

## **Applikazzjoni għat-Tigdid ta' Liċenzja ta' Operatur għall-Ġarr Stradali ta' Merkanzija** ***Application for the Renewal of a Road Haulage Operator License***

Din il-formola tapplika l-provizjonijiet għal-liċenzjar ta' Operaturi għall-Ġarr Stradali tal-Merkanzija, kif meħtieġ fir-Regolamenti dwar il-Ġarr Stradali ta' Merkanzija b'Vetturi bil-Mutur, L.S. 65.19 - ir-Regolamenti.

Din il-formola għandha tintuża sabiex tiggedded Liċenzja eżistenti li tkun waslet biex tiskadi.

L-applikazzjonijiet għandhom jiġu ipprezentati lil Transport Malta, Taqsima għal-Liċenzjar ta' Servizzi ta' Trasport Stradali, Triq l-Arkata, Raħal Ġdid, Malta PLA 1212.

Jekk jogħġbok ara li mal-applikazzjoni tipprezenta d-dokumenti kollha.

**Biex ma jkunx hemm dewmien fl-ipproċessar tal-applikazzjoni tiegħek, jekk jogħġbok aqra sew din il-formola u mliha kollha. Applikazzjonijiet li ma jkunux ġew mimlija sew ma jiġux aċċettati.**

*This form applies the provisions concerning the licensing of Road Hauliers, as stipulated in the Motor Vehicles (Carriage of Goods by Road) Regulations, S.L. 65.19—the Regulations.*

*This form shall be used to renew an existent Licence that is close to its expiry date.*

*Applications are to be submitted to Transport Malta, Road Transport Services Licensing Unit, Arcade Street, Paola, Malta PLA 1212.*

*Kindly ensure that all the information requested in the form are submitted along with this application.*

***To avoid delays in processing your application, kindly read this form carefully and fill it in completely. Incomplete forms will be rejected.***

### **TAQSIMA A: Tagħrif dwar il-Liċenzja**

#### ***SECTION A: Licence Details***

A1. Numru tal-Liċenzja  
*Licence Number*

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A2. Numru tal-VAT  
*VAT Number*

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A3. Isem l-Impriza  
*Undertaking Name*

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A4. Jekk jogħġbok indika t-tip ta' Liċenzja. *Please indicate the type of Licence*

Internazzjonali u Nazzjonali  
*International and National*

Nazzjonali  
*National*

**NOTA: Fejn ikun hemm bżonn, id-dettalji tal-applikant jistgħu jinbidlu permezz tal-formola RHOL-Z2.**

*NOTE: Where required, the applicant's details may be changed by means of form RHOL-Z2.*

**TAQSIMA B: Dettalji tal-Vetturi. Immarka jekk humiex LCVs jew HGVs.****SECTION B: Vehicle Details. Mark if they are LCVs or HGVs.****Numri tar-Reġistrazzjoni tal-Vetturi *Vehicles' Registration Number***

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**NOTA: Ma' din l-applikazzjoni għandu jiġi pprezentat kuntratt tal-kera għal kull vettura li tkun mikrija mingħand impriza oħra.**

*NOTE: Along with this application a lease agreement shall be presented for every vehicle which is leased from another undertaking.*

**TAQSIMA Ċ: Avviz dwar il-Protezzjoni tad-Data**  
**SECTION C: Data Protection Notice**

Id-*data* kollha miġbura f'din il-formola hija pproċessata skont il-Liġijiet tal-Privatezza li jinkludu r-Regolament (EU) 2016/679 (Regolament Ġenerali dwar il-Protezzjoni tad-Data) u l-Kapitlu 586 tal-Liġijiet ta' Malta (Att dwar il-Protezzjoni u l-Privatezza tad-Data). Id-*data* pprovduta tista' tingħata lil Awtoritajiet Pubbliċi u/jew Dipartimenti tal-Gvern oħra kif meħtieġ u permess mil-Liġi ta' Malta. Transport Malta ta' Triq Pantar, 141 Lija, Malta, LJA 2021 hi l-kontrollur tad-*data* għall-fini tal-liġijiet tal-privatezza. L-Avviz ta' Privatezza meħmuż ma' din l-applikazzjoni jistabbilixxi l-mod kif l-informazzjoni/*data* personali tingħabar u tiġi pproċessata minn Transport Malta, kif ukoll il-passi li jittieħdu biex tiġi protetta din l-informazzjoni.

*All data collected in this form is processed in accordance with the Privacy Laws that include Regulation (EU) 2016/679 (General Data Protection Regulation) and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be shared with other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.*

**TAQSIMA D: Dikjarazzjoni**  
**SECTION D: Declaration**

Jien hawn niddikjara li l-istqarrijiet magħmula u l-informazzjoni mogħtija f'din l-applikazzjoni huma korretti u veri. Jien nifhem li l-liċenzja tista' tiġi revokata u tista' tittieħed azzjoni kriminali kontriha jekk xi dettalji huma foloz jew jiżgwidaw.

