



Transport Malta

# CARRIAGE OF PASSENGERS OPERATOR LICENCE (CPOL)

## GUIDELINES



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(08:00 - 16:00)



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These guidelines are intended to provide information on the Passengers Transport Services Regulations, without prejudice to any provisions in the respective legislation.

**Minimum standards with regards to  
fire-extinguishers  
on Passenger Transport Vehicles  
will apply as from 1<sup>st</sup> October, 2010**

All Passenger Transport Vehicles shall carry dry-powder or foam filled fire extinguishers. M2 passenger transport vehicles shall be equipped with 1kg of Dry Powder or 1 Litre of Foam filled fire extinguishers, carrying a Fire rating of 5A or 17B. M3 passenger transport vehicles shall be equipped with 2kg of Dry Powder or 2 litres of foam filled fire extinguishers, carrying a Fire rating of 8A or 21B. Only one extinguisher is required on each passenger transport vehicle, which shall be positioned in a place where it can easily be identified and readily accessible for immediate use.

Fire extinguishers should be used only in situations where they can be discharged safely. Fire extinguishers must be serviced at least annually and the last service date should be recorded on the fire-extinguisher. These should be clearly marked with:

**The fire rating**

**CE mark**

# CARRIAGE OF PASSENGERS OPERATOR LICENCE (CPOL)

## Guidelines

### 1 GENERAL

#### 1.1 What is a Carriage of Passengers Operator Licence (CPOL)?

A Carriage of Passengers Operator Licence (CPOL) is a licence required to operate any Passenger Carrying Vehicles in accordance with the Passenger Transport Services Regulations and is valid for registration of M2 and M3 vehicles (more than eight passengers besides driver).

A CPOL will be issued by the Authority for Transport in Malta (TM) to an undertaking in the name of a natural person authorised by the undertaking. **The Authority will not issue more than one CPOL to any undertaking.** An undertaking means any natural person, any legal person whether profit-making or not, any association or group of persons without legal personality whether profit-making or not, or any official body whether having its own legal personality or being dependent upon an authority having such personality.

A certified copy of the CPOL will be issued by the Authority for every vehicle, and this will have to be kept in the vehicle at all times together with the Passenger Transport Vehicle Licence that will also be issued for every vehicle. This will be required to be affixed to the left side of the windscreen in such a position as to be visible from the front.

#### 1.2 Who requires a Carriage of Passenger Operator Licence (CPOL)?

Any operator whose normal residence is in Malta, who wishes to operate Passenger Carrying Vehicles for hire or reward shall require a CPOL. Hire or reward means the carriage of passengers against payment or compensation by the person transported or by the transport organiser, whether such payment or compensation is made directly or indirectly. This applies to route buses, trackless trains, red minibuses, coaches, open top buses, and white window vans with a seating capacity of more than eight passengers besides the driver. It also applies to Courtesy Buses that are used by establishments to transport their own guests or clients, since there is an indirect payment being made for the service. On the other hand, it is not required for taxis, light passenger transport vehicles (GY), and for white window vans with a seating capacity of up to eight passengers besides the driver.

#### 1.3 Who is exempt from a CPOL?

The Minister may, by means of an order in the Government Gazette, exempt undertakings or classes of undertakings carrying out transport operations only as an ancillary activity.

#### 1.4 What are the main requirements for obtaining a CPOL?

The main requirements are as follows:

- a) Applicant must be of good repute and conduct
- b) Applicant must be of appropriate financial standing
- c) Applicant must satisfy the condition as to professional competence
- d) Applicant must have an Operating Centre in Malta

