

# VHS 007

## APPLIKAZZJONI GĦAL TIBDIL FID-DETTALJI TA' LIĊENZJA TA' OPERATUR GĦAL SERVIZZ TA' KIRI TA' VETTURI

### APPLICATION FORM TO CHANGE DETAILS OF VEHICLE HIRE SERVICES OPERATOR LICENCE

#### TRANSPORT MALTA Land Transport Directorate

A3 Towers  
Triq L-Arkata Paola  
PLA 1212

Tel: 2556 0000  
Website: [www.transport.gov.mt](http://www.transport.gov.mt)  
Freephone: 8007 2309



Transport Malta

#### NUMRU TAL-LIĊENZJA TA' OPERATUR OPERATOR LICENCE NUMBER

#### DETTALJI TAL-APPLIKANT APPLICANT DETAILS

Isem: <i>Name:</i>	Kunjom: <i>Surname:</i>	Nru.tal-Karta tal-Identita`: <i>ID. Card No.:</i>
Nru. tal-Mowbajl: <i>Mobile No.:</i>	Ittre: <i>Email:</i>	
Isem tal-Kumpanija: <i>Company Name</i>	Nru. tal-Kumpanija: <i>Company No.:</i>	Nru. tal-VAT: <i>VAT No.:</i>
Indirizz: <i>Address:</i>		

#### DETTALJI TAS-SIEHEB MANIĠERJALI JEW TAR-RAPREŻENTANT AWTORIZZAT DETAILS OF MANAGING PARTNER OR AUTHORISED REPRESENTATIVE

Isem: <i>Name:</i>	Kunjom: <i>Surname:</i>
Nru. tal-Mowbajl: <i>Mobile No.:</i>	Nru. tal-Karta tal-Identita`: <i>ID. Card No.:</i>
Indirizz: <i>Address:</i>	

#### ĊENTRU MINN FEJN SER TOPERA OPERATING CENTRE

Nru. Tal-Mowbajl: <i>Mobile No.:</i>	Ittre: <i>Email:</i>
Indirizz: <i>Address:</i>	

#### DETTALJI TAL-GARAXX GARAGE DETAILS

Nru. Tal-Mowbajl: <i>Mobile No.:</i>	Ittre: <i>Email:</i>
Indirizz: <i>Address:</i>	

<b>DOKUMENTAZZJONI MEHTIEĠA</b> <i>DOCUMENTS REQUIRED</i>	√
Ċertifikat tal-VAT <i>VAT Certificate</i>	
Karta tal-identita <i>Identity Card</i>	
Ċertifikat tal-Fedina Penali <i>Full Criminal Record Sheet</i>	
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 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</i>	

<b>HLAS DOVUT</b> <i>APPLICABLE FEES</i>	√
Hlas Amministrattiv €25 <i>Administrative fee €25</i>	
Fedina Penali €5.50 – dan il-hlas huwa applikabli biss meta jkun ser isir tibdil jew zieda tas-sieħeb maniġerjali <i>Criminal Record Sheet €5.50 – this payment shall be applicable only when there will be a change or addition of the managing partner</i>	
Il-hlasijiet għandhom isiru permezz ta' ċekk, bil-Credit/Debit card jew Bank Transfer <i>Payment shall be made by cheque, by Credit/Debit card or Bank Transfer</i> <ul style="list-style-type: none"> <li>• <b>BOV IBAN Number: MT21VALL22013000000040022460565</b></li> <li>• <b>HSBC IBAN Number: MT42MMEB4485300000008512857700</b></li> </ul>	

<b>DIKJARAZZJONI</b> <i>DECLARATION</i>		
<p>Jien hawn niddikjara li l-istqarrijiet li għamilt u l-informazzjoni mogħtija f'din l-applikazzjoni huma korretti u veri. Nifhem li l-liċenzja tal-operatur tista' tiġi revokata u jistgħu jittiehdu proċeduri kriminali kontra tiegħi jekk xi dettalji huma foloz jew qarrieqa. <i>I hereby declare that the statements made, and information given in this application are correct and true. I understand that the operator licence 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 lil Awtorita' għat-Trasport f'Malta biex tikseb informazzjoni bil-miktub, jew f'xi forma oħra jew mod ieħor, dwar ir-rekord kriminali tiegħi u dettalji tal-pieni għal reati rilevanti taħt ir-Regolamenti dwar Servizz 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 ta' Operatur għall-Ġarr ta' Passiġġieri b' Vetturi Żgħar. <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 Operator Licence for Light Passenger Transport Vehicles.</i></p> <p>Nintrabat li niddikjara kull piena li nista' nehel fil-futur lill-Awtorita' għat-Trasport f'Malta fi żmien mhux aktar minn 21 ġurnata minn meta ninstab haħi/hatja. Nifhem li jekk nonqos milli nagħmel hekk, dan jista' jwassal għar-revoka jew is-sospensjoni tal-liċenzja tal-Operatur. <i>I will declare any future convictions to the Authority for Transport in Malta no later than 21 days after receiving the conviction. I understand that failure to do so may lead to the suspension or revocation of the Operator Licence.</i></p> <p>Jiena hawn niddikjara li l-vetturi għandhom ikunu ggaraxxjati jew ipparkjati mhux fit-triq waqt li ma jkunux qedt jintużaw. <i>I hereby declare that all vehicles shall always be garaged or parked off street while not in use.</i></p>		
Firma tal-Applikant/a <i>Applicant's Signature</i>	Numru tal-karta tal-Identita' <i>Identity card number</i>	Data <i>Date</i>

<b>GĦALL-UŻU UFFIĊJALI BISS</b> <b>FOR OFFICE USE ONLY</b>	
Eleġibbli <input type="checkbox"/> <i>Eligible</i>	Mhux Eleġibbli <input type="checkbox"/> <i>Not Eligible</i>
Inizzjali u timbru tal-uffiċjal ta' TM <i>TM Official initials and stamp</i>	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 Operator licence. 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 operator licence, 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 operator licence.
- 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 Operator licence.

### 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 operator 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 processing of the operator licence.

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).