*I hereby declare that the statements made and information given in this application are correct and true. I understand that the Licence may be revoked and criminal action may be taken against me if any of the details*

Jien hawn niddikjara l-intenzjoni tiegħi li nġedded il-Liċenza ta' Operatur ta' Ġarr ta' Merkanzija u nagħraf sewwa l-obbligi u r-rekwiziti legali tal-Liċenza ta' Operatur ta' Ġarr ta' Merkanzija

*I hereby declare my intention to reply the Road Haulage Operator Licence, and I am fully aware of the legal obligations and requirements of the Road Haulage Licence.*

Isem u Kunjom  
 Name & Surname

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Rwol Role

<input type="checkbox"/>	Rappreżentant Awtorizzat Authorised Representative	<input type="checkbox"/>	Negozjant Waħdu Sole-Trader
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Data Date

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Dritt (€) li qed jithallas  
 Enclosed Fee (€)

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Firma tal-Applikant  
 Signature of Applicant

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**TAQSIMA E: Drittijiet li għandhom jithallsu mal-ħruġ tal-Liċenzja**  
**SECTION E: Applicable Fees to be paid upon issue of Licence**

<b>Tiġdid ta' Liċenzja ta' Operatur</b> <i>Renewal of an Operator Licence</i>		€120
<b>Żieda ta' Vettura taħt il-Liċenzja ta' Operatur</b> <i>Addition of a Vehicle under the Operator Licence</i>	<b>Sal-ħames vettura (għall kull vettura)</b> <i>Up to the fifth vehicle (for each vehicle)</i>	€25
	<b>Wara l-ħames vettura</b> <i>After the fifth vehicle</i>	€0
<b>Dritt Amministrattiv</b> <i>Administrative Charge</i>		€6

**TAQSIMA F: Dokumentazzjoni bħala prova (fejn applikabli)**  
**SECTION F: Supporting Documentation (where applicable)**

- D1  **Memorandum and Articles tal-Kumpanija jew l-Att tas-Socjetà bi Sħubija.**  
*Company's Memorandum and Articles or the Partnership Deed.*
- D2  **Rizoluzzjoni tal-Bord jew Att tas-Socjetà bi Sħubija.**  
*Board resolution or Partnership Deed.*
- D3  **Ċertifikat tal-kondotta għall-applikant li jkun individwu, għar-Rappreżentant Awtorizzat, għal-Maniġer tat-Trasport u/jew għal kull Direttur jew Sieheb fl-Impriza.**  
*Conduct Certificate for the individual applicant, the Authorised Representative, the Transport Manager and/or every Director or Partner within the undertaking.*
- D4  **Kwalifika ta' Maniġer tat-Trasport**  
*Transport Manager qualification*
- D5  **Rapport dwar il-Pożizzjoni Finanzjarja**  
*Financial Standing Report*
- D6  **Ċertifikat ta' Registrazzjoni u Polza tal-Assigurazzjoni tal-vetturi li ser jiddaħflu taħt il-Liċenzja**  
*Registration Certificate and Insurance Policy for the vehicles to be added under the licence*
- D7  **Kuntratt tal-kera għal kull vettura mikrija mingħand Impriza oħra.**  
*Lease agreement for each vehicle leased from another undertaking.*

## Data Protection Privacy Notice

### Service requested: A2 – Renewal Of Operator Licence

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

#### 1. The information we collect and how we use it

1.1 From this application, Transport Malta collects different types of information; which information is that required by Law and is used explicitly for the service requested through this form. It is to be noted that if the required information is not provided the said application cannot be processed.

1.2 The primary purpose for collecting the information is mainly to process the application for the requested service; however, your Personal Information may also be used for related purposes that amongst others include: sending notifications, renewal of licence after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

#### 2. To whom we disclose information

2.1 This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below;

Any law enforcement body that may have any reasonable requirement to access your personal information;

Third party entities that may be entrusted by Transport Malta to process part of or all the data related to this service.

#### 3. Data Subject Rights

3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:

the right for information;

the right to access;

the right to rectification;

the right to erasure;

the right to restrict processing;

the right to object to processing;

the right to data portability;

the right to complain to a supervisory authority; and

the right to withdraw consent.

3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt). We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.

3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.

3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

#### 4. Retention period

4.1 *Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.*

4.2 Once the Licence is issued, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.:

#### 5. Security

5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the service requested through this application form.

5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

#### 6. Governing Law

6.1. All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679) and Chapter 586 of the Laws of Malta (Data Protection Act).

#### 7. Data Protection Officer

7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt)

#### 8. Contacting us

8.1. Please address any questions, comments and requests regarding the application process to [rtlu.tm@transport.gov.mt](mailto:rtlu.tm@transport.gov.mt).