#### 1.5 What is the minimum and maximum amount of vehicles that can be registered on a CPOL?

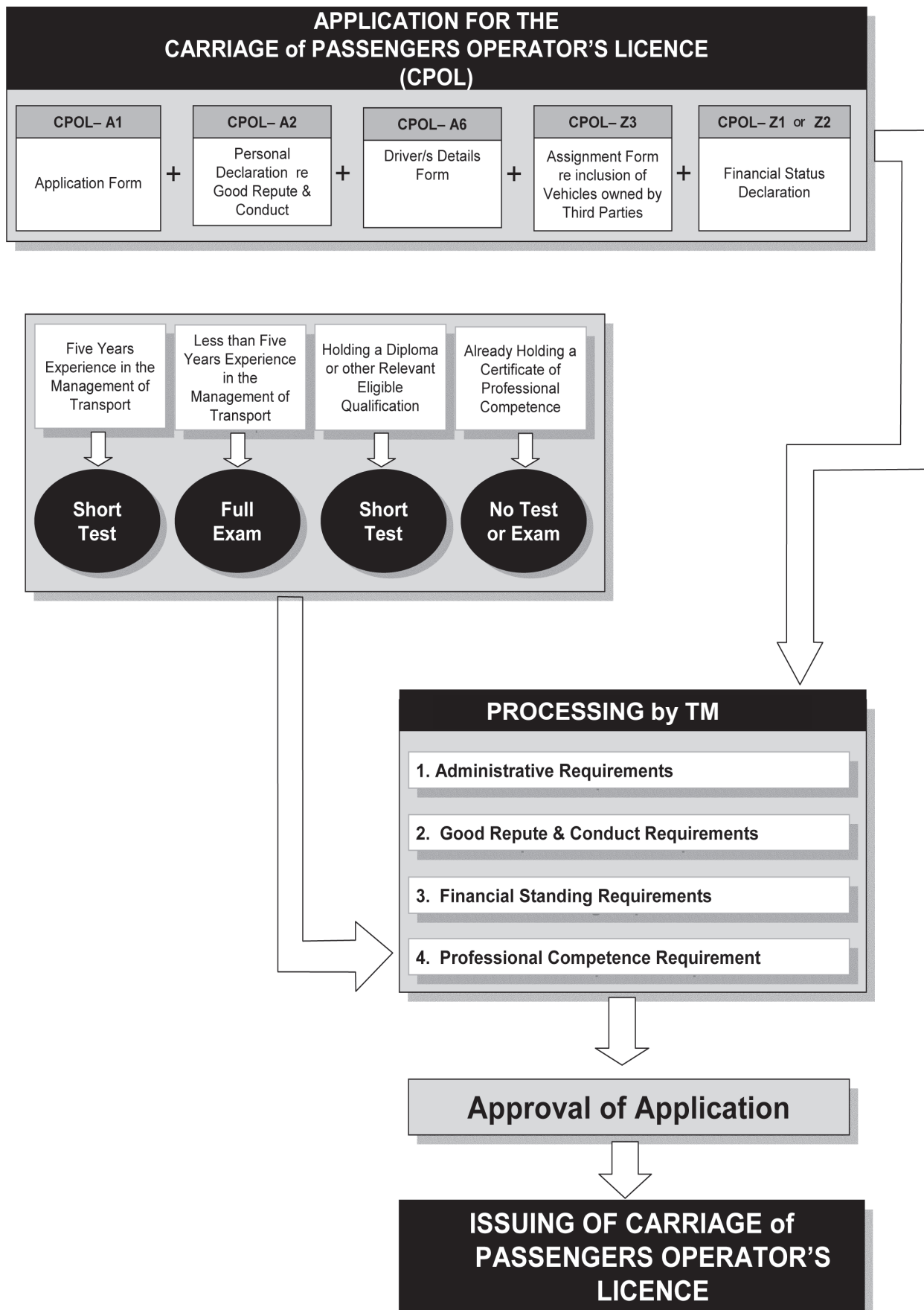
There is no minimum and maximum, provided that there must be sufficient financial standing as explained in detail in Part 3 of these Guidelines. Operators may increase their financial standing at any point in time by submitting an updated CPOL-Z1 or Z2 form, even if no additional vehicles are being registered. Furthermore, an operator shall ensure that when a vehicle is not in use it shall be kept garaged or parked off-street or parked in an appropriate area which is not within five meters from any side of a building, whether inhabited or otherwise on any other structure of historical or cultural value.

#### 1.6 How do I apply for a CPOL?

You need to submit the application form (CPOL-A1) declaration form (CPOL-A2) and (CPOL-Z1 or Z2) to the TM together with the various supporting documentation. Further details on the application process can be found in Sections 3 and 4 of these guidelines.

### 1.7 I have more than one garage or premises from where I operate. Do I need more than one CPOL?

Only one CPOL will be issued to an undertaking, and therefore only one CPOL is required, irrespective of the amount of separate sites, premises or garages. However, each Operator requires a main Operating Centre, and this needs to be indicated on the respective application form. For clarity, an Operating Centre is the premises from which the Operator coordinates and controls the services, where bookings are taken, and where records can be inspected. A home can be used as an Operating Centre.



### **1.8 How long is the CPOL valid for?**

The CPOL does not have an expiry date. However the Authority shall require the operator to submit evidence at least every five years that he continues to fulfil the requirements of the Regulations.

