

GUIDELINES ON SUBMISSION OF APPLICATION FOR A TAXI SERVICE OPERATOR LICENCE

PART I – INSTRUCTIONS ON SUBMISSION OF FORM

1. The completed application form should be submitted together with all necessary documents and fees (\$200) payable to the following address:

(Attn: Deputy Director, Point-to-Point Transport Services & Vocational Licence Division)
Land Transport Authority
Public Transport Group
10 Sin Ming Drive
Singapore 575701

2. All sections in the application form in Schedule A must be completed, unless otherwise indicated. Please feel free to append additional sheets of paper to the application form if there is insufficient space.
3. Please submit the following documents

- a. In the case of a partnership, limited partnership or limited liability partnership –

The latest copy of the Accounting and Corporate Regulatory Authority's computer information (business profile) of the business (not more than one week before the application date).

- b. In the case of a company or corporation–

- (i) The latest copy of the Accounting and Corporate Regulatory Authority's computer information (business profile) of the company or corporation (not more than one week before the application date); and

- (ii) A certified true copy of the Memorandum of Association and Articles of Association or other instrument under which the company is incorporated;

- (iii) Either –

- (A) A Director's resolution in accordance with the Memorandum and Articles of Association (or other formation document) and certified by the Company Secretary. A specimen of an acceptable resolution is enclosed in Schedule B; or

- (B) A Power of Attorney executed in accordance with the Memorandum and Articles of Association (or other formation document) and the relevant laws. A specimen of an acceptable Power of Attorney is enclosed in Schedule C.

PART II – EVALUATION OF LICENCE APPLICATION

4. LTA will evaluate the licence application based on the criteria including, but not limited to, the following:
- a. the track record of the applicant;
 - b. whether the applicant has a well-developed strategy in operating taxi services, supported by business plans which include a detailed assessment of the continued economic viability of the business;
 - c. whether the applicant is committed to provide and maintain an adequate, safe and efficient service, and meet the Quality of Service (QoS) and Taxi Availability standards. The applicant will have to spell out its service philosophy, marketing programmes and customer service plans;
 - d. financial soundness (supported by funding plans) of the applicant;
 - e. organisational structure as well as the character and fitness of the partners or members of the Board of Directors; and
 - f. any other matter which the Authority deems relevant.
5. Applicants shall be bound by all terms, commitments, offers, presentations, proposals, plans and obligations stated in their applications. Applicants must use their best efforts to ensure that the information and representations submitted in their applications are correct and accurate in all aspects. Any change in the information contained in the application form, and subsequent information provided to LTA, must be immediately notified in writing to LTA. LTA reserves the right to reject applications that are incomplete.
6. Approval of the application will be at the sole discretion of the LTA and LTA reserves the right to request additional information not specified herein.

SCHEDULE A

APPLICATION FOR A TAXI SERVICE OPERATOR LICENCE

(Please read all the clauses contained in this document.)

(Attn: Senior Group Director, Public Transport)
Land Transport Authority
10 Sin Ming Drive
Singapore 575701

Dear Sir,

We wish to apply for a Taxi Service Operator Licence under Part VA of the Road Traffic Act Chapter 276.

We have read and understood the requirements as laid out in the Road Traffic Act (Chapter 276), the Road Traffic (Taxi Service Operator Licence) Rules 2003 and the Licence for licensed taxi operators and agree to abide by them.

We affirm that the information given herein is true to the best of our knowledge and belief and that we have not suppressed any material fact. We understand that if after the issuance of the licence, it is found that we have made any false declaration in this form, the Land Transport Authority reserves the right to revoke this licence and pursue such further action as may be necessary.

Signature *	Full Name in Block Letters
Designation for and on behalf of	NRIC/Passport No.
Name of Business	Date
Business Address	Contact Tel No/Fax No

*In the case of a partnership, all partners are required to sign. In the case of a company or corporation, a signatory of the company or corporation

authorised under a Director's resolution or a power of attorney referred to in paragraph 3(b)(iii) is required to sign.

Application Form

1. Name of applicant*:	
2. Address:	
3. Contact telephone no:	
4. Business Registration No. (BRN)	
5. Type of Business (i.e. partnership, private limited company or public listed company)	
5. Date of Registration	
6. 1 st Day of Financial Year	
8. Name and address of the taxi business:	
8.1 Name:	
8.2 Address:	

* Name of firm or company/ corporation as the case may be.

<p>9. Principal Activity(ies) (If the taxi business is to be conducted with other types of business, please elaborate on the other types of business)</p>	
<p>10. Taxi Operating Entity:</p>	
<p>10.1 Business Structure (Information on the following should be provided in terms of whether:</p> <ul style="list-style-type: none"> i) it has any holding company, subsidiaries¹, fellow subsidiaries, associated companies, joint ventures or trusts, and their details, if any; ii) it is a private or public entity; and iii) if public; details of public listings; iv) In the case of a company / corporation, the substantial shareholders² and their shareholding percentage. (Include supporting documents where applicable.) <p>10.2 Particulars</p> <ul style="list-style-type: none"> i) Name, identification number, nationality and the usual place of residence) of partners / all directors. ii) Key personnel and management structure. 	

