

# BSP 001

## APPLIKAZZJONI GĦAL SERVIZZ TA' PJATTAFORMA INTERMEDJARJA GĦAL PRENOTAZZJONI

### APPLICATION FORM FOR THE OPERATION OF AN INTERMEDIARY BOOKING SERVICE PLATFORM

#### TRANSPORT MALTA Land Transport Directorate

A3 Towers,  
Triq L-Arkata, Paola  
PLA 1212

Tel: 2556 0000  
Freephone: 8007 2309  
Website: www.transport.gov.mt



Transport Malta

#### DETTALJI TAL-APPLIKANT

##### APPLICANT DETAILS

Isem: Name:	Kunjom: Surname:
Nru. tal-Karta tal-Identita': Identity Card No.:	Nru. tal-VAT: VAT No.:
Isem tal-kumpanija: Company name:	Nru. tal-Kumpanija: Company No.:
Iltre: Email:	Nru. tal-Mowbajl: Mobile No.:
Indirizz: Address:	

#### DETTALJI TAL-PERSUNA MAHTURA GĦALL-OPERAT U AMMINISTRAZZJONI TAS-SERVIZZ

##### DETAILS OF DESIGNATED PERSON APPOINTED TO BE RESPONSIBLE FOR THE OPERATION AND ADMINISTRATION OF THE SERVICE

Isem: Name:	Kunjom: Surname:
Nru. tal-Karta tal-Identita': Identity Card No.:	Nru. tal-Mowbajl: Mobile No.:
Indirizz: Address:	

#### ĊENTRU MINN FEJN SER JOPERA S-SERVIZZ F'MALTA/GĦAWDEX

##### OPERATING OFFICE IN MALTA/GOZO

Iltre: Email:	Nru. tal-Mowbajl: Mobile No.:
Indirizz: Address:	

#### DOKUMENTI MEHTIEĠA

##### DOCUMENTS REQUIRED

Ċertifikat tal-VAT VAT Certificate	√
Lista tad-Diretturi maħruġa mill-MFSA MFSA List of Directors	
Kopji tal-Kuntratti ta' servizz ma' operaturi liċenzjati Copies of Contracts of service with licensed operators	
Ċertifikat tal-Fedina Penali Full Criminal Record Sheet	
Fedina Penali Estera – <b>APPLIKABBLI BISS</b> f'każ ta' applikant li għamel perjodu mhux residenti f'Malta, għandu juri estratt tar-rekords ġudizzjali tiegħu jew, inkella, dokument ekwivalenti maħruġ mill-awtorita kompetenti ġudizzjali jew amministrativa tal-pajjiż ta' l-origini jew il-pajjiż li minnu jkun ġej l-applikant <i>Foreign Criminal Record Sheet – APPLICABLE ONLY</i> in the case of an applicant who has spent a period not residing in Malta, an extract from a judicial record or, failing that, an equivalent document issued by a competent judicial or administrative authority of the country of origin or the country from which such applicant derive shall suffice	

<b>HLAS DOVUT</b> <i>APPLICABLE FEES</i>	√
Hlas Amministrattiv €100 <i>Administrative fee €100</i>	
Ċertifikat tal-Fedina Penali €5.50 <i>Criminal Record Sheet €5.50</i>	
<p>Il-ħlasijiet għandhom isiru permezz ta' ċekk, <i>Credit/Debit card jew Bank Transfer</i> <i>Payment shall be made by cheque, Credit/Debit card by Bank Transfer</i></p> <ul style="list-style-type: none"> <li>• <b>BOV IBAN Number: MT21VALL22013000000040022460565</b></li> <li>• <b>HSBC IBAN Number: MT42MMEB44853000000085128577001</b></li> </ul>	

<b>DIKJARAZZJONI</b> <i>DECLARATION</i>		
<p>Jien hawn niddikjara li l-istqarrijiet li għamilt u l-informazzjoni li tajt f'din l-applikazzjoni huma korretti u veri. Nifhem li l-awtorizzazzjoni biex tipprovdi servizz ta' pjattaforma intermedjarja tista' tiġi revokata u jistgħu jittieħdu proċeduri kriminali kontra tiegħi jekk xi dettalji huma foloz jew jiżgwidaw.</p> <p><i>I hereby declare that the statements made, and information given in this application are correct and true. I understand that the authorisation to operate an intermediary booking service will be revoked and criminal action may be taken against me if any of the details are false or misleading.</i></p> <p>Jien hawn nawtorizza lill-Awtorita' għat-Trasport f'Malta biex tikseb informazzjoni bil-miktub, b'xi forma oħra jew b'mod ieħor, dwar ir-rekord kriminali tiegħi u dettalji tal-pieni għal reati rilevanti taħt ir-Regolamenti dwar Servizzi ta' Ġarr ta' Passiġġieri b'Vetturi Żgħar u Servizz ta' Kiri ta' Vetturi (L.S.499.68). Nifhem li l-Awtorita' għat-Trasport f'Malta tista' b'mod leġittimu tuża din l-informazzjoni biex tiddetermina jekk għandhiex tintlaqa' l-applikazzjoni tiegħi biex nikseb permess biex nipprovdi servizz ta' pjattaforma intermedjarja għall-prenotazzjoni.</p> <p><i>I hereby authorise the Authority for Transport in Malta to obtain information in writing, or in any form or manner, on my criminal records and details of convictions for relevant offences under the Light Passenger Transport Services and Vehicle Hire Services (S.L.499.68). I understand that the Authority for Transport in Malta may legitimately use this information to determine the outcome of my personal declaration to obtain an authorisation to act as an intermediary booking service platform.</i></p> <p>Nintrabat li niddikjara kull piena li nista' neħel fil-futur lill-Awtorita' għat-Trasport f'Malta fi żmien mhux aktar minn 21 ġurnata minn meta ninsab ħati/ħatja. Nifhem li jekk nonqos milli nagħmel hekk, dan jista' jwassal għar-revoka jew is-sospensjoni tal-awtorizzazzjoni biex nipprovdi servizz ta' pjattaforma intermedjarja.</p> <p><i>I will declare any future convictions to the Authority for Transport in Malta no more than 21 days after receiving the conviction. I understand that failure to do so may lead to the suspension or revocation of the authorisation to operate an intermediary booking service.</i></p>		
<hr/> Firma tal-Applikant/a <i>Applicant's Signature</i>	<hr/> Numru tal-karta tal-identita <i>Identity card number</i>	<hr/> Data <i>Date</i>

## Data Protection Privacy Notice

The Authority for Transport in Malta, (Transport Malta) of Triq Pantar, Lija, Malta, LJA 2021 is the Data Controller for the purpose of the Data Protection Act CAP 586 and the General Data Protection Regulation (EU) (GDPR) 2016/679. 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 your applications related to the authorisation to operate an intermediary booking service. It is to be noted that if the required information is not provided the said application could not be processed.

1.2. The primary purpose for collecting information is mainly to process the applications related to authorisation, however, your Personal information may also be used for related purposes that amongst other include: sending notifications, 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 third-party offering assistance in providing the service, to process the authorisation.
- Any law enforcement body who may have any reasonable requirement to access your personal information;
- Third party entities responsible for the data processing and printing of relative authorisation.

### 3. Data Subject Rights

3.1. With respect to your privacy rights, the Authority 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;
- g. the right to data portability;
- h. 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 authorisation 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 processing of the applicatiaon.

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

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) 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 [info.tm@transport.gov.mt](mailto:info.tm@transport.gov.mt).