### **1.9 Can the CPOL be transferred?**

The CPOL is issued to an undertaking in the name of a natural person authorised to represent the undertaking, therefore it cannot be transferred. An application can be made to change the person authorised to represent the undertaking, however the undertaking cannot be changed, and the Authority will verify the good repute and conduct of the nominated authorised person.

The Authority may permit the carrying on of the business on a temporary basis of up to nine months in the event of death, physical or legal incapacity of the natural person in whose name the CPOL is granted, or the Designated Person who is continuously and effectively managing the transport operation. The respective application form CPOL-X3 will need to be submitted.

### **1.10 Can you please let me know what is the procedure with regards to an application for an operator's licence?**

The Authority shall consider the submitted application. If the applicant qualifies for an operator's licence, the Authority will inform him through registered mail. Where the Authority intends to refuse an application, it shall give the applicant concerned notice in writing setting out the reasons for its intention to do so. Every notice of refusal shall state that the applicant has a right to make representations in writing, within ten days, to the Authority giving reasons why the application should not be refused and the Authority shall consider any representations so made before arriving at a final decision. The Authority shall notify in writing its final decision to the applicant concerned.

### **1.11 My application for a CPOL has been refused. What can I do?**

You should be informed by the Authority through registered mail. The applicant has the right to appeal to the Board / Tribunal against such decision within a period of thirty days from its notification.

### **1.12 Can my CPOL be used in other Member States?**

This depends on whether you applied for a National CPOL or a Community CPOL. The Community CPOL can be used in other Member States, whilst the National CPOL is only valid in Malta.

### **1.13 What is the difference between the National and Community CPOL?**

The difference between the National and Community (International) CPOL is related to the level of competency of the person who holds the Certificate of Professional Competence (CPC). Details can be found in Section F of these guidelines.

### **1.14 I have a National CPOL. How can I apply for a Community CPOL?**

You must complete Form CPOL-X2 and submit it to the Authority. This will require compliance with international professional competence requirements as indicated in Section F of these Guidelines.

### **1.15 I have a Public Service Garage (PSG) permit. Will this remain valid?**

PSG permit holders with white window vans with a seating capacity exceeding eight passengers besides the driver, must apply to convert their permit into a CPOL.

### **1.16 I am a CPOL holder. How can I change certain details?**

If you already have a CPOL, you do not need to reapply. You can use the various forms referred to in Part 2 of these Guidelines to make any changes or additions to the CPOL, by for example adding more vehicles.

### **1.17 I had obtained a CPOL before the 19<sup>th</sup> May 2009, and it is due to expire. What should I do to renew it?**

You are to submit the same application form CPOL-A1 and CPOL-A2 together with supporting documentation, CPOL-Z1 or Z2 by not later than three months before the expiry of your CPOL. This will provide sufficient time for the Authority to process and renew the CPOL before it expires. Details on renewals are identical to first applications, and can be found in Part 3 of these Guidelines.

## 2 APPLICATION FORMS AND FEES

Applications are to be made on the prescribed forms as detailed below, and submitted to the Authority for Transport in Malta, Road Transport Services Licensing Unit, Sa Maison Road, Floriana FRN 1612, Malta, together with the application fee payable to the Authority for Transport in Malta. Application fees are non-refundable, even if the application is rejected.

**The following forms are required by all those who require a CPOL:**

Code	Type	Application Fee (€)	Fee Per Vehicle (€)	Five Year Verification Fee (€)
CPOL-A1	<b>Application for Carriage of Passengers Operator Licence</b> This form must be completed by any undertaking whose normal residence is in Malta, and wishes to operate Passenger Carrying Vehicles with a seating capacity of more than eight passengers besides the driver, for hire or reward.	€125	€25	€50 plus €25 per vehicle
CPOL-A2	<b>Personal Declaration Form on Good Repute and Conduct</b> This form must be completed by each individual person named on the Operator Licence application, and submitted with that application. This form should also be completed by any new directors, partners or authorised representatives that take up positions within the Operator during the currency of the Licence.	Fees payable to Police to obtain detailed conduct certificate may apply		Fees payable to Police to obtain detailed conduct certificate may apply
CPOL-A6	<b>Driver Detail Form</b> This form must be completed by each applicant indicating particulars of drivers, if any, employed/contracted or to be employed/contracted by the operator.			
CPOL-Z1	Financial declaration (Partnership or Sole Trader)			
CPOL-Z2	Financial declaration (Limited Liability Company)			