<p>11. Financial Information The applicant shall provide its business strategies and plans for taxi operations to meet TSOL conditions and service standards such as Taxi Availability (TA) and Quality of Service (QoS)³ conditions, including:</p>					
<p>11.1 Paid-up capital (existing or proposed), planned capital expenditure and budgeted Profit and Loss Statements and Projected Cash Flows for proposed operations and services for the next four years⁴. A schedule of financial debts, obligations and contingent liabilities of the applicant should also be provided for the next four years.</p> <p>11.2 Include documentary evidence to substantiate applicant's financial ability to support the planned capital expenditure and operations.⁵</p> <p>11.3 Financial statement for the past two years.</p>					
<p>12. Answer the following questions "Yes" or "No" in the space provided. If "Yes", please provide details on a separate sheet of paper. Have any of the partners/directors:</p>					
<p>12.1 Been convicted of any offence (other than a traffic offence) in Singapore or elsewhere?</p> <p>12.2 Been charged with an offence where the criminal proceeding relating to the charge has not been permanently</p>	<table border="0"> <thead> <tr> <th data-bbox="852 1711 975 1749"><u>Answer</u></th> <th data-bbox="1182 1711 1270 1749"><u>Name</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="852 1749 975 2020"></td> <td data-bbox="1182 1749 1270 2020"></td> </tr> </tbody> </table>	<u>Answer</u>	<u>Name</u>		
<u>Answer</u>	<u>Name</u>				

<p>concluded?</p> <p>12.3 Been declared bankrupt or compounded with or made an assignment for the benefit of his creditors in Singapore or elsewhere?</p> <p>12.4 Been censured or reprimanded by a Government department / Ministry /statutory/ professional body?</p> <p>12.5 Been a director of a company which has at any time gone into liquidation (while he was a director or within 3 years of his ceasing to be a director) and was insolvent at that time?</p> <p>12.6 Been disqualified under the Companies Act (Chapter 50) from being a director or taking part in the management of a company?</p>	
<p>13. Contact Person</p>	
<p>13.1. Name:</p>	
<p>13.2. Designation:</p>	
<p>13.3. NRIC/Passport:</p>	
<p>13.4. Nationality:</p>	
<p>13.5. Contact Number [Telephone, Fax and Email]</p>	

SCHEDULE 1
(EXPLANATORY NOTES TO APPLICATION FORM)

¹ For the purpose of this clause, the words “holding company” and “subsidiaries” shall have the same meaning assigned to them in the Companies Act (Cap. 50).

² For the purpose of this clause, the words “substantial shareholder” shall have the same meaning as described in section 81 of the Companies Act.

³ Applicants are to provide details on how call booking service will be provided and any other additional information as to how they will provide a taxi service. Applicants should also provide details on how they will comply with TA standards.

⁴ The profit and loss accounts, balance sheets and cash flow statements shall be prepared in accordance with Singapore Statements of Accounting Standards. All assumptions used (e.g. asset depreciation policies or annual increase/ decrease in operating expenditure) shall be clearly explained.

Applicants may provide the following financial ratios: returns on assets, return on equity, operating profit margin, net profit margin, current ratio, quick ratio and debt- equity ratio. The formula used in computing each ratio should also be provided.

If applicable, forecasts of the internal rate of return, net present value and payback period of the investment should be provided.

⁵ Applicants may also include the following details as part of the proposed financing plan:

- i) The proposed sources of funds and the amounts from each source;
- ii) Timing of funding initiatives and injection of funds;
- iii) Planned repayment terms and schedule for loans, loan stock and debentures;
- iv) Credit facilities available; and
- v) Provisions made for contingent sources of funds. Where relevant, letters of intent, guarantor letters and other documents should be provided to substantiate the financing plan and loan/ credit facilities.

SCHEDULE B

Resolved:

That _____ (Name) _____ or failing
him _____ (Name) _____ be and is hereby
authorised to submit, execute, sign and deliver the Application for a Taxi
Service Operator Licence and all related documents for the Taxi Service
Operator Licence, upon the issue of the Licence, and any amendments
thereto.

SCHEDULE C

POWER OF ATTORNEY

BY THIS POWER OF ATTORNEY given on the ____ day of _____, _____ (hereinafter referred to as “the Company”), a company organised and existing under the laws of [country of incorporation] and having its place of business at _____, [country of incorporation] hereby appoints _____, holder of NRIC No. _____ or failing him, _____, holder of NRIC No. _____ or failing both of the aforesaid persons, _____, holder of NRIC No. _____ (hereinafter referred to as “the Attorney”) its true and lawful Attorney to submit, execute, sign and deliver the Application for a Taxi Service Operator Licence and all related documents for the Taxi Service Operator Licence, upon the issue of the Licence, and any amendments thereto.

AND the Company hereby undertakes to ratify and confirm all and whatsoever which the Attorney under the power on that behalf hereinbefore contained shall do or purport to do by virtue of this Power of Attorney.

IN WITNESS whereof the Common Seal of the Company was hereunto affixed the day and year first above written.

The Common Seal of [Name of _____)
Company] was _____)
hereunto affixed in the presence of : - _____)

Director [signature of director]

Director/Secretary [signature of director/secretary]

