.
4. The data controller shall demonstrate segregation of duties in terms of managing the data (e.g. a person who uses the data for investigation cannot be the same person accessing and editing the data).
5. The data controller shall demonstrate its record management system on requests and access to the data.
6. The data controller shall seek the approval of LTA to access the data if the request for the data does not fall under the ambits of government agencies' investigations or pre-approved service dispute investigations.
7. The data controller demonstrate how it intends to comply with all laws and regulations relating to the protection of personal data, including the Personal Data Protection Act and the rules made thereunder.
8. The data controller shall inform LTA and keep records of all investigations using the data for a period as determined by LTA. The records shall include the details of the requests and personnel who had accessed the data.