**The following would only be required to effect changes to an existing CPOL:**

CPOL-A3	<b>Registration of Additional Vehicles under the Operator Licence</b> This form is required to register M2 or M3 vehicles under the Licence.		€25 per vehicle	€25 per vehicle
CPOL-A5	<b>Application for Certificate of Professional Competence</b> This form is required by any individual who wants to apply for a Certificate of Professional Competence. This may require sitting for a test or full exam.	€15		
<b>Administration</b>				
CPOL-X1	Application for Operator CPC exam	T.B.A.		
CPOL-X2	Application to upgrade from National to Community CPOL	T.B.A.		
CPOL-X3	Change in authorised representative, designated person managing the operation or name of CPOL holder in case of death, or legal/physical incapacity	€25		
CPOL-X4	Change in CPOL details	€25		
CPOL-X6	CPOL Cancellation Form			
CPOL-X7	Application to transfer or remove vehicle currently registered under CPOL (to CPOL/non-CPOL)		€6	
CPOL-X9	Request for re-issuing of lost or misplaced CPOL	€50 including Affidavit		
CPOL-X10	Request for re-issuing of lost or misplaced Passenger Transport Vehicle Licence		€25 including Affidavit	
CPOL-Z3	Declaration to assign vehicle in favour of Operator			

\* Applications for registration and transferring of vehicles are in addition to vehicle registration, licensing and administration fee requirements.

### 3 APPLICATION PROCESS (CPOL-A1)

This part of the Guidelines provides a detailed explanation of the Application for Carriage of Passengers Operator Licence. This form must be completed by any undertaking whose normal residence is in Malta, and wishes to operate Passenger Carrying Vehicles with a seating capacity of more than eight passengers besides the driver, for hire or reward, in accordance with Regulation 5 of the Passenger Transport Services Regulations.

Please fill in this form using block letters and blue or black ink. If more space is required, kindly write the paragraph number and details on a separate page, sign it, and attach it to this application.

The following Sections need to be completed depending on the type of applicant:

	<b>Company</b>	<b>Partnership</b>	<b>Individual / Sole Trader</b>
Section A: General Information	✓	✓	✓
Section B: Application Details (Company)	✓		
Section C: Application Details (Partnership)		✓	
Section D: Application Details (Individual)			✓
Section E: Details of Directors and Partners	✓	✓	
Section F: Designated Person to Manage Transport Operation	✓	✓	✓
Section G: Operating Centre	✓	✓	✓
Section H: Garage or Space Details	✓	✓	✓
Section I: Vehicles to be registered under the Operator's Licence	✓	✓	✓
Section J: Financial Standing	✓	✓	✓
Section K: Declaration	✓	✓	✓
Section L: Supporting Documentation	✓	✓	✓

**To avoid delays in processing your application, kindly read the application form carefully and fill it in completely.**

#### Section A: General Information

- A1 You should only complete this field if you have already applied for a CPOL under the same name of undertaking, or if you are renewing an existing CPOL. If you are unsure on the CPOL number, please refer to your CPOL documentation, or call the Transport Services Unit for assistance.
- A2 You should answer YES if the same undertaking had applied for a CPOL and it was rejected. If you as a person were involved in an application under another undertaking, then you should answer NO.
- A3 Once you obtain your CPOL, any Public Service Garage (PSG) permits you are currently in possession of, will no longer be required for vehicles with a maximum seating capacity of more than eight passengers besides the driver. They will however be required for vehicles with a maximum seating capacity of up to eight passengers besides the driver. Therefore please indicate the PSG permit number in this section. If you are unsure about the numbers, you should refer to the latest renewal permit that was issued to you by the Authority.
- A4 The type of applicant should be indicated here.
- A5 The requirements for the National and International/Community CPOL are mostly the same except the level of professional competency which must reflect the type of application. If you or the designated person (refer to Section F for details) has a National Certificate of Professional Competence, then you can only apply for a National CPOL.

**Section B: Details of Applicant in the case of a Registered Company**

This section is only required if the applicant is a Registered Company in accordance with the Companies Act.

A Personal Declaration Form (CPOL-A2) is required for each authorised representative of the company. Applications with missing Personal Declaration Forms will not be processed.

A Board Resolution authorising such representatives to represent the Company in respect of the Carriage of Passenger Operator Licence is also required.

- B1 Write down the registered name that appears on the Company Registration Certificate. If there is insufficient space provided in the boxes, please use the space below.
- B2 Write down the registered number that appears on the Company Registration Certificate.
- B3 Write down the registered address that appears on the Company Registration Certificate.
- B4 Write down the contact details of the company. These details will be used by the Authority for all forms of communication.
- B5 Same as B4.
- B6 Write down the personal details of the authorised representative of the company. The application provides for up to two authorised representatives. This should either be the directors of the company who are authorised to represent the company, or the persons legally authorised by the directors to represent the company. A copy of a board resolution will need to be submitted with the application, authorising such persons to represent the company and to enter into any agreements on behalf of the company.

All requested details are required, including the position held by the person within the company (for example managing director or general manager).

The first authorised representative will be the natural person in whose name the CPOL will be issued, in accordance with Regulation 5(3). This person will also be used for official communications with the Operator, and will also be recognised as the primary sole representative of the Operator for administrative requirements (for example adding vehicles), but not for changing or removing information submitted in the CPOL-A1 application.

**Section C: Details of Applicant in the case of a Registered Partnership**

This section is only required if the applicant is a Partnership.

A Personal Declaration Form (CPOL-A2) is required for each authorised representative of the partnership. Applications with missing Personal Declaration Forms will not be processed.

A copy of the partnership deed appointing the managing partner, or a copy of a letter authorising the partnership representative signed by all partners, is also required.

- C1 Write down the registered name that appears on the Partnership Registration Certificate. If there is insufficient space provided in the boxes, please use the space below.
- C2 Write down the registered number that appears on the Partnership Registration Certificate.
- C3 Write down the official address that appears on the Partnership Registration Certificate.
- C4 Write down the contact details of the partnership. These details will be used by the Authority for all forms of communication.
- C5 Same as C4.



- C6 Write down the personal details of the authorised representative of the partnership. The application provides for up to two authorised representatives. This should be the managing partner, or two of the partners who are authorised to represent the partnership. All requested details are required, including the position held by the person within the partnership (for example managing partner or partner). A copy of the partnership deed appointing the managing partner, or a copy of a letter authorising the partnership representative signed by all partners, is also required.

The first authorised representative will be the natural person in whose name the CPOL will be issued, in accordance with Regulation 5(3). This person will also be used for official communications with the Operator, and will also be recognised as the primary sole representative of the Operator for administrative requirements (for example adding vehicles and garages on the CPOL), but not for changing or removing information submitted in the CPOL-A1 application.

#### **Section D: Details of Applicant in the case of an Individual Sole Trader**

A Personal Declaration Form (CPOL-A2) is required for the individual applicant. Applications with missing Personal Declaration Forms will not be processed.

- D1 Write down the trading name that is used (if applicable) by the individual applicant. If there is insufficient space provided in the boxes, please use the space below.
- D2 Write down the personal details of the individual. This will be the natural person in whose name the CPOL will be issued, in accordance with Regulation 5(3). This person will also be used for official communications.
- D3 Write down the contact details which will be used by the Authority for all forms of communication.
- D4 Same as D3.

#### **Section E: Details of Directors and Partners**

This section is only required if you are a Company or Partnership, and therefore completed Sections B or C. The Authority will reserve the right to verify the details provided in this section with the Malta Financial Services Authority.

- E1 Write down the amount of Directors or Partners here. This amount should match with the list of Directors or Partners registered with the Malta Financial Services Authority. Each Director or Partner must complete a Personal Declaration Form (CPOL-A2). Applications with missing Personal Declaration Forms will not be processed.
- E2 Write down the details of every Director or Partner in this section. If the space available is not sufficient, please make copies of this section and sign each additional paper. The ID card should be written for every person who is in possession of a Maltese ID Card, whilst the passport number should only be written down if the Director or Partner is not in possession of a Maltese ID Card.

## **Section F: Natural Person Designated to Manage the Passenger Transport Operation**

This section is required by all applicants in accordance with Regulation 11. The Designated Person will be the person who continuously and effectively manages the road passenger transport operations. This can be anyone, even if not the actual owner, director or partner. However this person must be the person responsible for the management of the passenger transport operation.

The Designated Person will need to have the required level of professional competence either by sitting for the exam or by submitting sufficient proof as detailed below in section F4. The proof of professional competence will need to demonstrate that the Designated Person possesses the skills that meet the syllabus requirements in Part 2 of the Second Schedule of the Regulations to be able to be exempted from the exam, or parts of it. Those who provide sufficient proof to the satisfaction of the Authority, or pass the required exams, will be issued with a Certificate of Professional Competence (CPC).

Operators are encouraged to have more than one person within the undertaking that is in possession, or in the process of obtaining a CPC, since in the absence of this person at any point in time, the Operator Licence will not be valid. Special provisions for death or physical/legal incapacity to manage the operation are provided for in Section 1.9.

Where a Designated Person ceases to continuously and effectively manage the road passenger transport operation, the operator must notify the Authority in writing within twenty-one days. The Authority shall allow a period of three months within which the operator can designate another designated person.

- F1 If you are an individual sole trader, and you will be the person managing the passenger transport operation, then you should answer YES. In this case you will not need to complete Section F2.
- F2 If you answered NO to Section F1, then you need to write down the personal details of the person that you will be designating to manage the passenger transport operation, and who will be required to comply with the regulations on good repute, good conduct, and professional competence. A separate CPOL-A2 form will be required for this designated person.
- F3 Write down the contact details which will be used by the Authority for all forms of communication regarding the Certificate of Professional Competence.
- F4 Please select from the following options. If more than one option applies to the designated person (for example in possession of a Certificate of Professional Competence, and also five years experience), then please select both options.**
- F4.1 This should be selected if the designated person is already in possession of a valid National Certificate of Professional Competence (CPC) issued by the Authority for Transport in Malta or another recognised competent body. A copy is to be attached with the application for verification. If the CPC is issued in a language other than English or Maltese, a certified translation in Maltese or English is required. Once verified by the Authority, no further examinations or tests will be required.
- F4.2 This should be selected if the designated person is already in possession of a valid International Certificate of Professional Competence (CPC) issued by the the Authority for Transport in Malta or another recognised competent body. A copy is to be attached with the application for verification. If the CPC is issued in a language other than English or Maltese, a certified translation in Maltese or English is required. Once verified by the Authority, no further examinations or tests will be required.
- F4.3 Regulation 11(2) states that the Authority may exempt from examination or part thereof, applicants who can provide proof of at least five years' practical experience in the management of a National road passenger transport undertaking, provided such applicants sit for a test. Therefore this should be selected if you can prove that you have at least five years' practical experience. The Authority will then contact you so that you can sit for the required multiple choice test. Selecting this will not allow the undertaking to apply for an International/Community CPOL.

- F4.4 This is the same as F4.3, but where the applicant can prove at least five years practical experience in the management of an International road passenger undertaking, allowing the undertaking to apply for an International/Community CPOL.
- F4.5 Regulation 11(3) states that the Authority may exempt from examination, or part thereof, holders of certain diplomas or technical diplomas equivalent, which provide proof of a sound knowledge of the subjects covered in the relevant national and international syllabi as detailed in Part 2 of the Second Schedule of the Regulations. Where the language is not in Maltese or English, a certified translation is to be provided in either Maltese or English.
- F4.6 You should select this option if you have not selected any of the above options. The Authority will then contact the designated person for the provision of training to prepare for the Certificate of Professional Competence Exam. Additional course and exam fees may apply.
- F5 A Personal Declaration Form (CPOL-A2) is required for the designated person, and you are to tick YES to confirm that it has been attached with the application. Applications with missing Personal Declaration Forms will not be processed.

### **Section G: Operating Centre**

This section is required by all applicants in accordance with Regulation 5(5) which requires the undertaking to have an Operating Centre in Malta. The Operating Centre is the premises from which the Operator coordinates and controls the services, which is used for the keeping of records, and the taking of bookings. Applicants may opt to use their personal residences as Operating Centres.

Operators are required to maintain up to date and comprehensive records relating to all aspects of the passenger transport operation, including, but not limited to, records of all bookings, the statutory documents and books of accounts and employment agreements at the Operating Centre.

- G1 Write down the address of the Operating Centre. The premises and records may be subject to inspections by the Authority for verification between 0700hrs and 1900hrs. If the undertaking has more than one Operating Centre, the main Operating Centre should be indicated here. The Operating Centre must be in Malta or Gozo, and does not necessarily need to be a commercial premises.
- G2 Write down the contact information of the Operating Centre.

### **Section H: Garage or Space Details**

This section is required by all applicants in accordance with Regulation 7(1)(f) to indicate where vehicles registered under the CPOL will be garaged or parked whilst not in use. Write down the details of each indoor space available to garage the vehicles or off-street parking.

### **Section I: Vehicles to be registered under this Operator Licence**

Each vehicle included in this section must be registered with the Authority for Transport in Malta. If no vehicles are registered as yet, please write NIL in Section I1, and vehicles may be added at a later stage by using Form CPOL-A3. In such cases, this application will still be processed.

One may apply for a CPOL before registering vehicles, to ensure that the minimum requirements are met before procuring the vehicles. On the other hand, vehicles can be registered with the Authority before a CPOL is obtained, however they will not be registered as Passenger Carrying Vehicles and therefore will not be able to be used for hire or reward.

It is recommended that the CPOL is obtained before the vehicles are registered to ensure eligibility.

The amount of vehicles that can be registered under this CPOL cannot exceed the amount of vehicles declared on the Financial Declaration (CPOL-Z1 or Z2).

I1 Write down the number of vehicles that are currently registered with the Authority for Transport in Malta that will be registered under this CPOL. If no vehicles are currently registered with the Authority, please write NIL, and vehicles may be added later using Form CPOL-A3.

I2 Every vehicle that is to be registered under this CPOL should be listed in this table. If the space is not sufficient, then please make copies of this section, sign them, and attach them to this application.

The details for each vehicle must include the Vehicle Registration Number appearing on the Number Plate and Registration Certificate, and also whether the vehicle is registered in the name of the applicant or a third party. Any vehicles that are not registered in the name of the applicant will require a separate Vehicle Assignment Form (CPOL-Z3) for each vehicle, authorising the Operator to register the vehicles under the CPOL, dated not more than three months from the application date. **A vehicle may not be assigned to more than one CPOL.**

The Authority will match the registered owner details with its database and will automatically reject vehicles that are not registered in the name of the applicant, and for which a Vehicle Assignment Form has not been provided with this application.

### **Section J: Financial Standing**

This section is required by all applicants. Regulation 10 requires the undertaking to have appropriate financial standing consisting of having available sufficient resources to ensure proper launching and proper administration thereafter of the undertaking. This specifically includes capital and reserves of at least €9,000 for the first vehicle, and €5,000 for subsequent vehicles registered under the CPOL. If no vehicles are being registered at this stage, the capital and reserves must still be of at least €9,000.

The Authority shall reserve the right to request annual accounts of the undertaking, information on funds available, including cash at bank, overdraft and loan facilities, information on any assets, including property, which are available to provide full or partial security for the undertaking, and information on costs, including purchase cost or initial payment for vehicles, premises, plant and equipment, and working capital.

J1 You should select YES if the undertaking has appropriate financial standing consisting of available sufficient resources to ensure proper launching and proper administration thereafter of the undertaking. Selecting NO will automatically disqualify the application.

J2 You should select YES if the undertaking has sufficient capital and reserves of at least €9,000 for the first vehicle, and another €5,000 for every additional vehicle that is to be registered under this CPOL. Selecting NO will automatically disqualify the application.

J3 The Authority will accept as evidence of financial standing one of the following, and you are to select accordingly:

- J3.1 Declaration CPOL-Z1 or CPOL-Z2 signed and stamped by a Certified Public Auditor or Accountant, dated not more than three months before the application date.
- J3.2 An original bank guarantee in favour of the Authority for Transport in Malta valid for five years, dated not more than three months before the application date.

### **Section K: Declaration**

This is required by all applicants, and should be read carefully before signing. Remember that signing a declaration which you know to be false, is a criminal offence. In the case of companies or partnerships where two Authorised Representatives have been identified, this section is to be signed by both persons.

### **Section L: Supporting Documentation**

- L1 This is only required if the applicant is a Registered Company or Registered Partnership.
- L2 This is only required if the applicant is a Registered Company or Registered Partnership.
- L3 This is only required if you selected any one option between F4.1 and F4.5 in Section F4. Proof should include as many of the following documentation as possible:
- True copies of certificates where available (in the case of Diplomas or existing CPC holders);
  - A written description of the experience in managing a passenger transport undertaking (distinguishing between National and International operations);
  - Copies of contract documentation detailing transport services rendered in the past five years;
  - Details of any vehicles used by the undertaking in transport services;
  - In the case of self-employed operators/drivers, employment registration details/history from ETC and the Public Transport Tag reference number issued by the TM.
- L4 This is obligatory for all applications.
- L5 This is obligatory for all applications, provided that if the applicant is also the Designated Person that will be managing the passenger transport operation, then only one form is required.
- L6 This is obligatory for all applications.
- L7 This is only required if Vehicle Assignment Forms are enclosed. Write down NIL if none are being enclosed.
- L8 This is only required if additional Personal Declaration Forms have been enclosed. Write down NIL if none are being enclosed.

## **4 COMPILATION OF THE PERSONAL DECLARATION FORM ON GOOD REPUTE AND GOOD CONDUCT (CPOL-A2)**

This part of the Guidelines provides a detailed explanation of how to complete the Personal Declaration Form on Good Repute and Good Conduct (CPOL-A2), based on the requirements stipulated in Regulation 9 of the Passenger Transport Services Regulations.

This form must be completed by each individual person named on the Operator Licence application (CPOL-A1), and submitted with that application. This includes directors, partners, authorised representatives of the undertaking, designated persons in possession or in the process of obtaining a Certificate of Professional Competence, and individual applicants. This form should also be completed by any new directors, partners or authorised representatives of the undertaking that take up positions within the Operator during the currency of the Licence. The Operator must notify the Authority in writing within twenty-one days from such occurrences using the CPOL-A2 declaration.

Applications are to be submitted to the Authority for Transport in Malta, Road Transport Services Licensing Unit, Sa Maison Road, Floriana FRN 1612, Malta.

Please fill in this form using block letters and blue or black ink. If more space is required, kindly write the paragraph number and details on a separate page, sign it, and attach it to this application. Please photocopy as many forms as you require.

**To avoid delays in processing your application, kindly read the application form carefully and fill it in completely.**

### **Section A: Operator Licence Details**

- A1 Write down the company name, partnership name or the Trading Name of the Operator on the Carriage of Passenger Operator Licence Application Form (either B1, C1, or D1). This is required to be able to link the Personal Declaration Form with the CPOL Application Form.
- A2 If you are already in possession of a Carriage of Passenger Operator Licence, please write down this number. This is required to be able to link the Personal Declaration Form with the CPOL Application Form.
- A3 If you are not already in possession of a Carriage of Passenger Operator Licence, write down the company registration number, partnership registration number, or the individual identity card number/passport that is written on the Carriage of Passenger Operator Licence Application Form (either B2, C2, or D2). This too is required to be able to link the Personal Declaration Form with the CPOL Application Form.

### **Section B: Personal Details**

Write down your personal details and contact information that will be used for any communication with the Authority, including your role within the undertaking.

### **Section C: Good Repute and Conduct**

This sub-section defines what is considered as good conduct and good repute to be able to be involved in the carriage of passengers by road in accordance with Regulation 9 of the Passenger Transport Services Regulations.

The Authority will reserve the right to verify these details with the Police before issuing any CPOL.

### **Section D: Declaration**

This is required by all individuals, and should be read carefully before signing. Remember that signing a declaration which you know to be false, is a criminal offence. Signing this declaration authorises the Authority for Transport in Malta to obtain written information on your criminal records and details of convictions for relevant offences under the Passenger Transport Services Regulations. The Authority for Transport in Malta may legitimately use this information to determine the outcome of your personal declaration to obtain a Carriage of Passengers Operator Licence.

### **Section E: Supporting Documentation**

- E1 A certificate issued by the Police detailing any criminal offences and/or contraventions for which the applicant may have been sentenced together with the punishment. The certificate must have been issued not more than three months before the application date.

## 5 COMPILATION OF THE DRIVER DETAIL FORM (CPOL-A6)

This part provides an explanation of how to complete the Driver Detail Form (CPOL-A6).

This form must be completed by the operator or his authorised representative, for each driver who is employed or commissioned by the operator for the Carriage of Passengers. It is also used for the deletion of drivers who will no longer be employed or commissioned by the Operator.

Applications are to be submitted to the Authority for Transport in Malta, Road Transport Services Licensing Unit, Sa Maison Road, Floriana FRN 1612, Malta.

Please fill in this form using block letters and blue or black ink.

**To avoid delays in processing your application, kindly read the application form carefully and fill it in completely.**

### Section A: Operator Licence Details

- A1 You should only complete this field if you have already applied for a CPOL under the same name.
- A2 If you have filled in item A1, then you should complete this field. If you are unsure on the CPOL number, please refer to the CPOL documentation.
- A3 Write down the registered address of the Operator.

### Section B: Details of drivers employed/commissioned by the Operator or to be added to the list already presented by the Operator

The name, surname, Identity Card Number and the Tag Number are required for all existing drivers who are employed or commissioned by the Operator.

This section should also be filled in by any operator or authorised representative who in the future wants to add more drivers who will be employed/commissioned by him.

### Section C: Details of Drivers listed as employed/commissioned by Operator and are to be removed.

This section should be filled in by the Operator or his authorised representative who wishes to terminate the employment of any driver who was employed or commissioned by the Operator.

The name, surname, Identity Card number and Tag number are required.

### Section D: Declaration

This is required by all applicants and should read carefully before signing. Remember that signing a declaration which you know to be false, is a criminal offence.



Transport Malta